

Personal Data Changes

Overview

Introduction This guide provides the procedures for navigating the Personal Data Changes in Direct Access.

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Employee Address, Home of Record and Phone Numbers

Introduction This section provides the procedures for changing a member's home and mailing address and for viewing the Home of Record. The Home of Record is established in connection with accession documents and transactions. *The Home of Record can only be corrected it cannot be changed (See reference (a)).*

Reference (a) Joint Travel Regulations (JTR), Appendix A – Definitions and Acronyms, “Home of Record”

Government Travel Charge Cardholders Address changes submitted in Direct Access for personnel and pay data are not provided to the Government Travel Credit Card (GTCC) program. Card holders must notify GTCC separately to update address changes to the account.

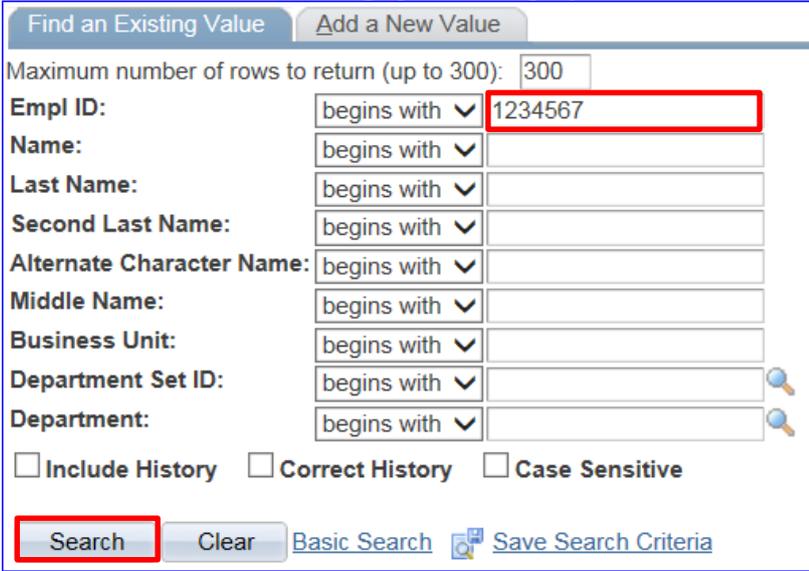
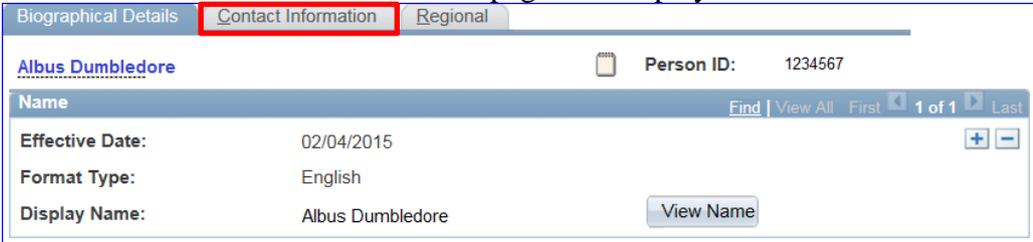
Procedures See below.

Step	Action
1	<p>Select the Personal Information link from the Core HR Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "HR Data Shortcuts" with a blue header bar. Below the header, there are several links: "Personal Information" (highlighted with a red box), "Job Data", "Dependent Information", "Search by SSN", "Email Address", "Find an Employee", and "Add Employment Instance".</p>

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Employee Address, Home of Record and Phone Numbers, Continued

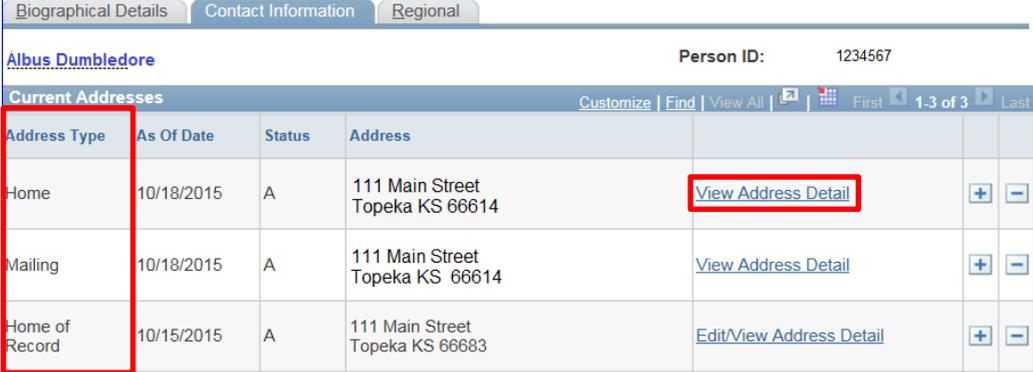
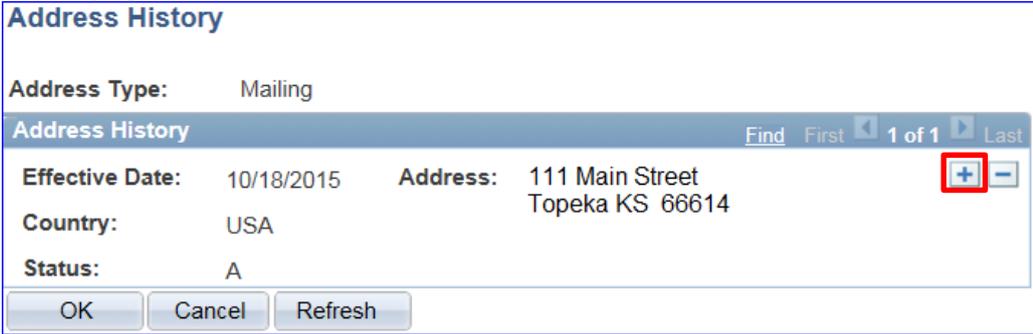
Procedures,
continued

Step	Action
2	<p>The Personal Information page will display.</p>  <p>Find an Existing Value Add a New Value</p> <p>Maximum number of rows to return (up to 300): 300</p> <p>Empl ID: begins with ▼ 1234567</p> <p>Name: begins with ▼</p> <p>Last Name: begins with ▼</p> <p>Second Last Name: begins with ▼</p> <p>Alternate Character Name: begins with ▼</p> <p>Middle Name: begins with ▼</p> <p>Business Unit: begins with ▼</p> <p>Department Set ID: begins with ▼</p> <p>Department: begins with ▼</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Enter the Empl ID, then click the Search button.</p>
3	<p>The members Personal Information page will display.</p>  <p>Biographical Details Contact Information Regional</p> <p>Albus Dumbledore Person ID: 1234567</p> <p>Name Find View All First 1 of 1 Last</p> <p>Effective Date: 02/04/2015</p> <p>Format Type: English</p> <p>Display Name: Albus Dumbledore View Name</p> <p>Click the Contact Information tab.</p>

