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## ADD NEW APPLICANT FOR APPLICANT ORDERS

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**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.

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**Menu Path(s)** Menu Navigation: Recruiting > Add New Applicant  
Portal Pagelet: Accessions

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**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/>.)
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**Procedure** The following steps will show you how to add a new applicant for applicant orders.

Step	Action																								
1	<p>Select the <b>Add New Applicant</b> link in the Accessions pagelet or by navigating to <b>Recruiting &gt; Add New Applicant</b> using the menu navigation</p> <div style="display: flex; justify-content: space-around;">   </div> <p> Do not select the 'Add Applicant' link. This link is only used to add enlisted/reserve applicants.</p>																								
2	<p>On the Add New Applicant page, enter relevant applicant data. In the Applicant Information section, select '<b>Applicant Order</b>' in the <b>Applicant Type</b> field. Accept all other defaults in this section. Select the <b>Eligibility/Identity</b> link to enter SSN.</p> <div style="border: 1px solid gray; padding: 10px;"> <h3 style="margin-top: 0;">Add New Applicant</h3> <p style="margin-top: 10px;"> <a href="#">Add Applicant</a> <span style="border: 1px solid red; padding: 2px;">Save</span> <a href="#">Manage Applicant Activity</a> </p> <hr/> <p style="margin-top: 5px;"> <span>Contact Details</span>   <span>Verification</span>   <span style="border: 1px solid red; padding: 2px;">Eligibility &amp; Identity</span> </p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p><b>Applicant Information</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Empl ID:</td> <td style="width: 30%;"><input type="text"/></td> <td style="width: 20%;">*Applicant Type:</td> <td style="width: 20%;"><span style="border: 1px solid red; padding: 2px;">Applicant Orders</span></td> </tr> <tr> <td>*Status Code:</td> <td><span>Active</span></td> <td>Status Reason:</td> <td><input type="text"/></td> </tr> <tr> <td>Status Date:</td> <td><span>12/16/2014</span></td> <td>Preferred Contact:</td> <td><span>Not Specified</span></td> </tr> </table> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p><b>Name</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name Format:</td> <td style="width: 70%;"><span>English</span></td> </tr> <tr> <td>Name Prefix:</td> <td><input type="text"/></td> </tr> <tr> <td>*First Name:</td> <td><span>Test</span></td> </tr> <tr> <td>Middle Name:</td> <td><input type="text"/></td> </tr> <tr> <td>*Last Name:</td> <td><span>Applicant</span></td> </tr> <tr> <td>Name Suffix:</td> <td><input type="text"/></td> </tr> </table> </div> </div> <p>Click the <b>Save</b> link when finished.</p>	Empl ID:	<input type="text"/>	*Applicant Type:	<span style="border: 1px solid red; padding: 2px;">Applicant Orders</span>	*Status Code:	<span>Active</span>	Status Reason:	<input type="text"/>	Status Date:	<span>12/16/2014</span>	Preferred Contact:	<span>Not Specified</span>	Name Format:	<span>English</span>	Name Prefix:	<input type="text"/>	*First Name:	<span>Test</span>	Middle Name:	<input type="text"/>	*Last Name:	<span>Applicant</span>	Name Suffix:	<input type="text"/>
Empl ID:	<input type="text"/>	*Applicant Type:	<span style="border: 1px solid red; padding: 2px;">Applicant Orders</span>																						
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*First Name:	<span>Test</span>																								
Middle Name:	<input type="text"/>																								
*Last Name:	<span>Applicant</span>																								
Name Suffix:	<input type="text"/>																								

Step	Action
	<p data-bbox="298 275 1442 338"> 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.</p> <p data-bbox="298 373 1442 443"> The Applicant Type must be set to Applicant Orders. If not, these applicants will be included in Enlisted/Reserve reports in CG Accessions.</p>

## ASSIGN AN APPLICANT ORDER

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**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.

