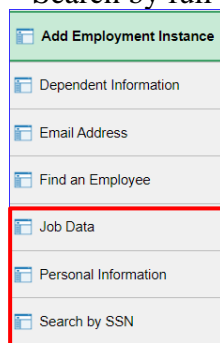# Hire DCO & MARGRAD

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.
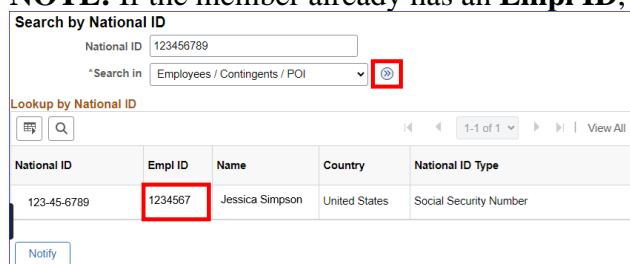
There are three places to verify this in the HR Data Shortcuts tile:
- **Search by SSN** (Social Security Number).
- Search by full name in either **Job Data** or **Personal Information**.

🔲 Add Employment Instance	
🔲 Dependent Information	
🔲 Email Address	
🔲 Find an Employee	
🔲 Job Data	
🔲 Personal Information	
🔲 Search by SSN	

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

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

Search by National ID

| National ID | 123456789 |
| *Search in | Employees / Contingents / POI ⊗ |

Lookup by National ID

1-1 of 1 | View All

National ID	Empl ID	Name	Country	National ID Type
123-45-6789	1234567	Jessica Simpson	United States	Social Security Number

Notify

Bad Example: See Employee Records.

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

Good Example:

View All   1-3 of 3

Empl ID	Empl Rec	Name	First Name	Last Name	Sec Name	Alter 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

Overview, Continued

Information

- Most DCO hires will be into Extended Active Duty (EAD) or Active Duty (AD).

- <mark>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.</mark>

- 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

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.
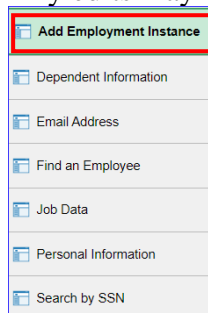
The **Add Relationship** button is the key button that can give one Employee ID another Employee Record. See Before You Begin ANY Hire or Rehire **Bad Example**.
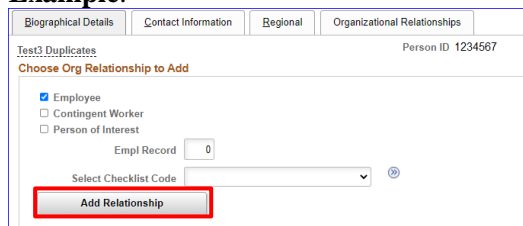
Only persons with the ability to Access someone into DA have the two links that display the **Add Relationship** button.

- **Add a Person**
- **Add Employee Instance (see above)**
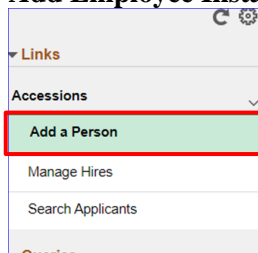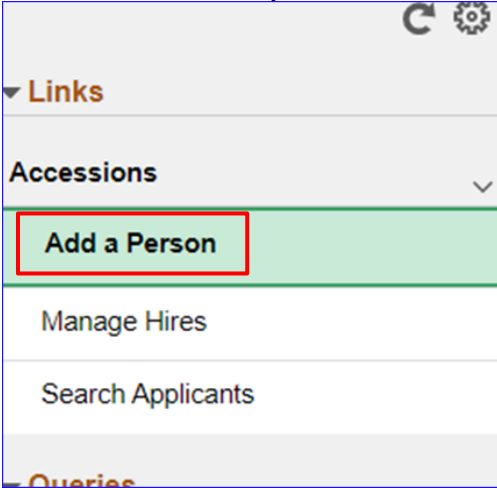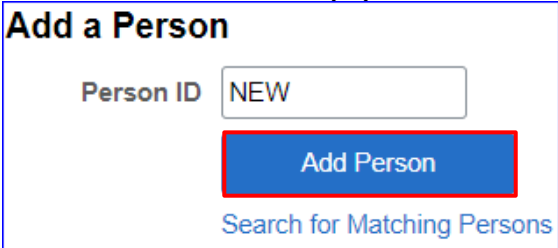
The only time you should use the Add Employee Instance link is if the **Organizational Relationships** tab is missing in Personal Information, and the member does not have Job Data.
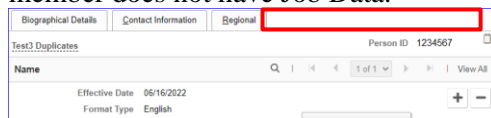
Accessing a Member

Introduction   This section provides the procedures for entering a member's data into DA for an accession.
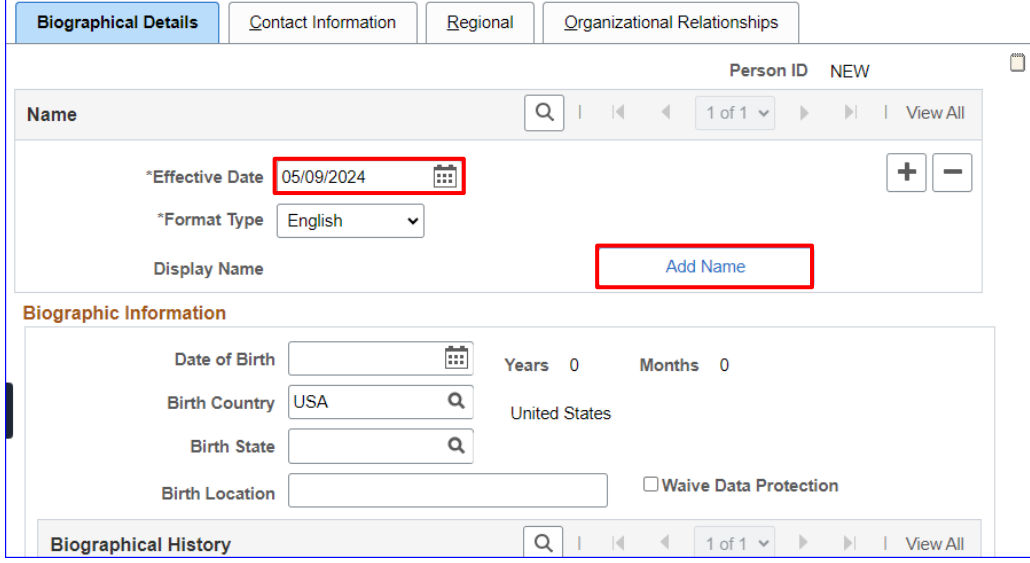
Procedures   See below.

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

Accessing a Member, Continued
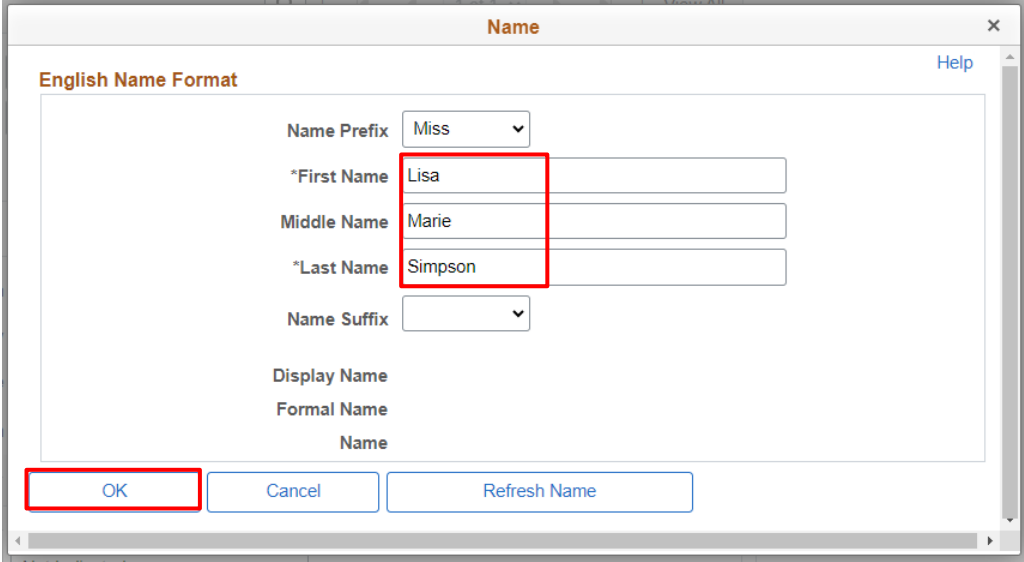
Procedures,
continued

Step	Action
4	The **Effective Date** will default to the current date. Enter the appropriate date (cannot be future dated). Click **Add Name**.

