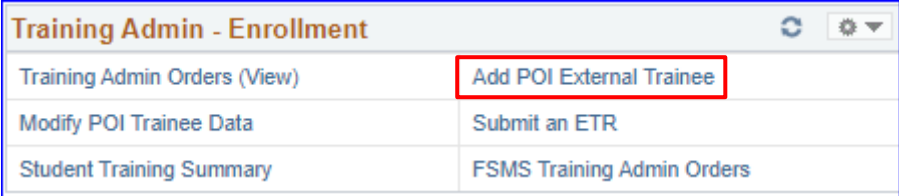
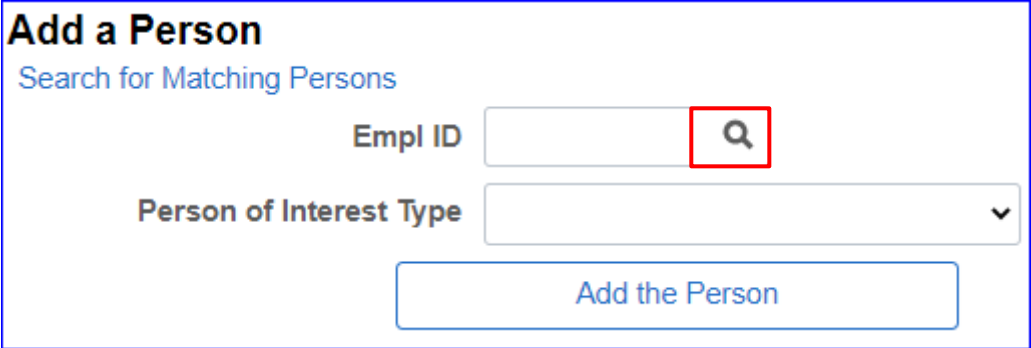


# Adding a Person of Interest External Trainee

**Introduction** This guide provides the procedures for adding a Person of Interest (POI) External Trainee into Direct Access (DA).

- Information**
- This is how to add Auxiliarists and International Students that will be attending a Coast Guard C-School.
  - Do not use an Employee ID for these types of entries. They are not to be confused with our military or civilian members in DA.
  - Always use 9 zeros for the ID.

**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Click <b>Add POI External Trainee</b> from the Training Admin – Enrollment pagelet.</p>  <p>The screenshot shows a web interface titled "Training Admin - Enrollment". It contains a table with four rows and two columns. The first row has "Training Admin Orders (View)" and "Add POI External Trainee". The second row has "Modify POI Trainee Data" and "Submit an ETR". The third row has "Student Training Summary" and "FSMS Training Admin Orders". The "Add POI External Trainee" button is highlighted with a red rectangular box.</p>
<p><b>2</b></p>	<p>Click the Empl ID <b>Lookup</b> icon.</p>  <p>The screenshot shows a form titled "Add a Person" with the subtitle "Search for Matching Persons". It features an "Empl ID" label next to a text input field. To the right of the input field is a search icon (magnifying glass) enclosed in a red rectangular box. Below the input field is a "Person of Interest Type" label next to a dropdown menu. At the bottom of the form is a large blue button labeled "Add the Person".</p>

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## Adding a Person of Interest External Trainee, Continued