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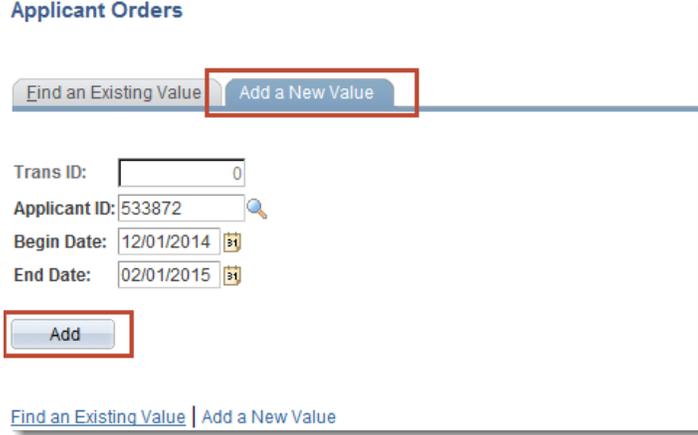
**Menu Path(s)** Menu Navigation: Orders > Applicant Orders  
Portal Pagelet: Orders

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**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/>.)
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**Procedure** The following steps will show you how to assign an applicant order to an applicant.

Step	Action
1	<p>Select the <b>Applicant Orders</b> link in the Orders pagelet or by navigating to <b>Orders &gt; Applicant Orders</b> using the menu navigation</p> 
2	<p>Click the <b>Add New Value</b> tab, and select/enter the Applicant ID and Begin/End Dates.</p>  <p>Click the <b>Add</b> button.</p>
3	<p>Enter applicable data on the <b>Applicant Order</b> and <b>Notes</b> pages.</p>

**Step Action**

Click the **Funding** tab.



Only 'PDS Department' and Funding information is required to save an applicant order.

4 On the Funding page, select TONO Status = 'New'. Enter the Travel Order Number and Link of Accounting. Select Funding Type = 'Travel'.

*TONO Status	*Travel Order Number	Line of Accounting	Funding Type	Fiscal Year	Total Cost
New	HA0X0395S89	T94KO290293	Travel		

Click the **Save** button.



Use the 'Travel' funding type for Household Goods (HHG) applicant orders.

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

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**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.

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**Menu Path(s)** *PCS Orders*

Menu Navigation: Orders > PCS Orders  
Portal Pagelet: Orders

*Reserve Orders*

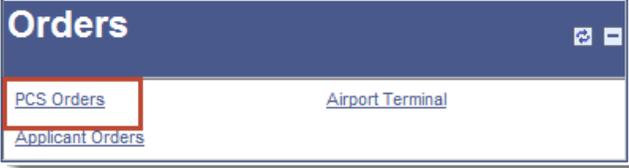
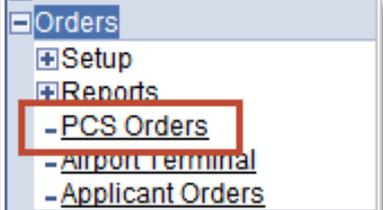
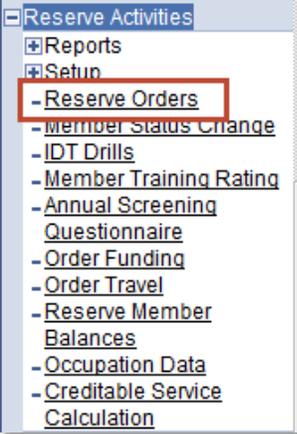
Menu Navigation: Reserve Activities > Reserve Orders  
Portal Pagelet: Reserve Activities

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**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
<p>1</p>	<p><b>PCS Orders:</b>                      Select the <b>PCS Orders</b> link in the Orders pagelet or by navigating to <b>Orders &gt; PCS Orders</b> using the menu navigation</p> <div style="display: flex; justify-content: space-around;">   </div> <p><b>Reserve Orders:</b>                      Select the <b>Reserve Orders</b> link in the Reserve Administration pagelet or by navigating to <b>Reserve Activities &gt; Reserve Orders</b> using the menu navigation</p> <div style="display: flex; justify-content: space-around;">   </div>
<p>2</p>	<p>Click the <b>Add New Value</b> tab, and select/enter the new hire's Employee ID, Begin/End Dates. For Reserve Orders, enter a Duty Type.</p>

