OCS Hire to IRR Overview

|	
Introduction	This guide provides the procedures for accessing a member into Officer Candidate School (OCS). The member must be hired into the Individual Ready Reserve (IRR) before the member's orders can be entered.

Contents

Important Information

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

- You **cannot** future date a Hire Transaction Start Date. It will not allow you to save it.

- Ensure the members paygrade is listed on the DD-4. If missing or there is a discrepancy from what is listed in Direct Access, **please return to originator (Recruiter, RPM, EPM or OPM)** to get corrected before processing the accession.

- Date of Hire = Date of the Oath of Office

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

Important Information Regarding Employee Records

Employee Records

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. 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 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 should be made using the Personal Information or Job Data links.
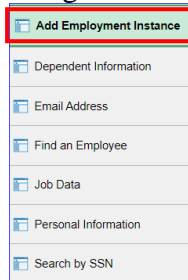
The **Add Relationship** button is the key button that can give one Employee ID another Employee Record. See Before You Begin ANY Hire or Rehire **Bad Example**.
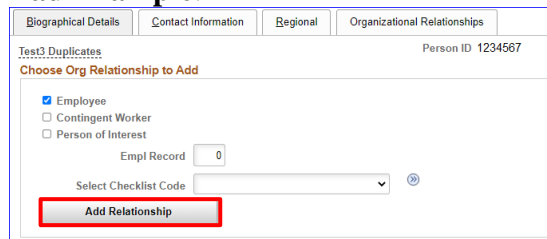

Only persons with the ability to Access someone into DA have the two links that display the **Add Relationship** button.

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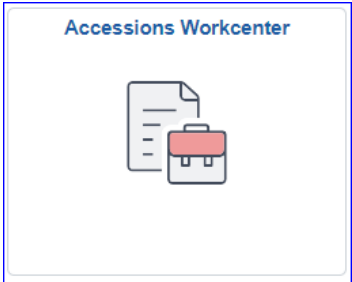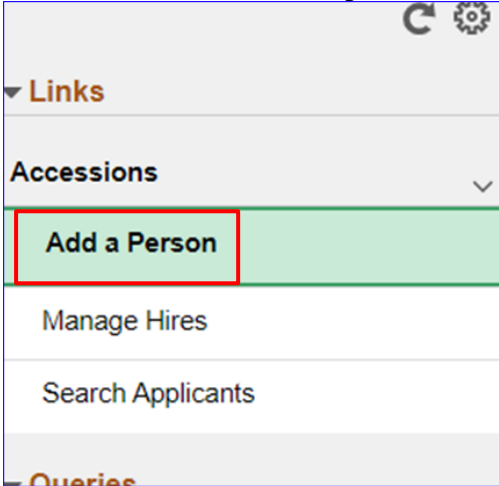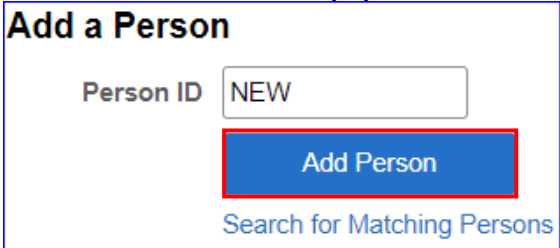- **Add Employee Instance (see above)**
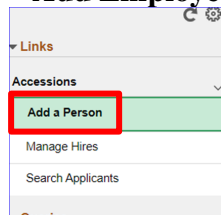
The only time you should use the Add Employee Instance link is if the **Organizational Relationships** tab is missing in Personal Information, you did not finish the accession and the member does not have Job Data.
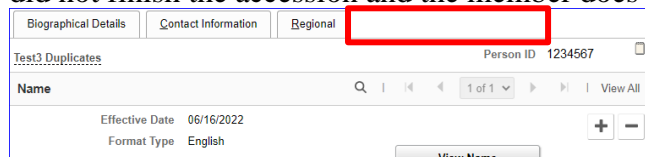
Accessing the Member into Direct Access

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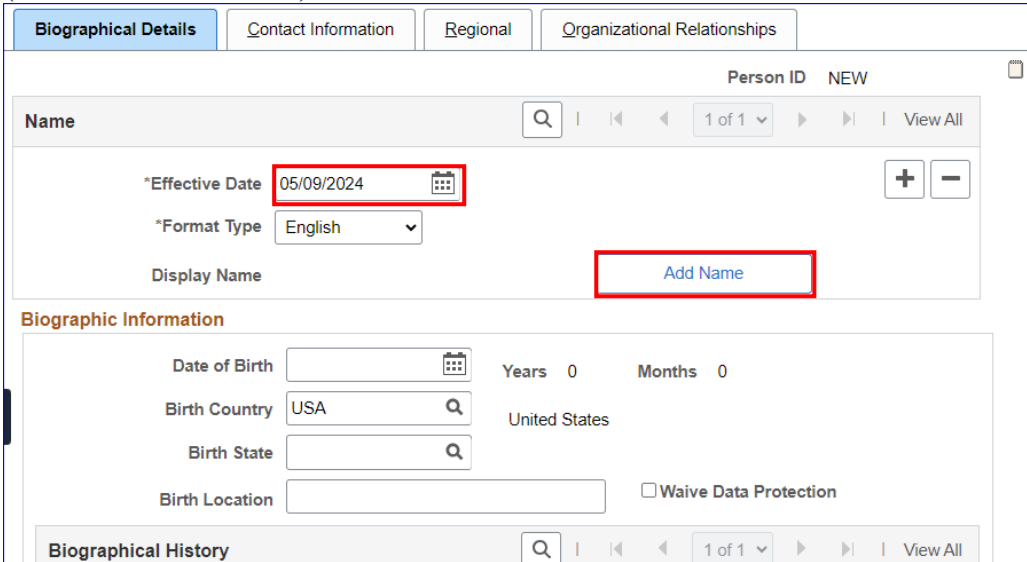
Procedure   See below.

Step	Action
1	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

Accessing the Member into Direct Access, Continued

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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** 🔍 | ◄ ◄ 1 of 1 ▾ ► ►► | View All *Effective Date 05/09/2024 📅 ➕ ➖ *Format Type English ▾ Display Name Add Name **Biographic Information** Date of Birth 📅 Years 0 Months 0 Birth Country USA 🔍 United States Birth State 🔍 Birth Location ☐ Waive Data Protection **Biographical History** 🔍 | ◄ ◄ 1 of 1 ▾ ► ►► | View All
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. LEAVE IT BLANK.

Accessing the Member into Direct Access, Continued

Procedure, 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.

Accessing the Member into Direct Access, Continued

Procedure, 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 (with hyphens). • **Primary ID** – Is automatically checked.
8	Select the **Contact Information** tab.

Accessing the Member into Direct Access, Continued

Procedure, 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 (HOR) address • Mailing address

Accessing the Member into Direct Access, Continued

Procedure, continued

Step	Action
10	Verify 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	• **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 the Member into Direct Access, Continued
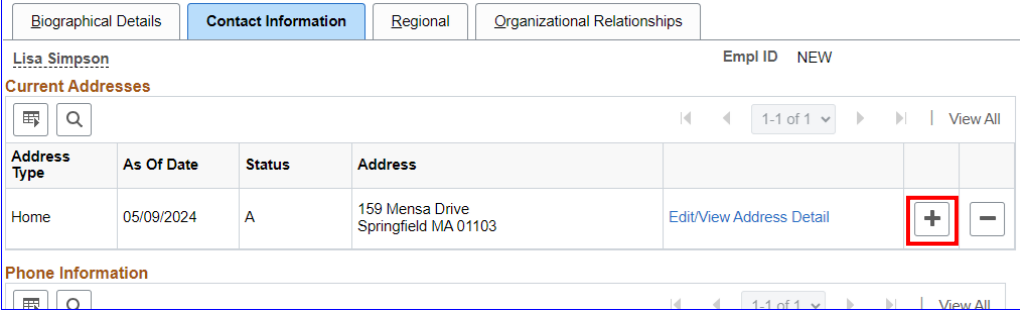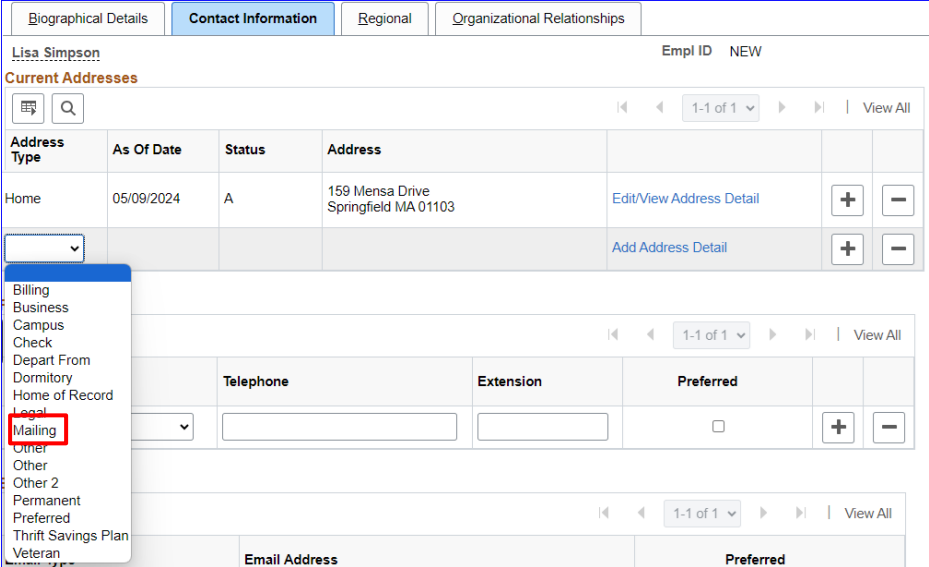
Procedure,
Continued

Step	Action
12	Click **OK**.