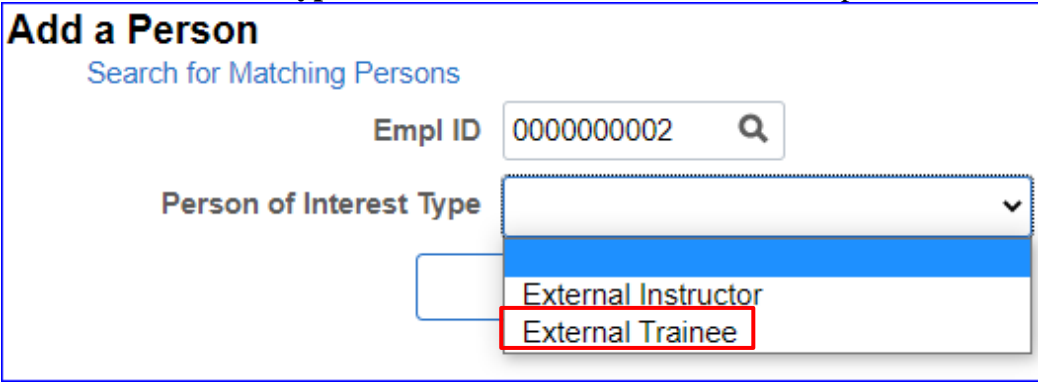
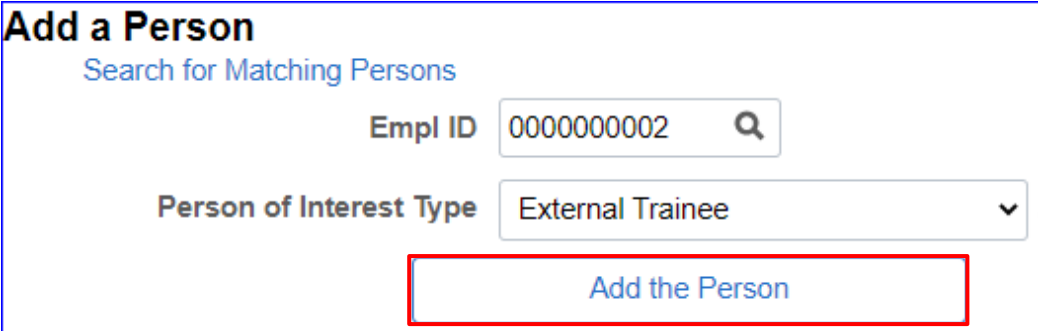
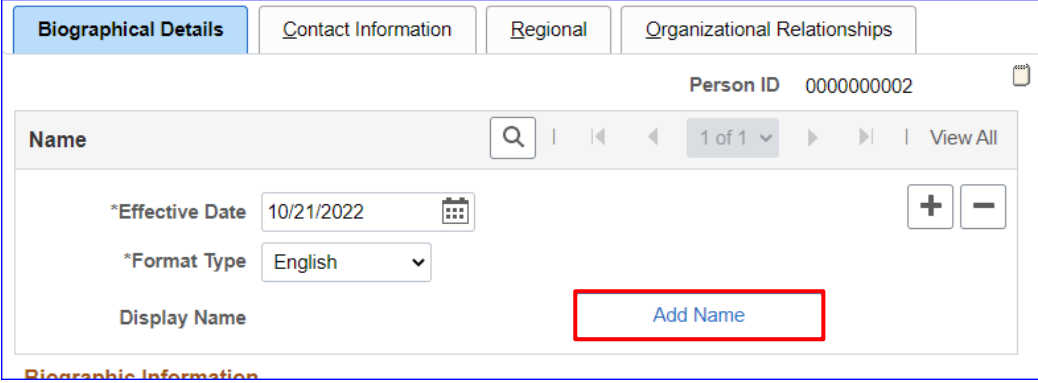
Procedures,  
continued