Step	Action																		
	<div style="display: flex; justify-content: space-around;"> <div data-bbox="289 279 760 737"> <p><b>PCS Orders</b></p> <p>Find an Existing Value   Add a New Value</p> <p>Trans ID: <input type="text" value="0"/></p> <p>Empl ID: <input type="text"/></p> <p>Empl Record: <input type="text" value="0"/></p> <p>Begin Date: <input type="text" value="BT"/></p> <p>End Date: <input type="text" value="BT"/></p> <p><input type="button" value="Add"/></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p> </div> <div data-bbox="862 279 1370 806"> <p><b>Reserve Orders</b></p> <p>Find an Existing Value   Add a New Value</p> <p>Empl ID: <input type="text"/></p> <p>Empl Record: <input type="text" value="0"/></p> <p>Trans ID: <input type="text" value="0"/></p> <p>Duty Type: <input type="text"/></p> <p>Begin Date: <input type="text" value="BT"/></p> <p>End Date: <input type="text" value="BT"/></p> <p><input type="button" value="Add"/></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p> </div> </div> <p>Click the <b>Add</b> button.</p>																		
3	<p>Complete the PCS or Reserve Orders pages as you normally would for a new hire except for the Funding page.</p> <p> For more information about completing the PCS Orders and Reserve Orders pages, refer to the PCS and Reserve Activities user guides.</p>																		
4	<p>On the Funding page for both Reserve and PCS orders, select <b>TONO Status</b> = New. In the <b>Travel Order Number</b> and <b>Line of Accounting</b> fields, enter the TONO and LOA # that was indicated in the new hire's applicant order. Enter the <b>Fiscal Year</b> and <b>Total Cost</b>.</p> <div data-bbox="293 1188 1284 1465"> <table border="1"> <thead> <tr> <th>*TONO Status</th> <th>*Travel Order Number</th> <th>Line of Accounting</th> <th>Funding Type</th> <th>Fiscal Year</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>New</td> <td>HA0X0395S89</td> <td>T94KO290293</td> <td>Travel</td> <td>15</td> <td>2000</td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Add"/></p> </div> <p>Click <b>Save</b>.</p>	*TONO Status	*Travel Order Number	Line of Accounting	Funding Type	Fiscal Year	Total Cost	New	HA0X0395S89	T94KO290293	Travel	15	2000						
*TONO Status	*Travel Order Number	Line of Accounting	Funding Type	Fiscal Year	Total Cost														
New	HA0X0395S89	T94KO290293	Travel	15	2000														
5	<p>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 <b>Cancelled</b>.</p> <div data-bbox="289 1619 1300 1793"> <table border="1"> <thead> <tr> <th>*TONO Status</th> <th>*Travel Order Number</th> <th>Line of Accounting</th> <th>Funding Type</th> <th>Fiscal Year</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>Cancelled</td> <td>1215G85K1002D000</td> <td>2K12222312210780402104</td> <td>Travel</td> <td>15</td> <td>2500.00</td> </tr> <tr> <td>New</td> <td>HA0X0395S89</td> <td>T94KO290293</td> <td>Travel</td> <td>15</td> <td>2500.00</td> </tr> </tbody> </table> </div> <p>Click <b>Save</b> again.</p>	*TONO Status	*Travel Order Number	Line of Accounting	Funding Type	Fiscal Year	Total Cost	Cancelled	1215G85K1002D000	2K12222312210780402104	Travel	15	2500.00	New	HA0X0395S89	T94KO290293	Travel	15	2500.00
*TONO Status	*Travel Order Number	Line of Accounting	Funding Type	Fiscal Year	Total Cost														
Cancelled	1215G85K1002D000	2K12222312210780402104	Travel	15	2500.00														
New	HA0X0395S89	T94KO290293	Travel	15	2500.00														

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

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**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.