Accessing a Member, Continued

Procedures, continued

Step	Action
5	Enter the member's complete **Name** including the full middle name <mark>(failure to enter the full middle name will result in issues by **NOT** populating on the DD-214).</mark> When complete, click **OK**. **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. <mark>**LEAVE IT BLANK**</mark>. **Name** ✕ Help **English Name Format** Name Prefix: Miss *First Name: Lisa Middle Name: Marie *Last Name: Simpson Name Suffix: Display Name Formal Name Name OK Cancel Refresh Name

Accessing a Member, Continued
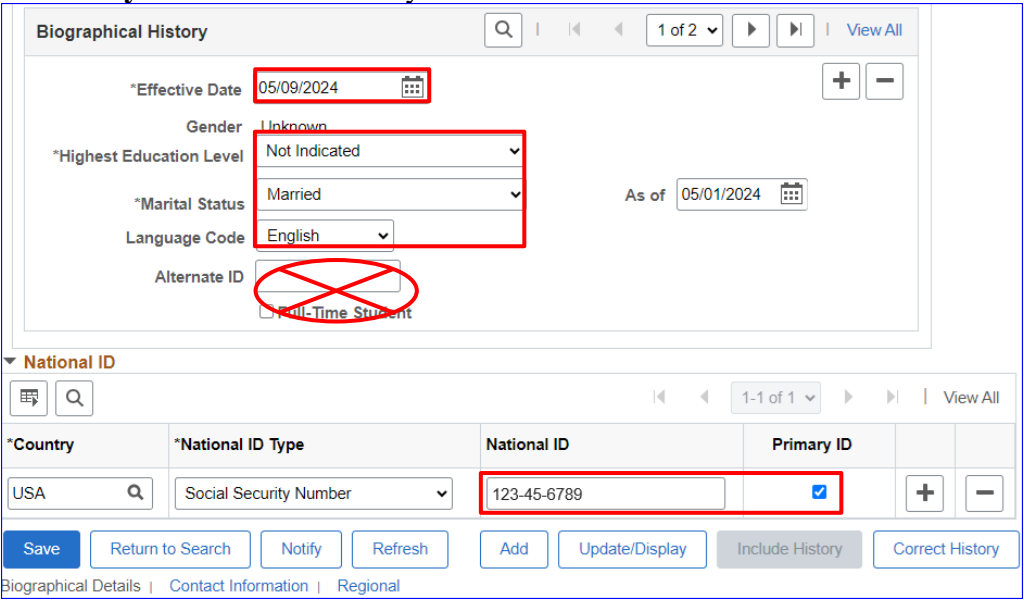
Procedures, continued

Step	Action
6	Name section: • **Effective Date** – Defaults to current date. Enter the date of Accession (if necessary). • **Format Type** – Leave as English. Biographical information section: • **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. **Biographical Details** Contact Information Regional Lisa Simpson Person ID 1234567 **Name** 1 of 1 View All Effective Date 05/09/2024 Format Type English Display Name Lisa Simpson View Name **Biographic Information** Date of Birth 05/09/1998 Years 25 Months 0 Date of Death Birth Country USA United States Birth State MA Massachusetts Birth Location Springfield ☐ Waive Data Protection

Accessing a Member, Continued
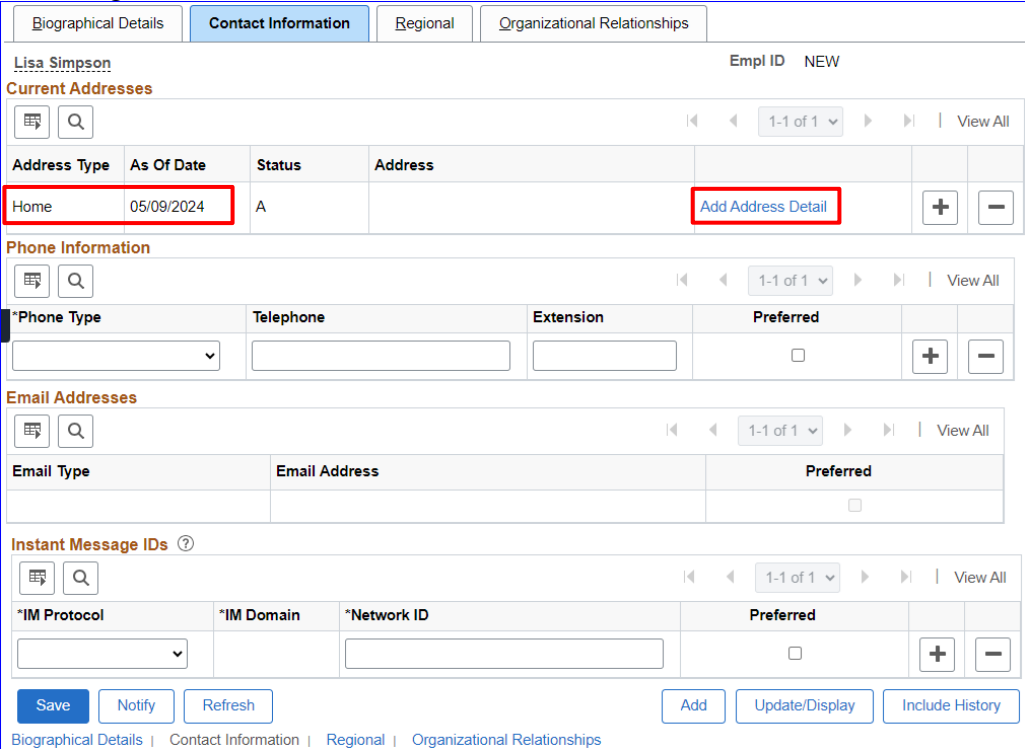
Procedures, continued

Step	Action
7	Biographical History section: • **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	Select the **Contact Information** tab.

Accessing a Member, Continued

Procedures,
continued

Step	Action
9	DA defaults the first **Address Type** to Home and the **As Of Date** is the date of hire. Click the **Add Address Detail** link. **NOTE: Required Address Types must include:** • Thrift Savings Plan (TSP) address • Home of record address • Mailing Address

Accessing a Member, Continued
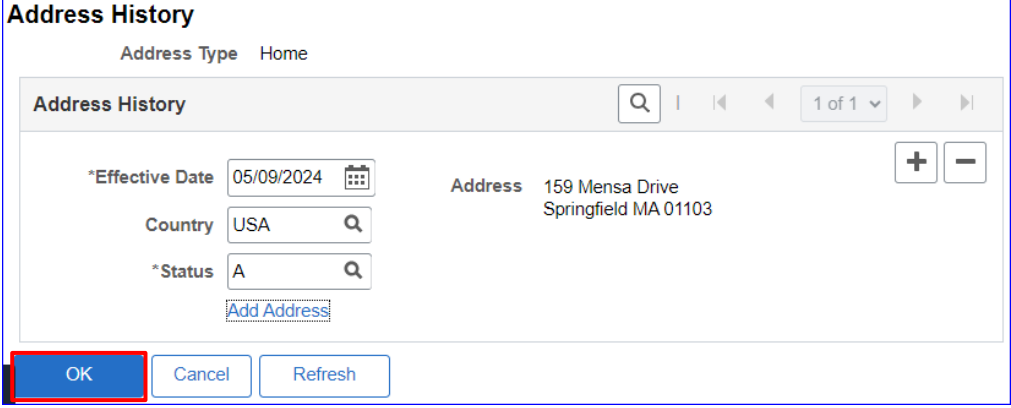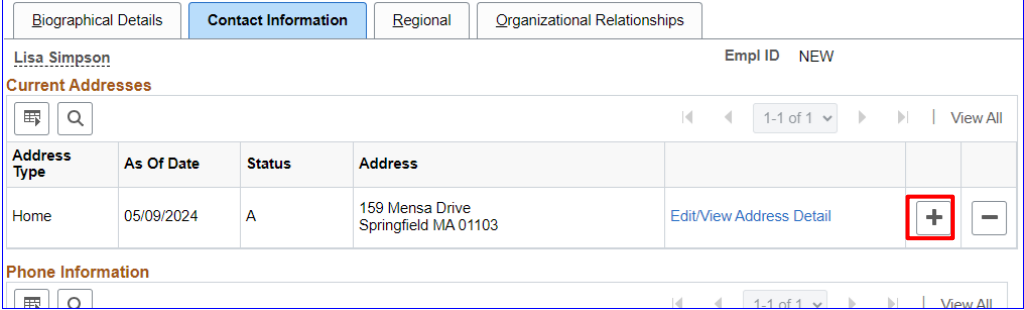
Procedures,
continued

Step	Action
10	Enter the **Effective Date** (cannot be future dated). Click **Add Address**. **Address History** Address Type Home **Address History** 1 of 1 *Effective Date 05/09/2024 Address Country USA *Status A Add Address OK Cancel Refresh
11	Enter the following: • **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). Click **OK**. **Edit Address** Country United States Address 1 159 Mensa Drive Address 2 Address 3 City Springfield State MA Postal 01103 County OK Cancel