Step	Action																																																																																				
3	<p data-bbox="328 495 1366 562">Search for the next sequential number, not already in use, for your person. In this example, we are using 0000000002, since it has been skipped.</p> <div data-bbox="328 562 1366 1682" style="border: 1px solid black; padding: 5px;"> <div style="text-align: right; border-bottom: 1px solid gray; padding-bottom: 5px;"> <span data-bbox="743 577 975 611">Look Up Empl ID</span> <span data-bbox="1310 584 1326 607" style="float: right;">×</span> </div> <div style="padding: 5px;"> <p data-bbox="360 663 1187 696">Search by: <span data-bbox="485 658 775 696">Empl ID</span> <span data-bbox="804 663 916 685">begins with</span> <input data-bbox="927 658 1187 696" type="text"/></p> <p data-bbox="360 730 794 763"> <input data-bbox="360 730 472 763" type="button" value="Search"/> <input data-bbox="488 730 600 763" type="button" value="Cancel"/> <span data-bbox="619 730 794 752" style="margin-left: 10px;">Advanced Lookup</span> </p> <p data-bbox="360 786 501 808">Search Results</p> <p data-bbox="360 831 756 853">Only the first 300 results can be displayed.</p> <div data-bbox="360 875 1294 920" style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <span data-bbox="360 887 448 909">View 100</span> <span data-bbox="922 887 1262 909" style="float: right;">1-300 of 300</span> </div> <table border="1" data-bbox="360 931 1294 1682"> <thead> <tr> <th data-bbox="360 954 496 987">Empl ID</th> <th data-bbox="504 954 791 987">Name</th> <th data-bbox="799 954 935 987">Last Name</th> <th data-bbox="943 954 1078 987">First Name</th> <th data-bbox="1086 954 1222 987">Second Last Name</th> <th data-bbox="1230 954 1294 987">Alternate Character Name</th> </tr> </thead> <tbody> <tr><td data-bbox="360 1032 496 1066">000</td><td data-bbox="504 1032 791 1066">Dav</td><td data-bbox="799 1032 935 1066">St</td><td data-bbox="943 1032 1078 1066">David</td><td data-bbox="1086 1032 1222 1066">(blank)</td><td data-bbox="1230 1032 1294 1066">(blank)</td></tr> <tr><td data-bbox="360 1077 496 1111">0000</td><td data-bbox="504 1077 791 1111">Joe</td><td data-bbox="799 1077 935 1111">Sr</td><td data-bbox="943 1077 1078 1111">Joe</td><td data-bbox="1086 1077 1222 1111">(blank)</td><td data-bbox="1230 1077 1294 1111">(blank)</td></tr> <tr><td data-bbox="360 1133 496 1167">0000000001</td><td data-bbox="504 1133 791 1167">NIC</td><td data-bbox="799 1133 935 1167">SC</td><td data-bbox="943 1133 1078 1167">NICOLLE</td><td data-bbox="1086 1133 1222 1167">(blank)</td><td data-bbox="1230 1133 1294 1167">(blank)</td></tr> <tr><td data-bbox="360 1189 496 1223">0000000003</td><td data-bbox="504 1189 791 1223">J R</td><td data-bbox="799 1189 935 1223">RI</td><td data-bbox="943 1189 1078 1223">J</td><td data-bbox="1086 1189 1222 1223">(blank)</td><td data-bbox="1230 1189 1294 1223">(blank)</td></tr> <tr><td data-bbox="360 1245 496 1279">0000000004</td><td data-bbox="504 1245 791 1279">B B</td><td data-bbox="799 1245 935 1279">BF</td><td data-bbox="943 