

# REHIRE - CADET

## Overview

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**Introduction** This guide provides the procedures for rehiring a CADET in Direct Access (DA).

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**Known Issue** If an error message is received upon clicking **Save**, contact PPC Customer Care to have the Cadet's password reset. Cadet rehires may not be able to be saved unless the **Cadet's password is reset by PPC first. ONLY** contact PPC Customer Care once this error has occurred **NOT before**.

If the **Job Code** number does not match the **Grade Step** – An error message is received when the SPO is trying to approve the rehire and must be returned to the pay tech to be fixed.

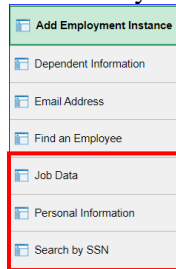
**State Withholding Tax (SWT) reverts back to the Home of Record (HOR) automatically after a REHIRE. SPO's need to review/update the SWT when completing the rehire and make the appropriate data entries to avoid any tax issues.**

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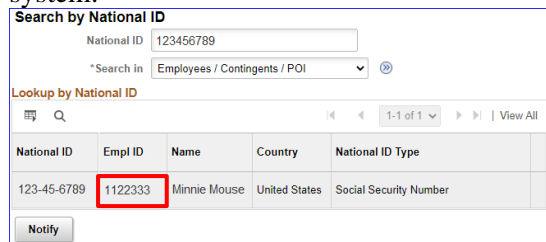
**Before You Begin ANY Hire or Rehire** Before starting a rehire, you must first determine whether the member is already in the system. Failure to do so may cause one member to have two Empl Records or even two separate Employee IDs.

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

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



When searching by SSN, you may find the member already has an **Empl ID** in the system:



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Overview, Continued

**Before You Begin ANY Hire or Rehire (cont)**

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

**Bad Example:**

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

**Good Example:**

Search Results

View All

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
123456	0	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	ENLCG	00010	003333	KS0001	AD
123456	1	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	CIVCG	00010	007800	KS0001	NOMIL
123456	2	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	RETCG	RETCG	CGRETDEPT	CGRETLOC	RETCG

**Important Information**

- It is good practice to IMMEDIATELY enter the contract into DA once the hire/rehire portion is complete and Job Data has been verified. The contract should not be approved without first viewing a signed copy of the DD-4 or Oath.
- Ensure the members paygrade is listed on the DD-4. If missing or there is a discrepancy from what is listed in DA, **please return to the originator (Recruiter, RPM, EPM or OPM) to get corrected before processing the accession/rehire.**
- Date of Hire/Rehire = Date of the Enlistment Contract
- **IMPORTANT:** DO NOT click **OK** or **Apply** unless prompted. It will not allow the pay record of the applicant to update correctly.

After the member is rehired, transactions to affect the following must be entered by the technician and approved by the supervisor (when required):

- Pay
- Any previous entitlements
- Tax withholdings
- Direct deposit information
- Enrollment/Election completed for benefit programs (e.g. SGLI, MGIB, Family Dental, etc.)

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## Overview, Continued

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### Position Numbers

Important information about position numbers:

- Do not assess a member to a position number at their destination. You must navigate to Positions at a Department and choose an AD position similar to the member's position description appearing either at your own unit or a unit close to the member's departure point.
- Annotate this number. It will be used later in the Rehire process (Step 14).
- The current path is: **NavBar icon** > **Menu** > Recruiting > Assignments > Reports > **Positions at a Department**.

**NOTE:** Once the Rehire is complete, remember you must PCS the member to the new duty station and restart any entitlements. These are independent of the Rehire process.

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## When to Request a SOCS

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**Introduction** This section provides the information for when a Statement of Creditable Service (SOCS) is required by the Advancements Branch (ADV) at the Pay & Personnel Center (PPC).

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**Reference** [E-Mail ALSPO B/15](#)

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**Requirements** See below for 7 reasons why a SOCS is required.

Number	Reason
1	The member's service dates are <b>incorrect</b> : <ul style="list-style-type: none"> <li>• Active Duty Base Date (ADBD)</li> <li>• Pay Entry Base Date (PEBD)</li> <li>• Date of Initial Entry into Military Service (DIEMS)</li> </ul>
2	The member is enlisting (or being assessed as an officer) and has prior service in <b>another branch of service</b> .
3	The member is enlisting (or being assessed as an officer) and has prior Coast Guard or Coast Guard Reserve service with a <b>break in service</b> .
4	The member is a Coast Guard reservist with <b>greater than 15 years</b> of total combined active service who is considering extended active duty (Retirement Sanctuary Rule).
5	The member is a Coast Guard reservist who is integrating into the regular <b>Active Duty</b> Coast Guard.
6	A member graduates from the Academy with an appointment as a commissioned officer and the member attended the <b>Scholar Program</b> (served on active duty or reserve) prior to being hired as a Cadet.
7	A member <b>dis-enrolls</b> from the Academy and returns to enlisted status.


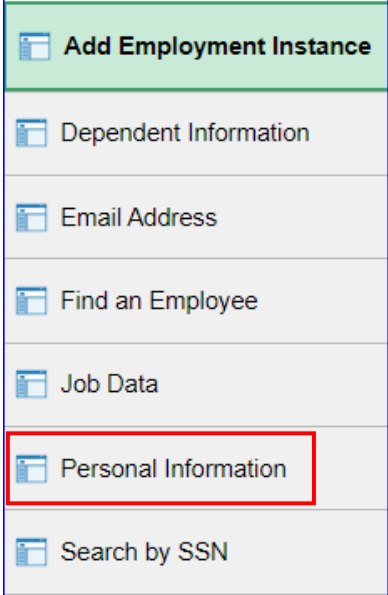
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# Rehire a CADET

**Introduction** This section provides the procedures for re-entering a CADET into DA and is used **ONLY** for CADETS that had previously been issued an Employee ID number.

