

## Hire – Cadet

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**Introduction** This guide provides the procedures for accessing a Cadet into Direct Access (DA).

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**Important Information**

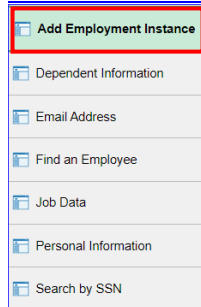
- **IMPORTANT:** DO NOT click **OK** or **Apply** unless prompted. It will not allow the pay record of the applicant to update correctly.
- You **cannot** future date a Hire Transaction Start Date. It will not allow you to save it.
- Ensure the members paygrade is listed on the DD-4. If missing or there is a discrepancy from what is listed in Direct Access, **please return to originator (Recruiter, RPM, EPM or OPM) to get corrected before processing the accession.**
- Date of Hire = Date of the Enlistment Contract or Oath of Office
- It is good practice to IMMEDIATELY enter the contract into DA once the hire portion is complete and Job Data has been verified. The contract should not be approved without first viewing a signed copy of the Oath of Office and Active Duty (AD) agreement if applicable.
- **NOTE:** Upon graduation from the Academy and appointment as a commissioned officer, the service dates are defaulted to the commissioning date in Seniority Dates. A Statement of Creditable Services (SOCS) request must be sent to PPC Customer Care for those members that attended the Scholar Program (served on AD or Reserve).

## Important Information Regarding Employee Records

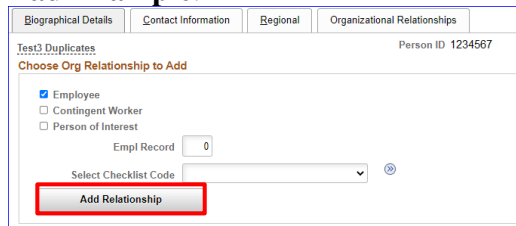
### Employee Records

**NOTE:** If for any reason this Accession is **not completed but an Empl ID was issued**, 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](#).

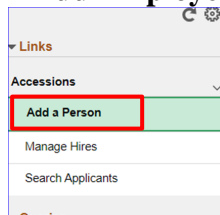


The **Add Relationship** button is the key button that can give one Employee ID **another Employee Record**. See [Before You Begin ANY Hire or Rehire Bad Example](#).

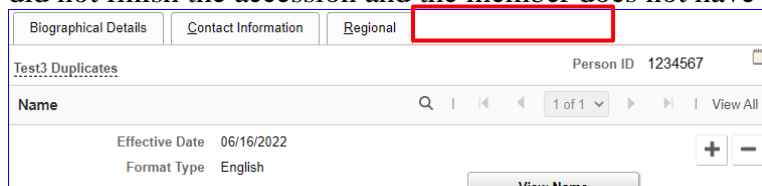


Only persons with the ability to Access someone into DA have the two links that display the **Add Relationship** button.

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



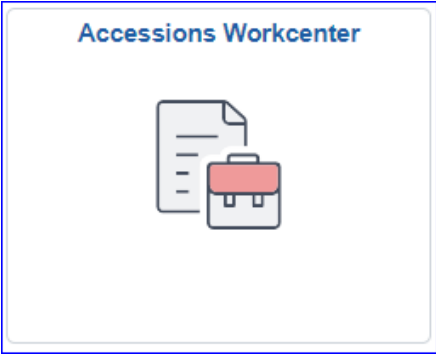
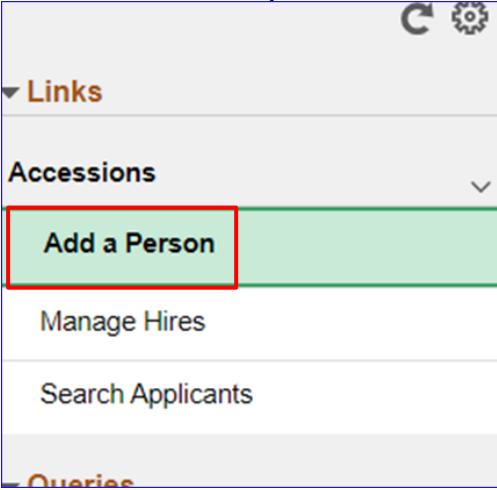
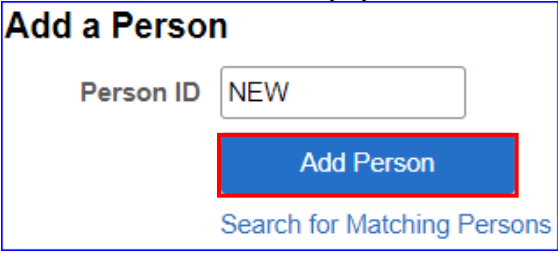
The only time you should use the Add Employee Instance link is if the **Organizational Relationships** tab is missing in Personal Information, you did not finish the accession and the member does not have Job Data.



# Accessing the Member into Direct Access

**Introduction** This section provides the procedures for accessing the member into DA.

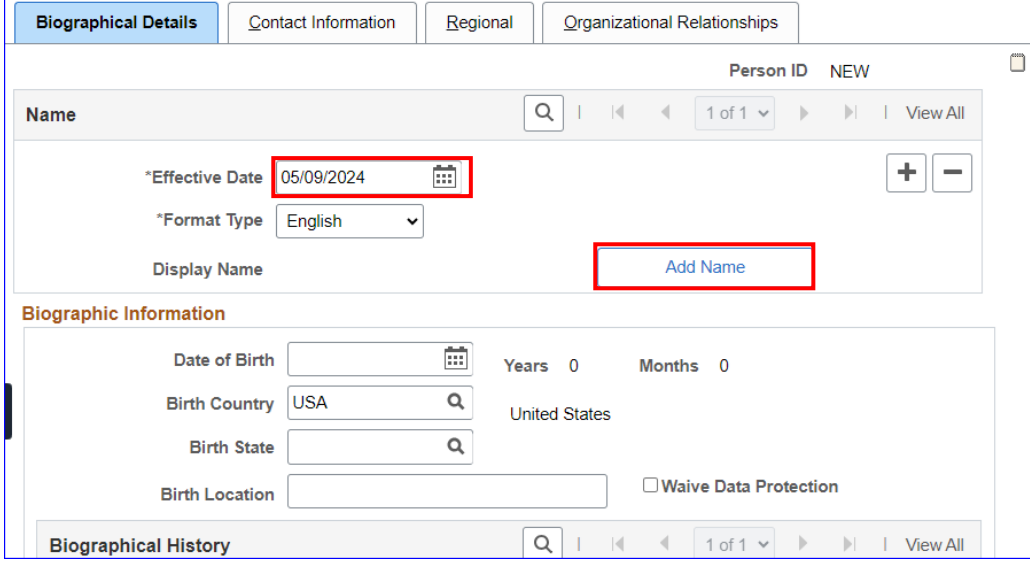
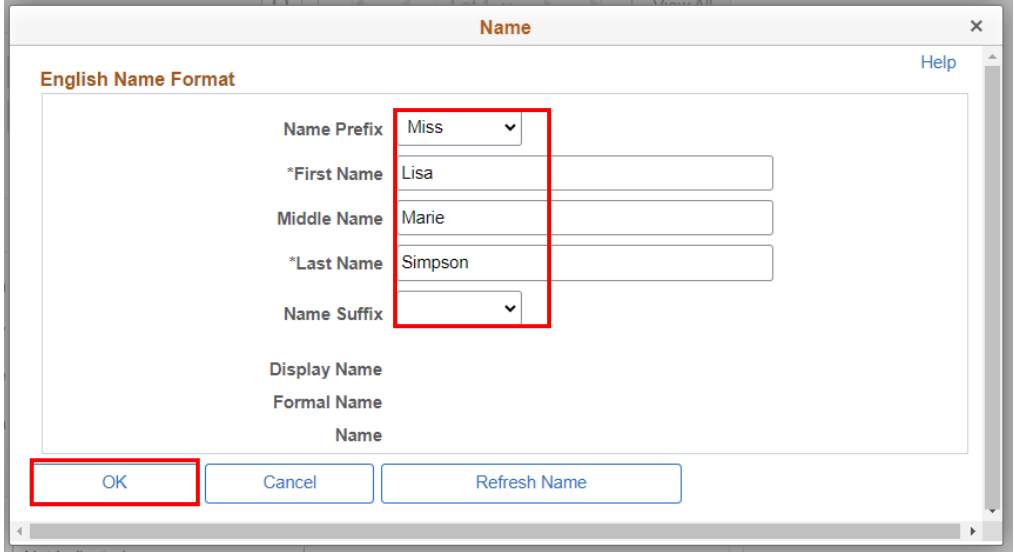
**Procedure** See below.

| Step | Action   |
|------|--|
| 1    | <p>Click on the <b>Accessions Workcenter</b> tile.</p>                          |
| 2    | <p>The <b>Add a Person</b> option will automatically display.</p>              |
| 3    | <p>The Person ID field auto-populates with NEW. Click <b>Add Person</b>.</p>  |

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## Accessing the Member into Direct Access, Continued

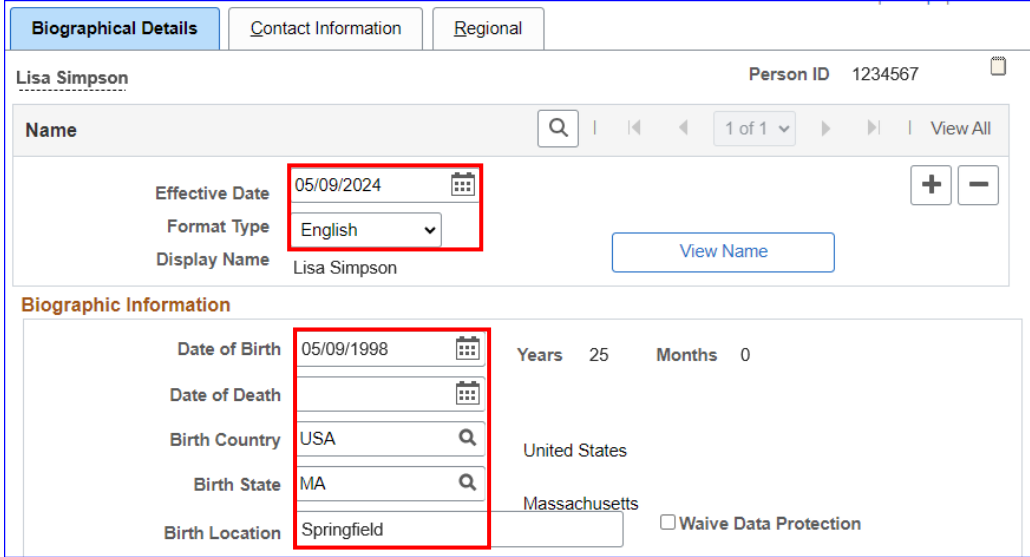
Procedure,  
continued

| Step | Action   |
|------|--|
| 4    | <p>The <b>Effective Date</b> will default to the current date. Enter the appropriate date (cannot be future dated). Click <b>Add Name</b>.</p>    |
| 5    | <p>Enter the member's complete <b>Name</b> including the full middle name (failure to enter the full middle name will result in issues by <b>NOT</b> populating on the DD-214). When complete, click <b>OK</b>.</p> <p><b>NOTE:</b> Do not use NMN for members with "No Middle Name". The government travel card will be issued with a middle name of "N" and cause denial of its use for the member. LEAVE IT BLANK.</p>  |

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## Accessing the Member into Direct Access, Continued

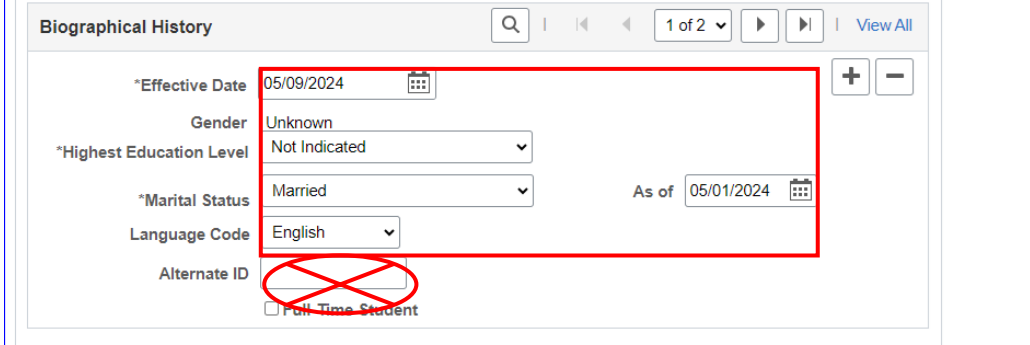
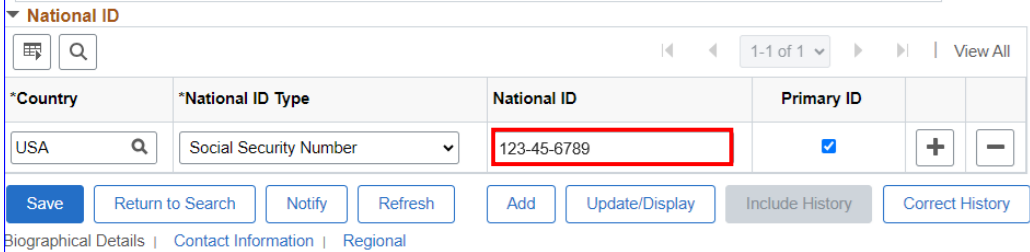

Procedure,  
continued

| Step | Action  |
|------|---|
| 6    | <p>Name section:</p> <ul style="list-style-type: none"> <li>• <b>Effective Date</b> – Defaults to current date. Enter the date of Accession (if necessary).</li> <li>• <b>Format Type</b> – Leave as English.</li> </ul> <p>Biographical information section:</p> <ul style="list-style-type: none"> <li>• <b>Date of Birth</b> – Enter the member’s birth date.</li> <li>• <b>Birth Country</b> – Defaults to USA, if different, use the lookup icon to select the correct birth country (other fields may appear/change).</li> <li>• <b>Birth State</b> – Enter the state where the member was born.</li> <li>• <b>Birth Location</b> – Enter the city/town where the member was born.</li> </ul>  <p>The screenshot shows a web interface for 'Biographical Details' for a member named Lisa Simpson (Person ID 1234567). The interface has three tabs: 'Biographical Details' (selected), 'Contact Information', and 'Regional'. Under the 'Name' section, there are fields for 'Effective Date' (05/09/2024), 'Format Type' (English), and 'Display Name' (Lisa Simpson). Below this is the 'Biographic Information' section with fields for 'Date of Birth' (05/09/1998), 'Date of Death', 'Birth Country' (USA), 'Birth State' (MA), and 'Birth Location' (Springfield). A 'Waive Data Protection' checkbox is also present. Red boxes in the original image highlight the Effective Date, Format Type, Date of Birth, and Birth Location fields.</p> |

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## Accessing the Member into Direct Access, Continued

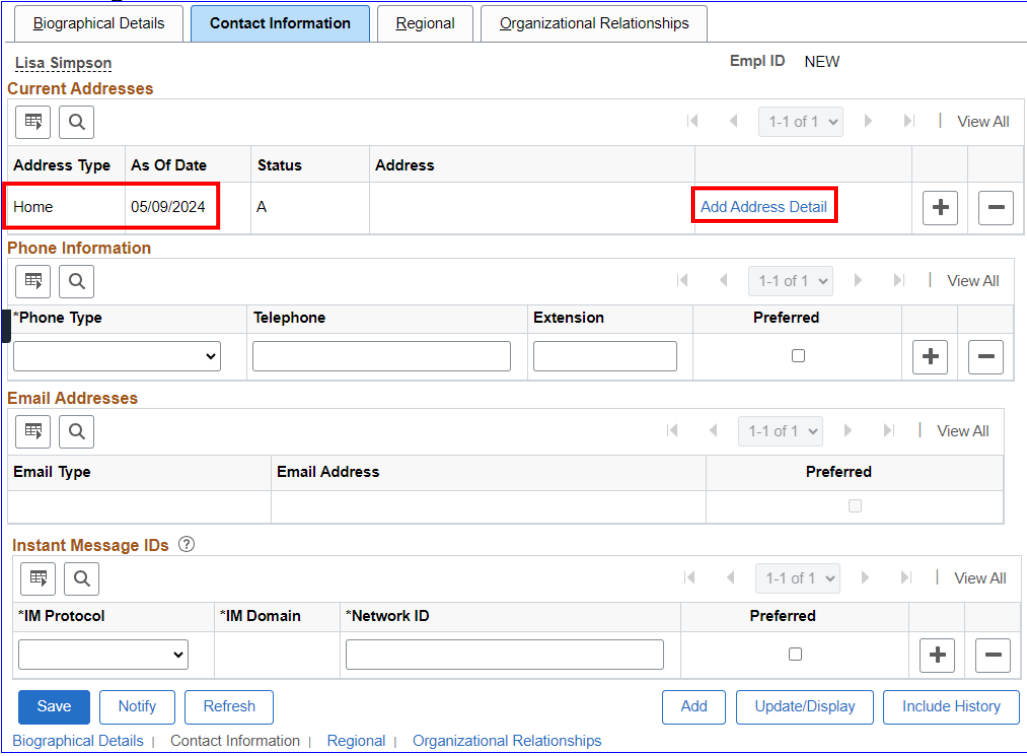
Procedure,  
continued

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

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## Accessing the Member into Direct Access, Continued

