### **OCS Hire to IRR Overview**

| Introduction             | This guide provides the procedures for accessing a memb<br>Candidate School (OCS). The member must be hired into<br>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<br>Information | <ul> <li>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.</li> <li>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.</li> </ul> | ectly.<br>It will not allow<br>missing or there<br>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 <b>Add a Person</b> 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 <b>Name</b> including the full middle name (failure to enter the full middle name will result in issues by <b>NOT</b> populating on the DD-214).<br>When complete, click <b>OK</b> . |  |  |  |  |  |  |  |  |  |
|      | <b>NOTE:</b> Do not use NMN for members with "No Middle Name". The government travel card will be issued with a middle name of "N" and cause denial of its use for the member. LEAVE IT BLANK.                   |  |  |  |  |  |  |  |  |  |

#### 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.   |  |  |  |  |  |  |  |  |  |  |
|      | <ul> <li>Biographical information section:</li> <li>Date of Birth – Enter the member's birth date.</li> </ul> |  |  |  |  |  |  |  |  |  |  |  |
|      |   |  |  |  |  |  |  |  |  |  |  |  |
|      | • 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   | <b>Ⅲ</b> + −                                     |  |  |  |  |  |  |  |  |  |  |
|      | 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.  |   |  |         |            |            |                 |                 |  |  |  |
|   | • <b>Highest Education Level</b> – 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<br>*Marita<br>Langua<br>Alte<br>▼ National ID                  | Gender Ur<br>on Level N<br>al Status  | 109/2024 IIII<br>Inknown<br>ot Indicated<br>Iarried<br>Inglish | •<br>•  |            | 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<br>hire. Click the<br><b>NOTE: Requ</b><br>• Thrift Savir                     | e Add A               | Address<br>ddress '  | Detail li<br>Types m | ink.   |                        | e A       | As Of Date is    | the date      | of  |  |  |
|      | <ul> <li>Thrift Savings Plan (TSP) address</li> <li>Home of record (HOR) address</li> </ul> |                       |                      |                      |        |                        |           |                  |               |     |  |  |
|      | 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        |               |     |  |  |
|      |   | <b>~</b>              |                      |                      |        |                        |           |                  | +             | -   |  |  |
|      | 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               | )<br>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   | <ul> <li>Address 1 – Enter the number and the street name.</li> <li>Address 2 – Not Used.</li> <li>Address 3 – Not Used.</li> <li>City – Enter the city.</li> <li>State – Enter the state.</li> <li>Postal – Enter the postal zip code.</li> <li>County – Enter the county (if known).</li> </ul> |
|      | 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 <b>OK</b> .   |
|      | Address History   |
|      | Address Type Home   |
|      | Address History   |
|      | *Effective Date 05/09/2024 III Address 159 Mensa Drive Springfield MA 01103 |
|      | *Status A Q<br>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<br>Type  | As Of Date  | Status           |  |                          |         |                       |          |          |
|      | Home   | 05/09/2024  | А                | 159 Mensa D<br>Springfield M           |                          |         | Edit/View Address Det | tail     | • -      |
|      | Phone Inform   | nation      |                  |  |                          |         | I                     | × • • •  | View All |
| 14   | Repeat s<br>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<br>Current Addre  | sses        |                  |  |                          |         | Empl ID NEW           |          |          |
|      | ■ Q  |             |                  |  |                          | M       | 1-1 of 1 ∨            | View All |          |
|      | Address<br>Type  | As Of Date  | Status           | Address                                |                          |         |                       |          |          |
|      | Home   | 05/09/2024  | A                | 159 Mensa Drive<br>Springfield MA 0110 | 03                       | Edit/Vi | iew Address Detail    | + -      |          |
|      | <b></b>  |             |                  |  |                          | Add A   | ddress Detail         | + -      |          |
|      | Billing<br>Business  |             |                  |  |                          |         |                       |          |          |
|      | Campus<br>Check<br>Depart From   |             |                  |  |                          |         | 1-1 of 1 🗸 🕨          | View All |          |
|      | Dormitory<br>Home of Record  | ď           | Telephone        |  | Extension                |         | Preferred             |          |          |
|      | Mailing<br>Other   | ~           |                  |  |                          |         |                       | + -      |          |
|      | Other<br>Other 2   |             |                  |  |                          |         |                       |          |          |
|      | Permanent<br>Preferred<br>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 <b>Home of </b> 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<br>Springfield MA 01103   | E            | Edit/View Address Detail  | +       |
| Mailing   | 05/14/2024  | А   | 159 Mensa Drive<br>Springfield MA 01103   | E            | dit/View Address Detail   | +       |
| ✓   |   |   |   | A            | Add Address Detail  | +       |
| Billing   |   |   |   |              |   |         |
| <ul> <li>Business</li> <li>Campus</li> <li>Check</li> </ul>   |   |   |   |              | <ul> <li>✓ 1-1 of 1 ∨</li> </ul>  | Vie     |
| Depart From<br>Dormitory<br>Home of Reco  |   | Telephone                                   | E   | tension      | Preferred   |         |
| Legal<br>Other  |   |   |   |              |   | +       |
| - Other<br>Other 2  |   |   |   |              |   |         |
| - Veteran   |   | Email Ac                                    | ldroce  |              | Broforrad   |         |
| Click the   | Address   | ton and                                     | repeat steps 9 –<br>rop-down.   | - 12 to ente | er the <b>Thrift Sa</b>   | vings   |
| Click the<br>From the<br>Current Addre  | Address   | ton and                                     | repeat steps 9 -  | - 12 to ente | er the <b>Thrift Sa</b>   |         |
| Email Tune<br>Click the<br>rom the<br>Current Addre   | Address   | ton and                                     | repeat steps 9 –<br>cop-down.   | - 12 to ente |   |         |
| Click the<br>rom the<br>Current Addre   | Address   | ton and<br>Type di                          | repeat steps 9 –<br>rop-down.   | - 12 to ente |   |         |
| Click the<br>From the<br>Current Addre  | Address<br>sses<br>As Of Date                             | ton and<br>Type dr                          | Address   | - 12 to ente | I   |         |
| Click the<br>From the Addre<br>Gurrent Addre<br>Address Type<br>Home  | Address sses As of Date 05/09/2024                        | ton and<br>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<br>From the<br>Current Addre<br>Address Type<br>Home<br>Mailing<br>Home of  | Address<br>sses<br>As of Date<br>05/09/2024<br>05/14/2024 | ton and<br>Type dr<br>Status<br>A<br>A      | A repeat steps 9 –<br>cop-down.<br>Address<br>159 Mensa Drive<br>Springfield MA 01103<br>159 Mensa Drive<br>Springfield MA 01103<br>159 Mensa drive   |              | Image: Image of the second        | •       |