**Information** All entries are to be entered as directed. All other fields are to be left at default or left blank.  
 Verify that the member has a **discharge Job Data row** before starting the rehire process. See: [Understanding Job Data](#)


**Procedures** See below.

Step	Action
1	Click on the <b>HR Data Shortcuts</b> tile.  A screenshot of a software interface showing a tile titled "HR Data Shortcuts". The tile contains a document icon with a gear, representing settings or data management.
2	Select the <b>Personal Information</b> option.  A screenshot of a vertical menu with several options. The options are: "Add Employment Instance", "Dependent Information", "Email Address", "Find an Employee", "Job Data", "Personal Information", and "Search by SSN". The "Personal Information" option is highlighted with a red rectangular box.

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## Rehire a CADET, Continued

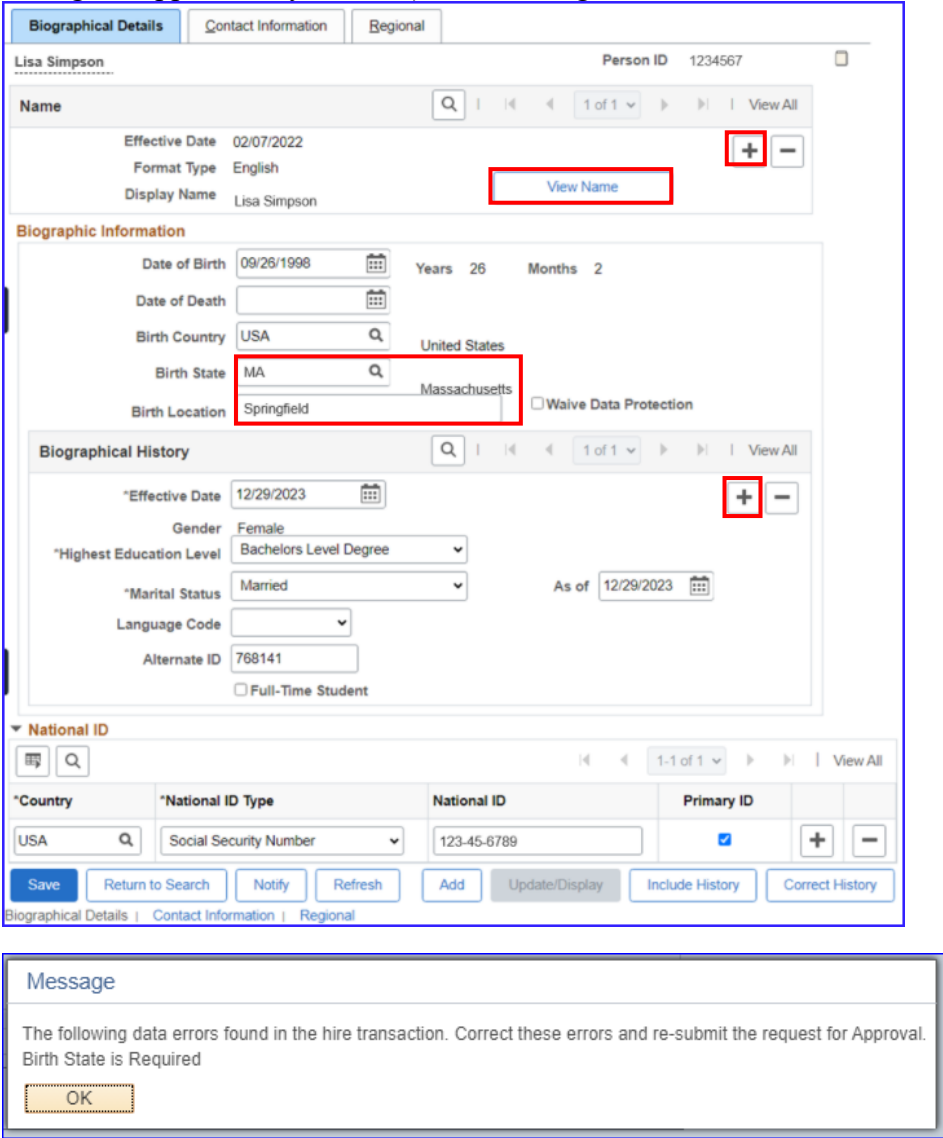
Procedures,  
continued

Step	Action
3	<p data-bbox="316 495 794 524">Enter the <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="316 524 1378 1597" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="323 533 683 566"><b>Personal Information</b></p> <p data-bbox="323 577 1370 607">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="352 622 695 685" style="background-color: #ADD8E6; padding: 2px; text-align: center;">Find an Existing Value</p> <p data-bbox="323 696 564 725">▼ <b>Search Criteria</b></p> <p data-bbox="555 741 1209 786">Empl ID begins with ▼ <span style="border: 1px solid red; padding: 2px;">1234567</span></p> <p data-bbox="584 819 1209 864">Name begins with ▼ <input type="text"/></p> <p data-bbox="523 909 1209 954">Last Name begins with ▼ <input type="text"/></p> <p data-bbox="424 999 1209 1043">Second Last Name begins with ▼ <input type="text"/></p> <p data-bbox="331 1077 1209 1122">Alternate Character Name begins with ▼ <input type="text"/></p> <p data-bbox="496 1167 1209 1211">Middle Name begins with ▼ <input type="text"/></p> <p data-bbox="480 1245 1209 1290">Business Unit begins with ▼ <input type="text"/></p> <p data-bbox="427 1335 1254 1379">Department Set ID begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="507 1413 1254 1458">Department begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="336 1480 1054 1509"> <input type="checkbox"/> Include History                   <input type="checkbox"/> Correct History                   <input type="checkbox"/> Case Sensitive             </p> <p data-bbox="323 1525 1102 1585"> <span style="border: 1px solid red; background-color: #000080; color: white; padding: 2px 10px;">Search</span>                   <input type="button" value="Clear"/>                   Basic Search                    Save Search Criteria             </p> </div>

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## Rehire a CADET, Continued