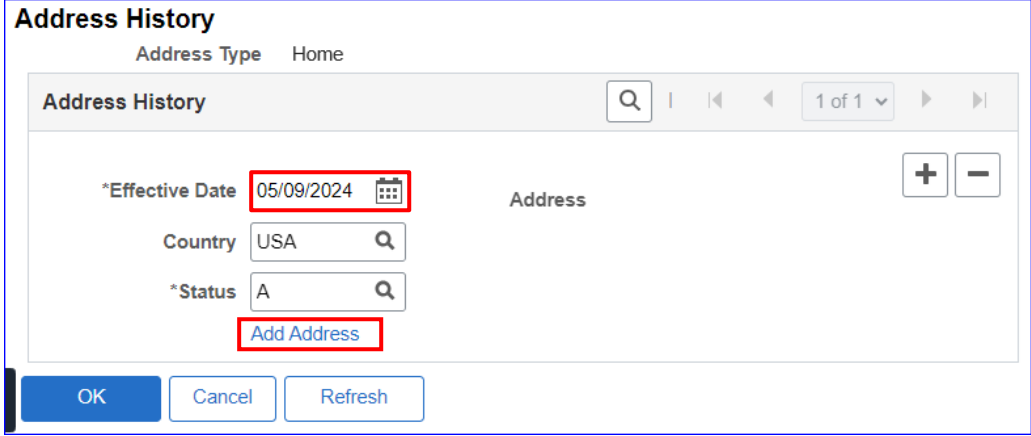
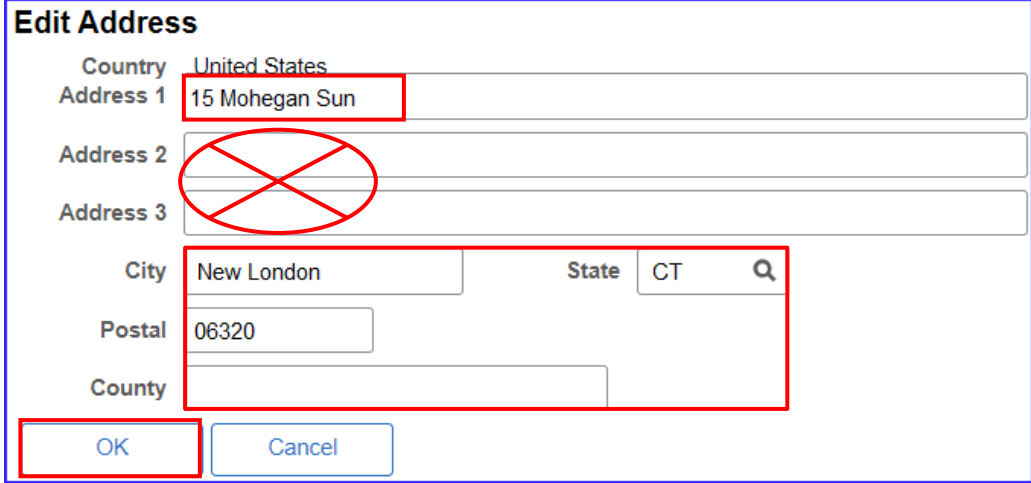
Procedure,  
continued

| Step | Action  |
|------|---|
| 9    | <p>DA defaults the first <b>Address Type</b> to <i>Home</i> and the <b>As Of Date</b> is the date of hire. Click the <b>Add Address Detail</b> link.</p> <p><b>NOTE: Required Address Types must include:</b></p> <ul style="list-style-type: none"> <li>• Thrift Savings Plan (TSP) address</li> <li>• Home of record address</li> <li>• Mailing Address</li> </ul>  <p>The screenshot shows the 'Contact Information' tab selected. The member's name is Lisa Simpson and her employment status is NEW. Under 'Current Addresses', there is one entry: Home, As Of Date 05/09/2024, Status A. The 'Add Address Detail' link is highlighted in red. Below this are sections for Phone Information, Email Addresses, and Instant Message IDs, each with a table and a 'View All' link. At the bottom, there are buttons for Save, Notify, Refresh, Add, Update/Display, and Include History.</p> |

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## Accessing the Member into Direct Access, Continued

Procedure,  
continued

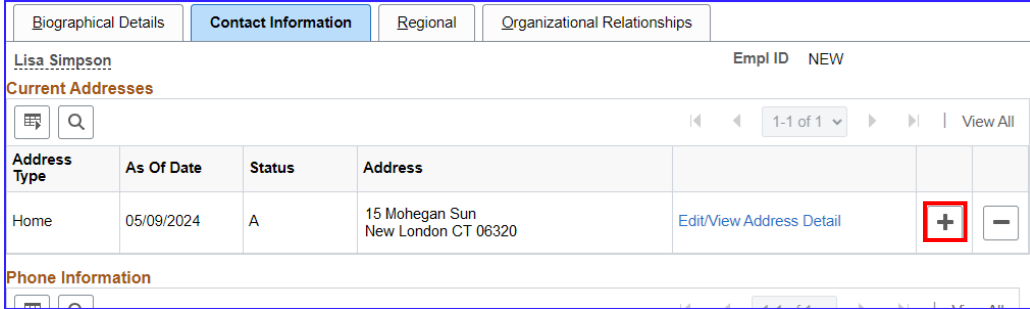
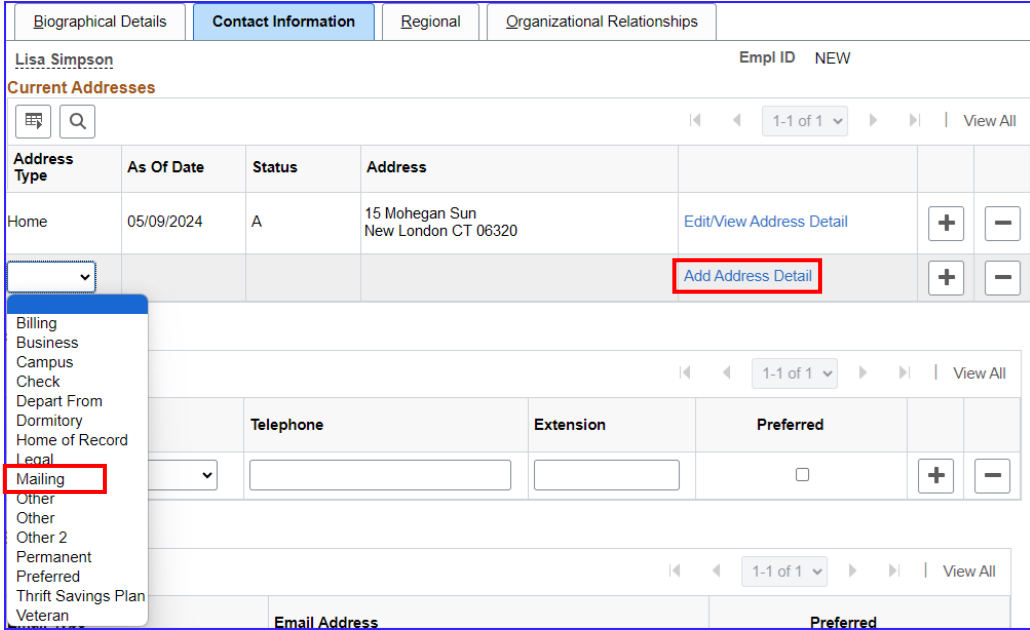
| Step | Action  |
|------|---|
| 10   | <p>Verify the <b>Effective Date</b>. Click <b>Add Address</b>.</p>    |
| 11   | <ul style="list-style-type: none"> <li>• <b>Address 1</b> – Enter 15 Mohegan Ave</li> <li>• <b>Address 2</b> – Not Used.</li> <li>• <b>Address 3</b> – Not Used.</li> <li>• <b>City</b> – Enter New London.</li> <li>• <b>State</b> – Enter CT.</li> <li>• <b>Postal</b> – Enter 06320.</li> <li>• <b>County</b> – Enter the county (if known).</li> </ul> <p>Click <b>OK</b>.</p>  |

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## Accessing the Member into Direct Access, Continued

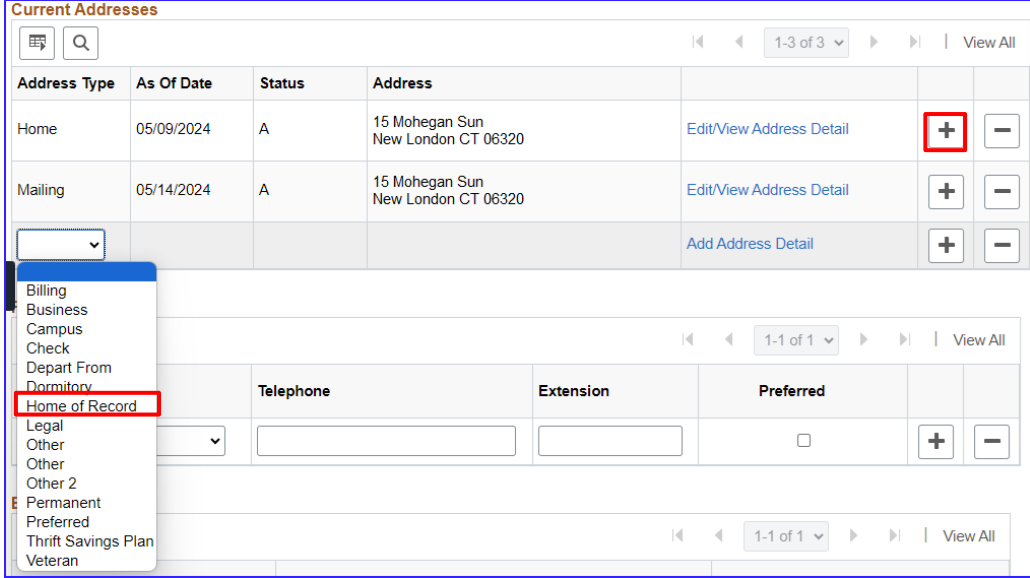
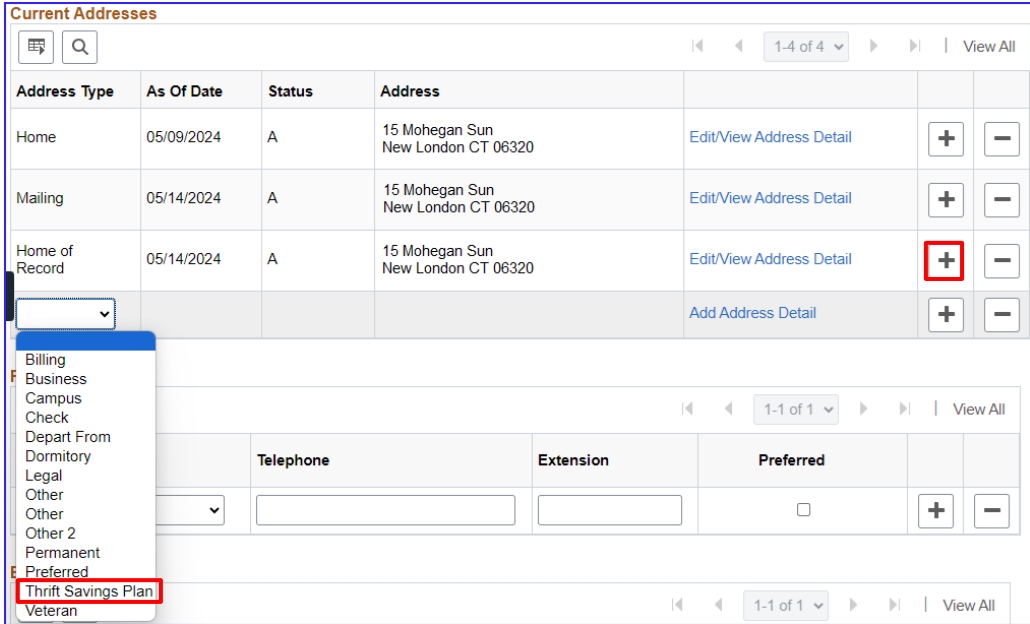
Procedure,  
continued

| Step           | Action  |              |                                       |                           |            |  |  |      |            |   |                                       |                          |            |                |  |  |  |                           |     |
|----------------|---|--------------|---------------------------------------|---------------------------|------------|--|--|------|------------|---|---------------------------------------|--------------------------|------------|----------------|--|--|--|---------------------------|-----|
| 12             | <p>Click the <b>Plus</b> button to add the Mailing Address.</p>  <p>The screenshot shows the 'Current Addresses' section for Lisa Simpson. The 'Address Type' dropdown is set to 'Home'. A red box highlights the '+' button next to the address entry.</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>05/09/2024</td> <td>A</td> <td>15 Mohegan Sun<br/>New London CT 06320</td> <td>Edit/View Address Detail</td> <td><b>+</b> -</td> </tr> </tbody> </table>   | Address Type | As Of Date                            | Status                    | Address    |  |  | Home | 05/09/2024 | A | 15 Mohegan Sun<br>New London CT 06320 | Edit/View Address Detail | <b>+</b> - |                |  |  |  |                           |     |
| Address Type   | As Of Date  | Status       | Address                               |                           |            |  |  |      |            |   |                                       |                          |            |                |  |  |  |                           |     |
| Home           | 05/09/2024  | A            | 15 Mohegan Sun<br>New London CT 06320 | Edit/View Address Detail  | <b>+</b> - |  |  |      |            |   |                                       |                          |            |                |  |  |  |                           |     |
| 13             | <p>Select Mailing from the <b>Address Type</b> drop-down and click the <b>Add Address Detail</b> link.</p>  <p>The screenshot shows the 'Current Addresses' section for Lisa Simpson. The 'Address Type' dropdown is open, showing 'Mailing' selected. A red box highlights the 'Add Address Detail' link.</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>05/09/2024</td> <td>A</td> <td>15 Mohegan Sun<br/>New London CT 06320</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td><b>Mailing</b></td> <td></td> <td></td> <td></td> <td><b>Add Address Detail</b></td> <td>+ -</td> </tr> </tbody> </table> | Address Type | As Of Date                            | Status                    | Address    |  |  | Home | 05/09/2024 | A | 15 Mohegan Sun<br>New London CT 06320 | Edit/View Address Detail | + -        | <b>Mailing</b> |  |  |  | <b>Add Address Detail</b> | + - |
| Address Type   | As Of Date  | Status       | Address                               |                           |            |  |  |      |            |   |                                       |                          |            |                |  |  |  |                           |     |
| Home           | 05/09/2024  | A            | 15 Mohegan Sun<br>New London CT 06320 | Edit/View Address Detail  | + -        |  |  |      |            |   |                                       |                          |            |                |  |  |  |                           |     |
| <b>Mailing</b> |   |              |                                       | <b>Add Address Detail</b> | + -        |  |  |      |            |   |                                       |                          |            |                |  |  |  |                           |     |

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## Accessing the Member into Direct Access, Continued

Procedure,  
continued

| Step             | Action  |              |                                       |  |            |  |  |      |            |   |                                       |  |            |         |            |   |                                       |  |     |                |            |   |                                       |  |            |  |  |  |  |                                    |     |
|------------------|---|--------------|---------------------------------------|--|------------|--|--|------|------------|---|---------------------------------------|--|------------|---------|------------|---|---------------------------------------|--|-----|----------------|------------|---|---------------------------------------|--|------------|--|--|--|--|------------------------------------|-----|
| <p><b>14</b></p> | <p>Click the <b>Plus</b> button and repeat steps 10 &amp; 11 to enter the <b>Home of Record</b> as identified on the DD4.</p>  <p><b>Current Addresses</b></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>05/09/2024</td> <td>A</td> <td>15 Mohegan Sun<br/>New London CT 06320</td> <td><a href="#">Edit/View Address Detail</a></td> <td><b>+</b> -</td> </tr> <tr> <td>Mailing</td> <td>05/14/2024</td> <td>A</td> <td>15 Mohegan Sun<br/>New London CT 06320</td> <td><a href="#">Edit/View Address Detail</a></td> <td>+ -</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td><a href="#">Add Address Detail</a></td> <td>+ -</td> </tr> </tbody> </table> <p>           Billing<br/>           Business<br/>           Campus<br/>           Check<br/>           Depart From<br/>           Dormitory<br/> <b>Home of Record</b><br/>           Legal<br/>           Other<br/>           Other 2<br/>           Permanent<br/>           Preferred<br/>           Thrift Savings Plan<br/>           Veteran         </p>   | Address Type | As Of Date                            | Status                                   | Address    |  |  | Home | 05/09/2024 | A | 15 Mohegan Sun<br>New London CT 06320 | <a href="#">Edit/View Address Detail</a> | <b>+</b> - | Mailing | 05/14/2024 | A | 15 Mohegan Sun<br>New London CT 06320 | <a href="#">Edit/View Address Detail</a> | + - |                |            |   |                                       | <a href="#">Add Address Detail</a>       | + -        |  |  |  |  |                                    |     |
| Address Type     | As Of Date  | Status       | Address                               |  |            |  |  |      |            |   |                                       |  |            |         |            |   |                                       |  |     |                |            |   |                                       |  |            |  |  |  |  |                                    |     |
| Home             | 05/09/2024  | A            | 15 Mohegan Sun<br>New London CT 06320 | <a href="#">Edit/View Address Detail</a> | <b>+</b> - |  |  |      |            |   |                                       |  |            |         |            |   |                                       |  |     |                |            |   |                                       |  |            |  |  |  |  |                                    |     |
| Mailing          | 05/14/2024  | A            | 15 Mohegan Sun<br>New London CT 06320 | <a href="#">Edit/View Address Detail</a> | + -        |  |  |      |            |   |                                       |  |            |         |            |   |                                       |  |     |                |            |   |                                       |  |            |  |  |  |  |                                    |     |
|                  |   |              |                                       | <a href="#">Add Address Detail</a>       | + -        |  |  |      |            |   |                                       |  |            |         |            |   |                                       |  |     |                |            |   |                                       |  |            |  |  |  |  |                                    |     |
| <p><b>15</b></p> | <p>Click the <b>Plus</b> button and repeat steps 10 &amp; 11 to enter the <b>Thrift Savings Plan</b> address.</p>  <p><b>Current Addresses</b></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>05/09/2024</td> <td>A</td> <td>15 Mohegan Sun<br/>New London CT 06320</td> <td><a href="#">Edit/View Address Detail</a></td> <td>+ -</td> </tr> <tr> <td>Mailing</td> <td>05/14/2024</td> <td>A</td> <td>15 Mohegan Sun<br/>New London CT 06320</td> <td><a href="#">Edit/View Address Detail</a></td> <td>+ -</td> </tr> <tr> <td>Home of Record</td> <td>05/14/2024</td> <td>A</td> <td>15 Mohegan Sun<br/>New London CT 06320</td> <td><a href="#">Edit/View Address Detail</a></td> <td><b>+</b> -</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td><a href="#">Add Address Detail</a></td> <td>+ -</td> </tr> </tbody> </table> <p>           Billing<br/>           Business<br/>           Campus<br/>           Check<br/>           Depart From<br/>           Dormitory<br/>           Legal<br/>           Other<br/>           Other 2<br/>           Permanent<br/>           Preferred<br/> <b>Thrift Savings Plan</b><br/>           Veteran         </p> | Address Type | As Of Date                            | Status                                   | Address    |  |  | Home | 05/09/2024 | A | 15 Mohegan Sun<br>New London CT 06320 | <a href="#">Edit/View Address Detail</a> | + -        | Mailing | 05/14/2024 | A | 15 Mohegan Sun<br>New London CT 06320 | <a href="#">Edit/View Address Detail</a> | + - | Home of Record | 05/14/2024 | A | 15 Mohegan Sun<br>New London CT 06320 | <a href="#">Edit/View Address Detail</a> | <b>+</b> - |  |  |  |  | <a href="#">Add Address Detail</a> | + - |
| Address Type     | As Of Date  | Status       | Address                               |  |            |  |  |      |            |   |                                       |  |            |         |            |   |                                       |  |     |                |            |   |                                       |  |            |  |  |  |  |                                    |     |
| Home             | 05/09/2024  | A            | 15 Mohegan Sun<br>New London CT 06320 | <a href="#">Edit/View Address Detail</a> | + -        |  |  |      |            |   |                                       |  |            |         |            |   |                                       |  |     |                |            |   |                                       |  |            |  |  |  |  |                                    |     |
| Mailing          | 05/14/2024  | A            | 15 Mohegan Sun<br>New London CT 06320 | <a href="#">Edit/View Address Detail</a> | + -        |  |  |      |            |   |                                       |  |            |         |            |   |                                       |  |     |                |            |   |                                       |  |            |  |  |  |  |                                    |     |
| Home of Record   | 05/14/2024  | A            | 15 Mohegan Sun<br>New London CT 06320 | <a href="#">Edit/View Address Detail</a> | <b>+</b> - |  |  |      |            |   |                                       |  |            |         |            |   |                                       |  |     |                |            |   |                                       |  |            |  |  |  |  |                                    |     |
|                  |   |              |                                       | <a href="#">Add Address Detail</a>       | + -        |  |  |      |            |   |                                       |  |            |         |            |   |                                       |  |     |                |            |   |                                       |  |            |  |  |  |  |                                    |     |

