

The screenshot shows the United States Coast Guard Member Portal in Internet Explorer. The browser title is "Employee-facing registry content" and the address bar shows "UNCLASSIFIED". A system maintenance notice at the top states: "System will be down from 12:00 AM EST to 6:00 AM EST on Sunday, May 30th." The page header includes the USCG logo and "U.S. Department of Homeland Security". A navigation bar contains "Home", "Add to My Links", and "Sign out". Below this is a "My Links" section with a "Select One:" dropdown menu. The main content area is divided into several blocks:

- Welcome to the new United States Coast Guard Member Portal!**: Contains a note about the SPEAR cycle and contact information for PPC Customer Care.
- Common Links**: Includes "Pay & Personnel Center Home", "Direct Access Worklist", and "Trouble Ticket Form".
- Enterprise Menu**: A tree view with options like "Direct Access PeopleTools", "Develop Workforce", "Administer Workforce", "Define Business Rules", "Direct Access Self Service", and "Change My Password".
- Personnel Office**: Includes "Email Address".
- Employee**: A large block with sub-sections: "Profile" (Workflow User, Preferences), "Tasks" (Languages, Memberships, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information, State Tax Information, 10 More...), "View" (View Paycheck, Test Results, Personal Information, Member Information, Member Info Additional, View My Worklist, My CGHRMS Orders, My Employee Reviews, Employee Review Summary, 9 More...).
- Self Service for Commands**: A block with sub-sections: "Reports" (Emergency, Contact Info by Dept, PDE By Dept, Report), "Use" (Command Information, Positions at a Department, Separation Requests, SWE PDE).
- Manager**: A block with sub-sections: "Tasks" (Schedule Multiple Drills, Schedule Drills, Manage Reserve Member, Reserve Orders), "View" (View My Worklist, Personal Information, All Duty).

Annotations on the right side of the screenshot:

- A blue arrow points from the "UNCLASSIFIED" text in the browser title to the "Self Service for Commands" block.
- A red box highlights the "Self Service for Commands" and "Manager" blocks.
- Text boxes with blue borders provide descriptions for these blocks:

Under the User Role "Command User", two new blocks appear.

The Self Service for Commands block works the same as in the old Direct Access, just reformatted for ease of use.

The Manager block allows Reserve Manager functions for scheduling drills and more.

Let's take a closer look at Command Information.

Slide 1

Text Captions: Under the User Role "Command User", two new blocks appear.

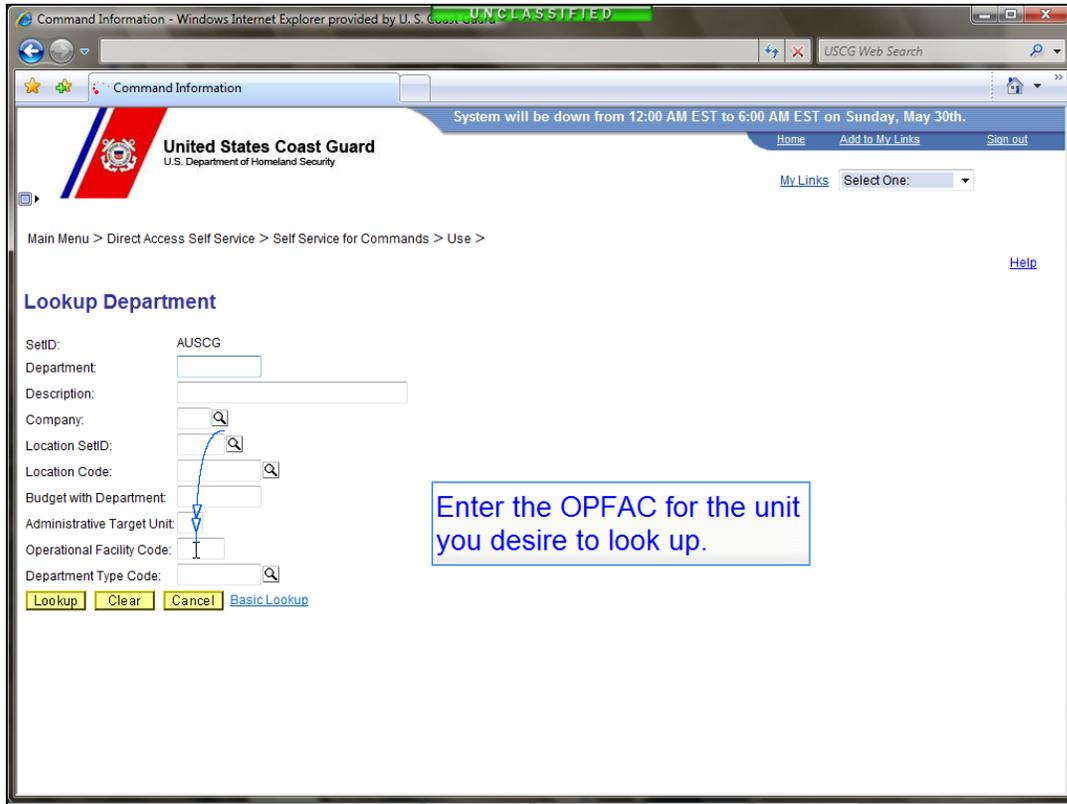
The Self Service for Commands block works the same as in the old Direct Access, just reformatted for ease of use.