Continued on next page

Employee Address, Home of Record and Phone Numbers, Continued

Procedures,
continued

Step	Action																								
<p>4</p>	<p>The Current Addresses will display. If updating the Phone Number, skip to step 10 of this guide.</p>  <table border="1" data-bbox="352 600 1385 972"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>10/18/2015</td> <td>A</td> <td>111 Main Street Topeka KS 66614</td> <td>View Address Detail</td> <td>+ -</td> </tr> <tr> <td>Mailing</td> <td>10/18/2015</td> <td>A</td> <td>111 Main Street Topeka KS 66614</td> <td>View Address Detail</td> <td>+ -</td> </tr> <tr> <td>Home of Record</td> <td>10/15/2015</td> <td>A</td> <td>111 Main Street Topeka KS 66683</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Home – Current Home address. • Mailing – This address will reflect on member’s Payslip used for mailing of W2 forms and other official correspondence. • Home of Record (HOR) – Established upon original enlistment. The home of record can only be changed if there’s a break in active duty service of more than one full day. See Reference (a) for more guidance on Home of Record. <p>Click the View Address Detail link for the address to be updated.</p>	Address Type	As Of Date	Status	Address			Home	10/18/2015	A	111 Main Street Topeka KS 66614	View Address Detail	+ -	Mailing	10/18/2015	A	111 Main Street Topeka KS 66614	View Address Detail	+ -	Home of Record	10/15/2015	A	111 Main Street Topeka KS 66683	Edit/View Address Detail	+ -
Address Type	As Of Date	Status	Address																						
Home	10/18/2015	A	111 Main Street Topeka KS 66614	View Address Detail	+ -																				
Mailing	10/18/2015	A	111 Main Street Topeka KS 66614	View Address Detail	+ -																				
Home of Record	10/15/2015	A	111 Main Street Topeka KS 66683	Edit/View Address Detail	+ -																				
<p>5</p>	<p>The Address History page will display. In this example the Mailing Address is being updated.</p>  <p>Address History</p> <p>Address Type: Mailing</p> <p>Effective Date: 10/18/2015 Address: 111 Main Street Topeka KS 66614</p> <p>Country: USA</p> <p>Status: A</p> <p>OK Cancel Refresh</p>																								

Click the Plus “+” button to insert a new row.

Continued on next page

Employee Address, Home of Record and Phone Numbers, Continued

Procedures,
continued

Step	Action																												
6	<p>The Address History page will expand for editing.</p> <div data-bbox="352 562 1385 972" style="border: 1px solid blue; padding: 5px;"> <p>Address History</p> <p>Address Type: Mailing</p> <p>Address History Find First 1-2 of 2 Last</p> <table border="0"> <tr> <td>*Effective Date:</td> <td><input type="text" value="04/14/2016"/></td> <td>Address:</td> <td>111 Main Street Topeka KS 66614</td> </tr> <tr> <td>Country:</td> <td><input type="text" value="USA"/></td> <td></td> <td></td> </tr> <tr> <td>*Status:</td> <td><input type="text" value="A"/></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">Add Address</td> </tr> <tr> <td>Effective Date:</td> <td>10/18/2015</td> <td>Address:</td> <td>111 Main Street Topeka KS 66614</td> </tr> <tr> <td>Country:</td> <td>USA</td> <td></td> <td></td> </tr> <tr> <td>Status:</td> <td>A</td> <td></td> <td></td> </tr> </table> </div> <p>Update the fields as necessary:</p> <ul style="list-style-type: none"> • Effective Date – Defaults to current date. Can be changed to a future date. • Country – Default country code from the existing address. Change if necessary. The Country code should be “USA” for AA, AP & AE address as well as U.S. Territories and Possessions. • Status – Defaults to “A” for Active. Do not change. <p>Click the Add Address link.</p>	*Effective Date:	<input type="text" value="04/14/2016"/>	Address:	111 Main Street Topeka KS 66614	Country:	<input type="text" value="USA"/>			*Status:	<input type="text" value="A"/>			Add Address				Effective Date:	10/18/2015	Address:	111 Main Street Topeka KS 66614	Country:	USA			Status:	A		
*Effective Date:	<input type="text" value="04/14/2016"/>	Address:	111 Main Street Topeka KS 66614																										
Country:	<input type="text" value="USA"/>																												
*Status:	<input type="text" value="A"/>																												
Add Address																													
Effective Date:	10/18/2015	Address:	111 Main Street Topeka KS 66614																										
Country:	USA																												
Status:	A																												
7	<p>The Edit Address page will display.</p> <div data-bbox="352 1310 1177 1733" style="border: 1px solid blue; padding: 5px;"> <p>Edit Address</p> <p>Country: United States</p> <p>Address 1: <input type="text" value="222 Central Avenue"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text" value="Topeka"/> State: <input type="text" value="KS"/> Kansas</p> <p>Postal: <input type="text" value="66614"/></p> <p>County: <input type="text" value="Shawnee"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <p>Enter the new Mailing Address information.</p> <p>Do not use special characters (e.g. ã, á, ñ, ú, Ñ, Ú, etc.). Direct Access is the data source for other information systems which cannot use special characters.</p> <p>When finished, click the OK button.</p>																												

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Employee Address, Home of Record and Phone Numbers, Continued