| Click the<br>Current Addre<br>Current Address<br>Address Type<br>Home<br>Mailing<br>Home of<br>Record<br>Billing<br>Business<br>Campus  | Address<br>sses<br>As of Date<br>05/09/2024<br>05/14/2024 | ton and<br>Type dr<br>Status<br>A<br>A      | A repeat steps 9 –<br>cop-down.<br>Address<br>159 Mensa Drive<br>Springfield MA 01103<br>159 Mensa Drive<br>Springfield MA 01103<br>159 Mensa drive   |              | Image: Address Detail       Edit/View Address Detail       Edit/View Address Detail       Edit/View Address Detail       Add Address Detail   |         |
| Click the<br>Current Addre<br>Current Addre<br>Current Address<br>Current Address | Address<br>sses<br>As of Date<br>05/09/2024<br>05/14/2024 | ton and<br>Type dr<br>Status<br>A<br>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<br>Current Addre<br>Current Addres<br>Current Address<br>Type<br>Home<br>Mailing<br>Home of<br>Record<br>Billing<br>Business<br>Campus<br>Check<br>Depart From<br>Demitory<br>Legal<br>Other  | Address<br>sses<br>As of Date<br>05/09/2024<br>05/14/2024 | ton and<br>Type dr<br>Status<br>A<br>A<br>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<br>Current Addre<br>Current Address Type<br>Home<br>Mailing<br>Home of<br>Record<br>Billing<br>Business<br>Check<br>Depart From<br>Dormitory<br>Legal   | Address sses  As of Date 05/09/2024 05/14/2024 05/14/2024 | ton and<br>Type dr<br>Status<br>A<br>A<br>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 <b>Phone Information</b> , <b>Email Addresses</b> and <b>Instant Message IDs</b> should be left blank (to be entered/verified by the member before graduation). |                 |                     |   |                          |                 |  |  |  |  |  |  |
|      | NOTE: A   | <b>Business</b> | 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<br>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<br>Springfield MA 01103 | Edit/View Address Detail | + -             |  |  |  |  |  |  |
|      | Mailing   | 05/14/2024      | А                   | 159 Mensa Drive<br>Springfield MA 01103 | Edit/View Address Detail | + -             |  |  |  |  |  |  |
|      | Home of Record  | 05/14/2024      | A                   | 159 Mensa drive<br>Springfield MA 01103 | Edit/View Address Detail | + -             |  |  |  |  |  |  |
|      | Thrift Savings<br>Plan  | 05/14/2024      | А                   | 159 Mensa Drive<br>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<br>Biographical Details  | fy Refresh      | )<br>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 -<br>roup – Clic<br>ne search by   | k the lo | okup i   | con to               | select th  |  |                       | e category  | /.        |
|   |   | the member   |          |          |                      |  | e group,   | click                 | the <b>Plus</b>   |           |
|   | Biographical Det  |  |          | Regional | group designation.   |  |  |                       |   |           |
| • | Lisa Simpson  |  |          | regional | Digun                |  | Person I   | D NEW                 |   |           |
|   | Ethnic Group  |  |          |          |                      | Q  |  | of 1 🗸                | I Vie   | ew All    |
|   |   | Regulatory Regi<br>Ethnic Gro  |          | م<br>w   | nited State<br>'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<br>Search   | begins with V  |          | _ookup   |                      |  | Look Up  | Ethnic Gr             | oup   | ×         |
|   | Description<br>Search   | Clear Cance  |          |          |                      | Set ID   | Look Up  |                       | roup  | ×<br>Help |
|   | Description Search Search Results View 100                                  | Clear Cance  |          |          |                      | Set ID<br>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 ↓<br>Clear Cance<br>↓ 1-120 of 12<br>Description<br>African American   | 20 🗸 🕨   |          |                      | Ethnic Group   | begins with •  | USA<br>• B            | roup  |           |
|   | Description Search Search Results View 100 Ethnic Group AFRAM ALATHAB ALEUT | begins with ↓<br>Clear Cance<br>↓ 1-120 of 12<br>Description<br>African American<br>Alaskan Athabask<br>Aleutian   | 20 🗸 🕨   |          |                      | Ethnic Group<br>Description  | begins with •  | USA<br>• B            |   |           |
|   | Description   | begins with ↓<br>Clear Cance<br>↓ 1-120 of 12<br>Description<br>African American<br>Alaskan Athabask<br>Aleutian<br>Algerian   | ans      |          |                      | Ethnic Group<br>Description<br>Search  | begins with<br>begins with<br>Clear Ca   | USA<br>• B<br>ncel Ba |   | Help      |
|   | Description   | begins with ↓<br>Clear Cance<br>↓ 1-120 of 12<br>Description<br>African American<br>Alaskan Athabask<br>Aleutian<br>Algerian<br>American Indian o  | ans      |          |                      | Ethnic Group<br>Description<br>Search  | begins with<br>begins with<br>Clear Ca   | USA<br>• B<br>ncel Ba | isic Lookup   | Help      |
|   | Description   | begins with ↓<br>Clear Cance<br>↓ 1-120 of 12<br>Description<br>African American<br>Alaskan Athabask<br>Aleutian<br>Algerian<br>American Indian o<br>Apache  | ans      |          |                      | Ethnic Group<br>Description<br>Search<br>Search Results<br>View 100  | begins with<br>begins with<br>Clear Ca   | USA<br>• B<br>ncel Ba | isic Lookup   | Help      |
|   | Description   | begins with ↓<br>Clear Cance<br>↓ 1-120 of 12<br>Description<br>African American<br>Alaskan Athabask<br>Aleutian<br>Algerian<br>American Indian o<br>Apache<br>Asian   | ans      |          |                      | Ethnic Group<br>Description<br>Search<br>Search Results<br>View 100<br>Ethnic Group  | begins with<br>begins with<br>Clear Ca   | USA<br>• B<br>ncel Ba | sic Lookup  | Help      |
|   | Description   | begins with ↓<br>Clear Cance<br>↓ 1-120 of 12<br>Description<br>African American<br>Alaskan Athabask<br>Aleutian<br>Algerian<br>American Indian o<br>Apache  | ans      |          |                      | Ethnic Group<br>Description<br>Search<br>Search Results<br>View 100<br>Ethnic Group<br>BAHAMAN<br>BARBAD<br>BENGALI          | begins with<br>begins with<br>Clear Ca<br>Description<br>Bahamian<br>Barbadian<br>Bengali                    | USA<br>B<br>ncel Ba   | sic Lookup<br>5 of 5 V V V<br>Short Descriptio<br>Bahamian<br>Barbadian<br>Bengali          | Help      |
|   | Description   | begins with ↓<br>Clear Cance<br>↓ 1-120 of 12<br>Description<br>African American<br>Alaskan Athabask<br>Aleutian<br>Algerian<br>American Indian o<br>Apache<br>Asian   | ans      |          |                      | Ethnic Group<br>Description<br>Search<br>Search Results<br>View 100<br>Ethnic Group<br>BAHAMAN<br>BARBAD<br>BENGALI<br>BLACK | begins with<br>begins with<br>Clear Ca<br>Description<br>Bahamian<br>Barbadian<br>Bengali<br>Black or Africa | USA<br>B<br>ncel Ba   | sic Lookup<br>5 of 5 v V V<br>Short Descriptio<br>Bahamian<br>Barbadian<br>Bengali<br>Black | Help      |
|   | Description   | begins with  Clear Cance Clear | ans      |          |                      | Ethnic Group<br>Description<br>Search<br>Search Results<br>View 100<br>Ethnic Group<br>BAHAMAN<br>BARBAD<br>BENGALI          | begins with<br>begins with<br>Clear Ca<br>Description<br>Bahamian<br>Barbadian<br>Bengali                    | USA<br>B<br>ncel Ba   | sic Lookup<br>5 of 5 V V V<br>Short Descriptio<br>Bahamian<br>Barbadian<br>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 <b>Employee</b> box is checked and click <b>Add Relationship</b> .  |  |  |  |  |  |  |  |  |
|      | 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.   |  |  |  |  |  |  |  |  |
|      | <ul> <li>Position Number – Enter 00095687 currently, for Seaman Apprentice Officer<br/>Candidate (SAOC) into the IRR &amp; hit tab.</li> </ul> |  |  |  |  |  |  |  |  |
|      | 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<br>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<br>Position Management Record   |  |  |  |  |  |  |  |  |

