Active Duty Recall from Retirement Overview

Introduction	This guide provides the procedures for the recalling of members, who retired from the U.S. Coast Guard, back to an Active Duty (AD) status.

Information	• SPO users must coordinate with CGPSC and PPC (RAS) when rehiring members for the purpose of recall from retirement.

Two Types

Break in service
- P&A – Verify the member has a **Retirement with Pay** Separation Job row.
  P&A – Adds a new Rehire Job Data Row
  P&A – After approval from the SPO, submit a PPC Help Ticket requesting a SOCS.
  P&A – If the member is transferring, do separate PCS Orders

No break in service
- OPM - Notify RAS that the member is recall from retirement, process Recall orders in DA prior to the member Retirement (creates orders for the second day of the month).
- Verify the recall period with the AO's before you route the memo to the member. You are the signature authority for the memo, unless it is for a CAPT, then OPM (a) will sign.
- Forward the memo to the recalled member and field any questions. Memo will be returned to you once the recalled member signs.
  Note: Ensure member is aware that retired pay will stop for duration of active period and active duty P&A will commence.
- SPO approves Retirement Separation orders.
  P&A processes PCS orders
  SPO approves PCS Orders
  SPO approves and verifies the Recall job data row created.
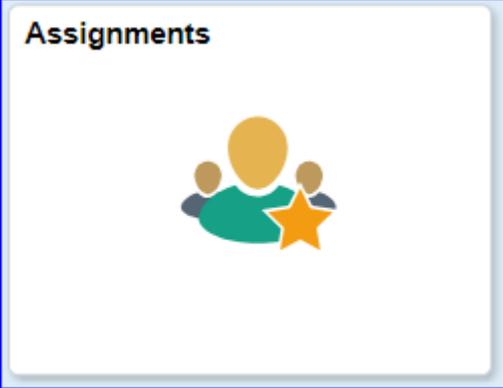
Recall With No Break in Service, Continued

Contents

Recall With No Break in Service

Introduction	This section provides the procedures for processing Active Duty Recall Orders with no break in service in DA.

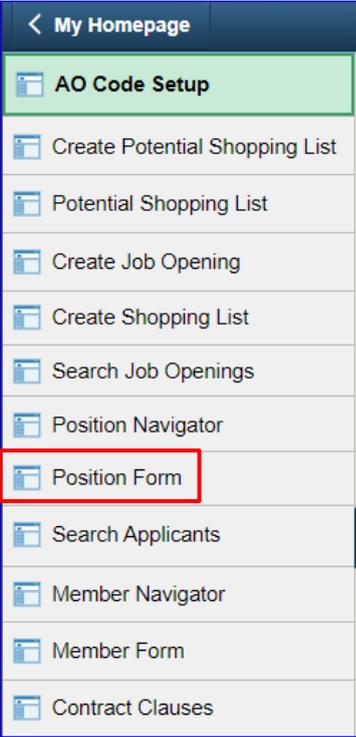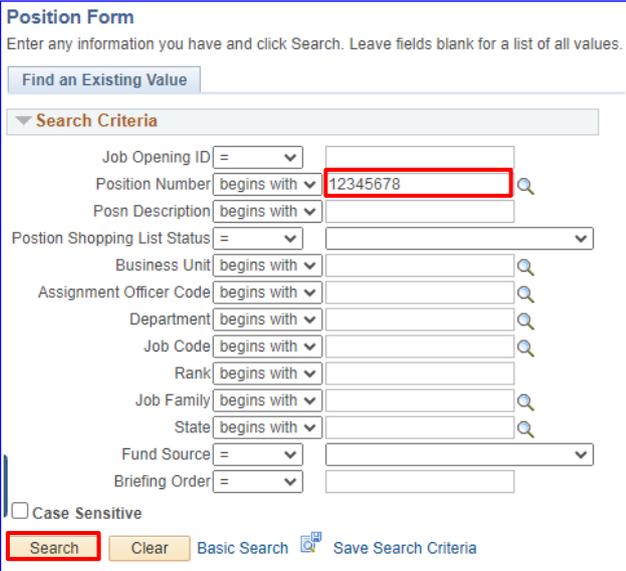|	
Information	The Recall order MUST be created prior to the Retirement separation order processing. Once the account is terminated, no other action can be taken on member's account.

OPM Procedures	See below.

