

Rehire – Into Reserves with Prior Service

Overview

Introduction This guide provides the procedures for rehiring a member with prior Coast Guard Active Duty (AD) (with or without a break in that service) or Coast Guard Reserve (with a break in that service) in Direct Access (DA).

Known Issue State Withholding Tax (SWT) reverts back to the Home of Record (HOR) address automatically after a REHIRE. **SPO's need to review/update the SWT when completing the rehire and make the appropriate data entries to avoid any tax issues.**

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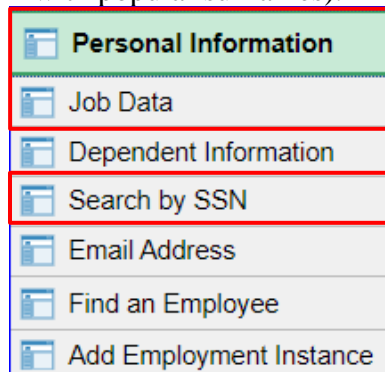
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Before you begin ANY Hire or Rehire

You must first determine whether the member is already in DA. 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).
- **Job Data** – Search by full name (this may be time consuming with popular surnames).
- **Personal Information** – Search by full name (also time consuming with popular surnames).



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Overview, Continued

Before you begin ANY Hire or Rehire, continued

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

1-1 of 1 | View All

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

Bad Example:

Empl ID	Empl Rec	Name	First Name	Last Name	SecName	Alte	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:

Search Results

View All | 1-3 of 3

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
1234567	0	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	ENLCG	00010	003333	KS0001	AD
1234567	1	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	CIVCG	00010	007800	KS0001	NOMIL
1234567	2	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	RETCG	RETCG	CGRETDEPT	CGRETLOC	RETCG

Important Information

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

After the member is rehired, transactions to effect the following must be entered by the technician and approved by the supervisor (when required):

- Pay
- Any previous entitlements
- Tax withholdings
- Direct deposit information
- Enrollment/Election completed for benefit programs (e.g. SGLI, MGIB, Family Dental, etc.)


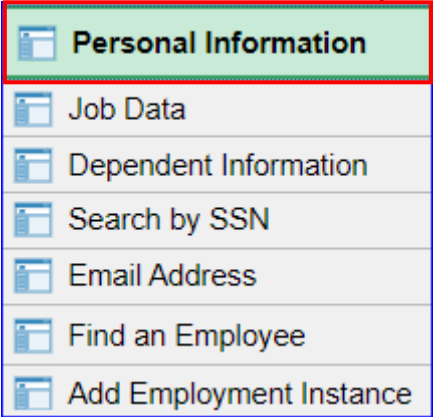
When to Request a SOCS

Rehiring the Member

Introduction This section provides the procedures for rehiring a member (with a signed Enlistment contract) with an Employee ID into the Reserves in DA.

Before You Begin Verify that the member has a **discharge Job Data row** before starting the rehire process. See: [Understanding Job Data](#)

Procedures See below.

Step	Action
1	Click on the HR Data Shortcuts Tile. 
1.5	The Personal Information option is the default display. 

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Rehiring the Member, Continued

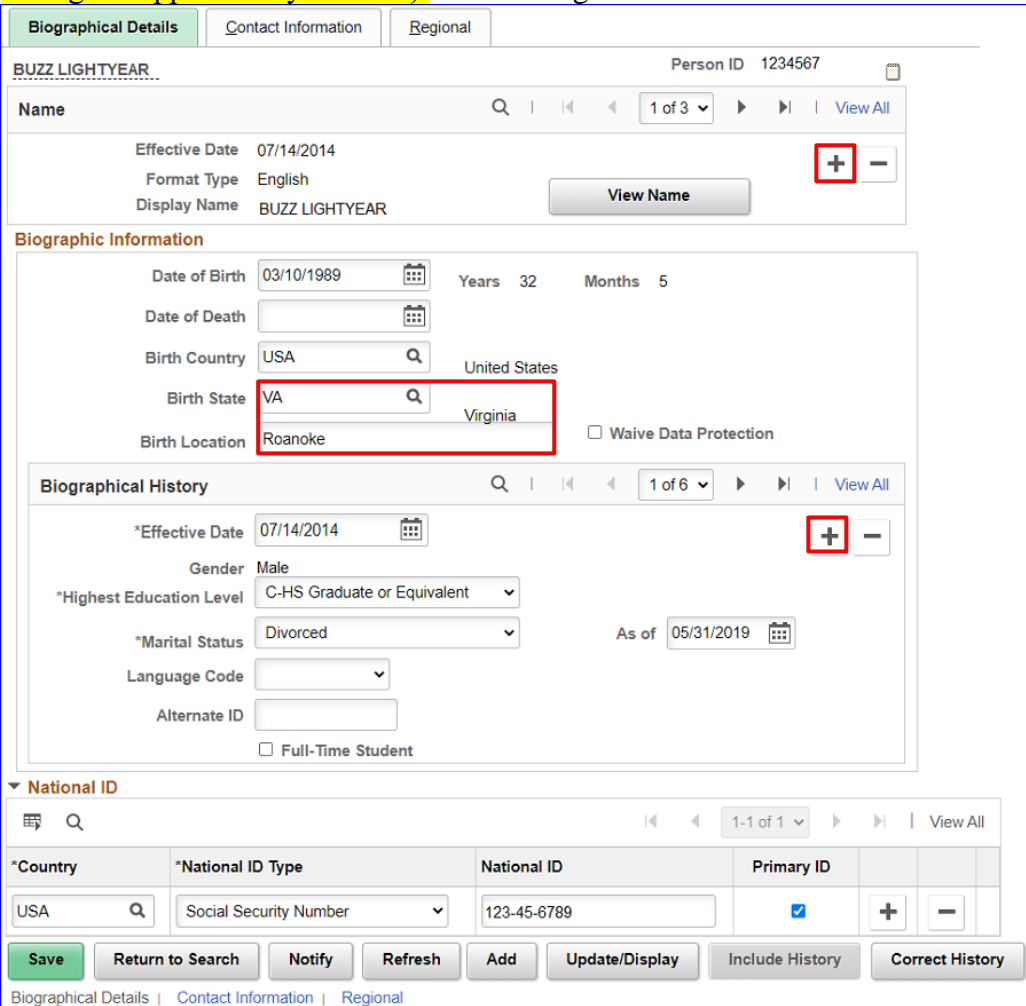
Procedures,
continued

Step	Action
2	<p>Enter the Empl ID, check the Correct History box (Include History box is optional) and click Search.</p> <div data-bbox="341 528 1177 1335" style="border: 1px solid blue; padding: 5px;"> <p>Personal Information 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 type="button" value="Add a New Value"/> </p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="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"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p> <input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input checked="" 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>

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Rehiring the Member, Continued


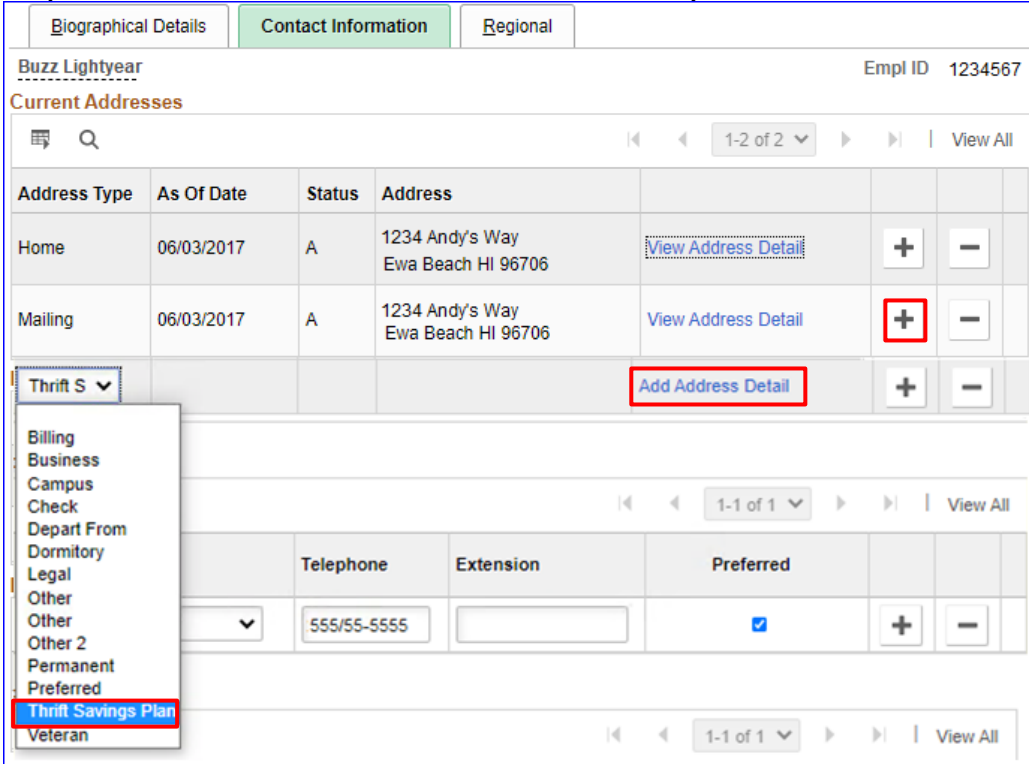

Procedures,
continued

Step	Action
3	<p>Information fields will default to previously entered data. Click View Name if changes are necessary (marriage/divorce/name change). Click the Plus buttons in the Name AND the Biographical History sections and update any incorrect, changed or missing fields.</p> <p>IMPORTANT: If the Birth State and Birth Location do not auto-populate, be sure to enter that information (the Approving Official (AO) will get an error during the approval if you don't). See Message below.</p>  <p>The screenshot displays the member profile for BUZZ LIGHTYEAR (Person ID 1234567). The 'Biographic Information' section shows the birth state as 'VA' and birth location as 'Roanoke'. The 'Biographical History' section shows the effective date as 07/14/2014. The 'National ID' section shows the country as USA and the national ID type as Social Security Number. A message box at the bottom indicates a data error: 'Birth State is Required'.</p>

Continued on next page

Rehiring the Member, Continued

Procedures,
continued

Step	Action
4	<p>Select the Contact Information tab.</p>  <p>The screenshot shows three tabs: 'Biographical Details', 'Contact Information' (highlighted with a red box), and 'Regional'. Below the tabs is the name 'Buzz Lightyear'.</p>
5	<p>All sections should default with appropriate information. If not, edit as necessary.</p> <p>NOTE: Required Address Types must include the Thrift Savings Plan (TSP) address.</p> <p>Click the Plus button and select Thrift Savings Plan from the Address Type drop-down. Click the Add Address Detail link and update the address fields.</p>  <p>The screenshot shows the 'Current Addresses' section for 'Buzz Lightyear' (Empl ID 1234567). It contains a table with columns: Address Type, As Of Date, Status, Address, and actions. Two rows are shown: 'Home' and 'Mailing', both with date '06/03/2017' and status 'A'. The 'Mailing' row has a red box around its '+' button. Below the table is a dropdown menu for 'Thrift S' with 'Thrift Savings Plan' selected and highlighted with a red box. An 'Add Address Detail' button is also highlighted with a red box.</p>
6	<p>Select the Regional tab.</p>  <p>The screenshot shows the same three tabs as in step 4, but now 'Regional' is highlighted with a red box. The name 'Buzz Lightyear' and 'Empl ID 1234567' are visible below.</p>

