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ADD NEW APPLICANT FOR APPLICANT ORDERS

Introduction

This section provides procedures for:

- Adding applicants who require orders (generally for household goods) before the applicants' date of hire.
- Applicant does not currently exist in Direct Access

In this scenario, Direct Access (DA) will be the system that issues DCO/OCS applicants an APPLID (applicant ID). For these applicants, orders must be cut prior to the date of hire since their assignment will begin on the date of hire.

This process should not be used to add a new enlisted/reserve applicant.

Menu Path(s)

Menu Navigation: Recruiting > Add New Applicant
Portal Pagelet: Accessions

Need Help?

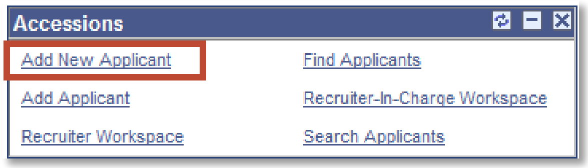
If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is http://www.uscg.mil/ppc/ccb/. There is a link to Customer Care at the bottom of every page of this help file.
- Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200.
- Phone support hours are 0700-1600 (central time) Monday through Friday (and select weekends as posted on http://www.uscg.mil/ppc/ccb/.)

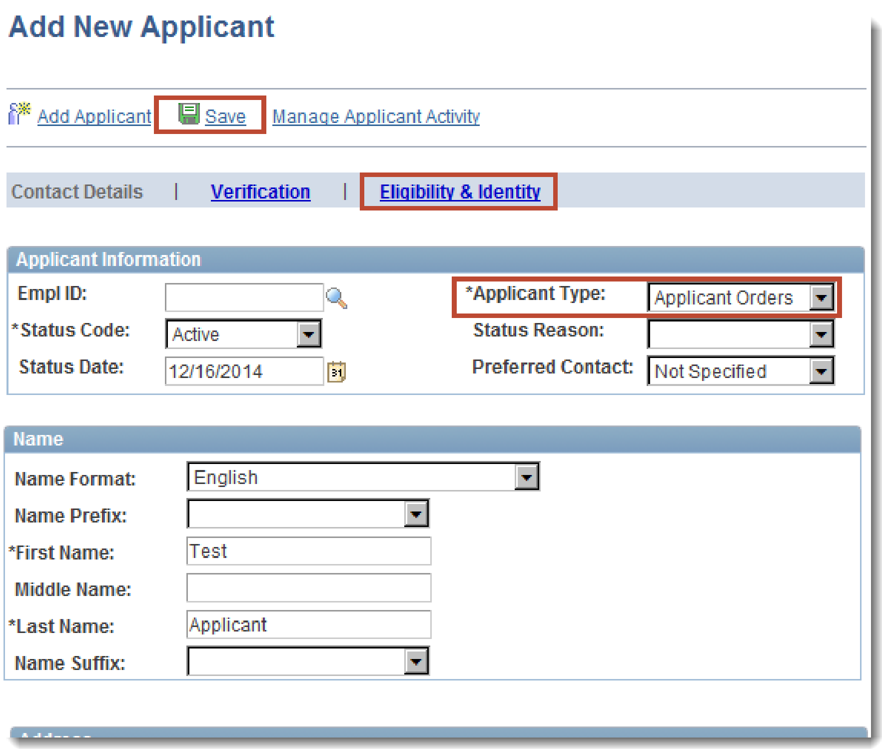
Procedure

The following steps will show you how to add a new applicant for applicant orders.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>
Select the Add New Applicant link in the Accessions pagelet or by navigating to Recruiting > Add New Applicant using the menu navigation



Do not select the ‘Add Applicant’ link. This link is only used to add enlisted/reserve applicants.
</td></tr>
<tr><td>2</td><td>
On the Add New Applicant page, enter relevant applicant data. In the Applicant Information section, select ‘Applicant Order’ in the Applicant Type field. Accept all other defaults in this section. Select the Eligibility/Identity link to enter SSN.



Click the Save link when finished.
</td></tr>
</table>

Step	Action
	Only First and Last Name are required to save an applicant record. The applID will be generated and displayed when the applicant record is saved. The Applicant Type must be set to Applicant Orders. If not, these applicants will be included in Enlisted/Reserve reports in CG Accessions.

ASSIGN AN APPLICANT ORDER

Introduction

This section provides procedures for:

- An existing officer applicant who requires an order before being hired, and
- Already has an applID in Direct Access (DA)

Important: Travel Order Number (TONO) and Line of Accounting (LOA) number is no longer auto generated by Direct Access. Prior to creating an applicant order, you must have these numbers.