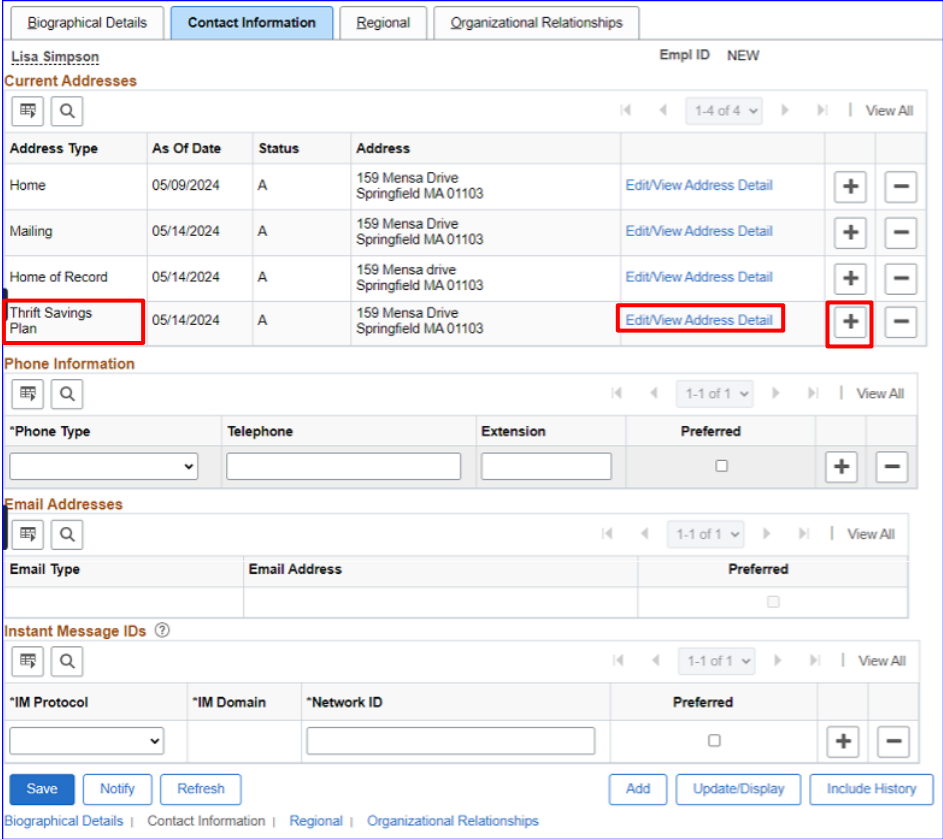

Procedures,  
continued

Step	Action
4	<p>Information fields will default to previously entered data. Click <b>View Name</b> if necessary (marriage/divorce/name change). Click the <b>Plus</b> buttons in the Name AND the Biographical History sections and update any incorrect, changed or missing fields.</p> <p><b>IMPORTANT:</b> If the <b>Birth State</b> and <b>Birth Location</b> do not auto-populate, be sure to enter that information (the Approving Official (AO) will get an error during the approval if you don't). See Message below.</p> 

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# Rehire a CADET, Continued

Procedures,  
continued

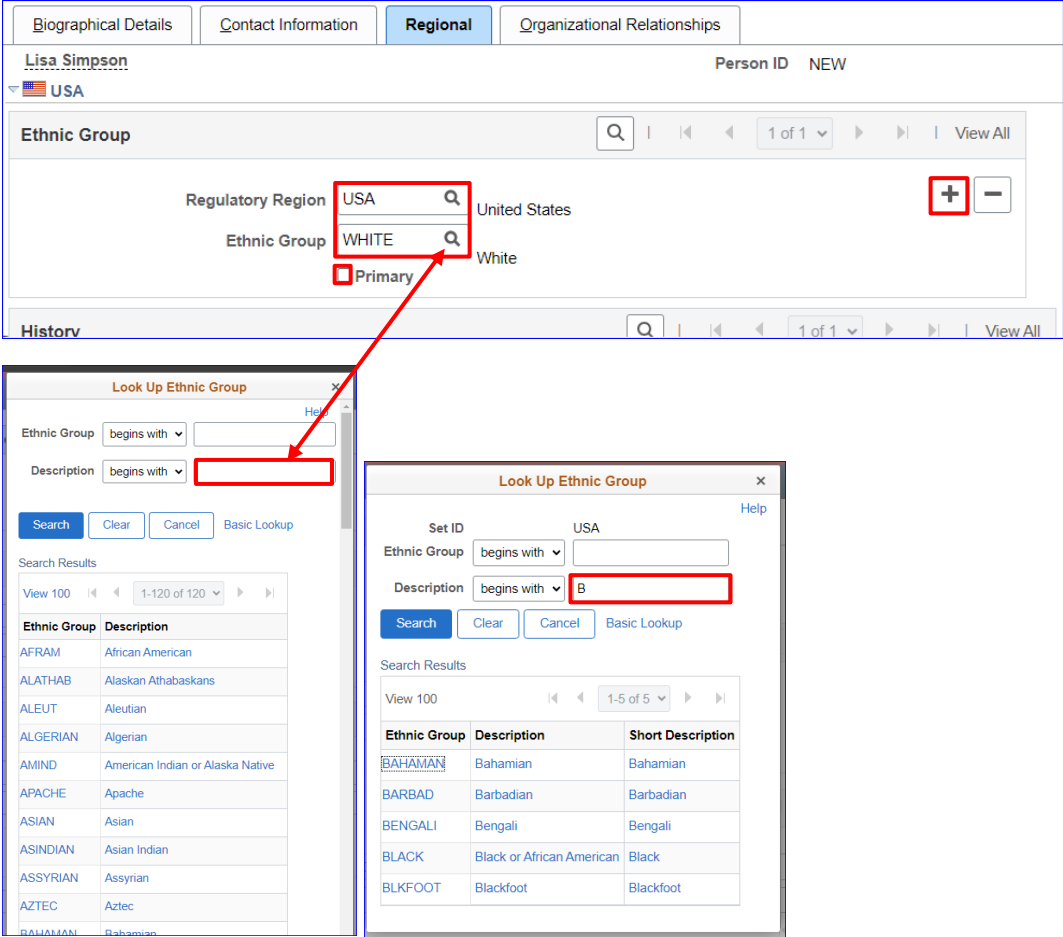
Step	Action
5	<p>Select the <b>Contact Information</b> tab.</p> 
6	<p>All sections should default with appropriate information. If not, edit as necessary.</p> <p><b>NOTE: Required Address Types must include the Thrift Savings Plan (TSP) address.</b> If not displayed, click the <b>Plus</b> icon, select Thrift Savings Plan from the <b>Address Type</b> drop-down and click the <b>Add Address Detail</b> link.</p> 
7	<p>Select the <b>Regional</b> tab.</p> 

