U.S. Coast Guard
Direct Access Recruiting System
(DARS)

Version 1.0

July 1, 2013

Prepared by
Commandant (CG-631)
U.S. Coast Guard
1900 Half Street, SW
Washington, DC 20593-0001

Record of Changes

Version Number	Date	Author	A = Add M = Modify D = Delete	Brief Description of Change	Change Request #
.1	2/28/2013	Nousheen Khan-Memon	A	Created draft	n/a
.5	5/1/13	Nousheen Khan-Memon	A	Incorporated feedback from CGRC	n/a
1.0	6/20/13	Nousheen Khan-Memon	M	Finalized document	n/a
1/0	7/01/13	Lt. Ashly Thomas	A	RIC Transactions	n/a

Peer Reviews

Version Number	Date	Author	Symbol
.1	3/5/13	Bill Fleishman	CG-631
.5	4/29/13	Lt. Ashly Thomas	CGRC
1.0	6/26/13	Chang Yi	CG-631
1.0	7/01/13	Lt. Ashly Thomas	CGRC

Table of Contents

1.0 INTRODUCTION 9
1.1 Purpose and Scope 9
1.2 Organization 9
2.0 SUMMARY OF ROLES AND RESPONSIBILITIES 9
2.1 Administrator Roles and Responsibilities 10
2.2 Recruiter System Roles and Responsibilities 10
2.3 Recruiter In Charge (RIC) System Roles and Responsibilities 10
2.4 Reservations Specialist System Roles and Responsibilities 10
3.0 ADMINISTRATOR 11
3.1 Import Plan Data 11
3.2 View Recruiting Plan 12
3.3 Editing Imported Recruiting Plans 13
3.4 Add New Recruiting Location 14
3.5 Edit a Recruiting Location 15
3.6 Import Zip Codes 16
3.7 Maintain Zip Codes 17
3.8 Create a New Workspace 18
3.9 Reassigning a Recruiter to a Different Recruiting Office 19
3.10 Grant Access to Other Recruiting Offices 21
3.11 Add New Prescreen Question on the ADC 22
3.12 Modify Existing Prescreen Question on the ADC 24
4.0 RECRUITER WORKSPACE 25
4.1 Add/Modify Applicant Data 27
4.2 Add New Program 38
4.3 Change Program/Application Data 39
4.4 Update Disposition 43
4.5 Forms Center 44
4.6 Submit Waiver Request 49
4.7 Submit A School Request 51
4.8 Submit Reservations Request 53
4.9 Add/View Comments 54
4.10 Disqualify an Applicant 55
4.11 Transfer Applicant to RIC 56
4.12 Search Applicant 57
5.0 RECRUITER IN CHARGE (RIC) WORKSPACE and RESERVATION/WAIVER PROCESSING 59
5.1 Assign Applicant to Recruiter 60
5.2 Abandon Applicant 61
5.3 Transfer Applicant 62
5.4 View Comments 63
5.5 Process Reservation Request 63-65
5.6 Process Waiver Request 63

6.0 RESERVATION WORKSPACE 67
6.1 Reservation Request 68
6.2 Approve/Deny Waiver Request 70
6.3 Approve/Deny A-School 72
6.4 Prepare for Hire 73

6.5 View Recruiter Details 75
6.6 Transfer to Office 75
6.7 Discharge an Applicant 76
7.0 Reports 78

Appendix

Appendix A – Forms
Appendix B – Navigation References
Appendix C – Reports
Appendix D – Import File Format

Table of Figures

Figure 1: Import Plan Data 11
Figure 2: Upload Plan 12
Figure 3: File Attachment 12
Figure 4: View Recruiting Plan 12
Figure 5: View Recruiting Plan 13
Figure 6: View Recruiting Plan 13
Figure 7: Edit Recruiting Plan 13
Figure 8: Add New Row 14
Figure 9: Edit Target/Bonus Pool 14
Figure 10: Add New Recruiting Location 14
Figure 11: Recruiting Location 15
Figure 12: Edit Recruiting Location 16
Figure 13: Upload Zip Code File 16
Figure 14: Attach File 16
Figure 15: Maintain Zip Codes 17
Figure 16: Add Zip Codes 17
Figure 17: Create Job Opening 18
Figure 18: Find Job Opening 20
Figure 19: Search Results 20
Figure 20: Job Opening Details 20
Figure 21: Add Recruiting Location to Job Opening 21
Figure 22: Find Job Opening 21
Figure 23: Select Job Opening 22
Figure 24: Job Opening Details 22
Figure 25: Add User to Job Opening 22
Figure 26: Add New Question 23
Figure 27: Link Question to Question Set Definition 24
Figure 28: Recruiter Workspace 25
Figure 29: Applicant Data Card 27
Figure 30: Biographical Details Tab 29
Figure 31: Military Details Tab 31
Figure 32: Dependent Data Tab 33
Figure 33: Test Data Tab 35
Figure 34: Prescreen 37

Figure 35: Add New Program 38
Figure 36: Add New Program 38
Figure 37: Applicant Linked to Multiple Programs 39
Figure 38: Applicant's Application 40
Figure 39: Update Disposition 43
Figure 40: Add Program 43
Figure 41: Navigating to Forms Center 45
Figure 42: Forms Center 45
Figure 43: Form Look Up 46
Figure 44: Example of Forms Required for Applicant Based on Applicant's Program....47
Figure 45: Form Grid....48
Figure 46: MEPCOM Form....49
Figure 47: Submitting a Waiver Request for an Applicant 49
Figure 48: Waiver Request Page....50
Figure 49: Submit A-School Request....51
Figure 50: A-School Request Page....52
Figure 51: A-School Request....52
Figure 52: Submit Reservation Request 53
Figure 53: Submit Reservations Request....53
Figure 54: Comments 54
Figure 55: Comments 54
Figure 56: Disqualifying an Applicant....55
Figure 57: Disqualify an Applicant....55
Figure 58: Transfer Applicant to RIC....56
Figure 59: Transfer an Applicant....56
Figure 60: Find Applicants Page....57
Figure 61: Find Applicants Search Results 58
Figure 62: Recruiter In Charge Workspace....59
Figure 63: Assign Applicant to Recruiter....60
Figure 64: Assign Applicant to Recruiter....61
Figure 65: Abandon Applicant 61
Figure 66: Submit to Abandon Applicant 61
Figure 67: Transfer Applicant 62
Figure 68: Transfer Applicant to Another RO....62
Figure 69: View Comments 63
Figure 70: Comments on Applicant RIC....63
Figure 71: RIC Accessing a Recruiter Workspace....63
Figure 72: RIC Selecting the applicant, and selecting Submit Reservation Request in Take Action 63
Figure 73: RIC reviews Reservation Request....63
Figure 74: RIC Selecting the applicant, and selecting Submit Waiver Request in Take Action 63
Figure 75: RIC Submitting Waiver Request....63
Figure 76: Reservations Workspace....67
Figure 77: Reservation Request....69
Figure 78: Reservations Request....71
Figure 79: A-School Request Tab 73
Figure 80: Prepare for Hire....74
Figure 81: Recruiter Details Tab....75
Figure 82: Transfer to Office Tab....76
Figure 83: Discharge an Applicant 77

Figure 84: My Reports Portal Pagelet 78
Figure 85: Report Repository Page....79
Figure 86: A-School Summary - Detailed Report....79
Figure 87: A-School Summary - Detailed Report Parameters 80
Figure 88: A-School Summary – Detailed Results....80
Figure 89: Accessions Reports....80
Figure 90: A-School Summary 81
Figure 91: A-School Summary Report Results 81
Figure 92: Bonus Extract Report Link....81
Figure 93: Bonus Extract Report Parameters....82
Figure 94: Bonus Extract Report Results....82
Figure 95: Bonus Report Link 82
Figure 96: Bonus Report Parameters 83
Figure 97: Bonus Report Results 83
Figure 98: CGRS Data Extract Report....83
Figure 99: CGRS Data Extract Report Parameters 84
Figure 100: CGRS Data Extract Report Output....84
Figure 101: COA Report Link 84
Figure 102: COA Report Parameters 85
Figure 103: COA Report Results 85
Figure 104: DMDC Interfaces Report 85
Figure 105: DMDC Interface Run Control ID 86
Figure 106: DMDC Report Parameters 86
Figure 107: Process Scheduler Page....87
Figure 108: Select Process Monitor 87
Figure 109: Process Monitor Page....88
Figure 110: Fulfillment List Report Link 88
Figure 111: Fulfillment List Report Referral Date 89
Figure 112: Fulfillment Report Results....89
Figure 113: Guaranteed District Report Link....89
Figure 114: Guaranteed District Report Parameters....90
Figure 115: Process Scheduler Request....90
Figure 116: Process Monitor....91
Figure 117: Process Monitor Page....91
Figure 118: Lead Activity Report Link....92
Figure 119: Lead Activity Report Parameters....92
Figure 120: Lead Activity Report Default Server 93
Figure 121: Lead Activity Process Monitor....93
Figure 122: Lead Activity Run Status....94
Figure 123: Lead Composition and Management Rpt....95
Figure 124: Lead Composition and Management Rpt Parameters....95
Figure 125: Process Scheduler Request....96
Figure 126: Process Monitor....96
Figure 127: Process Monitor Status....97
Figure 128: Lead Diversity and Gender Report....97
Figure 129: Lead Diversity and Gender Report Parameters....98
Figure 130: Process Scheduler Request....98
Figure 131: Process Monitor....99
Figure 132: Process Monitor Status....99

Figure 133: ORL Enlistment Report Link....100
Figure 134: ORL Enlistment Report....100
Figure 135: Lead Source Report Results....100
Figure 136: ORL Enlistment Report....101
Figure 137: ORL Enlistment Report Parameters....101
Figure 138: ORL Enlistment Report Results....101
Figure 139: Program Stats Report Link....102
Figure 140: Program Stats Report Parameters....102
Figure 141: Program Stats Process Scheduler Page....103
Figure 142: Program Stat Report Process Monitor....103
Figure 143: Lead Activity Run Status....104
Figure 144: PSDA Report Link....104
Figure 145: PSDA Report Parameters....105
Figure 146: PSDA Report Output....105
Figure 147: Ethnicity Report Link....105
Figure 148: Ethnicity Report Parameters....106
Figure 149: Ethnicity Report Process Scheduler Page....106
Figure 150: Ethnicity Report Process Monitor....106
Figure 151: Ethnicity Report Run Status....107
Figure 152: Reserve Contact Report Link....107
Figure 153: Reserve Contact Report....108
Figure 154: Reserve Contact Report Results....108
Figure 155: Reserve Shipper Report Link....108
Figure 156: Reserve Shipper Report Parameters....108
Figure 157: Reserve Shipper Report Results....109
Figure 158: RO Recruit Roster Report Link....109
Figure 159: Report Parameters....109
Figure 160: RO Recruit Roster Report Results....110
Figure 161: Reservation Request by Office 108
Figure 162: Reservation Request by Office 109
Figure 163: Reservation Request by Office 109
Figure 164: Ship Summary - Detailed Report Link....112
Figure 165: Ship Summary Detailed Report....110
Figure 166: Ship Summary Detailed Report Results....113
Figure 167: Ship Summary Report Link....113
Figure 168: Ship Summary....113
Figure 169: Ship Summary Report Results....113
Figure 170: Shipping Extract Report Link....114
Figure 171: Shipping Data Extract Report Parameters....114
Figure 172: Shipping Data Extract Report Results....114
Figure 173: Shipping Report Link....115
Figure 174: Shipping Report Parameters....115
Figure 175: Shipping Report Process Scheduler Page....115
Figure 176: Shipping Report Process Monitor....116
Figure 177: Shipping Report Run Status....116
Figure 178: Stats Summary Report Link....117
Figure 179: Stat Summary Report Parameters....117
Figure 180: Stat Summary Report Process Scheduler Page....117
Figure 181: Stat Summary Report Process Monitor....118

Figure 182: Stat Summary Report Run Status 118
Figure 183: TASS Report Link 119
Figure 184: TASS Report 119
Figure 185: TASS Report Results 119
Figure 186: Waiver Extract Report Link 120
Figure 187: Waiver Extract Report Parameters 120
Figure 188: Waiver Extract Report Results 120
Figure 189: Waiver Summary Report 121
Figure 190: Waiver Summary Report Parameters 121
Figure 191: Process Scheduler Request 122
Figure 192: Process Monitor 122
Figure 193: Process Monitor Page 123
Figure 194: Accessions Report Run Page Link 123
Figure 195: CG Accessions Reports Run Page 124

List of Tables

Table 1: Primary Job Openings Information Fields 18
Table 2: Job Opening Fields 19
Table 3: Question Definition Fields 23
Table 4: Manage Applicant Fields 26
Table 5: Contact Details Fields 29
Table 6: Biographical Details Tab 31
Table 7: Military Service Fields 32
Table 8: Dependent Data Tab 34
Table 9: Test Data Tab 36
Table 10: Applicant's Application Fields 42
Table 11: Required Fields for Disposition Status Change 44
Table 12: Waiver Request Fields and Descriptions 51
Table 13: RIC Workspace Fields 60
Table 14: Reservation Request Fields 70
Table 15: Waiver Request Fields 72
Table 16: Prepare for Hire Fields 75
Table 17: Transfer to Office Tab Fields 76
Table 18: Discharge Page Fields 77

1.0 INTRODUCTION

This user guide contains essential information for Coast Guard Recruiting Command (CGRC) personnel to fully utilize the Direct Access Recruiting System (DARS). Included are detailed descriptions of the system's functions and capabilities, step-by-step procedures for utilizing the system, screen shots of the step-by-step procedures, tables of field descriptions and appendices which include diagrams and tables of pertinent information.

1.1 Purpose and Scope

This document is intended for use by the CGRC Administrators, Recruiters, Recruiters-in-Charge (RICs), Regional Leaders (RL), Regional Supervisors (RS) and Reservation Specialists. The purpose of this user guide is to provide detailed instructions for each of the user roles on how to use Recruiting Solutions to vet, manage, and process leads, prospects and applicants to ultimately access the best qualified individuals into the Coast Guard. This guide thoroughly explains the processes, navigation, features and capabilities of the system.

DARS is a PeopleSoft Enterprise system and is part of the Direct Access suite of applications. This software is designed to assist CGRC in recruiting candidates and transitioning them from an Applicant to a reservation.

1.2 Organization

This document is organized into seven sections.

Section 1.0 – Brief Introduction about this user guide.

Section 2.0 - Description of the various roles of the user community and how they can complete their daily responsibilities using Recruiting Solutions.

Section 3.0 - Provides instructions with screen shots for the Administrator role on how to utilize Recruiting Solutions to fulfill their daily job responsibilities.

Section 4.0 - Provides instructions with screen shots for the Recruiter role in Recruiting Solutions and how to fulfill their daily job responsibilities.

Section 5.0 - Provides instructions with screenshots for the Recruiter in Charge role in Recruiting Solutions on how to fulfill their daily job responsibilities.

Section 6.0 - Provides instructions with screenshots for the Reservation Specialist and how they use Recruiting Solutions to fulfill their daily job responsibilities.

Appendix A - The final section is the Appendix which contains useful information pertinent to the different user roles in Recruiting Solutions.

2.0 SUMMARY OF ROLES AND RESPONSIBILITIES

The four different user roles for the system are Administrator, Recruiter, Recruiter in Charge (RIC) and Reservation Specialist. Regional Leaders and Supervisors permissions in the system will mimic those of the RICs assigned within their region. Each of these roles has a set of unique responsibilities to process interested leads from the moment they inquire about the United States Coast Guard (USCG) until they ship to Training Center Cape May for recruit training (boot camp) or Direct Entry Petty Officer Training (DEPOT).

2.1 Administrator Roles and Responsibilities

The roles and responsibilities of the Administrator are:

- Import Recruiting Plans (Load, Mission, A-School)
- Maintain CGRC Recruiting Tables
- Manage Workspaces (Job Openings)

2.2 Recruiter System Roles and Responsibilities

The roles and responsibilities of a Recruiter in DARS are:

- Add leads
- Process web and chat leads assigned by the RIC
- Add or update Applicant's program
- Advance a Lead to Prospect and Qualified Applicant status
- Complete forms for the Applicant to facilitate processing
- Submit Waiver request(s) for the Applicant
- Submit A-School request for the Applicant
- Submit a reservation request for the Applicant
- Add any necessary comments to the Applicant's application
- Disqualify an Applicant
- Transfer lead/prospect/Applicant to RIC

2.3 Recruiter In Charge (RIC) System Roles and Responsibilities

The roles and responsibilities of a RIC in DARS are as follows:

- Assign leads to Recruiters in their office
- Abandoning Applicants
- Transferring Applicants to another RIC
- Reviewing, approving or denying a Reservation or Waiver request
- Submit approved requests to Reservations or the Waivers Team

Note: Regional Leaders and Supervisors will have the same role within the system as RICs and have access to multiple recruiting offices.

2.4 Reservations Specialist System Roles and Responsibilities

The roles and responsibilities of a Reservation Specialist in DARS are as follow:

- Approve/deny Reservation request
- Approve/deny Waiver request
- Approve/deny A-School request
- Transfer an Applicant
- Update Applicant's disposition (i.e. Cape May Discharged)

3.0 ADMINISTRATOR

The responsibilities of the CGRC Administrator include importing the Load, Mission and A-School plan before the start of each fiscal year. The Load Plan includes target and achieved metrics on the number of Active Duty and Reserve recruits that can be shipped to Cape May on any given ship date within the fiscal year (broken down by ship date). The Mission Plan displays target metrics on the number Active Duty and Reserve recruits allocated for each recruiting office. The A-School Plan displays target and achieved numbers for each Active Duty and Reserve A-School convene date. The administrator is also responsible for maintaining CGRC recruiting tables such as Recruiting Locations, Job Openings (Workspaces), Forms, and Programs.

3.1 Import Plan Data

On the portal page, click **Import Plan Data** to import the fiscal year's recruiting plans (i.e. Load, Mission, A-School). Files must be in comma delimited format (.csv) and contain the necessary columns. See **Appendix D** for import file columns.

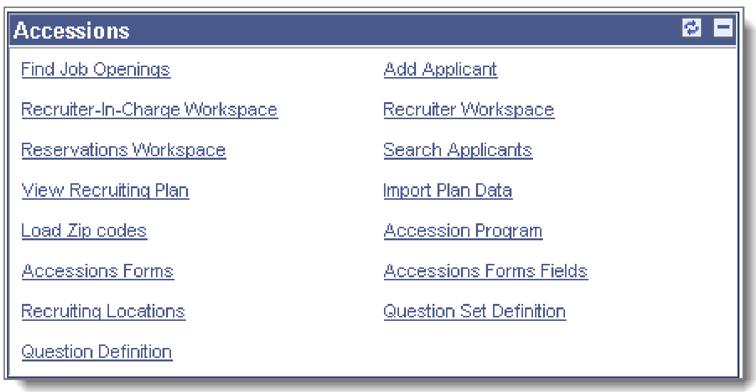


Figure 1: Import Plan Data

Enter the **Fiscal Year** and make the appropriate selections from the **Select Plan to Load** drop down menu. Click **Load File**. If there is currently a file imported for the particular fiscal year, uploading a new file will over-write the old file.

> All three plans must be loaded before any edits can be made to them.

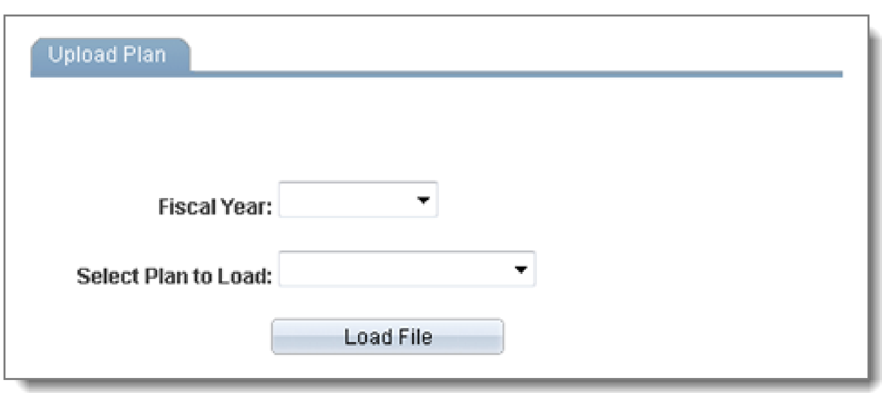


Figure 2: Upload Plan

Browse for the file to be imported and click **Upload**.

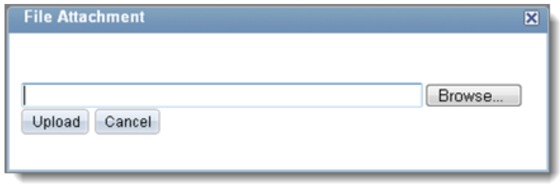


Figure 3: File Attachment

When importing a file, make sure any codes (Recruiting Office ID, Region ID, Training Type, etc.) within the file already exist in the system. For example, if the code for recruiting office Baltimore is 10000 and the file contains 10001, the information will not display correctly.

3.2 View Recruiting Plan

On the portal page, click **View Recruiting Plan**. Enter the **Fiscal Year** in the search box and click **Search** or click **Search** without entering a fiscal year to display a list of fiscal years that have been imported.

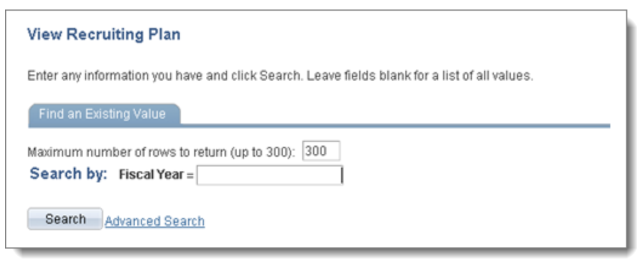


Figure 4: View Recruiting Plan

The search results will display.

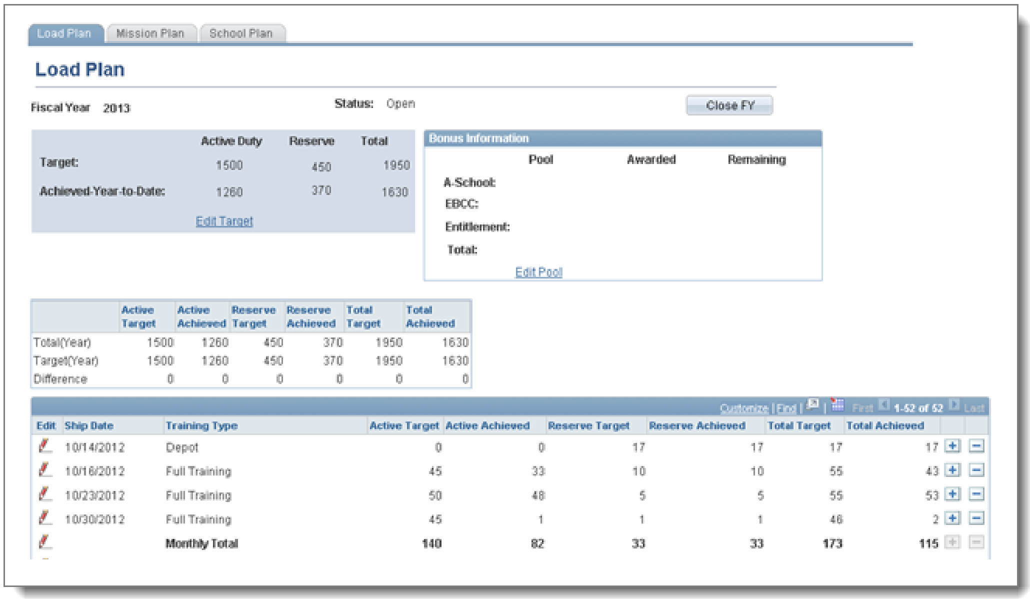


Figure 5: View Recruiting Plan

3.3 Editing Imported Recruiting Plans

On the portal page, click **View Recruiting Plan** and select the fiscal year. Click the tab of the plan to be edited.

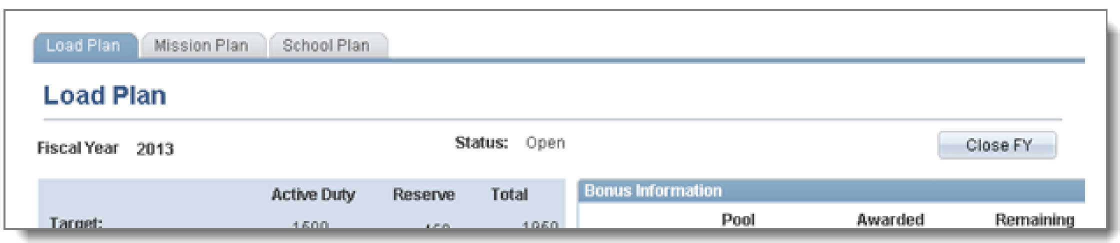


Figure 6: View Recruiting Plan

Click the icon to edit an existing row.

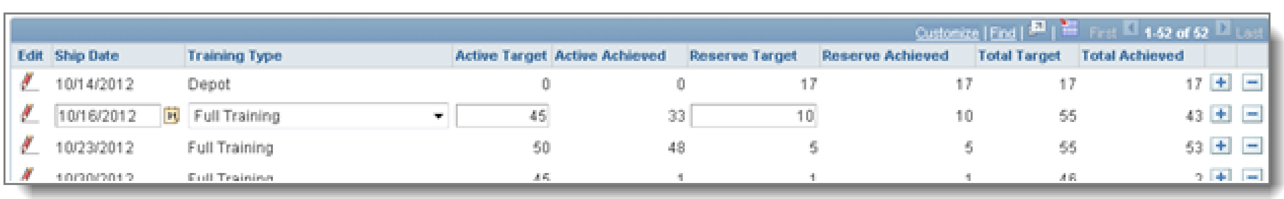
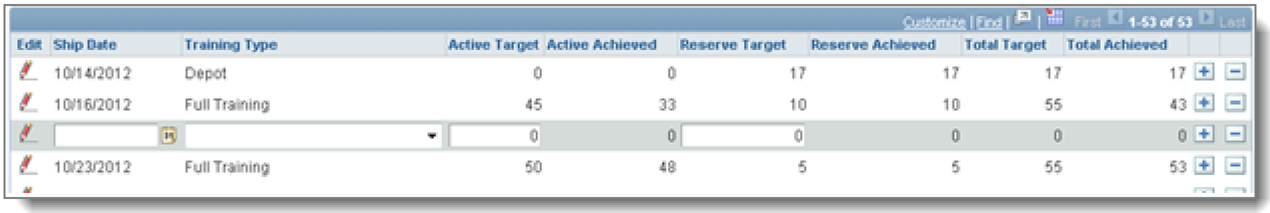


Figure 7: Edit Recruiting Plan

Click the icon to insert a new row and the icon to delete an existing row.



Edit	Ship Date	Training Type	Active Target	Active Achieved	Reserve Target	Reserve Achieved	Total Target	Total Achieved
	10/14/2012	Depot	0	0	17	17	17	17
	10/16/2012	Full Training	45	33	10	10	55	43
			0	0	0	0	0	0
	10/23/2012	Full Training	50	48	5	5	55	53

Figure 8: Add New Row

Select the Edit Target link the edit the target totals and Edit Pool link to add or modify bonus pool amounts. Click **Save** once changes have been made.

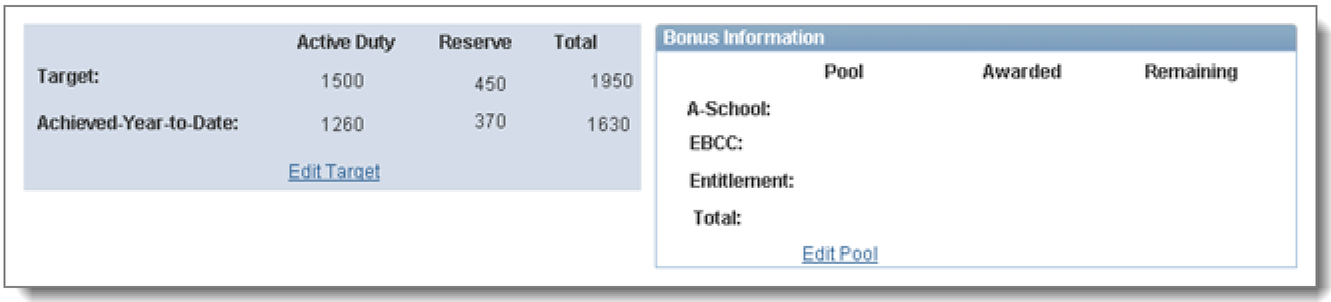


Figure 9: Edit Target/Bonus Pool

To close a fiscal year, click **Close FY**.

> When a fiscal year is closed, applicant data becomes read-only for all applicants who were reserved during that fiscal year. No changes can be made to their applicant data.

Regions and Recruiting Offices are setup as recruiting locations. When a new recruiting office is added, add the office to region. This allows new recruiting offices to be added to the Mission Plan page.

On the portal page, click Recruiting Location. Click the **Add a New Value** tab and enter **CGACC** in the **Set ID** field. Click **Add**.

Figure 10: Add New Recruiting Location

If CGACC is not indicated as the Set ID, the recruiting location will not be recognized by the recruiting application.

Select Active for the Status and enter a description in the Description field.

For a new recruiting office, enter **RECOFFICE** in the **Short Description** field in the **Location Details** section. Leave the **Location** section blank. In the **Recruiting Zip Codes** section, enter any zip codes for the recruiting location. Use the + icon to add additional zip codes.

For a new region, enter **RECREGION** in the **Short Description** field in the **Location Details** section. In the **Location** section, select the recruiting offices for the region. Use the + icon to add additional recruiting offices.

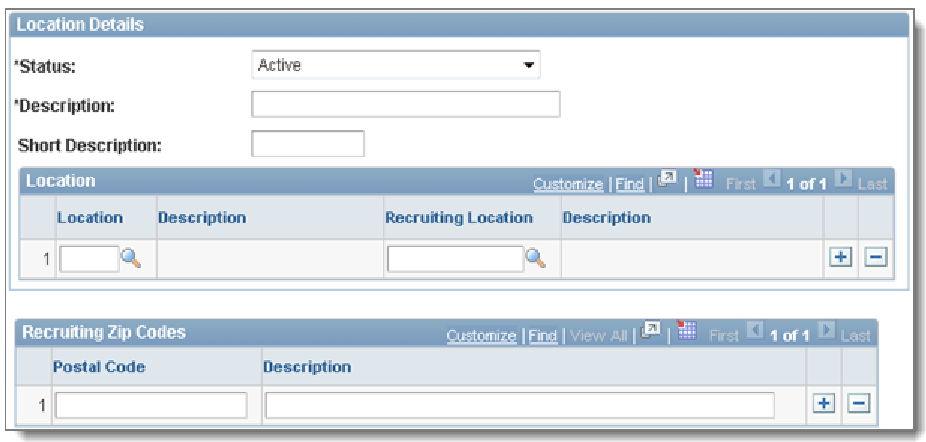


Figure 11: Recruiting Location

If RECOFFICE or REGREGION are not indicated, the system will not recognize these recruiting locations as a recruiting office or region, respectively.

3.5 Edit a Recruiting Location

On the portal page, click **Recruiting Location**. Enter **CGACC** in the **Set ID** field and click **Search** or just click **Search** to see a list of all the recruiting locations. Select the recruiting location to be edited.

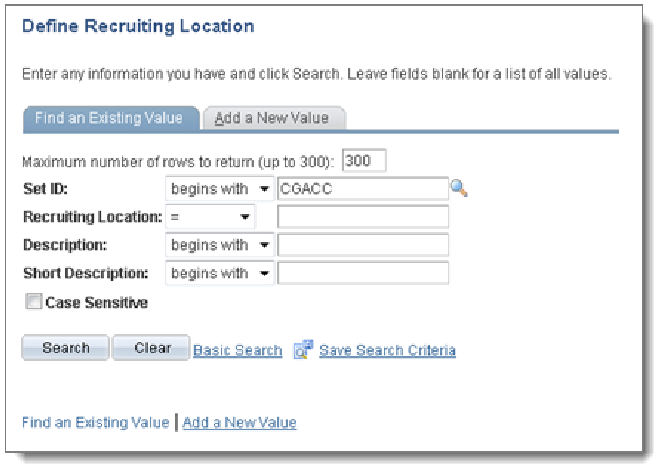


Figure 12: Edit Recruiting Location

Click **Save** once the changes have been made.

3.6 Import Zip Codes

On the portal page, click **Load Zip Codes** to import zip codes for existing recruiting locations. Click **Select Zip Code File**. If there are currently zip codes loaded, uploading a new file will over-write the old file.

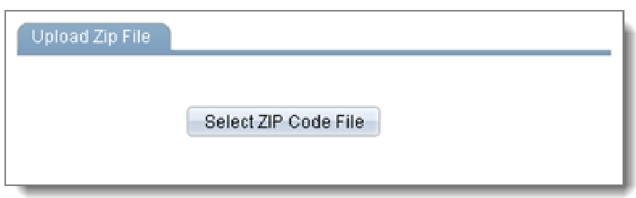


Figure 13: Upload Zip Code File

Browse for the file to be imported and click **Upload**.

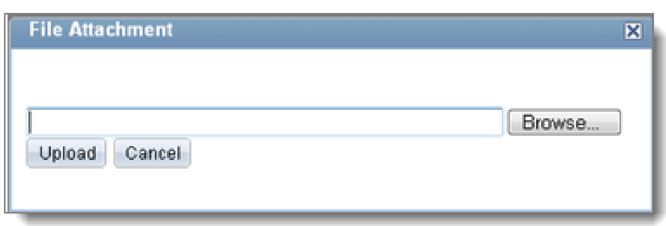


Figure 14: Attach File

When importing a file, make sure any codes (i.e. Rec Location ID) within the file already exist in the system. For example, if the code for recruiting office Baltimore is 10000 and the file contains 10001, the information will not display correctly.

3.7 Maintain Zip Codes

On the portal page click Recruiting Location. Enter **CGACC** in the **Set ID** field and click **Search** or click **Search** to display a list of all of the recruiting locations. Select the recruiting location to be edited.

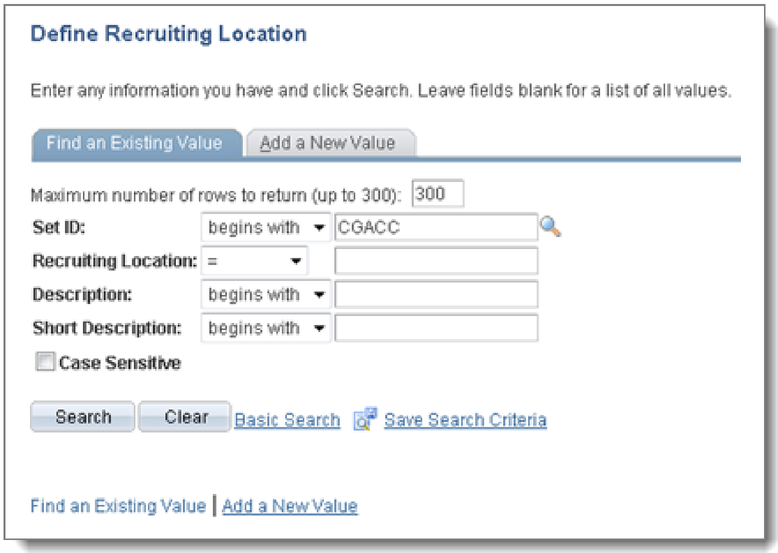


Figure 15: Maintain Zip Codes

In the **Recruiting Zip Codes** section, add, delete, and/or modify zip codes.

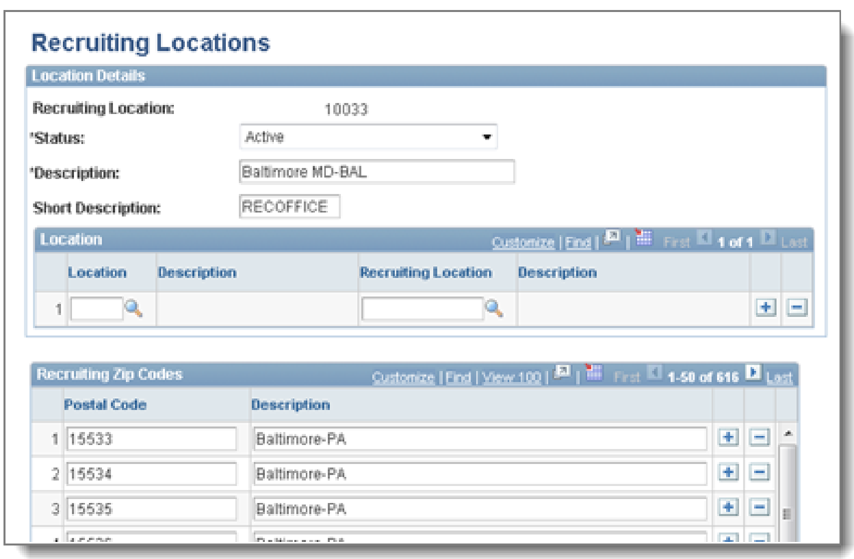


Figure 16: Add Zip Codes

Click **Save** once the all changes have been made.

These recruiting location/zip code mappings are used to route applicants from the Coast Guard website to RIC Workspace. Any RIC job opening linked to a recruiting location that has zip codes will receive all applicants from those zip codes.

3.8 Create a New Workspace

All workspaces are created as job openings. These job openings capture the recruiter ID and recruiting location (office).
On the portal page click **Create New Job Opening**.

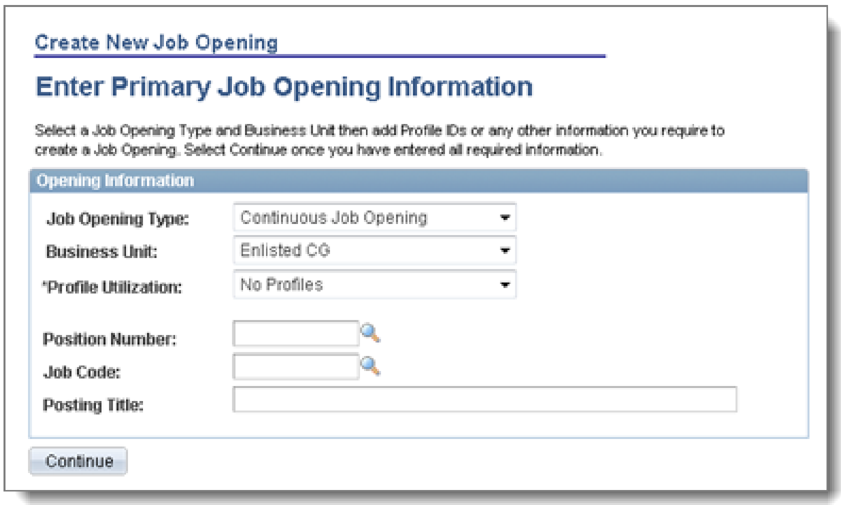


Figure 17: Create Job Opening

Enter or select the following values (leave remaining fields blank):

Field Name	Field Description
Job Opening Type	Continuous Job Opening
Business Unit	Enlisted CG
Profile Utilization	No Profiles
Posting Title	<last, first name – role> (e.g.Doe, John – RECRUITER ; Doe, John – RIC)

Table 1: Primary Job Openings Information Fields

Click **Continue** to display the **Job Opening** page.

In the **Opening Information** section, enter the following (leave remaining fields blank):

Field Name	Field Description
Template ID	1301 (a warning message will display when this value is entered. Click OK in the message box)
Created By	Leave defaulted value
Created	<current date>
Openings to Fill	Unlimited

Field Name	Field Description
Business Unit	ENLCG
Company	ACG
Recruiting Location	Select the recruiting location
Statue Code	Leave defaulted value (this will change to Open when the page is saved)
Status Date	Leave defaulted value
Referral Program ID	Select **Recruiter** or **Recruiter in Charge**.

Table 2: Job Opening Fields

In the **Assignment** section, click the Add Recruiters link and select the magnifying glass. Enter the name or emplID of the recruiter/RIC and click **Look Up**. Select the name of the person. A new row will be inserted. Select the **Primary** checkbox for the new row.

Click **Save and Open**. The status of the job opening is automatically changed to **Open**.

The referral program ID determines the kind of Workspace. If Recruiter is indicated, this becomes a Recruiter Workspace for the recruiting location that was entered. If Recruiter in Charge is indicated, this becomes a RIC Workspace for the recruiting location.

3.9 Reassigning a Recruiter to a Different Recruiting Office

This should be done when a recruiter is leaving one recruiting office and reassigned to another. If a recruiter needs to be assigned to another recruiting office in addition to the current one (multiple locations), a new workspace must be created for the recruiting office (**see** Section 3.8).

On the portal page, click **Find Job Openings**. Enter the emplID of the **Recruiter** in the **Recruiter ID** field and click **Search**.

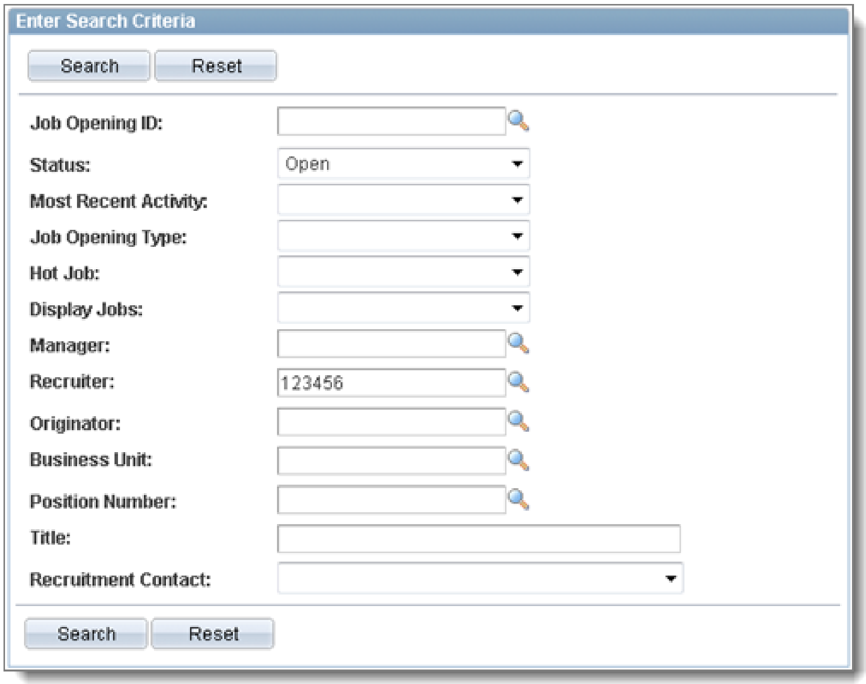


Figure 18: Find Job Opening

In the search results, select the job opening for the recruiter. All recruiter job openings will have '**RECRUITER**' after the name in the description.

Figure 19: Search Results

On the **Job Opening** page, click the **Job Opening Details** tab.

Figure 20: Job Opening Details

In the **Opening Information** section, select the prompt for the **Recruiting Location** field and select the recruiting office the recruiting is being reassigned to.

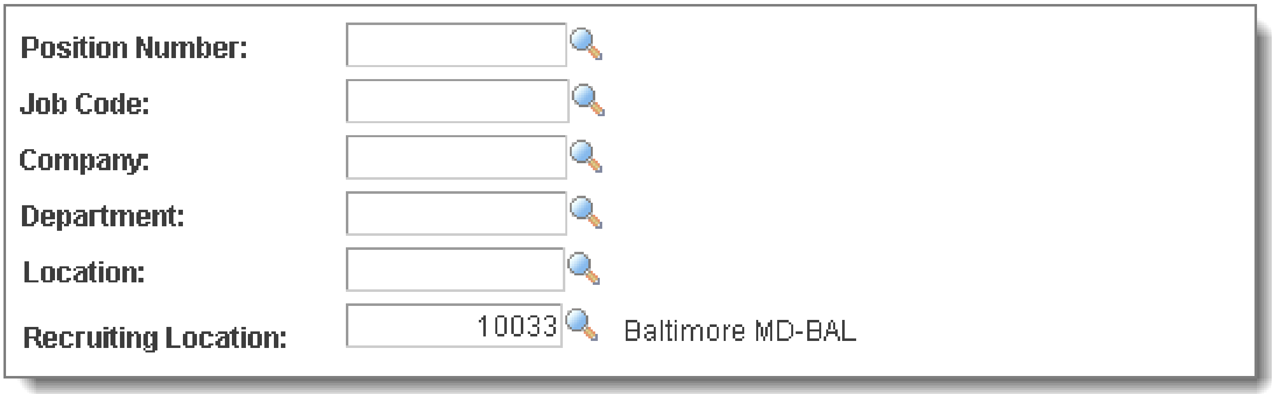


Figure 21: Add Recruiting Location to Job Opening

Click **Save**.

3.10 Grant Access to Other Recruiting Offices

Any person can be granted access to view applicants for different recruiting offices. Generally, Regional Supervisors will have this type of access. However, this can be done for any user when needed. Access to other recruiting offices is granted via RIC job openings (workspaces). For example, if a Regional Supervisor needed access to the Baltimore, MD recruiting office, he/she would be added as a Recruiter for the recruiting office's RIC job opening.

On the portal page, click **Find Job Openings**. Enter the emplID of the RIC who the user (e.g. Regional Supervisor) should have access to and click **Search**.

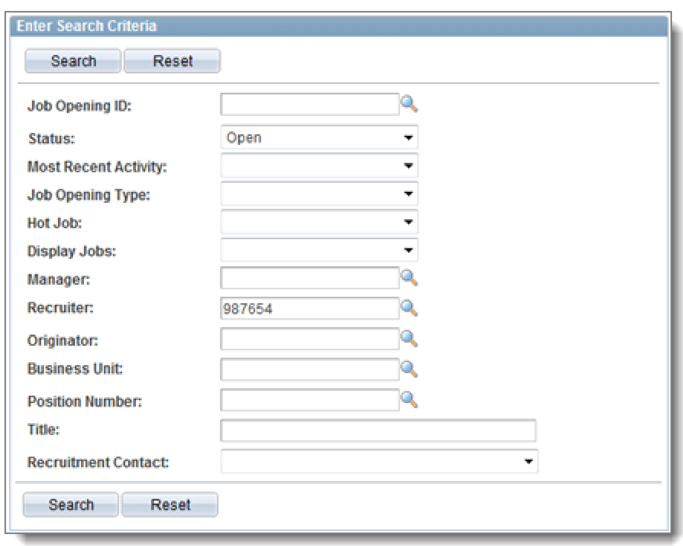


Figure 22: Find Job Opening

In the **Search Results**, select the job opening for the RIC. All RIC job openings will have '**RIC'** after the name in the Job Opening column.

Figure 23: Select Job Opening

On the **Job Opening** page, click the **Job Opening Details** tab.

Figure 24: Job Opening Details

In the **Assignment** section, click the Add Recruiters link and select the magnifying glass. Enter the name or emplID of the user and click **Look Up**. Select the name of the person. A new row will be inserted. Do not select the primary checkbox for this recruiter.

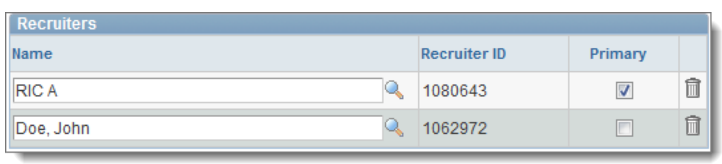


Figure 25: Add User to Job Opening

Click **Save**. Add this user to all RIC job openings for the user needs access to.

3.11 Add New Prescreen Question on the ADC

To add a new prescreen question to the Applicant Data Card / Prescreen page, the question must first be added and then linked to the Question Set.

On the portal page, click **Question Definition**. Click the **Add a New Value** tab.
On the **Question Definition** page, enter the following (leave remaining fields blank):

Field Name	Field Description
Question Code	Enter the code you want the question to use. Preface the code with a 'CG' (e.g. CGTESTQUES)
Status	Active

Field Name	Field Description
Description	Enter a description for the question
Short Desc	Enter a short description
Long Description	Enter the question to be displayed on the ADC / Prescreen page

Table 3: Question Definition Fields

In the Answer section, click the magnifying glass for the **Answer ID** field and select the **Yes** value in the search results. Click the icon to insert another row. In the new row, click the magnifying glass again and select the **No** value. Insert another row and select the **Not Specified** value. In the **Correct Answer** column, select the checkbox for the correct answer to the prescreen question. The Not Specified value CANNOT be the correct answer. This value is needed to allow a prescreen question to be left blank (not specified). 'Not Specified' will not display as an answer on the Prescreen page (only Yes and No will display). Default Points is not used and can be left with the default values. Click **Save**.