Menu Path(s)

Menu Navigation: Orders > Applicant Orders
Portal Pagelet: Orders

Need Help?

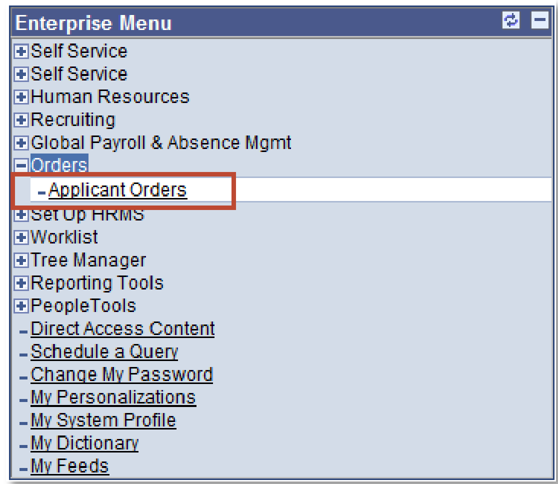
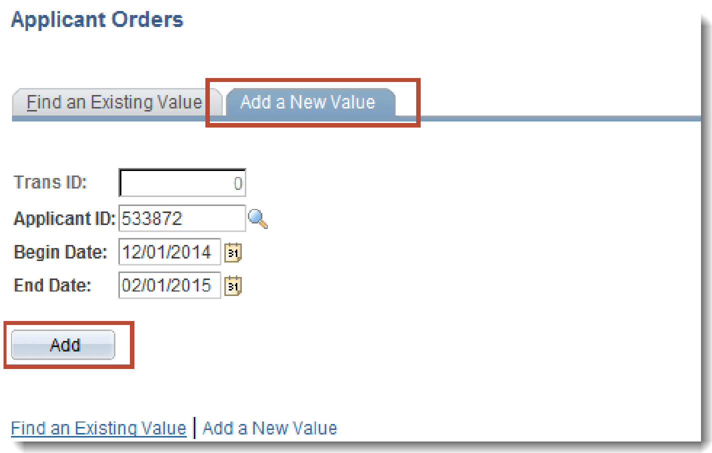
If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is http://www.uscg.mil/ppc/ccb/. There is a link to Customer Care at the bottom of every page of this help file.
- Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200.
- Phone support hours are 0700-1600 (central time) Monday through Friday (and select weekends as posted on http://www.uscg.mil/ppc/ccb/.)

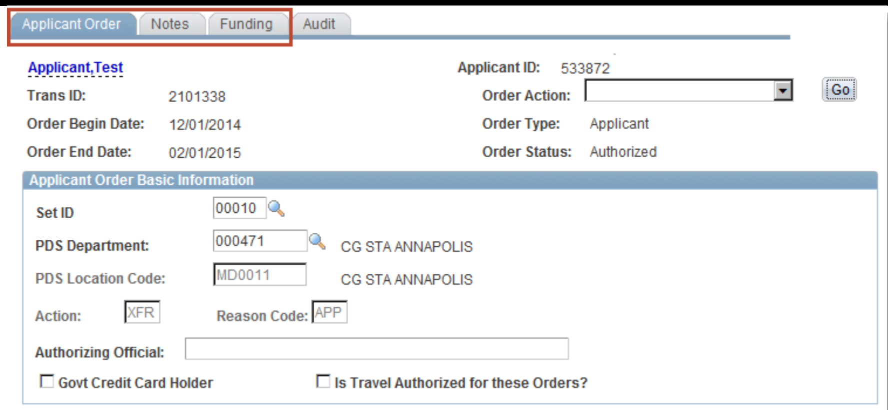
Procedure

The following steps will show you how to assign an applicant order to an applicant.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Select the Applicant Orders link in the Orders pagelet or by navigating to Orders > Applicant Orders using the menu navigation