The Manager block allows Reserve Manager functions for scheduling drills and more.

Let's take a closer look at Command Information.

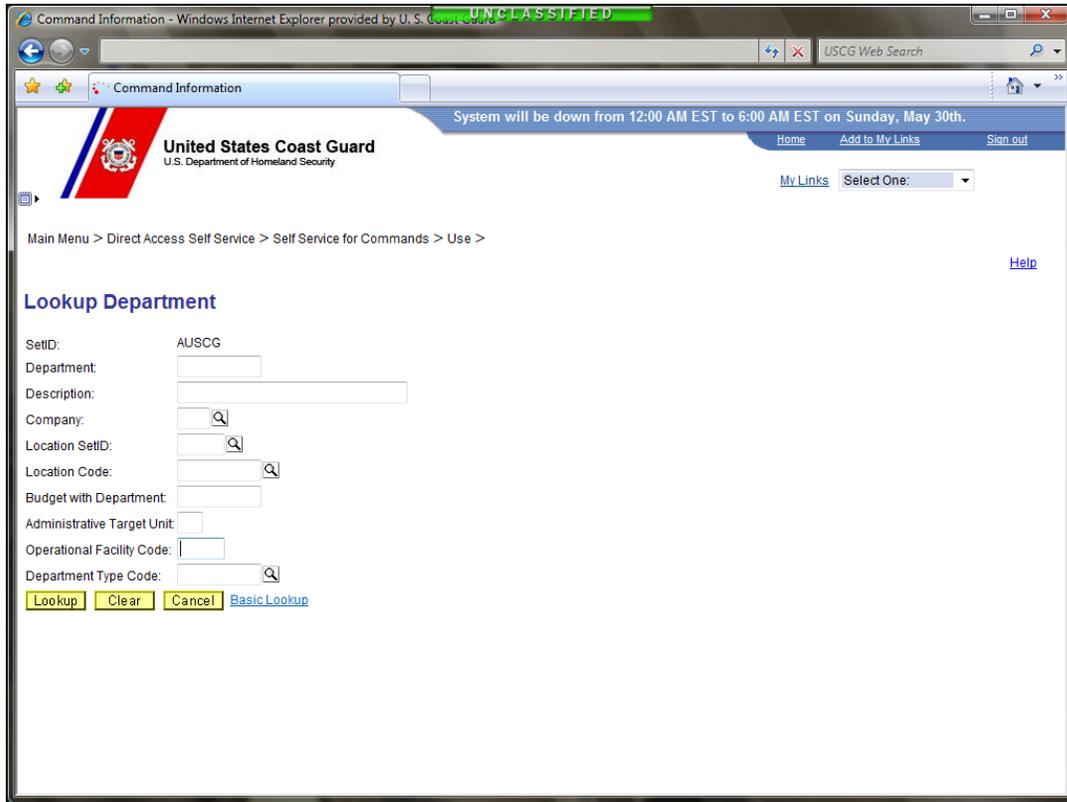
Slide 2

Text Captions: This screen is the same as in the old Direct Access. For demonstration purposes, let's walk through a little farther.

