

Hire DCO & MARGRAD

Overview

Introduction

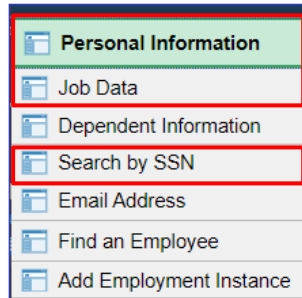
This guide provides the procedures for hiring a Direct Commission Officer (DCO) without prior service and for hiring into the Maritime Academy Graduate (MARGRAD) program into Direct Access (DA).

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.

Search by National ID

National ID:

*Search in:

Lookup by National ID

| National ID | Empl ID | Name | Country | National ID Type |
|-------------|---------|--------------|---------------|------------------------|
| 123-45-6789 | 1122333 | Minnie Mouse | United States | Social Security Number |

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

| Empl ID | Empl Rec | Name | First Name | Last Name | Sec Name | Alteo 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:

View All

| Empl ID | Empl Rec | Name | First Name | Last Name | Sec Name | Alteo 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

Information

- Most DCO hires will be into Extended Active Duty (EAD) or Active Duty (AD).
- It is good practice to IMMEDIATELY enter the contract into DA 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 Oath of Office and AD agreement if applicable.
- Ensure the members paygrade is listed on the Oath. If missing or there is a discrepancy from what is listed in DA, please return to the originator (OPM-1) to get corrected before processing the accession/rehire.
- Date of Hire = Date of the Commission listed on the Oath of Office

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

NOTE: In rare cases, a DCO entering from another service (inter-service transfer) may be hired onto EAD or the Individual Ready Reserve (IRR). This will require a **Regulatory Region:**

- AD for members receiving a Temporary commission.
- RSV for members receiving a Reserve commission.
- **NEW ALCOAST 034/23** - EAD agreements may be offered to DCOs for a period of not less than one year and up to five years. The Service may offer follow-on EAD agreements, including consecutive five year contracts.

MARGRAD Information

For more information about this program and its requirements, see www.gocoastguard.com.

Contents

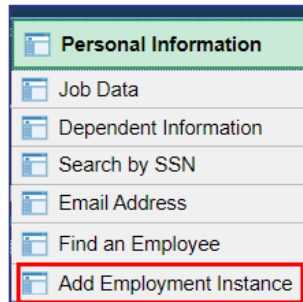
| Topic | See Page |
|--|----------|
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Important Information Regarding Employee Records

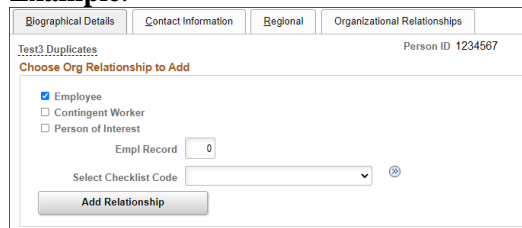
Employee Records

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 using the Personal Information or Job Data links.

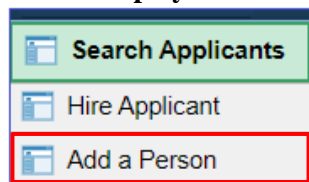


The **Add Relationship** button is the key button that can give one Employee ID **another Employee Record**. See [Before You Begin ANY Hire or Rehire Bad Example](#).

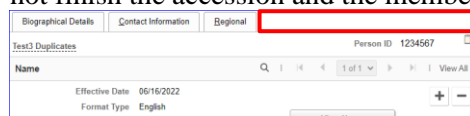


Only persons with the ability to Access someone into DA have the two links that display the **Add Relationship** button.

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





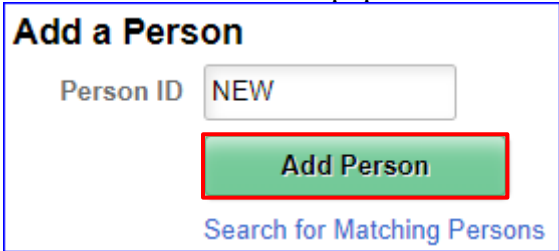
The only time you should use the Add Employee Instance link is if the **Organizational Relationships** tab is missing in Personal Information, you did not finish the accession and the member does not have Job Data.



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 |
|------|---|
| 1 | Click on the Accessions tile.  |
| 2 | Select the Add a Person option.  |
| 3 | The Person ID field auto-populates with NEW. Click Add Person .  |

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Accessing a Member, Continued

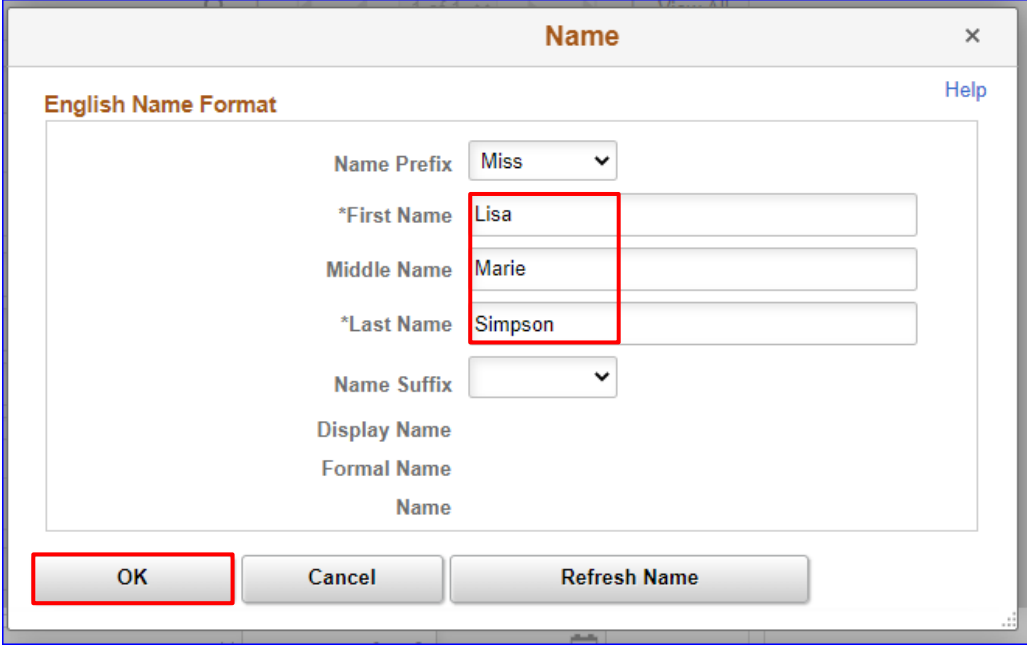
Procedures,
continued

| Step | Action |
|------|--|
| 4 | <p>The Effective Date will default to the current date. Enter the appropriate date (cannot be future dated). Click Add Name.</p> <p>The screenshot shows a web interface with the following elements:</p> <ul style="list-style-type: none"> Tabs: Biographical Details, Contact Information, Regional, Organizational Relationships Person ID: NEW Section: Name <ul style="list-style-type: none"> *Effective Date: 05/17/2022 (with calendar icon) *Format Type: English (dropdown) Display Name: (empty field) Button: Add Name (highlighted with a red box) Section: Biographic Information <ul style="list-style-type: none"> Date of Birth: (empty field with calendar icon) Years: 0, Months: 0 Birth Country: USA (with search icon) United States Birth State: (empty field with search icon) |

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Accessing a Member, Continued

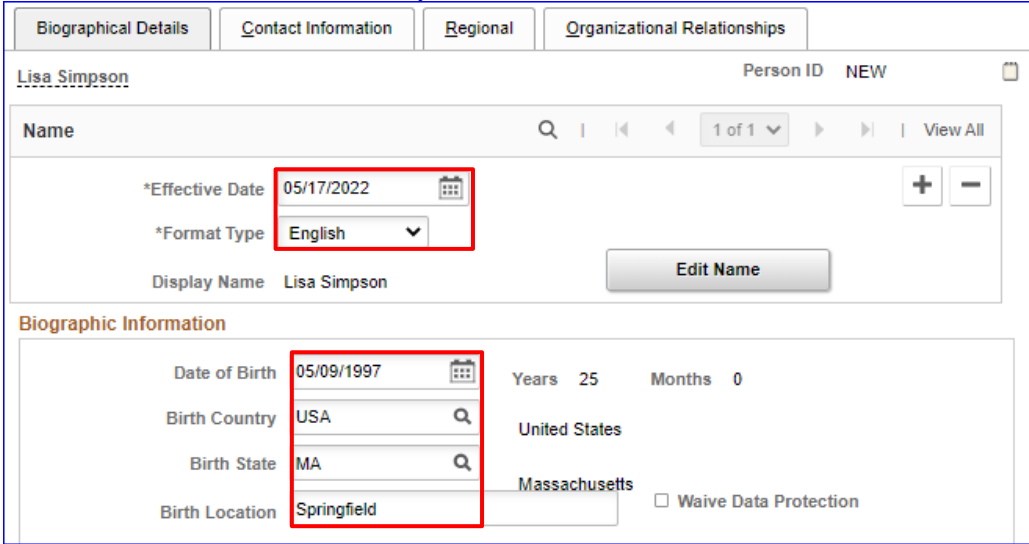
Procedures,
continued

| Step | Action |
|------|--|
| 5 | <p>Enter the member's complete Name including full middle name. When complete, click OK.</p> <p>NOTE: Do not use NMN for members with "No Middle Name". The government travel card will be issued with a middle name of "N" and cause denial of its use for the member. LEAVE IT BLANK.</p>  |

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Accessing a Member, Continued

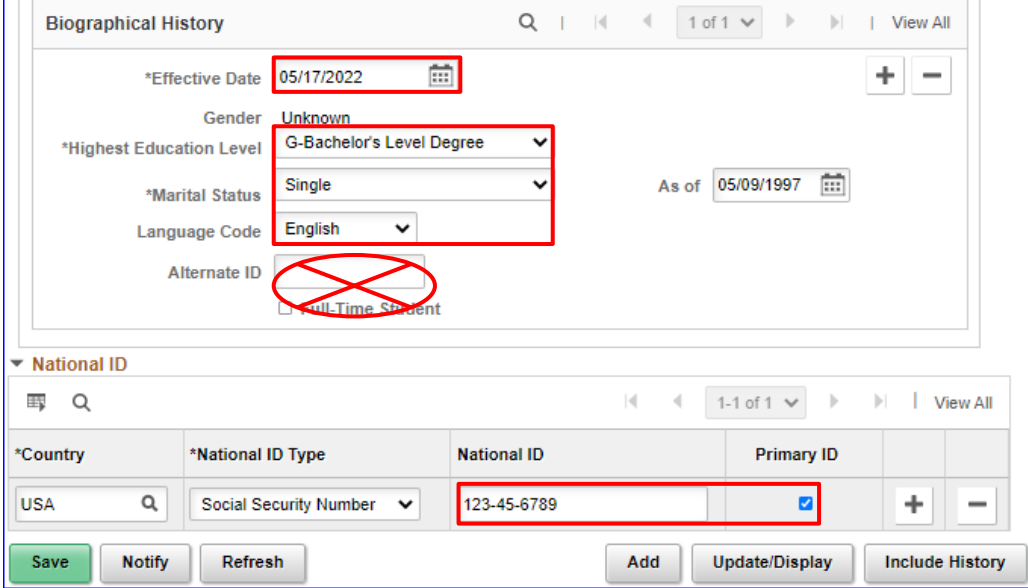

Procedures,
continued

| Step | Action |
|------|---|
| 6 | <p>Name section:</p> <ul style="list-style-type: none"> • Effective Date – Defaults to current date. Enter the date of Accession (if necessary). • Format Type – Leave as English. <p>Biographical information section:</p> <ul style="list-style-type: none"> • Date of Birth – Enter the member’s birth date. • Birth Country – Defaults to USA, if different, use the lookup icon to select the correct birth country (other fields may appear/change). • Birth State – Enter the state where the member was born. • Birth Location – Enter the city/town where the member was born.  |

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Accessing a Member, Continued

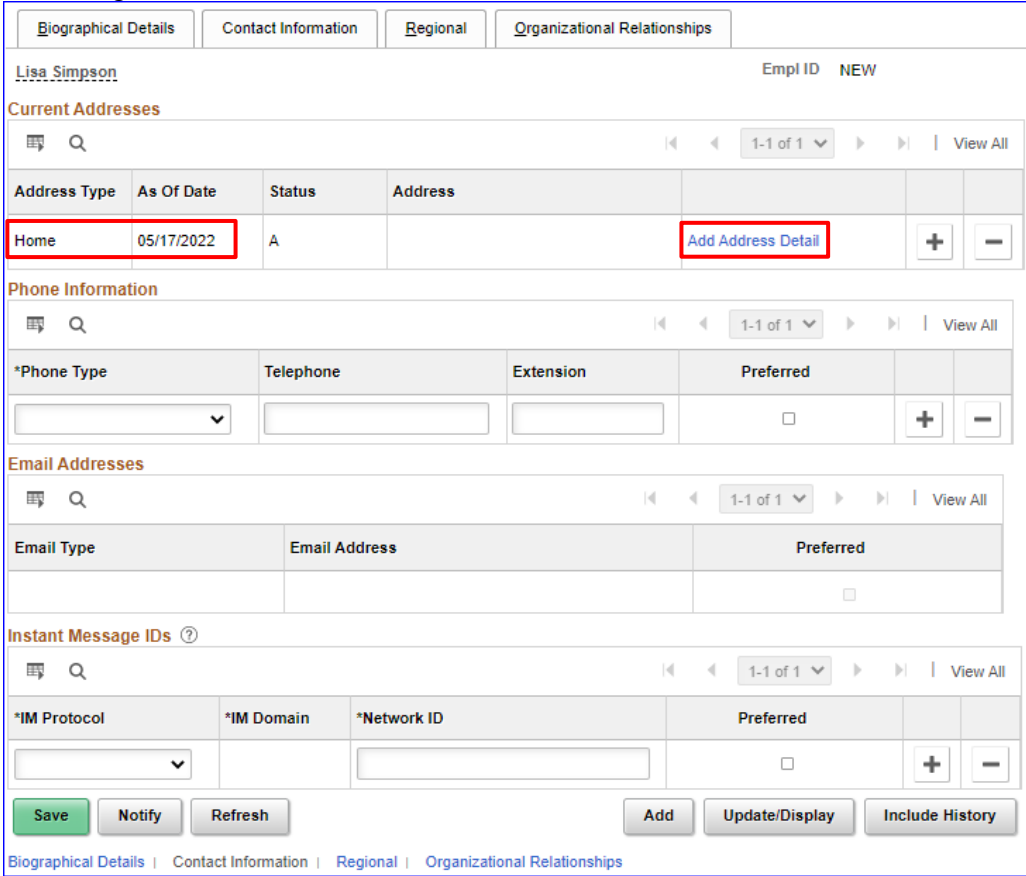
Procedures,
continued

| Step | Action |
|------|---|
| 7 | <p>Biographical History section:</p> <ul style="list-style-type: none"> • Effective Date – Must match the Effective Date above. • Gender – Not editable. • Highest Education Level – Select the education level from the drop-down. • Marital Status and As of – Select the status from the drop-down and enter the date of marriage (if applicable). • Language Code – Select English from the drop-down. • Alternate ID/Waive Data Protection & Full-Time Student – DO NOT USE. • National ID – Enter the member’s Social Security Number. • Primary ID – Is automatically checked.  |
| 8 | <p>Select the Contact Information tab.</p>  |

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Accessing a Member, Continued

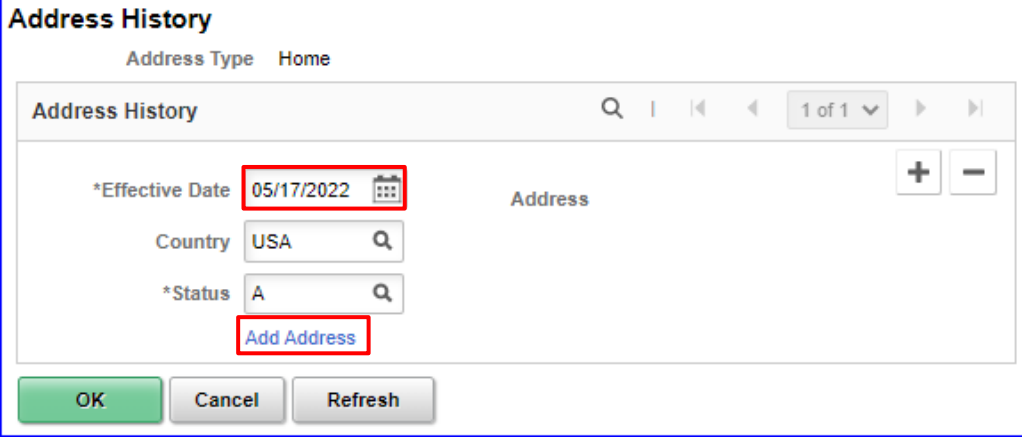
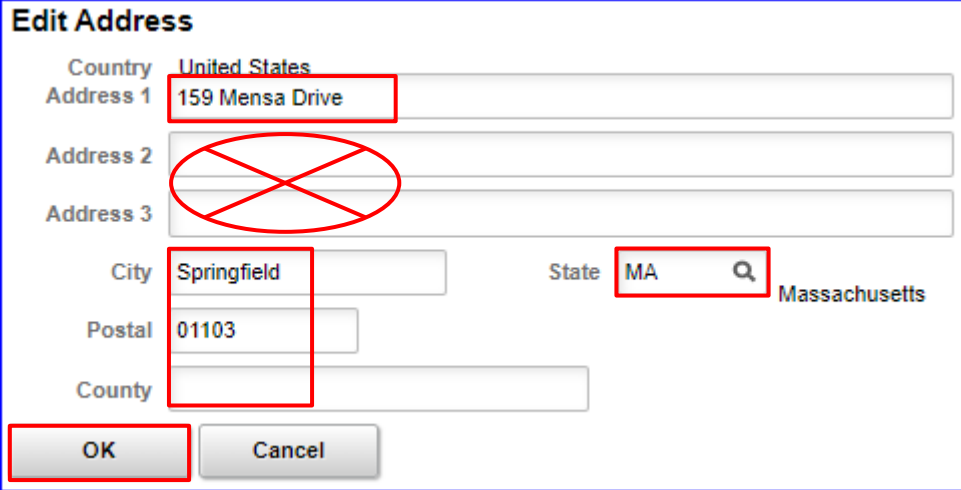
Procedures,
continued

| Step | Action | | | | | | | | | | | | |
|--------------|--|--------------|------------|--------------------|---------|--|--|------|------------|---|--|--------------------|-----|
| 9 | <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 a table with the following data:</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></td> <td>Add Address Detail</td> <td>+ -</td> </tr> </tbody> </table> <p>Other sections visible include Phone Information, Email Addresses, and Instant Message IDs.</p> | Address Type | As Of Date | Status | Address | | | Home | 05/17/2022 | A | | Add Address Detail | + - |
| Address Type | As Of Date | Status | Address | | | | | | | | | | |
| Home | 05/17/2022 | A | | Add Address Detail | + - | | | | | | | | |

