

Hire – Reserve DEPOT

Overview

Introduction

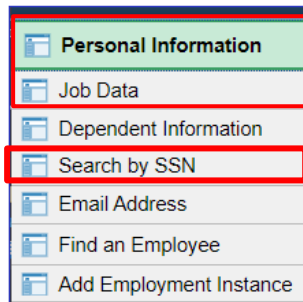
This guide provides the procedures for hiring a member into Reserve DEPOT (Direct Entry Petty Officer Training) into Direct Access (DA).

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 information:

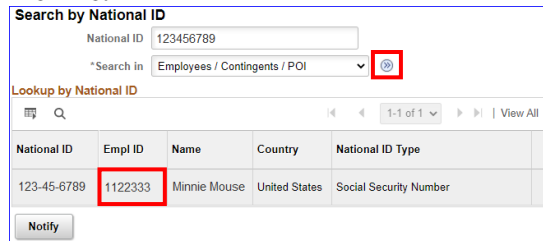
- **Search by SSN** (Social Security Number).
- Search by full name in either **Job Data** or **Personal Information** (this may be time consuming with popular surnames).



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.



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

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

Good Example:

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

Continued on next page

Overview, Continued

Procedural Warning

- It is good practice to IMMEDIATELY enter the contract into Direct Access once the hire portion is complete and Job Data has been verified. The contract should not be approved without first viewing a signed copy of the Oath of Office and Active Duty agreement if applicable.
- Ensure the members paygrade is listed on the Oath. If missing or there is a discrepancy from what is listed in Direct Access, **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.

DEPOT Information

For more information about this program and its requirements, see <http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Training/Depot/>

Contents

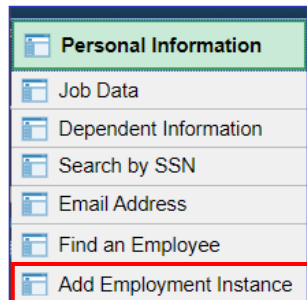
Topic	See Page
Important Information Regarding Employee Records	3
Accessing a Member	4
Approving an Accession	32
Entering Contract Data	36
Approving a Contract	44
BAH and Direct Deposit	47

Important Information Regarding Employee Records

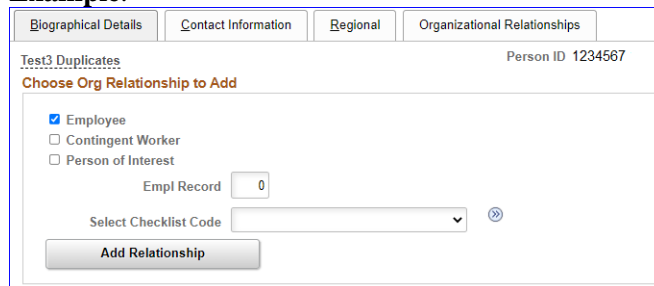
Employee Records

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](#).

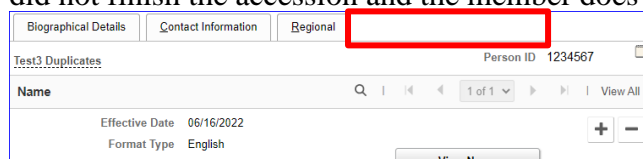


Only persons with the ability to Access someone into DA have the two links that display the **Add Relationship** button.

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





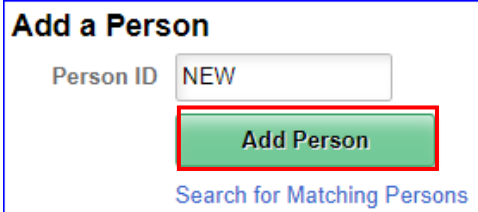
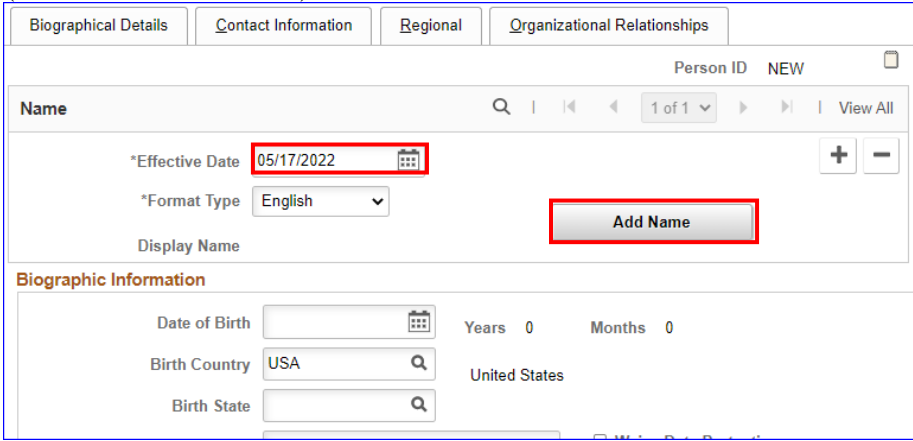
The only time you should use the Add Employee Instance link is if the **Organizational Relationships** tab is missing in Personal Information, you did not finish the accession and the member does not have Job Data.



Accessing a Member

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

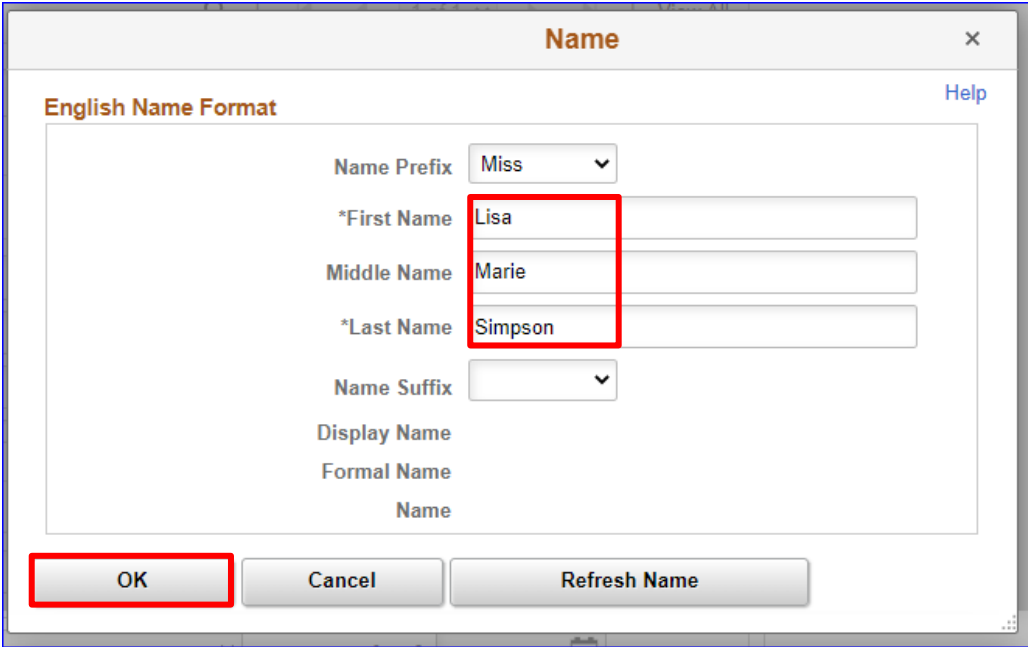
Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Accessions tile.</p> 
<p>1.5</p>	<p>Select the Add a Person option.</p> 
<p>2</p>	<p>The Person ID field auto-populates with NEW. Click Add Person.</p> 
<p>3</p>	<p>The Effective Date will default to the current date. Enter the appropriate date (cannot be future dated). Click Add Name.</p> 

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
4	<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>  <p>The screenshot shows a dialog box titled "Name" with a close button (X) in the top right corner. Below the title bar is a section titled "English Name Format" with a "Help" link. The form contains the following fields: "Name Prefix" (a dropdown menu with "Miss" selected), "*First Name" (text input with "Lisa"), "Middle Name" (text input with "Marie"), "*Last Name" (text input with "Simpson"), and "Name Suffix" (a dropdown menu). Below these fields are labels for "Display Name", "Formal Name", and "Name". At the bottom of the dialog are three buttons: "OK" (highlighted with a red box), "Cancel", and "Refresh Name".</p>

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Accessing a Member, Continued

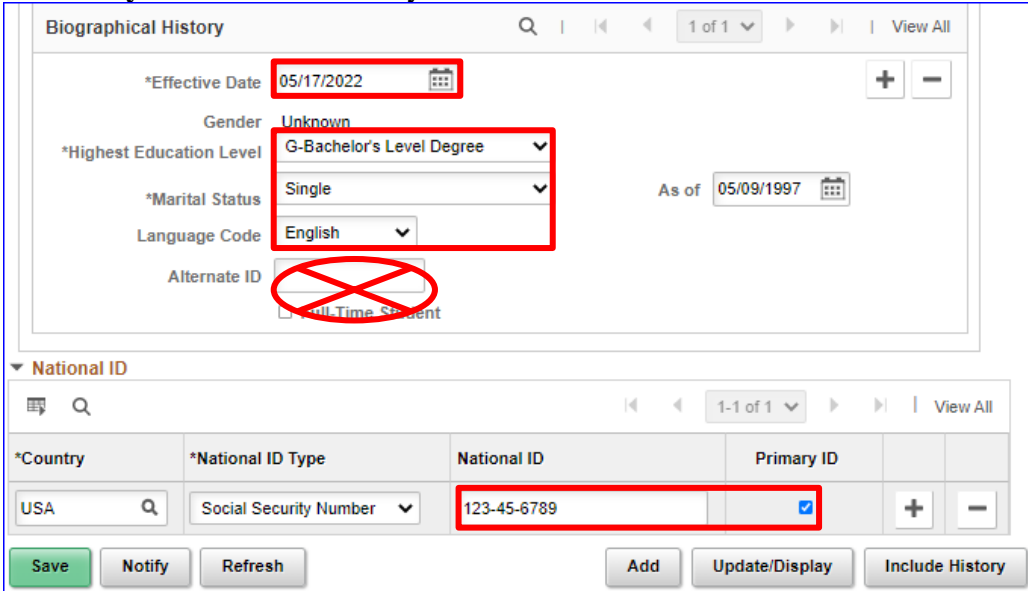
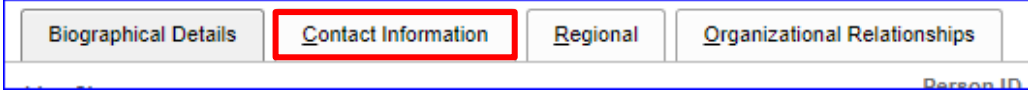
Procedures,
continued

Step	Action
5	<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

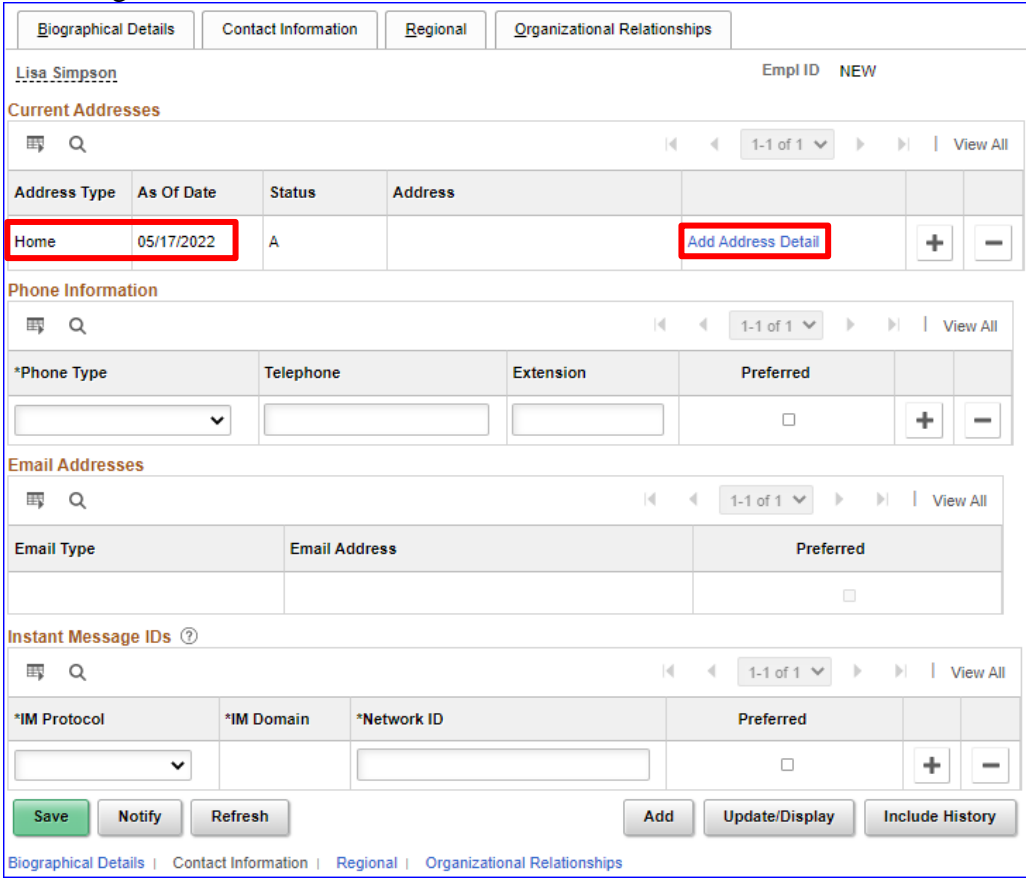
Procedures,
continued

Step	Action
5.5	<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. 
6	<p>Select the Contact Information tab.</p> 

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Accessing a Member, Continued