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## Accessing the Member into Direct Access, Continued

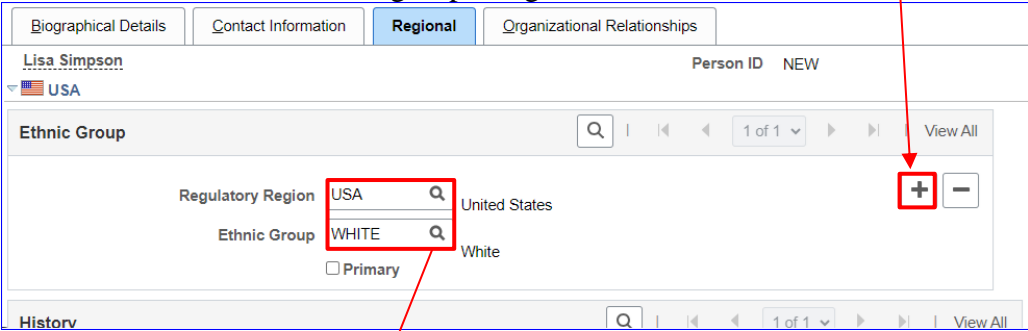
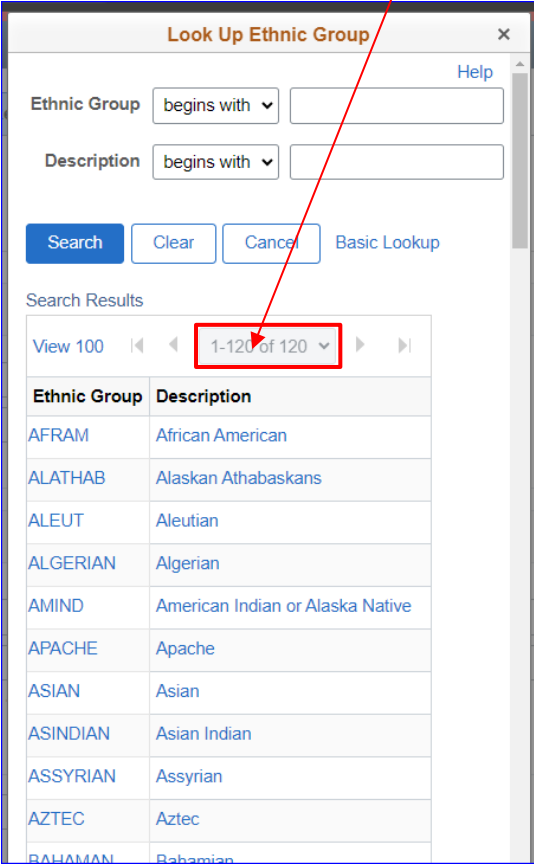
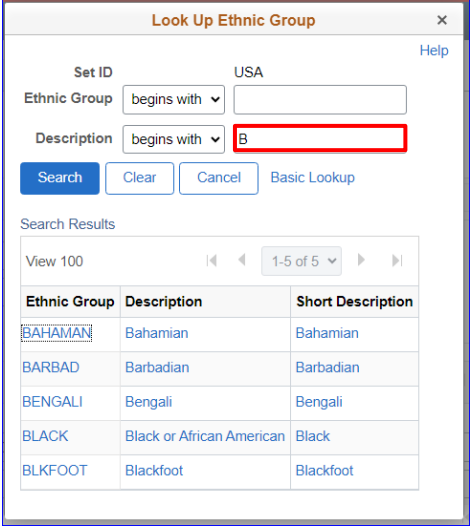
Procedure,  
continued

| Step             | Action   |
|------------------|--|
| <p><b>16</b></p> | <p>The <b>Phone Information</b>, <b>Email Addresses</b> and <b>Instant Message IDs</b> should be left blank (to be entered/verified by the member before academy graduation).</p> <p><b>NOTE:</b> A <b>Business</b> email address is required to be able to use the forgotten password function in DA. See <a href="#">Personal Data Updates Member Email Address section</a> for entering the USCG.mil address in DA.</p>  |
| <p><b>17</b></p> | <p>Select the <b>Regional</b> tab.</p>   |

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## Accessing the Member into Direct Access, Continued


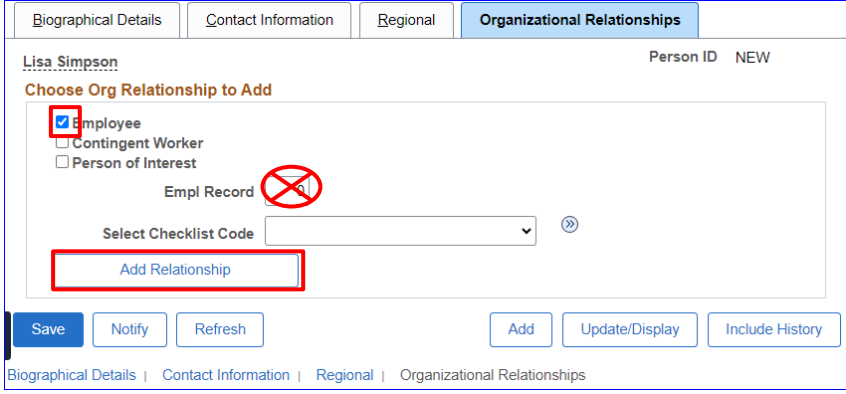
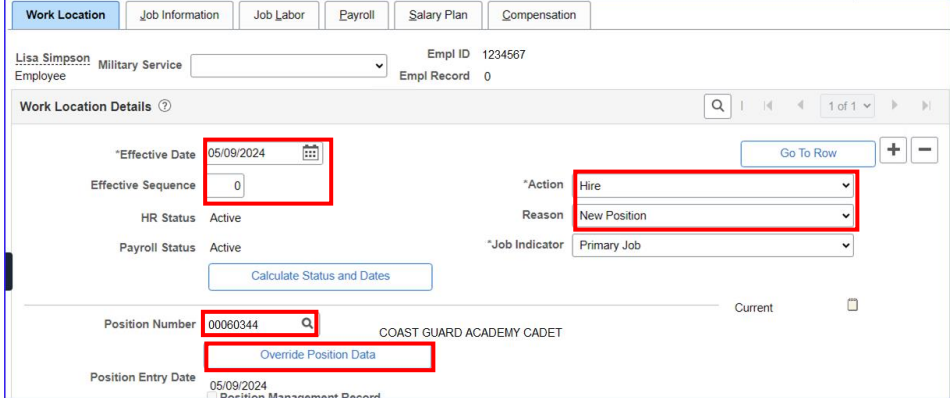
Procedure,  
continued

| Step | Action   |
|------|--|
| 18   | <ul style="list-style-type: none"> <li>• <b>Regulatory Region</b> – Ensure USA is displayed.</li> <li>• <b>Ethnic Group</b> – Click the lookup icon to select the appropriate category. Narrow the search by using the <b>Description</b> field. See below.</li> </ul> <p><b>NOTE:</b> If the member claims more than one ethnic group, click the <b>Plus</b> button, and add the additional group designation.</p>    |

*Continued on next page*

## Accessing the Member into Direct Access, Continued

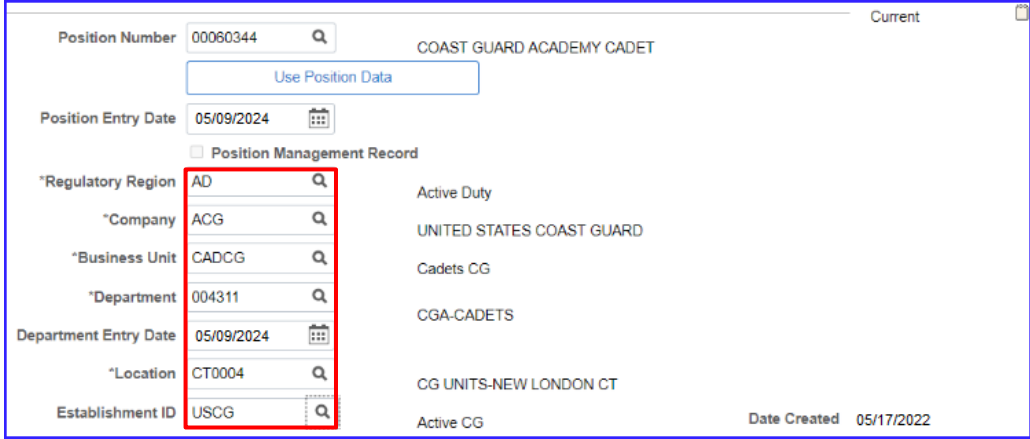

Procedure,  
continued

| Step | Action   |
|------|--|
| 19   | <p>Select the <b>Organizational Relationships</b> tab.</p>   |
| 20   | <p>Verify the <b>Employee</b> box is checked and click <b>Add Relationship</b>. Do <b>NOT</b> change the <b>Empl Record</b> number EVER.</p>    |
| 21   | <p>The Job Data screen displays. The <b>Empl ID</b> and <b>Empl Record</b> will be generated on the Work Location tab <b>(Record this number for future reference.)</b> See Notes.</p> <ul style="list-style-type: none"> <li>• <b>Effective Date</b> – Defaults to the current date. This date may be future dated to reflect the actual hire date.</li> <li>• <b>Effective Sequence</b> – Do not change.</li> <li>• <b>Action</b> – Select Hire from the drop-down.</li> <li>• <b>Reason</b> – Verify New Position is displayed.</li> <li>• <b>Position Number</b> – Enter 00060344, currently for CADET &amp; hit tab.</li> </ul> <p>Click the <b>Override Position Data</b> button.</p>  |

Continued on next page

## Accessing the Member into Direct Access, Continued

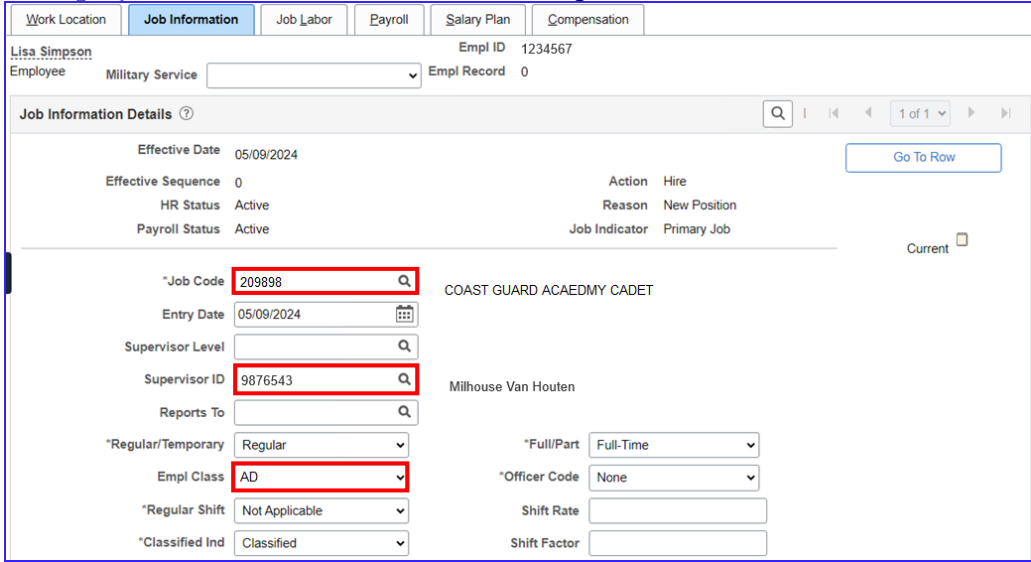
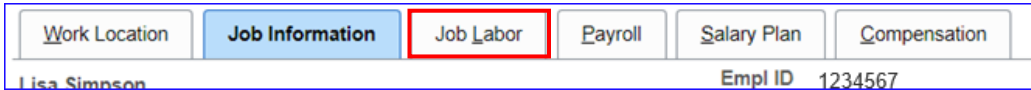
Procedure,  
continued

| Step | Action  |
|------|---|
| 22   | <p>Change/update as necessary:</p> <ul style="list-style-type: none"> <li>• <b>Regulatory Region</b> – Select AD from the lookup icon.</li> <li>• <b>Company</b> – Verify ACG is displayed.</li> <li>• <b>Business Unit</b> – Select CADCG from the lookup icon.</li> <li>• <b>Department</b> – Enter 004311.</li> <li>• <b>Department Entry Date</b> – Verify the Date of hire.</li> <li>• <b>Location</b> – Verify CT0004 is displayed.</li> <li>• <b>Establishment ID</b> – Select USCG from the lookup icon.</li> </ul>  |
| 23   | <p>Select the Job Information tab.</p>    |

*Continued on next page*

## Accessing the Member into Direct Access, Continued

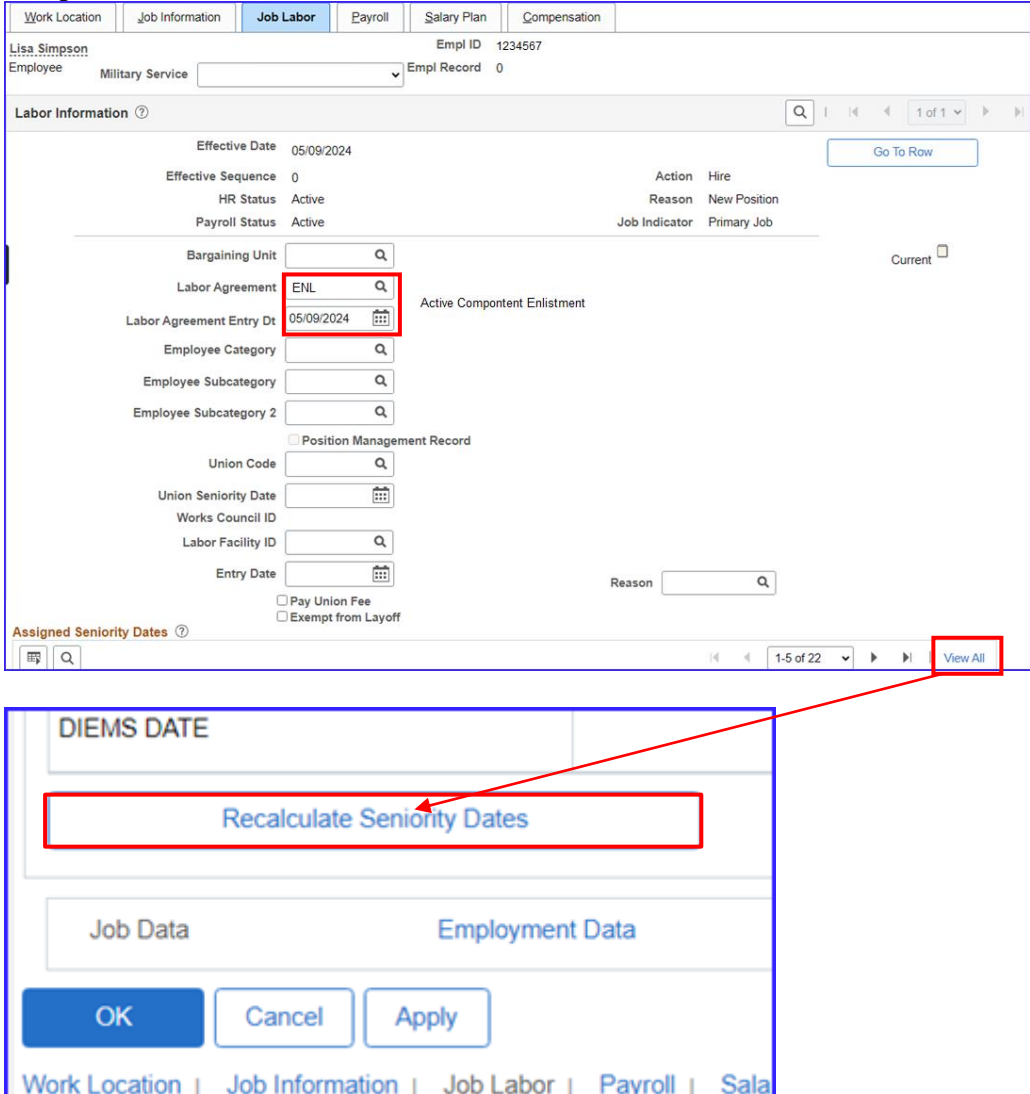
Procedure,  
Continued

| Step             | Action   |
|------------------|--|
| <p><b>24</b></p> | <p>Only enter these three fields, <b>DO NOT</b> enter any other data fields.</p> <ul style="list-style-type: none"> <li>• <b>Job Code</b> – Enter 209898 (if not defaulted) and hit tab.</li> <li>• <b>Supervisor ID</b> – Enter the CGHRSUP Empl ID that approves Accessions.</li> <li>• <b>Employee Class</b> – Select AD from the drop-down.</li> </ul>  |
| <p><b>25</b></p> | <p>Select the <b>Job Labor</b> tab.</p>    |