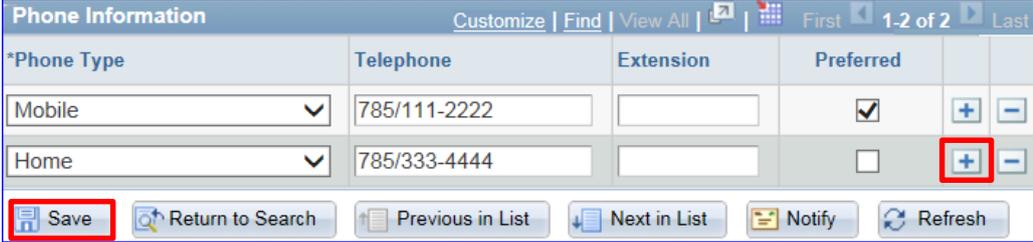
Procedures, continued

Step	Action																																				
<p>8</p>	<p>The Address History page will again display. Review changes; make any necessary corrections by repeating the previous steps.</p> <div data-bbox="352 595 1383 1077" style="border: 1px solid black; padding: 5px;"> <p>Address History</p> <p>Address Type: Mailing</p> <p>Address History Find First 1-2 of 2 Last</p> <p>*Effective Date: 04/14/2016 Address: 222 Central Avenue Topeka KS 66614 + -</p> <p>Country: USA </p> <p>*Status: A </p> <p>Add Address</p> <p>Effective Date: 10/18/2015 Address: 111 Main Street Topeka KS 66614 + -</p> <p>Country: USA</p> <p>Status: A</p> <p>OK Cancel Refresh</p> </div> <p>When finished, click the OK button.</p>																																				
<p>9</p>	<p>The Personal Information page will display. Repeat the previous steps to update other address information.</p> <div data-bbox="352 1187 1383 1756" style="border: 1px solid black; padding: 5px;"> <p>Biographical Details Contact Information Regional</p> <p>Albus Dumbledore Person ID: 1234567</p> <p>Current Addresses Customize Find View All First 1-3 of 3 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>10/18/2015</td> <td>A</td> <td>111 Main Street Topeka KS 66614</td> <td>View Address Detail</td> <td style="text-align: right;">+ -</td> </tr> <tr> <td>Mailing</td> <td>04/14/2016</td> <td>A</td> <td>222 Central Avenue Topeka KS 66614</td> <td>View Address Detail</td> <td style="text-align: right;">+ -</td> </tr> <tr> <td>Home of Record</td> <td>10/15/2015</td> <td>A</td> <td>111 Main Street Topeka KS 66614</td> <td>Edit/View Address Detail</td> <td style="text-align: right;">+ -</td> </tr> </tbody> </table> <p>Phone Information Customize Find View All First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Mobile </td> <td>785/123-4567</td> <td></td> <td><input checked="" type="checkbox"/></td> <td style="text-align: right;">+ -</td> <td></td> </tr> </tbody> </table> <p>Save Return to Search</p> </div> <p>When finished, click the Save button.</p>	Address Type	As Of Date	Status	Address			Home	10/18/2015	A	111 Main Street Topeka KS 66614	View Address Detail	+ -	Mailing	04/14/2016	A	222 Central Avenue Topeka KS 66614	View Address Detail	+ -	Home of Record	10/15/2015	A	111 Main Street Topeka KS 66614	Edit/View Address Detail	+ -	*Phone Type	Telephone	Extension	Preferred			Mobile	785/123-4567		<input checked="" type="checkbox"/>	+ -	
Address Type	As Of Date	Status	Address																																		
Home	10/18/2015	A	111 Main Street Topeka KS 66614	View Address Detail	+ -																																
Mailing	04/14/2016	A	222 Central Avenue Topeka KS 66614	View Address Detail	+ -																																
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*Phone Type	Telephone	Extension	Preferred																																		
Mobile	785/123-4567		<input checked="" type="checkbox"/>	+ -																																	

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Employee Address, Home of Record and Phone Numbers, Continued

Procedures,
continued

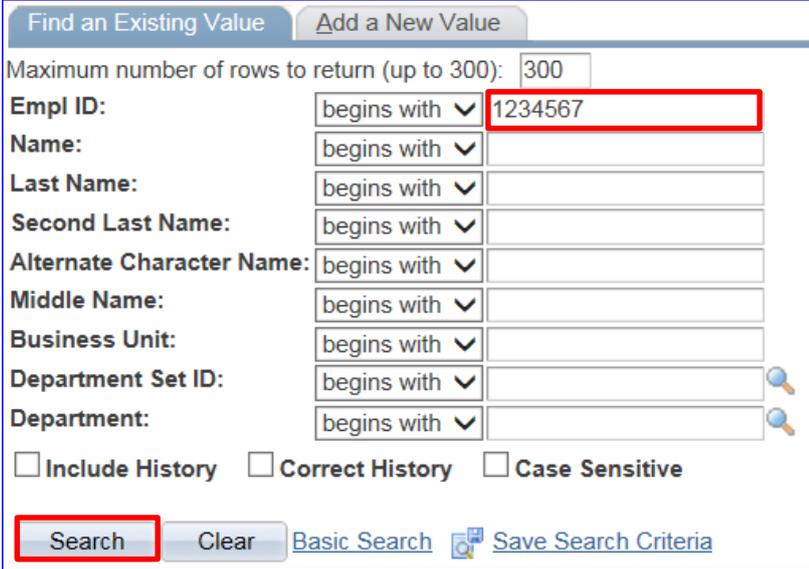
Step	Action
10	<p data-bbox="352 528 1342 600">Phone Information. Change an existing row or click the Plus “+” button to insert a new phone type and number.</p> <div data-bbox="352 600 1385 842"><p>The screenshot shows a table titled "Phone Information" with columns: *Phone Type, Telephone, Extension, Preferred, and two empty columns. The first row is "Mobile" with telephone number "785/111-2222" and a checked "Preferred" box. The second row is "Home" with telephone number "785/333-4444" and an unchecked "Preferred" box. A plus sign button in the second row is highlighted with a red box. Below the table is a toolbar with buttons: Save (highlighted with a red box), Return to Search, Previous in List, Next in List, Notify, and Refresh.</p></div> <p data-bbox="352 846 839 880">When finished, click the Save button.</p>

Change of Name

Information This section provides the procedure to record a member's name change.

Reference [Personnel and Pay Procedures Manual, PPCINST M1000.2\(series\)](#), Section 5-D lists required documents which must be met in order for a member to change their name.

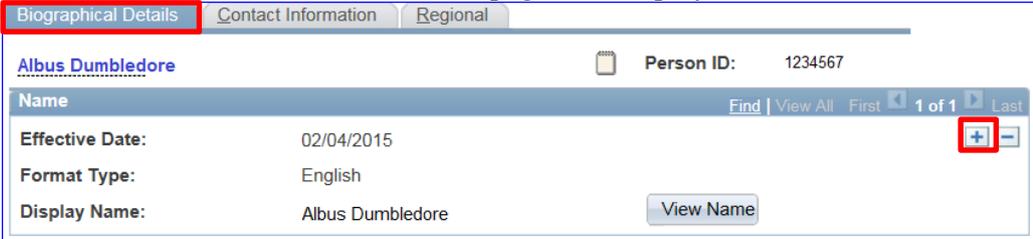
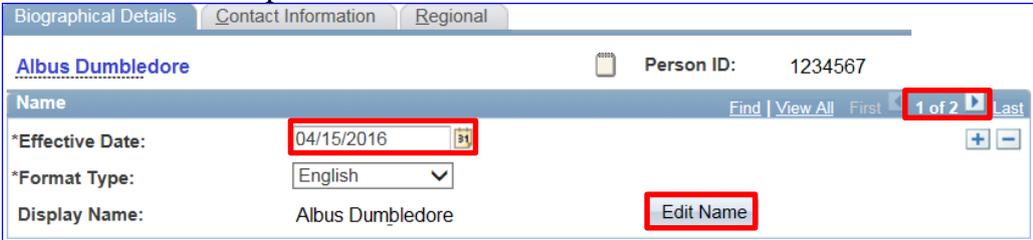
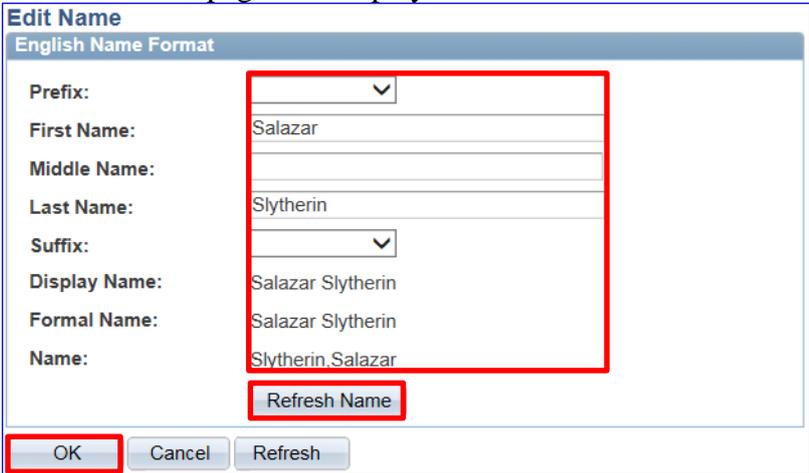
Procedures See below.