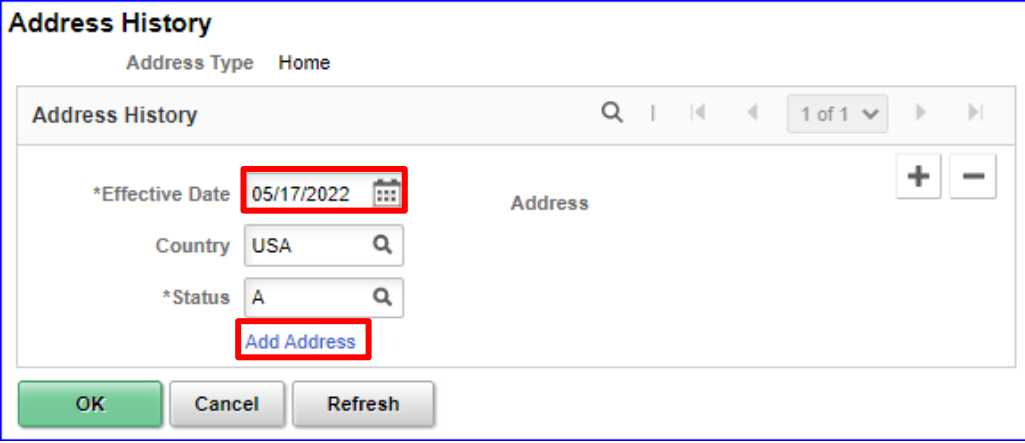
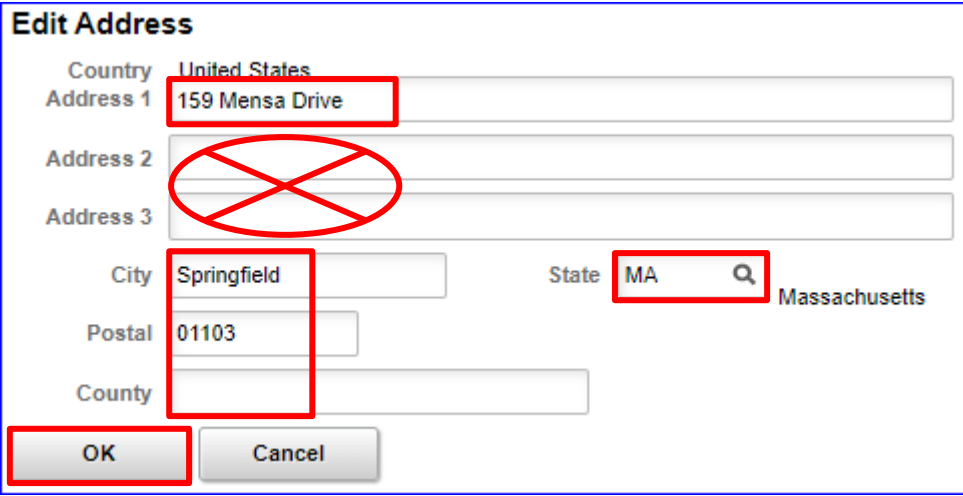
Procedures,
continued

Step	Action												
7	<p>DA defaults the first Address Type to Home and the As Of Date is the date of hire. Click the Add Address Detail link.</p> <p>NOTE: Required Address Types must include:</p> <ul style="list-style-type: none"> • Thrift Savings Plan (TSP) address • Home of record address • Mailing Address  <p>The screenshot shows the member profile for Lisa Simpson. The 'Current Addresses' section contains 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. At the bottom, there are buttons for Save, Notify, Refresh, Add, Update/Display, and Include History.</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
8	<p>Enter the Effective Date (cannot be future dated). Click Add Address.</p> 
9	<p>Enter the following:</p> <ul style="list-style-type: none"> • Address 1 – Enter the number and the street name. • Address 2 – Not Used. • Address 3 – Not Used. • City – Enter the city. • State – Enter the state. • Postal – Enter the postal zip code. • County – Enter the county (if known). <p>Click OK.</p> 

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Accessing a Member, Continued

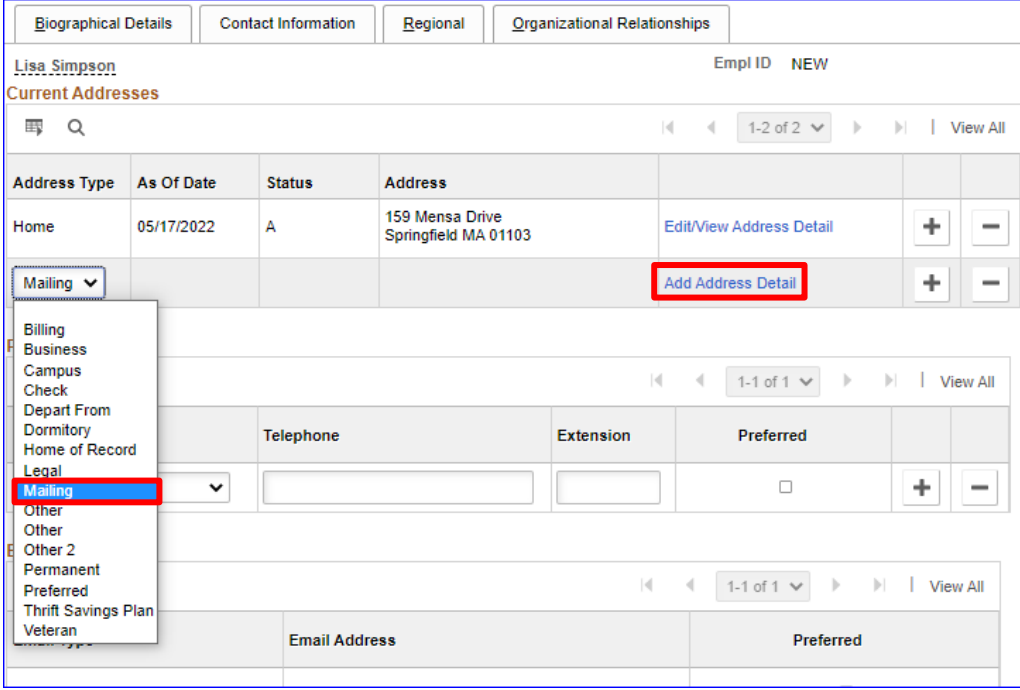
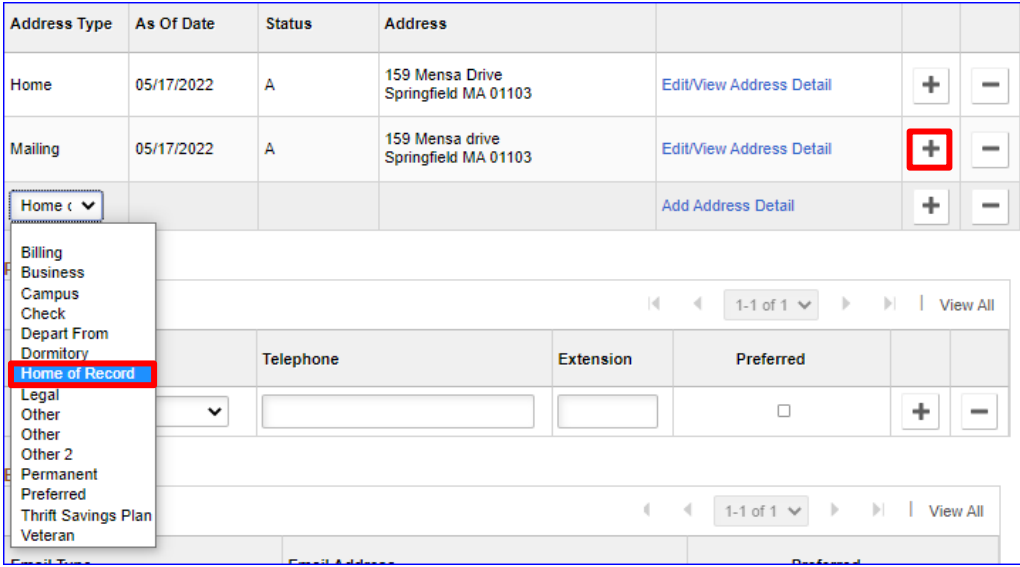
Procedures,
continued

Step	Action												
10	<p>The address will display as entered. Click OK.</p> <div data-bbox="339 524 1370 949" style="border: 1px solid black; padding: 5px;"> <p>Address History</p> <p>Address Type Home</p> <hr/> <p>Address History Q << 1 of 1 >></p> <p>*Effective Date <input type="text" value="05/17/2022"/> <input type="button" value="📅"/> Address <input type="text" value="159 Mensa Drive"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Country <input type="text" value="USA"/> <input type="button" value="Q"/></p> <p>*Status <input type="text" value="A"/> <input type="button" value="Q"/></p> <p style="text-align: center;">Add Address</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/></p> </div>												
11	<p>Click the Plus button to add the Mailing Address.</p> <div data-bbox="339 1023 1370 1440" style="border: 1px solid black; padding: 5px;"> <p>Biographical Details Contact Information Regional Organizational Relationships</p> <p><u>Lisa Simpson</u> Empl ID NEW</p> <p>Current Addresses</p> <p><input type="button" value="🔍"/> << 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><input type="button" value="+"/> <input type="button" value="-"/></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	<input type="button" value="+"/> <input type="button" value="-"/>
Address Type	As Of Date	Status	Address										
Home	05/17/2022	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	<input type="button" value="+"/> <input type="button" value="-"/>								

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Accessing a Member, Continued

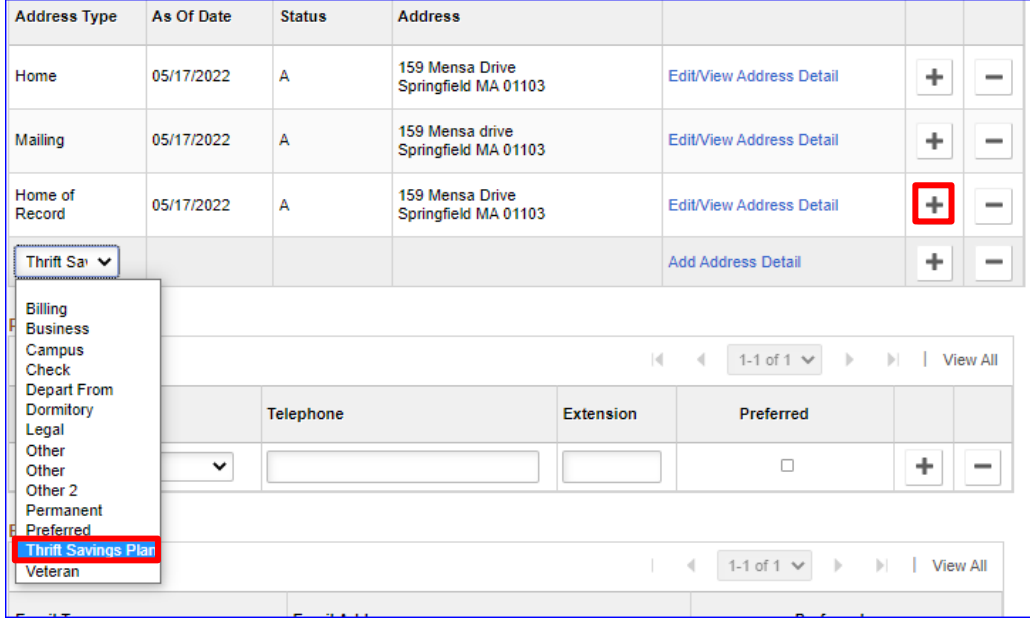
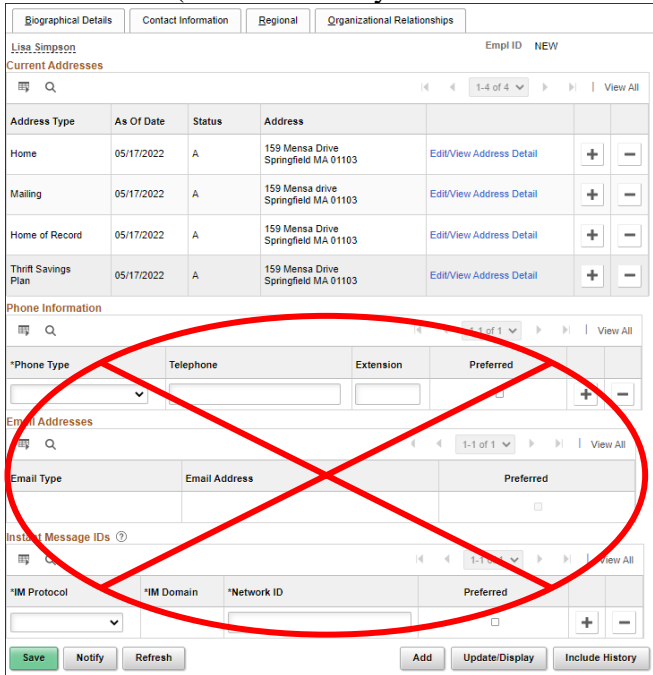
Procedures,
continued

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

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Accessing a Member, Continued


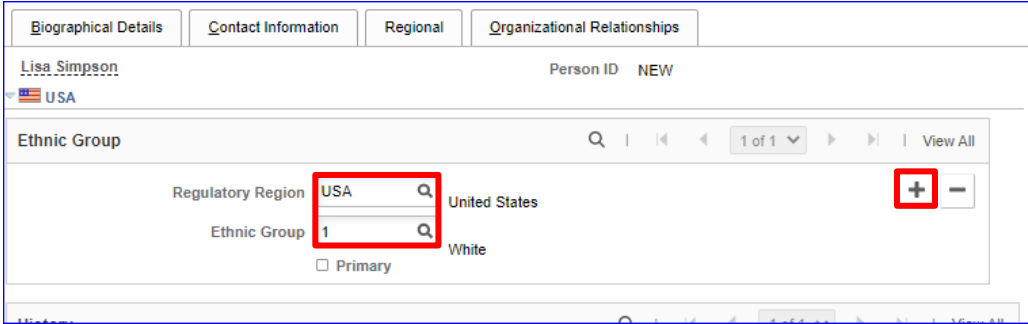
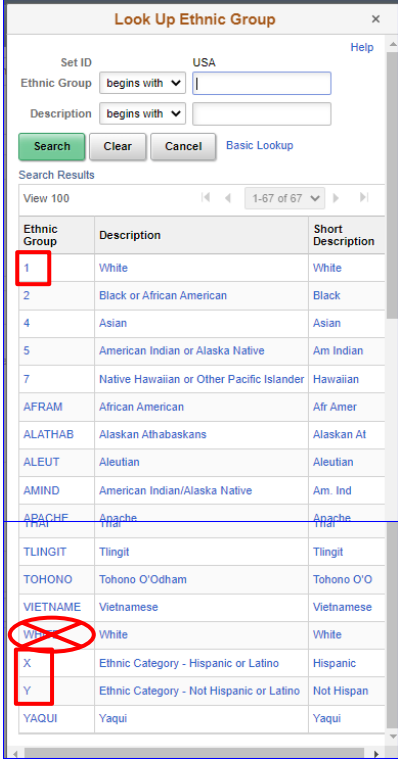
Procedures,
continued

