HOW TO GAIN A SAILOR

1. From the Home Page, type the Sailor’s name or DODID number in the global search bar and click “Enter”

2. If you receive below, that means the Sailor wasn’t placed in a transfer status from previous command (Refer to “How to View Command Information” to get in contact with previous CFL to have member placed in a transfer status)
3. If Sailor is in a transfer status, following will be shown. From here, you will click on the Sailor’s name;

4. From here, click either “PFAs (3+)” or “View All”
5. From here, click on the current PFA cycle:

6. From here, click “Next”
7. From here, type in your UIC and click “Next”

8. If you have Departments created, select that Department from the drop down and click “Next” otherwise go to Step 10.
9. You have Divisions created, select that Division from the drop down and click “Next” otherwise go to Step 10.

10. From here, you will click “Next”
11. From here, click “Finish”

12. Sailor is now gained into your command.