Step	Action
1	<p>Select the Personal Information link from the Core HR Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "HR Data Shortcuts" with several links. The link "Personal Information" is highlighted with a red rectangular box. Other links include "Job Data", "Dependent Information", "Search by SSN", "Email Address", "Find an Employee", and "Add Employment Instance".</p>
2	<p>The Personal Information page will display.</p>  <p>The screenshot shows a search interface for the "Personal Information" page. It has two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a text input field for "Maximum number of rows to return (up to 300):" with the value "300". There are several search criteria fields, each with a "begins with" dropdown menu. The "Empl ID:" field has the value "1234567" entered and is highlighted with a red box. Below the fields are three checkboxes: "Include History", "Correct History", and "Case Sensitive". At the bottom, there is a "Search" button (highlighted with a red box), a "Clear" button, and links for "Basic Search" and "Save Search Criteria".</p> <p>Enter the Empl ID, then click the Search button.</p>

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Change of Name, Continued

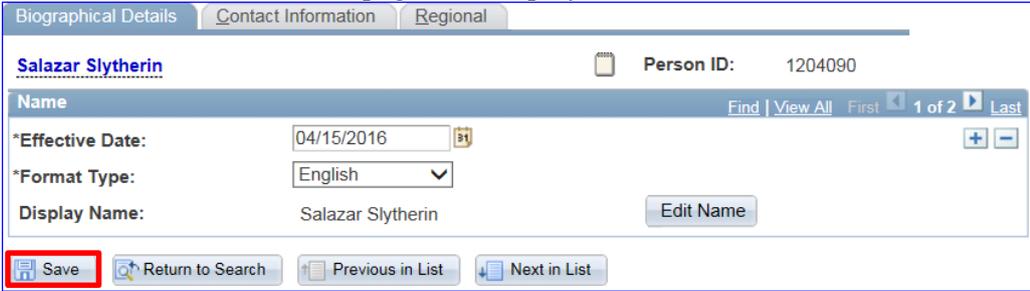
Procedures,
continued

Step	Action
3	<p>The members Personal Information page will display.</p>  <p>On the Biographical Details tab, click the Plus “+” button to add a new row.</p>
4	<p>A new row will be opened</p>  <p>There will now be two rows identified. The effective date field will default to the current date and may be edited.</p> <p>Click the Edit Name button.</p>
5	<p>The Edit Name page will display.</p>  <ul style="list-style-type: none"> • Update the applicable name • Click the Refresh Name button to view the changes reflected in the Display Name, Formal Name, and Name Fields. <p>When finished, click the OK button.</p>

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Change of Name, Continued

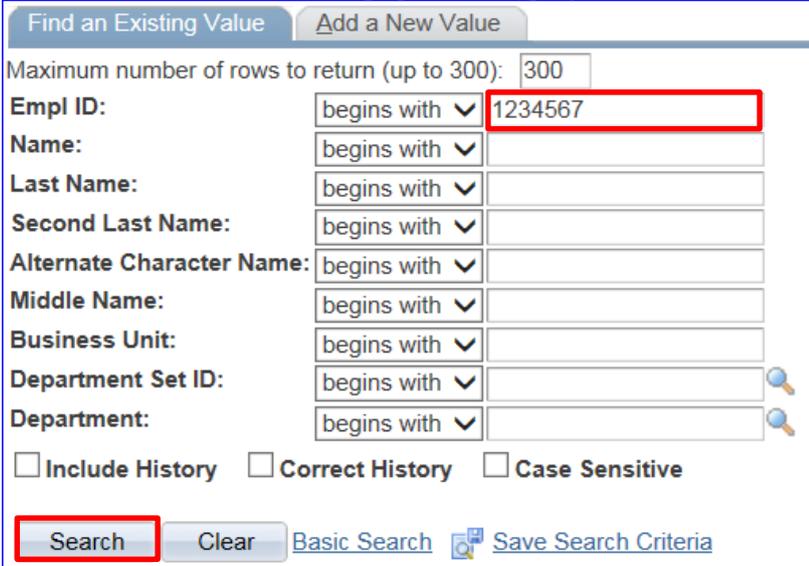
Procedures,
continued

Step	Action
6	<p>The Personel Information page will display.</p>  <p>Click the Save button.</p>

Marital Status

Introduction This section provides the procedure for viewing, entering or updating a member's Marital Status.

Procedures See below.

Step	Action
1	<p>Select the Personal Information link from the Core HR Shortcuts pagelet.</p> 
2	<p>The Personal Information page will display.</p>  <p>Enter the Empl ID, then click the Search button.</p>