Step	Action
<p>14</p>	<p>Click the Plus button and repeat steps 8 – 10 to enter the Thrift Savings Plan from the Address Type drop-down.</p> 
<p>14.5</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
15	<p>Select the Regional tab.</p> 
16	<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="785 1370 1203 1653" 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

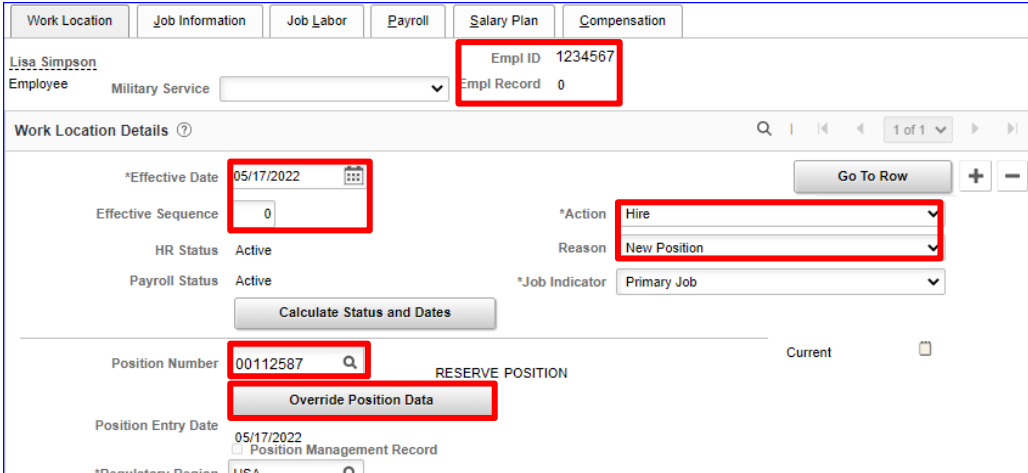
Procedures,
continued

Step	Action
17	<p>Select the Organizational Relationships tab.</p> 
18	<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
19	<p>The Job Data screen displays. The Empl ID and Empl Record will be generated on the Work Location tab (Record this number for future reference.) See NOTES.</p> <ul style="list-style-type: none"> • Effective Date – Defaults to the current date. This date may be future dated to reflect the actual hire date. • Effective Sequence – Do not change. • Action – Select Hire from the drop-down. • Reason – Select New Position from the drop-down. • Position Number – Enter 00112587 or click on the lookup icon to search for other Position Number’s from the Order Issuing Authority. <p>Click the Override Position Data button.</p>  <p>NOTE: If for any reason this Accession is not completed but an Empl ID was issued and Job data was never entered, use the Add Employment Instance option. Enter the Empl ID that was issued, select the Organizational Relationship tab, click Add Relationship & you will be returned to Job Data with the issued Empl ID. All previous unsaved Job Data entries will need to be re-entered.</p> <p>NOTE: Do not use the Add Employment Instance if you had previously entered and saved anything in Job Data with an EMPL ID given. Any edits after the initial save will create a second Empl ID for the member. Any edits should be made using the Personal Information or Job Data links. See Employee Records.</p>

	<ul style="list-style-type: none">Personal InformationJob DataDependent InformationSearch by SSNEmail AddressFind an EmployeeAdd Employment Instance
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Accessing a Member, Continued

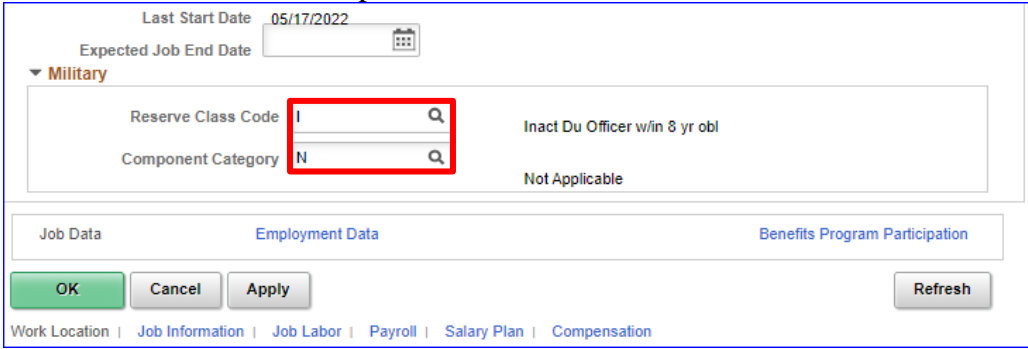
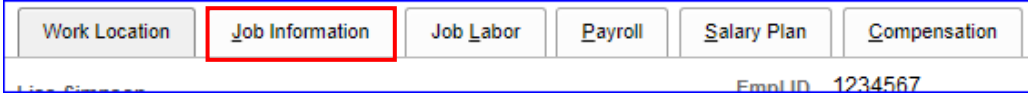
Procedures,
continued

Step	Action																												
20	<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="339 786 1370 981" 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 046957, 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 VA1654. • Establishment ID – Select USCG from the lookup icon. <div data-bbox="339 1205 1370 1664" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Position Number <input type="text" value="00112587"/> <input type="button" value="Q"/> RESERVE POSITION Current <input type="checkbox"/></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="Calendar"/></p> <p><input type="checkbox"/> Position Management Record</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">*Regulatory Region</td> <td style="width: 20%;"><input type="text" value="RSV"/> <input type="button" value="Q"/></td> <td style="width: 20%;">Reservists</td> <td style="width: 40%;"></td> </tr> <tr> <td>*Company</td> <td><input type="text" value="ACG"/> <input type="button" value="Q"/></td> <td>UNITED STATES COAST GUARD</td> <td></td> </tr> <tr> <td>*Business Unit</td> <td><input type="text" value="ENLCG"/> <input type="button" value="Q"/></td> <td>Enlisted CG</td> <td></td> </tr> <tr> <td>*Department</td> <td><input type="text" value="046957"/> <input type="button" value="Q"/></td> <td>DOL-44</td> <td></td> </tr> <tr> <td>Department Entry Date</td> <td><input type="text" value="05/17/2022"/> <input type="button" value="Calendar"/></td> <td></td> <td></td> </tr> <tr> <td>*Location</td> <td><input type="text" value="VA1654"/> <input type="button" value="Q"/></td> <td>DIR OF OPERATIONAL LOGISTICS</td> <td></td> </tr> <tr> <td>Establishment ID</td> <td><input type="text" value="USCG"/> <input type="button" value="Q"/></td> <td>Active CG</td> <td>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="ENLCG"/> <input type="button" value="Q"/>	Enlisted CG		*Department	<input type="text" value="046957"/> <input type="button" value="Q"/>	DOL-44		Department Entry Date	<input type="text" value="05/17/2022"/> <input type="button" value="Calendar"/>			*Location	<input type="text" value="VA1654"/> <input type="button" value="Q"/>	DIR OF OPERATIONAL LOGISTICS		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																											
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Accessing a Member, Continued

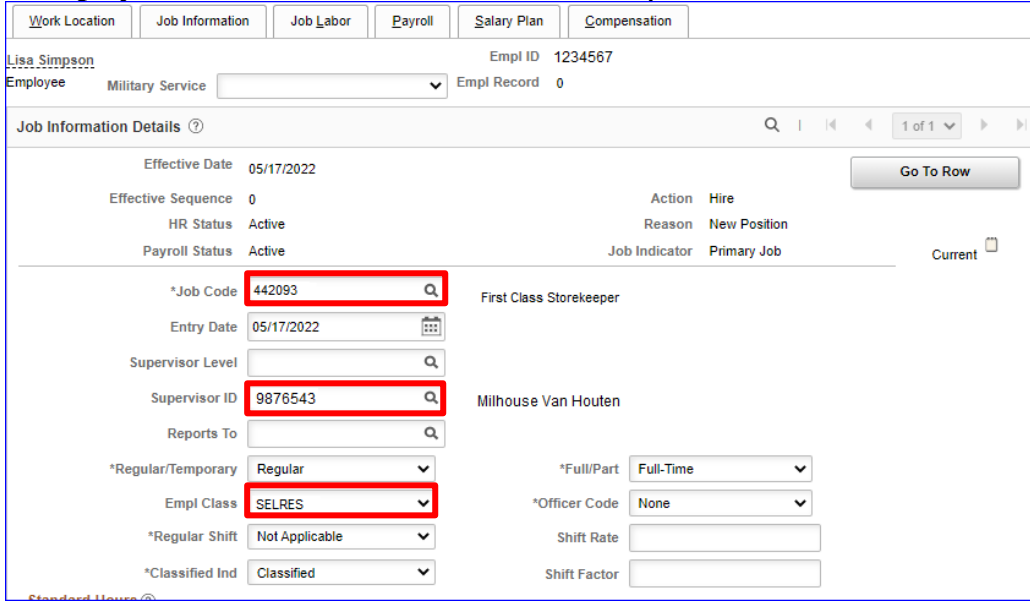
Procedures,
continued

Step	Action
21	<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 • Component Category <ul style="list-style-type: none"> – Select N from the lookup icon. 
22	<p>Select the Job Information tab.</p> 

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Accessing a Member, Continued

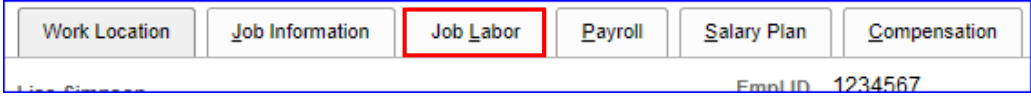
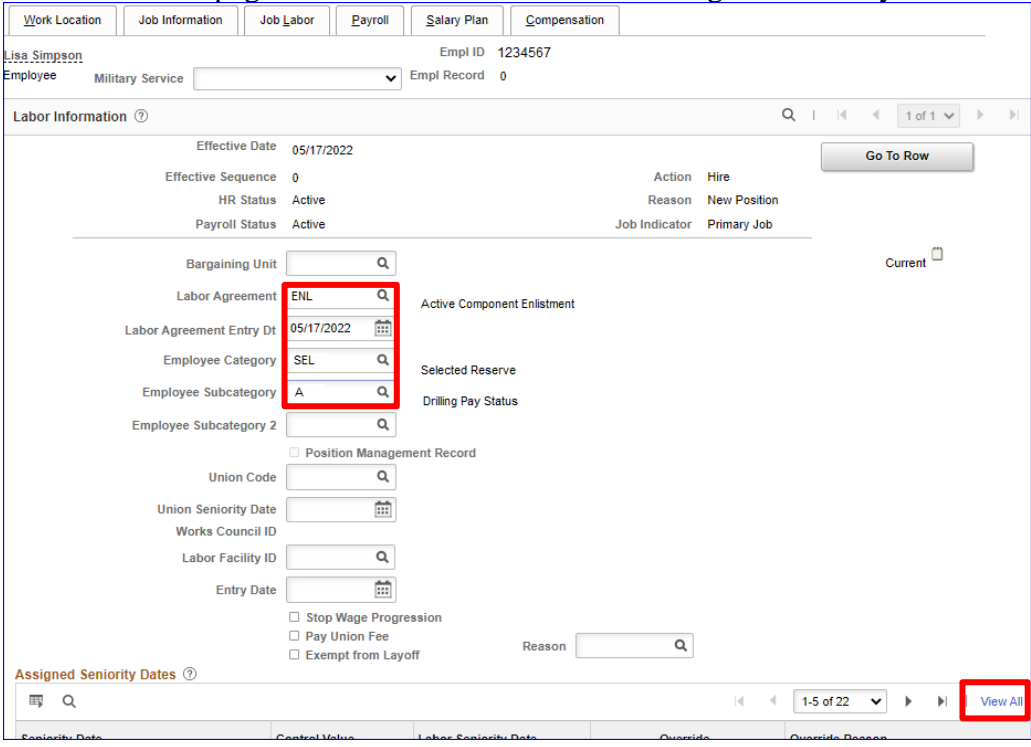
Procedures,
continued

Step	Action
23	<p>Only enter these 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. • Supervisor ID – Enter the CGHRSUP Empl ID that approves Accessions. • Employee Class – Select SELRES from the drop-down. 