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Accessing a Member, Continued

Procedures,
continued

| Step | Action |
|------------------|---|
| <p>10</p> | <p>Enter the Effective Date (cannot be future dated). Click Add Address.</p>  |
| <p>11</p> | <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

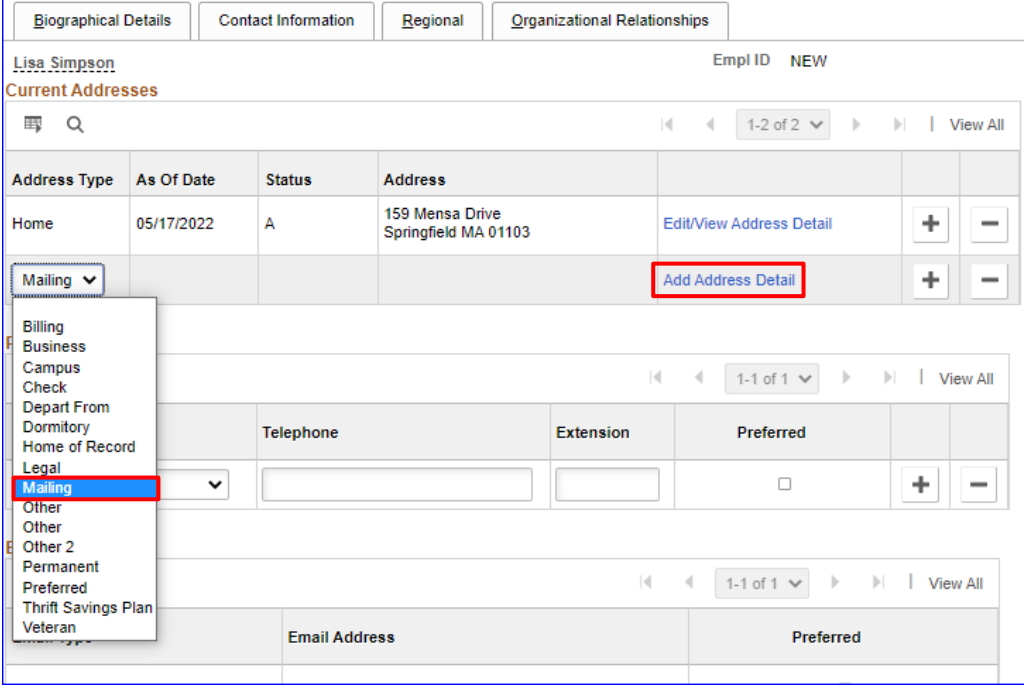
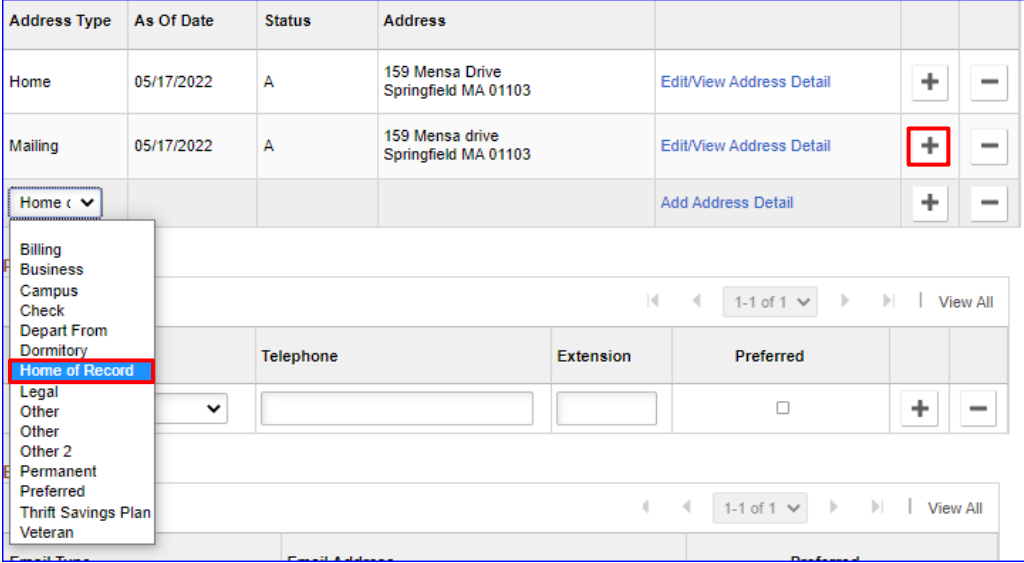
Procedures,
continued

| Step | Action | | | | | | | | | | | | |
|--------------|--|--------------|--------------------------------------|--|---------|--|--|------|------------|---|--------------------------------------|--|-----|
| 12 | <p>The address will display as entered. Click OK.</p> <div data-bbox="339 488 1370 920" style="border: 1px solid blue; padding: 5px;"> <p>Address History</p> <p>Address Type Home</p> <hr/> <p>Address History 1 of 1</p> <p>*Effective Date <input type="text" value="05/17/2022"/> Address <input type="text" value="159 Mensa Drive Springfield MA 01103"/> + -</p> <p>Country <input type="text" value="USA"/> +</p> <p>*Status <input type="text" value="A"/> +</p> <p style="text-align: center;">Add Address</p> <p>OK Cancel Refresh</p> </div> | | | | | | | | | | | | |
| 13 | <p>Click the Plus button to add the Mailing Address.</p> <div data-bbox="339 992 1370 1406" style="border: 1px solid blue; padding: 5px;"> <p>Biographical Details Contact Information <u>Regional</u> Organizational Relationships</p> <hr/> <p><u>Lisa Simpson</u> Empl ID NEW</p> <p>Current Addresses</p> <p>1-1 of 1 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>05/17/2022</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td style="text-align: center;">+ -</td> </tr> </tbody> </table> <p>Phone Information</p> </div> | 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

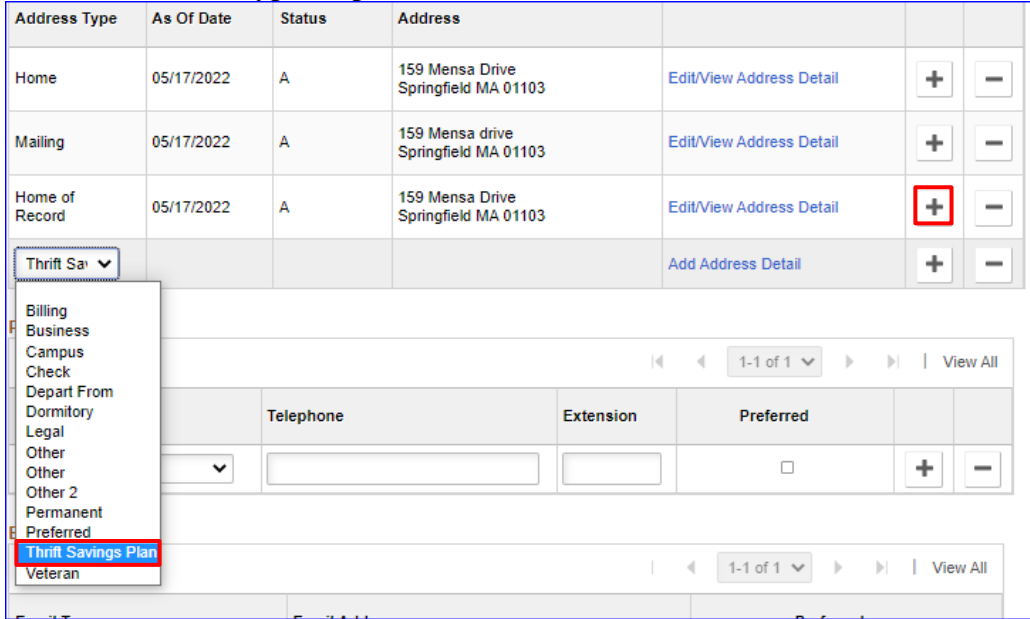
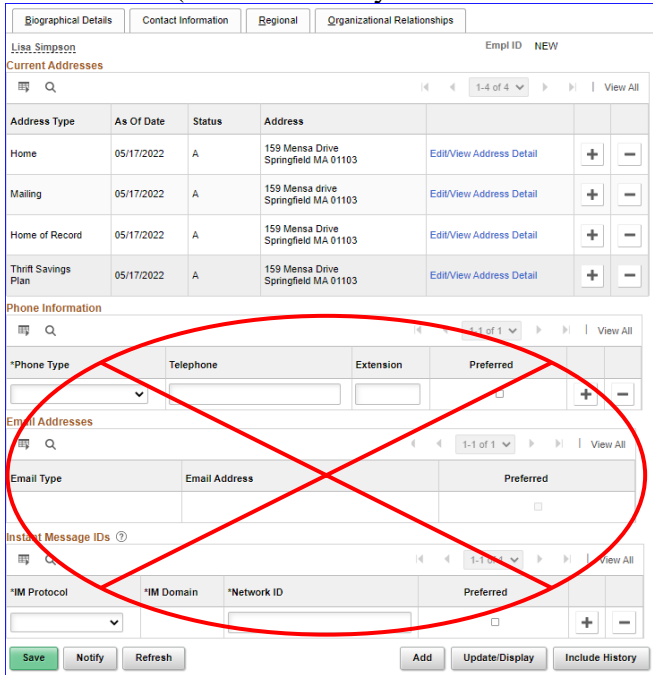
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------|---|--------------|--------------------------------------|--|---------|--|--|------|------------|---|--------------------------------------|--|-----|---------|------------|---|--------------------------------------|--|-----|----------------|--|--|--|------------------------------------|-----|
| <p>14</p> | <p>Select Mailing from the Address Type drop-down and click the Add Address Detail link and repeat Steps 9 – 12.</p>  <p>The screenshot shows the 'Current Addresses' section for Lisa Simpson. The 'Address Type' dropdown is set to 'Mailing' and is highlighted with a red box. The 'Add Address Detail' link is also highlighted with a red box. The table shows one existing address: Home, 05/17/2022, A, 159 Mensa Drive Springfield MA 01103.</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> <tr> <td>Mailing</td> <td></td> <td></td> <td></td> <td>Add Address Detail</td> <td>+ -</td> </tr> </tbody> </table> | Address Type | As Of Date | Status | Address | | | Home | 05/17/2022 | A | 159 Mensa Drive Springfield MA 01103 | Edit/View Address Detail | + - | Mailing | | | | 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 | | | | Add Address Detail | + - | | | | | | | | | | | | | | | | | | | | |
| <p>15</p> | <p>Click the Plus button and repeat steps 8 - 10 to enter the Home of Record as identified on the DD4.</p>  <p>The screenshot shows the 'Current Addresses' section for Lisa Simpson. The 'Address Type' dropdown is set to 'Home of Record' and is highlighted with a red box. The 'Add Address Detail' link is also highlighted with a red box. The table shows two existing addresses: Home and Mailing, both dated 05/17/2022.</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> <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> </tr> <tr> <td>Home of Record</td> <td></td> <td></td> <td></td> <td>Add Address Detail</td> <td>+ -</td> </tr> </tbody> </table> | 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 | | | | 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 | | | | Add Address Detail | + - | | | | | | | | | | | | | | | | | | | | |

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Accessing a Member, Continued


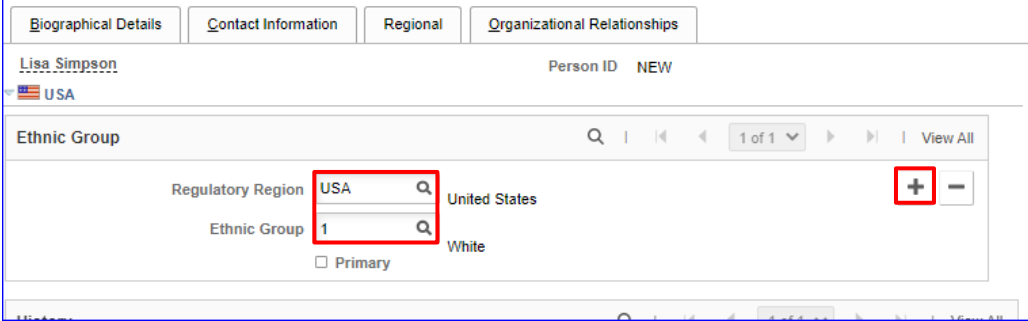
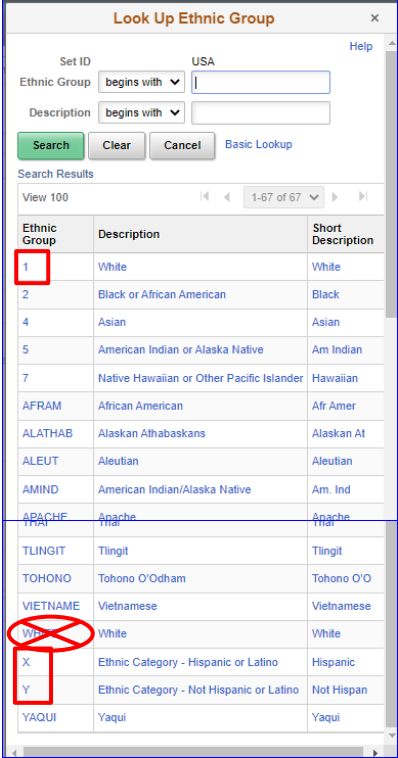
Procedures,
continued

| Step | Action |
|------------------|---|
| <p>16</p> | <p>Click the Plus button and repeat steps 9 – 12 to enter the Thrift Savings Plan from the Address Type drop-down.</p>  |
| <p>17</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>  |

Continued on next page

Accessing a Member, Continued


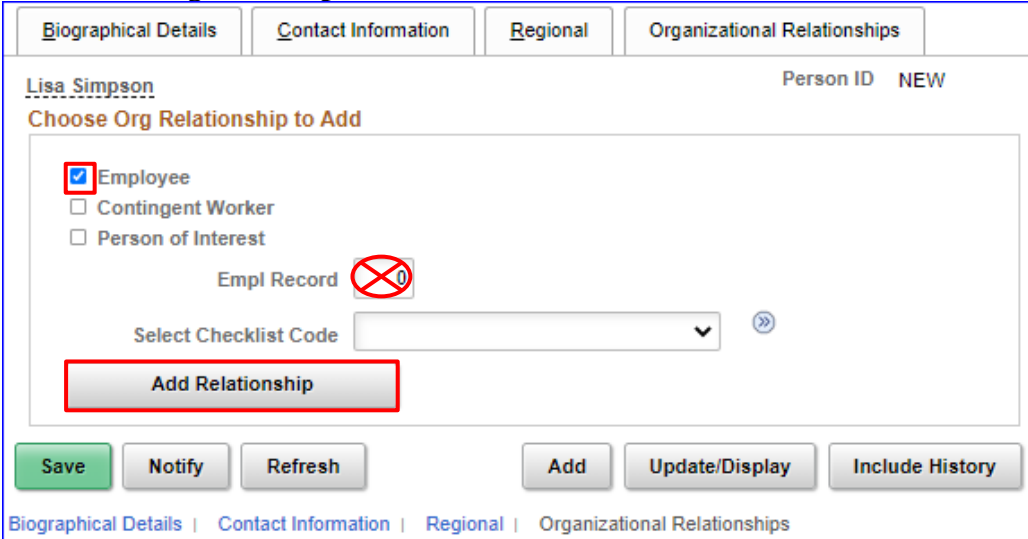
Procedures,
continued

| Step | Action |
|------|--|
| 18 | <p>Select the Regional tab.</p>  |
| 19 | <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 data-bbox="786 1339 1203 1619" 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