Accessing a Member, Continued
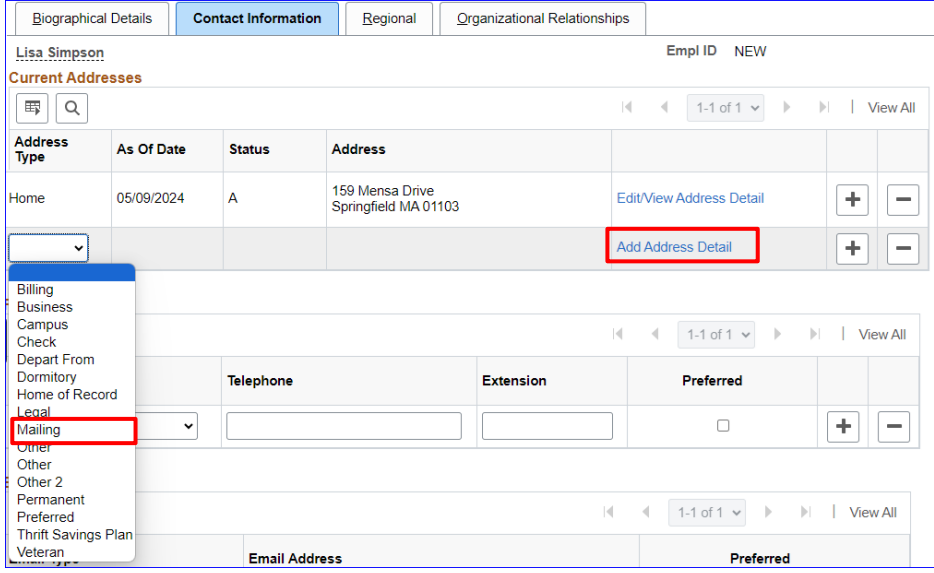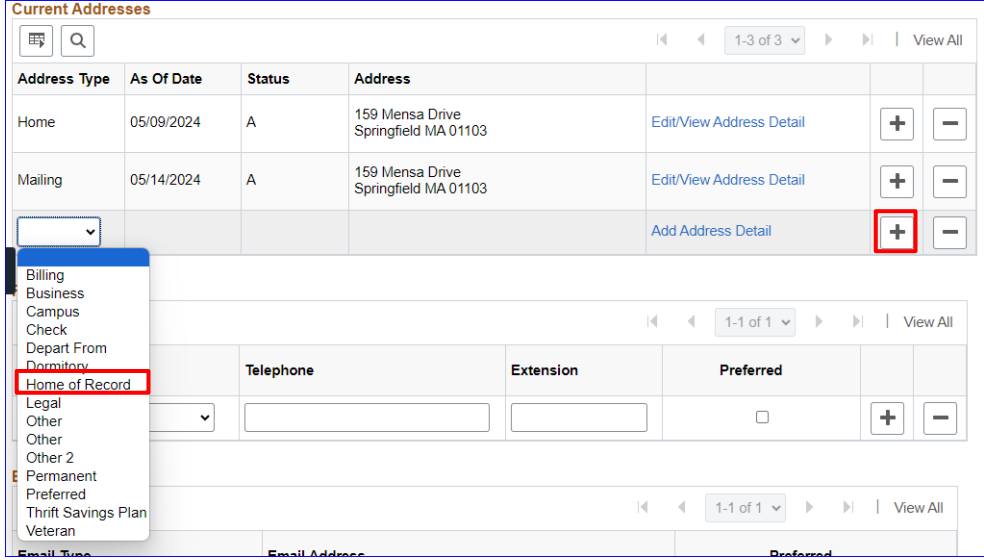
Procedures,
continued

Step	Action
12	The address will display as entered. Click **OK**. **Address History** Address Type Home **Address History** 🔍 | ◁ ◀ 1 of 1 ▾ ▶ ▷ ➕ ➖ *Effective Date 05/09/2024 📅 **Address** 159 Mensa Drive Country USA 🔍 Springfield MA 01103 *Status A 🔍 Add Address [OK] [Cancel] [Refresh]
13	Click the **Plus** button to add the Mailing Address. Biographical Details | **Contact Information** | Regional | Organizational Relationships Lisa Simpson Empl ID NEW **Current Addresses** ◁ ◀ 1-1 of 1 ▾ ▶ ▷ | View All | Address Type	As Of Date	Status	Address		
Home	05/09/2024	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	➕ ➖	 **Phone Information** ◁ ◀ 1-1 of 1 ▾ ▶ ▷ | View All

Accessing a Member, Continued
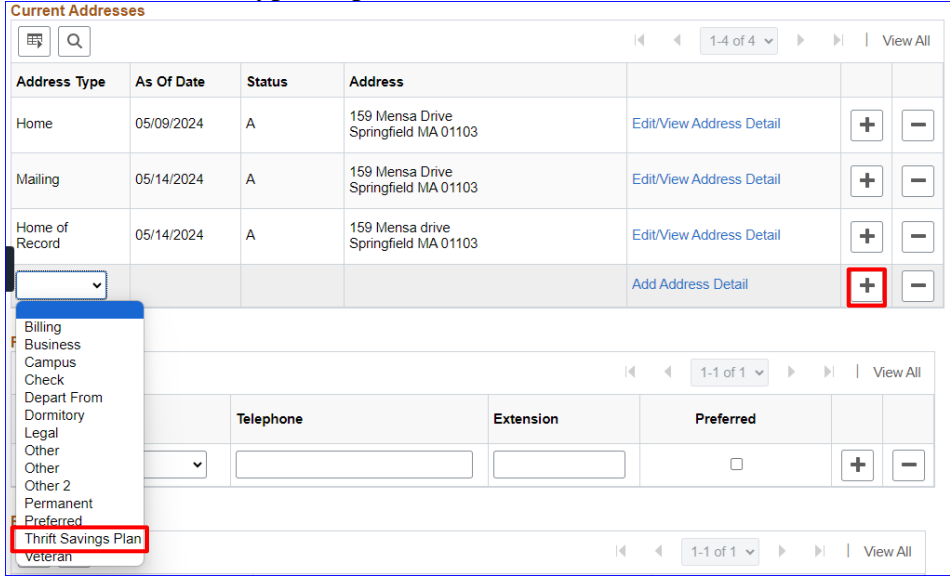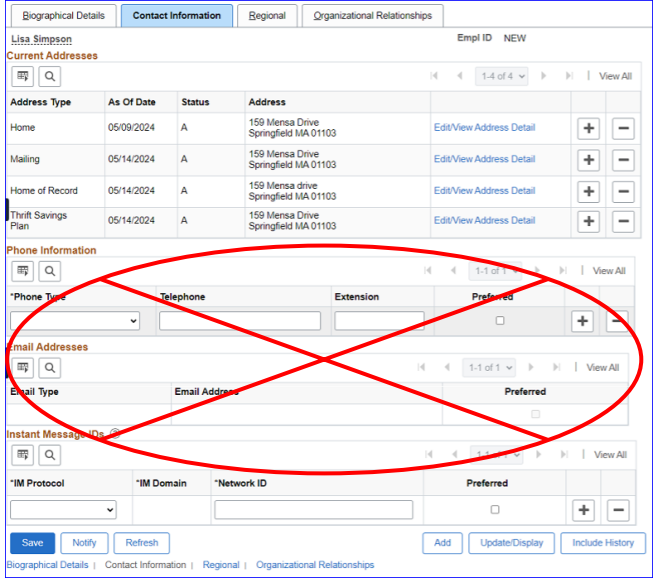
Procedures,
continued

Step	Action
14	Select Mailing from the **Address Type** drop-down and click the **Add Address Detail** link and repeat Steps 9 – 12.
15	Click the **Plus** button and repeat steps 8 - 10 to enter the **Home of Record** as identified on the DD4.

Accessing a Member, Continued
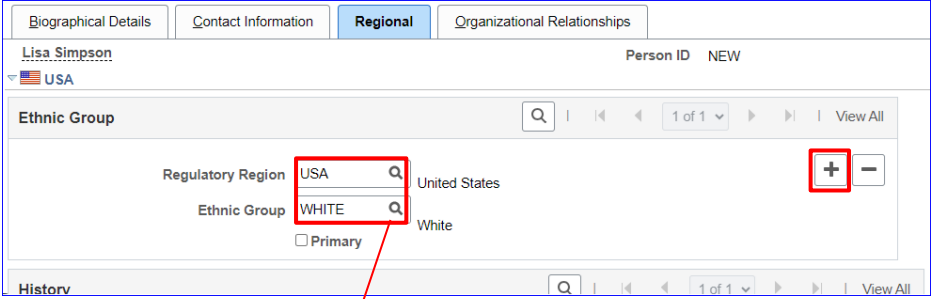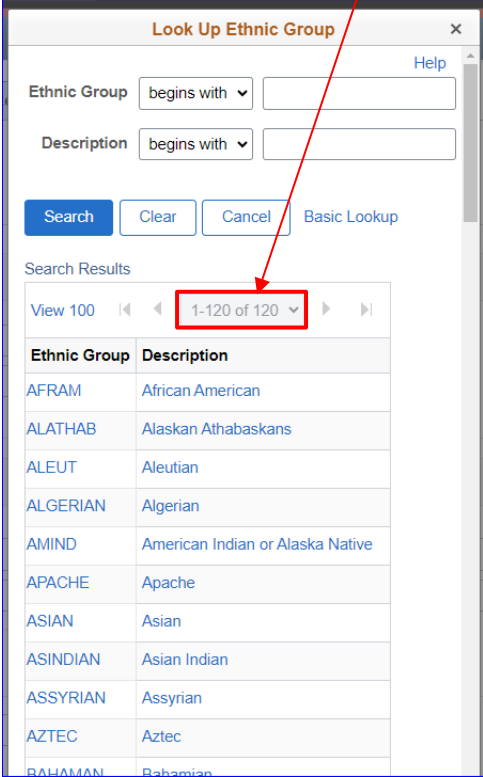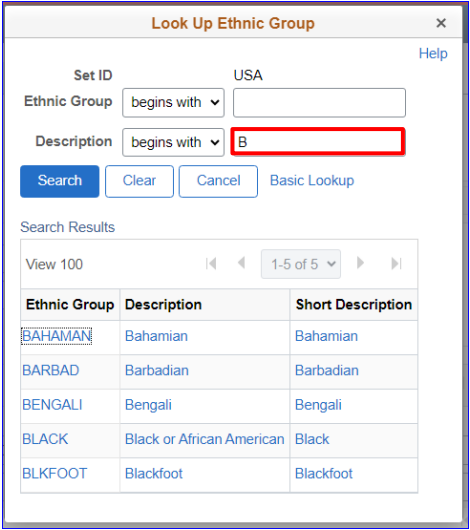
Procedures,
continued

Step	Action
16	Click the **Plus** button and repeat steps 9 – 12 to enter the **Thrift Savings Plan** from the Address Type drop-down.
17	The **Phone Information**, **Email Addresses** and **Instant Message IDs** should be left blank (to be entered/verified by the member <u>before graduation</u>). **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.