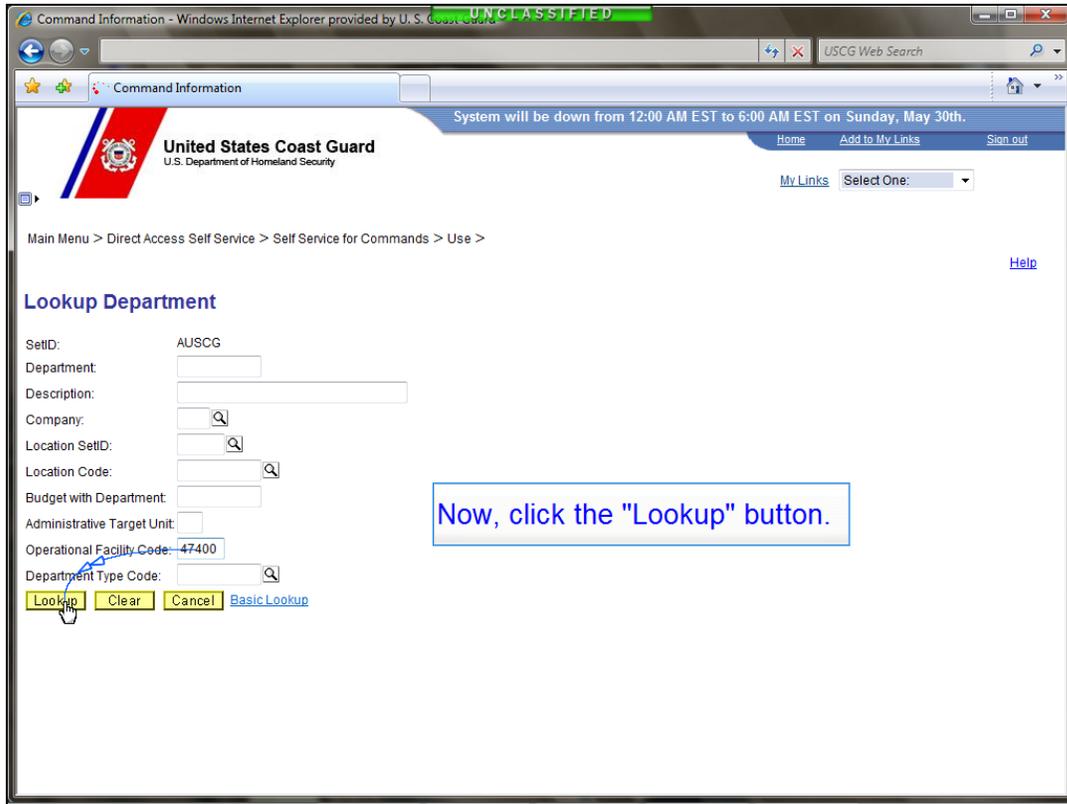


Slide 3

Text Captions: Enter the OPFAC for the unit you desire to look up.



Slide 4  
Slide notes:



Slide 5

Text Captions: Now, click the "Lookup" button.

Command Information - Windows Internet Explorer provided by U. S. Coast Guard UNCLASSIFIED

USCG Web Search

Command Information

System will be down from 12:00 AM EST to 6:00 AM EST on Sunday, May 30th.

United States Coast Guard  
U.S. Department of Homeland Security

Home Add to My Links Sign out

My Links Select One: [v]

Main Menu > Direct Access Self Service > Self Service for Commands > Use >

### Lookup Department

SetID: AUSCG  
Department: [text box]  
Description: [text box]  
Company: [text box]  
Location SetID: [text box]  
Location Code: [text box]  
Budget with Department: [text box]  
Administrative Target Unit: [text box]  
Operational Facility Code: 47400  
Department Type Code: [text box]

Lookup Clear Cancel Basic Lookup

Note that PPC has appeared. This is the desired unit. Click any one of the links on the first row to select this unit.