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Rehiring the Member, Continued

Procedures,
continued

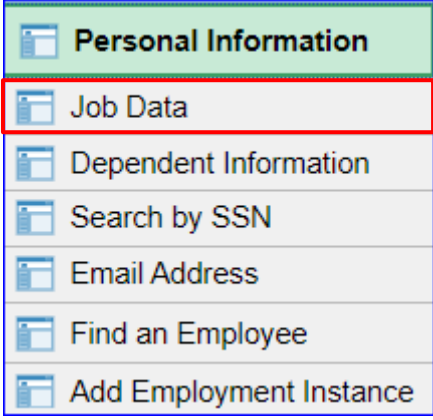
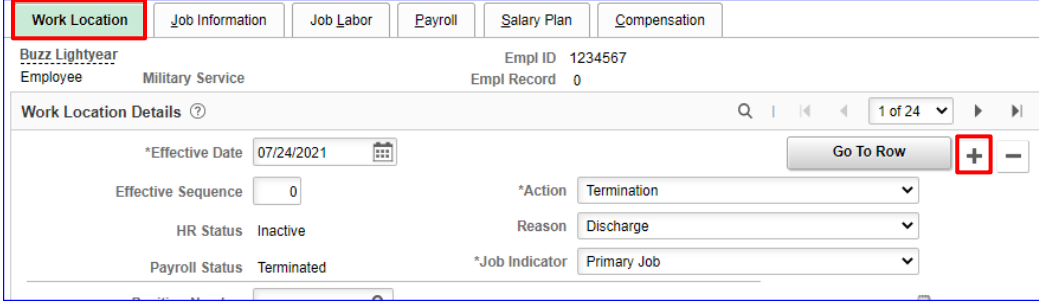
Step	Action																																				
7	<p>Verify the Ethnic Group or use the lookup icon and select the appropriate category. Click Save.</p> <p>NOTE: If the member identifies with another ethnic group, check the Primary box for the current group, click the Plus button and select the other option.</p> <div data-bbox="336 696 1206 1346"> </div> <div data-bbox="336 1375 892 1939"> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Ethnic Group</th> <th>Description</th> <th>Short Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>White</td> <td>White</td> </tr> <tr> <td>2</td> <td>Black or African American</td> <td>Black</td> </tr> <tr> <td>4</td> <td>Asian</td> <td>Asian</td> </tr> <tr> <td>5</td> <td>American Indian or Alaska Native</td> <td>Am Indian</td> </tr> <tr> <td>7</td> <td>Native Hawaiian or Other Pacific Islander</td> <td>Hawaiian</td> </tr> <tr> <td>AFRAM</td> <td>African American</td> <td>Afr Amer</td> </tr> <tr> <td>VIETNAME</td> <td>Vietnamese</td> <td>Vietnamese</td> </tr> <tr> <td>WHITE</td> <td>White</td> <td>White</td> </tr> <tr> <td>X</td> <td>Ethnic Category - Hispanic or Latino</td> <td>Hispanic</td> </tr> <tr> <td>Y</td> <td>Ethnic Category - Not Hispanic or Latino</td> <td>Not Hispanic</td> </tr> <tr> <td>YAQUI</td> <td>Yaqui</td> <td>Yaqui</td> </tr> </tbody> </table> </div>	Ethnic Group	Description	Short Description	1	White	White	2	Black or African American	Black	4	Asian	Asian	5	American Indian or Alaska Native	Am Indian	7	Native Hawaiian or Other Pacific Islander	Hawaiian	AFRAM	African American	Afr Amer	VIETNAME	Vietnamese	Vietnamese	WHITE	White	White	X	Ethnic Category - Hispanic or Latino	Hispanic	Y	Ethnic Category - Not Hispanic or Latino	Not Hispanic	YAQUI	Yaqui	Yaqui
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VIETNAME	Vietnamese	Vietnamese																																			
WHITE	White	White																																			
X	Ethnic Category - Hispanic or Latino	Hispanic																																			
Y	Ethnic Category - Not Hispanic or Latino	Not Hispanic																																			
YAQUI	Yaqui	Yaqui																																			

*****Do not use the WHITE (any name, if there is a number available) link for the Ethnic Group, always select the 1(number) link (per the programmers). Must select the X or Y link for the Hispanic Ethnic Category.**

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Rehiring the Member, Continued

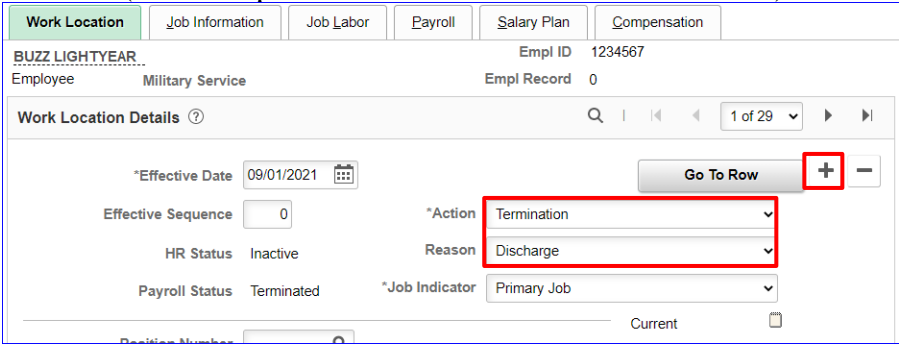
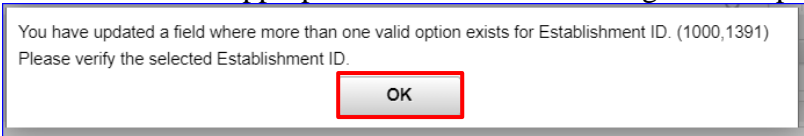
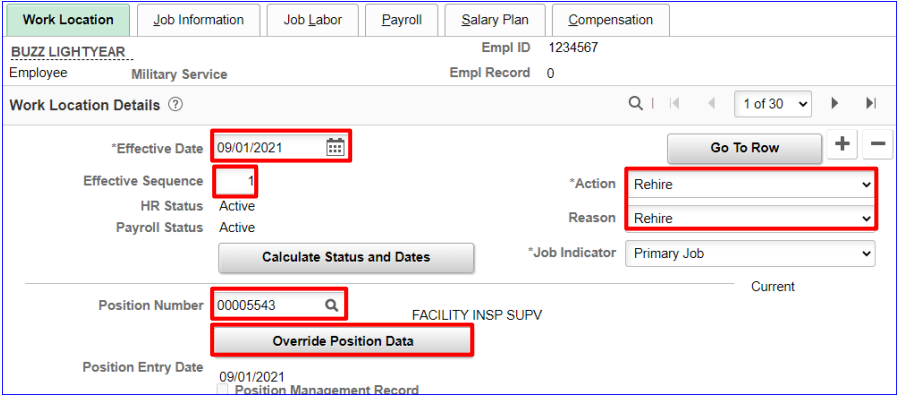
Procedures,
continued

Step	Action
8	<p>Without leaving the screen, select the Job Data option.</p>  <p>The screenshot shows a vertical menu with the following items: Personal Information (highlighted in green), Job Data (highlighted in red), Dependent Information, Search by SSN, Email Address, Find an Employee, and Add Employment Instance.</p>
9	<p>The Work Location tab will automatically display. After verifying that the Termination/Discharge Job Row was completed, click the Plus button to add a new row (this example is a member with no break in service).</p>  <p>The screenshot shows the 'Work Location' tab selected. It displays employee information for Buzz Lightyear (Empl ID 1234567) and a 'Work Location Details' section. The details include: Effective Date (07/24/2021), Effective Sequence (0), HR Status (Inactive), Payroll Status (Terminated), Action (Termination), Reason (Discharge), and Job Indicator (Primary Job). A 'Go To Row' button with a red '+' icon is highlighted.</p>

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Rehiring the Member, Continued

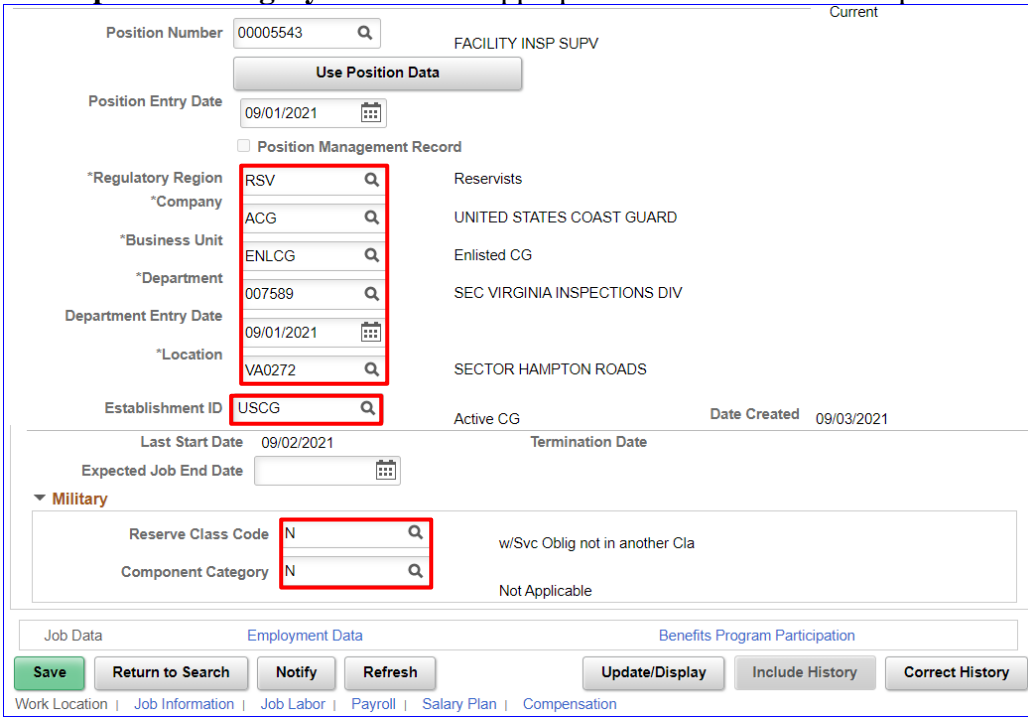
Procedures,
continued

Step	Action
<p>10</p>	<p>The Work Location tab will display. After verifying that the Termination/Discharge Job Row was completed, click the Plus button to add a new row (this example is a member with no break in service).</p> 
<p>11</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Effective Date – Verify the date of Rehire. • Effective Sequence – If the rehire was immediately preceded by a discharge from the Coast Guard (Active or Reserve component) change the Effective Sequence field to the next number (E.g. change “0” to “1”) because the discharge has already created a new row in Job Data with the same effective date. Otherwise, leave at default of “0”. • Action – Select Rehire from the drop-down. • Reason – Select Rehire from the drop-down. • Position Number – Enter the appropriate position number or use the lookup icon to find the appropriate number. This Message will display, click OK.  <p>Click Override Position Data.</p> 

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Rehiring the Member, Continued