Step	Action
1	If not already known, get the Position Number from the members previous Job Data row. Click on the **Assignments** tile. Assignments

Recall With No Break in Service, Continued

OPM Procedures, continued

Step	Action
2	Select the **Position Form** option. **< My Homepage** **AO Code Setup** Create Potential Shopping List Potential Shopping List Create Job Opening Create Shopping List Search Job Openings Position Navigator **Position Form** Search Applicants Member Navigator Member Form Contract Clauses
3	Enter the **Position Number** and click **Search**. **Position Form** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria Job Opening ID = Position Number begins with **12345678** Posn Description begins with Postion Shopping List Status = Business Unit begins with Assignment Officer Code begins with Department begins with Job Code begins with Rank begins with Job Family begins with State begins with Fund Source = Briefing Order = ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

Recall With No Break in Service, Continued

OPM Procedures, continued

Step	Action
4	Enter in the members **Candidate EmplID** and click **Add to Pool**.
5	Check the **Proposed** box and click **Save**. Click **Make Assignment**.
6	The Make Assignment page will display.

Recall With No Break in Service, Continued

OPM Procedures, continued

Step	Action
7	Check the appropriate boxes. **Recall** must be selected. Click **Save**. Click **Add Order**.
8	The Add a New Value tab will display with the member Empl ID field populated. • **Begin Date** – Enter the 2nd day of the appropriate month. • **End Date** – Enter the appropriate day. This will need to be updated later. Click **Add**.
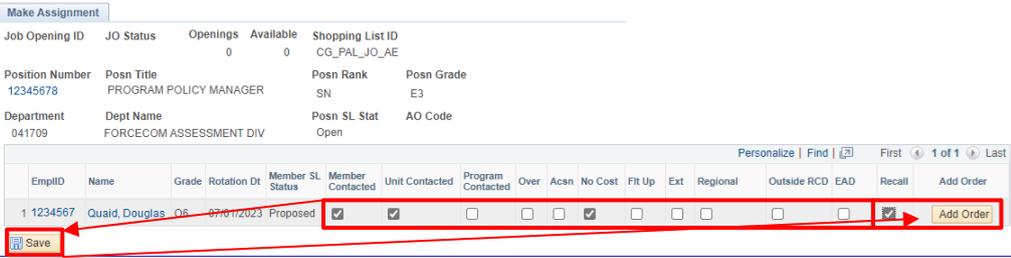
Recall With No Break in Service, Continued

OPM Procedures, continued

Step	Action
9	The PCS Orders tab will display. Enter the following: • **Project Code** – AS11 • **Task Code** – AS • **Action** – REH • **Reason Code** – RH1 • **Mutual Code** – Ensure Standard is displayed. • **Rotation Dt** – Enter the last day of the month for the month prior to the start date month, one year later. • **Govt Credit Card…** and **Is Travel Authorized…** – Check if appropriate. Click **View All** in the Travel Order section.

Recall With No Break in Service, Continued

OPM Procedures, continued

Step	Action
10	Verify the **Estimated Dates** and then select the **Funding** tab (not shown).
11	Click **Save**.

Recall With No Break in ServiceRecall With No Break in Service, Continued

P&A Procedures   See below.

Step	Action
1	Once the SPO processes the Retirement Separation, go to Job Data to verify the Retirement row was built.

Recall With No Break in ServiceRecall With No Break in Service, Continued

P&A Procedures, continued

Step	Action
2	Click on the **Orders** tile and the **FSMS PCS Orders** page will be automatically displayed.
3	Enter the member's **Empl ID** and click **Search**.

Recall With No Break in ServiceRecall With No Break in Service, Continued

P&A Procedures, continued

Step	Action
4	Click on the **Authorized** order.
5	The PCS Order tab will display. Enter the **Authorizing Official**. Click **View All** in the Travel Orders section (already clicked).

Recall With No Break in ServiceRecall With No Break in Service, Continued

P&A Procedures, continued

Step	Action
6	Change the Seq Nbr 99 row **Estimated Date** to the same date as Seq Nbr 1 and click **Save** (not shown). **NOTE:** Unless there is a Delay En Route, both sequence numbers should be the same date.
7	This warning Message will display, click **OK**.

Recall With No Break in Service, Continued

P&A Procedures, continued

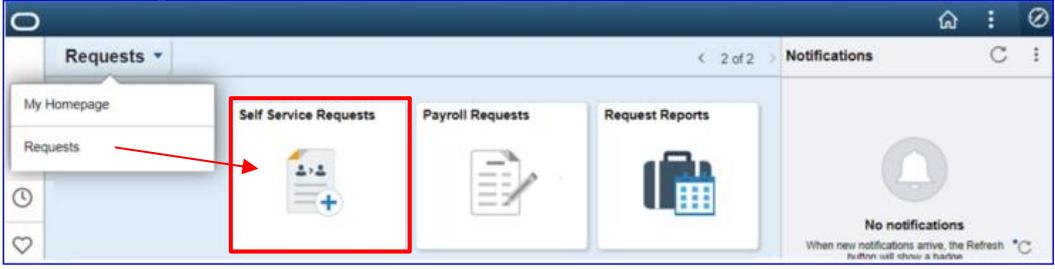| Step	Action
8	Select the **Approval** tab.
9	• **Approval Type** – Select PCS Travel Details Approval. • **Dept of Approving SPO** – Verify the correct department is selected. • **Comment** – Enter comments, as appropriate. Click **Submit**.