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Accessing a Member, Continued

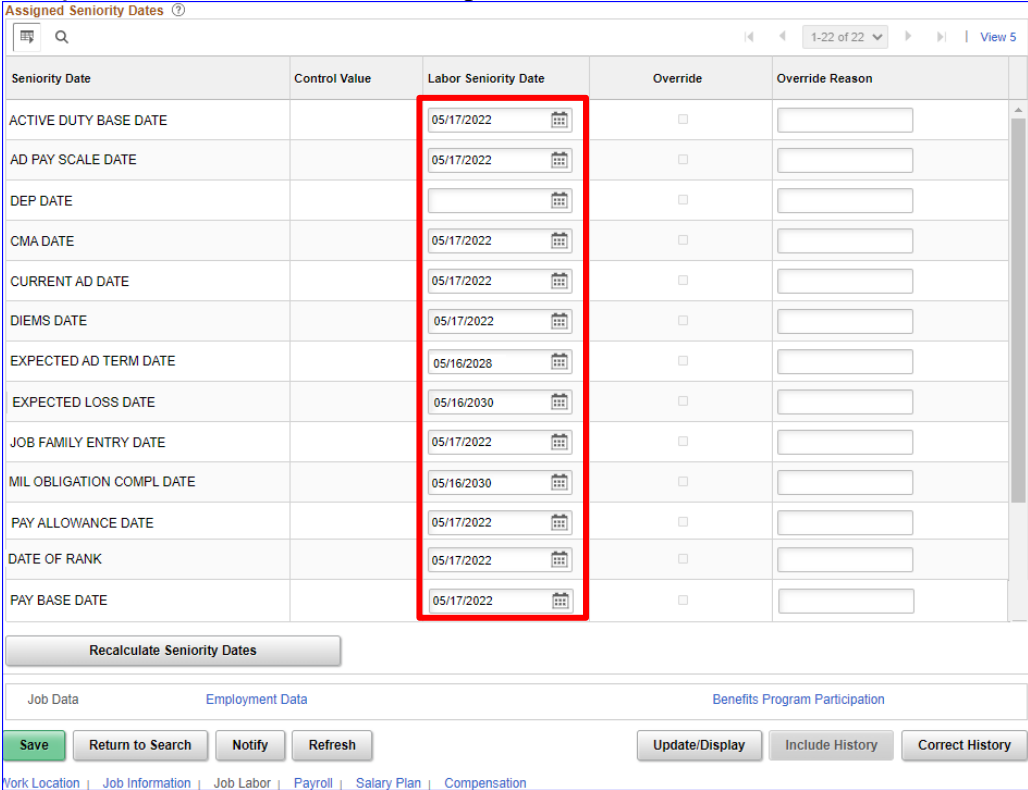
Procedures,
continued

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

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Accessing a Member, Continued

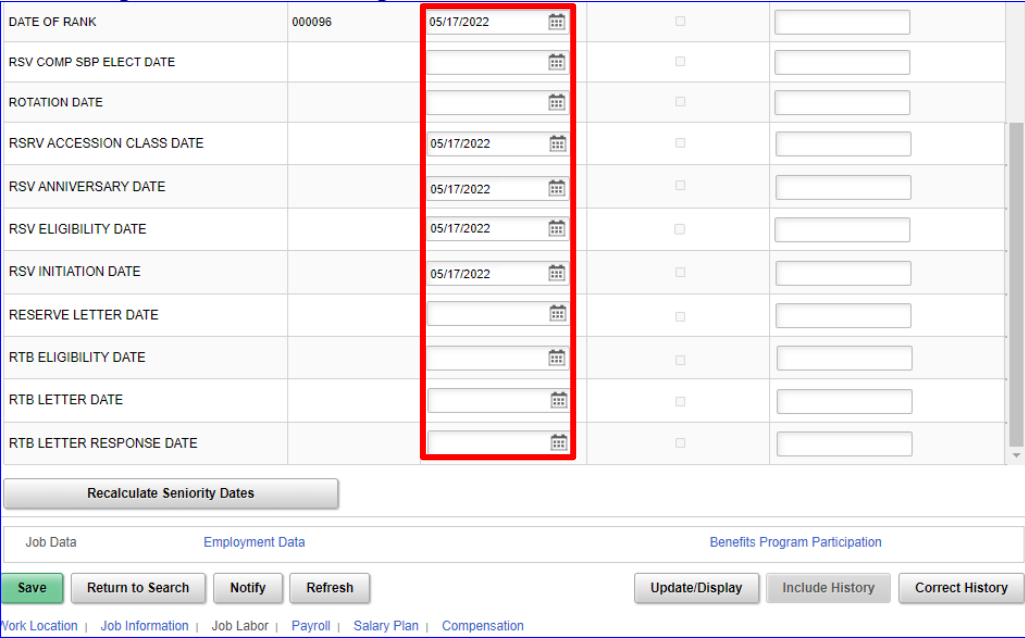
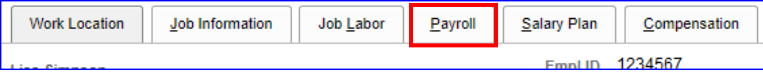
Procedures,
continued

Step	Action																																																																						
26	<p>Enter the following (split into 2 sections):</p> <ul style="list-style-type: none"> • Active Duty Base Date – Date of the hire or Oath of Office • AD Pay Scale Date – Date of the hire or Oath of Office • DEP Date – Leave blank. • CMA Date – Date of the hire or Oath of Office • Current AD Term Date – Date of the hire or Oath of Office • DIEMS Date – Date Initial Entry Military Service (any component) • Expected AD Term Date - Date of the hire or Oath of Office • Expected Loss Date – 8 years from the original DIEMS date (minus 1 day) • 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 • Date of Rank – Date of the hire or Oath of Office • Pay Base Date – Date member departs on RSV IADT orders to OCS.  <p>Assigned Seniority Dates</p> <table border="1"> <thead> <tr> <th>Seniority Date</th> <th>Control Value</th> <th>Labor Seniority Date</th> <th>Override</th> <th>Override Reason</th> </tr> </thead> <tbody> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td>05/17/2022</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td>05/17/2022</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DEP DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>CMA DATE</td> <td></td> <td>05/17/2022</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>CURRENT AD DATE</td> <td></td> <td>05/17/2022</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DIEMS DATE</td> <td></td> <td>05/17/2022</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED AD TERM DATE</td> <td></td> <td>05/16/2028</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED LOSS DATE</td> <td></td> <td>05/16/2030</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>JOB FAMILY ENTRY DATE</td> <td></td> <td>05/17/2022</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>MIL OBLIGATION COMPL DATE</td> <td></td> <td>05/16/2030</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY ALLOWANCE DATE</td> <td></td> <td>05/17/2022</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DATE OF RANK</td> <td></td> <td>05/17/2022</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td>05/17/2022</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Recalculate Seniority Dates</p> <p>Job Data Employment Data Benefits Program Participation</p> <p>Save Return to Search Notify Refresh Update/Display Include History Correct History</p> <p>York Location Job Information Job Labor Payroll Salary Plan Compensation</p>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		05/17/2022	<input type="checkbox"/>		AD PAY SCALE DATE		05/17/2022	<input type="checkbox"/>		DEP DATE			<input type="checkbox"/>		CMA DATE		05/17/2022	<input type="checkbox"/>		CURRENT AD DATE		05/17/2022	<input type="checkbox"/>		DIEMS DATE		05/17/2022	<input type="checkbox"/>		EXPECTED AD TERM DATE		05/16/2028	<input type="checkbox"/>		EXPECTED LOSS DATE		05/16/2030	<input type="checkbox"/>		JOB FAMILY ENTRY DATE		05/17/2022	<input type="checkbox"/>		MIL OBLIGATION COMPL DATE		05/16/2030	<input type="checkbox"/>		PAY ALLOWANCE DATE		05/17/2022	<input type="checkbox"/>		DATE OF RANK		05/17/2022	<input type="checkbox"/>		PAY BASE DATE		05/17/2022	<input type="checkbox"/>	
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Accessing a Member, Continued

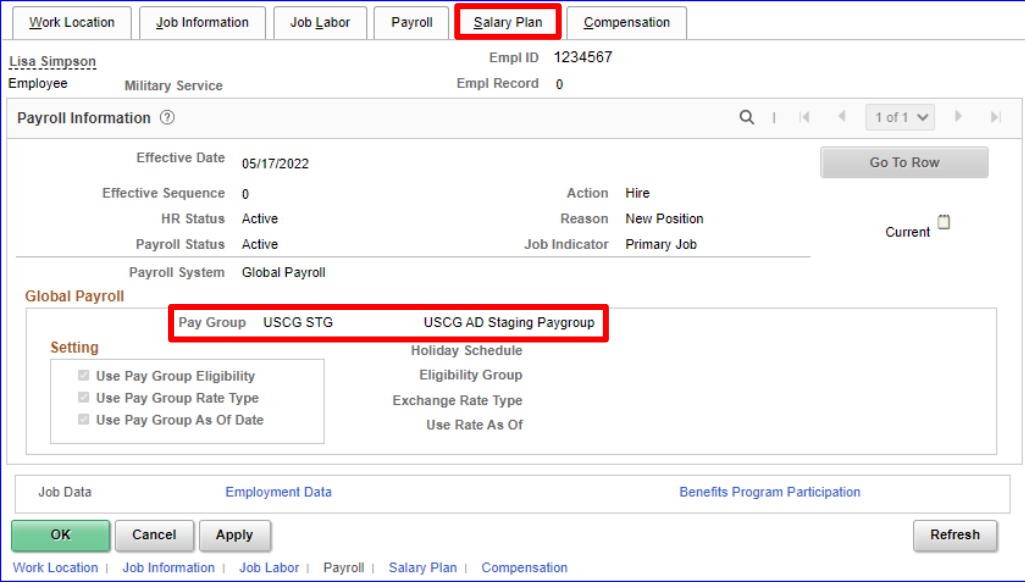
Procedures,
continued

Step	Action
<p>26 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>27</p>	<p>Select the Payroll Tab.</p> 

Continued on next page

Accessing a Member, Continued

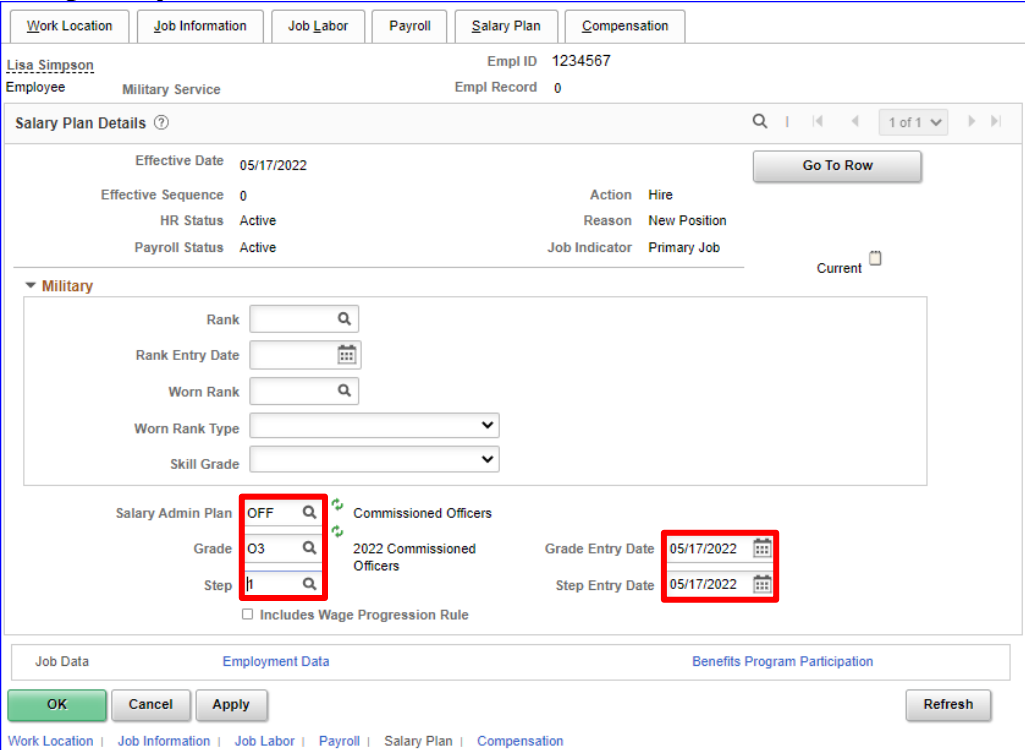
Procedures,
continued

Step	Action
28	<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' tab selected. At the top, there are tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan (highlighted), and Compensation. Below the tabs, the employee's name 'Lisa Simpson' and 'Military Service' are displayed. The 'Payroll Information' section shows an effective date of 05/17/2022 and a status of 'Active'. The 'Global Payroll' section has a 'Pay Group' dropdown set to 'USCG STG' and a 'USCG AD Staging Paygroup' dropdown. Under 'Setting', there are three checked options: 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. At the bottom, there are 'OK', 'Cancel', 'Apply', and 'Refresh' buttons.</p>

Continued on next page

Accessing a Member, Continued

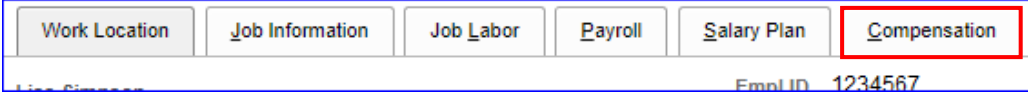
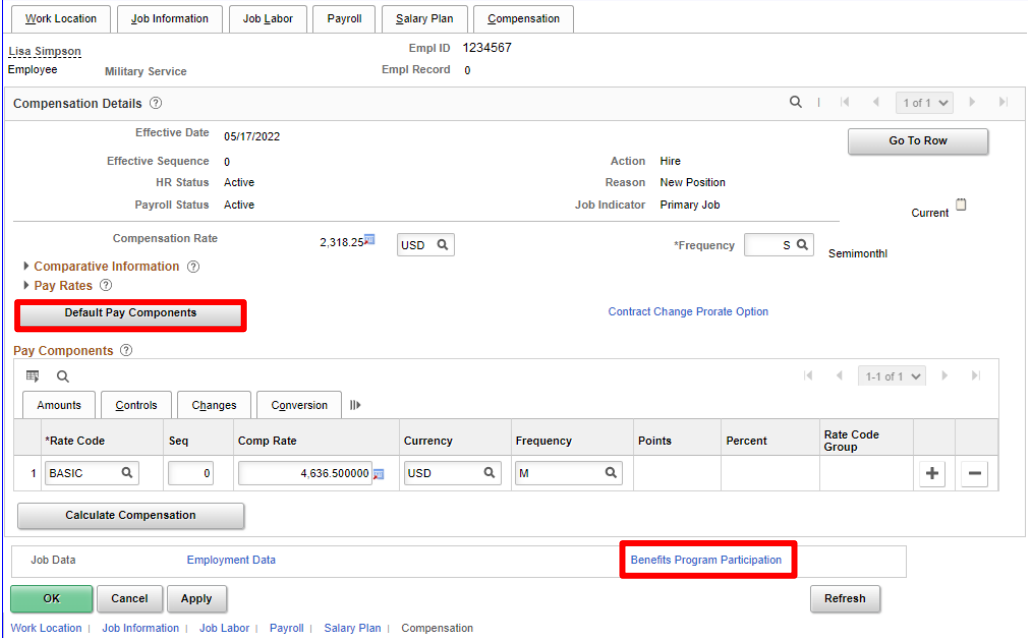
Procedures,
continued

