

Hire – Cape May from CGRC

Overview

Introduction

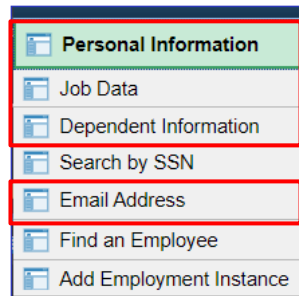
This guide provides the procedures for hiring a member previously entered into Direct Access (DA) by the Coast Guard Recruiting Command (CGRC).

Before You Begin ANY Hire or Rehire

Before starting a hire/rehire, you must first determine whether the member is already in the system. Failure to do so may cause one member to have two Empl Records or even two separate Employee IDs.

There are three places to verify this in the HR Data Shortcuts tile:

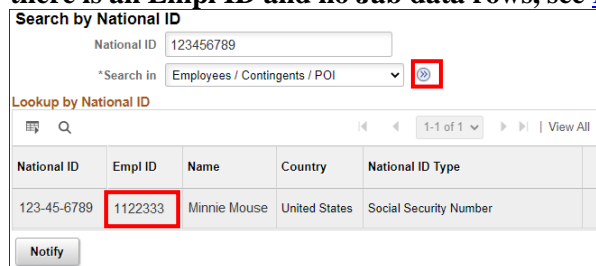
- **Search by SSN** (Social Security Number).
- Search by full name in either **Job Data** or **Personal Information** (this may be time consuming with popular surnames).



When searching by SSN, you may find the member already has an Empl ID in the system.

You **MUST** click the **GO** button to search.

NOTE: If the member already has an Empl ID, you must do a Rehire. If there is an Empl ID and no Job data rows, see [Employee Records](#).



Bad Example: See [Employee Records](#).

| Empl ID | Empl Rec | Name | First Name | Last Name | Sec Name | Altes Ch | Middle Name | Business Unit | Department Set ID | Department | Location Code | Regulatory Region |
|---------|----------|------------------|------------|------------|----------|----------|-------------|---------------|-------------------|------------|---------------|-------------------|
| 1234567 | 0 | Test2 Duplicates | Test2 | Duplicates | (bla | (blar | for | CADCG | 00010 | 004311 | CT0004 | AD |
| 1234567 | 1 | Test2 Duplicates | Test2 | Duplicates | (bla | (blar | for | CADCG | 00010 | 004311 | CT0004 | AD |

Good Example:

| Empl ID | Empl Rec | Name | First Name | Last Name | Sec Name | Altes Ch | Middle Name | Business Unit | Department Set ID | Department | Location Code | Regulatory Region |
|---------|----------|------------------|------------|------------|----------|----------|-------------|---------------|-------------------|------------|---------------|-------------------|
| 1234567 | 0 | Test2 Duplicates | Test2 | Duplicates | (bla | (blar | for | CIVCG | 00010 | 007800 | KS0001 | NOMIL |
| 1234567 | 1 | Test2 Duplicates | Test2 | Duplicates | (bla | (blar | for | ENLCG | 00010 | 003333 | KS0001 | AD |
| 1234567 | 2 | Test2 Duplicates | Test2 | Duplicates | (bla | (blar | for | RETCG | 00010 | CGRETDEF | CGRETLOC | RETCG |

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Overview, Continued

Procedural waning

- It is good practice to IMMEDIATELY enter the contract into Direct Access once the hire portion is complete and Job Data has been verified. The contract should not be approved without first viewing a signed copy of the DD-4 or Oath.
- Ensure the members paygrade is listed on the DD-4. If missing or there is a discrepancy from what is listed in Direct Access, **please return to the originator (Recruiter, RPM, EPM or OPM) to get corrected before processing the accession/rehire.**
- Date of Hire = Date of the Enlistment Contract

IMPORTANT: DO NOT click **OK** or **Apply** unless prompted. It will not allow the pay record of the applicant to update correctly.

Contents

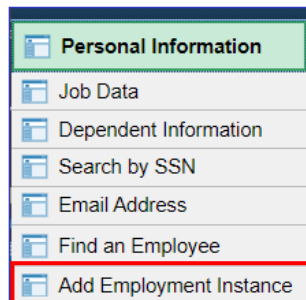
| Topic | See Page |
|------------------------------------------------------------------|----------|
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Important Information Regarding Employee Records

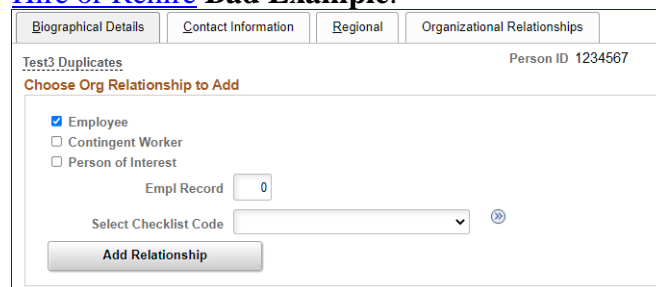
Employee Records

NOTE: If for any reason this Accession is **not completed but an Empl ID was issued and Job data was never entered**, use the **Add Employment Instance** option. All previous unsaved Job Data entries will need to be re-entered.

NOTE: **Do not use the Add Employment Instance** if you had previously entered and saved anything in Job Data with an **EMPL ID given**. Any edits after the initial save **will create a second Empl ID for the member**. See [Before You Begin ANY Hire or Rehire Bad Example](#). Any edits should be made in Personal Information or Job Data.



The **Add Relationship** button is the key button that can give one Employee ID **another Employee Record**. See [Before You Begin ANY Hire or Rehire Bad Example](#).

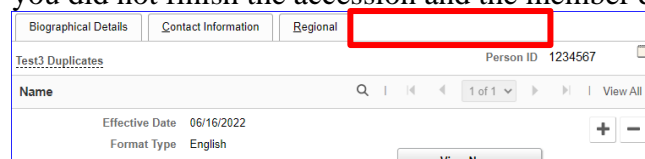


Only persons with the ability to Access someone into DA have the two links that display the **Add Relationship** button.

- Add a Person
- Add Employee Instance (see above)





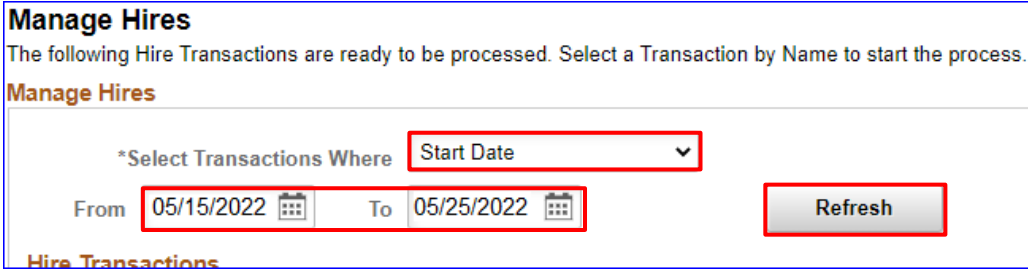

The only time you should use the Add Employee Instance link is if the **Organizational Relationships** tab is missing in Personal Information, you did not finish the accession and the member does not have Job Data.



Accessing a Member

Introduction This section provides the procedures for entering a member’s data into DA for an accession.

Procedures See below.

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|--------------------------------|---------------|--------------|----------------------|--------------|--------|--------------|--------------------------|------------|-----------|-------|------------------------------|--|------|----------------------|--|--------------------------|------------|-----------|-------|--------------------------------|--|------|----------------------|--|--------------------------|------------|-----------|-------|------------------------------|--|------|----------------------|--|--------------------------|------------|-----------|-------|--------------------------------|--|------|----------------------|--|
| <p>1</p> | <p>Click on the Accessions tile.</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>1.5</p> | <p>Select the Hire Applicant option.</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2</p> | <p>The Manage Hires page displays a list of applicants that are ready to be processed. Leave the Select Transactions Where drop-down default to Start Date. Enter desired From and To dates and click Refresh.</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>3</p> | <p>Click the Name link of the recruit you are hiring.</p>  <table border="1"> <thead> <tr> <th>Select</th> <th>Start Date</th> <th>Status</th> <th>Business Unit</th> <th>Name</th> <th>Person ID</th> <th>Type of Hire</th> <th>Source</th> <th>Submitted By</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>05/17/2022</td> <td>Requested</td> <td>ENLCG</td> <td>Lisa Simpson</td> <td></td> <td>Hire</td> <td>Recruiting Solutions</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>05/17/2022</td> <td>Requested</td> <td>ENLCG</td> <td>Apu Nahasapeer</td> <td></td> <td>Hire</td> <td>Recruiting Solutions</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>05/17/2022</td> <td>Requested</td> <td>ENLCG</td> <td>Sideshow Bob</td> <td></td> <td>Hire</td> <td>Recruiting Solutions</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>05/17/2022</td> <td>Requested</td> <td>ENLCG</td> <td>Maggie Simpson</td> <td></td> <td>Hire</td> <td>Recruiting Solutions</td> <td></td> </tr> </tbody> </table> | Select | Start Date | Status | Business Unit | Name | Person ID | Type of Hire | Source | Submitted By | <input type="checkbox"/> | 05/17/2022 | Requested | ENLCG | Lisa Simpson | | Hire | Recruiting Solutions | | <input type="checkbox"/> | 05/17/2022 | Requested | ENLCG | Apu Nahasapeer | | Hire | Recruiting Solutions | | <input type="checkbox"/> | 05/17/2022 | Requested | ENLCG | Sideshow Bob | | Hire | Recruiting Solutions | | <input type="checkbox"/> | 05/17/2022 | Requested | ENLCG | Maggie Simpson | | Hire | Recruiting Solutions | |
| Select | Start Date | Status | Business Unit | Name | Person ID | Type of Hire | Source | Submitted By | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 05/17/2022 | Requested | ENLCG | Lisa Simpson | | Hire | Recruiting Solutions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 05/17/2022 | Requested | ENLCG | Apu Nahasapeer | | Hire | Recruiting Solutions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 05/17/2022 | Requested | ENLCG | Sideshow Bob | | Hire | Recruiting Solutions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 05/17/2022 | Requested | ENLCG | Maggie Simpson | | Hire | Recruiting Solutions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Accessing a Member, Continued

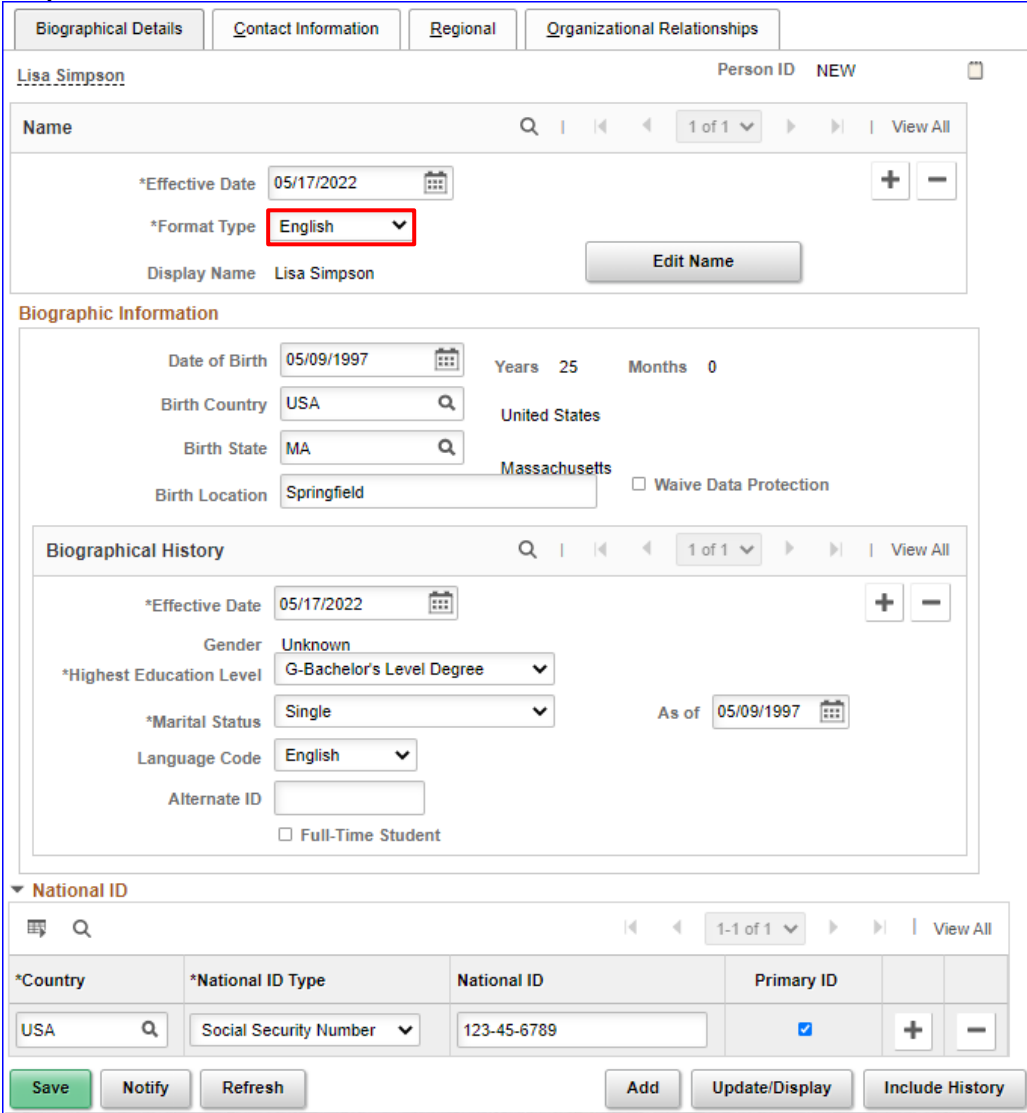

Procedures,
continued

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | <p>The Manage Hires Detail page displays the member’s Job information entered by the recruiter.</p> <ul style="list-style-type: none"> • Type of Hire – Should default to Hire (if not, select it from the drop-down). • Desired Start Date – Should default to the date of hire (if not, select it from the drop-down). • Empl ID – LEAVE BLANK (this will generate later). <p>Click Add Person.</p>  <p>The screenshot shows the 'Manage Hires Detail' page for Lisa Simpson. It includes fields for Recruiter Name, Job Opening ID (153029), Job Opening (Regular Prior Service Full Tra), Position (BASIC RECRUIT), Job Code (Seaman Recruit), Business Unit (Enlisted CG), Department, Applicant Type (External - New), *Type of Hire (Hire), *Desired Start Date (05/17/2022), and Empl ID (circled with a red X). Below these are sections for Org Instance (Create new Org Instance 0, Use existing Org Instance), Employment Record (Create New Assignment 0, Use Existing Assignment), Hire Information (Hire Comments), and an Add Person button (circled in red) with the text 'Select this button in order to pull the person's personal data information from Recruiting Solutions.'</p> <p>Return to Manage Hires</p> |

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Accessing a Member, Continued

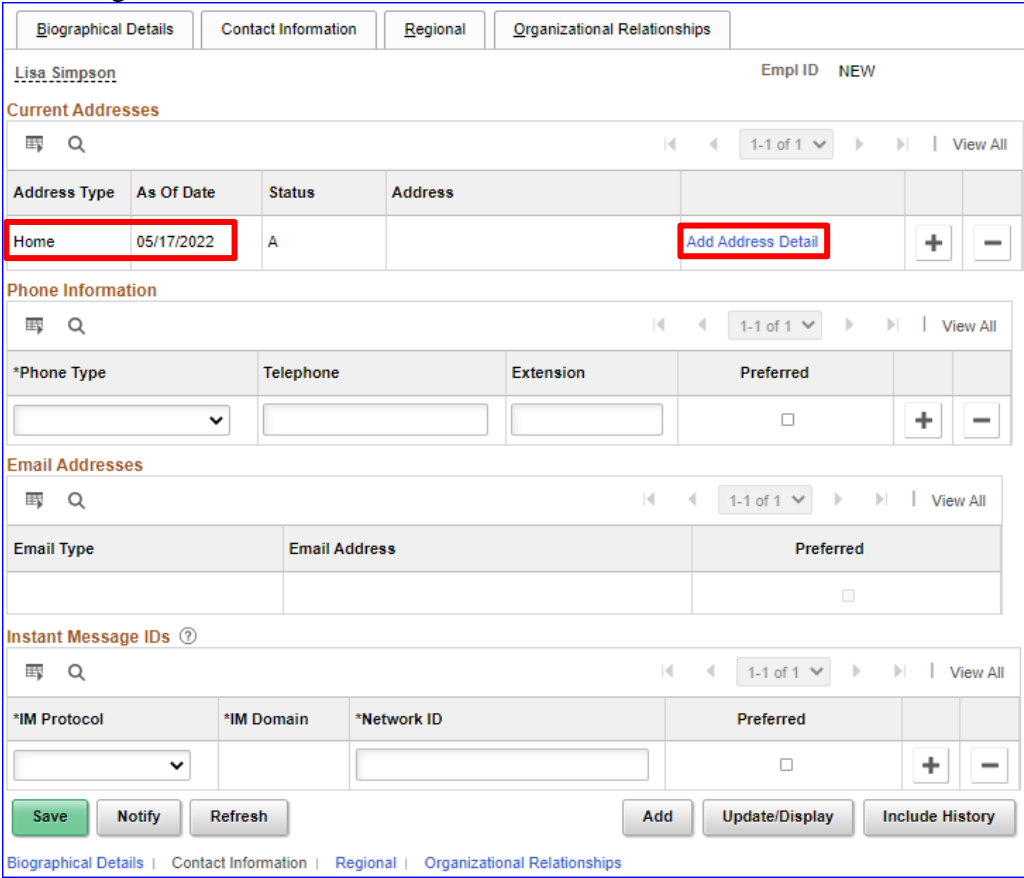
Procedures,
continued

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | <p>The Personal Data Biographical Details page will display. All sections should default with the information entered by the recruiter. If not, edit as necessary. If the Format Type (language) does not populate, select English from the drop-down.</p>  |
| 6 | <p>Select the Contact Information tab.</p>  |