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# Rehire a CADET, Continued

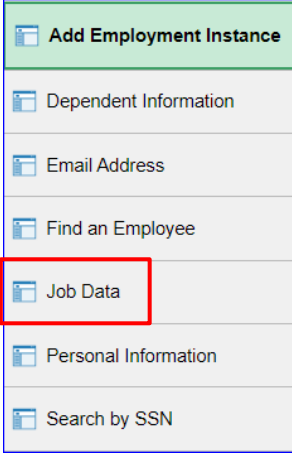
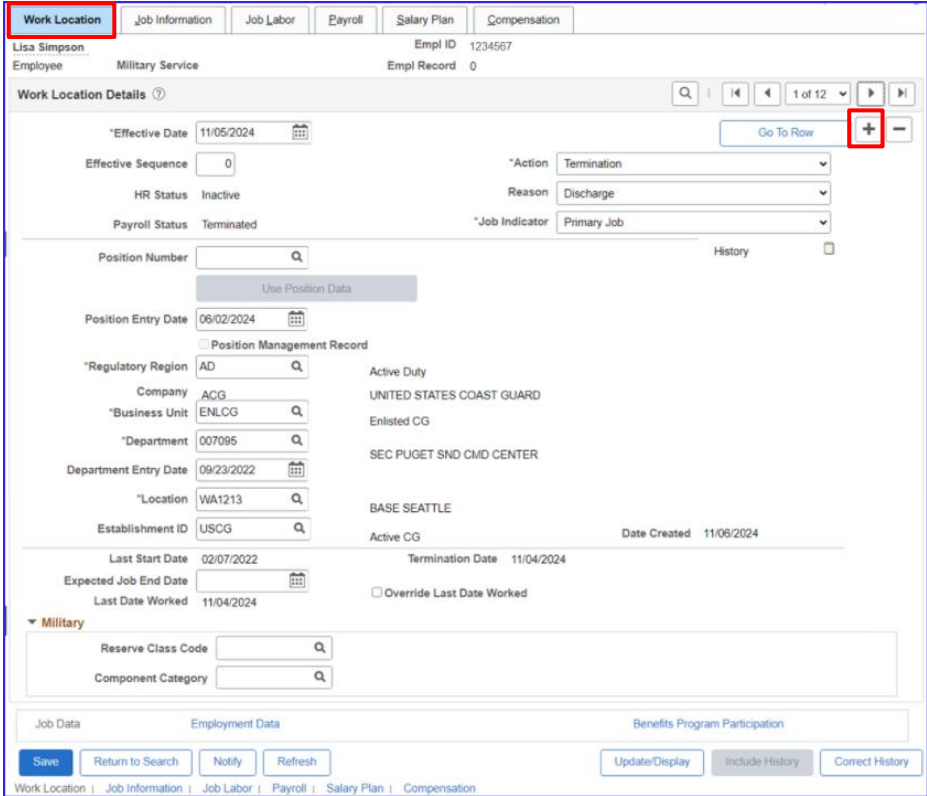
Procedures,  
continued

Step	Action
8	<ul style="list-style-type: none"> <li>• <b>Regulatory Region</b> – Ensure USA is displayed.</li> <li>• <b>Ethnic Group</b> – Click the lookup icon to select the appropriate category. Narrow the search by using the <b>Description</b> field. See below. Check the Primary box, if this is the member’s preferred language.</li> </ul> <p><b>NOTE:</b> If the member claims more than one ethnic group, click the <b>Plus</b> button, and add the additional group designation. Click <b>Save</b>.</p> 