Procedure,

continued

| Step | Action  |                      |                                    |                                |  |  |  |  |  |
|------|---|----------------------|------------------------------------|--------------------------------|--|--|--|--|--|
| 23   | Change/update   | as necessary:        |                                    |                                |  |  |  |  |  |
|      | • <b>Regulatory Region</b> – Select RSV from the lookup icon. |                      |                                    |                                |  |  |  |  |  |
|      | • Company – Verify ACG is displayed.                          |                      |                                    |                                |  |  |  |  |  |
|      | • Business Unit – Select ENLCG from the lookup icon.          |                      |                                    |                                |  |  |  |  |  |
|      | • <b>Department</b> – Enter 004750.                           |                      |                                    |                                |  |  |  |  |  |
|      | • <b>Department Entry Date</b> – 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 <b>Q</b>      | 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  |                      |                                    |                                |  |  |  |  |  |
|      | <ul> <li>Military</li> </ul>                                  |                      |                                    |                                |  |  |  |  |  |
|      | Reserve   | Class Code           | Inact Du Officer w/in 8 yr o       | bl                             |  |  |  |  |  |
|      | Compone   | ent Category N       | Q<br>Not Applicable                |                                |  |  |  |  |  |
|      |   |                      | Not Applicable                     |                                |  |  |  |  |  |
|      | Job Data  | Employment Dat       | a                                  | Benefits Program Participation |  |  |  |  |  |
|      | OK Cancel   | Apply                |                                    |                                |  |  |  |  |  |
|      |   |                      |                                    |                                |  |  |  |  |  |