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Accessing a Member, Continued

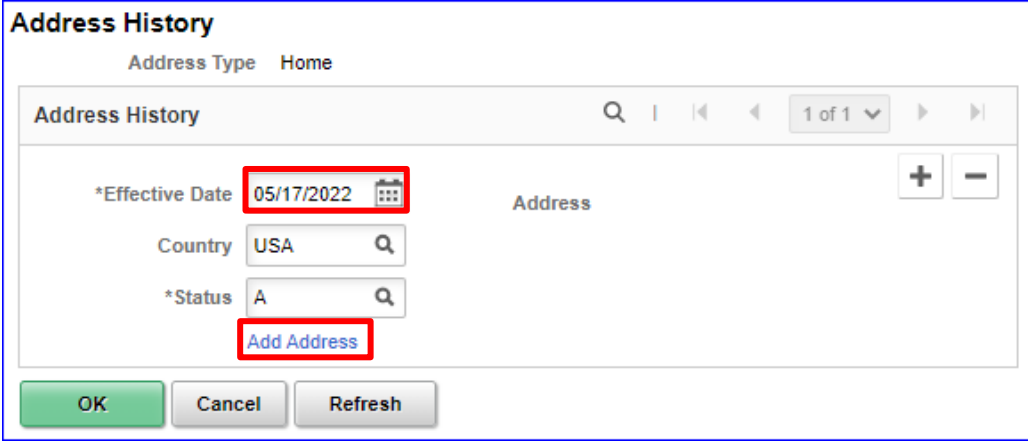
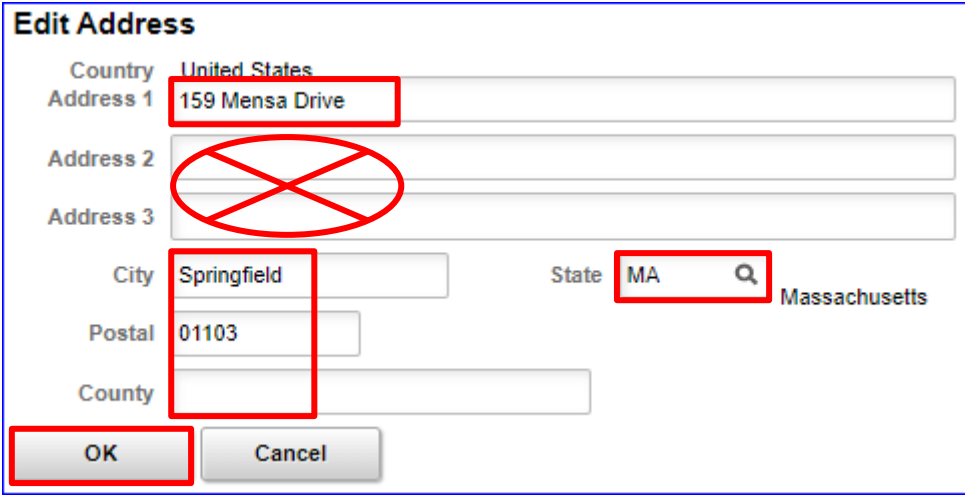
Procedures,
continued

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | <p>DA defaults the first Address Type to Home and the As Of Date is the date of hire. Click the Add Address Detail link.</p> <p>NOTE: Required Address Types must include:</p> <ul style="list-style-type: none"> • Thrift Savings Plan (TSP) address • Home of record address • Mailing Address  <p>The screenshot shows the member profile for Lisa Simpson. The 'Current Addresses' section contains one entry: 'Home' with an 'As Of Date' of '05/17/2022' and a status of 'A'. The 'Add Address Detail' link is visible next to this entry. Below this are sections for 'Phone Information', 'Email Addresses', and 'Instant Message IDs', each with a table and a 'View All' link. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', and 'Include History'.</p> |

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Accessing a Member, Continued

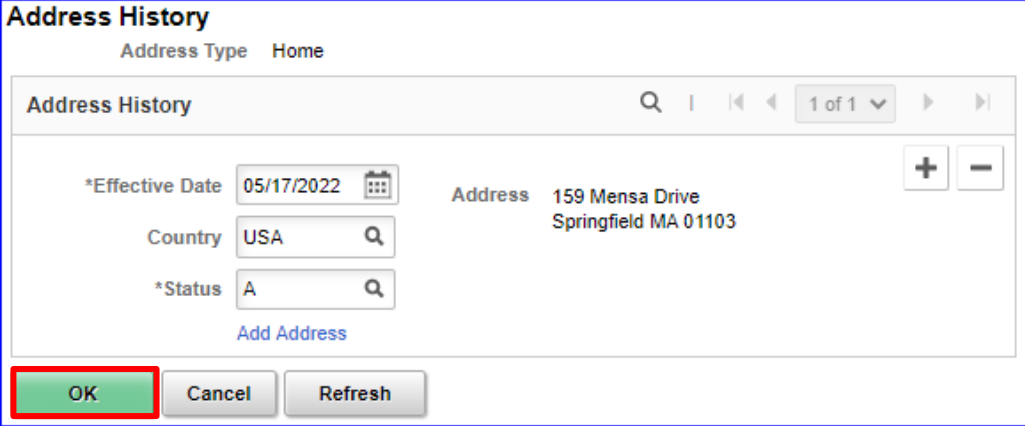
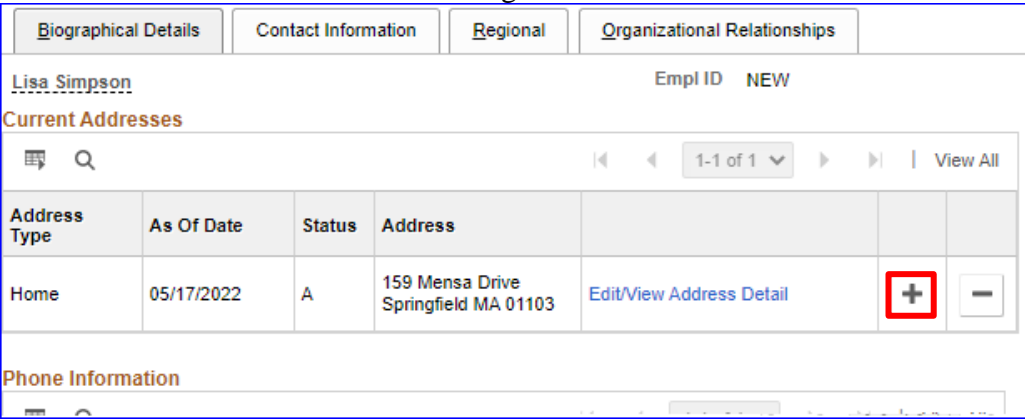
Procedures,
continued

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8 | <p>Enter the Effective Date (cannot be future dated). Click Add Address.</p>  |
| 9 | <p>Enter the following:</p> <ul style="list-style-type: none"> • Address 1 – Enter the number and the street name. • Address 2 – Not Used. • Address 3 – Not Used. • City – Enter the city. • State – Enter the state. • Postal – Enter the postal zip code. • County – Enter the county (if known). <p>Click OK.</p>  |

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Accessing a Member, Continued

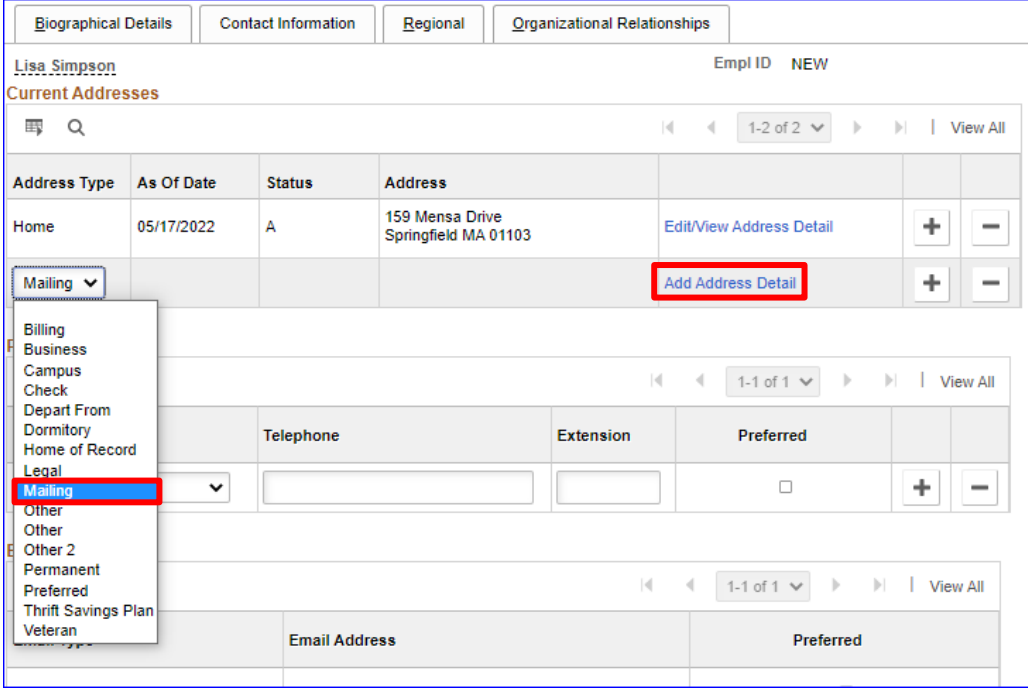
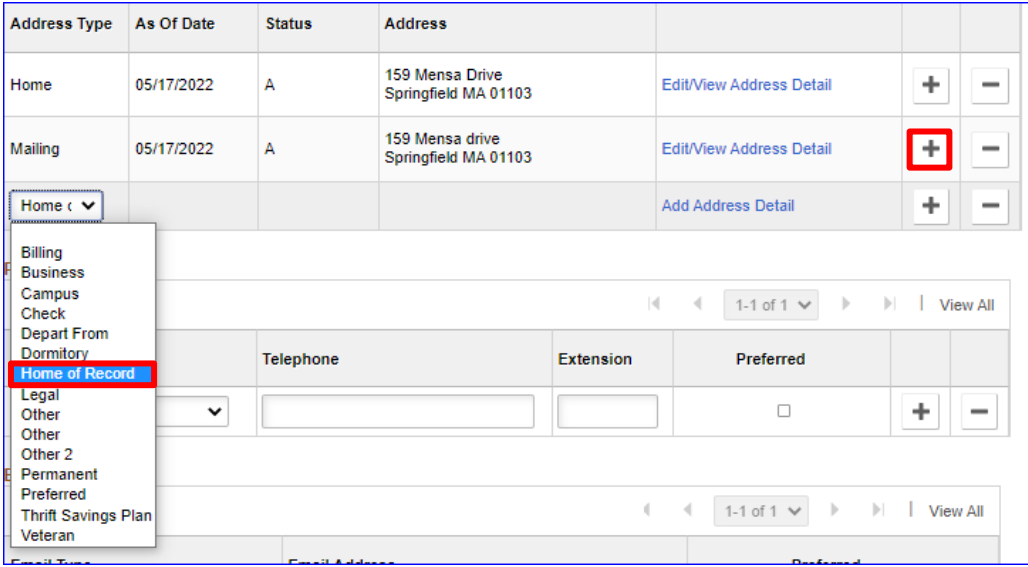
Procedures,
continued

| Step | Action | | | | | | | | | | | | |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------|--------------------------|-------------------------|--|--|------|------------|---|-----------------------------------------|--------------------------|-------------------------|
| 10 | <p>The address will display as entered. Click OK.</p>  <p>Address History Address Type Home</p> <p>Address History Q 1 of 1</p> <p>*Effective Date 05/17/2022 + - Country USA Q *Status A Q Address 159 Mensa Drive Springfield MA 01103 Add Address</p> <p>OK Cancel Refresh</p> | | | | | | | | | | | | |
| 11 | <p>Click the Plus button to add the Mailing Address.</p>  <p>Biographical Details Contact Information Regional Organizational Relationships</p> <p><u>Lisa Simpson</u> Empl ID NEW</p> <p>Current Addresses</p> <table border="1"> <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>05/17/2022</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> </tbody> </table> <p>Phone Information</p> | Address Type | As Of Date | Status | Address | | | Home | 05/17/2022 | A | 159 Mensa Drive Springfield MA 01103 | Edit/View Address Detail | + - |
| Address Type | As Of Date | Status | Address | | | | | | | | | | |
| Home | 05/17/2022 | A | 159 Mensa Drive Springfield MA 01103 | Edit/View Address Detail | + - | | | | | | | | |

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Accessing a Member, Continued

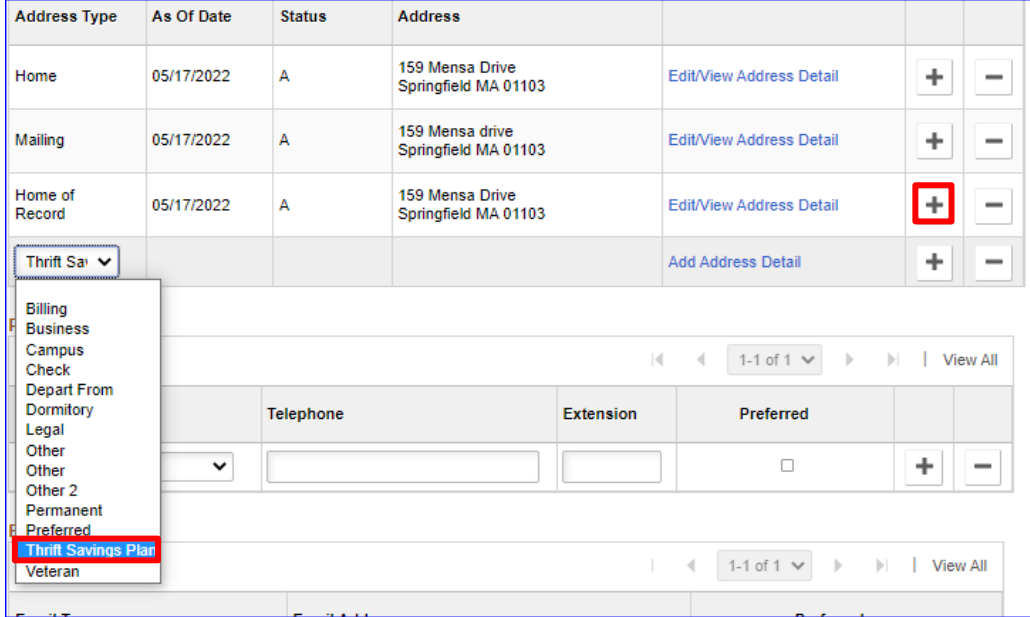
Procedures,
continued

| Step | Action |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>12</p> | <p>Select Mailing from the Address Type drop-down and click the Add Address Detail link and repeat Steps 8 – 10.</p>  |
| <p>13</p> | <p>Click the Plus button and repeat steps 8 - 10 to enter the Home of Record as identified on the DD4.</p>  |

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Accessing a Member, Continued