1245 1078 1279">B</td><td data-bbox="1086 1245 1222 1279">(blank)</td><td data-bbox="1230 1245 1294 1279">(blank)</td></tr> <tr><td data-bbox="360 1301 496 1335">0000000005</td><td data-bbox="504 1301 791 1335">S C</td><td data-bbox="799 1301 935 1335">C</td><td data-bbox="943 1301 1078 1335">S</td><td data-bbox="1086 1301 1222 1335">(blank)</td><td data-bbox="1230 1301 1294 1335">(blank)</td></tr> <tr><td data-bbox="360 1357 496 1391">0000000006</td><td data-bbox="504 1357 791 1391">R M</td><td data-bbox="799 1357 935 1391">M</td><td data-bbox="943 1357 1078 1391">R</td><td data-bbox="1086 1357 1222 1391">(blank)</td><td data-bbox="1230 1357 1294 1391">(blank)</td></tr> <tr><td data-bbox="360 1413 496 1447">0000000007</td><td data-bbox="504 1413 791 1447">M E</td><td data-bbox="799 1413 935 1447">E</td><td data-bbox="943 1413 1078 1447">M</td><td data-bbox="1086 1413 1222 1447">(blank)</td><td data-bbox="1230 1413 1294 1447">(blank)</td></tr> <tr><td data-bbox="360 1469 496 1503">0000000008</td><td data-bbox="504 1469 791 1503">ELI</td><td data-bbox="799 1469 935 1503">OI</td><td data-bbox="943 1469 1078 1503">ELIZABETH</td><td data-bbox="1086 1469 1222 1503">(blank)</td><td data-bbox="1230 1469 1294 1503">(blank)</td></tr> <tr><td data-bbox="360 1525 496 1559">0000000009</td><td data-bbox="504 1525 791 1559">PAL</td><td data-bbox="799 1525 935 1559">W</td><td data-bbox="943 1525 1078 1559">PAUL</td><td data-bbox="1086 1525 1222 1559">(blank)</td><td data-bbox="1230 1525 1294 1559">(blank)</td></tr> <tr><td data-bbox="360 1581 496 1615">0000000010</td><td data-bbox="504 1581 791 1615">CHI</td><td data-bbox="799 1581 935 1615">RI</td><td data-bbox="943 1581 1078 1615">CHENEY</td><td data-bbox="1086 1581 1222 1615">(blank)</td><td data-bbox="1230 1581 1294 1615">(blank)</td></tr> <tr><td data-bbox="360 1637 496 1671">0000000011</td><td data-bbox="504 1637 791 1671">S M</td><td data-bbox="799 1637 935 1671">M</td><td data-bbox="943 1637 1078 1671">S</td><td data-bbox="1086 1637 1222 1671">(blank)</td><td data-bbox="1230 1637 1294 1671">(blank)</td></tr> <tr><td data-bbox="360 1682 496 1715">0000000012</td><td data-bbox="504 1682 791 1715">C B</td><td data-bbox="799 1682 935 1715">B</td><td data-bbox="943 1682 1078 1715">C</td><td data-bbox="1086 1682 1222 1715">(blank)</td><td data-bbox="1230 1682 1294 1715">(blank)</td></tr> </tbody> </table> </div> </div>	Empl ID	Name	Last Name	First Name	Second Last Name	Alternate Character Name	000	Dav	St	David	(blank)	(blank)	0000	Joe	Sr	Joe	(blank)	(blank)	0000000001	NIC	SC	NICOLLE	(blank)	(blank)	0000000003	J R	RI	J	(blank)	(blank)	0000000004	B B	BF	B	(blank)	(blank)	0000000005	S C	C	S	(blank)	(blank)	0000000006	R M	M	R	(blank)	(blank)	0000000007	M E	E	M	(blank)	(blank)	0000000008	ELI	OI	ELIZABETH	(blank)	(blank)	0000000009	PAL	W	PAUL	(blank)	(blank)	0000000010	CHI	RI	CHENEY	(blank)	(blank)	0000000011	S M	M	S	(blank)	(blank)	0000000012	C B	B	C	(blank)	(blank)
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## Adding a Person of Interest External Trainee, Continued