*Continued on next page*

## Accessing the Member into Direct Access, Continued

Procedure,  
continued

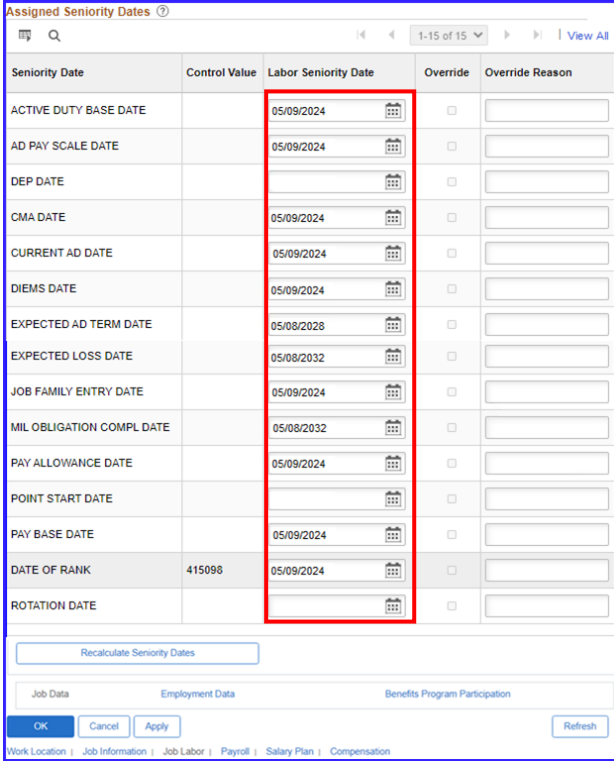
| Step | Action   |
|------|--|
| 26   | <p>Only enter these fields, <b>DO NOT</b> enter any other data fields.</p> <ul style="list-style-type: none"> <li>• <b>Labor Agreement</b> – Select ENL from the lookup icon.</li> <li>• <b>Labor Agreement Entry Dt</b> – Will default to date of hire.</li> </ul> <p>Scroll down the page and click <b>View ALL</b> for Assigned Seniority Dates. Click <b>Recalculate Seniority Dates</b> to update the correct member type and component Service Date information.</p>  <p>The screenshot shows the 'Job Labor' tab in the HR system. The employee is Lisa Simpson (Empl ID 1234567). The Labor Information section includes fields for Effective Date (05/09/2024), HR Status (Active), Payroll Status (Active), Bargaining Unit, Labor Agreement (ENL), Labor Agreement Entry Dt (05/09/2024), Employee Category, Employee Subcategory, Employee Subcategory 2, Union Code, Union Seniority Date, Works Council ID, Labor Facility ID, and Entry Date. The Assigned Seniority Dates section is visible at the bottom, with a 'View All' button highlighted in red. A second screenshot below shows the 'Recalculate Seniority Dates' button highlighted in red, with a red arrow pointing from the 'View All' button in the first screenshot to it.</p> |

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## Accessing the Member into Direct Access, Continued


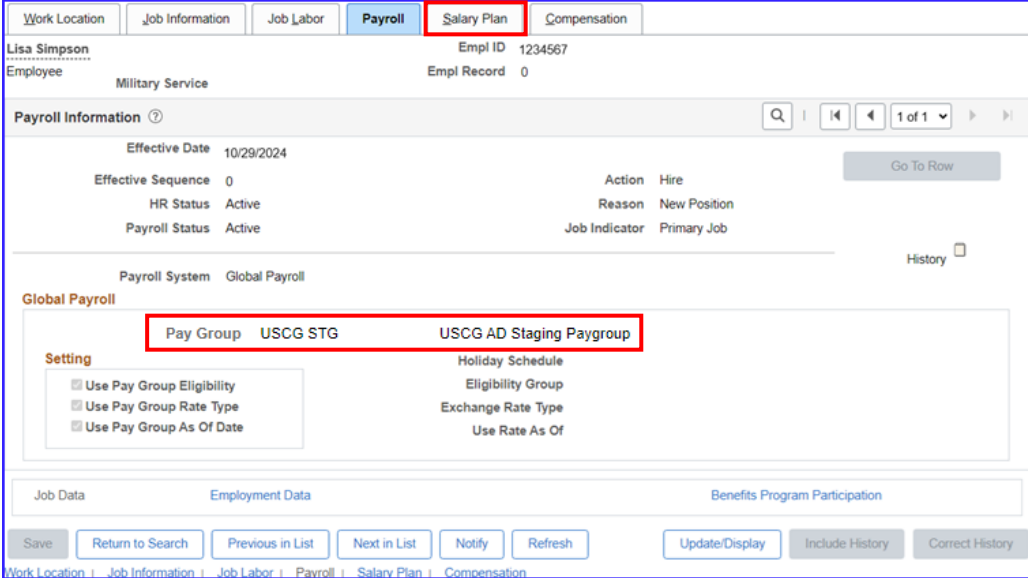
Procedure,  
continued

| Step | Action   |
|------|--|
| 27   | <p>Only enter dates as indicated. <b>All other fields must be left blank.</b></p> <ul style="list-style-type: none"> <li>• <b>Active Duty Base Date</b> – Date of the hire or Oath of Office</li> <li>• <b>AD Pay Scale Date</b> – Date of the hire or Oath of Office</li> <li>• <b>DEP Date</b> – Leave blank.</li> <li>• <b>CMA Date</b> – Date of the hire or Oath of Office</li> <li>• <b>DIEMS Date</b> – Date Initial Entry Military Service (any component)</li> <li>• <b>Expected AD Term Date</b> – 6 years from Oath of Office date (minus 1 day)</li> <li>• <b>Expected Loss Date</b> – 8 years from the original DIEMS date (minus 1 day)</li> <li>• <b>Job Family Entry Date</b> – Date of the hire or Oath of Office</li> <li>• <b>Mil Obligation Compl Date</b> – 8 years from DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP)</li> <li>• <b>Pay Allowance Date</b> – Date of the hire or Oath of Office</li> <li>• <b>Pay Base Date</b> – Date of the hire or Oath of Office</li> <li>• <b>Date of Rank</b> – Date of the hire or Oath of Office</li> </ul> <p><b>NOTE:</b> 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 <a href="#">E-Mail ALSPO B/15</a>).</p>  |

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## Accessing the Member into Direct Access, Continued

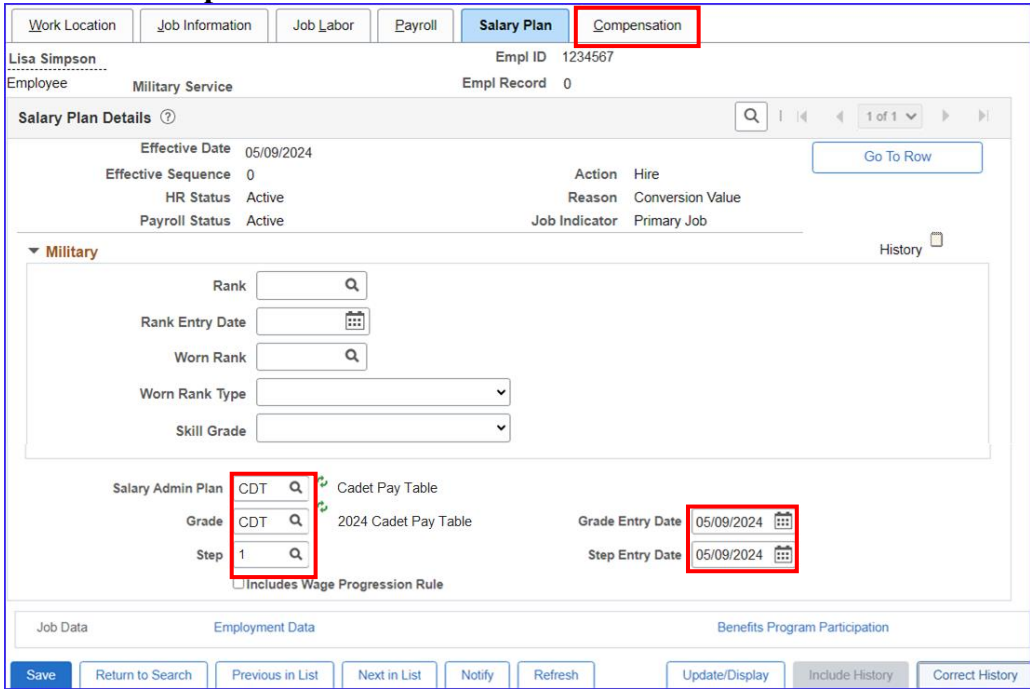
Procedure,  
continued

| Step | Action  |
|------|---|
| 28   | <p>Select the <b>Payroll</b> Tab.</p>   |
| 29   | <p><b>Pay Group</b> – Should default to <i>USCG STG</i>. Once the hire has been approved this will update to CADET.</p> <p>Select the <b>Salary Plan</b> tab.</p>  |

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## Accessing the Member into Direct Access, Continued

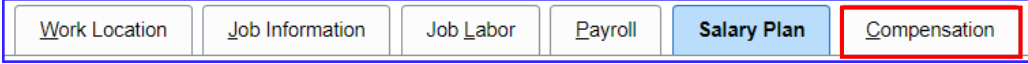
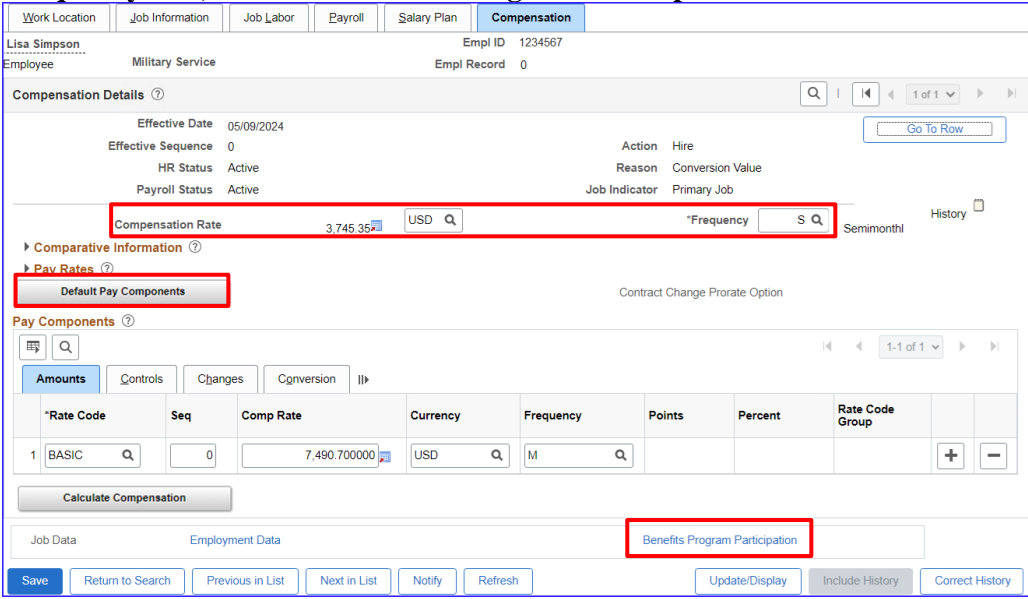
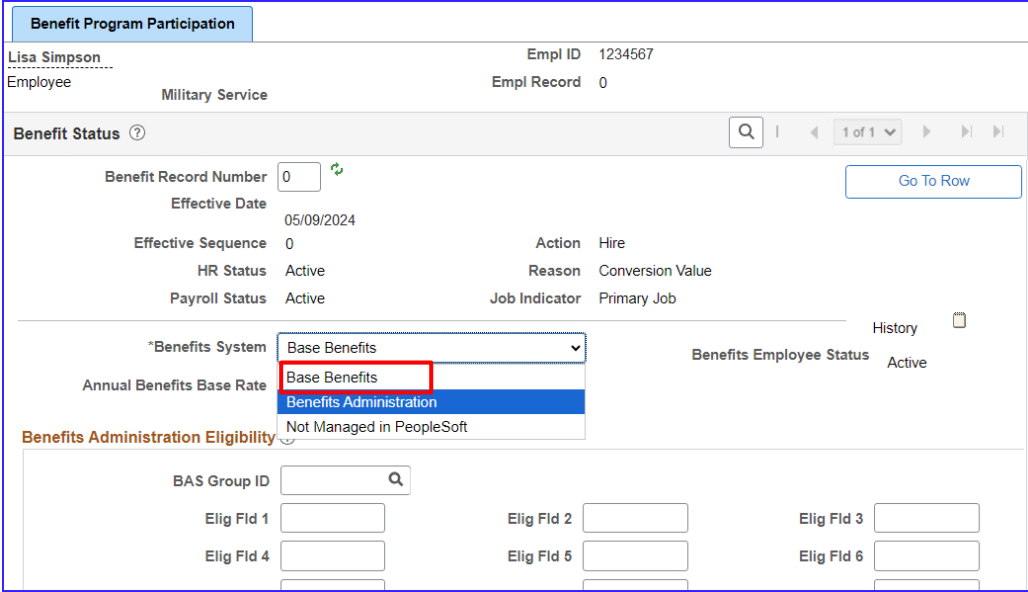
Procedure,  
continued

| Step | Action   |
|------|--|
| 30   | <p>Only enter fields as indicated. <b>All other fields must be left blank.</b></p> <ul style="list-style-type: none"> <li>• <b>Salary Admin Plan</b> – Should default to CDT (If not, select it from the lookup icon).</li> <li>• <b>Grade</b> – Select CDT from the lookup icon.</li> <li>• <b>Grade Entry Date</b> – Should default to the date of hire.</li> <li>• <b>Step</b> – Enter 1 and hit tab.</li> </ul> <p><b>NOTE:</b> 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><b>NOTE: This step is necessary for the information on the Compensation tab to populate.</b></p> <ul style="list-style-type: none"> <li>• <b>Step Entry Date</b> – Will default to the date of hire.</li> </ul> <p>Select the <b>Compensation</b> tab.</p>  |

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## Accessing the Member into Direct Access, Continued

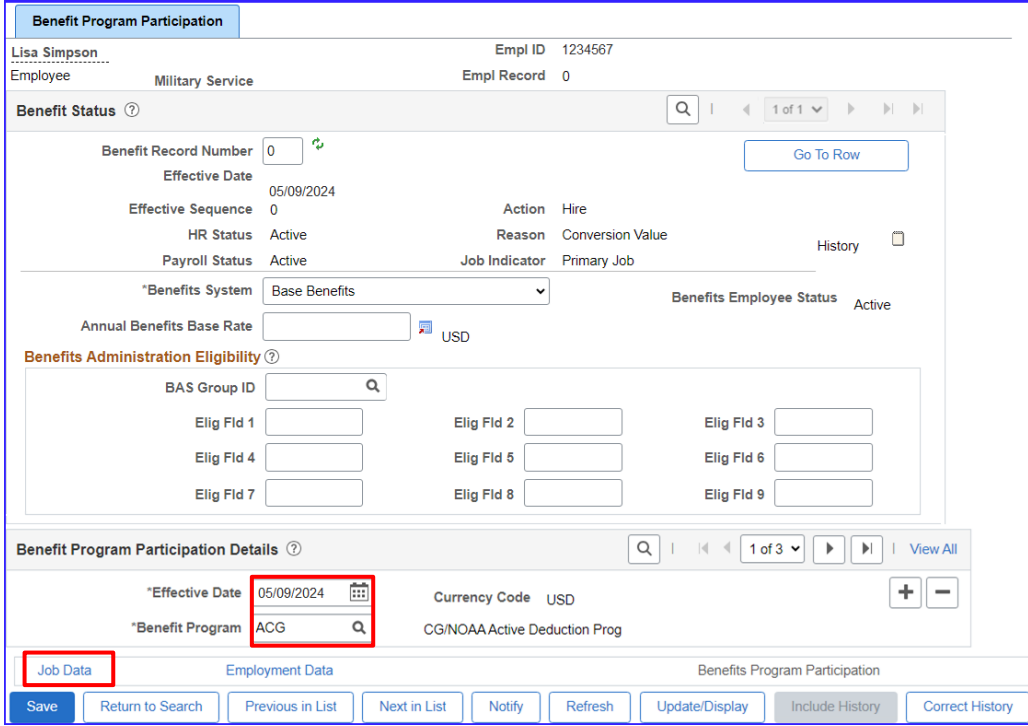
Procedure,  
continued

| Step | Action  |
|------|---|
| 31   | <p>Select the <b>Compensation</b> tab.</p>    |
| 32   | <p>Click <b>Default Pay Components</b> (this updates the <b>Compensation Rate</b> and <b>Frequency</b> data). Click the <b>Benefits Program Participation</b> link.</p>  |
| 33   | <p><b>Benefits System</b> – Select Base Benefits from the drop-down.</p>    |

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## Accessing the Member into Direct Access, Continued

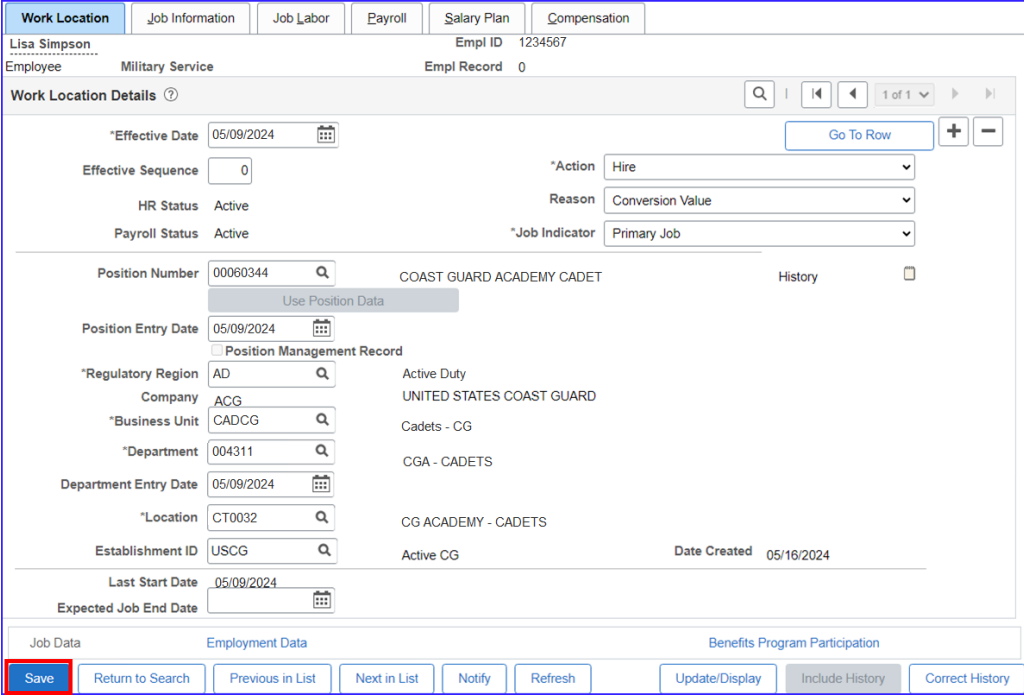
Procedure,  
continued

| Step | Action   |
|------|--|
| 34   | <p>Only enter fields as indicated. <b>All other fields must be left blank.</b></p> <ul style="list-style-type: none"> <li>• <b>Effective Date</b> – If completing the Job Data AFTER the effective date of hire, change the date to the date of hire.</li> <li>• <b>Benefit Program</b> – Select ACG from the lookup icon.</li> </ul> <p>Click the <b>Job Data</b> link.</p>  |