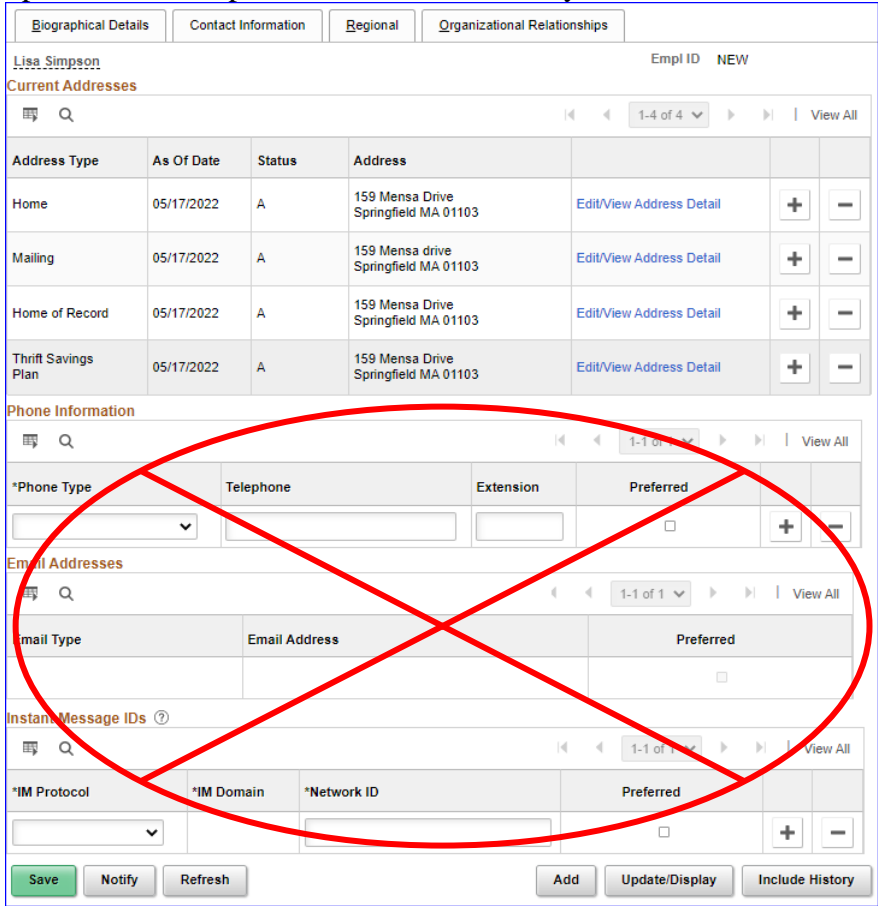

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------|------------------------------------------|---------|---|--|--|------|------------|---|-----------------------------------------|------------------------------------------|---|---|---------|------------|---|-----------------------------------------|------------------------------------------|---|---|----------------|------------|---|-----------------------------------------|------------------------------------------|---|---|-----------|--|--|--|------------------------------------|---|---|
| 14 | <p>Click the Plus button and repeat steps 8 – 10 to enter the Thrift Savings Plan from the Address Type drop-down.</p>  <table border="1" data-bbox="336 562 1369 1176"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>05/17/2022</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+</td> <td>-</td> </tr> <tr> <td>Mailing</td> <td>05/17/2022</td> <td>A</td> <td>159 Mensa drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+</td> <td>-</td> </tr> <tr> <td>Home of Record</td> <td>05/17/2022</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td style="border: 2px solid red;">+</td> <td>-</td> </tr> <tr> <td>Thrift Sa</td> <td></td> <td></td> <td></td> <td>Add Address Detail</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p> Billing Business Campus Check Depart From Dormitory Legal Other Other Other 2 Permanent Preferred Thrift Savings Plan Veteran </p> | Address Type | As Of Date | Status | Address | | | | Home | 05/17/2022 | A | 159 Mensa Drive Springfield MA 01103 | Edit/View Address Detail | + | - | Mailing | 05/17/2022 | A | 159 Mensa drive Springfield MA 01103 | Edit/View Address Detail | + | - | Home of Record | 05/17/2022 | A | 159 Mensa Drive Springfield MA 01103 | Edit/View Address Detail | + | - | Thrift Sa | | | | Add Address Detail | + | - |
| Address Type | As Of Date | Status | Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Home | 05/17/2022 | A | 159 Mensa Drive Springfield MA 01103 | Edit/View Address Detail | + | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mailing | 05/17/2022 | A | 159 Mensa drive Springfield MA 01103 | Edit/View Address Detail | + | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Home of Record | 05/17/2022 | A | 159 Mensa Drive Springfield MA 01103 | Edit/View Address Detail | + | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thrift Sa | | | | Add Address Detail | + | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Accessing a Member, Continued

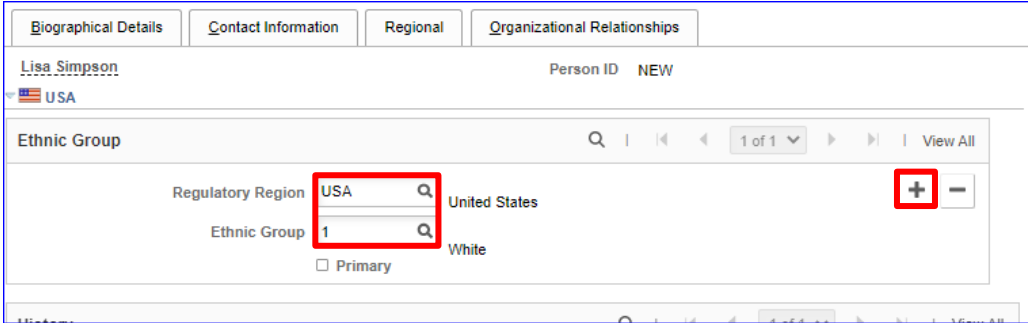
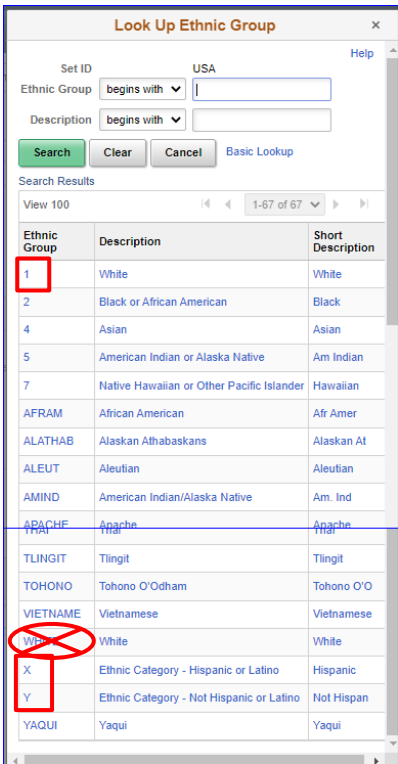
Procedures,
continued

| Step | Action |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>15</p> | <p>The Phone Information, Email Addresses and Instant Message IDs should be left blank (to be entered by the member at a future date).</p> <p>NOTE: USCG.mil Email Addresses for new recruits will not be added until they report to their first Permanent Duty Station (PDS). They will not be able to update their own passwords in DA until they receive one.</p>  |
| <p>16</p> | <p>Select the Regional tab.</p>  |

Continued on next page

Accessing a Member, Continued

Procedures,
continued

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17 | <p>Ensure the Regulatory Region is USA. Click the lookup icon to select the appropriate Ethnic Group category (If the member claims more than one ethnic group, click the Plus button and add the additional group designation).</p> <p>All other fields on this tab are left blank.</p>   <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link for the Hispanic Ethnic Category.</p> </div> |

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Accessing a Member, Continued

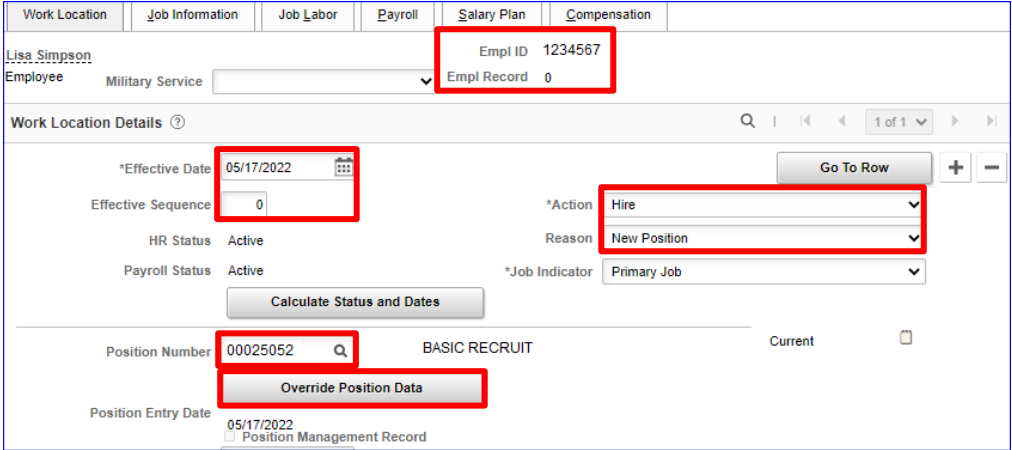
Procedures,
continued






















| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18 | <p>Select the Organizational Relationships tab.</p>  |
| 19 | <p>Check the Employee box and click Add Relationship.</p> <p>Do NOT change the Empl Record number ever.</p>  |

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Accessing a Member, Continued

Procedures,
continued

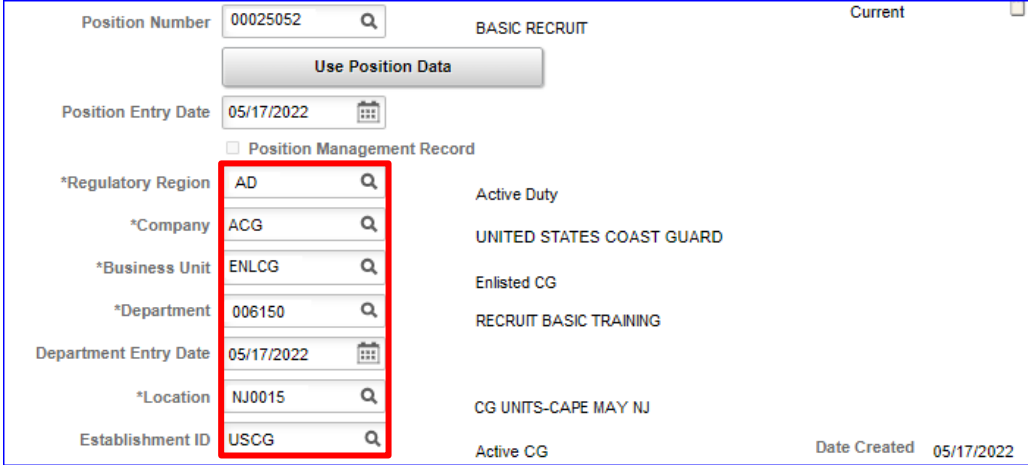
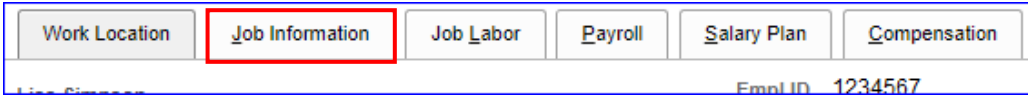
| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20 | <p>The Job Data screen displays. The Empl ID and Empl Record will be generated on the Work Location tab (Record this number for future reference.) See NOTES.</p> <ul style="list-style-type: none"> • Effective Date – Defaults to the current date. This date may be future dated to reflect the actual hire date. • Effective Sequence – Do not change. • Action – Select Hire from the drop-down. • Reason – Select New Position from the drop-down. • Position Number – Should default to 00025052 for Basic Recruit or click on the lookup icon to search for other Position Number’s from the Order Issuing Authority. <p>Click the Override Position Data button.</p>  <p>NOTE: If for any reason this Accession is not completed but an Empl ID was issued and Job data was never entered, use the Add Employment Instance option. Enter the Empl ID that was issued, select the Organizational Relationship tab, click Add Relationship & you will be returned to Job Data with the issued Empl ID. All previous unsaved Job Data entries will need to be re-entered.</p> <p>NOTE: Do not use the Add Employment Instance if you had previously entered and saved anything in Job Data with an EMPL ID given. Any edits after the initial save will create a second Empl ID for the member. Any edits should be made using the Personal Information or Job Data links. See Employee Records.</p> |

| | | | | | | | | |
|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| | <table border="1"><tr><td> Personal Information</td></tr><tr><td> Job Data</td></tr><tr><td> Dependent Information</td></tr><tr><td> Search by SSN</td></tr><tr><td> Email Address</td></tr><tr><td> Find an Employee</td></tr><tr><td> Add Employment Instance</td></tr></table> |  Personal Information |  Job Data |  Dependent Information |  Search by SSN |  Email Address |  Find an Employee |  Add Employment Instance |
|  Personal Information | | | | | | | | |
|  Job Data | | | | | | | | |
|  Dependent Information | | | | | | | | |
|  Search by SSN | | | | | | | | |
|  Email Address | | | | | | | | |
|  Find an Employee | | | | | | | | |
|  Add Employment Instance | | | | | | | | |

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Accessing a Member, Continued

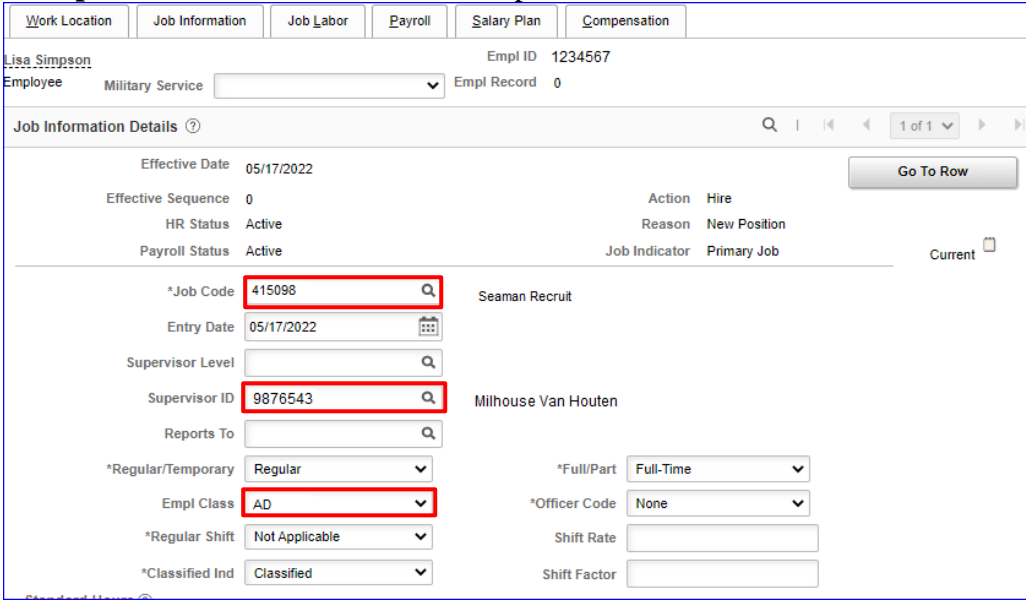
Procedures,
continued

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21 | <p>Change/update as necessary:</p> <ul style="list-style-type: none"> • Regulatory Region – Select AD from the lookup icon. • Company – Verify ACG is displayed. • Business Unit – Select ENLCG from the lookup icon. <p>Department – Should default to 006150, if not select the appropriate number from the Accession authority.</p> <ul style="list-style-type: none"> • Department Entry Date – Verify the date of hire. • Location –If not defaulted from the Department entered, enter NJ0015. • Establishment ID – Select USCG from the lookup icon.  |
| 22 | <p>Select the Job Information tab.</p>  |

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Accessing a Member, Continued

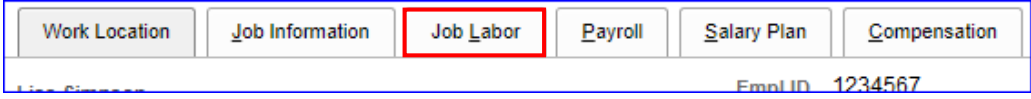
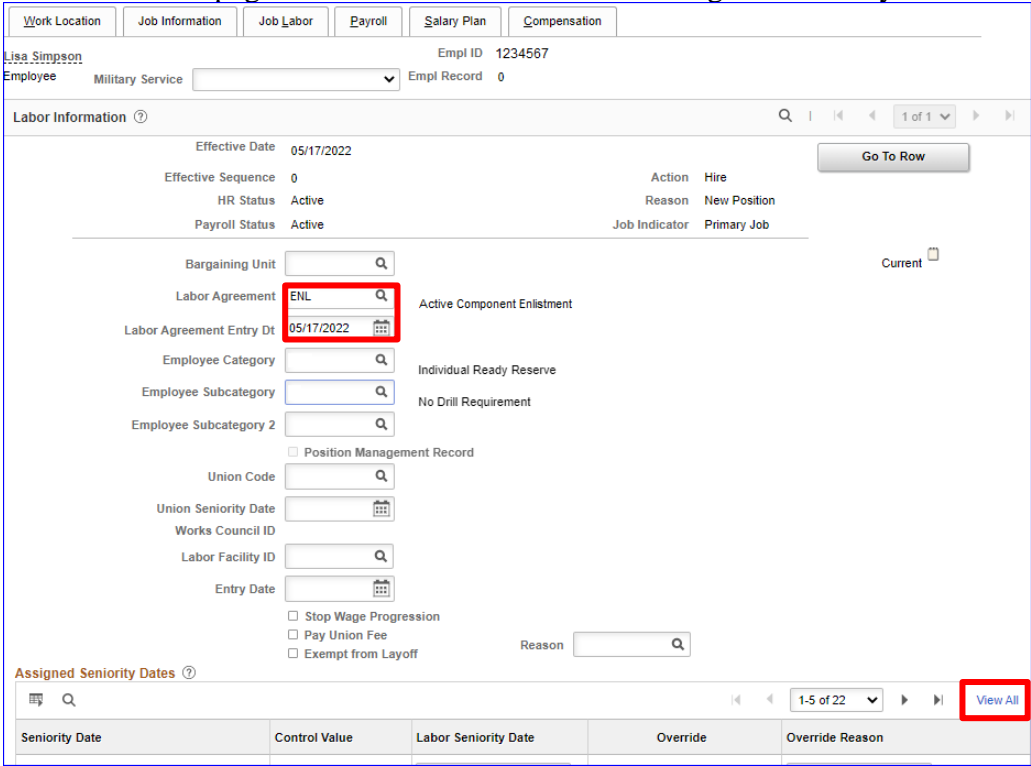
Procedures,
continued

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23 | <p>Only enter these two fields, DO NOT enter any other data fields.</p> <ul style="list-style-type: none"> • Job Code – Select the appropriate code (if not defaulted) and hit tab. NOTE: Take note of the Job Code number, it will be used on Step 30 of the Salary Plan tab (415098 = E1, 415097 = E2 and 415096 = E3). • Supervisor ID – Enter the CGHRSUP Empl ID that approves Accessions. • Empl Class – Select AD from the drop-down.  |