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# Rehire a CADET, Continued

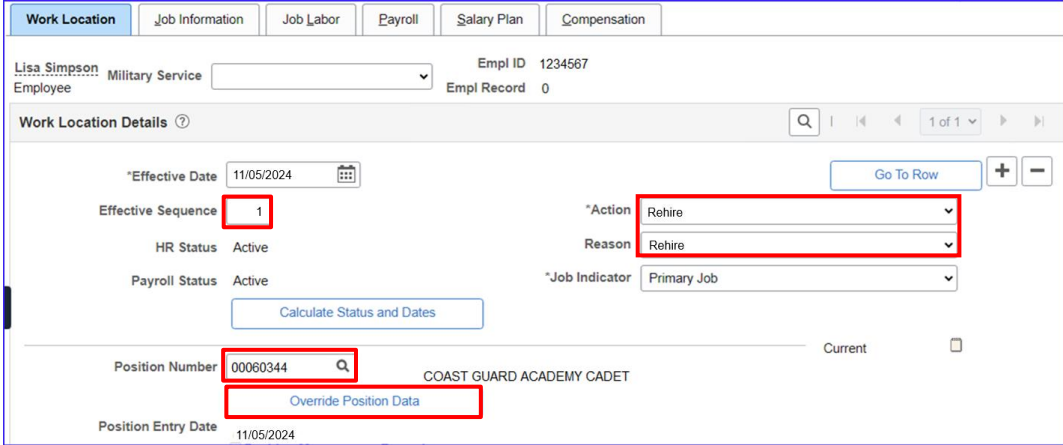
Procedures,  
continued

Step	Action
9	<p>Without leaving the screen, select the <b>Job Data</b> option.</p>  <p>The screenshot shows a vertical menu with the following items: Add Employment Instance (highlighted in green), Dependent Information, Email Address, Find an Employee, Job Data (highlighted in a red box), Personal Information, and Search by SSN.</p>
10	<p>The <b>Work Location</b> tab will automatically display for your member. After verifying that the Termination/Discharge Job Row was completed, click the <b>Plus</b> button to add a new row.</p>  <p>The screenshot shows the 'Work Location' tab selected in a navigation bar. The main form displays details for Lisa Simpson, Employee ID 1234567, in Military Service. The 'Work Location Details' section includes fields for Effective Date (11/05/2024), Effective Sequence (0), HR Status (Inactive), Payroll Status (Terminated), Action (Termination), Reason (Discharge), and Job Indicator (Primary Job). A 'Go To Row' button with a plus sign is highlighted in a red box. Other fields include Position Number, Position Entry Date (06/02/2024), Regulatory Region (AD), Company (ACG), Business Unit (ENLCG), Department (007095), Department Entry Date (09/23/2022), Location (WA1213), Establishment ID (USCG), Last Start Date (02/07/2022), Termination Date (11/04/2024), Expected Job End Date, Last Date Worked (11/04/2024), Reserve Class Code, and Component Category. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.</p>

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# Rehire a CADET, Continued

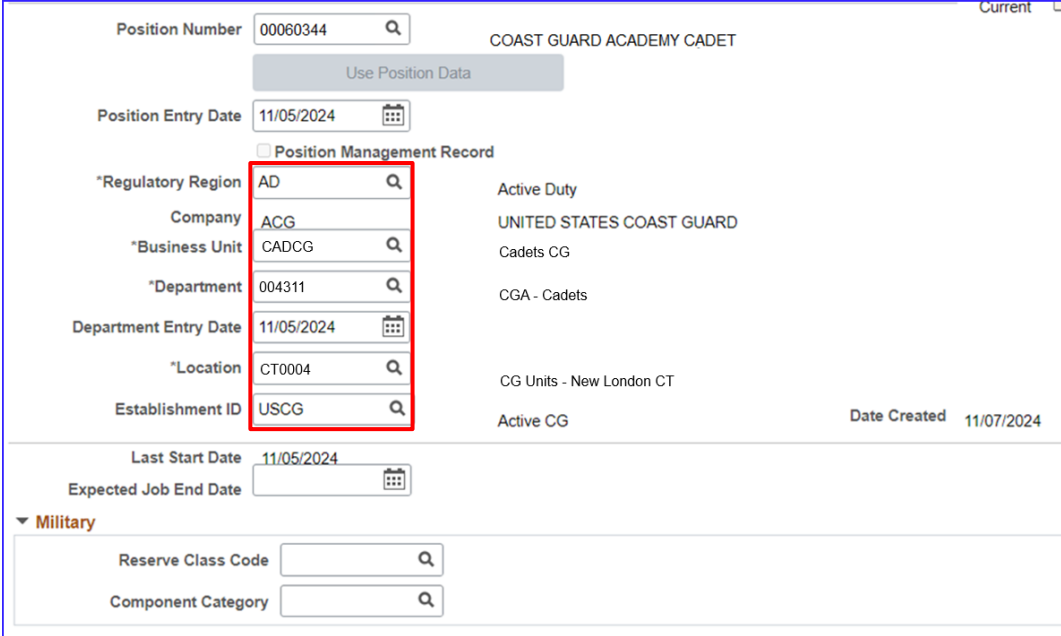
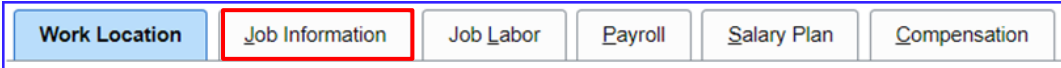
Procedures,  
continued

Step	Action
<p><b>11</b></p>	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Effective Sequence</b> – If the rehire was <b>immediately preceded by a discharge</b> from the Coast Guard (Active or Reserve component) change the Effective Sequence field to the next number (E.g., change “0” to “1”) because the discharge has already created a new row in Job Data with the same effective date. Otherwise, leave at default of “0”.</li> <li>• <b>Action</b> – Select Rehire from the drop-down.</li> <li>• <b>Reason</b> – Select Rehire from the drop-down.</li> <li>• <b>Position Number</b> – Enter 00060344 for Cadet.</li> </ul> <p><b>Click Override Position Data.</b></p>  <p>The screenshot shows the 'Work Location Details' form for employee Lisa Simpson. The form includes tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The 'Effective Date' is 11/05/2024. The 'Effective Sequence' is 1. The 'HR Status' is Active, and the 'Payroll Status' is Active. The 'Action' is Rehire, and the 'Reason' is Rehire. The 'Job Indicator' is Primary Job. The 'Position Number' is 00060344, and the 'Position Entry Date' is 11/05/2024. The 'Override Position Data' button is highlighted.</p>

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## Rehire a CADET, Continued

Procedures,  
continued

Step	Action
<p><b>12</b></p>	<p>Verify the information updated after entering the Position Number. If not, correct with the appropriate information below:</p> <ul style="list-style-type: none"> <li>• <b>Regulatory Region</b> – Select AD from the lookup icon.</li> <li>• <b>Company</b> – Select ACG from the lookup icon</li> <li>• <b>Business Unit</b> – Select CADCG</li> <li>• <b>Department</b> – Select 004311.</li> <li>• <b>Department Entry Date</b> – Verify the date of the signed Enlistment Contract.</li> <li>• <b>Location</b> – Select the appropriate number (CT0004), if not defaulted from the Department entered.</li> <li>• <b>Establishment ID</b> – If not defaulted, select USCG from the lookup icon.</li> </ul> 
<p><b>13</b></p>	<p>Select the <b>Job Information</b> tab.</p> 