*Continued on next page*

# Accessing the Member into Direct Access, Continued

Procedure,  
continued

| Step | Action   |
|------|--|
| 35   | <p>To submit, click <b>Save</b>.</p>  <p>The screenshot displays the 'Work Location' tab for Lisa Simpson (Employee ID 1234567) in Military Service. The 'Work Location Details' section includes the following information:</p> <ul style="list-style-type: none"> <li><b>Effective Date:</b> 05/09/2024</li> <li><b>Effective Sequence:</b> 0</li> <li><b>HR Status:</b> Active</li> <li><b>Payroll Status:</b> Active</li> <li><b>Position Number:</b> 00060344 (COAST GUARD ACADEMY CADET)</li> <li><b>Position Entry Date:</b> 05/09/2024</li> <li><b>Regulatory Region:</b> AD (Active Duty)</li> <li><b>Company:</b> ACG (UNITED STATES COAST GUARD)</li> <li><b>Business Unit:</b> CADC (Cadets - CG)</li> <li><b>Department:</b> 004311 (CGA - CADETS)</li> <li><b>Location:</b> CT0032 (CG ACADEMY - CADETS)</li> <li><b>Establishment ID:</b> USCG (Active CG)</li> <li><b>Last Start Date:</b> 05/09/2024</li> <li><b>Expected Job End Date:</b> (empty)</li> <li><b>Date Created:</b> 05/16/2024</li> </ul> <p>The 'Action' dropdown is set to 'Hire' with 'Reason' as 'Conversion Value' and 'Job Indicator' as 'Primary Job'. The 'Save' button is highlighted in red.</p> |

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## Accessing the Member into Direct Access, Continued

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Procedure,  
continued

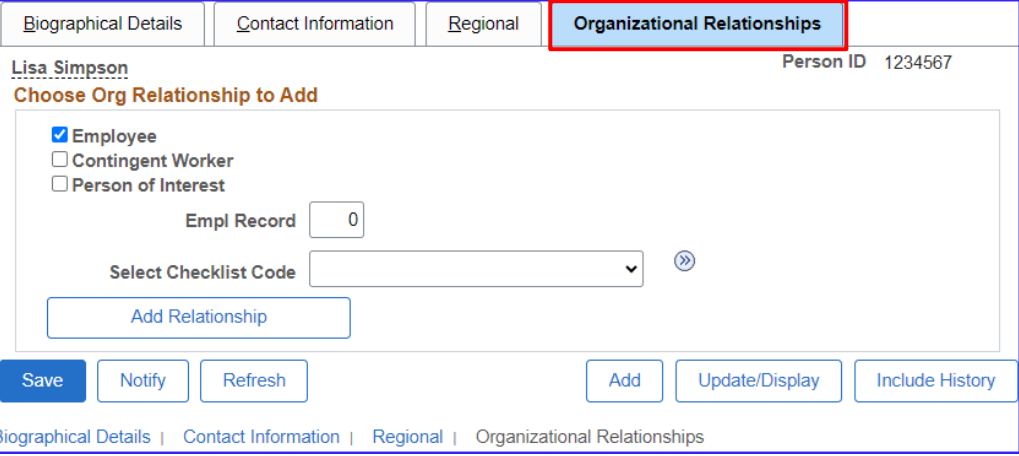
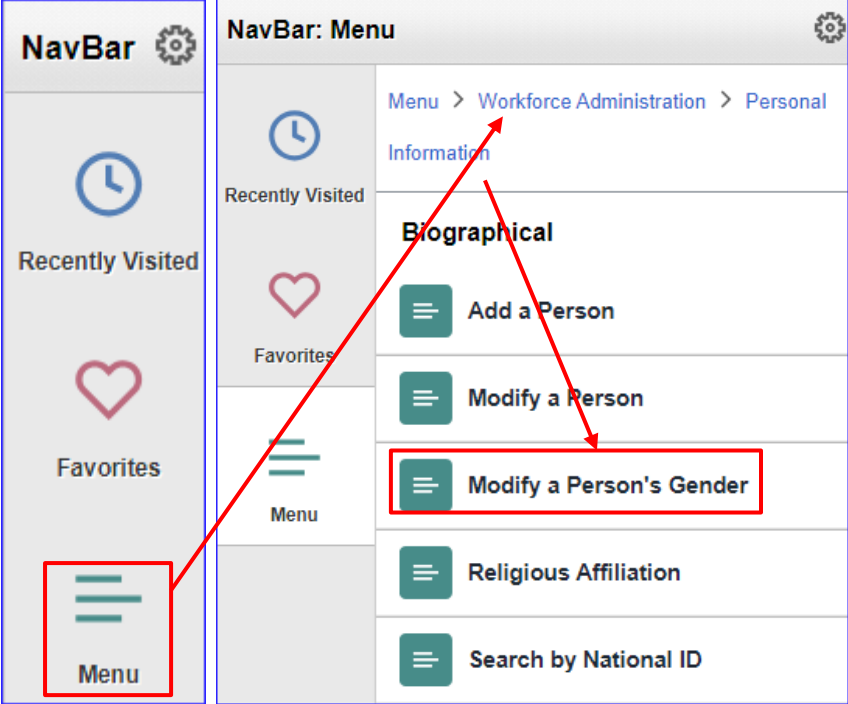
| Step | Action   |
|------|--|
| 36   | <p>Several Messages will display (randomly ordered). Click <b>OK</b> for each one (wait for the “processing-circle-of-death” to finish).</p> <div data-bbox="338 562 1369 763"> <p>Warning -- Head count of 1366 exceeds maximum head count of 0 for position. (1000,156)<br/>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><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="338 801 1080 1025"> <p>Warning -- Compensation Frequency has been updated. (1010,264)<br/>Compensation Frequency has been updated.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="338 1064 1369 1288"> <p>Warning -- Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32)<br/>A minimum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel falls below that minimum.<br/>If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="338 1326 1125 1518"> <p>JOB DATA CMP EMPLID : 1234567 COMPANY ACG ACTION HIR (0,0)</p> <p><input type="button" value="OK"/></p> </div> |

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## Accessing the Member into Direct Access, Continued

Procedure,  
continued

| Step | Action  |
|------|---|
| 37   | <p>After a successful completion you will be returned to the <b>Organizational Relationships</b> tab. Return to the DA home page.</p>    |
| 38   | <p>If you have the roles to add the member's gender, navigate to the NavBar icon &gt; <b>Menu</b> &gt; <b>Workforce Administration drop-down arrow</b> &gt; Personal Information &gt; Biographical &gt; <b>Modify a Person's Gender</b>.<br/>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 the Member into Direct Access, Continued

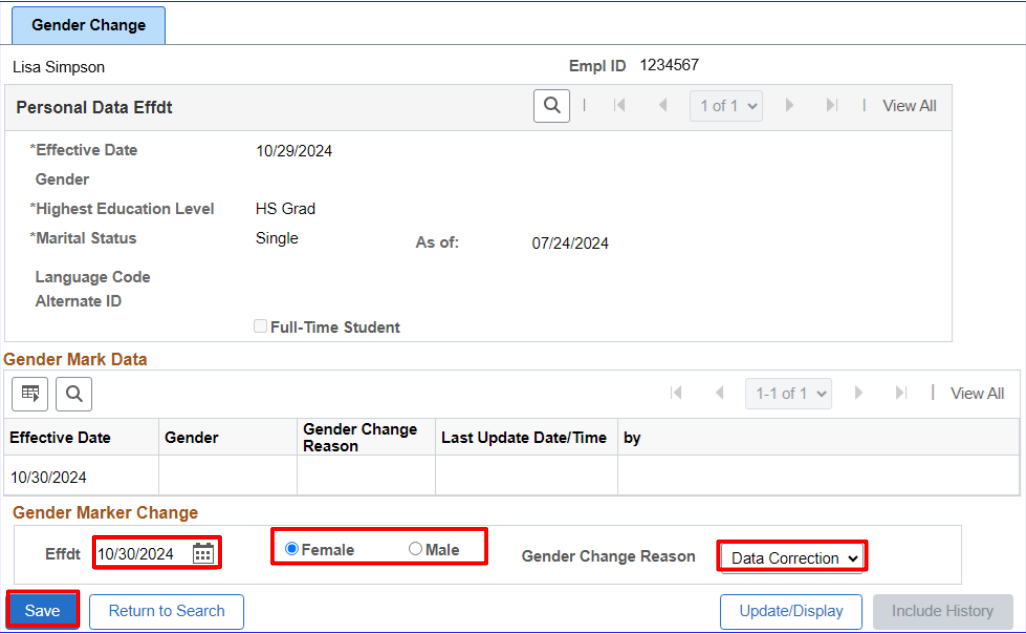

Procedure,  
continued

| Step | Action   |
|------|--|
| 39   | <p>Enter the <b>Empl ID</b> and click <b>Search</b>. The Include History box is already checked.</p> <div data-bbox="341 562 1369 1525" style="border: 1px solid blue; padding: 10px;"> <p><b>Personal Gender Change</b><br/>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center; background-color: #ADD8E6; padding: 5px;">Find an Existing Value</p> <p><b>▼ Search Criteria</b></p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Second Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Middle Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Business Unit <input type="text" value="begins with"/> <input type="text"/></p> <p>Department Set ID <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Department <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p><input checked="" type="checkbox"/> Include History   <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> </div> |

*Continued on next page*

## Accessing the Member into Direct Access, Continued

Procedure,  
continued

| Step             | Action   |
|------------------|--|
| <p><b>40</b></p> | <p>The Gender Change tab will display. <b>The Gender Marker Change Effdt must be the day after your date of entry. This date cannot be backdated.</b> Select the appropriate <b>Gender</b> radio button and select Data Correction from the <b>Gender Change Reason</b> drop-down (used for entering a new member's gender OR to correct an incorrect gender).</p> <p><b>NOTE: DO NOT USE Gender Marker Change</b> – Used to modify a member who has followed established COMDT Policy and is physically changing genders.</p> <p>Click <b>Save</b>.</p>  |
| <p><b>41</b></p> | <p>Now showing 1 of 2 rows.</p>    |

# Approving an Accession

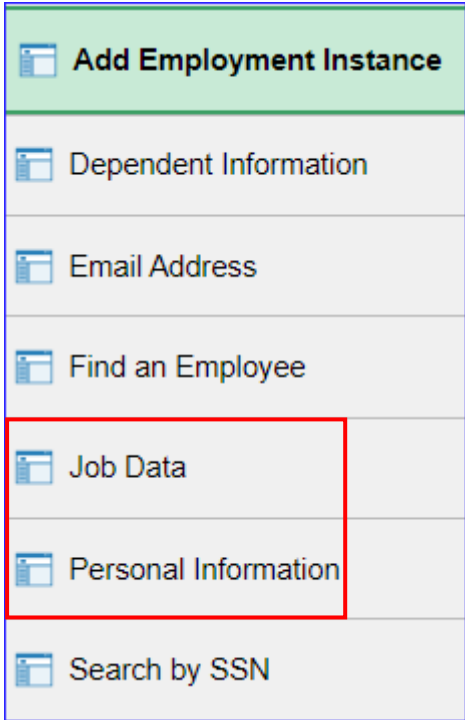
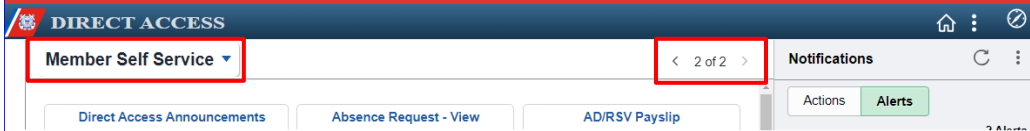
**Introduction** This section provides the procedures for approving an Accession in DA.

**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.

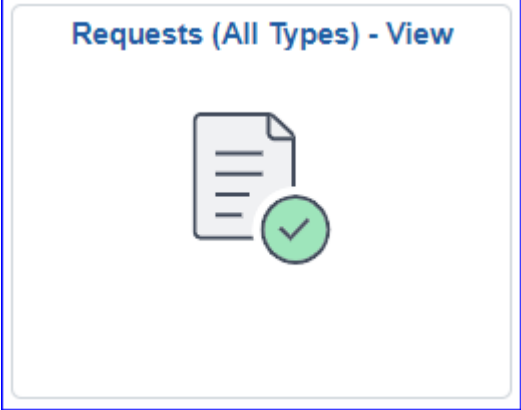
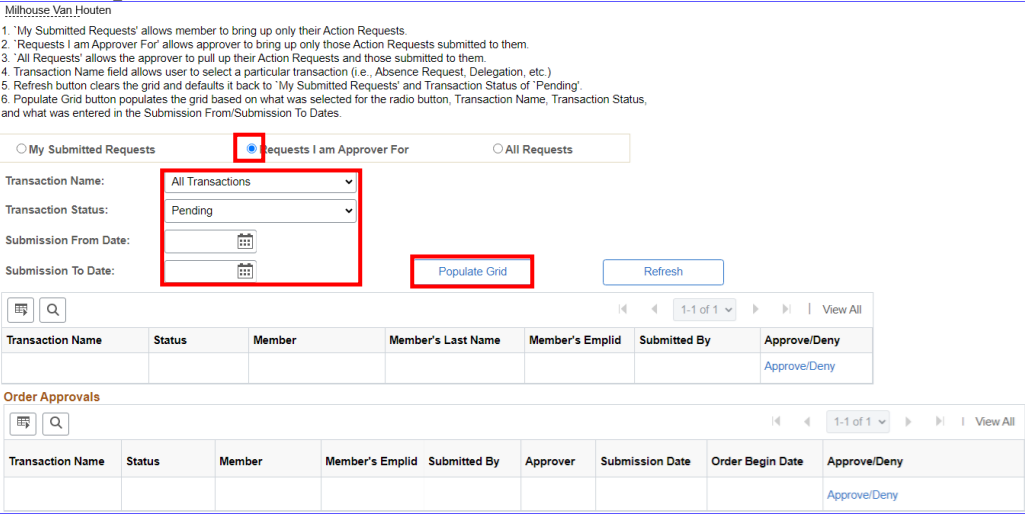

**Procedure** See below.

| Step            | Action   |
|-----------------|--|
| <p><b>1</b></p> | <p>Before approving the accession, review/audit the information by clicking on the <b>Job Data</b> and the <b>Personal Information</b> options.</p>  |
| <p><b>2</b></p> | <p>Navigate to <b>Member Self Service</b> via the drop-down or by page <b>arrows</b>.</p>    |

*Continued on next page*

# Approving an Accession, Continued

Procedure,  
continued

| Step | Action   |
|------|--|
| 3    | <p>Click on the <b>Requests (All Types) - View</b> tile.</p>    |
| 4    | <p>Select the <b>Requests I am Approver For</b> radio button. You may narrow the search by filling in the <b>Transaction Name</b>, <b>Status</b> and <b>Dates</b>. Click <b>Populate Grid</b>.</p> <p><small>Milhouse Van Houten</small></p> <ol style="list-style-type: none"> <li>1. 'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>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.</li> </ol>  |
| 5    | <p>Click the <b>Approve/Deny</b> link for the accession you are approving.</p>   |

*Continued on next page*

## Approving an Accession, Continued

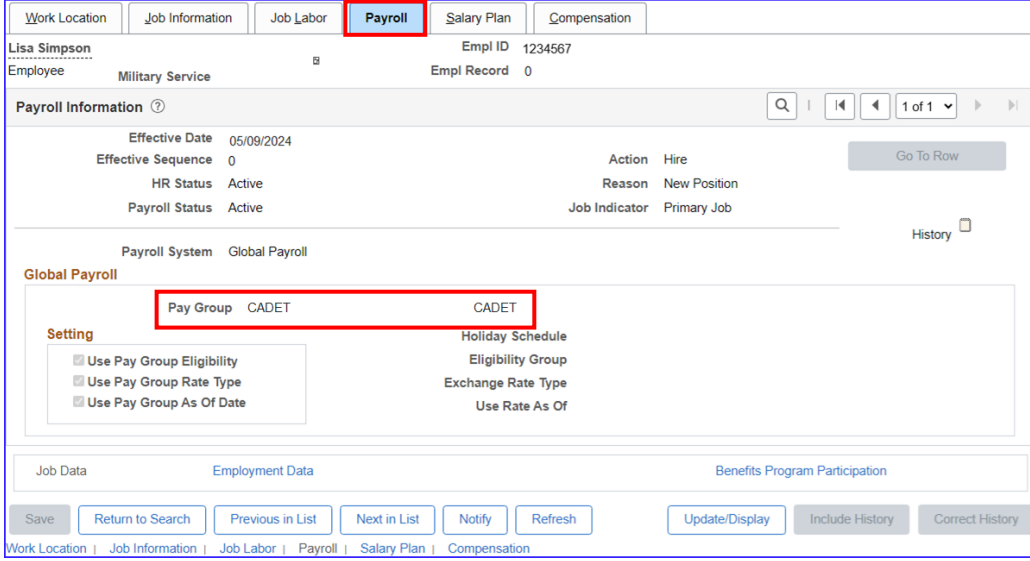
Procedure,  
continued

| Step | Action   |
|------|--|
| 6    | <p>Enter any needed <b>Comments</b> and select either <b>Approve</b> or <b>Deny</b> (deny returns the accession to the HRS user).</p> <div data-bbox="336 562 1369 1346" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Approval/SOD for Accessions</p> <p><a href="#">Van Houten, Milhouse...</a></p> <ul style="list-style-type: none"> <li>Review hire data in the Request Information box.</li> <li>To approve a Hire Request, press the Approve button.</li> <li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li> <li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li> </ul> <p><b>Request Details</b></p> <p>Employee ID: 1234567</p> <p><b>Request URL</b></p> <p><a href="#">Click here to view additional request information.</a></p> <p><b>Request Approvers</b></p> <p>Approver: 9876543 Milhouse Van Houten</p> <p>Comment: <input style="border: 2px solid red;" type="text"/></p> <p><input style="border: 2px solid red;" type="button" value="Approve"/> <input style="border: 2px solid red;" type="button" value="Deny"/></p> <p><b>Accessions Hire Approval</b></p> <p>Accession Hire Request: Pending</p> <p>One Approval level</p> <p>Pending</p> <p> Milhouse Van Houten<br/>Initial Approve Action Request</p> </div> |
| 7    | <p>Once <b>Approved</b>, the buttons will be greyed out after the system saves the approval. Click the X to close the page.</p> <div data-bbox="336 1442 1369 1868" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> </p> <p><b>Accessions Hire Approval</b></p> <p>Request Status: <span style="border: 2px solid red; padding: 2px;">Approved</span> <a href="#">View/Hide Comments</a></p> <p>One Approval Level</p> <p style="background-color: #e0ffe0; padding: 2px;">Approved</p> <p> Milhouse Van Houten<br/>Initial Approve Action Request<br/>10/29/2024 7:58 PM</p> <p><b>Comments</b></p> <p>Milhouse Van Houten at 10/29/24 - 7:58 PM</p> </div>   |

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# Approving an Accession, Continued


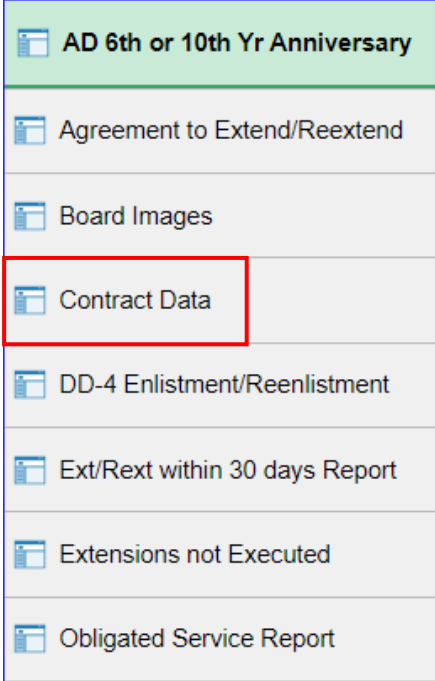
Procedure,  
continued

| Step | Action  |
|------|---|
| 8    | <p>Return to the Job Data <b>Payroll</b> tab to confirm the members <b>Pay Group</b> has changed to CADET and repeat the process for the next accession.</p>  <p>The screenshot shows the 'Payroll' tab selected. The 'Pay Group' is 'CADET'. The 'Setting' section includes the following options:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Use Pay Group Eligibility</li> <li><input checked="" type="checkbox"/> Use Pay Group Rate Type</li> <li><input checked="" type="checkbox"/> Use Pay Group As Of Date</li> </ul> |

# Entering Contract Data

**Introduction** This section provides the procedures for completing the contract of a member (in this example with no prior service) in DA.

