

Hire DCO & MARGRAD

Overview

Introduction

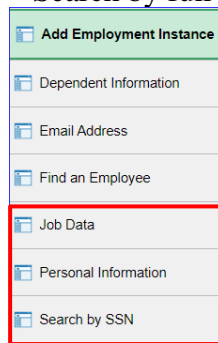
This guide provides the procedures for hiring a Direct Commission Officer (DCO) without prior service and for hiring into the Maritime Academy Graduate (MARGRAD) program into Direct Access (DA).

Before You Begin ANY Hire or Rehire

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

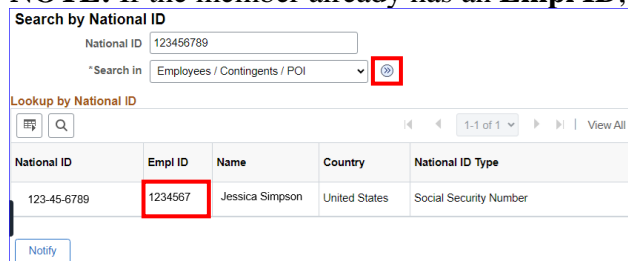
There are three places to verify this in the HR Data Shortcuts tile:

- Search by SSN (Social Security Number).
- Search by full name in either **Job Data** or **Personal Information**.



When searching by SSN, you may find the member already has an Empl ID in the system. You **MUST** click the **GO** button to search.

NOTE: If the member already has an **Empl ID**, you must do a **Rehire**.



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

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

The 'Empl Rec' values '0' and '1' are highlighted with red boxes.

Good Example:

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

The 'Empl Rec' values '0', '1', and '2' are highlighted with red boxes.

Continued on next page

Overview, Continued

Information

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

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

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

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

MARGRAD Information

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

Contents

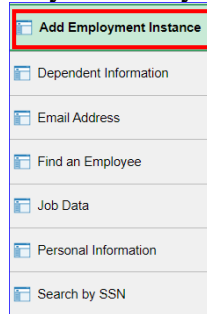
Topic	See Page
Important Information Regarding Employee Records	3
Accessing a Member	4
Approving an Accession	30
BAH and Direct Deposit	34

Important Information Regarding Employee Records

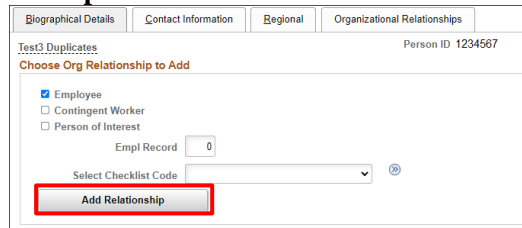
Employee Records

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

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

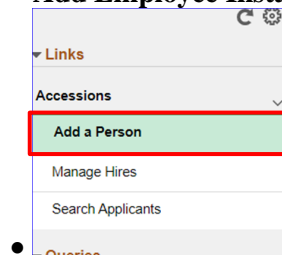


The **Add Relationship** button is the key button that can give one Employee ID another Employee Record. See [Before You Begin ANY Hire or Rehire Bad Example](#).

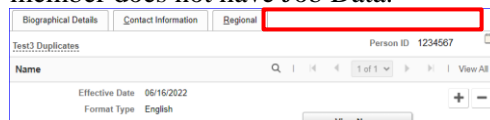


Only persons with the ability to Access someone into DA have the two links that display the **Add Relationship** button.

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




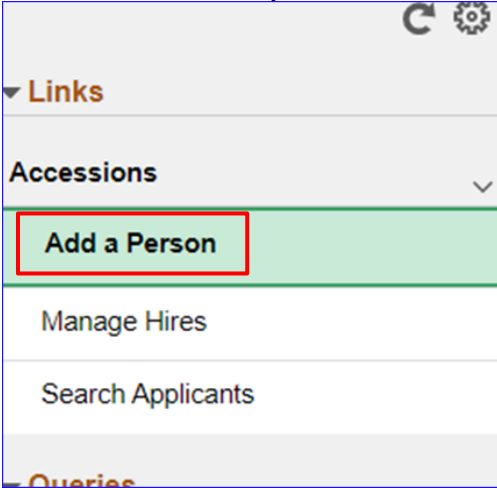
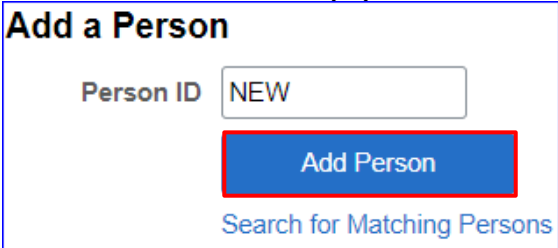
The only time you should use the Add Employee Instance link is if the **Organizational Relationships** tab is missing in Personal Information, and the member does not have Job Data.



Accessing a Member

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

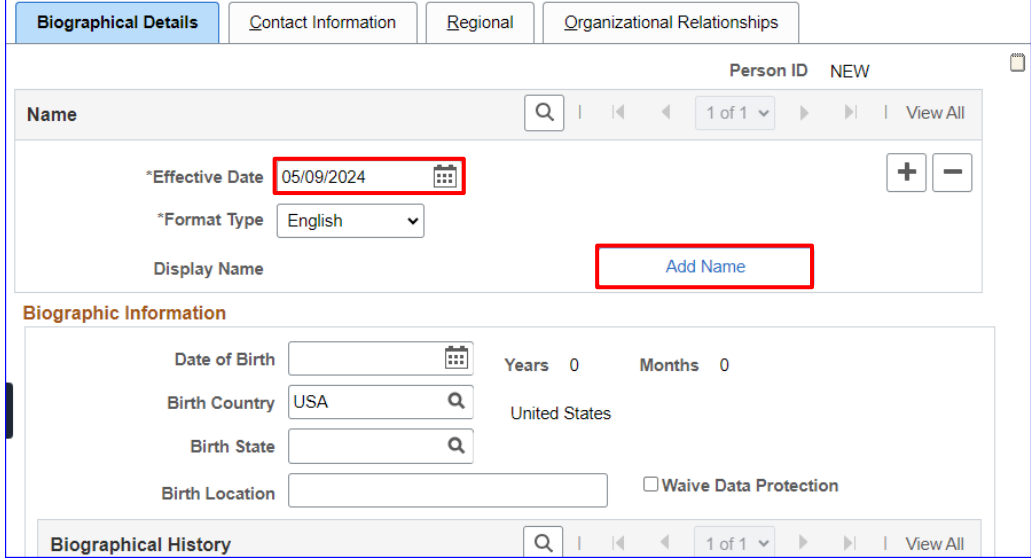
Procedures See below.

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

Continued on next page

Accessing a Member, Continued

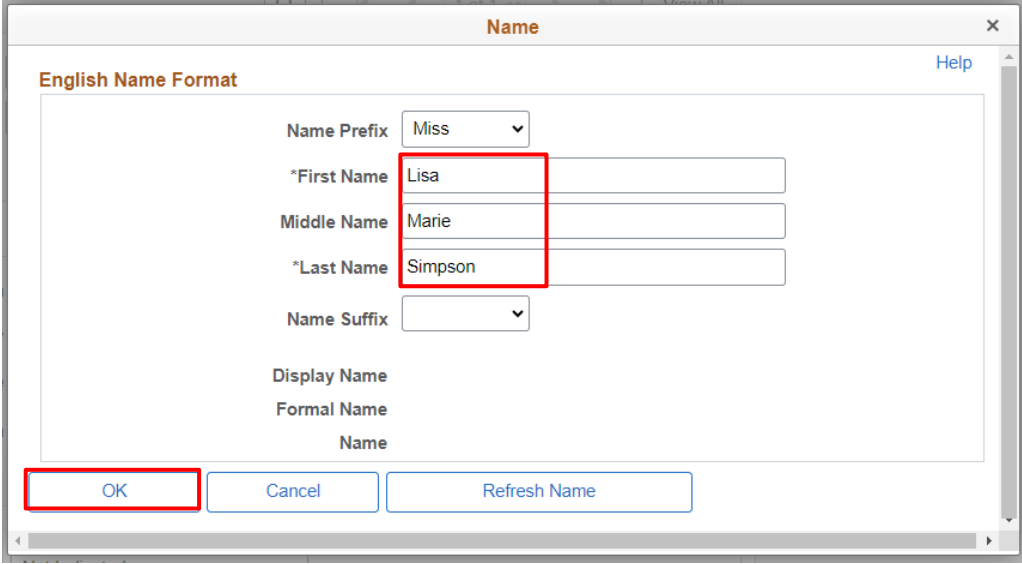
Procedures,
continued

Step	Action
4	<p>The Effective Date will default to the current date. Enter the appropriate date (cannot be future dated). Click Add Name.</p>  <p>The screenshot shows a web interface for adding a new member. At the top, there are tabs for 'Biographical Details', 'Contact Information', 'Regional', and 'Organizational Relationships'. The 'Biographical Details' tab is active. Below the tabs, there is a search bar and a 'Person ID' field with the value 'NEW'. The main form area is titled 'Name' and contains the following fields: <ul style="list-style-type: none"> 'Effective Date': A date picker field with the value '05/09/2024' highlighted in red. 'Format Type': A dropdown menu set to 'English'. 'Display Name': A text input field with an 'Add Name' button highlighted in red to its right. Below the 'Name' section is the 'Biographic Information' section, which includes: <ul style="list-style-type: none"> 'Date of Birth': A date picker field. 'Years' and 'Months': Input fields for age, both currently set to '0'. 'Birth Country': A dropdown menu set to 'USA', with 'United States' displayed below it. 'Birth State': A dropdown menu. 'Birth Location': A text input field. 'Waive Data Protection': A checkbox. At the bottom of the form, there is a 'Biographical History' section with a search bar and navigation controls. </p>