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Marital Status, Continued

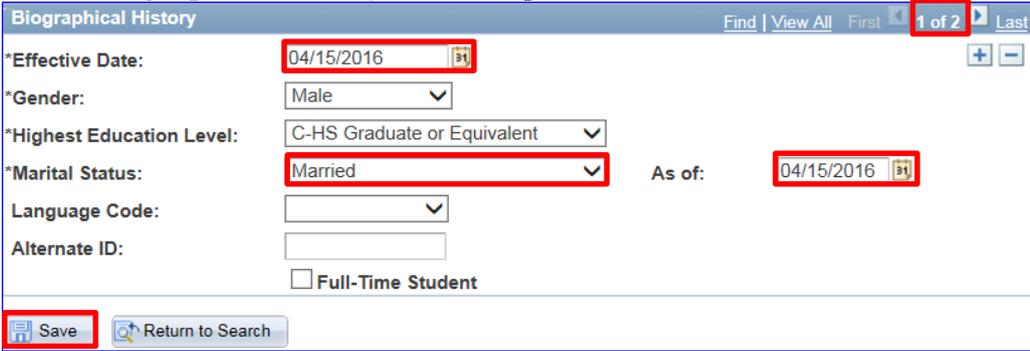
Procedures,
continued

Step	Action
3	<p data-bbox="352 495 842 528">The Personal Data page will display.</p> <div data-bbox="352 528 1385 1323"><p data-bbox="352 528 1385 562">Biographical Details Contact Information Regional</p><p data-bbox="352 577 1385 611">Albus Dumbledore Person ID: 1234567</p><p data-bbox="352 618 1385 651">Name Find View All First 1 of 1 Last</p><p data-bbox="352 658 1385 692">Effective Date: 08/01/2014 + -</p><p data-bbox="352 698 1385 732">Format Type: English</p><p data-bbox="352 739 1385 772">Display Name: Albus Dumbledore View Name</p><p data-bbox="352 779 1385 813">Biographic Information</p><p data-bbox="352 819 1385 853">Date of Birth: 08/18/1991 24 Years 7 Months</p><p data-bbox="352 860 1385 893">Date of Death:</p><p data-bbox="352 900 1385 934">Birth Country: USA United States</p><p data-bbox="352 940 1385 974">Birth State:</p><p data-bbox="352 981 1385 1014">Birth Location: <input type="checkbox"/> Waive Data Protection</p><p data-bbox="352 1021 1385 1055">Biographical History Find View All First 1 of 1 Last</p><p data-bbox="352 1061 1385 1095">*Effective Date: 08/01/2014 + -</p><p data-bbox="352 1102 1385 1135">*Gender: Male</p><p data-bbox="352 1142 1385 1176">*Highest Education Level: C-HS Graduate or Equivalent</p><p data-bbox="352 1182 1385 1216">*Marital Status: Single As of:</p><p data-bbox="352 1223 1385 1256">Language Code:</p><p data-bbox="352 1263 1385 1296">Alternate ID: <input type="checkbox"/> Full-Time Student</p><p data-bbox="352 1303 1385 1337">OK Cancel Refresh</p></div> <p data-bbox="352 1330 1385 1395">In the Biographical History section, click the Plus “+” button to add a new row.</p>

Continued on next page

Marital Status, Continued

Procedures,
continued

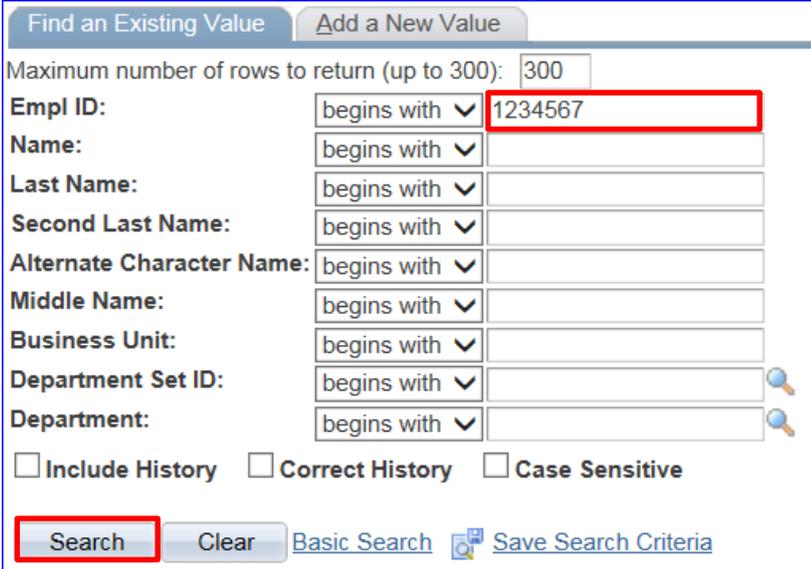
Step	Action
4	<p>A new Biographical History row will open.</p>  <p>The screenshot shows a form titled "Biographical History" with the following fields and values:</p> <ul style="list-style-type: none"> *Effective Date: 04/15/2016 *Gender: Male *Highest Education Level: C-HS Graduate or Equivalent *Marital Status: Married Language Code: (empty) Alternate ID: (empty) <input type="checkbox"/> Full-Time Student <p>At the bottom of the form, there is a Save button and a Return to Search button.</p> <ul style="list-style-type: none"> • Effective Date – Will default to the current. • Marital Status – Click the Marital Status dropdown and select the new status. <ul style="list-style-type: none"> Civil Partnership Common-Law DissDeclLost Civil Partner Dissolved Civil Partnership Divorced Head of Household Married Separated Single Surviving Civil Partner Unknown Widowed • As Of – Enter the effective date of the change. <p>Note: This is not the date that will be reflected as the Date of Marriage on the BAH/Dependency Data form. Update/correct the spouse's Marital Status Date if the BAH/Dependency Data form does not show the correct date.</p> <p>When finished, click the Save button.</p>

Correction of Social Security Number (SSN) or Date of Birth (DOB)

Introduction This section provides the procedure to correct a **member's** Social Security Number (SSN) or Date of Birth (DOB).

Reference [Personnel and Pay Procedures Manual, PPCINST M1000.2\(series\)](#), Section 5-D lists required documents which must be met in order to enter a correction to official records.

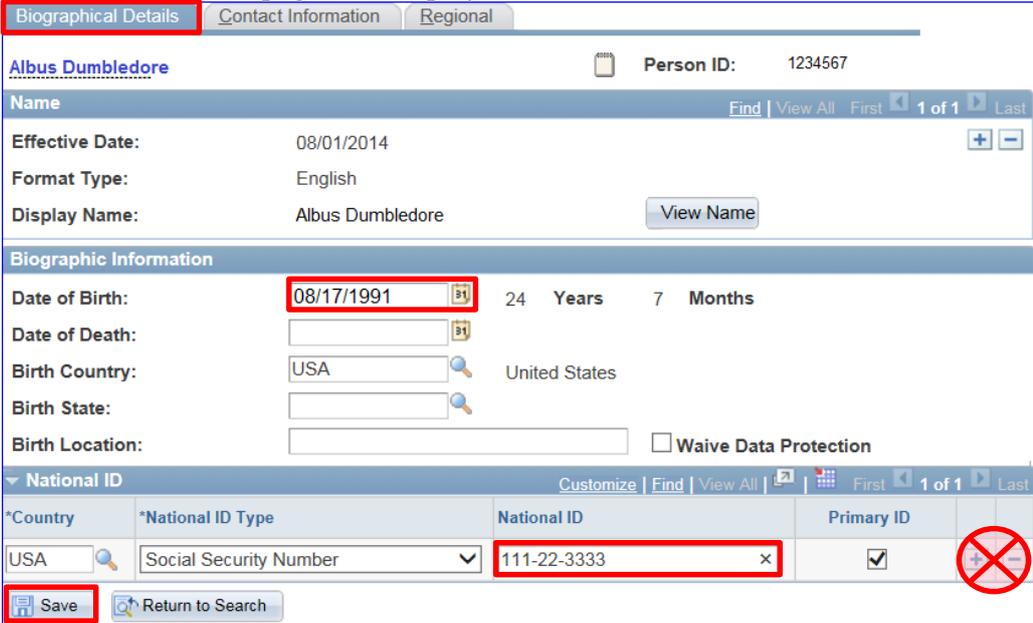
Procedures See below.