**Procedure** See below.

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

*Continued on next page*

## Entering Contract Data, Continued

Procedure,  
continued

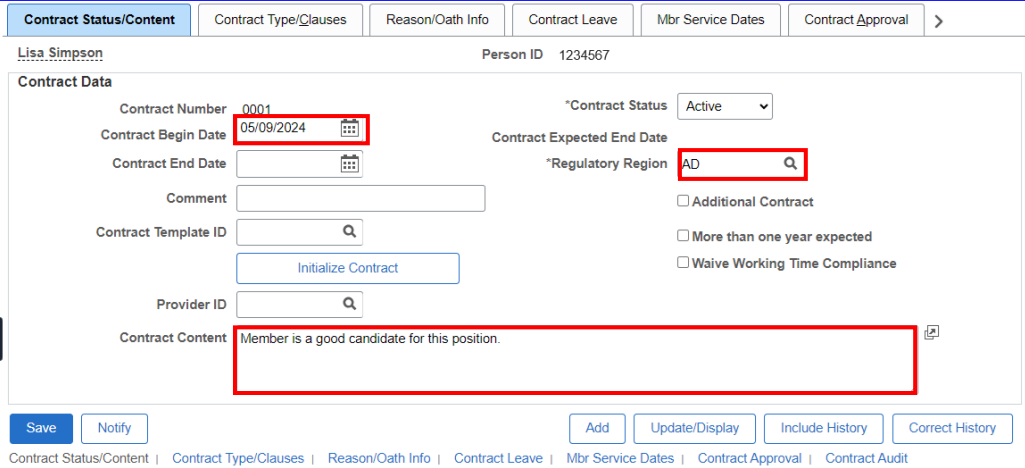
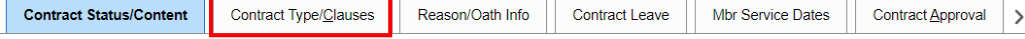
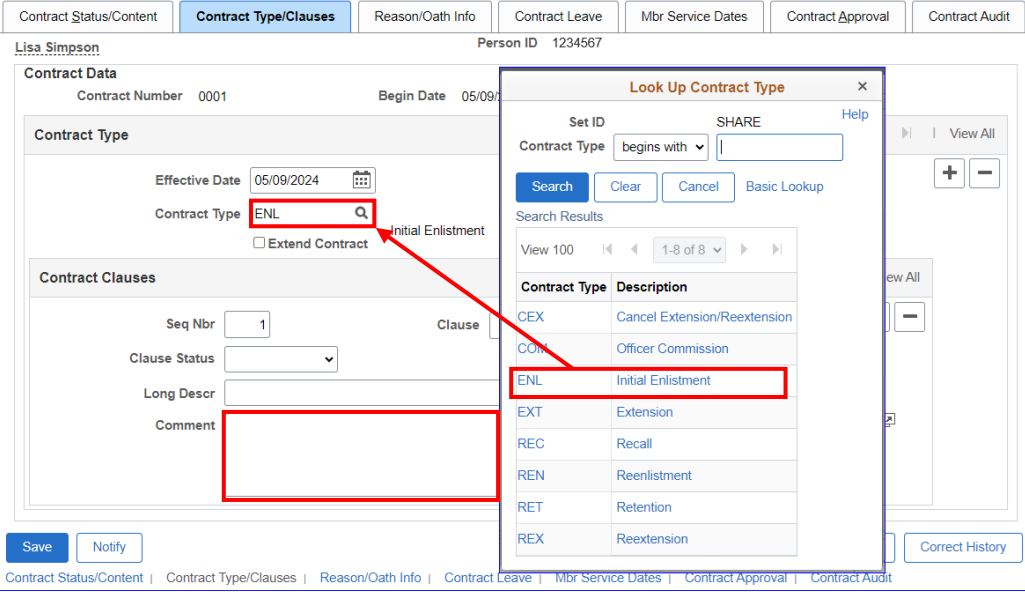
| Step | Action   |
|------|--|
| 3    | <p>Select the <b>Add a New Value</b> tab.</p> <div data-bbox="338 490 1370 1368" style="border: 1px solid black; padding: 5px;"> <p><b>Update Contracts</b><br/>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input style="border: 2px solid red;" type="button" value="Add a New Value"/> </p> <p>▼ <b>Search Criteria</b></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"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/> </p> <p> <a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a> </p> </div> |
| 4    | <p>Enter the <b>Empl ID</b> and the <b>Contract Number</b> (Ex. 0001). Click <b>Add</b>.</p> <div data-bbox="338 1426 979 1861" style="border: 1px solid black; padding: 5px;"> <p><b>Update Contracts</b></p> <p> <input type="button" value="Find an Existing Value"/> <input style="background-color: #ADD8E6;" 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="0001"/></p> <p><input style="border: 2px solid red;" type="button" value="Add"/></p> <p> <a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a> </p> </div>  |

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# Entering Contract Data, Continued


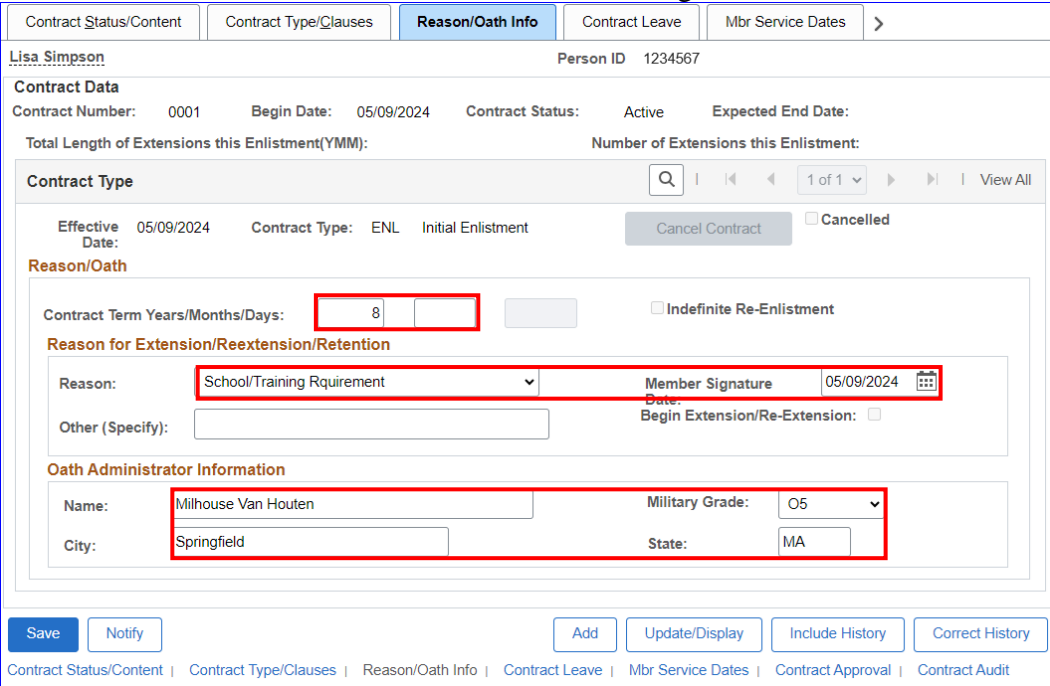
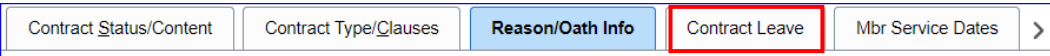
Procedure,  
continued

| Step            | Action  |
|-----------------|---|
| <p><b>5</b></p> | <p>The Contract Status/Content tab displays with the <b>Contract Number</b> (Ex. 0001).</p> <ul style="list-style-type: none"> <li>• <b>Contract Begin Date</b> – Ensure it is the date of hire.</li> <li>• <b>Regulatory Region</b> – Change to the appropriate region (in this case AD).</li> <li>• <b>Contract Content</b> – A statement is required.</li> </ul>  |
| <p><b>6</b></p> | <p>Select the <b>Contract Type/Clauses</b> tab.</p>   |
| <p><b>7</b></p> | <ul style="list-style-type: none"> <li>• <b>Contract Type</b> – Select ENL from the lookup icon.</li> <li>• <b>Comment</b> – Enter any contractual specific reasons.</li> </ul>   |

*Continued on next page*

## Entering Contract Data, Continued

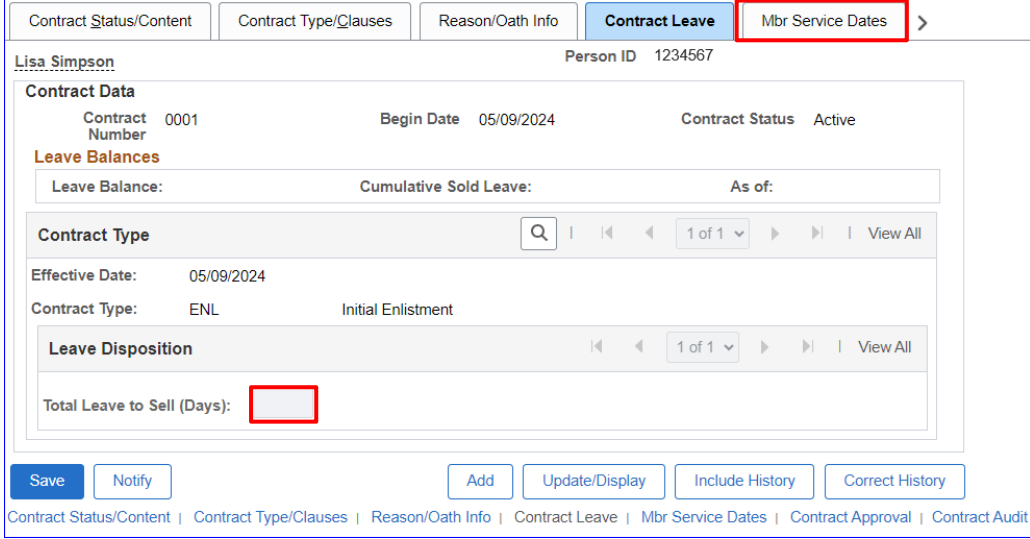

Procedure,  
continued

| Step | Action   |
|------|--|
| 8    | <p>Select the <b>Reason/Oath Info</b> tab.</p>   |
| 9    | <ul style="list-style-type: none"> <li>• <b>Contract Term Years/Months/Days</b> – Enter the contract term.</li> <li>• <b>Reason</b> – Select an option from the drop-down. IAW Enlistments, Evaluations, and Advancements, COMDTINST M1000.2, Chap 1.F.1.a, <b>this field needs to reflect the actual reason for the service obligation.</b></li> <li>• <b>Member Signature Date</b> – Enter the date the contract was signed.</li> <li>• <b>Name</b> – Enter the appropriate name of the Oath Administrator (can be a Notary, Court Clerk or Judge).</li> <li>• <b>Military Grade</b> – Enter the rank of the Oath Administrator (leave blank if non-military).</li> <li>• <b>City</b> – Enter the City in which the contract was signed.</li> <li>• <b>State</b> – Enter the State in which the contract was signed.</li> </ul>  |
| 10   | <p>Select the <b>Contract Leave</b> tab.</p>   |

*Continued on next page*

# Entering Contract Data, Continued

Procedure,  
continued

| Step             | Action   |
|------------------|--|
| <p><b>11</b></p> | <p><b>Total Leave to Sell (Days) – Greyed out for new hires.</b></p> <p>Select the <b>Mbr Service Dates</b> tab.</p>  <p>The screenshot shows the 'Mbr Service Dates' tab selected. The user is Lisa Simpson (Person ID 1234567). The 'Contract Data' section shows Contract Number 0001, Begin Date 05/09/2024, and Contract Status Active. The 'Leave Balances' section includes fields for Leave Balance, Cumulative Sold Leave, and As of. The 'Contract Type' section shows Effective Date 05/09/2024 and Contract Type ENL. The 'Leave Disposition' section shows 'Total Leave to Sell (Days):' followed by a greyed-out input field highlighted with a red box. Navigation buttons like Save, Notify, Add, Update/Display, Include History, and Correct History are visible at the bottom.</p> |
| <p><b>12</b></p> | <p><b>Click <b>View All</b> on the Assigned Seniority Dates section.</b></p>  <p>The screenshot shows the 'Mbr Service Dates' tab. The user is Lisa Simpson (Person ID 1234567). The 'Assigned Seniority Dates' section is visible, showing a table with columns 'Seniority Date' and 'Labor Seniority Date'. The table contains two rows: 'ACTIVE DUTY BASE DATE' and 'AD PAY SCALE DATE', both with a value of 05/09/2024. A 'View All' button is highlighted with a red box. Navigation buttons like Save, Notify, Add, Update/Display, Include History, and Correct History are visible at the bottom.</p>   |

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# Entering Contract Data, Continued

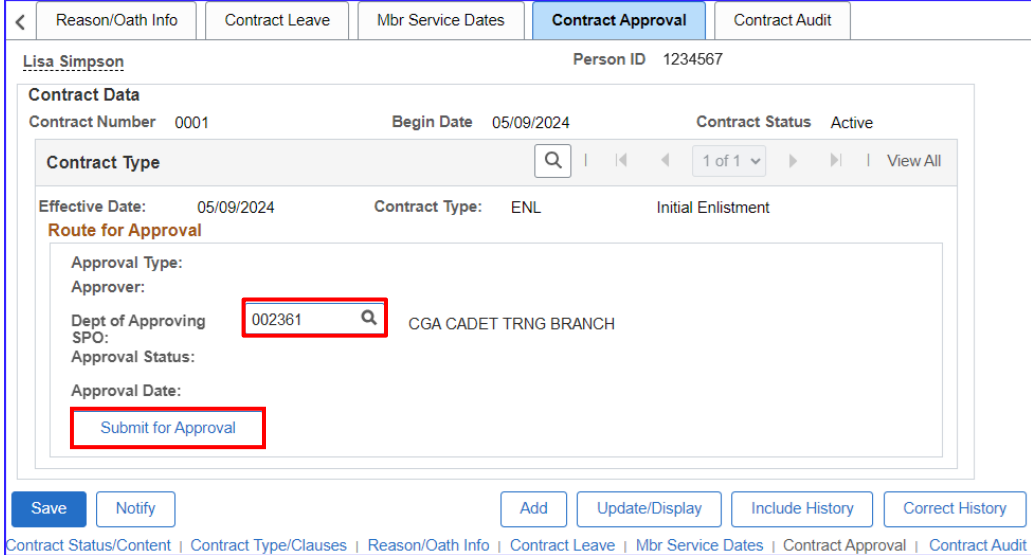
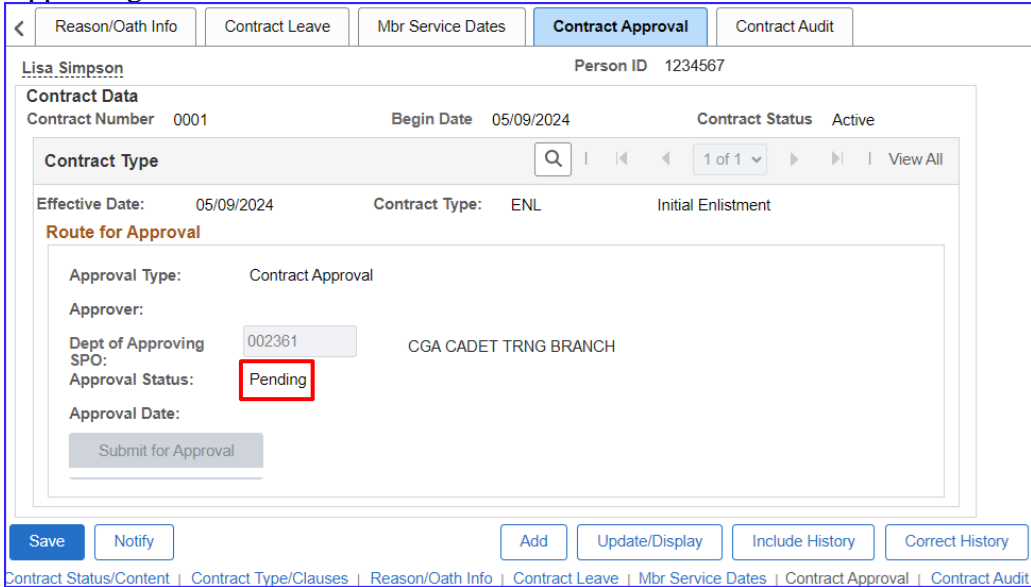
Procedure,  
continued