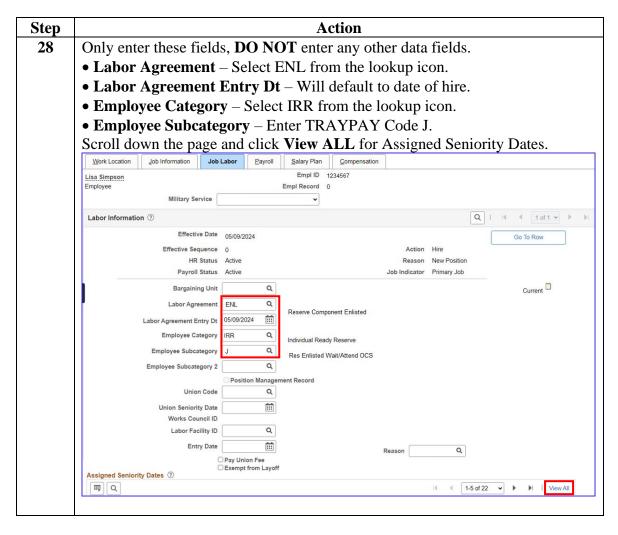
Procedure,

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    | <b>NOT</b> 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<br>Employee            |                   | Empl ID 1234567<br>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<br>HR Status A | ctive             | Action<br>Reason                 | Hire<br>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<br>*Regular/Temporary    | Q<br>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   | <b>Duty Base</b>                                  | <b>Date</b> – I | Date of the       | hire o        | r Oath of                   | Office            |  |  |  |
| • AD Pay Scale Date – Date of the hire or Oath of Office   |   |                 |                   |               |                             |                   |  |  |  |
| • <b>DEP Date</b> – 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  |  |  |  |
| <ul> <li>Job Fan</li> </ul>  | •   | •               |                   |               |                             |                   |  |  |  |
|  | 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             | <b>.</b>                    | 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<br>Assigned Senior   | blace via th<br>ity Dates <sup>®</sup><br>SE DATE | he SOCS         | DIOCESS (S        | ee <u>E-N</u> | <u>Mail ALS</u><br>Override | PO B/15).         |  |  |  |
| will take p<br>Assigned Senior<br>Seniority Date<br>ACTIVE DUTY BA   | blace via th<br>ity Dates <sup>®</sup><br>SE DATE | he SOCS         | Labor Seniority D | ee E-N        | Vail ALS                    | PO B/15).         |  |  |  |
| Assigned Senior  | blace via th<br>ity Dates <sup>®</sup><br>SE DATE | he SOCS         | Labor Seniority D | ate           | Viail ALS<br>Override       | PO B/15).         |  |  |  |
| Assigned Senior<br>Seniority Date<br>ACTIVE DUTY BA<br>AD PAY SCALE D<br>DEP DATE  | blace via th<br>ity Dates <sup>®</sup><br>SE DATE | he SOCS         | Labor Seniority D | ate           | Viail ALS<br>Override       | PO B/15).         |  |  |  |
| Assigned Senior<br>Seniority Date<br>ACTIVE DUTY BA<br>AD PAY SCALE D<br>DEP DATE<br>CMA DATE  | SE DATE   | he SOCS         | DFOCESS (S        | ate           | Viail ALS<br>Override       | PO B/15).         |  |  |  |
| Assigned Senior<br>Seniority Date<br>ACTIVE DUTY BA<br>AD PAY SCALE D<br>DEP DATE<br>CMA DATE<br>DIEMS DATE  | SATION DATE                                       | he SOCS         | DFOCESS (S        | ate           | Viail ALS<br>Override       | PO B/15).         |  |  |  |
| Assigned Senior<br>Seniority Date<br>ACTIVE DUTY BA<br>AD PAY SCALE DA<br>DEP DATE<br>CMA DATE<br>DIEMS DATE<br>RSV DRILL OBLIC  | SATION DATE                                       | he SOCS         | DTOCESS (S        | ate           | Viail ALS<br>Override       | PO B/15).         |  |  |  |
| Assigned Senior<br>Seniority Date<br>ACTIVE DUTY BA<br>AD PAY SCALE D<br>DEP DATE<br>CMA DATE<br>DIEMS DATE<br>RSV DRILL OBLIC<br>EXPECTED LOSS                                      | ATE<br>GATION DATE<br>RY DATE                     | he SOCS         | DIOCESS (S        |               | Viail ALS<br>Override       | PO B/15).         |  |  |  |
| Assigned Senior<br>Seniority Date<br>ACTIVE DUTY BA<br>AD PAY SCALE D.<br>DEP DATE<br>CMA DATE<br>DIEMS DATE<br>RSV DRILL OBLIC<br>EXPECTED LOSS<br>JOB FAMILY ENTI                  | SATION DATE<br>COMPL DATE                         | he SOCS         | DIOCESS (S        |               | Anii ALS<br>Override        | PO B/15).         |  |  |  |
| Assigned Senior<br>Seniority Date<br>ACTIVE DUTY BA<br>AD PAY SCALE D<br>DEP DATE<br>CMA DATE<br>DIEMS DATE<br>RSV DRILL OBLIC<br>EXPECTED LOSS<br>JOB FAMILY ENTI<br>MIL OBLIGATION | ATE<br>SATION DATE<br>COMPL DATE                  | he SOCS         | DIOCESS (S        |               | Aiii ALS<br>Override        | PO B/15).         |  |  |  |

Procedure,

continued

| _   | Action  |   |                          |          |            |                    |  |         |
|-----|---|---|--------------------------|----------|------------|--------------------|--|---------|
| 9   | • Date of Rank – Date of the hire or Oath of Office   |   |                          |          |            |                    |  |         |
| nt. | • RSV Comp SH   | <b>BP Elect Dat</b>                               | 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   |   |                          | <b></b>  |            |                    |  |         |
|     |   |   |                          |          |            |                    |  |         |
|     | RSRV ACCESSION CLASS DATE   |   | 05/09/2024               | <b></b>  |            |                    |  |         |
|     | RSRV ACCESSION CLASS DATE<br>RSV ANNIVERSARY DATE   |   | 05/09/2024<br>05/09/2024 |          |            |                    |  |         |
|     |   |   |                          |          |            |                    |  |         |
|     | RSV ANNIVERSARY DATE  |   | 05/09/2024               |          |            |                    |  |         |
|     | RSV ANNIVERSARY DATE<br>RSV ELIGIBILITY DATE  |   | 05/09/2024               |          |            |                    |  |         |
|     | RSV ANNIVERSARY DATE<br>RSV ELIGIBILITY DATE<br>RSV INITIATION DATE   |   | 05/09/2024               |          |            |                    |  |         |
|     | RSV ANNIVERSARY DATE<br>RSV ELIGIBILITY DATE<br>RSV INITIATION DATE<br>RESERVE LETTER DATE  |   | 05/09/2024               |          |            |                    |  |         |
|     | RSV ANNIVERSARY DATE<br>RSV ELIGIBILITY DATE<br>RSV INITIATION DATE<br>RESERVE LETTER DATE<br>RTB ELIGIBILITY DATE  |   | 05/09/2024               |          |            |                    |  |         |
|     | RSV ANNIVERSARY DATE<br>RSV ELIGIBILITY DATE<br>RSV INITIATION DATE<br>RESERVE LETTER DATE<br>RTB ELIGIBILITY DATE<br>RTB LETTER DATE   | // Dates  | 05/09/2024               |          |            |                    |  |         |
|     | RSV ANNIVERSARY DATE<br>RSV ELIGIBILITY DATE<br>RSV INITIATION DATE<br>RESERVE LETTER DATE<br>RTB ELIGIBILITY DATE<br>RTB LETTER DATE<br>RTB LETTER RESPONSE DATE<br>RTB LETTER RESPONSE DATE                           | r Dates   | 05/09/2024               |          |            | Benefits Program P | articipation   |         |
|     | RSV ANNIVERSARY DATE<br>RSV ELIGIBILITY DATE<br>RSV INITIATION DATE<br>RESERVE LETTER DATE<br>RTB ELIGIBILITY DATE<br>RTB LETTER DATE<br>RTB LETTER RESPONSE DATE<br>Recalculate Seniority<br>Job Data                  | Employment Data                                   | 05/09/2024               |          |            | Benefits Program P | anticipation   | Refresh |
|     | RSV ANNIVERSARY DATE<br>RSV ELIGIBILITY DATE<br>RSV INITIATION DATE<br>RESERVE LETTER DATE<br>RTB ELIGIBILITY DATE<br>RTB LETTER DATE<br>RTB LETTER RESPONSE DATE<br>CRECalculate Seniority<br>Job Data<br>CAncel Apple | Employment Data                                   | 05/09/2024               |          |            | Benefits Program P | articipation   | Refresh |
|     | RSV ANNIVERSARY DATE<br>RSV ELIGIBILITY DATE<br>RSV INITIATION DATE<br>RESERVE LETTER DATE<br>RTB ELIGIBILITY DATE<br>RTB LETTER DATE<br>RTB LETTER RESPONSE DATE<br>CRECalculate Seniority<br>Job Data<br>CAncel Apple | Employment Data                                   | 05/09/2024               |          |            | Benefits Program P | articipation   | Refresh |
| 0   | RSV ANNIVERSARY DATE<br>RSV ELIGIBILITY DATE<br>RSV INITIATION DATE<br>RESERVE LETTER DATE<br>RTB ELIGIBILITY DATE<br>RTB LETTER DATE<br>RTB LETTER RESPONSE DATE<br>CRECalculate Seniority<br>Job Data<br>CAncel Apple | mployment Data<br>y<br>Job Labor   Payroll   Sala | 05/09/2024               |          |            | Benefits Program P | and and a second s | Refresh |