Recall With No Break in ServiceRecall With No Break in Service, Continued

P&A Procedures, continued

Step	Action
10	The orders will display a **Pending** status and be forwarded to the SPO for approval.

SPO Approval Procedures   See below.

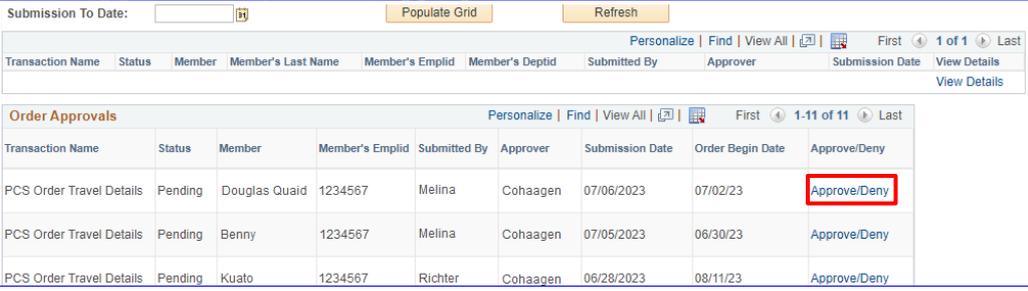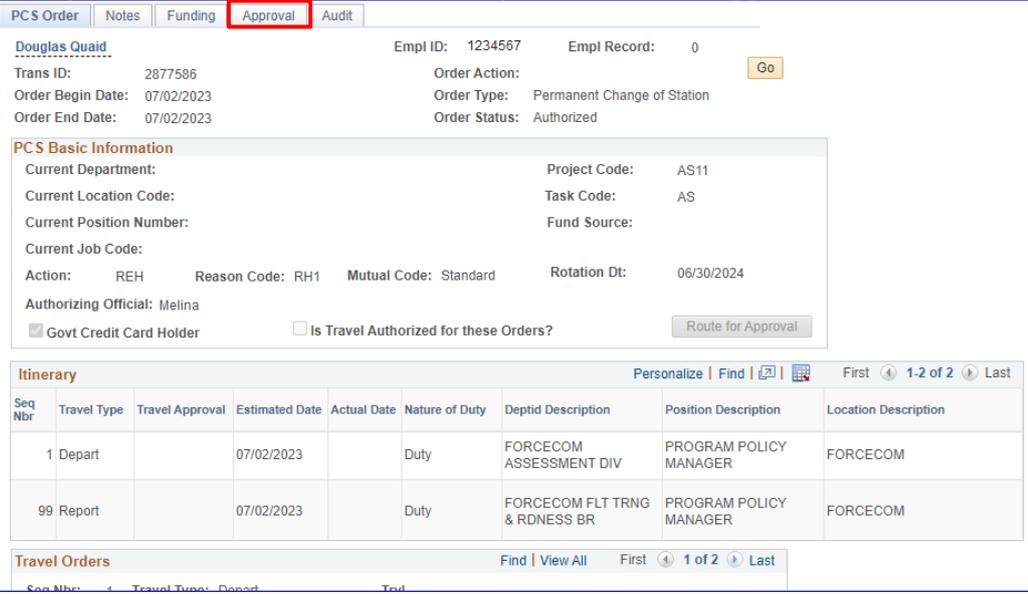| Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Self Service Requests** tile.

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Recall With No Break in Service, Continued