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Accessing a Member, Continued

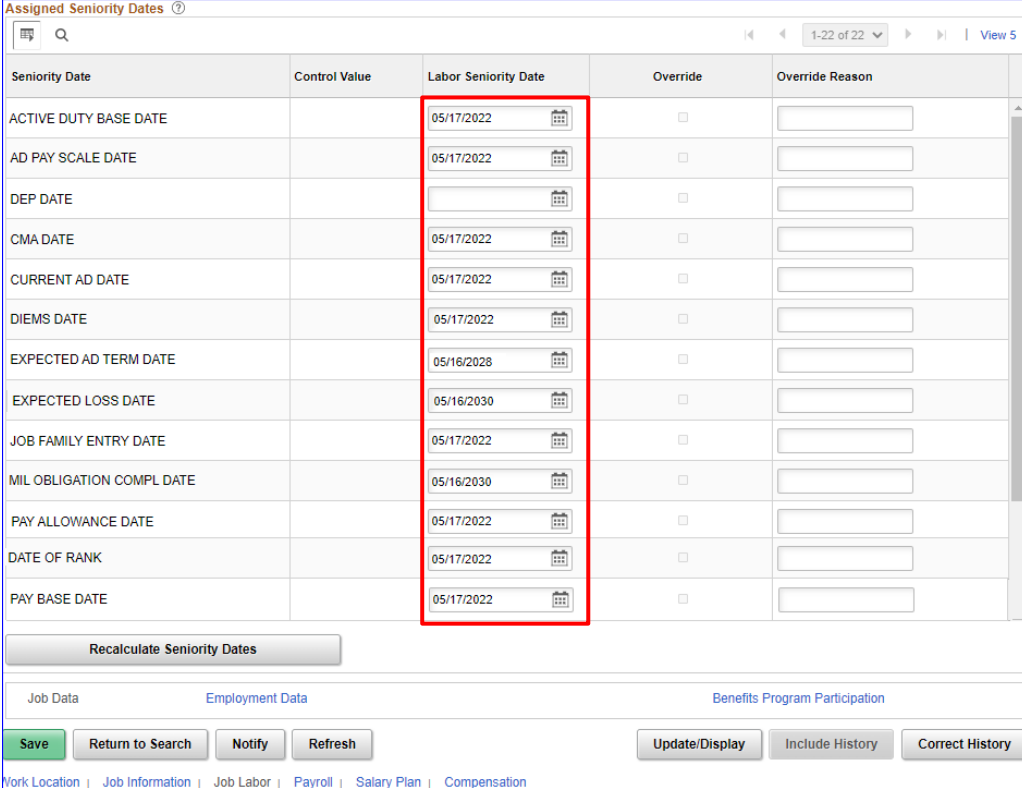
Procedures,
continued

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24 | <p>Select the Job Labor tab.</p>  |
| 25 | <p>Only enter these fields, DO NOT enter any other data fields.</p> <ul style="list-style-type: none"> • Labor Agreement – Select ENL from the lookup icon. • Labor Agreement Entry Dt – Will default to the date of hire. <p>Scroll down the page and click View ALL for the Assigned Seniority Dates.</p>  |

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Accessing a Member, Continued


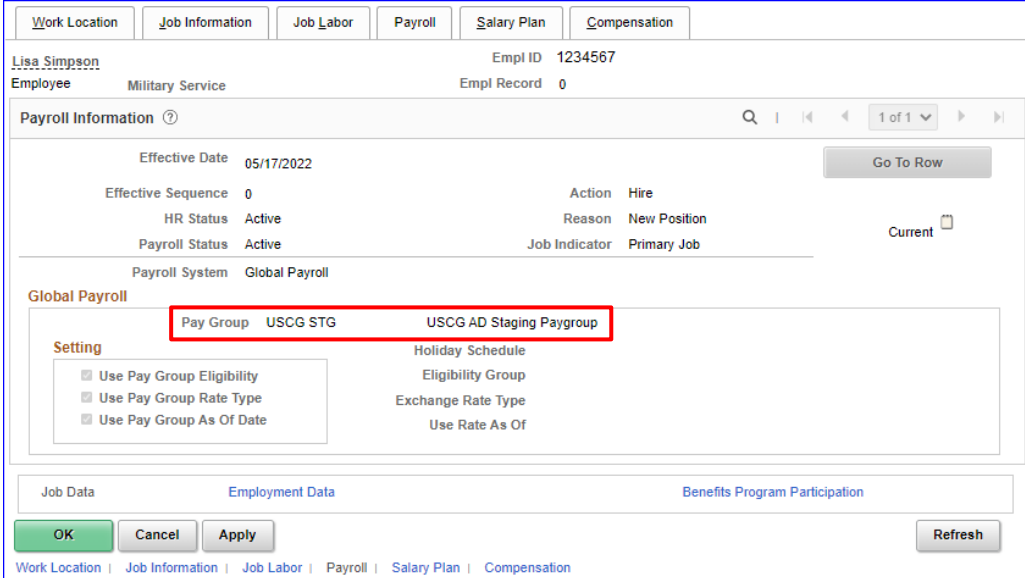
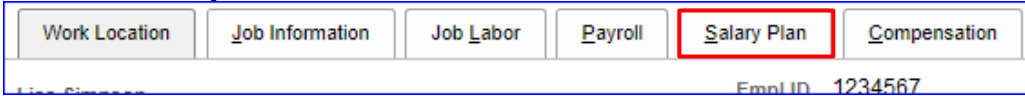
Procedures,
continued

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26 | <p>Verify the default dates were entered correctly (shown in two steps). All other fields must be left blank.</p> <ul style="list-style-type: none"> • Active Duty Base Date – Date of the hire or Oath of Office Submit a request to PPC Customer Care for a Statement of Creditable Service (SOCS) in the case of prior military service. Any necessary adjustments will take place via the SOCS process (see E-Mail ALSPO B/15). • AD Pay Scale Date – Date of the hire or Oath of Office • DEP Date – Delayed Entry Program date only populates if they spent time in delayed entry. Otherwise, it will be blank. • CMA Date – (See Chapter 3 of PAYMAN for correct date per situation) • Current AD Date – Date of the hire or Oath of Office • DIEMS Date – Date Initial Entry Military Service (any component), should match the DEP Date if they did the DEP (as shown here), otherwise it is the Date of the Enlistment Contract. • Expected AD Term Date – Term of the AD contract minus 1 day  |

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Accessing a Member, Continued

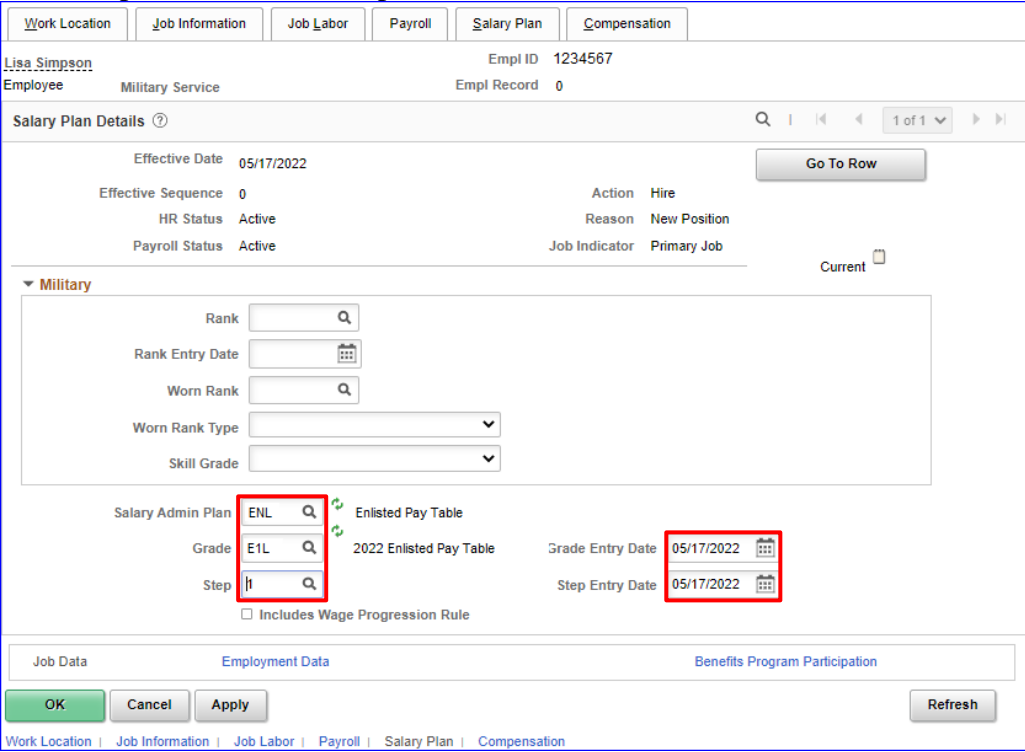
Procedures,
continued

| Step | Action |
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| 27 | <p>Select the Payroll Tab.</p>  |
| 28 | <p>Pay Group – Should default to USCG STG. Once the hire has been approved this will update to USCG (USCG Active Duty).</p> <p>NOTE: DO NOT click OK or Apply unless prompted. It will not allow the pay record of the applicant to update correctly.</p>  |
| 29 | <p>Select the Salary Plan tab.</p>  |

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Accessing a Member, Continued

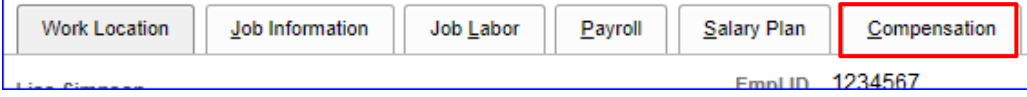
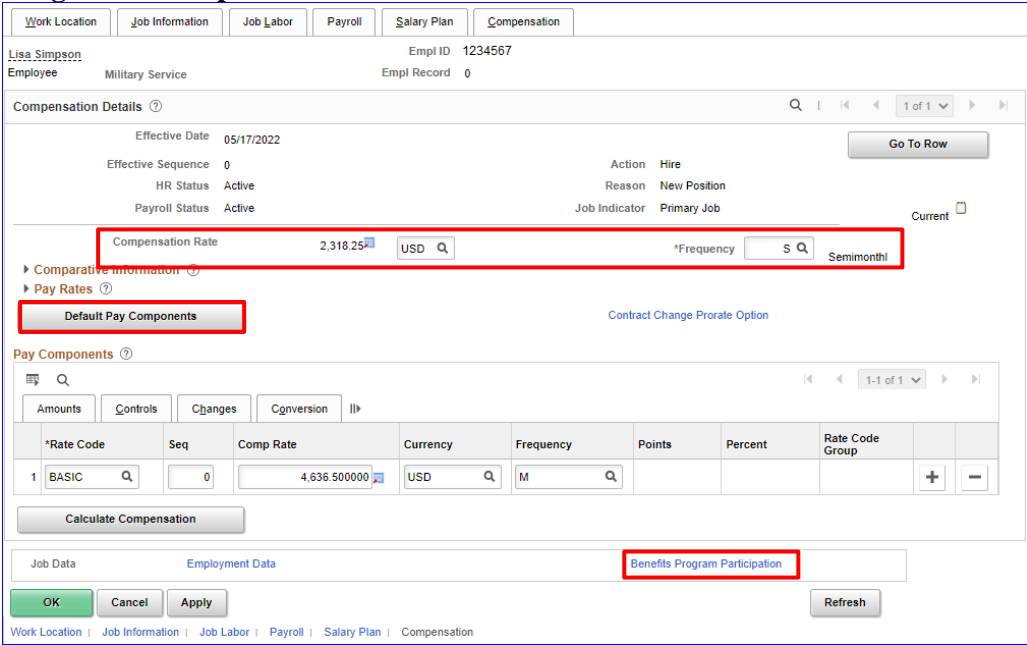
Procedures,
continued

| Step | Action |
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| 30 | <p>Only enter fields as indicated. All other fields must be left blank.</p> <ul style="list-style-type: none"> • Salary Admin Plan – Enter ENL or select it from the lookup icon. • Grade – Enter the appropriate Pay Grade based on the Job Code entered on the Job Information tab in Step 19 (415098 = E1, 415097 = E2 and 415096 = E3). NOTE: E1L is used for all E1 personnel with < 4 months of service. • Grade Entry Date – Should default to the date of hire. • Step – Enter 1 and hit tab. NOTE: This step is necessary for the information on the Compensation tab to populate. • Step Entry Date – Will default to the date of hire. <p>NOTE: Submit a request to PPC Customer Care for a Statement of Creditable Service (SOCS) in the case of prior military service. Any necessary adjustments will take place via the SOCS process (see E-Mail ALSPO B/15).</p>  |

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Accessing a Member, Continued

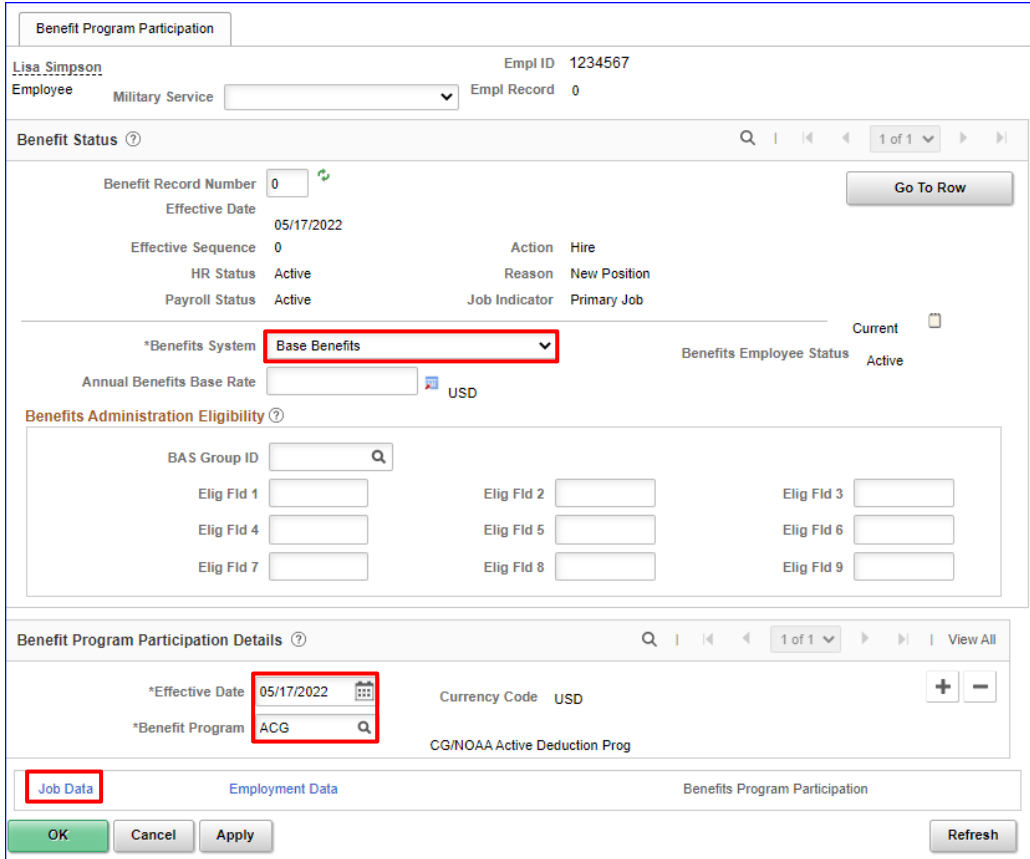
Procedures,
continued

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 31 | <p>Select the Compensation tab.</p>  |
| 32 | <p>Click Default Pay Components. Ensure the Compensation Rate and Frequency data is updated. Click the Benefits Program Participation link.</p>  |

Continued on next page

Accessing a Member, Continued

Procedures,
continued

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 33 | <p>Only enter fields as indicated. All other fields must be left blank.</p> <ul style="list-style-type: none"> • Benefits System – Select Base Benefits from the drop-down. • Effective Date – If completing the Job Data AFTER the effective date of hire, change the date to the date of hire. • Benefit Program – Enter or select ACG from the lookup icon. <p>Click the Job Data link.</p>  <p>The screenshot shows the 'Benefit Program Participation' form for Lisa Simpson (Empl ID 1234567). The form is divided into several sections:</p> <ul style="list-style-type: none"> Benefit Status: Shows fields for Benefit Record Number (0), Effective Date (05/17/2022), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Action (Hire), Reason (New Position), and Job Indicator (Primary Job). The *Benefits System is set to 'Base Benefits' (highlighted in red). The Benefits Employee Status is 'Active'. Benefits Administration Eligibility: Includes a BAS Group ID field and nine Elig Fld (1-9) fields. Benefit Program Participation Details: Shows *Effective Date (05/17/2022, highlighted in red), Currency Code (USD), and *Benefit Program (ACG, highlighted in red). The CG/NOAA Active Deduction Prog is also visible. Navigation: At the bottom, there are buttons for 'Job Data' (highlighted in red), 'Employment Data', and 'Benefits Program Participation'. There are also 'OK', 'Cancel', 'Apply', and 'Refresh' buttons. |