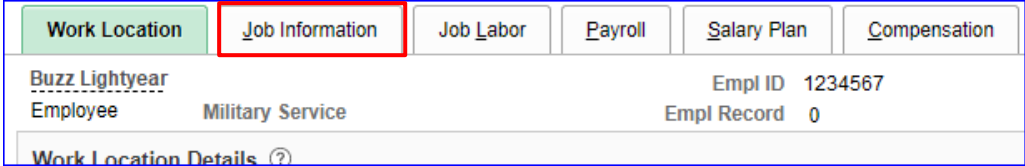
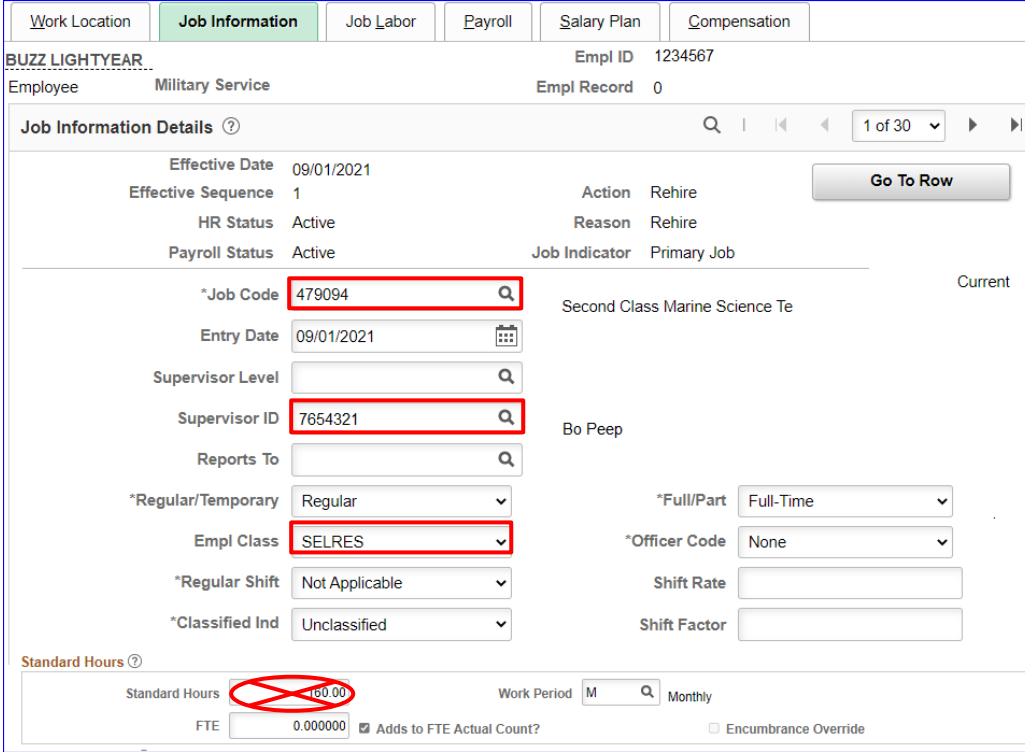
Procedures,
continued

Step	Action
12	<p>Verify the information updated after entering the Position Number. If not, correct with the appropriate information below:</p> <ul style="list-style-type: none"> • Regulatory Region – Select RSV from the lookup icon. • Company – Select ACG from the lookup icon • Business Unit – Select ENLCG (or appropriate unit, if not defaulted from the Department entered). • Department – Select the appropriate number from the rehire authority. • Department Entry Date – Verify the date of the signed Enlistment Contract. • Location – Select the appropriate number, if not defaulted from the Department entered. • Establishment ID – If not defaulted, select USCG from the lookup icon. • Reserve Class Code – Select the appropriate code from the lookup icon. • Component Category – Select the appropriate code from the lookup icon. 

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Rehiring the Member, Continued

Procedures,
continued

Step	Action
13	<p>Select the Job Information tab.</p> 
14	<p>Enter data for these three fields only:</p> <ul style="list-style-type: none"> • Job Code – Select the appropriate code from the lookup icon or enter the Job Code number from the previous row (see message on next page) and verify it with the Grade Step for the correct Salary Plan in Step 22. IMPORTANT: If the Job Code number does not match the Grade Step in Step 22, the AO will get an error during the approval. • Supervisor ID – Enter the CGHRSUP Empl ID that approves Rehires or use the lookup icon. • Empl Class – Select SELRES from the drop-down. <p>NOTE: Standard Hours will default to either 160 or 240. Do not change.</p> 

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Rehiring the Member, Continued

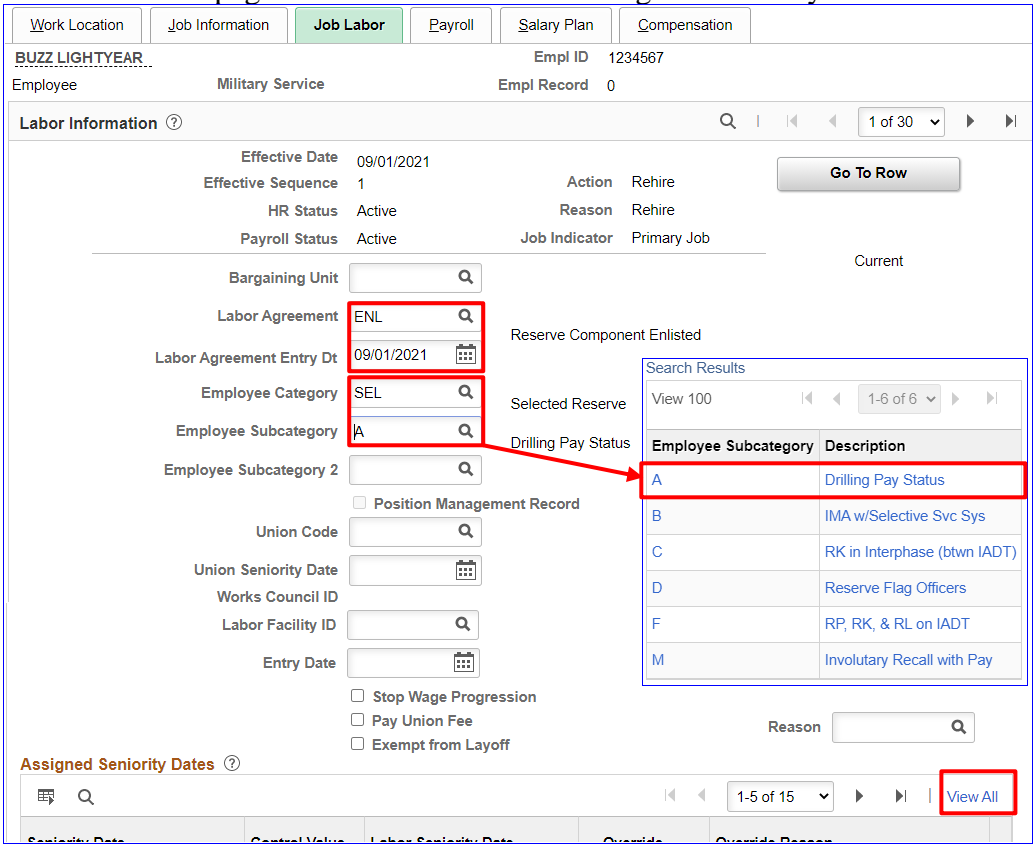
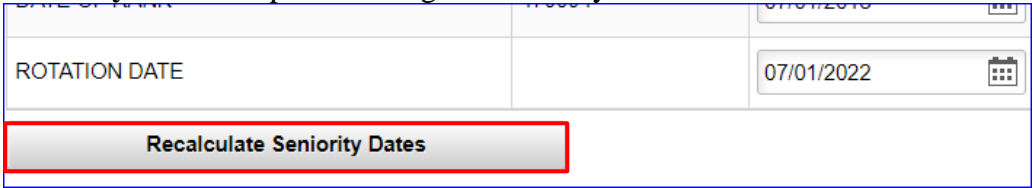
Procedures,
continued

Step	Action						
<p>14 (cont)</p>	<p>When entering the Job Code number from the previous row, this message may display. Click OK.</p> <div style="border: 1px solid black; padding: 5px;"> <p>The Current Job row values for Compensation Frequency, Standard Hours and Work Period are defaulted from Salary Plan Table. Do you want to update with the following data from the Job Code Table?</p> <p style="text-align: center;">Comp Freq M Monthly</p> <p style="text-align: center;">Standard Hours 40.00</p> <p style="text-align: center;">Work Period M Monthly</p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> </p> </div>						
<p>15</p>	<p>Select the Job Labor tab.</p> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Work Location</td> <td style="text-align: center;">Job Information</td> <td style="text-align: center; border: 2px solid red;">Job Labor</td> <td style="text-align: center;">Payroll</td> <td style="text-align: center;">Salary Plan</td> <td style="text-align: center;">Compensation</td> </tr> </table> <p>Buzz Lightyear Empl ID 1234567</p> <p>Employee Military Service Empl Record 0</p> <p>Job Information Details @</p> </div>	Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation		

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Rehiring the Member, Continued

Procedures,
continued

Step	Action
<p>16</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Labor Agreement – Defaults to current labor agreement. • Labor Agreement Entry Dt – Verify the date of the rehire. • Employee Category – Select SELRES from the lookup icon. • Employee Subcategory – Select the appropriate Status from the Lookup icon. <p>Scroll down the page and click View All for Assigned Seniority Dates.</p> 
<p>17</p>	<p>The original hire dates will display. Scroll down and click Recalculate Seniority Dates to open all Assigned Seniority Date fields.</p> 

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Rehiring the Member, Continued

Procedures,
continued

Step	Action																																													
18	<p>This step is shown in three sections. Verify and update the following:</p> <ul style="list-style-type: none"> • Active Duty Base Date <ul style="list-style-type: none"> – Without a break in service, verify Enlistment Contract dates. – With a break in service, enter the date of the rehire. – Reservist <i>known issue</i>-cannot leave blank, see NOTE. • AD Pay Scale Date – Date of the Enlistment Contract (date of the rehire). • Dep Date – Delayed Entry Program date only populates if they spent time in delayed entry. Otherwise it will be blank. • CMA Date – See Chapter 3 of the COAST GUARD PAY MANUAL, COMDTINST M7220.29D for the correct date per situation. • Current AD Date – Date of rehire OR leave as is without a break in service. • RSV Drill Obligation Date – Term of obligation from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP). • DIEMS Date – Date Initial Entry Military Service (any component), should match the DEP Date if they did the DEP. If no DEP, then this should be the date the member executes/signs their initial Enlistment Contract/document or an Oath of Office. • Expected AD Term Date – Not applicable – leave blank. <p>NOTE: If rehiring with a break in service OR a reservist going on active duty, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS (or see E-Mail ALSPO B/15).</p> <div data-bbox="336 1379 1374 1910" style="border: 1px solid black; padding: 5px;"> <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>03/23/2010 </td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>DEP DATE</td> <td></td> <td><input type="text"/> </td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>CMA DATE</td> <td></td> <td>03/23/2010 </td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>CURRENT AD DATE</td> <td></td> <td>03/23/2010 </td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RSV DRILL OBLIGATION DATE</td> <td></td> <td>01/06/2029 </td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>DIEMS DATE</td> <td></td> <td>01/07/2010 </td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>EXPECTED AD TERM DATE</td> <td></td> <td>02/18/2022 </td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		03/23/2010	<input checked="" type="checkbox"/>	<input type="text"/>	AD PAY SCALE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	DEP DATE		<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	CMA DATE		03/23/2010	<input checked="" type="checkbox"/>	<input type="text"/>	CURRENT AD DATE		03/23/2010	<input checked="" type="checkbox"/>	<input type="text"/>	RSV DRILL OBLIGATION DATE		01/06/2029	<input checked="" type="checkbox"/>	<input type="text"/>	DIEMS DATE		01/07/2010	<input checked="" type="checkbox"/>	<input type="text"/>	EXPECTED AD TERM DATE		02/18/2022	<input checked="" type="checkbox"/>	<input type="text"/>
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Rehiring the Member, Continued