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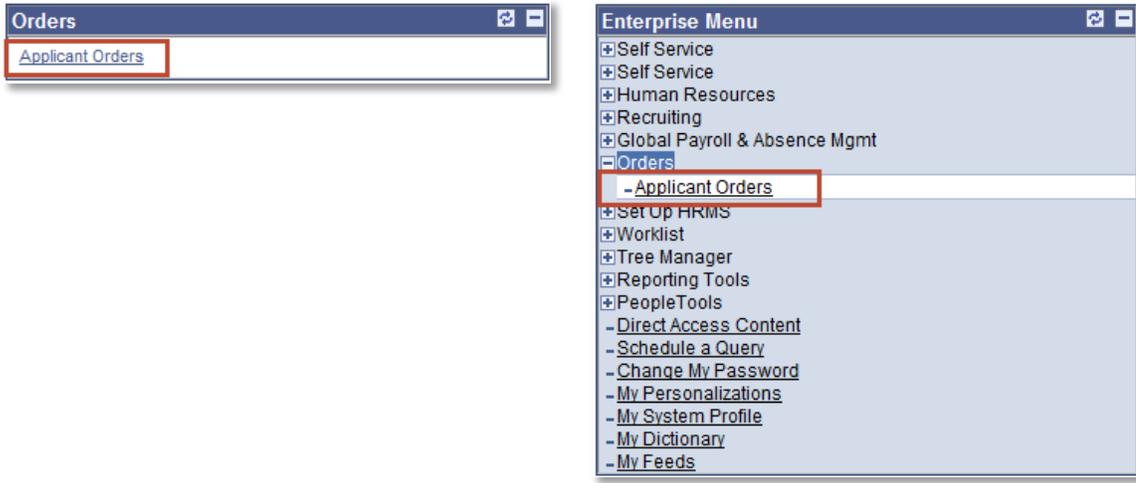
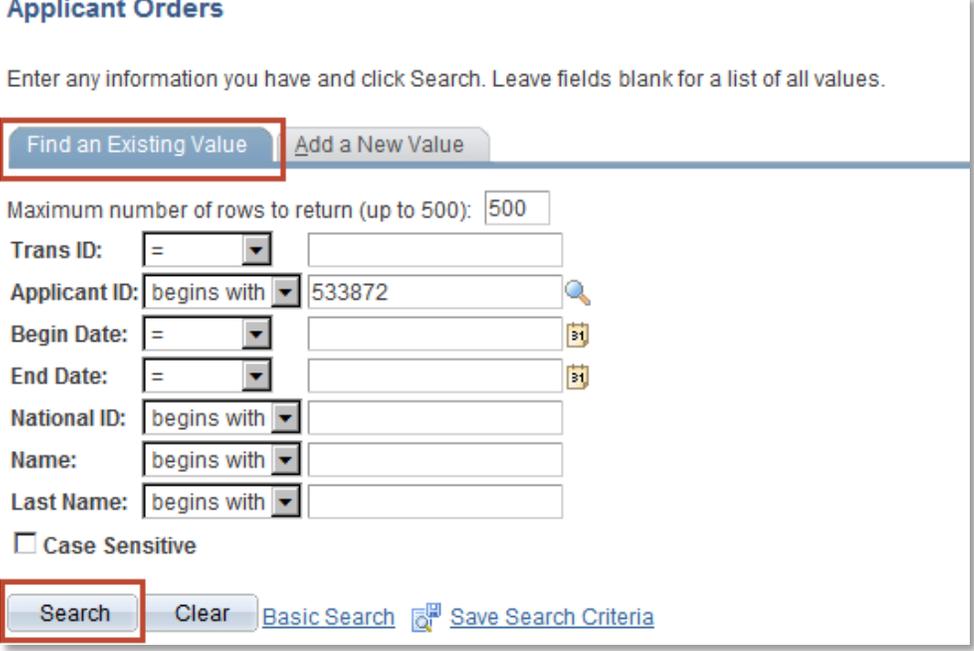
**Menu Path(s)** Menu Navigation: Orders > Applicant Orders  
Portal Pagelet: Orders

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**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:

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  - 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.

Step	Action
1	<p>Select the <b>Applicant Orders</b> link in the Orders pagelet or by navigating to <b>Orders &gt; Applicant Orders</b> using the menu navigation</p> 
2	<p>On the <b>Find an Existing Value</b> page, select/enter data in one or more of the search fields for the applicant you wish to view/update.</p> <p><b>Applicant Orders</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p>  <p>Click the <b>Search</b> button.</p>
3	<p>Modify the data and click Save button.</p> <p> Only 'PDS Department' and Funding information is required to save an applicant order.</p>

## 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.

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**Menu Path(s)** Menu Navigation: Recruiting > Find Applicants  
Portal Pagelet: Accessions