Accessing the Member into Direct Access, Continued
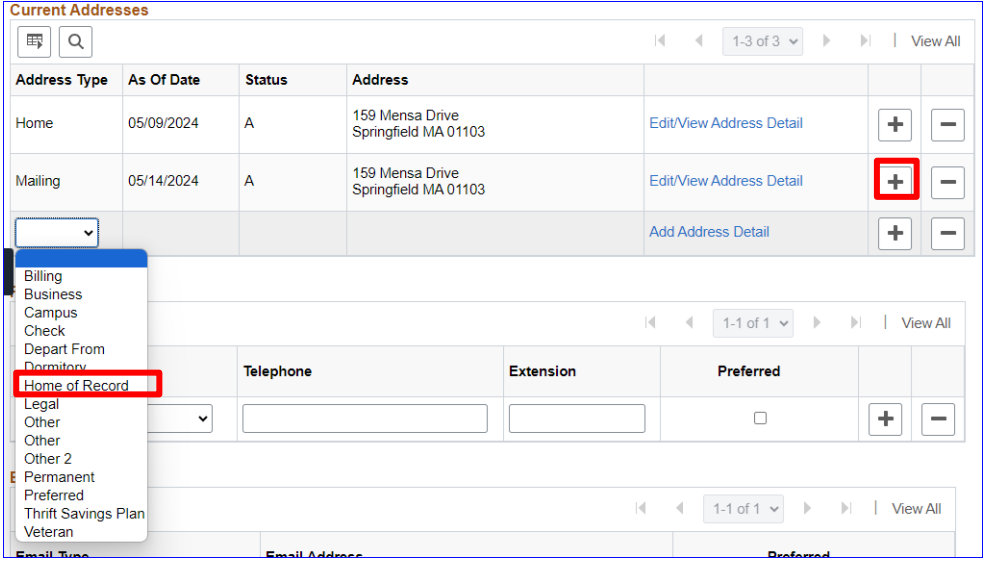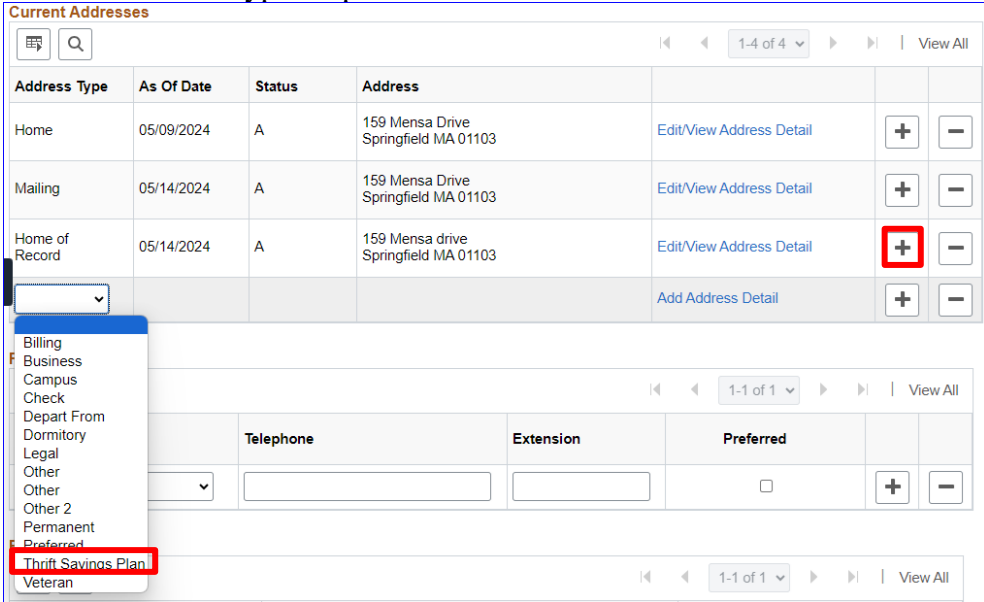
Procedure, continued

Step	Action
13	Click the **Plus** button to add the Mailing Address.
14	Repeat steps 9 – 12 to enter the **Mailing** address from the Address Type drop-down.

Accessing the Member into Direct Access, Continued

Procedure, continued

Step	Action
15	Click the **Plus** button and repeat steps 9 - 12 to enter the **Home of Record** as identified on the DD4.
16	Click the **Plus** button and repeat steps 9 – 12 to enter the **Thrift Savings Plan** from the Address Type drop-down.

Accessing the Member into Direct Access, Continued

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 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.
18	Select the Regional tab.

Accessing the Member into Direct Access, Continued
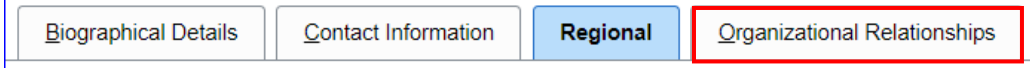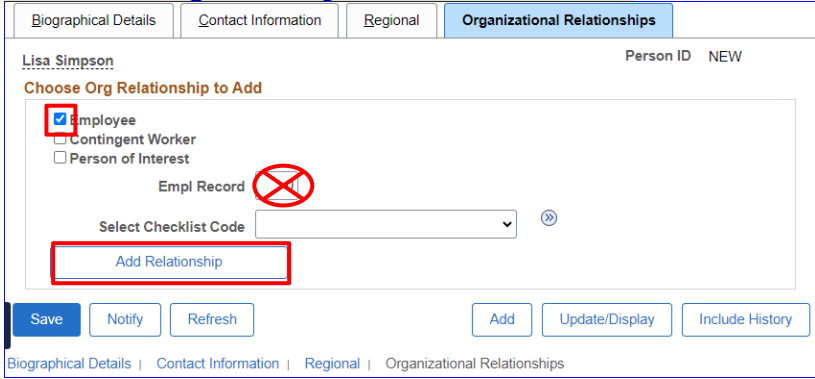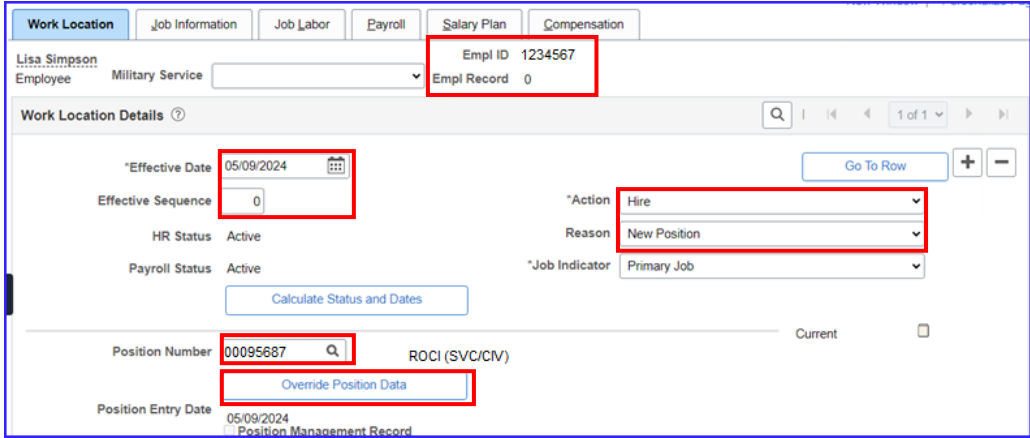
Procedure, continued

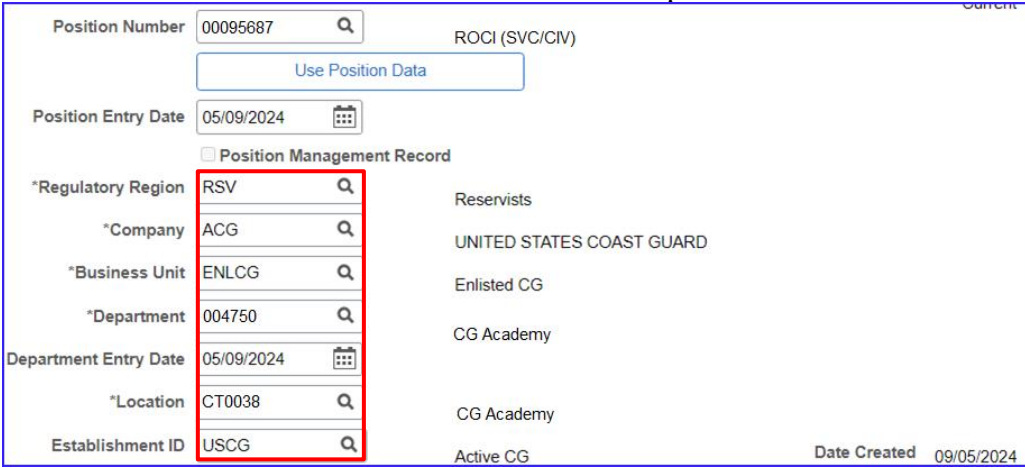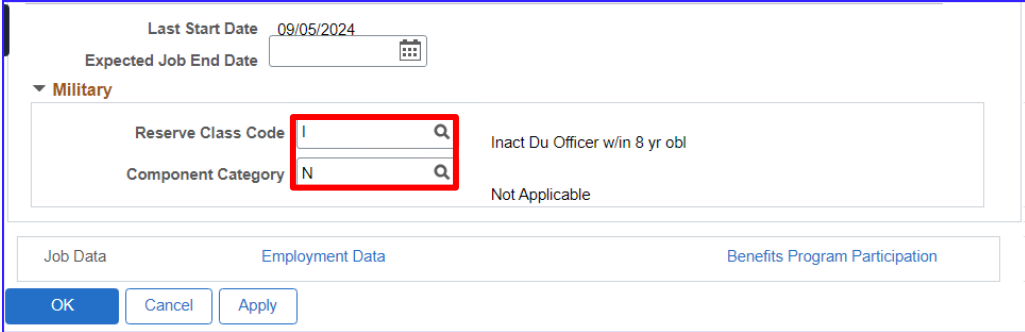| Step	Action
19	• **Regulatory Region** – Ensure USA is displayed. • **Ethnic Group** – Click the lookup icon to select the appropriate category. Narrow the search by using the **Description** field. See below. **NOTE:** If the member claims more than one ethnic group, click the **Plus** button, and add the additional group designation.

