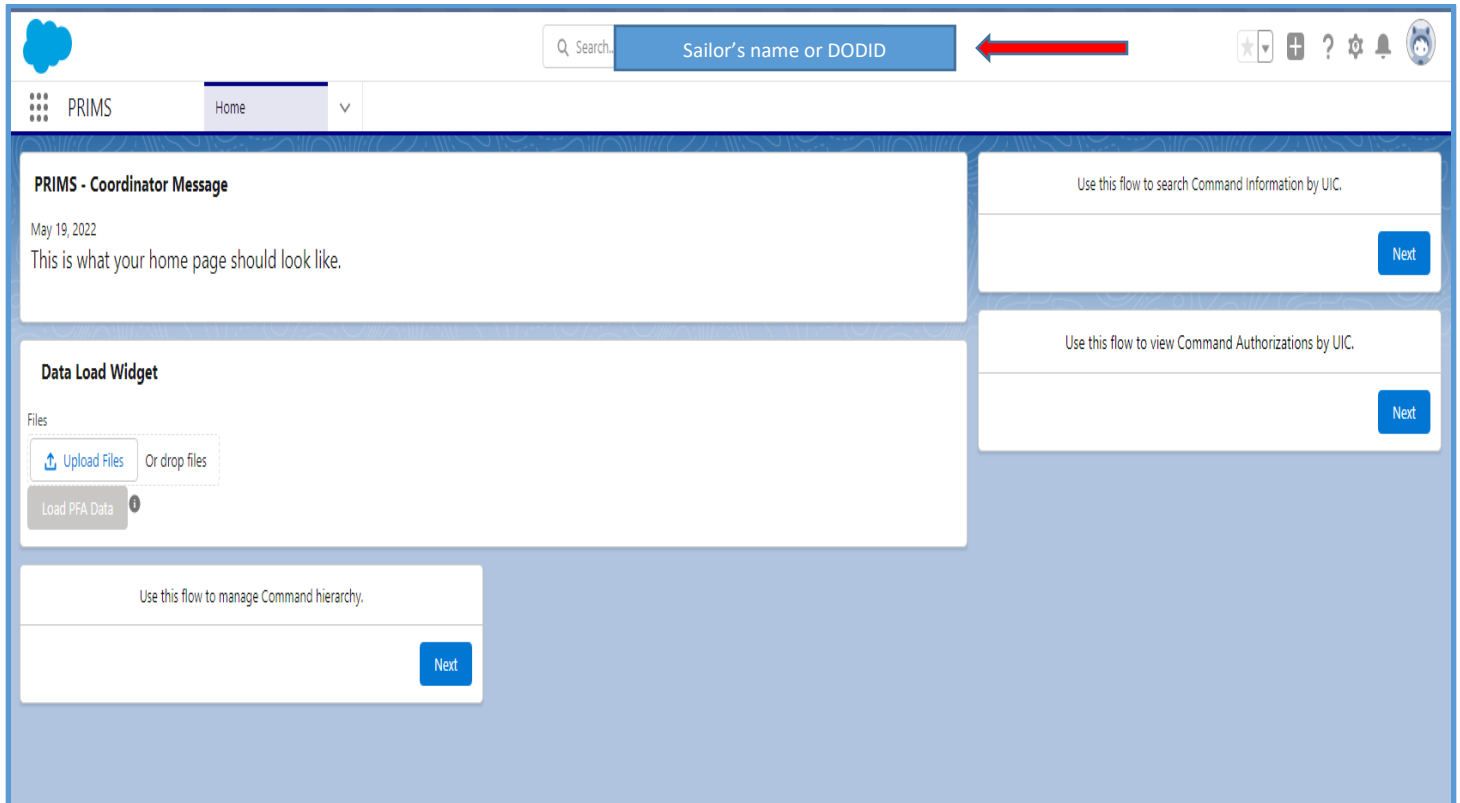
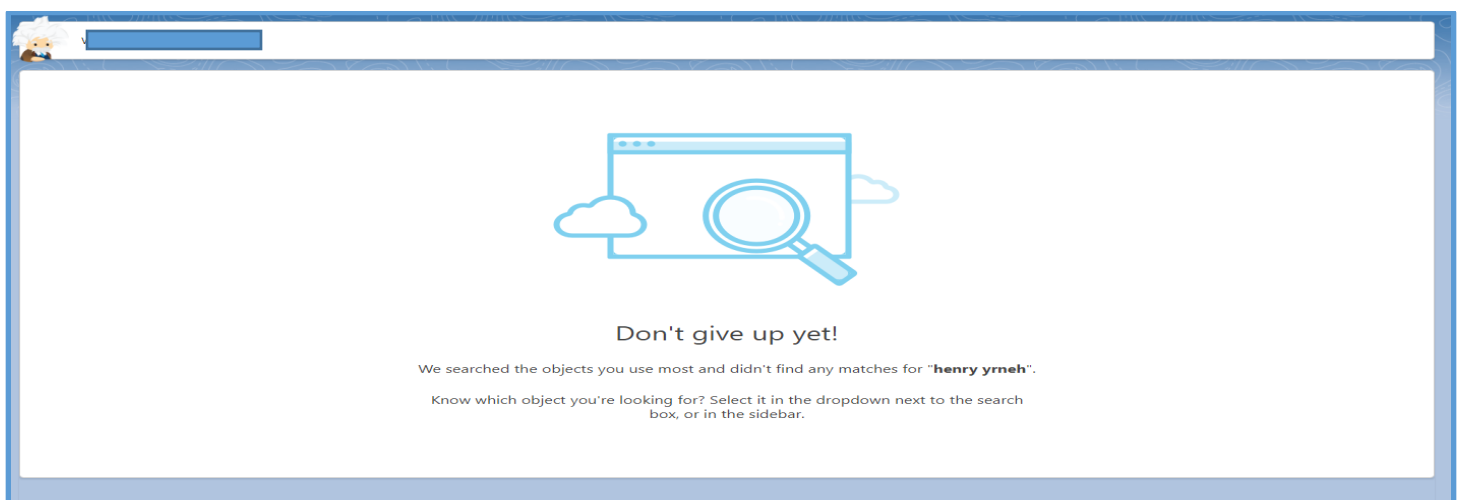