#### Procedure,

continued

| Step |   | Action                                       |  |  |  |  |  |  |  |
|------|---|--|--|--|--|--|--|--|--|
| 31   | <b>Pay Group</b> – 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<br>Payroll Status Active                           | Reason New Po<br>Job Indicator Primar        |  |  |  |  |  |  |  |
|      |   |  | History                                      |  |  |  |  |  |  |
|      | Payroll System Global Payroll<br>Global Payroll                     |  |  |  |  |  |  |  |  |
|      |   | USOO AD Starias Deveryon                     |  |  |  |  |  |  |  |
|      | Pay Group USCG STG<br>Setting                                       | USCG AD Staging Paygroup<br>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).  |  |  |  |  |  |  |
|      | • <b>Grade</b> – 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.   |  |  |  |  |  |  |
|      | <b>NOTE:</b> If the Job Code number does not match the Grade Step – An error  |  |  |  |  |  |  |
|      | message is received when the SPO is trying to approve the hire and must be fixed.   |  |  |  |  |  |  |
|      | <b>NOTE:</b> 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 <b>Compensation</b> tab.  |   |
|      | Work Location         Job Information         Job Labor         Payroll         Salary Plan         Compensation   | ] |
| 34   | Click Default Pay Components (this updates the Compensation Rate and   |   |
|      | <b>Frequency</b> data). Click the <b>Benefits Program Participation</b> 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<br>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   | <ul> <li>Only enter fields as indicated. All other fields must be left blank.</li> <li>Effective Date – If completing the Job Data AFTER the effective date of hire,</li> </ul>   |  |  |  |  |  |  |
|      | change the date to the date of hire.<br>Benefit Program – Select ACG from the lookup icon.  |  |  |  |  |  |  |
|      | lick the <b>Job Data</b> link.  |  |  |  |  |  |  |
|      | Benefit Program Participation   |  |  |  |  |  |  |
|      | isa Simpson Empl ID 1234567<br>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<br>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 <b>Save</b> .  |   |  |  |  |
|      | 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 <b>OK</b> 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<br>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)  |
|      | <ul> <li>Compensation Frequency has been updated.</li> </ul>   |
|      | 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 <b>Organizational</b> |  |                         |                               |                 |  |  |  |
|      | Relationships tab. Return to the DA home page.                                  |  |                         |                               |                 |  |  |  |
|      | Biographical Details  | Contact Information  | <u>R</u> egional        | Organizational Relationships  |                 |  |  |  |
|      | Lisa Simpson<br>Choose Org Relation   | ship to Add  |                         | Person                        | ID 1234567      |  |  |  |
|      | Employee     Contingent Work     Person of Interes                              |  |                         |                               |                 |  |  |  |
|      |   | pl Record 0  |                         |                               |                 |  |  |  |
|      | Select Chec<br>Add Relati   |  |                         | <b>→</b>                      |                 |  |  |  |
|      | Save Notify   | Refresh  |                         | Add Update/Display            | Include History |  |  |  |
|      | Biographical Details   Cor  | ntact Information   Regio                                    | onal   Organiza         | tional Relationships          |                 |  |  |  |
| 40   | > Menu > Work<br>Information > Bi   | force Administ<br>ographical > Mo<br>e the roles, a PF<br>d. | ration dr<br>odify a Pe | ket must be entered to h      | onal            |  |  |  |
|      | NavBar 😳  | NavBar: Menu   | nu 🔪 Workfo             | rce Administration > Personal |                 |  |  |  |
|      | C<br>Recently Visited   | C Info   | ormation<br>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 <b>Empl ID</b> and click <b>Search</b> . 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).  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | <b>NOTE: DO NOT USE Gender Marker Change</b> – Used to modify a member   |  |  |  |  |  |
|  | who has followed established COMDT Policy and is physically changing   |  |  |  |  |  |
|  | genders.   |  |  |  |  |  |
|  | 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  | <ul> <li>SPO Auditor/PAO user access is required to approve an accession.</li> <li>The approver cannot be the same person who entered the accession.<br/>The member will <b>NOT be paid</b> until the accession transaction is approved (remains in the staging Pay Group), the contract is entered and then the contract is approved.</li> </ul> |

# Approving an Accession

**Procedure** See below.

| cking on the |
|--------------|
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|              |

# Approving an Accession, Continued

#### Procedure,

continued

| Step | Action  |  |   |  |                           |            |             |                                      |            |                |  |
|------|---|--|---|--|---------------------------|------------|-------------|--------------------------------------|------------|----------------|--|
| 4    | Select the <b>Requests I am Approver For</b> radio button. You may narrow the   |  |   |  |                           |            |             |                                      |            |                |  |
|      | search by filling in the <b>Transaction Name</b> , <b>Status</b> and <b>Dates</b> . Click <b>Populate</b>   |  |   |  |                           |            |             |                                      |            |                |  |
|      | Grid.   |  |   |  |                           |            |             |                                      |            |                |  |
|      | Milhouse Van Houten   |  |   |  |                           |            |             |                                      |            |                |  |
|      | <ol> <li>My Submitted Requests' allo</li> <li>Requests I am Approver For'</li> <li>All Requests' allows the appr<br/>4. Transaction Name field allows</li> <li>Refresh button clears the grid</li> <li>Populate Grid button populate<br/>and what was entered in the Sul</li> </ol> | allows approver to brin<br>over to pull up their Acti<br>user to select a particu<br>and defaults it back to<br>as the grid based on who | g up only those Action Reque<br>ion Requests and those subm<br>lar transaction (i.e., Absence<br>'My Submitted Requests' and<br>at was selected for the radio b | itted to them.<br>Request, Delegatio<br>Transaction Status | n, etc.)<br>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          | <ul> <li>┫</li> <li>1-1 (</li> </ul> | 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 <b>Comments</b> and select either <b>Approve</b> or <b>Deny</b> (deny returns  |  |  |  |  |  |  |  |
|      | the accession to the HRS user).   |  |  |  |  |  |  |  |
|      | Action Request  |  |  |  |  |  |  |  |
|      | Approval/SOD for Accessions   |  |  |  |  |  |  |  |
|      | Van Houten, Milhouse  |  |  |  |  |  |  |  |
|      | <ul> <li>Review hire data in the Request Information box.</li> <li>To approve a Hire Request, press the Approve button.</li> <li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li> <li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li> </ul> |  |  |  |  |  |  |  |
|      | 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<br>Milhouse Van Houten  |  |  |  |  |  |  |  |
|      | Initial Approve Action Request  |  |  |  |  |  |  |  |
|      |   |  |  |  |  |  |  |  |
| 7    | Once <b>Approved</b> , the buttons will be greyed out after the system saves the  |  |  |  |  |  |  |  |
|      | approval. Click the X to close the page.  |  |  |  |  |  |  |  |
|      | Approve Deny  |  |  |  |  |  |  |  |
|      | Accessions Hire Approval  |  |  |  |  |  |  |  |
|      | <ul> <li>Request Status: Approved</li> <li>View/Hide Comments</li> </ul>  |  |  |  |  |  |  |  |
|      | One Approval Level  |  |  |  |  |  |  |  |
|      | Approved  |  |  |  |  |  |  |  |
|      | Milhouse Van Houten<br>Initial Approve Action Request<br>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<br>Employee Military Service   | Empl ID 1234567<br>Empl Record 0                 |  |
|      | Payroll Information ⑦   |  | Q     I I I of 1 v                             |
|      | Effective Date 05/09/2024<br>Effective Sequence 0   | Action   | Hire Go To Row                                 |
|      | HR Status Active  | Reason   |  |
|      | Payroll Status Active   | Job Indicator                                    | í m  |
|      | Payroll System Global Payroll<br>Global Payroll   |  | History  |
|      | Pay Group USCG RSV  | USCG Reservist                                   |  |
|      | Setting   | Holiday Schedule                                 |  |
|      | Use Pay Group Eligibility   | Eligibility Group                                |  |
|      | Use Pay Group Rate Type<br>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 <b>Contract Data</b> option.   |     |
|      | <ul> <li>AD 6th or 10th Yr Anniversary</li> <li>Agreement to Extend/Reextend</li> <li>Board Images</li> <li>Contract Data</li> <li>DD-4 Enlistment/Reenlistment</li> <li>Ext/Rext within 30 days Report</li> <li>Extensions not Executed</li> <li>Obligated Service Report</li> </ul> |     |
|      |   |     |