Continued on next page

Accessing a Member, Continued

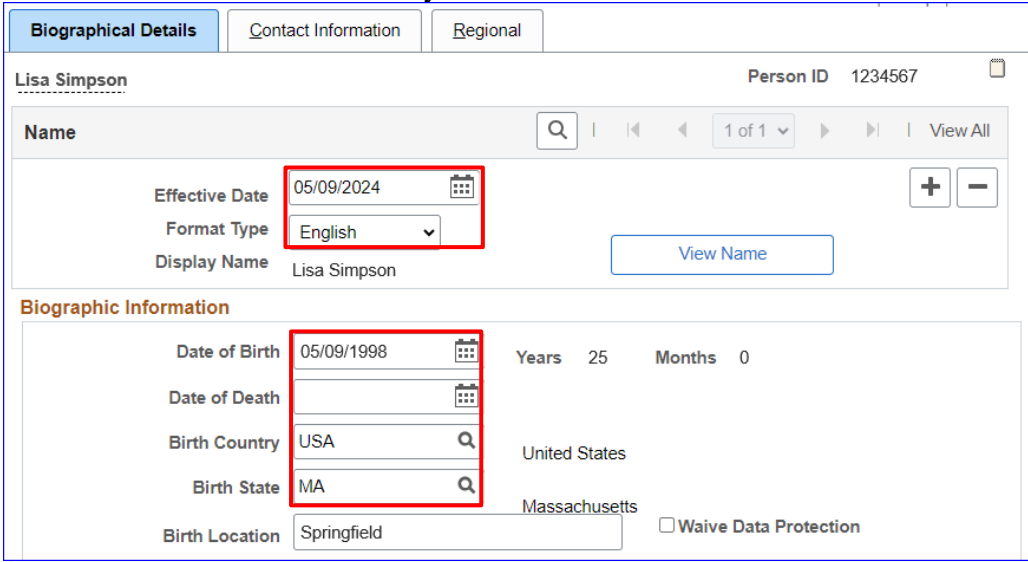
Procedures,
continued

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

Continued on next page

Accessing a Member, Continued

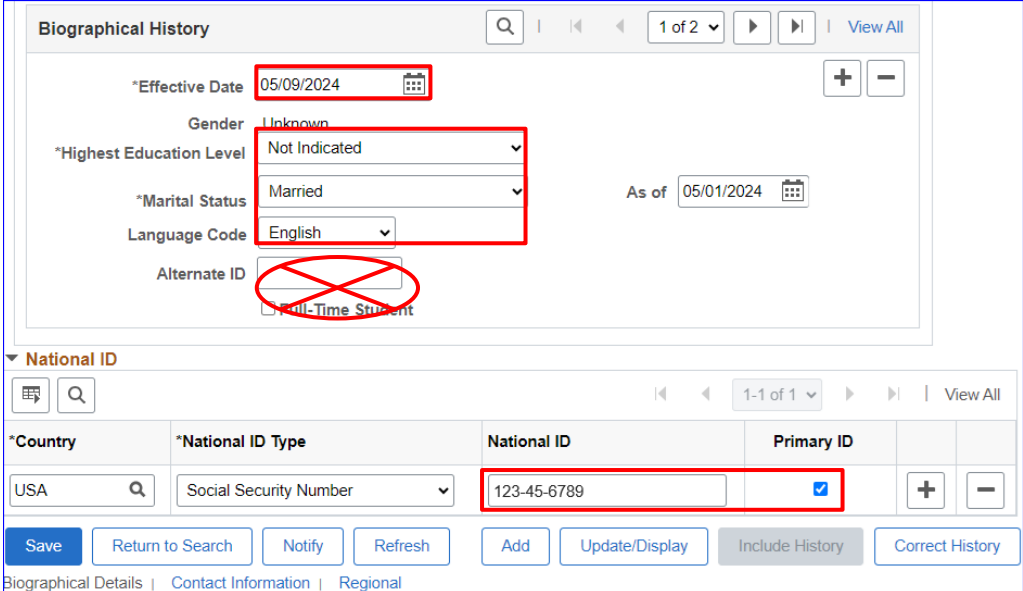

Procedures,
continued

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

Continued on next page

Accessing a Member, Continued

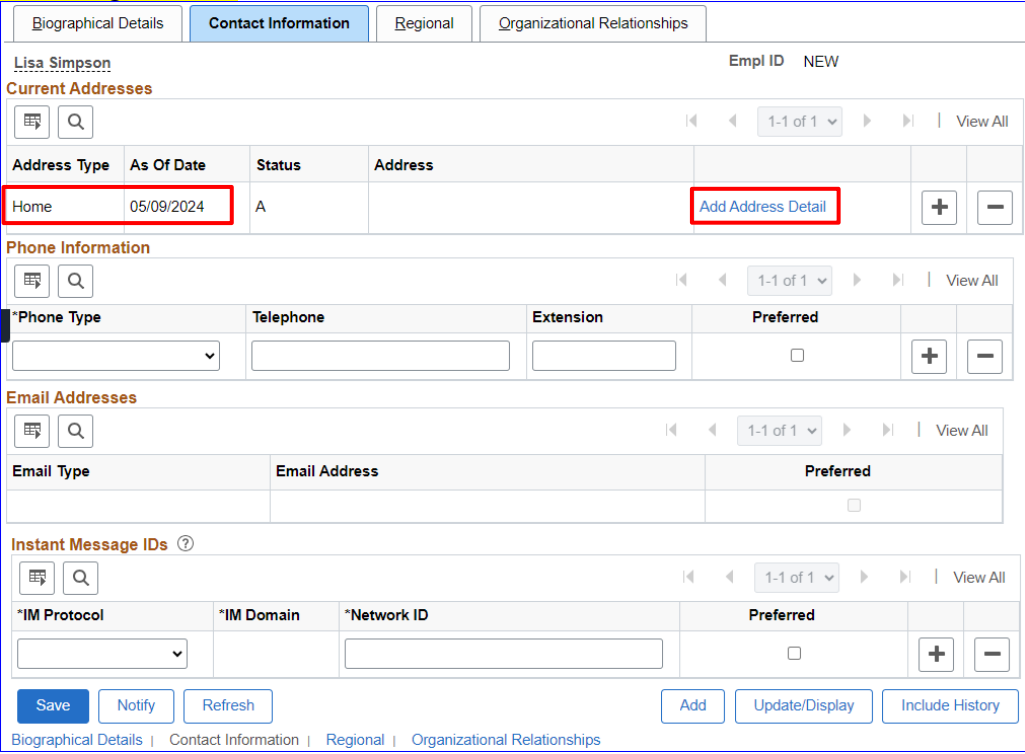
Procedures,
continued

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

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
9	<p>DA defaults the first Address Type to Home and the As Of Date is the date of hire. Click the Add Address Detail link.</p> <p>NOTE: Required Address Types must include:</p> <ul style="list-style-type: none"> • Thrift Savings Plan (TSP) address • Home of record address • Mailing Address 

Continued on next page

Accessing a Member, Continued

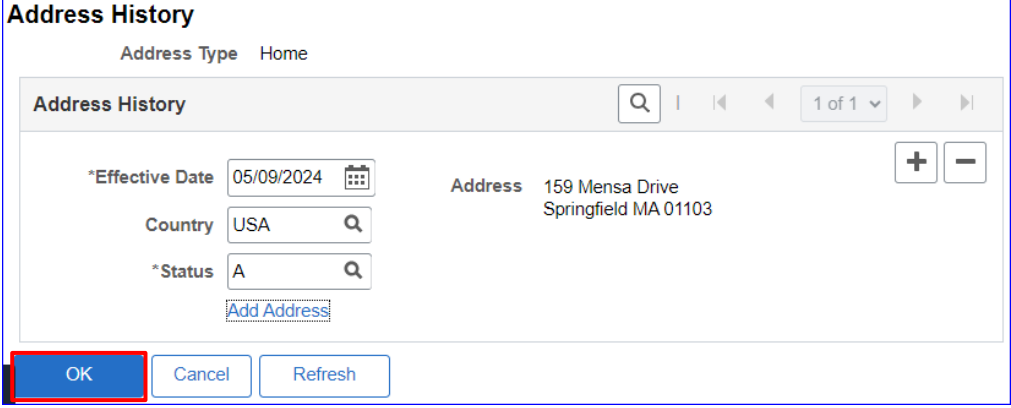
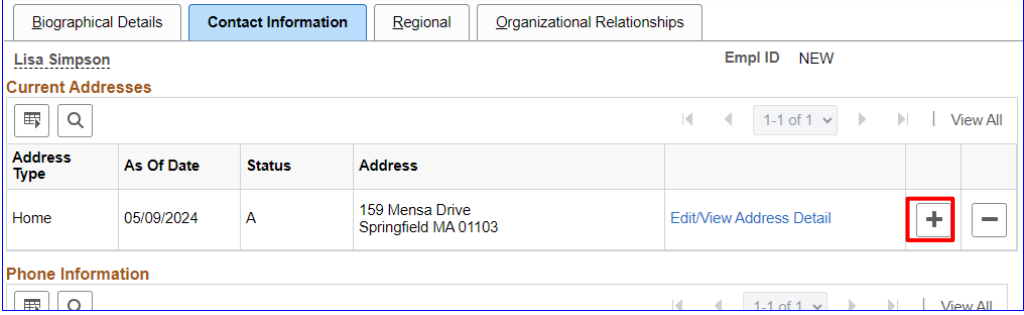
Procedures,
continued

Step	Action
<p>10</p>	<p>Enter the Effective Date (cannot be future dated). Click Add Address.</p> <div data-bbox="336 490 1366 922" style="border: 1px solid black; padding: 5px;"> <p>Address History</p> <p>Address Type Home</p> <p>Address History Q << < 1 of 1 > >></p> <p>*Effective Date <input type="text" value="05/09/2024"/> <input type="button" value="📅"/></p> <p>Country <input type="text" value="USA"/> <input type="button" value="Q"/></p> <p>*Status <input type="text" value="A"/> <input type="button" value="Q"/></p> <p style="text-align: right;"><input type="button" value="+"/> <input type="button" value="-"/></p> <p style="text-align: center;"><input type="button" value="Add Address"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/></p> </div>
<p>11</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Address 1 – Enter the number and the street name. • Address 2 – Not Used. • Address 3 – Not Used. • City – Enter the city. • State – Enter the state. • Postal – Enter the postal zip code. • County – Enter the county (if known). <p>Click OK.</p> <div data-bbox="336 1305 1366 1787" style="border: 1px solid black; padding: 5px;"> <p>Edit Address</p> <p>Country <input type="text" value="United States"/></p> <p>Address 1 <input type="text" value="159 Mensa Drive"/></p> <p>Address 2 <input type="text" value=""/></p> <p>Address 3 <input type="text" value=""/></p> <p>City <input type="text" value="Springfield"/> State <input type="text" value="MA"/> <input type="button" value="Q"/></p> <p>Postal <input type="text" value="01103"/></p> <p>County <input type="text" value=""/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>

Continued on next page

Accessing a Member, Continued

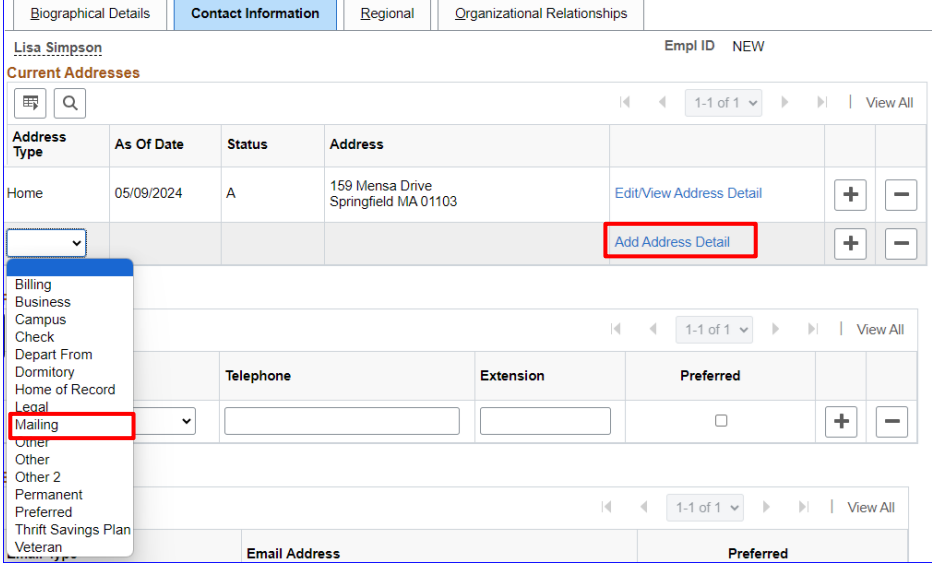
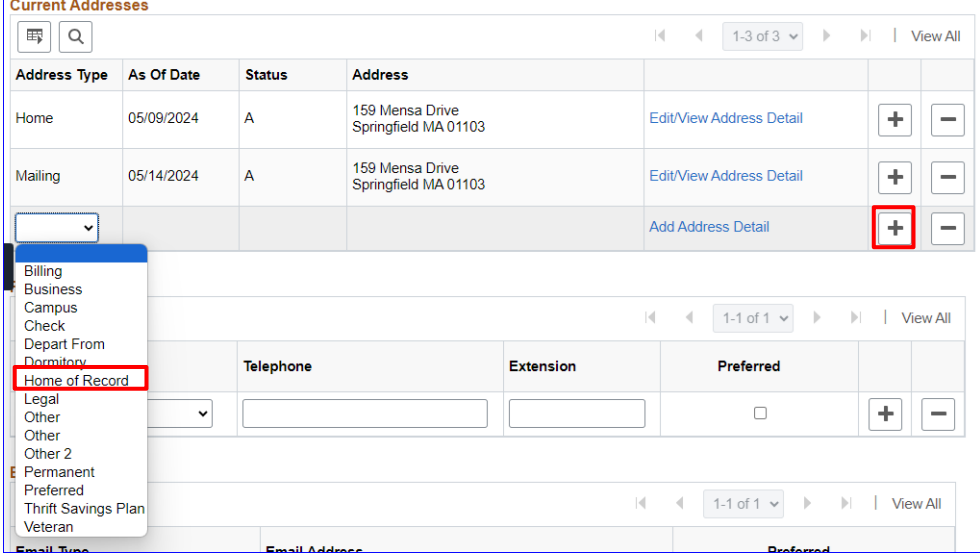
Procedures,
continued

Step	Action										
<p>12</p>	<p>Click OK.</p> 										
<p>13</p>	<p>Click the Plus button to add the Mailing Address.</p>  <table border="1" data-bbox="339 1122 1366 1227"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>05/09/2024</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail + -</td> </tr> </tbody> </table>	Address Type	As Of Date	Status	Address		Home	05/09/2024	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail + -
Address Type	As Of Date	Status	Address								
Home	05/09/2024	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail + -							

Continued on next page

Accessing a Member, Continued

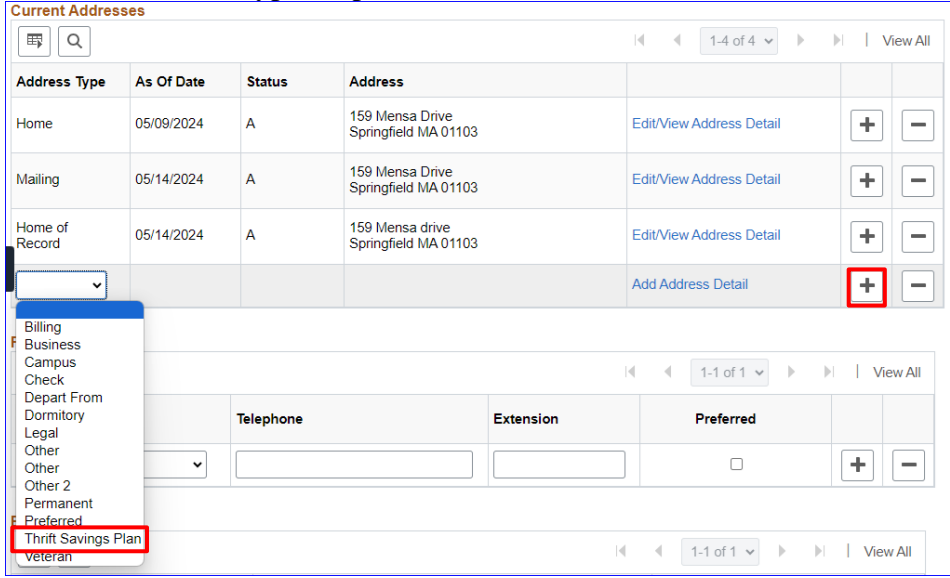
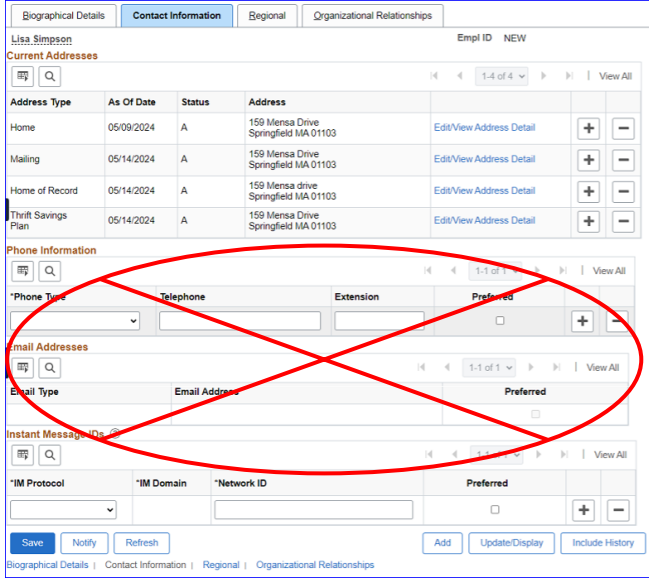
Procedures,
continued