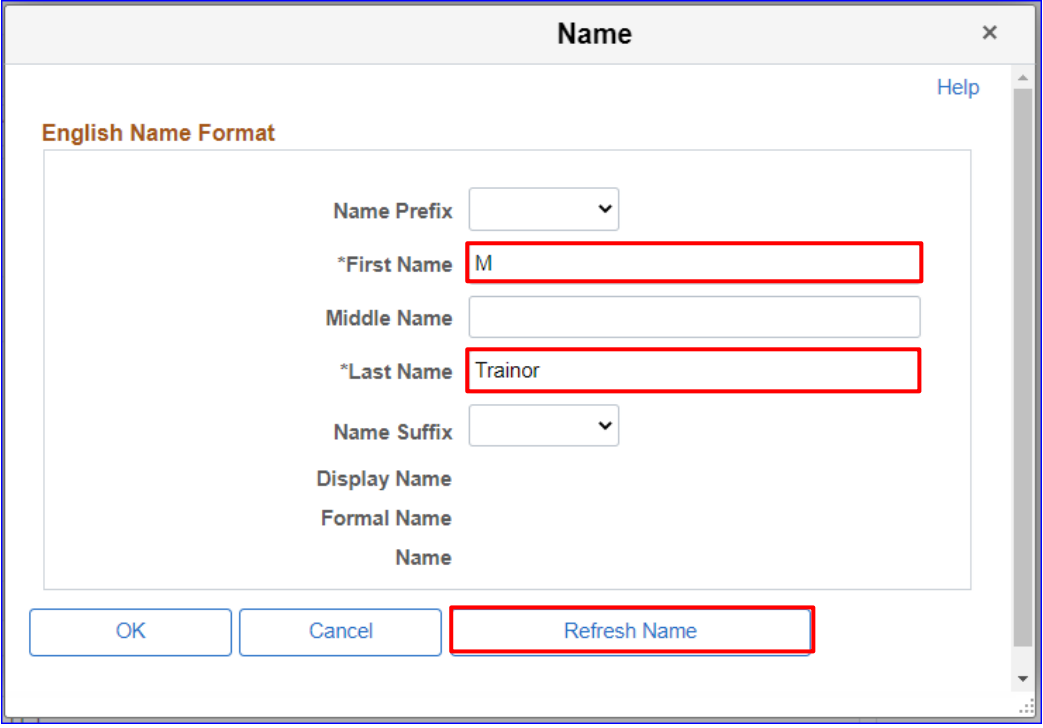
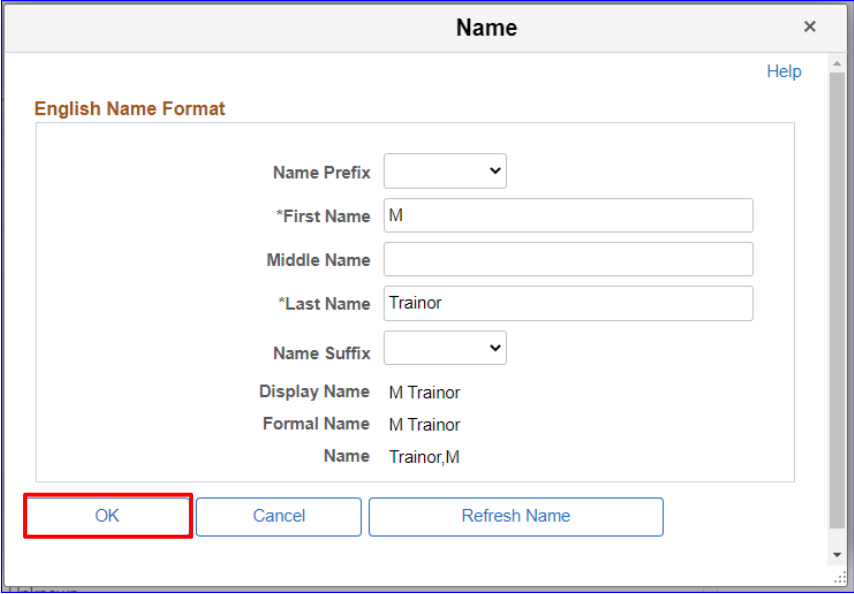
Procedures,  
continued