Step	Action
1	<p>Select the Personal Information link from the Core HR Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "HR Data Shortcuts" with a blue header and a white background. It contains several blue underlined links: "Personal Information" (highlighted with a red box), "Job Data", "Dependent Information", "Search by SSN", "Email Address", "Find an Employee", and "Add Employment Instance".</p>
2	<p>The Personal Information page will display.</p>  <p>The screenshot shows a search interface with two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a text input field for "Maximum number of rows to return (up to 300):" with the value "300". There are several search criteria fields, each with a "begins with" dropdown menu and a text input field. The "Empl ID:" field has "1234567" entered and is highlighted with a red box. Below the fields are three checkboxes: "Include History", "Correct History", and "Case Sensitive". At the bottom, there is a "Search" button (highlighted with a red box), a "Clear" button, and links for "Basic Search" and "Save Search Criteria".</p> <p>Enter the Empl ID, then click the Search button.</p>

Continued on next page

Correction of Social Security Number (SSN) or Date of Birth (DOB), Continued

Procedures,
continued

Step	Action
3	<p>The Personal Data page will display.</p>  <p>Be absolutely sure you have accessed the correct member record.</p> <ul style="list-style-type: none"> • The member's Date of Birth is shown in the Biographic Information Section. • The Social Security Number is shown in the National ID section. • Correct the Date of Birth field and/or the National ID field. • Do NOT use the add/remove row icons in the National ID area, simply enter (overtyp) the correct SSN. <p>When finished, click the OK button.</p>

Citizenship Status Changes/Passport Information

Introduction This section provides procedures for using Direct Access to view or record a change in a member’s citizenship status and member's passport and dependent's passport information.

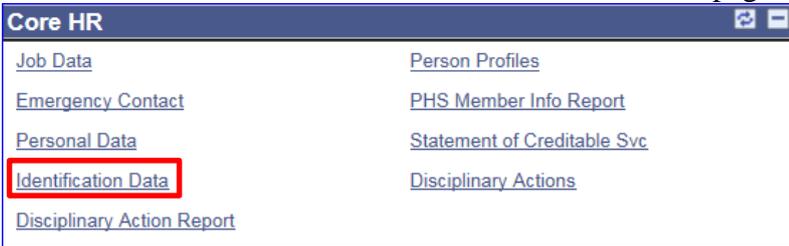
Discussion All official passports (active duty members and dependents) and diplomatic passports must be entered into Direct Access. During Direct Access migration, not all passport data was migrated into Direct Access. Servicing Personnel Offices will need to enter the passport data into Direct Access. Newly issued passports will be entered by the CG-00I staff.

Before you Begin If a member is a nonresident alien (defined as a citizen of a foreign country who has not applied for U. S. Citizenship) a tax information transaction must be submitted showing that the member is a resident alien (defined as a member who has applied for U. S. Citizenship) prior to submitting a citizenship status change.

When choosing a member from the search results, ensure you are choosing the correct member. Verify the employee ID or national ID before making any changes to Citizenship Status or Passport Information.

Members may have multiple records in Direct Access (Regular, Reserve, Auxiliary or Civilian Employee. Ensure you are selecting the correct Employee Classification record.

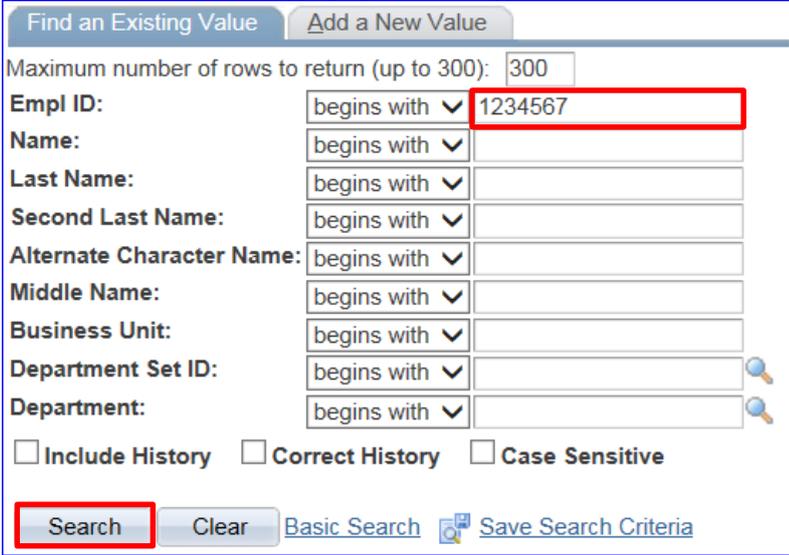
Procedures See below.

Step	Action
1	<p>Select the Identification Data link from the Core HR pagelet.</p>  <p>The screenshot shows a 'Core HR' pagelet with a list of links: Job Data, Emergency Contact, Personal Data, Identification Data (highlighted with a red box), and Disciplinary Action Report. On the right side, there are links for Person Profiles, PHS Member Info Report, Statement of Creditable Svc, and Disciplinary Actions.</p>

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Citizenship Status Changes/Passport Information, Continued