| Step                      | Action  |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
|---------------------------|---|----------------|----------------------|-----------------------|------------|-------------------|------------|----------|--|----------|--|------------|------------|---------------------------|--|--------------------|------------|-----------------------|------------|---------------------------|------------|--------------------|------------|------------------|--|---------------|------------|--------------|------------|-------------------------|--|---------------|--|---------------------------|------------|----------------------|------------|----------------------|------------|---------------------|------------|---------------------|--|----------------------|--|-----------------|--|--------------------------|--|
| <p><b>13</b></p>          | <p>Confirm <b>Labor Seniority Dates</b> set during the Accession process are correct. If not, return to Job Data and fix any incorrect dates.</p> <div data-bbox="339 562 943 1576" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Assigned Seniority Dates</b></p> <p>1-23 of 23 <span style="float: right;">View 12</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Seniority Date</th> <th style="width: 40%;">Labor Seniority Date</th> </tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td>05/09/2024</td></tr> <tr><td>AD PAY SCALE DATE</td><td>05/09/2024</td></tr> <tr><td>DEP DATE</td><td></td></tr> <tr><td>CMA DATE</td><td></td></tr> <tr><td>DIEMS DATE</td><td>05/09/2024</td></tr> <tr><td>RSV DRILL OBLIGATION DATE</td><td></td></tr> <tr><td>EXPECTED LOSS DATE</td><td>05/08/2032</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>05/09/2024</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>05/08/2032</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>05/09/2024</td></tr> <tr><td>POINT START DATE</td><td></td></tr> <tr><td>PAY BASE DATE</td><td>05/09/2024</td></tr> <tr><td>DATE OF RANK</td><td>05/09/2024</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>05/09/2024</td></tr> <tr><td>RSV ANNIVERSARY DATE</td><td>05/09/2024</td></tr> <tr><td>RSV ELIGIBILITY DATE</td><td>05/09/2024</td></tr> <tr><td>RSV INITIATION DATE</td><td>05/09/2024</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> <p> <input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/> </p> <p><small> <a href="#">Contract Status/Content</a>                        <a href="#">Contract Type/Clauses</a>                        <a href="#">Reason/Oath Info</a>                        <a href="#">Contract Leave</a>                        <a href="#">Mbr Service Dates</a>                        <a href="#">Contract Approval</a>                        <a href="#">Contract Audit</a> </small></p> </div> | Seniority Date | Labor Seniority Date | ACTIVE DUTY BASE DATE | 05/09/2024 | AD PAY SCALE DATE | 05/09/2024 | DEP DATE |  | CMA DATE |  | DIEMS DATE | 05/09/2024 | RSV DRILL OBLIGATION DATE |  | EXPECTED LOSS DATE | 05/08/2032 | JOB FAMILY ENTRY DATE | 05/09/2024 | MIL OBLIGATION COMPL DATE | 05/08/2032 | PAY ALLOWANCE DATE | 05/09/2024 | POINT START DATE |  | PAY BASE DATE | 05/09/2024 | DATE OF RANK | 05/09/2024 | RSV COMP SBP ELECT DATE |  | ROTATION DATE |  | RSRV ACCESSION CLASS DATE | 05/09/2024 | RSV ANNIVERSARY DATE | 05/09/2024 | RSV ELIGIBILITY DATE | 05/09/2024 | RSV INITIATION DATE | 05/09/2024 | RESERVE LETTER DATE |  | RTB ELIGIBILITY DATE |  | RTB LETTER DATE |  | RTB LETTER RESPONSE DATE |  |
| Seniority Date            | Labor Seniority Date  |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| ACTIVE DUTY BASE DATE     | 05/09/2024  |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| AD PAY SCALE DATE         | 05/09/2024  |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| DEP DATE                  |   |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| CMA DATE                  |   |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| DIEMS DATE                | 05/09/2024  |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| RSV DRILL OBLIGATION DATE |   |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| EXPECTED LOSS DATE        | 05/08/2032  |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| JOB FAMILY ENTRY DATE     | 05/09/2024  |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| MIL OBLIGATION COMPL DATE | 05/08/2032  |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| PAY ALLOWANCE DATE        | 05/09/2024  |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| POINT START DATE          |   |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| PAY BASE DATE             | 05/09/2024  |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| DATE OF RANK              | 05/09/2024  |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| RSV COMP SBP ELECT DATE   |   |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| ROTATION DATE             |   |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| RSRV ACCESSION CLASS DATE | 05/09/2024  |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| RSV ANNIVERSARY DATE      | 05/09/2024  |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| RSV ELIGIBILITY DATE      | 05/09/2024  |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| RSV INITIATION DATE       | 05/09/2024  |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| RESERVE LETTER DATE       |   |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| RTB ELIGIBILITY DATE      |   |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| RTB LETTER DATE           |   |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| RTB LETTER RESPONSE DATE  |   |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |
| <p><b>14</b></p>          | <p>Select the <b>Contract Approval</b> tab.</p> <div data-bbox="339 1621 1370 1682" style="border: 1px solid #ccc; padding: 5px;"> <p> <input type="button" value="Reason/Oath Info"/> <input type="button" value="Contract Leave"/> <input type="button" value="Mbr Service Dates"/> <input style="border: 2px solid red;" type="button" value="Contract Approval"/> <input type="button" value="Contract Audit"/> </p> </div>   |                |                      |                       |            |                   |            |          |  |          |  |            |            |                           |  |                    |            |                       |            |                           |            |                    |            |                  |  |               |            |              |            |                         |  |               |  |                           |            |                      |            |                      |            |                     |            |                     |  |                      |  |                 |  |                          |  |

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## Entering Contract Data, Continued

Procedure,  
continued

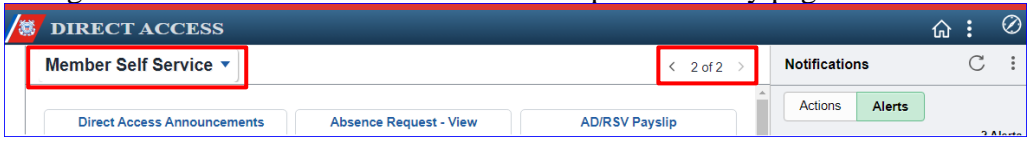
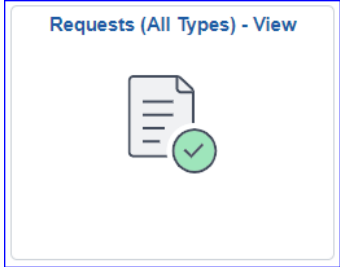
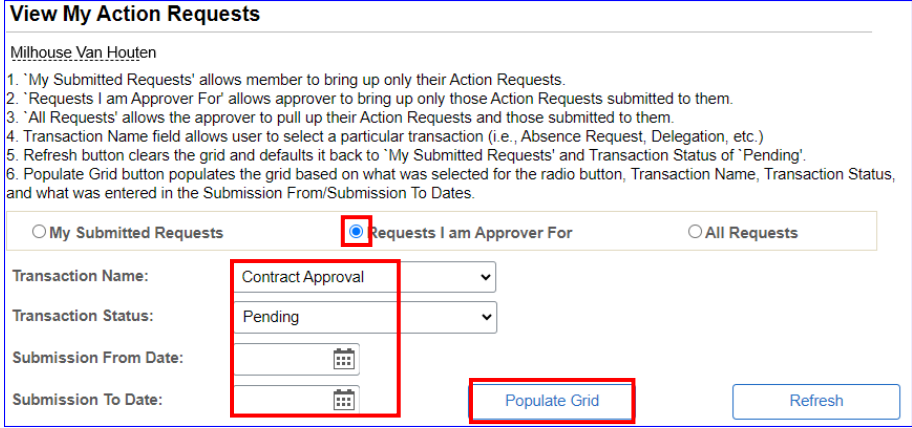
| Step             | Action   |
|------------------|--|
| <p><b>15</b></p> | <p><b>Verify Dept of Approving SPO. Click Submit for Approval.</b></p>  <p>The screenshot shows the 'Contract Approval' tab selected. Under 'Route for Approval', the 'Dept of Approving SPO' is set to '002361' (highlighted in red) for 'CGA CADET TRNG BRANCH'. The 'Approval Status' is currently blank. A red box highlights the 'Submit for Approval' button.</p> |
| <p><b>16</b></p> | <p><b>The Approval Status updates to Pending and the contract will be routed to the Approving SPO.</b></p>  <p>The screenshot shows the 'Approval Status' updated to 'Pending' (highlighted in red). The 'Submit for Approval' button is now disabled.</p>   |

# Approving a Contract

**Introduction** This section provides the procedures for approving a contract.

- 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

**Procedure** See below.

| Step | Action   |
|------|--|
| 1    | <p>Navigate to <b>Member Self Service</b> via the drop-down or by page arrows.</p>   |
| 2    | <p>Click on the <b>Requests (All Types) - View</b> tile.</p>   |
| 3    | <p>Select the <b>Requests I am Approver For</b> radio button.<br/> <b>Transaction Name</b> – Select Contract Approval from the drop-down.<br/>         You may narrow the search by filling in the <b>Status</b> and <b>Dates</b>.</p> <p>Click <b>Populate Grid</b>.</p>  |

*Continued on next page*

# Approving a Contract, Continued

Procedure,  
continued


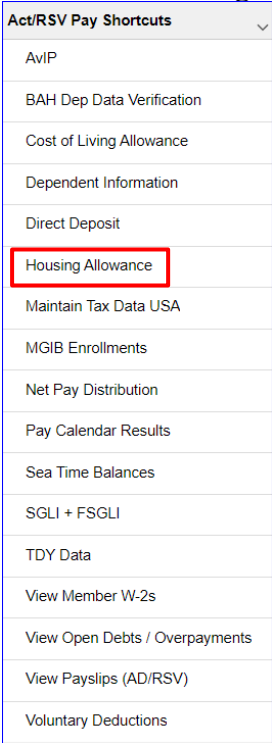
| Step               | Action   |                     |                    |                 |                    |                  |                     |                 |              |                    |              |                   |         |                  |            |         |        |                |                     |                     |              |                   |                            |                  |         |                 |        |                  |                     |                   |              |                     |            |                |         |                  |        |                   |                     |            |              |
|--------------------|--|---------------------|--------------------|-----------------|--------------------|------------------|---------------------|-----------------|--------------|--------------------|--------------|-------------------|---------|------------------|------------|---------|--------|----------------|---------------------|---------------------|--------------|-------------------|----------------------------|------------------|---------|-----------------|--------|------------------|---------------------|-------------------|--------------|---------------------|------------|----------------|---------|------------------|--------|-------------------|---------------------|------------|--------------|
| 4                  | <p>Click the <b>Approve/Deny</b> link for the contract you are approving.</p>  <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>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Lisa Simpson</td> <td>Simpson</td> <td>1234567</td> <td>004750</td> <td>Ralph Wiggum</td> <td>Milhouse Van Houten</td> <td>2024/05/14</td> <td>Approve/Deny</td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Maggie Simpson</td> <td>Simpson</td> <td>1112223</td> <td>002338</td> <td>Rod Flanders</td> <td>Milhouse Van Houten</td> <td>2024/05/09</td> <td>Approve/Deny</td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Bart Simpson</td> <td>Simpson</td> <td>1122334</td> <td>044032</td> <td>Rod Flanders</td> <td>Milhouse Van Houten</td> <td>2024/05/09</td> <td>Approve/Deny</td> </tr> </tbody> </table>   | Transaction Name    | Status             | Member          | Member's Last Name | Member's Emplid  | Member's Deptid     | Submitted By    | Approver     | Submission Date    | Approve/Deny | Contract Approval | Pending | Lisa Simpson     | Simpson    | 1234567 | 004750 | Ralph Wiggum   | Milhouse Van Houten | 2024/05/14          | Approve/Deny | Contract Approval | Pending                    | Maggie Simpson   | Simpson | 1112223         | 002338 | Rod Flanders     | Milhouse Van Houten | 2024/05/09        | Approve/Deny | Contract Approval   | Pending    | Bart Simpson   | Simpson | 1122334          | 044032 | Rod Flanders      | Milhouse Van Houten | 2024/05/09 | Approve/Deny |
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| Contract Approval  | Pending  | Lisa Simpson        | Simpson            | 1234567         | 004750             | Ralph Wiggum     | Milhouse Van Houten | 2024/05/14      | Approve/Deny |                    |              |                   |         |                  |            |         |        |                |                     |                     |              |                   |                            |                  |         |                 |        |                  |                     |                   |              |                     |            |                |         |                  |        |                   |                     |            |              |
| Contract Approval  | Pending  | Maggie Simpson      | Simpson            | 1112223         | 002338             | Rod Flanders     | Milhouse Van Houten | 2024/05/09      | Approve/Deny |                    |              |                   |         |                  |            |         |        |                |                     |                     |              |                   |                            |                  |         |                 |        |                  |                     |                   |              |                     |            |                |         |                  |        |                   |                     |            |              |
| Contract Approval  | Pending  | Bart Simpson        | Simpson            | 1122334         | 044032             | Rod Flanders     | Milhouse Van Houten | 2024/05/09      | Approve/Deny |                    |              |                   |         |                  |            |         |        |                |                     |                     |              |                   |                            |                  |         |                 |        |                  |                     |                   |              |                     |            |                |         |                  |        |                   |                     |            |              |
| 5                  | <p>Enter <b>Comments</b> and click <b>Approve</b> or <b>Deny</b> (deny returns the contract to the HRS user).</p> <p><b>Action Request</b></p> <p><b>Contract Approval</b></p> <p><u>Simpson, Lisa Marie</u></p> <ol style="list-style-type: none"> <li>1. Please verify the contract data and leave disposition information.</li> <li>2. If Changes are needed, enter details about changes in the Comments field.</li> <li>3. Click Approve or Deny button</li> </ol> <p><b>Request Details</b></p> <table border="1"> <tr> <td>Contract Number:</td> <td>0001</td> <td>Contract Type:</td> <td>ENL</td> </tr> <tr> <td>Contract Status:</td> <td>A</td> <td>Contract Effdt:</td> <td>05/09/2024</td> </tr> <tr> <td>Contract Begin Dt:</td> <td>05/09/2024</td> <td></td> <td></td> </tr> <tr> <td>Expected End Dt:</td> <td>05/08/2032</td> <td></td> <td></td> </tr> </table> <p><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <table border="1"> <tr> <td>Contract Term:</td> <td>8 Years</td> <td>Mbr Signature Date:</td> <td>05/09/2024</td> </tr> <tr> <td>Reason:</td> <td>School/Training Rquirement</td> <td>SRB Entitlement:</td> <td></td> </tr> <tr> <td>Num Extensions:</td> <td>0</td> <td>EXT Tour Length:</td> <td></td> </tr> <tr> <td>Expect AD TermDt:</td> <td></td> <td>Expected Loss Date:</td> <td>05/08/2032</td> </tr> <tr> <td>Leave Balance:</td> <td>0</td> <td>Cumulative Sold:</td> <td>0</td> </tr> <tr> <td>Total Leave Sell:</td> <td></td> <td></td> <td></td> </tr> </table> <p>Comment: <input type="text"/></p> <p><a href="#">Approve</a> <a href="#">Deny</a></p> | Contract Number:    | 0001               | Contract Type:  | ENL                | Contract Status: | A                   | Contract Effdt: | 05/09/2024   | Contract Begin Dt: | 05/09/2024   |                   |         | Expected End Dt: | 05/08/2032 |         |        | Contract Term: | 8 Years             | Mbr Signature Date: | 05/09/2024   | Reason:           | School/Training Rquirement | SRB Entitlement: |         | Num Extensions: | 0      | EXT Tour Length: |                     | Expect AD TermDt: |              | Expected Loss Date: | 05/08/2032 | Leave Balance: | 0       | Cumulative Sold: | 0      | Total Leave Sell: |                     |            |              |
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| Contract Status:   | A  | Contract Effdt:     | 05/09/2024         |                 |                    |                  |                     |                 |              |                    |              |                   |         |                  |            |         |        |                |                     |                     |              |                   |                            |                  |         |                 |        |                  |                     |                   |              |                     |            |                |         |                  |        |                   |                     |            |              |
| Contract Begin Dt: | 05/09/2024   |                     |                    |                 |                    |                  |                     |                 |              |                    |              |                   |         |                  |            |         |        |                |                     |                     |              |                   |                            |                  |         |                 |        |                  |                     |                   |              |                     |            |                |         |                  |        |                   |                     |            |              |
| Expected End Dt:   | 05/08/2032   |                     |                    |                 |                    |                  |                     |                 |              |                    |              |                   |         |                  |            |         |        |                |                     |                     |              |                   |                            |                  |         |                 |        |                  |                     |                   |              |                     |            |                |         |                  |        |                   |                     |            |              |
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| Num Extensions:    | 0  | EXT Tour Length:    |                    |                 |                    |                  |                     |                 |              |                    |              |                   |         |                  |            |         |        |                |                     |                     |              |                   |                            |                  |         |                 |        |                  |                     |                   |              |                     |            |                |         |                  |        |                   |                     |            |              |
| Expect AD TermDt:  |  | Expected Loss Date: | 05/08/2032         |                 |                    |                  |                     |                 |              |                    |              |                   |         |                  |            |         |        |                |                     |                     |              |                   |                            |                  |         |                 |        |                  |                     |                   |              |                     |            |                |         |                  |        |                   |                     |            |              |
| Leave Balance:     | 0  | Cumulative Sold:    | 0                  |                 |                    |                  |                     |                 |              |                    |              |                   |         |                  |            |         |        |                |                     |                     |              |                   |                            |                  |         |                 |        |                  |                     |                   |              |                     |            |                |         |                  |        |                   |                     |            |              |
| Total Leave Sell:  |  |                     |                    |                 |                    |                  |                     |                 |              |                    |              |                   |         |                  |            |         |        |                |                     |                     |              |                   |                            |                  |         |                 |        |                  |                     |                   |              |                     |            |                |         |                  |        |                   |                     |            |              |
| 6                  | <p>The contract is approved, and the member is fully accessed into the Coast Guard with pay.</p>  <p><b>Contract Approval</b></p> <p>Contract Approval: <b>Approved</b> <a href="#">View/Hide Comments</a></p> <p>One Level Approval</p> <p>Approved</p> <p>Milhouse Van Houten<br/>Contract Approver<br/>05/14/24 - 12:21 PM</p> <p><b>Comments</b></p> <p>System at 05/14/24 - 12:17 PM<br/>No Comments.</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><b>1</b></p> | <p>Click on the <b>AD/RSV Payroll Workcenter</b> tile.</p>  |
| <p><b>2</b></p> | <p>Select the <b>Housing Allowance</b> option.</p>         |