Continued on next page

Accessing a Member, Continued

Procedures,
continued

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 34 | <p>To submit, click OK.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Work Location Job Information Job Labor Payroll Salary Plan Compensation </div> <div style="padding: 5px;"> <p><u>Lisa Simpson</u> Empl ID 1234567</p> <p>Employee Empl Record 0</p> <p>Military Service ▼</p> <hr/> <p>Work Location Details 1 of 1</p> <div style="display: flex; justify-content: space-between;"> <div> <p>*Effective Date <input type="text" value="05/17/2022"/></p> <p>Effective Sequence <input type="text" value="0"/></p> <p>HR Status <input type="text" value="Active"/></p> <p>Payroll Status <input type="text" value="Active"/></p> </div> <div style="text-align: right;"> <p>Go To Row <input type="button" value="+"/> <input type="button" value="-"/></p> <p>*Action <input type="text" value="Hire"/></p> <p>Reason <input type="text" value="New Position"/></p> <p>*Job Indicator <input type="text" value="Primary Job"/></p> </div> </div> <p style="text-align: center;"><input type="button" value="Calculate Status and Dates"/></p> <hr/> <p>Position Number <input type="text" value="00025052"/> BASIC RECRUIT</p> <p style="text-align: center;"><input type="button" value="Use Position Data"/></p> <p>Position Entry Date <input type="text" value="05/17/2022"/></p> <p><input type="checkbox"/> Position Management Record</p> <p>*Regulatory Region <input type="text" value="AD"/> Active Duty</p> <p>*Company <input type="text" value="ACG"/> UNITED STATES COAST GUARD</p> <p>*Business Unit <input type="text" value="ENLCG"/> Enlisted CG</p> <p>*Department <input type="text" value="006150"/> RECRUIT BASIC TRAINING</p> <p>Department Entry Date <input type="text" value="05/17/2022"/></p> <p>*Location <input type="text" value="NJ0015"/> CG UNITS-CAPE MAY NJ</p> <p>Establishment ID <input type="text" value="USCG"/> Active CG</p> <p style="text-align: right;">Date Created 05/17/2022</p> <p>Last Start Date <input type="text" value="05/17/2022"/></p> <p>Expected Job End Date <input type="text"/></p> <p>▼ Military</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Reserve Class Code <input type="text"/></p> <p>Component Category <input type="text"/></p> </div> <hr/> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Job Data Employment Data Benefits Program Participation </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/> <input type="button" value="Refresh"/> </div> <p style="font-size: small; margin-top: 5px;"> Work Location Job Information Job Labor Payroll Salary Plan Compensation </p> </div> </div> |

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Accessing a Member, Continued

Procedures,
continued

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35 | <p data-bbox="339 495 1299 562">Several Messages will display (randomly ordered). Click OK for each one (wait for the “processing-circle-of-death” to finish).</p> <div data-bbox="339 562 1374 763" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="355 595 1054 618">Warning -- Head count of 1366 exceeds maximum head count of 0 for position. (1000,156)</p> <p data-bbox="355 629 1353 674">When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.</p> <div data-bbox="759 685 999 730" style="text-align: center;"> <input data-bbox="759 685 890 730" type="button" value="OK"/> <input data-bbox="895 685 999 730" type="button" value="Cancel"/> </div> </div> <div data-bbox="339 797 1082 1021" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p data-bbox="355 831 1034 853">Warning -- Compensation Frequency has been updated. (1010,264)</p> <p data-bbox="355 875 810 898">Compensation Frequency has been updated.</p> <div data-bbox="560 931 863 976" style="text-align: center;"> <input data-bbox="560 931 722 976" type="button" value="OK"/> <input data-bbox="727 931 863 976" type="button" value="Cancel"/> </div> </div> <div data-bbox="339 1055 1374 1267" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p data-bbox="355 1077 1094 1099">Warning -- Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32)</p> <p data-bbox="355 1122 1353 1167">A minimum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel falls below that minimum. If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.</p> <div data-bbox="743 1200 983 1245" style="text-align: center;"> <input data-bbox="743 1200 874 1245" type="button" value="OK"/> <input data-bbox="876 1200 983 1245" type="button" value="Cancel"/> </div> </div> <div data-bbox="339 1301 1126 1503" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p data-bbox="355 1346 1070 1368">JOB DATA CMP EMPLID : 1234567 COMPANY ACG ACTION HIR (0,0)</p> <div data-bbox="643 1402 807 1447" style="text-align: center;"> <input data-bbox="643 1402 807 1447" type="button" value="OK"/> </div> </div> |

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Accessing a Member, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|----------------|---------------|--------------|-----------|--------------|----|--------------------------|------------|-----------|-------|--------------|--|------|-------|--------------------------|------------|-----------|-------|----------------|--|------|-------|
| <p>36</p> | <p>If you get more error messages, take note, you will remain on the Job Data screen, and changes will need to be made. After a successful completion, you will be returned to the Manage Hires screen. Return to the DA Home page.</p> <div data-bbox="336 633 1211 1010" style="border: 1px solid black; padding: 5px;"> <p>Manage Hires The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.</p> <p>Manage Hires</p> <p>*Select Transactions Where Start Date</p> <p>From 01/12/2021 To 02/22/2021 Refresh</p> <p>Hire Transactions</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Start Date</th> <th>Status</th> <th>Business Unit</th> <th>Name</th> <th>Person ID</th> <th>Type of Hire</th> <th>So</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>05/17/2022</td> <td>Requested</td> <td>ENLCG</td> <td>Lisa Simpson</td> <td></td> <td>Hire</td> <td>KE So</td> </tr> <tr> <td><input type="checkbox"/></td> <td>05/17/2022</td> <td>Requested</td> <td>ENLCG</td> <td>Apu Nahasapeer</td> <td></td> <td>Hire</td> <td>Re So</td> </tr> </tbody> </table> </div> | Select | Start Date | Status | Business Unit | Name | Person ID | Type of Hire | So | <input type="checkbox"/> | 05/17/2022 | Requested | ENLCG | Lisa Simpson | | Hire | KE So | <input type="checkbox"/> | 05/17/2022 | Requested | ENLCG | Apu Nahasapeer | | Hire | Re So |
| Select | Start Date | Status | Business Unit | Name | Person ID | Type of Hire | So | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 05/17/2022 | Requested | ENLCG | Lisa Simpson | | Hire | KE So | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 05/17/2022 | Requested | ENLCG | Apu Nahasapeer | | Hire | Re So | | | | | | | | | | | | | | | | | | |
| <p>37</p> | <p>If you have the roles to add the member's gender, navigate to the NavBar icon > Menu > Workforce Administration drop-down arrow > Personal Information > Biographical > Modify a Person's Gender (not shown). If you do not have the roles, a PPC help ticket must be entered to have this information added.</p> <div data-bbox="336 1223 1195 1921" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows the Oracle HR system interface. On the left, the NavBar icon (a clock) is highlighted with a red box. A red arrow points from this icon to the 'Menu' button in the 'Recently Visited' section. Another red arrow points from the 'Menu' button to the 'Workforce Administration' item in the 'NavBar: Menu' list on the right. The 'Workforce Administration' item is also highlighted with a red box.</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | |

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Accessing a Member, Continued

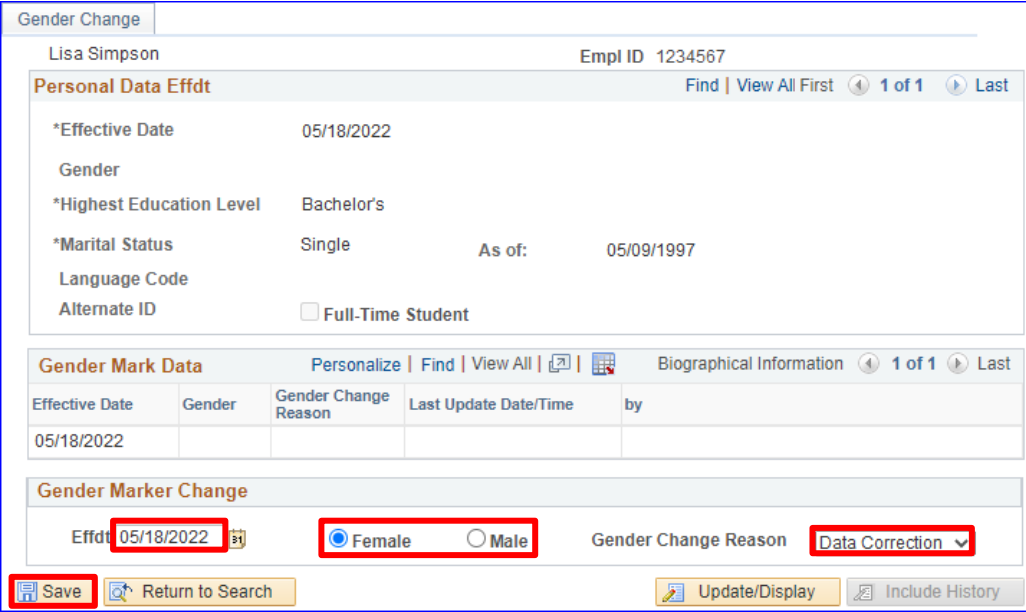
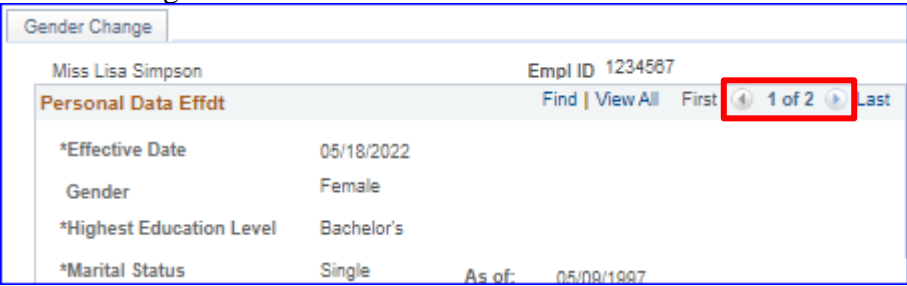
Procedures,
continued

| Step | Action |
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| 38 | <p>Enter the Empl ID and click Search. The Include History box is already checked.</p> <div data-bbox="339 562 1072 1106" style="border: 1px solid blue; padding: 5px;"> <p>Personal Gender Change Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</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 checked="" type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div> |

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Accessing a Member, Continued

Procedures,
continued

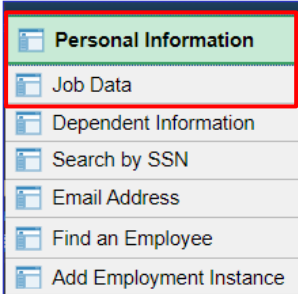
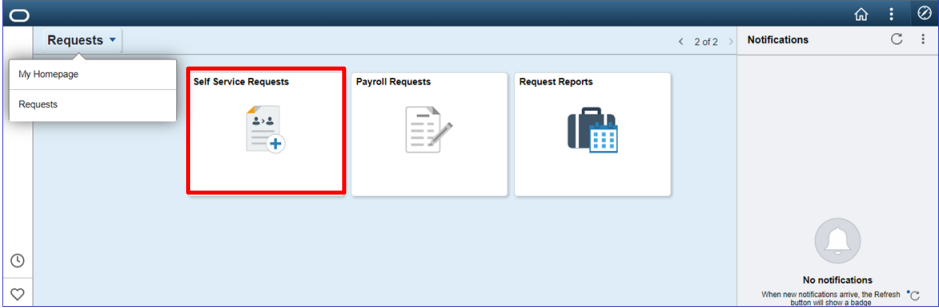
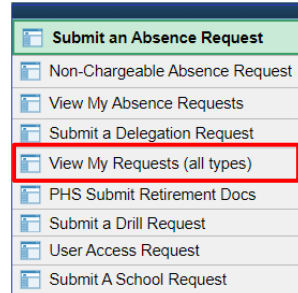
| Step | Action |
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| <p>39</p> | <p>The Gender Change tab will display. The Gender Marker Change Effdt must be the day after your date of entry. This date cannot be back-dated.</p> <p>Select the appropriate Gender radio button and select Data Correction from the Gender Change Reason drop-down (used for entering a new member’s gender OR to correct an incorrect gender).</p> <p>NOTE: DO NOT USE Gender Marker Change – Used to modify a member who has followed established COMDT Policy and is physically changing genders.</p> <p>Click Save.</p>  <p>The screenshot shows the 'Gender Change' tab for member Lisa Simpson (Empl ID 1234567). It includes sections for 'Personal Data Effdt' and 'Gender Mark Data'. In the 'Gender Marker Change' section, the 'Effdt' is set to 05/18/2022, 'Gender' is Female, and 'Gender Change Reason' is Data Correction. The 'Save' button is highlighted with a red box.</p> |
| <p>40</p> | <p>Now showing 1 of 2 rows.</p>  <p>The screenshot shows the 'Gender Change' tab for member Miss Lisa Simpson (Empl ID 1234567). The 'Gender' field is now set to Female. The pagination at the top right shows '1 of 2' rows, which is highlighted with a red box.</p> |

Approving an Accession

Introduction This section provides the procedures for approving an accession in DA.

- Information**
- SPO Auditor/PAO user access is required to approve an accession.
 - The approver cannot be the same person who entered the accession.
 - The member will **NOT be paid** until the accession transaction is approved (remains in the staging Pay Group), the contract is entered and then the contract is approved.

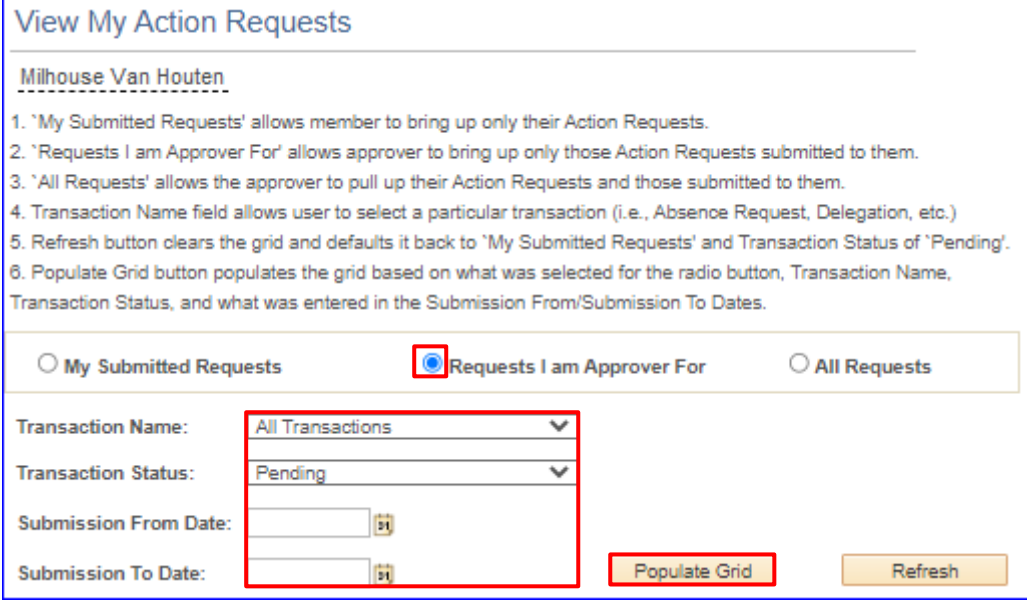
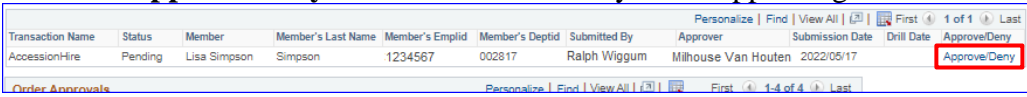
Procedures See below.

| Step | Action |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1</p> | <p>Before approving the accession, review/audit the information by clicking on the Personal Information and the Job Data options.</p>  |
| <p>2</p> | <p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p>  |
| <p>2.5</p> | <p>Select the View My Requests (all types) option.</p>  |

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Approving an Accession, Continued