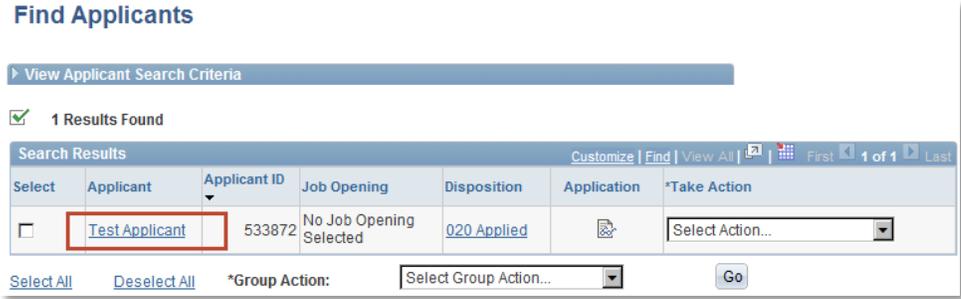
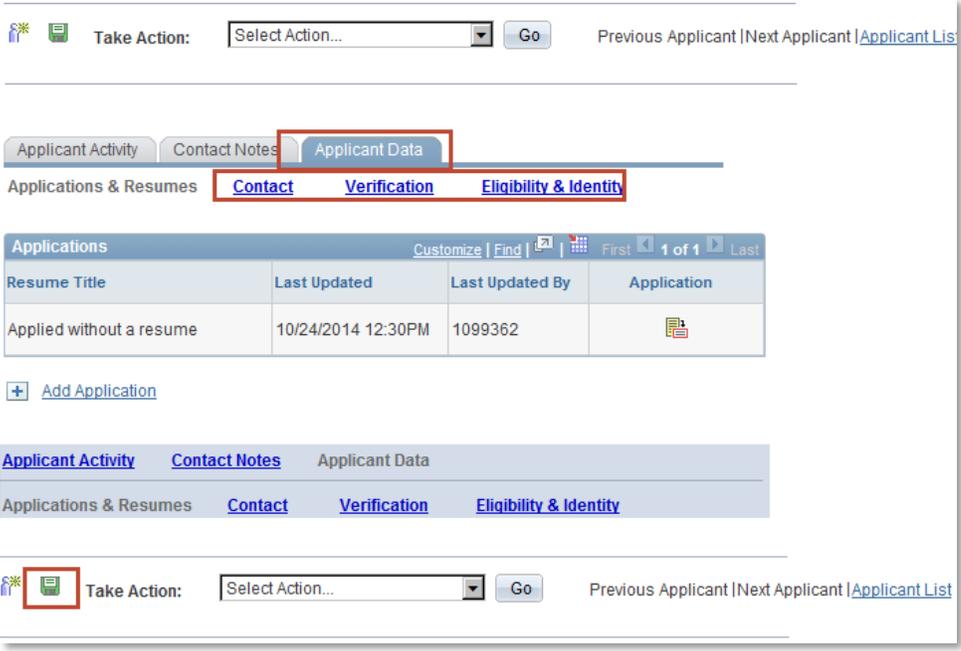
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**Need Help?** If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

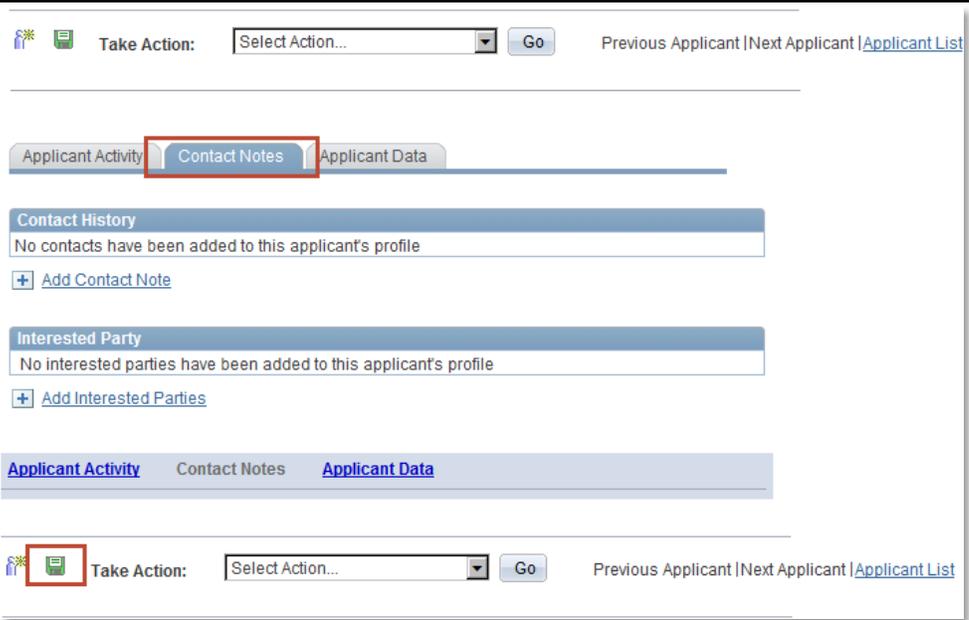
- The web address for support is <http://www.uscg.mil/ppc/ccb/>. There is a link to Customer Care at the bottom of every page of this help file.
  - Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200.
  - Phone support hours are 0700-1600 (central time) Monday through Friday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

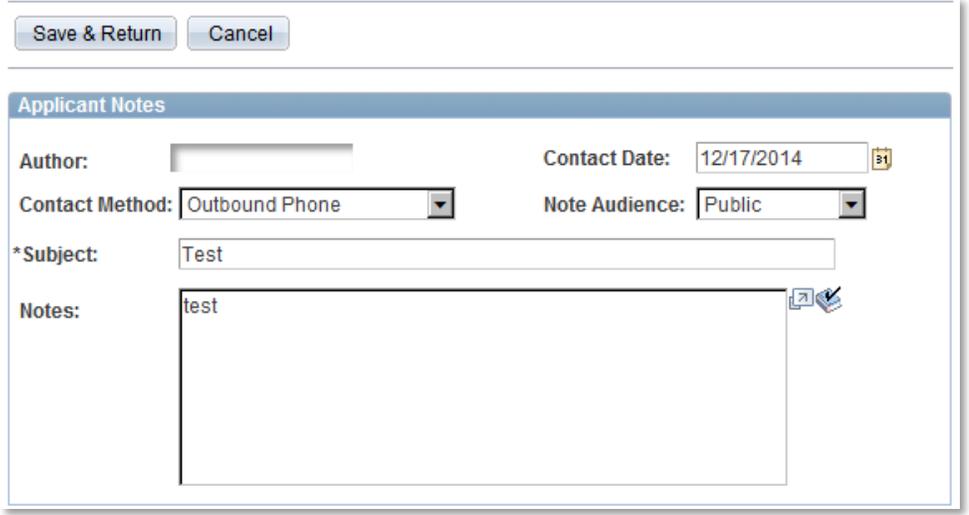
Step	Action
1	<p>Select the <b>Find Applicants</b> link in the Accessions pagelet or by navigating to <b>Recruiting &gt; Find Applicants</b> using the menu navigation</p> <div data-bbox="293 352 1409 611"> </div> <p> Do not use the Search Applicants transaction. This transaction is only used to view enlisted/reserve applicants for CG Accessions.</p>
2	<p>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.</p> <div data-bbox="293 856 1247 1520"> </div> <p>Click the <b>Search</b> button.</p> <p> 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.</p>
3	<p>On the search results page, select the applicant name hyperlink for the applicant you wish to view/edit.</p>

Step	Action														
	 <p><b>Find Applicants</b></p> <p>View Applicant Search Criteria</p> <p>1 Results Found</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Applicant</th> <th>Applicant ID</th> <th>Job Opening</th> <th>Disposition</th> <th>Application</th> <th>Take Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><a href="#">Test Applicant</a></td> <td>533872</td> <td>No Job Opening Selected</td> <td>020 Applied</td> <td></td> <td>Select Action...</td> </tr> </tbody> </table> <p>Select All Deselect All *Group Action: Select Group Action... Go</p>	Select	Applicant	Applicant ID	Job Opening	Disposition	Application	Take Action	<input type="checkbox"/>	<a href="#">Test Applicant</a>	533872	No Job Opening Selected	020 Applied		Select Action...
Select	Applicant	Applicant ID	Job Opening	Disposition	Application	Take Action									
<input type="checkbox"/>	<a href="#">Test Applicant</a>	533872	No Job Opening Selected	020 Applied		Select Action...									
<p>4</p>	<p>On the Manage Applicant page, click the <b>Applicant Data</b> tab. Click the Applicant Data sublinks to edit biographical data for the applicant.</p>  <p>Take Action: Select Action... Go Previous Applicant   Next Applicant   Applicant List</p> <p>Applicant Activity Contact Notes <b>Applicant Data</b></p> <p>Applications &amp; Resumes <a href="#">Contact</a> <a href="#">Verification</a> <a href="#">Eligibility &amp; Identity</a></p> <table border="1"> <thead> <tr> <th>Resume Title</th> <th>Last Updated</th> <th>Last Updated By</th> <th>Application</th> </tr> </thead> <tbody> <tr> <td>Applied without a resume</td> <td>10/24/2014 12:30PM</td> <td>1099362</td> <td></td> </tr> </tbody> </table> <p>+ Add Application</p> <p><b>Applicant Activity</b> Contact Notes Applicant Data</p> <p>Applications &amp; Resumes <a href="#">Contact</a> <a href="#">Verification</a> <a href="#">Eligibility &amp; Identity</a></p> <p>Take Action: Select Action... Go Previous Applicant   Next Applicant   Applicant List</p> <p>Click the <b>Save</b> icon.</p> <p> Although access is granted to the Verification page, use of the page is optional.</p>	Resume Title	Last Updated	Last Updated By	Application	Applied without a resume	10/24/2014 12:30PM	1099362							
Resume Title	Last Updated	Last Updated By	Application												
Applied without a resume	10/24/2014 12:30PM	1099362													
	<p>To add notes about the applicant, click the <b>Contact Notes</b> tab and then the <b>Add Contact Note</b> link.</p>														

**Step    Action**

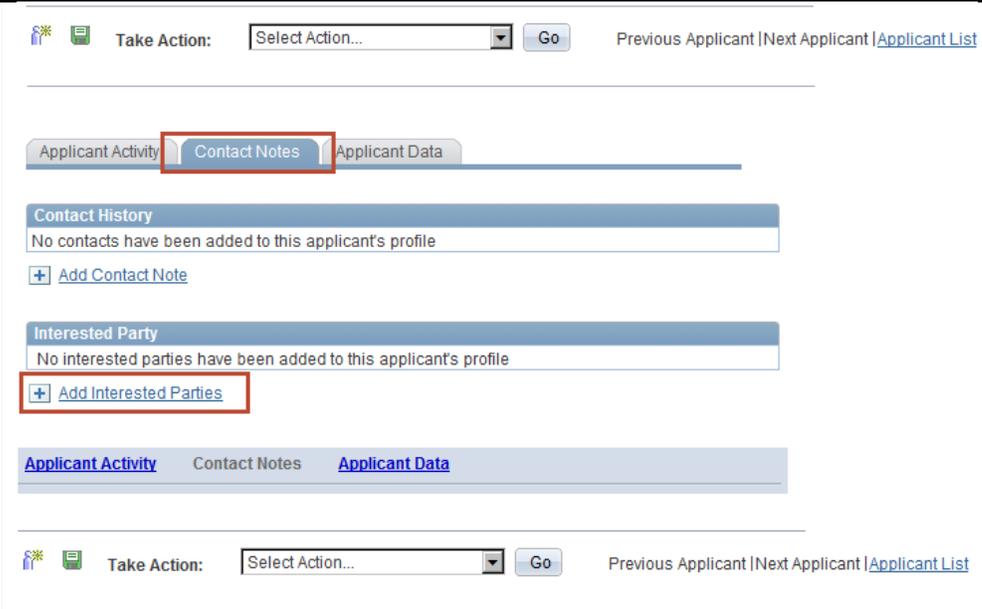


On the Contact Notes page, select a Contact Method (optional), and enter the subject (required) and notes. Select a Note Audience (optional). Public allows anyone who to view the notes. Private allows only the author to view the notes.



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.

Step	Action
	 <p>The screenshot shows the Applicant Profile page with the 'Contact Notes' tab selected. The 'Add Interested Parties' button is highlighted with a red box. The page includes a 'Take Action' dropdown menu, a 'Go' button, and navigation links for 'Previous Applicant', 'Next Applicant', and 'Applicant List'. The 'Contact History' section shows 'No contacts have been added to this applicant's profile' with an 'Add Contact Note' button. The 'Interested Party' section shows 'No interested parties have been added to this applicant's profile' with an 'Add Interested Parties' button. The 'Applicant Activity' tab is also visible.</p>
	<p>Click the <b>Save</b> icon.</p> <p> Although access is granted to the Contact Notes and Interested Party pages, use of these pages are optional.</p>