Step	Action
29	<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

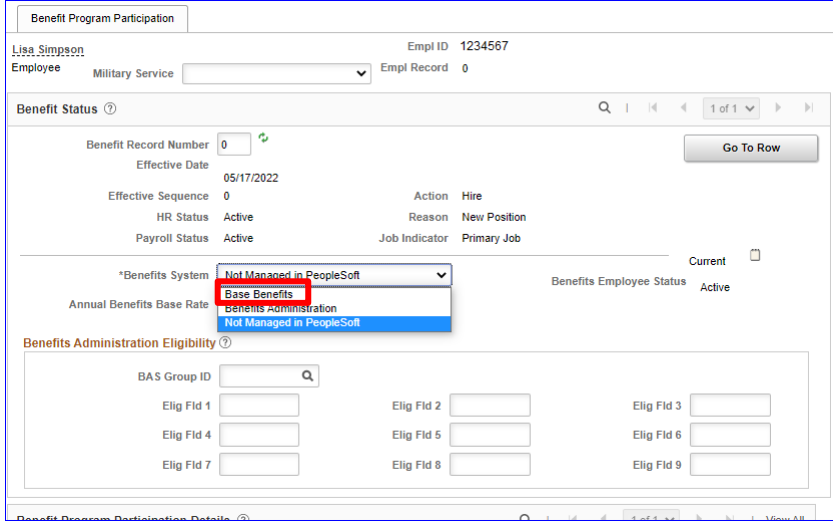
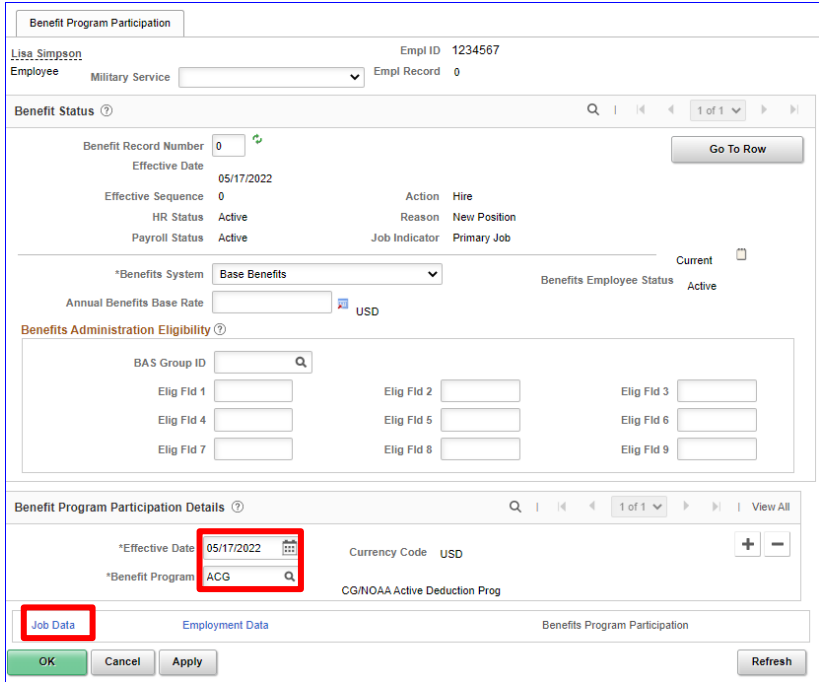
Procedures,
continued

Step	Action
30	<p>Select the Compensation tab.</p> 
31	<p>Click Default Pay Components (this updates the Compensation Rate and Frequency data). Click the Benefits Program Participation link.</p> 

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
32	<p>Benefits System – Select Base Benefits from the drop-down.</p> 
33	<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
34	<p>To submit, click OK.</p> <div data-bbox="338 521 1369 1473"> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Work Location Job Information Job Labor Payroll Salary Plan Compensation </div> <div style="padding: 5px;"> <p><u>Lisa Simpson</u> Empl ID 1234567 Employee Military Service <input type="text"/> Empl Record 0</p> <p>Work Location Details 1 of 1</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div> <p>*Effective Date <input type="text" value="05/17/2022"/></p> <p>Effective Sequence <input type="text" value="0"/></p> <p>HR Status <input type="text" value="Active"/></p> <p>Payroll Status <input type="text" value="Active"/></p> </div> <div> <p>*Action <input type="text" value="Hire"/></p> <p>Reason <input type="text" value="New Position"/></p> <p>*Job Indicator <input type="text" value="Primary Job"/></p> </div> <div style="text-align: right;"> <p>Go To Row <input type="button" value="+"/> <input type="button" value="-"/></p> </div> </div> <p style="text-align: center;"><input type="button" value="Calculate Status and Dates"/></p> <hr/> <div style="display: flex; justify-content: space-between;"> <div> <p>Position Number <input type="text" value="00055420"/> RESERVE UNBUDGETED POSITION</p> <p><input type="button" value="Use Position Data"/></p> <p>Position Entry Date <input type="text" value="05/17/2022"/></p> <p><input type="checkbox"/> Position Management Record</p> <p>*Regulatory Region <input type="text" value="RSV"/> Reservists</p> <p>*Company <input type="text" value="ACG"/> UNITED STATES COAST GUARD</p> <p>*Business Unit <input type="text" value="OFFCG"/> Officer CG</p> <p>*Department <input type="text" value="002817"/> PSC RPM-3 IRR</p> <p>Department Entry Date <input type="text" value="05/17/2022"/></p> <p>*Location <input type="text" value="DC0354"/> PERSONNEL SERVICE CENTER</p> <p>Establishment ID <input type="text" value="USCG"/> Active CG Date Created 05/17/2022</p> </div> <div style="text-align: right;"> <p>Current <input type="button" value="🗑"/></p> </div> </div> <hr/> <p>Last Start Date <input type="text" value="05/17/2022"/></p> <p>Expected Job End Date <input type="text"/></p> <p>▼ Military</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Reserve Class Code <input type="text" value="I"/> Inact Du Officer w/in 8 yr obl</p> <p>Component Category <input type="text" value="N"/> Not Applicable</p> </div> <hr/> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Job Data Employment Data Benefits Program Participation </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/> <input type="button" value="Refresh"/> </div> <div style="font-size: small; border-top: 1px solid black; padding-top: 2px;"> Work Location Job Information Job Labor Payroll Salary Plan Compensation </div> </div> </div> </div>

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
35	<p>Several Messages will display (randomly ordered). Click OK for each one (wait for the “processing-circle-of-death” to finish).</p> <div data-bbox="339 562 1370 763" style="border: 1px solid gray; padding: 5px;"> <p>Warning -- Head count of 1366 exceeds maximum head count of 0 for position. (1000,156) 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> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="339 786 1082 1010" style="border: 1px solid gray; padding: 5px;"> <p>Warning -- Compensation Frequency has been updated. (1010,264) Compensation Frequency has been updated.</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="339 1032 1370 1256" style="border: 1px solid gray; padding: 5px;"> <p>Warning -- Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32) A minimum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel falls below that minimum. If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="339 1279 1126 1480" style="border: 1px solid gray; padding: 5px;"> <p>JOB DATA CMP EMPLID : 1234567 COMPANY ACG ACTION HIR (0,0)</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
36	<p>After a successful completion you will be returned to the Organizational Relationships tab. Return to the Direct Access home page.</p> 
37	<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

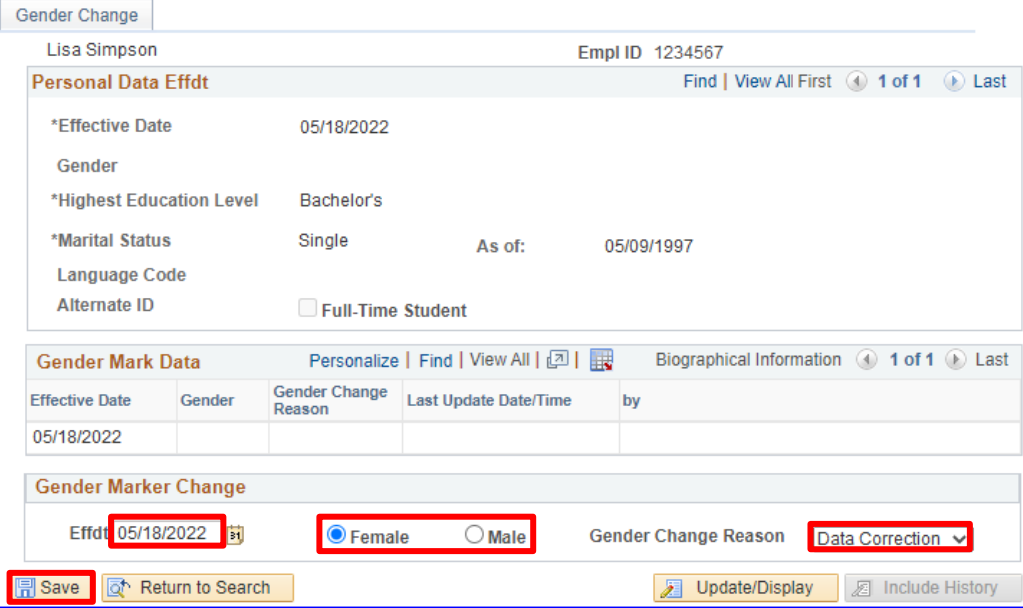
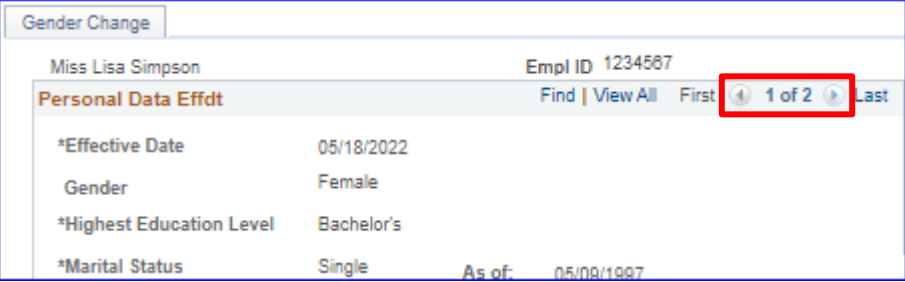
Procedures,
continued

Step	Action
38	<p>Enter the Empl ID and click Search. The Include History box is already checked.</p> <div data-bbox="341 562 1072 1106" style="border: 1px solid blue; padding: 5px;"> <p>Personal Gender Change Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Name begins with ▼</p> <p>Last Name begins with ▼</p> <p>Second Last Name begins with ▼</p> <p>Alternate Character Name begins with ▼</p> <p>Middle Name begins with ▼</p> <p>Business Unit begins with ▼</p> <p>Department Set ID begins with ▼</p> <p>Department begins with ▼</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div>

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Accessing a Member, Continued

Procedures,
continued

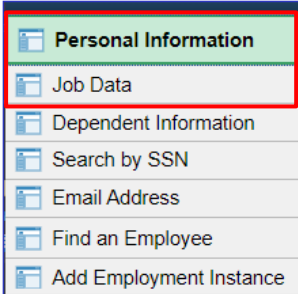
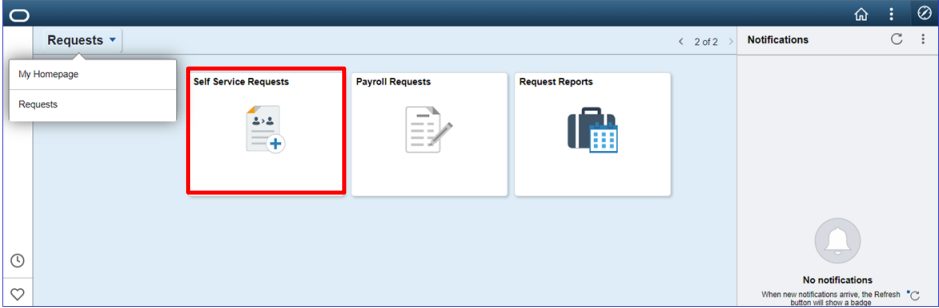
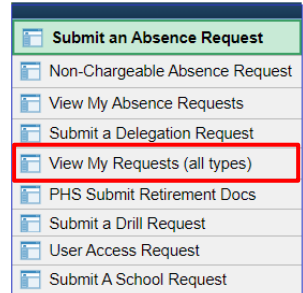
Step	Action
<p>39</p>	<p>The Gender Change tab will display. The Gender Marker Change Effdt must be the day after your date of entry. This date cannot be backdated.</p> <p>Select the appropriate Gender radio button and select Data Correction from the Gender Change Reason drop-down (used for entering 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' tab for member Lisa Simpson (Empl ID 1234567). It includes sections for 'Personal Data Effdt' and 'Gender Mark Data'. In the 'Gender Marker Change' section, the 'Effdt' is set to 05/18/2022, 'Gender' is selected as Female, and 'Gender Change Reason' is set to Data Correction. The 'Save' button is highlighted with a red box.</p>
<p>40</p>	<p>Now showing 1 of 2 rows.</p>  <p>The screenshot shows the updated 'Gender Change' form for Miss Lisa Simpson (Empl ID 1234567). The 'Gender' is now listed as Female. The '1 of 2' indicator in the top right corner 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>Before approving the accession, review/audit the information by clicking on the Personal Information and the Job Data options.</p> 
2	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p> 
2.5	<p>Select the View My Requests (all types) option.</p> 

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Approving an Accession, Continued