Accessing a Member, Continued
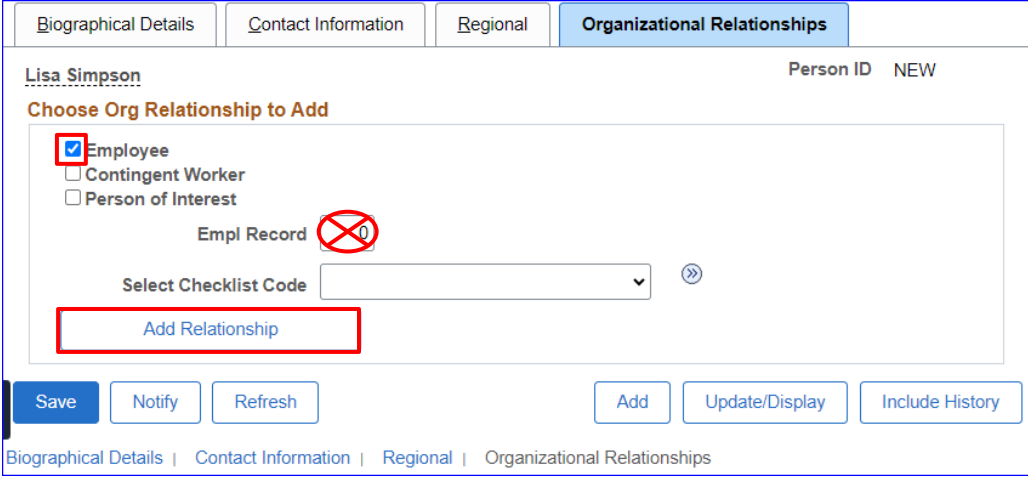
Procedures, continued

Step	Action
18	Select the **Regional** tab. Biographical Details | Contact Information | Regional | Organizational Relationships
19	• **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. **NOTE:** If the member claims more than one ethnic group, click the **Plus** button, and add the additional group designation.

Accessing a Member, Continued
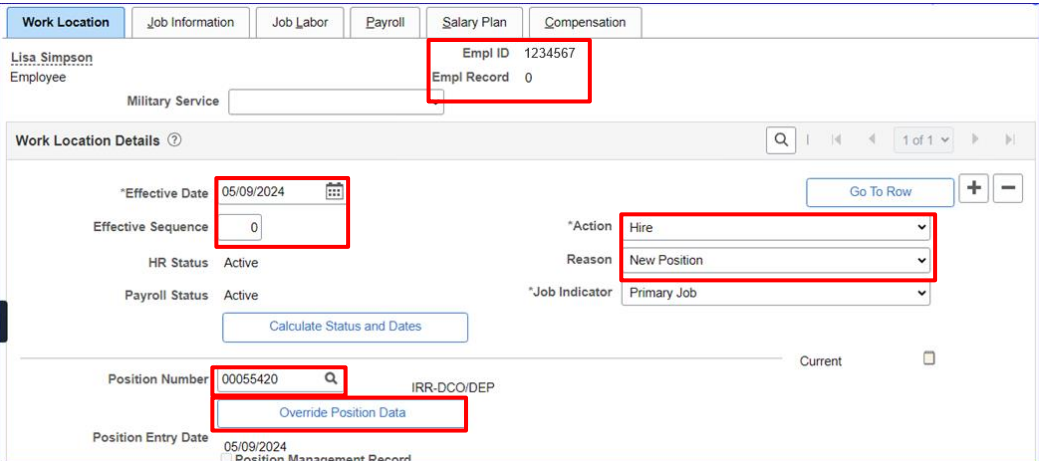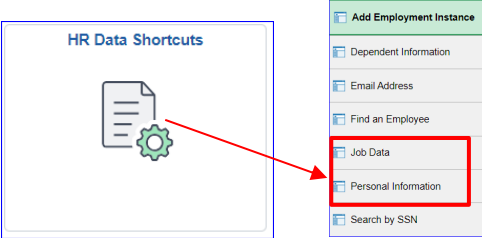
Procedures,
continued

Step	Action
20	Select the **Organizational Relationships** tab. Biographical Details | Contact Information | **Regional** | Organizational Relationships
21	Check the **Employee** box and click **Add Relationship**. Do **NOT** change the **Empl Record** number ever. Lisa Simpson — Person ID NEW **Choose Org Relationship to Add** ☑ Employee ☐ Contingent Worker ☐ Person of Interest Empl Record 0 Select Checklist Code Add Relationship Save | Notify | Refresh | Add | Update/Display | Include History Biographical Details | Contact Information | Regional | Organizational Relationships

Accessing a Member, Continued

Procedures,
continued

Step	Action
22	The Job Data screen displays. The **Empl ID** and **Empl Record** will be generated on the Work Location tab <mark>(**Record this number for future reference.**)</mark> **See NOTES.**
	• **Effective Date** – Defaults to the current date. This date may be back dated to reflect the actual hire date.
	• **Effective Sequence** – Do not change.
	• **Action** – Select Hire from the drop-down.
	• **Reason** – Select New Position from the drop-down.
	• **Position Number** – **Enter 00055420** currently, for accessing into the IRR & EAD & hit Tab to auto-populate known information.
	Click the **Override Position Data** button.
	NOTE: If for any reason this Accession is <mark>not completed but an Empl ID was issued and Job data was never entered</mark>, use the **Add Employment Instance** option. Enter the Empl ID that was issued, select the Organizational Relationship tab, click Add Relationship & you will be returned to Job Data with the issued Empl ID. All previous unsaved Job Data entries will need to be re-entered.
	<mark>**NOTE: Do not use the Add Employment Instance** if you had previously entered and saved anything in Job Data with an EMPL ID given.</mark> Any edits should be made using the **Personal Information** or **Job Data** links. See
	[Employee Records]().

Accessing a Member, Continued
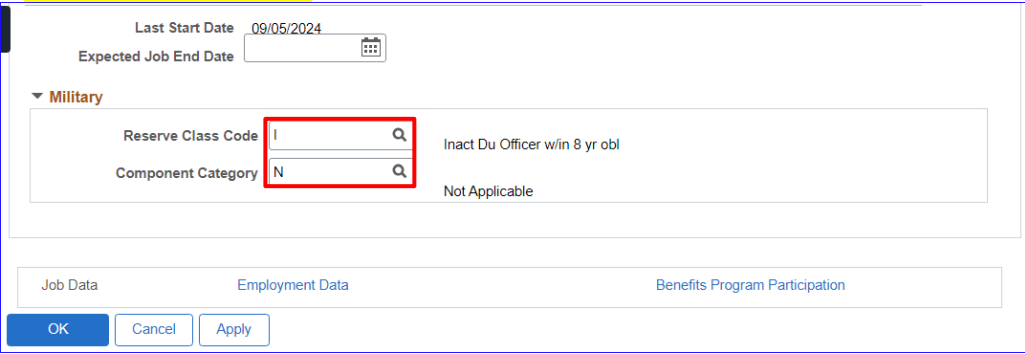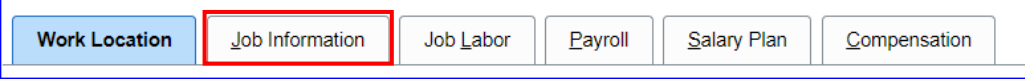
Procedures, continued

Step	Action
23	Change/update as necessary: • **Regulatory Region** – Select RSV from the lookup icon. • **Company** – Verify ACG is displayed. • **Business Unit** – Select OFFCG from the lookup icon. **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. 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. OK • **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. Position Number 00055420 IRR-DCO/DEP Use Position Data Position Entry Date 05/09/2024 Position Management Record *Regulatory Region RSV Reservists *Company ACG UNITED STATES COAST GUARD *Business Unit OFFCG Officer CG *Department 002817 PSC RPM-3 IRR Department Entry Date 05/09/2024 *Location DC0019 DOUGLAS MUNRO BUILDING Establishment ID USCG Active CG Date Created 09/05/2024

Accessing a Member, Continued
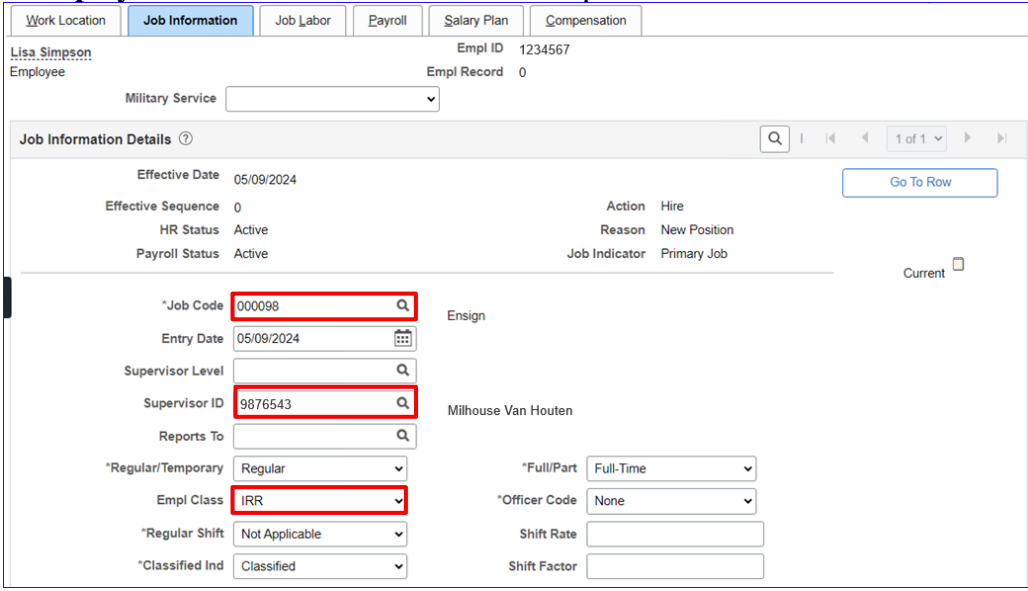
Procedures, continued