Accessing the Member into Direct Access, Continued

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** ☑ Employee ☐ 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. Click the **Override Position Data** button. **Work Location** Job Information Job Labor Payroll Salary Plan Compensation Lisa Simpson Empl ID 1234567 Employee Military Service [　　　] Empl Record 0 Work Location Details ⓘ 🔍 ⏮ ◀ 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 Calculate Status and Dates Current ☐ Position Number 00095687 🔍 ROCI (SVC/CIV) Override Position Data Position Entry Date 05/09/2024 ☐ Position Management Record

Accessing the Member into Direct Access, Continued

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. • **Location** – If not defaulted from the Department entered, enter CT0038. • **Establishment ID** – Select USCG from the lookup icon. Position Number 00095687 ROCI (SVC/CIV) Use Position Data Position Entry Date 05/09/2024 ☐ Position Management Record *Regulatory Region RSV Reservists *Company ACG UNITED STATES COAST GUARD *Business Unit ENLCG Enlisted CG *Department 004750 CG Academy Department Entry Date 05/09/2024 *Location CT0038 CG Academy Establishment ID USCG Active CG Date Created 09/05/2024
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 • **Component Category** – Select N from the lookup icon. 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

Accessing the Member into Direct Access, Continued
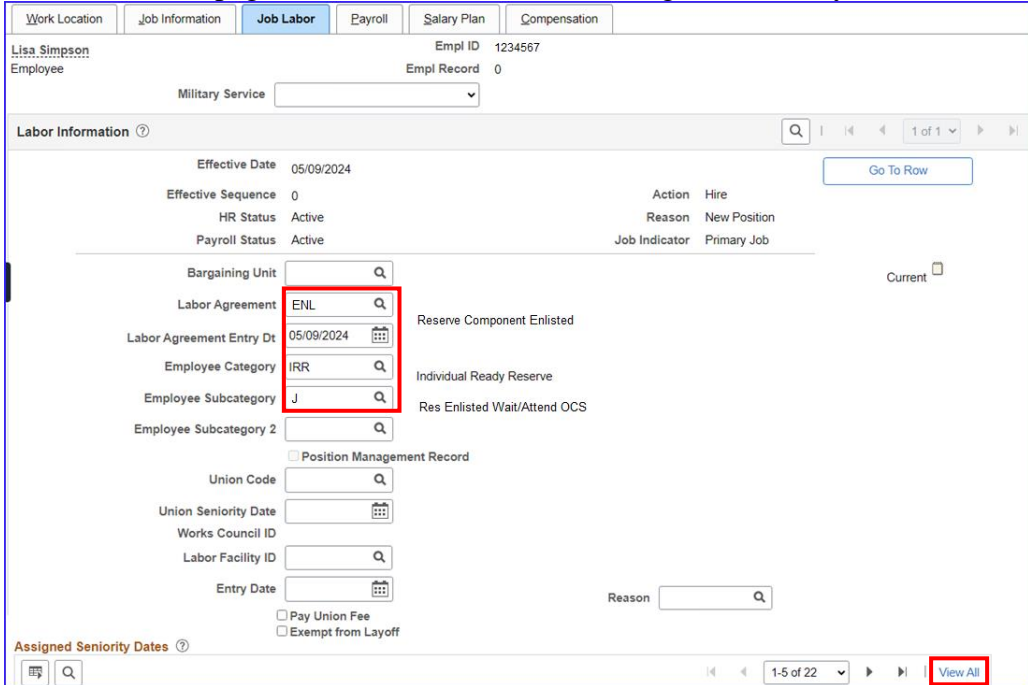
Procedure, continued

Step	Action
25	Select the **Job Information** tab. Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation
26	Only enter these three fields, **DO NOT** enter any other data fields. • **Job Code** – Enter 451097 (if not defaulted) and hit tab. • **Supervisor ID** – Enter the CGHRSUP Empl ID that approves Accessions. • **Employee Class** – Select IRR from the drop-down. Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation Lisa Simpson, Employee — Empl ID 1234567, Empl Record 0 Military Service Job Information Details Effective Date 05/09/2024 Effective Sequence 0 — Action Hire HR Status Active — Reason New Position Payroll Status Active — Job Indicator Primary Job — Current *Job Code 451097 — Officer Candidate Entry Date 05/09/2024 Supervisor Level Supervisor ID 9876543 — Milhouse Van Houten Reports To *Regular/Temporary Regular — *Full/Part Full-Time Empl Class IRR — *Officer Code None *Regular Shift Not Applicable — Shift Rate *Classified Ind Classified — Shift Factor
27	Select the **Job Labor** tab. Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation Lisa Simpson — Empl ID 1234567

Accessing the Member into Direct Access, Continued
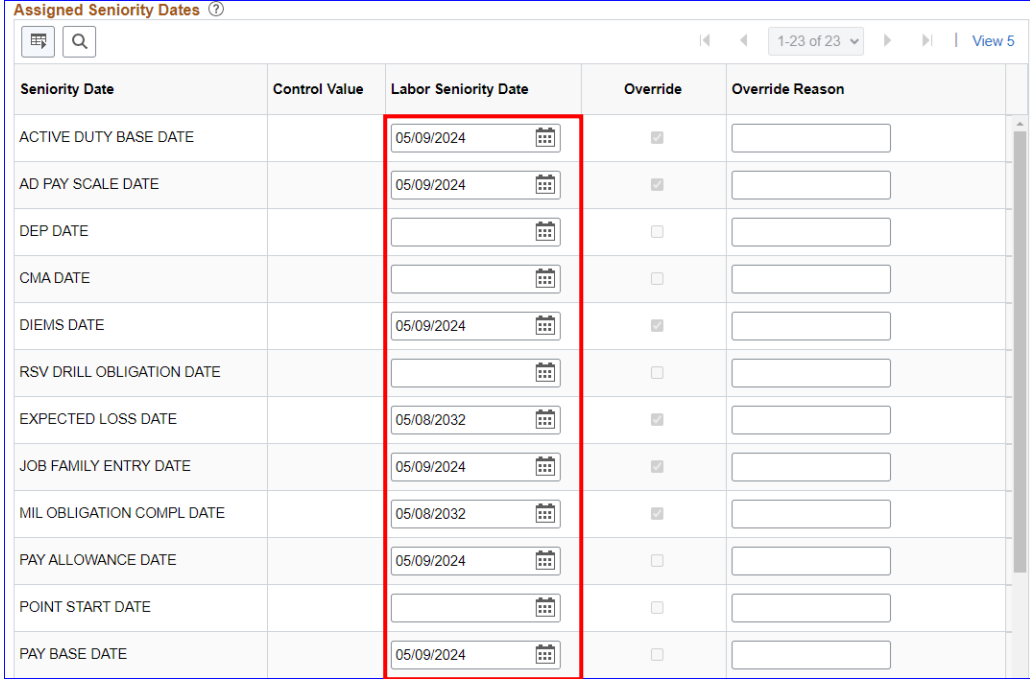
Procedure,
continued

Step	Action
28	Only enter these fields, **DO NOT** enter any other data fields. • **Labor Agreement** – Select ENL from the lookup icon. • **Labor Agreement Entry Dt** – Will default to date of hire. • **Employee Category** – Select IRR from the lookup icon. • **Employee Subcategory** – Enter TRAYPAY Code J. Scroll down the page and click **View ALL** for 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** ⑦ 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 ENL Reserve Component Enlisted Labor Agreement Entry Dt 05/09/2024 Employee Category IRR Individual Ready Reserve Employee Subcategory J Res Enlisted Wait/Attend OCS 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** ⑦ 1-5 of 22 View All

Accessing the Member into Direct Access, Continued

Procedure, continued

Step	Action
29	Only enter dates as indicated. **All other fields must be left blank.** • **Active Duty Base Date** – Date of the hire or 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** – Date Initial Entry Military Service (any component) • **RSV Drill Obligation Date** – Leave blank. • **Expected Loss Date** – 8 years from the original DIEMS date (minus 1 day) • **Job Family Entry Date** – Date of the hire or Oath of Office • **Mil Obligation Compl Date** – 8 years from DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP) • **Pay Allowance Date** – Date of the hire or Oath of Office • **Pay Base Date** – Date member departs on RSV IADT orders to OCS. **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). **Assigned Seniority Dates** 1-23 of 23 | View 5<table><tr><th>Seniority Date</th><th>Control Value</th><th>Labor Seniority Date</th><th>Override</th><th>Override Reason</th></tr><tr><td>ACTIVE DUTY BASE DATE</td><td></td><td>05/09/2024</td><td>☑</td><td></td></tr><tr><td>AD PAY SCALE DATE</td><td></td><td>05/09/2024</td><td>☑</td><td></td></tr><tr><td>DEP DATE</td><td></td><td></td><td>☐</td><td></td></tr><tr><td>CMA DATE</td><td></td><td></td><td>☐</td><td></td></tr><tr><td>DIEMS DATE</td><td></td><td>05/09/2024</td><td>☑</td><td></td></tr><tr><td>RSV DRILL OBLIGATION DATE</td><td></td><td></td><td>☐</td><td></td></tr><tr><td>EXPECTED LOSS DATE</td><td></td><td>05/08/2032</td><td>☑</td><td></td></tr><tr><td>JOB FAMILY ENTRY DATE</td><td></td><td>05/09/2024</td><td>☑</td><td></td></tr><tr><td>MIL OBLIGATION COMPL DATE</td><td></td><td>05/08/2032</td><td>☑</td><td></td></tr><tr><td>PAY ALLOWANCE DATE</td><td></td><td>05/09/2024</td><td>☐</td><td></td></tr><tr><td>POINT START DATE</td><td></td><td></td><td>☐</td><td></td></tr><tr><td>PAY BASE DATE</td><td></td><td>05/09/2024</td><td>☐</td><td></td></tr></table>

Accessing the Member into Direct Access, Continued

Procedure, continued

Step	Action
29 Cont.	• **Date of Rank** – Date of the hire or Oath of Office • **RSV Comp SBP Elect Date** – Leave blank. • **Rotation Date** – Leave at default. • **Reserve Accession Class Date** – Date of the hire or Oath of Office/Enlistment Contract • **Reserve Anniversary Date** – Date of Enlistment Contract or date of initial entry if continuous service • **Reserve Eligibility Date** – Date of the hire or Oath of Office • **Reserve Initiation Date** – Date of the hire or Oath of Office • **Reserve Letter Date** – Leave blank. • **RTB Eligibility Date** – Leave blank. • **RTB Letter Date** – Leave blank • **RTB Letter Response Date** – Leave blank.
30	Select the **Payroll** Tab.