Step	Action
4	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Empl ID</b> - Enter 9 zeros and the number being used.</li> <li>• <b>Person of Interest Type</b> - Select External Trainee from the drop-down.</li> </ul> 
5	<p>Click <b>Add the Person</b>.</p> 
6	<p>The Biographical Details tab will display. Click <b>Add Name</b>.</p> 

*Continued on next page*

## Adding a Person of Interest External Trainee, Continued

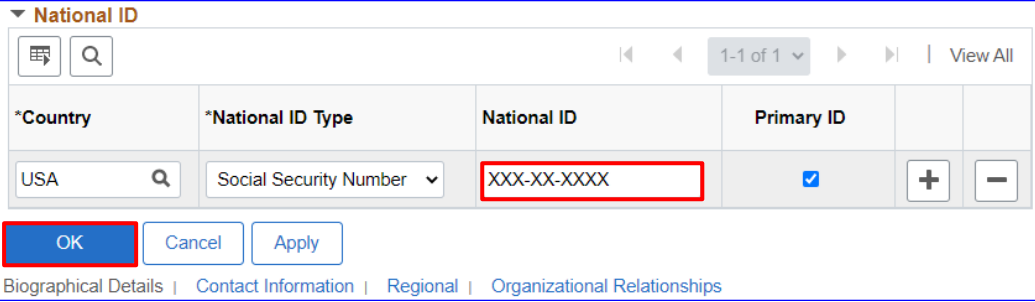
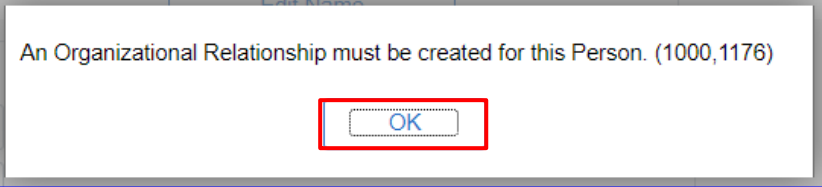
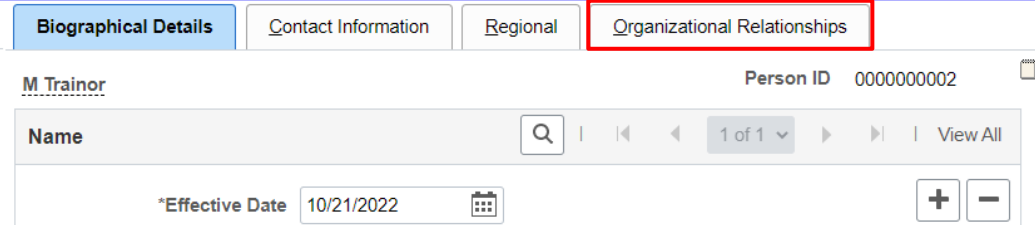
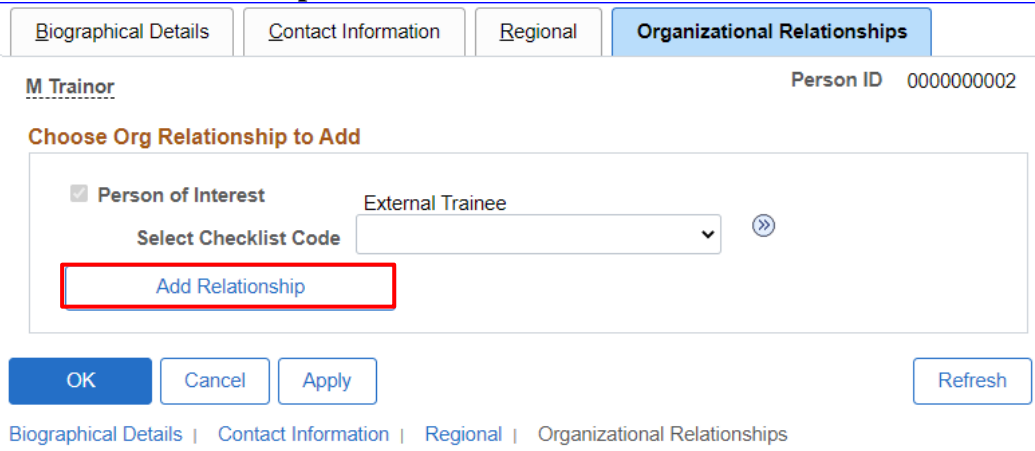
Procedures,  
continued