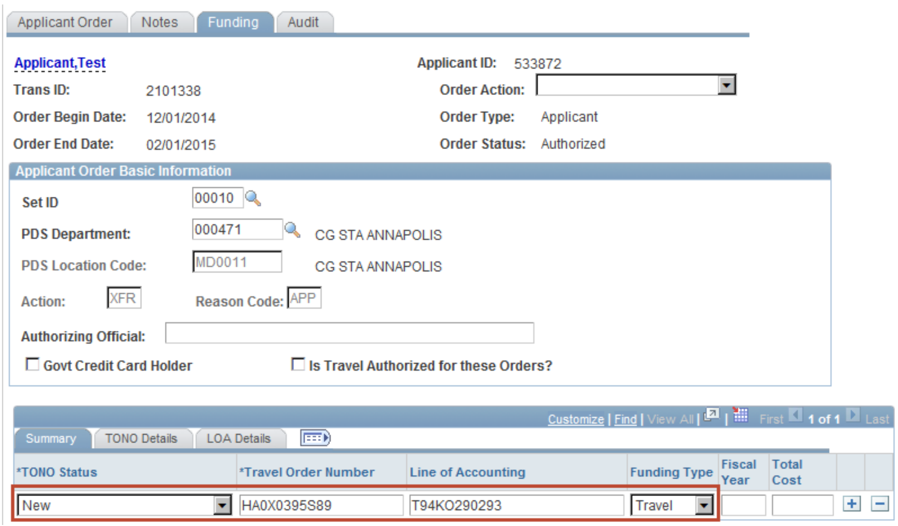


</td></tr>
<tr><td>2</td><td>Click the Add New Value tab, and select/enter the Applicant ID and Begin/End Dates.


Click the Add button.</td></tr>
<tr><td>3</td><td>Enter applicable data on the Applicant Order and Notes pages.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>


Click the Funding tab.

Only ‘PDS Department’ and Funding information is required to save an applicant order.
</td></tr>
<tr><td>4</td><td>
On the Funding page, select TONO Status = ‘New’. Enter the Travel Order Number and Link of Accounting. Select Funding Type = ‘Travel’.



Click the Save button.

Use the ‘Travel’ funding type for Household Goods (HHG) applicant orders.
</td></tr>
</table>

USING APPLICANT ORDERS TONO/LOA # FOR PCS AND RESERVE ORDERS

Introduction

When a PCS order is added for a new hire that was previously issued an applicant order, the same TONO and LOA number indicated for the applicant order should also be indicated for the PCS/Reserve orders.

Important: In order to perform this process, DCO/OCS applicants must already be hired in Direct Access. For more information about hiring DCO/OCS applicants, please refer to their respective user guides.

Menu Path(s)

PCS Orders

Menu Navigation: Orders > PCS Orders
Portal Pagelet: Orders

Reserve Orders

Menu Navigation: Reserve Activities > Reserve Orders
Portal Pagelet: Reserve Activities

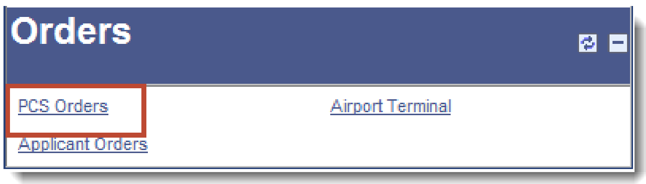
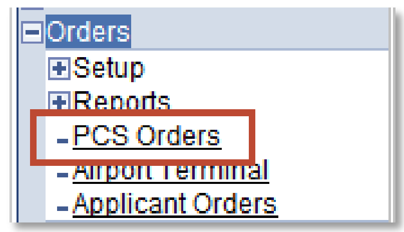
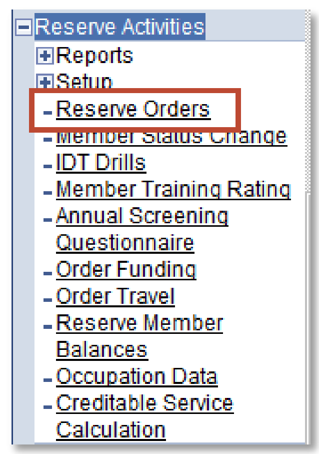
Need Help?

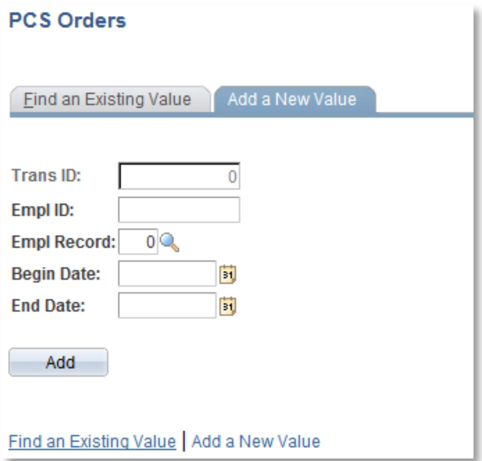
If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