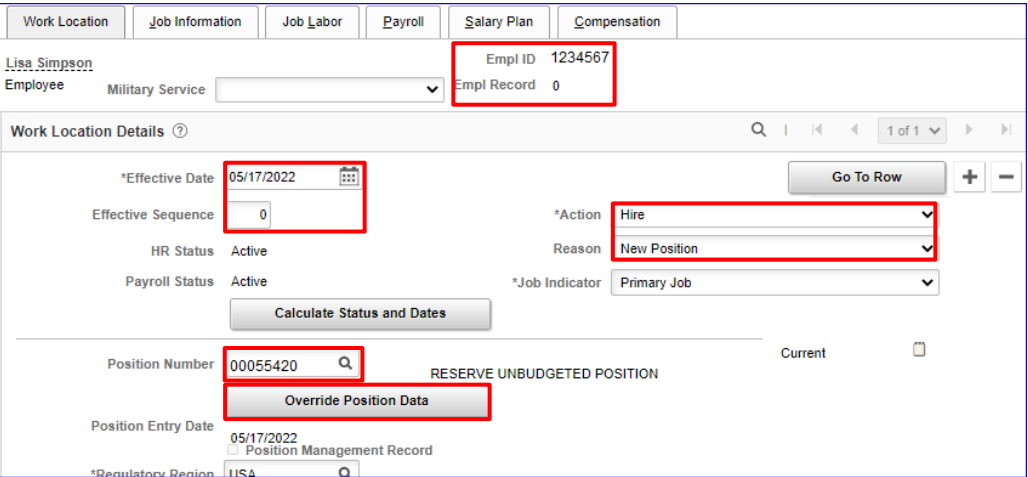
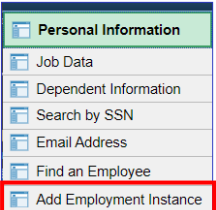
Procedures,
continued

| Step | Action |
|------|---|
| 20 | <p>Select the Organizational Relationships tab.</p>  |
| 21 | <p>Check the Employee box and click Add Relationship.</p> <p>Do NOT change the Empl Record number ever.</p>  |

Continued on next page

Accessing a Member, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 22 | <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 back 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 – Enter 00055420 currently, for accessing into the IRR & EAD & hit tab. <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>  |

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Accessing a Member, Continued

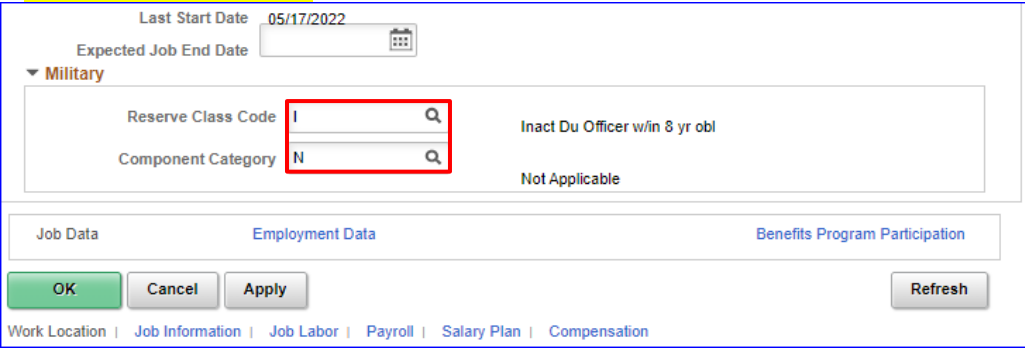

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | |
|--|--|--|------------|--|---------------------------|--|------------|--|---------------|--|--|--|--------------------------|---|--|
| 23 | <p>Change/update as necessary:</p> <ul style="list-style-type: none"> • Regulatory Region – Select RSV from the lookup icon. • Company – Verify ACG is displayed. • Business Unit – Select OFFCG from the lookup icon. <p>NOTE: Select OFECG (Officer Prior Enlisted Service CG) for an Officer who qualifies for a Special Rate of Basic Pay (O1E, O2E, or O3E). See Pay Manual Chapter 2.A.5. If selecting this option, warning message(s) may display, click OK to dismiss all messages.</p> <div data-bbox="339 757 1369 949" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Warning -- Job Code will be cleared. It is not valid for this Business Unit. (1000,302) The specified field will be cleared on the page. It is not valid for the newly selected Business Unit or Set ID.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <ul style="list-style-type: none"> • Department – Should default to 002817, if not select the appropriate number from the Accession authority. • Department Entry Date – Verify the date of hire. • Location – If not defaulted from the Department entered, enter DC0354. • Establishment ID – Select USCG from the lookup icon. <div data-bbox="339 1173 1369 1641" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Position Number <input type="text" value="00055420"/> <input type="button" value="Q"/> RESERVE UNBUDGETED POSITION Current <input type="button" value="Q"/></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"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Position Management Record</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">*Regulatory Region <input type="text" value="RSV"/> <input type="button" value="Q"/></td> <td style="width: 50%;">Reservists</td> </tr> <tr> <td>*Company <input type="text" value="ACG"/> <input type="button" value="Q"/></td> <td>UNITED STATES COAST GUARD</td> </tr> <tr> <td>*Business Unit <input type="text" value="OFFCG"/> <input type="button" value="Q"/></td> <td>Officer CG</td> </tr> <tr> <td>*Department <input type="text" value="002817"/> <input type="button" value="Q"/></td> <td>PSC RPM-3 IRR</td> </tr> <tr> <td>Department Entry Date <input type="text" value="05/17/2022"/> <input type="button" value="Q"/></td> <td></td> </tr> <tr> <td>*Location <input type="text" value="DC0354"/> <input type="button" value="Q"/></td> <td>PERSONNEL SERVICE CENTER</td> </tr> <tr> <td>Establishment ID <input type="text" value="USCG"/> <input type="button" value="Q"/></td> <td>Active CG Date Created 05/17/2022</td> </tr> </table> </div> | *Regulatory Region <input type="text" value="RSV"/> <input type="button" value="Q"/> | Reservists | *Company <input type="text" value="ACG"/> <input type="button" value="Q"/> | UNITED STATES COAST GUARD | *Business Unit <input type="text" value="OFFCG"/> <input type="button" value="Q"/> | Officer CG | *Department <input type="text" value="002817"/> <input type="button" value="Q"/> | PSC RPM-3 IRR | Department Entry Date <input type="text" value="05/17/2022"/> <input type="button" value="Q"/> | | *Location <input type="text" value="DC0354"/> <input type="button" value="Q"/> | PERSONNEL SERVICE CENTER | Establishment ID <input type="text" value="USCG"/> <input type="button" value="Q"/> | Active CG Date Created 05/17/2022 |
| *Regulatory Region <input type="text" value="RSV"/> <input type="button" value="Q"/> | Reservists | | | | | | | | | | | | | | |
| *Company <input type="text" value="ACG"/> <input type="button" value="Q"/> | UNITED STATES COAST GUARD | | | | | | | | | | | | | | |
| *Business Unit <input type="text" value="OFFCG"/> <input type="button" value="Q"/> | Officer CG | | | | | | | | | | | | | | |
| *Department <input type="text" value="002817"/> <input type="button" value="Q"/> | PSC RPM-3 IRR | | | | | | | | | | | | | | |
| Department Entry Date <input type="text" value="05/17/2022"/> <input type="button" value="Q"/> | | | | | | | | | | | | | | | |
| *Location <input type="text" value="DC0354"/> <input type="button" value="Q"/> | PERSONNEL SERVICE CENTER | | | | | | | | | | | | | | |
| Establishment ID <input type="text" value="USCG"/> <input type="button" value="Q"/> | Active CG Date Created 05/17/2022 | | | | | | | | | | | | | | |

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Accessing a Member, Continued

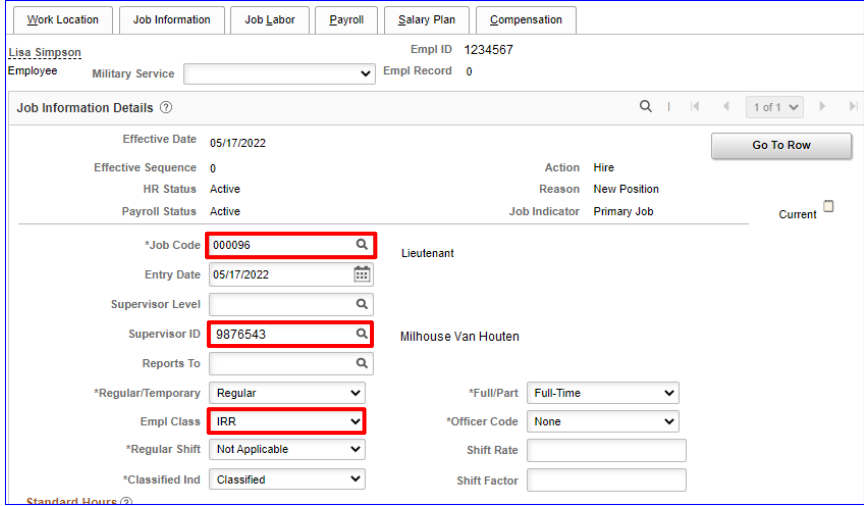
Procedures,
continued

| Step | Action |
|------------------|--|
| <p>24</p> | <p>Military section for Reserve hires only:</p> <ul style="list-style-type: none"> • Reserve Class Code –select the appropriate Code from the lookup icon: <ul style="list-style-type: none"> – Inact Du Officer w/in 8 yr obl – for an Officer with no prior, or less than 8 years prior service – w/Svc Oblig not in another Clas – for a prior service Officer – Hiring directly into EAD – Leave blank. • Component Category <ul style="list-style-type: none"> – Select N from the lookup icon. – EAD – Leave blank.  |
| <p>25</p> | <p>Select the Job Information tab.</p>  |

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Accessing a Member, Continued

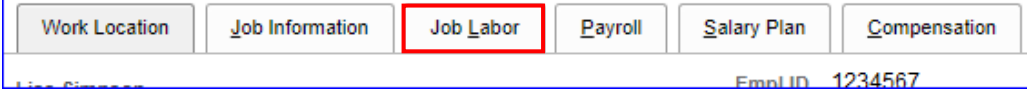
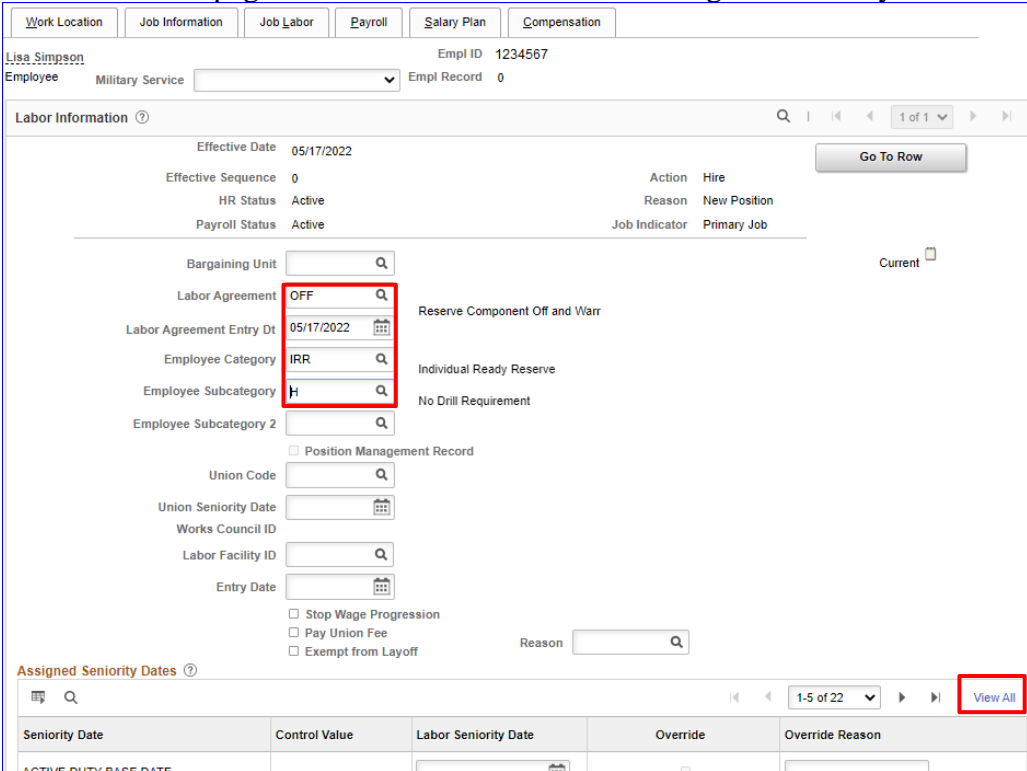
Procedures,
continued

| Step | Action |
|------|--|
| 26 | <p>Only enter these three 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. <ul style="list-style-type: none"> – MARGRAD enter 000098 (Ensign) • Supervisor ID – Enter the CGHRSUP Empl ID that approves Accessions. • Employee Class <ul style="list-style-type: none"> – Select IRR from the drop-down.  |

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Accessing a Member, Continued

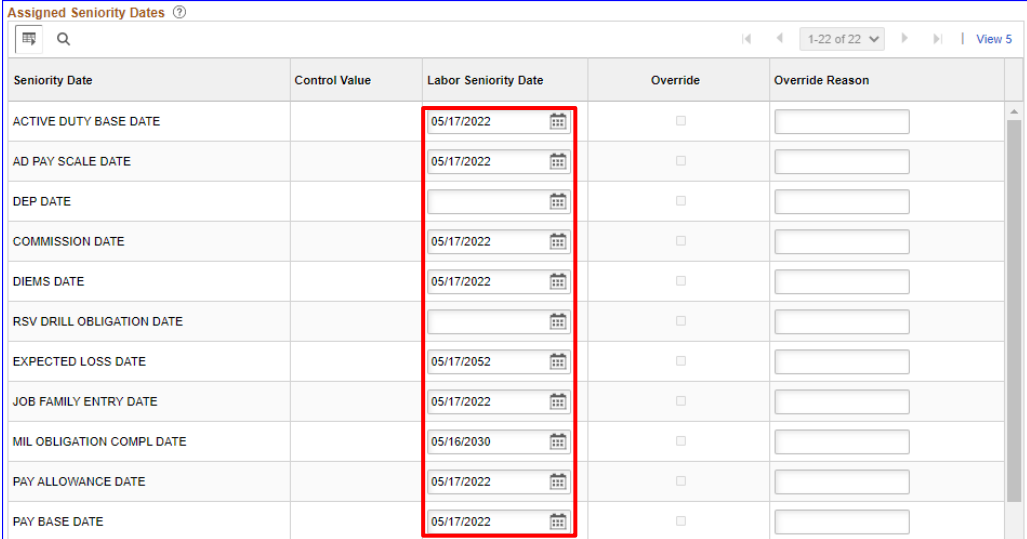
Procedures,
continued

| Step | Action |
|------|--|
| 27 | <p>Select the Job Labor tab.</p>  |
| 28 | <p>Only enter these fields, DO NOT enter any other data fields.</p> <ul style="list-style-type: none"> • Labor Agreement – Select OFF from the lookup icon (or OFE as previously stated in Step 20). • Labor Agreement Entry Dt – Will default to the date of hire. • Employee Category – Enter IRR (EAD – leave blank). • Employee Subcategory – Enter TRAYPAY Code H (EAD – leave blank). <p>Scroll down the page and click View ALL for the Assigned Seniority Dates.</p>  |

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Accessing a Member, Continued

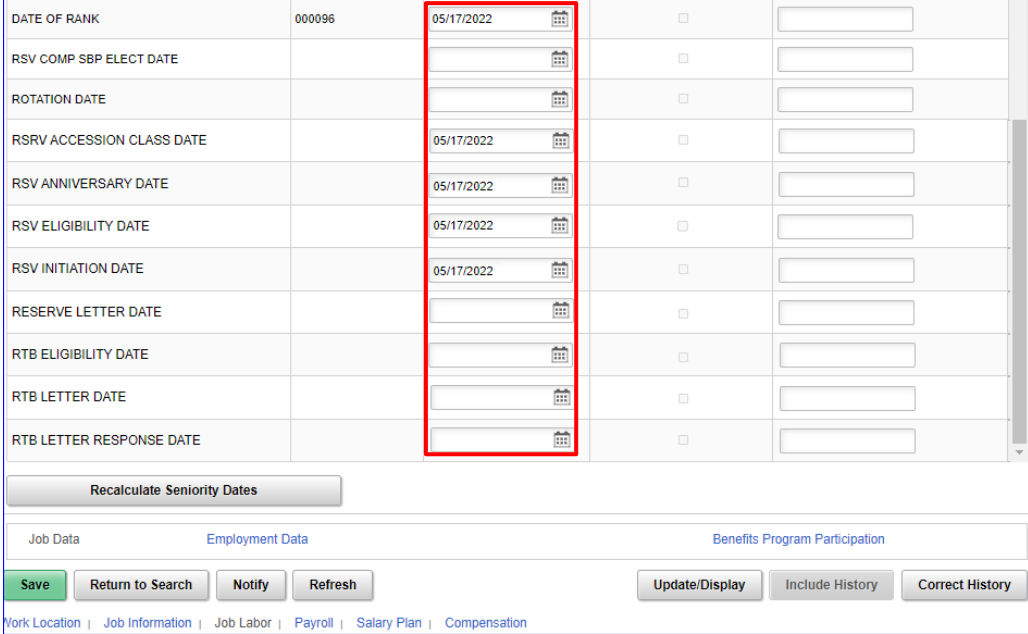
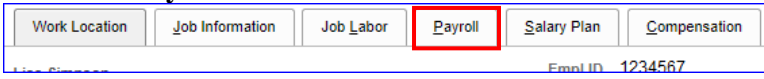
Procedures,
continued

| Step | Action |
|------|---|
| 29 | <p>Scroll to the bottom of the Assigned Seniority Dates and click Recalculate Seniority Dates. This will bring in the reserve seniority date fields needed for a reserve member accession.</p> <p>Enter the following (split into 2 sections):</p> <ul style="list-style-type: none"> • Active Duty Base Date – First day of official travel with the EAD orders • AD Pay Scale Date – Date of the hire or Oath of Office • DEP Date – Leave blank. • Commission Date – Date of the hire or Oath of Office • DIEMS Date – Date Initial Entry Military Service (any component) • RSV Drill Obligation Date – Leave blank. • Expected Loss Date – 30 years from the date of hire or the day before 60th birthday (If prior Officer service (non-Warrant Officer), loss date will be less any prior commission time served in any branch or component.) • Job Family Entry Date – Date of the hire or Oath of Office • Mil Obligation Compl Date – 8 years from the original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP) • Pay Allowance Date – Date of the hire or Oath of Office • Pay Base Date – Date of the hire or Oath of Office  |