Accessing the Member into Direct Access, Continued
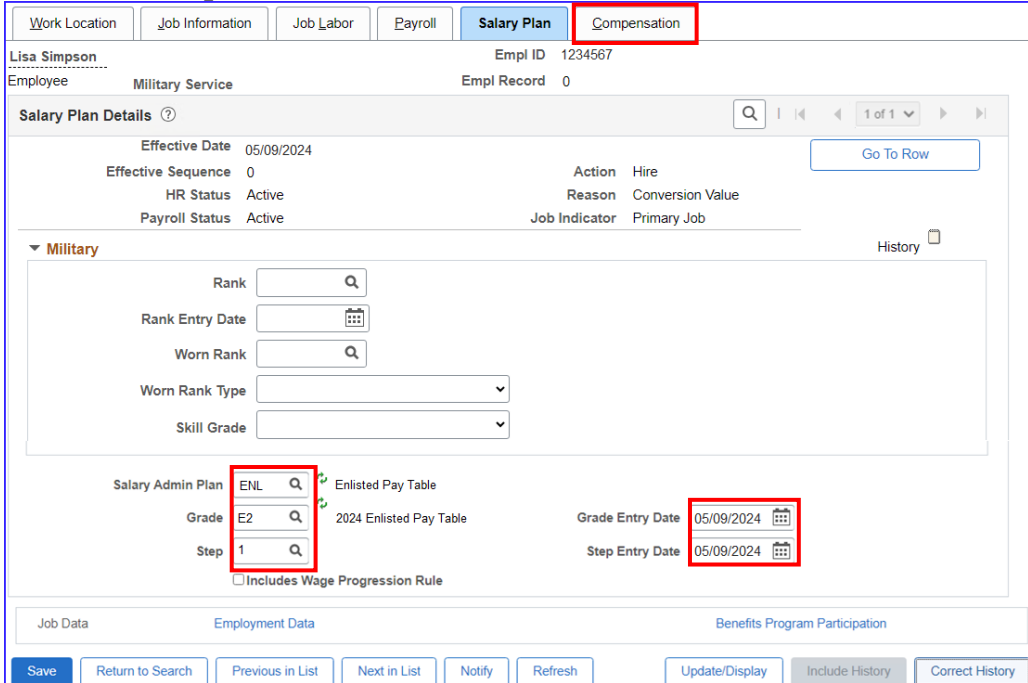
Procedure,
continued

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 the Member into Direct Access, Continued
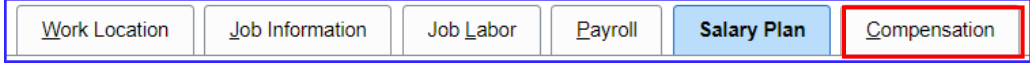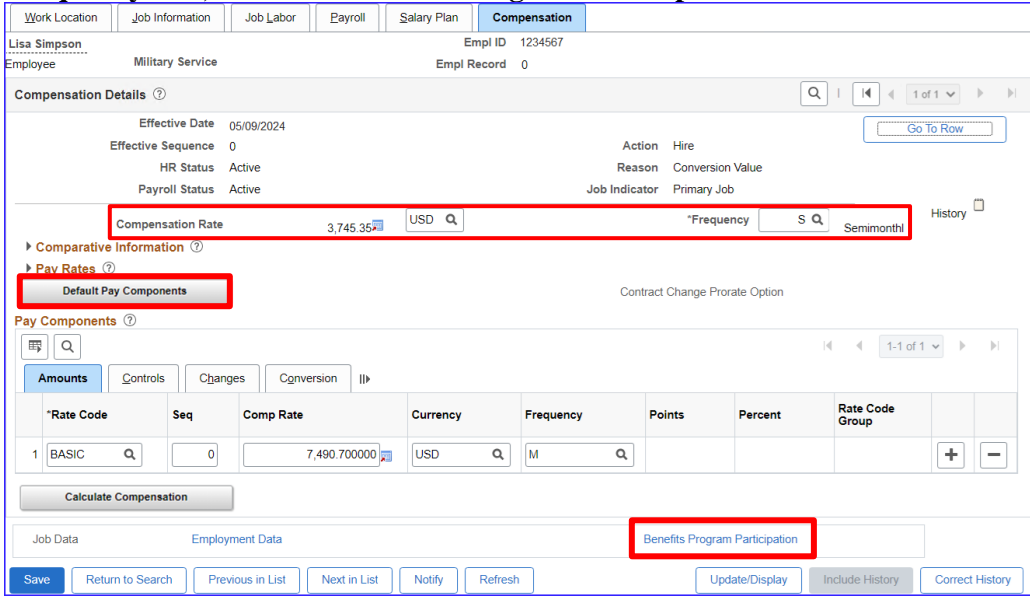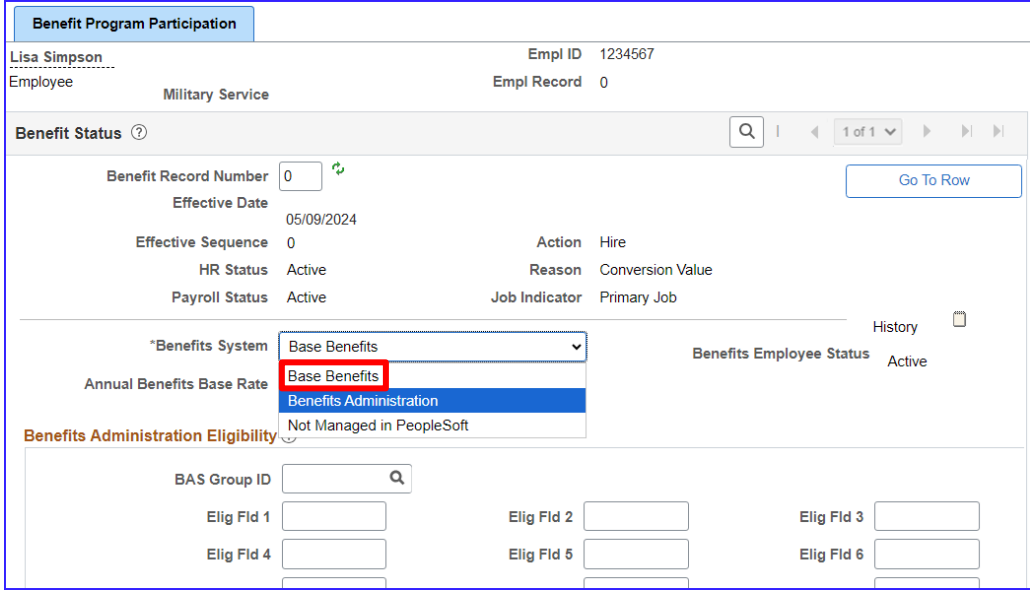
Procedure, continued

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 **Compensation** tab.

Accessing the Member into Direct Access, Continued
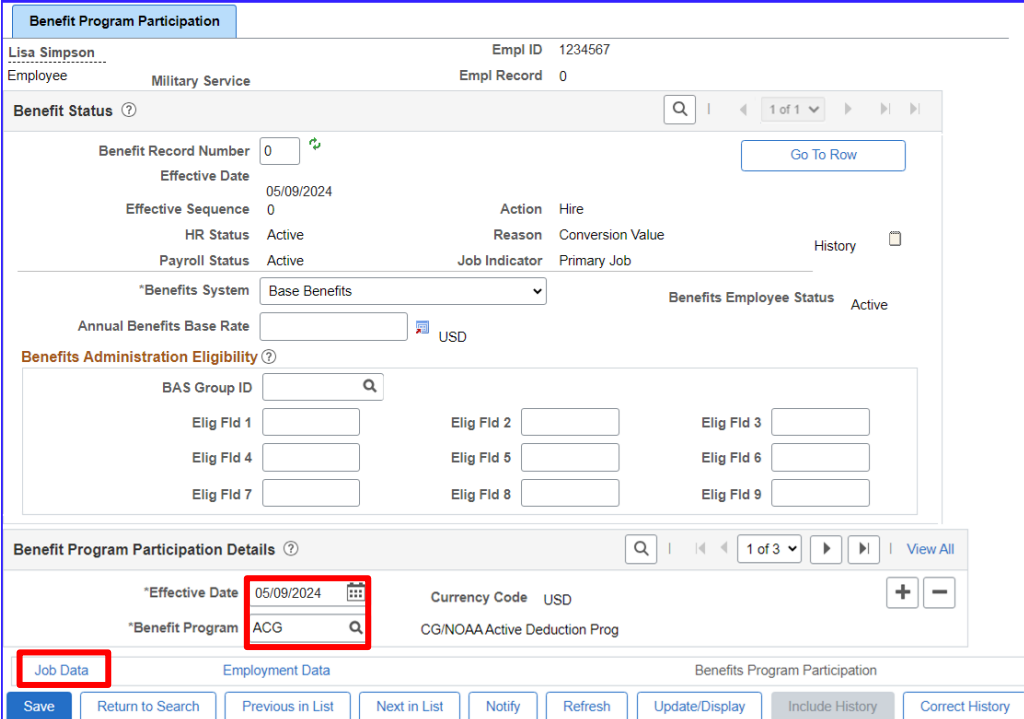
Procedure,
continued

Step	Action
33	Select the **Compensation** tab.
34	Click **Default Pay Components** (this updates the **Compensation Rate** and **Frequency** data). Click the **Benefits Program Participation** link.
35	**Benefits System** – Select Base Benefits from the drop-down.