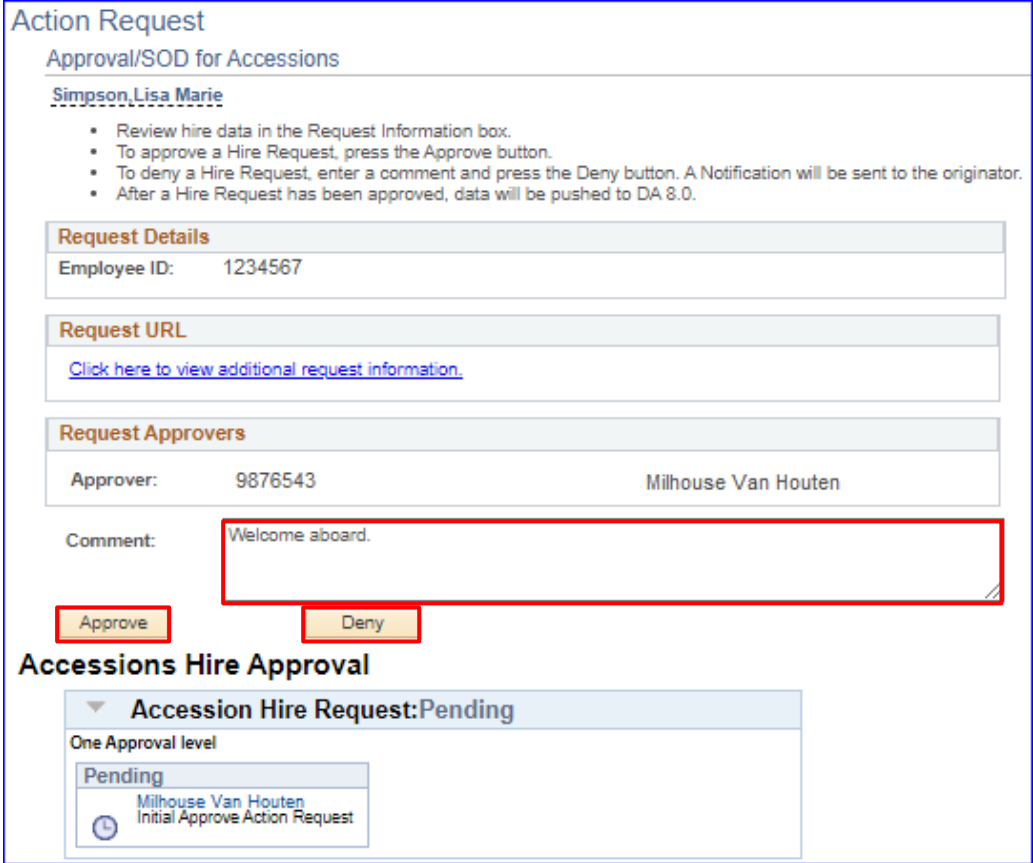
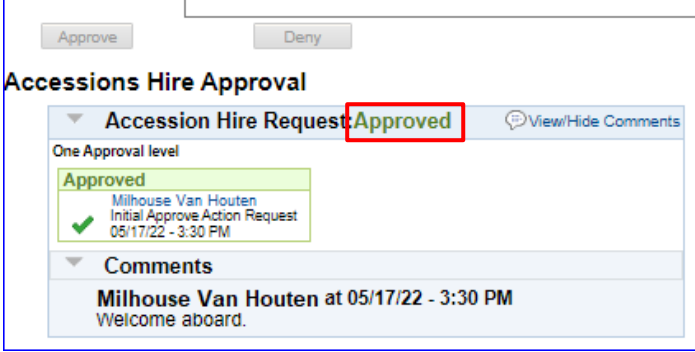
Procedures,
continued

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | <p>Select the Requests I am Approver For radio button. You may narrow the search by filling in the Transaction Name, Status and Dates. Click Populate Grid.</p>  |
| 4 | <p>Click the Approve/Deny link for the accession you are approving.</p>  |

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Approving an Accession, Continued

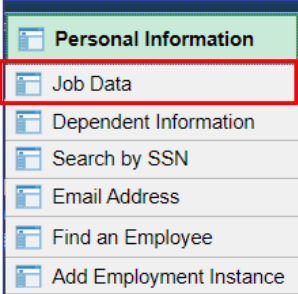
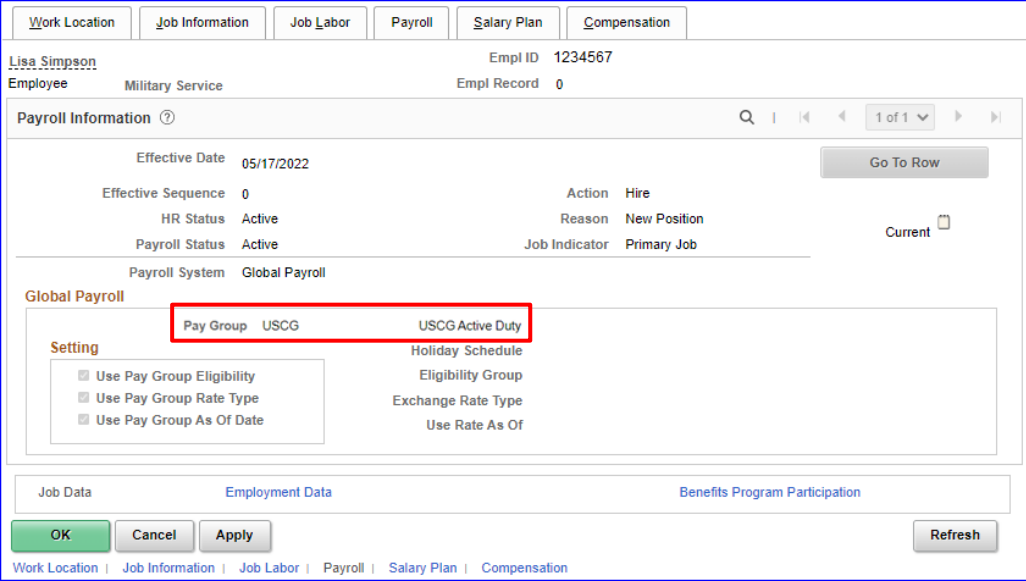
Procedures,
continued

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | <p>Enter any needed Comments and select either Approve or Deny.</p>  |
| 6 | <p>If Denied, it returns the accession to the HRS user. Once Approved, the buttons will be greyed out after the system saves the approval. Return to the Direct Access Home page.</p>  |

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Approving an Accession, Continued


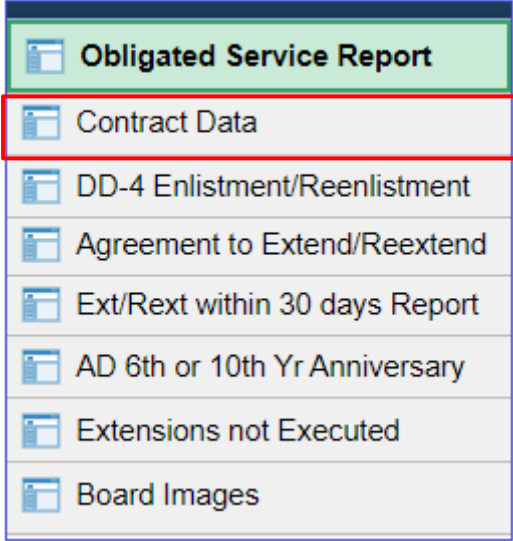
Procedures,
continued

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | <p>To confirm the accession was completed successfully, select the Job Data option.</p>  <p>The screenshot shows a vertical menu with the following items: Personal Information, Job Data (highlighted with a red box), Dependent Information, Search by SSN, Email Address, Find an Employee, and Add Employment Instance.</p> |
| 8 | <p>Select the Payroll tab to confirm the member's Pay Group has changed to USCG and repeat the process for the next accession.</p>  <p>The screenshot shows the 'Payroll Information' page for Lisa Simpson (Empl ID 1234567). The 'Payroll' tab is selected. The 'Pay Group' is listed as 'USCG' and is highlighted with a red box. Other details include: Effective Date 05/17/2022, HR Status Active, Payroll Status Active, and Payroll System Global Payroll. The 'Global Payroll' section shows 'USCG Active Duty' as the selected duty type. At the bottom, there are 'OK', 'Cancel', 'Apply', and 'Refresh' buttons.</p> |

Entering Contract Data

Introduction This section provides the procedures for entering Contract Data for a recruit in DA.

Procedures See below.

| Step | Action |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <p>1</p> | <p>Click on the Career Management tile.</p>  |
| <p>1.5</p> | <p>Select the Contract Data option.</p>  |

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Entering Contract Data, Continued

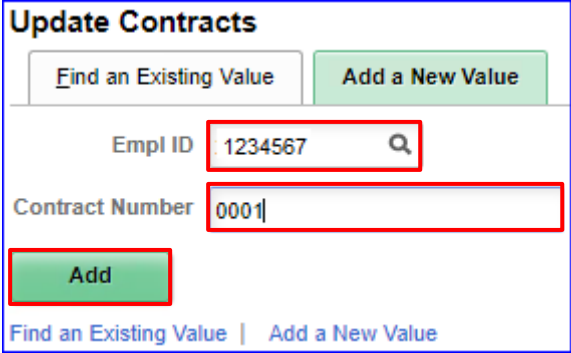
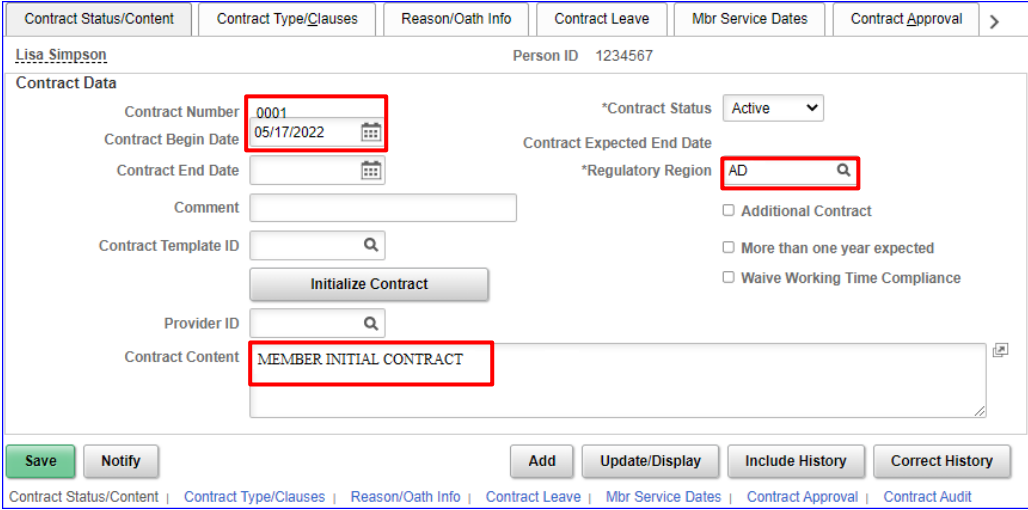
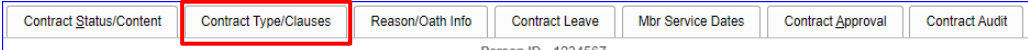
Procedures,
continued

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | <p>Click the Add a New Value tab.</p> <div data-bbox="338 490 1382 1227" style="border: 1px solid blue; padding: 5px;"> <p>Update Contracts Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input style="border: 2px solid red;" type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p> Empl ID <input type="text" value="begins with"/> <input type="text" value="1234567"/> <input type="button" value="Q"/> </p> <p> Contract Number <input type="text" value="begins with"/> <input type="text"/> </p> <p> Name <input type="text" value="begins with"/> <input type="text"/> </p> <p> Last Name <input type="text" value="begins with"/> <input type="text"/> </p> <p> Second Last Name <input type="text" value="begins with"/> <input type="text"/> </p> <p> Alternate Character Name <input type="text" value="begins with"/> <input type="text"/> </p> <p> <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria </p> <p> Find an Existing Value Add a New Value </p> </div> |

Continued on next page

Entering Contract Data, Continued

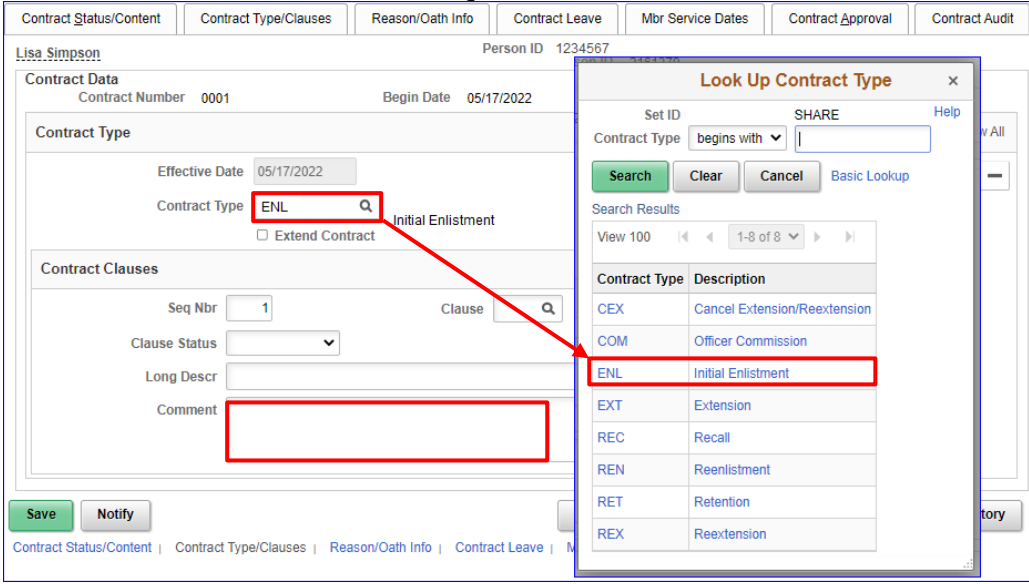

Procedures,
continued

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | <p>Enter the Empl ID and the Contract Number (Ex. 0001). Click Add.</p>  <p>Update Contracts</p> <p>Find an Existing Value Add a New Value</p> <p>Empl ID: 1234567</p> <p>Contract Number: 0001</p> <p>Add</p> <p>Find an Existing Value Add a New Value</p> |
| 4 | <p>The Contract Status/Content tab displays with the Contract Number (Ex. 0001).</p> <ul style="list-style-type: none"> • Contract Begin Date – Ensure it is the date of hire. • Regulatory Region – Change to AD, if not defaulted. • Contract Content – Enter “MEMBER INITIAL CONTRACT”.  <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval ></p> <p>Lisa Simpson Person ID 1234567</p> <p>Contract Data</p> <p>Contract Number: 0001 *Contract Status: Active</p> <p>Contract Begin Date: 05/17/2022 Contract Expected End Date:</p> <p>Contract End Date: *Regulatory Region: AD</p> <p>Comment:</p> <p>Contract Template ID: Initialize Contract</p> <p>Provider ID: Additional Contract</p> <p>Contract Content: MEMBER INITIAL CONTRACT More than one year expected</p> <p>Waive Working Time Compliance</p> <p>Save Notify Add Update/Display Include History Correct History</p> <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit</p> |
| 5 | <p>Select the Contract Type/Clauses tab.</p>  <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit</p> |

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Entering Contract Data, Continued

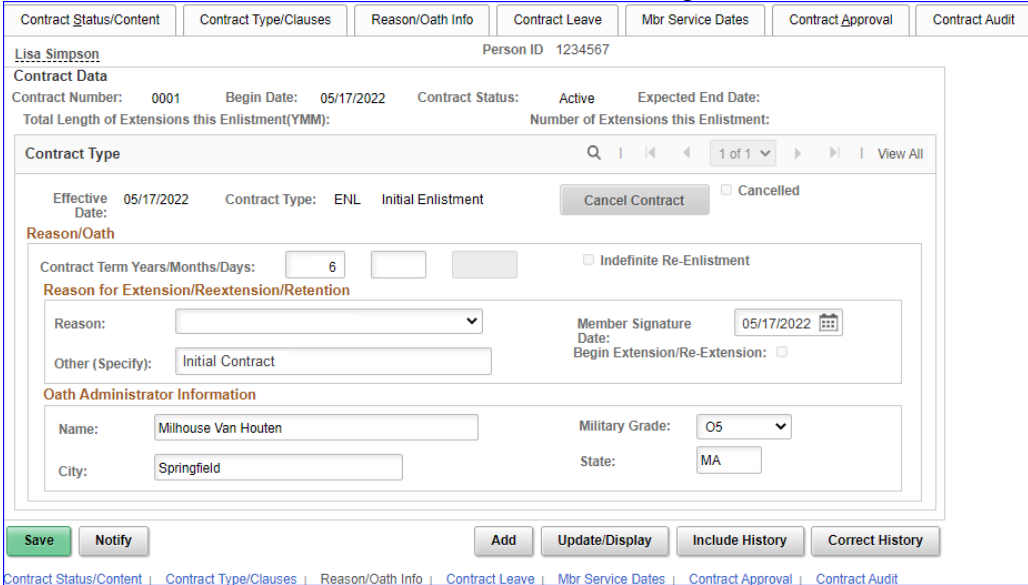
Procedures,
continued

| Step | Action |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>6</p> | <p>Enter the following:</p> <ul style="list-style-type: none"> • Contract Type – Select the ENL from the lookup icon. • Comment – A statement is not required.  |
| <p>7</p> | <p>Select the Reason/Oath Info tab.</p>  |

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Entering Contract Data, Continued

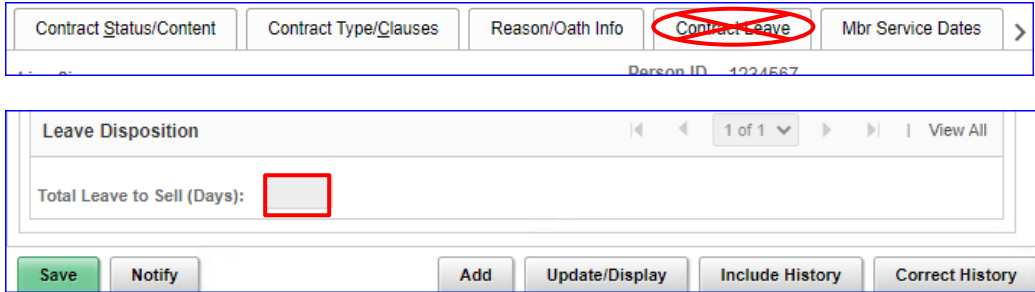
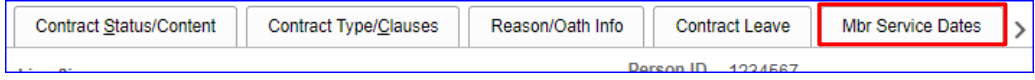