Step	Action
24	Military section for Reserve hires only: • **Reserve Class Code** –select the appropriate Code from the lookup icon: – **Inact Du Offficer w/in 8 yr obl** – for an Officer with no prior, or less than 8 years prior service – **w/Svc Oblig not in another Clas** – for a prior service Officer – **Hiring directly into EAD** – Leave blank. • **Component Category** – Select N from the lookup icon. – **EAD – Leave blank.** Last Start Date 09/05/2024 Expected Job End Date ▼ Military Reserve Class Code I Inact Du Officer w/in 8 yr obl Component Category N Not Applicable Job Data Employment Data Benefits Program Participation OK Cancel Apply
25	Select the **Job Information** tab. Work Location Job Information Job Labor Payroll Salary Plan Compensation

Accessing a **Member,** Continued
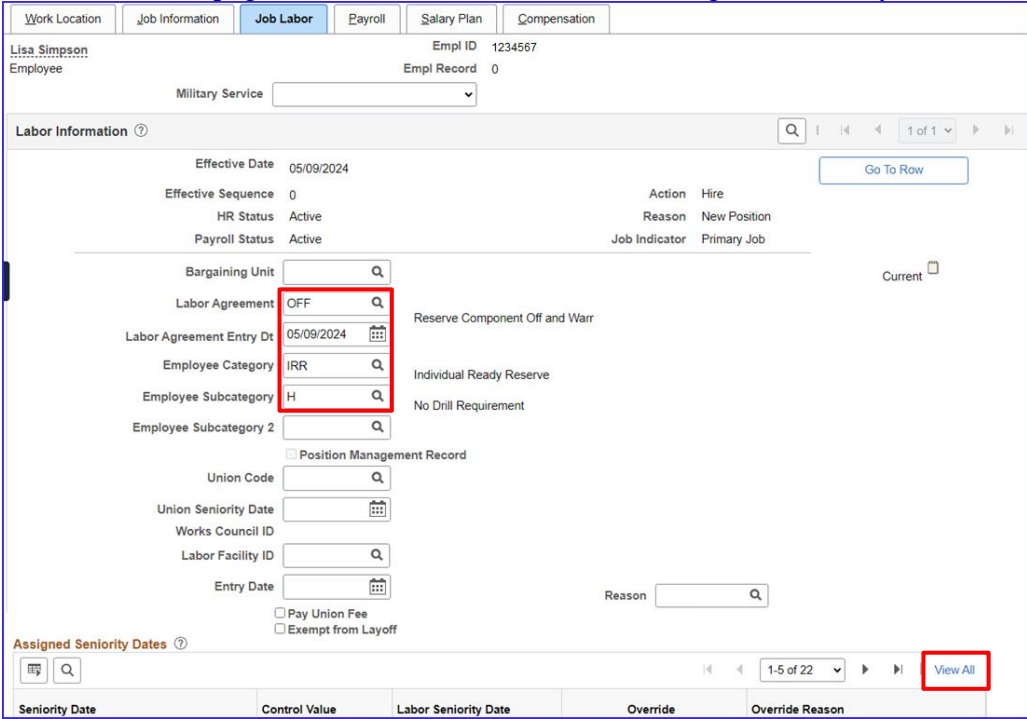
Procedures,
continued

Step	Action
26	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. ![Job Information screen showing Lisa Simpson, Empl ID 1234567, Empl Record 0. Job Information Details with Effective Date 05/09/2024, Effective Sequence 0, HR Status Active, Payroll Status Active, Action Hire, Reason New Position, Job Indicator Primary Job. Job Code 000098 (Ensign), Entry Date 05/09/2024, Supervisor ID 9876543 (Milhouse Van Houten), Regular/Temporary Regular, Empl Class IRR, Regular Shift Not Applicable, Classified Ind Classified, Full/Part Full-Time, Officer Code None.]

Accessing a Member, Continued

Procedures, continued

Step	Action
27	Select the **Job Labor** tab. Work Location **Job Information** Job Labor Payroll Salary Plan Compensation Lisa Simpson Empl ID 1234567
28	Only enter these fields, **DO NOT** enter any other data fields. • **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). Scroll down the page and click **View ALL** for the Assigned Seniority Dates. Work Location Job Information **Job Labor** Payroll Salary Plan Compensation Lisa Simpson Empl ID 1234567 Employee Empl Record 0 Military Service Labor Information 1 of 1 Effective Date 05/09/2024 Go To Row Effective Sequence 0 Action Hire HR Status Active Reason New Position Payroll Status Active Job Indicator Primary Job Bargaining Unit Current Labor Agreement OFF Reserve Component Off and Warr Labor Agreement Entry Dt 05/09/2024 Employee Category IRR Individual Ready Reserve Employee Subcategory H No Drill Requirement Employee Subcategory 2 ☐ Position Management Record Union Code Union Seniority Date Works Council ID Labor Facility ID Entry Date Reason ☐ Pay Union Fee ☐ Exempt from Layoff **Assigned Seniority Dates** 1-5 of 22 View All Seniority Date Control Value Labor Seniority Date Override Override Reason

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
29	Scroll to the bottom of the Assigned Seniority Dates and click **Recalculate Seniority Dates**. <mark>This will bring in the reserve seniority date fields needed for a reserve member accession.</mark> Enter the following (split into 2 sections): • **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. • **Commission 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 • **Pay Base Date** – Date of Oath of Office **Assigned Seniority Dates** 1-22 of 22 | View 5 | Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
---	---	---	---	---
ACTIVE DUTY BASE DATE		05/17/2022		
AD PAY SCALE DATE		05/17/2022		
DEP DATE				
COMMISSION DATE		05/17/2022		
DIEMS DATE		05/17/2022		
RSV DRILL OBLIGATION DATE				
EXPECTED LOSS DATE		05/17/2052		
JOB FAMILY ENTRY DATE		05/17/2022		
MIL OBLIGATION COMPL DATE		05/16/2030		
PAY ALLOWANCE DATE		05/17/2022		
PAY BASE DATE		05/17/2022			

Continued on next page

Accessing a Member, Continued
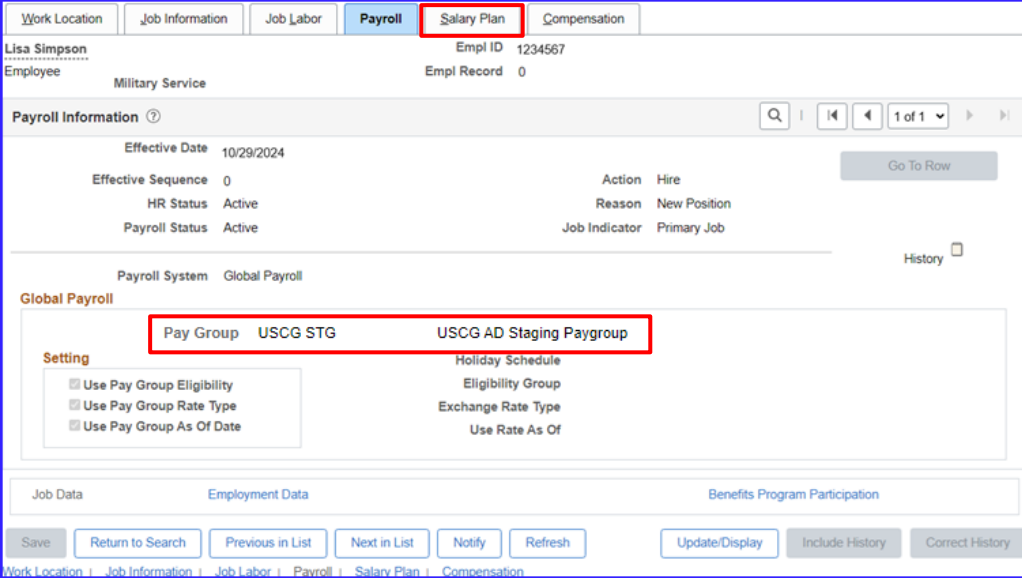
Procedures,
continued

Step	Action
29 cont.	• **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. **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).
30	Select the **Payroll** Tab.