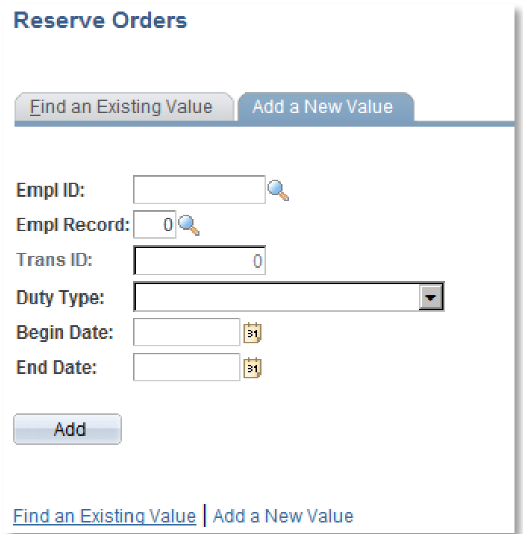
- The web address for support is http://www.uscg.mil/ppc/ccb/. There is a link to Customer Care at the bottom of every page of this help file.
- Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200.
- Phone support hours are 0700-1600 (central time) Monday through Friday (and select weekends as posted on http://www.uscg.mil/ppc/ccb/.)

Procedure

The following steps will show you how to 'reuse' applicant orders TONO/LOA # for PCS/Reserve orders. For detailed procedures to assign a PCS/Reserve order and the approval process for these orders, please refer to the PCS Orders or Reserve Activity user guides.

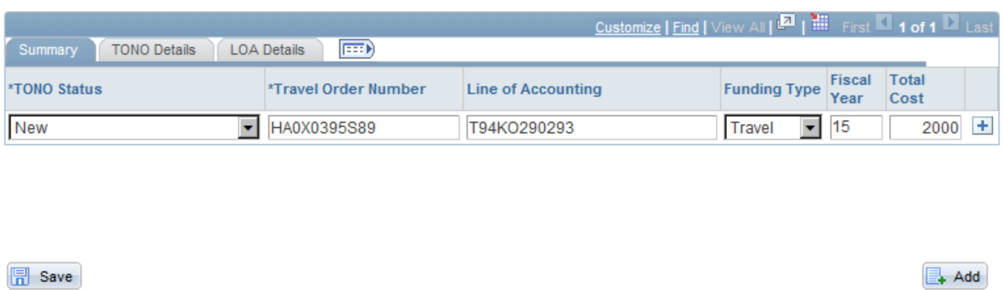
Step	Action
1	PCS Orders: Select the **PCS Orders** link in the Orders pagelet or by navigating to **Orders > PCS Orders** using the menu navigation  Reserve Orders: Select the **Reserve Orders** link in the Reserve Adminstration pagelet or by navigating to **Reserve Activities > Reserve Orders** using the menu navigation 
2	Click the **Add New Value** tab, and select/enter the new hire's Employee ID, Begin/End Dates. For Reserve Orders, enter a Duty Type.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>


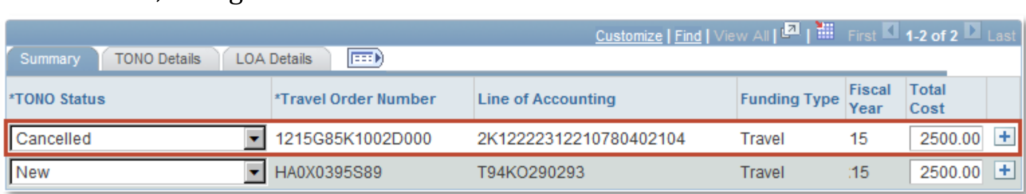


Click the Add button.</td></tr>
<tr><td>3</td><td>Complete the PCS or Reserve Orders pages as you normally would for a new hire except for the Funding page.

For more information about completing the PCS Orders and Reserve Orders pages, refer to the PCS and Reserve Activities user guides.</td></tr>
<tr><td>4</td><td>On the Funding page for both Reserve and PCS orders, select TONO Status = New. In the Travel Order Number and Line of Accounting fields, enter the TONO and LOA # that was indicated in the new hire's applicant order. Enter the Fiscal Year and Total Cost.



Click Save.</td></tr>
<tr><td>5</td><td>Upon save, a row will be automatically inserted with an auto-generated TONO and LOA. For this row, change the TONO Status from New to Cancelled.



Click Save again.</td></tr>
</table>

Step	Action
	The TONO Status for the auto-generated row must be set to 'Cancelled' or the member will have multiple TONOs/LOAs.

VIEWING/UPDATING APPLICANT ORDERS

Introduction

This section describes how to view and/or update an applicant order that was already assigned to an applicant in Direct Access.

Note: Not all users have the ability to edit existing applicant orders. If you do not have read/write access to applicant orders but require it, you must submit the request via the User Request Access Form.