## BAH and Direct Deposit, Continued

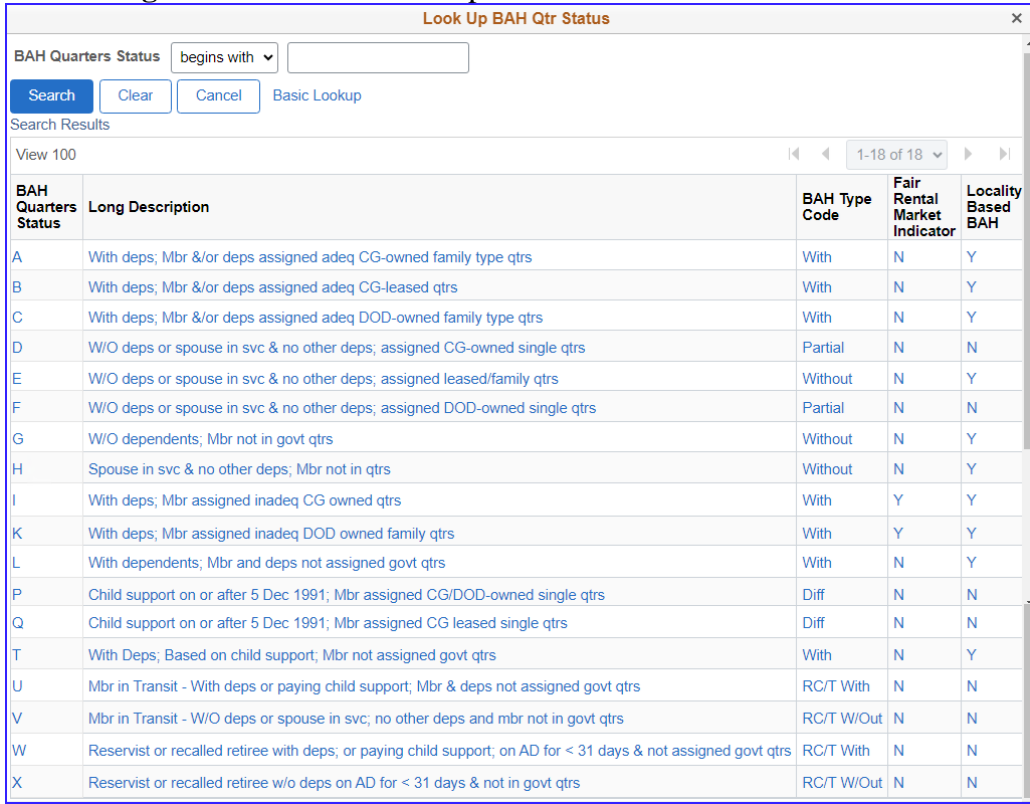
Procedure,  
continued

| Step | Action  |
|------|---|
| 3    | <p data-bbox="336 461 818 495">Enter the <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="336 495 1369 1451" style="border: 1px solid black; padding: 10px;"> <p data-bbox="352 501 667 539"><b>Housing Allowance</b></p> <p data-bbox="352 546 1358 580">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="373 584 700 633" style="background-color: #e1ecf4; padding: 2px 5px; border: 1px solid #ccc;">Find an Existing Value</p> <p data-bbox="352 645 580 678">▼ <b>Search Criteria</b></p> <p data-bbox="571 689 1193 734">Empl ID <span>begins with ▼</span> <input data-bbox="884 680 1193 734" style="border: 2px solid red;" type="text" value="1234567"/></p> <p data-bbox="512 748 1193 792">Empl Record <span>= ▼</span> <input data-bbox="884 748 1193 792" type="text"/></p> <p data-bbox="596 815 1193 860">Name <span>begins with ▼</span> <input data-bbox="884 815 1193 860" type="text"/></p> <p data-bbox="539 882 1193 927">Last Name <span>begins with ▼</span> <input data-bbox="884 882 1193 927" type="text"/></p> <p data-bbox="443 949 1193 994">Second Last Name <span>begins with ▼</span> <input data-bbox="884 949 1193 994" type="text"/></p> <p data-bbox="357 1016 1193 1061">Alternate Character Name <span>begins with ▼</span> <input data-bbox="884 1016 1193 1061" type="text"/></p> <p data-bbox="512 1084 1193 1128">Middle Name <span>begins with ▼</span> <input data-bbox="884 1084 1193 1128" type="text"/></p> <p data-bbox="501 1151 1193 1196">Business Unit <span>begins with ▼</span> <input data-bbox="884 1151 1193 1196" type="text"/></p> <p data-bbox="448 1218 1238 1263">Department Set ID <span>begins with ▼</span> <input data-bbox="884 1218 1238 1263" type="text"/> <span>🔍</span></p> <p data-bbox="528 1285 1238 1330">Department <span>begins with ▼</span> <input data-bbox="884 1285 1238 1330" type="text"/> <span>🔍</span></p> <p data-bbox="357 1335 1046 1368"> <input checked="" type="checkbox"/> Include History                   <input type="checkbox"/> Correct History                   <input type="checkbox"/> Case Sensitive             </p> <p data-bbox="352 1375 1098 1431"> <input data-bbox="352 1375 499 1431" style="background-color: #0070c0; color: white; border: 1px solid #0070c0;" type="button" value="Search"/> <input data-bbox="507 1375 628 1431" type="button" value="Clear"/> <span data-bbox="644 1391 799 1420" style="margin-left: 10px;">Basic Search</span> <span data-bbox="815 1384 1098 1420" style="margin-left: 10px;"> <input type="button" value="Save Search Criteria"/> </span> </p> </div> |

*Continued on next page*

## BAH and Direct Deposit, Continued

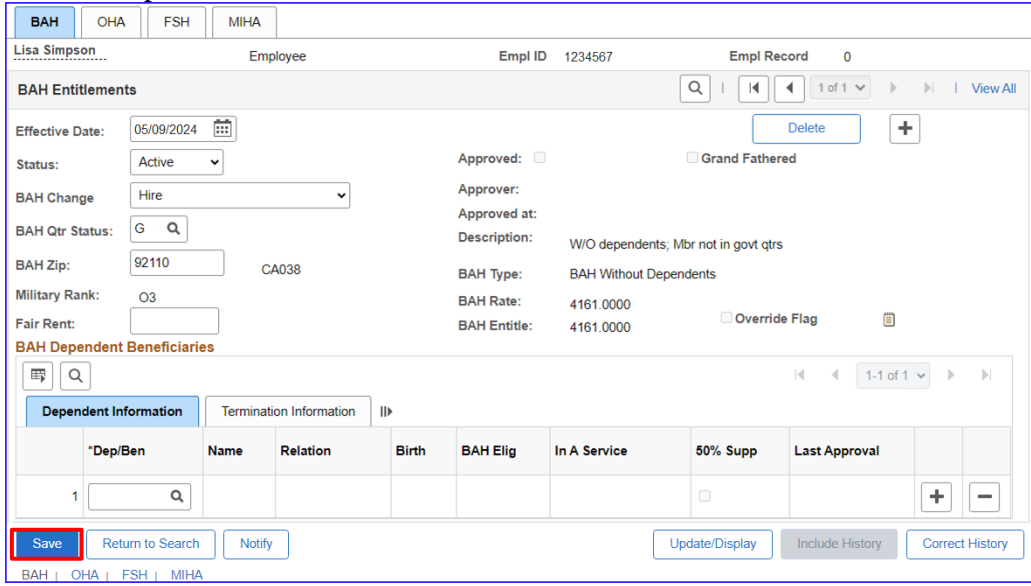
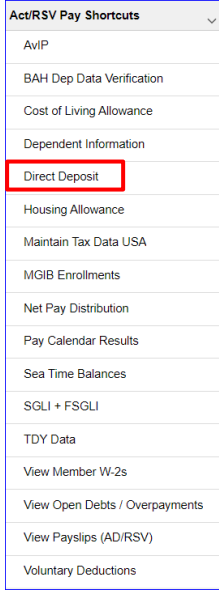
**Procedure,**  
continued

| Step                | Action   |                     |                              |                    |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
|---------------------|--|---------------------|------------------------------|--------------------|------------------------------|--------------------|---|--|------|---|---|---|---|------|---|---|---|---|------|---|---|---|--|---------|---|---|---|--|---------|---|---|---|---|---------|---|---|---|--------------------------------------|---------|---|---|---|--|---------|---|---|---|--|------|---|---|---|--|------|---|---|---|--|------|---|---|---|---|------|---|---|---|--|------|---|---|---|---|------|---|---|---|---|-----------|---|---|---|--|------------|---|---|---|--|-----------|---|---|---|---|------------|---|---|
| 4                   | <p>Follow the <a href="#">Basic Allowance for Housing (BAH)</a> guide for starting BAH, keeping the following in mind:</p> <ul style="list-style-type: none"> <li>• For married members, ensure <b>dependents</b> are entered in DA prior to starting a BAH row.</li> <li>• BAH With cannot be entered without eligible dependents.</li> <li>• Pay special attention to a recruit that is <b>married member to member</b>, to ensure that BAH With is only being paid as authorized.</li> <li>• For recruits authorized BAH With, utilize the zip code on the dependency worksheet, vice the recruit’s contract.</li> <li>• Recruits are authorized BAH, not OHA.</li> <li>• If dependents live somewhere that <b>BAH does not exist</b>, recruits will receive Unit BAH With.</li> <li>• Check zip codes for CONUS/OCONUS COLA where applicable.</li> <li>• Married reservists are entitled to BAH With.</li> <li>• Single reservists will be authorized BAH Without Depn <b>ONLY if they have a lease agreement</b> in their recruit packet.</li> </ul>  <table border="1" data-bbox="336 1099 1369 1899"> <caption>Look Up BAH Qtr Status</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; 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Mbr not in qtrs | Without | N | Y | I | With deps; Mbr assigned inadeq CG owned qtrs | With | Y | Y | K | With deps; Mbr assigned inadeq DOD owned family qtrs | With | Y | Y | L | With dependents; Mbr and deps not assigned govt qtrs | With | N | Y | P | Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs | Diff | N | N | Q | Child support on or after 5 Dec 1991; Mbr assigned CG leased single qtrs | Diff | N | N | T | With Deps; Based on child support; Mbr not assigned govt qtrs | With | N | Y | U | Mbr in Transit - With deps or paying child support; Mbr & deps not assigned govt qtrs | RC/T With | N | N | V | Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs | RC/T W/Out | N | N | W | Reservist or recalled retiree with deps; or paying child support; on AD for < 31 days & not assigned govt qtrs | RC/T With | N | N | X | Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs | RC/T W/Out | N | N |
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| A                   | With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs   | With                | N                            | Y                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| B                   | With deps; Mbr &/or deps assigned adeq CG-leased qtrs  | With                | N                            | Y                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| C                   | With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs  | With                | N                            | Y                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| D                   | W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs   | Partial             | N                            | N                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| E                   | W/O deps or spouse in svc & no other deps; assigned leased/family qtrs   | Without             | N                            | Y                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| F                   | W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs  | Partial             | N                            | N                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| G                   | W/O dependents; Mbr not in govt qtrs   | Without             | N                            | Y                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| H                   | Spouse in svc & no other deps; Mbr not in qtrs   | Without             | N                            | Y                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| I                   | With deps; Mbr assigned inadeq CG owned qtrs   | With                | Y                            | Y                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| K                   | With deps; Mbr assigned inadeq DOD owned family qtrs   | With                | Y                            | Y                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| L                   | With dependents; Mbr and deps not assigned govt qtrs   | With                | N                            | Y                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| P                   | Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs  | Diff                | N                            | N                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| Q                   | Child support on or after 5 Dec 1991; Mbr assigned CG leased single qtrs   | Diff                | N                            | N                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| T                   | With Deps; Based on child support; Mbr not assigned govt qtrs  | With                | N                            | Y                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| U                   | Mbr in Transit - With deps or paying child support; Mbr & deps not assigned govt qtrs  | RC/T With           | N                            | N                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| V                   | Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs   | RC/T W/Out          | N                            | N                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| W                   | Reservist or recalled retiree with deps; or paying child support; on AD for < 31 days & not assigned govt qtrs   | RC/T With           | N                            | N                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |
| X                   | Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs  | RC/T W/Out          | N                            | N                  |                              |                    |   |  |      |   |   |   |   |      |   |   |   |   |      |   |   |   |  |         |   |   |   |  |         |   |   |   |   |         |   |   |   |                                      |         |   |   |   |  |         |   |   |   |  |      |   |   |   |  |      |   |   |   |  |      |   |   |   |   |      |   |   |   |  |      |   |   |   |   |      |   |   |   |   |           |   |   |   |  |            |   |   |   |  |           |   |   |   |   |            |   |   |

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# BAH and Direct Deposit, Continued

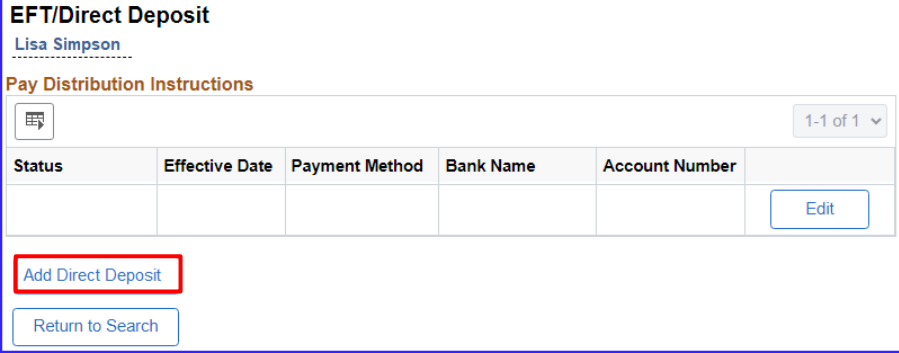
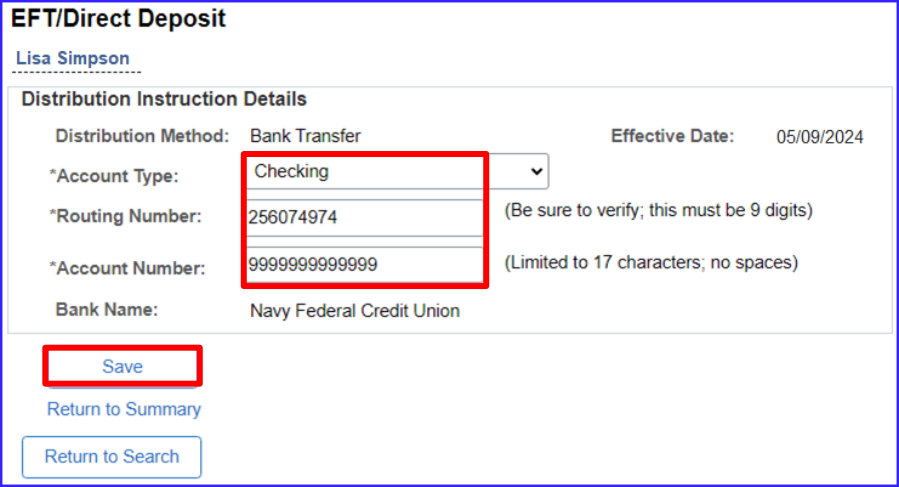
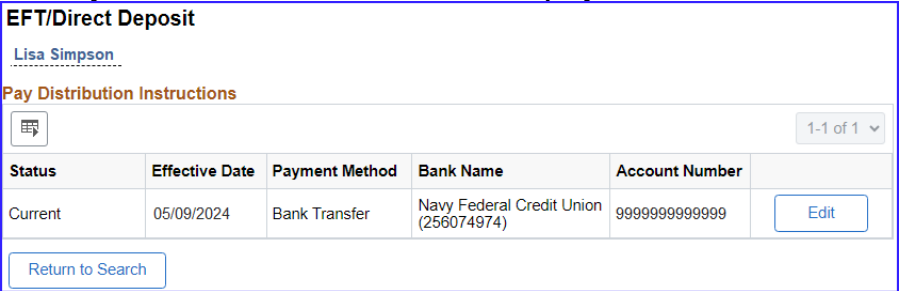
Procedure,  
continued

| Step            | Action   |
|-----------------|--|
| <p><b>5</b></p> | <p>When completed, click <b>Save</b>.</p>  <p>The screenshot shows the 'BAH Entitlements' form for Lisa Simpson (Employee ID 1234567). The form includes fields for Effective Date (05/09/2024), Status (Active), BAH Change (Hire), BAH Qtr Status (G), BAH Zip (92110), Military Rank (O3), and BAH Rate (4161.0000). A table for 'BAH Dependent Beneficiaries' is visible with one entry. The 'Save' button is highlighted in red.</p>   |
| <p><b>6</b></p> | <p>Without leaving the screen, select the <b>Direct Deposit</b> option.</p> <p><b>NOTE:</b> If you do leave the screen and then go back in, you will need to enter the member's Empl ID and hit search in the next step.</p>  <p>The screenshot shows a dropdown menu titled 'Act/RSV Pay Shortcuts'. The 'Direct Deposit' option is highlighted with a red box. Other options include AvIP, BAH Dep Data Verification, Cost of Living Allowance, Dependent Information, Housing Allowance, Maintain Tax Data USA, MGIB Enrollments, Net Pay Distribution, Pay Calendar Results, Sea Time Balances, SGLI + FSGLI, TDY Data, View Member W-2s, View Open Debts / Overpayments, View Payslips (AD/RSV), and Voluntary Deductions.</p> |

*Continued on next page*

## BAH and Direct Deposit, Continued

Procedure,  
continued

| Step    | Action  |                |                                       |                |                      |                |  |         |            |               |                                       |               |                      |
|---------|---|----------------|---------------------------------------|----------------|----------------------|----------------|--|---------|------------|---------------|---------------------------------------|---------------|----------------------|
| 7       | <p>Click <b>Add Direct Deposit</b>.</p>  <p><b>EFT/Direct Deposit</b><br/>Lisa Simpson</p> <p><b>Pay Distribution Instructions</b></p> <table border="1"> <thead> <tr> <th>Status</th> <th>Effective Date</th> <th>Payment Method</th> <th>Bank Name</th> <th>Account Number</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">Edit</a></td> </tr> </tbody> </table> <p><a href="#">Add Direct Deposit</a></p> <p><a href="#">Return to Search</a></p>   | Status         | Effective Date                        | Payment Method | Bank Name            | Account Number |  |         |            |               |                                       |               | <a href="#">Edit</a> |
| Status  | Effective Date  | Payment Method | Bank Name                             | Account Number |                      |                |  |         |            |               |                                       |               |                      |
|         |   |                |                                       |                | <a href="#">Edit</a> |                |  |         |            |               |                                       |               |                      |
| 8       | <p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Account Type</b> – Select from the drop-down.</li> <li>• <b>Routing Number</b> – Enter the appropriate data.</li> <li>• <b>Account Number</b> – Enter the appropriate data.</li> </ul> <p>Click <b>Save</b>.</p>  <p><b>EFT/Direct Deposit</b><br/>Lisa Simpson</p> <p><b>Distribution Instruction Details</b></p> <p>Distribution Method: Bank Transfer      Effective Date: 05/09/2024</p> <p>*Account Type: <b>Checking</b> (dropdown)</p> <p>*Routing Number: 256074974 (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: 9999999999999 (Limited to 17 characters; no spaces)</p> <p>Bank Name: Navy Federal Credit Union</p> <p><a href="#">Save</a></p> <p><a href="#">Return to Summary</a></p> <p><a href="#">Return to Search</a></p> |                |                                       |                |                      |                |  |         |            |               |                                       |               |                      |
| 9       | <p>The Pay Distributions Instructions will display with the new data.</p>  <p><b>EFT/Direct Deposit</b><br/>Lisa Simpson</p> <p><b>Pay Distribution Instructions</b></p> <table border="1"> <thead> <tr> <th>Status</th> <th>Effective Date</th> <th>Payment Method</th> <th>Bank Name</th> <th>Account Number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>05/09/2024</td> <td>Bank Transfer</td> <td>Navy Federal Credit Union (256074974)</td> <td>9999999999999</td> <td><a href="#">Edit</a></td> </tr> </tbody> </table> <p><a href="#">Return to Search</a></p>   | Status         | Effective Date                        | Payment Method | Bank Name            | Account Number |  | Current | 05/09/2024 | Bank Transfer | Navy Federal Credit Union (256074974) | 9999999999999 | <a href="#">Edit</a> |
| Status  | Effective Date  | Payment Method | Bank Name                             | Account Number |                      |                |  |         |            |               |                                       |               |                      |
| Current | 05/09/2024  | Bank Transfer  | Navy Federal Credit Union (256074974) | 9999999999999  | <a href="#">Edit</a> |                |  |         |            |               |                                       |               |                      |