# Entering Contract Data, Continued

#### Procedure,

continued

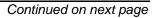
| Step | Action  |
|------|---|
| 3    | Click the Add a New Value tab.  |
|      | Update Contracts  |
|      | Enter any information you have and click Search. Leave fields blank for a list of all values. |
|      | Find an Existing Value         Add a New Value  |
|      | ▼ Search Criteria   |
|      | 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 <b>Empl ID</b> and the <b>Contract Number</b> (Ex. 0001). Click <b>Add</b> .        |
|      | 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.   |  |  |  |
|                                       | • <b>Regulatory Region</b> – 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       ><  |  |  |  |
|                                       | 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 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         Contract Status/Content       Contract Type/Clauses       Reason/Oath Info       Contract Leave       Mbr Service Dates       Contract Audi         Liss Simpson       Person ID       1234567         Contract Data       Contract Opport       Look Up Contract Type       Market       Help       He  |  |  |  |
|                                       | Contract Status/Content       Contract Type/Clauses       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 Type/Clauses       • Contract Date       • Contract Type/Clauses       • Contract Leave       • Mbr Service Dates       • Contract Approval         • Contract Status/Content       Contract Type/Clauses       Reason/Oath Info       Contract Leave       • Mbr Service Dates       Contract Audit         Lisa. Simpson       Person ID       1234567       • Contract Type       • I       • View All         Contract Type       © Contract Type       • Effective Date       05/09/2024       • I       • I       • I       • I         • Contract Type       Effective Date       05/09/2024       • I       • I       • I       • I       • I       • I         • Contract Type       Effective Date       05/09/2024       • I   |  |  |  |
|                                       | 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 Type/Qlauses       • Contract Dates       • 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       View All         Contract Type       Begin Date       05/09/2024       Effective Date       05/09/2024       Effective Date       05/09/2024       View All         Contract Type       Entend Generation       Feared Generation       Search Clear Cancel Basic Lookup       H = -  |  |  |  |
|                                       | 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 Type/Qlauses       • 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 Approval         Contract Status/Content       Contract Type/Clauses       Reason/Oath Info       Contract Leave       Mbr Service Dates       Contract Audit         Lisa Simpson       Person ID       1234567       Contract Type       Help       If Yew All         Contract Type       Effective Date       05/09/2024       Search       Search       Clear       Cancel       Basic Lookup       If I and Basic Lookup         Contract Clauses       Extend Contract       Itial Enlistment       View 100       If I and Basic       If I and Basi |  |  |  |
|                                       | Contract Status/Content       Contract Type/Qlauses       Reason/Oath Info       Contract Leave       Mbr Service Dates       Contract Approval         P       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         Contract Status/Content       Contract Type/Clauses       Reason/Oath Info       Contract Leave       Mbr Service Dates       Contract Audi         Lisa Simpson       Person ID       1234567         Contract Number       0001       Begin Date       05/09/       Set ID       SHARE       Help       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 – Select the ENL from the lookup icon.       • 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       Contract Type       Contract Type       View All         Contract Type       Effective Date       05/09/2024       Set ID       SHARE       Help       If I View All         Contract Type       Effective Date       05/09/2024       Search Results       View 100       I I.8 of 8 > Image in Contract Type       Will All Info       Contract Type       Will All Info       Contract Type       Will All Info       Will All Info       Contract Info       Will Info       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.         • Comment – Enter any contractual specific reasons.         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 Approval         Contract Status/Content       Contract Type/Clauses       Reason/Oath Info       Contract Leave       Mbr Service Dates       Contract Audit         Lisa Simpson       Person ID       1234567       Contract Type       Contract Type       Ferein ID       1234567         Contract Type       Effective Date       05/09/2024       Search       Cear       Cancel       Basic Lookup       #         Contract Type       Extend Contract       File       File       File       #       Contract Type       Extend Contract       Contract Type Description       Extension  |  |  |  |
|                                       | 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 Type – Select the ENL from the lookup icon.         • Contract Type – Select the ENL from the lookup icon.         • Contract Type – Select the ENL from the lookup icon.         • Contract Status/Content       Contract Type/Clauses         Contract Status/Content       Contract Type/Clauses         Contract Type/Clauses       Reason/Oath Info         Contract Status/Content       Contract Type/Clauses         Contract Type       Person ID         Contract Number 0001       Begin Date         Begin Date       05/09/2024         Contract Type       Search         Contract Type       Effective Date         05/09/2024       Search         Contract Type       Extend Contract         Cause       Search Results         View 100       I         Search Results       Wew 100         Clause Status       Clause         Clause Status       Clause         Comment       Extend Contract         Comment       Extend  |  |  |  |
| (                                     | 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 Status/Content       Contract Type/Clauses       Reason/Oath Info       Contract Leave       Mbr Service Dates       Contract Aud         Lisa. Simpson       Person ID       1234567         Contract Type       Effective Date       0509/2024       Set ID       SHARE       Help       If View All         Contract Type       Effective Date       0509/2024       Search       Cancel Basic Lookup       ew All       Image: Search Results         Contract Clauses       Contract Type       Extend Contract       Clause       Cancel Extension/Reextension       ew All       Image: Search       ew All       Image: Search       Image: Search       ew All       Image: Search       Image: Search       Image: Search       Extension       Image:                                       |  |  |  |
|                                       | Contract Status/Content       Contract Type/Glauses       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 Type – Select the ENL from the lookup icon.         • Contract Type – Select the ENL from the lookup icon.         • Contract Status/Content       Contract Type/Clauses         Contract Status/Content       Contract Type/Clauses         Reason/Oath Info       Contract Leave         Mbr Service Dates       Contract Audit         Lisa Simpson       Person ID         Contract Type       Edit Distance         Contract Type       Edit Distance         Contract Type       Extend Contract         Contract Type       Distance         Clauses       Contract Type         Search Results       Wall Enlistment </td   |  |  |  |



### Procedure,

continued

| Step | Action  |  |  |  |  |  |  |  |  |
|------|---|--|--|--|--|--|--|--|--|
| 8    | Select the <b>Reason/Oath Info</b> 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.   |  |  |  |  |  |  |  |  |
|      | <b>State</b> – 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<br>Contract 0001<br>Number<br>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<br>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<br>Assigned Seniority Dates | and verify          | the dates were            | entered correctly              | •                   |
|   | 1-23 of 2           | 3 ♥ ▶  <br>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><br>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<br>A<br>D<br>S<br>A   | pproval Type:<br>pprover:<br>ept of Approving<br>PO:<br>pproval Status:   | 002667  | Q CGA SERVICI   | IG PERS OFFICE  |                      |                                     |               |
| ĺ   | pproval Date:<br>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     |
| The A<br>Appro  |   | Status upo  |   | ng and the c  |                      | act will t                          |               |
| The A<br>Appro  | pproval Soving SPO  | Status upo<br>).  |   |   | oval                 | Contract Aud                        |               |
| The A<br>Appro  | pproval Soving SPO  | Status upo<br>Contract Leave  |   | Contract Appr<br>Person ID  | oval<br>123456       | Contract Aud                        | lit           |
| The A<br>Appro  | pproval Soving SPO<br>ason/Oath Info<br>appson<br>ct Data   | Status upo<br>Contract Leave  | Mbr Service Dates                                       | Contract Appr<br>Person ID<br>)9/2024                               | oval<br>123456<br>Co | Contract Aud<br>7<br>ontract Status | lit           |
| The A<br>Appro<br>< Rea<br>Lisa Sim<br>Contra<br>Contra<br>Contra<br>Contra | pproval Soving SPO<br>uson/Oath Info<br>tpson<br>ct Data<br>ct Number 0001<br>tract Type  | Status upo<br>Contract Leave  | Mbr Service Dates<br>Begin Date 05/                     | Contract Appr<br>Person ID<br>09/2024                               | oval<br>123456<br>Co | Contract Aud<br>7<br>ontract Status | lit<br>Active |
| The A<br>Appro  | pproval S<br>oving SPO<br>ison/Oath Info<br>inson<br>ct Data<br>tt Number 0001<br>iract Type<br>ive Date: 09<br>ive Date: 09<br>ive Date: 09<br>pproval Type:<br>pprover:<br>ept of Approving<br>PO:  | Status upo<br>Contract Leave<br>5/09/2024<br>Contract Ap<br>002667            | Mbr Service Dates<br>Begin Date 05/<br>Contract Type: 1 | Contract Appr<br>Person ID<br>09/2024                               | oval<br>123456<br>Co | Contract Aud<br>7<br>ontract Status | lit<br>Active |
| The A<br>Appro  | pproval S<br>oving SPO<br>ison/Oath Info<br>ison/Oath Info<br>it Data<br>ct D | Status upo<br>Contract Leave<br>5/09/2024<br>Contract Ap<br>002667<br>Pending | Mbr Service Dates<br>Begin Date 05/<br>Contract Type: 1 | Contract Appr       Person ID       09/2024       Q       I       I | oval<br>123456<br>Co | Contract Aud<br>7<br>ontract Status | lit<br>Active |

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

### **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<br>ne Transa   |   |   |  | •   |                     |                           |
|      | Grid.<br>View My A   | \ction  | Poques  | te  |   |   |  |   |                     |                           |
|      | Milhouse Van<br>1. 'My Submitt<br>2. 'Requests I<br>3. 'All Reques<br>4. Transaction<br>5. Refresh but<br>6. Populate Gi | Houten<br>ted Req<br>am App<br>ts' allow<br>Name f<br>ton clea<br>rid butto | uests' allows<br>prover For' al<br>rs the approv<br>field allows u<br>rs the grid al<br>n populates | member to brin<br>lows approver to<br>er to pull up thei<br>ser to select a p<br>nd defaults it bac<br>the grid based o | bring up only<br>r Action Requ<br>articular trans<br>ck to `My Sub<br>n what was se | v those Action<br>lests and those<br>action (i.e., A<br>mitted Reque<br>elected for the | n Requests sub<br>se submitted to<br>bsence Reque<br>ests' and Trans | o them.<br>est, Delegation,<br>action Status of | etc.)<br>`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   | <b>Deny</b> link  | for the c   | ontract   | you are a  | pproving  | •                   |                           |
|      | B Q  |   |   |   |   |   |  |   |                     | View All                  |
|      | Transaction Name<br>Contract Approval  | Status  | Member<br>Lisa Simpson  | Member's Last Name  | Member's Emplid   | Member's Deptid   | Submitted By<br>Ralph Wiggum   | Approver<br>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<br>ed, enter details about changes in<br>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<br>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<br>Contract A<br>05/14/24 - |   |                      |                       |
|      | Comme                                |   | ]                    |                       |
|      |                                      |   |                      |                       |
|      | No Commo                             | at 05/14/24 - 12:17 PM<br>ents.   |                      |                       |
|      |                                      |   |                      |                       |

