OCS Hire to IRR Overview

Introduction	This guide provides the procedures for accessing a memb Candidate School (OCS). The member must be hired into Ready Reserve (IRR) before the member's orders can be	the Individual
Contents	Торіс	See Page
	Important Information Regarding Employee Records	2
	Accessing the Member into Direct Access	3
	Approving an Accession	30
	Entering Contract Data	34
	Approving a Contract	41
	BAH and Direct Deposit	44
Important Information	 IMPORTANT: DO NOT click OK or Apply unless p not allow the pay record of the applicant to update correst of the applicant to update correst of the applicant to update correst of the save it. Ensure the members paygrade is listed on the DD-4. If is a discrepancy from what is listed in Direct Access, p originator (Recruiter, RPM, EPM or OPM) to get corresting the accession. 	ectly. It will not allow missing or there lease return to
	• Date of Hire = Date of the Oath of Office	tinta DA ana

• It is good practice to IMMEDIATELY enter the contract into DA once the hire portion is complete and Job Data has been verified. The contract should not be approved without first viewing a signed copy of the Oath of Office and Active Duty agreement if applicable.

Important Information Regarding Employee Records

Employee 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 <u>Before</u> <u>You Begin ANY Hire or Rehire</u> **Bad Example**. Any edits should be made using the Personal Information or Job Data links.

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

The **Add Relationship** button is the key button that can give one Employee ID another Employee Record. See <u>Before You Begin ANY Hire or Rehire</u> **Bad Example**

Biographical Details Contact Information	<u>R</u> egional	Organizational Relationships
est3 Duplicates		Person ID 1234567
Choose Org Relationship to Add		
Employee		
Contingent Worker		
Person of Interest		
Empl Record 0		
Select Checklist Code		~ ≫
Add Relationship		

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)

- Links	C 😳
Accessions	~
Add a Person	
Manage Hires	
Search Applicants	
- Queries	

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

Biographical Details	<u>C</u> on	tact Information	Regional						
Test3 Duplicates							Person ID	1234567	
Name				Q	I		1 of 1 🗸 🕨	- II - I	View All
Effective	Date	06/16/2022							+ -
Format	Туре	English				Vie	w Name		<u> </u>

Accessing the Member into Direct Access

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

Procedure See below.

Step	Action
1	Click on the Accessions Workcenter tile.
	Accessions Workcenter
2	Select the Add a Person option from the Accessions drop-down.
	▼ Links
	Accessions
	Add a Person
	Manage Hires
	Search Applicants
	- Queries
3	The Person ID field auto-populates with NEW. Click Add Person.
	Add a Person
	Person ID NEW
	Add Person
	Search for Matching Persons

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	C4am	Action

Step	Action									
4	The Effective Date will default to the current date. Enter the appropriate date									
	(cannot be future dated). Click Add Name.									
	Biographical Details Contact Information Regional Organizational Relationships									
	Person ID NEW									
	Name Q I I 1 of 1 v I I View All									
	*Effective Date 05/09/2024									
	Display Name Add Name									
	Biographic Information									
	Date of Birth Years 0 Months 0									
	Birth Country USA Q United States									
	Birth State Q									
	Birth Location Waive Data Protection									
	Biographical History Q I d d 1 of 1 v b 1 View All									
5	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 .									
	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.									

19 December 2024

Name	×
English Name Format	Help
Name Prefix Miss 🗸	
*First Name Lisa	
Middle Name Marie	
*Last Name Simpson	
Name Suffix	
Display Name	
Formal Name	
Name	
OK Cancel Refresh Name	
4	•

Procedure,

continued

Step	Action											
6	Name section:											
	• Effective Date – Defaults to cr	urrent date. Enter the date of Accession (if										
	necessary).											
	• Format Type – Leave as Engl	ish.										
	 Biographical information section: Date of Birth – Enter the member's birth date. 											
	• Birth Country – Defaults to U	JSA, if different, use the lookup icon to select										
	the correct birth country (other	fields may appear/change).										
	• Birth State – Enter the State w	where the member was born.										
	• Birth Location – Enter the Cit	ty/town where the member was born.										
	Biographical Details Contact Information Regional											
	Lisa Simpson	Person ID 1234567										
	Name	Q 4 4 1 of 1 v > > View All										
	Effective Date 05/09/2024	Ⅲ + −										
	Format Type English	✓										
	Display Name Lisa Simpson	View Name										
	Biographic Information											
	Date of Birth 05/09/1998	Tears 25 Months 0										
	Date of Death											
	Birth Country USA	9										
		United States										
	Birth State MA	Massachusetts										
	Birth Location Springfield	□ Waive Data Protection										

Procedure,

continued

р				Actio	n						
-	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 n	narriage	(if applicable)).			-				
	• Language (Code – S	Select English	from t	he drop-o	lown.					
	• Alternate Il	D & Fu	ll-Time Stude	nt – D	O NOT	USE.					
	National ID	– Ente	r the member's	s Socia	al Securit	y Nun	ber (with l	hyphens).			
	• Primary ID	– Is au	tomatically che	ecked.							
	Biographical Hist	ory		Q		1 of 2 🖌		w All			
	*Highest Education *Marita Langua Alte ▼ National ID	Gender Ur on Level N al Status	109/2024 IIII Inknown ot Indicated Iarried Inglish	• •		of 05/01/2					
	E Q					• • [1-1 of 1 🗸 🕨	View All			
	*Country *	National ID T	ype	Nationa	al ID		Primary ID				
	USA Q	Social Securi	ty Number 🗸 🗸	123-45	-6789		2	+ -			
		Save Return to Search Notify Refresh Add Update/Display Include History Correct History Biographical Details Contact Information Regional									
	Biographical Details C	ontact Informa	ation Regional		Update/Dis	play	Include History	Correct History			
	Biographical Details C	ontact Informa			Update/Dis		Include History				

Procedure,

continued

Step	Action											
9	DA defaults t hire. Click the NOTE: Requ • Thrift Savir	e Add A	Address ddress '	Detail li Types m	ink.		e A	As Of Date is	the date	of		
	 Thrift Savings Plan (TSP) address Home of record (HOR) address 											
	Mailing address											
	<u>B</u> iographical Details		Information	Regional	Org	anizational Relationsh	nips					
	Lisa Simpson Empl ID NEW Current Addresses											
	Address Type As Of	Date St	Status Address									
	Home 05/09/2	2024 A		Add Address Detail								
	Phone Information Imp Q Imp Q Imp View All											
	*Phone Type	Tel	Telephone			Extension		Preferred				
		~							+	-		
	Email Addresses											
	Email Type		Email Address					Preferred				
	Instant Message IDs	Instant Message IDs ⑦										
	*IM Protocol	*IM Don	main *Ne	letwork ID			Preferred					
		•							+	-		
	Save Notify	Refresh) ation L. Region	al I Organizati	onal P	elationships	Add	d Update/Display	Include Histo	bry		
	Biographical Details Contact Information Regional Organizational Relationships											

Procedure,

continued

Step	Action
10	Verify the Effective Date (cannot be future dated). Click Add Address.
	Address History
	Address Type Home
	Address History
	*Effective Date 05/09/2024 Address Address
	OK Cancel Refresh
11	 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 Q
	Postal 01103
	County
	OK Cancel

Procedure,

Continued

Step	Action
12	Click OK .
	Address History
	Address Type Home
	Address History
	*Effective Date 05/09/2024 III Address 159 Mensa Drive Springfield MA 01103
	*Status A Q Add Address
	OK Cancel Refresh

Procedure,

continued

Step					Action				
13	Click th	e Plus b	utton to a	add the M	ailing Addro	ess.			
	Biographical Details Contact Information Regional Organizational Relationships						ships		
	Lisa Simpson Empl ID NEW Current Addresses								
	₽ Q						I	▼ ▶ ▶	View All
	Address Type	As Of Date	Status						
	Home	05/09/2024	А	159 Mensa D Springfield M			Edit/View Address Det	tail	• -
	Phone Inform	nation					I	× • • •	View All
14	Repeat s down.	steps 9 –	12 to en	iter the Ma	ailing addre	ss fr	om the Addr	ess Type	drop-
	Biographical	Details Con	tact Information	Regional	Organizational Relations	ships			
	Lisa Simpson Current Addre	sses					Empl ID NEW		
	■ Q					M	1-1 of 1 ∨	View All	
	Address Type	As Of Date	Status	Address					
	Home	05/09/2024	A	159 Mensa Drive Springfield MA 0110	03	Edit/Vi	iew Address Detail	+ -	
						Add A	ddress Detail	+ -	
	Billing Business								
	Campus Check Depart From						1-1 of 1 🗸 🕨	View All	
	Dormitory Home of Record	ď	Telephone		Extension		Preferred		
	Mailing Other	~						+ -	
	Other Other 2								
	Permanent Preferred Thrift Savings I	Plan				•	1-1 of 1 🗸 🕨	View All	
	Veteran		Email Addre	ess			Preferred		