Step	Action																								
<p>14</p>	<p>Select Mailing from the Address Type drop-down and click the Add Address Detail link and repeat Steps 9 – 12.</p>  <p>The screenshot shows the 'Current Addresses' section for Lisa Simpson. The 'Address Type' dropdown menu is open, showing options like Billing, Business, Campus, Check, Depart From, Dormitory, Home of Record, Legal, Mailing, Other, Other 2, Permanent, Preferred, Thrift Savings Plan, and Veteran. The 'Mailing' option is highlighted in red. The 'Add Address Detail' button in the table below is also highlighted in red.</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>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Add Address Detail</td> <td>+ -</td> </tr> </tbody> </table>	Address Type	As Of Date	Status	Address			Home	05/09/2024	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -					Add Address Detail	+ -						
Address Type	As Of Date	Status	Address																						
Home	05/09/2024	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -																				
				Add Address Detail	+ -																				
<p>15</p>	<p>Click the Plus button and repeat steps 9 - 12 to enter the Home of Record as identified on the DD4.</p>  <p>The screenshot shows the 'Current Addresses' section for Lisa Simpson. The 'Address Type' dropdown menu is open, showing options like Billing, Business, Campus, Check, Depart From, Dormitory, Home of Record, Legal, Other, Other 2, Permanent, Preferred, Thrift Savings Plan, and Veteran. The 'Home of Record' option is highlighted in red. The plus button in the table below is also highlighted in red.</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>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td>Mailing</td> <td>05/14/2024</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Add Address Detail</td> <td>+ -</td> </tr> </tbody> </table>	Address Type	As Of Date	Status	Address			Home	05/09/2024	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -	Mailing	05/14/2024	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -					Add Address Detail	+ -
Address Type	As Of Date	Status	Address																						
Home	05/09/2024	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -																				
Mailing	05/14/2024	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -																				
				Add Address Detail	+ -																				

Continued on next page

Accessing a Member, Continued


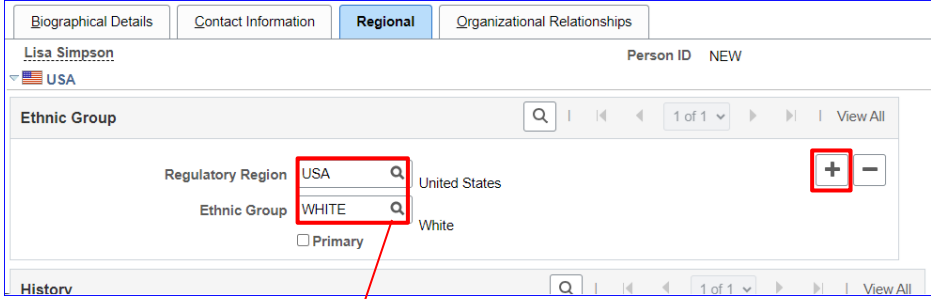
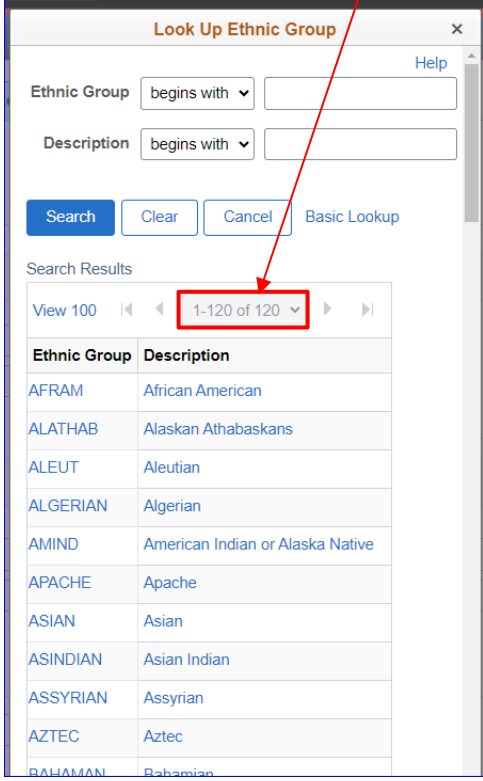
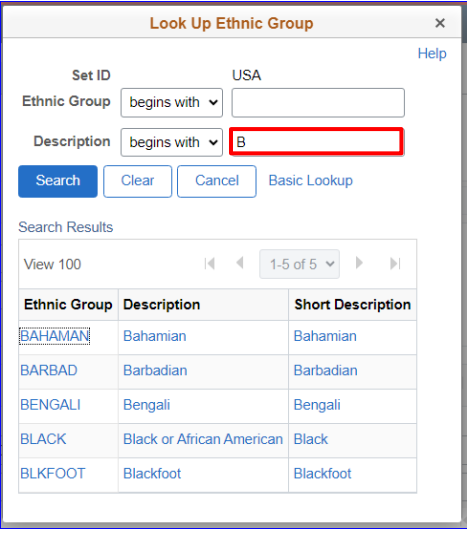
Procedures,
continued

Step	Action
<p>16</p>	<p>Click the Plus button and repeat steps 9 – 12 to enter the Thrift Savings Plan from the Address Type drop-down.</p> 
<p>17</p>	<p>The Phone Information, Email Addresses and Instant Message IDs should be left blank (to be entered/verified by the member <u>before graduation</u>).</p> <p>NOTE: A Business email address is required to be able to use the forgotten password function in DA. See Personal Data Updates Member Email Address section for entering the USCg.mil address in DA.</p> 

Continued on next page

Accessing a Member, Continued


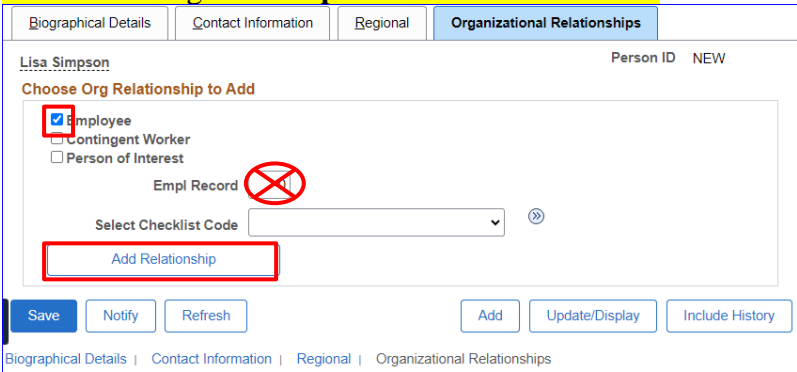
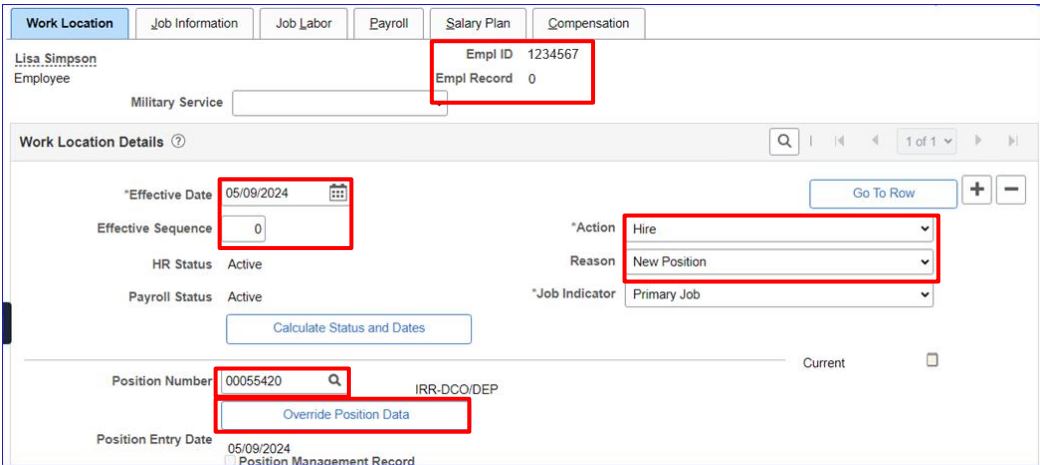
Procedures,
continued

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

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
20	<p>Select the Organizational Relationships tab.</p> 
21	<p>Check the Employee box and click Add Relationship.</p> <p>Do NOT change the Empl Record number EVER.</p> 
22	<p>The Job Data screen displays. The Empl ID and Empl Record will be generated on the Work Location tab (Record this number for future reference.)</p> <p>Effective Date – Defaults to the current date. This date may be back dated to reflect the actual hire date.</p> <p>Effective Sequence – Do not change.</p> <p>Action – Select Hire from the drop-down.</p> <p>Reason – Select New Position from the drop-down.</p> <p>Position Number – Enter 00055420 currently, for accessing into the IRR & EAD & hit Tab to auto-populate known information.</p> <p>Click the Override Position Data button.</p> 

Continued on next page

Accessing a Member, Continued

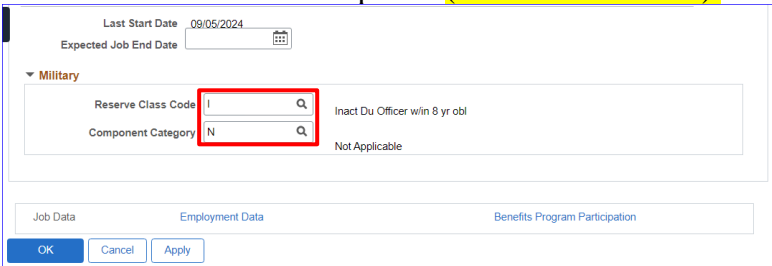
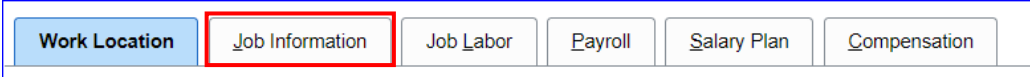
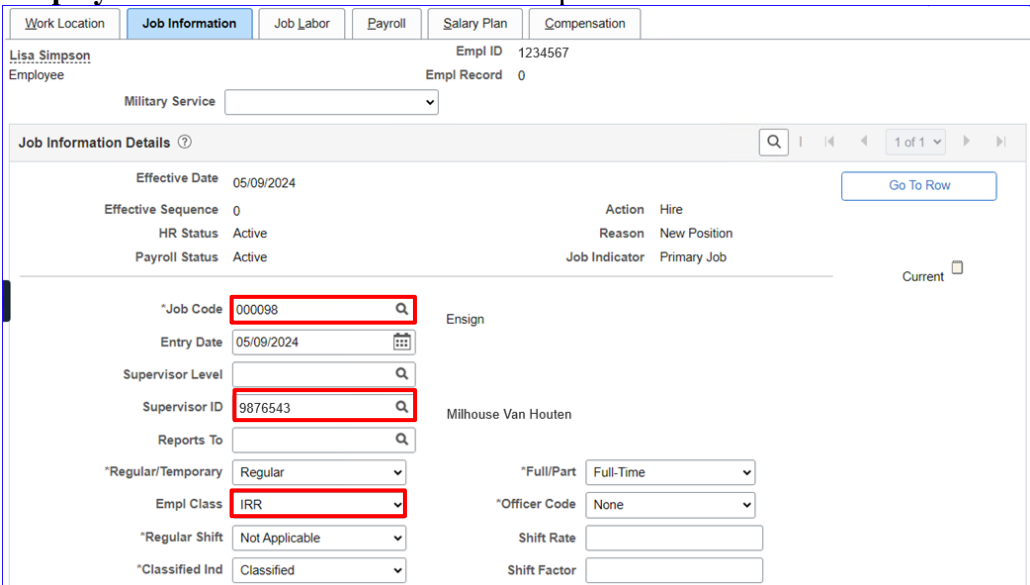
Procedures,
continued

Step	Action
23	<p>Change/update as necessary:</p> <ul style="list-style-type: none"> • Regulatory Region – Select RSV from the lookup icon. • Company – Verify ACG is displayed. • Business Unit – Select OFFCG from the lookup icon. <p>NOTE: Select OFECG (Officer Prior Enlisted Service CG) for an Officer who qualifies for a Special Rate of Basic Pay (O1E, O2E, or O3E). See Pay Manual Chapter 2.A.5. If selecting this option, warning message(s) may display, click OK to dismiss all messages.</p> <div data-bbox="339 757 1369 952" style="border: 1px solid black; padding: 5px;"> <p>Warning -- Job Code will be cleared. It is not valid for this Business Unit. (1000,302) The specified field will be cleared on the page. It is not valid for the newly selected Business Unit or Set ID.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <ul style="list-style-type: none"> • Department – Should default to 002817, if not select the appropriate number from the Accession authority. • Department Entry Date – Verify the date of hire. • Location – If not defaulted from the Department entered, enter DC0019. • Establishment ID – Select USCG from the lookup icon. <div data-bbox="339 1171 1369 1619" style="border: 1px solid black; padding: 5px;"> <p>Position Number <input type="text" value="00055420"/> <input type="button" value="Q"/> IRR-DCO/DEP <input type="button" value="Use Position Data"/></p> <p>Position Entry Date <input type="text" value="05/09/2024"/> <input type="button" value="Calendar"/></p> <p><input type="checkbox"/> Position Management Record</p> <p>*Regulatory Region <input type="text" value="RSV"/> <input type="button" value="Q"/> Reservists</p> <p>*Company <input type="text" value="ACG"/> <input type="button" value="Q"/> UNITED STATES COAST GUARD</p> <p>*Business Unit <input type="text" value="OFFCG"/> <input type="button" value="Q"/> Officer CG</p> <p>*Department <input type="text" value="002817"/> <input type="button" value="Q"/> PSC RPM-3 IRR</p> <p>Department Entry Date <input type="text" value="05/09/2024"/> <input type="button" value="Calendar"/></p> <p>*Location <input type="text" value="DC0019"/> <input type="button" value="Q"/> DOUGLAS MUNRO BUILDING</p> <p>Establishment ID <input type="text" value="USCG"/> <input type="button" value="Q"/> Active CG Date Created 09/05/2024</p> </div>