Procedures,
continued

Step	Action																																																
<p>18 (cont)</p>	<ul style="list-style-type: none"> • Expected Loss Date – Term of Service from the signed Enlistment Contract (minus 1 day) or the DIEMS Date whichever is greater. • Job Family Entry Date – The date the member first became rated in their current rating. Use the existing Job Family Entry Date from the previous Job row. • Mil Obligation Compl Date – 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP). • Pay Allowance Date – Date of the rehire OR leave as is without a break in service. • Date of Rank (DOR) – Date of the rehire or if rehiring without a break in service, use the existing DOR from the previous Job row. • RSV Comp SBP Elect Date – The Survivor Benefit Plan election date for reservists who are between 20-years satisfactory service and reaching age 60. • Point Start Date – Leave at default, this date may only be adjusted by PPC (ADV) (see NOTE). • RSRV Accession Class Date – Date of the rehire OR leave as is without a break in service. <p>NOTE: If rehiring with a break in service OR a reservist going on active duty, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS (or see E-Mail ALSPO B/15).</p> <table border="1" data-bbox="338 1312 1370 1720"> <tbody> <tr> <td>EXPECTED LOSS DATE</td> <td></td> <td>02/18/2022</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>JOB FAMILY ENTRY DATE</td> <td></td> <td>05/31/2013</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>MIL OBLIGATION COMPL DATE</td> <td></td> <td>01/06/2018</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>PAY ALLOWANCE DATE</td> <td></td> <td>03/23/2010</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>DATE OF RANK</td> <td>479094</td> <td>07/01/2018</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RSV COMP SBP ELECT DATE</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>POINT START DATE</td> <td></td> <td>08/02/2017</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RSRV ACCESSION CLASS DATE</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	EXPECTED LOSS DATE		02/18/2022		<input checked="" type="checkbox"/>	<input type="text"/>	JOB FAMILY ENTRY DATE		05/31/2013		<input checked="" type="checkbox"/>	<input type="text"/>	MIL OBLIGATION COMPL DATE		01/06/2018		<input checked="" type="checkbox"/>	<input type="text"/>	PAY ALLOWANCE DATE		03/23/2010		<input checked="" type="checkbox"/>	<input type="text"/>	DATE OF RANK	479094	07/01/2018		<input checked="" type="checkbox"/>	<input type="text"/>	RSV COMP SBP ELECT DATE				<input type="checkbox"/>	<input type="text"/>	POINT START DATE		08/02/2017		<input checked="" type="checkbox"/>	<input type="text"/>	RSRV ACCESSION CLASS DATE				<input type="checkbox"/>	<input type="text"/>
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Rehiring the Member, Continued

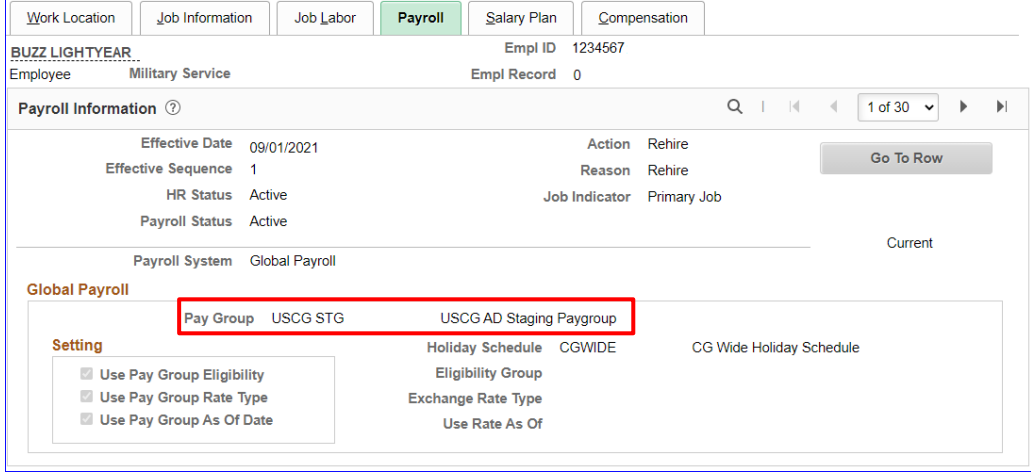
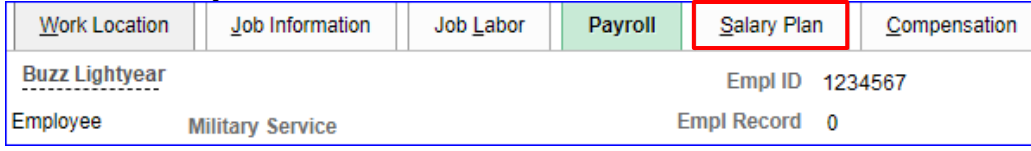
Procedures,
continued

Step	Action																																				
<p>18 (cont)</p>	<ul style="list-style-type: none"> • RSV Anniversary Date – If continuous military service, use the DIEMS date or if there is a break in service, enter the date of the rehire. • RSV Eligibility Date – Enter the date of the rehire. • RSV Initiation Date – Enter the date of the rehire. • Reserve Letter Date – The date the member’s 20 year Letter date was issued (PPC only). • RTB (Reserve Transition Benefits) Eligibility Date – Not applicable – leave blank. • RTB Letter Date – Not applicable – leave blank. • RTB Letter Response Date – Not applicable – leave blank. • Pay Base Date (PBD) – Date of the rehire or if rehiring without a break in service use the existing PBD from the previous Job row (See NOTE). • Rotation Date – Date of the rehire. <p>NOTE: If rehiring with a break in service OR a reservist going on active duty, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS (or see E-Mail ALSPO B/15).</p> <table border="1" data-bbox="338 1167 1370 1715"> <tr> <td>RSV ANNIVERSARY DATE</td> <td>01/07/2010</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>RSV ELIGIBILITY DATE</td> <td>09/01/2021</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>RSV INITIATION DATE</td> <td>09/01/2021</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>RESERVE LETTER DATE</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>RTB ELIGIBILITY DATE</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>RTB LETTER DATE</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>RTB LETTER RESPONSE DATE</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY BASE DATE</td> <td>03/23/2010</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>ROTATION DATE</td> <td>07/01/2022</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="Recalculate Seniority Dates"/> </p> <p style="font-size: small; margin-top: 5px;"> Job Data Employment Data Benefits Program Participation </p>	RSV ANNIVERSARY DATE	01/07/2010	<input checked="" type="checkbox"/>		RSV ELIGIBILITY DATE	09/01/2021	<input checked="" type="checkbox"/>		RSV INITIATION DATE	09/01/2021	<input checked="" type="checkbox"/>		RESERVE LETTER DATE		<input type="checkbox"/>		RTB ELIGIBILITY DATE		<input type="checkbox"/>		RTB LETTER DATE		<input type="checkbox"/>		RTB LETTER RESPONSE DATE		<input type="checkbox"/>		PAY BASE DATE	03/23/2010	<input checked="" type="checkbox"/>		ROTATION DATE	07/01/2022	<input checked="" type="checkbox"/>	
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<p>19</p>	<p>Select the Payroll Tab.</p> <table border="1" data-bbox="338 1778 1326 1935"> <tr> <td><u>W</u>ork Location</td> <td><u>J</u>ob Information</td> <td>Job Labor</td> <td>Payroll</td> <td><u>S</u>alary Plan</td> <td><u>C</u>ompensation</td> </tr> <tr> <td colspan="2">Buzz Lightyear</td> <td colspan="2"></td> <td>Empl ID</td> <td>1234567</td> </tr> <tr> <td colspan="2">Employee</td> <td colspan="2">Military Service</td> <td>Empl Record</td> <td>0</td> </tr> </table>	<u>W</u> ork Location	<u>J</u> ob Information	J ob Labor	P ayroll	<u>S</u> alary Plan	<u>C</u> ompensation	Buzz Lightyear				Empl ID	1234567	Employee		Military Service		Empl Record	0																		
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Rehiring the Member, Continued

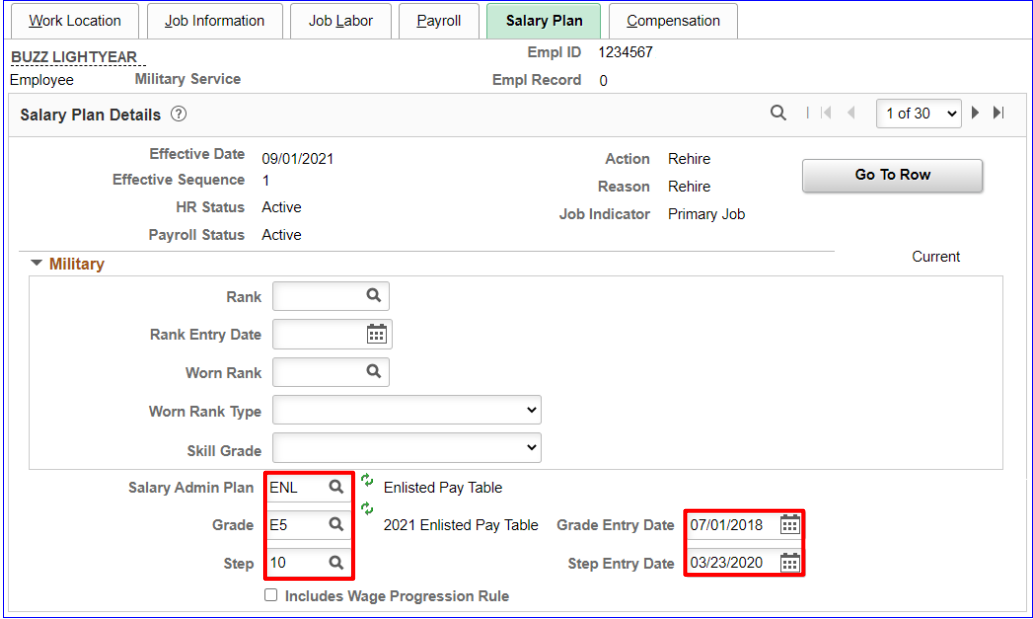
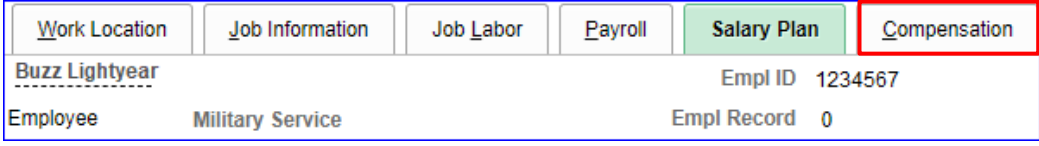
Procedures,
continued