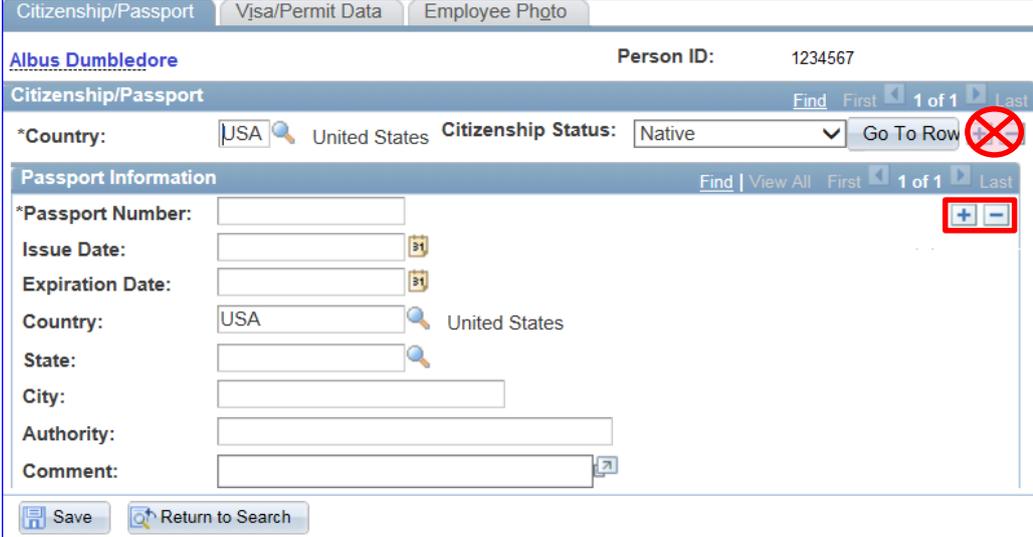
Procedures,
continued

Step	Action										
2	<p>The Identification Data page will display.</p>  <p>Enter the Empl ID, then click the Search button.</p>										
3	<p>The Citizenship/Passport page will display.</p>  <p>The member's current citizenship status will be displayed. This page does not have an effective date. Do not insert or delete rows in the citizenship data area. All edits are completed in the current row.</p> <ul style="list-style-type: none"> • Country – Click the look-up icon and select the country of the member's birth. • Citizenship Status - Click the drop-down arrow and select the appropriate status code. <table border="1" data-bbox="448 1659 1315 1850"> <thead> <tr> <th>Status Description</th> <th>Use When Member is a</th> </tr> </thead> <tbody> <tr> <td>Native</td> <td>Native U. S. Citizen</td> </tr> <tr> <td>Naturalized</td> <td>Naturalized U. S. Citizen</td> </tr> <tr> <td>Alien Permanent</td> <td>Resident Alien</td> </tr> <tr> <td>Alien Temporary</td> <td>Non-resident Alien</td> </tr> </tbody> </table> <p>When finished, scroll to the bottom of the page and click the Save button.</p>	Status Description	Use When Member is a	Native	Native U. S. Citizen	Naturalized	Naturalized U. S. Citizen	Alien Permanent	Resident Alien	Alien Temporary	Non-resident Alien
Status Description	Use When Member is a										
Native	Native U. S. Citizen										
Naturalized	Naturalized U. S. Citizen										
Alien Permanent	Resident Alien										
Alien Temporary	Non-resident Alien										

Continued on next page

Citizenship Status Changes/Passport Information, Continued

Procedures,
continued

Step	Action
4	<p>The Passport Information section of the page does not need to be completed in order to update/change a member's citizenship status. However, you may enter the Passport data if you have the information available.</p>  <p>Members' or dependents' receiving a new passport should have a new row added to enter the passport information. Do not delete or over type the old passport information.</p> <ul style="list-style-type: none"> • If there is no current Passport Information, enter the data on this page. • If updating Passport Information, click the Plus “+” to add a new row. Be careful to NOT select the (+ or -) button in the Citizenship section. • Some active duty or reserve members and civilian employees are authorized to possess more than one official/diplomatic passport. Enter the passport information for each passport in a separate row (press the (+) button to insert a new row).

Continued on next page

Citizenship Status Changes/Passport Information, Continued

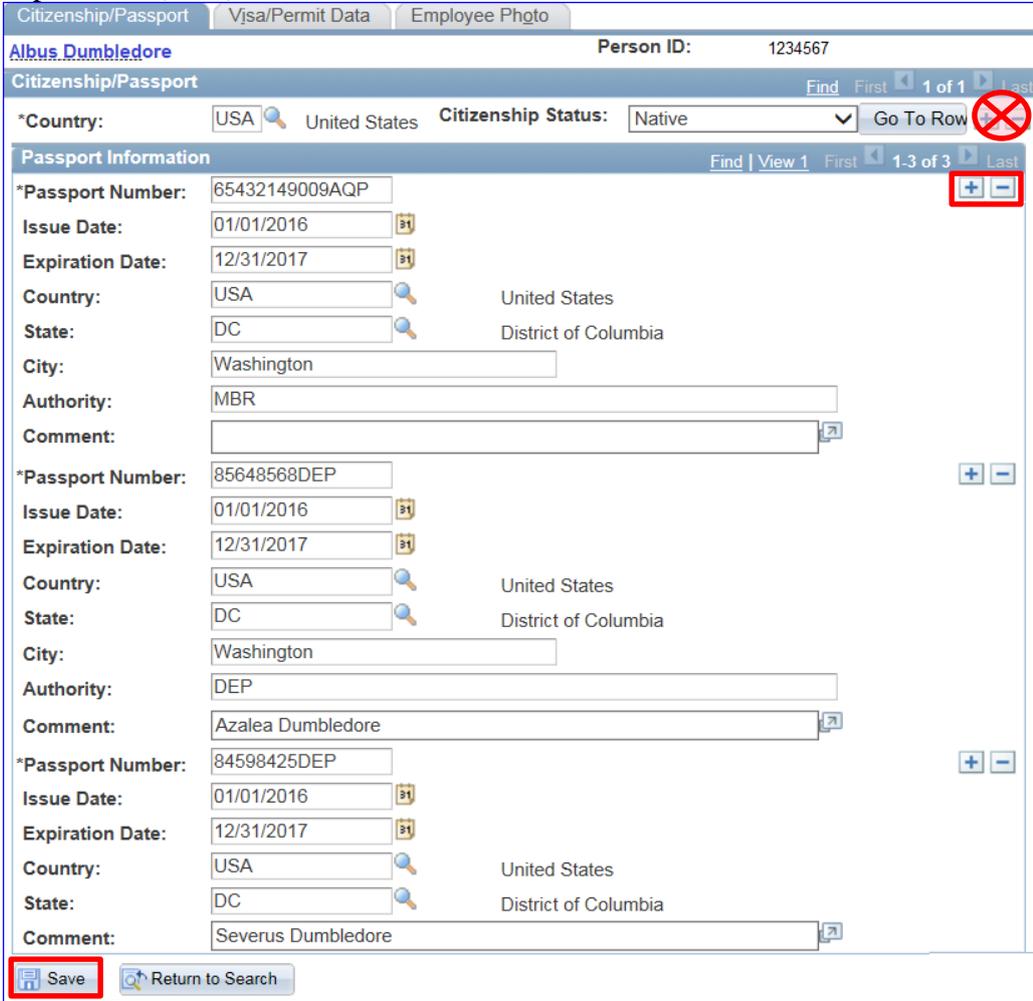
Procedures,
continued

Step	Action	
4 (cont)	Enter Passport Information for all official passports issued to the member and, if applicable, the member's dependents.	
	Field	Description
	Passport Number	The number of the passport. Only passport numbers starting with the number 6, 8 and 9 will be entered in Direct Access. DO NOT enter tourist passport information into Direct Access.
	Issue Date	Date the passport was issued. Enter the date the passport was issued. This date can be found on the title page of the members' or dependents' passport.
	Expiration Date	Date the passport expires. Enter the date the passport is to expire. This date can be found on the title page of the members' or dependents' passport. Note: When members' or dependents' passport information expires do not delete the information from Direct Access.
	County	Country the passport is issued defaults to USA. If for some reason USA is not the default please type in USA.
	State	State where passport was issued. Enter DC (District of Columbia. All official and diplomatic passports are processed in the District of Columbia.
	City	City where passport was issued. Enter Washington.
	Authority	Cite the authority of issuance of the passport. Enter MBR (member), DEP (dependent) or CIV (Civilian employees). The codes must be in all UPPERCASE letters. Only indicate MBR, CIV or DEP in this block.
	Comment	Comments. Only indicate dependent's name in the comment block.

Continued on next page

Citizenship Status Changes/Passport Information, Continued

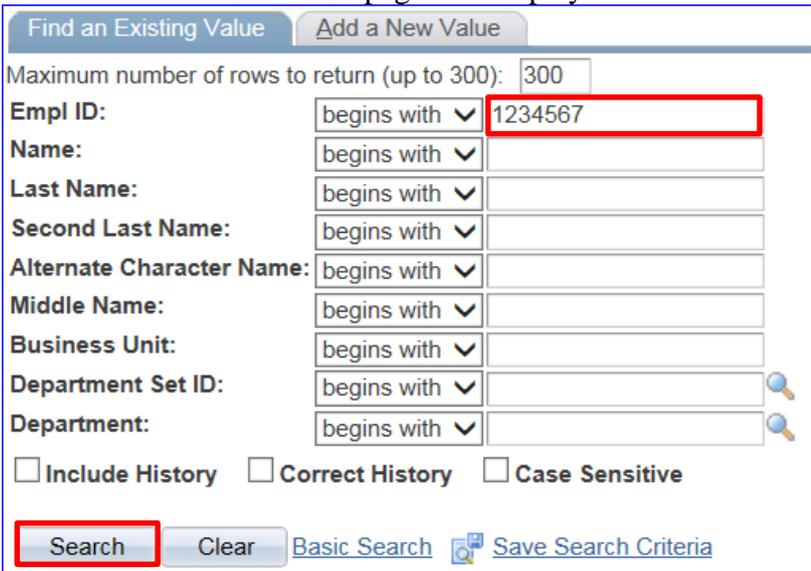
Procedures,
continued

Step	Action
<p>4 (cont)</p>	<p>To add dependent passport information press the (+) button to insert a new row. Enter the passport data for the dependent. Remember to enter the dependent’s name in the “Comment” block. Repeat this step for each additional passport to be entered.</p> <p>Be careful to NOT select the (+ or -) button in the Citizenship section.</p> <p>Example Passport Information completed for Member (MBR) and two dependents (DEP).</p>  <p>When finished, click the Save button.</p>

Non Self-Service Diversity Update

Introduction This section provides the procedure entering or updating a member's diversity information.

Procedures See below.

Step	Action
1	<p>Select the Personal Information link from the Core HR Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "HR Data Shortcuts" with a blue header. Below the header, there are several links: "Personal Information" (highlighted with a red box), "Job Data", "Dependent Information", "Search by SSN", "Email Address", "Find an Employee", and "Add Employment Instance".</p>
2	<p>The Personal Information page will display.</p>  <p>The screenshot shows a search interface with two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs, there is a text input field for "Maximum number of rows to return (up to 300):" with the value "300". The "Empl ID:" field is set to "begins with" and "1234567" (highlighted with a red box). Other fields include Name, Last Name, Second Last Name, Alternate Character Name, Middle Name, Business Unit, Department Set ID, and Department, all set to "begins with". There are checkboxes for "Include History", "Correct History", and "Case Sensitive". At the bottom, there is a "Search" button (highlighted with a red box), a "Clear" button, and links for "Basic Search" and "Save Search Criteria".</p> <p>Enter the Empl ID, then click the Search button.</p>

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Non Self-Service Diversity Update, Continued

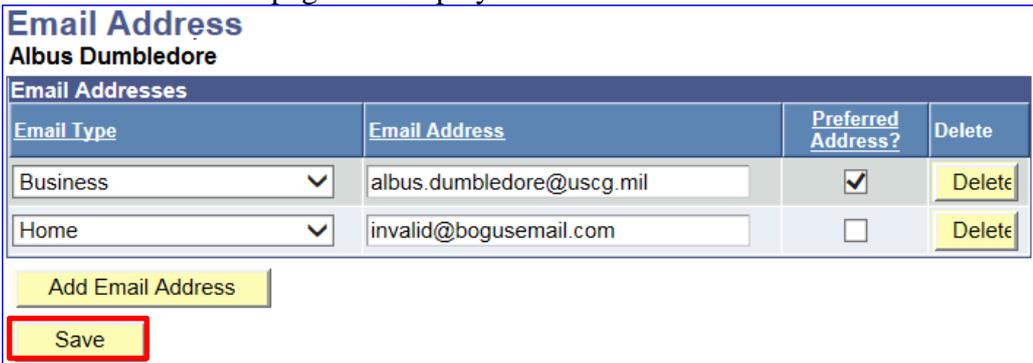
Procedures,
continued

Step	Action																											
4	<p>The Personal Information page will display.</p>  <ul style="list-style-type: none"> • Select the Regional tab. • Click the drop-down next to the USA Flag to expand this section if necessary. • In the Ethnic Group section, click the View All link to display all the Ethnic Groups. 																											
5	<p>All the Ethnic Groups will display.</p>  <p>Click the Ethnic Group drop-down and choose a diversity description from the list. Refer to the Ethnicity and Race Self-Reporting Worksheet and the table below to determine the diversity description.</p> <table border="1" data-bbox="352 1585 951 1839"> <thead> <tr> <th colspan="3">Search Results</th> </tr> <tr> <th>Ethnic Group</th> <th>Description</th> <th>Short Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>White</td> <td>White</td> </tr> <tr> <td>2</td> <td>Black or African American</td> <td>Black</td> </tr> <tr> <td>4</td> <td>Asian</td> <td>Asian</td> </tr> <tr> <td>5</td> <td>American Indian or Alaska Native</td> <td>Am Indian</td> </tr> <tr> <td>7</td> <td>Native Hawaiian or Other Pacific Islander</td> <td>Hawaiian</td> </tr> <tr> <td>X</td> <td>Ethnic Category - Hispanic or Latino</td> <td>Hispanic</td> </tr> <tr> <td>Y</td> <td>Ethnic Category - Not Hispanic or Latino</td> <td>Not Hispan</td> </tr> </tbody> </table> <p>When finished, scroll to the bottom of the page and click the Save button.</p>	Search Results			Ethnic Group	Description	Short Description	1	White	White	2	Black or African American	Black	4	Asian	Asian	5	American Indian or Alaska Native	Am Indian	7	Native Hawaiian or Other Pacific Islander	Hawaiian	X	Ethnic Category - Hispanic or Latino	Hispanic	Y	Ethnic Category - Not Hispanic or Latino	Not Hispan
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Member Email Address

Introduction This section provides the procedure for entering and updating a member's Email address.

Procedures See below.

Step	Action
1	<p>Select the Email Address link from the Core HR Shortcuts pagelet.</p> 
2	<p>The Email Human Resources page will display.</p>  <p>Enter the Empl ID, then click the Search button.</p>
3	<p>The Email Address page will display.</p>  <ul style="list-style-type: none"> • Email addresses can be Added/Edited or Deleted. • All members must have a “Business” email address. <p>When finished, click the Save button.</p>