Continued on next page

Accessing a Member, Continued


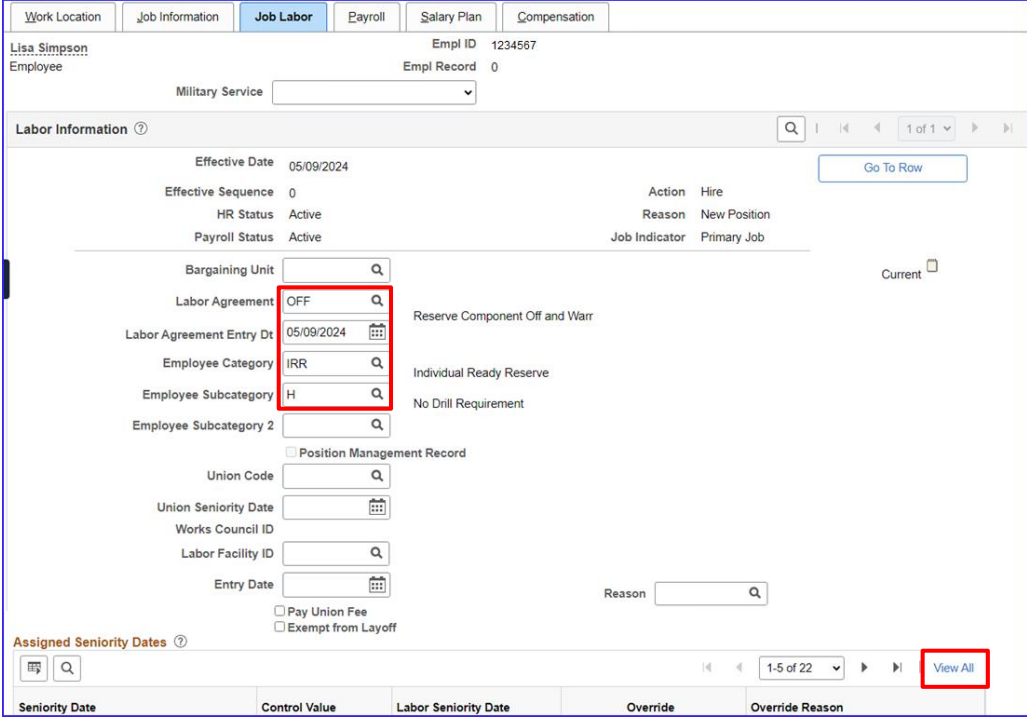
Procedures,
continued

Step	Action
24	<p>Military section for Reserve hires only:</p> <ul style="list-style-type: none"> • Reserve Class Code –select the appropriate Code from the lookup icon: <ul style="list-style-type: none"> – Inact Du Officer w/in 8 yr obl – an Officer with no prior, or less than 8 years prior service – w/Svc Oblig not in another Clas – a prior service Officer – Hiring directly into EAD – leave blank. • Component Category <ul style="list-style-type: none"> – Select N from the lookup icon (EAD – leave blank). 
25	<p>Select the Job Information tab.</p> 
26	<p>Only enter these three fields, DO NOT enter any other data fields. Job Code – Select the appropriate code (if not defaulted) and hit tab. MARGRAD enter 000098 (Ensign) Supervisor ID – Enter the CGHRSUP Empl ID that approves Accessions. Employee Class – Select IRR from the drop-down.</p> 

Continued on next page

Accessing a Member, Continued

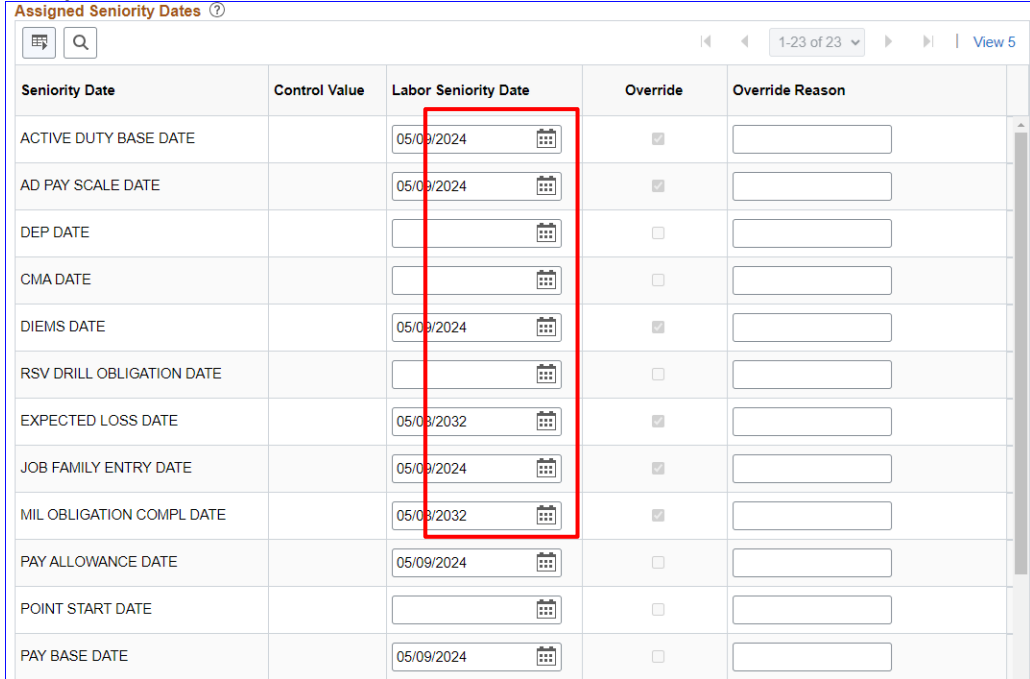
Procedures,
continued

Step	Action
27	<p>Select the Job Labor tab.</p>  <p>The screenshot shows a navigation bar with tabs: Work Location, Job Information, Job Labor (highlighted in red), Payroll, Salary Plan, and Compensation. Below the tabs, the name 'Lisa Simpson' and 'Empl ID 1234567' are visible.</p>
28	<p>Only enter these fields, DO NOT enter any other data fields.</p> <ul style="list-style-type: none"> • Labor Agreement – Select OFF from the lookup icon (or OFE as previously stated in Step 20). • Labor Agreement Entry Dt – Will default to the date of hire. • Employee Category – Enter IRR (EAD – leave blank). • Employee Subcategory – Enter TRAYPAY Code H (EAD – leave blank). <p>Scroll down the page and click View ALL for the Assigned Seniority Dates.</p>  <p>The screenshot shows the 'Labor Information' form for Lisa Simpson (Empl ID 1234567). The 'Job Labor' tab is selected. Fields for Labor Agreement (OFF), Labor Agreement Entry Dt (05/09/2024), Employee Category (IRR), and Employee Subcategory (H) are highlighted with red boxes. The 'View All' button in the Assigned Seniority Dates section is also highlighted with a red box.</p>

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action																																																																	
29	<p>Scroll to the bottom of the Assigned Seniority Dates and click Recalculate Seniority Dates. This will bring in the reserve seniority date fields needed for a reserve member accession.</p> <p>Enter the following (split into 2 sections):</p> <ul style="list-style-type: none"> • Active Duty Base Date – First day of official travel with the EAD orders • AD Pay Scale Date – Date of Oath of Office • DEP Date – Leave blank. • CMA Date – Date of Oath of Office • DIEMS Date – Date Initial Entry Military Service (any component) • RSV Drill Obligation Date – Leave blank. • Expected Loss Date – 30 years from the date of hire or the day before 60th birthday (If prior Officer service (non-Warrant Officer), loss date will be less any prior commission time served in any branch or component.) • Job Family Entry Date – Date of the hire or Oath of Office • Mil Obligation Compl Date – 8 years from the original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP) • Pay Allowance Date – Date of Oath of Office • Points Start Date – Date of Oath of Office • Pay Base Date – Date of Oath of Office  <table border="1" data-bbox="336 1216 1369 1892"> <caption>Assigned Seniority Dates</caption> <thead> <tr> <th>Seniority Date</th> <th>Control Value</th> <th>Labor Seniority Date</th> <th>Override</th> <th>Override Reason</th> </tr> </thead> <tbody> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td>05/09/2024</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td>05/09/2024</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DEP DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>CMA DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DIEMS DATE</td> <td></td> <td>05/09/2024</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>RSV DRILL OBLIGATION DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED LOSS DATE</td> <td></td> <td>05/09/2032</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>JOB FAMILY ENTRY DATE</td> <td></td> <td>05/09/2024</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>MIL OBLIGATION COMPL DATE</td> <td></td> <td>05/09/2032</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY ALLOWANCE DATE</td> <td></td> <td>05/09/2024</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>POINT START DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td>05/09/2024</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		05/09/2024	<input checked="" type="checkbox"/>		AD PAY SCALE DATE		05/09/2024	<input checked="" type="checkbox"/>		DEP DATE			<input type="checkbox"/>		CMA DATE			<input type="checkbox"/>		DIEMS DATE		05/09/2024	<input checked="" type="checkbox"/>		RSV DRILL OBLIGATION DATE			<input type="checkbox"/>		EXPECTED LOSS DATE		05/09/2032	<input checked="" type="checkbox"/>		JOB FAMILY ENTRY DATE		05/09/2024	<input checked="" type="checkbox"/>		MIL OBLIGATION COMPL DATE		05/09/2032	<input checked="" type="checkbox"/>		PAY ALLOWANCE DATE		05/09/2024	<input type="checkbox"/>		POINT START DATE			<input type="checkbox"/>		PAY BASE DATE		05/09/2024	<input type="checkbox"/>	
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason																																																														
ACTIVE DUTY BASE DATE		05/09/2024	<input checked="" type="checkbox"/>																																																															
AD PAY SCALE DATE		05/09/2024	<input checked="" type="checkbox"/>																																																															
DEP DATE			<input type="checkbox"/>																																																															
CMA DATE			<input type="checkbox"/>																																																															
DIEMS DATE		05/09/2024	<input checked="" type="checkbox"/>																																																															
RSV DRILL OBLIGATION DATE			<input type="checkbox"/>																																																															
EXPECTED LOSS DATE		05/09/2032	<input checked="" type="checkbox"/>																																																															
JOB FAMILY ENTRY DATE		05/09/2024	<input checked="" type="checkbox"/>																																																															
MIL OBLIGATION COMPL DATE		05/09/2032	<input checked="" type="checkbox"/>																																																															
PAY ALLOWANCE DATE		05/09/2024	<input type="checkbox"/>																																																															
POINT START DATE			<input type="checkbox"/>																																																															
PAY BASE DATE		05/09/2024	<input type="checkbox"/>																																																															