Accessing the Member into Direct Access, Continued
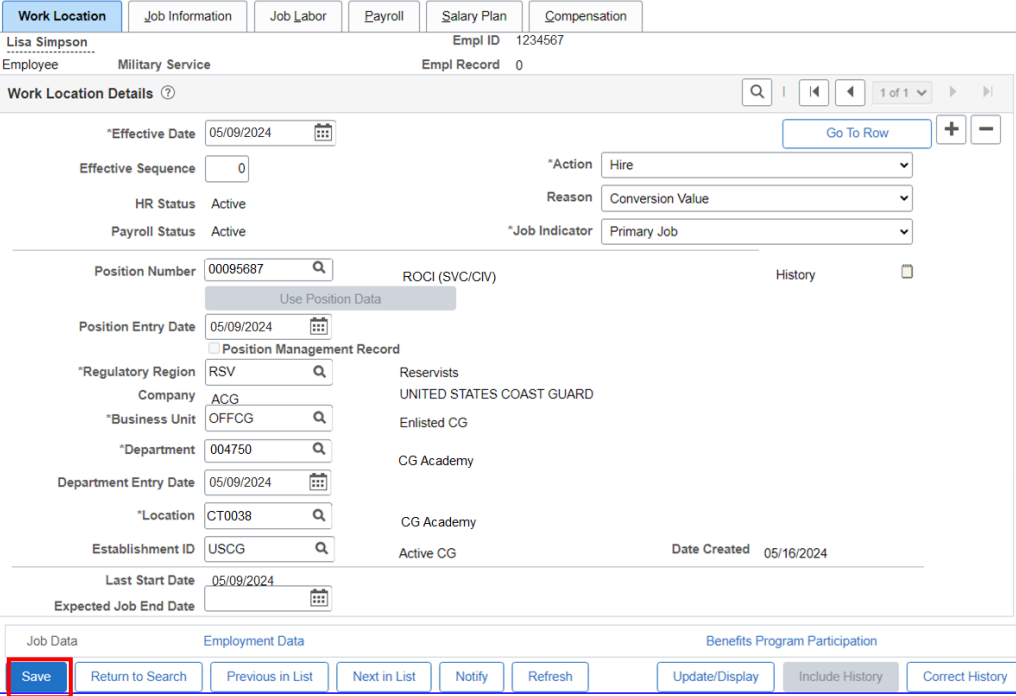
Procedure, continued

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. Click the **Job Data** link. ![Benefit Program Participation screen] Benefit Program Participation Lisa Simpson Employee Military Service Empl ID 1234567 Empl Record 0 Benefit Status ⓘ Benefit Record Number 0 Effective Date 05/09/2024 Effective Sequence 0 Action Hire HR Status Active Reason Conversion Value Payroll Status Active Job Indicator Primary Job History *Benefits System Base Benefits Benefits Employee Status Active Annual Benefits Base Rate USD Benefits Administration Eligibility ⓘ BAS Group ID 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 ⓘ 1 of 3 View All *Effective Date 05/09/2024 Currency Code USD *Benefit Program ACG 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

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Accessing the Member into Direct Access, Continued

Procedure, continued

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

Accessing the Member into Direct Access, Continued
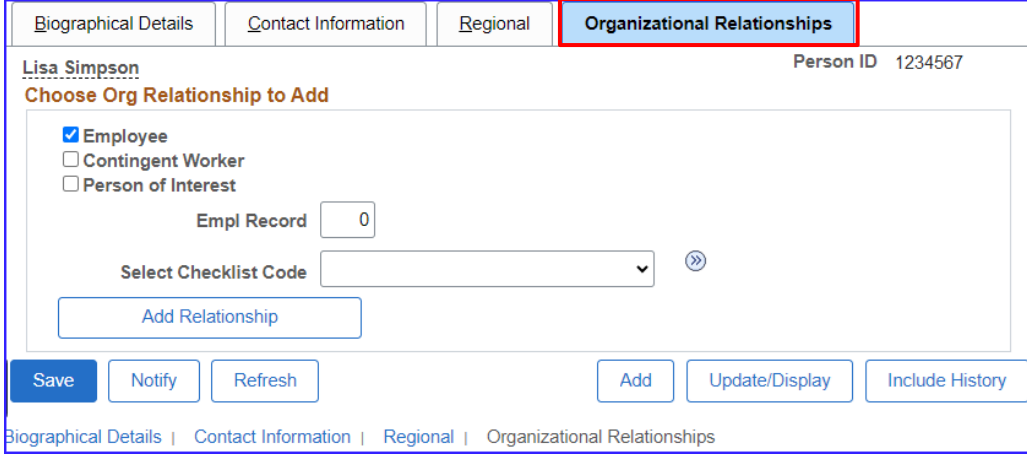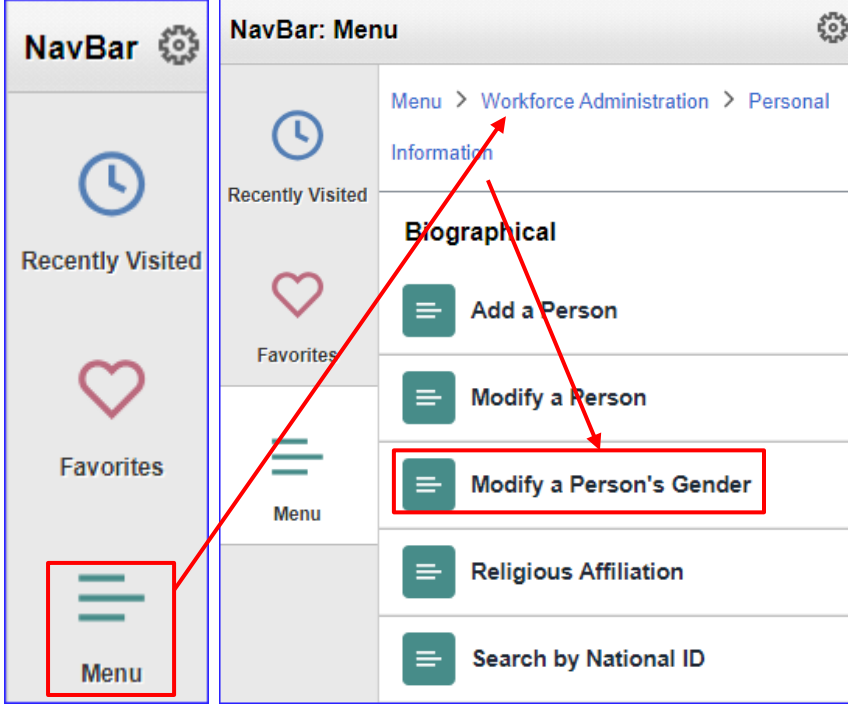
Procedure,
continued

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]

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]

JOB DATA CMP EMPLID : 1234567 COMPANY ACG ACTION HIR (0,0)

[OK]

Accessing the Member into Direct Access, Continued

Procedure, 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 drop-down arrow** > 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 the Member into Direct Access, Continued
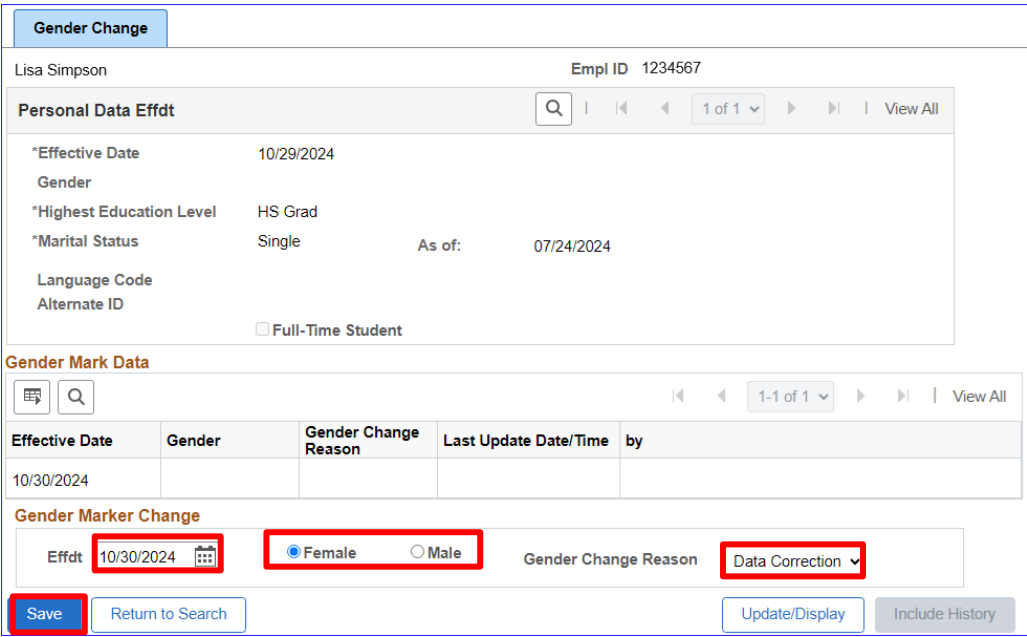
Procedure,
continued