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Accessing a Member, Continued

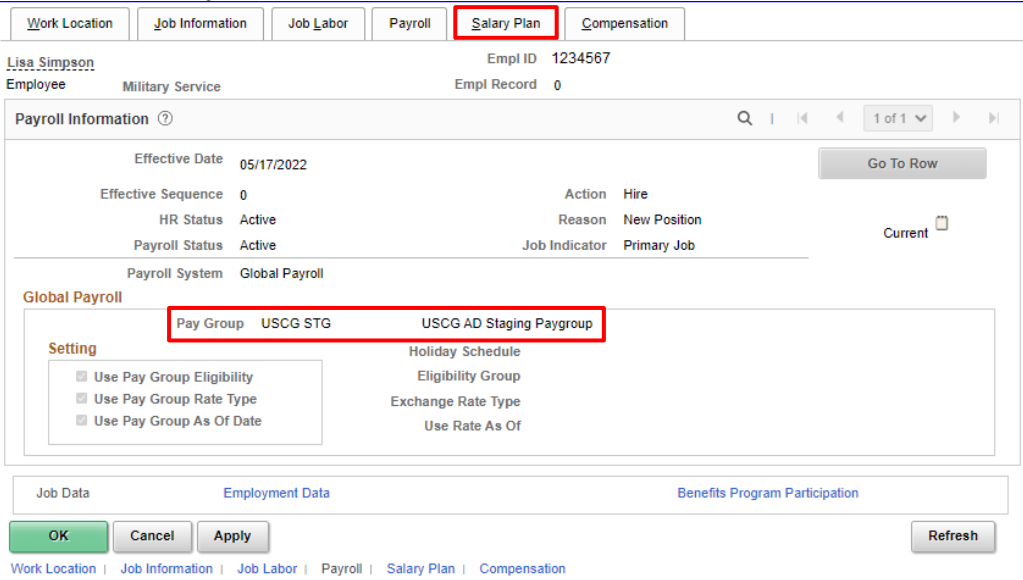
Procedures,
continued

| Step | Action |
|----------------------------|--|
| <p>29 cont.</p> | <ul style="list-style-type: none"> • Date of Rank – Date of the hire or Oath of Office • RSV Comp SBP Elect Date – Leave blank. • Rotation Date – Leave at default. • Reserve Accession Class Date – Date of the hire or Oath of Office/Enlistment Contract • Reserve Anniversary Date – Date of the hire or Oath of Office • Reserve Eligibility Date – Date of the hire or Oath of Office • Reserve Initiation Date – Date of the hire or Oath of Office • Reserve Letter Date – Leave blank. • RTB Eligibility Date – Leave blank. • RTB Letter Date – Leave blank • RTB Letter Response Date – Leave blank. <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>  |
| <p>30</p> | <p>Select the Payroll Tab.</p>  |

Continued on next page

Accessing a Member, Continued

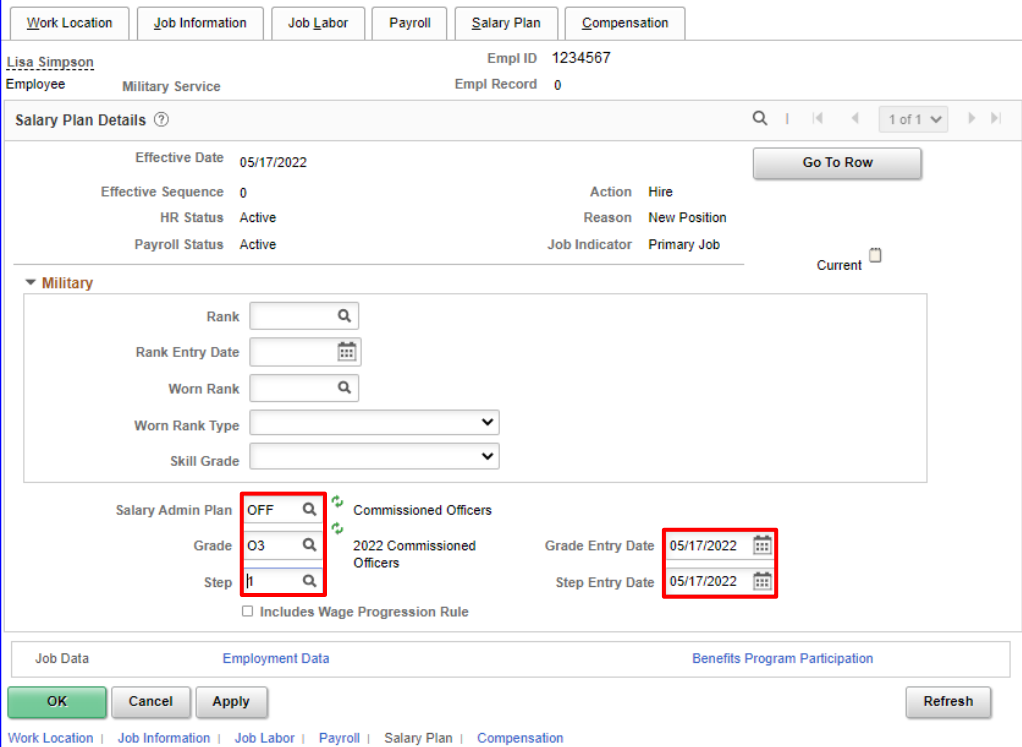
Procedures,
continued

| Step | Action |
|------|---|
| 31 | <p>Pay Group – Should default to USCG STG. Once the hire has been approved this will update to USCG RSV (USCG Reservist).</p> <p>Select the Salary Plan tab.</p>  <p>The screenshot shows the 'Salary Plan' configuration for Lisa Simpson (Empl ID 1234567). The 'Pay Group' is set to 'USCG STG' and the 'USCG AD Staging Paygroup' is selected. The 'Setting' section includes checkboxes for 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. The 'Payroll Information' section shows 'Effective Date' as 05/17/2022 and 'HR Status' as Active.</p> |

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Accessing a Member, Continued

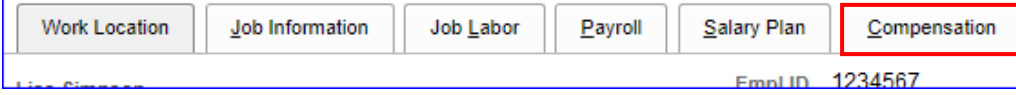
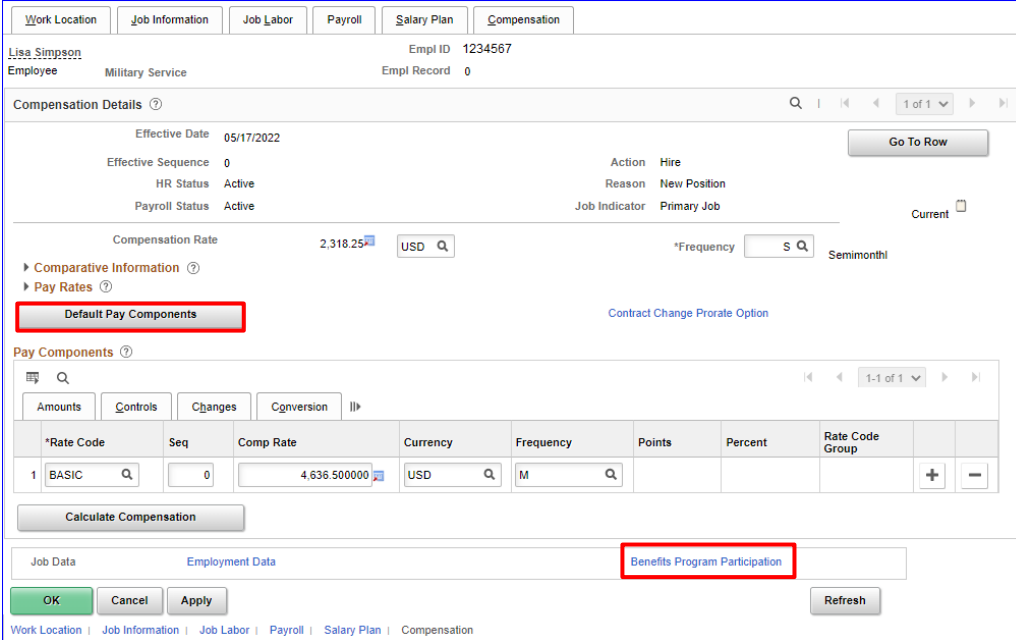
Procedures,
continued

| Step | Action |
|------|--|
| 32 | <p>Only enter fields as indicated. All other fields must be left blank.</p> <ul style="list-style-type: none"> • Salary Admin Plan – Should default to OFF or OFE for an Officer with more than four years prior enlisted service (If not, select it from the lookup icon). • Grade – Defaults to the Pay Grade based on the Job Code entered on the Job Information Tab. If the member is being accessed at a different grade, click the lookup icon and select the appropriate Grade. In this example, O3 based on the Job Code. • Grade Entry Date – Should default to the date of hire. • Step – Enter 1 if OFF, 4 if OFE and hit Tab. <p>NOTE: If the Job Code number does not match the Grade Step – An error message is received when the SPO is trying to approve the hire and must be fixed.</p> <p>NOTE: This step is necessary for the information on the Compensation tab to populate.</p> <ul style="list-style-type: none"> • Step Entry Date – Will default to the date of hire.  |

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Accessing a Member, Continued

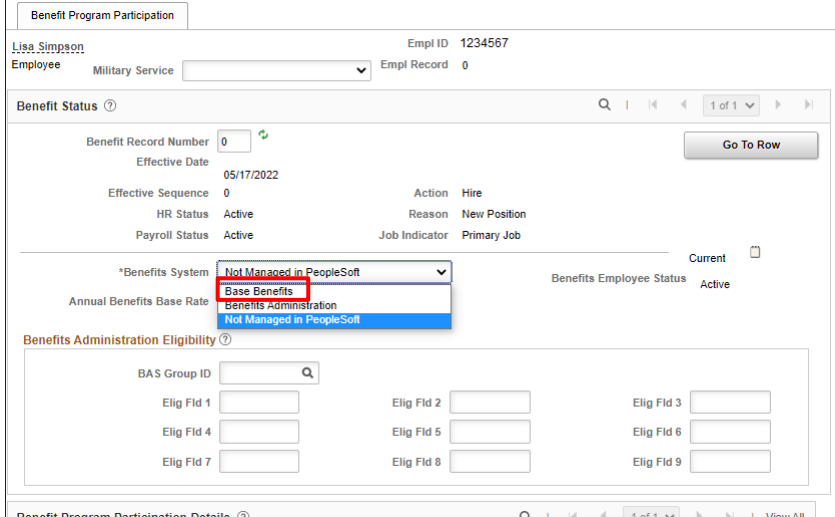
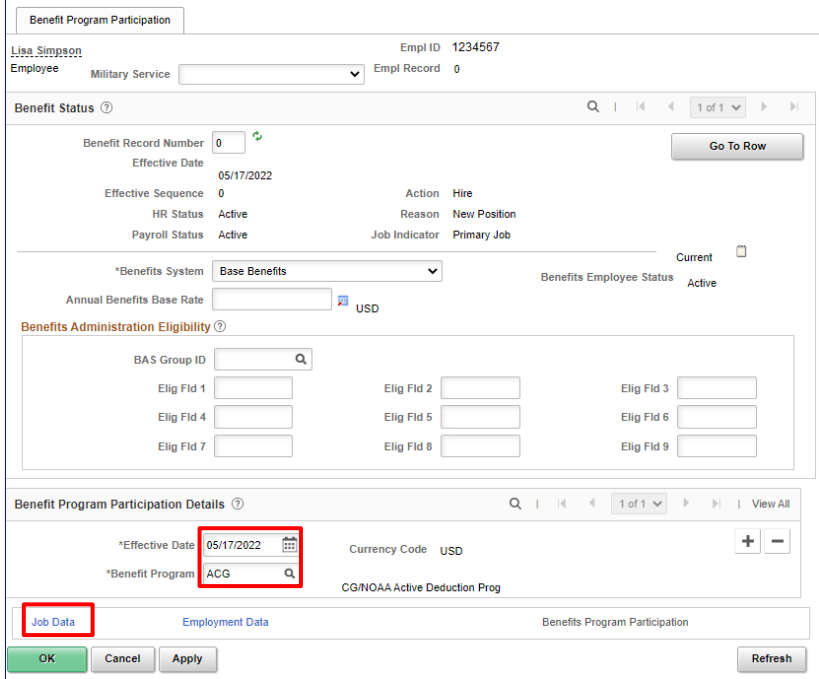
Procedures,
continued

| Step | Action |
|------|---|
| 33 | <p>Select the Compensation tab.</p>  |
| 34 | <p>Click Default Pay Components (this updates the Compensation Rate and Frequency data). If the Compensation Rate displays \$0.00, then the RANK/RATE and/or STEP may be incorrect. Verify all data entered in the previous steps is correct, then click Default Pay Component again. If the Comp Rate field does not populate with the correct dollar amount, contact PPC (see IMPORTANT note below).</p> <p>Click the Benefits Program Participation link.</p> <p>IMPORTANT: If the Job Code number does not match the Grade Step – An error message is received when the SPO is trying to approve the hire. This MUST be fixed. Review and verify the information entered in Steps 23 & 29.</p>  |

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Accessing a Member, Continued

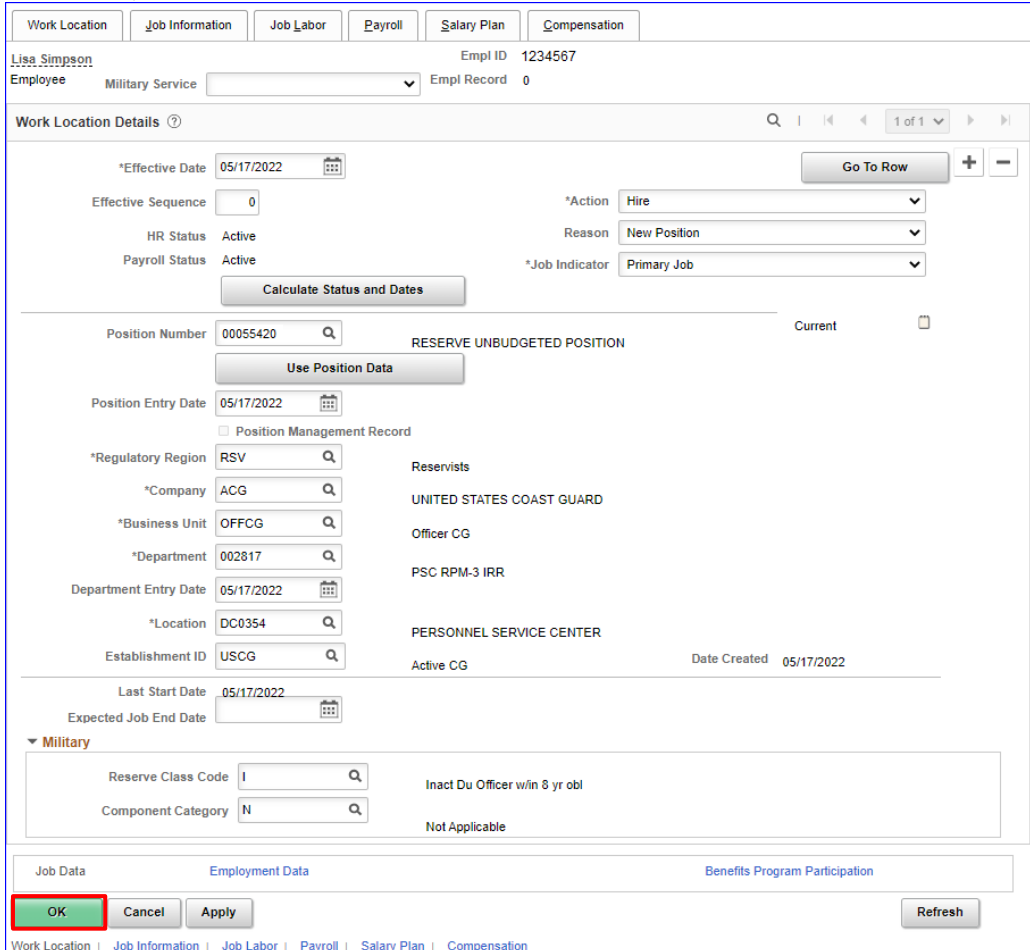
Procedures,
continued

| Step | Action |
|------|--|
| 35 | <p>Benefits System – Select Base Benefits from the drop-down.</p>  |
| 36 | <ul style="list-style-type: none"> • Effective Date – If completing the Job Data AFTER the effective date of hire, change the date to the date of hire. • Benefit Program – Select ACG from the lookup icon. <p>Click the Job Data link.</p>  |

Continued on next page

Accessing a Member, Continued

Procedures,
continued

| Step | Action |
|------|---|
| 37 | <p>To submit, click OK.</p>  <p>The screenshot displays the 'Work Location Details' page for employee Lisa Simpson (Empl ID: 1234567). The page includes tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. Key fields include: <ul style="list-style-type: none"> Effective Date: 05/17/2022 Effective Sequence: 0 HR Status: Active Payroll Status: Active Position Number: 00055420 (RESERVE UNBUDGETED POSITION) Position Entry Date: 05/17/2022 Regulatory Region: RSV Company: ACG (UNITED STATES COAST GUARD) Business Unit: OFFCG (Officer CG) Department: 002817 (PSC RPM-3 IRR) Location: DC0354 (PERSONNEL SERVICE CENTER) Establishment ID: USCG (Active CG) Military Reserve Class Code: I (Inact Du Officer w/in 8 yr obl) Component Category: N (Not Applicable) The 'OK' button is highlighted in red at the bottom left of the form. </p> |