Step	Action
<p>20</p>	<p>The Pay Group should default to USCG STG (Staging). Once approved, this will update to USCG RSV.</p> 
<p>21</p>	<p>Select the Salary Plan tab.</p> 

Continued on next page

Rehiring the Member, Continued

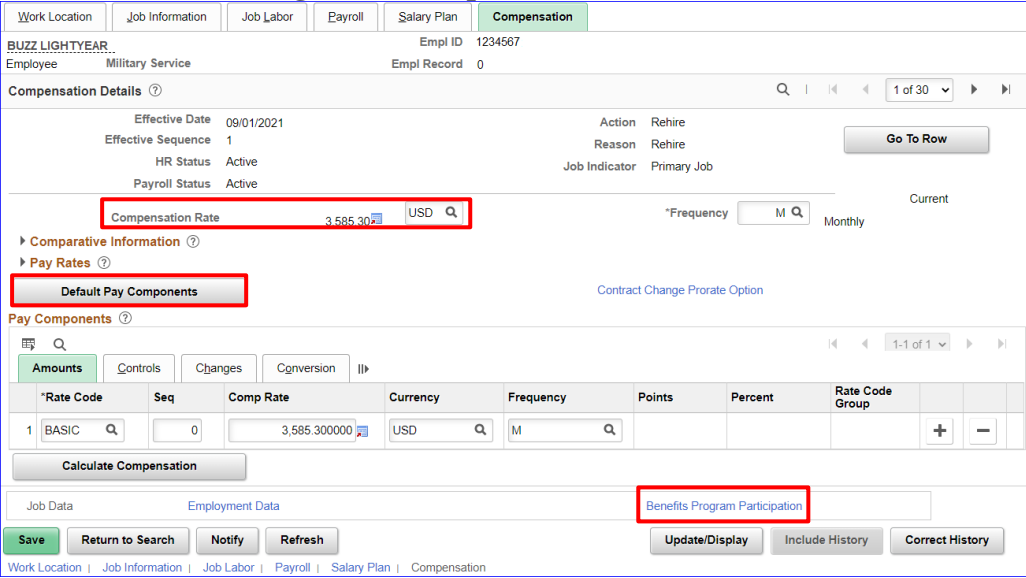
Procedures,
continued

Step	Action
22	<p>Enter the following:</p> <ul style="list-style-type: none"> • Salary Admin Plan – Verify it defaults to ENL. Correct, if necessary. • Grade – Defaults to the Pay Grade based on the Job Code entered on the Job Information Tab (Step 14). If the member is being accessed at a different grade, click the lookup icon and select the appropriate grade. • Grade Entry Date – Verify it is the member’s Date of Rank (DOR). • Step – Leave at default without a break in service or enter 1 and hit Tab. <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 rehire. If rehiring without a break in service, use the existing Step Entry Date from the previous job row. If rehiring with a break in service, use the date of the rehire and a request for a Statement of Creditable Service (SOCS) must be submitted to PPC Customer Care. Any necessary adjustments will take place via the SOCS process (E-Mail ALSPO B/15). 
23	<p>Click on the Compensation Tab.</p> 

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Rehiring the Member, Continued

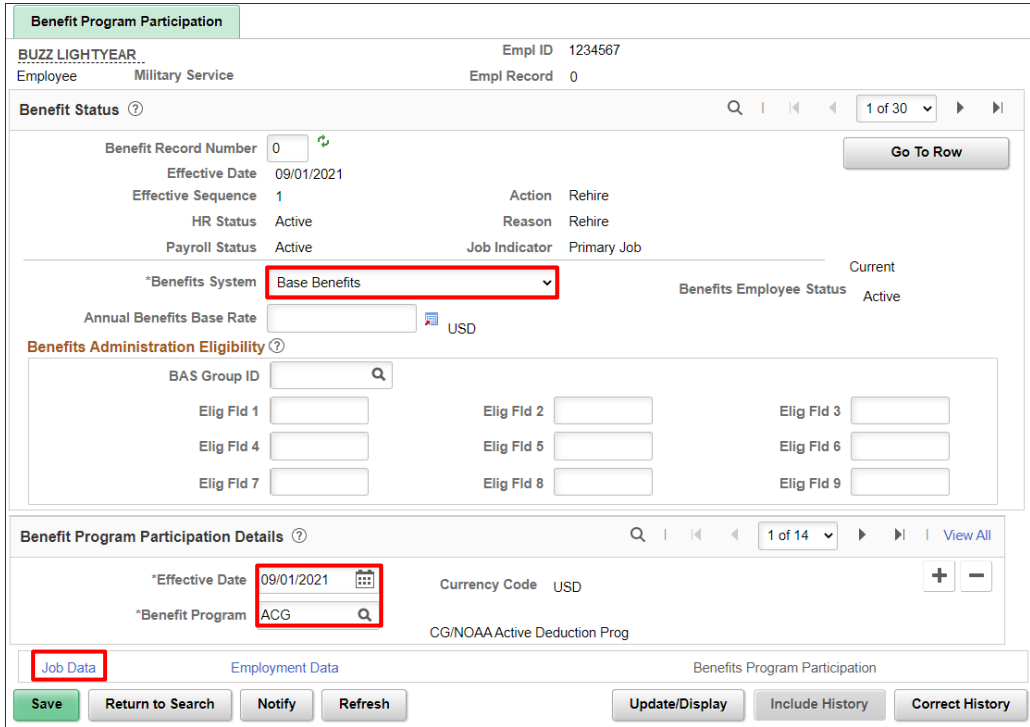
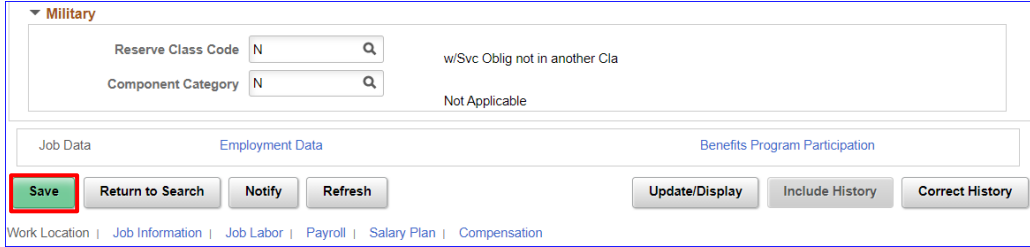
Procedures,
continued

Step	Action
24	<p>Click on the Default Pay Components button. This will automatically update the Compensation Rate data.</p> <p>Click the Benefits Program Participation link.</p>  <p>The screenshot displays the 'Compensation Details' page for an employee named BUZZ LIGHTYEAR. The page includes tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The Compensation tab is active. The page shows the following details:</p> <ul style="list-style-type: none"> Employee: BUZZ LIGHTYEAR, Military Service Empl ID: 1234567, Empl Record: 0 Effective Date: 09/01/2021, Effective Sequence: 1 HR Status: Active, Payroll Status: Active Compensation Rate: 3,585.30 (highlighted in red) Currency: USD (highlighted in red) Frequency: M (Monthly) Action: Rehire, Reason: Rehire, Job Indicator: Primary Job Buttons: Go To Row, Calculate Compensation, Save, Return to Search, Notify, Refresh, Update/Display, Include History, Correct History Link: Benefits Program Participation (highlighted in red)

Continued on next page

Rehiring the Member, Continued

Procedures,
continued

Step	Action
<p>25</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Benefits System – Ensure Base Benefits is selected. • Effective Date – Verify that the date defaults to the date of rehire. • Benefit Program – If not defaulted, click the lookup icon and select ACG. <p>Click the Job Data link.</p> 
<p>26</p>	<p>Scroll to the bottom of the Work Location tab and click Save.</p> 

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Rehiring the Member, Continued

Procedures,
continued

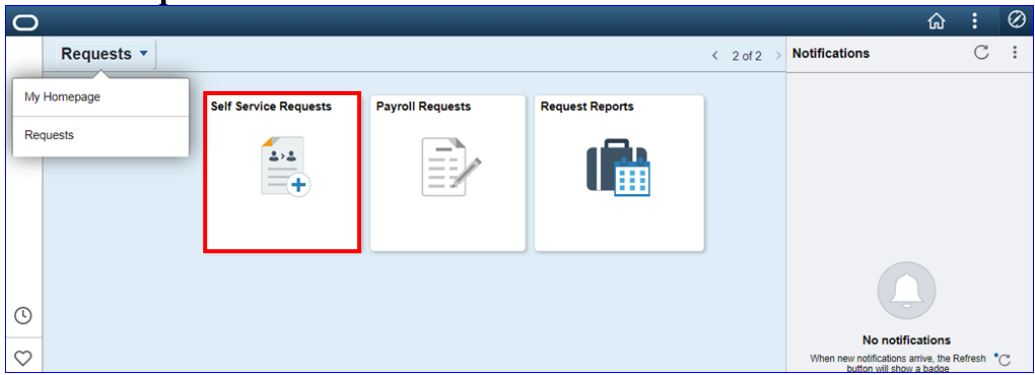
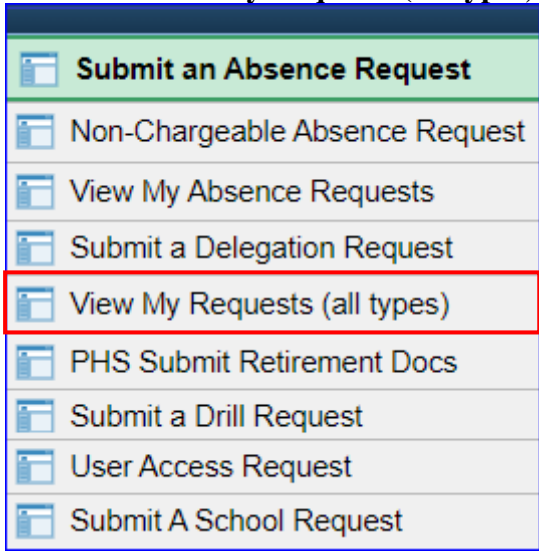
Step	Action
27	<p>Several Messages will display. Click OK on each one (wait for the “processing-circle-of-death” to finish). After a successful save, the Rehire is ready for SPO approval.</p> <div data-bbox="339 595 1370 792" style="border: 1px solid gray; padding: 5px;"> <p>Warning -- Head count of 2 exceeds maximum head count of 1 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="339 831 1370 1039" style="border: 1px solid gray; padding: 5px;"> <p>Warning -- Hourly Rate is greater than the maximum specified in the Salary Grade Table. (1000,33) A maximum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel is greater than that maximum. 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 1077 1370 1263" style="border: 1px solid gray; padding: 5px;"> <p>Warning -- Standard Hours or Work Period were changed and no change was made to FTE. (1500,122) You have changed the Standard Hours field or the Work Period without making a corresponding change to the FTE field; these fields generally need to be changed together.</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
28	<p>Click the Home screen to return to DA’s main screen. Now proceed to Entering the New Contract to complete the rehire process. The rehire must be approved prior to the contract being entered.</p>

Approving the Rehire

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

- Information**
- The Auditor/Approver **cannot** be the same person who entered the rehire.
 - The rehire should **not** be approved without first viewing a signed copy of the DD-4 or Oath.