Step	Action
41	Enter the **Empl ID** and click **Search**. The Include History box is already checked. **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 ▾ 1234567 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 ☐ Case Sensitive [Search] [Clear] Basic Search Save Search Criteria

Accessing the Member into Direct Access, Continued

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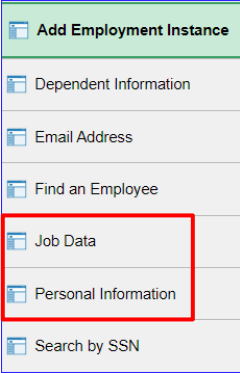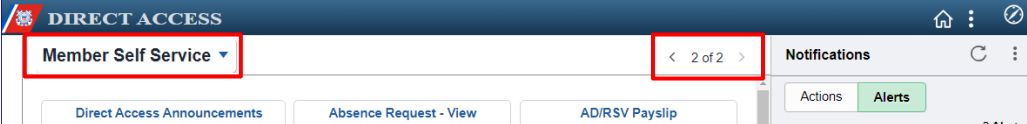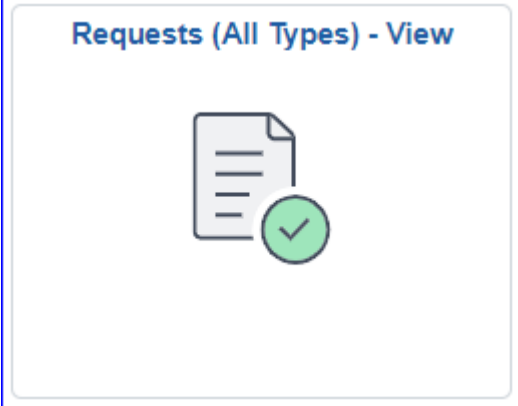
Introduction   This section provides the procedures for approving an Accession in DA.

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), the contract is entered and then the contract is approved.
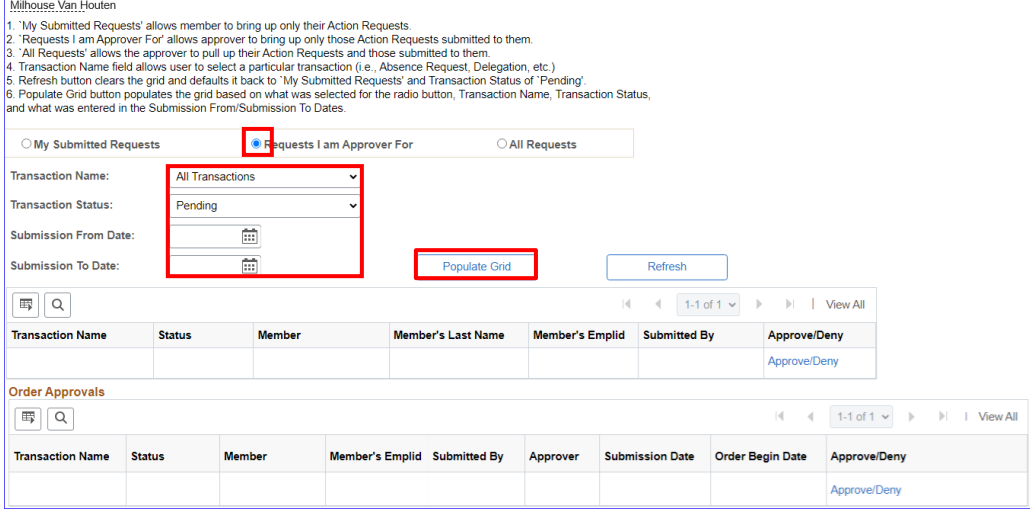
Procedure   See below.

Step	Action
1	Before approving the accession, review/audit the information by clicking on the **Personal Information** and the **Job Data** options.
2	Navigate to **Member Self Service** via the drop-down or by page **arrows**.
3	Click on the **Requests (All Types) - View** tile.

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**.
5	Click the **Approve/Deny** link for the accession you are approving.

Approving an Accession, Continued
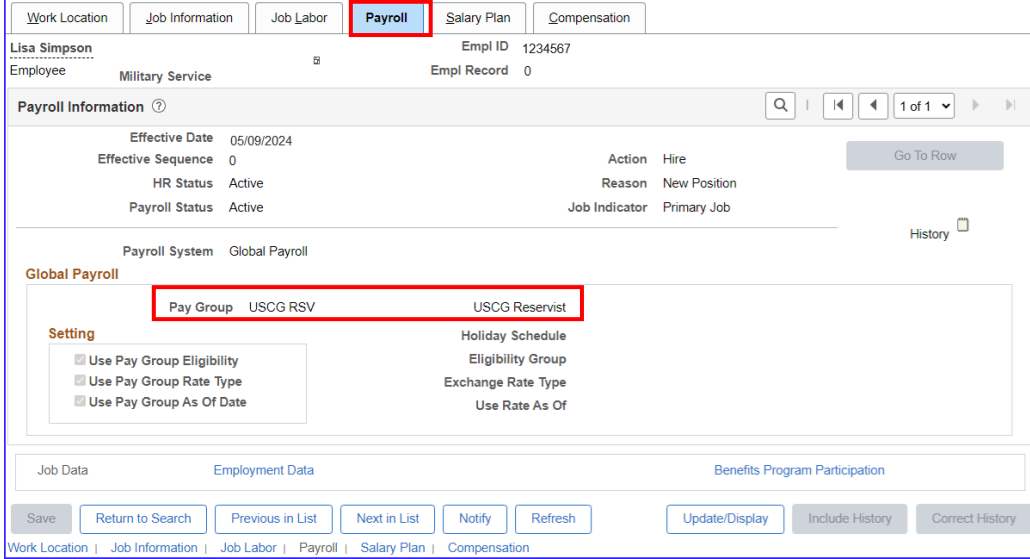
Procedure, continued

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

Approving an Accession, Continued

Procedure,
continued
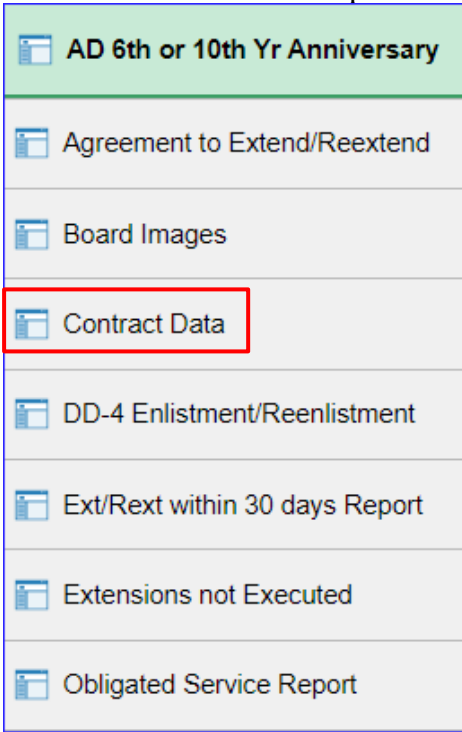
Step	Action
8	Return to the Job Data **Payroll** tab to confirm the members **Pay Group** has changed to USCG RSV and repeat the process for the next accession.

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	Action
1	Click on the **Career Management** tile.
2	Select the **Contract Data** option.

Entering Contract Data, Continued
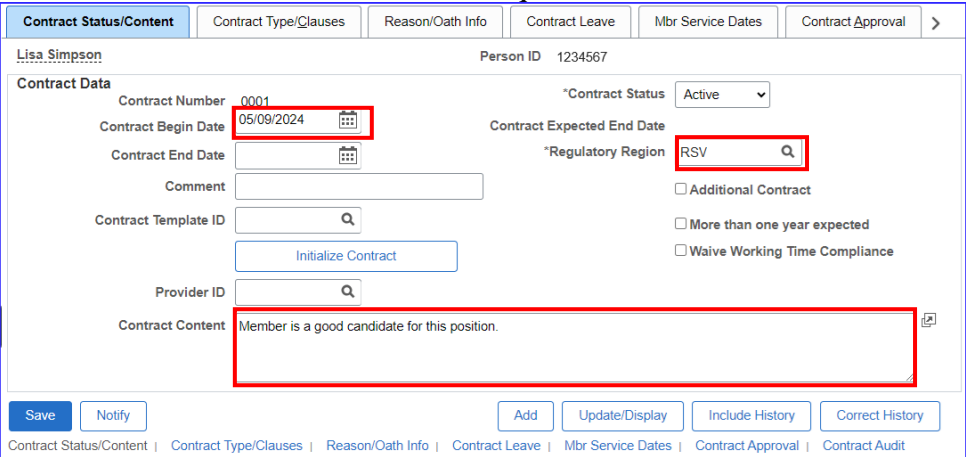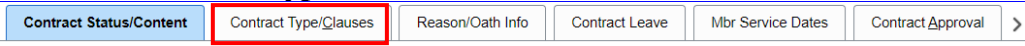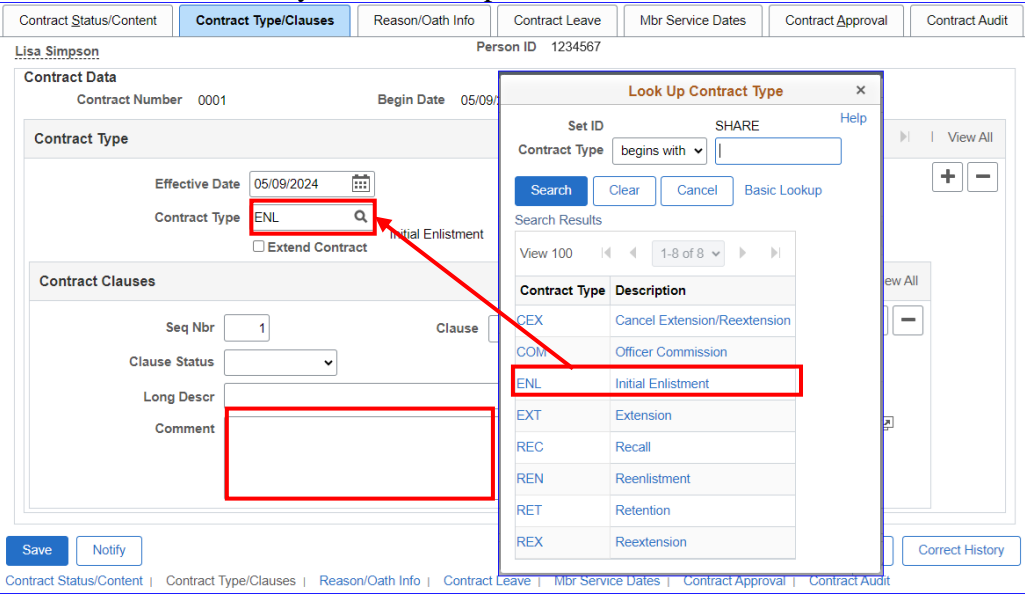
Procedure, continued