Continued on next page

Accessing a Member, Continued

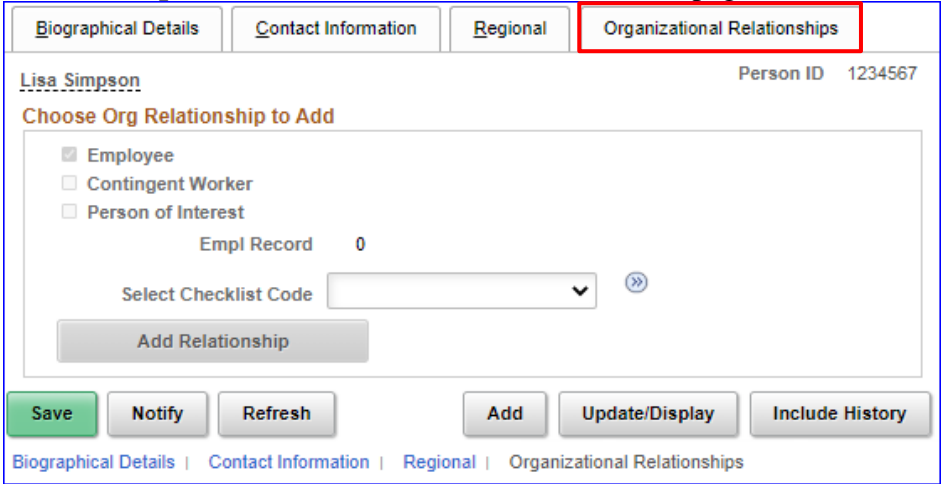
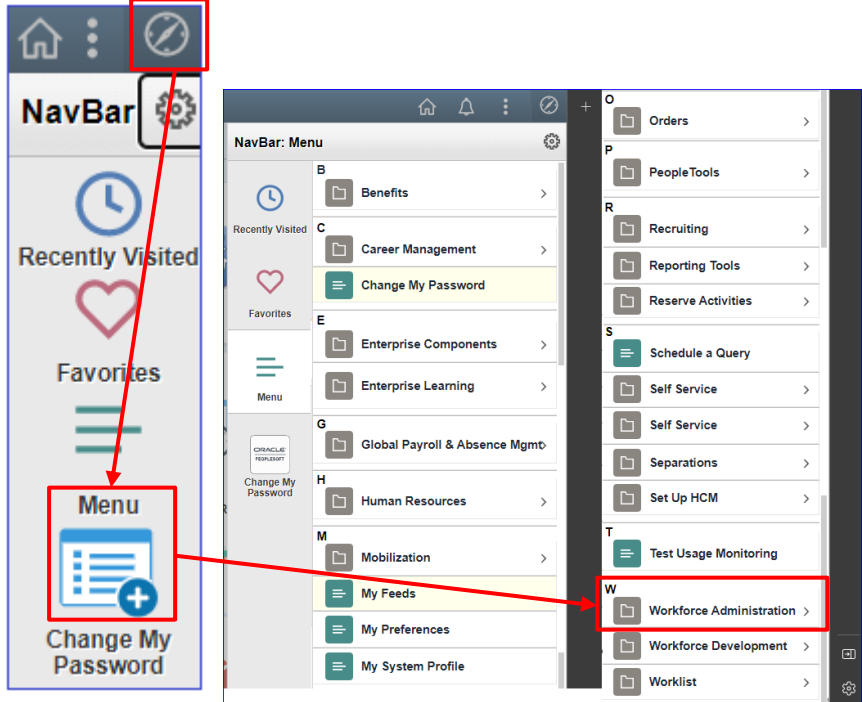
Procedures,
continued

| Step | Action |
|------|--|
| 38 | <p data-bbox="339 461 1299 528">Several Messages will display (randomly ordered). Click OK for each one (wait for the “processing-circle-of-death” to finish).</p> <div data-bbox="339 528 1370 730" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="355 562 1054 586">Warning -- Head count of 1366 exceeds maximum head count of 0 for position. (1000,156)</p> <p data-bbox="355 598 1350 642">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="761 656 999 701" style="text-align: right;"> <input data-bbox="761 656 890 701" type="button" value="OK"/> <input data-bbox="895 656 999 701" type="button" value="Cancel"/> </div> </div> <div data-bbox="339 752 1082 976" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p data-bbox="355 786 1034 815">Warning -- Compensation Frequency has been updated. (1010,264)</p> <p data-bbox="355 831 810 860">Compensation Frequency has been updated.</p> <div data-bbox="560 887 865 943" style="text-align: right;"> <input data-bbox="560 887 724 943" type="button" value="OK"/> <input data-bbox="729 887 865 943" type="button" value="Cancel"/> </div> </div> <div data-bbox="339 999 1370 1223" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p data-bbox="355 1032 1094 1057">Warning -- Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32)</p> <p data-bbox="355 1068 1350 1093">A minimum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel falls below that minimum.</p> <p data-bbox="355 1104 1046 1128">If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.</p> <div data-bbox="745 1149 983 1193" style="text-align: right;"> <input data-bbox="745 1149 874 1193" type="button" value="OK"/> <input data-bbox="876 1149 983 1193" type="button" value="Cancel"/> </div> </div> <div data-bbox="339 1245 1126 1447" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p data-bbox="355 1279 1070 1308">JOB DATA CMP EEMPLID : 1234567 COMPANY ACG ACTION HIR (0,0)</p> <div data-bbox="644 1339 807 1395" style="text-align: center; margin-top: 10px;"> <input data-bbox="644 1339 807 1395" type="button" value="OK"/> </div> </div> |

Continued on next page

Accessing a Member, Continued


Procedures,
continued

| Step | Action |
|------------------|---|
| <p>39</p> | <p>After a successful completion you will be returned to the Organizational Relationships tab. Return to the Direct Access home page.</p>  |
| <p>40</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>  |

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Accessing a Member, Continued

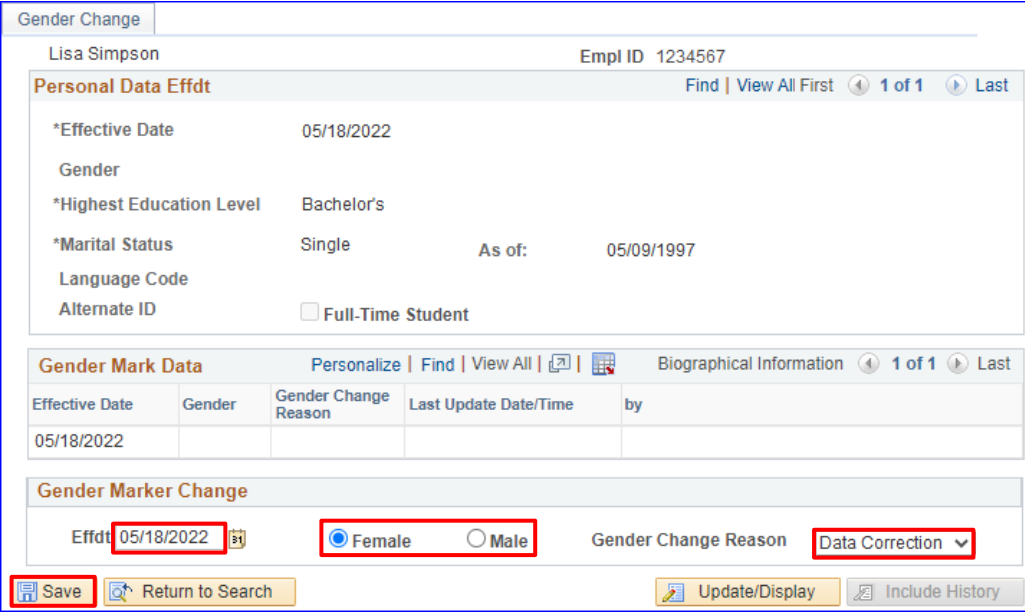
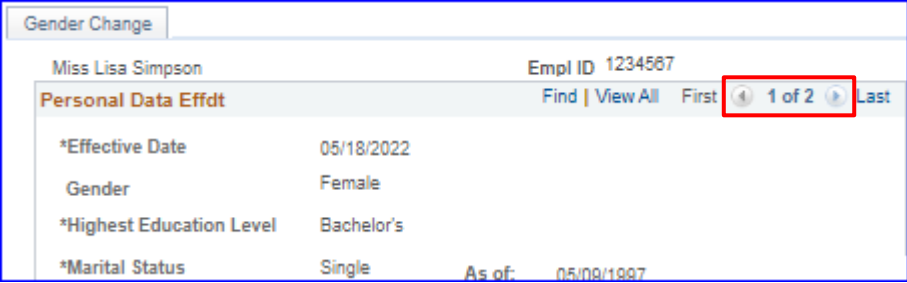
Procedures,
continued

| Step | Action |
|------|---|
| 41 | <p>Enter the Empl ID and click Search. The Include History box is already checked.</p> <div data-bbox="339 528 1072 1077" 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 <input type="text"/></p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search  Save Search Criteria</p> </div> |

Continued on next page

Accessing a Member, Continued

Procedures,
continued

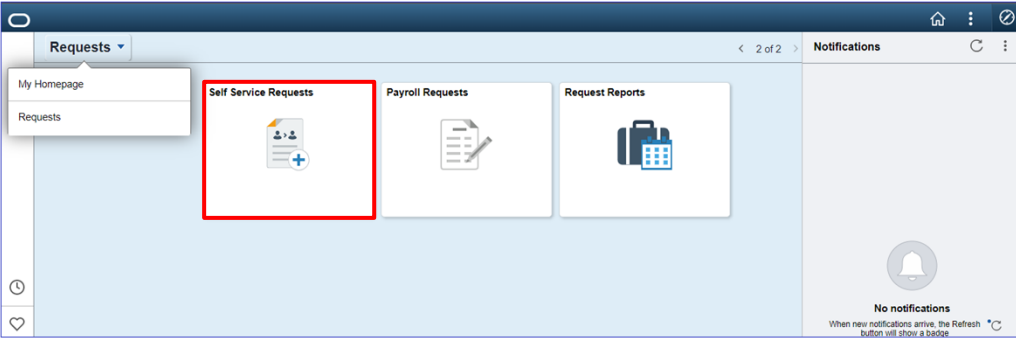
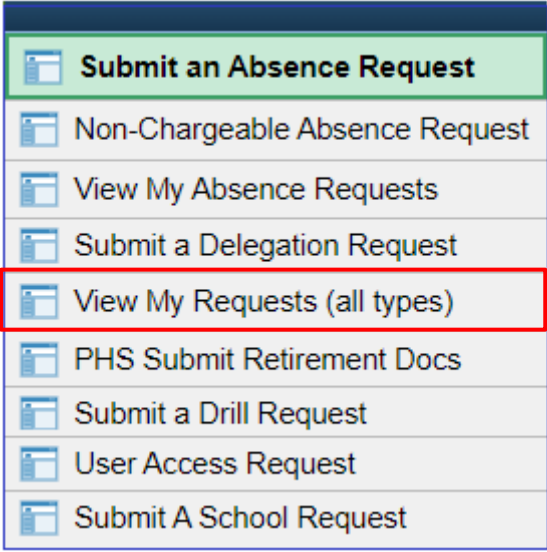
| Step | Action |
|------|---|
| 42 | <p>The Gender Change tab will display. The Gender Marker Change Effdt must be the day after your date of entry. This date cannot be backdated.</p> <p>Select the appropriate Gender radio button and select Data Correction from the Gender Change Reason drop-down (used 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' form for 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 05/18/2022, 'Gender' is Female, and 'Gender Change Reason' is Data Correction. The 'Save' button is highlighted with a red box.</p> |
| 43 | <p>Now showing 1 of 2 rows.</p>  <p>The screenshot shows the 'Gender Change' form for Miss Lisa Simpson (Empl ID 1234567). It includes a table with one row showing the 'Gender Mark Data'. The 'Effdt' field 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 |
|------|--|
| 1 | <p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p>  |
| 2 | <p>Select the View My Requests (all types) option.</p>  |

Continued on next page

Approving an Accession, Continued

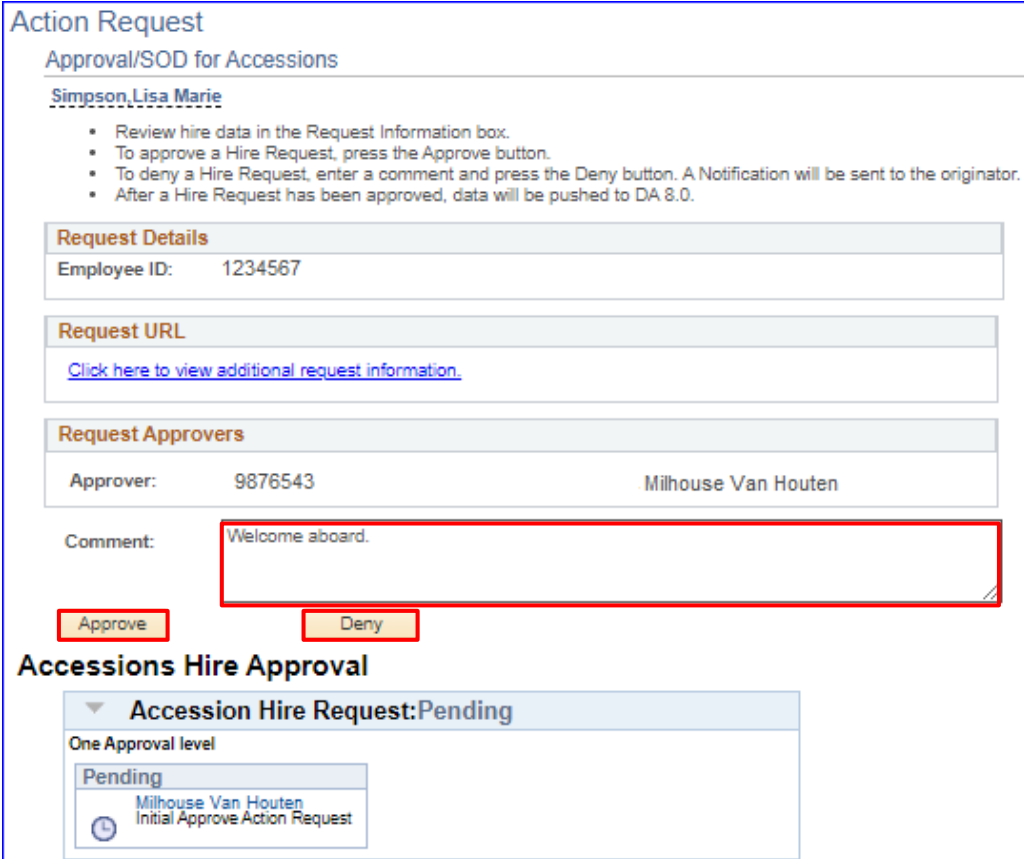
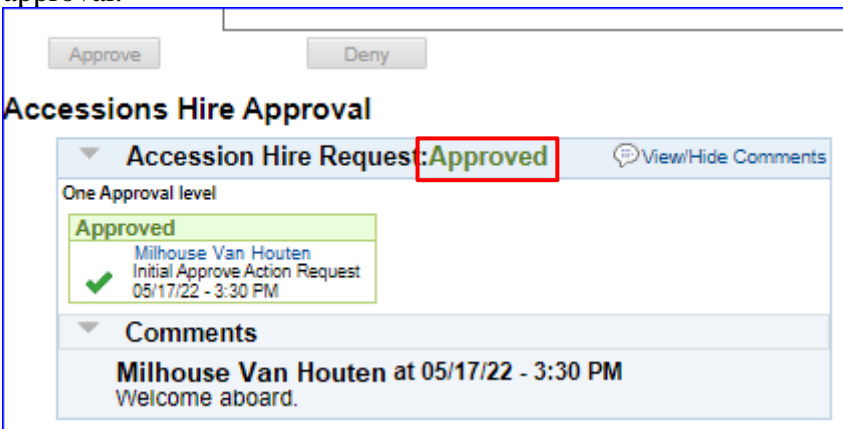
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | |
|------------------|---|------------------|--------------------|-----------------|--------------------|-----------------|---------------------|-----------------|------------|--|------------|---------------|---------------|---------|--------------|---------|---------|--------|--------------|---------------------|------------|--|--|
| <p>3</p> | <p>Select the Requests I am Approver For radio button. You may narrow the search by filling in Transaction Name, Status and Dates. Click Populate Grid.</p> <div data-bbox="338 564 1369 1167" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Milhouse Van Houten</u></p> <p>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.</p> <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: <input type="text"/> <input type="text"/></p> <p>Submission To Date: <input type="text"/> <input type="text"/></p> <p style="text-align: right;"> Populate Grid Refresh </p> </div> | | | | | | | | | | | | | | | | | | | | | | |
| <p>4</p> | <p>Click the Approve/Deny link for the Accession you are approving.</p> <div data-bbox="338 1236 1369 1335" style="border: 1px solid blue; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>Approval/Deny</th> </tr> </thead> <tbody> <tr> <td>AccessionHire</td> <td>Pending</td> <td>Lisa Simpson</td> <td>Simpson</td> <td>1234567</td> <td>002817</td> <td>Ralph Wiggum</td> <td>Milhouse Van Houten</td> <td>2022/05/17</td> <td></td> <td style="text-align: center;">Approve/Deny</td> </tr> </tbody> </table> <p>Order Approvals Personalize Find View All First 1 of 1 Last</p> </div> | Transaction Name | Status | Member | Member's Last Name | Member's Emplid | Member's Deptid | Submitted By | Approver | Submission Date | Drill Date | Approval/Deny | AccessionHire | Pending | Lisa Simpson | Simpson | 1234567 | 002817 | Ralph Wiggum | Milhouse Van Houten | 2022/05/17 | | Approve/Deny |
| Transaction Name | Status | Member | Member's Last Name | Member's Emplid | Member's Deptid | Submitted By | Approver | Submission Date | Drill Date | Approval/Deny | | | | | | | | | | | | | |
| AccessionHire | Pending | Lisa Simpson | Simpson | 1234567 | 002817 | Ralph Wiggum | Milhouse Van Houten | 2022/05/17 | | Approve/Deny | | | | | | | | | | | | | |