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# Rehire a CADET, Continued

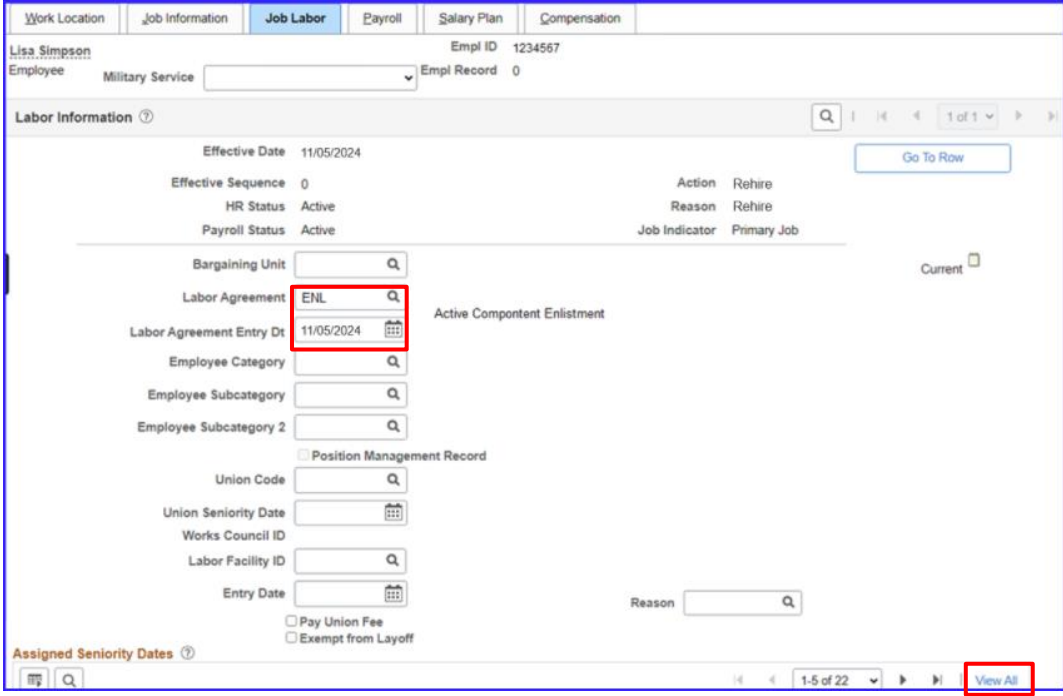
Procedures,  
continued

Step	Action
<p><b>14</b></p>	<p>Enter data for these three fields only:</p> <ul style="list-style-type: none"> <li>• <b>Job Code</b> – Enter 209898, if not auto-populated, and hit the tab key. <b>IMPORTANT: If the Job Code number does not match the Grade Step in Step 22, the AO will get an error during the approval. See Message below.</b></li> <li>• <b>Supervisor ID</b> – Enter the CGHRSUP Empl ID that approves Rehires or use the lookup icon.</li> <li>• <b>Empl Class</b> – Select AD from the drop-down.</li> </ul> <p><b>NOTE: Standard Hours</b> will default to either 160 or 240 (Not shown). <b>Do not change.</b></p> <p>The screenshot shows the 'Job Information Details' form for Lisa Simpson (Empl ID 1234567). The 'Job Code' field is highlighted with a red box and contains '209898'. The 'Supervisor ID' field is also highlighted with a red box and contains '9876543'. The 'Empl Class' dropdown is set to 'AD'. A message box at the bottom of the form displays the error: 'The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval. Grade does not match Jobcode Grade.' An 'OK' button is visible in the message box.</p>
<p><b>15</b></p>	<p>Select the <b>Job Labor</b> tab.</p> <p>The screenshot shows the navigation tabs at the top of the HR system interface. The tabs are: 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Job Labor' tab is highlighted with a red box.</p>

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## Rehire a CADET, Continued

Procedures,  
continued

Step	Action
16	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Labor Agreement</b> – Defaults to current Labor agreement.</li> <li>• <b>Labor Agreement Entry Dt</b> – Ensure it displays the date of the rehire.</li> </ul> <p>Scroll down the page and click <b>View All</b> for Assigned Seniority Dates.</p> 