Continued on next page

Accessing a Member, Continued

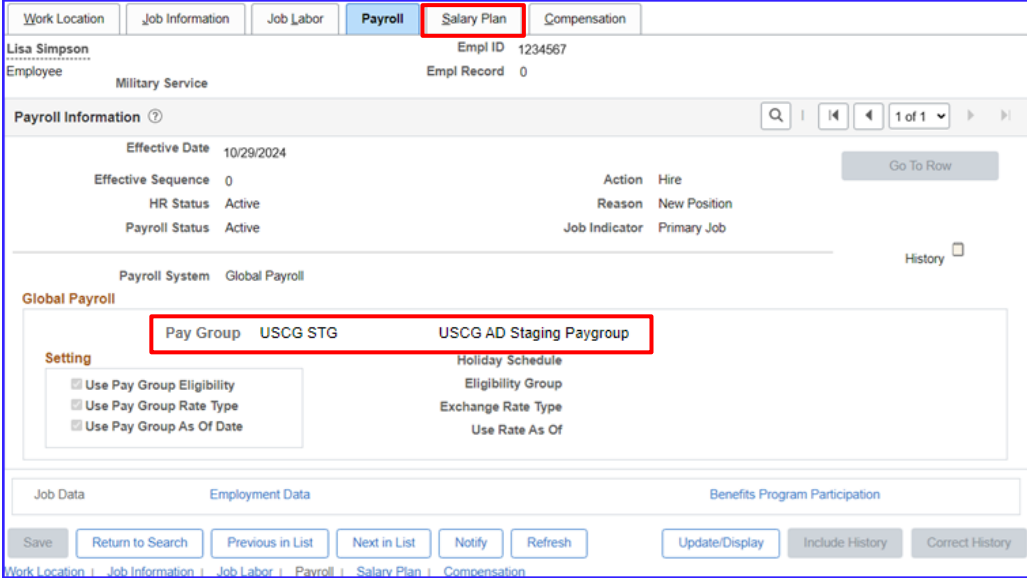
Procedures,
continued

Step	Action																																																							
<p>29 cont.</p>	<ul style="list-style-type: none"> • Date of Rank – Date of Oath of Office • RSV Comp SBP Elect Date – Leave blank. • Rotation Date – Leave at default. • Reserve Accession Class Date – Date of Oath of Office • Reserve Anniversary Date – Date of Oath of Office • Reserve Eligibility Date – Date of Oath of Office • Reserve Initiation Date – Date of Oath of Office • Reserve Letter Date – Leave blank. • RTB Eligibility Date – Leave blank. • RTB Letter Date – Leave blank • RTB Letter Response Date – Leave blank. <p>NOTE: Submit a request to PPC Customer Care for a Statement of Creditable Service (SOCS) in the case of prior military service. Any necessary adjustments will take place via the SOCS process (see E-Mail ALSPO B/15).</p> <div data-bbox="341 1010 1369 1619" style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">DATE OF RANK</td> <td style="width: 15%;">451097</td> <td style="width: 20%;">05/09/2024 </td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 30%;"><input type="text"/></td> </tr> <tr> <td>RSV COMP SBP ELECT DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>ROTATION DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RSRV ACCESSION CLASS DATE</td> <td></td> <td>05/09/2024 </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RSV ANNIVERSARY DATE</td> <td></td> <td>05/09/2024 </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RSV ELIGIBILITY DATE</td> <td></td> <td>05/09/2024 </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RSV INITIATION DATE</td> <td></td> <td>05/09/2024 </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RESERVE LETTER DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RTB ELIGIBILITY DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RTB LETTER DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RTB LETTER RESPONSE DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> </table> <p style="text-align: center; margin-top: 5px;"><input type="button" value="Recalculate Seniority Dates"/></p> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> Job Data Employment Data Benefits Program Participation </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/> <input type="button" value="Refresh"/> </div> <p style="font-size: x-small; margin-top: 5px;"> Work Location Job Information Job Labor Payroll Salary Plan Compensation </p> </div>	DATE OF RANK	451097	05/09/2024	<input type="checkbox"/>	<input type="text"/>	RSV COMP SBP ELECT DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	ROTATION DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	RSRV ACCESSION CLASS DATE		05/09/2024	<input type="checkbox"/>	<input type="text"/>	RSV ANNIVERSARY DATE		05/09/2024	<input type="checkbox"/>	<input type="text"/>	RSV ELIGIBILITY DATE		05/09/2024	<input type="checkbox"/>	<input type="text"/>	RSV INITIATION DATE		05/09/2024	<input type="checkbox"/>	<input type="text"/>	RESERVE LETTER DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	RTB ELIGIBILITY DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	RTB LETTER DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	RTB LETTER RESPONSE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
DATE OF RANK	451097	05/09/2024	<input type="checkbox"/>	<input type="text"/>																																																				
RSV COMP SBP ELECT DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>																																																				
ROTATION DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>																																																				
RSRV ACCESSION CLASS DATE		05/09/2024	<input type="checkbox"/>	<input type="text"/>																																																				
RSV ANNIVERSARY DATE		05/09/2024	<input type="checkbox"/>	<input type="text"/>																																																				
RSV ELIGIBILITY DATE		05/09/2024	<input type="checkbox"/>	<input type="text"/>																																																				
RSV INITIATION DATE		05/09/2024	<input type="checkbox"/>	<input type="text"/>																																																				
RESERVE LETTER DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>																																																				
RTB ELIGIBILITY DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>																																																				
RTB LETTER DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>																																																				
RTB LETTER RESPONSE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>																																																				
<p>30</p>	<p>Select the Payroll Tab.</p> <div data-bbox="341 1682 1358 1738" style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-around; text-align: center;"> Work Location Job Information Job Labor Payroll Salary Plan Compensation </div>																																																							

Continued on next page

Accessing a Member, Continued

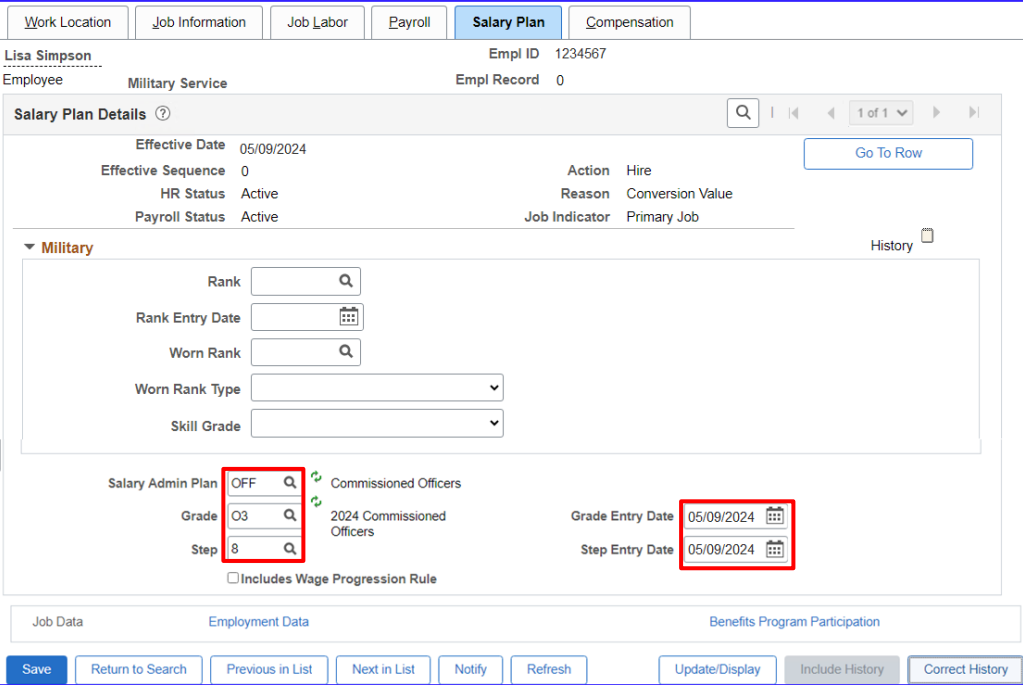
Procedures,
continued

Step	Action
31	<p>Pay Group – Should default to USCG STG. Once the hire has been approved this will update to USCG RSV (USCG Reservist).</p> <p>Select the Salary Plan tab.</p>  <p>The screenshot shows the 'Salary Plan' tab selected in the top navigation bar. Below the employee name 'Lisa Simpson', the 'Payroll Information' section displays 'Effective Date' as 10/29/2024 and 'Payroll Status' as Active. The 'Global Payroll' section shows 'Pay Group' as 'USCG STG' and 'Salary Plan' as 'USCG AD Staging Paygroup'. The 'Setting' section includes checkboxes for 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. The bottom of the interface features buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.</p>

Continued on next page

Accessing a Member, Continued

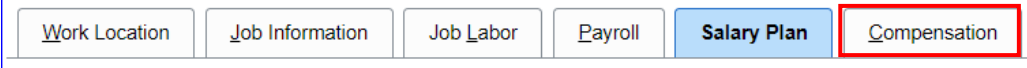
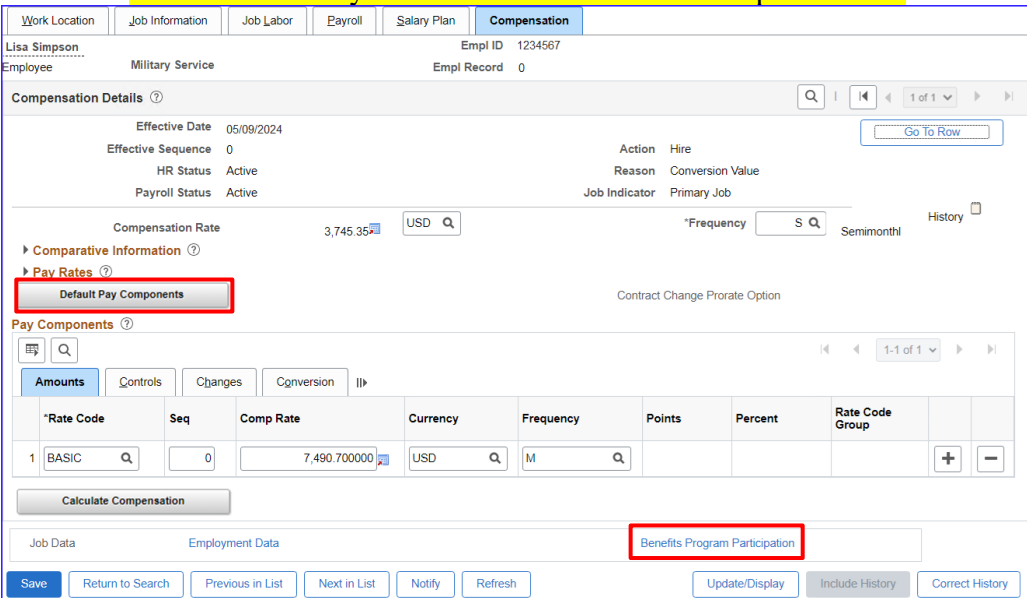
Procedures,
continued

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

Continued on next page

Accessing a Member, Continued

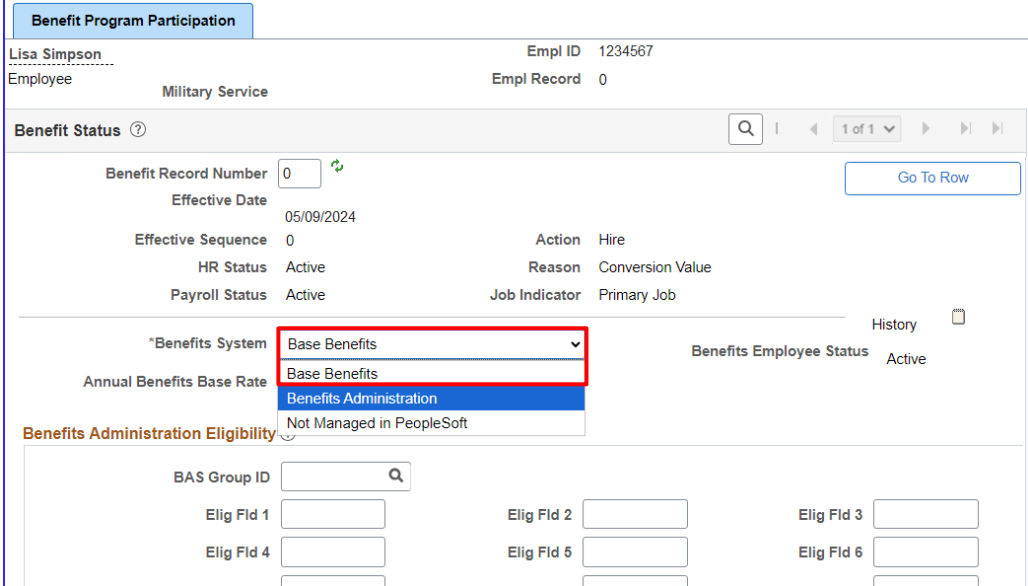
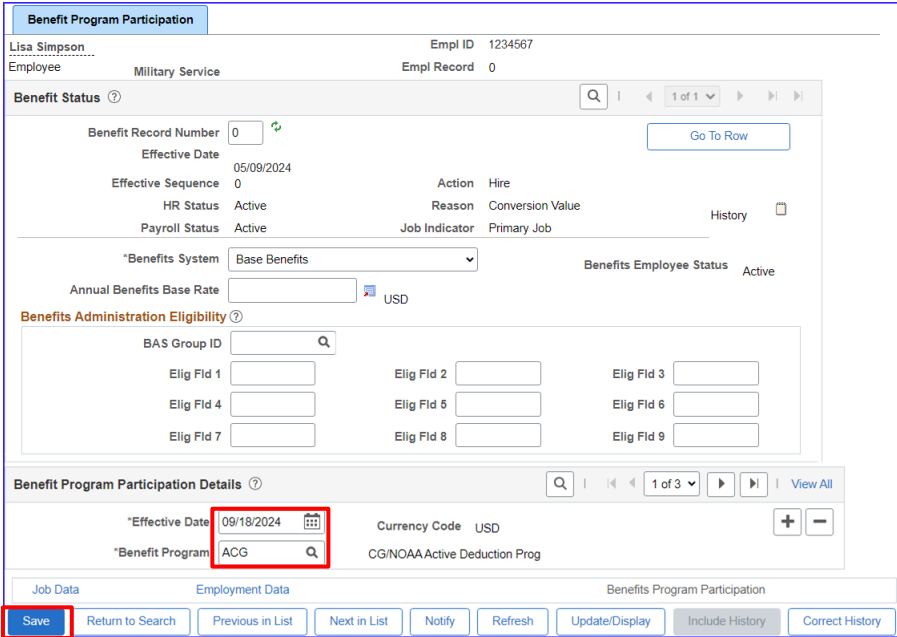
Procedures,
continued

Step	Action
33	<p>Select the Compensation tab.</p> 
34	<p>Click Default Pay Components (this updates the Compensation Rate and Frequency data). If the Compensation Rate displays \$0.00, then the RANK/RATE and/or STEP may be incorrect. Verify all data entered in the previous steps is correct, then click Default Pay Component again. If the Comp Rate field does not populate with the correct dollar amount, contact PPC (see IMPORTANT note below).</p> <p>Click the Benefits Program Participation link.</p> <p>IMPORTANT: If the Job Code number does not match the Grade Step – An error message is received when the SPO tries to approve the hire. This MUST be fixed. Review and verify the information entered in Steps 26 & 32.</p> 