HOW TO GAIN A SAILOR

1. From the Home Page, type the Sailors 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;

The screenshot shows a sailor's profile page. At the top, there is a header with a profile picture and a name field. Below this, there is a section titled "Recommended Result • Contact" with a "+ Follow" button. The main content area is divided into two columns. The left column contains fields for DODID, Gender (F), Date of Birth, PHA Date (3/31/2022), Service Branch (United States Navy (USN)), Rank (E-4), Assigned UIC (TRANS), and Assigned Department. The right column contains a "Related List Quick Links" section with links for PFAs (10+), FEP Enrollments (2), Nutrition Enrollments (1), and Files (0). Below this, there is a "Contact Records" section with a table showing 1 result. A red arrow points to the first row of the table, which contains the sailor's name, DODID, Gender (F), Date of Birth, PHA Date (3/31/2022), Service Branch (United States Navy (USN)), Rank (E-4), and Assigned UIC (TRANS).

Name	DODID	Gender	Date of Birth	PHA Date	Service Branch	Rank	Assigned UIC	Assig...	Assig...
[Redacted]	[Redacted]	F	[Redacted]	3/31/2022	United States Navy (USN)	E-4	TRANS		

4. From here, click either “PFAs (3+) or “View All”

The screenshot shows a sailor's profile page with a "Details" tab selected. The left column contains fields for Account Name, DODID, Name (DROF FORD), Gender (F), Date of Birth, Contact Record Type (Active Duty/MOBRES/FTS/Others), CFL Certification Date, CUI Data Alert (This page contains PII), Service Branch (United States Navy (USN)), Rate, Rank (E-4), Paygrade (E5), Email, and Phone. The right column contains a "PFAs (3+)" section with a red arrow pointing to it. Below this, there is a list of PFAs with details for each cycle. A red arrow points to the "View All" link at the bottom of the PFAs section.

PFAs (3+)
PFA-6469043 Navy Cycle Name: Cycle 1 2015 Navy Cycle Start Date: 1/1/2015 Navy Cycle End Date: 6/30/2015
PFA-6472137 Navy Cycle Name: Cycle 1 2016 Navy Cycle Start Date: 1/1/2016 Navy Cycle End Date: 6/30/2016
PFA-6473111 Navy Cycle Name: Cycle 1 2017 Navy Cycle Start Date: 1/1/2017 Navy Cycle End Date: 6/30/2017

[View All](#)

5. From here, click on the current PFA cycle:


Contact Records [View Contact Records](#)

PFA

14 items • Sorted by Navy Cycle Name • Updated a few seconds ago

	PFA Name	Navy Cycle Name	Navy Cycle Start Date	Navy Cycle End Date	
1	PFA-6469043	Cycle 1 2015	1/1/2015	6/30/2015	▼
2	PFA-6472137	Cycle 1 2016	1/1/2016	6/30/2016	▼
3	PFA-6473111	Cycle 1 2017	1/1/2017	6/30/2017	▼
4	PFA-6472286	Cycle 1 2018	1/1/2018	6/30/2018	▼
5	PFA-6479865	Cycle 1 2019	1/1/2019	6/30/2019	▼
6	PFA-6467866	Cycle 1 2020	1/1/2020	6/30/2020	▼
7	PFA-6490321	Cycle 1 2021	7/1/2021	12/31/2021	▼
8	PFA-6493433	Cycle 1 2022	1/1/2022	12/31/2022	▼
9	PFA-6468567	Cycle 2 2014	7/1/2014	12/31/2014	▼
10	PFA-6479725	Cycle 2 2015	7/1/2015	12/31/2015	▼
11	PFA-6476617	Cycle 2 2016	7/1/2016	12/31/2016	▼
12	PFA-6477647	Cycle 2 2017	7/1/2017	12/31/2017	▼
13	PFA-6466020	Cycle 2 2018	7/1/2018	12/31/2018	▼
14	PFA-6479114	Cycle 2 2019	7/1/2019	12/31/2019	▼