Menu Path(s)

Menu Navigation: Orders > Applicant Orders
Portal Pagelet: Orders

Need Help?

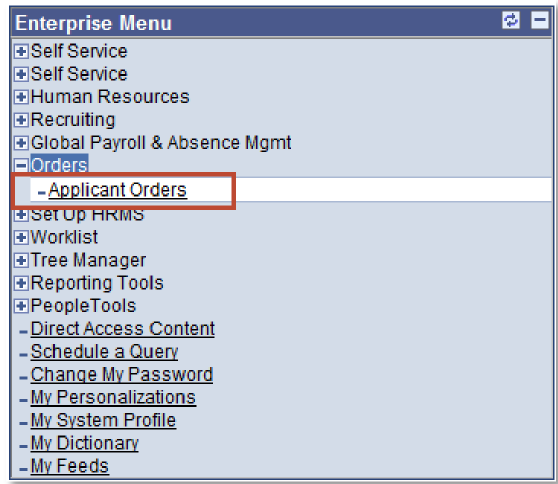
If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is http://www.uscg.mil/ppc/ccb/. There is a link to Customer Care at the bottom of every page of this help file.
- Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200.
- Phone support hours are 0700-1600 (central time) Monday through Friday (and select weekends as posted on http://www.uscg.mil/ppc/ccb/.)

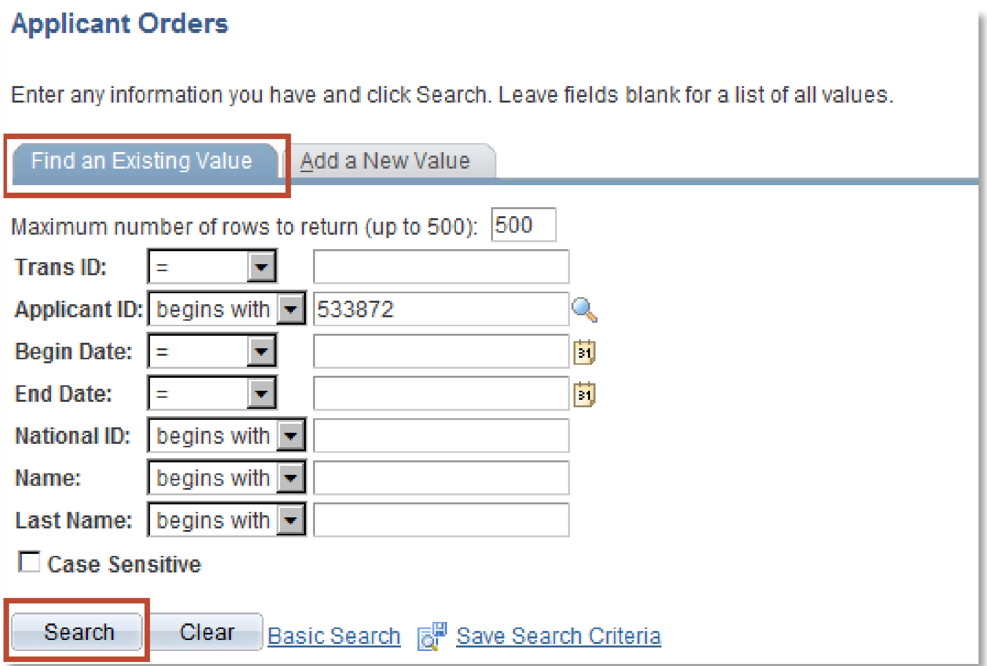
Procedure

The following steps will show you how to view and update existing applicant orders.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Select the Applicant Orders link in the Orders pagelet or by navigating to Orders > Applicant Orders using the menu navigation



</td></tr>
<tr><td>2</td><td>On the Find an Existing Value page, select/enter data in one or more of the search fields for the applicant you wish to view/update.



Click the Search button.</td></tr>
<tr><td>3</td><td>Modify the data and click Save button.
Only ‘PDS Department’ and Funding information is required to save an applicant order.</td></tr>
</table>

VIEWING/UPDATING APPLICANT DATA

Introduction

This section describes how to view and/or update applicant data that was already added to Direct Access for applicant orders.

Note: Not all users have the ability to edit existing applicant data. If you do not have read/write access to applicant data but require it, you must submit the request via the User Request Access Form.

Menu Path(s)

Menu Navigation: Recruiting > Find Applicants
Portal Pagelet: Accessions

Need Help?