Procedures,
continued

| Step | Action | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8 | <p>Enter the following:</p> <ul style="list-style-type: none"> • Contract Term Years/Months/Days – Enter the contract term (Ex. – 6 years). • Reason – Leave blank (There is no reference IAW the Enlistments, Evaluations, and Advancements, COMDTINST M1000.2C. See list below). • Other (Specify) – Enter “Initial Contract”. • Member Signature Date – Enter the date the contract was signed. • Name – Enter the name of the Oath Administrator. • Military Grade – Enter the rank of the Oath Administrator. • City – Enter the City in which the contract was signed. • State – Enter the State in which the contract was signed.  <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;"> Assigned to Station OUTCONUS Authorized By MPC (epm) Awaits Review Authority Action Completion of Cruise Aboard V Completion of Cruise Aboard V Convenience of Government Court Martial or Punishment Crewmember On Cutter at Sea Data Conversion Expiration of Enlistment INCONUS OUTCONUS </td> <td style="width: 50%; padding: 2px;"> Medical Disability Obligated Service Advancement Obligated Service Retirement Obligated Service SRB Bonus Public Interest Request of Individual Request of Member School/Training Requirement Tuition Assistance Program War Or Other Nat Emergency </td> </tr> </table> </div> | Assigned to Station OUTCONUS Authorized By MPC (epm) Awaits Review Authority Action Completion of Cruise Aboard V Completion of Cruise Aboard V Convenience of Government Court Martial or Punishment Crewmember On Cutter at Sea Data Conversion Expiration of Enlistment INCONUS OUTCONUS | Medical Disability Obligated Service Advancement Obligated Service Retirement Obligated Service SRB Bonus Public Interest Request of Individual Request of Member School/Training Requirement Tuition Assistance Program War Or Other Nat Emergency |
| Assigned to Station OUTCONUS Authorized By MPC (epm) Awaits Review Authority Action Completion of Cruise Aboard V Completion of Cruise Aboard V Convenience of Government Court Martial or Punishment Crewmember On Cutter at Sea Data Conversion Expiration of Enlistment INCONUS OUTCONUS | Medical Disability Obligated Service Advancement Obligated Service Retirement Obligated Service SRB Bonus Public Interest Request of Individual Request of Member School/Training Requirement Tuition Assistance Program War Or Other Nat Emergency | | |

Continued on next page

Entering Contract Data, Continued

Procedures,
continued

| Step | Action |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>9</p> | <p>Skip the Contract Leave tab. Total Leave to Sell (Days) is greyed out for Recruit hires.</p>  <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates ></p> <p>Person ID: 1234567</p> <p>Leave Disposition 1 of 1 View All</p> <p>Total Leave to Sell (Days): <input type="text"/></p> <p>Save Notify Add Update/Display Include History Correct History</p> |
| <p>10</p> | <p>Select the Mbr Service Dates tab.</p>  <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates ></p> <p>Person ID: 1234567</p> |
| <p>11</p> | <p>Click View All on the Assigned Labor Seniority Dates.</p>  <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates ></p> <p><u>Lisa Simpson</u> Person ID: 1234567</p> <p>Effective Date: 05/17/2022 Empl Rcd: 0 Eff Seq: 0 Labor Agreement: ENL</p> <p>Assigned Seniority Dates</p> <p>1-12 of 22 View All</p> <p>Seniority Date Labor Seniority Date</p> |

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Entering Contract Data, Continued

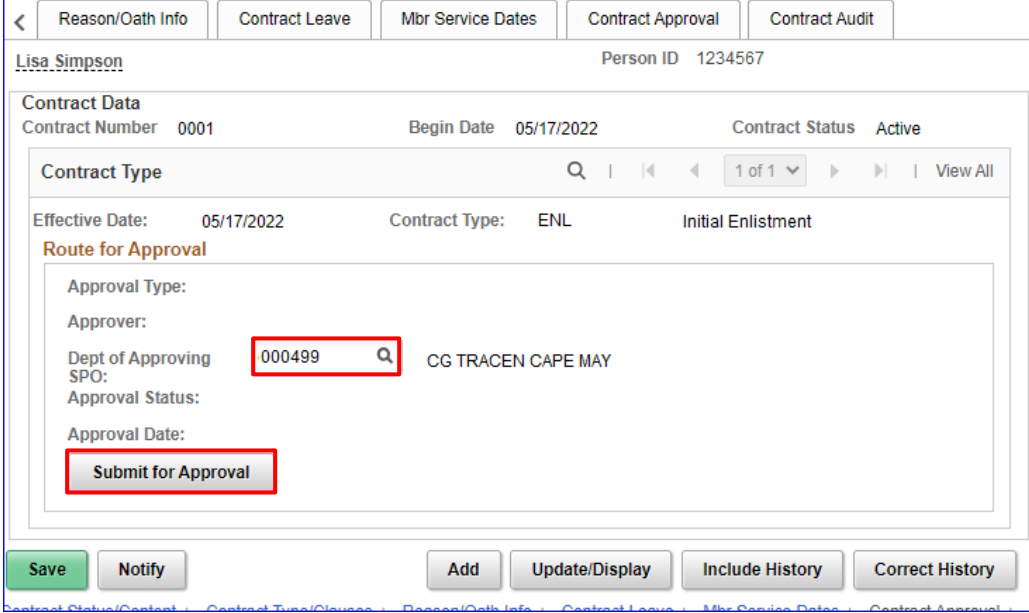
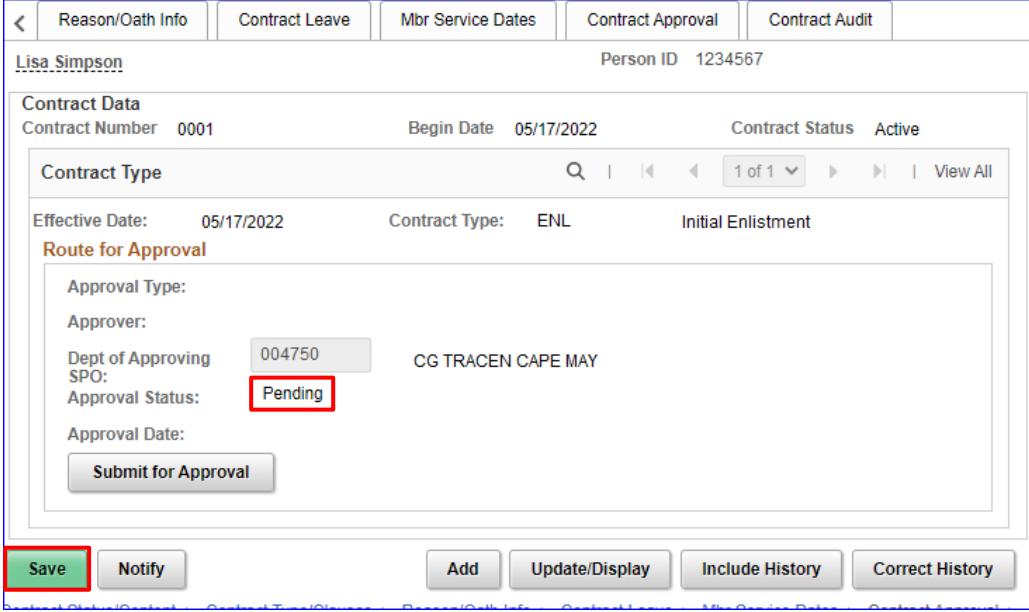
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------|-----------------------|------------|-------------------|------------|----------|--|----------|------------|-----------------|------------|------------|------------|-----------------------|------------|--------------------|------------|-----------------------|------------|---------------------------|------------|--------------------|------------|--------------|------------|---------------|------------|---------------|--|
| <p>12</p> | <p>Confirm the Labor Seniority Dates set during the Accession process are correct. If not, return to Job Data and verify the dates were entered correctly.</p> <div data-bbox="338 555 1370 1496" style="border: 1px solid black; padding: 5px;"> <p>Assigned Seniority Dates</p> <p style="text-align: right;">1-14 of 14 View 12</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Seniority Date</th> <th style="width: 50%;">Labor Seniority Date</th> </tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td>05/17/2022</td></tr> <tr><td>AD PAY SCALE DATE</td><td>05/17/2022</td></tr> <tr><td>DEP DATE</td><td></td></tr> <tr><td>CMA DATE</td><td>05/17/2022</td></tr> <tr><td>CURRENT AD DATE</td><td>05/17/2022</td></tr> <tr><td>DIEMS DATE</td><td>05/17/2022</td></tr> <tr><td>EXPECTED AD TERM DATE</td><td>05/16/2028</td></tr> <tr><td>EXPECTED LOSS DATE</td><td>05/16/2030</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>05/16/2030</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>05/16/2030</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>05/17/2022</td></tr> <tr><td>DATE OF RANK</td><td>05/17/2022</td></tr> <tr><td>PAY BASE DATE</td><td>05/17/2022</td></tr> <tr><td>ROTATION DATE</td><td></td></tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/> </p> </div> | Seniority Date | Labor Seniority Date | ACTIVE DUTY BASE DATE | 05/17/2022 | AD PAY SCALE DATE | 05/17/2022 | DEP DATE | | CMA DATE | 05/17/2022 | CURRENT AD DATE | 05/17/2022 | DIEMS DATE | 05/17/2022 | EXPECTED AD TERM DATE | 05/16/2028 | EXPECTED LOSS DATE | 05/16/2030 | JOB FAMILY ENTRY DATE | 05/16/2030 | MIL OBLIGATION COMPL DATE | 05/16/2030 | PAY ALLOWANCE DATE | 05/17/2022 | DATE OF RANK | 05/17/2022 | PAY BASE DATE | 05/17/2022 | ROTATION DATE | |
| Seniority Date | Labor Seniority Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACTIVE DUTY BASE DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AD PAY SCALE DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DEP DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CMA DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CURRENT AD DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DIEMS DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPECTED AD TERM DATE | 05/16/2028 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPECTED LOSS DATE | 05/16/2030 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JOB FAMILY ENTRY DATE | 05/16/2030 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MIL OBLIGATION COMPL DATE | 05/16/2030 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PAY ALLOWANCE DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DATE OF RANK | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PAY BASE DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ROTATION DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>13</p> | <p>Click the Arrow.</p> <div data-bbox="338 1570 1370 1644" style="border: 1px solid black; padding: 5px;"> <p> <input type="button" value="Contract Status/Content"/> <input type="button" value="Contract Type/Clauses"/> <input type="button" value="Reason/Oath Info"/> <input type="button" value="Contract Leave"/> <input type="button" value="Mbr Service Dates"/> <input style="border: 2px solid red;" type="button" value=""/> </p> <p style="text-align: right; font-size: small;">Person ID: 1224567</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>14</p> | <p>Select the Contract Approval tab.</p> <div data-bbox="338 1713 1370 1794" style="border: 1px solid black; padding: 5px;"> <p> <input type="button" value="Reason/Oath Info"/> <input type="button" value="Contract Leave"/> <input type="button" value="Mbr Service Dates"/> <input style="border: 2px solid red;" type="button" value="Contract Approval"/> <input type="button" value="Contract Audit"/> </p> <p style="font-size: small;">Lisa Simpson</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Entering Contract Data, Continued

Procedures,
continued

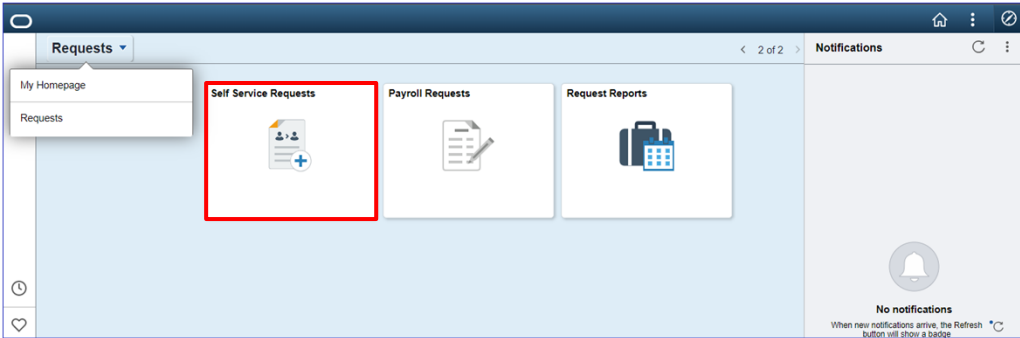
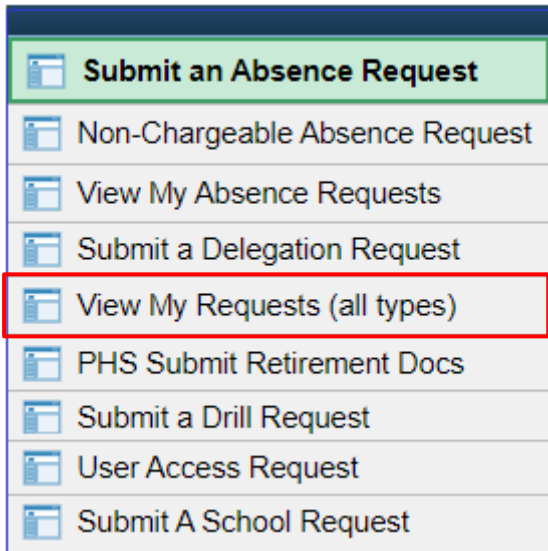
| Step | Action |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>15</p> | <p>Update Dept of Approving SPO (if necessary). Click Submit for Approval. NOTE: Once the contract is approved, the recruit will be fully accessed into the Coast Guard with pay.</p>  <p>The screenshot shows the 'Contract Approval' tab for Lisa Simpson (Person ID 1234567). The 'Contract Data' section includes Contract Number 0001, Begin Date 05/17/2022, and Contract Status Active. The 'Route for Approval' section shows 'Approval Type' and 'Approver' fields. The 'Dept of Approving SPO' is set to '000499' with a search icon. The 'Approval Status' is currently blank. A 'Submit for Approval' button is highlighted with a red box. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.</p> |
| <p>16</p> | <p>The Approval Status updates to Pending and the contract will be routed to the Approving SPO. Click Save.</p>  <p>The screenshot shows the 'Contract Approval' tab for Lisa Simpson (Person ID 1234567). The 'Route for Approval' section shows 'Approval Status' updated to 'Pending' with a red box. The 'Submit for Approval' button is now greyed out. At the bottom, the 'Save' button is highlighted with a red box. All other fields and buttons remain the same as in the previous screenshot.</p> |

Approving a Contract

Introduction This section provides the procedures for approving a contract in DA.

- Information**
- SPO Auditor/PAO user access is required to approve a contract.
 - The approver cannot be the same person who entered the contract.
 - The member will **NOT be paid** until the contract is entered and then approved.