Procedures See below.

Step	Action
1	Review the information in Job Data before approving the transaction.
1.5	<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 the Rehire, 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 the Transaction Name, Status and Dates. Click Populate Grid.</p> <div data-bbox="339 595 1370 1182" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <p>Bo Peep</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 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> </div>																																	
<p>4</p>	<p>Click the Approve/Deny link for the rehire you are approving.</p> <div data-bbox="339 1256 1370 1339" style="border: 1px solid #ccc; 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>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>AccessionHire</td> <td>Pending</td> <td>BUZZ LIGHTYEAR</td> <td>LIGHTYEAR</td> <td>1234567</td> <td>007589</td> <td>WOODY</td> <td>BO PEEP</td> <td>09/03/2021</td> <td></td> <td style="border: 2px solid red;">Approve/Deny</td> </tr> <tr> <td>ApproveDrills</td> <td>Pending</td> <td>Batch: 1304912</td> <td></td> <td>1122334</td> <td></td> <td>MR POTATO HEAD</td> <td>BO PEEP</td> <td>09/02/2021</td> <td></td> <td>Approve/Deny</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny	AccessionHire	Pending	BUZZ LIGHTYEAR	LIGHTYEAR	1234567	007589	WOODY	BO PEEP	09/03/2021		Approve/Deny	ApproveDrills	Pending	Batch: 1304912		1122334		MR POTATO HEAD	BO PEEP	09/02/2021		Approve/Deny
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Approving the Rehire, Continued


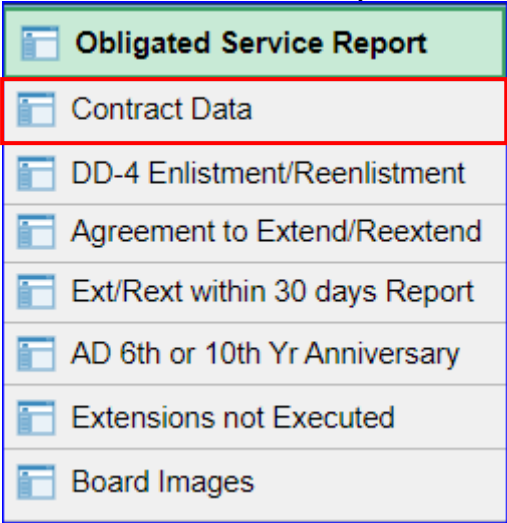
Procedures,
continued

Step	Action
5	<p>Enter Comments and click Approve or Deny (deny requires a Comment and returns the rehire to the HRS user).</p> <div data-bbox="338 562 1374 1167" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Approval/SOD for Accessions</p> <p><u>LIGHTYEAR, BUZZ</u></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. <div data-bbox="379 768 1366 835" style="border: 1px solid #ccc; padding: 2px;"> <p>Request Details</p> <p>Employee ID: 1234567</p> </div> <div data-bbox="379 853 1366 931" style="border: 1px solid #ccc; padding: 2px;"> <p>Request URL</p> <p>Click here to view additional request information.</p> </div> <div data-bbox="379 949 1366 1028" style="border: 1px solid #ccc; padding: 2px;"> <p>Request Approvers</p> <p>Approver: 7654321 BO PEEP</p> </div> <p>Comment: <input style="border: 2px solid red; width: 500px; height: 30px;" type="text"/></p> <p style="text-align: center;"> <input style="border: 1px solid red; padding: 2px 10px;" type="button" value="Approve"/> <input style="border: 1px solid red; padding: 2px 10px;" type="button" value="Deny"/> </p> </div>
6	<p>The rehire is Approved and the contract needs approval next.</p> <div data-bbox="338 1245 1136 1541" style="border: 1px solid blue; padding: 5px;"> <p>Accessions Hire Approval</p> <div data-bbox="416 1312 1123 1357" style="border: 1px solid #ccc; padding: 2px;"> <p>Accession Hire Request Approved</p> </div> <p>One Approval level</p> <div data-bbox="416 1406 817 1518" style="border: 1px solid #ccc; padding: 2px;"> <p>Approved</p> <p>BO PEEP Initial Approve Action Request 09/03/21 - 12:48 PM</p> </div> </div>

Entering the New Contract

Introduction This guide section provides the procedures for completing a new Rehire contract for a member 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 the New Contract, Continued

Procedures,
continued

Step	Action																														
2	<p>Enter the Empl ID, verify the Include History box is checked and click Search.</p> <div data-bbox="338 528 1377 1261" 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 style="text-align: center;"> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>Search Criteria</p> <p>Empl ID begins with ▼ <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Contract Number begins with ▼ <input type="text"/></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><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p> <input checked="" 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>																														
3	<p>All previous contracts entered into the system will be listed. If the member has only one contract, the contract will open automatically.</p> <div data-bbox="338 1359 1372 1509" style="border: 1px solid blue; padding: 5px;"> <p>Search Results</p> <p style="text-align: right;">View All 1-2 of 2</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Contract Number</th> <th>Name</th> <th>Second Last Name</th> <th>Last Name</th> <th>Alternate Name</th> <th>Contract Begin Date</th> <th>Contract End Date</th> <th>Contract Status</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>(blank)</td> <td>0001</td> <td>BUZZ LIGHTYEAR</td> <td>(blank)</td> <td>LIGHTYEAR</td> <td>(blank)</td> <td>03/23/2010</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>1234567</td> <td>(blank)</td> <td>0002</td> <td>BUZZ LIGHTYEAR</td> <td>(blank)</td> <td>LIGHTYEAR</td> <td>(blank)</td> <td>02/19/2016</td> <td>(blank)</td> <td>Active</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Contract Number	Name	Second Last Name	Last Name	Alternate Name	Contract Begin Date	Contract End Date	Contract Status	1234567	(blank)	0001	BUZZ LIGHTYEAR	(blank)	LIGHTYEAR	(blank)	03/23/2010	(blank)	Active	1234567	(blank)	0002	BUZZ LIGHTYEAR	(blank)	LIGHTYEAR	(blank)	02/19/2016	(blank)	Active
Empl ID	Empl Record	Contract Number	Name	Second Last Name	Last Name	Alternate Name	Contract Begin Date	Contract End Date	Contract Status																						
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Entering the New Contract, Continued

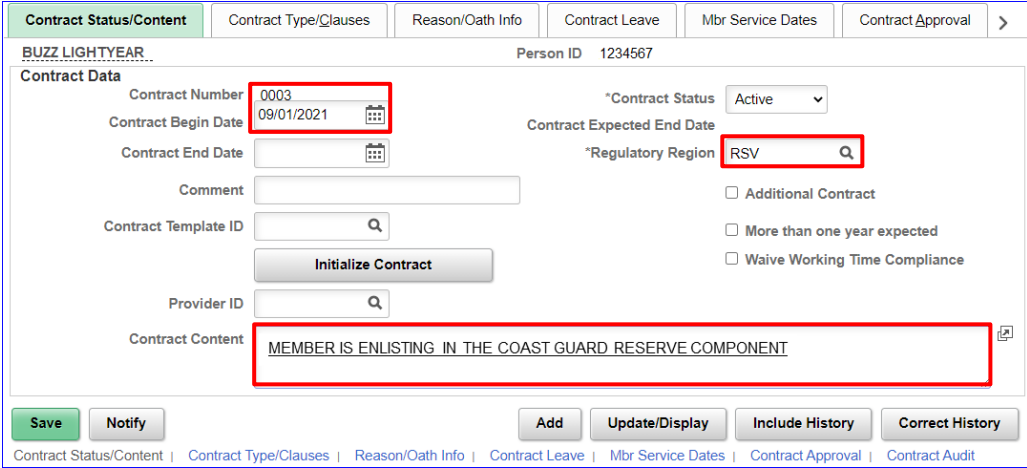
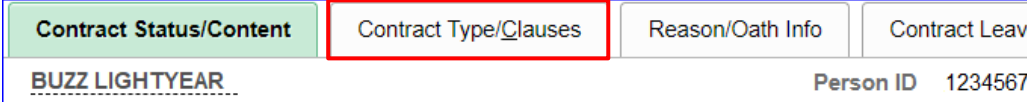
Procedures,
continued

Step	Action
4	<p>Select the Add a New Value tab.</p> <div data-bbox="338 524 1372 1294" style="border: 1px solid blue; padding: 5px;"> <p>Update Contracts Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input style="border: 2px solid red;" type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p> Empl ID <input type="text" value="begins with"/> <input type="text" value="1234567"/> <input type="button" value="Q"/> </p> <p> Contract Number <input type="text" value="begins with"/> <input type="text"/> </p> <p> Name <input type="text" value="begins with"/> <input type="text"/> </p> <p> Last Name <input type="text" value="begins with"/> <input type="text"/> </p> <p> Second Last Name <input type="text" value="begins with"/> <input type="text"/> </p> <p> Alternate Character Name <input type="text" value="begins with"/> <input type="text"/> </p> <p> <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria </p> <p> Find an Existing Value Add a New Value </p> </div>
5	<p>Enter the Empl ID and the next sequential Contract Number (Ex. 0003), remaining consistent with the number of zeros used previously. Click Add.</p> <div data-bbox="338 1402 948 1783" style="border: 1px solid blue; padding: 5px;"> <p>Update Contracts</p> <p> <input type="button" value="Find an Existing Value"/> <input style="background-color: #d9ead3;" type="button" value="Add a New Value"/> </p> <p> Empl ID <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/> </p> <p> Contract Number <input style="border: 2px solid red;" type="text" value="0003"/> </p> <p> <input style="background-color: #d9ead3;" type="button" value="Add"/> </p> <p> Find an Existing Value Add a New Value </p> </div>

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Entering the New Contract, Continued

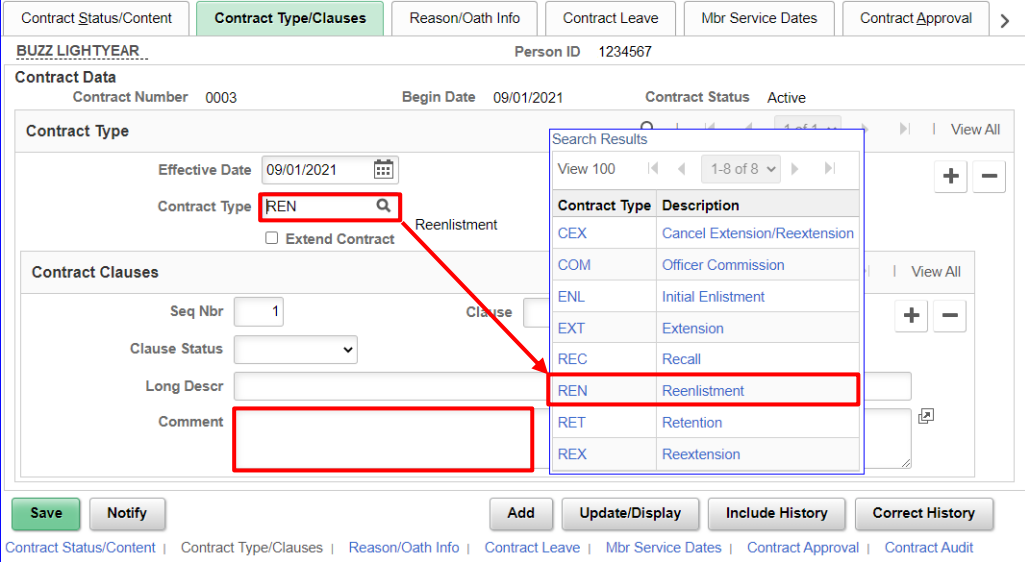
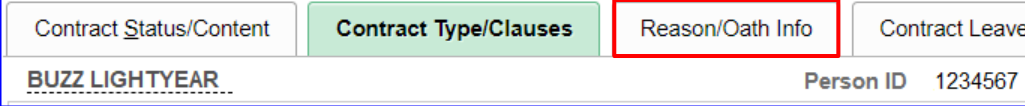
Procedures,
continued