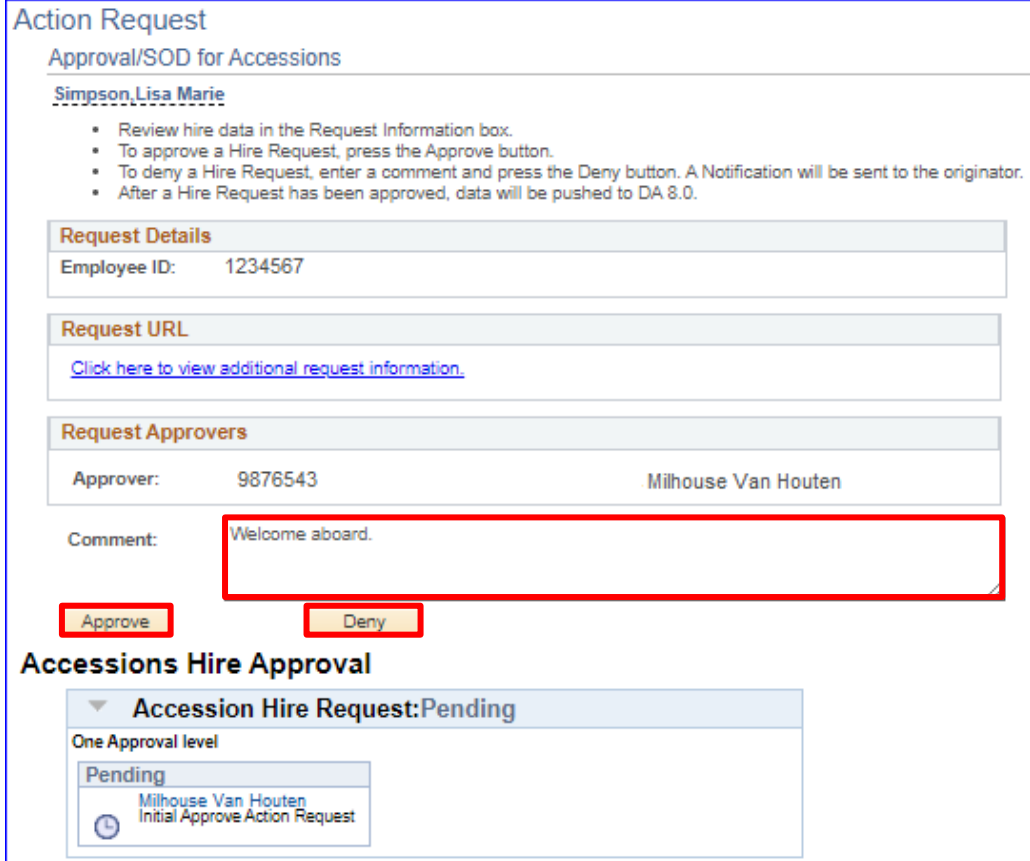
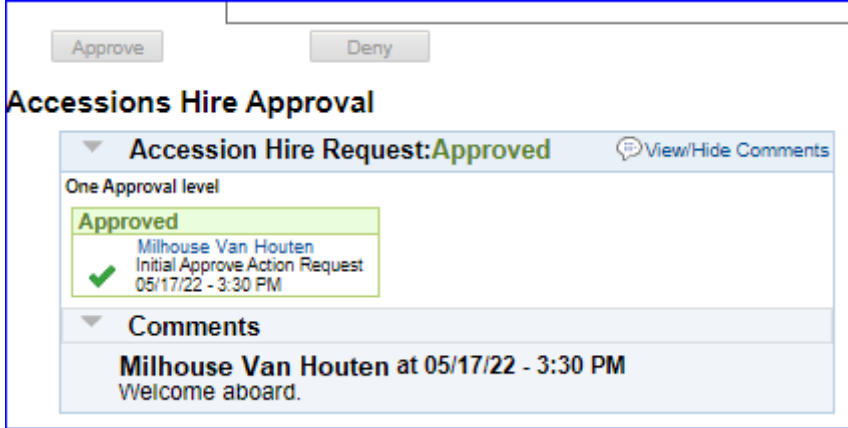
Procedures,
continued

Step	Action																						
3	<p>Select the Requests I am Approver For radio button. You may narrow the search by filling in Transaction Name, Status and Dates. Click Populate Grid.</p> <div data-bbox="338 595 1369 1196" 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"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> Populate Grid Refresh </p> </div>																						
4	<p>Click the Approve/Deny link for the Accession you are approving.</p> <div data-bbox="338 1267 1369 1361" style="border: 1px solid blue; padding: 5px;"> <table border="1"> <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="border: 1px solid red;">Approve/Deny</td> </tr> </tbody> </table> <p>Order Approvals Personalize Find View All 1-4 of 4 First 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

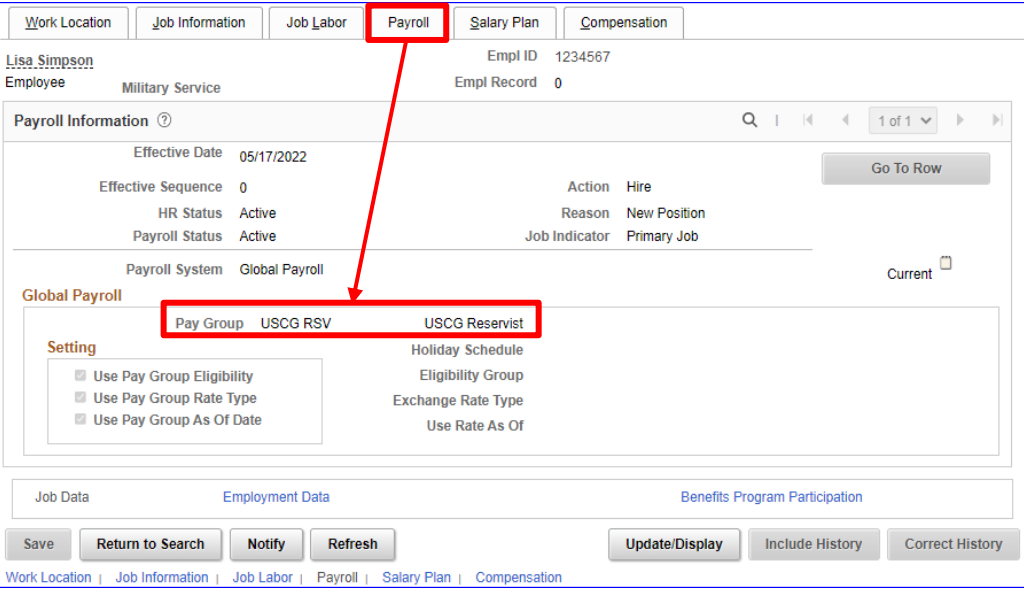
Procedures,
continued

Step	Action
5	<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>
6	<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


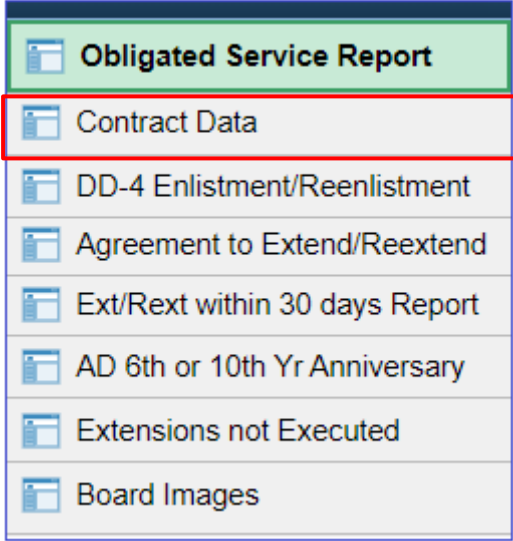
Procedures,
continued

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 selected in the top navigation. The employee's name is Lisa Simpson, Employee ID 1234567, and Military Service. The 'Payroll Information' section shows an effective date of 05/17/2022 and a status of 'Active'. The 'Global Payroll' section shows the 'Pay Group' as 'USCG RSV' and 'USCG Reservist'. There are checkboxes for 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.</p>

Entering Contract Data

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

Procedures See below.

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

Continued on next page

Entering Contract Data, Continued


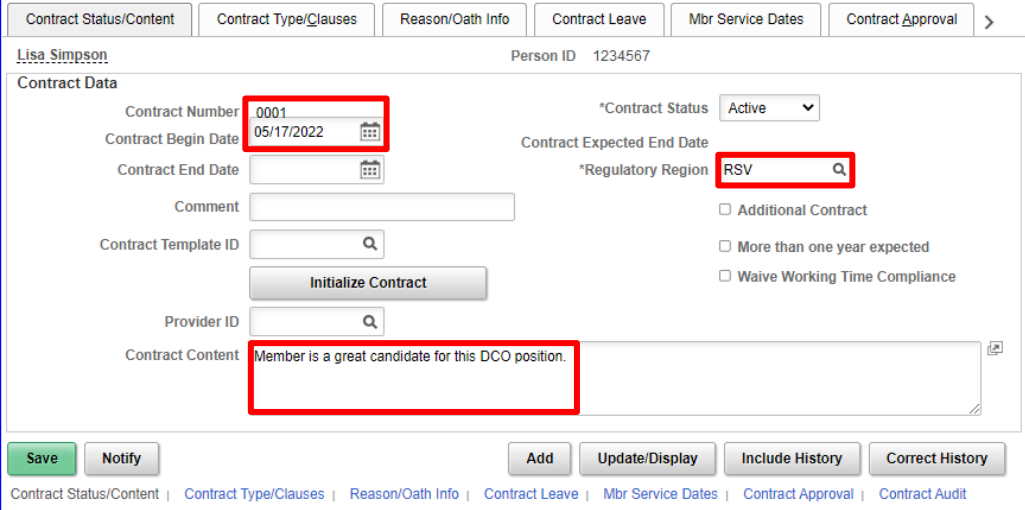
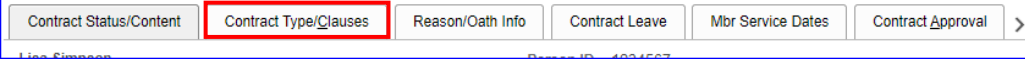
Procedures,
continued

Step	Action
2	<p>Click the Add a New Value tab.</p> <div data-bbox="338 495 1291 1232" 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
3	<p>Enter the Empl ID and the Contract Number (First Contract = 0001). Click Add.</p> 
4	<p>The Contract Status/Content tab displays with the Contract Number (Ex. 0001).</p> <ul style="list-style-type: none"> • Contract Begin Date – Verify it is the date of hire. • Regulatory Region – Select from the lookup icon (in this case RSV). • Contract Content – A statement is required. 
5	<p>Select the Contract Type/Clauses tab.</p> 

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Entering Contract Data, Continued

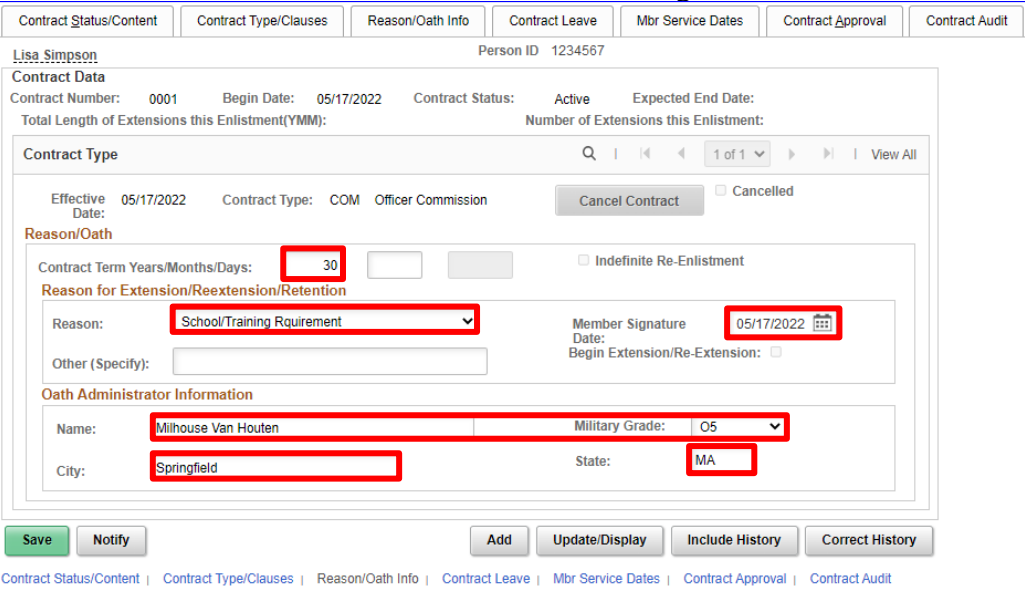

Procedures,
continued

Step	Action
<p>6</p>	<p>Enter only these fields:</p> <ul style="list-style-type: none"> • Contract Type – Select COM (Officer Commission) from the drop-down. • Comment – Enter any contractual specific reasons (if any).  <p>The screenshot shows a web interface for entering contract data for Lisa Simpson (Person ID 1234567). The 'Contract Data' section includes fields for Contract Number (0001), Begin Date (05/17/2022), and Contract Status (Active). The 'Contract Type' dropdown is set to 'COM' (Officer Commission). The 'Contract Clauses' section has a 'Seq Nbr' of 1 and a 'Comment' field that is highlighted with a red box. The 'Reason/Oath Info' tab is selected in the navigation bar at the bottom.</p>
<p>7</p>	<p>Select the Reason/Oath Info tab.</p>  <p>The screenshot shows the navigation bar with tabs for 'Contract Status/Content', 'Contract Type/Clauses', 'Reason/Oath Info', 'Contract Leave', 'Mbr Service Dates', 'Contract Approval', and 'Contract Audit'. The 'Reason/Oath Info' tab is highlighted with a red box.</p>

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Entering Contract Data, Continued

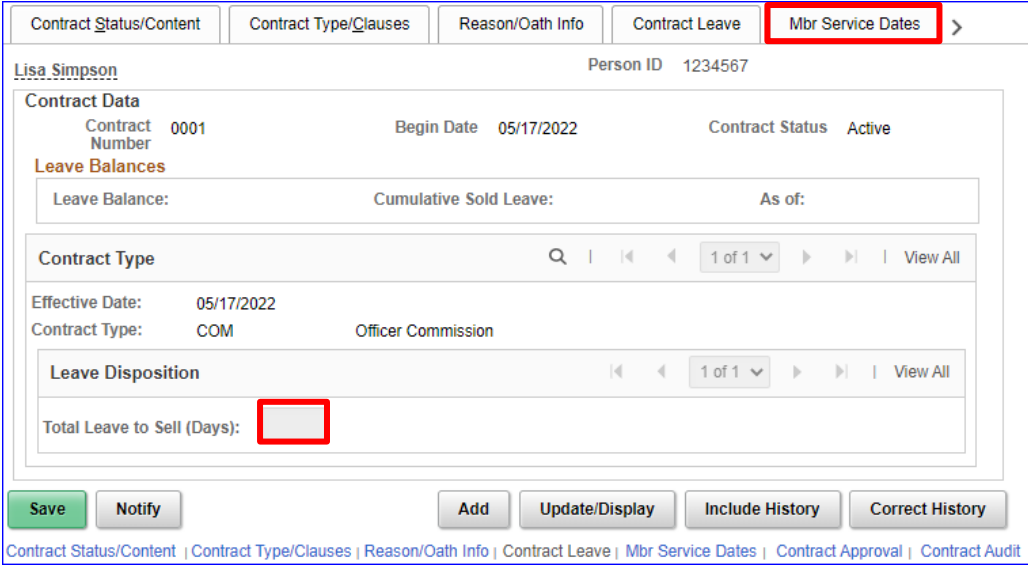

Procedures,
continued

Step	Action
<p>8</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>9</p>	<p>Select the Contract Leave tab.</p> 