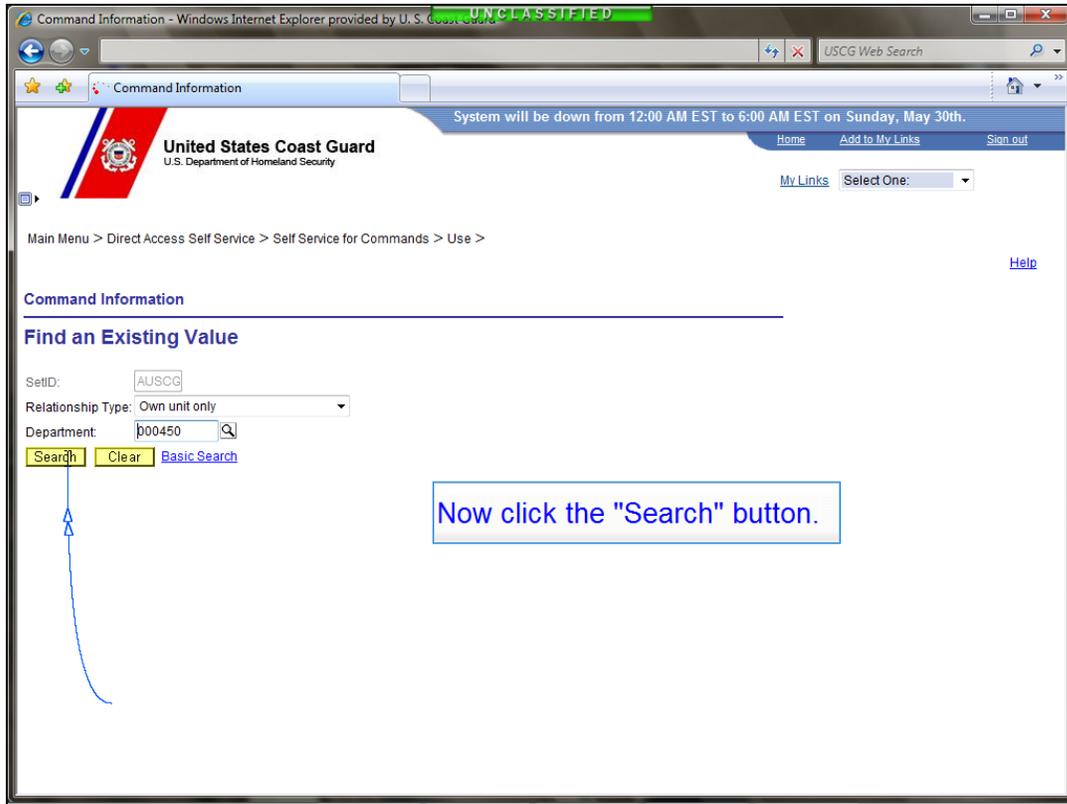
### Search Results

View All [dropdown] 1-37 of 37 [dropdown] Last

Department	Description	Company	Location	SetID	Location Code	Administrative Target Unit	Operational Facility Code	Department Type Code
000450	<a href="#">C PPC</a>	CGA	POSTL	KS0001	79	47400	CENTER	
006514	<a href="#">PPC COMMAND STAFF</a>	CGA	POSTL	KS0001	79	47400	CENTER	
006515	<a href="#">PPC RESOURCE DIV</a>	CGA	POSTL	KS0001	79	47400	CENTER	
006516	<a href="#">PERSONNEL BR</a>	CGA	POSTL	KS0001	79	47400	PSC	
006517	<a href="#">ADVANCEMENT BR</a>	CGA	POSTL	KS0001	79	47400	PSC	

Slide 6

Text Captions: Note that PPC has appeared. This is the desired unit. Click any one of the links on the first row to select this unit.



Slide 7  
Text Captions: Now click the "Search" button.