Continued on next page

Accessing a Member, Continued

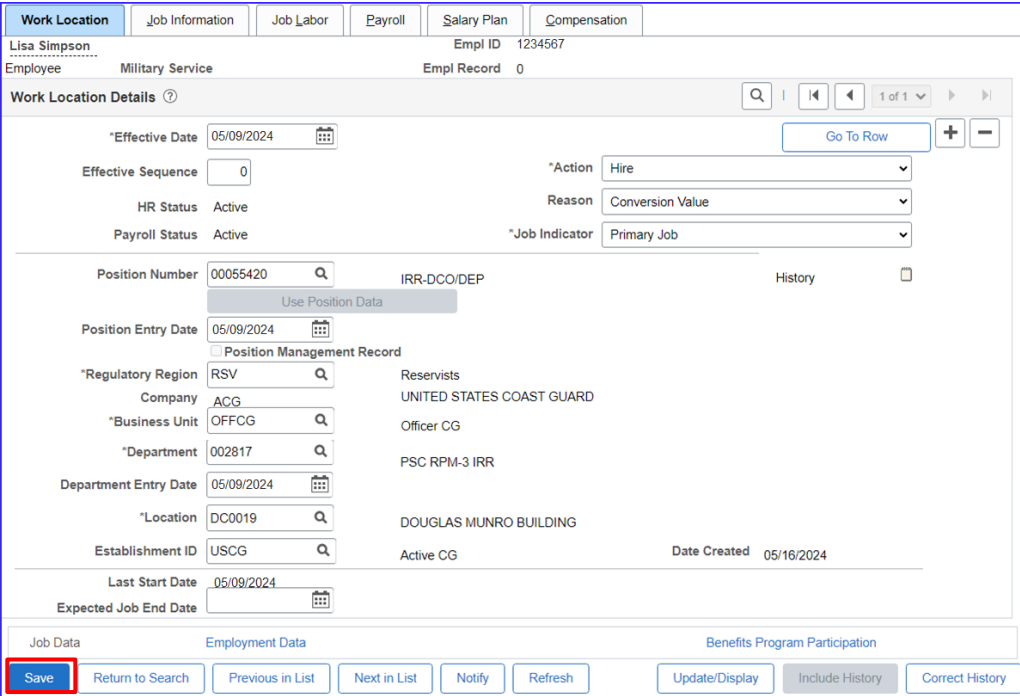
Procedures,
continued

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

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
37	<p>To submit, click Save.</p>  <p>The screenshot shows a web application interface for 'Work Location Details'. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the tabs, the employee's name 'Lisa Simpson' and 'Empl ID 1234567' are displayed. The form contains several input fields and dropdown menus, including 'Effective Date', 'Effective Sequence', 'HR Status', 'Payroll Status', 'Position Number', 'Position Entry Date', 'Regulatory Region', 'Company', 'Business Unit', 'Department', 'Department Entry Date', 'Location', 'Establishment ID', 'Last Start Date', and 'Expected Job End Date'. There are also dropdown menus for '*Action' (set to 'Hire'), 'Reason' (set to 'Conversion Value'), and '*Job Indicator' (set to 'Primary Job'). At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'. The 'Save' button is highlighted with a red box.</p>

Continued on next page

Accessing a Member, Continued

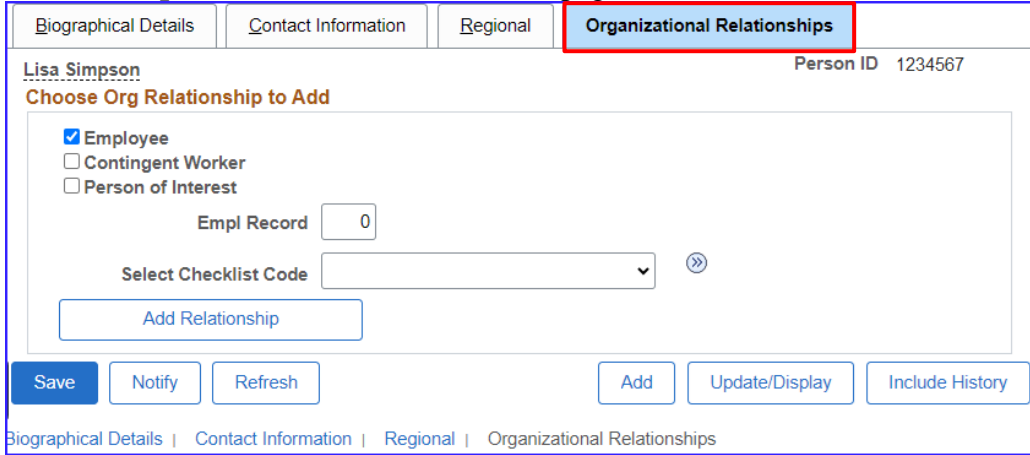
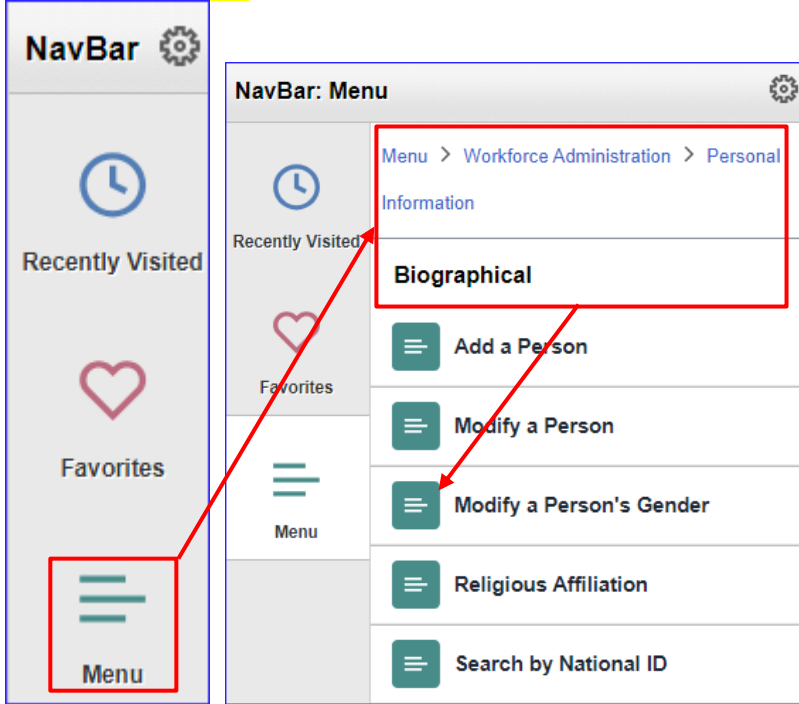
Procedures,
continued

Step	Action
38	<p data-bbox="336 461 1367 528">Several Messages will display (randomly ordered). Click OK for each one (wait for the “processing-circle-of-death” to finish).</p> <div data-bbox="336 528 1367 730" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="355 562 1050 586">Warning -- Head count of 1366 exceeds maximum head count of 0 for position. (1000,156)</p> <p data-bbox="355 600 1347 645">When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.</p> <div data-bbox="759 656 999 701" style="text-align: right;"> <input data-bbox="759 656 887 701" type="button" value="OK"/> <input data-bbox="895 656 999 701" type="button" value="Cancel"/> </div> </div> <div data-bbox="336 752 1078 976" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p data-bbox="355 786 1031 810">Warning -- Compensation Frequency has been updated. (1010,264)</p> <p data-bbox="355 831 807 855">Compensation Frequency has been updated.</p> <div data-bbox="560 889 863 934" style="text-align: right;"> <input data-bbox="560 889 719 934" type="button" value="OK"/> <input data-bbox="727 889 863 934" type="button" value="Cancel"/> </div> </div> <div data-bbox="336 999 1367 1223" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p data-bbox="355 1032 1091 1057">Warning -- Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32)</p> <p data-bbox="355 1070 1347 1095">A minimum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel falls below that minimum.</p> <p data-bbox="355 1108 1043 1133">If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.</p> <div data-bbox="743 1144 983 1189" style="text-align: right;"> <input data-bbox="743 1144 871 1189" type="button" value="OK"/> <input data-bbox="879 1144 983 1189" type="button" value="Cancel"/> </div> </div> <div data-bbox="336 1245 1123 1447" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p data-bbox="355 1279 1070 1303">JOB DATA CMP EMPLID : 1234567 COMPANY ACG ACTION HIR (0,0)</p> <div data-bbox="644 1337 804 1382" style="text-align: center; margin-top: 10px;"> <input data-bbox="644 1337 804 1382" type="button" value="OK"/> </div> </div>

Continued on next page

Accessing a Member, Continued







Procedures,
continued

Step	Action
39	<p>After a successful completion you will be returned to the Organizational Relationships tab. Return to the DA home page.</p> 
40	<p>If you have the roles to add the member’s gender, navigate to the NavBar icon > Menu > Workforce Administration > Personal Information > Biographical > Modify a Person’s Gender.</p> <p>If you do not have the roles, a PPC help ticket must be entered to have this information added.</p> 

Continued on next page

Accessing a Member, Continued

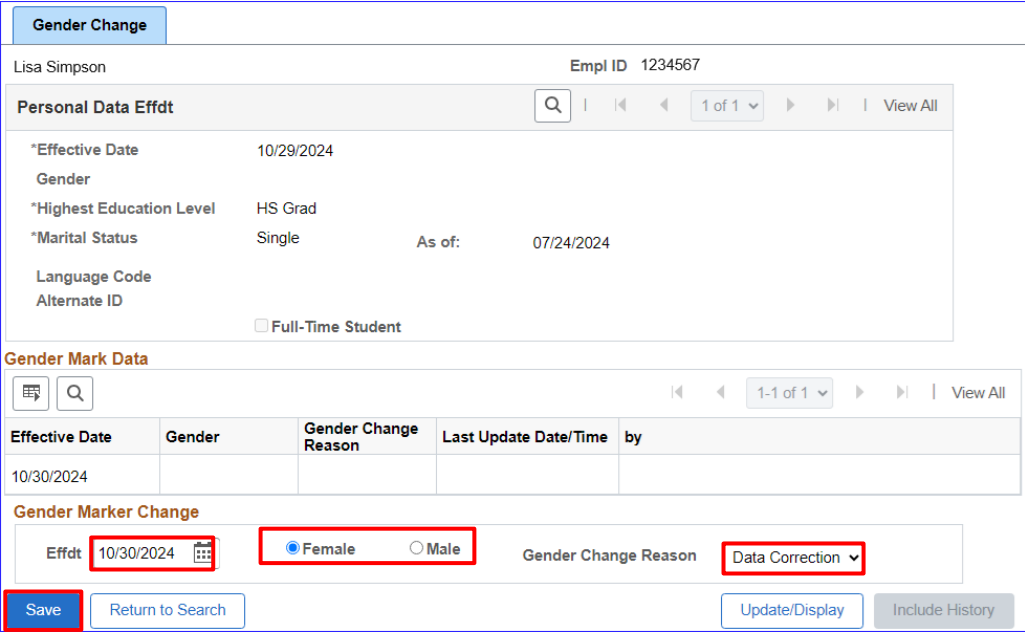
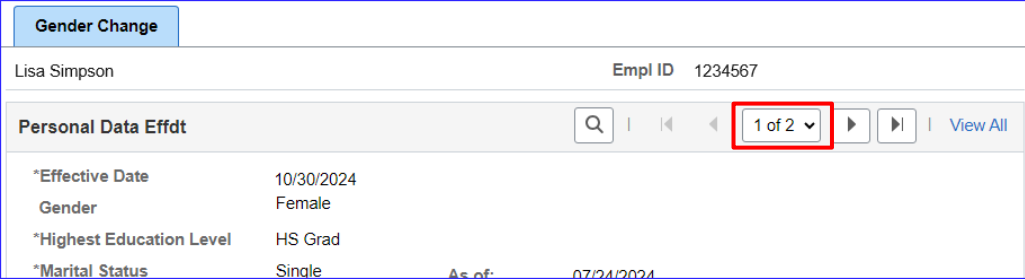
Procedures,
continued

Step	Action																											
41	<p data-bbox="339 461 1276 528">Enter the Empl ID and click Search. The Include History box is already checked.</p> <div data-bbox="339 528 1372 1496" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="347 539 762 573">Personal Gender Change</p> <p data-bbox="347 580 1364 613">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="376 624 711 685" style="border: 1px solid blue; background-color: #e0f0ff; padding: 2px; margin-bottom: 5px;"> <p data-bbox="405 640 683 674" style="margin: 0;">Find an Existing Value</p> </div> <p data-bbox="347 696 579 730">▼ Search Criteria</p> <table data-bbox="347 741 1257 1357" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="571 752 671 786" style="width: 25%;">Empl ID</td> <td data-bbox="687 752 874 786" style="width: 20%;">begins with ▼</td> <td data-bbox="895 752 1206 797" style="width: 55%;"><input style="width: 95%; border: 1px solid red;" type="text" value="1234567"/></td> </tr> <tr> <td>Name</td> <td>begins with ▼</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Last Name</td> <td>begins with ▼</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Second Last Name</td> <td>begins with ▼</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Alternate Character Name</td> <td>begins with ▼</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Middle Name</td> <td>begins with ▼</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Business Unit</td> <td>begins with ▼</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Department Set ID</td> <td>begins with ▼</td> <td><input style="width: 95%;" type="text"/> </td> </tr> <tr> <td>Department</td> <td>begins with ▼</td> <td><input style="width: 95%;" type="text"/> </td> </tr> </table> <p data-bbox="347 1379 807 1413"> <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive </p> <div data-bbox="347 1424 1106 1491" style="margin-top: 5px;"> <div data-bbox="347 1424 491 1491" style="border: 1px solid red; background-color: #0056b3; color: white; padding: 2px 10px; display: inline-block; margin-right: 10px;">Search</div> <div data-bbox="504 1424 628 1491" style="border: 1px solid #ccc; background-color: #fff; padding: 2px 10px; display: inline-block; margin-right: 10px;">Clear</div> Basic Search 📌 Save Search Criteria </div> </div>	Empl ID	begins with ▼	<input style="width: 95%; border: 1px solid red;" type="text" value="1234567"/>	Name	begins with ▼	<input style="width: 95%;" type="text"/>	Last Name	begins with ▼	<input style="width: 95%;" type="text"/>	Second Last Name	begins with ▼	<input style="width: 95%;" type="text"/>	Alternate Character Name	begins with ▼	<input style="width: 95%;" type="text"/>	Middle Name	begins with ▼	<input style="width: 95%;" type="text"/>	Business Unit	begins with ▼	<input style="width: 95%;" type="text"/>	Department Set ID	begins with ▼	<input style="width: 95%;" type="text"/> 	Department	begins with ▼	<input style="width: 95%;" type="text"/> 
Empl ID	begins with ▼	<input style="width: 95%; border: 1px solid red;" type="text" value="1234567"/>																										
Name	begins with ▼	<input style="width: 95%;" type="text"/>																										
Last Name	begins with ▼	<input style="width: 95%;" type="text"/>																										
Second Last Name	begins with ▼	<input style="width: 95%;" type="text"/>																										
Alternate Character Name	begins with ▼	<input style="width: 95%;" type="text"/>																										
Middle Name	begins with ▼	<input style="width: 95%;" type="text"/>																										
Business Unit	begins with ▼	<input style="width: 95%;" type="text"/>																										
Department Set ID	begins with ▼	<input style="width: 95%;" type="text"/> 																										
Department	begins with ▼	<input style="width: 95%;" type="text"/> 																										