Continued on next page

Entering Contract Data, Continued

Procedures,
continued

Step	Action
<p>10</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 'Total Leave to Sell (Days)' field is greyed out and highlighted with a red box. The 'Mbr Service Dates' tab is also highlighted with a red box.</p>
<p>11</p>	<p>Click View All on the Assigned Seniority Dates.</p>  <p>The screenshot shows the 'Assigned Seniority Dates' section. The 'View All' button is highlighted with a red box.</p>

Continued on next page

Entering Contract Data, Continued


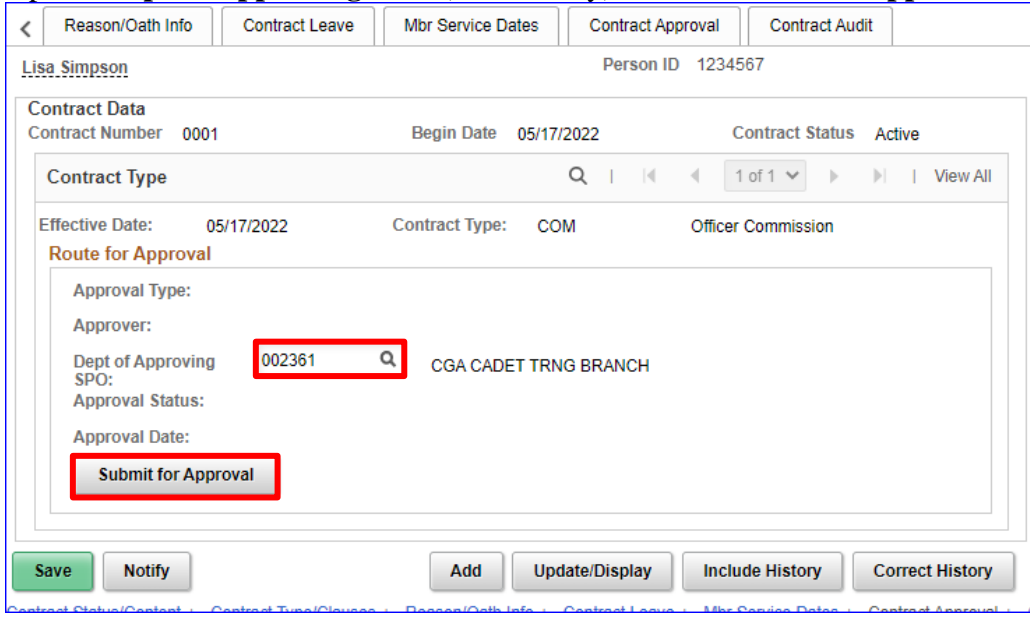
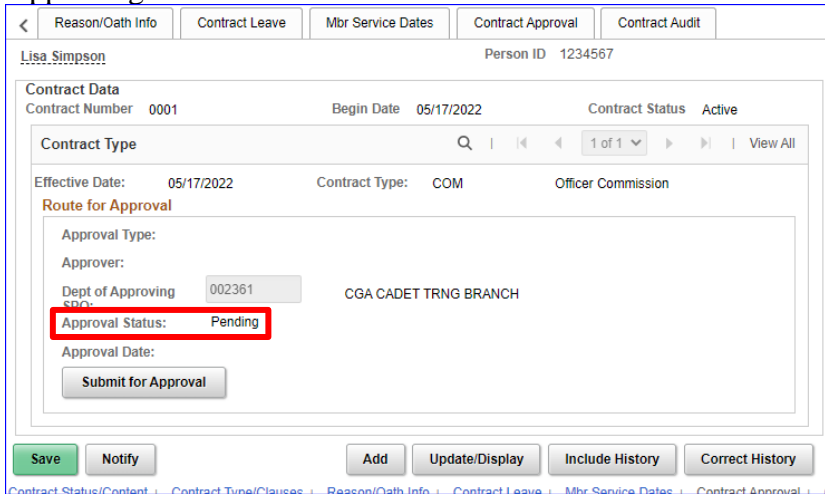
Procedures,
continued

Step	Action																																														
12	<p>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="341 562 1369 1906" style="border: 1px solid blue; padding: 5px;"> <p>Assigned Seniority Dates</p> <div style="text-align: right; margin-bottom: 5px;"> 1-22 of 22 View 12 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Seniority Date</th> <th style="width: 50%;">Labor Seniority Date</th> </tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td>05/17/2022</td></tr> <tr><td>AD PAY SCALE DATE</td><td>05/17/2022</td></tr> <tr><td>DEP DATE</td><td></td></tr> <tr><td>COMMISSION DATE</td><td>05/17/2022</td></tr> <tr><td>DIEMS DATE</td><td>05/17/2022</td></tr> <tr><td>RSV DRILL OBLIGATION DATE</td><td></td></tr> <tr><td>EXPECTED LOSS DATE</td><td>05/17/2052</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>05/17/2022</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>05/16/2030</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>05/17/2022</td></tr> <tr><td>PAY BASE DATE</td><td>05/17/2022</td></tr> <tr><td>DATE OF RANK</td><td>05/17/2022</td></tr> <tr><td>RSV COMP SBP ELECT DATE</td><td></td></tr> <tr><td>ROTATION DATE</td><td></td></tr> <tr><td>RSRV ACCESSION CLASS DATE</td><td>05/17/2022</td></tr> <tr><td>RSV ANNIVERSARY DATE</td><td>05/17/2022</td></tr> <tr><td>RSV ELIGIBILITY DATE</td><td>05/17/2022</td></tr> <tr><td>RSV INITIATION DATE</td><td>05/17/2022</td></tr> <tr><td>RESERVE LETTER DATE</td><td></td></tr> <tr><td>RTB ELIGIBILITY DATE</td><td></td></tr> <tr><td>RTB LETTER DATE</td><td></td></tr> <tr><td>RTB LETTER RESPONSE DATE</td><td></td></tr> </tbody> </table> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> 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	
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Entering Contract Data, Continued

Procedures,
continued

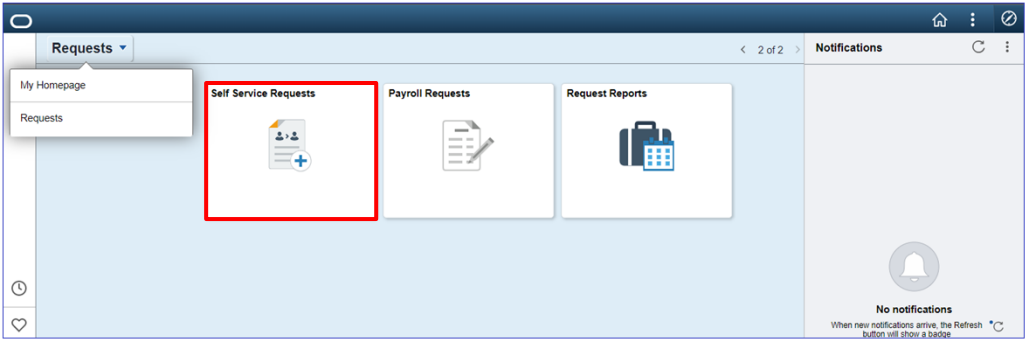
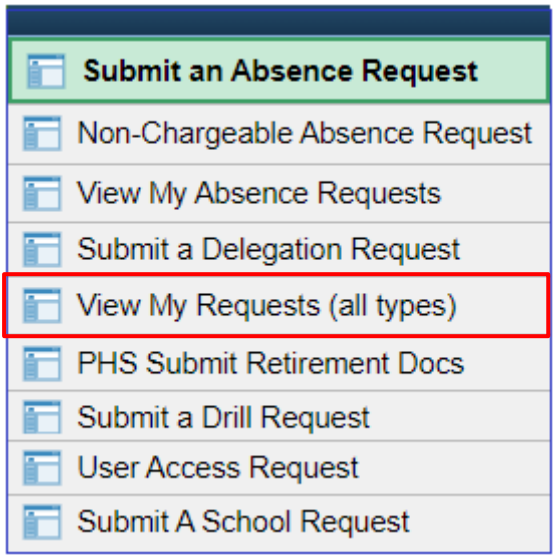
Step	Action
13	<p>Select the Contract Approval tab.</p> 
14	<p>Update Dept of Approving SPO (if necessary). Click Submit for Approval.</p> 
15	<p>The Approval Status updates to Pending and the contract will be routed to the Approving SPO.</p> 

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> 
1.5	<p>Select the View My Requests (all types) option.</p> 

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Approving a Contract, Continued

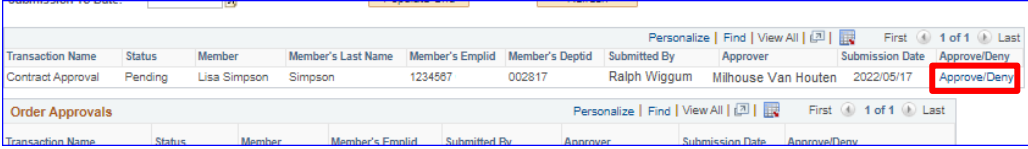
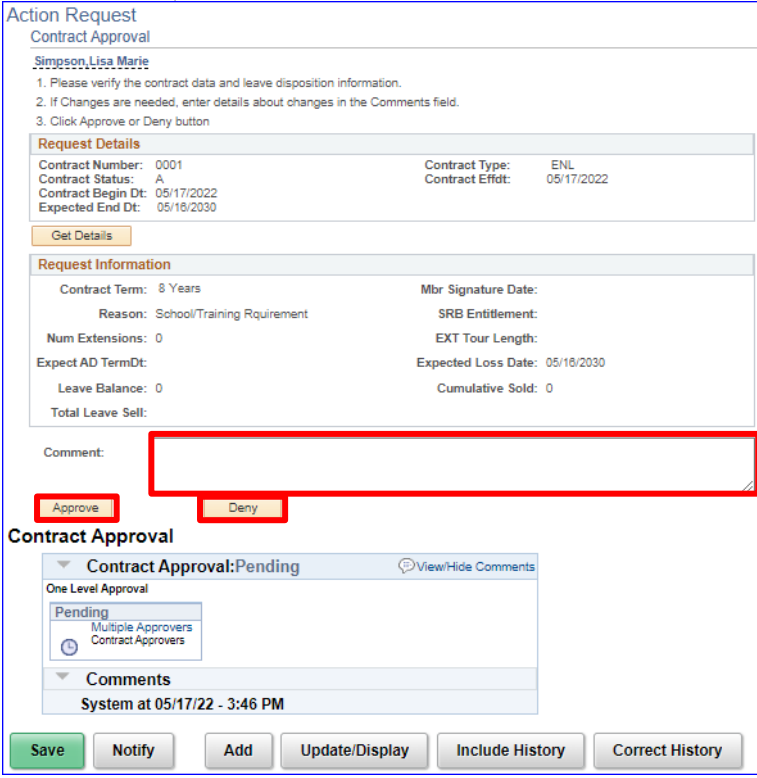
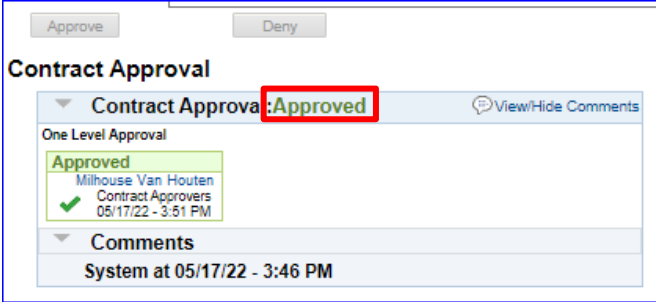
Procedures,
continued

Step	Action
2	<p>Select the Requests I am Approver For radio button. You may narrow the search by filling in Transaction Name, Status and Dates. Click Populate Grid.</p> <div data-bbox="339 566 1366 1160" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Milhouse Van Houten</u></p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: All Transactions ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: <input style="border: 1px solid red;" type="text"/> <small>DT</small></p> <p>Submission To Date: <input style="border: 1px solid red;" type="text"/> <small>DT</small></p> <p style="text-align: right;"> <input style="border: 1px solid red; margin-right: 20px;" type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div>

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Approving a Contract, Continued

Procedures,
continued


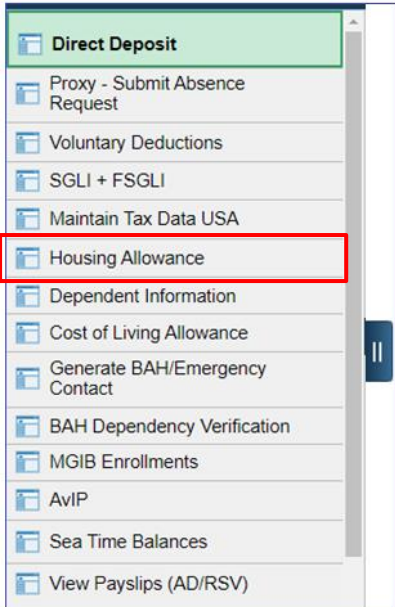
Step	Action
3	<p>Click the Approve/Deny link for the Contract you are approving.</p>  <p>The screenshot shows a table with columns: Transaction Name, Status, Member, Member's Last Name, Member's Emplid, Member's Deptid, Submitted By, Approver, Submission Date, and Approve/Deny. The 'Approve/Deny' link for the first row is highlighted with a red box.</p>
4	<p>Enter any needed Comments and select either Approve or Deny (returns it to the HRS user).</p>  <p>The screenshot shows the 'Action Request' form. It includes sections for 'Request Details' (Contract Number: 0001, Contract Status: A, Contract Begin Dt: 05/17/2022, Expected End Dt: 05/16/2030), 'Request Information' (Contract Term: 8 Years, Reason: School/Training Requirement, etc.), and a 'Comment' field. Below the comment field are 'Approve' and 'Deny' buttons, both highlighted with red boxes.</p>
5	<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>  <p>The screenshot shows the 'Contract Approval' summary. The status is 'Approved', highlighted with a red box. The approval is by Milhouse Van Houten on 05/17/22 at 3:51 PM. The 'Approve' and 'Deny' buttons at the top are greyed out.</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
<p>1</p>	<p>Click on the Active/Reserve Pay tile.</p>  <p>The image shows a square tile with a blue border. At the top, the text 'Active/Reserve Pay' is written in a bold, blue, sans-serif font. Below the text is a graphic of a blue and white globe with a green rectangular box overlaid on the bottom right, containing three white circles.</p>
<p>1.5</p>	<p>Select the Housing Allowance option.</p>  <p>The image is a screenshot of a vertical menu. The menu items are listed from top to bottom: Direct Deposit, 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). The 'Housing Allowance' item is highlighted with a red rectangular border.</p>