Command Information - Windows Internet Explorer provided by U. S. Coast Guard UNCLASSIFIED

USCG Web Search

Command Information

System will be down from 12:00 AM EST to 6:00 AM EST on Sunday, May 30th.

Home Add to My Links Sign out

My Links Select One: [v]

Help

Main Menu > Direct Access Self Service > Self Service for Commands > Use >

Cg Airport Term Cg Dept Run

Department: 000450 CG PPC Rel Type: Own Unit \*Sort: Action Dt

Advanced Search Options

Status: [v] From: 08/18/2010 To: [v] Action: [v] Reason: [v]

Arrivals Departures

Find | View All First 1 of 1 Last

Get Info	Department Info	Orders Info	Process Orders	Print				
Sel	Emplid	Name	Rank	Status	Type	Action	Reason	Status Dt
1	<a href="#">Emplid</a>							

Email the Selected Items Bundle [v] CC: [v]

Save Return to Search Previous tab Next tab

Cg Airport Term | Cg Dept Run

Note the Airport Terminal appears in the same fashion as in the old Direct Access. We will now return to the Home Page.

Slide 8

Text Captions: Note the Airport Terminal appears in the same fashion as in the old Direct Access. We will now return to the Home Page.

Slide 9  
Text Captions: Now, let's take a closer look at the Manager functions. Since this is geared for Reserve Members, we will look at the functionality of 'Schedule Multiple Drills'.

Schedule Multiple Drills - Windows Internet Explorer provided by U. S. Coast Guard

UNCLASSIFIED

USCG Web Search

Schedule Multiple Drills

System will be down from 12:00 AM EST to 6:00 AM EST on Sunday, May 30th.

Home Add to My Links Sign out

My Links Select One: [v]

Main Menu > Direct Access Self Service > Manager > Tasks >

Help

### Schedule Multiple Drills

#### Find an Existing Value

SetID:

Department:

Description:

Company:

Location SetID:

Location Code:

Budget with Department:

Administrative Target Unit:

Operational Facility Code:

Department Type Code:

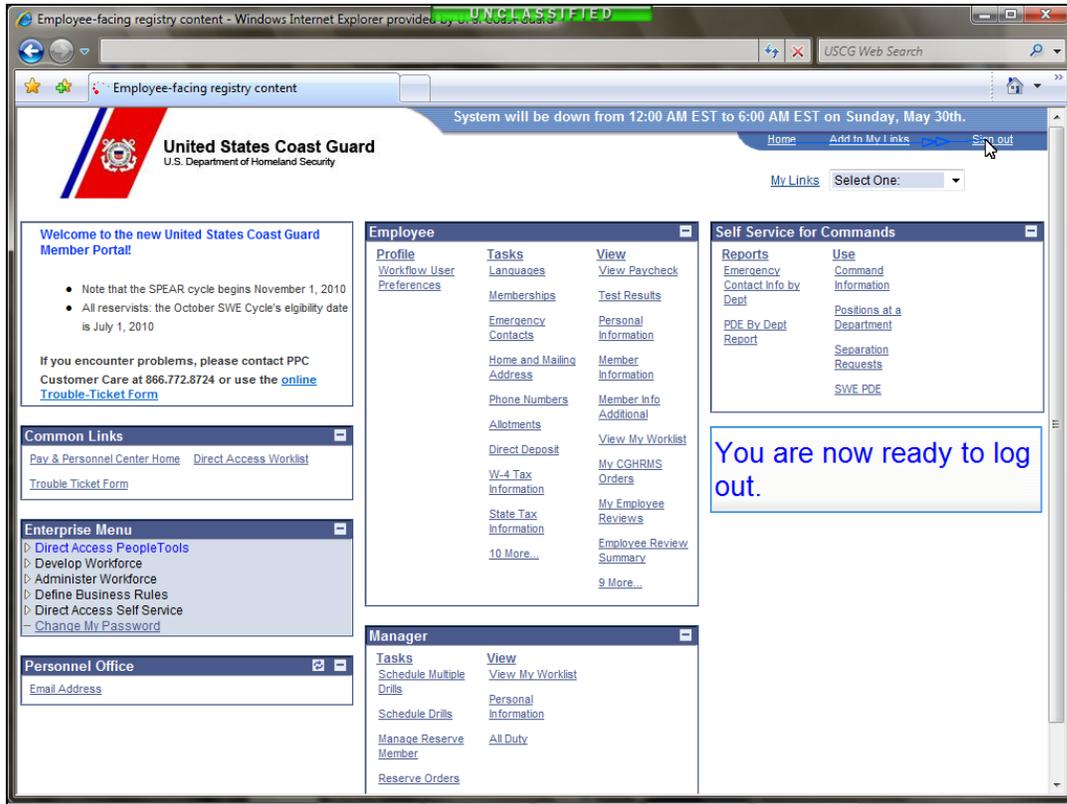
Case Sensitive

[Basic Search](#)

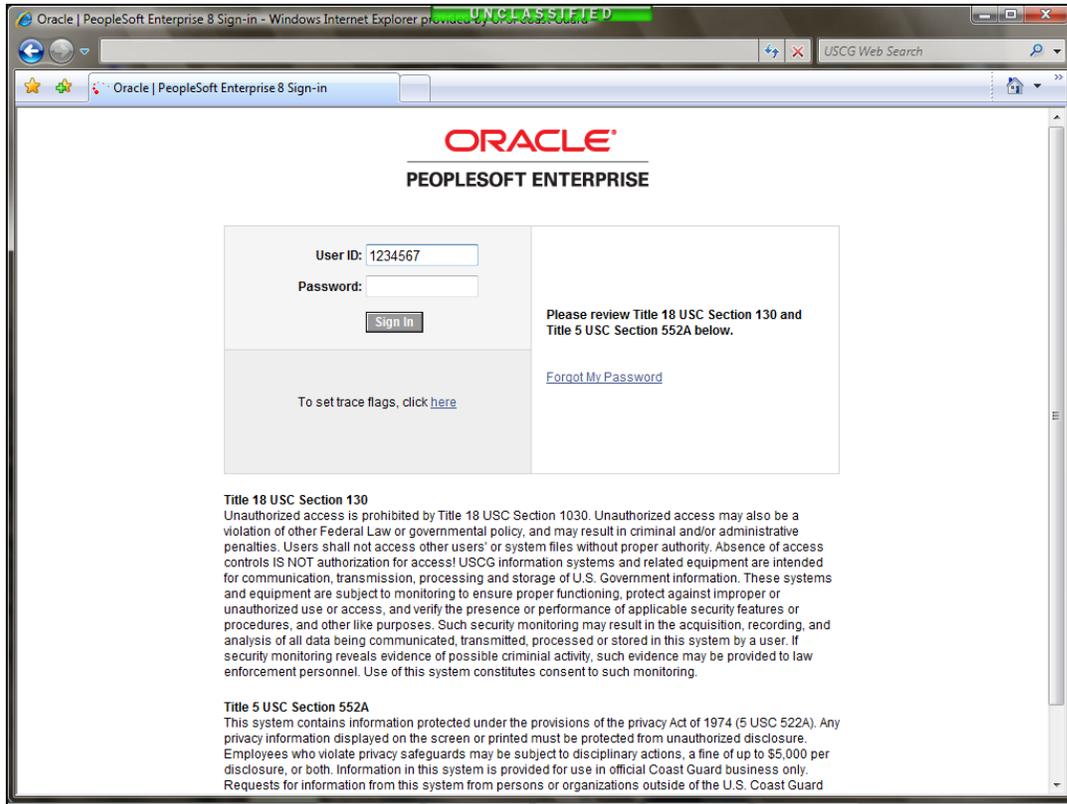
As noted previously, this is the same function as the old Direct Access. We will now return to the Home Page.

Slide 10

Text Captions: As noted previously, this is the same function as the old Direct Access. We will now return to the Home Page.



Slide 11  
Text Captions: You are now ready to log out.



Slide 12  
Slide notes: