

Direct Access

Quick Reference Guide

CUSTOMER SUPPORT

Customer Care: 1-866-PSC-USCG
(785) 339-2200 or toll-free (866) 772-8724

Email: PSCCustomerCare@hrsic.uscg.mil

On-line Help: <http://cqweb.uscg.mil/q-w/hrsic/ps>

Self-Service Tutorials:

<http://www.uscg.mil/hq/hrsic/training/>

LANGUAGES

Home > Self Service > Employee > Tasks > Languages

Home > Self Service > Employee > Tasks > Languages [New Window](#)

Languages
Employee Name

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency
French	Moderate	Moderate	Moderate

[Add a Language](#)

Click the **Add a Language** button to add a new language.

Home > Self Service > Employee > Tasks > Languages

Languages
Employee Name

*Language:

Speaking Proficiency:

Reading Proficiency:

Writing Proficiency:

Is this your native language?

Are you able to translate this language into your native language?

Are you able to teach in this language?

[Save](#) [or](#) [Return to Languages](#)

* Required Field

Click the **Language drop-down arrow** and select a language from the list.

Click each **Proficiency drop-down arrow** and select proficiency. Refer to table below for values.

Click each **drop-down arrow** and select **Yes** or **No**.

Click **Save**.

Click the **Return to Languages** link if you do not want to save your work or add a language at this time.

Proficiency Table

Description	Speak	Read	Write
Ability to speak with elementary proficiency to meet travel needs and courtesy requirements. Frequent errors but will be understood easily.	Low	None	None
Ability to read and write with elementary proficiency. Can communicate in written form on familiar topics. Frequent errors, but generally understood.	None	Low	Low
Ability to satisfy routine social demands and limited military requirements. Can read, write and converse on general and technical topics.	Moderate	Moderate	Moderate
Ability to converse and correspond effectively with few errors on most topics and fairly extensively on technical topics.	High	High	High
All others	None	None	None

Languages and Memberships

LANGUAGES (continuation)

Home > Self Service > Employee > Tasks > Languages

Languages
Employee Name

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency
French	Moderate	Moderate	Moderate

[Edit](#) [Delete](#)

Click **Edit** or **Delete**.

Edit/Delete Screen

➤ If you select **Edit**, the **Language Detail** screen will appear:

Home > Self Service > Employee > Tasks > Languages

Languages
Employee Name

Language Detail
Employee Name

*Language:

Speaking Proficiency:

Reading Proficiency:

Writing Proficiency:

Is this your native language?

Are you able to translate this language into your native language?

Are you able to teach in this language?

[Save](#) [or](#) [Return to Languages](#)

* Required Field

Click **Save**.

Click the **Return to Languages** link if you do not want to save your work or edit the language at this time.

Language Detail Screen (Edit)

Update your proficiency levels or other data by clicking on each drop-down arrow and select the correct value.

Home > Self Service > Employee > Tasks > Languages

Languages
Employee Name

Save Confirmation

✓ The Save was successful.

[OK](#)

Click **OK**.

Save Confirmation

➤ If you select **Delete**, a confirmation will be displayed:

Home > Self Service > Employee > Tasks > Languages

Languages
Employee Name

Delete Confirmation

? Are you sure you want to delete this Language (French)?

[Yes - Delete](#) [No - Do Not Delete](#)

Click **Yes - Delete** or **No - Do not Delete**.

Delete Confirmation

➤ If the **Language code is not present**, you must contact Customer Care, to initiate the process of having it added to the database. After the new code is added, the transaction can be completed.

MEMBERSHIPS

Home > Self Service > Employee > Tasks > Memberships

Professional Memberships

Employee Name

Organization	Membership Date
Coast Guard Enlisted Assoc	02/01/2002

Click the **Add a Membership** button to add a new membership.

Home > Self Service > Employee > Tasks > Memberships

Professional Membership Detail

Professional Membership Detail

Employee Name

*Organization:

Mandate / Activity:

Position / Role:

Membership Date:

Begin Date:

End Date:

Save

Return to Professional Memberships

* Required Field

Click on the magnifying glass to invoke the Organization lookup page.

Enter Mandate or Activity. May be left blank.

Enter Position/Role (Vice-President, Member, Secretary, Treasurer). May be left blank.

Enter date membership was effective.

Begin Date: Enter beginning date of current membership period or position/role.
End Date: Enter date the position/role period ends.
Begin and End dates may be left blank.

Click **Save**.

Click the **Return to Professional Memberships** link if you do not want to save your work or add a membership at this time.

Click on the magnifying glass to display the **Lookup Organization** search page. Click **Lookup** to display available organization codes. Select (single-click) the organization you would like to add.

Click on the calendar button to display a calendar.

Click the drop-down arrows to change the month and/or year – or –

Click the Previous/Next month arrows at the bottom of the calendar.

- > **Fields which may be left blank:**
 - Mandate/Activity
 - Position/Role
 - Begin Date
 - End Date
- > **Enter dates in MO/DY/YEAR format.** (Example: 12/01/2001)
- > Always be sure to **SAVE** you work. You should receive a **SAVE** confirmation. Click **OK** on the **save confirmation** page to return to the **Professional Memberships** page.

MEMBERSHIPS (continuation)

Home > Self Service > Employee > Tasks > Memberships

Professional Memberships

Employee Name

Organization	Membership Date	Edit	Delete
Coast Guard Enlisted Assoc	02/01/2002	Edit	Delete

Click **Edit or Delete**.

- > Only **Delete** a membership if it was totally entered in error; otherwise, **Edit** the membership.
- > If you select **Edit**, the **Professional Membership Detail** screen will appear:

Professional Membership Detail

Professional Membership Detail

Employee Name

*Organization:

Mandate / Activity:

Position / Role:

Membership Date:

Begin Date:

End Date:

Save

Return to Professional Memberships

* Required Field

Update the information.

Click **Save**.

Click the **Return to Professional Memberships** link if you do not want to save your work or edit the membership at this time.

Home > Self Service > Employee > Tasks > Memberships

Professional Membership Detail

Save Confirmation

The Save was successful.

OK

Click **OK**.

- > If you select **Delete**, a confirmation will be displayed:

Home > Self Service > Employee > Tasks > Memberships

Professional Membership Detail

Delete Confirmation

Are you sure you want to delete your membership to (Coast Guard Enlisted Assoc)?

Yes - Delete No - Do Not Delete

Click **Yes - Delete** or **No - Do not Delete**.

- > If the **Professional Membership code is not present**, you must contact Customer Care, to initiate the process of having it added to the database. After the new code is added, the transaction can be completed.