Step	Action
2	Select the **View My Requests (all types)** option. Submit an Absence Request Non-Chargeable Absence Request View My Absence Requests Submit a Delegation Request View My Requests (all types) PHS Submit Retirement Docs Submit a Drill Request User Access Request Submit A School Request
3	Select the **Requests I am Approver For** radio button. Select PCS Order Travel Details from the **Transaction Name** drop-down and click **Populate Grid**. View My Action Requests Cohaagen 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. ○ My Submitted Requests ◉ Requests I am Approver For ○ All Requests Transaction Name: PCS Order Travel Details Transaction Status: Pending Submission From Date: Submission To Date: Populate Grid Refresh
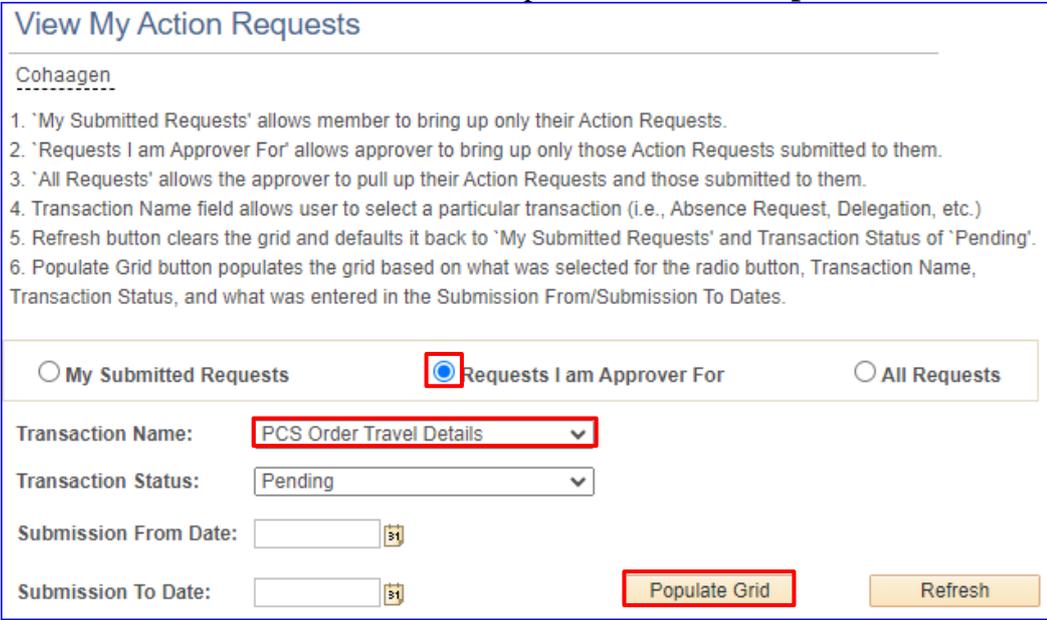
Recall With No Break in ServiceRecall With No Break in Service, Continued

SPO Approval Procedures, continued

Step	Action
4	Click **Approve/Deny** for the Appropriate Recall orders.
5	Verify all the data was entered correctly and select the **Approval** tab.

Recall With No Break in ServiceRecall With No Break in Service, Continued

SPO Approval Procedures, continued

Step	Action
6	Enter any appropriate **Comments** and click **Approve** or Deny (denial required a comment).
7	The orders are **Approved**.
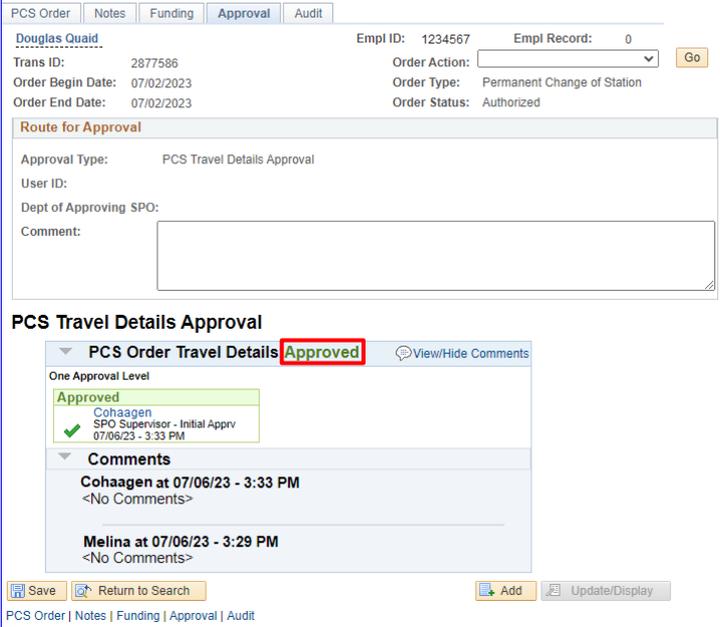
Recall With No Break in ServiceRecall With No Break in Service, Continued

P&A Procedures	See below.

Step	Action
1	Click on the **Orders** tile and the **FSMS PCS Orders** page will be automatically displayed.
2	Enter the member's **Empl ID** and click **Search** and select the orders in a **Ready** status.

Continued on next page

Recall With No Break in ServiceRecall With No Break in Service, Continued

P&A Procedures, continued

Step	Action
3	Enter the **Actual Dates** for both Seq Nbr rows. Select the **Route for Approval** button in the Seq Nbr 99 row.