If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

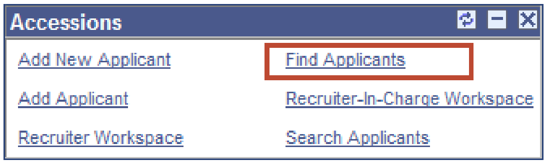
- The web address for support is http://www.uscg.mil/ppc/ccb/. There is a link to Customer Care at the bottom of every page of this help file.
- Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200.
- Phone support hours are 0700-1600 (central time) Monday through Friday (and select weekends as posted on http://www.uscg.mil/ppc/ccb/.)

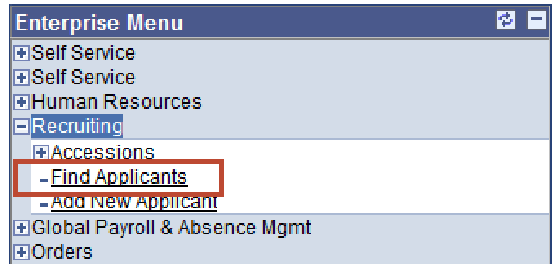
Procedure

The following steps will show you how to view and update data for applicants who were entered for applicant orders.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

Select the **Find Applicants** link in the Accessions pagelet or by navigating to **Recuriting > Find Applicants** using the menu navigation

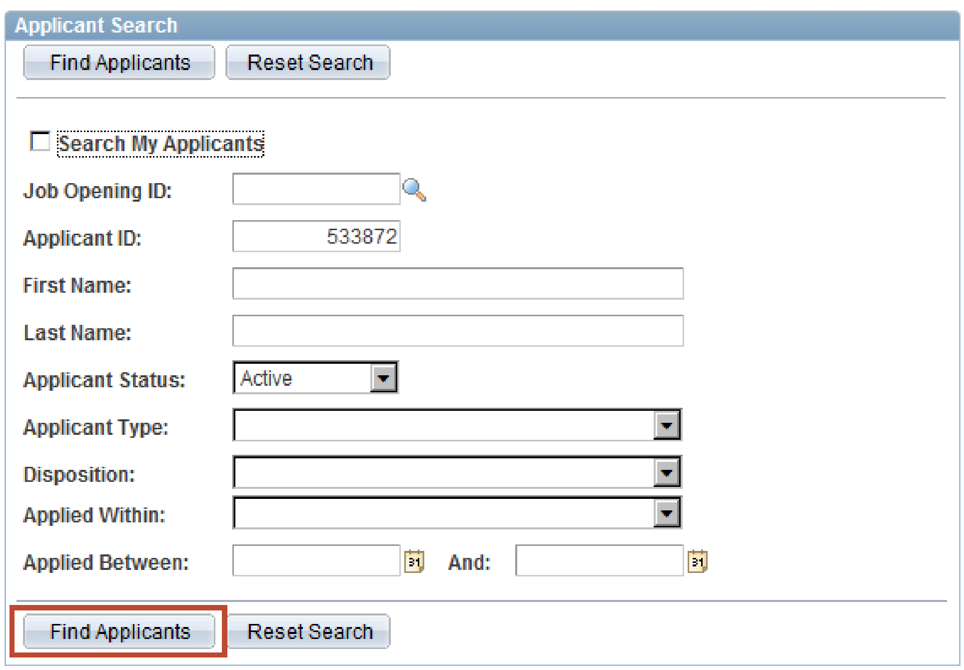




Do not use the Search Applicants transaction. This transaction is only used to view enlisted/reserve applicants for CG Accessions.

</td></tr>
<tr><td>2</td><td>

On the Find Applicants search page, uncheck the 'Find My Applicants' checkbox, and select/enter data in one or more of the search fields for the applicant you wish to view/update.



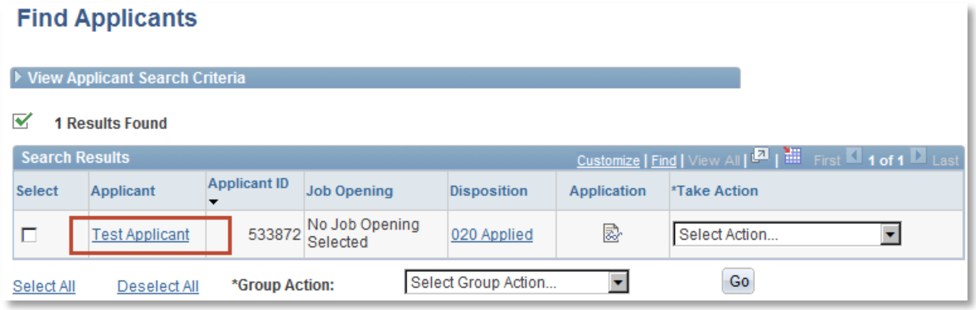
Click the **Search** button.