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# Rehire a CADET, Continued

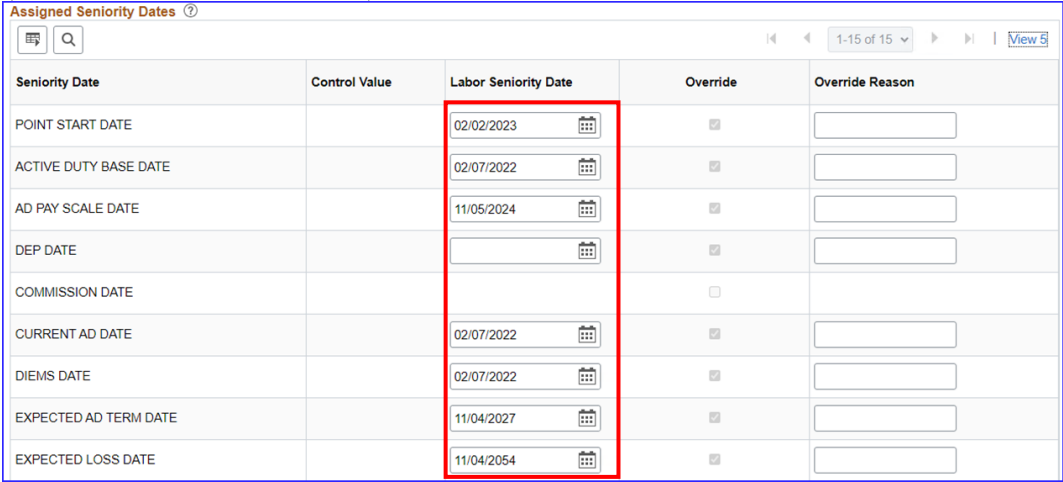
## Procedures, continued

Step	Action																																																																																
17	<p>The original hire dates will display. Click <b>Recalculate Seniority Dates</b> to open all Assigned Seniority Date fields.</p> <div data-bbox="316 560 1380 1467" style="border: 1px solid black; padding: 5px;"> <p><b>Assigned Seniority Dates</b> <span style="float: right;">1-15 of 15   <a href="#">View 5</a></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Seniority Date</th> <th style="width: 15%;">Control Value</th> <th style="width: 20%;">Labor Seniority Date</th> <th style="width: 10%;">Override</th> <th style="width: 20%;">Override Reason</th> </tr> </thead> <tbody> <tr> <td>POINT START DATE</td> <td></td> <td>02/02/2023 </td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td>02/07/2022 </td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td>11/05/2024 </td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>DEP DATE</td> <td></td> <td><input type="text"/> </td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>COMMISSION DATE</td> <td></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>CURRENT AD DATE</td> <td></td> <td>02/07/2022 </td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>DIEMS DATE</td> <td></td> <td>02/07/2022 </td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>EXPECTED AD TERM DATE</td> <td></td> <td>11/04/2027 </td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>EXPECTED LOSS DATE</td> <td></td> <td>11/04/2054 </td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>JOB FAMILY ENTRY DATE</td> <td></td> <td>11/05/2024 </td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>MIL OBLIGATION COMPL DATE</td> <td></td> <td>02/06/2030 </td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>PAY ALLOWANCE DATE</td> <td></td> <td>11/05/2024 </td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td>02/07/2022 </td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>DATE OF RANK</td> <td>000098</td> <td>11/05/2024 </td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>ROTATION DATE</td> <td></td> <td>11/05/2024 </td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"><span style="border: 2px solid red; padding: 2px;">Recalculate Seniority Dates</span></p> <p style="margin-top: 10px;"> <span>Job Data</span>    <span>Employment Data</span>    <span>Benefits Program Participation</span> </p> <p style="margin-top: 10px;"> <span>Save</span>   <span>Return to Search</span>   <span>Notify</span>   <span>Refresh</span>    <span>Update/Display</span>   <span>Include History</span>   <span>Correct History</span> </p> </div>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	POINT START DATE		02/02/2023	<input checked="" type="checkbox"/>	<input type="text"/>	ACTIVE DUTY BASE DATE		02/07/2022	<input checked="" type="checkbox"/>	<input type="text"/>	AD PAY SCALE DATE		11/05/2024	<input checked="" type="checkbox"/>	<input type="text"/>	DEP DATE		<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	COMMISSION DATE			<input type="checkbox"/>		CURRENT AD DATE		02/07/2022	<input checked="" type="checkbox"/>	<input type="text"/>	DIEMS DATE		02/07/2022	<input checked="" type="checkbox"/>	<input type="text"/>	EXPECTED AD TERM DATE		11/04/2027	<input checked="" type="checkbox"/>	<input type="text"/>	EXPECTED LOSS DATE		11/04/2054	<input checked="" type="checkbox"/>	<input type="text"/>	JOB FAMILY ENTRY DATE		11/05/2024	<input checked="" type="checkbox"/>	<input type="text"/>	MIL OBLIGATION COMPL DATE		02/06/2030	<input checked="" type="checkbox"/>	<input type="text"/>	PAY ALLOWANCE DATE		11/05/2024	<input type="checkbox"/>	<input type="text"/>	PAY BASE DATE		02/07/2022	<input checked="" type="checkbox"/>	<input type="text"/>	DATE OF RANK	000098	11/05/2024	<input type="checkbox"/>	<input type="text"/>	ROTATION DATE		11/05/2024	<input checked="" type="checkbox"/>	<input type="text"/>
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## Rehire a CADET, Continued

Procedures,  
continued

Step	Action																																																		
18	<p>This step is shown in two halves. Verify and update the following:</p> <ul style="list-style-type: none"> <li>• <b>Points Start Date</b> – Leave at default, this date may only be adjusted by PPC (ADV) (see <b>NOTE</b>).</li> <li>• <b>Active Duty Base Date</b> <ul style="list-style-type: none"> <li>– Without a break in service, verify Enlistment Contract dates.</li> <li>– With a break in service, enter the date of rehire.</li> </ul> </li> <li>Reservist <i>known issue</i>-cannot leave blank, see <b>NOTE</b>.</li> <li>• <b>AD Pay Scale Date</b> – Date of rehire</li> <li>• <b>DEP Date</b> – Delayed Entry Program date only populates if they spent time in delayed entry. Otherwise, it will be blank.</li> <li>• <b>Commission Date</b> – See Chapter 3 of the <a href="#">COAST GUARD PAY MANUAL, COMDTINST M7220.29D</a> for the correct date per situation.</li> <li>• <b>Current AD Date</b> – Date of rehire OR leave as is without a break in service.</li> <li>• <b>DIEMS Date</b> – Date Initial Entry Military Service (any component), should match the DEP Date if they did the DEP. If no DEP, then this should be the date the member executes/signs their initial Enlistment Contract/document or an Oath of Office.</li> <li>• <b>Expected AD Term Date</b> – 6 years from rehire accession minus 1 day</li> <li>• <b>Expected Loss Date</b> – Term of Service from the signed Enlistment Contract (minus 1 day) or the DIEMS Date whichever is greater.</li> </ul> <p><b>NOTE:</b> If rehiring with a <b>break in service</b> OR a <b>reservist going on active duty</b>, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See <a href="#">When to Request a SOCS</a> (or see <a href="#">E-Mail ALSPO B/15</a>).</p>  <table border="1" data-bbox="316 1420 1382 1899"> <caption>Assigned Seniority Dates</caption> <thead> <tr> <th>Seniority Date</th> <th>Control Value</th> <th>Labor Seniority Date</th> <th>Override</th> <th>Override Reason</th> </tr> </thead> <tbody> <tr> <td>POINT START DATE</td> <td></td> <td>02/02/2023</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td>02/07/2022</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td>11/05/2024</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DEP DATE</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>COMMISSION DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>CURRENT AD DATE</td> <td></td> <td>02/07/2022</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DIEMS DATE</td> <td></td> <td>02/07/2022</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED AD TERM DATE</td> <td></td> <td>11/04/2027</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED LOSS DATE</td> <td></td> <td>11/04/2054</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	POINT START DATE		02/02/2023	<input checked="" type="checkbox"/>		ACTIVE DUTY BASE DATE		02/07/2022	<input checked="" type="checkbox"/>		AD PAY SCALE DATE		11/05/2024	<input checked="" type="checkbox"/>		DEP DATE			<input checked="" type="checkbox"/>		COMMISSION DATE			<input type="checkbox"/>		CURRENT AD DATE		02/07/2022	<input checked="" type="checkbox"/>		DIEMS DATE		02/07/2022	<input checked="" type="checkbox"/>		EXPECTED AD TERM DATE		11/04/2027	<input checked="" type="checkbox"/>		EXPECTED LOSS DATE		11/04/2054	<input checked="" type="checkbox"/>	
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# Rehire a CADET, Continued