Recall With No Break in Service, Continued

P&A Procedures, continued

Step	Action
4	Verify the **Approval Type** displays Multiple Travel endorsements, the **Dept of the Approving SPO** is correct, and the **Comment** displays *The approval is set for SEQ_NBR=99*. Click **Submit**.
5	The Orders are now in a **Pending** status again and routed to the SPO approval.
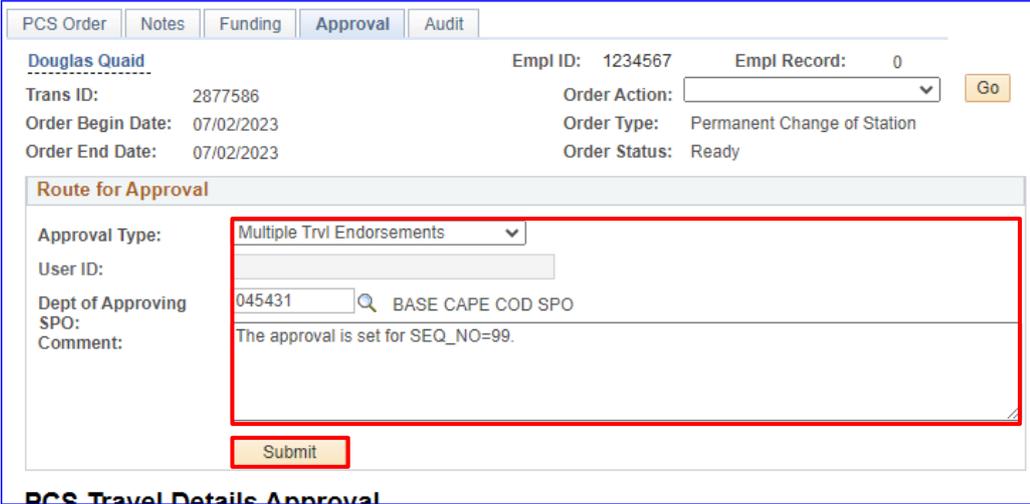
Recall With No Break in ServiceRecall With No Break in Service, Continued

Final SPO Procedures   See below.

Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Self Service Requests** tile.
2	Select the **View My Requests (all types)** option.

Recall With No Break in ServiceRecall With No Break in Service, Continued

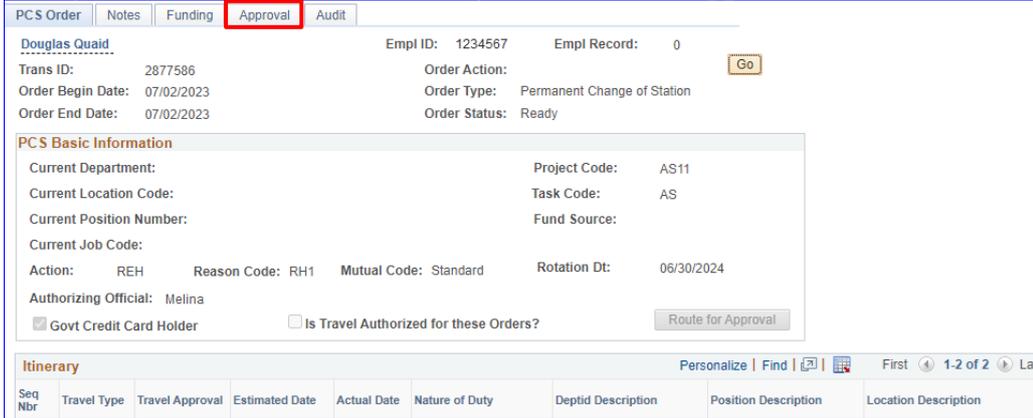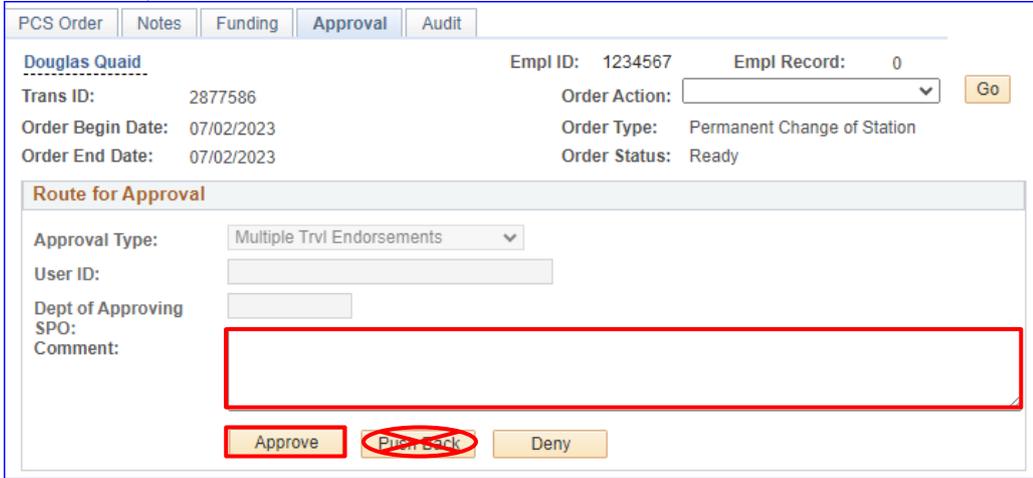**Final SPO Procedures**, continued