6. From here, click “Next”

 **PFA**
Cycle 1 2022 [Edit](#)

Navy Cycle Start Date: 1/1/2022 Navy Cycle End Date: 12/31/2022 Member Full Name: [View Member](#)


Details Related


▼ Information


Member	View Member	PFA Performance Summary
DODID	View DODID	FAIL
First Name	View First Name	Navy Cycle Name
DROF	View DROF	Cycle 1 2022
Middle Name	View Middle Name	Navy Cycle Start Date
Last Name	View Last Name	1/1/2022
Suffix	View Suffix	Navy Cycle End Date
		12/31/2022
		Email
		View Email
		Phone
		View Phone

Use this workflow to gain the current member into a specified UIC

[Next](#)

 **PARFs (0)** ▼

 **Medical Waivers (0)** ▼

 **BCAs (1)** ▼

Cycle 1 2022

BCA Name: [BCA-0005149766](#)

BCA Date: 5/17/2022

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

The screenshot shows the 'PFA Cycle 1 2022' form. At the top, there's a header with the PFA logo and 'Cycle 1 2022'. Below this, there are fields for 'Navy Cycle Start Date' (1/1/2022), 'Navy Cycle End Date' (12/31/2022), and 'Member Full Name' (a blue box). The 'Details' tab is selected, showing a table with 'Member' information (Member, DODID, First Name) and 'PFA Performance Summary' (FAIL, Navy Cycle Name: Cycle 1 2022, Navy Cycle Start Date: 1/1/2022, Navy Cycle End Date: 12/31/2022). On the right, there's a 'Search for Target UIC' field with a red arrow pointing to the 'Next' button. Below this, there are sections for 'PARFQs (0)' and 'Medical Waivers (0)'. The 'Next' button is highlighted with a red arrow.

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

The screenshot shows the 'PFA Cycle 1 2022' form. At the top, there's a header with the PFA logo and 'Cycle 1 2022'. Below this, there are fields for 'Navy Cycle Start Date' (1/1/2022), 'Navy Cycle End Date' (12/31/2022), and 'Member Full Name' (a blue box). The 'Details' tab is selected, showing a table with 'Member' information (Member, DODID, First Name) and 'PFA Performance Summary' (FAIL, Navy Cycle Name: Cycle 1 2022, Navy Cycle Start Date: 1/1/2022, Navy Cycle End Date: 12/31/2022). On the right, there's a 'Search for Target Department' field with a red arrow pointing to the 'Next' button. Below this, there are sections for 'PARFQs (0)' and 'Medical Waivers (0)'. The 'Next' button is highlighted with a red arrow.

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

PFA Cycle 1 2022 Edit

Navy Cycle Start Date: 1/1/2022 Navy Cycle End Date: 12/31/2022 Member Full Name: [Redacted]

Details Related

Information

Member: [Redacted] PFA Performance Summary: FAIL

DODID: [Redacted] Navy Cycle Name: Cycle 1 2022

Search for Target Division: ---None--- Next

PARFQs (0)

10. From here, you will click “Next”

PFA Cycle 1 2022 Edit

Navy Cycle Start Date: 1/1/2022 Navy Cycle End Date: 12/31/2022 Member Full Name: [Redacted]

Details Related

Information

Member: [Redacted] PFA Performance Summary: FAIL

DODID: [Redacted] Navy Cycle Name: Cycle 1 2022

First Name: [Redacted] Navy Cycle Start Date: 1/1/2022

Middle Name: [Redacted] Navy Cycle End Date: 12/31/2022

Last Name: [Redacted] Email: [Redacted]

You are about to gain the current member into:

Name: [Redacted]

Target UIC: 84282

Target Department: Dept A

Target Division: DIV I

Please hit next to confirm this action.

Previous Next

PARFQs (0)

11. From here, click “Finish”

Details

Related

Information

Member

PFA Performance Summary

FAIL

DODID

Navy Cycle Name

Cycle 1 2022

First Name

Navy Cycle Start Date

1/1/2022

Middle Name

Navy Cycle End Date

12/31/2022

Last Name

Email

You successfully gained the member into:

UIC: 84282

Department: Dept A

Division: DIV I

Previous

Finish

PARQs (0)

Medical Waivers (0)

12. Sailor is now gained into your command.