Step	Action
<p>6</p>	<p>The Contract Status/Content tab displays with the new Contract Number (Ex. 0003).</p> <ul style="list-style-type: none"> • Contract Begin Date – Defaults to the current date, ensure it is the date of the rehire. • Regulatory Region – Enter or select RSV from the lookup icon. • Contract Content – This statement is required: MEMBER IS ENLISTING IN THE COAST GUARD RESERVE COMPONENT. 
<p>7</p>	<p>Select the Contract Type/Clauses tab.</p> 

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Entering the New Contract, Continued

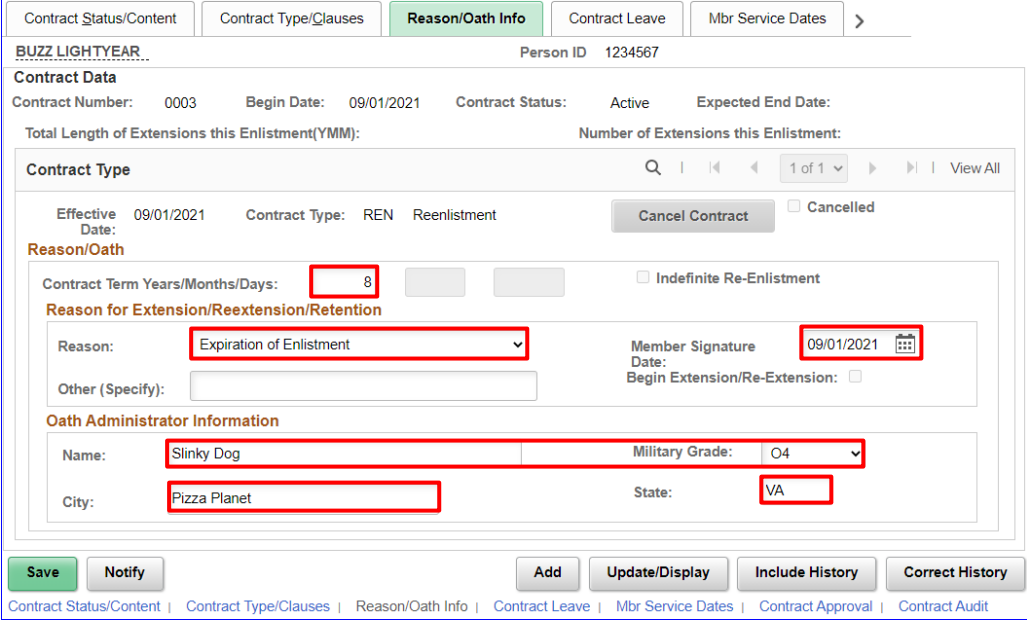

Procedures,
continued

Step	Action
<p>8</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Contract Type – Select the appropriate type from the lookup icon (Ex. REN). • Comment – Enter any contractual specific reasons (if necessary). 
<p>9</p>	<p>Select the Reason/Oath Info tab.</p> 

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Entering the New Contract, Continued

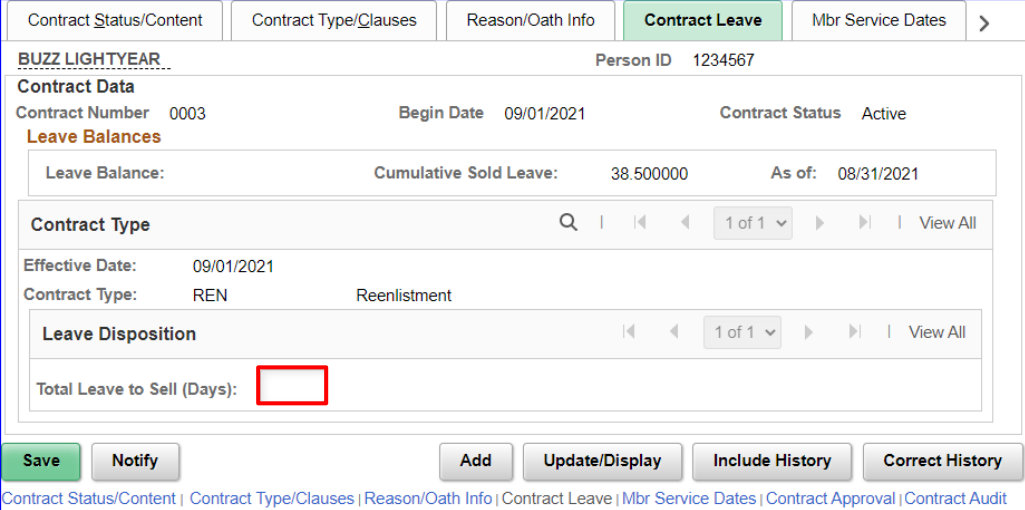
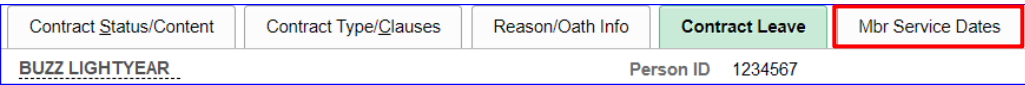

Procedures,
continued

Step	Action
<p>10</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Contract Term Years/Months/Days – Enter the contract term (in this example 8 years). • Reason – Select an option from the drop-down. IAW Enlistments, Evaluations, and Advancements, COMDTINST M1000.2, Chap 1.F.1.a, this field needs to reflect the actual reason for the service obligation. • Member Signature Date – Enter the date the contract was signed. • Name – Enter the name of the Oath Administrator. • Military Grade – Enter the rank of the Oath Administrator. • City – Must be the place of initial enlistment unless there is a break in service. • State – Must be the place of initial enlistment unless there is a break in service. 
<p>11</p>	<p>Select the Contract Leave tab.</p> 

Continued on next page

Entering the New Contract, Continued

Procedures,
continued

Step	Action
<p>12</p>	<p>Total Leave to Sell (Days) – If applicable, enter the number of days for leave to sell as outlined in current policy.</p>  <p>The screenshot shows the 'Contract Leave' tab selected. Under 'Leave Balances', the 'Total Leave to Sell (Days)' field is highlighted with a red box. Other visible fields include 'Contract Number 0003', 'Begin Date 09/01/2021', and 'Contract Status Active'.</p>
<p>13</p>	<p>Select the Mbr Service Dates tab.</p>  <p>The screenshot shows the system navigation tabs. The 'Mbr Service Dates' tab is highlighted with a red box. Other tabs include 'Contract Status/Content', 'Contract Type/Clauses', 'Reason/Oath Info', and 'Contract Leave'.</p>
<p>14</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. Below it, a table shows 'Seniority Date' and 'Labor Seniority Date' with the value 'ACTIVE DUTY BASE DATE' and '03/23/2010'.</p>

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Entering the New Contract, Continued

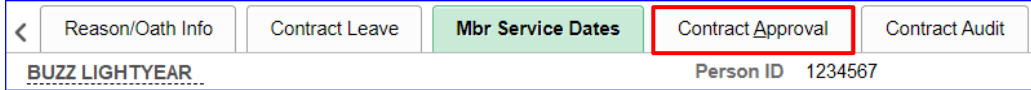
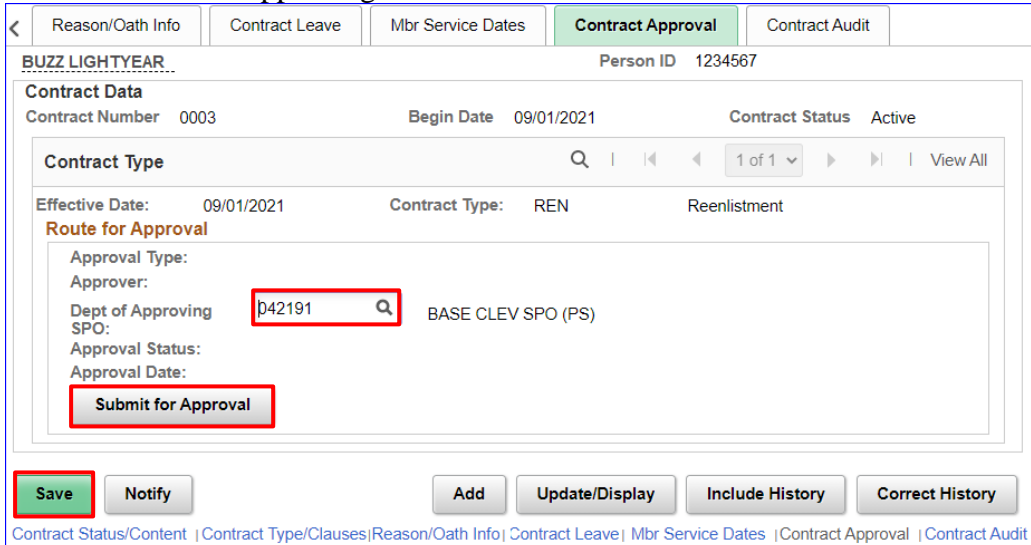