Job Opening ID field is not used for applicants who are added for applicant orders. If using Applicant Type or Disposition to search for an applicant, only select 'Applicant Order' and/or 'Applied', respectively, in these fields.

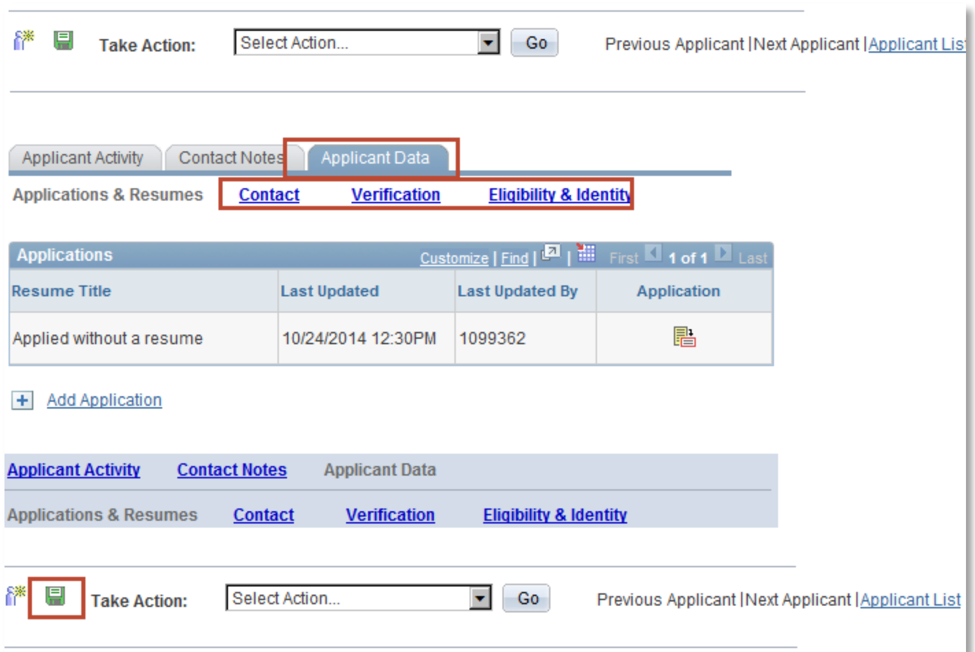
</td></tr>
<tr><td>3</td><td>

On the search results page, select the applicant name hyperlink for the applicant you wish to view/edit.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>


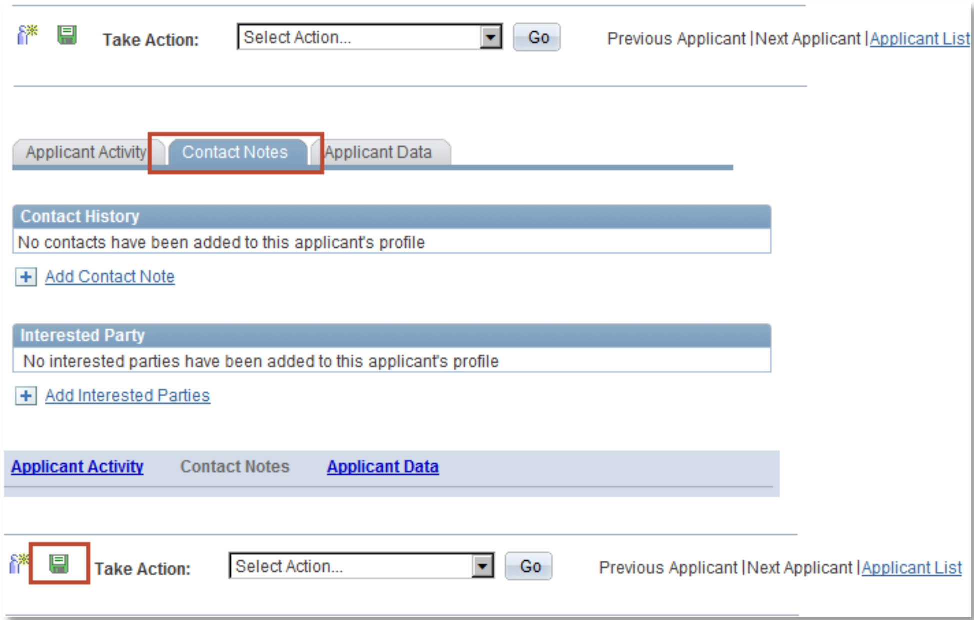
</td></tr>
<tr><td>4</td><td>
On the Manage Applicant page, click the Applicant Data tab. Click the Applicant Data sublinks to edit biographical data for the applicant.