## **BAH and Direct Deposit**

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

**Procedures** See below.

| Step |                                | Action   |
|------|--------------------------------|--|
| 1    | Click on the AD/RSV            | <b>Payroll Workcenter</b> 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 <b>Empl ID</b> and click <b>Search</b> . 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 <b>dependents</b> 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 <b>married me</b>  |  | 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 <b>BAH does not e</b>   | <b>xist</b> , 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  |  |   | )<br>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<br>Search<br>Search Re<br>View 100<br>BAH  | Look Up BAH Qtr Status  Inters Status begins with  I Clear Cancel Basic Lookup esults   | A 1-18<br>BAH Type<br>Code   | of 18 v<br>Fair<br>Rental<br>Market<br>Indicator  | Help<br>Localiti<br>Based<br>BAH  |
| BAH Qua<br>Search<br>Search R<br>View 100<br>BAH<br>Quarters   | Look Up BAH Qtr Status arters Status begins with  I Clear Cancel Basic Lookup esults  | BAH Type   | Fair<br>Rental<br>Market  | Locality<br>Based   |
| BAH Qua<br>Search<br>Search R<br>View 100<br>BAH<br>Quarters   | Look Up BAH Qtr Status  arters Status begins with  I Clear Cancel Basic Lookup esults Long Description  | BAH Type<br>Code   | Fair<br>Rental<br>Market<br>Indicator   | Locality<br>Based<br>BAH  |
| BAH Qua<br>Search<br>Search R<br>View 100<br>BAH<br>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<br>Code   | Fair<br>Rental<br>Market<br>Indicator<br>N  | Localit<br>Based<br>BAH   |
| BAH Qua<br>Search<br>Search R<br>View 100<br>BAH<br>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<br>Code<br>With<br>With<br>With<br>Partial  | Fair<br>Rental<br>Market<br>Indicator<br>N<br>N<br>N  | Localit<br>Based<br>BAH<br>Y<br>Y<br>Y<br>N   |
| BAH Qua<br>Search<br>Search Ro<br>View 100<br>BAH<br>Quarters<br>Status<br>A<br>B<br>C   | Look Up BAH Qtr Status         Inters Status       begins with           Clear       Cancel         Basic Lookup         soults         Status         Image: Status         Clear         Cancel         Basic Lookup         soults         Status         With deps, Mbr & for deps assigned adeq CG-owned family type qtrs         With deps, Mbr & for deps assigned adeq DOD-owned family type qtrs         W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned leased/family qtrs  | BAH Type<br>Code<br>With<br>With<br>With<br>Partial<br>Without   | Fair<br>Rental<br>Market<br>Indicator<br>N<br>N<br>N<br>N   | Localit<br>Based<br>BAH       Y       Y       Y       N       Y   |
| BAH Qua<br>Search R<br>Search R<br>View 100<br>BAH<br>Quarters<br>Status<br>A<br>B<br>C<br>D<br>D<br>E<br>E<br>F   | Look Up BAH Qtr Status         Inters Status       begins with           Clear       Cancel         Basic Lookup         suits         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 DOD-owned family type qtrs         W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs   | BAH Type<br>Code<br>With<br>With<br>Partial<br>Partial<br>Partial  | Rental<br>Market<br>Indicator<br>N<br>N<br>N<br>N<br>N  | ► ► ► Localit<br>Based<br>BAH<br>Y<br>Y<br>Y<br>N<br>Y<br>N<br>N  |
| BAH Qua<br>Search<br>Search Ro<br>View 100<br>BAH<br>Quarters<br>Status<br>A<br>B<br>C   | Look Up BAH Qtr Status         arters Status       begins with           Clear       Cancel         Basic Lookup         soults       Image: Clear         Clear       Cancel         Basic Lookup         soults       Image: Clear         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 DOD-owned family type qtrs         W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned leased/family qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O dependents; Mbr not in govt qtrs  | BAH Type<br>Code<br>With<br>With<br>Partial<br>Without<br>Partial<br>Without   | N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N   | Localit<br>Based<br>BAH<br>Y<br>Y<br>Y<br>N<br>Y<br>N<br>Y<br>N<br>Y  |
| BAH Qua<br>Search R<br>Search R<br>View 100<br>BAH<br>Quarters<br>Status<br>A<br>B<br>C<br>D<br>E<br>E<br>F  | Look Up BAH Qtr Status         arters Status       begins with           Clear       Cancel         Basic Lookup         soutis         Image: Soutis         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 DOD-owned family type qtrs         W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned leased/family qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; Assigned DOD-owned single qtrs         Spouse in svc & no other deps; Mbr not in qtrs   | BAH Type<br>Code<br>With<br>With<br>With<br>Partial<br>Without<br>Without<br>Without   | Rental<br>Market<br>Indicator<br>N<br>N<br>N<br>N<br>N  | ▶ ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ►   |
| BAH Qua<br>Search R<br>Search R<br>View 100<br>BAH<br>Quarters<br>Status<br>A<br>B<br>C<br>D<br>D<br>E<br>F  | Look Up BAH Qtr Status         arters Status       begins with           Clear       Cancel         Basic Lookup         sults       Image: Clear         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-leased qtrs         With deps, Mbr &/or deps assigned adeq DOD-owned family type qtrs         W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned Icased/family qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; Assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; Mbr not in qtrs         Spouse in svc & no other deps; Mbr not in qtrs         W/D deps, Mbr assigned inadeq CG owned qtrs  | BAH Type<br>Code<br>With<br>With<br>Partial<br>Without<br>Partial<br>Without   | N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N   | Localit<br>Based<br>BAH<br>Y<br>Y<br>Y<br>N<br>Y<br>N<br>Y<br>N<br>Y  |
| BAH Qua<br>Search R<br>Search R<br>View 100<br>BAH<br>Quarters<br>Status<br>A<br>B<br>C<br>D<br>D<br>E<br>F  | Look Up BAH Qtr Status         arters Status       begins with           Clear       Cancel         Basic Lookup         soutis         Image: Soutis         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 DOD-owned family type qtrs         W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned leased/family qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; Assigned DOD-owned single qtrs         Spouse in svc & no other deps; Mbr not in qtrs   | BAH Type<br>Code<br>With<br>With<br>With<br>Partial<br>Without<br>Partial<br>Without<br>Without<br>Without   | N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N   | ▶ ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ►   |
| BAH Qua<br>Search R<br>Search R<br>View 100<br>BAH<br>Quarters<br>Status<br>A<br>B<br>C<br>D<br>D<br>E<br>F  | Look Up BAH Qtr Status         arters Status       begins with           Clear       Cancel         Basic Lookup         esuits       Basic Lookup         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-leased qtrs         With deps, Mbr &/or deps assigned adeq CG-leased qtrs         WO deps or spouse in svc & no other deps; assigned CG-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DDD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DDD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DDD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DDD-owned single qtrs         W/O deps or spouse in svc & no other deps; Assigned DDD-owned single qtrs         W/O deps or spouse in svc & no other deps; Mbr not in qtrs         With deps, Mbr assigned inadeq CG owned qtrs         With deps, Mbr assigned inadeq DDD owned family qtrs         With deps, Mbr assigned inadeq DDD owned family qtrs   | BAH Type<br>Code<br>With<br>With<br>With<br>Partial<br>Without<br>Partial<br>Without<br>Without<br>Without<br>With   | Fair<br>Rental<br>Market<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>Y<br>Y                               | Localit Based BAH Y Y Y Y Y N N Y Y Y Y Y Y Y Y Y Y Y Y   |
| BAH Qua<br>Search Ru<br>Search Ru<br>View 100<br>BAH<br>Quarters<br>Status<br>A<br>B<br>C<br>C<br>D<br>C<br>C<br>D<br>E<br>F<br>G<br>G<br>H<br>I<br>K<br>K                     | Look Up BAH Qtr Status         arters Status       begins with           Clear       Cancel         Basic Lookup         esuits         begins with view         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-leased qtrs         With deps, Mbr &/or deps assigned adeq CG-leased qtrs         WO deps or spouse in svc & no other deps; assigned CG-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O dependents; Mbr not in govt qtrs         Spouse in svc & no other deps; Mbr not in qtrs         With deps, Mbr assigned inadeq CG owned qtrs         With deps, Mbr assigned inadeq CG owned qtrs         With dependents; Mb | BAH Type<br>Code<br>With<br>With<br>With<br>Partial<br>Without<br>Partial<br>Without<br>Without<br>Without<br>With<br>With<br>With   | Fair<br>Rental<br>Market<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N |   |
| BAH Qua<br>Search Ro<br>Search Ro<br>View 100<br>BAH<br>Quarters<br>Status<br>A<br>B<br>C<br>C<br>D<br>C<br>C<br>D<br>C<br>E<br>F<br>G<br>G<br>H<br>I<br>K<br>K<br>L<br>P      | Look Up BAH Qtr Status         Inters Status       begins with           Clear       Cancel         Basic Lookup         esults         Elong 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-leased qtrs         WVO deps or spouse in svc & no other deps; assigned CG-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O dependents; Mbr not in govt qtrs         Spouse in svc & no other deps; Abl rassigned DOD owned family qtrs         With deps, Mbr assigned inadeq CG owned qtrs         With deps, Mbr assigned inadeq DOD owned family qtrs         With dependents; Mbr and deps not assigned govt qtrs         Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs  | BAH Type<br>Code<br>With<br>With<br>With<br>Partial<br>Partial<br>Partial<br>Without<br>Without<br>Without<br>With<br>With<br>With<br>Diff   | Fair<br>Rental<br>Market<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N | Image: Image and the second  |
| BAH Qua<br>Search Ro<br>Search Ro<br>View 100<br>BAH<br>Quarters<br>Status<br>A<br>B<br>C<br>C<br>D<br>D<br>E<br>E<br>F<br>G<br>G<br>H<br>I<br>K<br>K<br>L<br>P<br>Q           | Look Up BAH Qtr Status         urters Status       begins with        [         Clear       Cancel       Basic Lookup         esults       E       Clear       Cancel         Basic Lookup       esults       I         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-leased qtrs         W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs       W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs       W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs       W/O dependents; Mbr not in govt qtrs         Spouse in svc & no other deps; Ablr not in qtrs       With deps; Mbr assigned inadeq CG owned qtrs         With deps; Mbr assigned inadeq CG owned qtrs       With dependents; Mbr and deps not assigned govt qtrs         With dependents; Mbr and deps not assigned govt qtrs       Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs         Child support on or after 5 Dec 1991; Mbr assigned CG leased single qtrs       Child support on or after 5 Dec 1991; Mbr assigned CG box  | BAH Type<br>Code<br>With<br>With<br>With<br>Partial<br>Without<br>Without<br>Without<br>Without<br>Without<br>Diff   | Fair<br>Rental<br>Market<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>Y<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N | Image: Constraint of the second sec |
| BAH Qua<br>Search Ro<br>Search Ro<br>View 100<br>BAH<br>Quarters<br>Status<br>A<br>B<br>C<br>C<br>D<br>D<br>E<br>F<br>G<br>G<br>H<br>I<br>I<br>K<br>L<br>P<br>Q<br>Q<br>I<br>T | Look Up BAH Qtr Status         urters Status       begins with        [         Clear       Cancel       Basic Lookup         esuits       Basic Lookup       [         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-leased qtrs       [         With deps, Mbr &/or deps assigned adeq DOD-owned family type qtrs       [         WiO deps or spouse in svc & no other deps; assigned Leased/family qtrs       [         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs       [         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs       [         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs       [         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs       [         W/O dependents; Mbr not in govt qtrs       [         Spouse in svc & no other deps; Mbr not in qtrs       [         With deps, Mbr assigned inadeq CG owned qtrs       [         With deps, Mbr assigned inadeq DOD owned family qtrs       [         With deps, Mbr and deps not assigned CG/DOD-owned single qtrs       [         With deps, Mbr and deps not assigned CG/DOD-owned single qtrs       [   | BAH Type<br>Code<br>With<br>With<br>Partial<br>Without<br>Partial<br>Without<br>Without<br>Without<br>Without<br>With<br>With<br>Diff<br>Diff  | Fair<br>Rental<br>Market<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N | Image: Constraint of the second sec |
| BAH Qua<br>Search R<br>Search R<br>View 100<br>BAH<br>Quarters<br>Status<br>A<br>B<br>C<br>D<br>D<br>E<br>E<br>F<br>G<br>G<br>H<br>I<br>K<br>L<br>L<br>P<br>Q<br>Q<br>T<br>T   | Look Up BAH Qtr Status         arters Status       begins with          Clear       Cancel         Basic Lookup         sults         Image: Clear       Cancel         Basic Lookup         sults         Image: Clear       Cancel         Basic Lookup         sults         Image: Clear         Clear       Cancel         Basic Lookup         sults         Image: Clear         With deps, Mbr & for deps assigned adeq CG-owned family type qtrs         W/O deps or spouse in svc & no other deps; assigned IoOD-owned single qtrs         W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs         W/O deps or spouse in svc & no other deps; Mbr not in qtrs         W/D deps, Mbr assigned inadeq CG owned qtrs         W/D deps, Mbr assigned inadeq CG owned qtrs         With deps, Mbr and deps not assigned govt qtrs  | BAH Type<br>Code<br>With<br>With<br>With<br>Partial<br>Without<br>Partial<br>Without<br>Without<br>Without<br>With<br>With<br>With<br>Diff<br>Diff<br>With<br>RC/T With<br>RC/T With | Fair<br>Rental<br>Market<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N | Image: Second constraints       Based       Based       Y   |