Procedures,
continued

Step	Action																																																				
15	<p>Confirm the Labor Seniority Dates set during the Rehire process are correct. If not, return to Job Data and verify the dates were entered correctly.</p> <p>Click the arrow to expand the tabs.</p> <div data-bbox="336 629 898 1738" style="border: 1px solid blue; padding: 5px;"> <p>Assigned Seniority Dates</p> <p>1-25 of 25 View 12</p> <table border="1"> <thead> <tr> <th>Seniority Date</th> <th>Labor Seniority Date</th> </tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td>03/23/2010</td></tr> <tr><td>AD PAY SCALE DATE</td><td></td></tr> <tr><td>DEP DATE</td><td></td></tr> <tr><td>CMA DATE</td><td>03/23/2010</td></tr> <tr><td>CURRENT AD DATE</td><td>03/23/2010</td></tr> <tr><td>DIEMS DATE</td><td>01/07/2010</td></tr> <tr><td>RSV DRILL OBLIGATION DATE</td><td>01/06/2029</td></tr> <tr><td>EXPECTED AD TERM DATE</td><td>02/18/2022</td></tr> <tr><td>EXPECTED LOSS DATE</td><td>02/18/2022</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>05/31/2013</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>01/06/2018</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>03/23/2010</td></tr> <tr><td>POINT START DATE</td><td>08/02/2017</td></tr> <tr><td>PAY BASE DATE</td><td>03/23/2010</td></tr> <tr><td>DATE OF RANK</td><td>07/01/2018</td></tr> <tr><td>RSV COMP SBP ELECT DATE</td><td></td></tr> <tr><td>ROTATION DATE</td><td>07/01/2022</td></tr> <tr><td>RSRV ACCESSION CLASS DATE</td><td></td></tr> <tr><td>RSV ANNIVERSARY DATE</td><td>01/07/2010</td></tr> <tr><td>RSV ELIGIBILITY DATE</td><td>09/01/2021</td></tr> <tr><td>RSV INITIATION DATE</td><td>09/01/2021</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> <div data-bbox="336 1776 1082 1910" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Contract Leave Mbr Service Dates ></p> <p>Person ID 1234567</p> </div>	Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE	03/23/2010	AD PAY SCALE DATE		DEP DATE		CMA DATE	03/23/2010	CURRENT AD DATE	03/23/2010	DIEMS DATE	01/07/2010	RSV DRILL OBLIGATION DATE	01/06/2029	EXPECTED AD TERM DATE	02/18/2022	EXPECTED LOSS DATE	02/18/2022	JOB FAMILY ENTRY DATE	05/31/2013	MIL OBLIGATION COMPL DATE	01/06/2018	PAY ALLOWANCE DATE	03/23/2010	POINT START DATE	08/02/2017	PAY BASE DATE	03/23/2010	DATE OF RANK	07/01/2018	RSV COMP SBP ELECT DATE		ROTATION DATE	07/01/2022	RSRV ACCESSION CLASS DATE		RSV ANNIVERSARY DATE	01/07/2010	RSV ELIGIBILITY DATE	09/01/2021	RSV INITIATION DATE	09/01/2021	RESERVE LETTER DATE		RTB ELIGIBILITY DATE		RTB LETTER DATE		RTB LETTER RESPONSE DATE	
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Entering the New Contract, Continued

Procedures,
continued

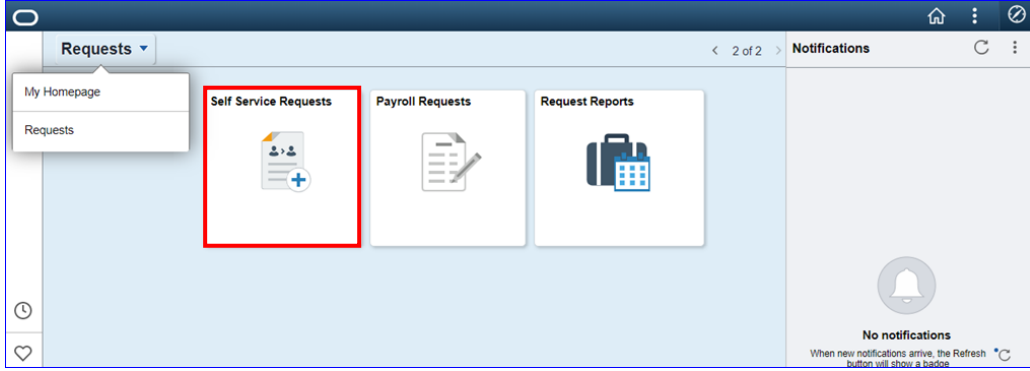
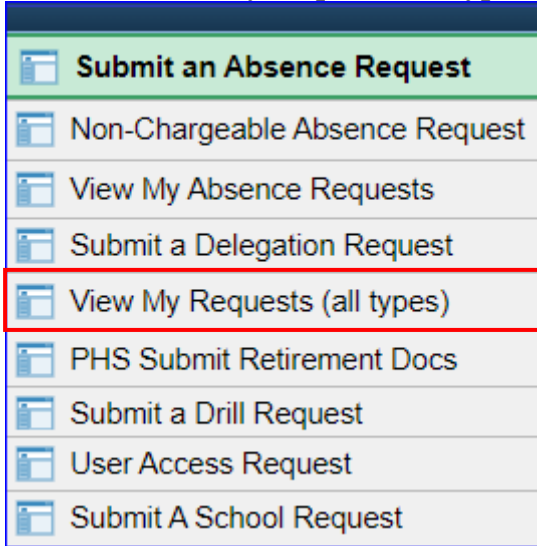
Step	Action
16	<p>Select the Contract Approval tab.</p> 
17	<p>Verify the Dept of Approving SPO is correct and click Submit for Approval to be routed to the approving SPO. Click Save.</p> 
18	<p>The Submit for Approval button will be greyed out and the Approval Status will display Pending.</p> 

Approving the 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 contract should **not** be approved without first viewing a signed copy of the DD-4 or Oath.

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> 

Continued on next page

Approving the Contract, Continued

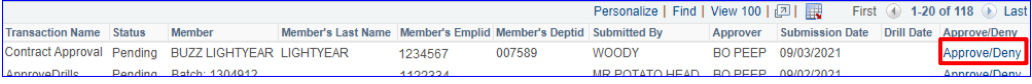
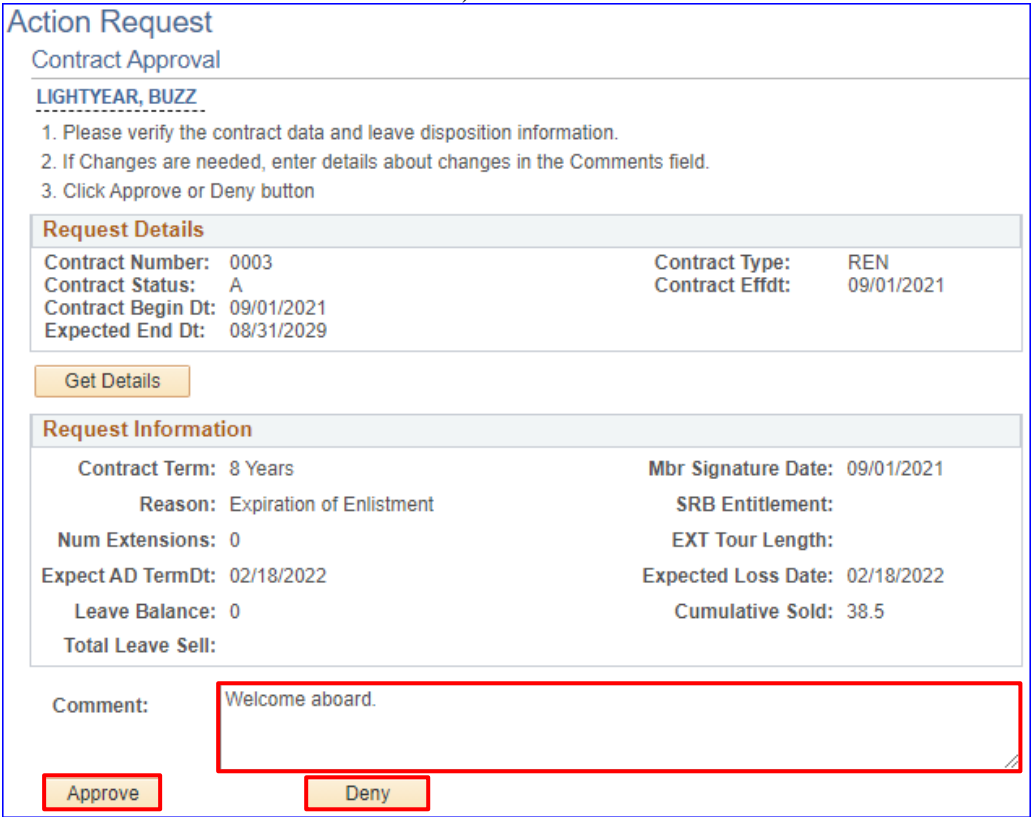
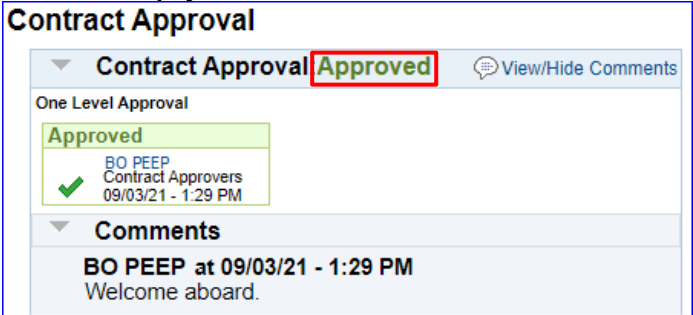
Procedures,
continued

Step	Action
2	<p>Select the Requests I am Approver For radio button. You may narrow the search by filling in the Transaction Name, Status and Dates. Click Populate Grid.</p> <div data-bbox="341 566 1369 1149" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Bo Peep</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 style="text-align: center;"> <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: [] [31]</p> <p>Submission To Date: [] [31]</p> <p style="text-align: right; margin-right: 20px;"> Populate Grid Refresh </p> </div> </div>

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Approving the Contract, Continued

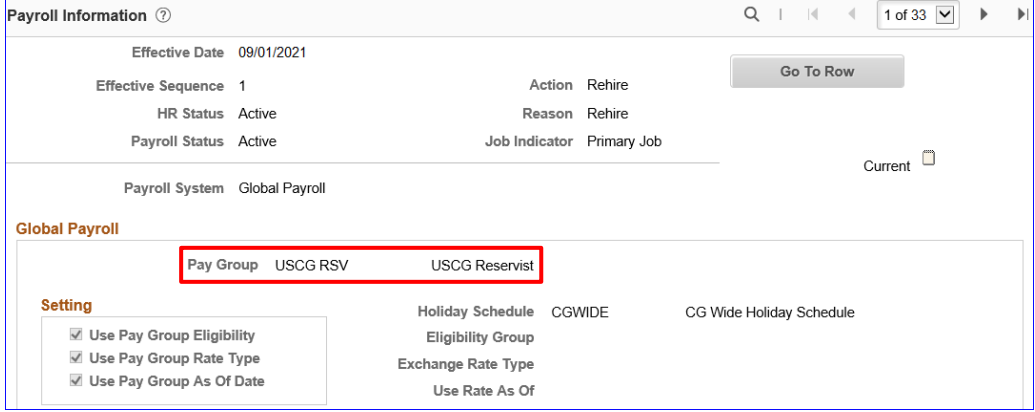
Procedures,
continued

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, Drill Date, and Approve/Deny. The 'Approve/Deny' link for the first row is highlighted with a red box.</p>
4	<p>Enter Comments and click Approve or Deny (deny requires Comments and returns the contract to the HRS user).</p>  <p>The screenshot shows the 'Action Request' form for 'Contract Approval' for member 'LIGHTYEAR, BUZZ'. It includes instructions, request details (Contract Number: 0003, Status: A, Begin Dt: 09/01/2021, End Dt: 08/31/2029), request information (Contract Term: 8 Years, Reason: Expiration of Enlistment, etc.), a comment field with 'Welcome aboard.', and 'Approve' and 'Deny' buttons.</p>
5	<p>The contract is Approved and the member is fully accessed into the Coast Guard with pay.</p>  <p>The screenshot shows the 'Contract Approval' status as 'Approved' in green. It displays a 'One Level Approval' from 'BO PEEP Contract Approvers' on 09/03/21 at 1:29 PM, along with a comment: 'Welcome aboard.'</p>

Continued on next page

Approving the Contract, Continued

Procedures,
continued

Step	Action
6	<p>Once approved, return to the Payroll tab in Job Data to verify the member is in the correct Pay Group.</p> 
7	Ensure PCS Orders are completed by the HRS tech, if applicable.