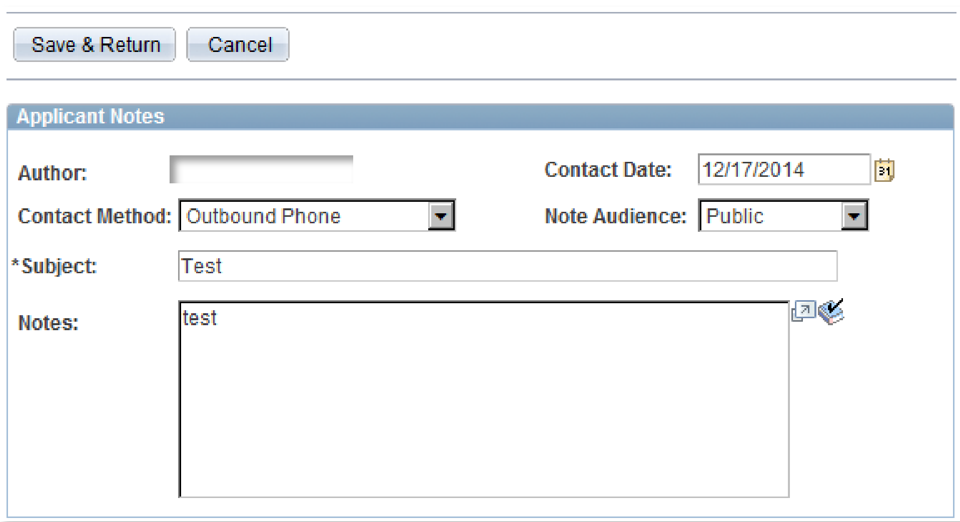
Click the Save icon.

Although access is granted to the Verification page, use of the page is optional.
</td></tr>
<tr><td></td><td>To add notes about the applicant, click the Contact Notes tab and then the Add Contact Note link.</td></tr>
</table>

Step	Action



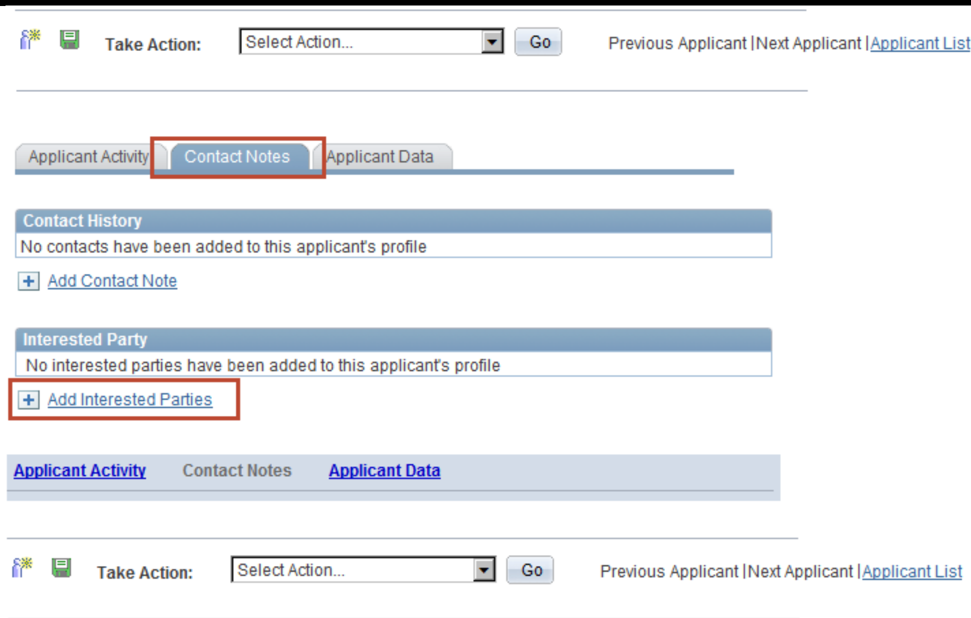
On the Contact Notes page, select a Contact Method (optional), and enter the subject (required) and notes. Select a Note Audience (optional). Public allows anyone who to view the notes. Private allows only the author to view the notes.



Click the **Save & Return** and click the **Save** icon.

To add interested parties, click the Add Interested Parties link. Interested Parties is informational only. It does not grant them access to view the applicant nor does it send a notification email to the interested party.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>



Click the **Save** icon.

Although access is granted to the Contact Notes and Interested Party pages, use of these pages are optional.

</td></tr>
</table>