Procedures See below.

| Step | Action |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1</p> | <p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p>  |
| <p>1.5</p> | <p>Select the View My Requests (all types) option.</p>  |

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Approving a Contract, Continued

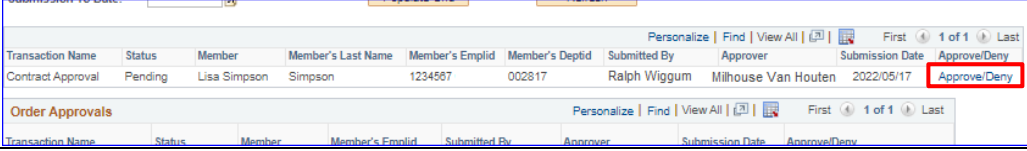
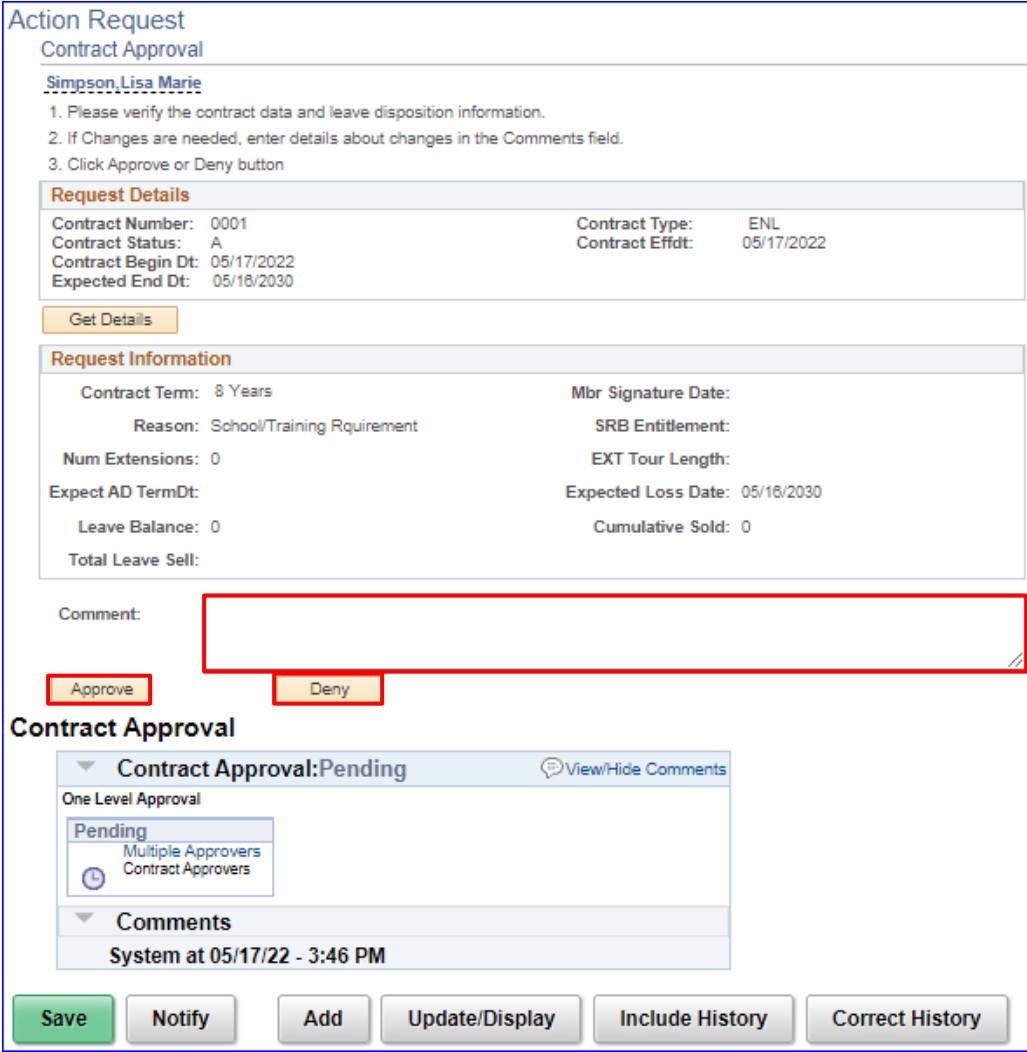
Procedures,
continued

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | <p>Select the Requests I am Approver For radio button. You may narrow the search by filling in the Transaction Name, Status and Dates. Click Populate Grid.</p> <div data-bbox="338 562 1369 1167" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Milhouse Van Houten</u></p> <ol style="list-style-type: none"> 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. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: All Transactions</p> <p>Transaction Status: Pending</p> <p>Submission From Date: []</p> <p>Submission To Date: []</p> <p style="text-align: right;"> <input style="border: 1px solid red;" type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div> |

Continued on next page

Approving a Contract, Continued

Procedures,
continued

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | <p>Click the Approve/Deny link for the contract you are approving.</p>  <p>The screenshot shows a table with columns: Transaction Name, Status, Member, Member's Last Name, Member's Emplid, Member's Deptid, Submitted By, Approver, Submission Date, and Approve/Deny. The 'Approve/Deny' link for the first row is highlighted with a red box.</p> |
| 4 | <p>Enter Comments and click Approve or Deny (deny returns the contract to the HRS user).</p>  <p>The screenshot shows the 'Action Request' form for 'Contract Approval' for 'Simpson, Lisa Marie'. It includes sections for 'Request Details' (Contract Number: 0001, Status: A, Type: ENL, Effdt: 05/17/2022), 'Request Information' (Contract Term: 8 Years, Reason: School/Training Requirement, etc.), and a 'Comment' field with a red box around it. Below the comment field are 'Approve' and 'Deny' buttons. At the bottom, there is a 'Contract Approval' summary box showing 'Contract Approval: Pending' and a 'Comments' section with a system message from 05/17/22 at 3:46 PM. Action buttons at the bottom include Save, Notify, Add, Update/Display, Include History, and Correct History.</p> |

Continued on next page

Approving a Contract, Continued

Procedures,
continued


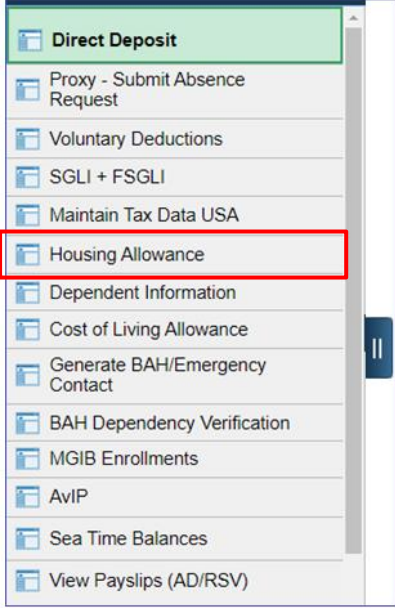
| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | <p>The contract is Approved, and the member is fully accessed into the Coast Guard. To ensure the member's pay is correct, proceed to the next section.</p>  <p>The screenshot shows a 'Contract Approval' interface. At the top, there are 'Approve' and 'Deny' buttons. Below them is the title 'Contract Approval' and a status indicator 'Approved' which is highlighted with a red box. To the right of the status is a 'View/Hide Comments' link. Underneath, it says 'One Level Approval'. A green box contains the word 'Approved' with a checkmark, followed by the name 'Milhouse Van Houten', the role 'Contract Approver', and the timestamp '05/17/22 - 3:51 PM'. Below this is a 'Comments' section with a single comment: 'System at 05/17/22 - 3:46 PM'.</p> |

BAH and Direct Deposit

Introduction This section provides the procedures for ensuring the member is receiving Basic Allowance for Housing (BAH) and that their direct deposit has been set up to receive pay.

Information Once the hire, the contract and the BAH are approved, then direct deposit **must** be entered.

Procedures See below.

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Click on the Active/Reserve Pay tile.  |
| 1.5 | Select the Housing Allowance option.  |

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BAH and Direct Deposit, Continued

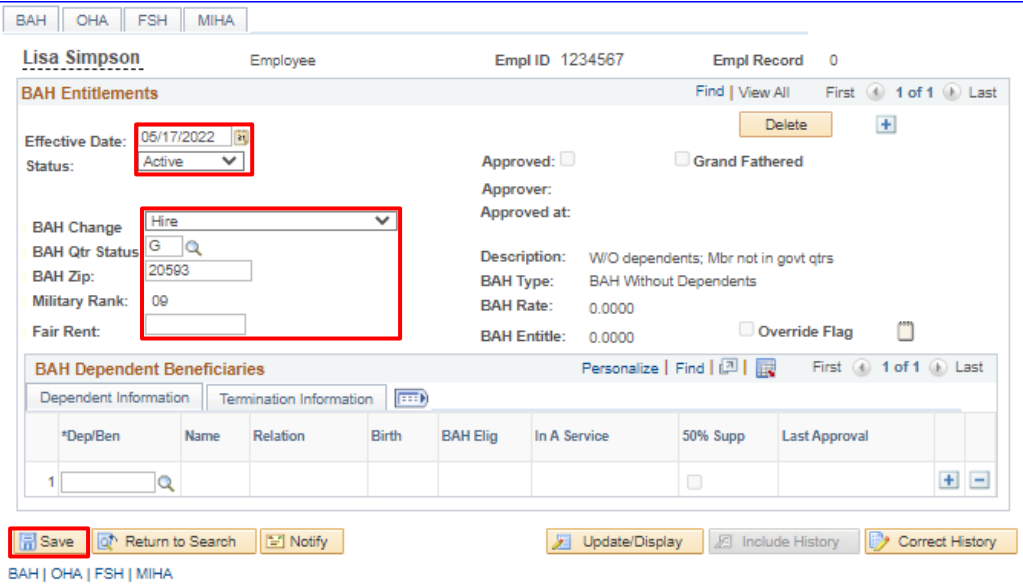
Procedures,
continued

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | <p>Enter the Empl ID and click Search.</p> <div data-bbox="338 524 1310 1261" style="border: 1px solid blue; padding: 5px;"> <p>Housing Allowance Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/></p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Second Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Middle Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Business Unit <input type="text" value="begins with"/> <input type="text"/></p> <p>Department Set ID <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="🔍"/></p> <p>Department <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="🔍"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="🔍"/> Save Search Criteria</p> </div> |

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BAH and Direct Deposit, Continued

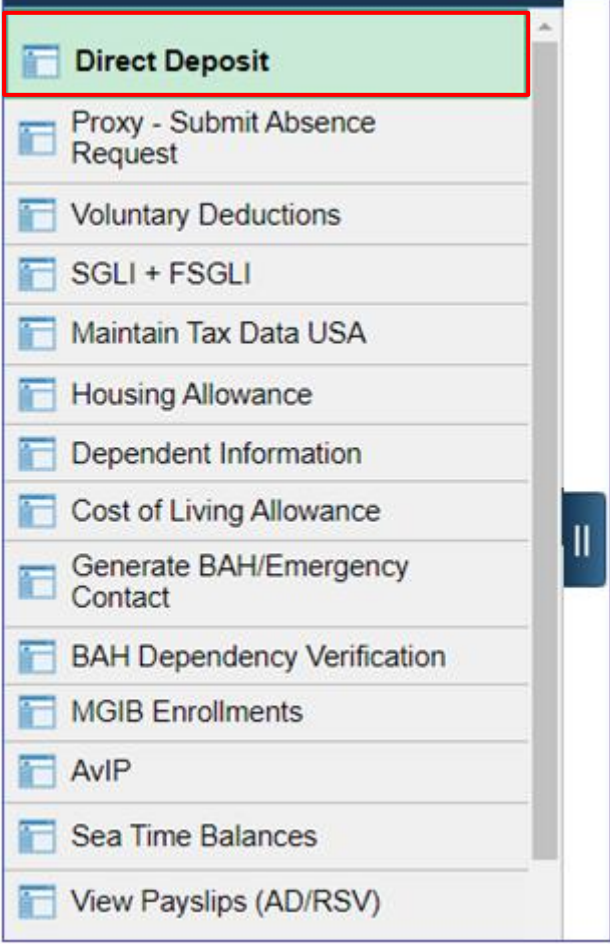
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------|----------|--------------|----------|---------------|----------|---------------|---|--|--|--|--|--|--|--|
| 3 | <p>Follow the Basic Allowance for Housing (BAH) guide for starting BAH, keeping the following in mind:</p> <ul style="list-style-type: none"> • For married members, ensure dependents are entered in DA prior to starting a BAH row. • BAH With cannot be entered without eligible dependents. • Pay special attention to a recruit that is married member to member, to ensure that BAH With is only being paid as authorized. • For recruits authorized BAH With, utilize the zip code on the dependency worksheet, vice the recruit’s contract. • Recruits are authorized BAH, not OHA. • If dependents live somewhere that BAH does not exist, recruits will receive Cape May BAH With. • Check zip codes for CONUS/OCONUS COLA where applicable. • Married reservists are entitled to BAH With. • Single reservists will be authorized BAH Without Depn ONLY if they have a lease agreement in their recruit packet. <p>Click Save.</p>  <p>The screenshot shows the 'BAH Entitlements' form for Lisa Simpson (Employee ID 1234567). The form includes the following fields and options:</p> <ul style="list-style-type: none"> Effective Date: 05/17/2022 Status: Active BAH Change: Hire BAH Qtr Status: G BAH Zip: 20593 Military Rank: O9 Fair Rent: (empty) Approved: (checkbox) Grand Fathered: (checkbox) Approved at: (empty) Description: W/O dependents; Mbr not in govt qtrs BAH Type: BAH Without Dependents BAH Rate: 0.0000 BAH Entitle: 0.0000 Override Flag: (checkbox) <p>The 'BAH Dependent Beneficiaries' table is currently empty:</p> <table border="1"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>At the bottom of the form, the Save button is highlighted in red. Other buttons include 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.</p> | *Dep/Ben | Name | Relation | Birth | BAH Elig | In A Service | 50% Supp | Last Approval | 1 | | | | | | | |
| *Dep/Ben | Name | Relation | Birth | BAH Elig | In A Service | 50% Supp | Last Approval | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | | | |

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BAH and Direct Deposit, Continued

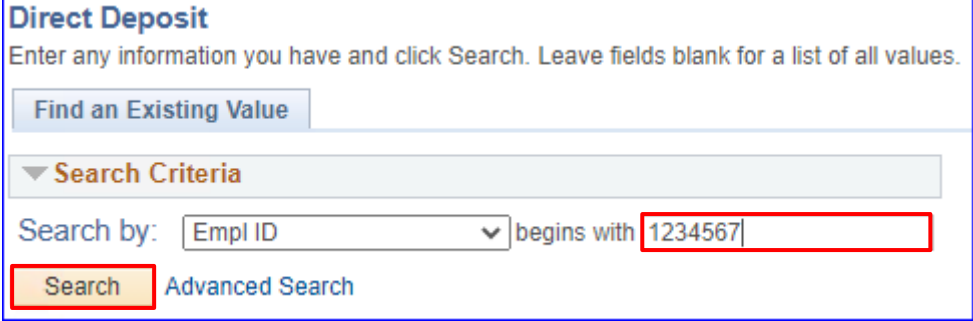
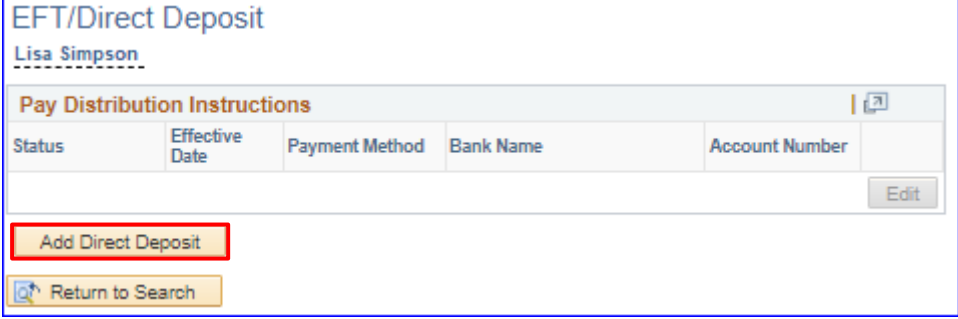
Procedures,
continued

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | <p>Without leaving the screen, select the Direct Deposit option.</p>  <p>The screenshot shows a vertical list of menu items. The top item, 'Direct Deposit', is highlighted with a light green background and a red border. Below it are: 'Proxy - Submit Absence Request', 'Voluntary Deductions', 'SGLI + FSGLI', 'Maintain Tax Data USA', 'Housing Allowance', 'Dependent Information', 'Cost of Living Allowance', 'Generate BAH/Emergency Contact', 'BAH Dependency Verification', 'MGIB Enrollments', 'AvIP', 'Sea Time Balances', and 'View Payslips (AD/RSV)'. A blue button with two vertical bars is visible on the right side of the menu.</p> |

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BAH and Direct Deposit, Continued

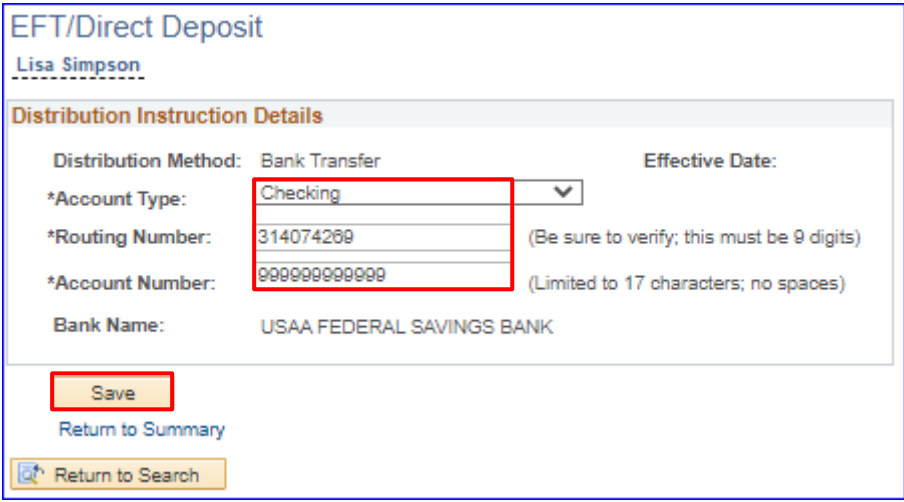
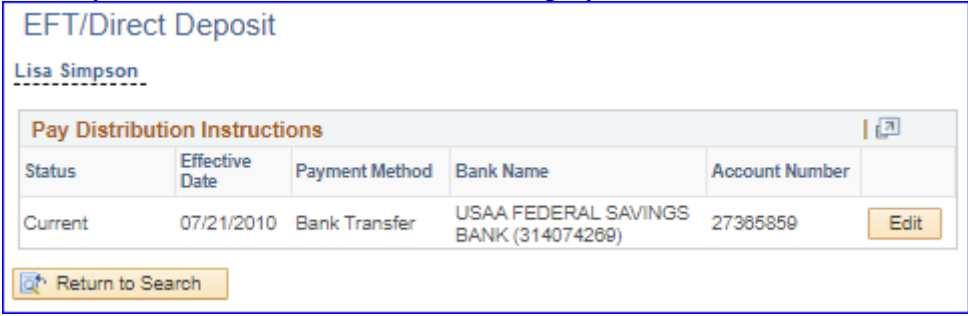
Procedures,
continued

| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | <p>Enter the Empl ID and click Search.</p>  |
| 6 | <p>Click Add Direct Deposit.</p>  |

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BAH and Direct Deposit, Continued

Procedures,
continued

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | <p>Enter the following:</p> <ul style="list-style-type: none"> • Account Type – Select from the drop-down. • Routing Number – Enter the appropriate data. • Account Number – Enter the appropriate data. <p>Click Save.</p>  |
| 8 | <p>The Pay Distributions Instructions will display with the new data.</p>  |