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
	Find an Existing Value Add a New Value
	*Empl ID [1234567 🔍]
	*Contract Number [0001]
	Add
	Find an Existing Value	Add a New Value

Entering Contract Data, Continued
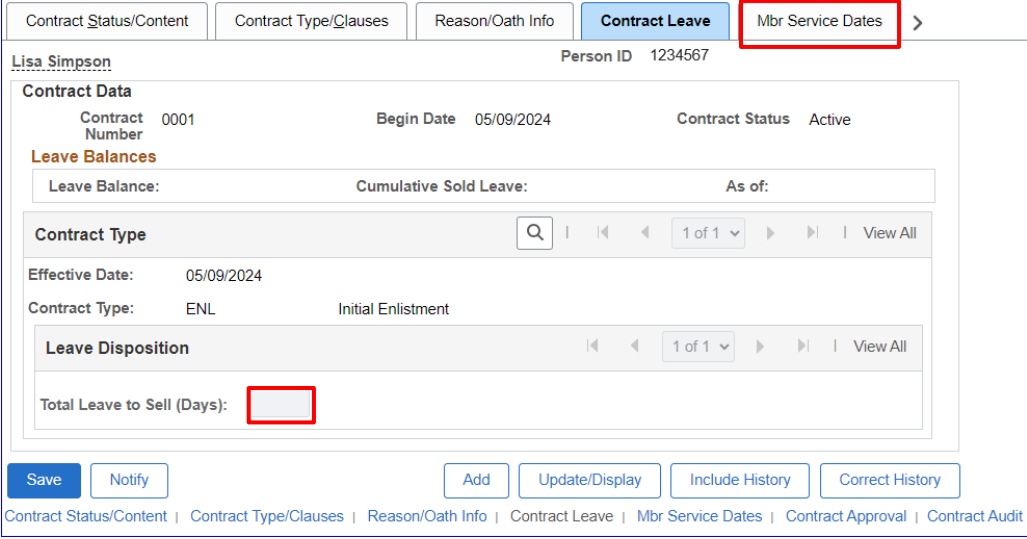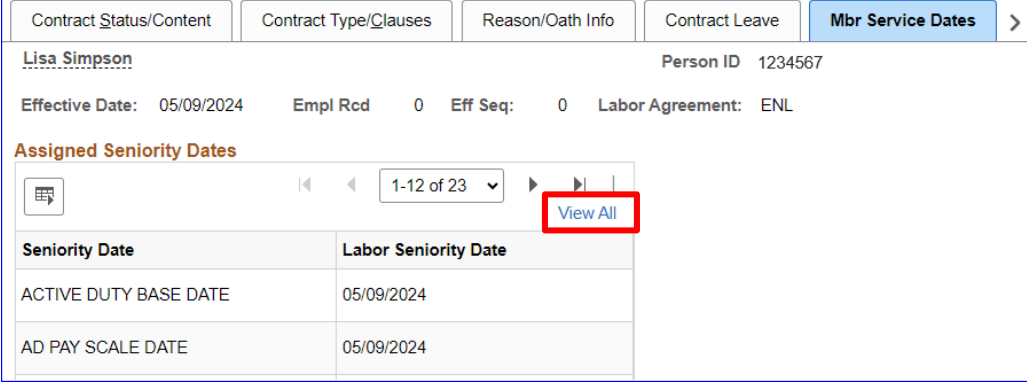
Procedure, continued

Step	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.
6	Select the **Contract Type/Clauses** tab.
7	• **Contract Type** – Select the ENL from the lookup icon. • **Comment** – Enter any contractual specific reasons.

Entering Contract Data, Continued

Procedure, continued

Step	Action
8	Select the **Reason/Oath Info** tab.
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.
10	Select the **Contract Leave** tab.

Entering Contract Data, Continued

Procedure, continued

Step	Action
11	**Total Leave to Sell (Days)** – Greyed out for OCS hires. Select the **Mbr Service Dates** tab.
12	Click **View All** on the Assigned Seniority Dates.

Entering Contract Data, Continued
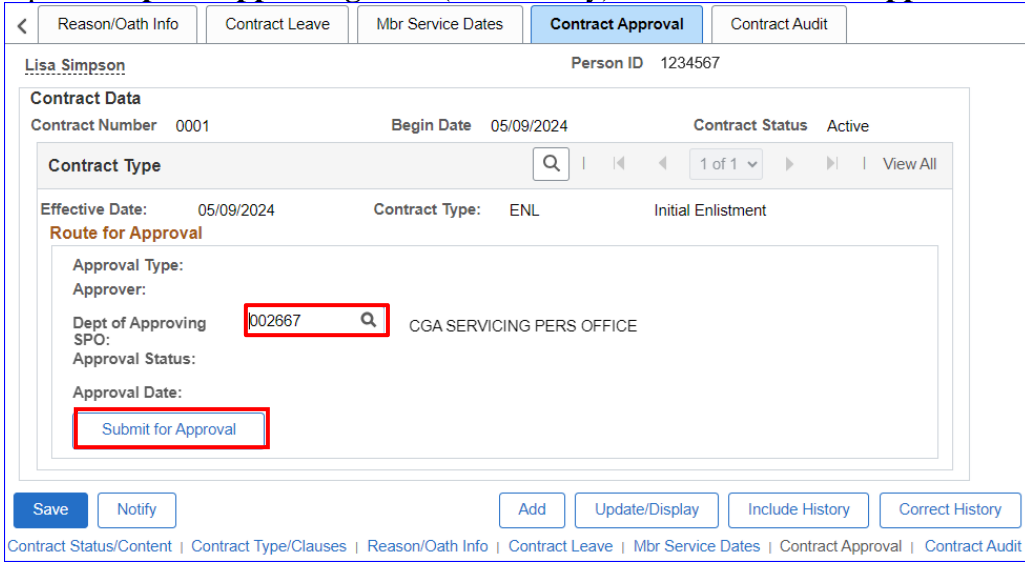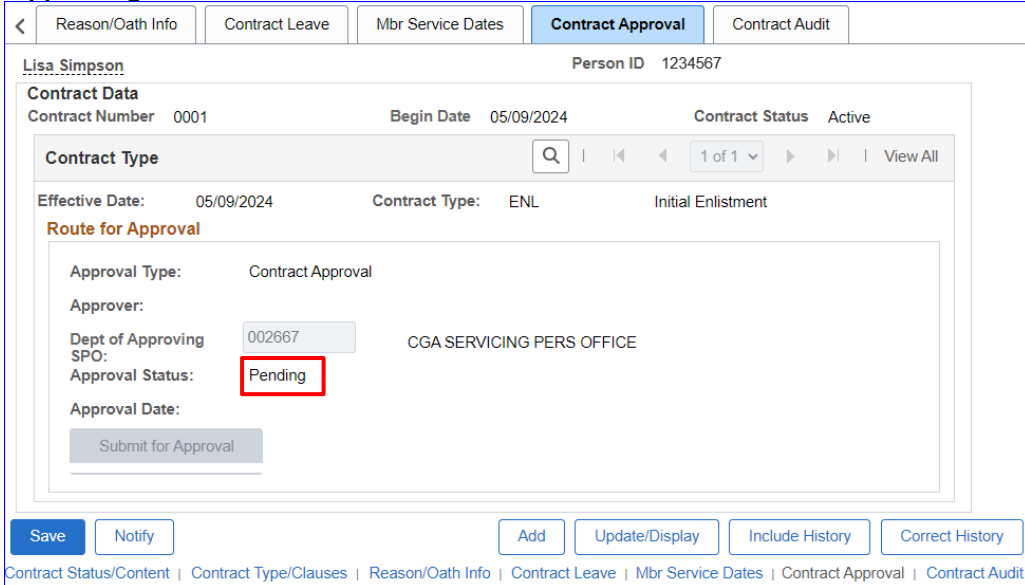
Procedure, continued

Step	Action
13	Confirm **Labor Seniority Dates** set during the Accession process are correct. If not, return to Job Data and verify the dates were entered correctly. **Assigned Seniority Dates** 1-23 of 23 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 Update/Display Include History Correct History Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval | Contract Audit
14	Select the **Contract Approval** tab. < Reason/Oath Info Contract Leave **Mbr Service Dates** Contract Approval Contract Audit