Step	Action
3	Select the **Requests I am Approver For** radio button. Select PCS Multiple Tvl Endorsements from the **Transaction Name** drop-down and click **Populate Grid**.
4	Click **Approve/Deny** for the Appropriate Recall orders.

Recall With No Break in ServiceRecall With No Break in Service, Continued

Final SPO Procedures, continued

Step	Action
5	Verify all the data is entered correctly and select the **Approval** tab.
6	Enter any appropriate **Comments** and select **Approve** or Deny (denial requires a comment).

Recall With No Break in ServiceRecall With No Break in Service, Continued

Final SPO Procedures, continued

Step	Action
7	The Recall Orders are now **Approved** and in a **Finished** status.
8	Select the **Core HR** tile. The **Job Data** option will automatically display.
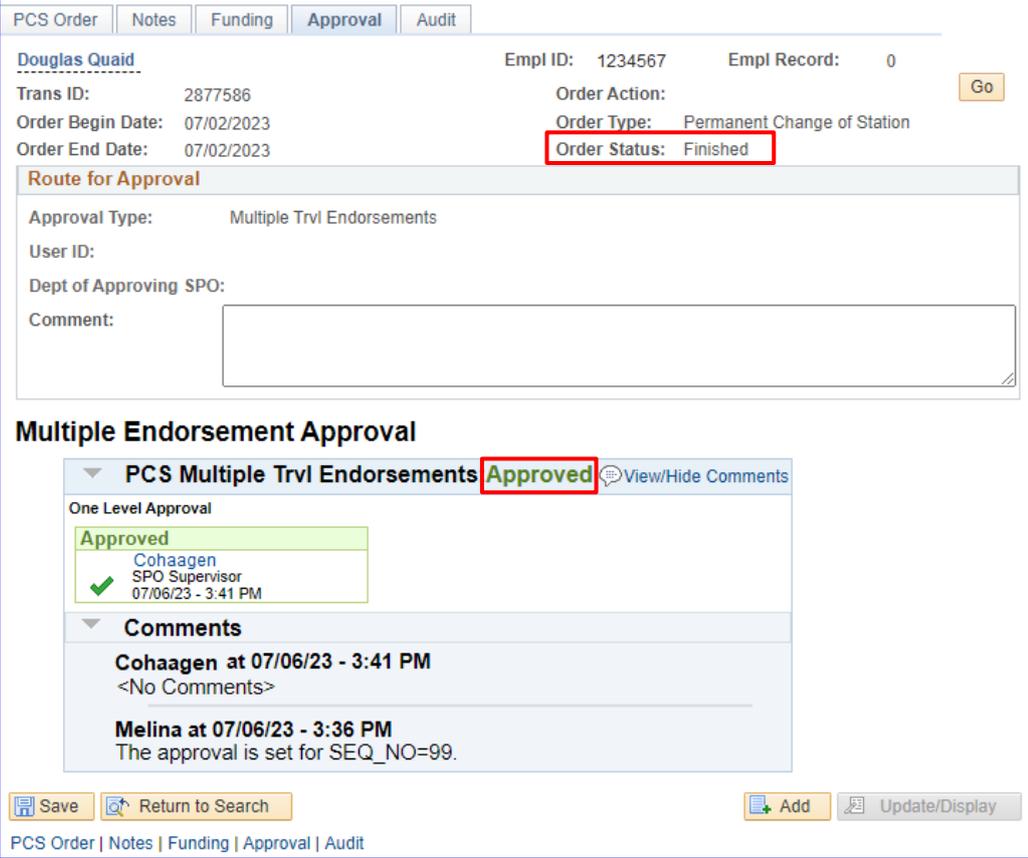
Recall With No Break in ServiceRecall With No Break in Service, Continued

Final SPO Procedures, continued

Step	Action
9	Enter the member's **Empl ID** and click **Search**.