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BAH and Direct Deposit, Continued

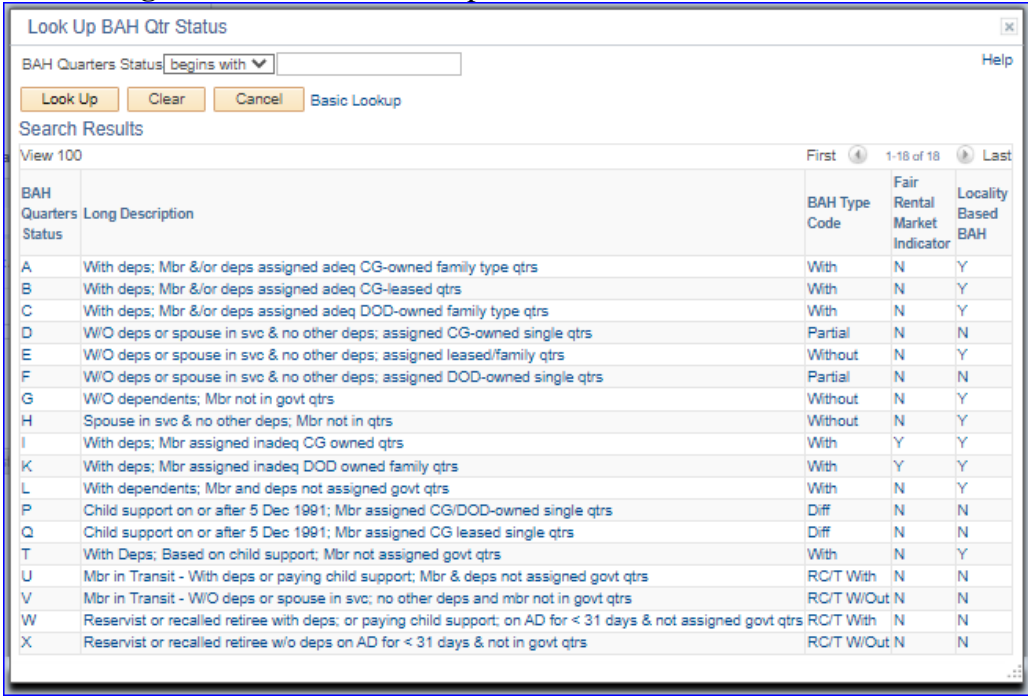
Procedures,
continued

Step	Action
2	<p data-bbox="336 495 820 524">Enter the Empl ID and click Search.</p> <div data-bbox="336 524 1115 1149" style="border: 1px solid black; padding: 5px;"> <p data-bbox="344 533 564 562">Housing Allowance</p> <p data-bbox="344 571 1110 595">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="360 622 571 647">Find an Existing Value</p> <p data-bbox="352 674 536 698">▼ Search Criteria</p> <p data-bbox="507 725 956 750">Empl ID begins with ▼ 1234567</p> <p data-bbox="461 761 956 786">Empl Record = ▼</p> <p data-bbox="520 795 956 819">Name begins with ▼</p> <p data-bbox="480 828 956 853">Last Name begins with ▼</p> <p data-bbox="408 862 956 887">Second Last Name begins with ▼</p> <p data-bbox="349 896 956 920">Alternate Character Name begins with ▼</p> <p data-bbox="456 929 956 954">Middle Name begins with ▼</p> <p data-bbox="453 963 956 987">Business Unit begins with ▼</p> <p data-bbox="413 996 979 1021">Department Set ID begins with ▼ 🔍</p> <p data-bbox="472 1030 979 1055">Department begins with ▼ 🔍</p> <p data-bbox="349 1064 895 1088"> <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p data-bbox="352 1108 935 1133"> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> </div>

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BAH and Direct Deposit, Continued

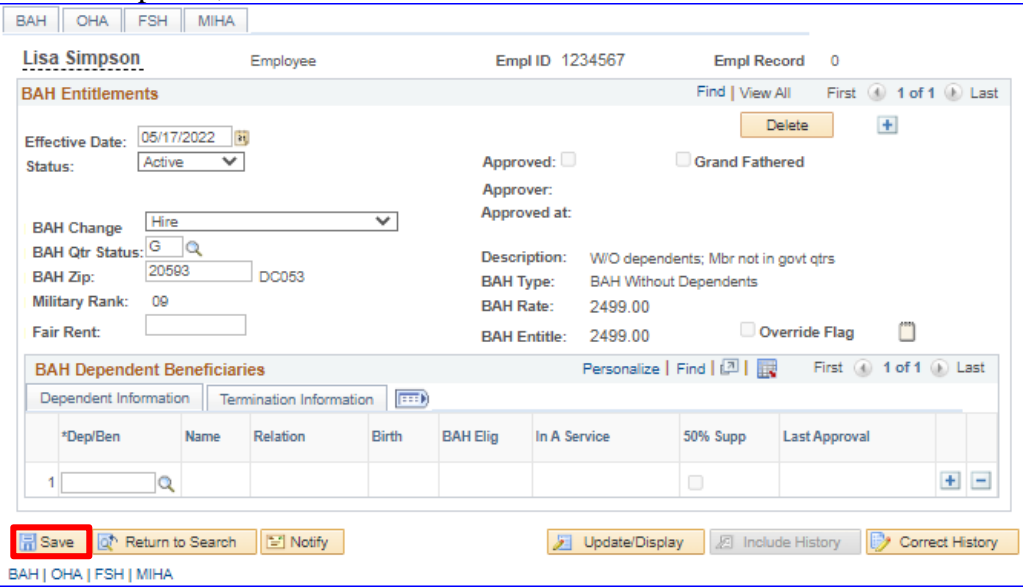
Procedures,
continued

Step	Action																																																																																															
3	<p>Follow the Basic Allowance for Housing (BAH) guide for starting BAH, keeping the following in mind:</p> <ul style="list-style-type: none"> • For married members, ensure dependents are entered in DA prior to starting a BAH row. • BAH With cannot be entered without eligible dependents. • Pay special attention to a recruit that is married member to member, to ensure that BAH With is only being paid as authorized. • For recruits authorized BAH With, utilize the zip code on the dependency worksheet, vice the recruit’s contract. • Recruits are authorized BAH, not OHA. • If dependents live somewhere that BAH does not exist, recruits will receive 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 1093 1369 1787"> <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; 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BAH and Direct Deposit, Continued

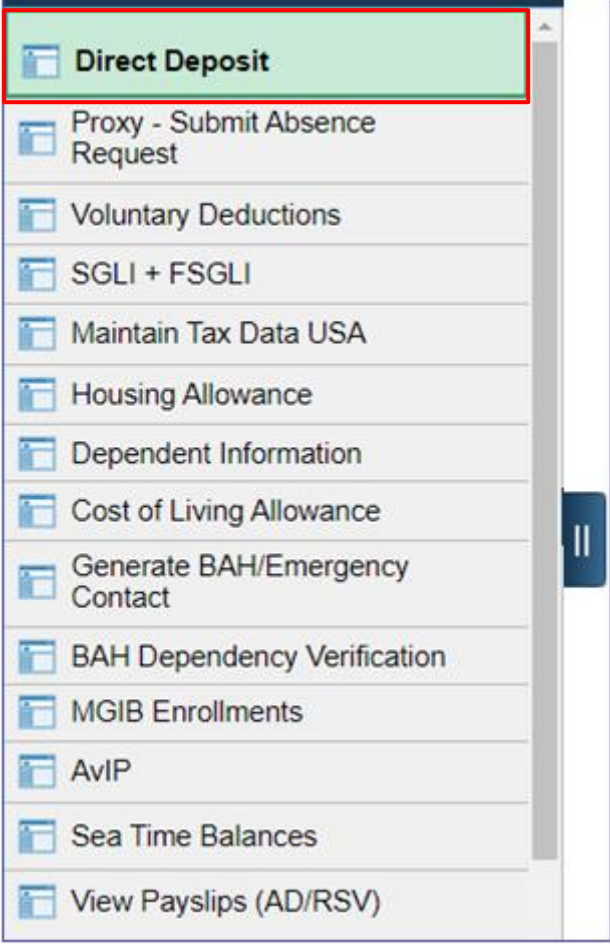
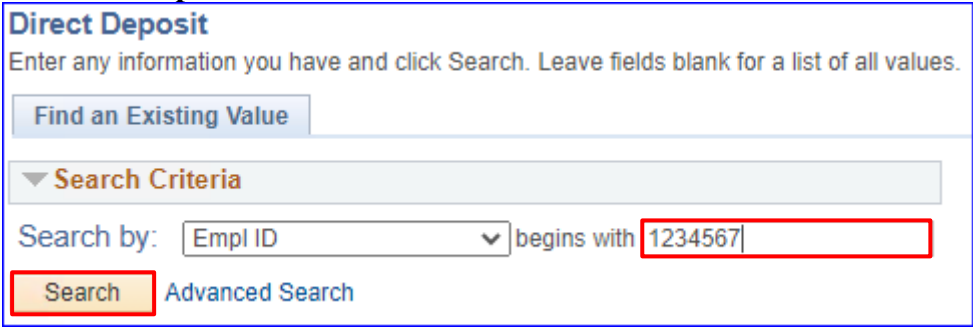
Procedures,
continued

Step	Action
4	<p>When completed, click Save.</p>  <p>The screenshot displays the 'BAH Entitlements' form for employee Lisa Simpson (Empl ID 1234567). The form includes the following fields and options:</p> <ul style="list-style-type: none"> Effective Date: 05/17/2022 Status: Active BAH Change: Hire BAH Qtr Status: G BAH Zip: 20593 Military Rank: 09 Fair Rent: (empty) BAH Entitle: 2499.00 BAH Type: BAH Without Dependents BAH Rate: 2499.00 BAH Entitlements: 2499.00 <p>At the bottom of the form, the Save button is highlighted with a red box. Other buttons include 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.</p>

Continued on next page

BAH and Direct Deposit, Continued

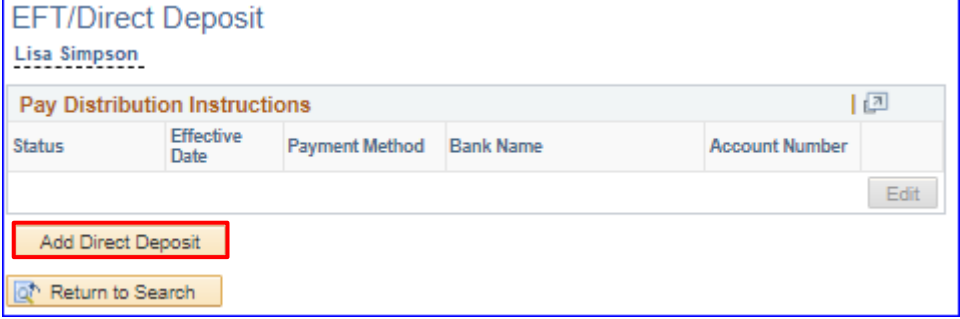
Procedures,
continued

Step	Action
5	<p>Without leaving the screen, select the Direct Deposit option.</p>  <p>The screenshot shows a vertical menu with the following items: Direct Deposit (highlighted in green), 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).</p>
6	<p>Enter the Empl ID and click Search.</p>  <p>The screenshot shows the 'Direct Deposit' search page. It includes a 'Find an Existing Value' button, a 'Search Criteria' dropdown, a 'Search by:' dropdown set to 'Empl ID', a text input field containing '1234567', and a 'Search' button.</p>

Continued on next page

BAH and Direct Deposit, Continued

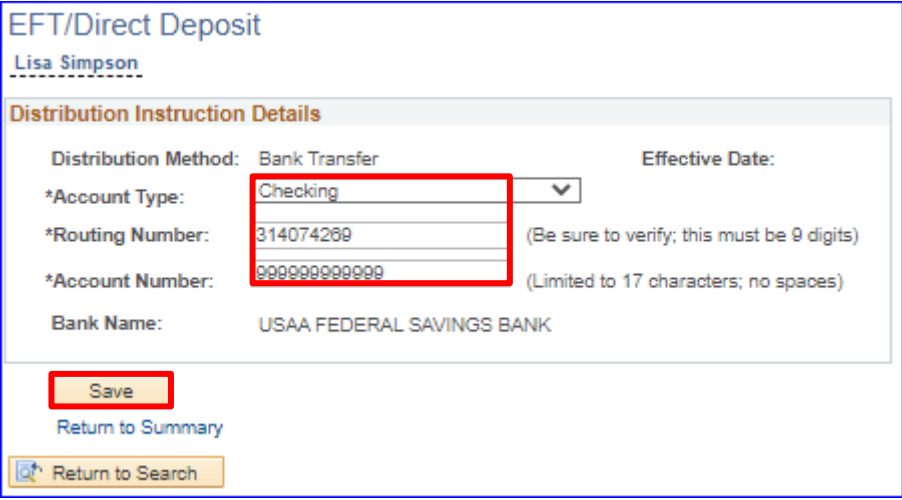
Procedures,
continued

Step	Action
7	<p>Click Add Direct Deposit.</p>  <p>The screenshot displays the 'EFT/Direct Deposit' section for 'Lisa Simpson'. Below the name is a table titled 'Pay Distribution Instructions' with columns for 'Status', 'Effective Date', 'Payment Method', 'Bank Name', and 'Account Number'. An 'Edit' button is located to the right of the table. A red box highlights the 'Add Direct Deposit' button, and a 'Return to Search' button is visible at the bottom left of the interface.</p>

Continued on next page

BAH and Direct Deposit, Continued

Procedures,
continued

Step	Action
<p>8</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>9</p>	<p>The Pay Distributions Instructions will display with the new data.</p> 