Entering Contract Data, Continued

Procedure,
continued
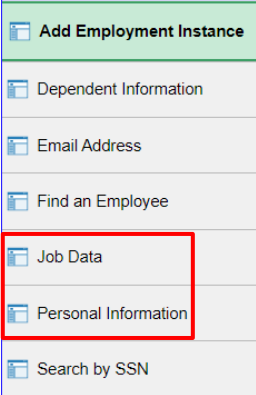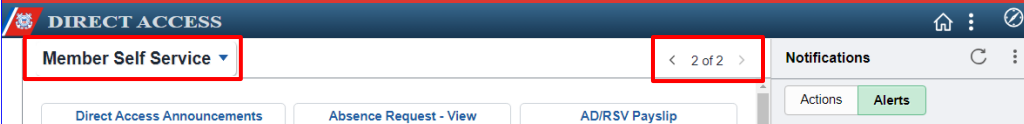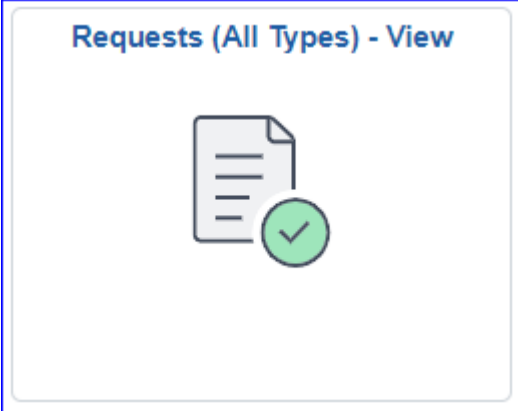
Step	Action
15	Update **Dept of Approving SPO** (if necessary). Click **Submit for Approval**.
16	The **Approval Status** updates to Pending and the contract will be routed to the Approving SPO.

Approving a Contract

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

Information	• SPO Auditor/PAO user access is required to approve a contract. • The approver cannot be the same person who entered the contract. • The member will **NOT be paid** until the contract is entered and then approved

Procedure	See below.

Step	Action
1	Before approving the accession, review/audit the information by clicking on the **Personal Information** and the **Job Data** options. Add Employment Instance Dependent Information Email Address Find an Employee Job Data Personal Information Search by SSN
2	Navigate to **Member Self Service** via the drop-down or by page **arrows**. DIRECT ACCESS Member Self Service ▾ < 2 of 2 > Notifications 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	Action
3	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**.
4	Click the **Approve/Deny** link for the contract you are approving.

Approving a Contract, Continued

Procedure,
Continued

Step	Action
5	Enter **Comments** and click **Approve** or **Deny** (deny returns the contract to the HRS user). **Action Request** Contract Approval Simpson,Lisa Marie 1. Please verify the contract data and leave disposition information. 2. If Changes are needed, enter details about changes in the Comments field. 3. Click Approve or Deny 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** 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	The contract is approved, and the member is fully accessed into the Coast Guard with pay. **Contract Approval** Contract Approval:Approved 💬View/Hide Comments One Level Approval **Approved** ✔ Milhouse Van Houten Contract Approvers 05/14/24 - 12:21 PM **Comments** System at 05/14/24 - 12:17 PM No Comments.

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, <mark>then direct deposit **must** be entered.</mark>

Procedures   See below.

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

BAH and Direct Deposit, Continued
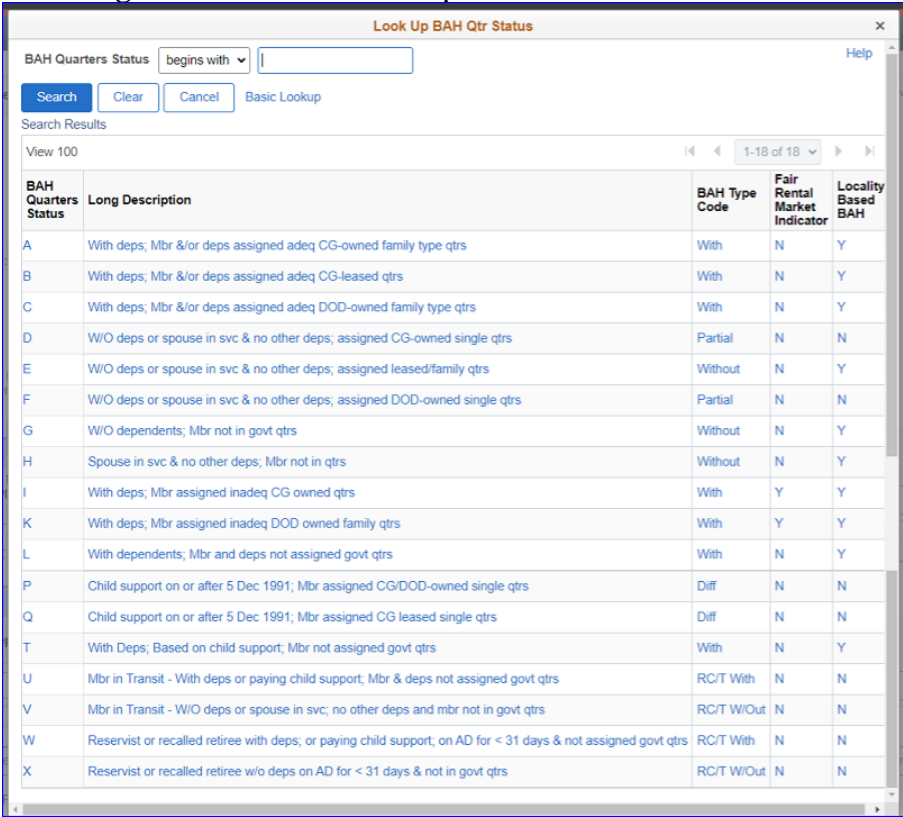
Procedures,
Continued

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 ✓	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 contract. • 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

BAH and Direct Deposit, Continued

Procedures,
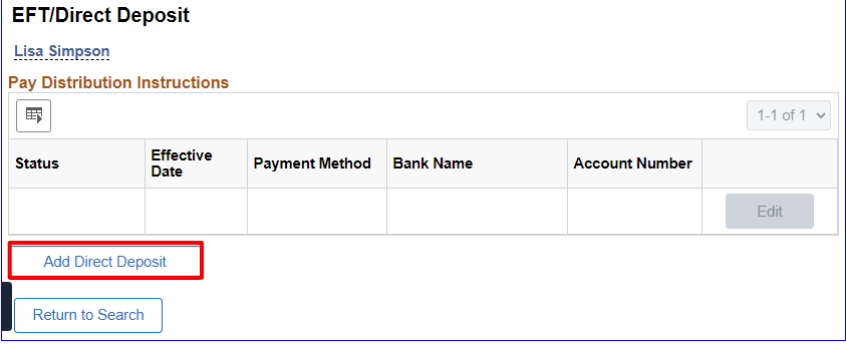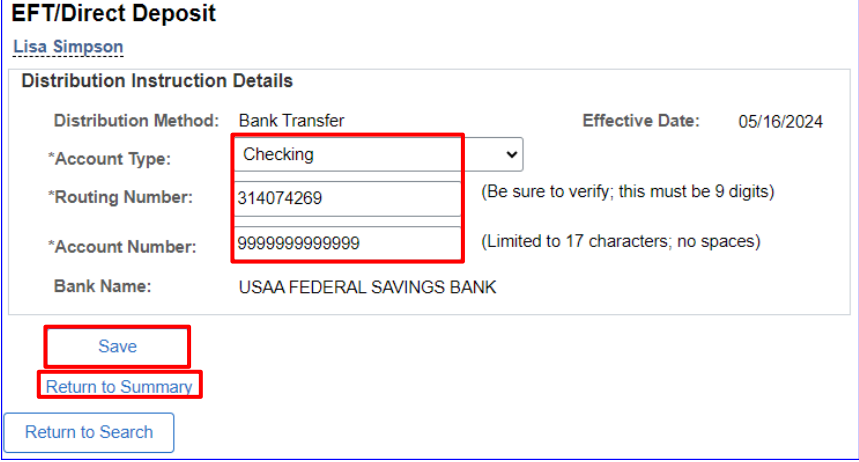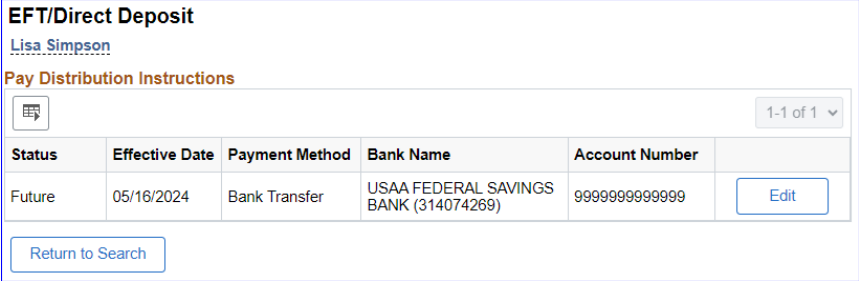Continued

Step	Action
5	Clicking **Save** will fill in the **BAH Rate** and **BAH Entitle** fields.
6	Without leaving the screen, select the **Direct Deposit** option.

BAH and Direct Deposit, Continued

Procedures,
Continued

Step	Action
7	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
8	Enter the following: • **Account Type** – Select from the drop-down. • **Routing Number** – Enter the appropriate data. • **Account Number** – Enter the appropriate data. Click **Save**. Click **Return to Summary**. **EFT/Direct Deposit** Lisa Simpson **Distribution Instruction Details** Distribution Method: Bank Transfer Effective Date: 05/16/2024 *Account Type: Checking *Routing Number: 314074269 (Be sure to verify; this must be 9 digits) *Account Number: 9999999999999 (Limited to 17 characters; no spaces) Bank Name: USAA FEDERAL SAVINGS BANK Save Return to Summary Return to Search
9	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 Future / 05/16/2024 / Bank Transfer / USAA FEDERAL SAVINGS BANK (314074269) / 9999999999999 / Edit Return to Search