Continued on next page

Accessing a Member, Continued

Procedures,
continued

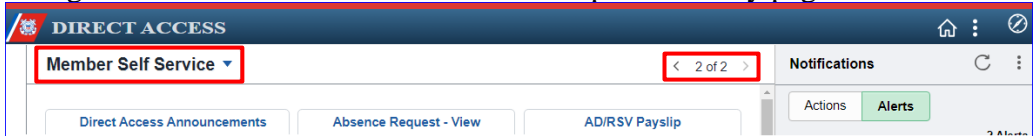
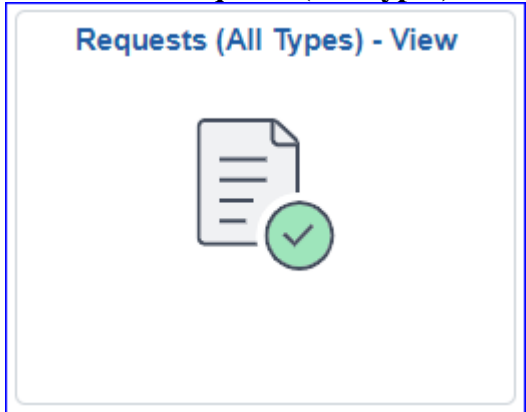
Step	Action
<p>42</p>	<p>The Gender Change tab will display. The Gender Marker Change Effdt must be the day after your date of entry. This date cannot be backdated.</p> <p>Select the appropriate Gender radio button and select Data Correction from the Gender Change Reason drop-down (used for entering a new member's gender OR to correct an incorrect gender).</p> <p>NOTE: DO NOT USE Gender Marker Change – Used to modify a member who has followed established COMDT Policy and is physically changing genders.</p> <p>Click Save.</p> 
<p>43</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).

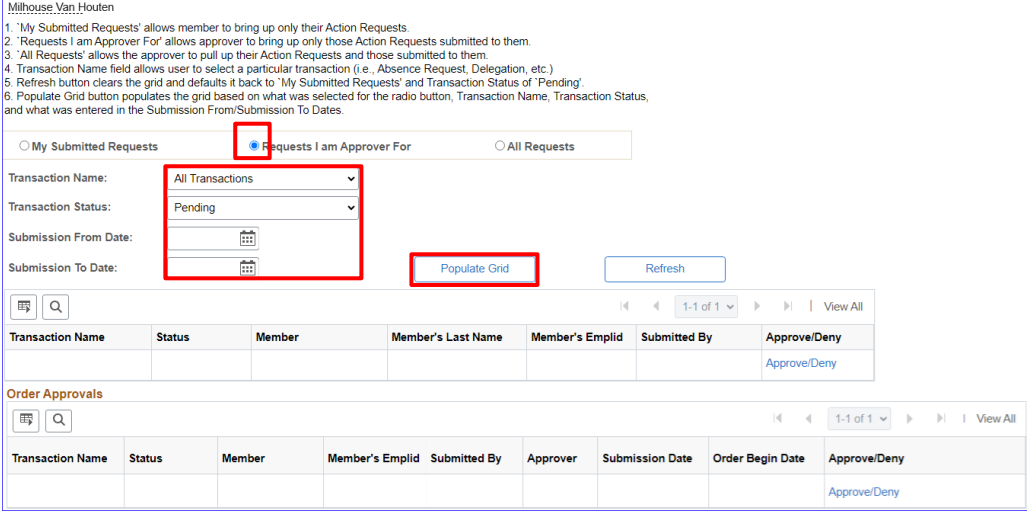

Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the Requests (All Types) - View tile.</p> 

Continued on next page

Approving an Accession, Continued

Procedures,
continued

Step	Action
<p>3</p>	<p>Select the Requests I am Approver For radio button. You may narrow the search by filling in Transaction Name, Status and Dates. Click Populate Grid.</p> <p>!Milhouse.Van.Houten 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</p> 
<p>4</p>	<p>Click the Approve/Deny link for the Accession you are approving.</p> 

Continued on next page

Approving an Accession, Continued

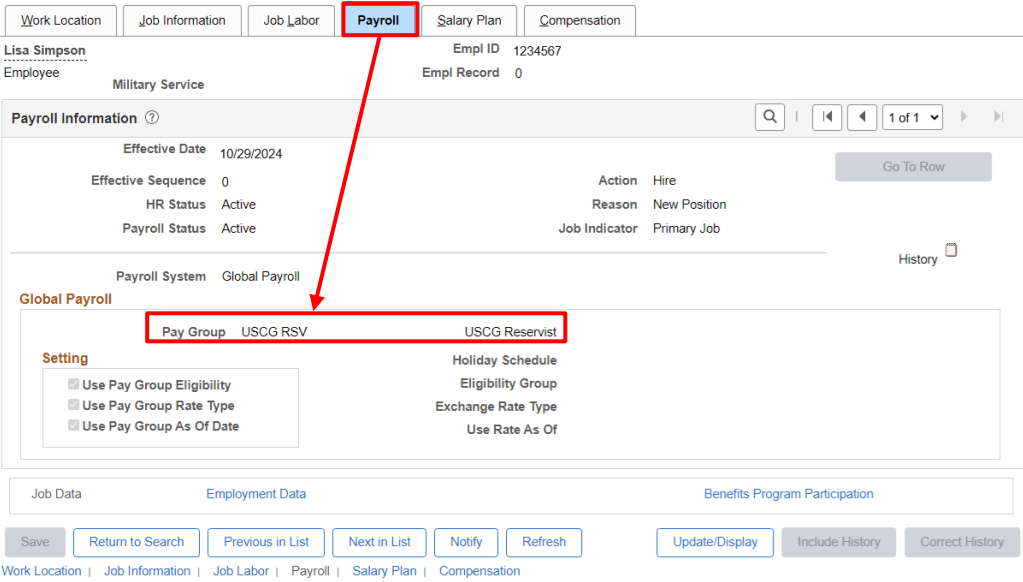
Procedures,
continued

Step	Action
<p>5</p>	<p>Enter any needed Comments and select either Approve or Deny (deny returns the Hire to the HRS user).</p> <div data-bbox="338 528 1369 1312" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Approval/SOD for Accessions</p> <p><u>Van Houten, Milhouse...</u></p> <ul style="list-style-type: none"> Review hire data in the Request Information box. To approve a Hire Request, press the Approve button. To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. After a Hire Request has been approved, data will be pushed to DA 8.0. <p>Request Details</p> <p>Employee ID: 1234567</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</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>Accessions Hire Approval</p> <p>Accession Hire Request: Pending</p> <p>One Approval level</p> <p>Pending</p> <p> Milhouse Van Houten Initial Approve Action Request</p> </div>
<p>6</p>	<p>Once Approved, the buttons will be greyed out after the system saves the approval.</p> <div data-bbox="338 1408 1369 1827" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> </p> <p>Accessions Hire Approval</p> <p>Request Status Approved View/Hide Comments</p> <p>One Approval Level</p> <p>Approved</p> <p> Milhouse Van Houten Initial Approve Action Request 10/29/2024 7:58 PM</p> <p>Comments</p> <p>Milhouse Van Houten at 10/29/24 - 7:58 PM</p> </div>

Continued on next page

Approving an Accession, Continued

Procedures,
continued



Step	Action																											
7	<p>To ensure the hire was completed, go back to the member's Job Data-Payroll tab to ensure the Pay Group updated to USCG RSV. If not, submit a ticket to PPC for assistance.</p>  <p>The screenshot shows the 'Payroll' tab selected in the top navigation bar. Below the navigation bar, the employee's name 'Lisa Simpson' and 'Employee' status are visible. The 'Military Service' section shows 'Effective Date' as 10/29/2024 and 'Payroll Status' as Active. The 'Global Payroll' section contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Pay Group</th> <th>USCG RSV</th> <th>USCG Reservist</th> </tr> </thead> <tbody> <tr> <td>Setting</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Use Pay Group Eligibility</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Use Pay Group Rate Type</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Use Pay Group As Of Date</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Holiday Schedule</td> </tr> <tr> <td></td> <td></td> <td>Eligibility Group</td> </tr> <tr> <td></td> <td></td> <td>Exchange Rate Type</td> </tr> <tr> <td></td> <td></td> <td>Use Rate As Of</td> </tr> </tbody> </table> <p>At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'. The bottom navigation bar includes 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'.</p>	Pay Group	USCG RSV	USCG Reservist	Setting			<input type="checkbox"/> Use Pay Group Eligibility			<input type="checkbox"/> Use Pay Group Rate Type			<input type="checkbox"/> Use Pay Group As Of Date					Holiday Schedule			Eligibility Group			Exchange Rate Type			Use Rate As Of
Pay Group	USCG RSV	USCG Reservist																										
Setting																												
<input type="checkbox"/> Use Pay Group Eligibility																												
<input type="checkbox"/> Use Pay Group Rate Type																												
<input type="checkbox"/> Use Pay Group As Of Date																												
		Holiday Schedule																										
		Eligibility Group																										
		Exchange Rate Type																										
		Use Rate As Of																										

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 and the BAH are approved, then direct deposit **must be entered.**

Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Scroll down to Act/RSV Pay Shortcuts and select the Housing Allowance option.</p> 

Continued on next page

BAH and Direct Deposit, Continued

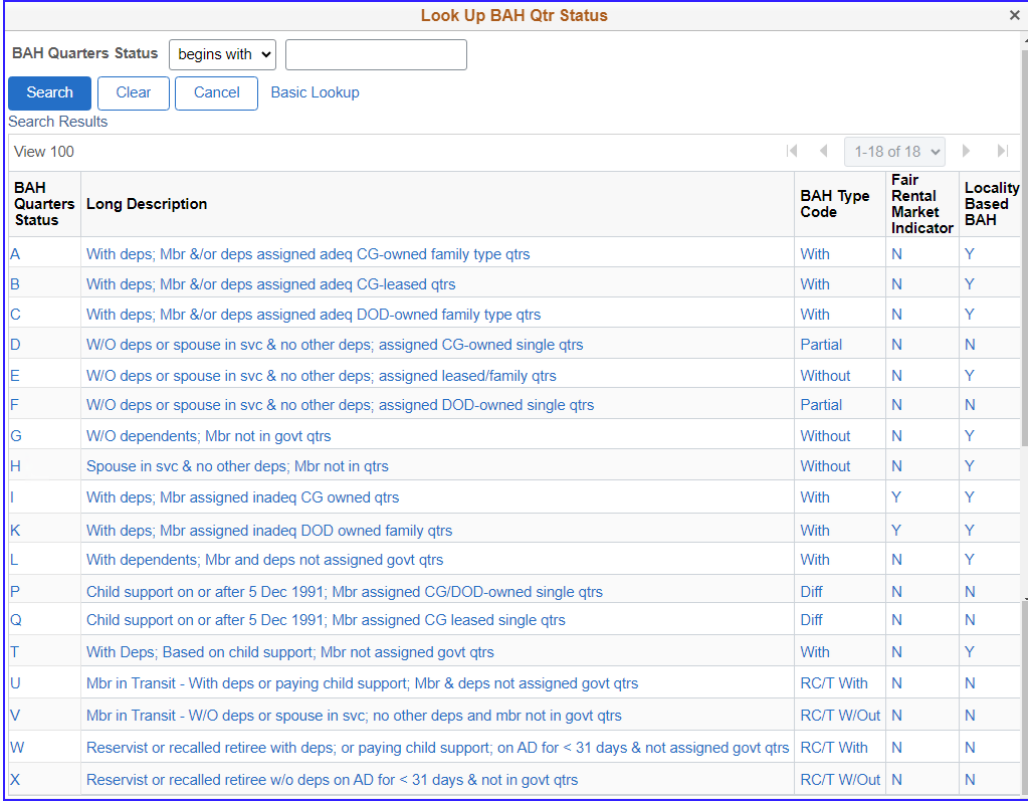
Procedures,
continued

Step	Action
3	<p data-bbox="336 463 820 495">Enter the Empl ID and click Search.</p> <div data-bbox="336 495 1353 1435" style="border: 1px solid black; padding: 10px;"> <p data-bbox="352 501 660 537">Housing Allowance</p> <p data-bbox="352 546 1337 575">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="368 584 695 629" style="background-color: #e1ecf4; padding: 2px 5px; border: 1px solid #ccc;">Find an Existing Value</p> <p data-bbox="352 640 576 672">▼ Search Criteria</p> <p data-bbox="568 685 1177 730">Empl ID begins with ▼ 1234567</p> <p data-bbox="507 745 1177 790">Empl Record = ▼ </p> <p data-bbox="592 808 1177 853">Name begins with ▼ </p> <p data-bbox="536 871 1177 916">Last Name begins with ▼ </p> <p data-bbox="440 934 1177 978">Second Last Name begins with ▼ </p> <p data-bbox="352 996 1177 1041">Alternate Character Name begins with ▼ </p> <p data-bbox="507 1059 1177 1104">Middle Name begins with ▼ </p> <p data-bbox="496 1122 1177 1167">Business Unit begins with ▼ </p> <p data-bbox="443 1184 1222 1229">Department Set ID begins with ▼ 🔍</p> <p data-bbox="523 1247 1222 1292">Department begins with ▼ 🔍</p> <p data-bbox="352 1310 1034 1346"> <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p data-bbox="352 1364 1086 1408"> Search Clear Basic Search 📌 Save Search Criteria </p> </div>