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Approving an Accession, Continued

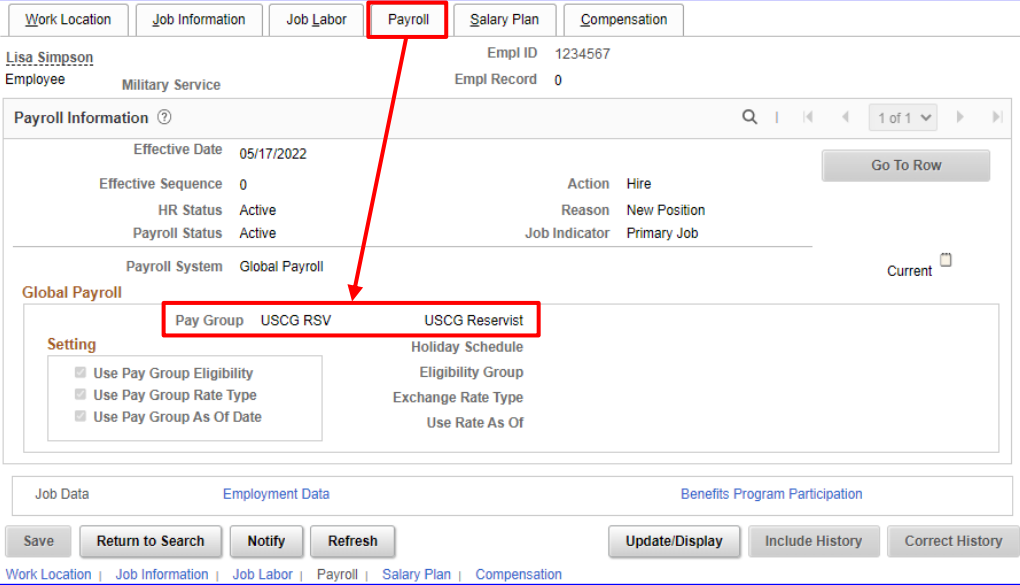
Procedures,
continued

| Step | Action |
|----------|--|
| <p>5</p> | <p>Enter any needed Comments and select either Approve or Deny (deny returns the Hire to the HRS user).</p>  <p>Action Request Approval/SOD for Accessions Simpson, Lisa Marie</p> <ul style="list-style-type: none"> Review hire data in the Request Information box. To approve a Hire Request, press the Approve button. To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. After a Hire Request has been approved, data will be pushed to DA 8.0. <p>Request Details Employee ID: 1234567</p> <p>Request URL Click here to view additional request information.</p> <p>Request Approvers Approver: 9876543 Milhouse Van Houten</p> <p>Comment: Welcome aboard.</p> <p>Approve Deny</p> <p>Accessions Hire Approval Accession Hire Request: Pending One Approval level Pending Milhouse Van Houten Initial Approve Action Request</p> |
| <p>6</p> | <p>Once Approved, the buttons will be greyed out after the system saves the approval.</p>  <p>Approve Deny</p> <p>Accessions Hire Approval Accession Hire Request: Approved View/Hide Comments One Approval level Approved Milhouse Van Houten Initial Approve Action Request 05/17/22 - 3:30 PM Comments Milhouse Van Houten at 05/17/22 - 3:30 PM Welcome aboard.</p> |

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Approving an Accession, Continued


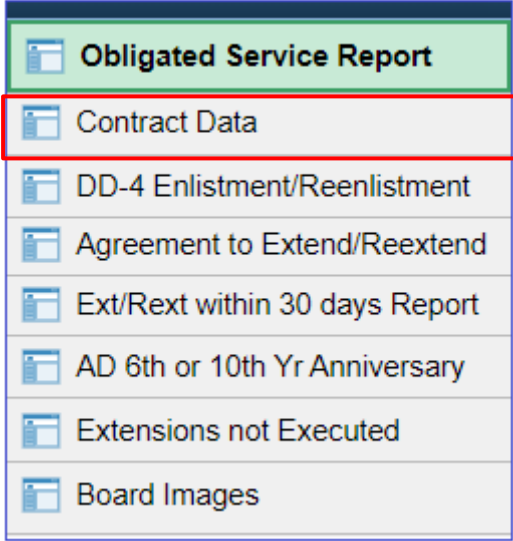
Procedures,
continued

| Step | Action |
|------|---|
| 7 | <p>To ensure the hire was completed, go back to the member's Job Data-Payroll tab to ensure the Pay Group updated to USCG RSV. If not, submit a ticket to PPC for assistance.</p>  <p>The screenshot shows the 'Payroll' tab for employee Lisa Simpson. The 'Pay Group' is currently 'USCG Reservist'. A red box highlights this field, and a red arrow points from the 'Payroll' tab in the top navigation to it. Below the 'Pay Group' field, there are several settings, including 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date', all of which are checked. The 'Effective Date' is 05/17/2022, and the 'Payroll Status' is Active. The 'Global Payroll' section is also visible, showing 'USCG RSV' and 'USCG Reservist'.</p> |

Entering Contract Data

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

Procedures See below.

| Step | Action |
|------|--|
| 1 | <p>Click on the Career Management tile.</p>  |
| 2 | <p>Select the Contract Data option.</p>  |

Continued on next page

Entering Contract Data, Continued


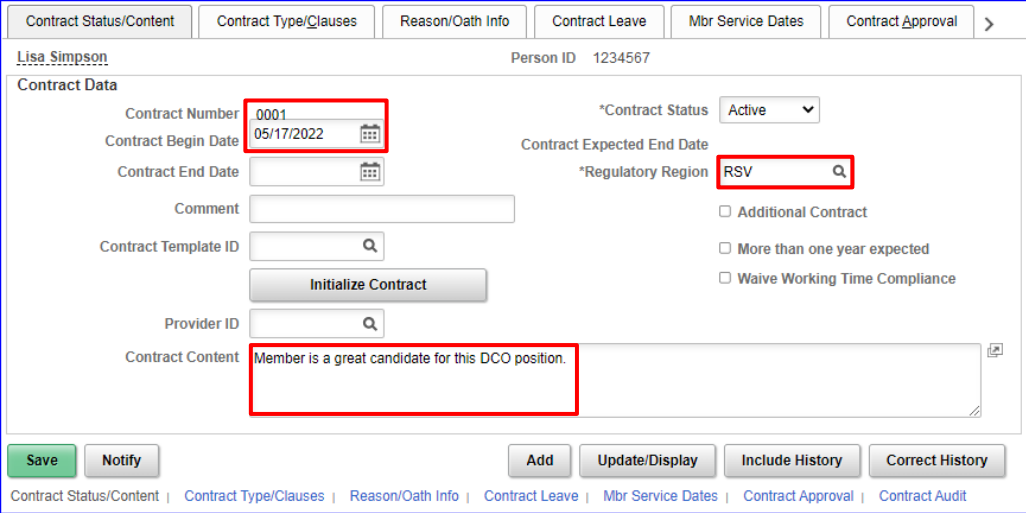
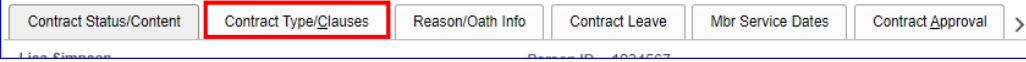
Procedures,
continued

| Step | Action |
|------|--|
| 3 | <p>Click the Add a New Value tab.</p> <div data-bbox="338 524 1291 1263" 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"/> <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 <input type="button" value="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 |
|-----------------|---|
| <p>4</p> | <p>Enter the Empl ID and the Contract Number (First Contract = 0001). Click Add.</p>  |
| <p>5</p> | <p>The Contract Status/Content tab displays with the Contract Number (Ex. 0001).</p> <ul style="list-style-type: none"> • Contract Begin Date – Verify it is the date of hire. • Regulatory Region – Select from the lookup icon (in this case RSV). • Contract Content – A statement is required.  |
| <p>6</p> | <p>Select the Contract Type/Clauses tab.</p>  |

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Entering Contract Data, Continued

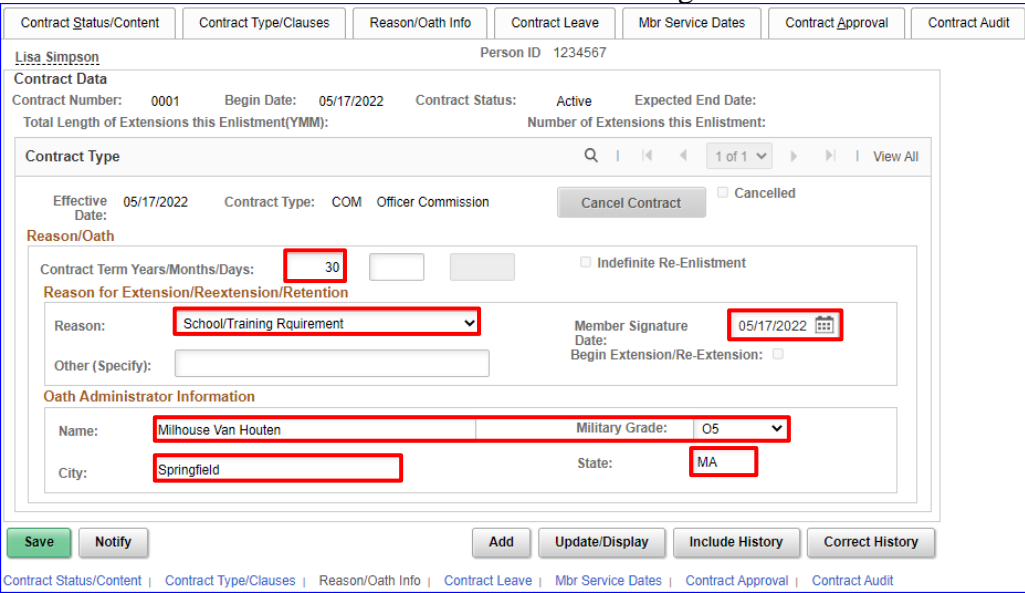

Procedures,
continued

| Step | Action |
|-----------------|---|
| <p>7</p> | <p>Enter only these fields:</p> <ul style="list-style-type: none"> • Contract Type – Select COM (Officer Commission) from the drop-down. –MARGRAD – Select ENL for Initial Enlistment. • Comment – Enter any contractual specific reasons (if any).  |
| <p>8</p> | <p>Select the Reason/Oath Info tab.</p>  |

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Entering Contract Data, Continued

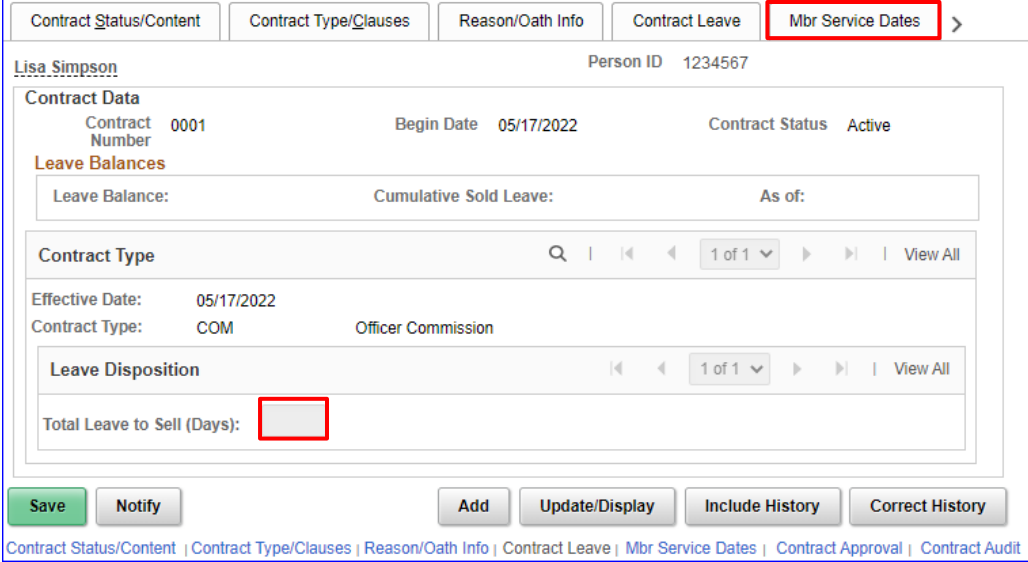

Procedures,
continued

| Step | Action |
|------------------|--|
| <p>9</p> | <p>Enter only these fields:</p> <ul style="list-style-type: none"> • Contract Term Years/Months/Days – Enter the contract term (in this example 30 years for non-prior service). Should you be accessing a member whose contract term will place them past their 60th birthday, use the appropriate number of whole years and then submit a Customer Care ticket to PPC for adjustment of the Expected AD Term Date and the Loss Date. • Reason – Select Request of Individual from the drop-down. • Member Signature Date – Enter the date the contract was signed. • Name – Enter the appropriate name of the Oath Administrator (can be a Notary, Court Clerk or Judge). • Military Grade – Enter the rank of the Oath Administrator (leave blank if non-military). • City – Enter the City in which the contract was signed. • State – Enter the State in which the contract was signed.  |
| <p>10</p> | <p>Select the Contract Leave tab.</p>  |

Continued on next page

Entering Contract Data, Continued


Procedures,
continued

| Step | Action |
|------------------|--|
| <p>11</p> | <p>Total Leave to Sell (Days) – Greyed out for new hires.</p> <p>Select the Mbr Service Dates tab.</p>  <p>The screenshot shows the 'Mbr Service Dates' tab selected. The user is Lisa Simpson (Person ID 1234567). The 'Contract Data' section shows Contract Number 0001, Begin Date 05/17/2022, and Contract Status Active. The 'Leave Balances' section includes fields for Leave Balance, Cumulative Sold Leave, and As of. The 'Contract Type' section shows Effective Date 05/17/2022, Contract Type COM, and Officer Commission. The 'Leave Disposition' section shows 'Total Leave to Sell (Days):' with a red box around a greyed-out input field. Navigation buttons include Save, Notify, Add, Update/Display, Include History, and Correct History. A breadcrumb trail at the bottom indicates the current path: Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit.</p> |
| <p>12</p> | <p>Click View All on the Assigned Seniority Dates,</p>  <p>The screenshot shows the 'Assigned Seniority Dates' section. The user is Lisa Simpson (Person ID 1234567). The 'Effective Date' is 05/17/2022, 'Empl Rcd' is 0, 'Eff Seq' is 0, and 'Labor Agreement' is OFF. The 'Assigned Seniority Dates' section shows a table with columns for 'Seniority Date' and 'Labor Seniority Date'. A 'View All' button is highlighted with a red box. A breadcrumb trail at the bottom indicates the current path: Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates.</p> |

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Entering Contract Data, Continued