Procedure,

continued

			Acti			
			repeat steps 9 -	12 to ente	r the Home of I	Reco
dentified		DD4.				
■ Q					I ≤ 1-3 of 3 ∨	▶ I V
Address Type	As Of Date	Status	Address			
Home	05/09/2024	A	159 Mensa Drive Springfield MA 01103	E	Edit/View Address Detail	+
Mailing	05/14/2024	А	159 Mensa Drive Springfield MA 01103	E	dit/View Address Detail	+
✓				A	Add Address Detail	+
Billing						
 Business Campus Check 					 ✓ 1-1 of 1 ∨ 	Vie
Depart From Dormitory Home of Reco		Telephone	E	tension	Preferred	
Legal Other						+
- Other Other 2						
- Veteran		Email Ac	ldroce		Broforrad	
Click the	Address	ton and	repeat steps 9 – rop-down.	- 12 to ente	er the Thrift Sa	vings
Click the From the Current Addre	Address	ton and	repeat steps 9 -	- 12 to ente	er the Thrift Sa	
Email Tune Click the rom the Current Addre	Address	ton and	repeat steps 9 – cop-down.	- 12 to ente		
Click the rom the Current Addre	Address	ton and Type di	repeat steps 9 – rop-down.	- 12 to ente		
Click the From the Current Addre	Address sses As Of Date	ton and Type dr	Address	- 12 to ente	I	
Click the From the Addre Gurrent Addre Address Type Home	Address sses As of Date 05/09/2024	ton and Type dr	Address Address 159 Mensa Drive Springfield MA 01103 159 Mensa Drive Springfield MA 01103	- 12 to ente	I ← ← 1-4 of 4 マ ►	•
Click the From the Current Addre Address Type Home Mailing Home of	Address sses As of Date 05/09/2024 05/14/2024	ton and Type dr Status A A	A repeat steps 9 – cop-down. Address 159 Mensa Drive Springfield MA 01103 159 Mensa Drive Springfield MA 01103 159 Mensa drive		Image: Image of the second	•
Click the Current Addre Current Address Address Type Home Mailing Home of Record Billing Business Campus	Address sses As of Date 05/09/2024 05/14/2024	ton and Type dr Status A A	A repeat steps 9 – cop-down. Address 159 Mensa Drive Springfield MA 01103 159 Mensa Drive Springfield MA 01103 159 Mensa drive		Image: Address Detail Edit/View Address Detail Edit/View Address Detail Edit/View Address Detail Add Address Detail	
Click the Current Addre Current Addre Current Address Current Address	Address sses As of Date 05/09/2024 05/14/2024	ton and Type dr Status A A	Address 159 Mensa Drive Springfield MA 01103 159 Mensa drive Springfield MA 01103 159 Mensa drive Springfield MA 01103 159 Mensa drive Springfield MA 01103		Image: Address Detail Edit/View Address Detail Edit/View Address Detail Edit/View Address Detail Add Address Detail	× · · ·
Click the Current Addre Current Addres Current Address Type Home Mailing Home of Record Billing Business Campus Check Depart From Demitory Legal Other	Address sses As of Date 05/09/2024 05/14/2024	ton and Type dr Status A A A	Address 159 Mensa Drive Springfield MA 01103 159 Mensa drive Springfield MA 01103 159 Mensa drive Springfield MA 01103 159 Mensa drive Springfield MA 01103		Image: definition of the second state of the second sta	
Click the Current Addre Current Address Type Home Mailing Home of Record Billing Business Check Depart From Dormitory Legal	Address sses As of Date 05/09/2024 05/14/2024 05/14/2024	ton and Type dr Status A A A	Address 159 Mensa Drive Springfield MA 01103 159 Mensa drive Springfield MA 01103 159 Mensa drive Springfield MA 01103 159 Mensa drive Springfield MA 01103		Id 1-4 of 4 ~ Edit/View Address Detail Edit/View Address Detail Edit/View Address Detail Add Address Detail Image: Address Detail	

Procedure,

continued

Step	Action											
17	The Phone Information , Email Addresses and Instant Message IDs should be left blank (to be entered/verified by the member before graduation).											
	NOTE: A	Business	email a	ddress is required to	o be able to use the fo	orgotten						
	password function in DA. See Personal Data Updates Member Email Address											
	section for entering the USCG.mil address in DA.											
	Biographical Det	ails Contact	Information	Regional Organizational Re	elationships							
	Lisa Simpson Current Addresse	s			Empl ID NEW							
	EF Q				l€ € 1-4 of 4 ♥ →	View All						
	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	А	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -						
	Home of Record	05/14/2024	A	159 Mensa drive Springfield MA 01103	Edit/View Address Detail	+ -						
	Thrift Savings Plan	05/14/2024	А	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -						
	*Phone Type	Te	elephone	Extension	Preferred	+ -						
	Email Addresses			\searrow	l∉ ∉ 1-1 of 1 ♥ →	View All						
	limail Type		Email Addres	55	Preferred							
	Instant Message I	IDs ②				/						
		_			4 4 4.1 of 1 ∨)	▶ Xiew All						
	*IM Protocol	*IM Dor	main *Ne	twork ID	Preferred							
	Save		1		Add Hodate/Display	Include History						
	Save Notif Biographical Details	fy Refresh) ation Region	nal Organizational Relationships	Add Update/Display	Include History						
18		fy Refresh		nal Organizational Relationships	Add Update/Display	Include History						
18	Biographical Details Select the	fy Refresh	tab.		Add Update/Display							

Procedure,

continued

				1	Actio	n				
	Ethnic G	ry Region - roup – Clic ne search by	k the lo	okup i	con to	select th			e category	/.
		the member					e group,	click	the Plus	
	Biographical Det			Regional	group designation.					
•	Lisa Simpson			regional	Digun		Person I	D NEW		
	Ethnic Group					Q		of 1 🗸	I Vie	ew All
		Regulatory Regi Ethnic Gro		م w	nited State 'hite	s			+	-
	History			/		Q		1 of 1 ×		View A
				/						Tiett
		Look Up Ethni	ic Group		×					
-	Ethnia One			He	elp 🌲					
	Ethnic Group	begins with 🖌								
	Description	begins with v								
-			Basic L	_ookup						
	Description Search	begins with V		_ookup			Look Up	Ethnic Gr	oup	×
	Description Search	Clear Cance				Set ID	Look Up		roup	× Help
	Description Search Search Results View 100	Clear Cance				Set ID Ethnic Group	Look Up	USA	oup	
	Description Search Search Results View 100 Ethnic Group	Clear Cance	20 🗸 🕨					USA	oup	
	Description Search Search Results View 100 Ethnic Group AFRAM	begins with ↓ Clear Cance ↓ 1-120 of 12 Description African American	20 🗸 🕨			Ethnic Group	begins with •	USA • B	roup	
	Description Search Search Results View 100 Ethnic Group AFRAM ALATHAB ALEUT	begins with ↓ Clear Cance ↓ 1-120 of 12 Description African American Alaskan Athabask Aleutian	20 🗸 🕨			Ethnic Group Description	begins with •	USA • B		
	Description	begins with ↓ Clear Cance ↓ 1-120 of 12 Description African American Alaskan Athabask Aleutian Algerian	ans			Ethnic Group Description Search	begins with begins with Clear Ca	USA • B ncel Ba		Help
	Description	begins with ↓ Clear Cance ↓ 1-120 of 12 Description African American Alaskan Athabask Aleutian Algerian American Indian o	ans			Ethnic Group Description Search	begins with begins with Clear Ca	USA • B ncel Ba	isic Lookup	Help
	Description	begins with ↓ Clear Cance ↓ 1-120 of 12 Description African American Alaskan Athabask Aleutian Algerian American Indian o Apache	ans			Ethnic Group Description Search Search Results View 100	begins with begins with Clear Ca	USA • B ncel Ba	isic Lookup	Help
	Description	begins with ↓ Clear Cance ↓ 1-120 of 12 Description African American Alaskan Athabask Aleutian Algerian American Indian o Apache Asian	ans			Ethnic Group Description Search Search Results View 100 Ethnic Group	begins with begins with Clear Ca	USA • B ncel Ba	sic Lookup	Help
	Description	begins with ↓ Clear Cance ↓ 1-120 of 12 Description African American Alaskan Athabask Aleutian Algerian American Indian o Apache	ans			Ethnic Group Description Search Search Results View 100 Ethnic Group BAHAMAN BARBAD BENGALI	begins with begins with Clear Ca Description Bahamian Barbadian Bengali	USA B ncel Ba	sic Lookup 5 of 5 V V V Short Descriptio Bahamian Barbadian Bengali	Help
	Description	begins with ↓ Clear Cance ↓ 1-120 of 12 Description African American Alaskan Athabask Aleutian Algerian American Indian o Apache Asian	ans			Ethnic Group Description Search Search Results View 100 Ethnic Group BAHAMAN BARBAD BENGALI BLACK	begins with begins with Clear Ca Description Bahamian Barbadian Bengali Black or Africa	USA B ncel Ba	sic Lookup 5 of 5 v V V Short Descriptio Bahamian Barbadian Bengali Black	Help
	Description	begins with Clear Cance Clear	ans			Ethnic Group Description Search Search Results View 100 Ethnic Group BAHAMAN BARBAD BENGALI	begins with begins with Clear Ca Description Bahamian Barbadian Bengali	USA B ncel Ba	sic Lookup 5 of 5 V V V Short Descriptio Bahamian Barbadian Bengali	Help

Continued on next page

Procedure,

continued

Step	Action								
20	Select the Organizational Relationships tab.								
	Biographical Details Contact Information Regional Organizational Relationships								
21	Verify the Employee box is checked and click Add Relationship .								
	Do NOT change the Empl Record number ever.								
	Biographical Details Contact Information Regional Organizational Relationships								
	Lisa Simpson Person ID NEW								
	Choose Org Relationship to Add								
	Contingent Worker								
	Person of Interest Empl Record								
	Select Checklist Code								
	Add Relationship								
	Save Notify Refresh Add Update/Display Include History								
	Biographical Details Contact Information Regional Organizational Relationships								
22	The Job Data screen displays. The Empl ID and Empl Record will be generated on								
	the Work Location tab (Record this number for future reference.) See Notes.								
	• Effective Date – Defaults to the current date. This date may be future dated to reflect								
	the actual hire date.								
	• Effective Sequence – Do not change.								
	• Action – Select Hire from the drop-down.								
	• Reason – Select New Position from the drop-down.								
	 Position Number – Enter 00095687 currently, for Seaman Apprentice Officer Candidate (SAOC) into the IRR & hit tab. 								
	Candidate (SAOC) into the IKK & int tab.								
	Click the Override Position Data button.								
	Work Location Job Information Job Labor Payroll Salary Plan Compensation								
	Lisa Simpson Employee Military Service C C Empl Record 0								
	Work Location Details 🔞 Q 4 4 1of 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								
	Calculate Status and Dates								
	Position Number 00095687 Q ROCI (SVC/CIV)								
	Override Position Data Position Entry Date								
	05/09/2024 Position Management Record								

Procedure,

continued

Step	Action								
23	Change/update	as necessary:							
	• Regulatory Region – Select RSV from the lookup icon.								
	• Company – Verify ACG is displayed.								
	• Business Unit – Select ENLCG from the lookup icon.								
	• Department – Enter 004750.								
	• Department Entry Date – Verify the Date of hire.								
			from the Department e						
	• Establishme	nt ID – Select	USCG from the lookup	o icon.					
	Position Number	00095687 Q	ROCI (SVC/CIV)						
		Use Positio	n Data						
	Position Entry Date	05/09/2024							
		Position Managemen	nt Record						
	*Regulatory Region	RSV Q	Reservists						
	*Company	ACG Q	UNITED STATES COAST GU	ARD					
	*Business Unit	ENLCG Q	Enlisted CG						
	*Department	004750 Q	CC Asadamu						
	Department Entry Date	05/09/2024	CG Academy						
	*Location	СТ0038 Q	CG Academy						
	Establishment ID	USCG Q	Active CG	Date Created 09/05/2024					
24	Military section		•	C					
			t the appropriate Code	-					
	8 years pric		\mathbf{yr} obl – for an Officer	with no prior, or less than					
	• 1		ner Clas – for a prior se	Prvice Officer					
	Component	-							
	-	om the lookup	icon.						
		tart Date 09/05/2024							
	Expected Job								
	 Military 								
	Reserve	Class Code	Inact Du Officer w/in 8 yr o	bl					
	Compone	ent Category N	Q Not Applicable						
			Not Applicable						
	Job Data	Employment Dat	a	Benefits Program Participation					
	OK Cancel	Apply							

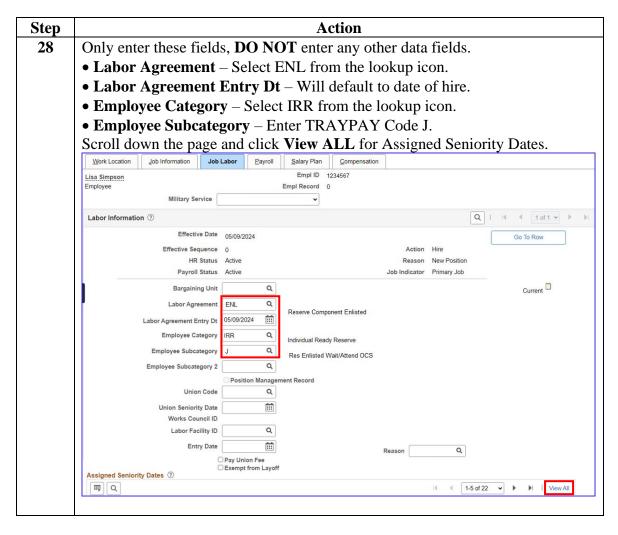
Procedure,

continued

Step	Action									
25	Select the Job Info	ormation tab.								
	Work Location	ob Information	Job Labor Payroll	Salary Plan	<u>C</u> ompensation					
26	Only enter these th	ree fields, DC	NOT enter any o	other data field	s.					
	• Job Code – Ente	r 451097 (if n	ot defaulted) and	hit tab.						
	• Supervisor ID –	Enter the CG	HRSUP Empl ID	that approves A	Accessions.					
	• Employee Class	– Select IRR	from the drop-dov	wn.						
	Work Location Job Information	Job Labor Payroll	Salary Plan Compensation							
	Lisa Simpson Employee		Empl ID 1234567 Empl Record 0							
	Military Service		•							
	Job Information Details ⑦			QIN	I of 1 ♥ ▶ ▶					
	Effective Date 0	5/09/2024			Go To Row					
	Effective Sequence 0 HR Status A	ctive	Action Reason	Hire New Position						
	Payroll Status A		Job Indicator		Current					
	*Job Code 4	51097 Q	Officer Candidate		Guirent					
	Entry Date 0	5/09/2024	Olicer Candidate							
	Supervisor Level	۹								
		9876543 Q	Milhouse Van Houten							
	Reports To *Regular/Temporary	Q Regular V	*Full/Part Full-Time	~						
		IRR V	*Officer Code None	~						
	*Regular Shift	Not Applicable	Shift Rate							
	*Classified Ind	Classified 🗸	Shift Factor							
27	Select the Job Lab	or tab.								
	Work Location Jo	ob Information	Job Labor Payroll	Salary Plan	Compensation					
	Lisa Simpson			Empl ID 12	34567					

Procedure,

continued



Procedure,

continued

			Ac	tion					
Only enter	r dates as i	indicated.	All other	· fields	s must be	left blank.			
• Active I	Duty Base	Date – I	Date of the	hire o	r Oath of	Office			
• AD Pay Scale Date – Date of the hire or Oath of Office									
• DEP Date – Leave blank.									
• CMA Date – Date of the hire or Oath of Office									
• DIEMS	Date – D	ate Initial	Entry Mi	litary S	Service (a	ny component)			
• RSV Dr	0								
-		-		-		MS date (minus 1			
 Job Fan 	•	•							
	0	-	•			date (minus 1 day			
-		-				program (i.e. VOI			
• Pay Alle	owance D	ate – Dat	e of the hi	re or C	Dath of O	ffice			
• Pay Bas	e Date – I	Date men	nber depar	ts on F	RSV IAD	T orders to OCS.			
NOTE. C.				C	.	Statement of Cred			
a . (a					ervice A	nv necessarv adm			
Service (S			-	-					
will take p	olace via tl		-	-					
	olace via tl		-	-					
will take p	olace via tl		-	ee <u>E-N</u>		<u>PO B/15</u>).			
will take p	olace via tl	he SOCS	process (s	ee <u>E-N</u>	<u>/Iail ALS</u>	PO B/15).			
will take p Assigned Senior	blace via th ity Dates [®] SE DATE	he SOCS	DIOCESS (S	ee <u>E-N</u>	<u>Mail ALS</u> Override	PO B/15).			
will take p Assigned Senior Seniority Date ACTIVE DUTY BA	blace via th ity Dates [®] SE DATE	he SOCS	Labor Seniority D	ee E-N	Vail ALS	PO B/15).			
Assigned Senior	blace via th ity Dates [®] SE DATE	he SOCS	Labor Seniority D	ate	Viail ALS Override	PO B/15).			
Assigned Senior Seniority Date ACTIVE DUTY BA AD PAY SCALE D DEP DATE	blace via th ity Dates [®] SE DATE	he SOCS	Labor Seniority D	ate	Viail ALS Override	PO B/15).			
Assigned Senior Seniority Date ACTIVE DUTY BA AD PAY SCALE D DEP DATE CMA DATE	SE DATE	he SOCS	DFOCESS (S	ate	Viail ALS Override	PO B/15).			
Assigned Senior Seniority Date ACTIVE DUTY BA AD PAY SCALE D DEP DATE CMA DATE DIEMS DATE	SATION DATE	he SOCS	DFOCESS (S	ate	Viail ALS Override	PO B/15).			
Assigned Senior Seniority Date ACTIVE DUTY BA AD PAY SCALE DA DEP DATE CMA DATE DIEMS DATE RSV DRILL OBLIC	SATION DATE	he SOCS	DTOCESS (S	ate	Viail ALS Override	PO B/15).			
Assigned Senior Seniority Date ACTIVE DUTY BA AD PAY SCALE D DEP DATE CMA DATE DIEMS DATE RSV DRILL OBLIC EXPECTED LOSS	ATE GATION DATE RY DATE	he SOCS	DIOCESS (S		Viail ALS Override	PO B/15).			
Assigned Senior Seniority Date ACTIVE DUTY BA AD PAY SCALE D. DEP DATE CMA DATE DIEMS DATE RSV DRILL OBLIC EXPECTED LOSS JOB FAMILY ENTI	SATION DATE COMPL DATE	he SOCS	DIOCESS (S		Anii ALS Override	PO B/15).			
Assigned Senior Seniority Date ACTIVE DUTY BA AD PAY SCALE D DEP DATE CMA DATE DIEMS DATE RSV DRILL OBLIC EXPECTED LOSS JOB FAMILY ENTI MIL OBLIGATION	ATE SATION DATE COMPL DATE	he SOCS	DIOCESS (S		Aiii ALS Override	PO B/15).			

Procedure,

continued

_	Action							
9	• Date of Rank – Date of the hire or Oath of Office							
nt.	• RSV Comp SH	BP Elect Dat	e – Leav	e blank	ζ.			
	Rotation Date	- Leave at d	efault.					
	Reserve Acces	sion Class D	ate – Da	te of th	ne hire or	Oath of		
	Office/Enlistme	ent Contract						
	Reserve Anniv	versary Date	– Date o	of Enlis	stment Co	ontract or	date of init	ial
	entry if continu	ous service						
	Reserve Eligib	oility Date –	Date of t	he hire	or Oath	of Office		
	Reserve Initia	tion Date – I	Date of th	ne hire	or Oath o	of Office		
	Reserve Letter	r Date – Lea	ve blank.					
	• RTB Eligibilit	y Date – Lea	ve blank					
	• RTB Letter Da	•						
	• RTB Letter R	esponse Date	e – Leavo	e blank	•			
	DATE OF RANK	451097	05/09/2024					
	RSV COMP SBP ELECT DATE							
	ROTATION DATE							
	RSRV ACCESSION CLASS DATE		05/09/2024					
	RSRV ACCESSION CLASS DATE RSV ANNIVERSARY DATE		05/09/2024 05/09/2024					
	RSV ANNIVERSARY DATE		05/09/2024					
	RSV ANNIVERSARY DATE RSV ELIGIBILITY DATE		05/09/2024					
	RSV ANNIVERSARY DATE RSV ELIGIBILITY DATE RSV INITIATION DATE		05/09/2024					
	RSV ANNIVERSARY DATE RSV ELIGIBILITY DATE RSV INITIATION DATE RESERVE LETTER DATE		05/09/2024					
	RSV ANNIVERSARY DATE RSV ELIGIBILITY DATE RSV INITIATION DATE RESERVE LETTER DATE RTB ELIGIBILITY DATE		05/09/2024					
	RSV ANNIVERSARY DATE RSV ELIGIBILITY DATE RSV INITIATION DATE RESERVE LETTER DATE RTB ELIGIBILITY DATE RTB LETTER DATE	// Dates	05/09/2024					
	RSV ANNIVERSARY DATE RSV ELIGIBILITY DATE RSV INITIATION DATE RESERVE LETTER DATE RTB ELIGIBILITY DATE RTB LETTER DATE RTB LETTER RESPONSE DATE RTB LETTER RESPONSE DATE	r Dates	05/09/2024			Benefits Program P	articipation	
	RSV ANNIVERSARY DATE RSV ELIGIBILITY DATE RSV INITIATION DATE RESERVE LETTER DATE RTB ELIGIBILITY DATE RTB LETTER DATE RTB LETTER RESPONSE DATE Recalculate Seniority Job Data	Employment Data	05/09/2024			Benefits Program P	anticipation	Refresh
	RSV ANNIVERSARY DATE RSV ELIGIBILITY DATE RSV INITIATION DATE RESERVE LETTER DATE RTB ELIGIBILITY DATE RTB LETTER DATE RTB LETTER RESPONSE DATE CRECalculate Seniority Job Data CAncel Apple	Employment Data	05/09/2024			Benefits Program P	articipation	Refresh
	RSV ANNIVERSARY DATE RSV ELIGIBILITY DATE RSV INITIATION DATE RESERVE LETTER DATE RTB ELIGIBILITY DATE RTB LETTER DATE RTB LETTER RESPONSE DATE CRECalculate Seniority Job Data CAncel Apple	Employment Data	05/09/2024			Benefits Program P	articipation	Refresh
0	RSV ANNIVERSARY DATE RSV ELIGIBILITY DATE RSV INITIATION DATE RESERVE LETTER DATE RTB ELIGIBILITY DATE RTB LETTER DATE RTB LETTER RESPONSE DATE CRECalculate Seniority Job Data CAncel Apple	mployment Data y Job Labor Payroll Sala	05/09/2024			Benefits Program P	and and a second s	Refresh

Procedure,

continued

Step		Action							
31	Pay Group – Should default to <i>U</i>	SCG STG. Once the	hire has been approved						
	this will update to USCG RSV (USCG Reservist).								
	I · · · ·	,							
	Select the Salary Plan tab.								
	Work Location Job Information Job Labor Payroll	Salary Plan Compensation							
	Lisa Simpson	Empl ID 1234567							
	Employee Military Service	Empl Record 0							
	Payroll Information ⑦		Q 1 of 1 v						
	Effective Date 10/29/2024		Go To Row						
	Effective Sequence 0	Action Hire							
	HR Status Active Payroll Status Active	Reason New Po Job Indicator Primar							
			History						
	Payroll System Global Payroll Global Payroll								
		USOO AD Starias Deveryon							
	Pay Group USCG STG Setting	USCG AD Staging Paygroup Holiday Schedule							
	Use Pay Group Eligibility	Eligibility Group							
	Use Pay Group Rate Type	Exchange Rate Type							
	Use Pay Group As Of Date	Use Rate As Of							
	Job Data Employment Data		Benefits Program Participation						
	Save Return to Search Previous in List Next in List	Notify Refresh Up	date/Display Include History Correct History						
	Work Location Job Information Job Labor Pavroll Salary Plan	Compensation							

Procedure,

continued

Step	Action						
32	Only enter fields as indicated. All other fields must be left blank.						
	• Salary Admin Plan – Should default to ENL (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 E2 based on SAOC Job Code.						
	• Grade Entry Date – Should default to the date of hire.						
	• Step – Enter 1 and hit tab.						
	NOTE: If the Job Code number does not match the Grade Step – An error						
	message is received when the SPO is trying to approve the hire and must be fixed.						
	NOTE: This step is necessary for the information on the Compensation						
	tab to populate.						
	• Step Entry Date – Will default to the date of hire.						
	Select the Companyation tab						
	Select the Compensation tab.						
	Work Location Job Information Job Labor Payroll Salary Plan Compensation Lisa Simpson Empl ID 1234567 Empl ID 1234567						
	Employee Military Service Empl Record 0						
	Salary Plan Details ⑦ Q I II II III III III IIII						
	Effective Date 05/09/2024 Go To Row						
	Effective Sequence 0 Action Hire HR Status Active Reason Conversion Value						
	Payroll Status Active Job Indicator Primary Job						
	▼ Military History □						
	Rank Q						
	Rank Entry Date						
	Worn Rank Q						
	Worn Rank Type						
	Skill Grade						
	Salary Admin Plan ENL Q P Enlisted Pay Table						
	Grade E2 Q 2024 Enlisted Pay Table Grade Entry Date 05/09/2024						
	Step 1 Q Step Entry Date 05/09/2024						
	Includes Wage Progression Rule						
	Job Data Employment Data Benefits Program Participation						
	Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History						

Procedure,

continued

Step	Action	
33	Select the Compensation tab.	
	Work Location Job Information Job Labor Payroll Salary Plan Compensation]
34	Click Default Pay Components (this updates the Compensation Rate and	
	Frequency data). Click the Benefits Program Participation link.	
	Work Location Job Information Job Labor Payroll Salary Plan Compensation	
	Lisa Simpson Empl ID 1234567 Employee Military Service Empl Record 0	
	Compensation Details ⑦ Q I Id + Iof1 - > >	
	Effective Date 05/09/2024	
	Effective Sequence 0 Action Hire HIR Status Active Reason Conversion Value	
	Payroll Status Active Job Indicator Primary Job	
	Compensation Rate 3,745.35	
	Comparative Information ⑦ Pav Rates ⑦	
	Default Pay Components Contract Change Prorate Option	
	Pay Components ⑦ ■ Q I 1 of 1 ∨ ▶ ▶	1
	Amounts Controls Changes Conversion III	
	These Castan Same Castan Community Essentiation Desired Rate Code	
	1 BASIC Q 0 7,490.700000 D USD Q M Q + -	
	Calculate Compensation	
	Job Data Employment Data Benefits Program Participation	
	Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History	ן
		_
35	Benefits System – Select Base Benefits from the drop-down.	_
	Benefit Program Participation	
	Lisa Simpson Empl ID 1234567	
	Employee Empl Record 0 Military Service	
	Benefit Status ⑦ Q	
	Benefit Record Number 0 4	٦
	Effective Date	J
	05/09/2024 Effective Sequence 0 Action Hire	
	HR Status Active Reason Conversion Value	
	Payroll Status Active Job Indicator Primary Job	
	"Benefits System Base Benefits Base Benefits Bas	
	Annual Benefits Base Rate Base Benefits	
	Benefits Administration	
	Benefits Administration Eligibility	_
	BAS Group ID Q	
	Elig Fld 1 Elig Fld 2 Elig Fld 3	
	Elig Fld 4 Elig Fld 5 Elig Fld 6	

Procedure,

continued

Step	Action						
36	 Only enter fields as indicated. All other fields must be left blank. 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.						
	lick the Job Data link.						
	Benefit Program Participation						
	isa Simpson Empl ID 1234567 mployee Military Service Empl Record 0						
	Genefit Status ①						
	Benefit Record Number 0 4 Go To Row 05/09/2024						
	Effective Sequence 0 Action Hire HR Status Active Reason Conversion Value History						
	Payroll Status Active Job Indicator Primary Job						
	*Benefits System Base Benefits Benefits Employee Status Active						
	Annual Benefits Base Rate USD USD						
	BAS Group ID Q						
	Elig Fld 1 Elig Fld 2 Elig Fld 3						
	Elig Fld 4 Elig Fld 5 Elig Fld 6						
	Elig Fld 7 Elig Fld 8 Elig Fld 9						
	Benefit Program Participation Details ⑦ Q I I of 3 V View All						
	*Effective Date 05/09/2024 🗰 Currency Code USD						
	"Benefit Program ACG Q CG/NOAA Active Deduction Prog						
	Job Data Employment Data Benefits Program Participation						
	Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History						

Procedure,

continued

Step	Action				
37	To submit, click Save .				
	Work Location Job Information Job Labor Eavroll Salary Plan Compensation				
	Lisa Simpson Empl ID 1234567	_			
	Employee Military Service Empl Record 0	_			
	Work Location Details ⑦ Q I I I of 1 V > >				
	*Effective Date 05/09/2024 🗰 Go To Row 🕂 🗕				
	Effective Sequence 0 *Action Hire •				
	HR Status Active Reason Conversion Value 🗸				
	Payroll Status Active *Job Indicator Primary Job 🗸				
	Position Number 00095687 Q ROCI (SVC/CIV) History				
	Use Position Data				
	Position Entry Date 05/09/2024				
	Position Management Record				
	"Regulatory Region RSV Q Reservists				
	Company ACG UNITED STATES COAST GUARD				
	*Business Unit OFFCG Q Enlisted CG				
	*Department 004750 CG Academy				
	Department Entry Date 05/09/2024				
	"Location CT0038 Q CG Academy				
	Establishment ID USCG Q Active CG Date Created 05/16/2024				
	Last Start Date				
	Expected Job End Date				
	Job Data Employment Data Benefits Program Participation				
	Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History	/			

Procedure,

continued

Step	Action
38	Several Messages will display (randomly ordered). Click OK for each one (wait
	for the "processing-circle-of-death" to finish).
	Warning Head count of 1366 exceeds maximum head count of 0 for position. (1000,156)
	When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.
	OK Cancel
	OK Calicel
	Warning Compensation Frequency has been updated. (1010,264)
	 Compensation Frequency has been updated.
	OK Cancel
	Warning Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32)
	A minimum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel falls below that minimum.
	If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.
	OK Cancel
	Solu
	JOB DATA CMP EMPLID : 1234567 COMPANY ACG ACTION HIR (0,0)
	JOB DATA CMP EMPEID : 1234307 COMPANY ACG ACTION THR (0,0)

Procedure,

continued

Step			Action	1				
39	After a successful completion you will be returned to the Organizational							
	Relationships tab. Return to the DA home page.							
	Biographical Details	Contact Information	<u>R</u> egional	Organizational Relationships				
	Lisa Simpson Choose Org Relation	ship to Add		Person	ID 1234567			
	Employee Contingent Work Person of Interes							
		pl Record 0						
	Select Chec Add Relati			→				
	Save Notify	Refresh		Add Update/Display	Include History			
	Biographical Details Cor	ntact Information Regio	onal Organiza	tional Relationships				
40	> Menu > Work Information > Bi	force Administ ographical > Mo e the roles, a PF d.	ration dr odify a Pe	ket must be entered to h	onal			
	NavBar 😳	NavBar: Menu	nu 🔪 Workfo	rce Administration > Personal				
	C Recently Visited	C Info	ormation iographica	1				
	Favorites	Favorites		a Rerson				
	Tavontes	Menu	Modify	a Person's Gender				
			Religio	us Affiliation				
	Menu		= Search	by National ID				

Procedure,

continued

Step	Action	
41	Enter the Empl ID and click Search . The Include History box is alrest checked.	eady
	Personal Gender Change	
	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 V 1234567	
	Name begins with V	
	Last Name begins with 🗸	
	Second Last Name begins with V	
	Alternate Character Name begins with V	
	Middle Name begins with V	
	Business Unit begins with V	
	Department Set ID begins with V	۹
	Department begins with 🗸	۹
	✓ Include History □ Case Sensitive	
	Search Clear Basic Search 🖾 Save Search Criteria	

Procedure,

continued

)	Action					
	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.					
	Gender Change					
	Lisa Simpson Empl ID 1234567					
	Personal Data Effdt Q I III III View All					
	*Effective Date 10/29/2024					
	Gender "Highest Education Level HS Grad					
	*Marital Status Single As of: 07/24/2024					
	Language Code					
	Alternate ID					
	Gender Mark Data					
	Image: Image					
	Effective Date Gender Gender Change Last Update Date/Time by					
	10/30/2024					
	Gender Marker Change					
	Effdt 10/30/2024					
	Center Change Reason					
	Save Return to Search Update/Display Include History					
	Now showing 1 of 2 rows.					
	Gender Change					
	Lisa Simpson Empl ID 1234567					
	· · · · ·					
	Personal Data Effdt Q I of 2 View All					
	Personal Data Effdt Q I I View All *Effective Date 10/30/2024					
	*Effective Date 10/30/2024					

Introduction	This section provides the procedures for approving an Accession in DA.
Information	 SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession. The member will NOT be paid until the accession transaction is approved (remains in the staging Pay Group), the contract is entered and then the contract is approved.

Approving an Accession

Procedure See below.

cking on the
rows.
ል: Ø
C :
Alerts
2 Alexte

Approving an Accession, Continued

Procedure,

continued

Step	Action										
4	Select the Requests I am Approver For radio button. You may narrow the										
	search by filling in the Transaction Name , Status and Dates . Click Populate										
	Grid.										
	Milhouse Van Houten										
	 My Submitted Requests' allo Requests I am Approver For' All Requests' allows the appr 4. Transaction Name field allows Refresh button clears the grid Populate Grid button populate and what was entered in the Sul 	allows approver to brin over to pull up their Acti user to select a particu and defaults it back to as the grid based on who	g up only those Action Reque ion Requests and those subm lar transaction (i.e., Absence 'My Submitted Requests' and at was selected for the radio b	itted to them. Request, Delegatio Transaction Status	n, etc.) of 'Pending'.	on Status,					
	OMy Submitted Requests	• Ret	quests I am Approver For	OA	Requests						
	Transaction Name:	All Transactions	~								
	Transaction Status:	Pending	~								
	Submission From Date:										
	Submission To Date:		I [Populate Grid		Ref	fresh				
	T C						1-1 of 1 🗸		View All		
	Transaction Name S	tatus Men	nber Memb	er's Last Name	Member's En	nplid Sub	mitted By	Approve/E	Deny		
								Approve/D	eny		
	Order Approvals										
	E Q								1-1 of 1 🗸	▶ ▶ I View All	
	Transaction Name Status	Member	Member's Emplid	Submitted By	Approver	Submission	n Date Orde	er Begin Date	Approve/De	eny	
l									Approve/De	ny	
_		· · · · · · · · · · · · · · · · · · ·	1: 1 6	.1	•			•			
5	Click the Ap	prove/D	eny link for	r the ac	cessior	1 you	are a	oprovi	ng.		
	E Q					_	14	 ┫ 1-1 (of 1 🗸 🕨	View All	
	Transaction Name	Status	Member	Member's	Last Name	Membe	r's Emplid	Submitted E	ly .	Approve/Deny	
	AccessionHire	Pending	Lisa Simpson	Simpson		123456	7	Ralph Wiggu	m	Approve/Deny	
	Order Approvals										

Approving an Accession, Continued

Procedure,

continued

Step	Action							
6	Enter any needed Comments and select either Approve or Deny (deny returns							
	the accession to the HRS user).							
	Action Request							
	Approval/SOD for Accessions							
	Van Houten, Milhouse							
	 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. 							
	Request Details							
	Employee ID: 1234567							
	Request URL							
	Click here to view additional request information.							
	Request Approvers							
	Approver: 9876543 Milhouse Van Houten							
	Comment:							
	Approve Deny							
	Accessions Hire Approval							
	Accession Hire Request:Pending							
	One Approval level							
	Pending Milhouse Van Houten							
	Initial Approve Action Request							
7	Once Approved , the buttons will be greyed out after the system saves the							
	approval. Click the X to close the page.							
	Approve Deny							
	Accessions Hire Approval							
	 Request Status: Approved View/Hide Comments 							
	One Approval Level							
	Approved							
	Milhouse Van Houten Initial Approve Action Request 10/29/2024 7:58 PM							
	Comments							
	Milhouse Van Houten at 10/29/24 - 7:58 PM							

Approving an Accession, Continued

Procedure,

continued

Step		Action	
8	Return to the Job Data Pa	yroll tab to confirm the	members Pay Group has
	changed to USCG RSV a	nd repeat the process for	the next accession.
	Work Location Job Information Job Labor	Payroll Salary Plan Compensation	
	Lisa Simpson Employee Military Service	Empl ID 1234567 Empl Record 0	
	Payroll Information ⑦		Q I I I of 1 v
	Effective Date 05/09/2024 Effective Sequence 0	Action	Hire Go To Row
	HR Status Active	Reason	
	Payroll Status Active	Job Indicator	í m
	Payroll System Global Payroll Global Payroll		History
	Pay Group USCG RSV	USCG Reservist	
	Setting	Holiday Schedule	
	Use Pay Group Eligibility	Eligibility Group	
	Use Pay Group Rate Type Use Pay Group As Of Date	Exchange Rate Type	
	Se Pay Group As Or Date	Use Rate As Of	
	Job Data Employment Data		Benefits Program Participation
	Save Return to Search Previous in List Work Location Job Information Job Labor Payr	Next in List Notify Refresh	Update/Display Include History Correct History

Entering Contract Data

Introduction	This section provides the procedures for completing the contract of a member (in this example with no prior service).
Information	DA contract data should reflect the information from the official form DD-4, even if incorrect. If DD4 is incorrect, then it needs to be corrected with RPM.

Procedure See below.

Step	Act	ion
1	Click on the Career Management tile.	
	Career Management	
2	Select the Contract Data option.	
	 AD 6th or 10th Yr Anniversary Agreement to Extend/Reextend Board Images Contract Data DD-4 Enlistment/Reenlistment Ext/Rext within 30 days Report Extensions not Executed Obligated Service Report 	

Entering Contract Data, Continued

Procedure,

continued

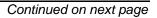
Step	Action
3	Click the Add a New Value tab.
	Update Contracts
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	▼ Search Criteria
	Empl ID begins with 🗸 🔍
	Contract Number begins with 🗸
	Name begins with 🗸
	Last Name begins with 🖌
	Second Last Name begins with 🖌
	Alternate Character Name begins with 🗸
	☑ Include History □ Correct History □ Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria
	Find an Existing Value Add a New Value
4	Enter the Empl ID and the Contract Number (Ex. 0001). Click Add .
	Update Contracts
	Eind an Existing Value Add a New Value
	*Empl ID 1234567 Q
	*Contract Number 0001
	Add
	Find an Existing Value Add a New Value

Entering Contract Data, Continued

Procedure,

continued

	Action			
5	The Contract Status/Content tab displays with the Contract Number.			
•	• Contract Begin Date – Ensure it is the date of hire.			
	• Regulatory Region – Change to the appropriate region (in this case RSV).			
•	• Contract Content – A statement is required.			
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval			
	Lisa Simpson Person ID 1234567			
	Contract Data Contract Number 0001 *Contract Status Active V			
	Contract Begin Date 05/09/2024			
	Contract End Date RSV Q			
	Comment Additional Contract			
	Contract Template ID Q Onter than one year expected			
	Initialize Contract			
	Provider ID Q			
	Contract Content Member is a good candidate for this position.			
	Save Notify Add Update/Display Include History Correct History			
	Contract Status/Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit			
_				
Select the Contract Type/Clauses tab.				
(Select the Contract Type/Clauses tab.			
	Select the Contract Type/Clauses tab. Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval			
	Contract Status/Content Contract Type/Qlauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval • Contract Type – Select the ENL from the lookup icon.			
•	Contract Status/Content Contract Type/Qlauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval			
	Contract Status/Content Contract Type/Qlauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval • Contract Type – Select the ENL from the lookup icon. • Comment – Enter any contractual specific reasons. Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Lisa_Simpson Person ID 1234567			
	Contract Status/Content Contract Type/Qlauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval • Contract Type – Select the ENL from the lookup icon. • Comment – Enter any contractual specific reasons. • Contract Status/Content • Contract Type/Qlauses • Contract Leave • Mbr Service Dates • Contract Approval • Contract Status/Content Contract Type/Clauses • Reason/Oath Info Contract Leave Mbr Service Dates Contract Audi Lisa Simpson Person ID 1234567 • Contract Type • Contract Type			
	Contract Status/Content Contract Type/Qlauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval • Contract Type – Select the ENL from the lookup icon. • Contract Type – Select the ENL from the lookup icon. • Contract Status/Content • Contract Type/Qlauses • Contract Leave • Mbr Service Dates • Contract Approval • Contract Status/Content Contract Type/Qlauses Reason/Oath Info Contract Leave • Mbr Service Dates Contract Aud Lisa Simpson Person ID 1234567 • Contract Type × • Contract Type × • Elip Contract Number 0001 Begin Date 05/097 Look Up Contract Type × • Help			
	Contract Status/Content Contract Type/Qlauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval • Contract Type – Select the ENL from the lookup icon. • Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval • Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval • Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Audi Lisa Simpson Person ID 1234567 Contract Type Ket ID SHARE Help Contract Type Set ID SHARE Help H I View All Contract Type Look Up Contract Type Help H I View All			
	Contract Status/Content Contract Type/Qlauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval • Contract Type – Select the ENL from the lookup icon. • Comment – Enter any contractual specific reasons. • Contract Status/Content • Contract Type/Qlauses • Reason/Oath Info • Contract Leave Mbr Service Dates Contract Approval • Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Audi Lisa Simpson Person ID 1234567 • Contract Type × Contract Data Contract Mumber 0001 Begin Date 05/097 Look Up Contract Type × Contract Type Set ID SHARE Help ><			
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Procedure,

continued

Step	Action								
8	Select the Reason/Oath Info tab.								
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit								
9	• Contract Term Years/Months/Days – The length of the contract may be								
	between 4 to 8 years if prior service or must be 8 years if non-prior service.								
	• Reason – Select from the drop-down.								
	• Member Signature Date – Enter the date the contract was signed.								
	• Name – Enter the appropriate name of the Oath Administrator (can be a								
	Notary, Court Clerk or Judge).								
	• Military Grade – Enter the rank of the Oath Administrator (leave blank if								
	non-military).								
	• City – Enter the City in which the contract was signed.								
	State – Enter the State in which the contract was signed.								
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates >								
	Lisa Simpson Person ID 1234567								
	Contract Data								
	Contract Number: 0001 Begin Date: 05/09/2024 Contract Status: Active Expected End Date: Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment:								
	Contract Type Q 4 4 10f1 > >> View All								
	Date:								
	Reason/Oath								
	Contract Term Years/Months/Days: 8 Indefinite Re-Enlistment								
	Reason for Extension/Reextension/Retention								
	Reason: School/Training Rquirement Member Signature 05/09/2024 Date:								
	Other (Specify): Begin Extension/Re-Extension:								
	Oath Administrator Information								
	Name: Milhouse Van Houten Military Grade: 05 🗸								
	City: Springfield State: MA								
	Save Notify Add Update/Display Include History Correct History								
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit								
10	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit								
10									

Procedure,

continued

ep			Action							
1	Total Leave to	Sell (Days) – C	breyed out for	OCS hires.						
	Select the Mbr	Service Dates	ab.							
	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service [Dates >				
	Lisa Simpson		P	erson ID 1234567						
	Contract Data Contract 0001 Number Leave Balances	Beg	jin Date 05/09/2024	Contrac	et Status Active	2				
	Leave Balance:	Cumul	ative Sold Leave:		As of:					
	Contract Type		QI	I	► ► ■ ■	View All				
	Effective Date: 05/	09/2024								
	Contract Type: EN	_ Initial Enli	stment							
	Leave Disposition			I		View All				
	Total Leave to Sell (Day	s):								
	Save Notify		Add Upda	te/Display Includ	e History C	Correct History				
	Contract Status/Content Co	ntract Type/Clauses Reas	on/Oath Info Contract	Leave Mbr Service E	ates Contract	Approval Contrac				
2	Click View All	on the Assigned	l Seniority Da	ates.						
	Contract Status/Content	Contract Type/ <u>C</u> lau	ises Reason/Oat	h Info Contract	Leave	br Service Dates				
	Lisa Simpson			Person I	D 1234567					
	Effective Date: 05/09/2	2024 Empl Rcd	0 Eff Seq: 0	Labor Agreemen	t: ENL					
	Assigned Seniority Dates									
	EF)		-12 of 23 🔹 🕨	▶I I ew All						
	Seniority Date	Labor S	eniority Date							
	ACTIVE DUTY BASE DA	TE 05/09/20	024							
	AD PAY SCALE DATE	05/09/20	024							

Continued on next page

Procedure,

continued

Confirm Labor Senior	ity Datas a	Action	Accession process	are correc
not, return to Job Data Assigned Seniority Dates	and verify	the dates were	entered correctly	•
	1-23 of 2	3 ♥ ▶ View 12		
Seniority Date	Labor Seniority	Date		
ACTIVE DUTY BASE DATE	05/09/2024			
AD PAY SCALE DATE	05/09/2024			
DEP DATE				
CMA DATE				
DIEMS DATE	05/09/2024			
RSV DRILL OBLIGATION DATE				
EXPECTED LOSS DATE	05/08/2032			
JOB FAMILY ENTRY DATE	05/09/2024			
MIL OBLIGATION COMPL DATE	05/08/2032			
PAY ALLOWANCE DATE	05/09/2024			
POINT START DATE				
PAY BASE DATE	05/09/2024			
DATE OF RANK	05/09/2024			
RSV COMP SBP ELECT DATE				
ROTATION DATE				
RSRV ACCESSION CLASS DATE	05/09/2024			
RSV ANNIVERSARY DATE	05/09/2024			
RSV ELIGIBILITY DATE	05/09/2024			
RSV INITIATION DATE	05/09/2024			
RESERVE LETTER DATE				
RTB ELIGIBILITY DATE				
RTB LETTER DATE		-		
RTB LETTER RESPONSE DATE				
Save Notify		Add Upda	ate/Display Include History	Correct His
Contract Status/Content Contract Type/	Clauses Reason/Oa	ath Info Contract Leave	Mbr Service Dates Contract /	Approval Contract
Select the Contract A	oproval tab).		
	tract Leave	Mbr Service Dates	Contract Approval	Contract Au

Procedure,

continued

			Ac	tion			
Updat	e Dept of	Approvi	ng SPO (if ne	cessary). Cl	ick S	Submit f	for Appro
< Rea	ason/Oath Info	Contract Leave	Mbr Service Dates	Contract Appro	oval	Contract Audi	it
Lisa Sin	npson			Person ID	123456	7	
	i <mark>ct Data</mark> ct Number 0001	1	Begin Date 05/	19/2024	Co	ntract Status	Active
	tract Type	'	Degin Date 00,				View All
Effect		5/09/2024	Contract Type:		Initial En	listment	
A A D S A	pproval Type: pprover: ept of Approving PO: pproval Status:	002667	Q CGA SERVICI	IG PERS OFFICE			
ĺ	pproval Date: Submit for Appr	roval					
Save	Notify		Г	Add Update/E	Display	Include His	story Correc
		ontract Type/Claus	es Reason/Oath Info (
			dates to Pendin	ng and the c	contr	act will b	be routed
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The A Appro	pproval S oving SPO ison/Oath Info inson ct Data tt Number 0001 iract Type ive Date: 09 ive Date: 09 ive Date: 09 pproval Type: pprover: ept of Approving PO:	Status upo Contract Leave 5/09/2024 Contract Ap 002667	Mbr Service Dates Begin Date 05/ Contract Type: 1	Contract Appr Person ID 09/2024	oval 123456 Co	Contract Aud 7 ontract Status	lit Active
The A Appro	pproval S oving SPO ison/Oath Info ison/Oath Info it Data ct D	Status upo Contract Leave 5/09/2024 Contract Ap 002667 Pending	Mbr Service Dates Begin Date 05/ Contract Type: 1	Contract Appr Person ID 09/2024 Q I I	oval 123456 Co	Contract Aud 7 ontract Status	lit Active

Introduction	This section provides the procedures for approving a contract in DA.
Information	 SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the contract. The member will NOT be paid until the contract is entered and then approved

Approving a Contract

See below.