Recall With No Break in ServiceRecall With No Break in Service, Continued

Final SPO Procedures, continued

Step	Action
10	Verify the **Rehire** row built with the **Reason** displaying *Recall without a break*. Select the **Payroll** tab.
11	Verify the **Pay Group** is USCG (USCG Active Duty).
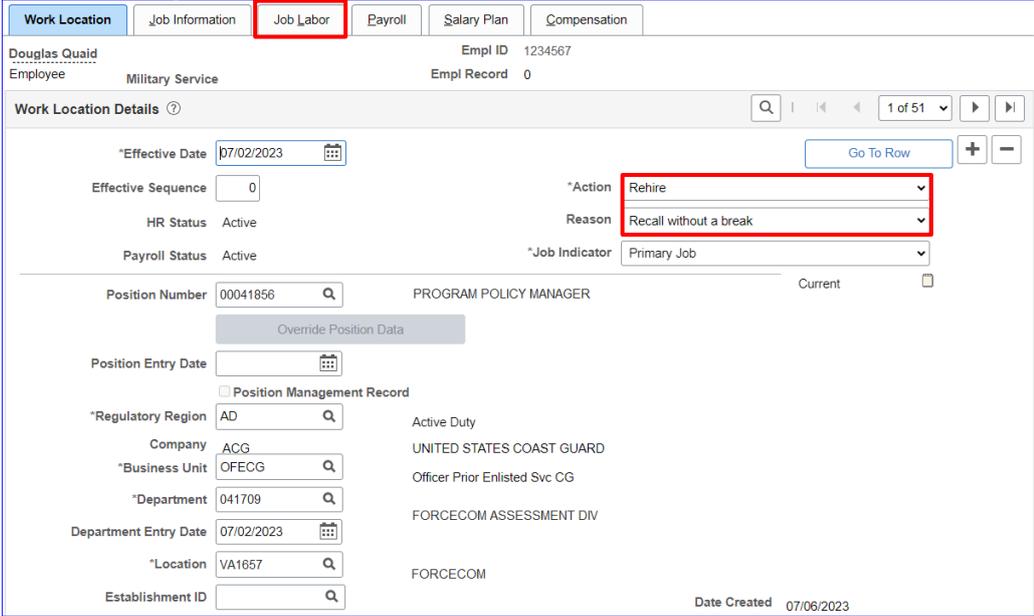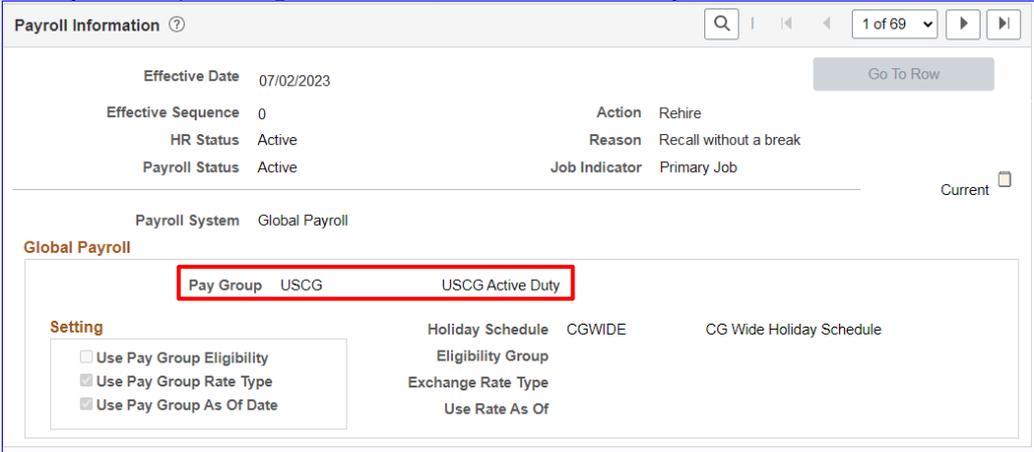
Recall With a Break in Service

Introduction   This section provides the procedures for processing Active Duty Recall Orders with a break in service in DA.

P&A Procedures   See below.

Step	Action
1	Click on the **Core HR** tile.
2	The Job Data option will automatically display. Enter the **Empl ID** and click **Search**.