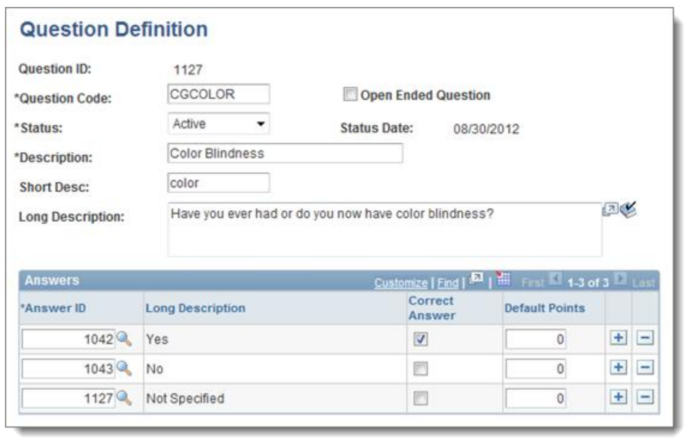
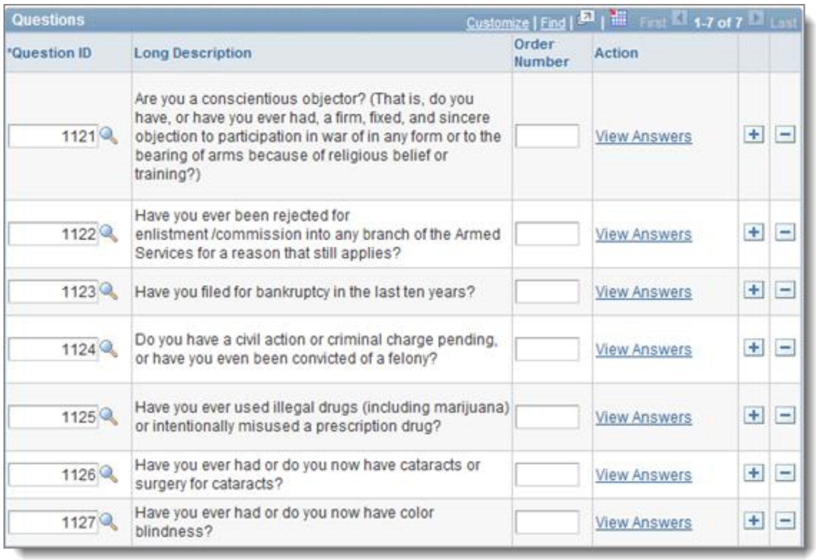


Figure 26: Add New Question

Return back to your Portal homepage and select **Question Set Definition**. Enter **CGGOCG** in the Question Set Code field and click **Search.** Or click Search and select the CGGOCG question set in the search results (if there is only one question set, the Question Set Definition page will automatically display after clicking Search).

No changes need to be made to the **Question Set** section. In the **Questions** section, scroll to the bottom of the list and click the icon to insert a new row. In the new row, click the magnifying glass in the **Question ID** field. In the Search Results section, select the question you added above. Order number can be left blank as it is not used. The questions within this question set will display in numerical order based on the Question ID, which is automatically assigned by the system. As a result, all new questions will display at the bottom of the list.



Questions — Customize | Find | First 1-7 of 7 Last

*Question ID	Long Description	Order Number	Action		
1121	Are you a conscientious objector? (That is, do you have, or have you ever had, a firm, fixed, and sincere objection to participation in war of in any form or to the bearing of arms because of religious belief or training?)		View Answers	+	−
1122	Have you ever been rejected for enlistment /commission into any branch of the Armed Services for a reason that still applies?		View Answers	+	−
1123	Have you filed for bankruptcy in the last ten years?		View Answers	+	−
1124	Do you have a civil action or criminal charge pending, or have you even been convicted of a felony?		View Answers	+	−
1125	Have you ever used illegal drugs (including marijuana) or intentionally misused a prescription drug?		View Answers	+	−
1126	Have you ever had or do you now have cataracts or surgery for cataracts?		View Answers	+	−
1127	Have you ever had or do you now have color blindness?		View Answers	+	−

Figure 27: Link Question to Question Set Definition

Click **Save**.

When a new prescreen question is added, it will only be added to the Applicant Data Card / Prescreen page. It will **not** be added to the GetMoreInfo website. To add prescreen questions to the website, contact the website administrator.

Use the **Question Definition** page to modify an existing prescreen question on the Applicant Data Card / Prescreen page.

On the portal page, click **Question Definition**. On the **Find an Existing Value** tab, enter a value in one of the search fields and then click **Search**. Or click Search to obtain a list of all the questions. Select the question to be modified in the Search Results section.

On the **Question Definition** page, modify the values as appropriate. Do not change the values in the **Answers** section. Each question must have an Answer ID of Yes, No, or Not Specified and at least one Correct Answer checked.

4.0 RECRUITER WORKSPACE

The **Recruiter Workspace** allows a recruiter to manage Leads, Prospects and Qualified Applicants by performing the transactions that are provided in the workspace. The transactions provided in the **Recruiter Workspace** are:

4.1 Add/Modify Applicant Data
4.2 Add New Program
4.3 Change Program/Application Data
4.4 Change Disposition
4.5 Forms Center
4.6 Submit Waiver Request
4.7 Submit A-School Request
4.8 Submit Reservations Request
4.9 Add Comments
4.10 Disqualify an Applicant
4.11 Transfer an Applicant
4.12 Search Applicant
4.13 Run Reports

To access the Recruiter Workspace click on the **Recruiter Workspace** link from the portal. This page displays the **Recruiter's** name with a brief description of the tasks that can be completed from this page.

Recruiters, **RICs, and Regional Supervisors** belonging to more than one recruiting location can toggle between their different locations by making a selection from one of the options listed in the **Location** pull down menu.

RICs and **Regional Supervisors** can also view and take action on their recruiter's applicants by selecting the Recruiter in the **Recruiter** pull down menu.

When you first access the Recruiter Workspace, the **Manage Applicants** section is defaulted to not display any Applicants (to improve the system performance). To display a list of Applicants, make a selection from one of the seven options in the **Display** drop down list. The date range is defaulted to a six month range to the current date. To change the date, click on the calendar icon located next to the **Referral Date** fields**.** Click the Refresh icon to display applicants who match your search criteria.

> You must click the icon to see the most up-to-date list of applicants.

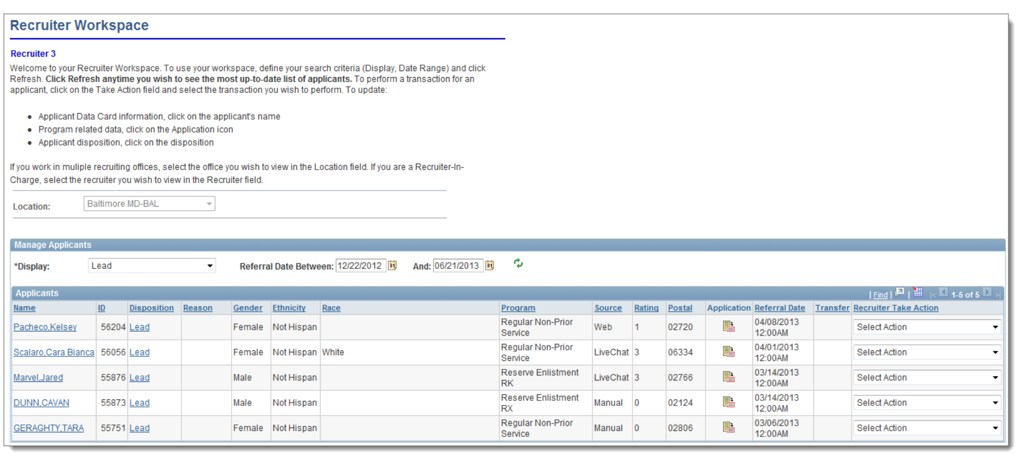


Figure 28: Recruiter Workspace

When you access the Recruiter Workspace, you must click the icon to see the list of applicants who match your search criteria (i.e. Display, Referral Date Between/And). When you select an action from the Take Action field and return to the Recruiter Workspace, the prior search results will be retained. However, if you navigate away from the Recruiter Workspace entirely (e.g. clicking on the Add Applicant transaction) and then navigate back to the Recruiter Workspace, you must click the icon again.

Below are the **Manage Applicant** field names and a description of what each field displays.

Field Name	Field Description
Name	This column displays the name of the **Applicant.** To access the Applicant Data Card click on the Applicant's name.
ID	This column displays the **Applicant's ID** that was generated when the Applicant was added in the system.
Disposition	This column displays the disposition of the **Applicant**. There are three different dispositions - **Lead, Prospect** and **Qualified Applicant**. Clicking on this link will navigate the **Recruiter** to the **Edit Disposition** page. To change the Disposition, refer to Section 4.3.
Reason	This column displays a reason for the Applicant's disposition; dispositions other than Lead, Prospect and Disqualified will have a reason listed.
Gender	This column displays the gender of the **Applicant**.
Ethnicity	This column displays the **Applicant's** ethnicity which was entered in the Applicant Data Card.
Race	This column displays the **Applicant's** race which was entered in the Applicant Data Card.
Program	This column will display the program that the **Applicant** is assigned to. To add/update a Program, refer to Section 4.2.
Source	This column displays the source through which the applicant's information originally entered the recruiting system, i.e. Live Chat, gocoastguard.com, or manually entered by a recruiter.
Field Name	**Field Description**
Rating	This column displays the Applicant's rating from the pre-screening questionnaire. A rating of 0 = No Rating/Manually Added Applicant, 1 = Disqualified, 2 = May need a Waiver and 3 = Minimally Qualified
Postal	This column displays the Applicant's zip code.
Application	This column displays an icon that can be clicked on to access the **Applicant's** application.
Referral Date	This column displays the date that the **Applicant's** information originally entered the system via manual entry by the Recruiter, LiveChat or via the recruiting website (gocoastguard.com).
Transfer	This column indicates the transfer status of the Applicant; the two values that can be shown in this column are **Courtesy Ship** or **Transfer**.
Recruiter Take Action (Drop Down)	This column contains a pull down menu where different actions can be selected to perform on the **Applicant**. These fields include- **Add New Program, Comments, Disqualify Applicant, Forms Center, Submit A School Request, Submit Reservations Request, Submit Waiver Request** and **Transfer Applicant to R**IC.

Table 4: Manage Applicant Fields

4.1 Add/Modify Applicant Data

An Applicant (lead) may be added to the system by one of the three methods:

1) Manual entry of a new lead by a recruiter
2) Live Chat
3) Get More Info recruiting website.

Leads are manually added by using the **Add Applicant** transaction and filling out the **Applicant Data Card (ADC)**. The ADC can be accessed by clicking on **Add Applicant** from the portal. The only two fields that are initially required to be filled out on the **Applicant Data Card** in order for the lead to be saved are the **First Name** and **Last Name** which are located on the **Contact Details** tab.

Enter the **First Name** and **Last Name** and click **Save.** The new Applicant is now listed in the **Manage Applicants** section of the **Recruiter Workspace**.

To update the **Applicant Data Card** after an applicant is added by one of the methods above**,** click on the Applicant's name link from the **Recruiter Workspace**. Click **Save & Exit** on the ADC to save any changes and return to the Recruiter Workspace.

> Live Chat/GetMoreInfo applicants are routed to the appropriate RIC Workspace based on the applicant's zip code.

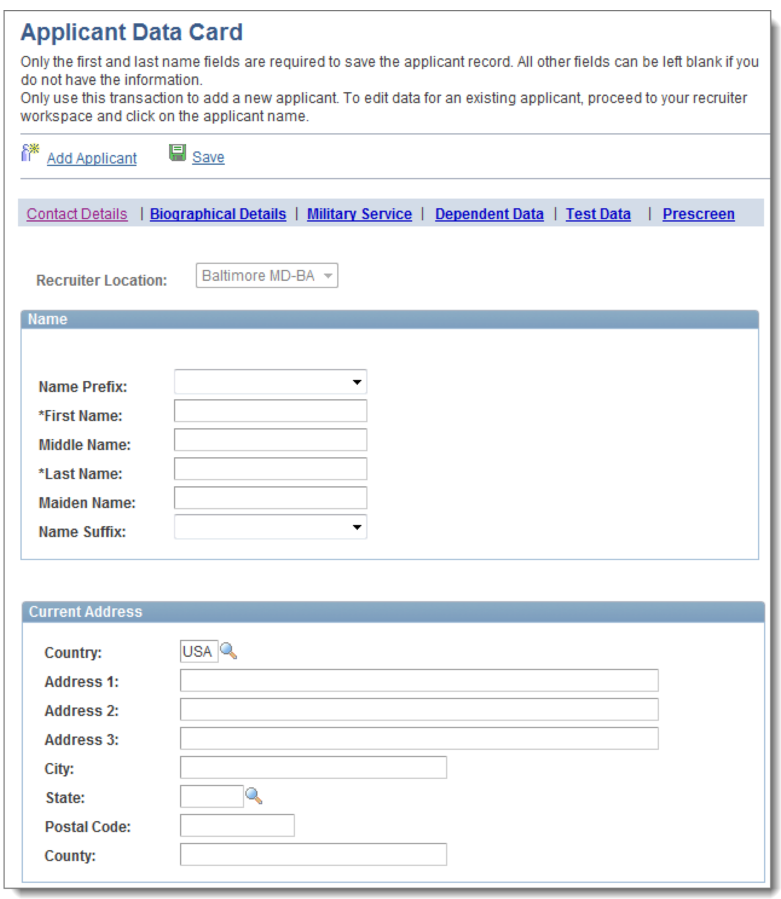


Figure 29: Applicant Data Card

The fields on the **Contact Details** page are listed in the table below with a brief description of the data that is required to be entered for that field.

Field Name	Field Description
Name	
Name Prefix	Dr, Miss, Mr., Mrs., MS
First Name	First name of the Applicant.
Middle Name	Middle name of the Applicant.
Last Name	Last name of the Applicant.
Maiden Name	Maiden name of the Applicant.
Name Suffix	Name suffix I, II, III, etc. of the Applicant.
Current Address	
Country	The Applicant's current country of address.
Address 1	Building number and street name of Applicant's address.
Address 2	Applicant's apartment unit if applicable.
Address 3	Any additional information of the Applicant's address.
City	The Applicant's current city of address.
State	The Applicant's current state of address.
Postal Code	The Applicant's current postal code of address.
County	The Applicant's current county of address.
Home of Record Address	
Country	The Applicant's current country of address.
Same as Current Address	If the Home of Record address is same as Current Address for Applicant check this box.
Address 1	Building number and street name of Applicant's address.
Address 2	Applicant's apartment unit if applicable.
Address 3	Any additional information of the Applicant's address.
City	The Applicant's current city of address.
State	The Applicant's current state of address.
Postal Code	The Applicant's current postal code of address.
County	The Applicant's current county of address.
Email Addresses	
Email Type	Applicant may have one of each email type totaling five different email addresses.
Email Address	The Applicant's email address.
Preferred	Applicant may have one preferred email address.
Phone Numbers	
Phone Type	Applicant may have one of each phone type totaling 13 different phone numbers.
Telephone	The Applicant's phone number.
Extension	Applicant's phone number extension if applicable.
Country Code	Phone number country code.
Preferred	Applicant may have only one preferred phone number.
Marketing Source	
Marketing Type	The marketing type from which the Applicant was recruited.
Source	The source of the marketing type.
Preferences	

Field Name	Field Description
Interest	The Applicant's subjective interest in the Coast Guard (i.e. training, education, adventure, etc).
Area of Interest	The Coast Guard program (i.e. Enlisted Active Duty, Reserves, Officer) that the Applicant is interested in.
Additional Interest	Any additional interest comments.
Recruiter Area of Interest	The program that a recruiter believes that Applicant may be interested.

Table 5: Contact Details Fields

If an **Area of Interest** is selected for the Applicant, this will default as the **Program** for the Applicant. This default will only occur when the applicant is initially added. If no **Area of Interest** is selected, the applicant must be manually linked to a program (See Add New Program). After an applicant is added, changing the Area of Interest will not change the Program the applicant is currently linked to. This must be done using the Application Summary page (See Change Program/Application Data). All website or Live Chat applicants will have area of interest since this is required field on those pages.

The Biographical Details page contains ten different sections. Details of the fields are provided in the table following the screen shot below.

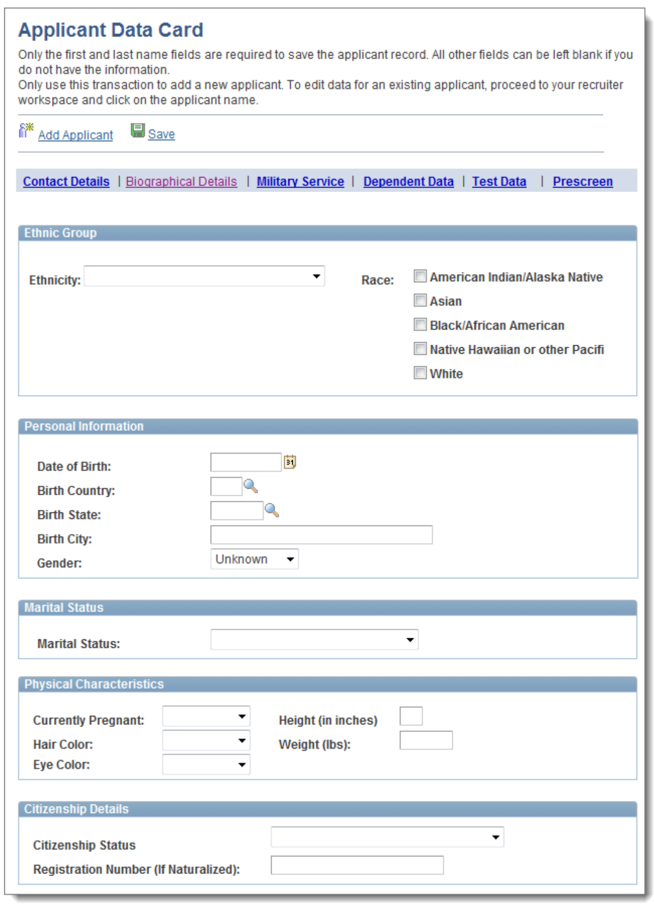


Figure 30: Biographical Details Tab

The fields on the **Biographical Details** page are listed in the table below with description of the data that is required to be entered for that field.

Field Name	Field Description
Ethnic Group	
Ethnicity	The Applicant's ethnicity.
Race	The Applicant's Race.
Personal Information	
Date of Birth	The Applicant's date of birth.
Birth Country	The Applicant's' Birth Country.
Birth State	The Applicant's birth state. The list of states in this field is defined by the country entered in the Birth Country field. Once the Birth Country is selected, the corresponding 'states' for that country will appear.
Birth City	The Applicant's birth city.
Gender	The Applicant's gender.
Marital Status	
Marital Status	The Applicant's marital status.
Physical Characteristics	
Currently Pregnant	Applicant's pregnancy status.
Hair Color	Applicant's hair color.
Eye Color	Applicant's hair color.
Height	Applicant's height in inches.
Weight	Applicant's weight in lbs.
Citizenship Details	
Citizenship Status	Applicant's citizenship status.
Registration Number	Applicant's registration number.
Education Information	
MEPCOM Education Code	Applicant's MEPCOM code.
GPA	Applicant's GPA.
Education or Employment Status	Applicant's education or employment status.
Have you ever had a GED?	Applicant's GED status.
College Semester Hours	Applicant's semester hours.
Years of Completed Education	Applicant's years of completed education.
Technical School Hours	Applicant's technical school hours.
Driver's License/Birth Certificate Information	
Driver's License	Applicant's driver license status.
Driver's License Nbr	Applicant's driver license number.
State	Applicant's driver license's state.
Expiration Date	Applicant's driver license expiration date.
Certified Copy of Birth Certificate	Applicant's certified copy of birth certificate.
Languages	
Primary Language	Applicant's primary language.
Foreign Language	Applicant's foreign language.

Field Name	Field Description
Selective Service Information	
Selective Service Number	Male Applicant's selective service number.
National Identification	
SSN	Applicant's SSN.

Table 6: Biographical Details Tab

The **Military Service** page contains two sections. The fields for each of these sections with description are provided in the table following the screen shot below.

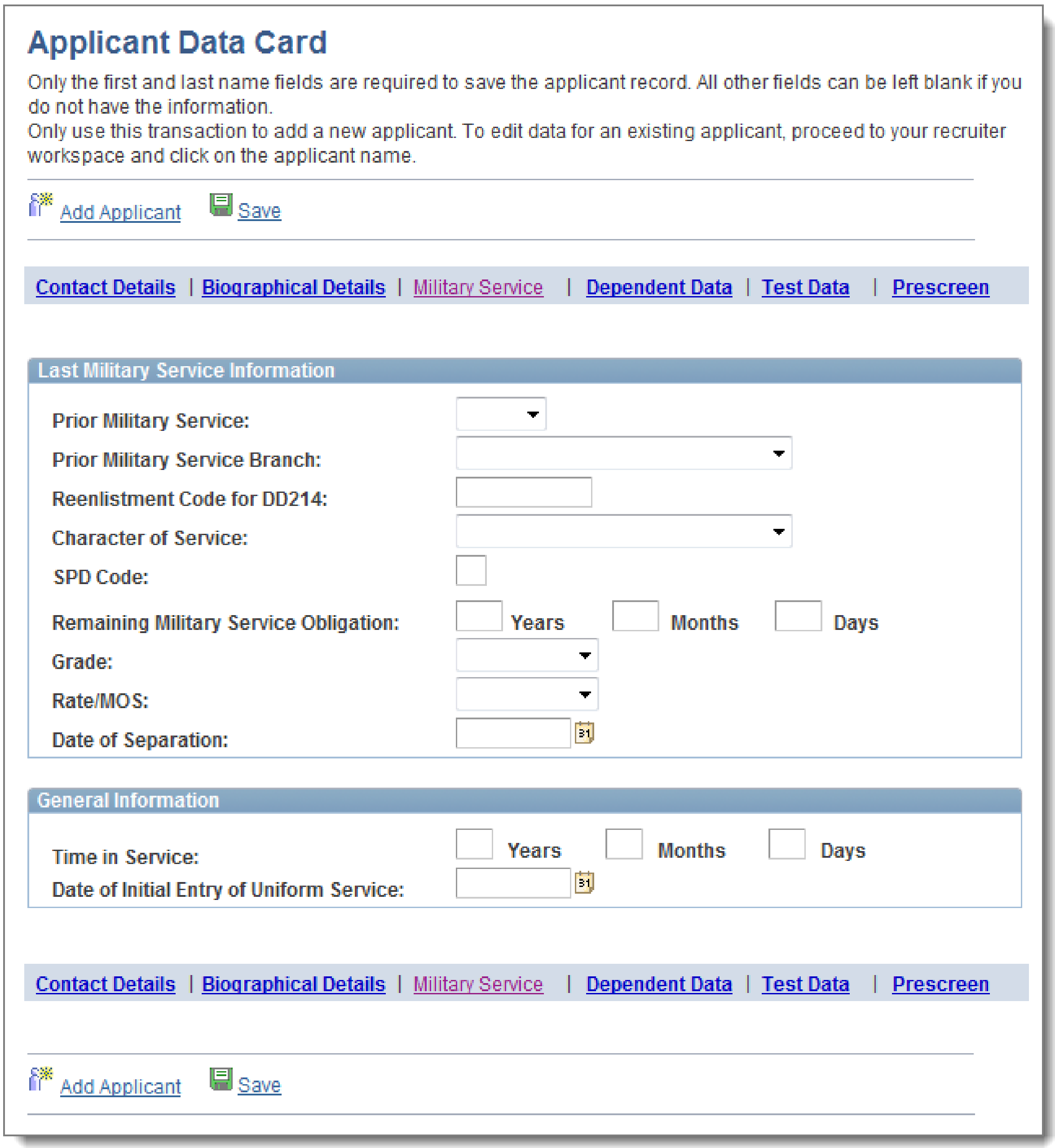


Figure 31: Military Details Tab

This table displays the **Military Service** page field names with a brief description of what type of data the field requires.

Field Name	Field Description
Last Military Service Information	
Prior Military Service	Whether the applicant has prior military service.
Prior Military Service Branch	Applicant's prior military branch.
Reenlistment Code from DD214	Applicant's DD214 reenlistment code.
Character of Service from DD214	The character of the applicant's prior service.
SPD Code	Applicant's SPD (separation) code.
Remaining Military Service Obligation	Applicant's remaining military service obligation in years, months and days.
Grade	Applicant's grade in the military.
Rate/MOS	Applicant's rate/MOS (if non-Coast Guard, choose "other").
Date of Separation	Applicant's date of separation from military.
General Information	
Time in Service	Applicant's time in service in years, months and days.
Date of Initial Entry of Uniform Service	Applicant's date of initial entry of uniform service.

Table 7: Military Service Fields

The **Dependent Data** page of the ADC consists of two different sections. The fields and their descriptions are provided in the table following the screen shot below.

To add or remove details for the dependents click, on + − in the **Dependent Details** section.

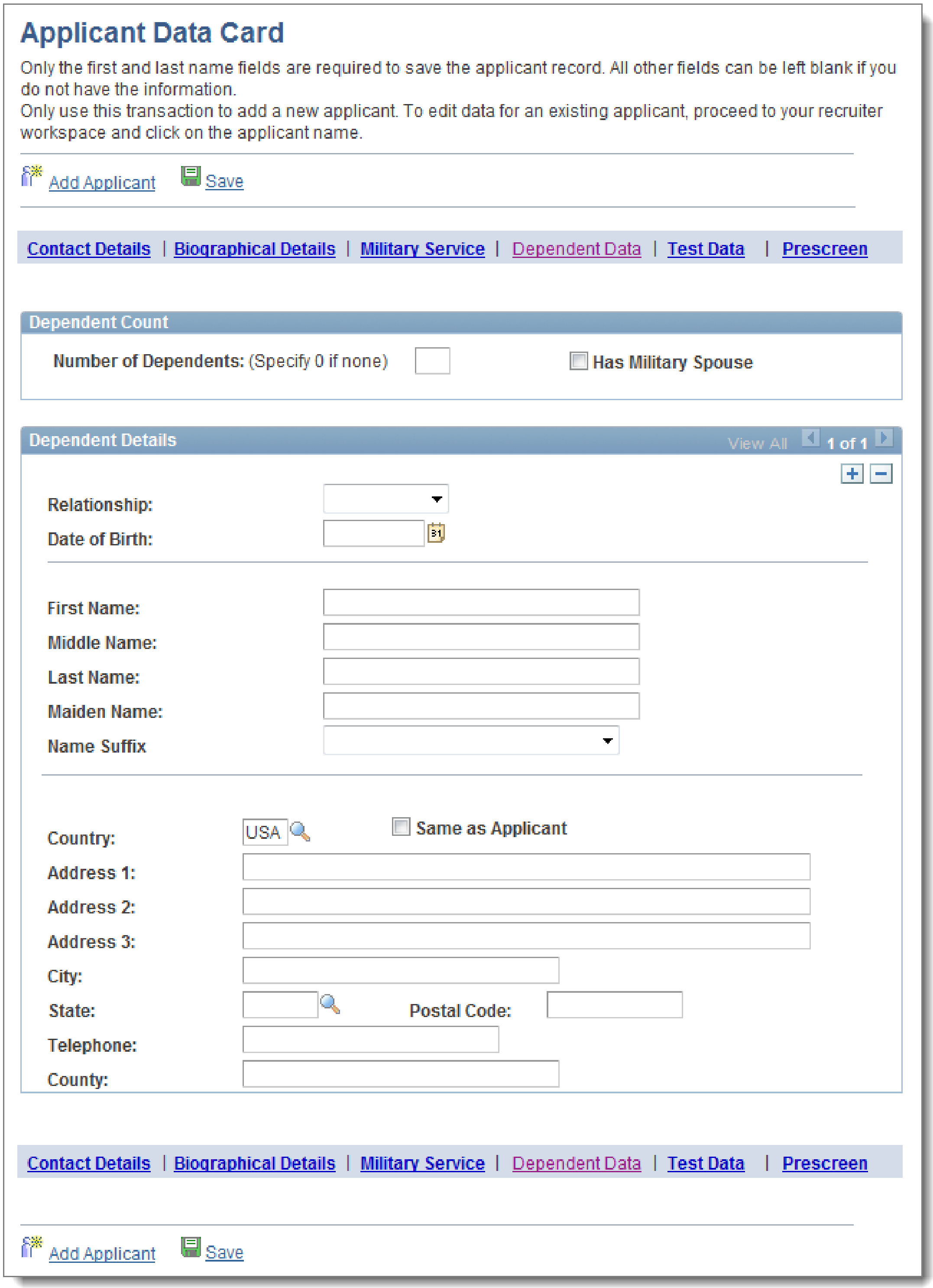


Figure 32: Dependent Data Tab

This table displays the **Dependent Data** page field names with a brief description of what type of data the field requires.

Field Name	Field Description
Dependent Count	
Number of Dependents	The applicant's dependents (for accessions purposes).
Has Military Spouse	If Applicant has a military spouse this is selected.
Dependent Details	
Relationship	Applicant's relation to the dependent.
Date of Birth	Dependent's date of birth.
First Name	Dependent's first name.
Middle Name	Dependent's middle name.
Last Name	Dependent's last name.
Name Suffix	Dependent's name suffix.
Country	Dependent's country of address.
Same as Applicant	This box is selected if the dependent's address is the same as the Applicant's.
Address 1	Dependent's street address.
Address 2	Dependent's unit number.
Address 3	Any additional information for the dependent's mailing address.
City	Dependent's city of mailing address.
State	Dependent's state of mailing address.
Postal Code	Dependent's postal code of mailing address.
Telephone	Dependent's phone number.
County	Dependent's county of mailing address.

Table 8: Dependent Data Tab

The **Test Data** page of the **Applicant Data Card** contains three different sections. The field names and descriptions of are listed in the table below.

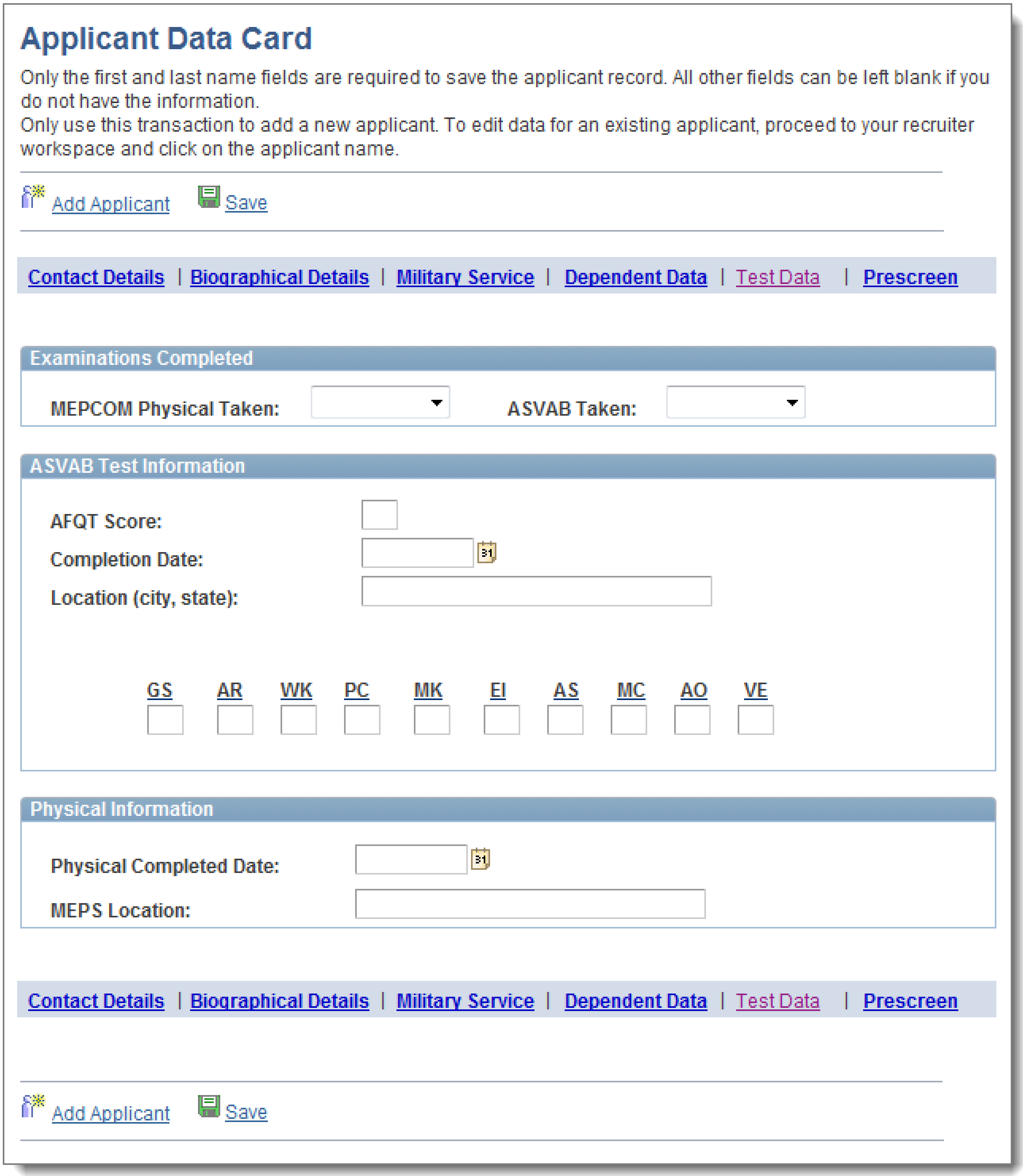


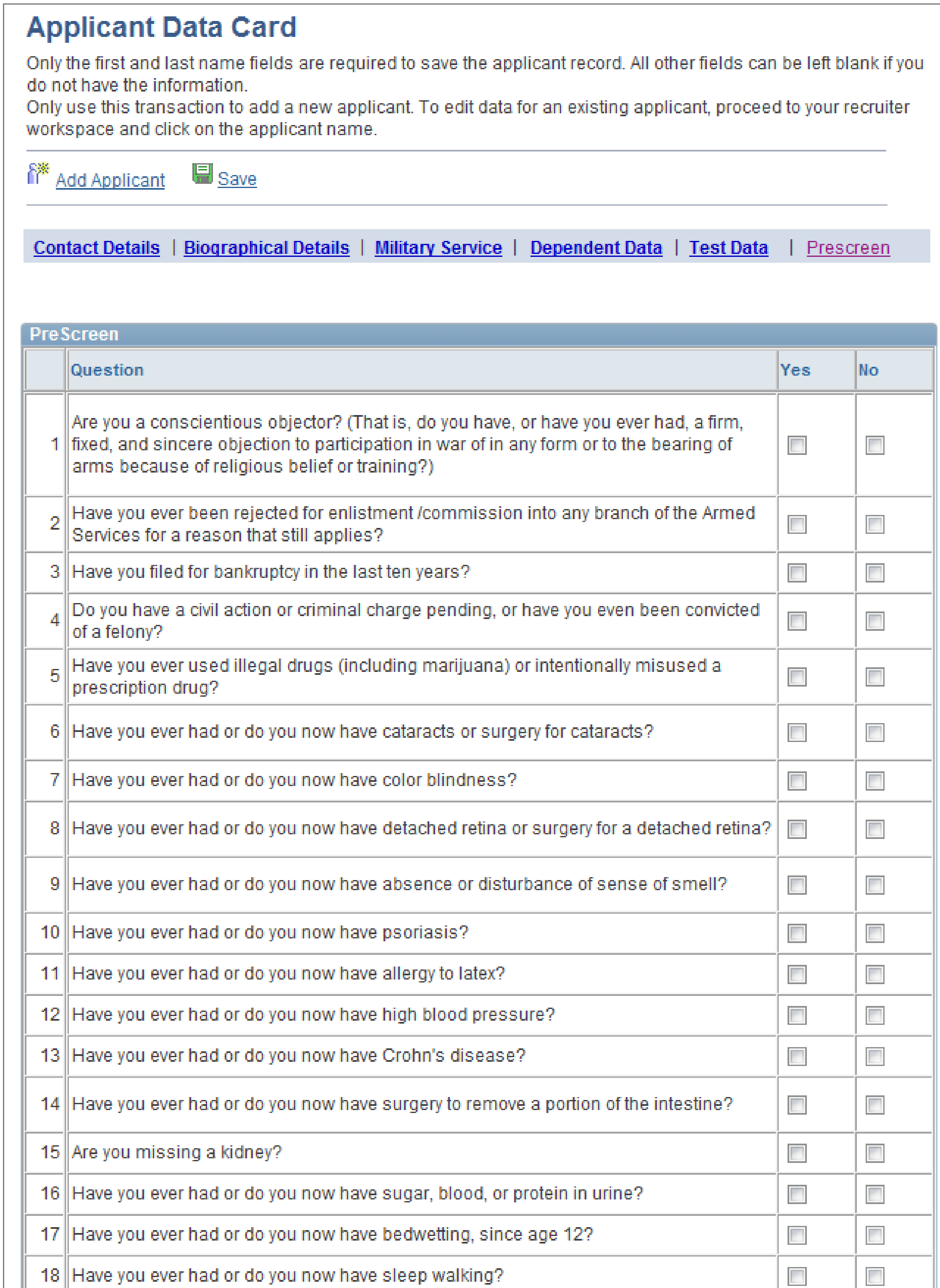
Figure 33: Test Data Tab

This table displays the **Test Data** page field names with a brief description of what type of data the field requires.

Field Name	Field Description
Examinations Completed	
MEPCOM Physical Taken	Applicant's MEPCOM physical status.
ASVAB Taken	Applicant's ASVAB status.
ASVAB Test Information	
AFQT Score	Applicant's AFQT score.
Completion Date	Applicant's ASVAB completion date.
Location	Location of where Applicant's ASVAB test was completed.
GS	General Science line score.
AR	Arithmetic Reasoning line score.
WK	Work Knowledge line score.
PC	Paragraph Comprehension line score.
MK	Mathematics Knowledge line score.
EI	Electronic Information line score.
AS	Auto/Shop line score.
MC	Mechanical Comprehension line score.
AO	Assembling Objects line score.
VE	Verbal Expression (sum of WK and PC line scores).
Physical Information	
Physical Completed Date	Applicant's physical completion date.
MEPS Location	Applicant's MEPS location.

Table 9: Test Data Tab

The last page of the **Applicant Data Card** is **Prescreen**. This page has a set of pre-screening questions for the Applicant that are largely consistent with the Pre-Screen form and the Live Chat/GetMoreInfo pre-screen questions.



Applicant Data Card

Only the first and last name fields are required to save the applicant record. All other fields can be left blank if you do not have the information.
Only use this transaction to add a new applicant. To edit data for an existing applicant, proceed to your recruiter workspace and click on the applicant name.

Add Applicant   Save

Contact Details | Biographical Details | Military Service | Dependent Data | Test Data | Prescreen

PreScreen

	Question	Yes	No
1	Are you a conscientious objector? (That is, do you have, or have you ever had, a firm, fixed, and sincere objection to participation in war of in any form or to the bearing of arms because of religious belief or training?)	☐	☐
2	Have you ever been rejected for enlistment /commission into any branch of the Armed Services for a reason that still applies?	☐	☐
3	Have you filed for bankruptcy in the last ten years?	☐	☐
4	Do you have a civil action or criminal charge pending, or have you even been convicted of a felony?	☐	☐
5	Have you ever used illegal drugs (including marijuana) or intentionally misused a prescription drug?	☐	☐
6	Have you ever had or do you now have cataracts or surgery for cataracts?	☐	☐
7	Have you ever had or do you now have color blindness?	☐	☐
8	Have you ever had or do you now have detached retina or surgery for a detached retina?	☐	☐
9	Have you ever had or do you now have absence or disturbance of sense of smell?	☐	☐
10	Have you ever had or do you now have psoriasis?	☐	☐
11	Have you ever had or do you now have allergy to latex?	☐	☐
12	Have you ever had or do you now have high blood pressure?	☐	☐
13	Have you ever had or do you now have Crohn's disease?	☐	☐
14	Have you ever had or do you now have surgery to remove a portion of the intestine?	☐	☐
15	Are you missing a kidney?	☐	☐
16	Have you ever had or do you now have sugar, blood, or protein in urine?	☐	☐
17	Have you ever had or do you now have bedwetting, since age 12?	☐	☐
18	Have you ever had or do you now have sleep walking?	☐	☐

Figure 34: Prescreen

4.2 Add New Program

To add a new program to an Applicant, click on **Add New Program** from the **Take Action** pull down menu in the row of the Applicant.

If no area of interest was indicated when an applicant was manually added, you must link the applicant to a program using the Add New Program transaction. If the applicant is currently linked to a program, this transaction will link the applicant to another program and create a new application. However, it will not create a new ADC. There is only one ADC per applicant. To change only the current program (See Change Program/Application Data section).

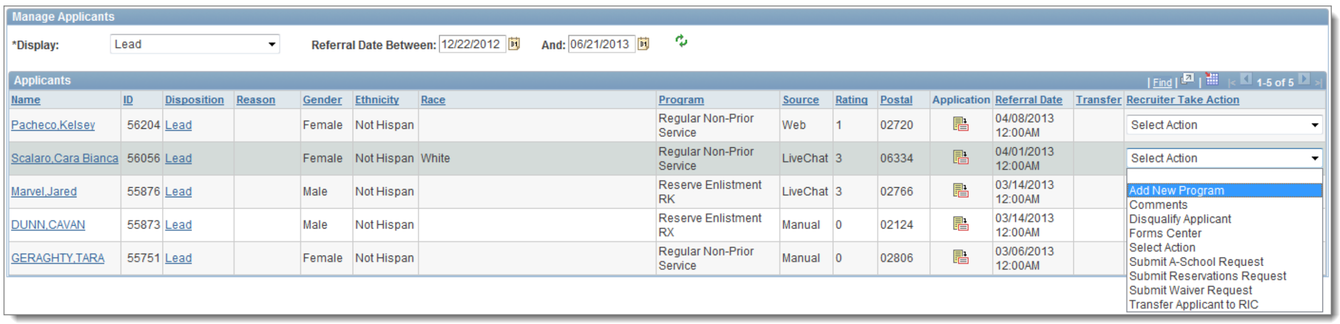


Figure 35: Add New Program

On the **Add Program** page, click on the **Program ID** pull down menu and select the appropriate program for the Applicant. Click **Submit** to save the changes and to return to the **Recruiter Workspace**.

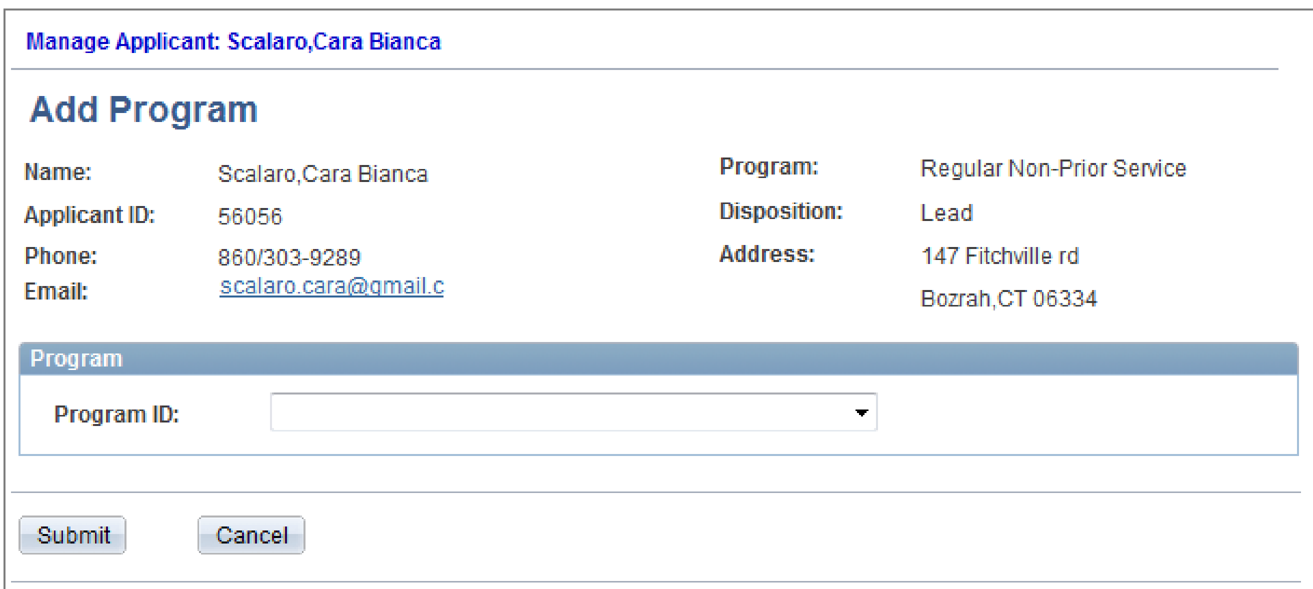


Figure 36: Add New Program

An Applicant can be linked to more than one program. To link an Applicant to a different program, repeat the steps listed above. If the Applicant is linked to one program then the Applicant will only be listed once in the **Manage Applicants** section. The number of programs that an Applicant is linked to is correlated to the amount of times the Applicant is listed in the **Mange Applicants** section. For example, if the Applicant is linked to a second program, then the Applicant will be listed twice in the **Manage Applicants** sections.

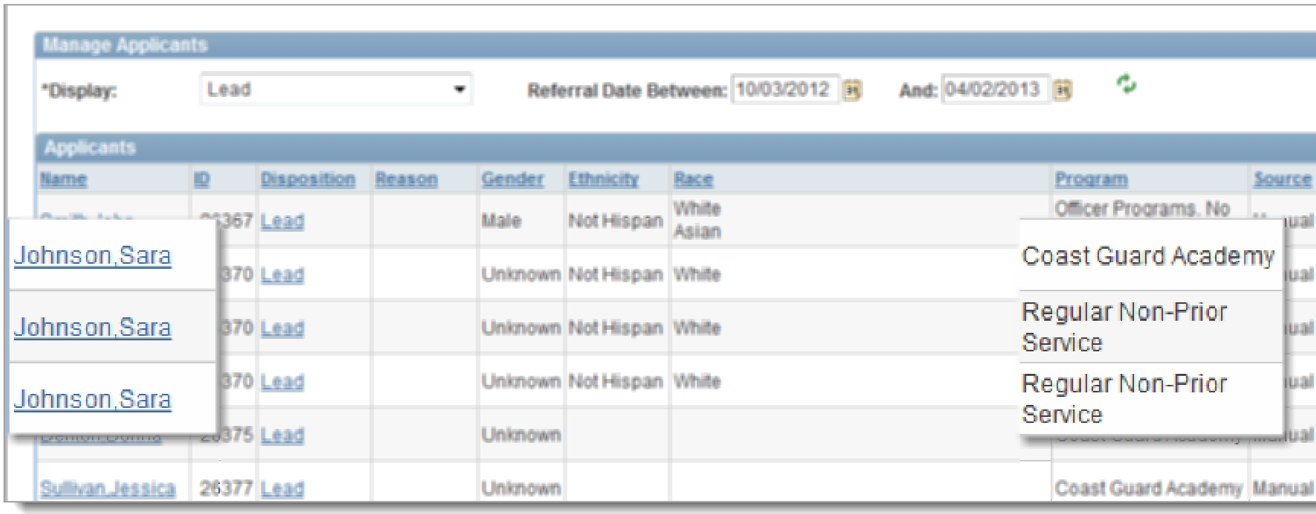


Figure 37: Applicant Linked to Multiple Programs

Once a program is added for an applicant, the applicant's disposition for the new program will default to Lead.

4.3 Change Program/Application Data

To link an applicant to a different program without adding a new program and to add/update enlistment data, click on the edit application icon in the **Manage Applicants** section of the **Recruiter Workspace**. The Application Summary page will display. This page contains nine different sections. Click on **Submit** to save the changes. The field names and descriptions are listed in the table below.

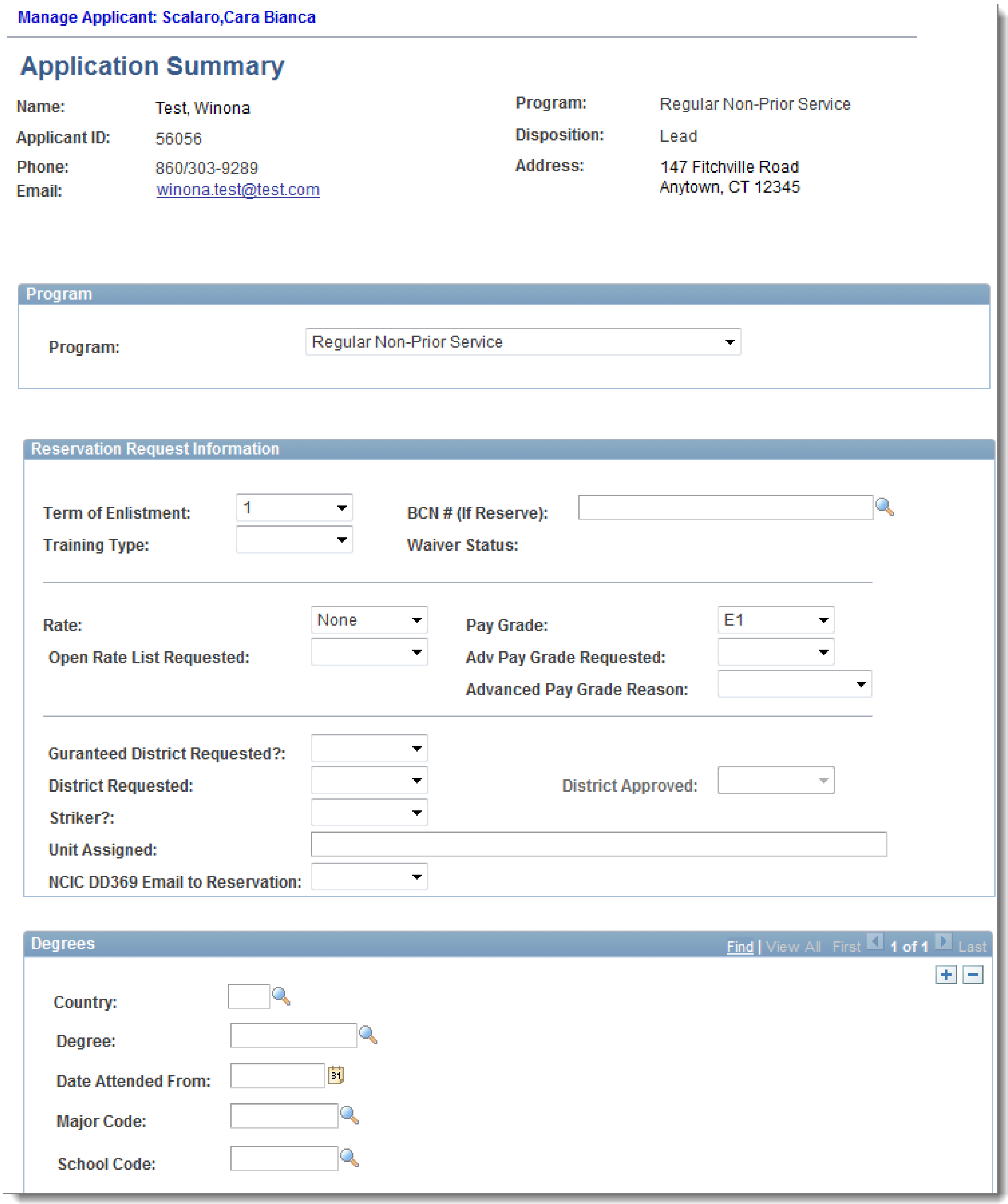


Figure 38: Applicant's Application

This table lists a description of each of the fields on the **Application Summary** page and what data is required for the field.

Field Name	Field Description
Program	
Program	Applicant's program.
Enlisted Information	
Term of Enlistment	Applicant's term of enlistment.
BCN#	Applicant's BCN # (Billet Control Number) if a reserve.
Training Type	Applicant's training type.
Waiver Status	Applicant's waiver status.
Rate	Applicant's rate.
Pay Grade	Applicant's pay grade.
Open Rate List Requested	Applicant's open rate list requested type.
Adv Pay Grade Requested	Applicant's Adv pay grade requested.
Advanced Pay Grade Reason	Applicant's reason for advance pay grade.
Guaranteed District Requested	Did Applicant request for a guaranteed district request.
District Requested	The specific district that is being requested.
District Approved	Requested District approval status (read-only).
Striker?	Is Applicant a striker?
Unit Assigned	Applicant's assigned unit.
NCIC DD369 sent to Reservation	Was Applicant's NCIC DD369 scanned and submitted to reservations?
DHS 11009 (credit check) sent to Reservations	Was the Applicant's DHS 11009 scanned and submitted to reservations?
Degrees	
Degree	Applicant's degree type.
Date Attended From	Date Applicant attended for degree.
Major Code	Applicant's major.
School Code	Applicant's school code.
Country	Applicant's country of degree.
Background Check These fields are read-only and can only be updated by Reservations during the Reservation Request review process	
Credit Check	Did Applicant pass or fail credit check?
e-Qip	Did Applicant pass or fail e-Qip?
NCIC	Did Applicant pass or fail NCIC?
A-School Request Information These fields are read-only and can be updated via the Submit A-school Request transaction	
A-School	The name of the A-School requested for the Applicant.
Requested Date	The requested date for the A-School. (Read only)
Type of School	The type of A-School requested. (Read only)
Guaranteed?	If the A-School is guaranteed. (Read only)
Requested Unit (Aviation)	The requested Unit for the Applicant. (Read only)
Request Status	The A-School request status. (Read only)

Field Name	Field Description
Assigned Date	The A-School assigned date. (Read only)
Bonus Information These fields are read-only and can be updated via the Submit Reservation Request transaction	
Bonus Type	Type of bonus Applicant received.
Reason	Reason for the Applicant's bonus.
Amount Requested	Amount of bonus requested by Applicant.
Amount Approved	Amount of bonus approved for Applicant.
Buddy Information These fields are read-only and can be updated via the Submit Reservation Request transaction	
Name	Name of Applicant's buddy. (Multiple buddies can be displayed if updated via the reservation process).
Waiver Request Information These fields are read-only and can be updated via the Submit Waiver Request transaction	
Waiver Category	Applicant's waiver category.
Waiver Type	Applicant's waiver type.
Medical ICD Code	Applicant's medical ICD code.
For	What the applicant's waiver request is for.
Expiration Date	Applicant's waiver expiration date.
Request Status	Applicant's waiver request status.
Reservation Requested These fields are read-only and can be updated via the Submit Reservation Request transaction	
e-Verify Case Number	Applicant's e-Verify case number which consist of 14 numerical characters.
DEP Date	Applicant's requested DEP date.
Requested Ship Date	Applicant's requested ship date.
Request Status	Applicant's reservation request status. (I.e. RIC notified, etc. This is generated by the system when the reservation is submitted to the RIC, Reservations and/or approved denied, etc.).

Table 10: Applicant's Application Fields

4.4 Update Disposition

To update the **Disposition** of the Applicant, click on the ink in the **Disposition** column.

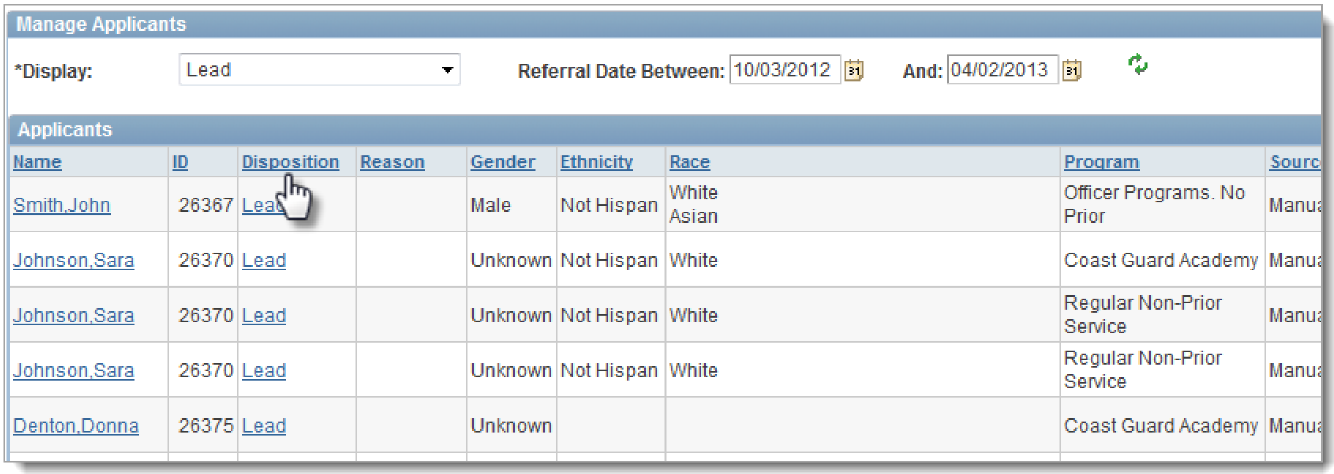


Figure 39: Update Disposition

There are three different **Disposition** statuses- **Lead, Prospect** and **Qualified Applicant** that a Recruiter can manually set for an Applicant. When an Applicant is initially added, the disposition status is defaulted to **Lead**. To change an Applicant's disposition status to **Prospect**, certain fields on the Applicant Data Card are required to be filled out and the Applicant must be linked to a Program. These fields are listed in Table 11. To change an Applicant's status to **Qualified Applicant** certain fields on the Applicant Data Card must be filled out. These fields are listed in the table below the screen shot.

The following Dispositions are assigned by the system: Reserved, Disqualified, Abandoned, Cape May Discharge, Ready for Hire, Hired, and Applied,

To update the disposition of an Applicant click on the **Status Code** drop down list and select the new disposition and click **Submit** to save the changes and to be navigated back to the Recruiter Workspace.

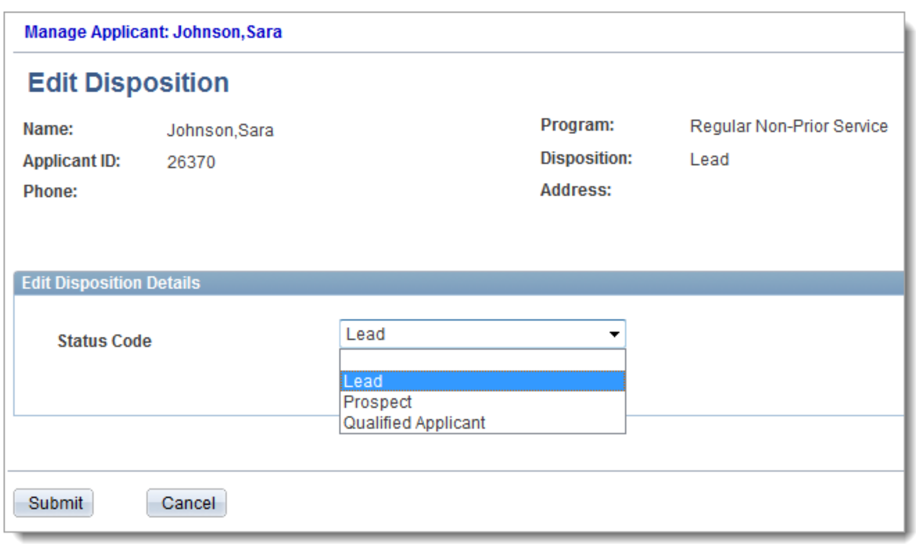


Figure 40: Add Program

The following table shows the list of fields that are required for each Disposition:

Disposition Status	Required field on Applicant Data Card
Prospect	All Lead required fields (first and last name), plus the following fields:
	Last Name
	# of Dependents
	Current Address Line 1
	Current City
	Current State
	Current Postal Code
	Telephone
	Date of Birth
	Citizenship Status
	Marital Status
Qualified Applicant	All Prospect required fields, plus the following:
	Birth State
	Birth Location
	Gender
	Eye Color
	Hair Color
	Height
	Weight
	National ID
	MEPCOM Education Level
	Education or Employment Status
	Years of Completed Education
	Prior Military Experience
	Race
	Ethnic Group
	Program

Table 11: Required Fields for Disposition Status Change

4.5 Forms Center

The **Forms Center** is where the forms can be viewed and generated for an Applicant. Forms are available based on the **Program** that the **Applicant** is linked to. An **Applicant** must be associated to a program in order for the **Forms Center** to generate the correct list of required forms. Refer to the **Add New Program** to link an Applicant to a program.

Navigate to the **Forms Center** from the **Recruiter Workspace** by selecting **Forms Center** from the **Take Action** pull down menu.

Forms will not generate for Officer Programs with the exception of CSPI.

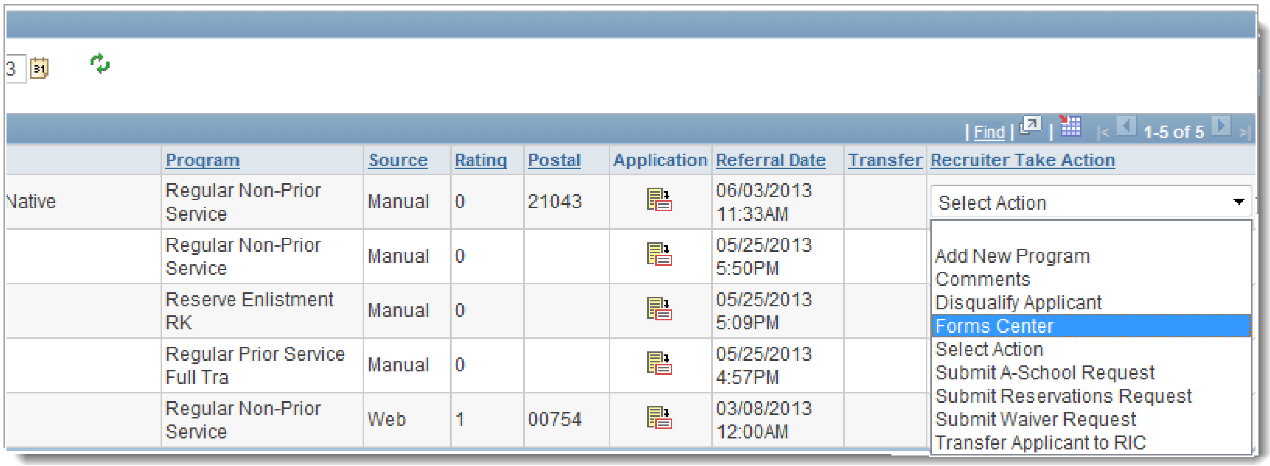


Figure 41: Navigating to Forms Center

On the **Forms Center** page click on the icon next to the **Form ID** box and a list of forms will display based on the **Program** that is linked to the Applicant.

Check the **View All Forms** checkbox to view a list of all the forms regardless of program.

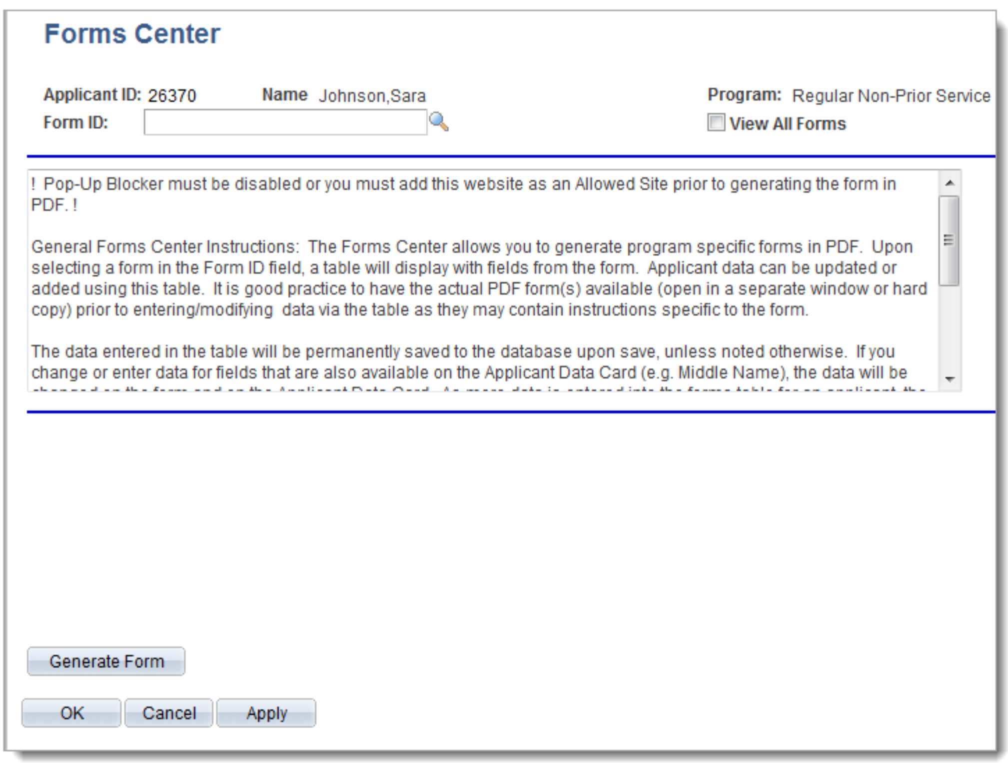


Figure 42: Forms Center

To search for a specific form, select a **Search By** criteria by choosing a value from the drop down list. Enter the search criteria in the **Begins with** text box. Click **Look Up.** For additional search criteria, click the **Advanced Lookup** link.

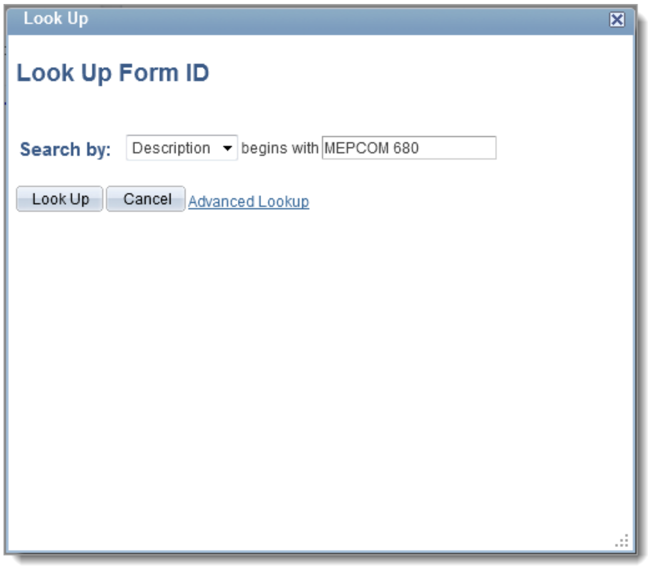


Figure 43: Form Look Up

Select a form from the list to fill out.

Look Up

Search Results

View 100 First 1-43 of 43 Last

Form ID	Description
A-School Qual	A-School Qualification
ASVAB Instructions	ASVAB Instructions
CG-2000	CG-2000 PCS Departing/Separation Worksheet
CG-2015	CG-2015 Pay Delivery Worksheet
CG-2020	CG-2020 Dependency Worksheet
CG-2020D	CG-2020D Designation of Beneficiaries and Record of Emergency Data
CG-3211 OCS Agreement (NPS)	CG-3211 OCS Agreement (No Prior Service)
CG-3211A OCS Agreement (PS)	CG-3211A OCS Agreement (Prior Service)
CG-3211B OCS Agreement (CG or CGR)	CG-3211B OCS Agreement (CG or CGR)
CG-3211C OCS Agreement (WO)	CG-3211C OCS Agreement (Warrant Officer)
CG-3443	CG-3443 Health Record Cover
CG-4891	CG-4891 Financial Obligation Spousal Consent
CG-4965	CG-4965 Waiver Request
CG-5527	CG-5527 Officer Interview
CG-5588	CG-5588 Personnel Security Action
CG-9556	CG-9556 Oath of Office
CGRC Medical Waiver Request	CGRC Medical Waiver Request
DA-4187	DA-4187 Army Pers Action Req
DD-2058	DD-2058 State of Legal Residence
DD-2760	DD-2760 Qualification to Possess Firearms
DD-2807-2	DD-2807-2 Medical Prescreen
DD-368	DD-368 Request Release Res Component
DD-369	DD-369 Police Record Check
DD-369 NCIC	DD-369 Police Record Check NCIC
DD-4	DD-4 Enlistment Reenlistment Document
DHS I-9	DHS I-9 Employment Eligibility Verification
DHS-11000-9	DHS-11000-9 Credit Check Authorization
Home School Worksheet	Home School Worksheet
IRS W-4	IRS W-4 Employee^s Withholding Allowance Certificate
MEPCOM-680	MEPCOM-680 Request for Examination
Medical Waiver Coversheet	Medical Waiver Coversheet
OP Check Off - CMAPPP	OP Check Off - CMAPPP
OP Discrepancy Worksheet	OP Discrepancy Worksheet
OP Package Review/Validation	Officer Package Review / Validation Form
OP Physical Coversheet	OP Physical Coversheet
PH Birth Certificate	PH Birth Certificate
PH DD-214	PH DD-214
PH Dependent Documents	PH Dependent Documents
PH SSN Card	PH SSN Card
Prescreen&oUserProfObject	Prescreen
SGLV-8286	SGLV-8286 SGLI Election
SGLV-8286A	SGLV-8286A Family Coverage Election
Statement of Understanding for Reserve Commission	Statement of Understanding for Reserve Commission

Figure 44: Example of Forms Required for Applicant Based on Applicant's Program

The form being used in this example is the **MEPCOM-680**. Upon selecting the form, the form will display as a grid. Text will also display providing instructions on completing the grid.

There are two different ways to navigate through the grid: 1) Clicking on the **Show All Fields** icon will display all of the fields and eliminate the tabs. Fill out the remainder of the grid by scrolling through it using the scroll bar at the bottom. 2) Clicking on the **Show Following Tabs** icon will allow navigation through the grid by clicking on the different tabs.

Form grids will be pre-populated with existing applicant data card information. Any data entered or changed in the grid will become part of the Applicant's data, and saved backed into the ADC and in the PDF forms. Please note that any data you change here will overwrite existing data.

There are three options for saving updated data: 1) **OK** will save the changes and return you to the Recruiter Workspace, 2) **Apply** will save the changes but keep you in the **Forms Center**, or 3) **Generate Form** will save the changes made in the grid and display the form in PDF format.

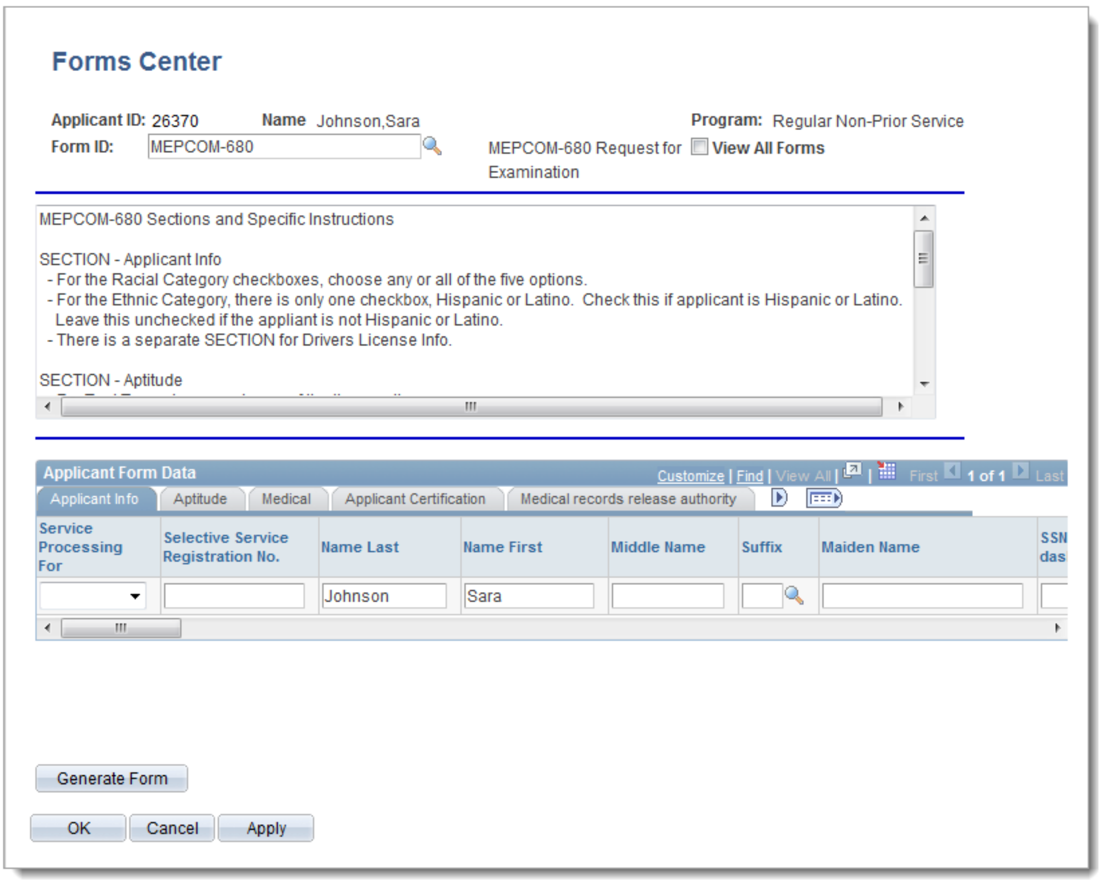


Figure 45: Form Grid

Once the grid is completely filled out, click on **Generate Form.** The form will display as a PDF document in a new window. The form can then either be saved to the computer or printed.

Pop-Up blocker must be either disabled or this website must be added as an exception in the Pop-Up Blocker settings to view the PDF. It is recommended that Pop-Up Blocker be disabled BEFORE the Generate Form button is selected. If Pop-Up blocker is turned off after you click the button, the page will refresh and return you to the Recruiter Workspace without generating the form. If this occurs, you will have to repeat the steps to generate the form.

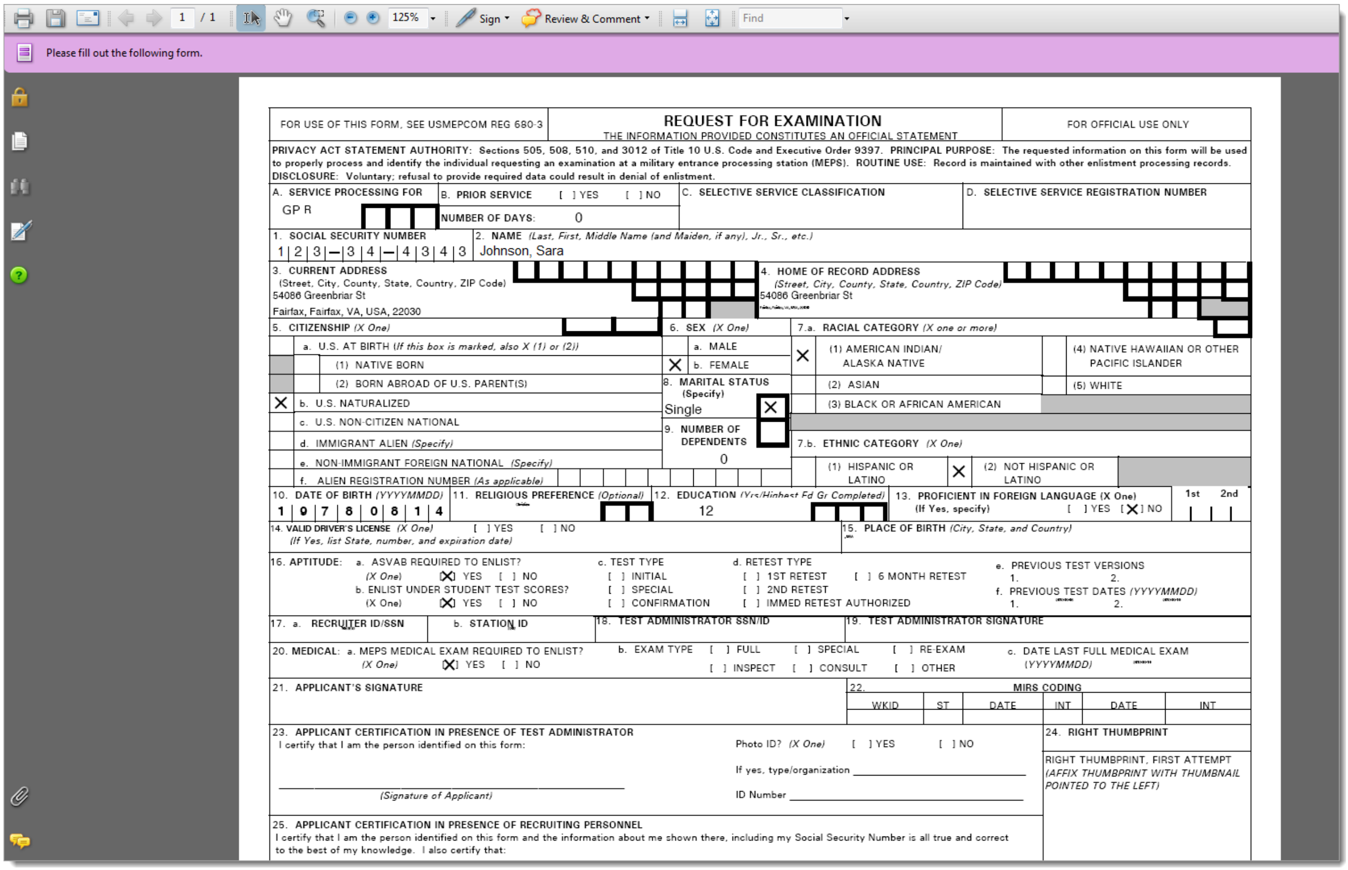


Figure 46: MEPCOM Form

4.6 Submit Waiver Request

Waivers can only be submitted for Applicants that have a disposition of **Qualified Applicant**. If you are processing an Applicant that does not have **Qualified Applicant** as their disposition, you will receive an error message when trying to submit a waiver request.

To submit a waiver request for an Applicant, select **Submit Waiver Request** from the **Take Action** drop down menu.

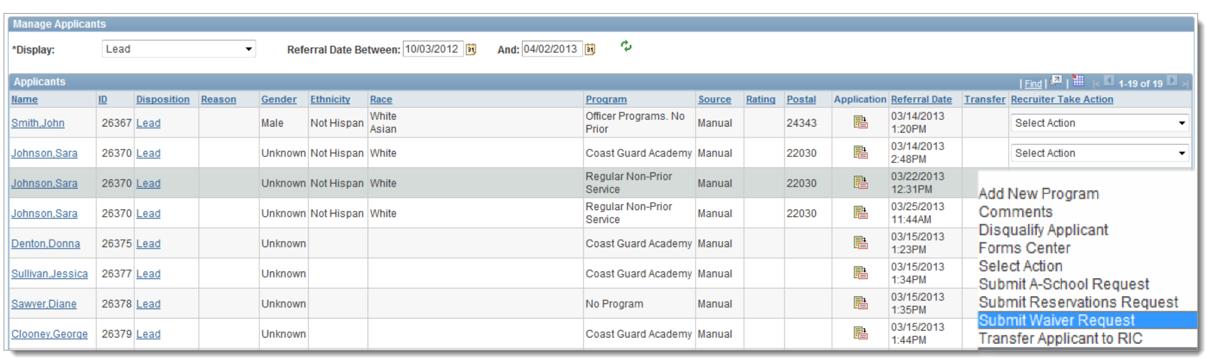


Figure 47: Submitting a Waiver Request for an Applicant

The **Waiver Request** page displays a running header that displays information on the Applicant. An Applicant may have up to three waiver requests (in addition to a CTP and a medical consult). Once the fields have been filled out, click **Save** to save and return to the recruiter workspace, click **Submit to RIC** to submit the waiver to the RIC or click **Cancel** to cancel the waiver request.

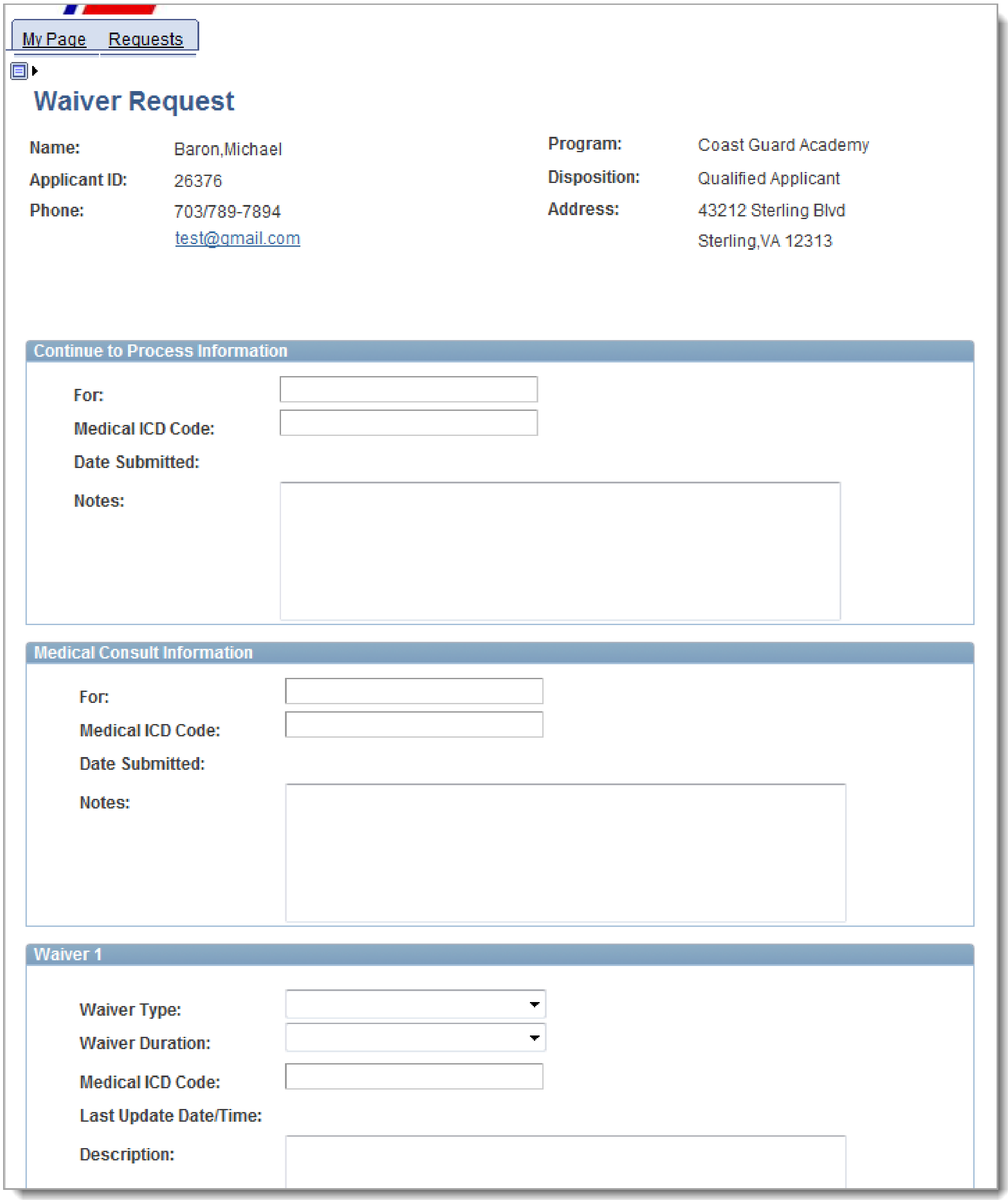


Figure 48: Waiver Request Page

This table displays the **Waiver Request** page field names with a brief description of what type of data the field requires.

Field Name	Field Description
Continue to Process Information	
For	Why/what type of waiver.
Medical ICD Code	Applicant's medical ICD code.
Date Submitted	The current date and time will be listed here.
Notes	Pertinent notes/comments.
Medical Consult Information	
For	Why/what type of waiver.
Medical ICD Code	Applicant's medical ICD code.
Date Submitted	The current date and time will be listed here.
Notes	Any notes related to the medical consult information go here.
Waiver 1, 2, 3	
Waiver Type	The type of waiver which can be selected from the drop down menu.
Wavier Duration	The waiver duration can be selected from the drop down menu.
Medical ICD Code	Applicant's medical ICD code.
Last Update Date Time	The last time that waiver status was updated.
Description	The description of the waiver.

Table 12: Waiver Request Fields and Descriptions

***Note: A Waiver request must be approved by the RIC before it can be submitted to CGRC Reservations.**

4.7 Submit A School Request

To submit an A-School request, select **Submit A-School Request** from the **Take Action** pull down menu. An **A-School Request** may only be submitted for an Applicant with a **Qualified Applicant** disposition.

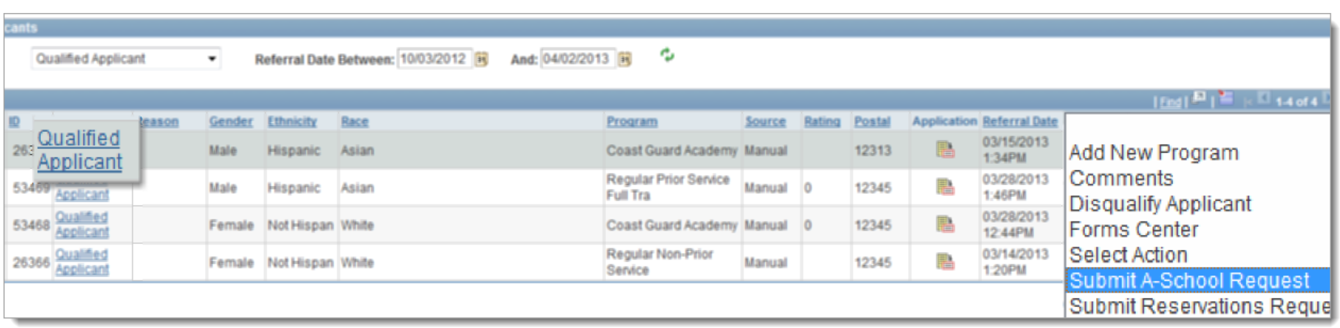


Figure 49: Submit A-School Request

On the **A-School Request** page, click on the **A-School** drop down menu and select an A-School.

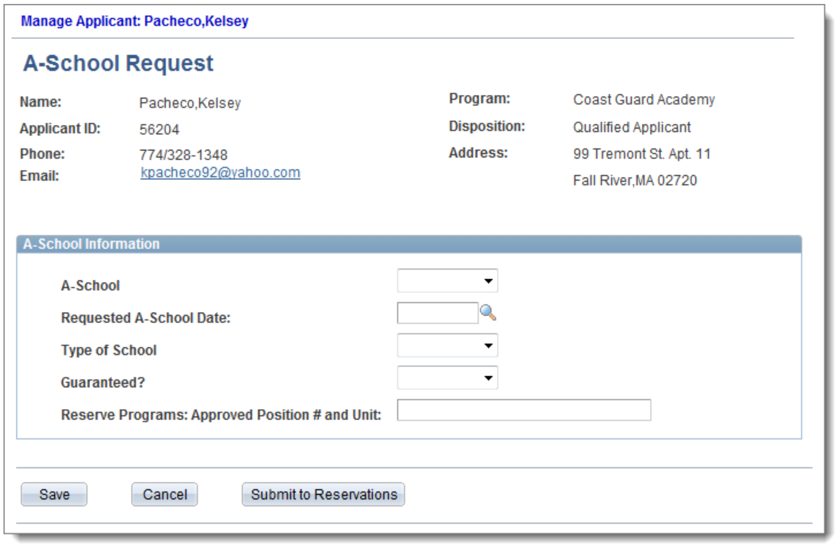


Figure 50: A-School Request Page

Once an A-School is selected, a warning message may appear if the applicant does not meet the conditions of the A-School (e.g. applicant is color blind). If a message appears, click OK. Click Cancel on the page to cancel the request or complete the rest of the fields and click Submit to Reservations to submit the request.

Click on the icon for the Requested A-School Date field to view and choose a convene date for the selected A-School.

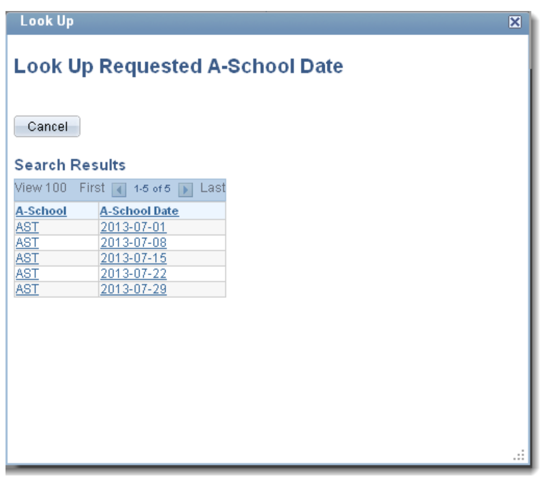


Figure 51: A-School Request

Select or enter a value for **Type of School**, **Guaranteed?** and **Reserve Programs: Approved Position # and Unit** fields. All fields should be completed to submit an A-School Request.

Click **Submit to Reservations** to submit the request. Click **Save** to save the information without submitting the request and to be returned to the **Recruiter Workspace** or **Cancel** to cancel the request.

***Note: A recruiter has permissions to submit an A-School request. The system does not require the request to be approved by the RIC prior to submission to CGRC Reservations.**

4.8 Submit Reservations Request

To submit a reservation request for an Applicant, click on **Submit Reservation Request** from the **Take Action** drop down menu. A reservation request may only be submitted for Applicants with a **Qualified Applicant** disposition.

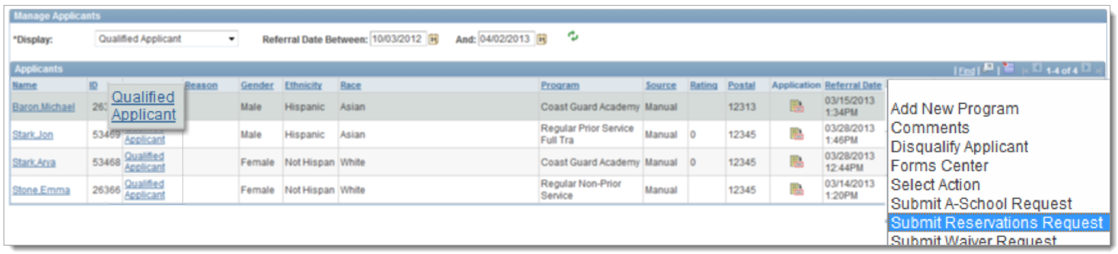


Figure 52: Submit Reservation Request

The fields that should be populated to submit the Reservation Request are **Requested Ship Date**, **e-Verify Case Number,** and **DEP date** (if applicable), Additionally, if the recruiter is leveraging bonuses or the buddy system, those items should be captured in the relevant fields on the **Reservation Request** page. Click on **Submit to RIC** when the Reservation Request page is filled out (if you are a RIC, the request can be submitted directly to Reservations and the button will display as **Submit to Reservations**) Click **Save** to save the information without submitting the request and to be returned to the **Recruiter Workspace** or click **Cancel** to cancel the request.
***Note: Only an RIC (or an A-RIC who has RIC permissions) can submit the reservation request to Reservations. See section 5.5.**

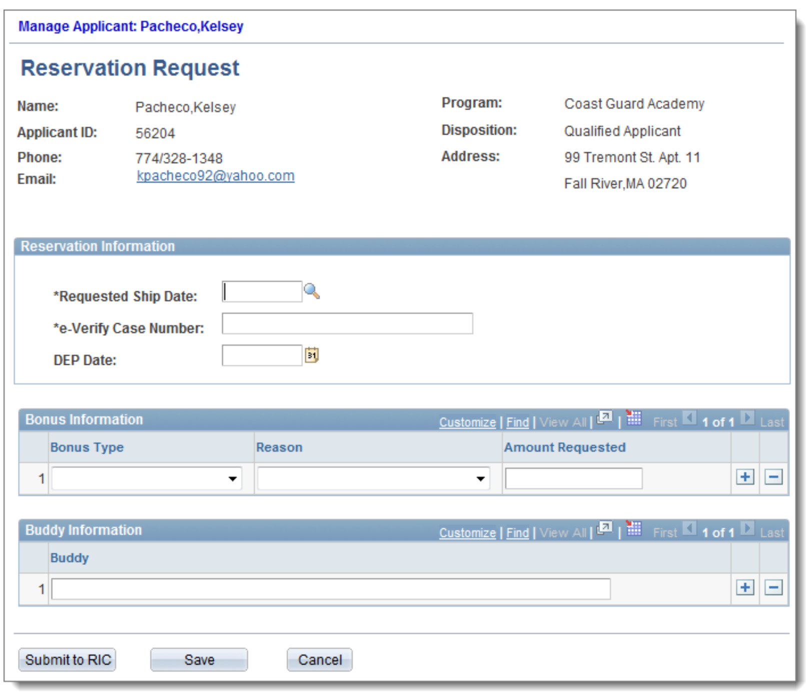


Figure 53: Submit Reservations Request

Upon submission, a warning message may appear if the applicant does not meet the conditions of the program (e.g. applicant isn't old enough, has too many dependents, does not have the proper term of enlistment, training type, etc). If a message appears, click OK in the message box if you want to submit the request, or Cancel if you do want to submit the request and be returned to the Reservation Request page. Click Cancel on the Reservation Request page to cancel the transaction entirely.

4.9 Add/View Comments

To add or view comments, click **Comments** from the **Recruiter Take Action** pull down menu.

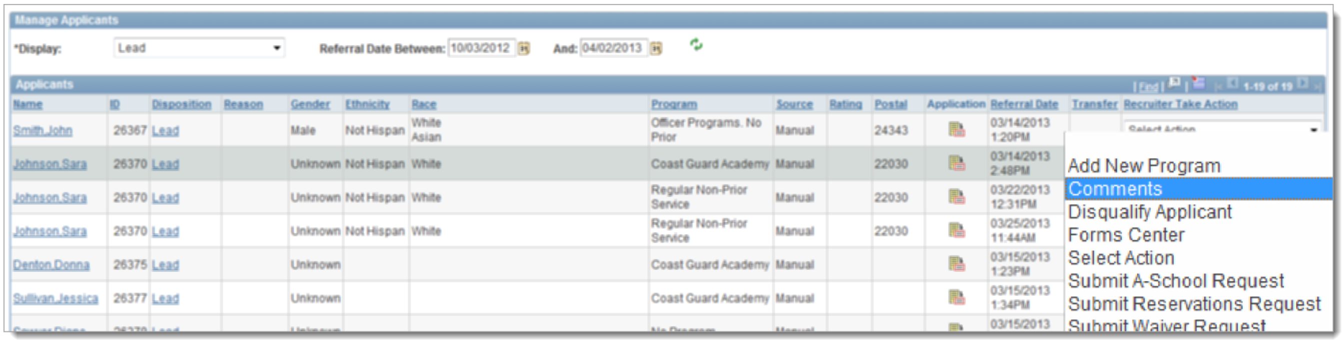


Figure 54: Comments

Enter comments in the **Notes** field. Click **Submit** to save the changes and be returned to the **Recruiter Workspace**.

All comments will automatically be stamped and displayed with the user ID (e.g. 1366138), Date (2013-03-20), and Time (13.31.51.0000000) when saved.

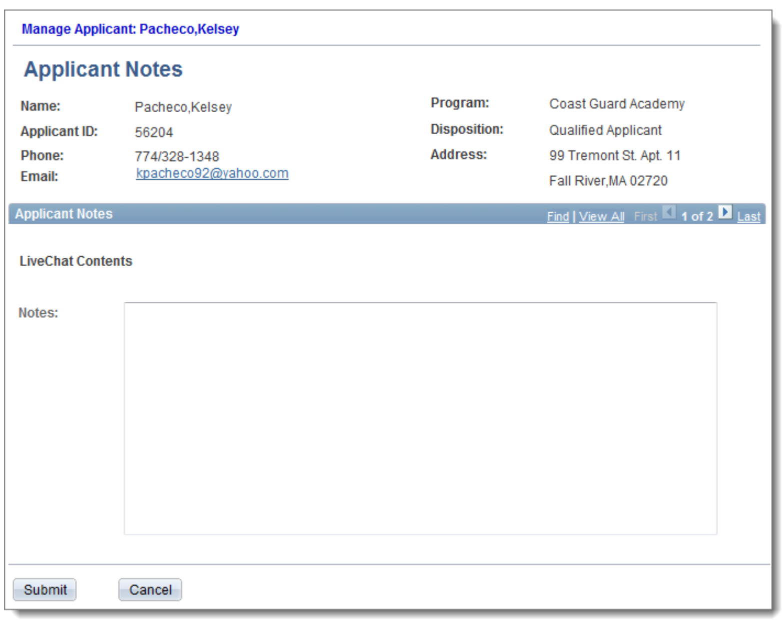
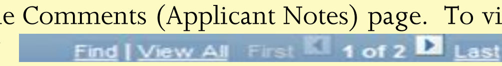


Figure 55: Comments

If applicable, Live Chat transcripts will also display in the Comments (Applicant Notes) page. To view LiveChat transcript, use the group box tool bar (

). LiveChat transcripts are read-only. There will always be two rows in the Comments page: 1) Comments/Notes, and 2) LiveChat Contents. The LiveChat row will be blank if not applicable.

4.10 Disqualify an Applicant

To disqualify and Applicant, from the **Take Action** pull down menu select **Disqualify Applicant**.

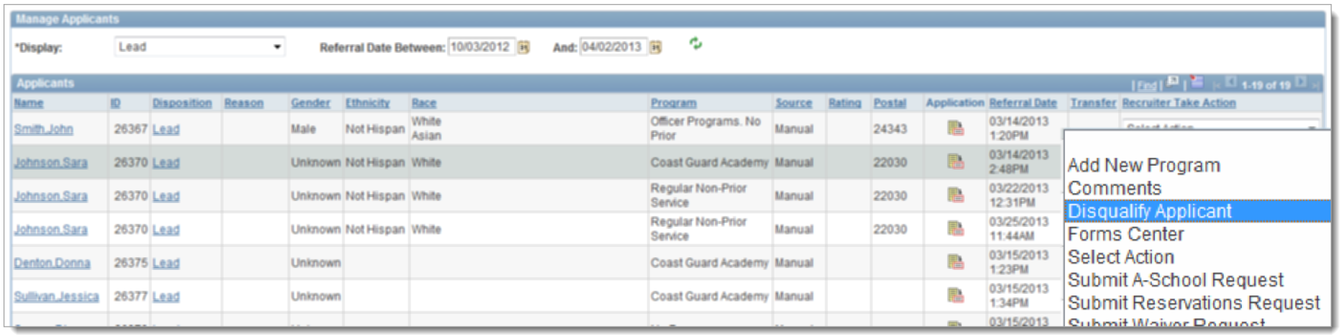


Figure 56: Disqualifying an Applicant

Select a **Status Reason** and enter comments in the **Notes** field. Click **Submit** to disqualify the Applicant. Once the Applicant has been disqualified, the disposition will automatically be set to **Disqualified** by the system.

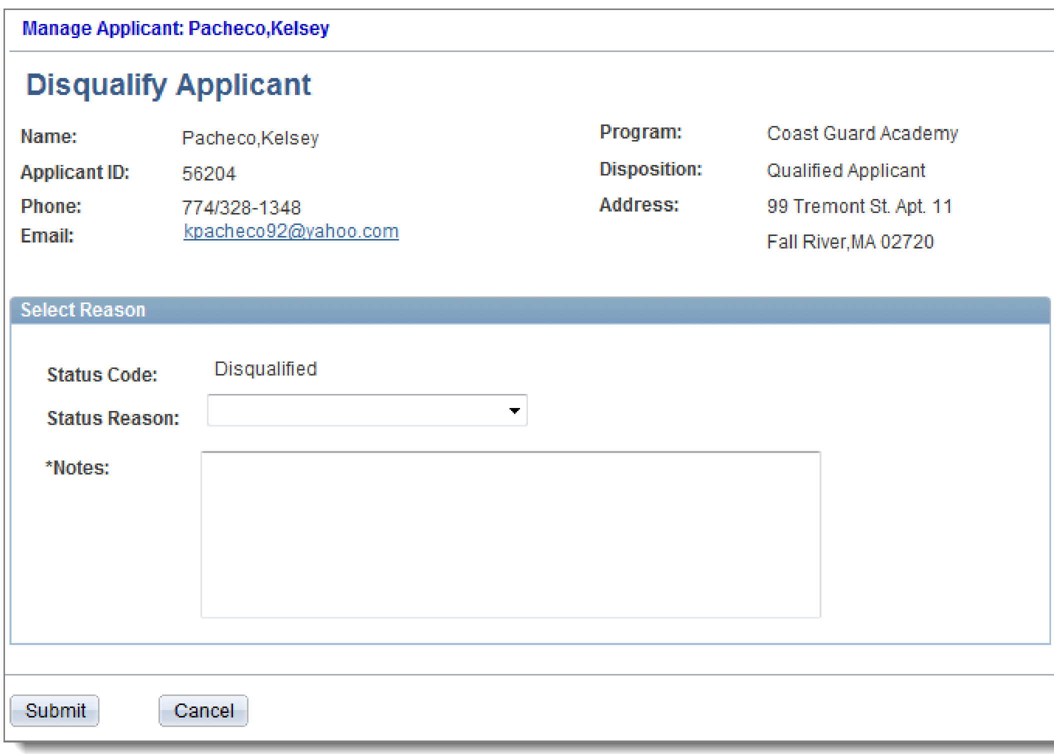


Figure 57: Disqualify an Applicant

4.11 Transfer Applicant to RIC

Select **Transfer Applicant to RIC** from the Recruiter **Take Action** pull-down menu to transfer an Applicant. This transaction should be used to transfer an Applicant to another RO due to an incorrect assignment or if the Applicant is being courtesy shipped.

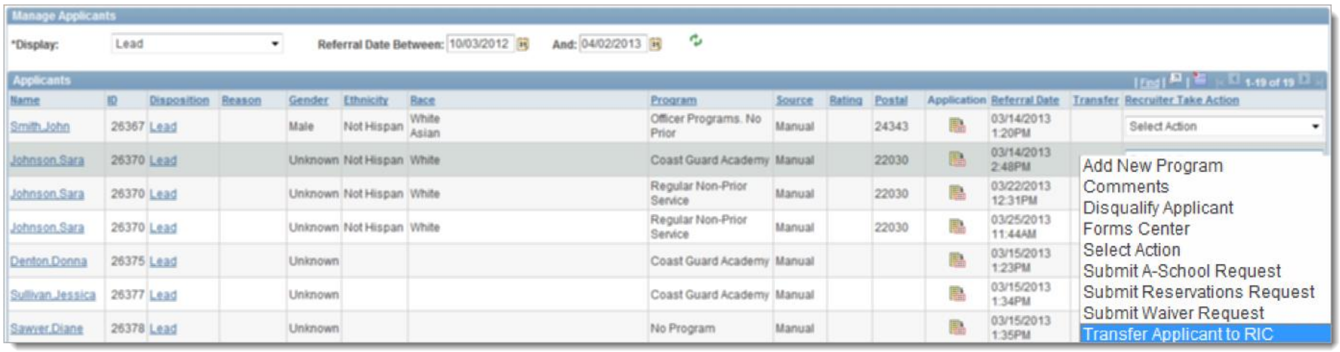


Figure 58: Transfer Applicant to RIC

On the **Transfer Applicant** page, select a reason from the **Reason** drop down list and enter any comments in the **Notes** field.

> If the Applicant is being **Transferred**, the Applicant will no longer show in the sending **Recruiter's Workspace** upon Submit. However, if the Applicant is **Courtesy Shipped**, the Applicant will show in the sending AND receiving **Recruiter's Workspace**, regardless of the where the Applicant is shipped to.

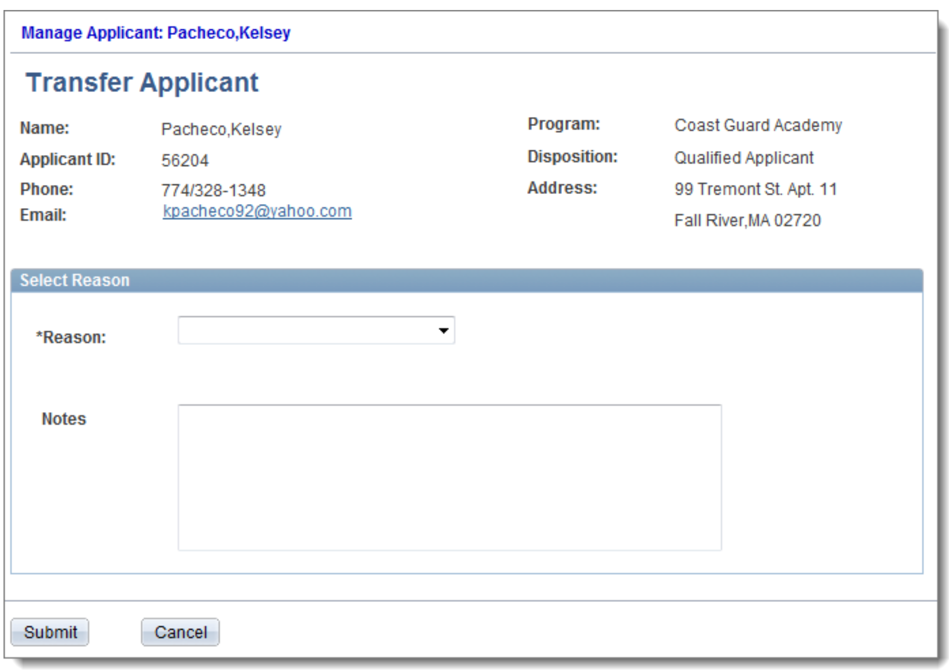


Figure 59: Transfer an Applicant

Applicants who have the disposition of: Reserved, Ready to Hire, or Hired cannot be transferred or courtesy shipped.

4.12 Search Applicant

To **Search Applicants,** click the **Search Applicant** link from the portal.

Enter search criteria and click **Find Applicants**. At least one search criteria must be filled out on this page in order for a search to be conducted.

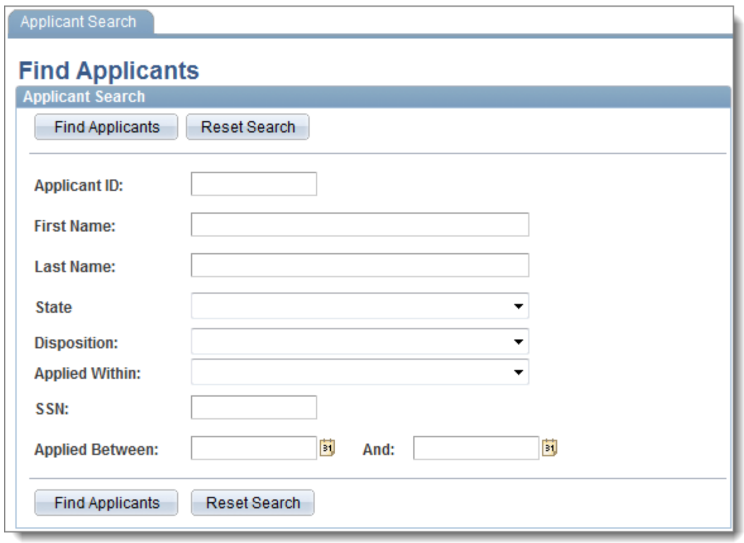
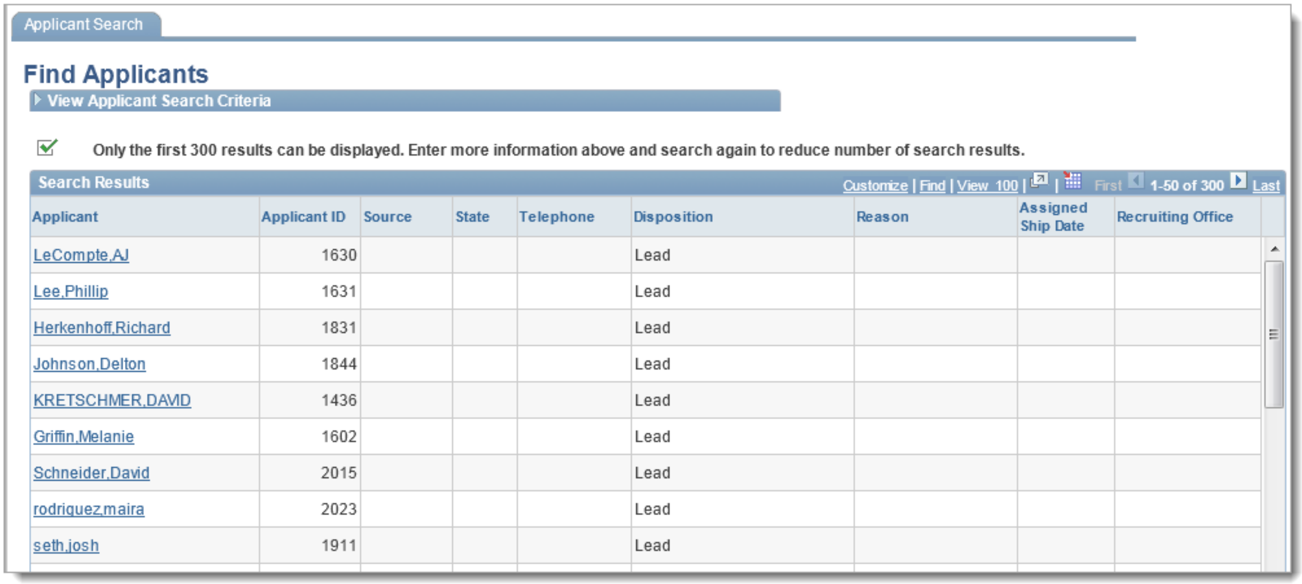


Figure 60: Find Applicants Page

The search results will be displayed. A maximum of 300 search results will be displayed. To narrow the search results, enter more search criteria.

For applicants in **Abandoned** or **Disqualified Disposition** status, you can click on their name and view comments and contact info, and add the applicant to your Recruiter Workspace.



Applicant	Applicant ID	Source	State	Telephone	Disposition	Reason	Assigned Ship Date	Recruiting Office
LeCompte,AJ	1630				Lead			
Lee,Phillip	1631				Lead			
Herkenhoff,Richard	1831				Lead			
Johnson,Delton	1844				Lead			
KRETSCHMER,DAVID	1436				Lead			
Griffin,Melanie	1602				Lead			
Schneider,David	2015				Lead			
rodriquez,maira	2023				Lead			
seth,josh	1911				Lead			

Figure 61: Find Applicants Search Results

5.0 RECRUITER IN CHARGE (RIC) WORKSPACE

The primary function: of the RIC Workspace is to assign new leads to recruiters, including transferred leads and courtesy ships. The RIC, by virtue of the role permissions in DARS, has the authority to approve (or deny) and submit Reservation or Waiver Requests to CGRC Reservations. Waiver and Reservation requests are processed by the RIC, but do not go through the actual RIC workspace. Please see sections 5.5. and 5.6 for information on how to process Reservation Requests and Waiver Requests.

The main page of the **RIC Workspace** displays the RIC's name and general instructions to use the Workspace. The **Applicants** section contains a list of all the leads that are waiting to be processed by the RIC. The **Group Action** feature allows RICs to assign groups of leads to a recruiter. The name of the fields and descriptions are listed in table below the screen shot.

Most of the applicants displayed in the RIC Workspace are applicants who applied via the Coast Guard's GetMoreInfo website and Live Chat and have been routed to the RIC based on the zip code entered by the Applicant. These applicants will have a disposition of **Applied** and are waiting to be assigned to a Recruiter.

Other applicants that may appear in the RIC Workspace are applicants who have been transferred to the RIC from a Recruiter within the same office or from a RIC in another recruiting office. These applicants will retain their current disposition and **Courtesy Ship** or **Transfer** will be indicated in the Transfer column.

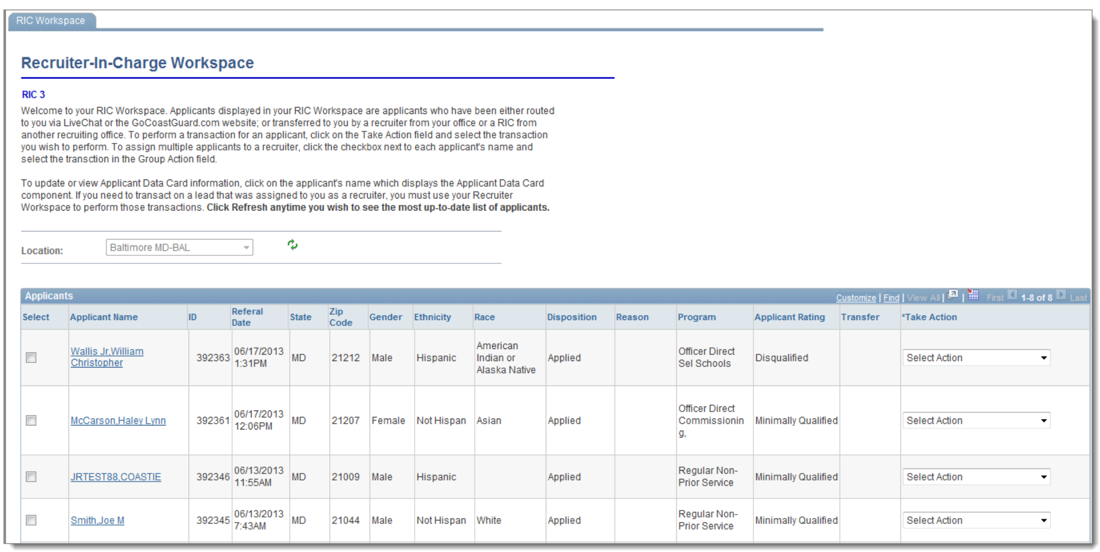


Figure 62: Recruiter In Charge Workspace

> You must click the icon to see the most up-to-date list of applicants.

This table displays the **RIC Workspace** page field names with a brief description of what type of data the field requires.

Name of Field	Description
Select	Select this checkbox for the Group Action/Assign Applicant to Recruiter feature.
Applicant Name	The name of the Applicant which is linked to the Applicant's Applicant Data Card.
ID	The Applicant's ID that is assigned by the system.

Name of Field	Description
Referral Date	The date the Applicant's information was first entered in the system.
State	The state of the Applicant.
Zip Code	The zip code of where the Applicant resides.
Gender	The gender of the Applicant.
Ethnicity	The ethnicity of the Applicant.
Race	The race of the Applicant.
Disposition	The current disposition of the Applicant.
Reason	The reason for the disposition (if applicable).
Program	The applicant's Program.
Applicant Rating	This is the applicant's rating based on Live Chat or web screening. A rating of 0 = No Rating/Manually Added Applicant, 1 = Disqualified, 2 = May need a waiver, and 3 = Minimally Qualified.
Take Action	This is the pull down menu from where the RIC selects an action to be performed on an Applicant.

Table 13: RIC Workspace Fields

5.1 Assign Applicant to Recruiter

To assign an Applicant to a recruiter, from the **RIC Workspace** page, click on the **Take Action** pull down menu in the row of the Applicant to be assigned. Select **Assign Applicant to Recruiter**.

To assign multiple applicants to a Recruiter, select the checkbox for each applicant to be assigned, click on the Group Action pull down menu and select **Assign Applicant to Recruiter**.

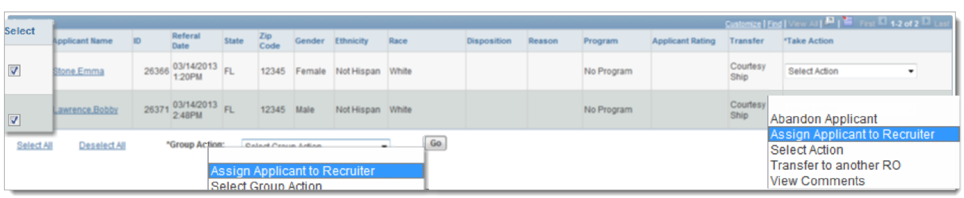


Figure 63: Assign Applicant to Recruiter

The **Assign Applicant to Recruiter** page displays the **Applicant ID**, **Name**, **Program** (based on the Area of Interest) and the **Recruiter** assigned to the Applicant, if any at this point (i.e.. for transfers).

Select the name of the recruiter from the **Recruiter** pull down list and the **Recruiter ID** will be generated. Click **Submit** to assign the Applicant to the selected **Recruiter**. Once an Applicant has been assigned to a Recruiter, they will no longer display in the RIC workspace.

To Assign Applicants to yourself (i.e. the RIC), repeat the above process and select your name from the **Recruiter** pull down list.

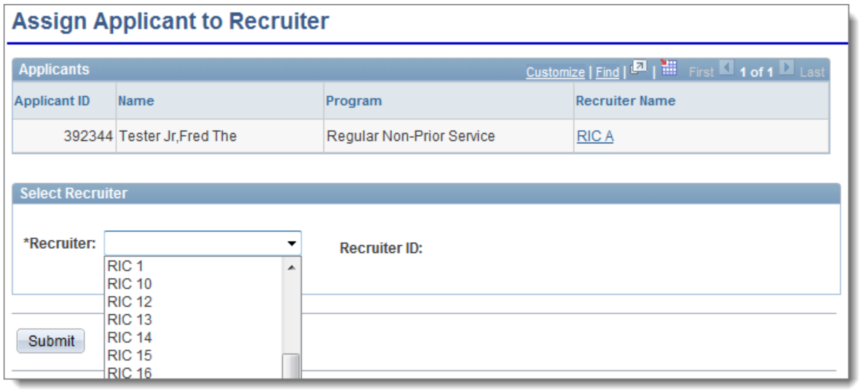


Figure 64: Assign Applicant to Recruiter

5.2 Abandon Applicant

To abandon an Applicant select **Abandon Applicant** from the **Take Action** pull-down menu.

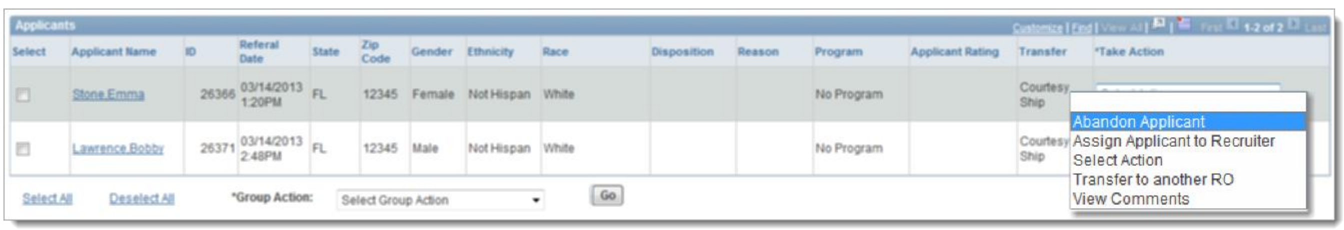


Figure 65: Abandon Applicant

The **Abandon Applicant** page displays the name of the **Applicant** to be abandoned. Confirm that this is the correct Applicant to be abandoned and click **Submit**. Once an Applicant has been abandoned, they will no longer display in the RIC Workspace.

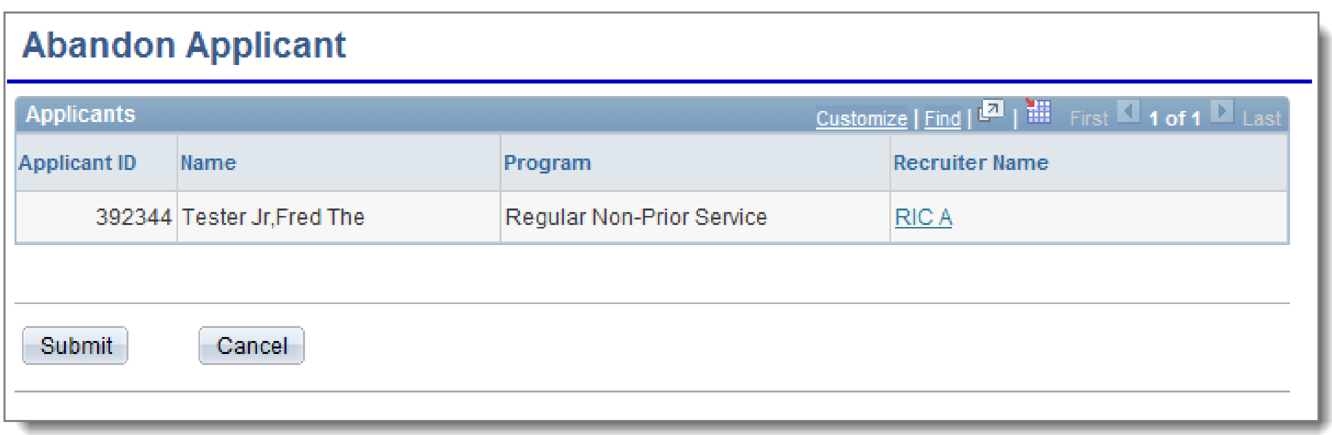


Figure 66: Submit to Abandon Applicant

The use of Abandon Applicant should be limited. To retrieve an abandoned applicant, you must utilize the **Search Applicant** feature and assign the applicant back to your **RECRUITER Workspace** (see Search Applicant in the Recruiter Workspace section).

5.3 Transfer Applicant

To transfer an Applicant to a RIC in another recruiting office, select **Transfer to Another RO** from the **Take Action** pull down menu.

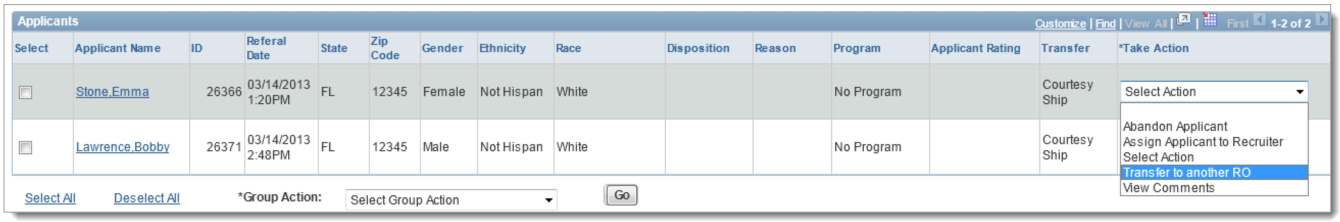


Figure 67: Transfer Applicant

The **Transfer to Another Recruiting Office** page displays the **Applicant's name, ID, Program (if any), and Recruiter** (if any). Confirm that this is the correct Applicant to be transferred and click **Submit**. Once an Applicant has been transferred, they will no longer display in the RIC Workspace.

Select the **Reason** for the transfer, **Recruiting Office** the applicant will be transferred to, and enter any comments in the **Notes** field. Click **Submit** to transfer the Applicant. Once an Applicant has been assigned to a Recruiter, they will no longer display in the RIC workspace.

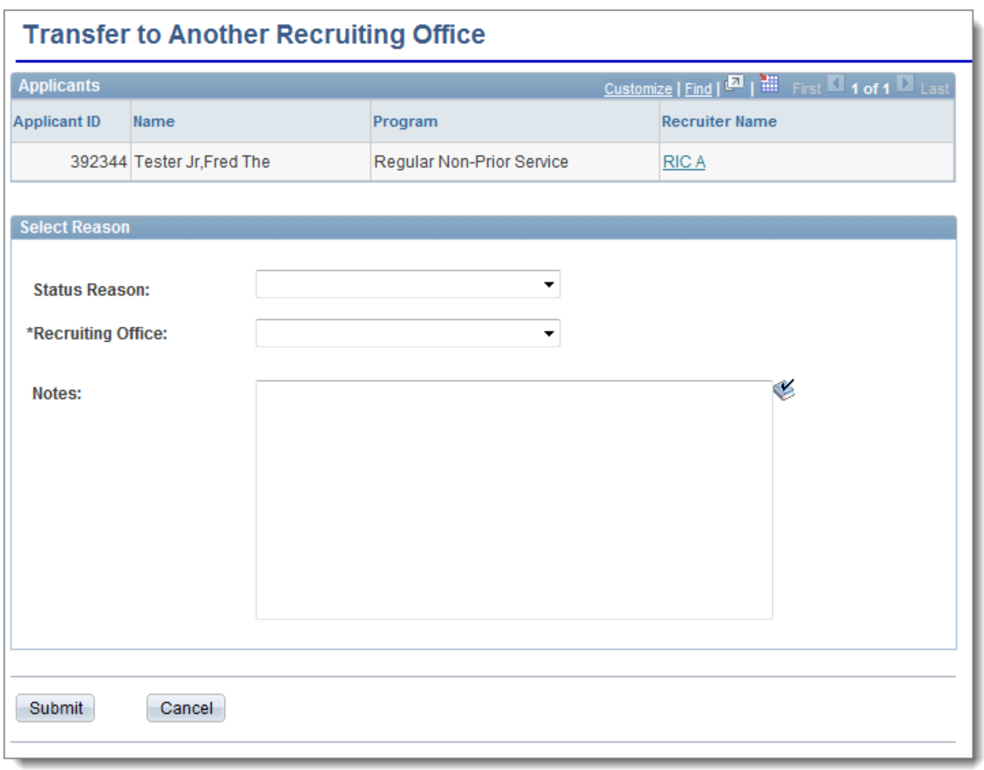


Figure 68: Transfer Applicant to Another Recruiting Office

5.4 View Comments

To view comments on an Applicant, click on **View Comments** from the **Take Action** pull down menu.

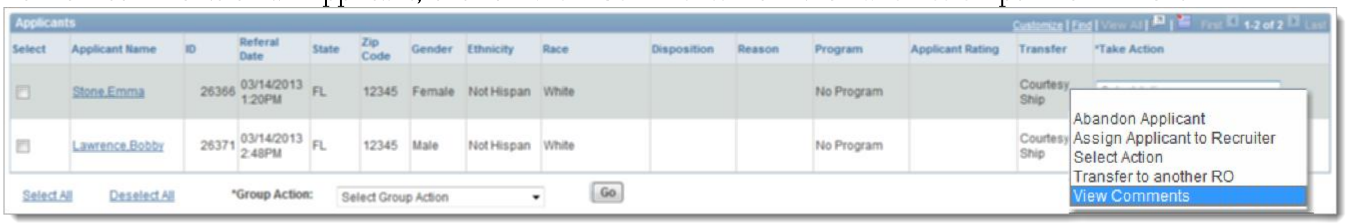


Figure 69: View Comments

This page will show any comments that were entered by the Recruiter. All are prefaced with the user ID (e.g. 1366138), Date (2013-03-20), and Time (13.31.51.0000000).

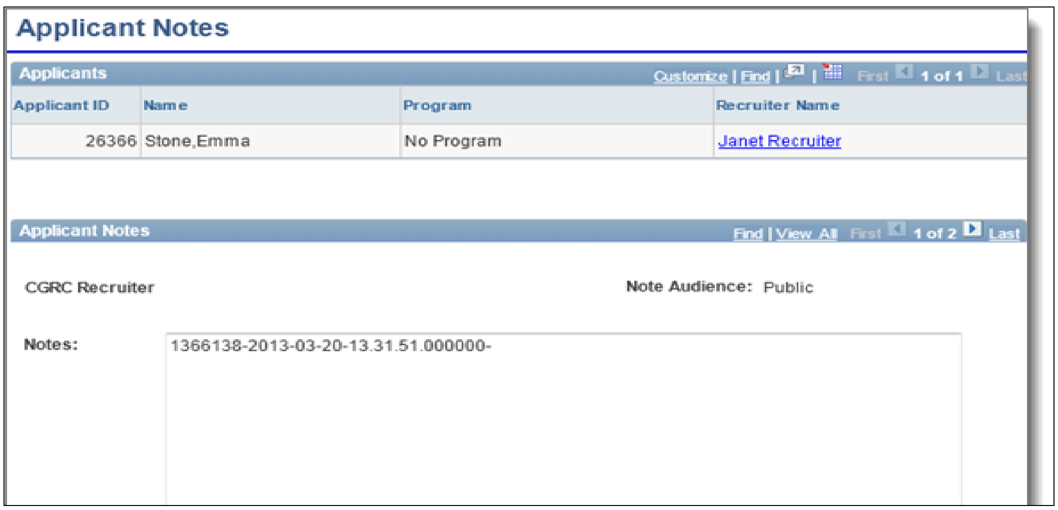


Figure 70: Comments on Applicant

5.5 Process Reservation Request

RIC Permissions: Only individuals who have the RIC role for an RO are able to submit reservation requests to the Reservations department. Upon submitting a reservation request to the RIC, the recruiter should inform you of the applicant's name, ADC ID #, referral date, and all other pertinent information that you wish to be made aware of.

RIC Notification: The system does not generate an email when a reservation request is submitted to an RIC. However, a reservation request pending the RIC's attention will show up in the **Reservation Requests By Office** Report (see figures 156, 157, 158 for instructions on running this report).

Referral Date: the referral date is particularly important due to the fact that when you search the recruiter's workspace, the "referral date between" date range needs to include the date that this particular applicant's information first entered the system. Keep in mind that this may have been several years ago; i.e. a reservist applicant for whom the recruiter is requesting a reservation for a 10-Sept-2013 shipdate may have entered the system initially in January 2012.

Display: The RIC should select "qualified applicant" as the display disposition. Remember that the applicant must have been in qualified applicant status for the recruiter to have submitted the reservation.

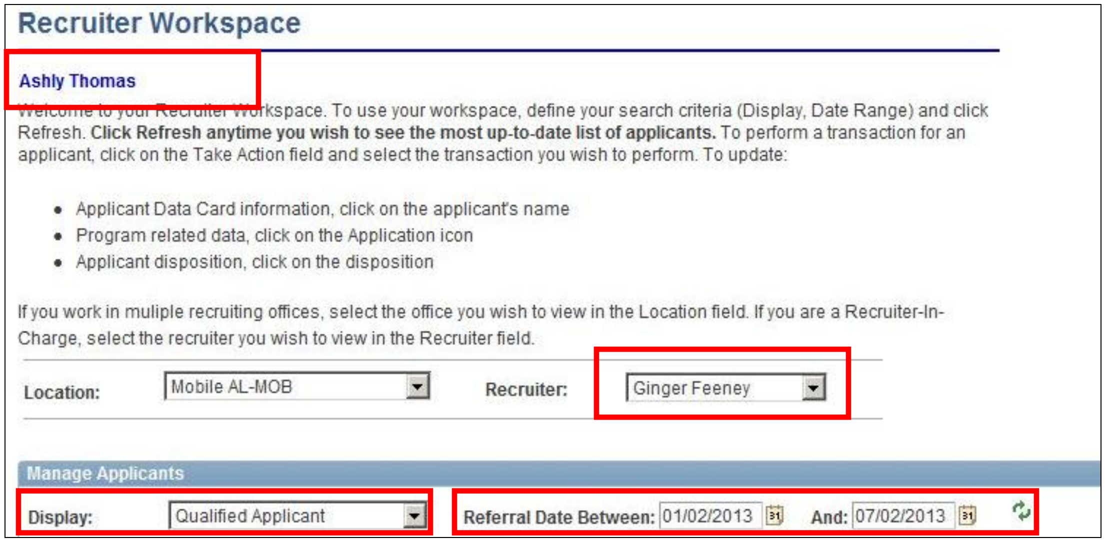


Figure 71: RIC Accessing Recruiter Workspace

Once the RIC has defined the parameters to find the applicant, click "refresh" and the pertinent applicants should display. Select the applicant that the recruiter informed you he/she has submitted for a reservation request. The RIC should review all the applicant's ADC information (by clicking on the applicant's name and viewing all ADC tabs) in addition to the Application information for accuracy.

Figure 72: RIC Selecting the applicant, and selecting Submit Reservation Request in Take Action

Once the RIC has reviewed all the applicant's information and determined it to be accurate, the RIC shall select "**Submit Reservation Request**" in the Take Action selection to gain access to the applicant's reservation request page.

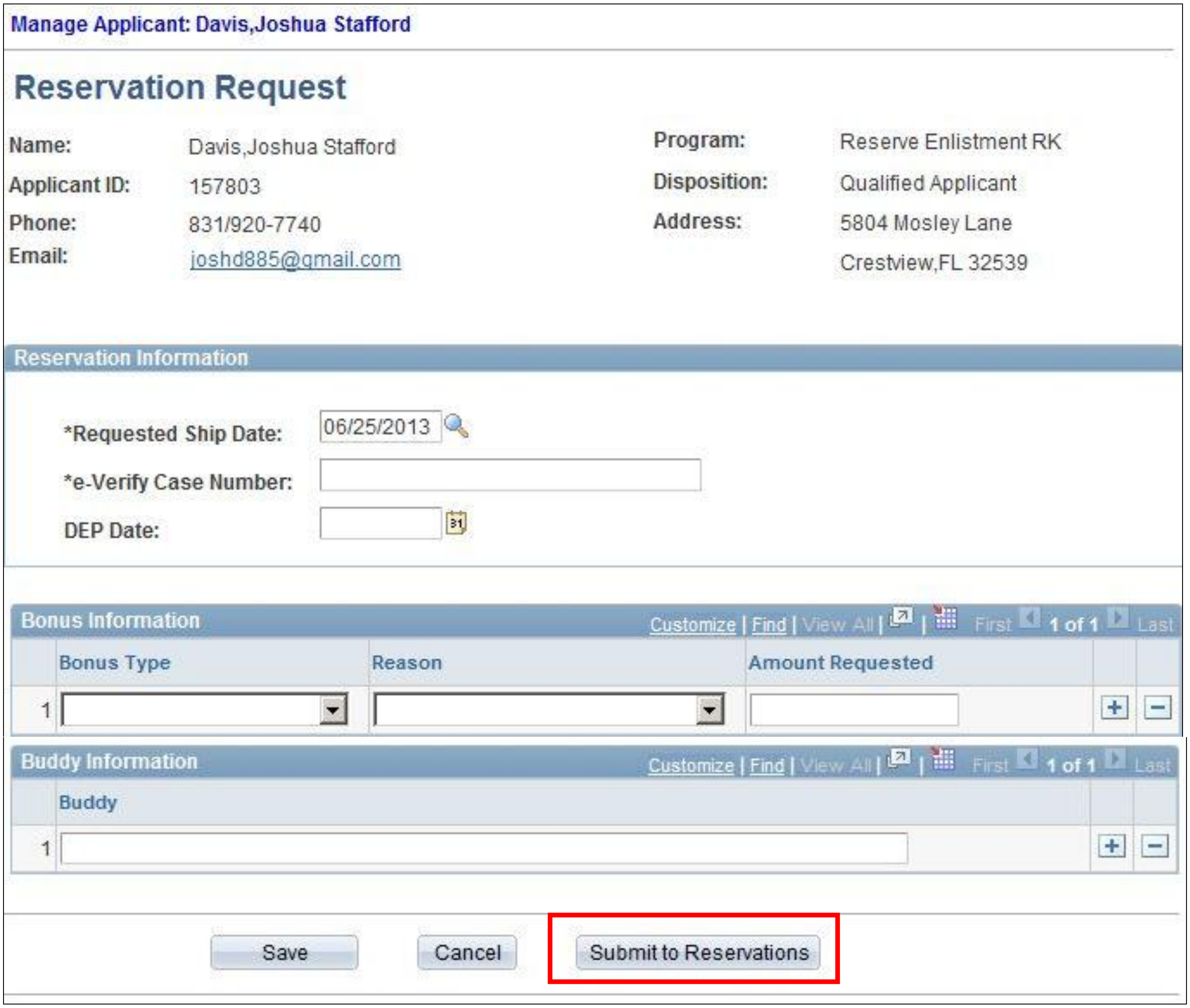


Figure 73: RIC reviews Reservation Request

The RIC shall review the reservation request page information for accuracy (typically the e-Verify case number will have been pre-filled by the recruiter, as will the DEP date). Once all information is determined satisfactory, the RIC shall click **"Submit to Reservations."**

Upon submission, a warning message may appear if the applicant does not meet the conditions of the program (e.g. applicant isn't old enough, has too many dependents, does not have the proper term of enlistment, training type, etc). If a message appears, click OK in the message box if you want to submit the request, or Cancel if you do want to submit the request and be returned to the Reservation Request page. Click Cancel on the Reservation Request page to cancel the transaction entirely.

5.6 Process Waiver Request

RIC Permissions: Only individuals who have the RIC role for an RO are able to submit waiver requests to the Reservations department. Upon submitting a reservation request to the RIC, the recruiter should inform you of all other pertinent information that you wish to be made aware of regarding applicant data.

RIC Notification: The system does not generate an email when a Waiver Request is submitted to an RIC.

Referral Date: the referral date is particularly important due to the fact that when you search the recruiter's workspace, the "referral date between" date range needs to include the date that this particular applicant's information first entered the system. Keep in mind that this may have been several years ago.

Display: The RIC should select "qualified applicant" as the display disposition. Remember that the applicant must have been in qualified applicant status for the recruiter to have submitted the waiver.

The RIC should navigate to Recruiter Workspace, and select the recruiter who submitted the waiver. Once the RIC has defined the parameters to find the applicant a per the above, click "refresh" then select the applicant that the recruiter informed you he/she has submitted for a waiver request. The RIC should then click **Submit Waiver Request**" in the Take Action selection to gain access to the applicant's reservation request page.

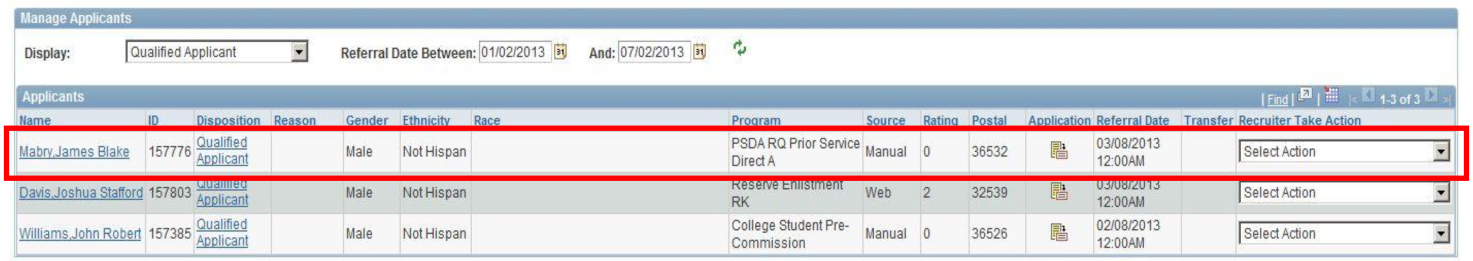


Figure 74: RIC Selecting the applicant, and selecting Submit Waiver Request in Take Action

The RIC shall review the waiver request page information for accuracy, and to ensure that they concur with the recruiter's recommendation. Once all information is determined satisfactory, the RIC shall click "Submit to Reservations."

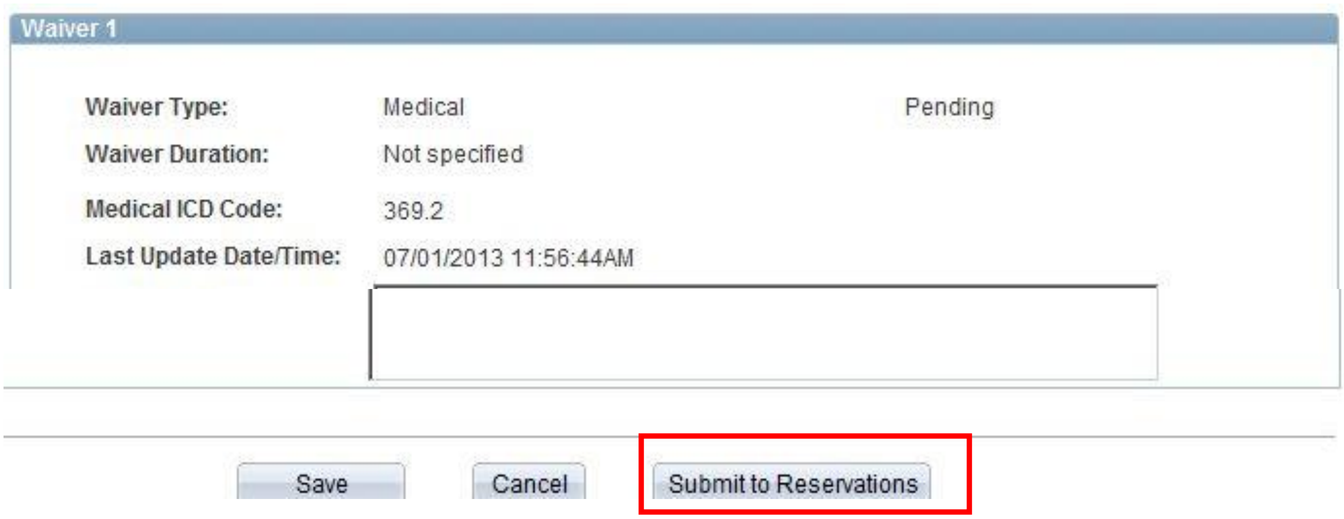


Figure 75: RIC Submitting the Waiver Request

RESERVATION WORKSPACE

The **Reservation Workspace** shows the Reservation Specialist's name with a brief description of what can be done on this page. The **Approval Type** pull-down lists the three different views in the **Reservation Workspace: 1) A-School**, 2) **Reservations**, and 3) **Waiver**.

Any data changed on the Reservation, A-School, and Waiver Request pages will update the applicant's record.

> You must click the icon to see the most up-to-date list of applicants.

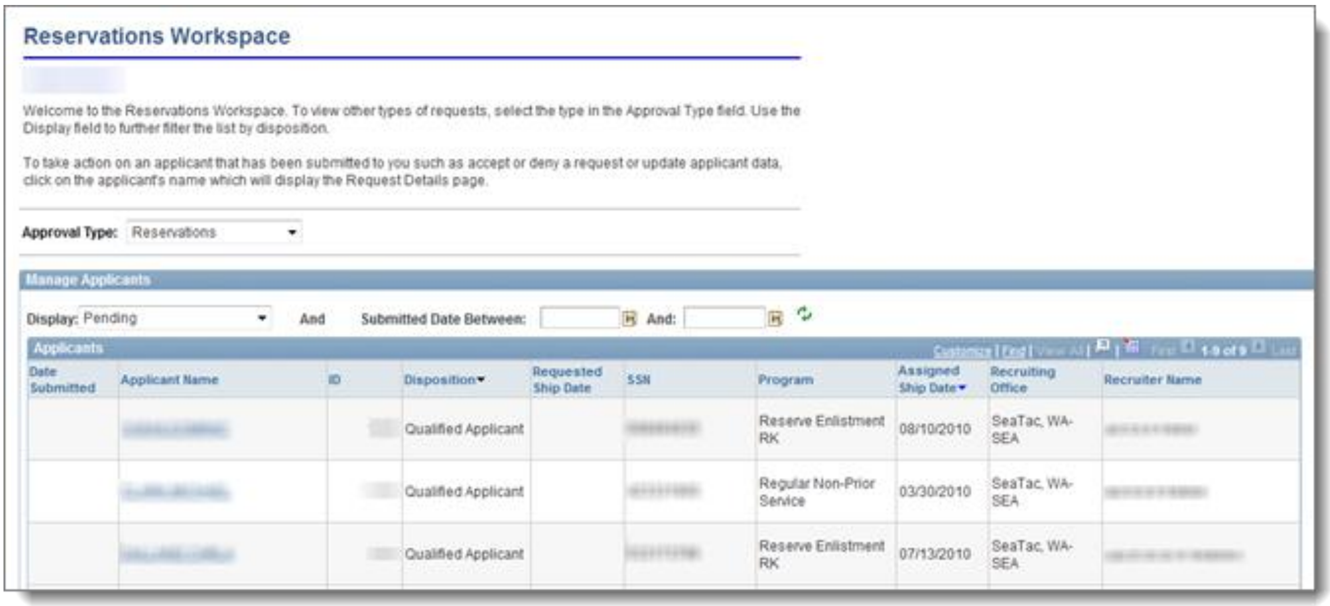


Figure 76: Reservations Workspace

To change or filter what is displayed in the **Manage Applicants** section, select a different **Approval Type**, **Display** and/or **Submitted Date** range using the icon. Click on icon to refresh the view with the new search criteria.

> The Approval Type determines which request is being approved or declined. For example, if Approval Type = Reservations, and you click on the applicant's name to accept the reservation request and instead you then click on the A-School Request link. If you click the Accept button, you are still approving the Reservation Request and not the A-School request. To approve an A-School request, Approval Type must equal A-School. The same applies for Waivers.

6.1 Reservation Request

To process a pending reservation request for an Applicant, set the **Approval Type** field to Reservations, **Display** field to Pending and **Submitted Date** range to your choice, and click the icon. When the list of applicants displays, click on an Applicant's name. This will display the Reservation Request page.

The **Reservation Specialist** reviews all data to ensure that the applicant meets program eligibility and accession standards. The **Reservation Specialist** validates whether the applicant's Credit Check and NCIC passed, and makes the appropriate selection (i.e. pass/fail) on the page. The applicant's e-Qip is presumed to be in progress and passing unless the **Reservations Specialist** receives derogatory information following the applicant's fingerprint results processing through the FBI in conjunction with their DEP.

6.1.1 Accept Reservation Request

If the Reservation Specialist deems the applicant eligible, and the applicant passes the Credit Check and NCIC, the Reservation Specialist fills out the **Assigned Ship Date** and **DEP Date**. The **Reservation Specialist** may also enter comments. Following this data entry, the **Reservation Specialist** may save the Reservation, and then click "**Accept**" to assign that applicant onto the shipping roster for the correlating ship date. This action by the Reservations Specialist triggers changes in the ship summary, stat summary, ship report, etc. Additionally, the accepted reservation will transpose to the "Accepted" list in the Reservations Workspace drop down.

6.1.2 Decline Reservation Request

To decline the Reservation Request, the **Reservations Specialist** clicks **Decline**. Typically, denial of a reservation is due to a data error in the ADC, lack of available shipping opportunities, or receipt of fail reports for Credit, NCIC, and eQip. The declined reservation will transpose to the "Declined" list in the Reservations Workspace drop down, and go back to the recruiting office from which it originated. The Reservations Specialist should provide notes in the Comments section to educate the recruiters on the issues with the reservation or applicant data.

6.1.3 Re-assign Ship Date

To reassign a ship date to an applicant with an accepted reservation request, the Reservation Specialist selects "Approved" from the Manage Applicants display drop down. The Reservations Specialist can sort columns to find the applicant by assigned ship date and or last name, SSN, etc, or use "Control Find" to search the applicants name quickly within the list. Upon locating the applicant, the Reservations Specialist will click on their name, and open their ADC/Reservation request information. The new "Assigned Ship Date" is selected by the Reservation Specialist, and the transaction is accepted. At this point, the ship report, ship summary, and other accessions/recruiting reports should update to reflect the change. The applicant's information remains in the "approved" list of the Reservation workspace.

The below screen shot is followed by a table with a list of the data fields and associated descriptions on the **Reservation Request** tab. Once the required fields are filled out click on **Save**.

Clicking the Cancel button only cancels the page and does not cancel the request. Use Decline to cancel a request. Clicking the Pending button changes the request status back to pending.

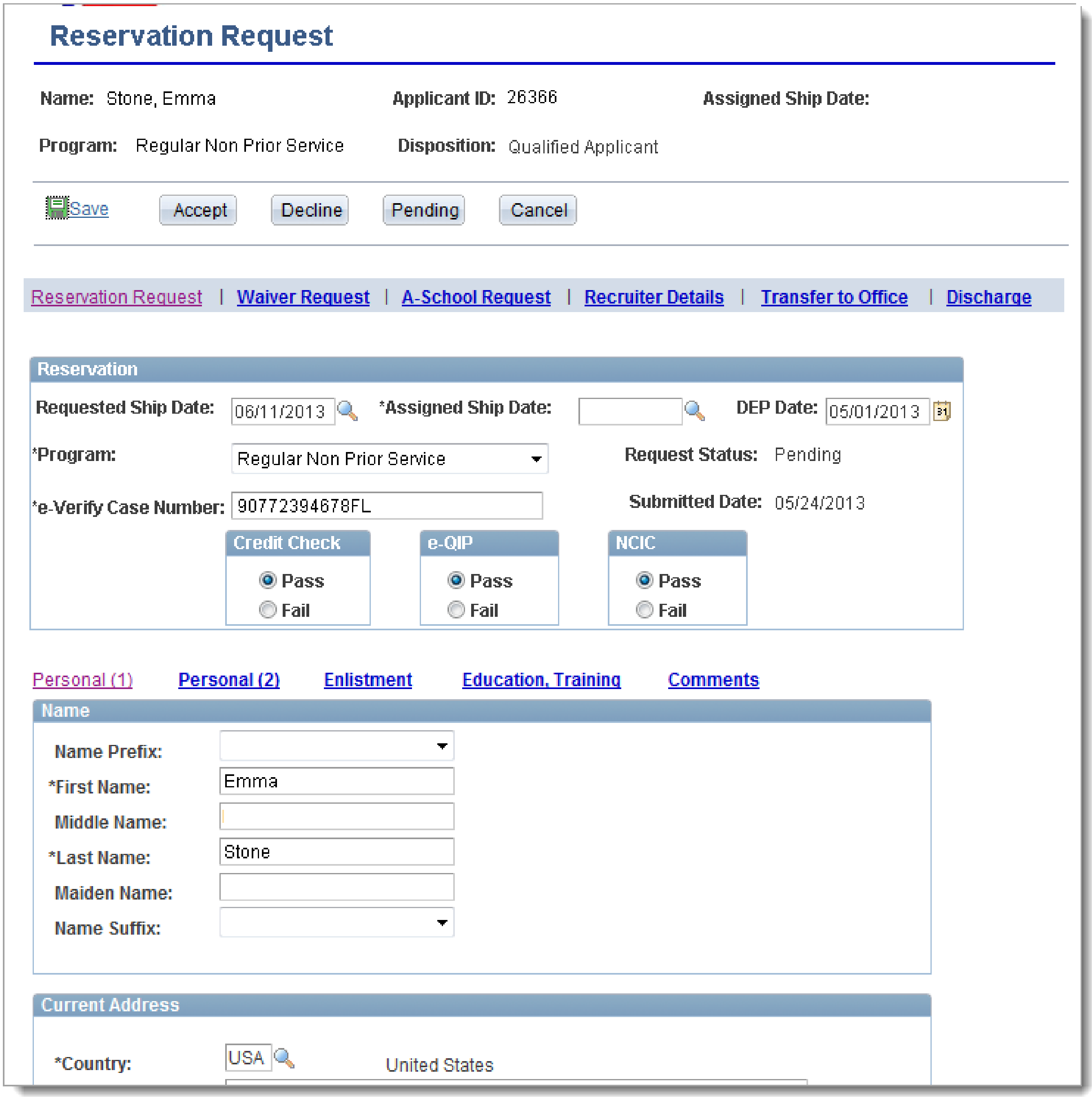


Figure 77: Reservation Request

This table displays the **Reservation Request** page field names with a brief description of what type of data the field requires.

Field Name	Field Description
Reservation	
Requested Ship Date	The ship date requested by the Recruiter for the Applicant.
Assigned Ship Date	The date the Applicant is going to ship.

Field Name	Field Description
DEP Date	The Applicant's DEP date.
Program	The program that the Applicant will be assigned to.
e-Verify Case Number	The Applicant's e-Verify Case Number.
Personal 1	The fields on this tab are pre-populated. This tab displays the Applicant's Name, Current Address, Home of Record Address, Email Address, Phone Numbers, Dependent Count, Dependent Details, Marketing Source and Preferences of the Applicant.
Personal 2	The fields on this tab are pre-populated. This displays the Ethnic Group, Personal Information, Marital Status, Physical Characteristics, Citizenship Details, Driver's License/Birth Certificate Information, Languages, Selective Service Information, National Identification (SSN), Last Military Service Information and General Information about the Applicant.
Enlistment	The fields on this tab are pre-populated. This displays the Enlistment Information, A-School Request Information, Bonus Request Information, Buddy Information, and Waiver Request Information for the Applicant.
Education Information	The fields on this tab are pre-populated. This tab displays the Education Information, Degrees, Examinations Completed, ASVAB Test Information and Physical Information for the Applicant.
Comments	The fields on this tab are pre-populated. This displays any comments that were entered by the Recruiter. **The Reservations Specialists may also input comments here.**

Table 14: Reservation Request Fields

6.2 Approve/Deny Waiver Request

To process a pending waiver request for an Applicant, set the **Approval Type** field to Waiver, **Display** field to Pending and **Submitted Date** range to your choice, and click the refresh icon. When a list of applicants display, click on an Applicant's name. The Waiver Request page will display with any requested waivers.

Once the information is reviewed, the **Waiver Request** is ready for approval/denial. To approve or deny a **Waiver Request,** click on the **Waiver Request** tab and review the data. To accept the request click on **Accept**, to decline the request click on **Decline**,

Clicking the Cancel button only cancels the page and does not cancel the request. Use Decline to cancel a request. Clicking the Pending button changes the request status back to pending.

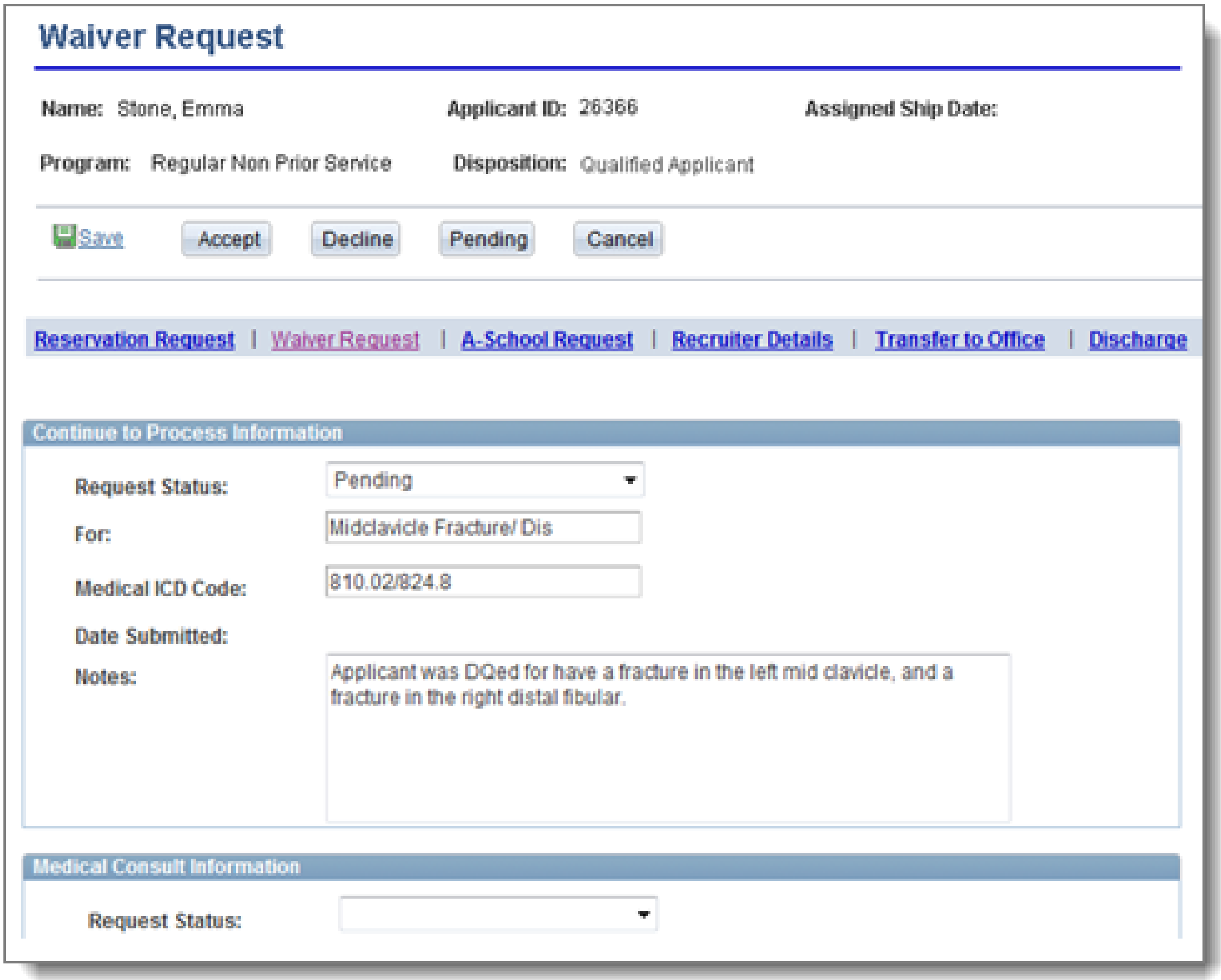


Figure 78: Reservations Request

This table displays the **Waiver Request** page field names with a brief description of what type of data the field requires.

Field Name	Field Description
Continue to Process Information	
Request Status	This field displays that status of the Applicant's request.
For	This field displays what the request is for.
Medical ICD Code	This field displays the medical ICD code pertinent to the Applicant's medical condition.
Date Submitted	This field displays that date that the request was submitted.
Notes	This field displays any notes that were entered by the recruiter.
Medical Consult Information	
Request Status	This field displays the request status for the Applicant.
For	This field displays what the request is for.
Medical ICD Code	This field displays the medical ICD code pertinent to the Applicant's medical condition.

Field Name	Field Description
Date Submitted	This fields show the date that the Applicant's request was submitted.
Notes	This field shows any notes that were entered by the Applicant's recruiter.
Waiver Information	
Waiver Type	This field displays the waiver type submitted for the Applicant.
Request Status	This field displays the request status for the Applicant's waiver.
Waiver Duration	This field displays the waiver duration for the Applicant.
Medical ICD Code	This field displays the medical ICD code for which the Applicant has a waiver for (if applicable).
Last Update Date/Time	This field display when the request was last updated.
Description	This field displays a description of the request.

Table 15: Waiver Request Fields

6.3 Approve/Deny A-School

To process a pending A-School request for an Applicant, set the **Approval Type** field to A-School, **Display** field to Pending and **Submitted Date** range to your choice, and click the icon. When the list of applicants displays, click on an Applicant's name. The A-School Request page will display with any requested A-School. All of the fields on this page are pre-populated with the information entered by the Recruiter when the request was submitted, except for the **Assigned A-School Date** which the **Reservation Specialist** (or **A-School Specialist**) is required to fill out before the **A-School Request** can be **Accepted** or **Denied**.

Clicking the Cancel button only cancels the page and does not cancel the request. Use Decline to cancel a request. Clicking the Pending button changes the request status back to pending.

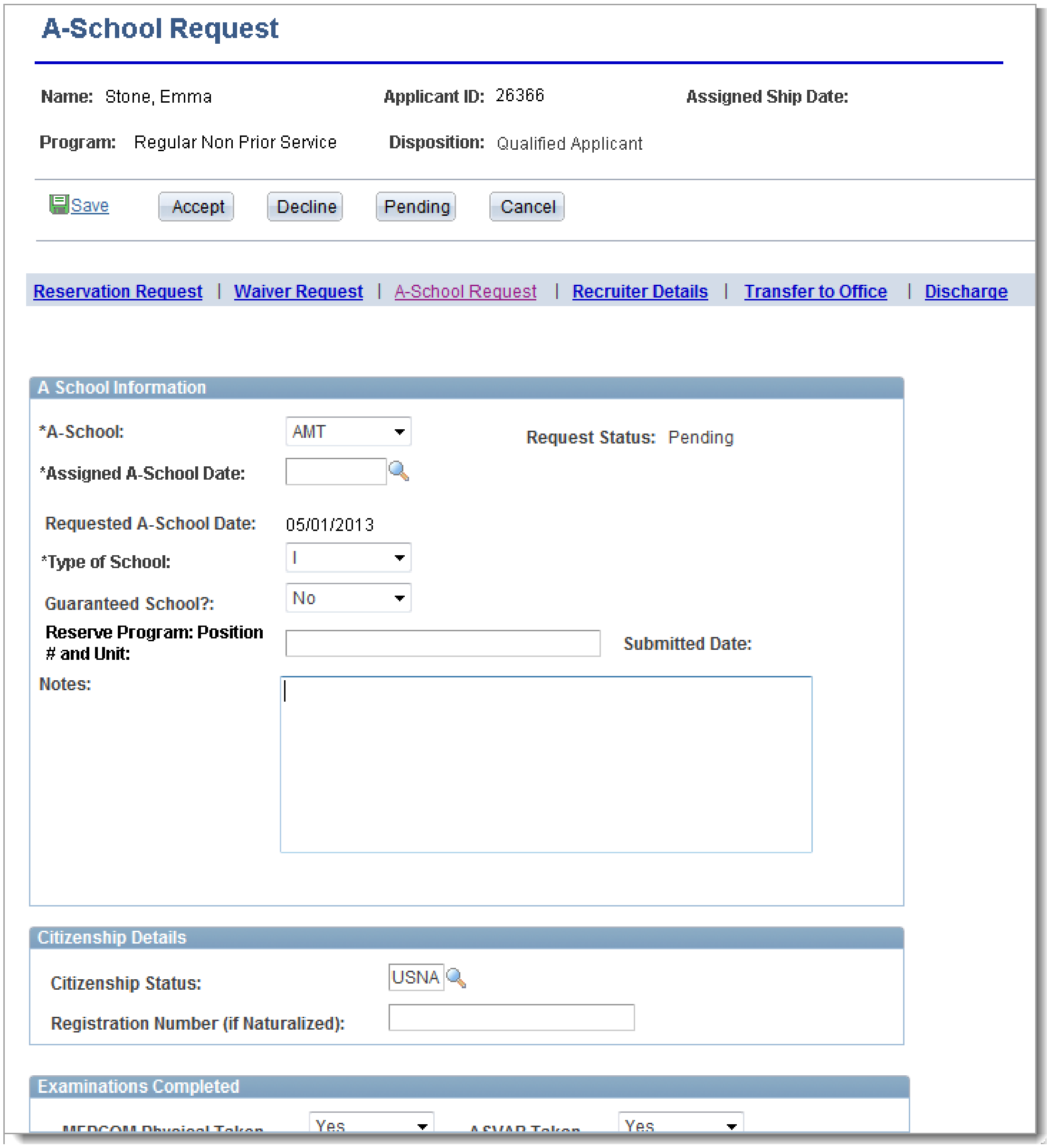


Figure 79: A-School Request Tab

6.4 Prepare for Hire

The **Prepare for Hire** step is necessary so that Cape May can hire the applicants into the Direct Access HR system which can only be performed after an applicant's Reservation Request has been accepted. This step pushes applicants to the 'Manage Hires' page where Cape May SPOs select the applicant to be hired. As a result, this transaction should only be performed on applicants after confirming that they will be present for their ship date. If an applicant was prepared for hire but failed to appear to boot camp, the Cape May SPO can simply ignore this applicant on the Manage Hires page.

In the Reservations Workspace, set the **Approval Type** to Reservations, **Display** to Approved, and **Submitted Date** range to your choice, and click the icon. This will display all applicants whose reservation request was accepted and disposition is Reserved. When a list of applicants displays, click on the **Reserved** disposition link. The **Prepare for Hire** page will display.

All fields on this page will default to a value based on data entered by the Recruiter and Reservation Specialist. Once the information is reviewed, the applicant can be prepared for hire. Click the **Save & Submit Request to HR** button to push the applicant to the **Manage Hires** page. Upon submission, the Applicant's disposition will automatically be updated to **Ready to Hire** by the system.

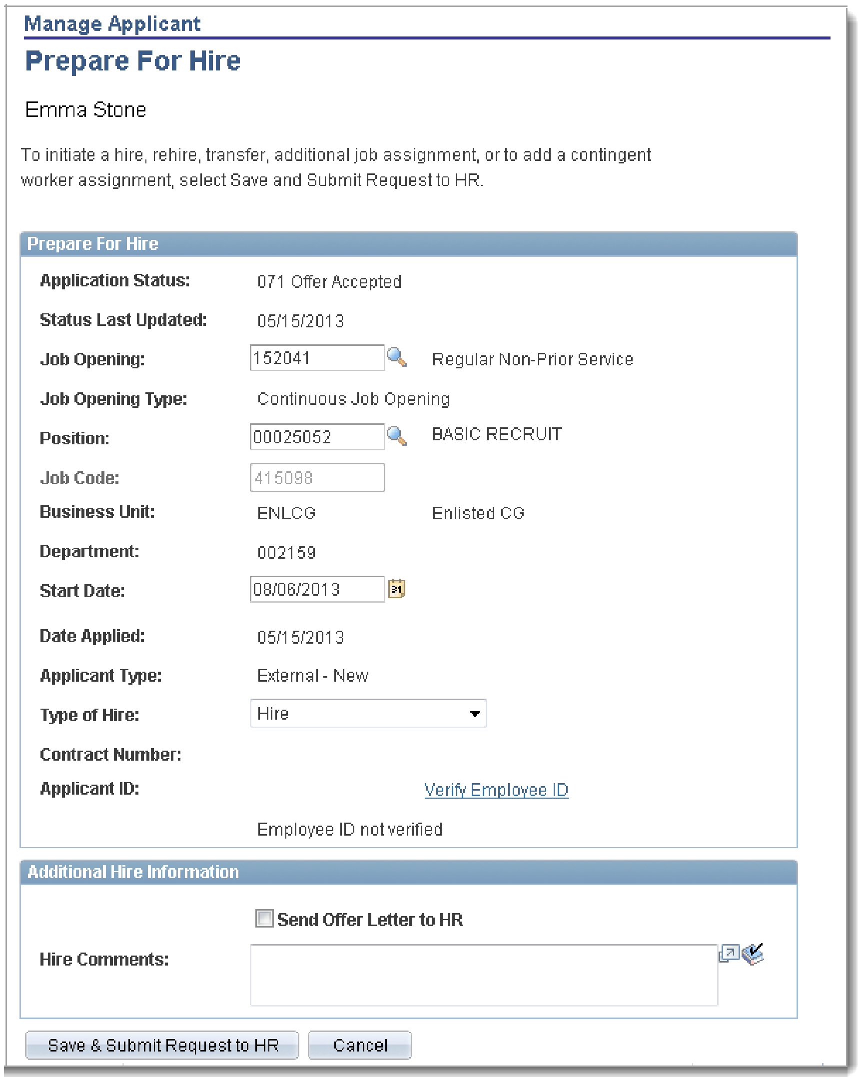


Figure 80: Prepare for Hire

This table displays the **Prepare for Hire** page field names with a brief description of what type of data the field requires.

Field Name	Field Description
Application Status	The current disposition of the Applicant (Offer Accepted = Reserved). Field is defaulted and read-only.
Status Last Updated	The date when the applicant was updated to the current disposition. Field is defaulted and read-only.
Job Opening	The job opening associated with the Program. Field is defaulted. Do not change.
Job Opening Type	The type of program job opening. Field is defaulted and read-only.

Field Name	Field Description
Position	The position (BCN) for the applicant. Field is defaulted. Change if necessary.
Job Code	The job code associated with the position. Field is defaulted and read-only.
Business Unit	The business unit associated with the position. Field is defaulted and read-only.
Department	The department associated with the position. Field is defaulted and read-only.
Start Date	The approved ship date for the applicant. Field is defaulted. Change if necessary.
Date Applied	The date when the applicant was added to DARS.
Applicant Type	The type of applicant. Field is defaulted and read-only.
Type of Hire	The type of hire for the applicant. Field is defaulted. Do not change.
Send Offer Letter to HR	Not used.
Comments	Enter any comments. These comments will display on the Manage Hires page when the Applicant is hired by the Cape May SPO.
Verify Employee ID	Not used.
Contract Number	Not used.
Applicant ID	Not used.

Table 16: Prepare for Hire Fields

6.5 View Recruiter Details

To view the **Recruiter Details** of the Applicant click on the Applicant's name and click on the **Recruiter Details** tab. This tab displays the Recruiter that submitted the **Reservation Request** for the Applicant. The fields on this tab are pre-populated and are read only.

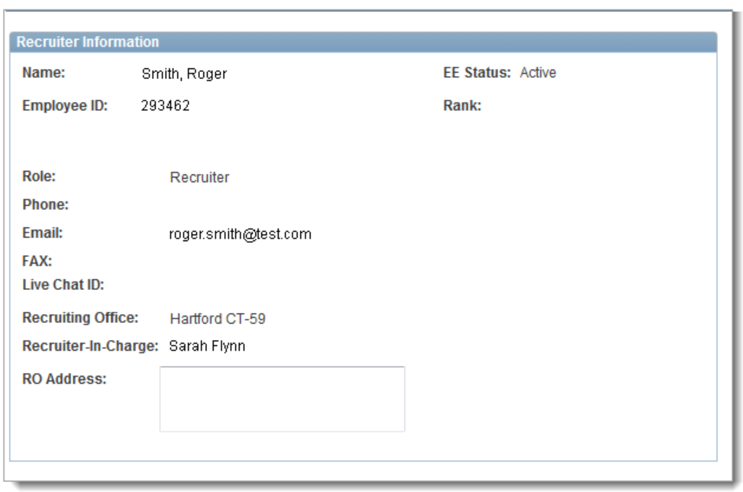


Figure 81: Recruiter Details Tab

6.6 Transfer to Office

To transfer an Applicant to another recruiting office, select the Applicant to be transferred from the **Reservation Workspace** and click on the **Transfer to Office** link. There are three areas that are required to be filled out by the Reservation Specialist before the Applicant can be successfully transferred. Once the notes are entered into the Notes section, click on the icon on the upper right hand corner of the Notes text box to run spell check.

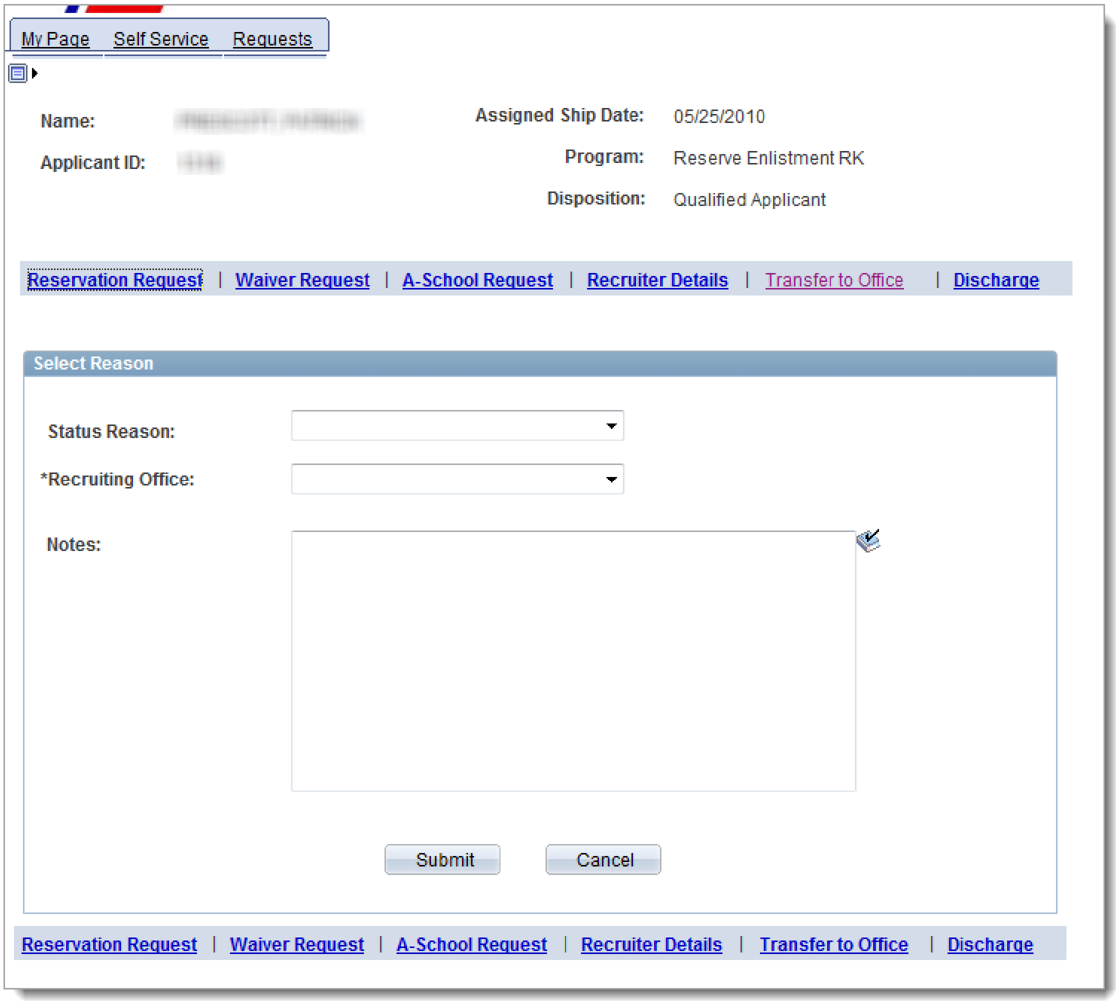


Figure 82: Transfer to Office Tab

This table displays the Transfer to Office tab field names with a brief description of what type of data the field requires.

Field Name	Field Description
Reason	Select a reason for transferring the Applicant- Courtesy Ship, Pending, Transfer, Transmitted
Recruiting Office	Select the location of the Receiving Recruiting Office.
Notes	Enter any notes for the RIC to view.

Table 17: Transfer to Office Tab Fields

6.7 Discharge an Applicant

To **Discharge** an Applicant, select the Applicant to be discharged from the **Reservation Workspace** and click on the **Discharge** tab. Applicants can only be discharged if they have been shipped (they must be in "Approved" reservations/Ready to Hire/Hired" status).

This tab contains two areas that are required to be filled out before the Applicant can be discharged. Once the notes are entered click on in upper right corner of the **Notes** text box to run spell check then click **Submit**.

Upon submission, the Applicant's disposition will automatically be updated to **Discharged** by the system.

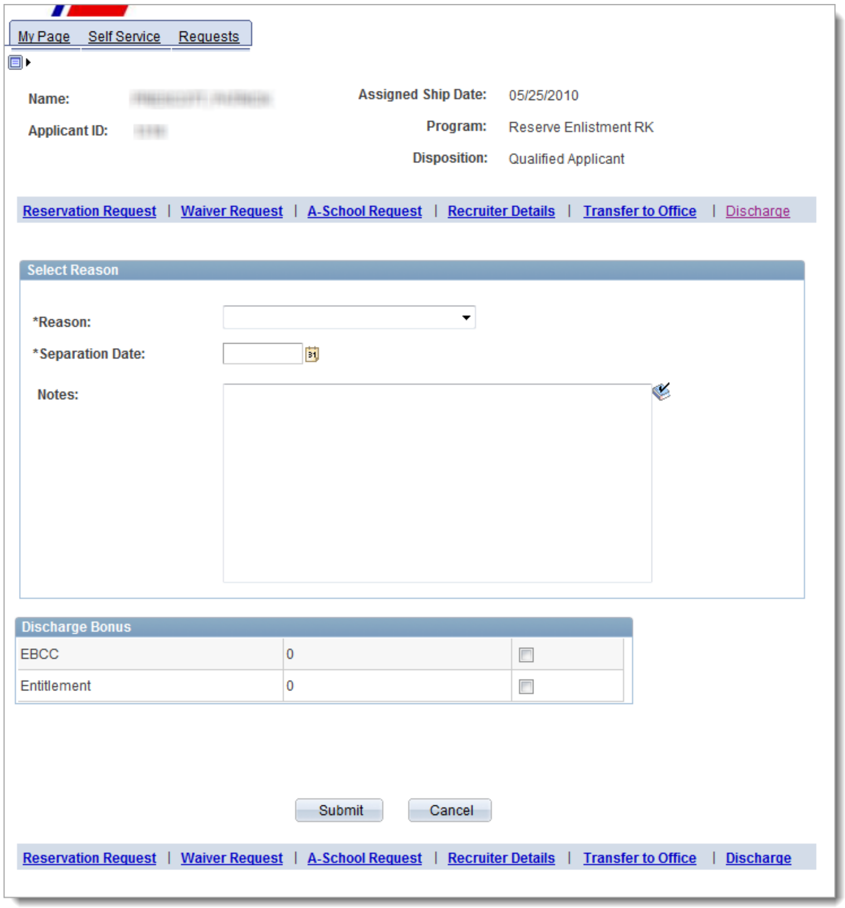


Figure 83: Discharge an Applicant

Below are the fields on the **Discharge** page with a description of what data it requires.

Field Name	Field Description
Reason	Select reason or discharge from drop down.
Separation Date	Click on calendar icon to select the date of discharge.
Notes	Enter details for discharge.
EBCC	EBCC that needs to be recouped.
Entitlement	The entitlement that needs to be recouped.

Table 18: Discharge Page Fields

6.0 Reports

Reports can be accessed from the portal. There two types of reports with each requiring slightly different steps to run. The two types are:

- Query
- Process Scheduler

Query reports display results right on the page and can be downloaded to an Excel file, CSV Text file, or an XML file. Process Scheduler reports are in a predefined file format (Excel or CSV) and deposits the file into a Report Repository. To view the report output for Process Scheduler report, the file must be selected from the 'My Reports' portal pagelet.

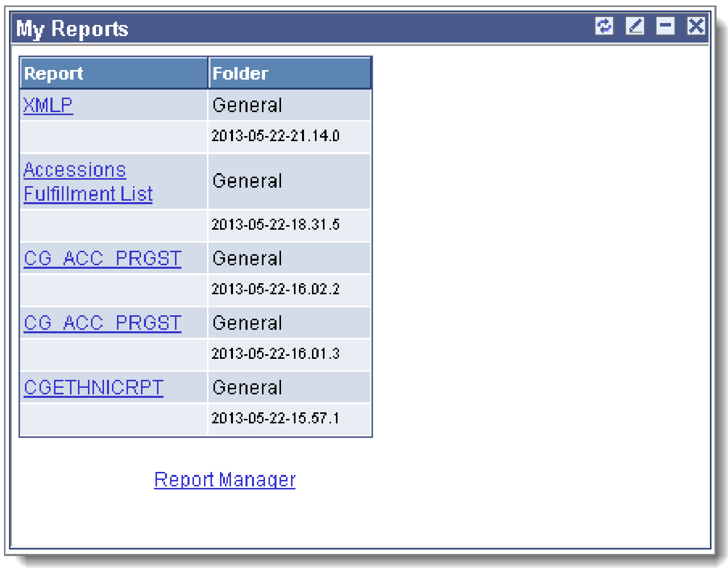


Figure 84: My Reports Portal Pagelet

When the report is selected from the My Reports pagelet, the Report Repository page is displayed. You may see two output files for some reports in the My Reports pagelet. In these cases, the correct output file is the file that contains either an .xls or .csv file extension. The file with the extension of .stdout may also appear. This file shows general process information and does not contain any data related to the report. (the Report Manager link displays the reports in a list format).

> The My Reports pagelet shows your 5 most recent report outputs. To view a report that is not outside of the most 5 recent, click on the Report Manager link. This will display all reports in a tree format.

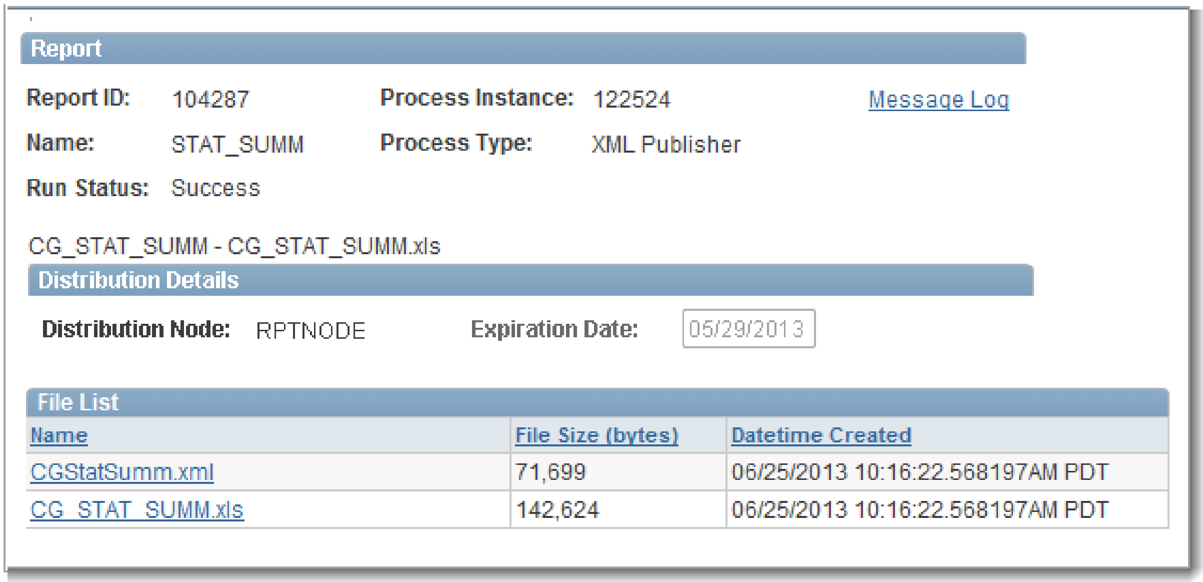


Figure 85: Report Repository Page

7.1 A-School Summary – Detailed Report

1. Click on the **A-School Summary – Detailed** report link from the portal.

Figure 86: A-School Summary - Detailed Report

2. Enter the report parameters and click **View Results**.

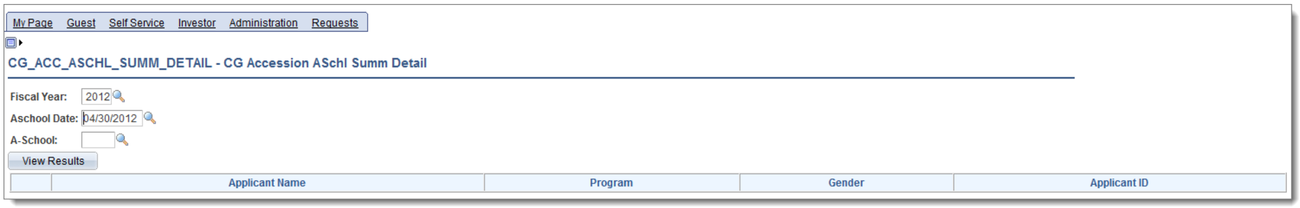


Figure 87: A-School Summary - Detailed Report Parameters

3. The report results are listed below.

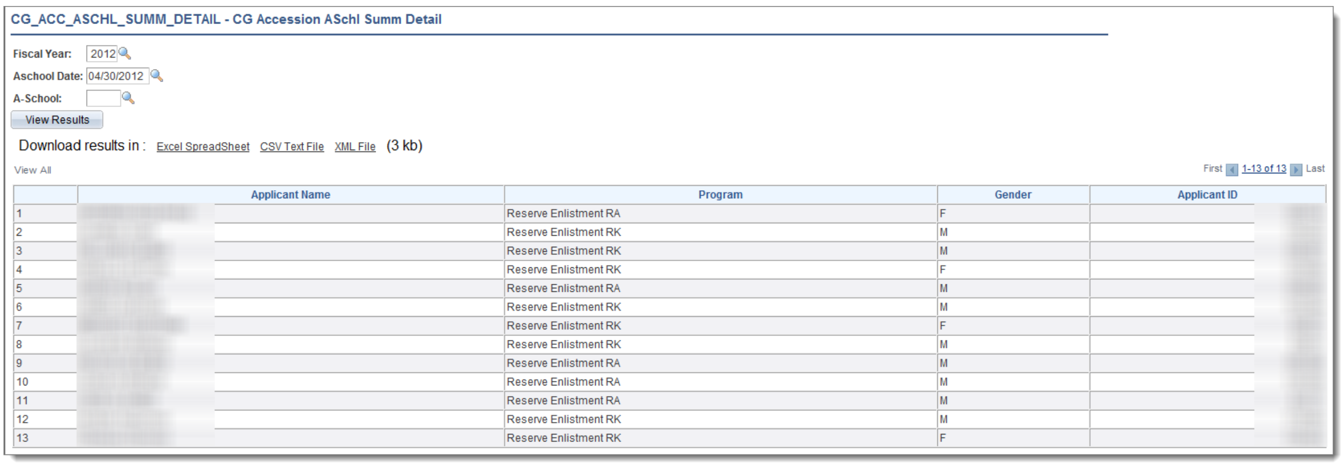


Figure 88: A-School Summary – Detailed Results

7.2 A-School Summary Report

1. Click on the **A-School Summary** report link from the portal.

Figure 89: Accessions Reports

2. Click on the icon to select a date.

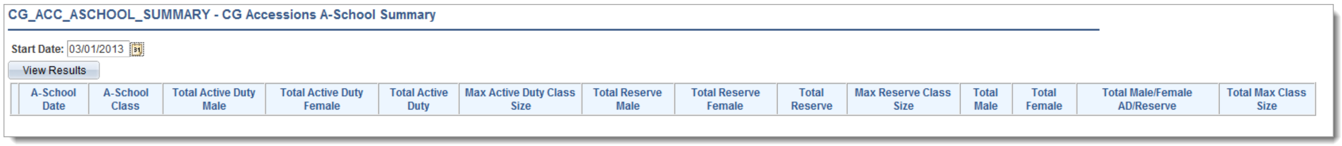


Figure 90: A-School Summary

3. Click **View Results** to display the search results.

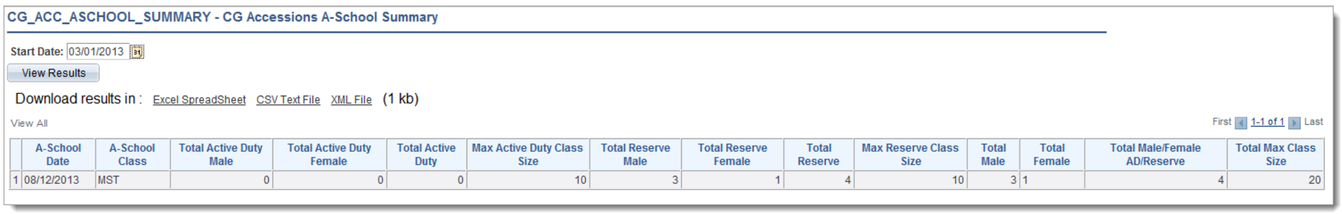


Figure 91: A-School Summary Report Results

7.3 Bonus Extract Report

1. Click on the **Bonus Extract** report link.

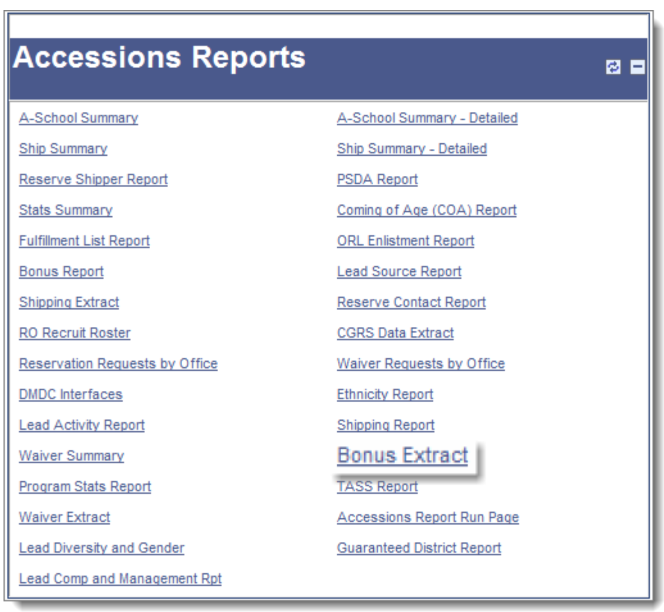


Figure 92: Bonus Extract Report Link

2. Enter the report parameters and click **View Results**.

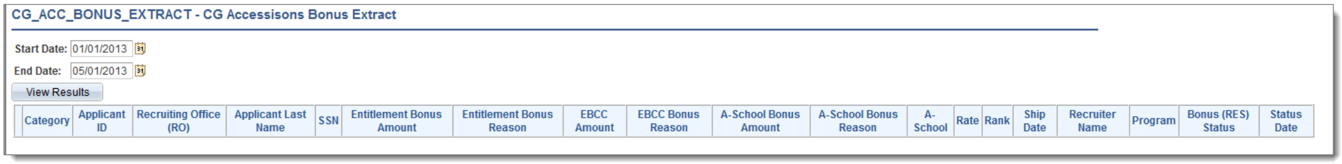


Figure 93: Bonus Extract Report Parameters

3. The results are displayed below.

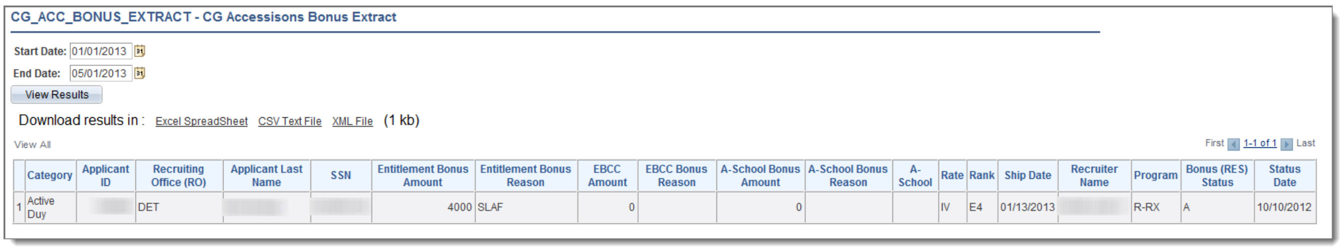


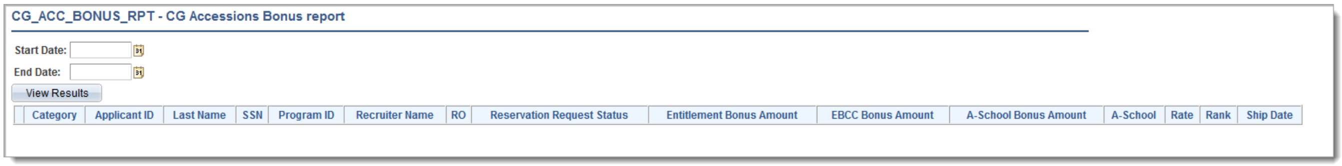
Figure 94: Bonus Extract Report Results

7.4 Bonus Report

1. Click on the **Bonus Report** link.

Figure 95: Bonus Report Link

2. Click on 31 to select a **Start Date** and **End Date**.



CG_ACC_BONUS_RPT - CG Accessions Bonus report

Start Date:

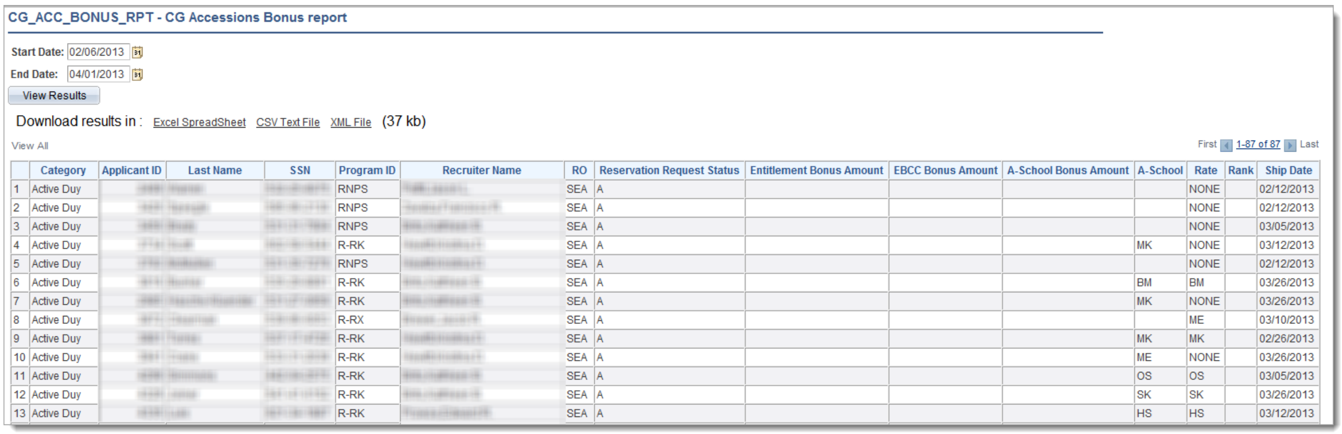
End Date:

View Results

	Category	Applicant ID	Last Name	SSN	Program ID	Recruiter Name	RO	Reservation Request Status	Entitlement Bonus Amount	EBCC Bonus Amount	A-School Bonus Amount	A-School	Rate	Rank	Ship Date

Figure 96: Bonus Report Parameters

3. Click on **View Results** to display the results.



CG_ACC_BONUS_RPT - CG Accessions Bonus report

Start Date: 02/06/2013

End Date: 04/01/2013

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (37 kb)

View All

First 1-87 of 87 Last

	Category	Applicant ID	Last Name	SSN	Program ID	Recruiter Name	RO	Reservation Request Status	Entitlement Bonus Amount	EBCC Bonus Amount	A-School Bonus Amount	A-School	Rate	Rank	Ship Date
1	Active Duy	[illegible]	[illegible]	[illegible]	RNPS	[illegible]	SEA	A					NONE		02/12/2013
2	Active Duy	[illegible]	[illegible]	[illegible]	RNPS	[illegible]	SEA	A					NONE		02/12/2013
3	Active Duy	[illegible]	[illegible]	[illegible]	RNPS	[illegible]	SEA	A					NONE		03/05/2013
4	Active Duy	[illegible]	[illegible]	[illegible]	R-RK	[illegible]	SEA	A				MK	NONE		03/12/2013
5	Active Duy	[illegible]	[illegible]	[illegible]	RNPS	[illegible]	SEA	A					NONE		02/12/2013
6	Active Duy	[illegible]	[illegible]	[illegible]	R-RK	[illegible]	SEA	A				BM	BM		03/26/2013
7	Active Duy	[illegible]	[illegible]	[illegible]	R-RK	[illegible]	SEA	A				MK	NONE		03/26/2013
8	Active Duy	[illegible]	[illegible]	[illegible]	R-RX	[illegible]	SEA	A					ME		03/10/2013
9	Active Duy	[illegible]	[illegible]	[illegible]	R-RK	[illegible]	SEA	A				MK	MK		02/26/2013
10	Active Duy	[illegible]	[illegible]	[illegible]	R-RK	[illegible]	SEA	A				ME	NONE		03/26/2013
11	Active Duy	[illegible]	[illegible]	[illegible]	R-RK	[illegible]	SEA	A				OS	OS		03/05/2013
12	Active Duy	[illegible]	[illegible]	[illegible]	R-RK	[illegible]	SEA	A				SK	SK		03/26/2013
13	Active Duy	[illegible]	[illegible]	[illegible]	R-RK	[illegible]	SEA	A				HS	HS		03/12/2013

Figure 97: Bonus Report Results

7.5 CGRS Data Extract Report

1. Click on the **CGRS Data Extract** report link.

Figure 98: CGRS Data Extract Report

2. Enter report parameters by clicking on the field prompts and selecting a value.

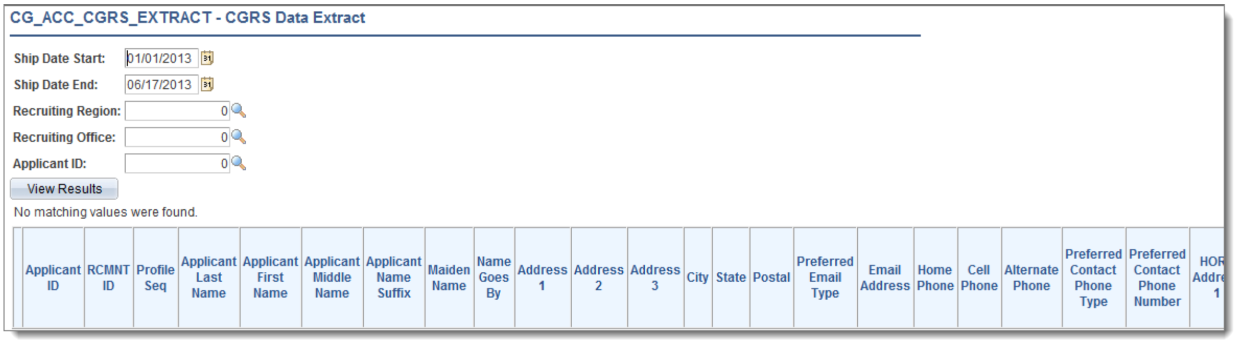


Figure 99: CGRS Data Extract Report Parameters

3. Click on **View Results** to display the results.

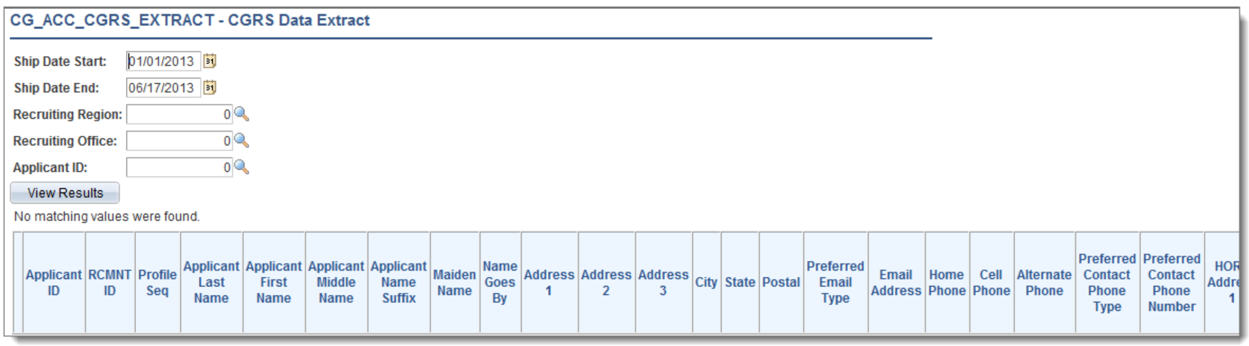


Figure 100: CGRS Data Extract Report Output

7.6 Coming of Age (COA) Report

1. Click on the **Coming of Age (COA) Report** link.

Figure 101: COA Report Link

2. Click on the icon to select a **Start Date** and **End Date**.

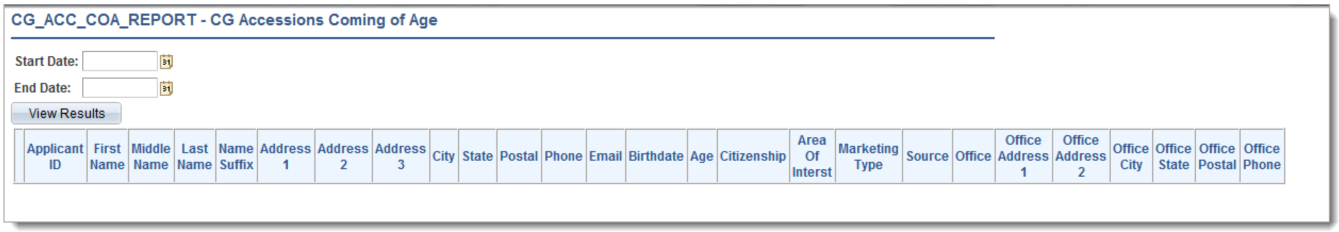


Figure 102: COA Report Parameters

3. Click on **View Results** to display the search results

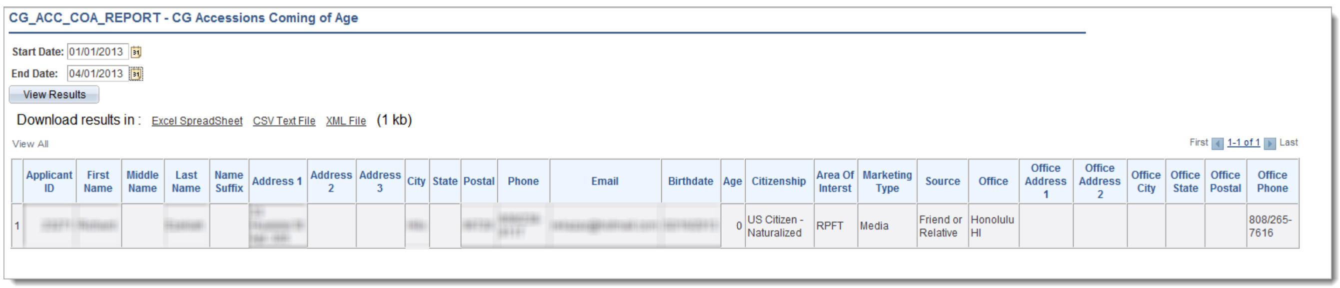


Figure 103: COA Report Results

7.7 DMDC Report

1. Click on the **DMDC Interfaces** report link.

Figure 104: DMDC Interfaces Report

2. Click on **Add a New Value**. The **Run Control ID** must not contain spaces. Click **Add**.

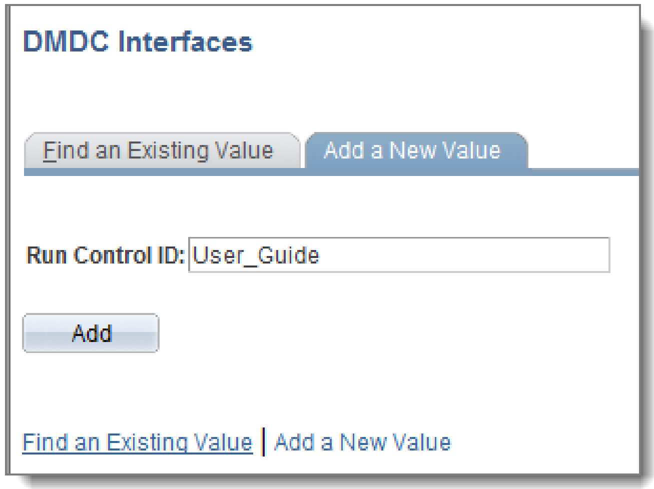


Figure 105: DMDC Interface Run Control ID

3. Enter the report parameters and click **Run**.

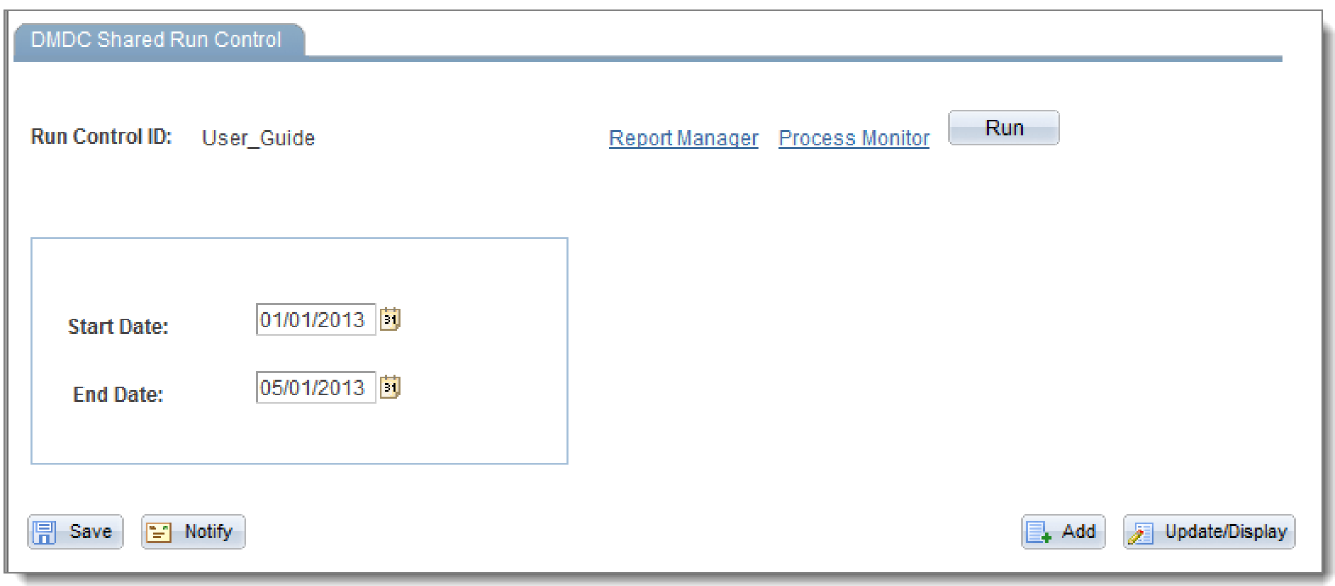


Figure 106: DMDC Report Parameters

4. On this page, click **OK**. If more than one report is listed, select the checkbox for the DMDC Report and then click **OK**. No other fields need to be entered. Server Name can be left blank if none is defaulted.

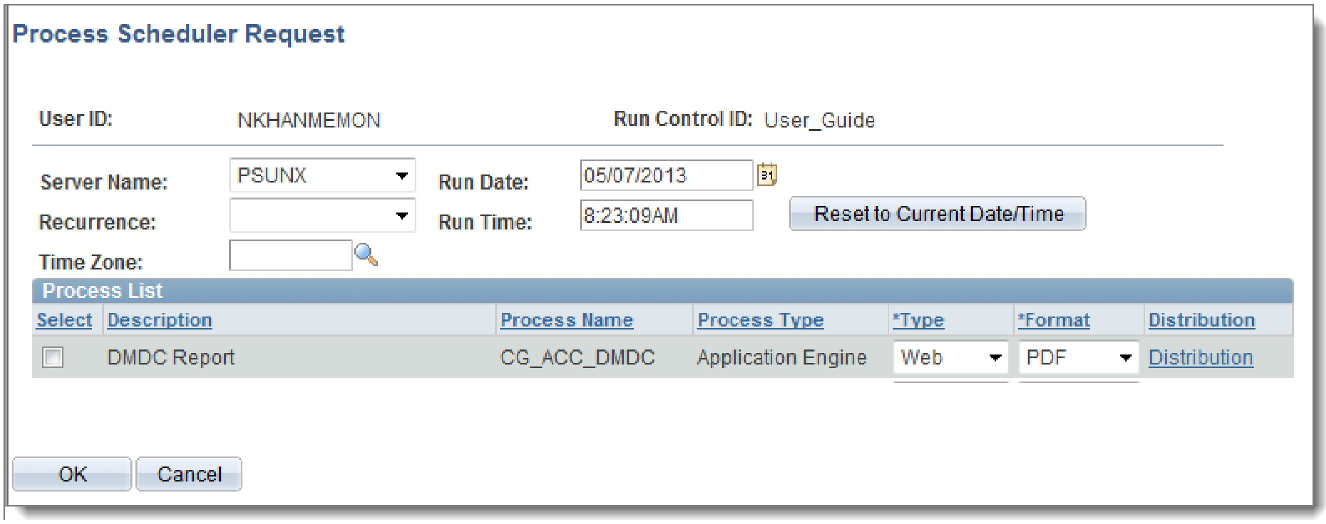


Figure 107: Process Scheduler Page

5. Click **Process Monitor**.

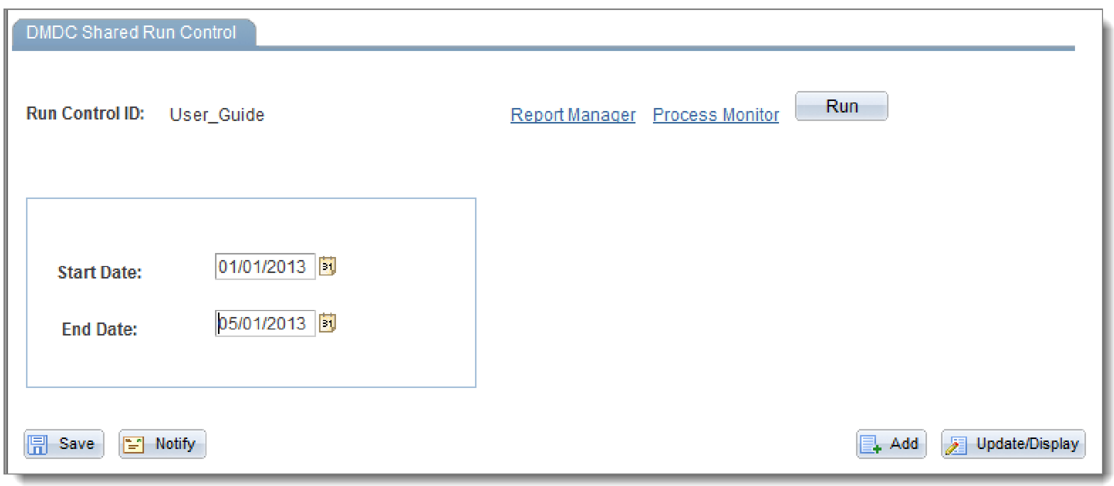


Figure 108: Select Process Monitor

6. On the **Process Monitor** page, click the **Refresh** button until the **Run Status** and **Distribution Status** displays **Success** and **Posted**. The report may take a while depending on the amount of data that the report is extracting. When the report completes, the output will be sent to the report repository on your Portal homepage.

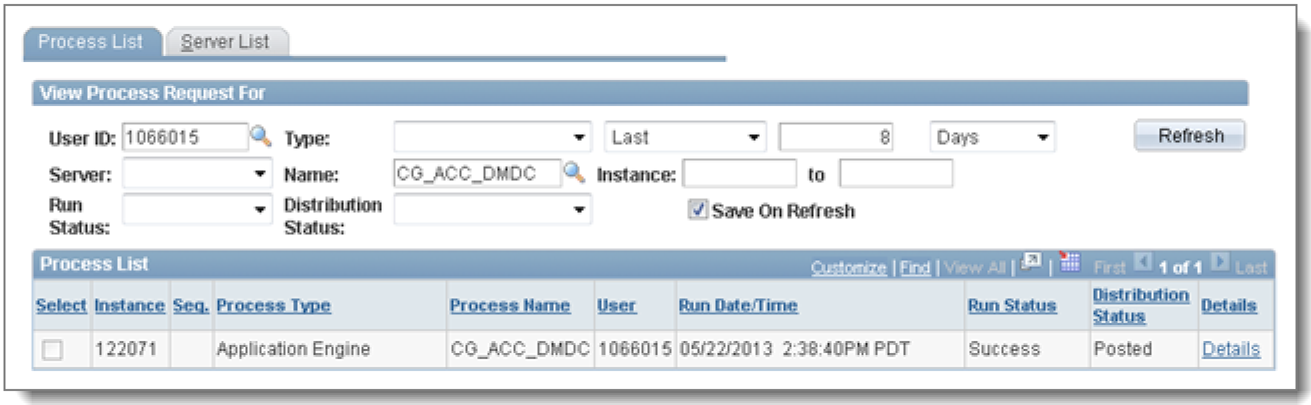


Figure 109: Process Monitor Page

7. After the Run Status and Distribution Status displays Success and Posted, navigate to the Portal homepage and select the report in the My Reports portal pagelet. See Section 7.0 to view Process Scheduler reports.

7.8 Fulfillment List Report

1. Click on the **Fulfillment List Report** link.

Figure110: Fulfillment List Report Link

2. Click on the icon to select a **Referral Date**.

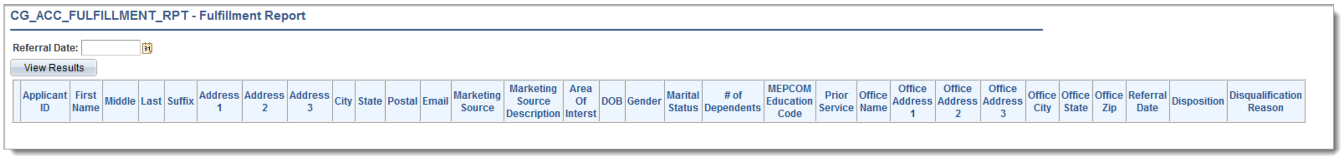


Figure 111: Fulfillment List Report Referral Date

3. Click on **View Results** to display the results.

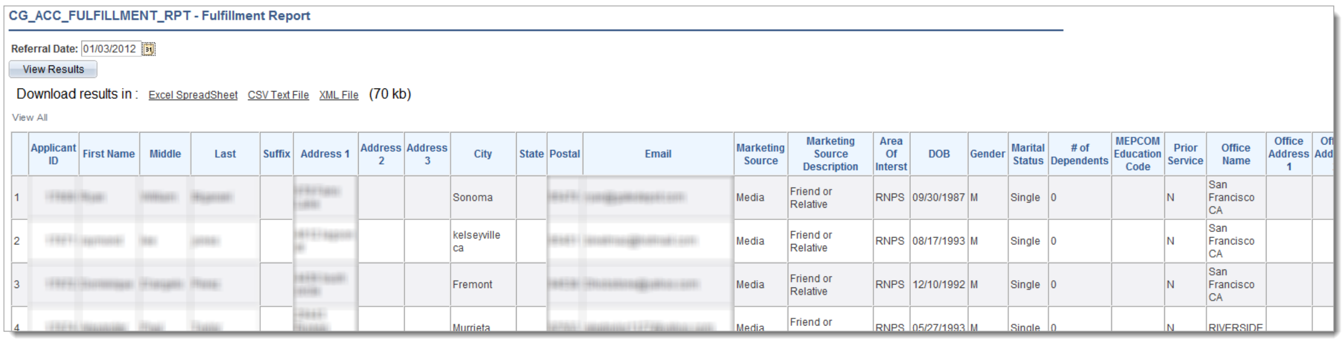


Figure 71: Fulfillment Report Results

7.9 Guaranteed District Report

1. Click on the Guaranteed District Report link from the portal.

Figure 113: Guaranteed District Report Link

2. Refer to Section 7.7 on adding a new run control value. Enter the report parameters and click **Run**.

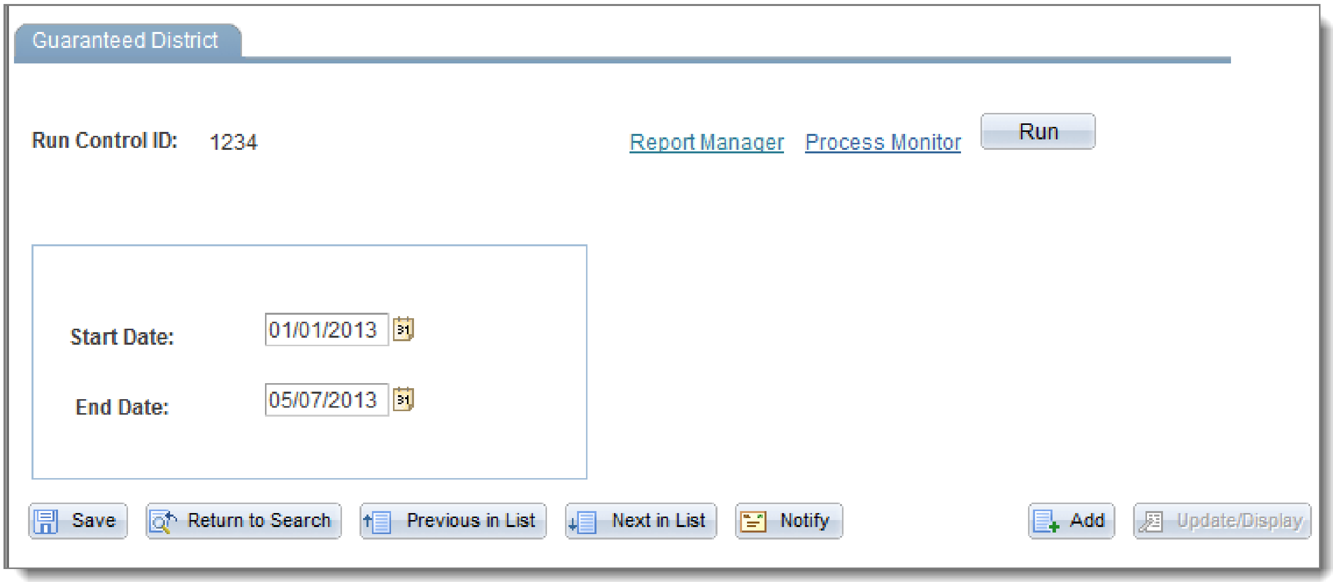


Figure 72: Guaranteed District Report Parameters

3. Click **Ok**.

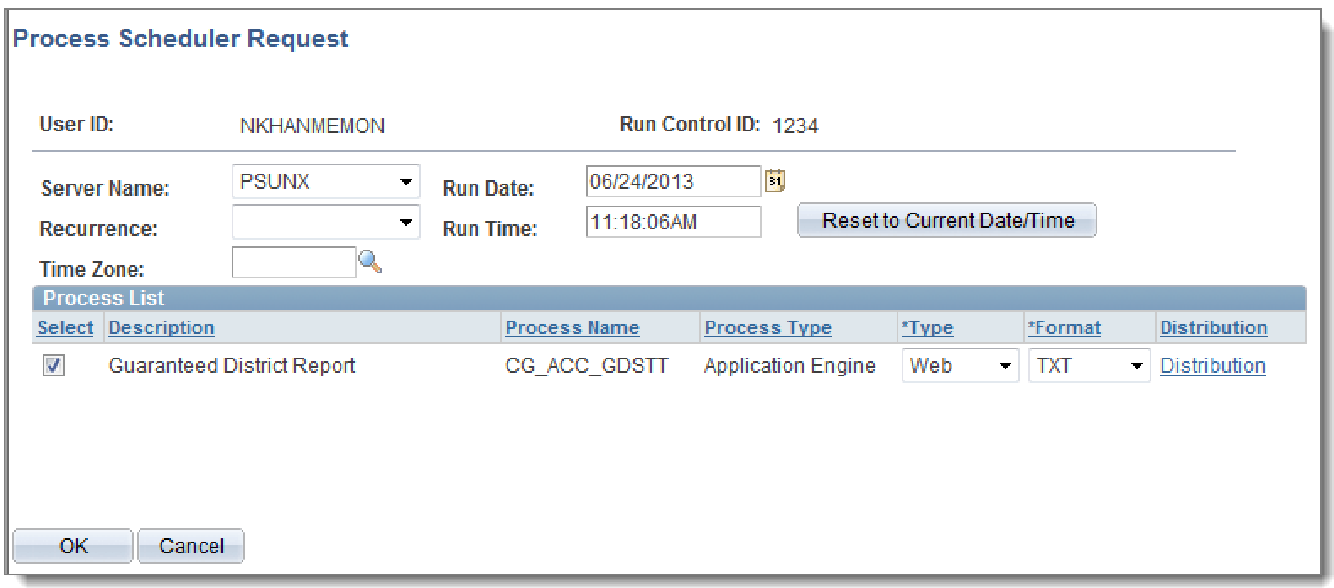


Figure 73: Process Scheduler Request

4. Click **Process Monitor**.

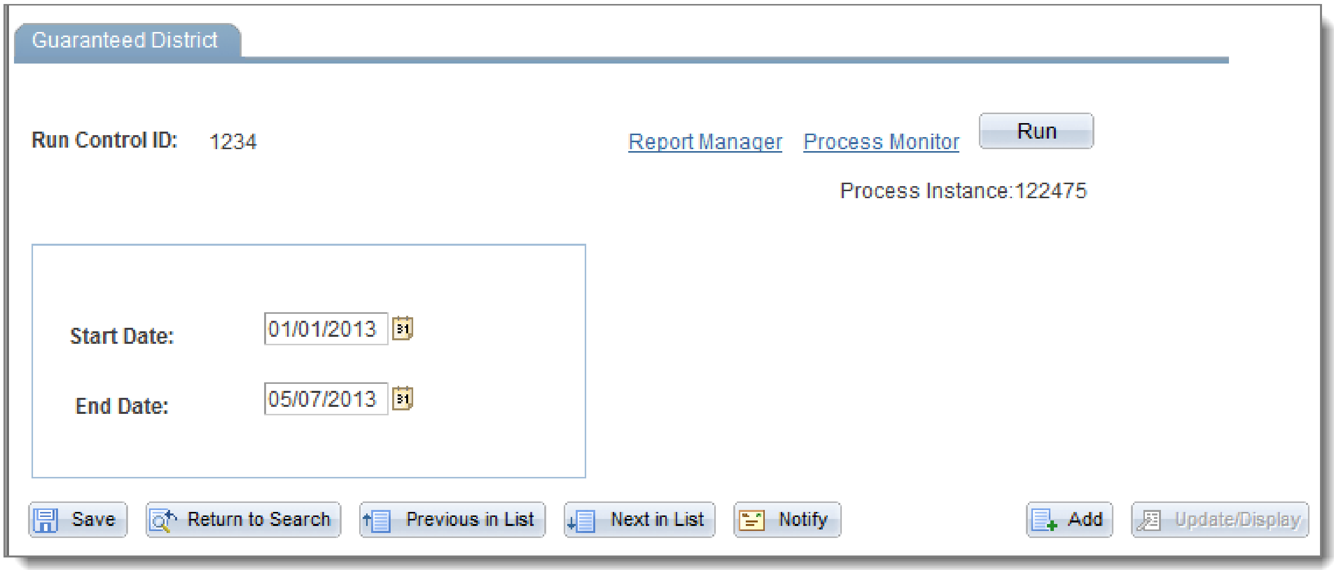


Figure 116 Process Monitor

5. On the **Process Monitor** page, click the **Refresh** button until the **Run Status** and **Distribution Status** displays **Success** and **Posted**. The report may take a while depending on the amount of data that the report is extracting. When the report completes, the output will be sent to the report repository on your Portal homepage.

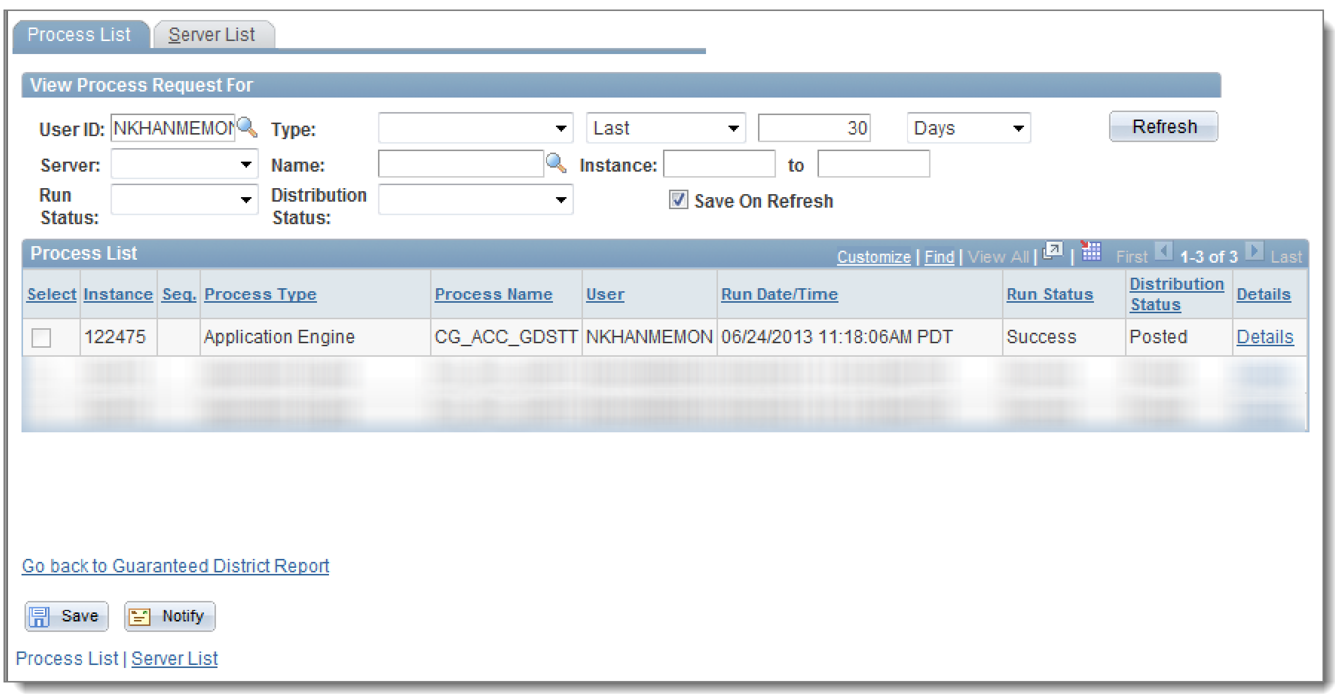


Figure 74: Process Monitor Page

6. After the Run Status and Distribution Status displays Success and Posted, navigate to the Portal homepage and select the report in the My Reports portal pagelet. See Section 7.0 to view Process Scheduler reports.

7.10 Lead Activity Report

1. Click on the **Lead Activity** report link.

Figure 118: Lead Activity Report Link

2. Refer to Section 7.7 on adding a new run control value. Enter the report parameters and click **Ok**.

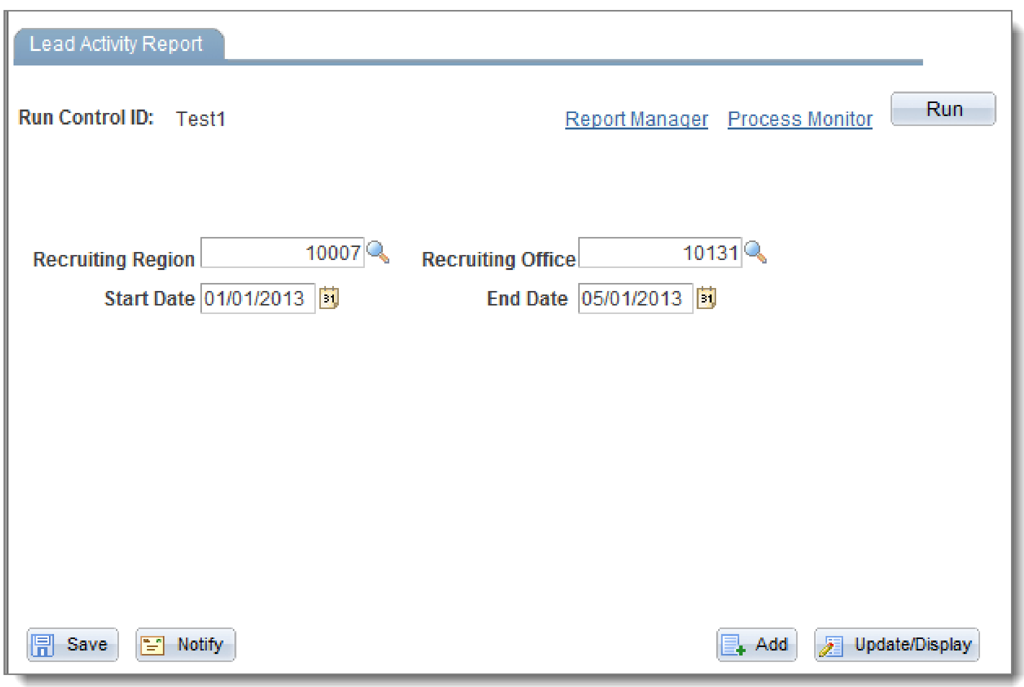


Figure 119: Lead Activity Report Parameters

3. On the Process Scheduler Request page, click **Ok**. No other fields need to be entered. Server Name can be left blank if none is defaulted.

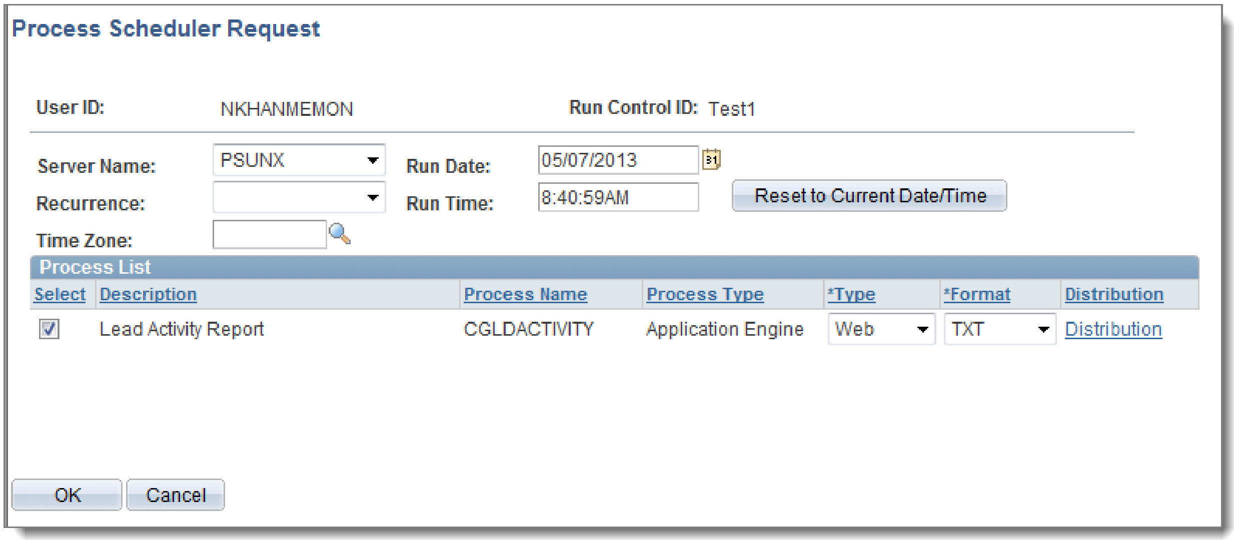


Figure 120: Lead Activity Report Default Server

4. Click **Process Monitor**.

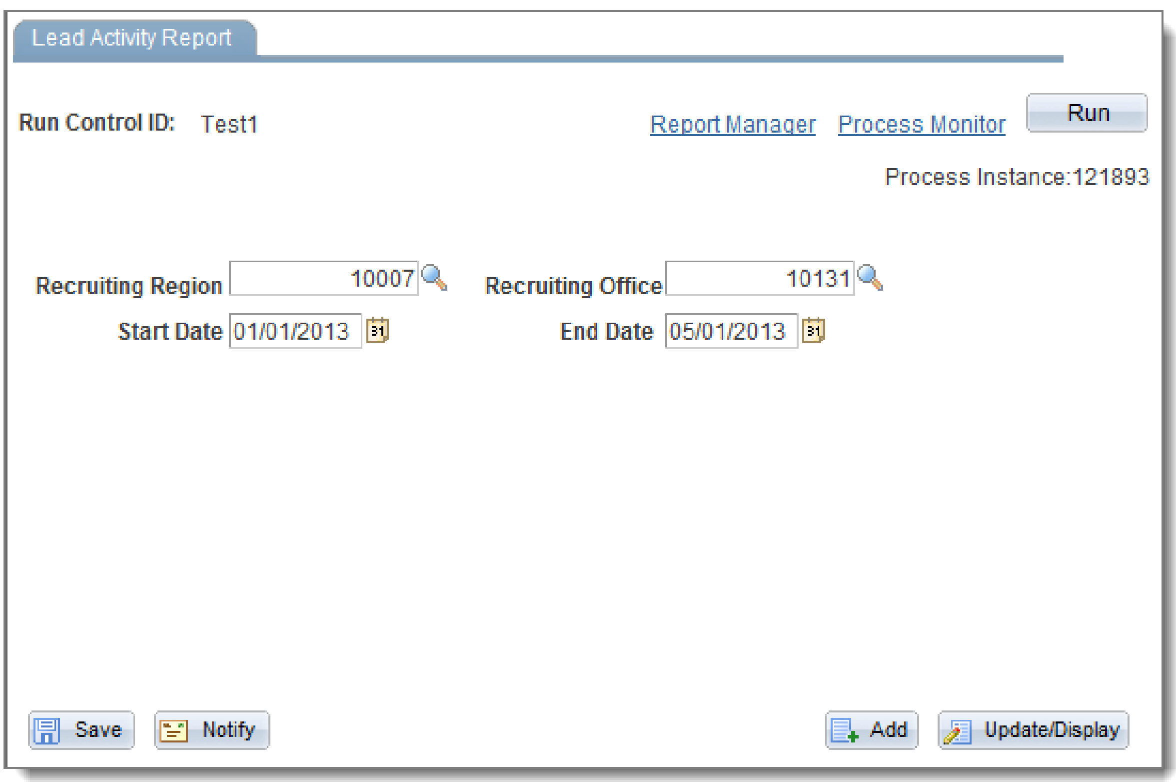


Figure 121: Lead Activity Process Monitor

5. On the **Process Monitor** page, click the **Refresh** button until the **Run Status** and **Distribution Status** displays **Success** and **Posted**. The report may take a while depending on the amount of data that the report is extracting. When the report completes, the output will be sent to the report repository on your Portal homepage.

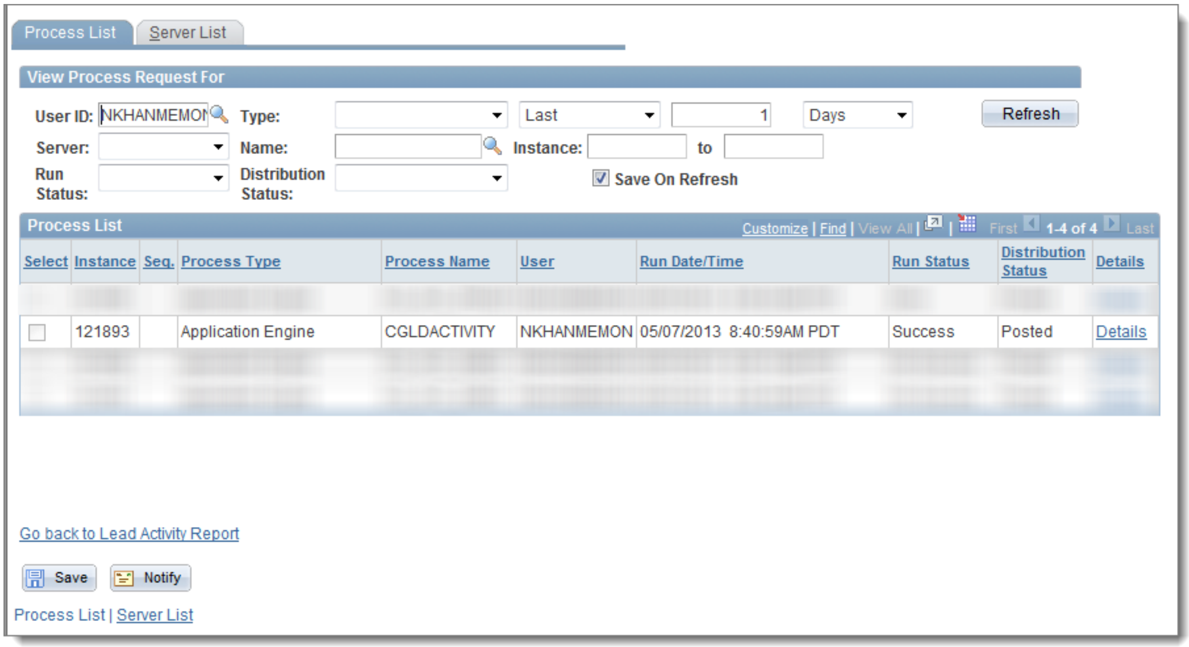


Figure 122: Lead Activity Run Status

6. After the Run Status and Distribution Status displays Success and Posted, navigate to the Portal homepage and select the report in the My Reports portal pagelet. See Section 7.0 to view Process Scheduler reports.

7.11 Lead Composition and Management Report

1. Click on the Lead Composition and Management Rpt link from the portal.

Figure 123: Lead Composition and Management Rpt

2. Refer to Section 7.7 on adding a new run control value. Enter the report parameters and click **Run**.

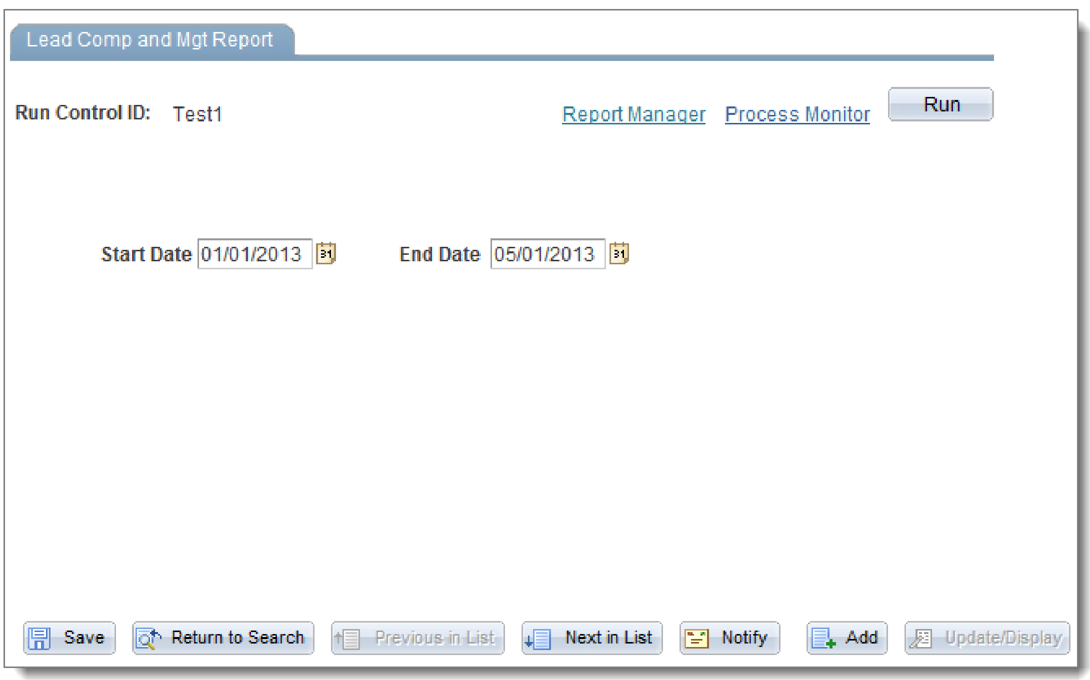


Figure 124: Lead Composition and Management Rpt Parameters

3. Click **Ok.**

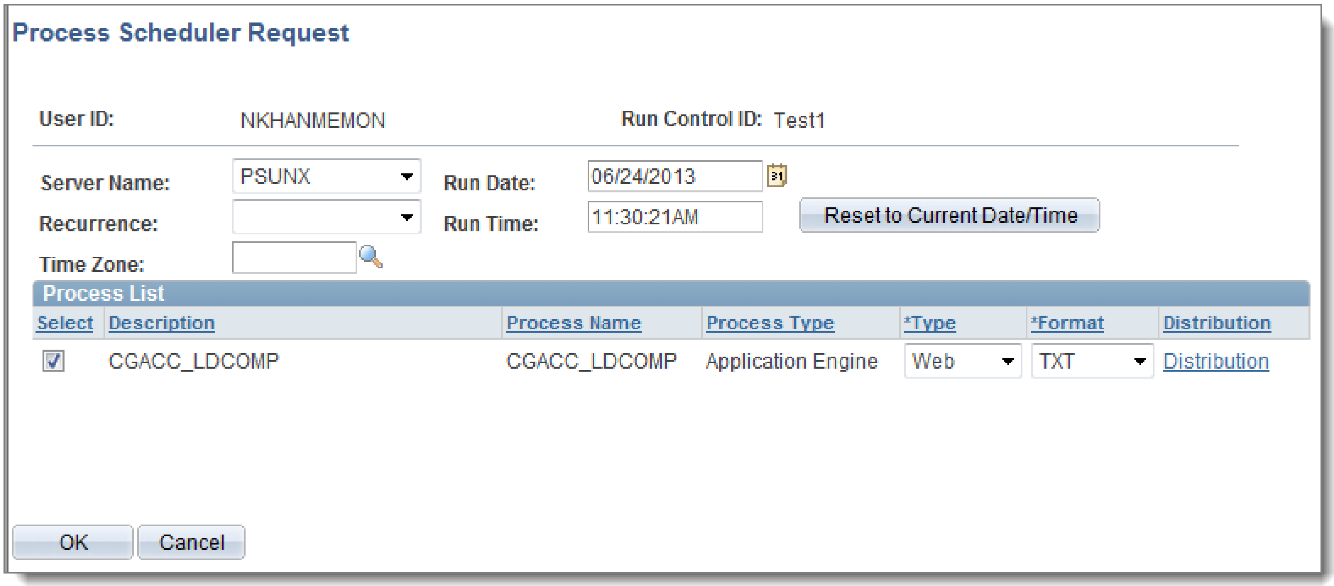


Figure 125: Process Scheduler Request

4. Click **Process Monitor**.

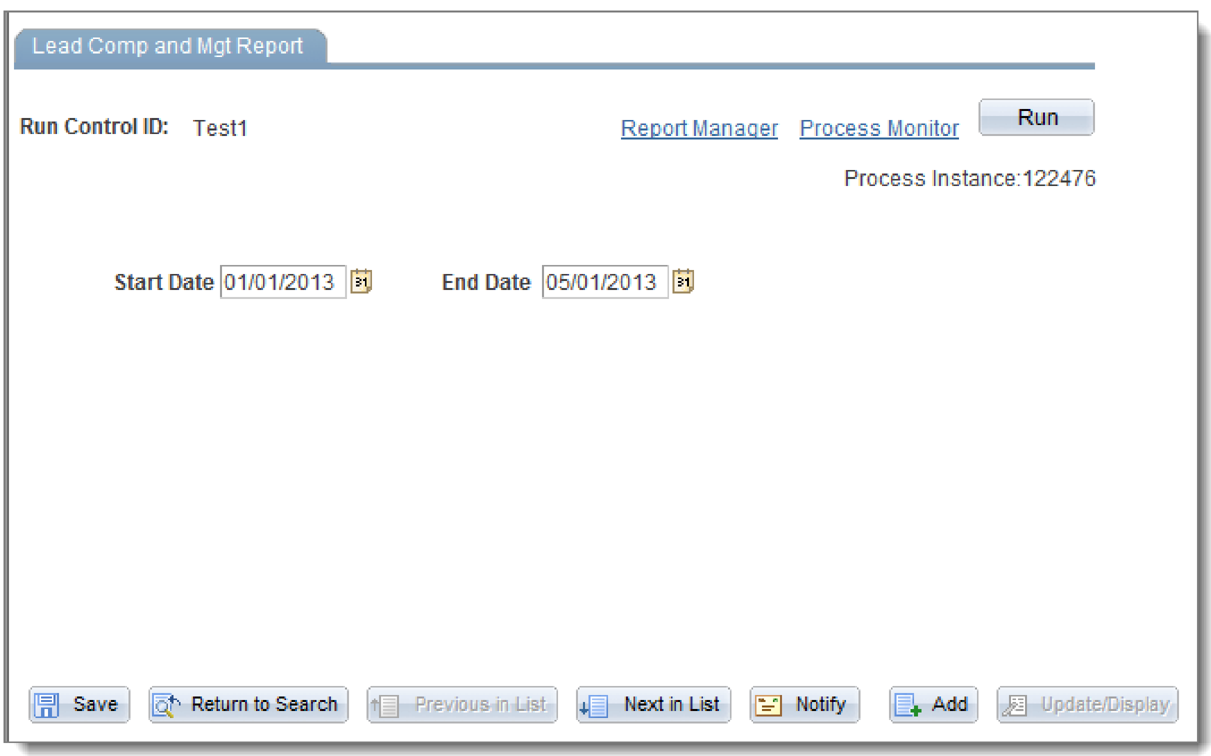


Figure 126: Process Monitor

5. On the **Process Monitor** page, click the **Refresh** button until the **Run Status** and **Distribution Status** displays **Success** and **Posted**. The report may take a while depending on the amount of data that the report is extracting. When the report completes, the output will be sent to the report repository on your Portal homepage.

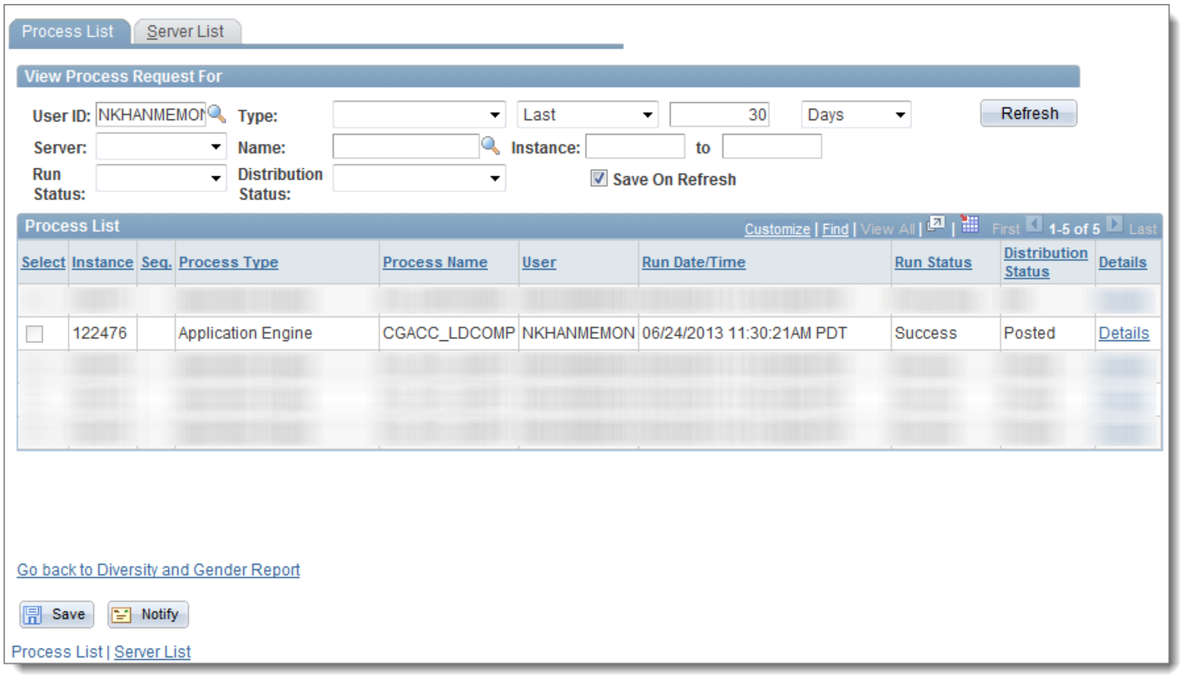


Figure 127: Process Monitor Status

6. After the Run Status and Distribution Status displays Success and Posted, navigate to the Portal homepage and select the report in the My Reports portal pagelet. See Section 7.0 to view Process Scheduler reports.

7.12 Lead Diversity and Gender Report

1. Click on the Lead Diversity and Gender report link from the portal.

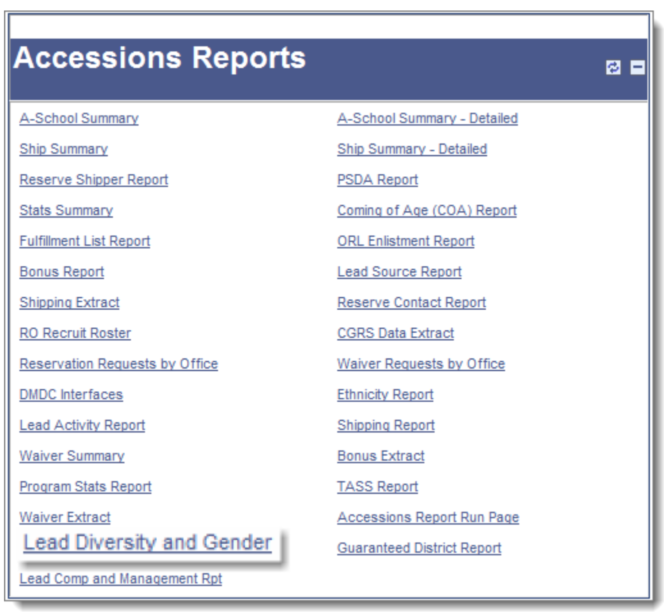


Figure 128: Lead Diversity and Gender Report

2. Refer to Section 7.7 on adding a new run control value. Enter the report parameters and click **Run**.

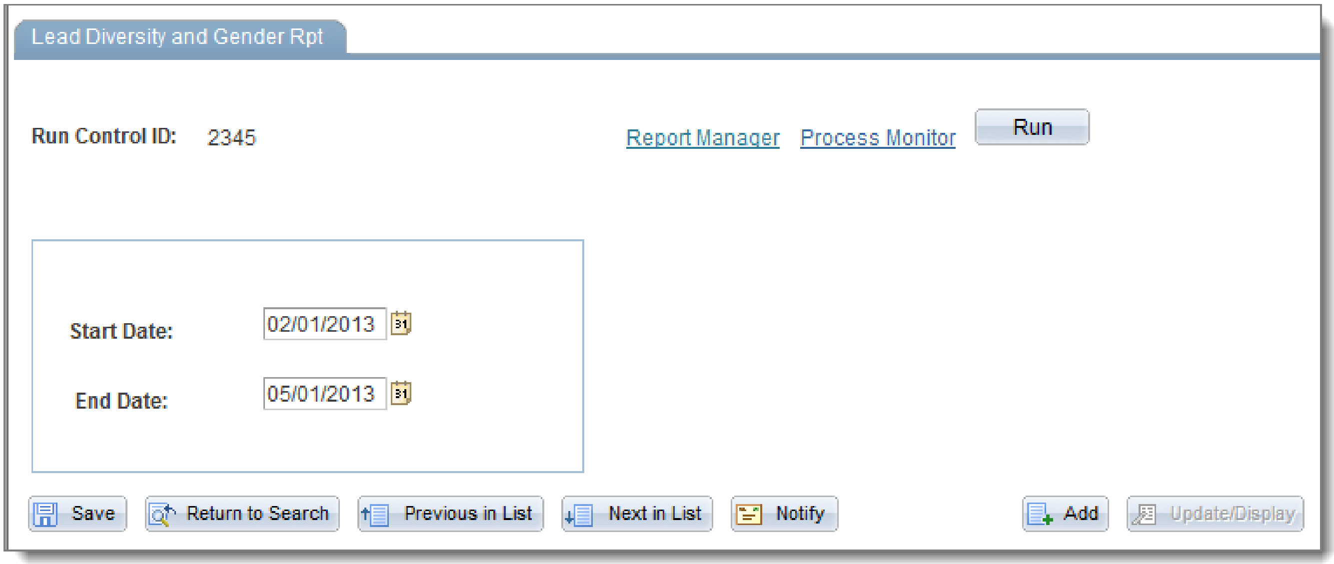


Figure 129: Lead Diversity and Gender Report Parameters

3. Click **Ok**.

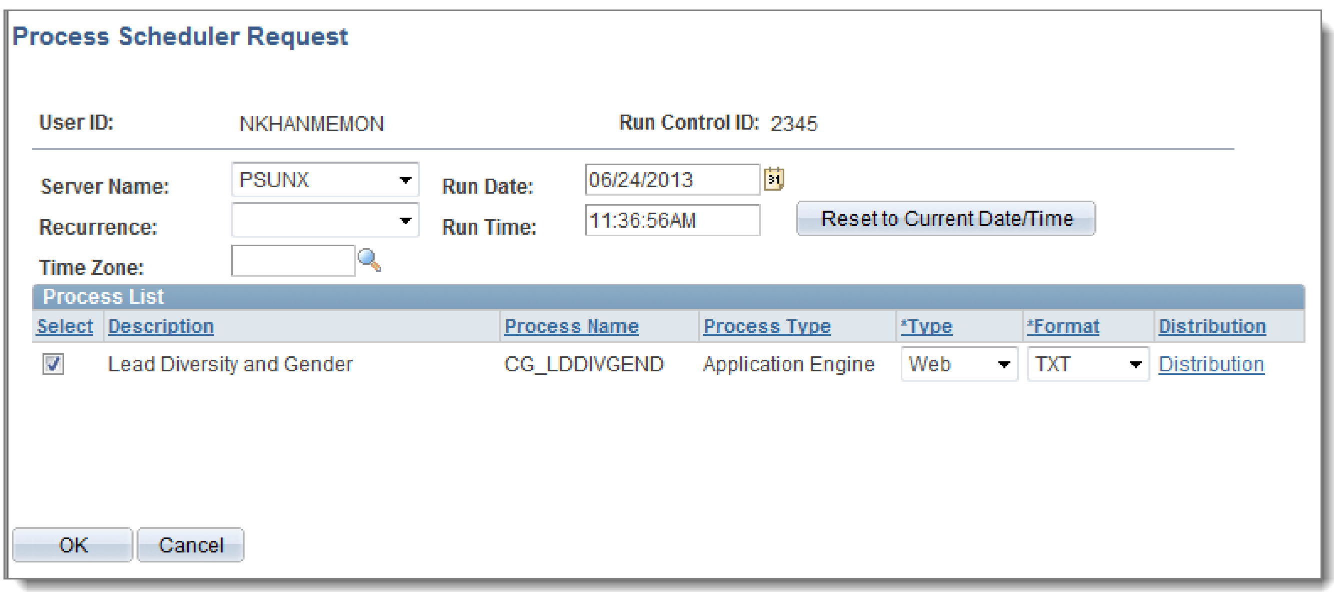


Figure 130: Process Scheduler Request

4. Click **Process Monitor**.

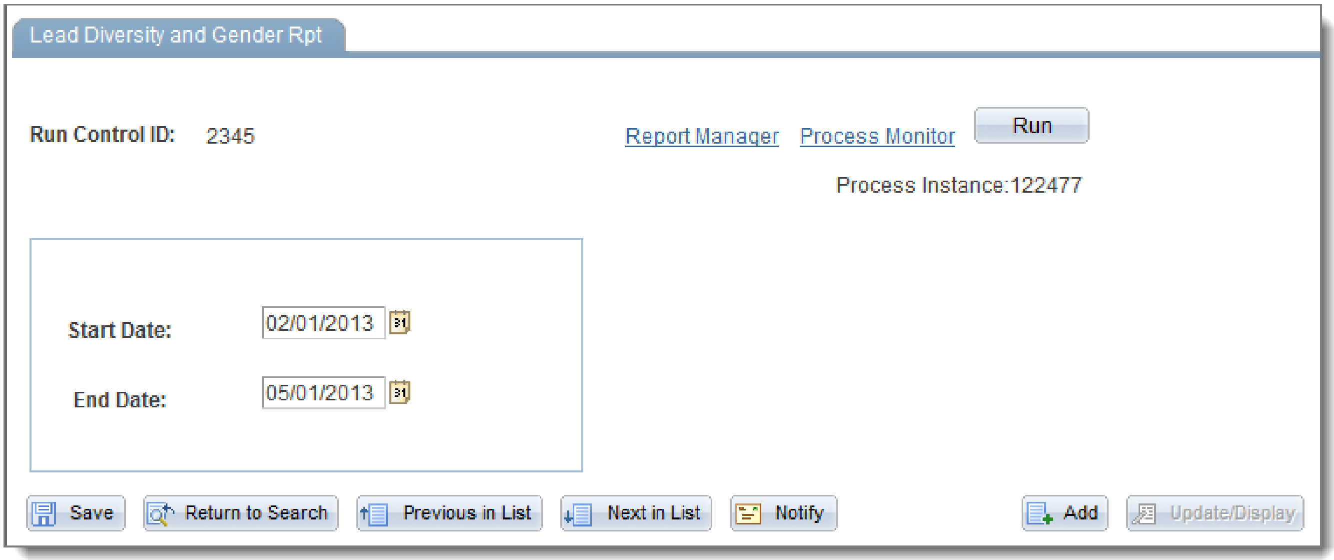


Figure 131: Process Monitor

5. On the **Process Monitor** page, click the **Refresh** button until the **Run Status** and **Distribution Status** displays **Success** and **Posted**. The report may take a while depending on the amount of data that the report is extracting. When the report completes, the output will be sent to the report repository on your Portal homepage.

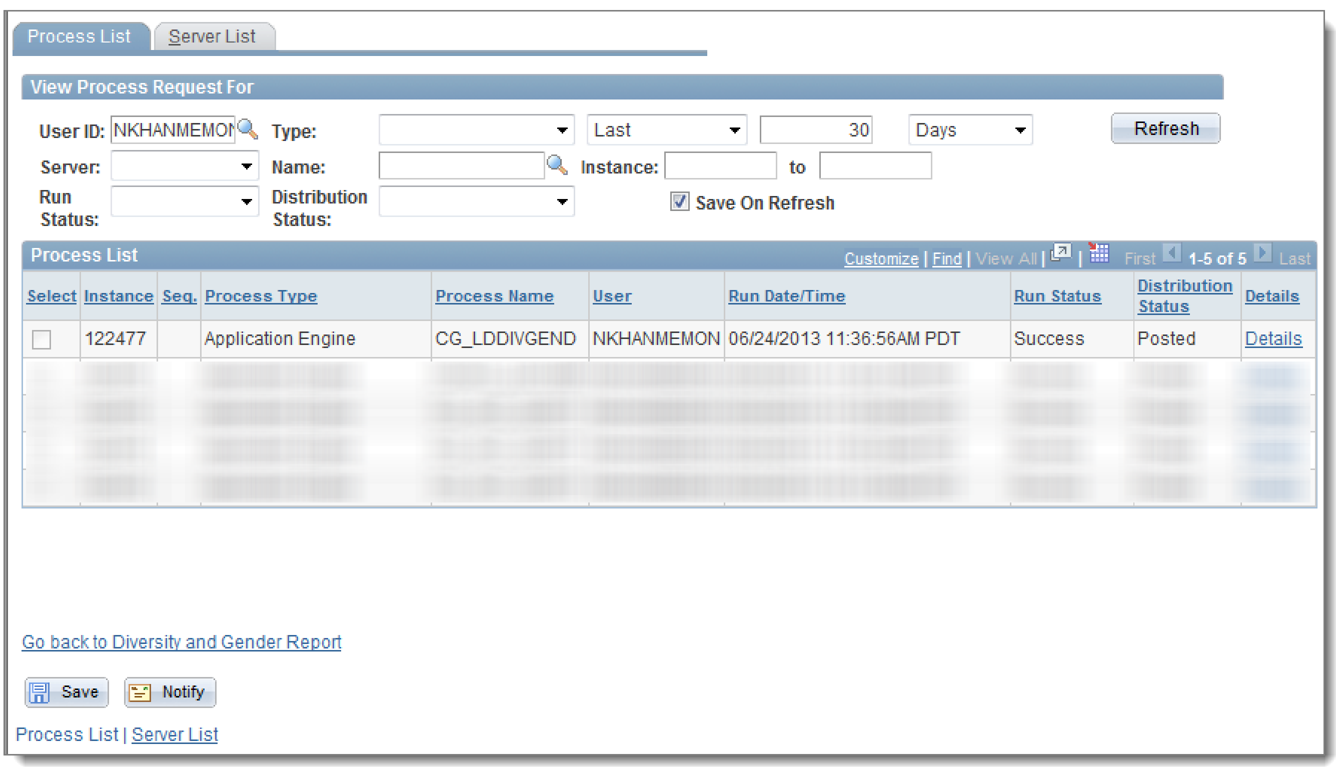


Figure 132: Process Monitor Status

6. After the Run Status and Distribution Status displays Success and Posted, navigate to the Portal homepage and select the report in the My Reports portal pagelet. See Section 7.0 to view Process Scheduler reports.

7.13 Lead Source Report

1. Click on the **Lead Source Report** link.

Figure 133: ORL Enlistment Report Link

2. Click on the icon to select a **Start Date** and **End Date**.

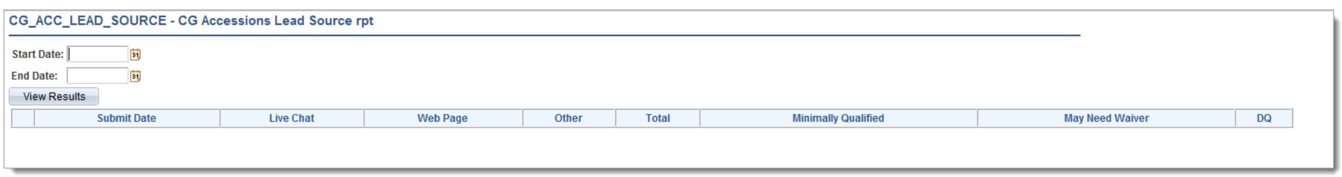
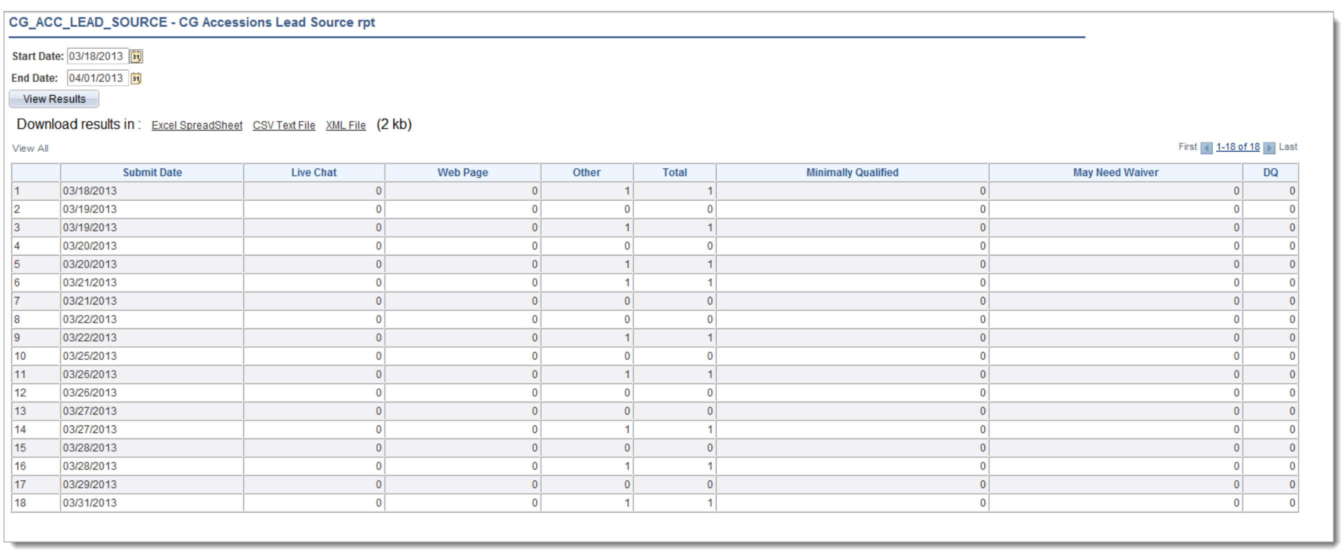


Figure 134: ORL Enlistment Report

3. Click on **View Results** to display the search results.


CG_ACC_LEAD_SOURCE - CG Accessions Lead Source rpt

Start Date: 03/18/2013

End Date: 04/01/2013

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All First 1-18 of 18 Last

	Submit Date	Live Chat	Web Page	Other	Total	Minimally Qualified	May Need Waiver	DQ
1	03/18/2013	0	0	1	1	0	0	0
2	03/19/2013	0	0	0	0	0	0	0
3	03/19/2013	0	0	1	1	0	0	0
4	03/20/2013	0	0	0	0	0	0	0
5	03/20/2013	0	0	1	1	0	0	0
6	03/21/2013	0	0	1	1	0	0	0
7	03/21/2013	0	0	0	0	0	0	0
8	03/22/2013	0	0	0	0	0	0	0
9	03/22/2013	0	0	1	1	0	0	0
10	03/25/2013	0	0	0	0	0	0	0
11	03/26/2013	0	0	1	1	0	0	0
12	03/26/2013	0	0	0	0	0	0	0
13	03/27/2013	0	0	0	0	0	0	0
14	03/27/2013	0	0	1	1	0	0	0
15	03/28/2013	0	0	0	0	0	0	0
16	03/28/2013	0	0	1	1	0	0	0
17	03/29/2013	0	0	0	0	0	0	0
18	03/31/2013	0	0	1	1	0	0	0

Figure 135: Lead Source Report Results

7.14 ORL Enlistment Report

1. Click on the **ORL Enlistment** report link.

Figure 136: ORL Enlistment Report

2. Enter the report parameters and click **View Results**.

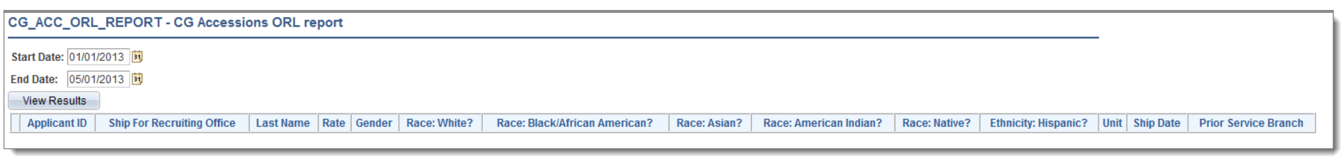
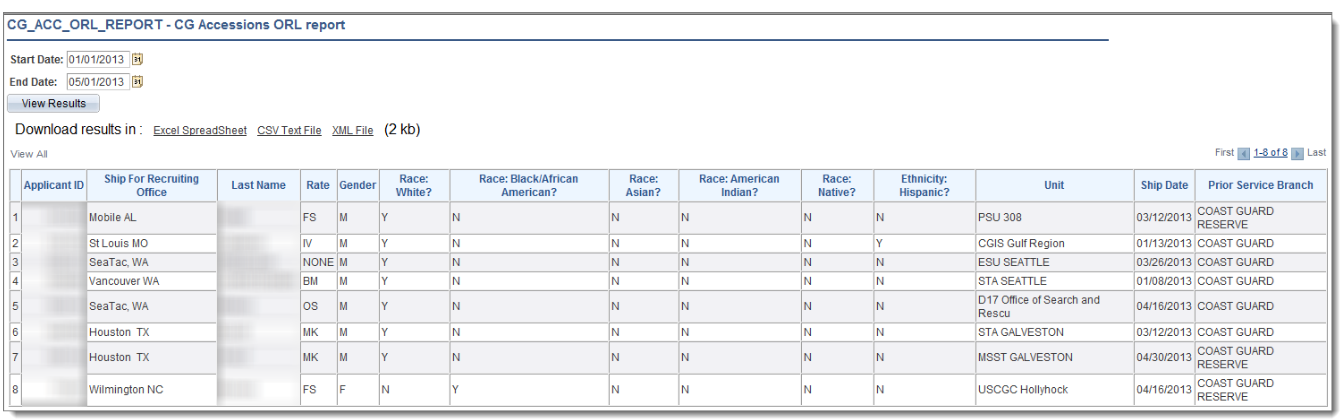


Figure 137: ORL Enlistment Report Parameters

3. The report results are listed below.


CG_ACC_ORL_REPORT - CG Accessions ORL report

Start Date: 01/01/2013
End Date: 05/01/2013
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All First 1-8 of 8 Last

	Applicant ID	Ship For Recruiting Office	Last Name	Rate	Gender	Race: White?	Race: Black/African American?	Race: Asian?	Race: American Indian?	Race: Native?	Ethnicity: Hispanic?	Unit	Ship Date	Prior Service Branch
1	[illegible]	Mobile AL	[illegible]	FS	M	Y	N	N	N	N	N	PSU 308	03/12/2013	COAST GUARD RESERVE
2	[illegible]	St Louis MO	[illegible]	IV	M	Y	N	N	N	N	Y	CGIS Gulf Region	01/13/2013	COAST GUARD
3	[illegible]	SeaTac, WA	[illegible]	NONE	M	Y	N	N	N	N	N	ESU SEATTLE	03/26/2013	COAST GUARD
4	[illegible]	Vancouver WA	[illegible]	BM	M	Y	N	N	N	N	N	STA SEATTLE	01/08/2013	COAST GUARD
5	[illegible]	SeaTac, WA	[illegible]	OS	M	Y	N	N	N	N	N	D17 Office of Search and Rescu	04/16/2013	COAST GUARD
6	[illegible]	Houston TX	[illegible]	MK	M	Y	N	N	N	N	N	STA GALVESTON	03/12/2013	COAST GUARD
7	[illegible]	Houston TX	[illegible]	MK	M	Y	N	N	N	N	N	MSST GALVESTON	04/30/2013	COAST GUARD RESERVE
8	[illegible]	Wilmington NC	[illegible]	FS	F	N	Y	N	N	N	N	USCGC Hollyhock	04/16/2013	COAST GUARD RESERVE

Figure 138: ORL Enlistment Report Results

7.15 Program Stats Report

1. Click on the **Program Stats** report link.

Figure 139: Program Stats Report Link

2. Refer to Section 7.7 on adding a new value and entering the run control ID. Enter the report parameters. Click **Run**.

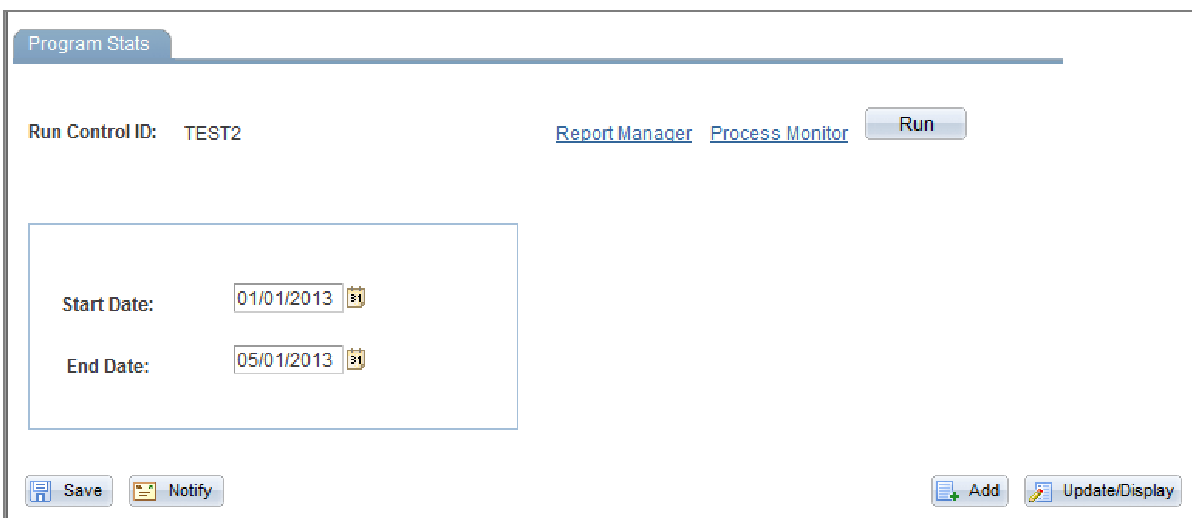


Figure 140: Program Stats Report Parameters

3. On the Process Scheduler Request page, click **Ok**. No other fields need to be entered. Server Name can be left blank if none is defaulted.

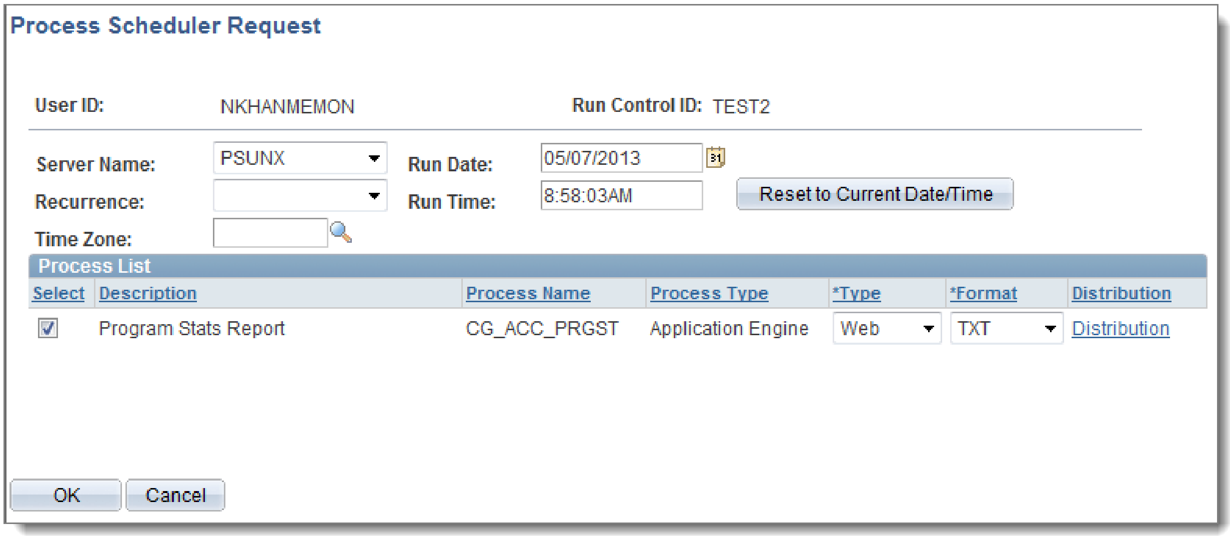


Figure 141: Program Stats Process Scheduler Page

4. Click **Process Monitor**.

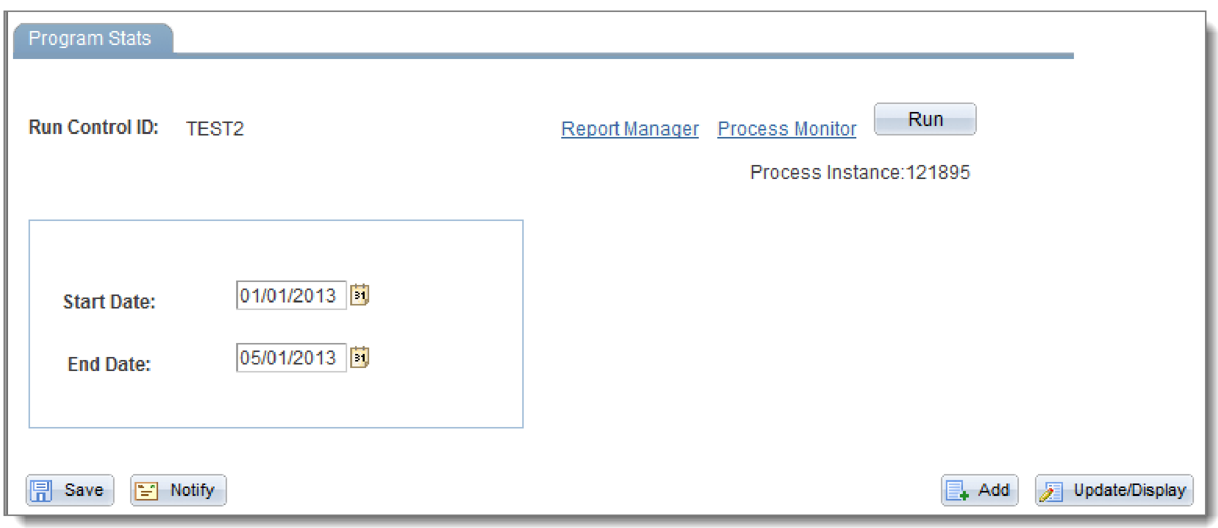


Figure 142: Program Stat Report Process Monitor

5. On the **Process Monitor** page, click the **Refresh** button until the **Run Status** and **Distribution Status** displays **Success** and **Posted**. The report may take a while depending on the amount of data that the report is extracting. When the report completes, the output will be sent to the report repository on your Portal homepage.

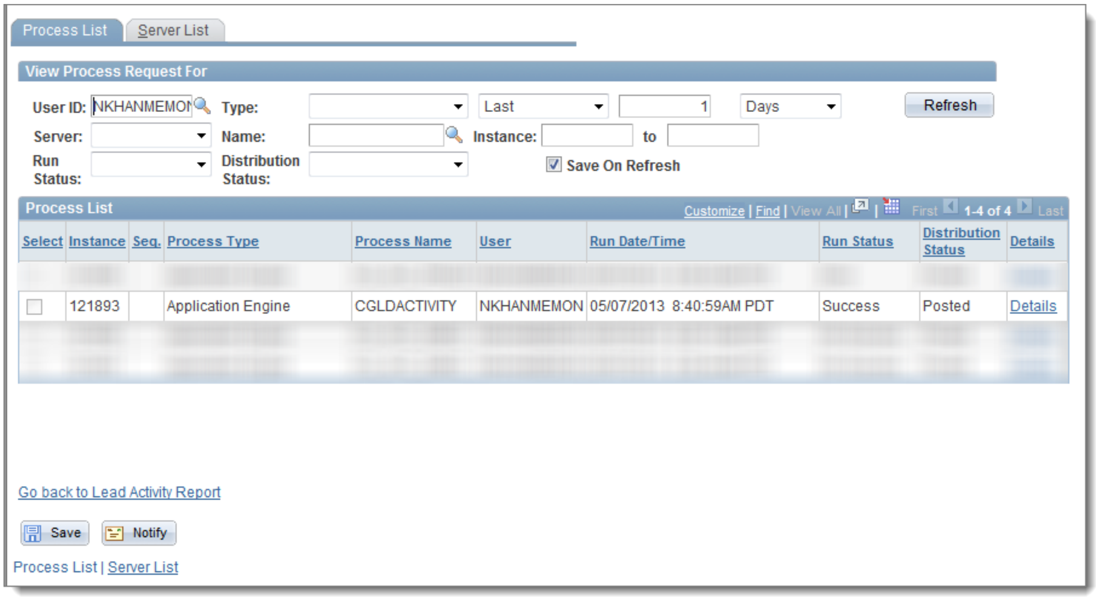


Figure 143: Lead Activity Run Status

6. After the Run Status and Distribution Status displays Success and Posted, navigate to the Portal homepage and select the report in the My Reports portal pagelet. See Section 7.0 to view Process Scheduler reports.

7.16 PSDA Report

1. Click on the **PSDA Report** link.

Figure 144: PSDA Report Link

3. Enter report parameters by clicking on the field prompts and selecting a value.

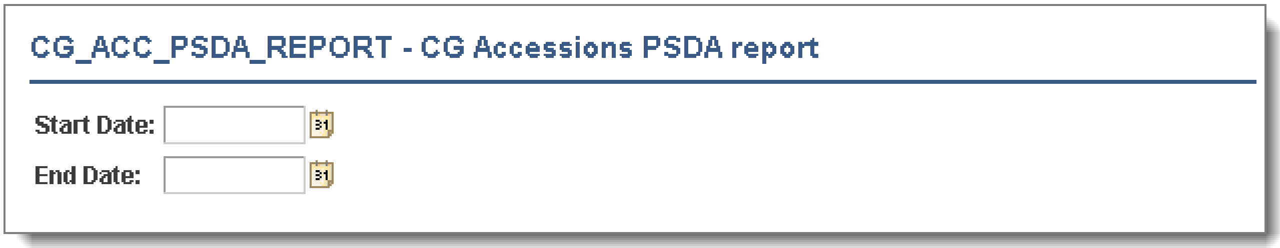


Figure 145: PSDA Report Parameters

4. Click on **View Results** to display the results.

Figure 146: PSDA Report Output

7.17 Ethnicity Report

1. Click on the **Ethnicity Report** link.

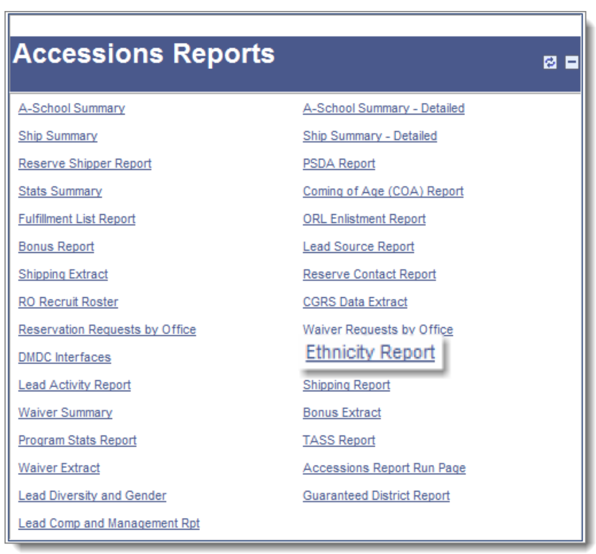


Figure 147: Ethnicity Report Link

2. Refer to Section 7.7 on adding a new value and entering the run control ID. Enter the report parameters. Click **Run**.

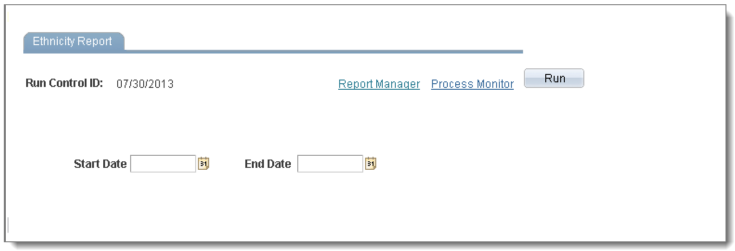


Figure 148: Ethnicity Report Parameters

3. On the Process Scheduler Request page, click **Ok**. No other fields need to be entered. Server Name can be left blank if none is defaulted.

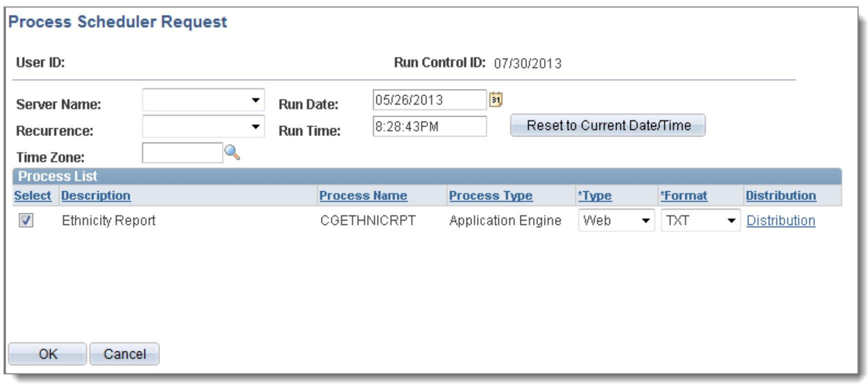


Figure 149: Ethnicity Report Process Scheduler Page

4. Click **Process Monitor**.

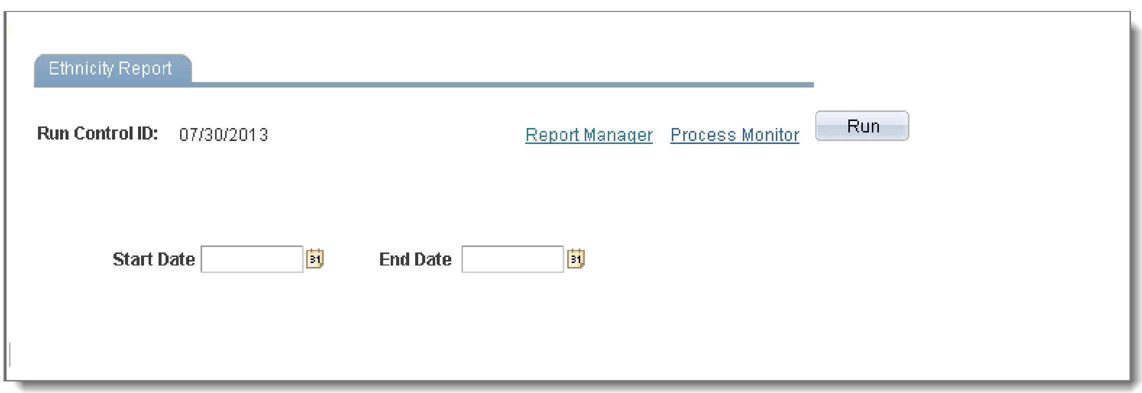


Figure 150: Ethnicity Report Process Monitor

5. On the **Process Monitor** page, click the **Refresh** button until the **Run Status** and **Distribution Status** displays **Success** and **Posted**. The report may take a while depending on the amount of data that the report is extracting. When the report completes, the output will be sent to the report repository on your Portal homepage.

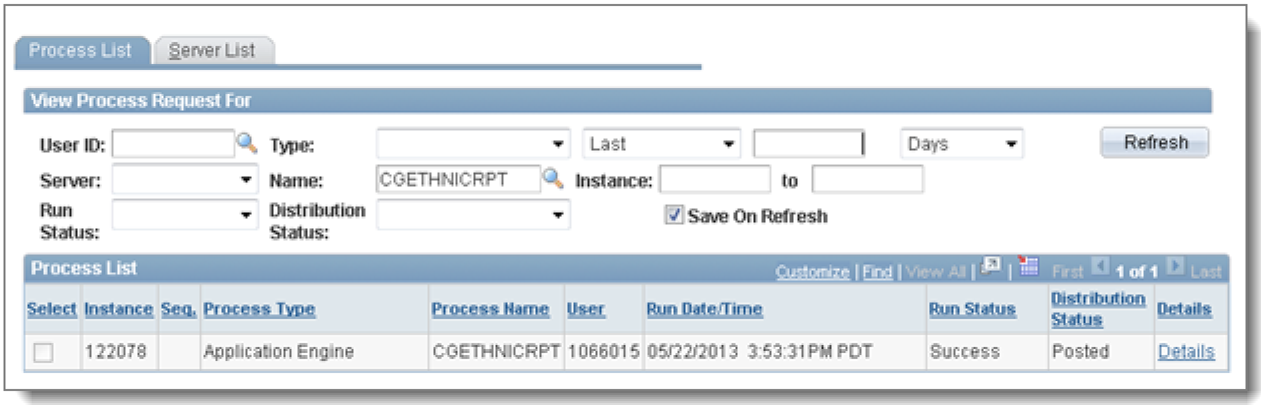


Figure 151: Ethnicity Report Run Status

6. After the Run Status and Distribution Status displays Success and Posted, navigate to the Portal homepage and select the report in the My Reports portal pagelet. See Section 7.0 to view Process Scheduler reports.

7.18 Reserve Contact Report

1. Click on the **Reserve Contact Report** link.

Figure 152: Reserve Contact Report Link

2. Click on the **icon** to select a **Start Date** and **End Date**.

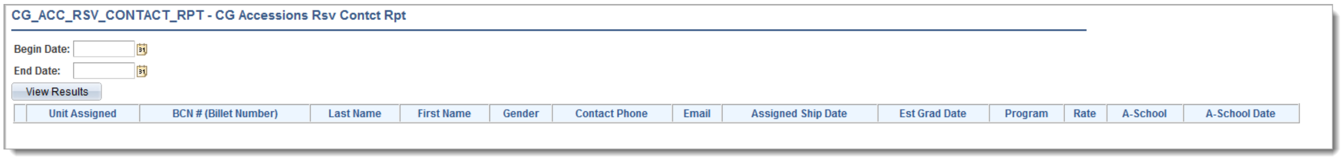


Figure 153: Reserve Contact Report

3. Click **View Results** to display the search results.

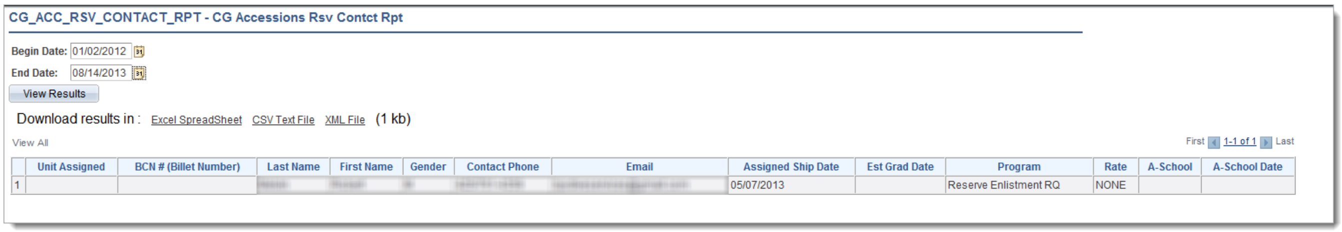


Figure 154: Reserve Contact Report Results

7.19 Reserve Shipper Report

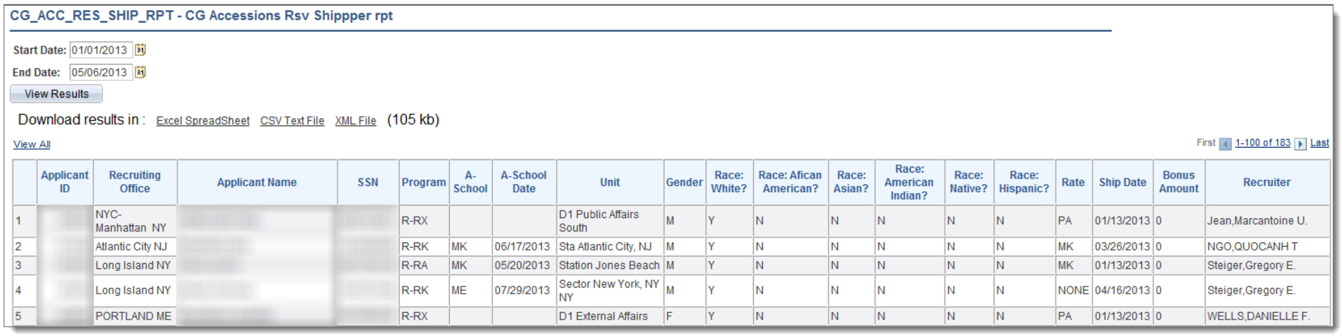
1. Click on the **Reserve Shipper** report link from the portal.

Figure 155: Reserve Shipper Report Link

2. Enter the report parameters and click **View Search Results**.

Figure 156: Reserve Shipper Report Parameters

3. The report's search results are displayed below.


CG_ACC_RES_SHIP_RPT - CG Accessions Rsv Shippper rpt

Start Date: 01/01/2013
End Date: 05/06/2013
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (105 kb)

View All

First 1-100 of 183 Last

	Applicant ID	Recruiting Office	Applicant Name	SSN	Program	A-School	A-School Date	Unit	Gender	Race: White?	Race: Afican American?	Race: Asian?	Race: American Indian?	Race: Native?	Race: Hispanic?	Rate	Ship Date	Bonus Amount	Recruiter
1	[illegible]	NYC-Manhattan NY	[illegible]	[illegible]	R-RX			D1 Public Affairs South	M	Y	N	N	N	N	N	PA	01/13/2013	0	Jean,Marcantoine U.
2	[illegible]	Atlantic City NJ	[illegible]	[illegible]	R-RK	MK	06/17/2013	Sta Atlantic City, NJ	M	Y	N	N	N	N	N	MK	03/26/2013	0	NGO,QUOCANH T
3	[illegible]	Long Island NY	[illegible]	[illegible]	R-RA	MK	05/20/2013	Station Jones Beach	M	Y	N	N	N	N	N	MK	01/13/2013	0	Steiger,Gregory E.
4	[illegible]	Long Island NY	[illegible]	[illegible]	R-RK	ME	07/29/2013	Sector New York, NY NY	M	Y	N	N	N	N	N	NONE	04/16/2013	0	Steiger,Gregory E.
5	[illegible]	PORTLAND ME	[illegible]	[illegible]	R-RX			D1 External Affairs	F	Y	N	N	N	N	N	PA	01/13/2013	0	WELLS,DANIELLE F.

Figure 157: Reserve Shipper Report Results

7.20 RO Recruit Roster Report

1. Click on the **RO Recruit Roster Report** link.

Figure 158: RO Recruit Roster Report Link

2. Click on the **icon** to select a **Start Date** and **End Date**. Click on the icon to enter an **Office**.

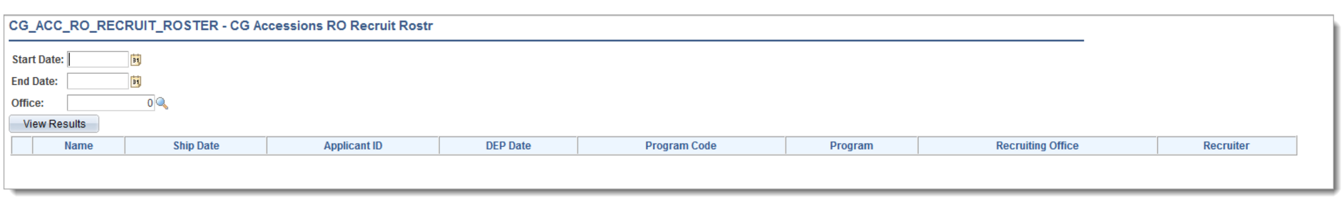


Figure 159: Report Parameters

3. Click **View Results** to display the search results.

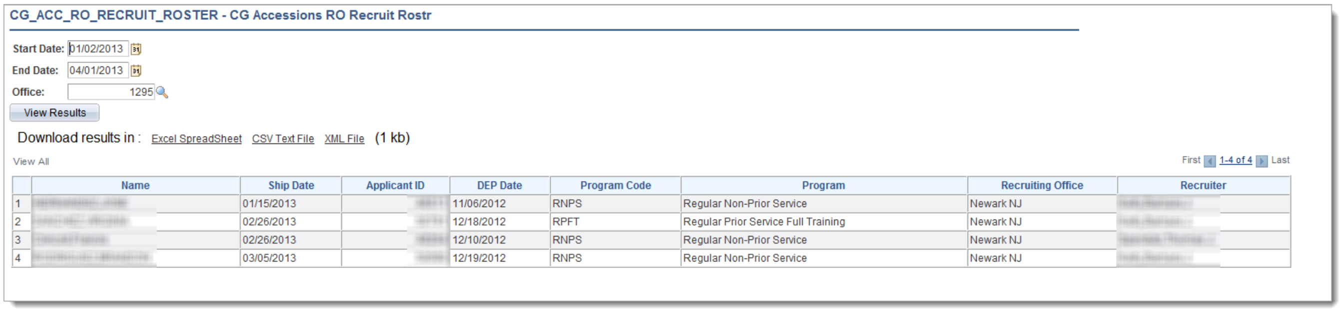


Figure 160: RO Recruit Roster Report Results

7.21 Reservation Requests by Office

1. Click on the **Reservation Requests by Office** report link

Figure 161: Reservation Requests by Office link

2. Click on the 🔍 icon to select the **Recruiting Office**
3. Click and select **Date From** and **Date to** in order to view reservation requests in pending status that were submitted during that time frame.

Figure 162: Reservation Requests by Office

4. Click "view results" to view report.
5. **Note:** Once an RIC has taken action on a reservation request (i.e. either approved or denied) that request will no longer populate in the Reservation Requests by Office report

Figure 163: Reservation Requests by Office

7.22 Ship Summary – Detailed Report

1. Click on the **Ship Summary – Detailed** report link.

Figure 164: Ship Summary - Detailed Report Link

2. Click on the icon to select the **Fiscal Year**, **Ship Date and Training Type**.

Figure 165: Ship Summary - Detailed Report

3. Click **View Results** to display the search results.

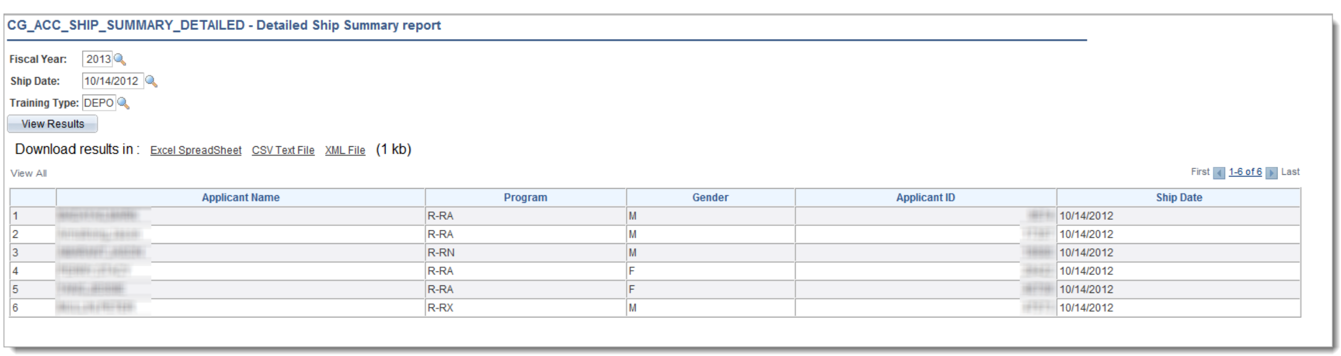


Figure 166: Ship Summary - Detailed Report Results

7.23 Ship Summary

1. Click on the **Ship Summary** report link.

Figure 167: Ship Summary Report Link

2. Click on the icon **to** select a **Start Month**. Enter the **Year**.

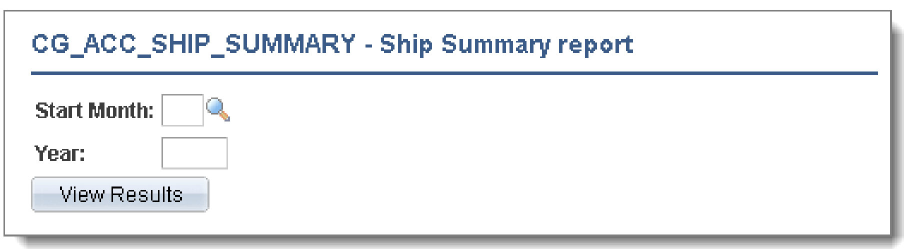


Figure 168: Ship Summary

3. Click **View Results** to display the search results.

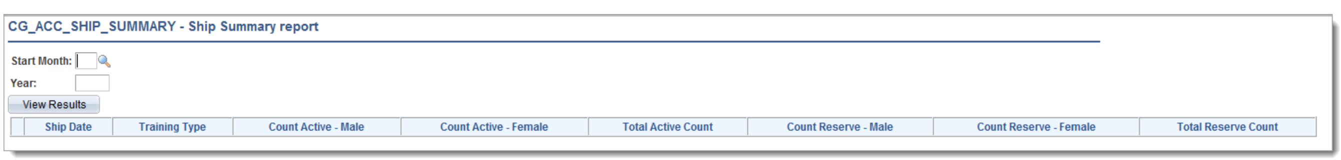


Figure 169: Ship Summary Report Results

7.24 Shipping Data Extract Report

1. Click on the **Shipping Extract** report link from the portal.

Figure 170: Shipping Extract Report Link

2. Enter the report parameters and click **View Results**.

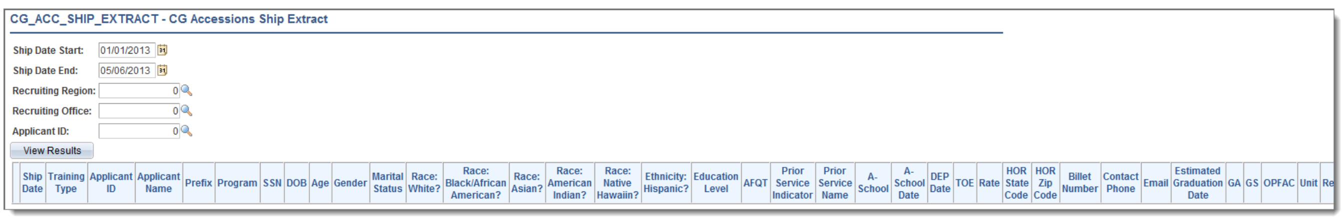


Figure171: Shipping Data Extract Report Parameters

3. The report results are displayed below.

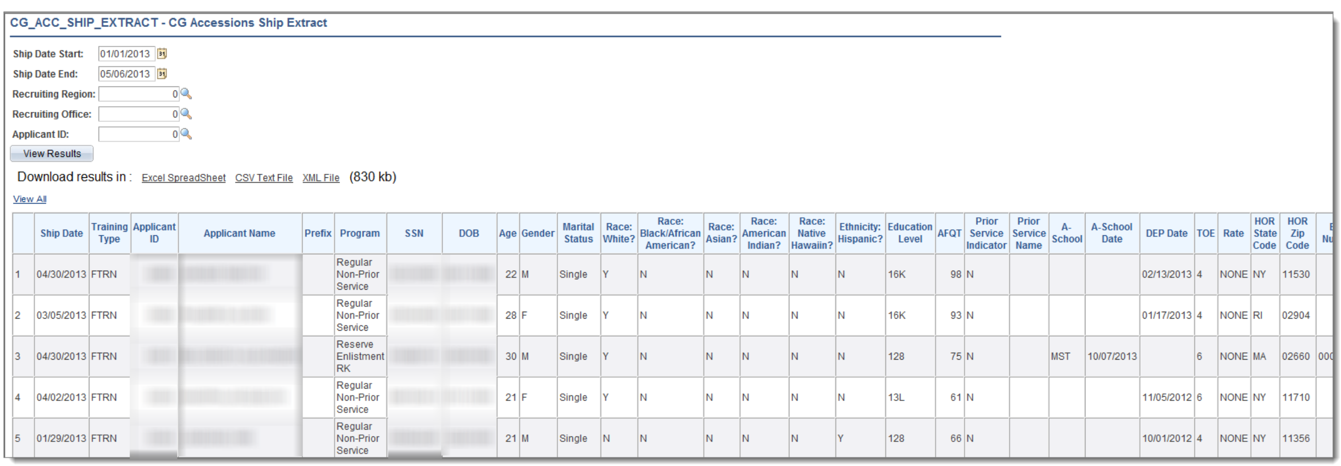


Figure172: Shipping Data Extract Report Results

7.25 Shipping Report

1. Click on the **Shipping Report** link from the portal.

Figure173: Shipping Report Link

2. Refer to Section 7.7 on adding a new value and a run control ID. Enter the report parameters and click **Run**.

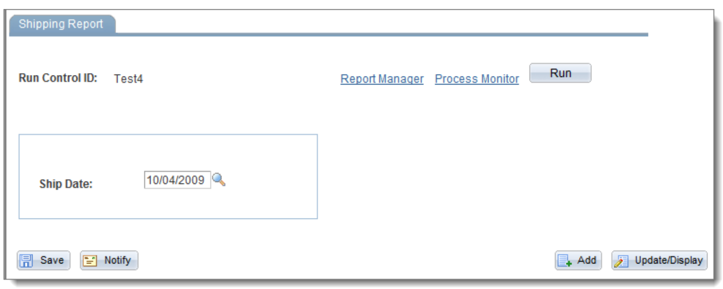


Figure 174: Shipping Report Parameters

3. On the Process Scheduler Request page, click **Ok**. No other fields need to be entered. Server Name can be left blank if none is defaulted.

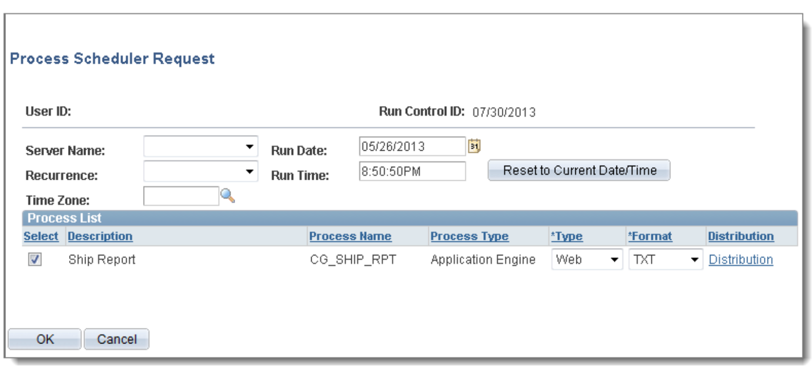


Figure 175: Shipping Report Process Scheduler Page

4. Click **Process Monitor**.

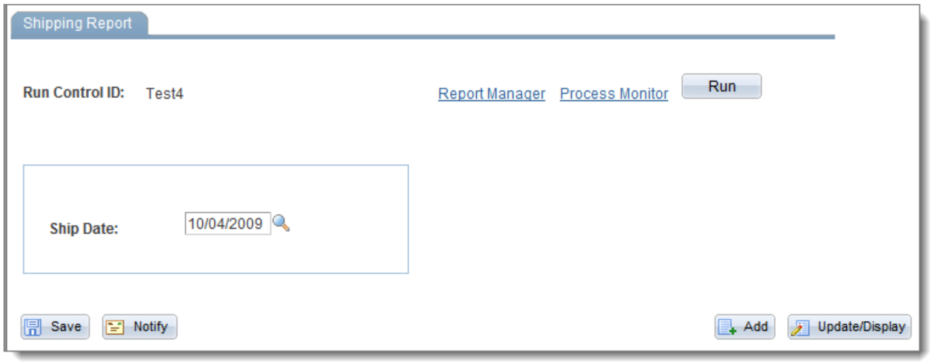


Figure 176: Shipping Report Process Monitor

5. On the **Process Monitor** page, click the **Refresh** button until the **Run Status** and **Distribution Status** displays **Success** and **Posted**. The report may take a while depending on the amount of data that the report is extracting. When the report completes, the output will be sent to the report repository on your Portal homepage.

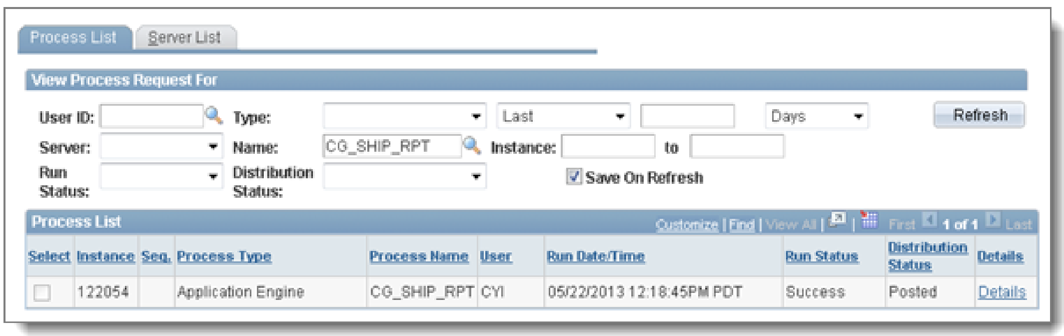


Figure 177: Shipping Report Run Status

6. After the Run Status and Distribution Status displays Success and Posted, navigate to the Portal homepage and select the report in the My Reports portal pagelet. See Section 7.0 to view Process Scheduler reports.

7.26 Stats Summary

1. Click on the **Stats Summary** report link from the portal.

Figure 178: Stats Summary Report Link

2. Refer to Section 7.7 on adding a new value and run control ID. Enter the report parameters and click **Run**.

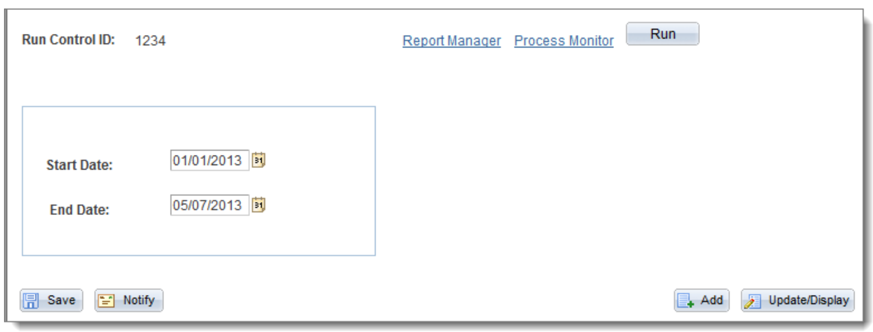


Figure 179: Stat Summary Report Parameters

3. On the Process Scheduler Request page, click **Ok**. No other fields need to be entered. Server Name can be left blank if none is defaulted.

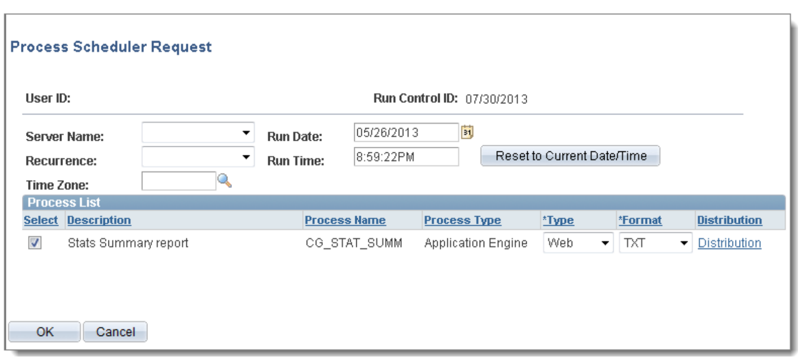


Figure 180: Stat Summary Report Process Scheduler Page

4. Click **Process Monitor**.

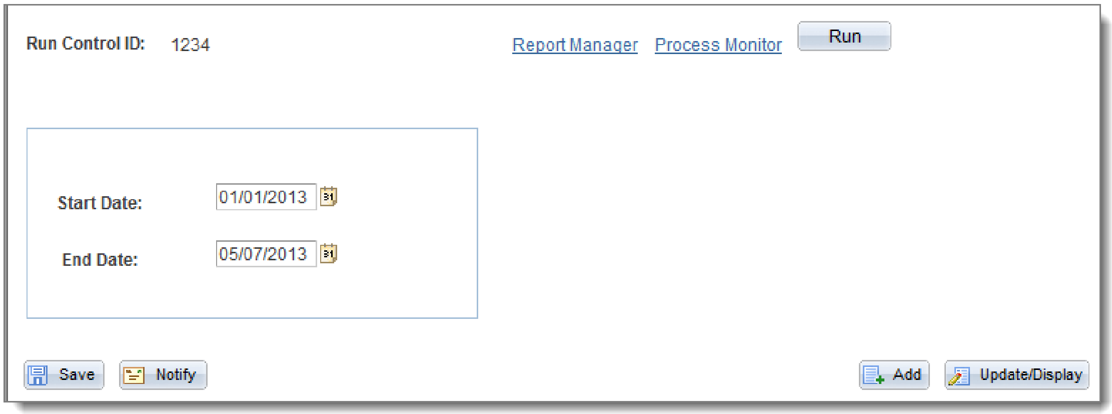


Figure 181: Stat Summary Report Process Monitor

5. On the **Process Monitor** page, click the **Refresh** button until the **Run Status** and **Distribution Status** displays **Success** and **Posted**. The report may take a while depending on the amount of data that the report is extracting. When the report completes, the output will be sent to the report repository on your Portal homepage.

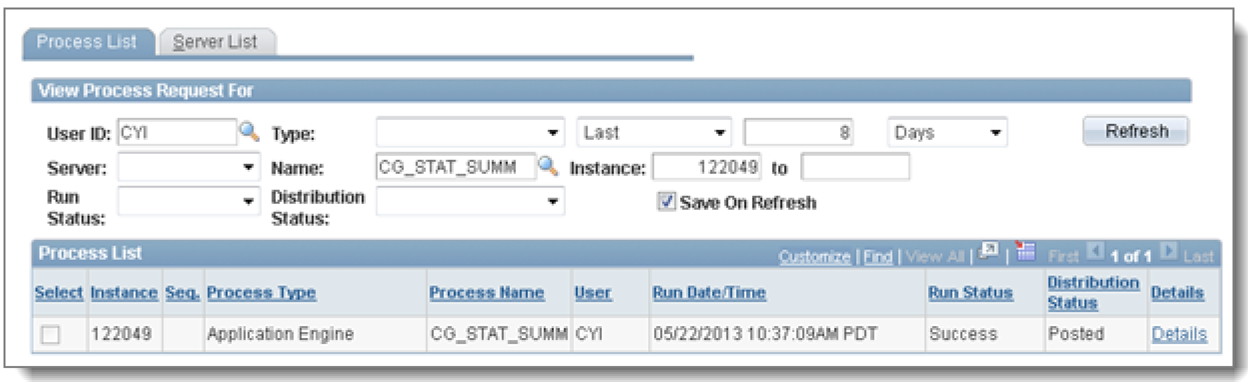


Figure 182: Stat Summary Report Run Status

6. After the Run Status and Distribution Status displays Success and Posted, navigate to the Portal homepage and select the report in the My Reports portal pagelet. See Section 7.0 to view Process Scheduler reports.

7.27 TASS Report

1. Click on the **TASS Report** link.

Figure 183: TASS Report Link

2. Click on 31 to select a **Start Date** and **End Date**.

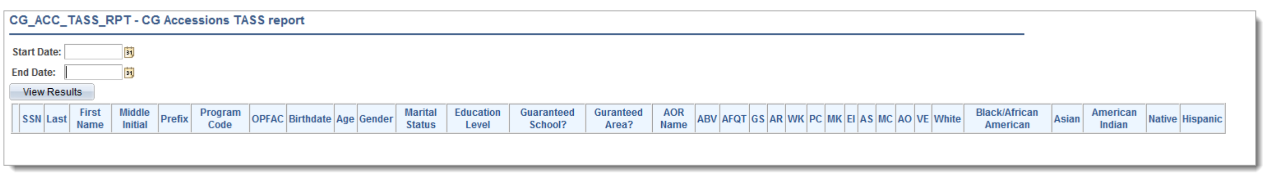


Figure 184: TASS Report

3. Click on **View Results** to display the search results.

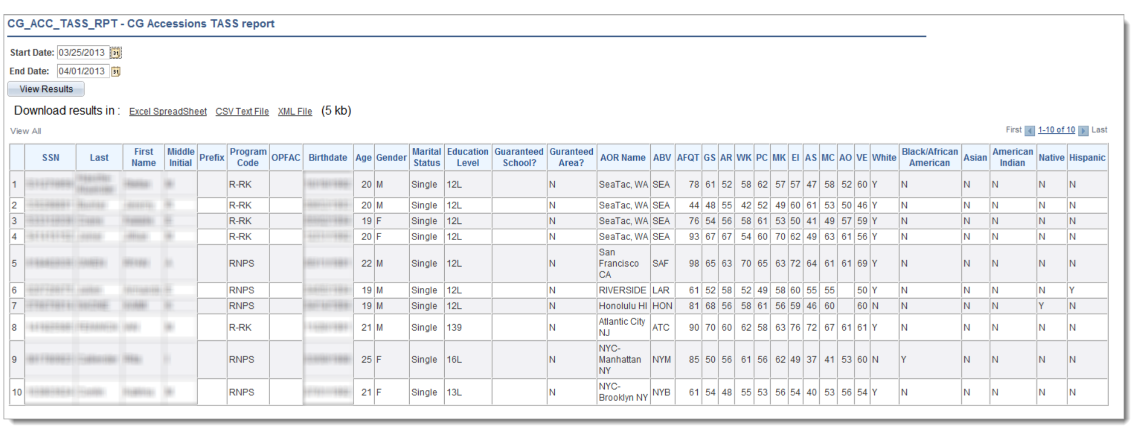


Figure 185: TASS Report Results

7.28 Waiver Extract Report

1. Click on the Waiver Extract report link from the portal.

Figure 186: Waiver Extract Report Link

1. Enter the report parameters and click **View Results.**

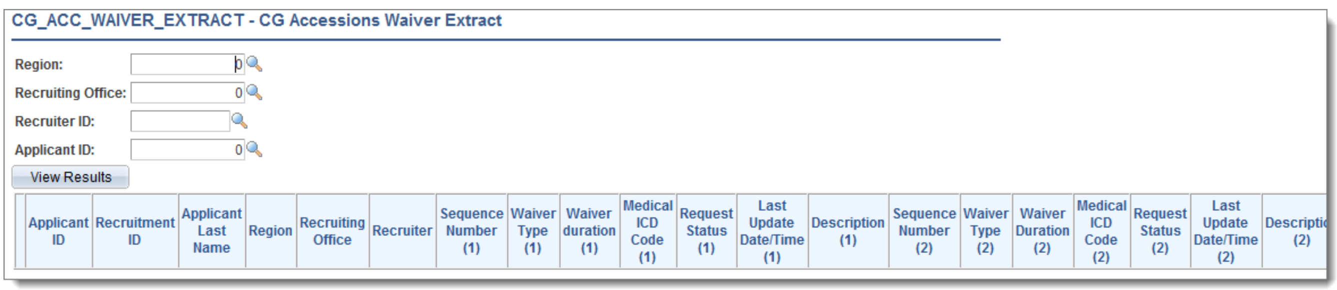


Figure 187: Waiver Extract Report Parameters

2. The results are displayed below.

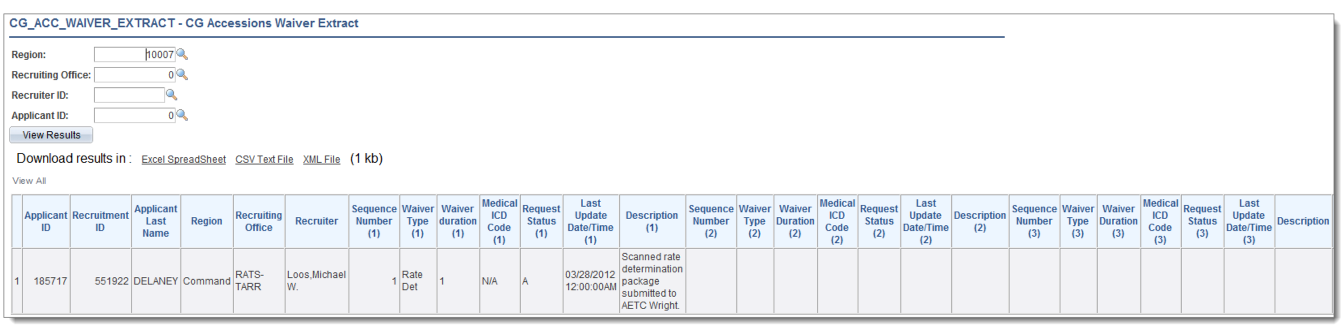


Figure 188: Waiver Extract Report Results

7.29 Waiver Summary Report

1. Click on the Wavier Summary report link from the portal.

Figure 189: Waiver Summary Report

Refer to Section 7.7 on adding a new value and run control ID. Enter the report parameters and click **Run**.

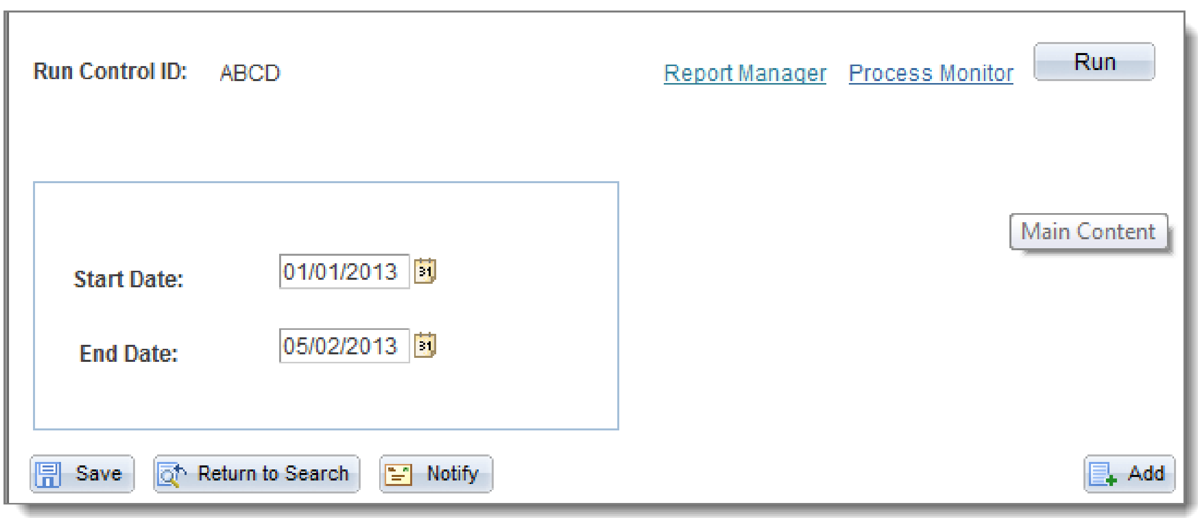


Figure 190: Waiver Summary Report Parameters

1. Click **Ok.**

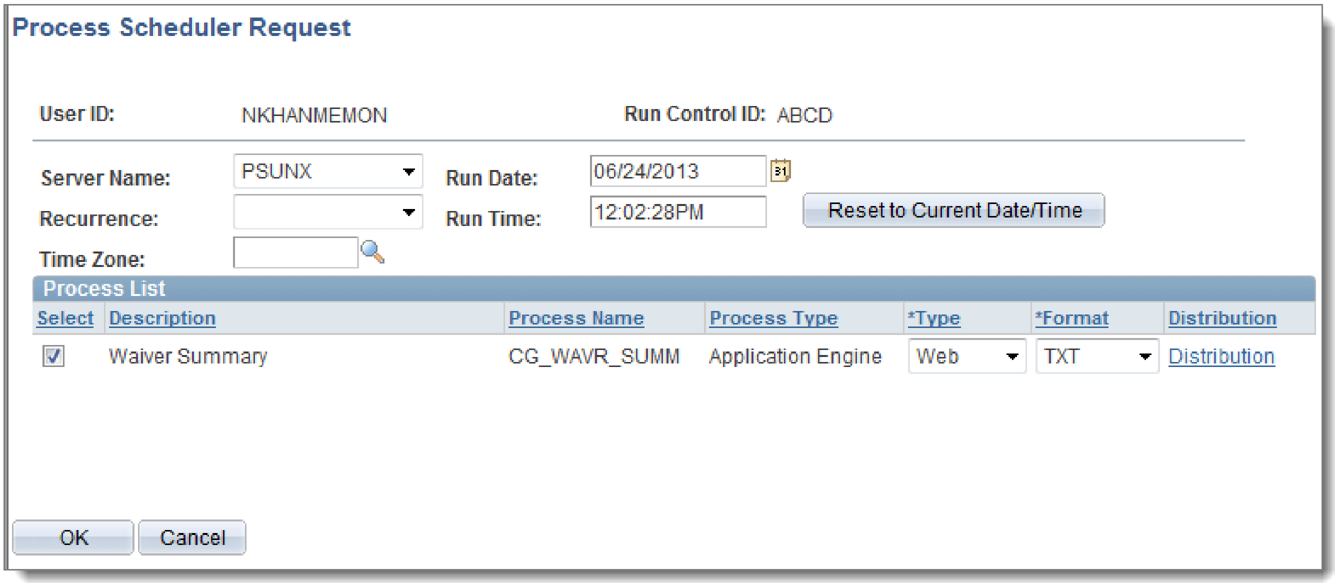


Figure 191: Process Scheduler Request

2. Click **Process Monitor**.

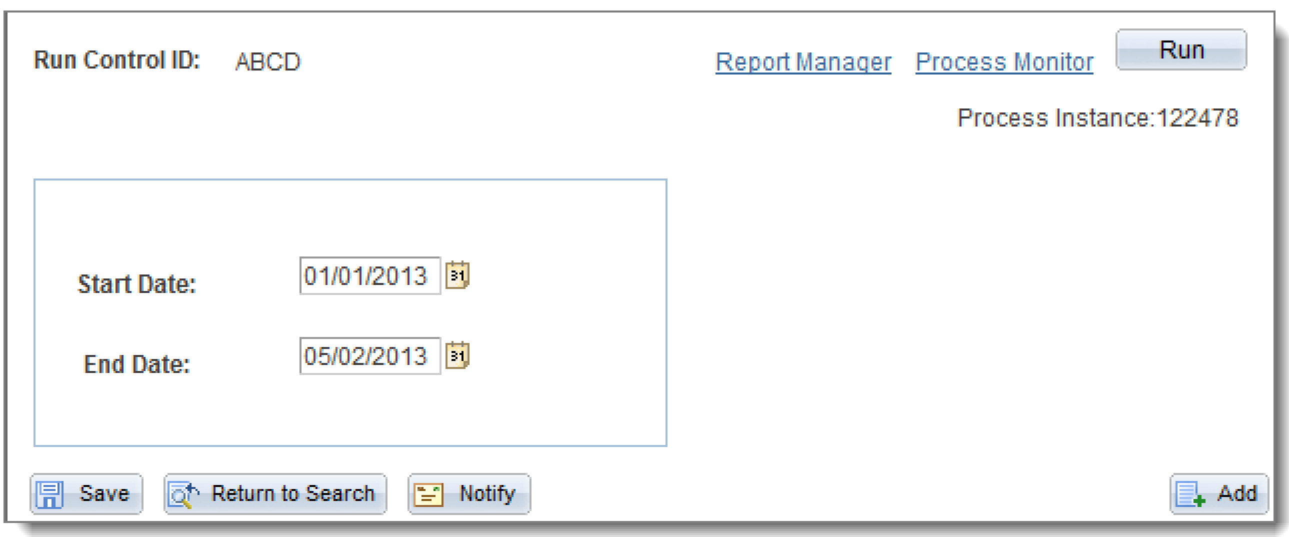


Figure 192: Process Monitor

3. On the **Process Monitor** page, click the **Refresh** button until the **Run Status** and **Distribution Status** displays **Success** and **Posted**. The report may take a while depending on the amount of data that the report is extracting. When the report completes, the output will be sent to the report repository on your Portal homepage.

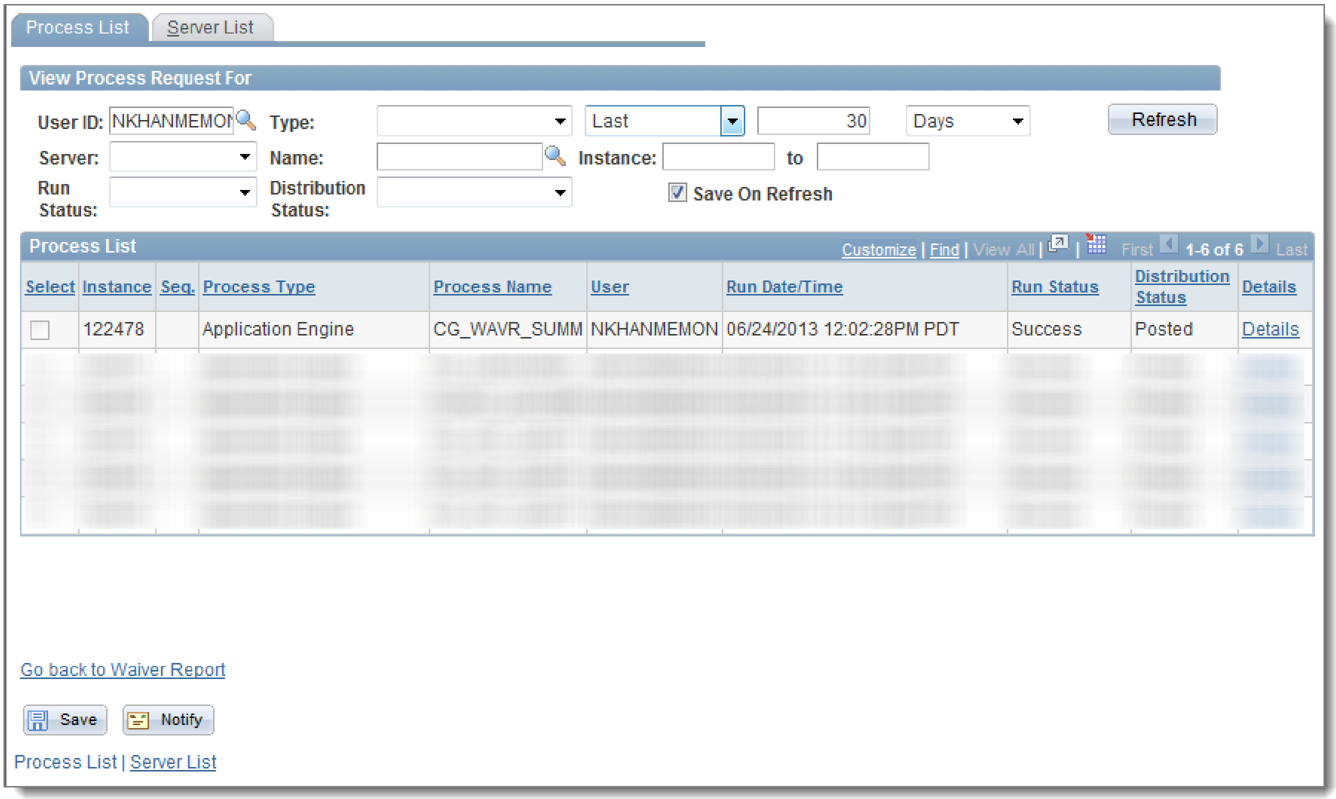


Figure 193: Process Monitor Page

4. After the Run Status and Distribution Status displays Success and Posted, navigate to the Portal homepage and select the report in the My Reports portal pagelet. See Section 7.0 to view Process Scheduler reports.

7.30 Accessions Report Run Page

1. Click on the Accessions Report Run Page link from the portal.

Figure 194: Accessions Report Run Page Link

2. From this page a user can run process scheduler reports without actually going to the process. The Run Control IDs for each report are listed below.

   Stats Summary Run Control ID: Start Date and End Date are required. Recruiting Region and Recruiting Office may be entered to receive more specific results.

   Shipping Report Run Control ID: Start Date = Ship Date, enter a valid ship date, if date is not a valid ship date the report will not return any results. Remaining fields should be left blank.

   Ship Summary Run Control ID: Start Date is required. Remaining fields should be left blank.

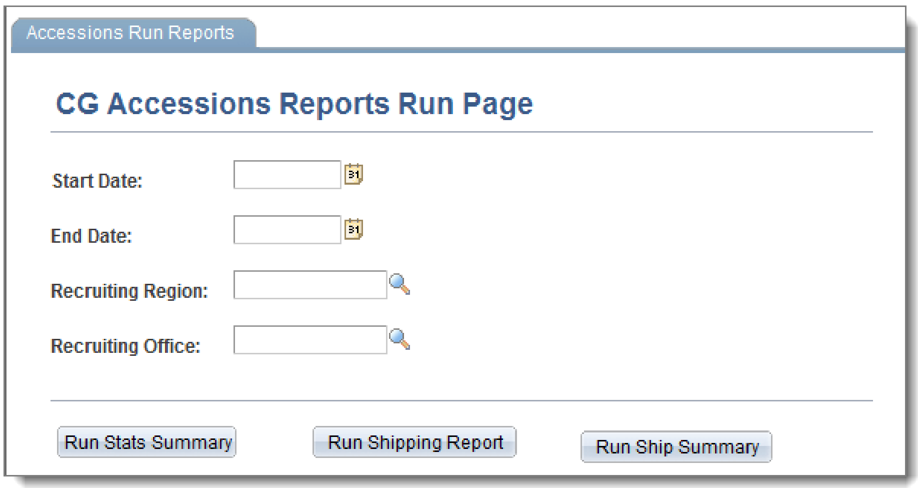


Figure 195: CG Accessions Reports Run Page

Appendix A - Forms

Form Name	Form Name
Annex A (SOU - Original Enlistment)(CG FORM 3301A)	IRS W-4
Annex B (CSPI - SOU)(CG FORM 3300W)	Medical Waiver Coversheet
Annex C (SOU 6 YR Enlistment with School)	MEPCOM-680
Annex D (SOU - Type I)	PG7 Boot Camp Check-off
Annex E (SOU - Geographic Assignment)	PG7 Cape May All
Annex F (SOU - "Buddy" Program)	PG7 Citizenship
Annex H (SOU No Guarantees)	PG7 Color Blind
Annex L (SOU - RQ)	PG7 CSPI/PPEP
Annex M (SOU - RN)	PG7 DEP Discharge
Annex N (SOU - RX)	PG7 Military Spouse
Annex O (SOU - RP)	PG7 No A-School
Annex P (SOU - RK)	PG7 Res Bonus
Annex Q (SOU - RY)	PG7 Res Direct Deposit
Annex R (SOU - RA)	PG7 Res Over 100 Miles
Annex S (SOU Bonus No School)	PG7 Reserve Swim Cape May
Annex T (SOU Bonus with School)	PG7 Ship Day
Annex U (SOU MGIB-SR)	PG7 Tattoo
Annex Z (SOU 6YR No School)	Prescreen
A-School Qualification	SGLV-8286 SGLI Election
ASVAB Instructions	SGLV-8286A Family Coverage Election
Cape May Recruit Travel Instructions	CG-2000 PCS Departing/Separation Worksheet
CG-2015 Pay Delivery Worksheet	CG-5131 Res. Travel Orders RA
CG-2020 Dependency Worksheet	CG-5131 Res. Travel Orders RK
CG-2020D Designation of Beneficiaries and Record of Emergency Data	CG-5131 Res. Travel Orders RN
CG-4891 Financial Obligation Spousal Consent	SGLV-8286 SGLI Election
CG-4965 Waiver Request	SGLV-8286A Family Coverage Election
CG-5567 Vaccination Record	CG-2000 PCS Departing/Separation Worksheet
CG-5588 Personnel Security Action	CG-5131 Res. Travel Orders RA
CG-6097 RAAW	CG-5131 Res. Travel Orders RK
CGRC Medical Waiver Request	CG-5131 Res. Travel Orders RN
DA-4187 Army Pers Action Req	CG-5131 Res. Travel Orders RP
DD-1966	CG-5131 Res. Travel Orders RQ
DD-2760 Qualification to Possess Firearms	CG-5131 Res. Travel Orders RQ with School
DD-2807-2	CG-5131 Res. Travel Orders RX
DD-368 Request Release Res Component	CG-5131 Standard Travel Orders
DD-369	CG-5482 Res. Montgomery GI Bill SOU
DD-369 NCIC	DD-2058 State of Legal Residence
DD-370 Request for Reference	Disclosure Log
DD-372 Birth Verification	PG7 Lateral Entry
DD-4 Enlistment Reenlistment Document	PG7 Prior E-4
DHS I-9	PG7 Reserve Direct Deposit SOU
DHS-11000-9 Credit Check Authorization	PG7 Reserve Over 40
FURG (First Unit Reporting Guide for Reservists)	PG7 Reserve RX
Home School Worksheet	PG7 Reserve RX with ME Rating
Hometown Recruiter Request	Uniform Order Form
Hotel Rules	PH Awards

Form Name	Form Name
PH Bar Exam	PH Proof of DCIC
PH Birth Certificate	PH Proof of Enrollment
PH CG Memo to CGRC	PH Resume
PH CLEP Scores	PH SSN Card
PH CO Recommendation	PH State W-4
PH DCL Statement	PH Statement
PH DD-214	PH Statement of Sea Service
PH DD-2807-1	PH Test Score Results
PH DD-2808	PH Transcripts
PH DD-368 Release from Reserve Component	
PH DD-4	
PH Degrees	
PH Dependent Documents	
PH Drivers License	
PH Employee Review	
PH Enlisted Resume	
PH E-Qip Printout	
PH E-QIP with Signatures	
PH Fingerprint Cards	
PH Flight Physical	
PH Immunization	
PH Intel Writing Sample	
PH Letters of Recommendation	
PH Log Book	
PH Marine Licenses	
PH Proof of Math	
PH Narrative	
PH Officer Evals	
PH Officer Physical	
PH Other Documents	

Appendix B – Navigation References

Icon/Keys	Functionality
	Clicking on this icon refreshes the data.
	Clicking on this link generates a pop-up search box where users can enter criteria to be searched for.
	Clicking on this icon zooms in on the data.
	Clicking on this icon downloads that data.
	Clicking on this icon will show all the fields
	Clicking on this icon will start spell check.
	Clicking on this icon will allow navigation by clicking on the different tabs that are displayed.
	Clicking on this icon will display a calendar.
	Clicking on this icon will generate a search pop-up display box.
CNTRL + K	Displays a list of shortcut keys.

Appendix C - Reports

RATS Report Name	*DARS Report Name*
A-School Detailed Assignments	A-School Summary - Detailed
A-School Summary	A-School Summary
Bonus Extract	Bonus Extract
Bonus Report	Bonus Report
CG Recruiting Solutions Data Extract	CGRS Data Extract
Coming of Age Report	Coming of Age Report
DMDC Report	DMDC Interfaces
Ethnicity Report	Ethnicity Report
Fulfillment List Report	Fulfillment List Report
Guaranteed District Report	Guaranteed District Report
Lead Activity Report	Lead Activity Report
Lead Composition and Management Report	Lead Composition and Management Report
Lead Diversity and Gender Report	Lead Diversity and Gender Report
Lead Source Report	Lead Source Report
ORL Enlistment Report	ORL Enlistment Report
Program Stats Report	Program Stats Report
PSDA Report	PSDA Report
n/a	Reservation Requests by Office
Reserve Contact Report	Reserve Contact Report
Reserve Shipper Report	Reserve Shipper Report
RO Recruit Roster	RO Recruit Roster
Ship – Detailed Assignments	Ship Summary – Detailed
Ship Report	Shipping Report
Ship Summary	Ship Summary
Stats Summary	Stats Summary
TASS Report	TASS
Waiver Extract	Waiver Extract
Waiver Summary	Waiver Summary

Appendix D – Import File Formats

Load Plan (.csv)

A	B	C	D	E
DATE	Training Type	Target Active	Target Reserve	TOTAL
1-Dec-14	FTRN	1	1	2
2-Dec-14	DEPO	1	1	2
3-Dec-14	PSDA	1	1	2
4-Dec-14	REBI	1	1	2

Mission Plan (.csv)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
REGION ID	Region	Office id	Active(OCT)	Active(NOV)	Ac	Ac	Ac	Ac	Ac	Ac	Ac	Ac	Ac	Active(SEP)	Total	Reserve(OCT)	Res	Res	Res	Res	Res	Res	Res	Res	Res	Res	Reserve(SEP)	Total
1279	Pacific Central-6	1374	1	1	1	1	1	1	1	1	1	1	1	1	12	1	1	1	1	1	1	1	1	1	1	1	10	21
1279	Pacific Central-6	1375	1	1	1	1	1	1	1	1	1	1	1	2	13	1	1	1	1	1	1	1	1	1	1	1	11	22
1279	Pacific Central-6	1376	1	1	1	1	1	1	1	1	1	1	1	3	14	1	1	1	1	1	1	1	1	1	1	1	12	23
1279	Pacific Central-6	1377	1	1	1	1	1	1	1	1	1	1	1	4	15	1	1	1	1	1	1	1	1	1	1	1	13	24
1279	Pacific Central-6	1378	1	1	1	1	1	1	1	1	1	1	1	5	16	1	1	1	1	1	1	1	1	1	1	1	14	25
1279	Pacific Central-6	1379	1	1	1	1	1	1	1	1	1	1	1	6	17	1	1	1	1	1	1	1	1	1	1	1	15	26
1279	Pacific Central-6	1380	1	1	1	1	1	1	1	1	1	1	1	7	18	1	1	1	1	1	1	1	1	1	1	1	16	27
1279	Pacific Central-6	1381	1	1	1	1	1	1	1	1	1	1	1	8	19	1	1	1	1	1	1	1	1	1	1	1	17	28
1279	Pacific Central-6	1382	1	1	1	1	1	1	1	1	1	1	1	9	20	1	1	1	1	1	1	1	1	1	1	1	18	29

A-School Plan (.csv)

A	B	C	D
A-School Date	A-School	AD Class size	RSV Size
1-Dec-14	AET	1	1
2-Dec-14	BM	1	1
3-Dec-14	DC	1	1
4-Dec-14	EM	1	1
5-Dec-14	FS	1	1
6-Dec-14	GM	1	1
7-Dec-14	YN	1	1

Zip Code (.csv)

A	B	C	D
POSTAL	CITY	Rec Location ID	Rec Location Name
00603-	AGUADILLA	2034	AGUADILLA
00604	AGUADILLA	2034	AGUADILLA
00605	AGUADILLA	2034	AGUADILLA
31721	ALBANY	2011	ALBANY
42602	ALBANY	2011	ALBANY
45710	ALBANY	2011	ALBANY
53502	ALBANY	2011	ALBANY
97321	ALBANY	2011	ALBANY
99308	ANCHORAGE	2074	ANCHORAGE
99501	ANCHORAGE	2074	ANCHORAGE
21234	BALTIMORE	2023	BALTIMORE
21236	BALTIMORE	2023	BALTIMORE
21237	BALTIMORE	2023	BALTIMORE
21239	BALTIMORE	2023	BALTIMORE