Procedure

Step Action Before approving the accession, review/audit the information by clicking on the 1 Personal Information and the Job Data options. Add Employment Instance Dependent Information Email Address Find an Employee 📄 Job Data Personal Information E Search by SSN 2 Navigate to **Member Self Service** via the drop-down or by page **arrows**. **DIRECT ACCESS** \oslash ራ : Member Self Service 🔻 Notifications C: < 2 of 2 > Actions Alerts Direct Access Announcements Absence Request - View AD/RSV Payslip 3 Click on the Requests (All Types) - View tile. Requests (All Types) - View

Approving a Contract, Continued

Procedure,

continued

Step					A	ction				
3	search by		-	I am App ne Transa				•		
	Grid. View My A	\ction	Poques	te						
	Milhouse Van 1. 'My Submitt 2. 'Requests I 3. 'All Reques 4. Transaction 5. Refresh but 6. Populate Gi	Houten ted Req am App ts' allow Name f ton clea rid butto	uests' allows prover For' al rs the approv field allows u rs the grid al n populates	member to brin lows approver to er to pull up thei ser to select a p nd defaults it bac the grid based o	bring up only r Action Requ articular trans ck to `My Sub n what was se	v those Action lests and those action (i.e., A mitted Reque elected for the	n Requests sub se submitted to bsence Reque ests' and Trans	o them. est, Delegation, action Status of	etc.) `Pending'.	ion Status,
	and what was			hission From/Sub	Requests		er For		Requests	
	Transaction	Name:		Contract Approv	al	~				
	Transaction	Status:		Pending		~				
	Submission	From D	ate:]					
	Submission	To Date	:		ן	Рор	oulate Grid] (Refre	esh
4	Click the	e Apj	prove/I	Deny link	for the c	ontract	you are a	pproving	•	
	B Q									View All
	Transaction Name Contract Approval	Status	Member Lisa Simpson	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By Ralph Wiggum	Approver Milhouse Van Houten	Submission Date	Approve/Deny Approve/Deny
	Contract Approval	Pending	Maggie Simpson		1112223	002338	Rod Flanders	Milhouse Van Houten	2024/05/09	Approve/Deny
	Contract Approval	Pending	Bart Simpson	Simpson	1122334	044032	Rod Flanders	Milhouse Van Houten	2024/05/09	Approve/Deny

Approving a Contract, Continued

Procedure,

Continued

Step		Act	ion	
5	Enter Comments a	nd click Approve or	Deny (deny return	s the contract to the
	HRS user).			
	Action Request			
	Contract Approval			
	Simpson,Lisa Marie			
	-	tract data and leave disposition in ed, enter details about changes in y button		
	Request Details			
	Contract Number:	0001	Contract Type:	ENL
	Contract Status:	A	Contract Effdt:	05/09/2024
	Contract Begin Dt:	05/09/2024		
	Expected End Dt:	05/08/2032		
	Get Details			
	Request Information	1		
	Contract Term:	8 Years	Mbr Signature Date:	05/09/2024
	Reason:	School/Training Rquirement	SRB Entitlement:	
	Num Extensions:	0	EXT Tour Length:	
	Expect AD TermDt:		Expected Loss Date:	05/08/2032
	Leave Balance:	0	Cumulative Sold:	0
	Total Leave Sell:			
	Comment:			
	Approve	Deny		
6		roved, and the memb	er is fully accessed	into the Coast
	Guard with pay.			
	Contract Appro	oval		
	Contrac	ct Approva <mark>:Approve</mark>	ed 💬	View/Hide Comments
	One Level Approva	al		
	Approved			
	Milhouse Contract A 05/14/24 -			
	Comme]	
	No Commo	at 05/14/24 - 12:17 PM ents.		

BAH and Direct Deposit

Introduction	This section provides the procedures for ensuring the member is receiving Basic Allowance for Housing (BAH) and that their direct deposit has been set up to receive pay.
Information	Once the hire, the contract and the BAH are approved, then direct deposit must be entered.

Procedures See below.

Step		Action
1	Click on the AD/RSV	Payroll Workcenter tile.
	AD/RSV Payroll Workce	
	- A	
2	Scroll to the Act/RSV	Pay Shortcuts section and select the Housing Allowance
-	option.	Tuy bhoreeus seedon and sereet the Housing Hhowaree
	Act/RSV Pay Shortcuts	
	AvIP	
	BAH Dep Data Verification	
	Cost of Living Allowance	
	Dependent Information	
	Direct Deposit	
	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)	
	Voluntary Deductions	

Procedures,

Continued

Step	Action
3	Enter the Empl ID and click Search . Include History is automatically checked.
	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 v 1234567
	Empl Record = 🗸
	Name begins with 🗸
	Last Name begins with 🖌
	Second Last Name begins with 🖌
	Alternate Character Name begins with 🖌
	Middle Name begins with v
	Business Unit begins with 🗸
	Department Set ID begins with v
	Department begins with 🗸
	✓Include History □Correct History □Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria

Procedures,

Continued

	Action			
Follo	w the Basic Allowance for Housing (BAH) guid	le for s	tartir	ng B
	ng the following in mind:			U
-	married members, ensure dependents are entered	ed in I)A ni	rior
	H row.	04 111 1	P	
211	H With cannot be entered without eligible dependent	donta		
				1
-	special attention to a recruit that is married me		to m	em
	are that BAH With is only being paid as authoriz			_
	recruits authorized BAH With, utilize the zip co	ode on	the d	lepe
wor	ksheet, vice the recruit's contract.			
Rec	ruits are authorized BAH, not OHA.			
If de	ependents live somewhere that BAH does not e	xist , re	ecruit	s w
	t BAH With.	, -		
_	ck zip codes for CONUS/OCONUS COLA whe	ere and	licat	ole
	ried reservists are entitled to BAH With.	ու սիե	meat	
				7 • 0
	gle reservists will be authorized BAH Without D	Depn U	NL 1	I II
leas	e agreement in their recruit packet.			
	Look Up BAH Qtr Status) Help
BAH Qu	Look Up BAH Qtr Status			Help
	Look Up BAH Qtr Status I Clear Cancel Basic Lookup			Help
BAH Qua	Look Up BAH Qtr Status arters Status begins with	4 4 1-18	of 18 🗸	Help
BAH Qua Search Search Re View 100 BAH	Look Up BAH Qtr Status Inters Status begins with I Clear Cancel Basic Lookup esults	A 1-18 BAH Type Code	of 18 v Fair Rental Market Indicator	Help Localiti Based BAH
BAH Qua Search Search R View 100 BAH Quarters	Look Up BAH Qtr Status arters Status begins with I Clear Cancel Basic Lookup esults	BAH Type	Fair Rental Market	Locality Based
BAH Qua Search Search R View 100 BAH Quarters	Look Up BAH Qtr Status arters Status begins with I Clear Cancel Basic Lookup esults Long Description	BAH Type Code	Fair Rental Market Indicator	Locality Based BAH
BAH Qua Search Search R View 100 BAH Quarters	Look Up BAH Qtr Status arters Status begins with Clear Cancel Basic Lookup esuits Long Description With deps, Mbr &/or deps assigned adeq CG-owned family type qtrs	BAH Type Code	Fair Rental Market Indicator N	Localit Based BAH
BAH Qua Search Search R View 100 BAH Quarters	Look Up BAH Qtr Status arters Status begins with Clear Cancel Basic Lookup esults Long Description With deps, Mbr &/or deps assigned adeq CG-owned family type qtrs With deps, Mbr &/or deps assigned adeq CG-leased qtrs With deps, Mbr &/or deps assigned adeq CG-owned family type qtrs With deps, Mbr &/or deps assigned adeq CG-owned family type qtrs With deps or spouse in svc & no other deps, assigned CG-owned single qtrs	BAH Type Code With With With Partial	Fair Rental Market Indicator N N N	Localit Based BAH Y Y Y N
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