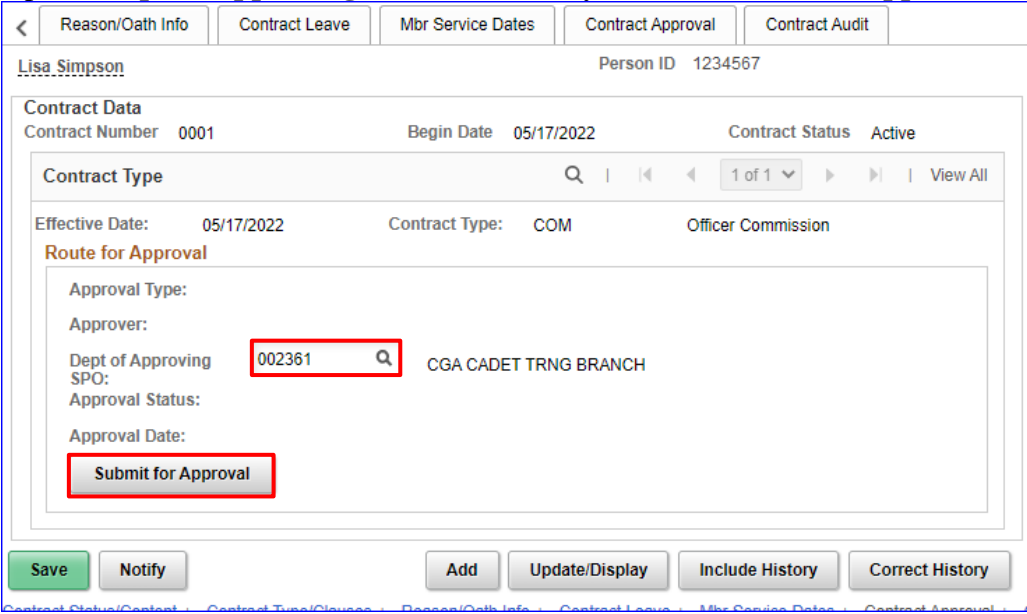
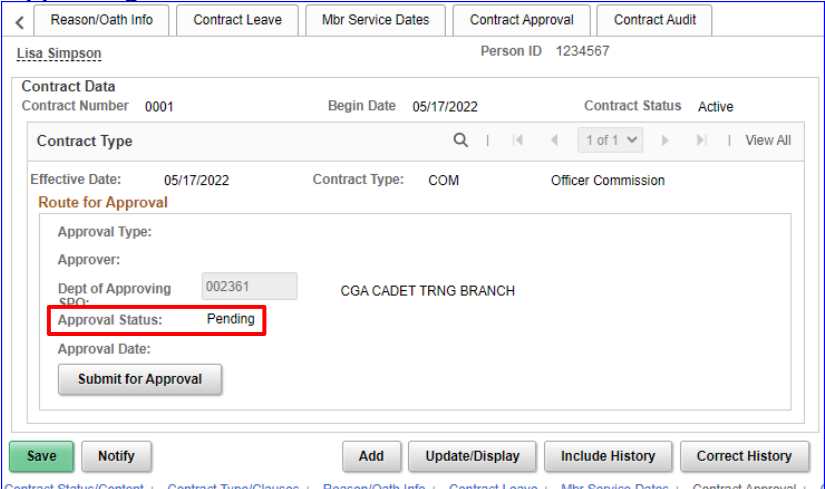
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|---|----------------|----------------------|-----------------------|------------|-------------------|------------|----------|--|-----------------|------------|------------|------------|---------------------------|--|--------------------|------------|-----------------------|------------|---------------------------|------------|--------------------|------------|---------------|------------|--------------|------------|-------------------------|--|---------------|--|---------------------------|------------|----------------------|------------|----------------------|------------|---------------------|------------|---------------------|--|----------------------|--|-----------------|--|--------------------------|--|
| 13 | <p data-bbox="336 461 1362 528">Verify 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="336 528 1362 1872" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="347 539 632 566">Assigned Seniority Dates</p> <div data-bbox="347 566 1121 645">  View 12 </div> <table border="1" data-bbox="347 645 1121 1787"> <thead> <tr> <th data-bbox="355 656 751 685">Seniority Date</th> <th data-bbox="751 656 1121 685">Labor Seniority Date</th> </tr> </thead> <tbody> <tr><td data-bbox="355 701 751 730">ACTIVE DUTY BASE DATE</td><td data-bbox="751 701 1121 730">05/17/2022</td></tr> <tr><td data-bbox="355 745 751 775">AD PAY SCALE DATE</td><td data-bbox="751 745 1121 775">05/17/2022</td></tr> <tr><td data-bbox="355 790 751 819">DEP DATE</td><td data-bbox="751 790 1121 819"></td></tr> <tr><td data-bbox="355 835 751 864">COMMISSION DATE</td><td data-bbox="751 835 1121 864">05/17/2022</td></tr> <tr><td data-bbox="355 880 751 909">DIEMS DATE</td><td data-bbox="751 880 1121 909">05/17/2022</td></tr> <tr><td data-bbox="355 925 751 954">RSV DRILL OBLIGATION DATE</td><td data-bbox="751 925 1121 954"></td></tr> <tr><td data-bbox="355 969 751 999">EXPECTED LOSS DATE</td><td data-bbox="751 969 1121 999">05/17/2052</td></tr> <tr><td data-bbox="355 1014 751 1043">JOB FAMILY ENTRY DATE</td><td data-bbox="751 1014 1121 1043">05/17/2022</td></tr> <tr><td data-bbox="355 1059 751 1088">MIL OBLIGATION COMPL DATE</td><td data-bbox="751 1059 1121 1088">05/16/2030</td></tr> <tr><td data-bbox="355 1104 751 1133">PAY ALLOWANCE DATE</td><td data-bbox="751 1104 1121 1133">05/17/2022</td></tr> <tr><td data-bbox="355 1149 751 1178">PAY BASE DATE</td><td data-bbox="751 1149 1121 1178">05/17/2022</td></tr> <tr><td data-bbox="355 1193 751 1223">DATE OF RANK</td><td data-bbox="751 1193 1121 1223">05/17/2022</td></tr> <tr><td data-bbox="355 1238 751 1267">RSV COMP SBP ELECT DATE</td><td data-bbox="751 1238 1121 1267"></td></tr> <tr><td data-bbox="355 1283 751 1312">ROTATION DATE</td><td data-bbox="751 1283 1121 1312"></td></tr> <tr><td data-bbox="355 1328 751 1357">RSRV ACCESSION CLASS DATE</td><td data-bbox="751 1328 1121 1357">05/17/2022</td></tr> <tr><td data-bbox="355 1373 751 1402">RSV ANNIVERSARY DATE</td><td data-bbox="751 1373 1121 1402">05/17/2022</td></tr> <tr><td data-bbox="355 1417 751 1447">RSV ELIGIBILITY DATE</td><td data-bbox="751 1417 1121 1447">05/17/2022</td></tr> <tr><td data-bbox="355 1462 751 1491">RSV INITIATION DATE</td><td data-bbox="751 1462 1121 1491">05/17/2022</td></tr> <tr><td data-bbox="355 1507 751 1536">RESERVE LETTER DATE</td><td data-bbox="751 1507 1121 1536"></td></tr> <tr><td data-bbox="355 1552 751 1581">RTB ELIGIBILITY DATE</td><td data-bbox="751 1552 1121 1581"></td></tr> <tr><td data-bbox="355 1597 751 1626">RTB LETTER DATE</td><td data-bbox="751 1597 1121 1626"></td></tr> <tr><td data-bbox="355 1641 751 1671">RTB LETTER RESPONSE DATE</td><td data-bbox="751 1641 1121 1671"></td></tr> </tbody> </table> <div data-bbox="347 1809 1362 1861" style="margin-top: 10px;"> Save Notify Add Update/Display Include History Correct History </div> </div> | Seniority Date | Labor Seniority Date | ACTIVE DUTY BASE DATE | 05/17/2022 | AD PAY SCALE DATE | 05/17/2022 | DEP DATE | | COMMISSION DATE | 05/17/2022 | DIEMS DATE | 05/17/2022 | RSV DRILL OBLIGATION DATE | | EXPECTED LOSS DATE | 05/17/2052 | JOB FAMILY ENTRY DATE | 05/17/2022 | MIL OBLIGATION COMPL DATE | 05/16/2030 | PAY ALLOWANCE DATE | 05/17/2022 | PAY BASE DATE | 05/17/2022 | DATE OF RANK | 05/17/2022 | RSV COMP SBP ELECT DATE | | ROTATION DATE | | RSRV ACCESSION CLASS DATE | 05/17/2022 | RSV ANNIVERSARY DATE | 05/17/2022 | RSV ELIGIBILITY DATE | 05/17/2022 | RSV INITIATION DATE | 05/17/2022 | RESERVE LETTER DATE | | RTB ELIGIBILITY DATE | | RTB LETTER DATE | | RTB LETTER RESPONSE DATE | |
| Seniority Date | Labor Seniority Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACTIVE DUTY BASE DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AD PAY SCALE DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DEP DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMMISSION DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DIEMS DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RSV DRILL OBLIGATION DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPECTED LOSS DATE | 05/17/2052 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JOB FAMILY ENTRY DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MIL OBLIGATION COMPL DATE | 05/16/2030 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PAY ALLOWANCE DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PAY BASE DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DATE OF RANK | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RSV COMP SBP ELECT DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ROTATION DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RSRV ACCESSION CLASS DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RSV ANNIVERSARY DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RSV ELIGIBILITY DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RSV INITIATION DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RESERVE LETTER DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RTB ELIGIBILITY DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RTB LETTER DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RTB LETTER RESPONSE DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Entering Contract Data, Continued

Procedures,
continued

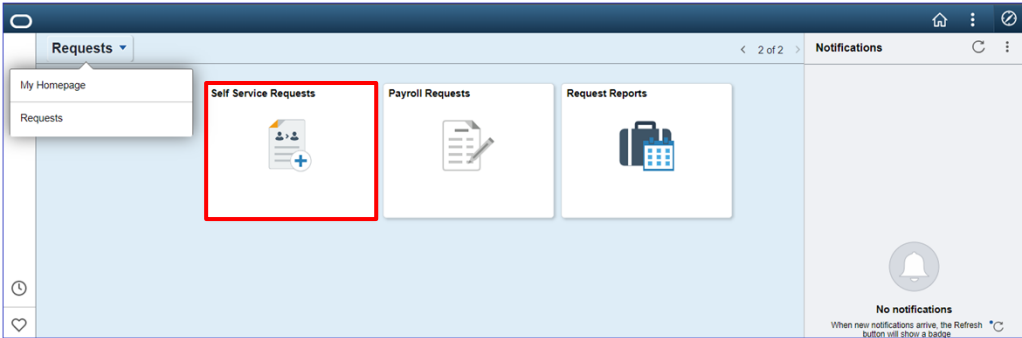
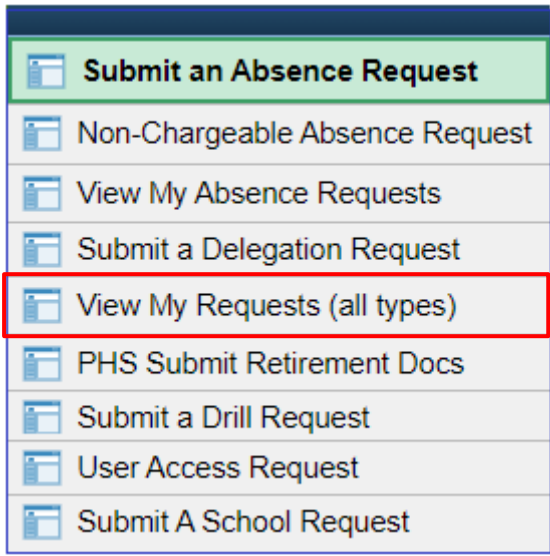
| Step | Action |
|------|---|
| 14 | <p>Select the Contract Approval tab.</p>  |
| 15 | <p>Update Dept of Approving SPO (if necessary). Click Submit for Approval.</p>  |
| 16 | <p>The Approval Status updates to Pending and the contract will be routed to the Approving SPO.</p>  |

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 |
|------|--|
| 1 | <p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p>  |
| 2 | <p>Select the View My Requests (all types) option.</p>  |

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Approving a Contract, Continued

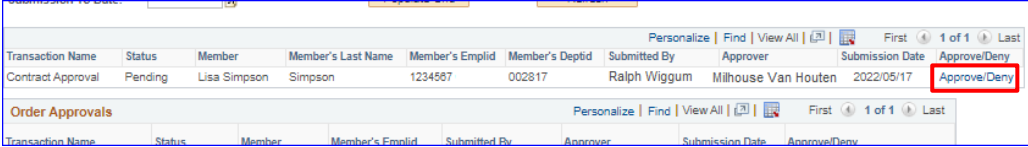
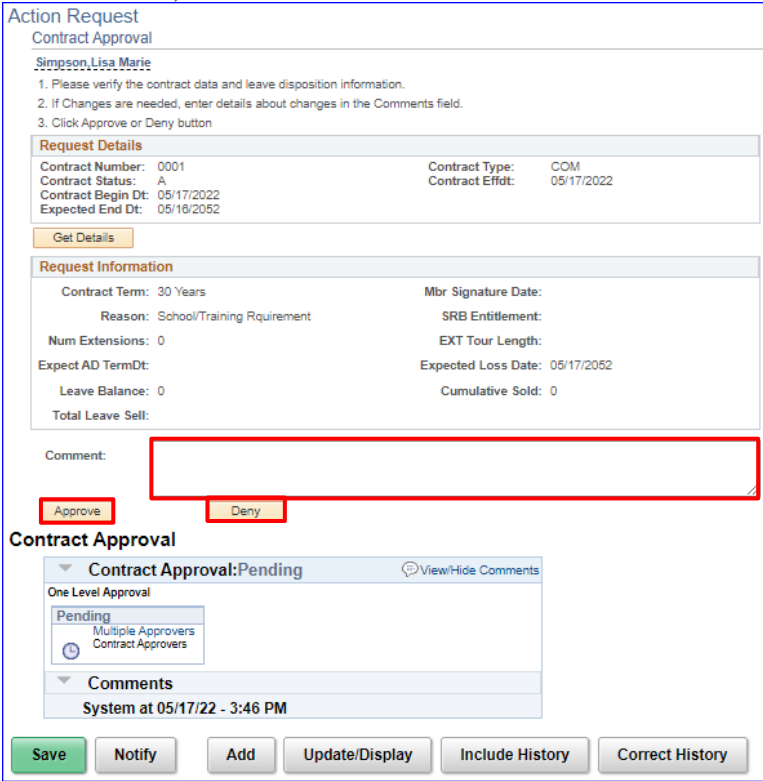
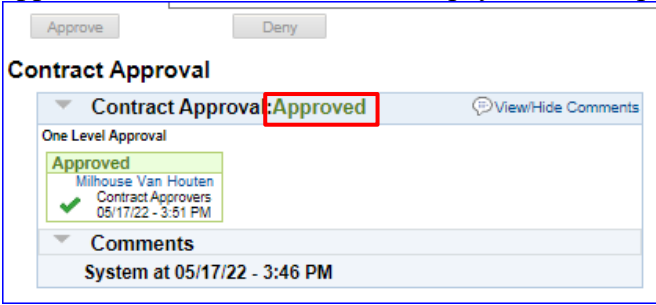
Procedures,
continued

| Step | Action |
|------|--|
| 3 | <p>Select the Requests I am Approver For radio button. You may narrow the search by filling in Transaction Name, Status and Dates. Click Populate Grid.</p> <div data-bbox="339 566 1369 1167" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Milhouse Van Houten</u></p> <p>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.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <p>Transaction Name: All Transactions ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: <input type="text"/> <small>DT</small></p> <p>Submission To Date: <input type="text"/> <small>DT</small></p> <div style="text-align: right; margin-top: 5px;"> Populate Grid Refresh </div> </div> |

Continued on next page

Approving a Contract, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 4 | <p>Click the Approve/Deny link for the Contract you are approving.</p>  |
| 5 | <p>Enter any needed Comments and select either Approve or Deny (returns it to the HRS user).</p>  |
| 6 | <p>Once Approved, the buttons will be greyed out after the system saves the approval. To ensure the member's pay is correct, proceed to the next section.</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.

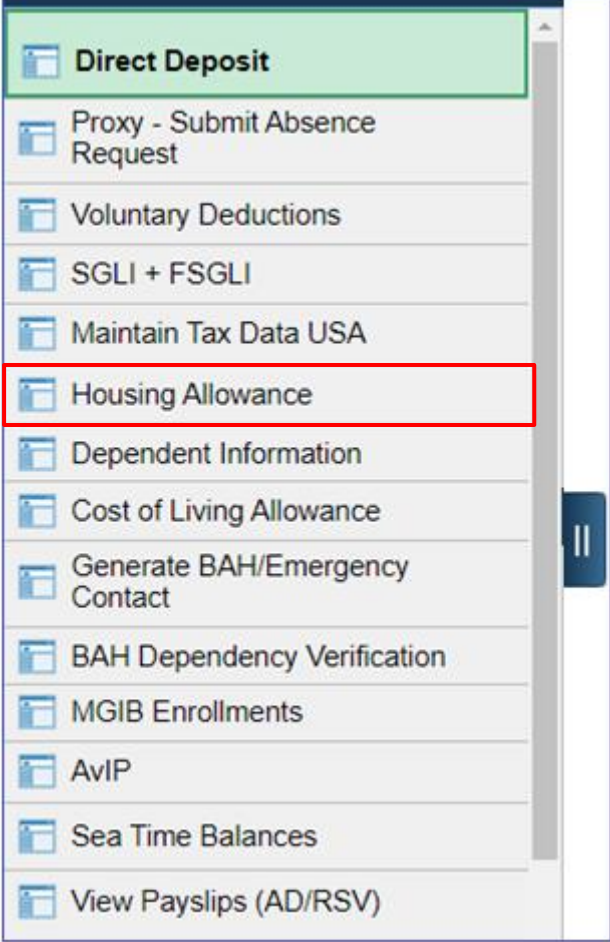
Procedures See below.

| Step | Action |
|-------------|---|
| 1 | Click on the Active/Reserve Pay tile.  The image shows a square tile with a blue border. At the top, the text "Active/Reserve Pay" is written in a bold, black, sans-serif font. Below the text is a graphic consisting of a blue and white globe with a green rectangular box in front of it. The box has three white circles, resembling a credit card or a payment terminal. |

Continued on next page

BAH and Direct Deposit, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 2 | <p>Select the Housing Allowance option.</p>  <p>The screenshot shows a vertical list of menu items. At the top, 'Direct Deposit' is highlighted with a green background. Below it are several other options: 'Proxy - Submit Absence Request', 'Voluntary Deductions', 'SGLI + FSGLI', 'Maintain Tax Data USA', 'Housing Allowance' (which is enclosed in a red rectangular box), '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