Step	Action
7	<p>Enter the trainee's <b>First Name</b>, <b>Last Name</b> and click <b>Refresh Name</b>.</p> 
8	<p>Click <b>Ok</b>.</p> 

*Continued on next page*

## Adding a Person of Interest External Trainee, Continued

Procedures,  
continued

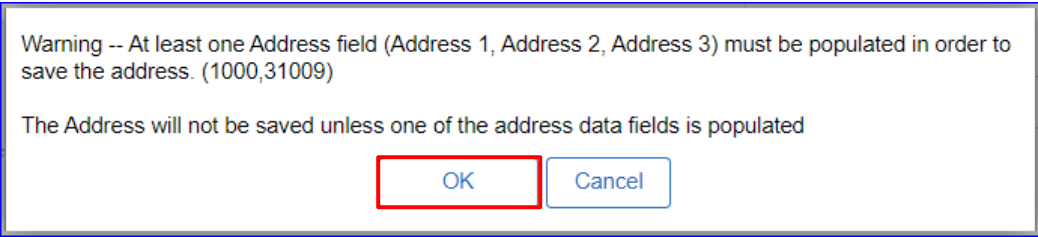
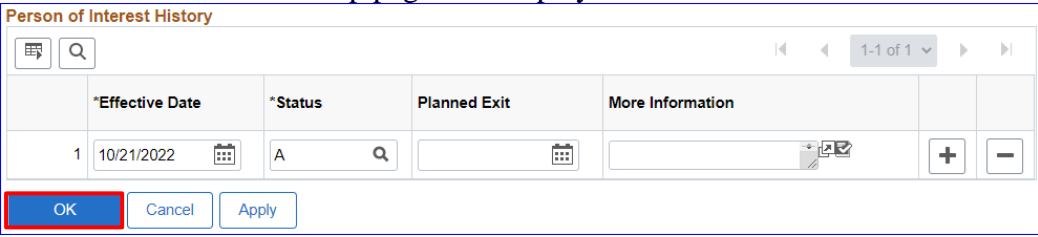
Step	Action
9	<p>Scroll down to the <b>National ID</b> and add XXX-XX-XXXX. Click <b>OK</b>.</p> 
10	<p>A message will display. Click <b>OK</b>.</p> 
11	<p>Select the <b>Organizational Relationships</b> tab.</p> 
12	<p>Click <b>Add Relationship</b>.</p> 

*Continued on next page*

## Adding a Person of Interest External Trainee, Continued

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Procedures,  
continued

Step	Action
13	<p>Click <b>OK</b>.</p>  <p>A warning dialog box with a blue border. The text inside reads: "Warning -- At least one Address field (Address 1, Address 2, Address 3) must be populated in order to save the address. (1000,31009)" followed by "The Address will not be saved unless one of the address data fields is populated". At the bottom, there are two buttons: "OK" (highlighted with a red border) and "Cancel".</p>
14	<p>The Add a POI Relationship page will display. Scroll down and click <b>OK</b>.</p>  <p>A screenshot of the "Person of Interest History" table. The table has columns: *Effective Date, *Status, Planned Exit, and More Information. The first row shows an effective date of 10/21/2022 and a status of A. Below the table are three buttons: "OK" (highlighted with a red border), "Cancel", and "Apply".</p>
15	<p>After the External Trainee has been added to DA, the Training Officer will be able to enter an ETR for the member. Below is a guide link for that portion of the process: <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Command/Submitting%20an%20Electronic%20Training%20Request.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Command/Submitting%20an%20Electronic%20Training%20Request.pdf</a></p>

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