Recall With a Break in Service, Continued

P&A Procedures, continued

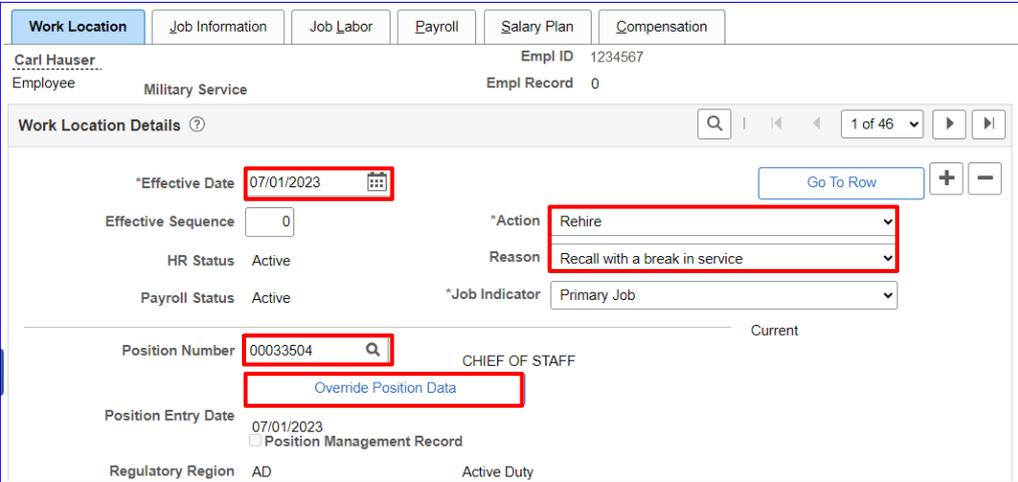| Step	Action
3	Verify the member has a **Retirement with Pay** Separation row. Click the **Plus** button.

Recall With a Break in Service, Continued

P&A Procedures, continued

Step	Action
4	Enter the following: • **Effective Date** – Enter the day of the month from the ADA Recall orders (in this example 07/01/2023). • **Action** – Select Rehire from the drop-down. • **Reason** – Select Recall with a break in service from the drop-down. • **Position Number** – Enter the position number from the previous Job Data row. Click **Override Position Data**.

Recall With a Break in Service, Continued

P&A Procedures, continued

Step	Action
5	Update fields as appropriate and verify all tabs are completed like a regular rehire. See the <u>Rehire Into Active Duty with Prior Service</u> guide for more information. **NOTE:** <mark>Do not touch the Job Labor tab Assigned Seniority Dates.</mark> See Step 6 below.

Recall With a Break in ServiceRecall With a Break in Service, Continued

P&A Procedures, continued
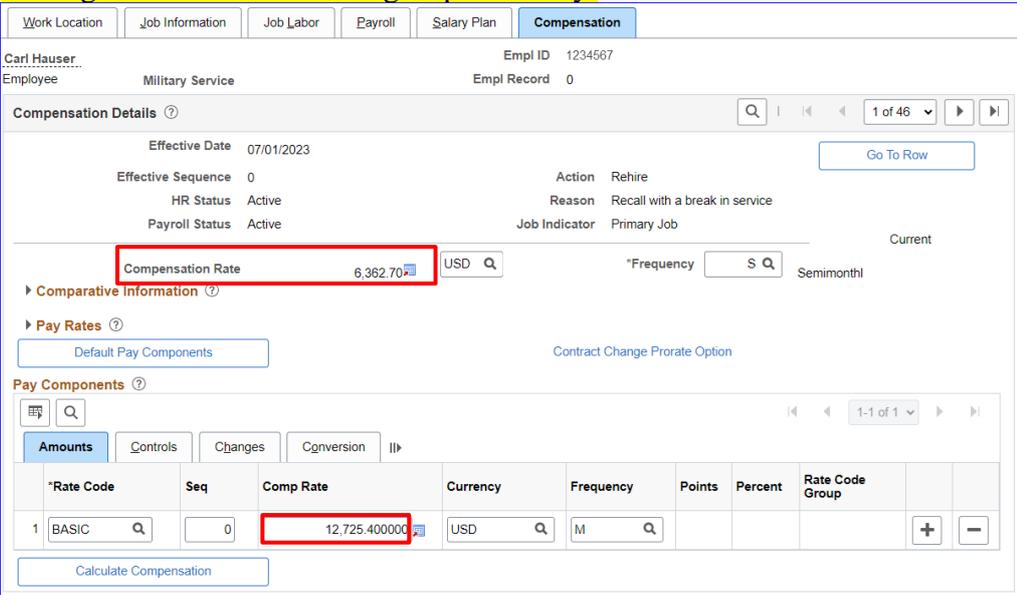
Step	Action
6	On the Compensation tab, verify there is a **Compensation Rate** displayed. <mark>If not, go back and verify all steps were completed. This is very important in making sure that the member gets paid timely.</mark>
7	When completed, <mark>it is mandatory to put in a ticket to PPC requesting a SOCS be completed, since this was a rehire with a break in service.</mark>
8	If the member is transferring to another unit, <mark>do PCS orders separately</mark>.