Continued on next page

BAH and Direct Deposit, Continued

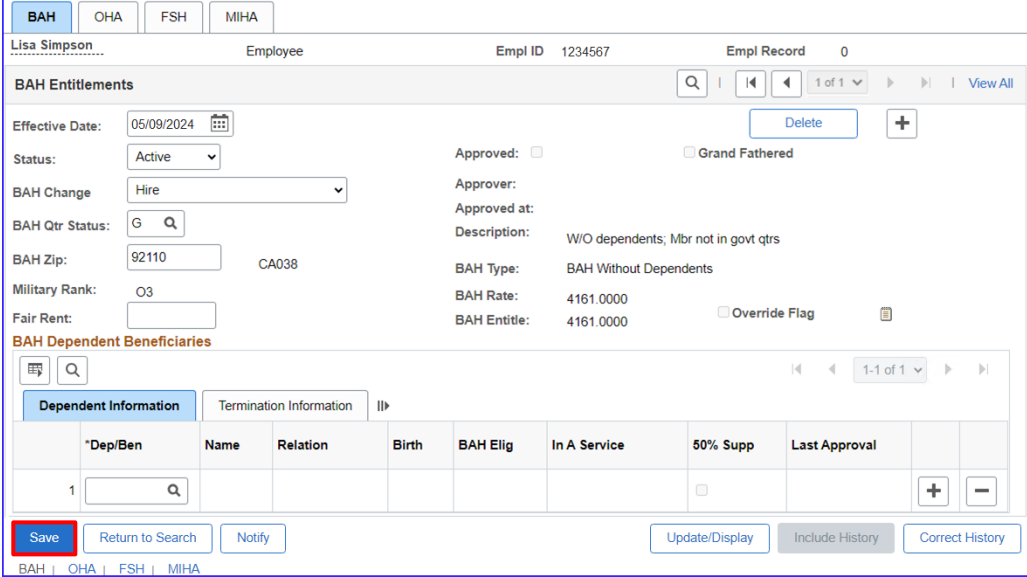
Procedures,
continued

Step	Action																																																																																															
4	<p>Follow the Basic Allowance for Housing (BAH) guide for starting BAH, keeping the following in mind:</p> <ul style="list-style-type: none"> • For married members, ensure dependents are entered in DA prior to starting a BAH row. • BAH With cannot be entered without eligible dependents. • Pay special attention to a recruit that is married member to member, to ensure that BAH With is only being paid as authorized. • For recruits authorized BAH With, utilize the zip code on the dependency worksheet, vice the recruit’s Oath of Office. • Recruits are authorized BAH, not OHA. • If dependents live somewhere that BAH does not exist, recruits will receive Unit BAH With. • Check zip codes for CONUS/OCONUS COLA where applicable. • Married reservists are entitled to BAH With. • Single reservists will be authorized BAH Without Depn ONLY if they have a lease agreement in their recruit packet.  <table border="1" data-bbox="338 1064 1369 1861"> <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; Mbr &/or deps assigned adeq CG-owned family type qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>B</td><td>With deps; Mbr &/or deps assigned adeq CG-leased qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>C</td><td>With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>D</td><td>W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs</td><td>Partial</td><td>N</td><td>N</td></tr> <tr><td>E</td><td>W/O deps or spouse in svc & no other deps; assigned leased/family qtrs</td><td>Without</td><td>N</td><td>Y</td></tr> <tr><td>F</td><td>W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs</td><td>Partial</td><td>N</td><td>N</td></tr> <tr><td>G</td><td>W/O dependents; Mbr not in govt qtrs</td><td>Without</td><td>N</td><td>Y</td></tr> <tr><td>H</td><td>Spouse in svc & no other deps; Mbr not in qtrs</td><td>Without</td><td>N</td><td>Y</td></tr> <tr><td>I</td><td>With deps; Mbr assigned inadeq CG owned qtrs</td><td>With</td><td>Y</td><td>Y</td></tr> <tr><td>K</td><td>With deps; Mbr assigned inadeq DOD owned family qtrs</td><td>With</td><td>Y</td><td>Y</td></tr> <tr><td>L</td><td>With dependents; Mbr and deps not assigned govt qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>P</td><td>Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs</td><td>Diff</td><td>N</td><td>N</td></tr> <tr><td>Q</td><td>Child support on or after 5 Dec 1991; Mbr assigned CG leased single qtrs</td><td>Diff</td><td>N</td><td>N</td></tr> <tr><td>T</td><td>With Deps; Based on child support; Mbr not assigned govt qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>U</td><td>Mbr in Transit - With deps or paying child support; Mbr & deps not assigned govt qtrs</td><td>RC/T With</td><td>N</td><td>N</td></tr> <tr><td>V</td><td>Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs</td><td>RC/T W/Out</td><td>N</td><td>N</td></tr> <tr><td>W</td><td>Reservist or recalled retiree with deps; or paying child support; on AD for < 31 days & not assigned govt qtrs</td><td>RC/T With</td><td>N</td><td>N</td></tr> <tr><td>X</td><td>Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs</td><td>RC/T W/Out</td><td>N</td><td>N</td></tr> </tbody> </table>	BAH Quarters Status	Long Description	BAH Type Code	Fair Rental Market Indicator	Locality Based BAH	A	With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs	With	N	Y	B	With deps; Mbr &/or deps assigned adeq CG-leased qtrs	With	N	Y	C	With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs	With	N	Y	D	W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs	Partial	N	N	E	W/O deps or spouse in svc & no other deps; assigned leased/family qtrs	Without	N	Y	F	W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs	Partial	N	N	G	W/O dependents; Mbr not in govt qtrs	Without	N	Y	H	Spouse in svc & no other deps; Mbr not in qtrs	Without	N	Y	I	With deps; Mbr assigned inadeq CG owned qtrs	With	Y	Y	K	With deps; Mbr assigned inadeq DOD owned family qtrs	With	Y	Y	L	With dependents; Mbr and deps not assigned govt qtrs	With	N	Y	P	Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs	Diff	N	N	Q	Child support on or after 5 Dec 1991; Mbr assigned CG leased single qtrs	Diff	N	N	T	With Deps; Based on child support; Mbr not assigned govt qtrs	With	N	Y	U	Mbr in Transit - With deps or paying child support; Mbr & deps not assigned govt qtrs	RC/T With	N	N	V	Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs	RC/T W/Out	N	N	W	Reservist or recalled retiree with deps; or paying child support; on AD for < 31 days & not assigned govt qtrs	RC/T With	N	N	X	Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs	RC/T W/Out	N	N
BAH Quarters Status	Long Description	BAH Type Code	Fair Rental Market Indicator	Locality Based BAH																																																																																												
A	With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs	With	N	Y																																																																																												
B	With deps; Mbr &/or deps assigned adeq CG-leased qtrs	With	N	Y																																																																																												
C	With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs	With	N	Y																																																																																												
D	W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs	Partial	N	N																																																																																												
E	W/O deps or spouse in svc & no other deps; assigned leased/family qtrs	Without	N	Y																																																																																												
F	W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs	Partial	N	N																																																																																												
G	W/O dependents; Mbr not in govt qtrs	Without	N	Y																																																																																												
H	Spouse in svc & no other deps; Mbr not in qtrs	Without	N	Y																																																																																												
I	With deps; Mbr assigned inadeq CG owned qtrs	With	Y	Y																																																																																												
K	With deps; Mbr assigned inadeq DOD owned family qtrs	With	Y	Y																																																																																												
L	With dependents; Mbr and deps not assigned govt qtrs	With	N	Y																																																																																												
P	Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs	Diff	N	N																																																																																												
Q	Child support on or after 5 Dec 1991; Mbr assigned CG leased single qtrs	Diff	N	N																																																																																												
T	With Deps; Based on child support; Mbr not assigned govt qtrs	With	N	Y																																																																																												
U	Mbr in Transit - With deps or paying child support; Mbr & deps not assigned govt qtrs	RC/T With	N	N																																																																																												
V	Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs	RC/T W/Out	N	N																																																																																												
W	Reservist or recalled retiree with deps; or paying child support; on AD for < 31 days & not assigned govt qtrs	RC/T With	N	N																																																																																												
X	Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs	RC/T W/Out	N	N																																																																																												

Continued on next page

BAH and Direct Deposit, Continued

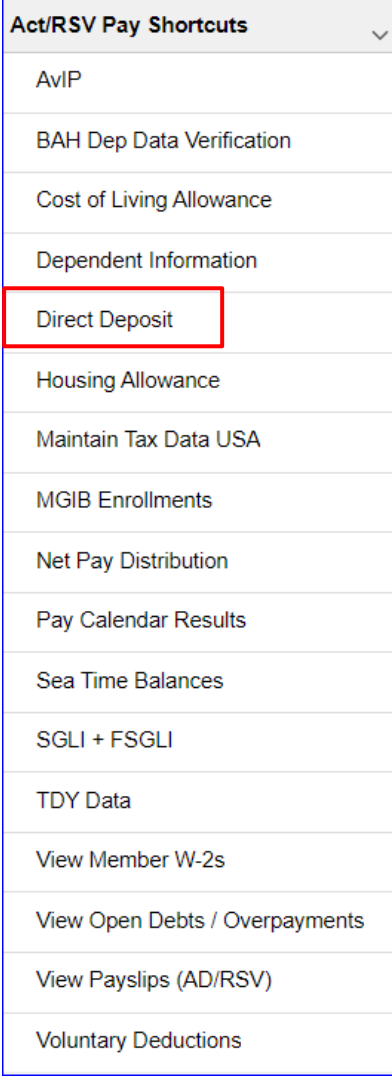
Procedures,
continued

Step	Action
5	<p>When completed, click Save.</p>  <p>The screenshot shows the 'BAH Entitlements' form for Lisa Simpson (Employee ID 1234567). The form is for a 'Hire' and is currently 'Active'. The effective date is 05/09/2024. The BAH rate is 4161.0000. The BAH type is 'BAH Without Dependents'. The BAH rate is 4161.0000. The BAH entitlement is 4161.0000. The BAH dependent beneficiaries table is empty. The 'Save' button is highlighted in red.</p>

Continued on next page

BAH and Direct Deposit, Continued

Procedures,
continued

Step	Action
6	<p>Without leaving the screen, select the Direct Deposit option.</p>  <p>The screenshot shows a dropdown menu titled "Act/RSV Pay Shortcuts" with a downward arrow. The menu is open, displaying a list of options: AvIP, BAH Dep Data Verification, Cost of Living Allowance, Dependent Information, Direct Deposit (highlighted with a red box), 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

Procedures,
continued

Step	Action												
7	<p>Enter the Empl ID and click Search.</p> <div data-bbox="341 495 1249 1361" style="border: 1px solid blue; padding: 10px;"> <p>Direct Deposit Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center; border: 1px solid blue; display: inline-block; padding: 2px 10px;">Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input style="border: 1px solid red;" type="text" value="1234567"/></p> <p>Empl Record = <input type="text" value="0"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p style="display: flex; justify-content: space-between; align-items: center;"> Search Clear Basic Search Save Search Criteria </p> </div>												
8	<p>Click Add Direct Deposit.</p> <div data-bbox="341 1435 1369 1839" style="border: 1px solid blue; padding: 10px;"> <p>EFT/Direct Deposit <u>Lisa Simpson</u></p> <p>Pay Distribution Instructions</p> <p><input type="button" value="List"/> 1-1 of 1 <input type="button" value="v"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: center;"><input type="button" value="Edit"/></td> </tr> </tbody> </table> <p style="margin-top: 10px;">Add Direct Deposit</p> <p><input type="button" value="Return to Search"/></p> </div>	Status	Effective Date	Payment Method	Bank Name	Account Number							<input type="button" value="Edit"/>
Status	Effective Date	Payment Method	Bank Name	Account Number									
					<input type="button" value="Edit"/>								

Continued on next page

BAH and Direct Deposit, Continued

Procedures,
continued

Step	Action												
<p>9</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Account Type – Select from the drop-down. • Routing Number – Enter the appropriate data. • Account Number – Enter the appropriate data. <p>Click Save.</p> <div data-bbox="339 683 1369 1238" style="border: 1px solid blue; padding: 5px;"> <p>EFT/Direct Deposit</p> <p>Lisa Simpson</p> <hr/> <p>Distribution Instruction Details</p> <p>Distribution Method: Bank Transfer Effective Date: 05/09/2024</p> <p>*Account Type: Checking ▼</p> <p>*Routing Number: 256074974 (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: 999999999999999 (Limited to 17 characters; no spaces)</p> <p>Bank Name: Navy Federal Credit Union</p> <p style="text-align: center;">Save</p> <p style="text-align: center;">Return to Summary</p> <p style="text-align: center;">Return to Search</p> </div>												
<p>10</p>	<p>The Pay Distributions Instructions will display with the new data.</p> <div data-bbox="339 1310 1369 1641" style="border: 1px solid blue; padding: 5px;"> <p>EFT/Direct Deposit</p> <p>Lisa Simpson</p> <p>Pay Distribution Instructions</p> <p>1-1 of 1 ▼</p> <table border="1" data-bbox="339 1489 1369 1579"> <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>999999999999999</td> <td style="text-align: center;">Edit</td> </tr> </tbody> </table> <p style="text-align: center;">Return to Search</p> </div>	Status	Effective Date	Payment Method	Bank Name	Account Number		Current	05/09/2024	Bank Transfer	Navy Federal Credit Union (256074974)	999999999999999	Edit
Status	Effective Date	Payment Method	Bank Name	Account Number									
Current	05/09/2024	Bank Transfer	Navy Federal Credit Union (256074974)	999999999999999	Edit								