Accessing a Member, Continued
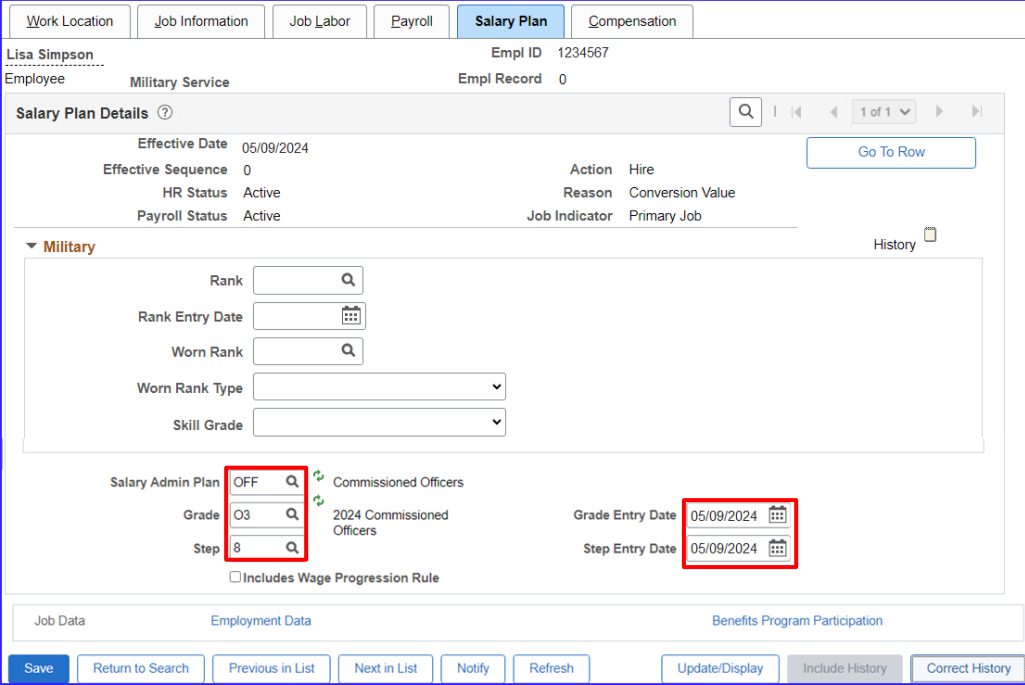
Procedures,
continued

Step	Action
31	**Pay Group** – Should default to USCG STG. Once the hire has been approved this will update to USCG RSV (USCG Reservist). Select the **Salary Plan** tab.

Accessing a Member, Continued
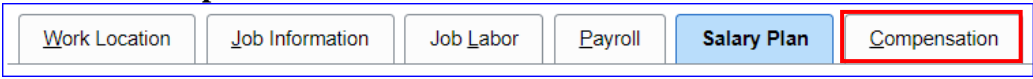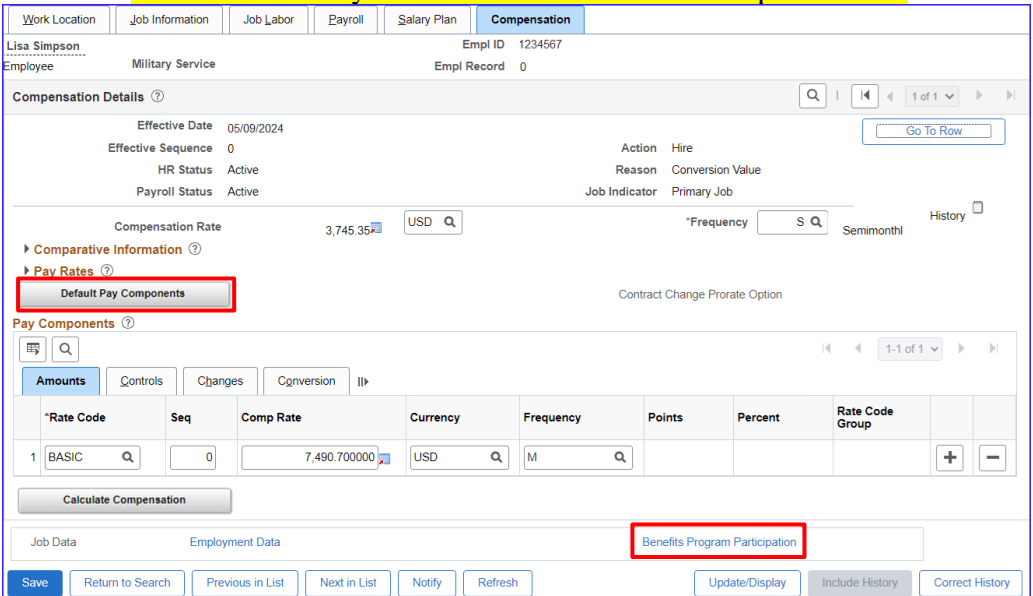
Procedures,
continued

Step	Action
32	Only enter fields as indicated. **All other fields must be left blank**. • **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. In this example, O3 based on the Job Code. • **Grade Entry Date** – Should default to the date of hire. • **Step** – Enter **1** if OFF, **4** if OFE and hit **Tab**. **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. **NOTE: This step is necessary for the information on the Compensation tab to populate.** • **Step Entry Date** – Will default to the date of hire.

Accessing a Member, Continued
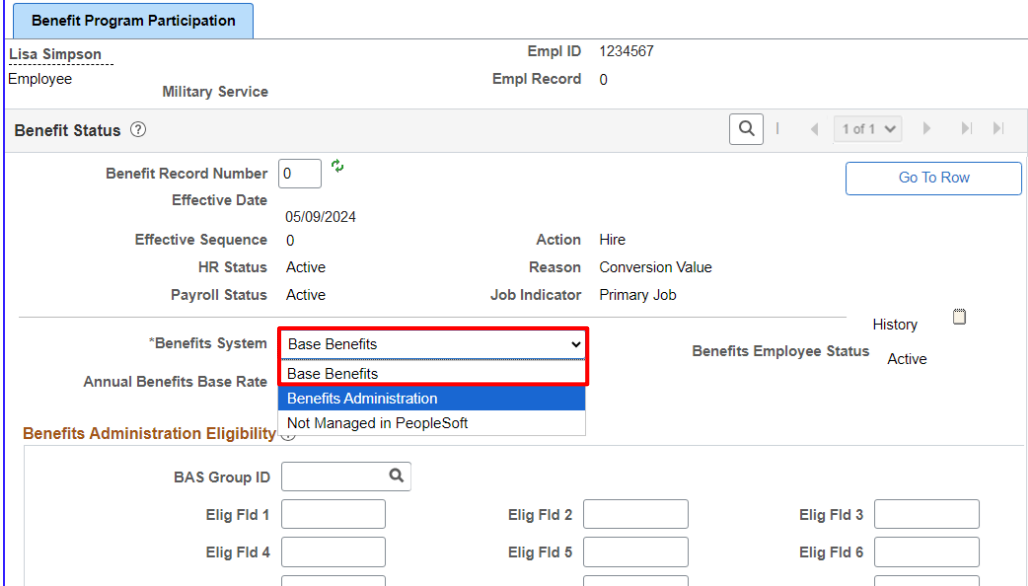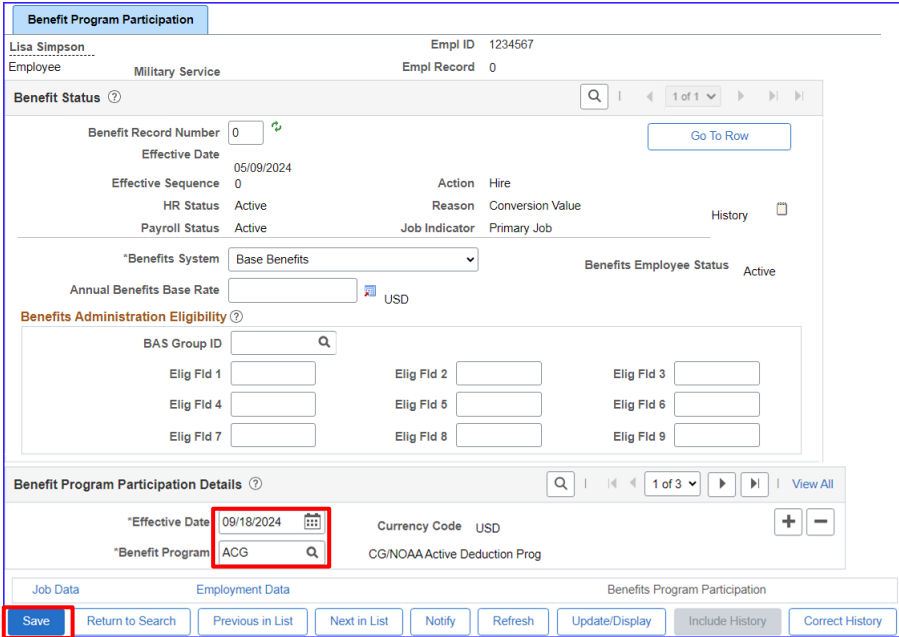
Procedures,
continued

Step	Action
33	Select the **Compensation** tab. ![Tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation]
34	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). Click the **Benefits Program Participation** link. **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. ![Screenshot of Compensation tab showing Compensation Details for Lisa Simpson, Empl ID 1234567, Military Service employee. Effective Date 05/09/2024, Action Hire, Reason Conversion Value, HR Status Active, Payroll Status Active, Job Indicator Primary Job. Compensation Rate 3,745.35 USD, Frequency S Semimonthly. Default Pay Components button highlighted. Pay Components: Rate Code BASIC, Seq 0, Comp Rate 7,490.700000 USD, Frequency M. Benefits Program Participation link highlighted.]

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
35	**Benefits System** – Select Base Benefits from the drop-down. ![Benefit Program Participation screen showing Benefits System drop-down with Base Benefits, Benefits Administration, Not Managed in PeopleSoft options]
36	• **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. Click the **Job Data** link. ![Benefit Program Participation screen showing Effective Date 09/18/2024 and Benefit Program ACG]

Accessing a Member, Continued

Procedures,
continued

Step	Action
37	To submit, click **Save**.

Accessing a Member, Continued

Procedures, continued

Step	Action
38	Several Messages will display (randomly ordered). Click **OK** for each one (wait for the "processing-circle-of-death" to finish).

Accessing a Member, Continued

Procedures,
continued

Step	Action
39	After a successful completion you will be returned to the **Organizational Relationships** tab. Return to the DA home page.
40	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**. If you do not have the roles, a PPC help ticket must be entered to have this information added.

Accessing a Member, Continued
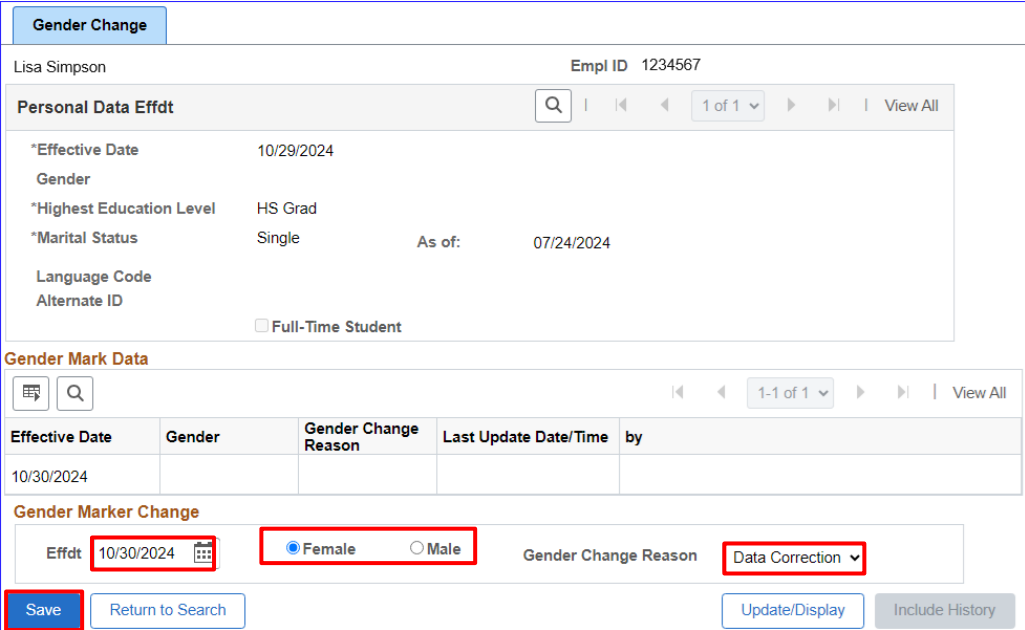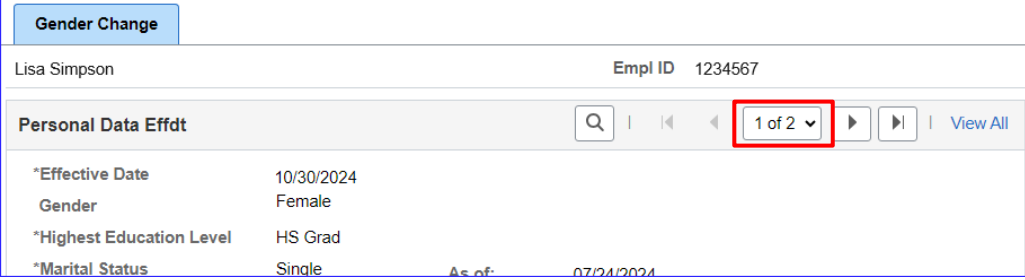
Procedures,
continued

Step	Action
41	Enter the **Empl ID** and click **Search**. The Include History box is already checked.

Accessing a Member, Continued

Procedures,
continued

Step	Action
42	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. 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). **NOTE: DO NOT USE Gender Marker Change** – Used to modify a member who has followed established COMDT Policy and is physically changing genders. Click **Save**.
43	Now showing 1 of 2 rows.

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).
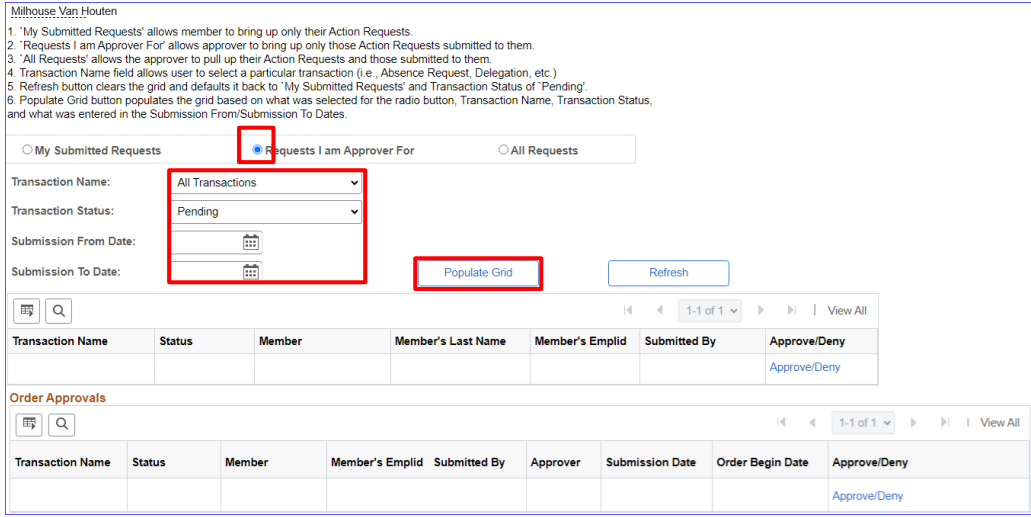
Procedures   See below.

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

Approving an Accession, Continued

Procedures,
continued

Step	Action
3	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**.
4	Click the **Approve/Deny** link for the Accession you are approving.

Approving an Accession, Continued
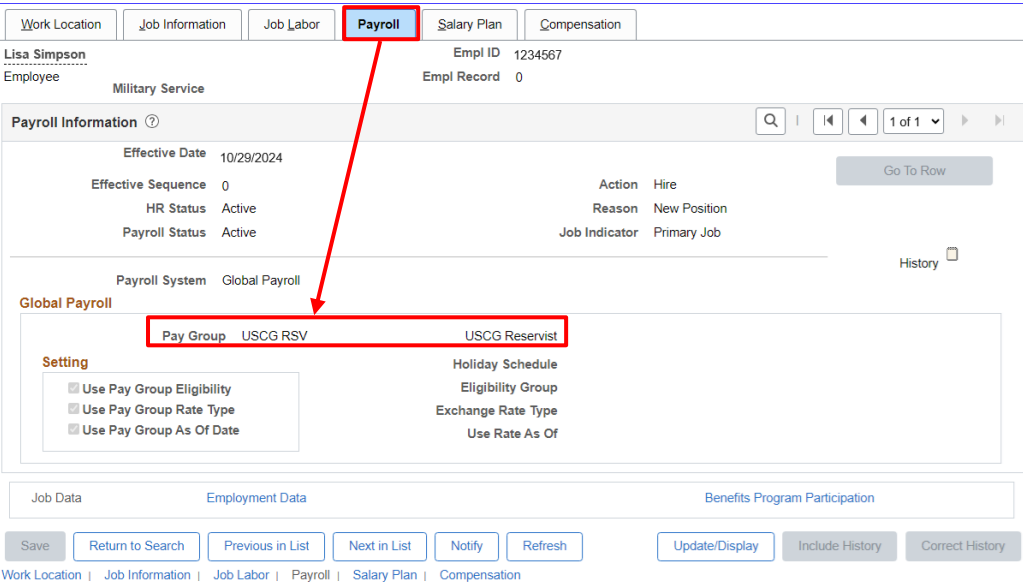
Procedures,
continued

Step	Action
5	Enter any needed **Comments** and select either **Approve** or **Deny** (deny returns the Hire to the HRS user).
6	Once **Approved**, the buttons will be greyed out after the system saves the approval.

Approving an Accession, Continued

Procedures, continued

Step	Action
7	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.

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.
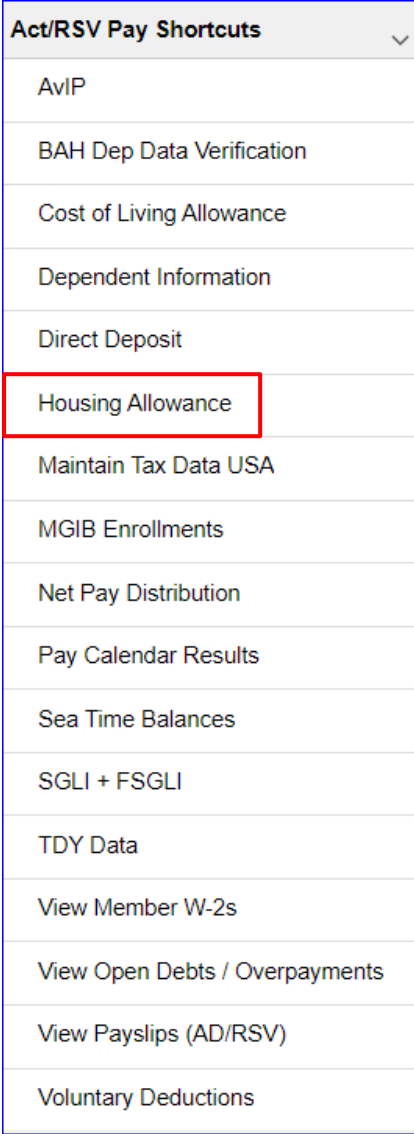
Procedures   See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile. AD/RSV Payroll Workcenter

BAH and Direct Deposit, Continued

Procedures,
continued

Step	Action
2	Scroll down to Act/RSV Pay Shortcuts and select the **Housing Allowance** option.

BAH and Direct Deposit, Continued
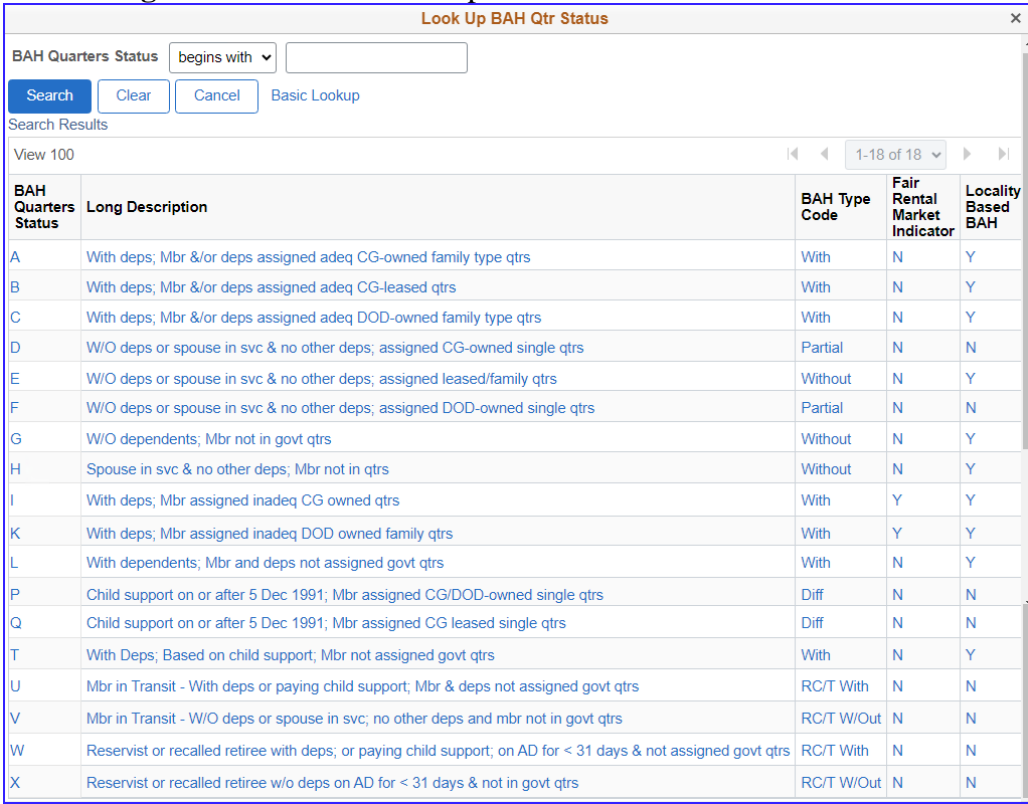
Procedures,
continued

Step	Action
3	Enter the **Empl ID** and click **Search**. **Housing Allowance** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ Search Criteria Empl ID — begins with ▾ — 1234567 Empl Record — = ▾ Name — begins with ▾ Last Name — begins with ▾ Second Last Name — begins with ▾ Alternate Character Name — begins with ▾ Middle Name — begins with ▾ Business Unit — begins with ▾ Department Set ID — begins with ▾ — 🔍 Department — begins with ▾ — 🔍 ☑ Include History ☐ Correct History ☐ Case Sensitive Search	Clear	Basic Search	Save Search Criteria

BAH and Direct Deposit, Continued
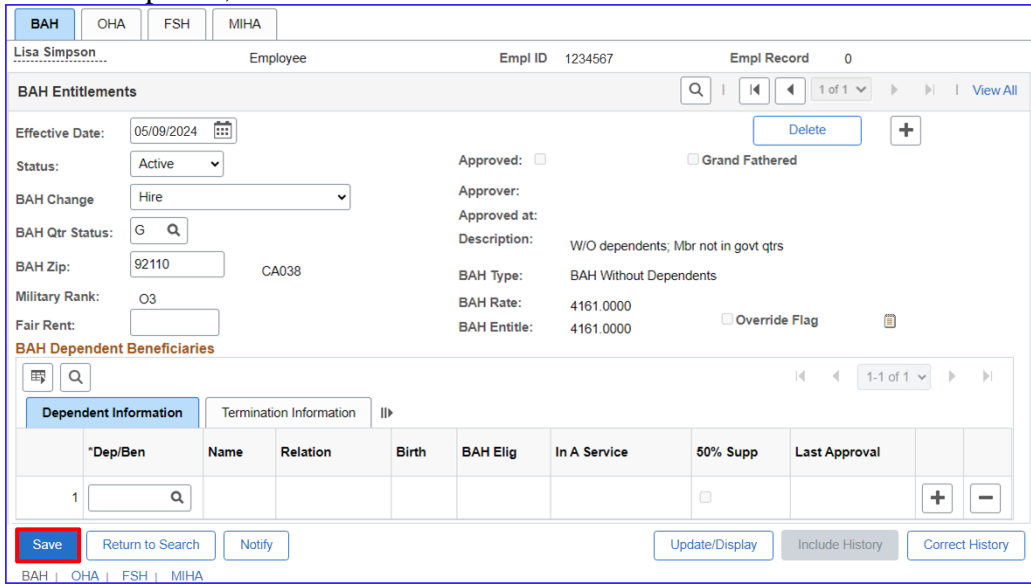
Procedures,
continued

Step	Action
4	Follow the Basic Allowance for Housing (BAH) guide for starting BAH, keeping the following in mind: • 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.

Look Up BAH Qtr Status

BAH Quarters Status [begins with ▾] [_____]

[Search] [Clear] [Cancel]   Basic Lookup

Search Results

View 100   1-18 of 18 ▾

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
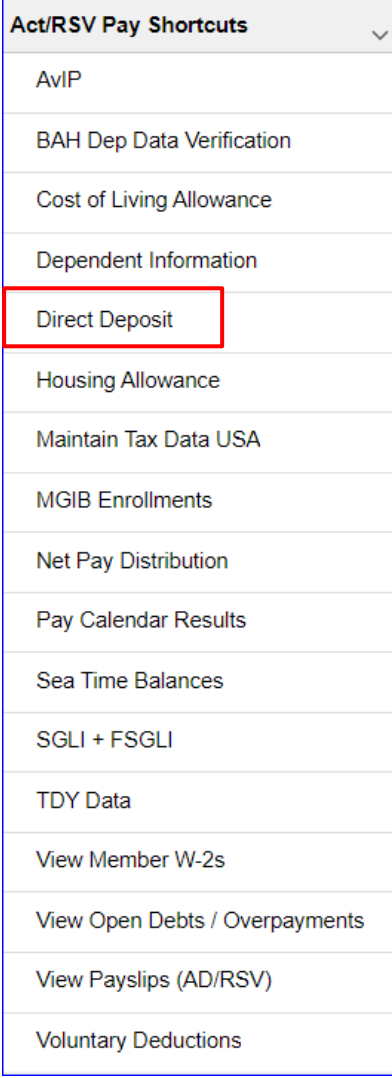
BAH and Direct Deposit, Continued

Procedures,
continued

Step	Action
5	When completed, click **Save**.

BAH and Direct Deposit, Continued

Procedures,
continued

Step	Action
6	Without leaving the screen, select the **Direct Deposit** option.

BAH and Direct Deposit, Continued

Procedures,
continued

Step	Action
7	Enter the **Empl ID** and click **Search**. **Direct Deposit** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ Search Criteria Empl ID [begins with ▼] [1234567] Empl Record [= ▼] [0] Name [begins with ▼] [ ] Last Name [begins with ▼] [ ] Second Last Name [begins with ▼] [ ] Alternate Character Name [begins with ▼] [ ] Middle Name [begins with ▼] [ ] Business Unit [begins with ▼] [ ] Department Set ID [begins with ▼] [🔍] Department [begins with ▼] [🔍] [Search] [Clear] Basic Search 🔲 Save Search Criteria
8	Click **Add Direct Deposit**. **EFT/Direct Deposit** Lisa Simpson **Pay Distribution Instructions** 1-1 of 1 ▼ | Status	Effective Date	Payment Method	Bank Name	Account Number	
					Edit	 Add Direct Deposit Return to Search

BAH and Direct Deposit, Continued

Procedures,
continued

Step	Action
9	Enter the following: • **Account Type** – Select from the drop-down. • **Routing Number** – Enter the appropriate data. • **Account Number** – Enter the appropriate data. Click **Save**. **EFT/Direct Deposit** Lisa Simpson **Distribution Instruction Details** Distribution Method: Bank Transfer Effective Date: 05/09/2024 *Account Type: Checking *Routing Number: 256074974 (Be sure to verify; this must be 9 digits) *Account Number: 9999999999999 (Limited to 17 characters; no spaces) Bank Name: Navy Federal Credit Union Save Return to Summary Return to Search
10	The Pay Distributions Instructions will display with the new data. **EFT/Direct Deposit** Lisa Simpson **Pay Distribution Instructions** 1-1 of 1 | Status	Effective Date	Payment Method	Bank Name	Account Number	
---	---	---	---	---	---
Current	05/09/2024	Bank Transfer	Navy Federal Credit Union (256074974)	9999999999999	Edit	 Return to Search