### Procedures,

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|  |  |         |                   |           | Action                    |                        |                         |                              |            |
|--|--|---------|-------------------|-----------|---------------------------|------------------------|-------------------------|------------------------------|------------|
| Clicking Sa  |  |         | ll in the l       | BAH R     | ate and I                 | BAH Enti               | i <b>tle</b> fields.    |                              |            |
| BAH OHA  | FSH  | MIHA    |                   |           |                           |                        |                         |                              |            |
| isa Simpson  |  | Em      | nployee           |           | Empl I                    | D 1234567              | Empl Re                 |                              |            |
| AH Entitlements  |  |         |                   |           |                           |                        | Q   14                  | <ul> <li>1 of 1 ∨</li> </ul> |            |
| ective Date: 05  | 5/09/2024                                      |         |                   |           |                           |                        |                         | Delete                       | +          |
| atus: A  | Active   | ~       |                   |           | Approved:                 |                        | Grand Fathe             | red                          |            |
|  | lire   |         | ~                 |           | Approver:<br>Approved at: |                        |                         |                              |            |
| BAH Change   |  |         | •                 |           |                           |                        |                         |                              |            |
|  | 1103   |         |                   |           | Description:              | W/O dependent          | ts; Mbr not in govt qtr | s                            |            |
|  | 2  | N       | WA126             |           | BAH Type:                 | BAH Without De         | ependents               |                              |            |
| air Rent:  | .2   |         |                   |           | BAH Rate:<br>BAH Entitle: | 1548.0000<br>1548.0000 | Overric                 | de Flag 👘                    |            |
| AH Dependent Be  | neficiarie                                     | es      |                   |           |                           | 1010.0000              |                         |                              |            |
| <b>■</b> Q   |  |         |                   |           |                           |                        |                         | l€ € 1-1 o                   | 1 🗸 🕨      |
| Dependent Inform   | nation   | Termina | ation Information | ₽         |                           |                        |                         |                              |            |
| *Dep/Ben   |  | Name    | Relation          | Birth     | BAH Elig                  | In A Service           | 50% Supp                | Last Approval                |            |
| AH   OHA   FSH   |  | Notify  |                   | 1 1       |                           | [                      | Update/Display          | Include History              | Correct H  |
|  | wing   |         |                   | elect the | e Direct ]                | Deposit o              |                         | Include History              | Correct H  |
| Vithout lea  | wing<br>s                                      |         |                   | elect the | e Direct I                | Deposit o              |                         | Include History              | Correct H  |
| AH   OHA   FSH  <br>Vithout lea<br>ct/RSV Pay Shortcut<br>avIP   | MIHA<br>Notice<br>S                            |         |                   | elect the | e Direct ]                | Deposit o              |                         | Include History              | Correct H  |
| AH   OHA   FSH  <br>Vithout lea<br>ct/RSV Pay Shortcut<br>AVIP<br>BAH Dep Data Verific   | MIHA<br>NUTING<br>s<br>cation<br>nce           |         |                   | elect the | e Direct                  | Deposit o              |                         | Include History              | Correct H  |
| AH   OHA   FSH  <br>Vithout lea<br>ct/RSV Pay Shortcut<br>AvIP<br>BAH Dep Data Verific<br>Cost of Living Allowa  | MIHA<br>NUTING<br>s<br>cation<br>nce           |         |                   | elect the | e Direct I                | Deposit o              |                         | Include History              | Correct H  |
| AH   OHA   FSH  <br>Vithout lea<br>ct/RSV Pay Shortcut<br>AVIP<br>BAH Dep Data Verific<br>Cost of Living Allowa<br>Dependent Informatic  | MIHA<br>NUTING<br>s<br>cation<br>nce           |         |                   | elect the | e Direct ]                | Deposit o              |                         | Include History              | Correct I- |
| AH   OHA   FSH  <br>Vithout lea<br>ct/RSV Pay Shortcut<br>AvIP<br>BAH Dep Data Verific<br>Cost of Living Allowa<br>Dependent Informatic<br>Direct Deposit  | MIHA<br>IVING<br>s<br>cation<br>nce            |         |                   | elect the | e Direct                  | Deposit o              |                         | Include History              | Correct H  |
| AH   OHA   FSH  <br>Vithout lea<br>ct/RSV Pay Shortcut<br>AvIP<br>BAH Dep Data Verific<br>Cost of Living Allowa<br>Dependent Informatic<br>Direct Deposit<br>Housing Allowance   | MIHA<br>IVING<br>s<br>cation<br>nce            |         |                   | elect the | e Direct I                | Deposit o              |                         | Include History              | Correct H  |
| AH   OHA   FSH  <br>Vithout lea<br>ct/RSV Pay Shortcut<br>AvIP<br>BAH Dep Data Verific<br>Cost of Living Allowa<br>Dependent Informatio<br>Direct Deposit<br>Housing Allowance<br>Maintain Tax Data US   | MIHA<br>IVING<br>s<br>cation<br>nce            |         |                   | elect the | e Direct                  | Deposit o              |                         | Include History              | Correct I  |
| AH   OHA   FSH  <br>Vithout lea<br>ct/RSV Pay Shortcut<br>AvIP<br>BAH Dep Data Verific<br>Cost of Living Allowa<br>Dependent Informatio<br>Direct Deposit<br>Housing Allowance<br>Maintain Tax Data US<br>MGIB Enrollments   | MIHA<br>Ving<br>s<br>cation<br>nce<br>SA       |         |                   | elect the | e Direct I                | Deposit o              |                         | Include History              | Correct I- |
| AH   OHA   FSH  <br>Vithout lea<br>ct/RSV Pay Shortcut<br>AvIP<br>BAH Dep Data Verific<br>Cost of Living Allowa<br>Dependent Informatic<br>Direct Deposit<br>Housing Allowance<br>Maintain Tax Data US<br>MGIB Enrollments<br>Net Pay Distribution   | MIHA<br>Ving<br>s<br>cation<br>nce<br>SA       |         |                   | elect the | e Direct                  | Deposit o              |                         | Include History              | Correct I  |
| AH   OHA   FSH  <br>Vithout lea<br>cuRSV Pay Shortcut<br>AvIP<br>BAH Dep Data Verific<br>Cost of Living Allowa<br>Dependent Informatio<br>Direct Deposit<br>Housing Allowance<br>Maintain Tax Data US<br>MGIB Enrollments<br>Net Pay Distribution<br>Pay Calendar Result   | MIHA<br>Ving<br>s<br>cation<br>nce<br>SA       |         |                   | elect the | e Direct                  | Deposit o              |                         | Include History              | Correct I  |
| AH   OHA   FSH  <br>Vithout lea<br>ct/RSV Pay Shortcut<br>Av/P<br>BAH Dep Data Verific<br>Cost of Living Allowa<br>Dependent Informatio<br>Direct Deposit<br>Housing Allowance<br>Maintain Tax Data US<br>MGIB Enrollments<br>Net Pay Distribution<br>Pay Calendar Result<br>Sea Time Balances   | MIHA<br>Ving<br>s<br>cation<br>nce<br>SA       |         |                   | elect the | e Direct                  | Deposit o              |                         | Include History              | Correct I  |
| AH   OHA   FSH  <br>Vithout lea<br>ct/RSV Pay Shortcut<br>AvIP<br>BAH Dep Data Verific<br>Cost of Living Allowa<br>Dependent Informatic<br>Direct Deposit<br>Housing Allowance<br>Maintain Tax Data US<br>MGIB Enrollments<br>Net Pay Distribution<br>Pay Calendar Result<br>Sea Time Balances<br>SGLI + FSGLI                                 | MIHA<br>Ving<br>s<br>cation<br>nce<br>SA       |         |                   | elect the | e Direct                  | Deposit o              |                         | Include History              | Correct H  |
| AH   OHA   FSH  <br>Vithout lea<br>ct/RSV Pay Shortcut<br>AvIP<br>BAH Dep Data Verific<br>Cost of Living Allowa<br>Dependent Informatio<br>Direct Deposit<br>Housing Allowance<br>Maintain Tax Data US<br>MGIB Enrollments<br>Net Pay Distribution<br>Pay Calendar Result<br>Sea Time Balances<br>SGLI + FSGLI<br>TDY Data                     | MIHA<br>ving<br>s<br>cation<br>nce<br>on<br>SA | ; the s |                   | elect the | e Direct                  | Deposit o              |                         | Include History              | Correct I  |
| AH   OHA   FSH  <br>Vithout lea<br>ct/RSV Pay Shortcut<br>AvIP<br>BAH Dep Data Verific<br>Cost of Living Allowa<br>Dependent Informatic<br>Direct Deposit<br>Housing Allowance<br>Maintain Tax Data US<br>MGIB Enrollments<br>Net Pay Distribution<br>Pay Calendar Result<br>Sea Time Balances<br>SGLI + FSGLI<br>TDY Data<br>View Member W-2s | MIHA Ving s cation nce on SA s                 | ; the s |                   | elect the | e Direct                  | Deposit o              |                         | Include History              | Correct H  |

### Procedures,

Continued

| Step               | Action  |  |                |              |       |                      |            |   |  |
|--------------------|---|--|----------------|--------------|-------|----------------------|------------|---|--|
| 7                  | Click Add Direct Deposit.   |  |                |              |       |                      |            |   |  |
|                    | EFT/Direct Deposit  |  |                |              |       |                      |            |   |  |
|                    | Lisa Simpson  |  |                |              |       |                      |            |   |  |
|                    | Pay Distribu  | Pay Distribution Instructions                                      |                |              |       |                      |            |   |  |
|                    |   |  |                |              |       |                      | 1-1 of 1 🗸 |   |  |
|                    | Status  | Effective<br>Date  | Payment Metho  | d Bank Nam   | e     | Account Number       |            |   |  |
|                    |   |  |                |              |       |                      | Edit       |   |  |
|                    | Add Direct Deposit  |  |                |              |       |                      |            |   |  |
|                    |   |  |                |              |       |                      |            |   |  |
|                    | Return to Search  |  |                |              |       |                      |            |   |  |
|                    | L   |  |                |              |       |                      |            |   |  |
| 8                  | Enter the following:  |  |                |              |       |                      |            |   |  |
| Ũ                  | • Account Type – Select from the drop-down.   |  |                |              |       |                      |            |   |  |
|                    | <ul> <li>Routing Number – Enter the appropriate data.</li> <li>Account Number – Enter the appropriate data.</li> <li>Click Save.</li> <li>Click Return to Summary.</li> </ul> |  |                |              |       |                      |            |   |  |
|                    |   |  |                |              |       |                      |            |   |  |
|                    |   |  |                |              |       |                      |            |   |  |
|                    |   |  |                |              |       |                      |            |   |  |
|                    |   |  |                |              |       |                      |            |   |  |
| EFT/Direct Deposit |   |  |                |              |       |                      |            | ] |  |
|                    | Lisa Simpson  |  |                |              |       |                      |            |   |  |
|                    | Distribut   | Distribution Instruction Details                                   |                |              |       |                      |            |   |  |
|                    | Distribution Method: Bank Transfer Effective Date: 05/16/2024   |  |                |              |       |                      |            |   |  |
|                    | *Account Type: Checking 🗸   |  |                |              |       |                      |            |   |  |
|                    |   | ing Number:  | 314074269      | 314074269    |       | verify; this must be |            |   |  |
|                    | *Account Number: 999999999999999999999999999999999999   |  |                |              |       |                      | o spaces)  |   |  |
|                    | Bank Name: USAA FEDERAL SAVINGS BANK  |  |                |              |       |                      |            |   |  |
|                    |   | Save   |                |              |       |                      |            |   |  |
|                    | Return to Summary Return to Search  |  |                |              |       |                      |            |   |  |
|                    |   |  |                |              |       |                      |            |   |  |
|                    | L   |  |                |              |       |                      |            |   |  |
|                    | D   |  |                |              |       |                      |            |   |  |
| 9                  | The Pay   | The Pay Distributions Instructions will display with the new data. |                |              |       |                      |            |   |  |
|                    | EFT/Direct Deposit Lisa Simpson Pay Distribution Instructions   |  |                |              |       |                      |            |   |  |
|                    |   |  |                |              |       |                      |            |   |  |
|                    | T-1 of 1 V  |  |                |              |       |                      |            |   |  |
|                    | Status  | Effective Date   | Payment Method | Bank Name    |       | Account Number       |            |   |  |
|                    | Future  | 05/16/2024   | Bank Transfer  | USAA FEDER   |       | 999999999999999      | Edit       |   |  |
|                    |   |  |                | BANK (314074 | ¥269) |                      |            |   |  |
|                    | Return to   | Return to Search   |                |              |       |                      |            |   |  |
|                    |   |  |                |              |       |                      |            |   |  |
| 1                  | 1   |  |                |              |       |                      |            |   |  |