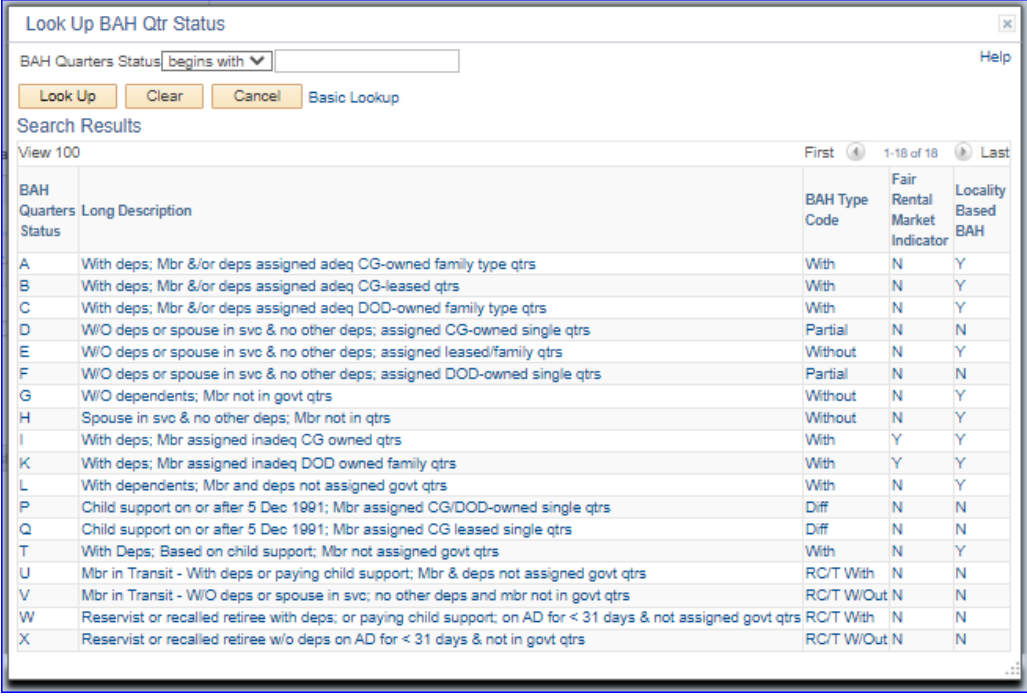
Procedures,
continued

| Step | Action |
|------|--|
| 3 | <p data-bbox="336 461 820 495">Enter the Empl ID and click Search.</p> <div data-bbox="336 495 1118 1122" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="344 501 564 528">Housing Allowance</p> <p data-bbox="344 539 1110 566">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="360 591 564 618">Find an Existing Value</p> <p data-bbox="360 640 536 667">▼ Search Criteria</p> <p data-bbox="504 689 954 716">Empl ID begins with ▼ 1234567</p> <p data-bbox="456 728 954 754">Empl Record = ▼</p> <p data-bbox="520 766 954 792">Name begins with ▼</p> <p data-bbox="488 804 954 831">Last Name begins with ▼</p> <p data-bbox="408 842 954 869">Second Last Name begins with ▼</p> <p data-bbox="344 880 954 907">Alternate Character Name begins with ▼</p> <p data-bbox="456 918 954 945">Middle Name begins with ▼</p> <p data-bbox="456 956 954 983">Business Unit begins with ▼</p> <p data-bbox="408 994 979 1021">Department Set ID begins with ▼ 🔍</p> <p data-bbox="472 1032 979 1059">Department begins with ▼ 🔍</p> <p data-bbox="344 1070 895 1097"> <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p data-bbox="344 1108 935 1135"> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> </div> |

Continued on next page

BAH and Direct Deposit, Continued

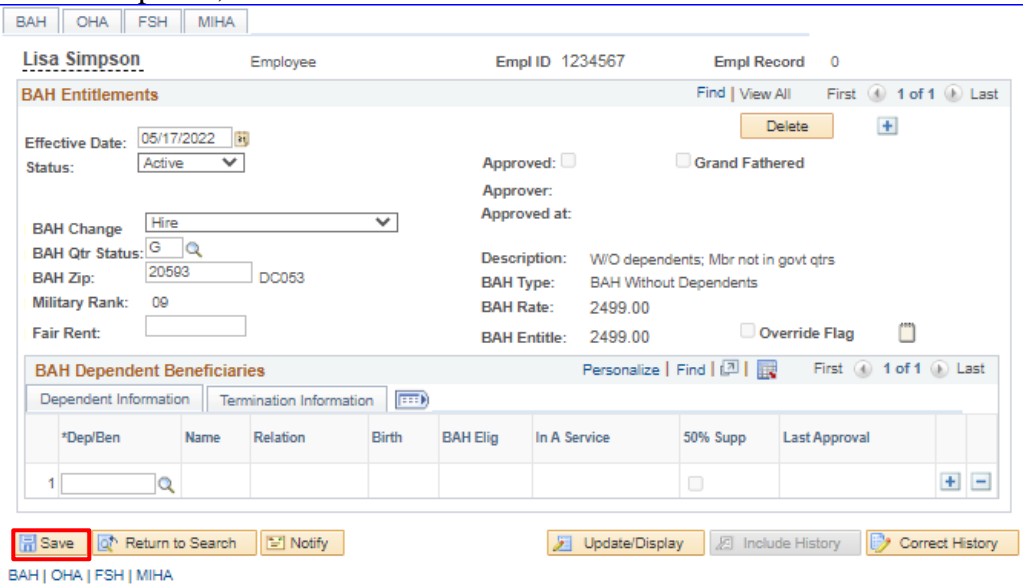
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|---|---------------------|------------------------------|--------------------|------------------------------|--------------------|---|--|------|---|---|---|---|------|---|---|---|---|------|---|---|---|--|---------|---|---|---|--|---------|---|---|---|---|---------|---|---|---|--------------------------------------|---------|---|---|---|--|---------|---|---|---|--|------|---|---|---|--|------|---|---|---|--|------|---|---|---|---|------|---|---|---|--|------|---|---|---|---|------|---|---|---|---|-----------|---|---|---|--|------------|---|---|---|--|-----------|---|---|---|---|------------|---|---|
| 4 | <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 Unit 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.  <table border="1" data-bbox="338 1064 1369 1758"> <caption>Look Up BAH Qtr Status - Search Results</caption> <thead> <tr> <th>BAH Quarters Status</th> <th>Long Description</th> <th>BAH Type Code</th> <th>Fair Rental Market Indicator</th> <th>Locality Based BAH</th> </tr> </thead> <tbody> <tr><td>A</td><td>With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>B</td><td>With deps; Mbr &/or deps assigned adeq CG-leased qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>C</td><td>With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>D</td><td>W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs</td><td>Partial</td><td>N</td><td>N</td></tr> <tr><td>E</td><td>W/O deps or spouse in svc & no other deps; assigned leased/family qtrs</td><td>Without</td><td>N</td><td>Y</td></tr> <tr><td>F</td><td>W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs</td><td>Partial</td><td>N</td><td>N</td></tr> <tr><td>G</td><td>W/O dependents; Mbr not in govt qtrs</td><td>Without</td><td>N</td><td>Y</td></tr> <tr><td>H</td><td>Spouse in svc & no other deps; Mbr not in qtrs</td><td>Without</td><td>N</td><td>Y</td></tr> <tr><td>I</td><td>With deps; Mbr assigned inadeq CG owned qtrs</td><td>With</td><td>Y</td><td>Y</td></tr> <tr><td>K</td><td>With deps; Mbr assigned inadeq DOD owned family qtrs</td><td>With</td><td>Y</td><td>Y</td></tr> <tr><td>L</td><td>With dependents; Mbr and deps not assigned govt qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>P</td><td>Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs</td><td>Diff</td><td>N</td><td>N</td></tr> <tr><td>Q</td><td>Child support on or after 5 Dec 1991; Mbr assigned CG leased single qtrs</td><td>Diff</td><td>N</td><td>N</td></tr> <tr><td>T</td><td>With Deps; Based on child support; Mbr not assigned govt qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>U</td><td>Mbr in Transit - With deps or paying child support; Mbr & deps not assigned govt qtrs</td><td>RC/T With</td><td>N</td><td>N</td></tr> <tr><td>V</td><td>Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs</td><td>RC/T W/Out</td><td>N</td><td>N</td></tr> <tr><td>W</td><td>Reservist or recalled retiree with deps; or paying child support; on AD for < 31 days & not assigned govt qtrs</td><td>RC/T With</td><td>N</td><td>N</td></tr> <tr><td>X</td><td>Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs</td><td>RC/T W/Out</td><td>N</td><td>N</td></tr> </tbody> </table> | BAH Quarters Status | Long Description | BAH Type Code | Fair Rental Market Indicator | Locality Based BAH | A | With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs | With | N | Y | B | With deps; Mbr &/or deps assigned adeq CG-leased qtrs | With | N | Y | C | With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs | With | N | Y | D | W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs | Partial | N | N | E | W/O deps or spouse in svc & no other deps; assigned leased/family qtrs | Without | N | Y | F | W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs | Partial | N | N | G | W/O dependents; Mbr not in govt qtrs | Without | N | Y | H | Spouse in svc & no other deps; Mbr not in qtrs | Without | N | Y | I | With deps; Mbr assigned inadeq CG owned qtrs | With | Y | Y | K | With deps; Mbr assigned inadeq DOD owned family qtrs | With | Y | Y | L | With dependents; Mbr and deps not assigned govt qtrs | With | N | Y | P | Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs | Diff | N | N | Q | Child support on or after 5 Dec 1991; Mbr assigned CG leased single qtrs | Diff | N | N | T | With Deps; Based on child support; Mbr not assigned govt qtrs | With | N | Y | U | Mbr in Transit - With deps or paying child support; Mbr & deps not assigned govt qtrs | RC/T With | N | N | V | Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs | RC/T W/Out | N | N | W | Reservist or recalled retiree with deps; or paying child support; on AD for < 31 days & not assigned govt qtrs | RC/T With | N | N | X | Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs | RC/T W/Out | N | N |
| BAH Quarters Status | Long Description | BAH Type Code | Fair Rental Market Indicator | Locality Based BAH | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs | With | N | Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B | With deps; Mbr &/or deps assigned adeq CG-leased qtrs | With | N | Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C | With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs | With | N | Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D | W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs | Partial | N | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E | W/O deps or spouse in svc & no other deps; assigned leased/family qtrs | Without | N | Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F | W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs | Partial | N | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G | W/O dependents; Mbr not in govt qtrs | Without | N | Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| H | Spouse in svc & no other deps; Mbr not in qtrs | Without | N | Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I | With deps; Mbr assigned inadeq CG owned qtrs | With | Y | Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| K | With deps; Mbr assigned inadeq DOD owned family qtrs | With | Y | Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| L | With dependents; Mbr and deps not assigned govt qtrs | With | N | Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P | Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs | Diff | N | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q | Child support on or after 5 Dec 1991; Mbr assigned CG leased single qtrs | Diff | N | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| T | With Deps; Based on child support; Mbr not assigned govt qtrs | With | N | Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| U | Mbr in Transit - With deps or paying child support; Mbr & deps not assigned govt qtrs | RC/T With | N | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| V | Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs | RC/T W/Out | N | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| W | Reservist or recalled retiree with deps; or paying child support; on AD for < 31 days & not assigned govt qtrs | RC/T With | N | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| X | Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs | RC/T W/Out | N | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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BAH and Direct Deposit, Continued

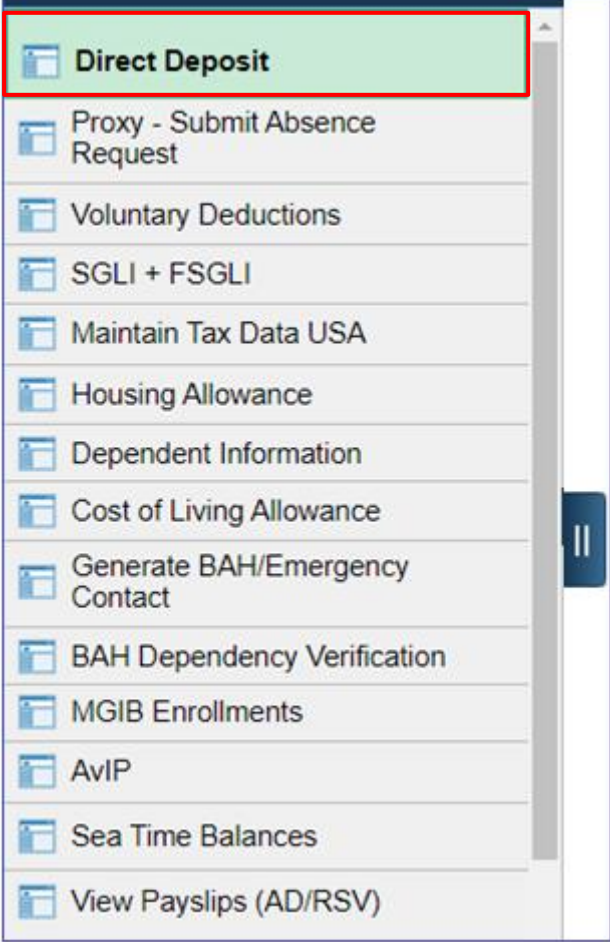
Procedures,
continued

| Step | Action |
|------|--|
| 5 | <p>When completed, click Save.</p>  <p>The screenshot shows the 'BAH Entitlements' form for Lisa Simpson (Employee, Empl ID 1234567, Empl Record 0). The form is for a 'Hire' change, effective 05/17/2022, with a BAH rate of 2499.00. The 'BAH Dependent Beneficiaries' table is currently empty. The 'Save' button is highlighted with a red box.</p> |

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BAH and Direct Deposit, Continued

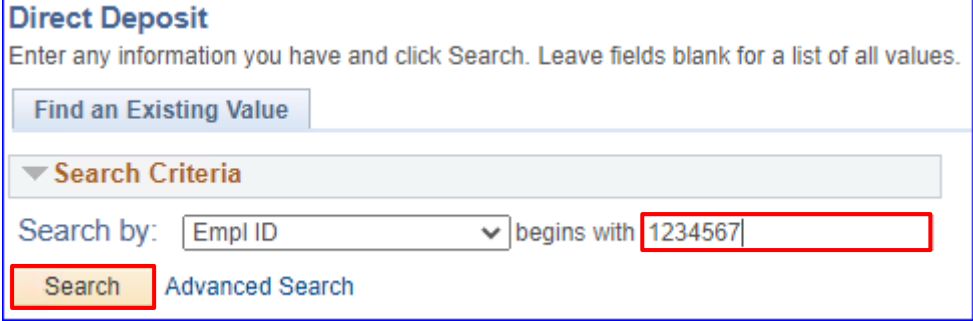
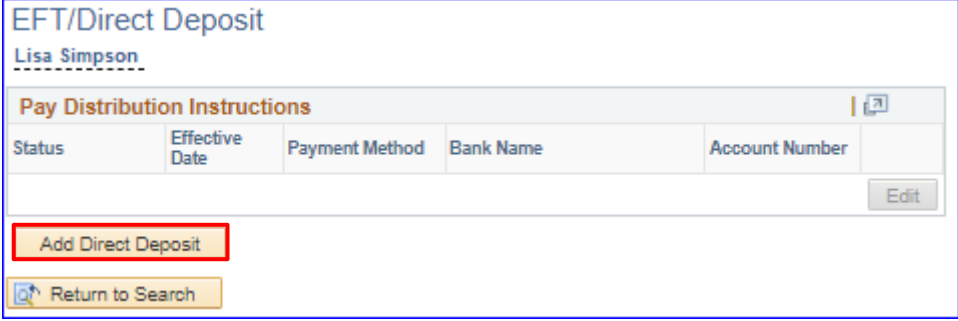
Procedures,
continued

| Step | Action |
|------|---|
| 6 | <p>Without leaving the screen, select the Direct Deposit option.</p>  <p>The screenshot shows a vertical list of menu items. The first item, 'Direct Deposit', is highlighted with a red rectangular border. Below it are the following items: '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

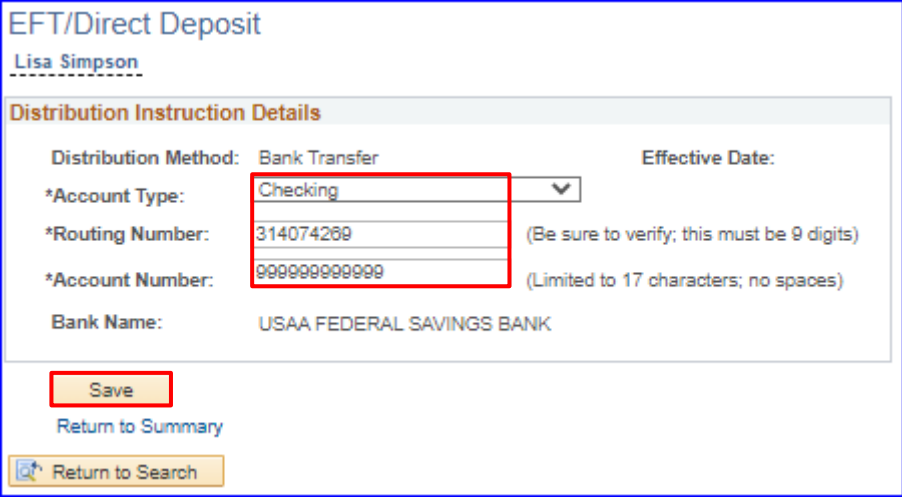
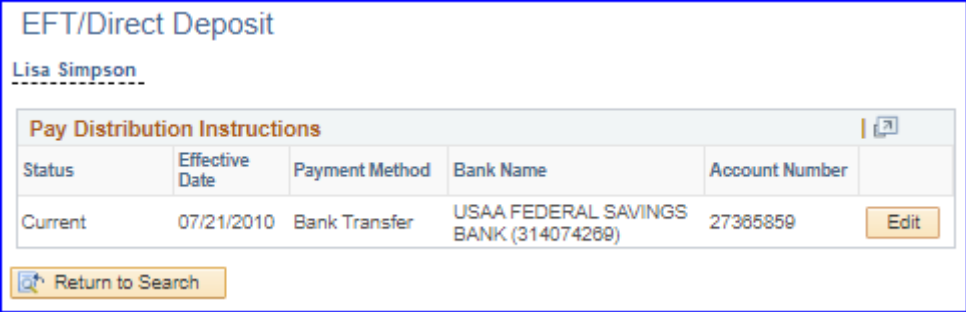
Procedures,
continued

| Step | Action |
|------|---|
| 7 | <p>Enter the Empl ID and click Search.</p>  |
| 8 | <p>Click Add Direct Deposit.</p>  |

Continued on next page

BAH and Direct Deposit, Continued

Procedures,
continued

| Step | Action |
|------------------|--|
| <p>9</p> | <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>  |
| <p>10</p> | <p>The Pay Distributions Instructions will display with the new data.</p>  |