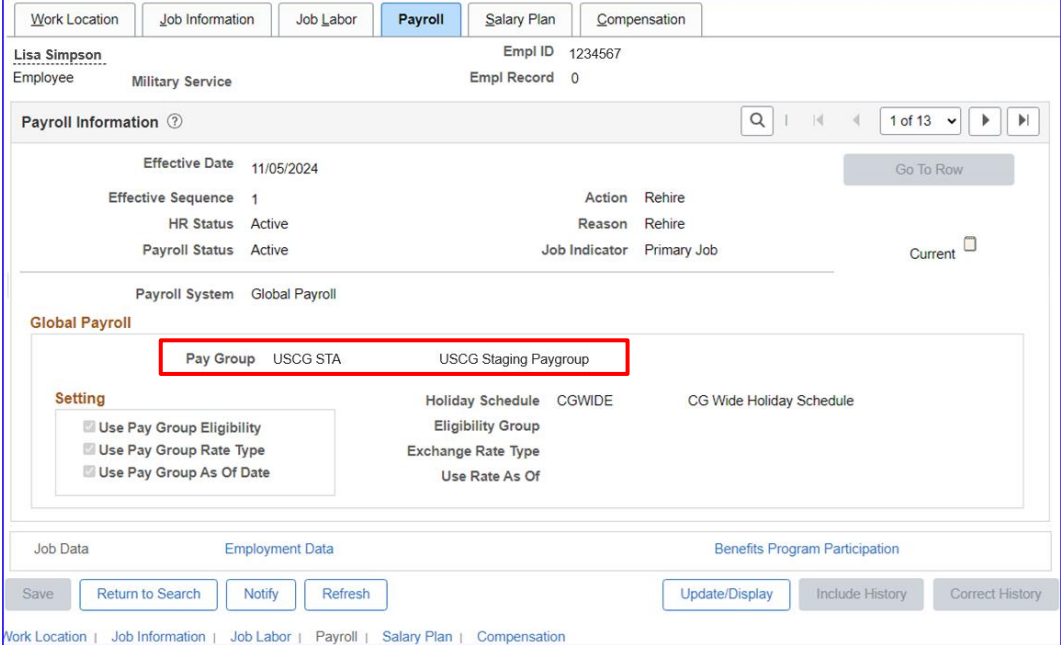
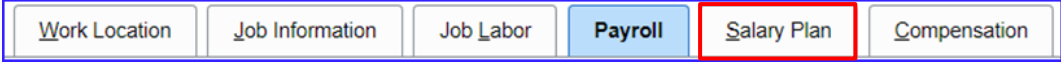
Procedures,  
continued

Step	Action																														
<p><b>18</b> (cont)</p>	<ul style="list-style-type: none"> <li>• <b>Job Family Entry Date</b> – Date of rehire</li> <li>• <b>Mil Obligation Compl Date</b> – 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e., VOLSEP).</li> <li>• <b>Pay Allowance Date</b> – Date of the rehire OR leave as is without a break in service.</li> <li>• <b>Pay Base Date (PBD)</b> – Date of the rehire or if rehiring without a break in service use the existing PBD from the previous Job row.</li> <li>• <b>Date of Rank (DOR)</b> – Date of the rehire or if rehiring without a break in service use the existing DOR from the previous Job row.</li> <li>• <b>Rotation Date</b> – Date of the rehire</li> </ul> <p><b>NOTE:</b> If rehiring with a <b>break in service</b> OR a <b>reservist going on active duty</b>, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See <a href="#">When to Request a SOCS</a> (or see <a href="#">E-Mail ALSPO B/15</a>).</p> <div style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">JOB FAMILY ENTRY DATE</td> <td style="width: 20%;"></td> <td style="width: 20%;">11/05/2024</td> <td style="width: 10%;"><input checked="" type="checkbox"/></td> <td style="width: 10%;"></td> </tr> <tr> <td>MIL OBLIGATION COMPL DATE</td> <td></td> <td>02/06/2030</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY ALLOWANCE DATE</td> <td></td> <td>11/05/2024</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td>02/07/2022</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DATE OF RANK</td> <td>000098</td> <td>11/05/2024</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>ROTATION DATE</td> <td></td> <td>11/05/2024</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table> <p style="text-align: center; margin-top: 5px;">Recalculate Seniority Dates</p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Job Data</span> <span>Employment Data</span> <span>Benefits Program Participation</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Save</span> <span>Return to Search</span> <span>Notify</span> <span>Refresh</span> <span>Update/Display</span> <span>Include History</span> <span>Correct History</span> </div> </div>	JOB FAMILY ENTRY DATE		11/05/2024	<input checked="" type="checkbox"/>		MIL OBLIGATION COMPL DATE		02/06/2030	<input checked="" type="checkbox"/>		PAY ALLOWANCE DATE		11/05/2024	<input type="checkbox"/>		PAY BASE DATE		02/07/2022	<input checked="" type="checkbox"/>		DATE OF RANK	000098	11/05/2024	<input type="checkbox"/>		ROTATION DATE		11/05/2024	<input checked="" type="checkbox"/>	
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<p><b>19</b></p>	<p>Select the <b>Payroll</b> Tab.</p> <div style="display: flex; justify-content: space-around; border: 1px solid #ccc; padding: 5px;"> <span>Work Location</span> <span>Job Information</span> <span style="border: 2px solid red;">Job Labor</span> <span style="border: 2px solid red;">Payroll</span> <span>Salary Plan</span> <span>Compensation</span> </div>																														

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# Rehire a CADET, Continued

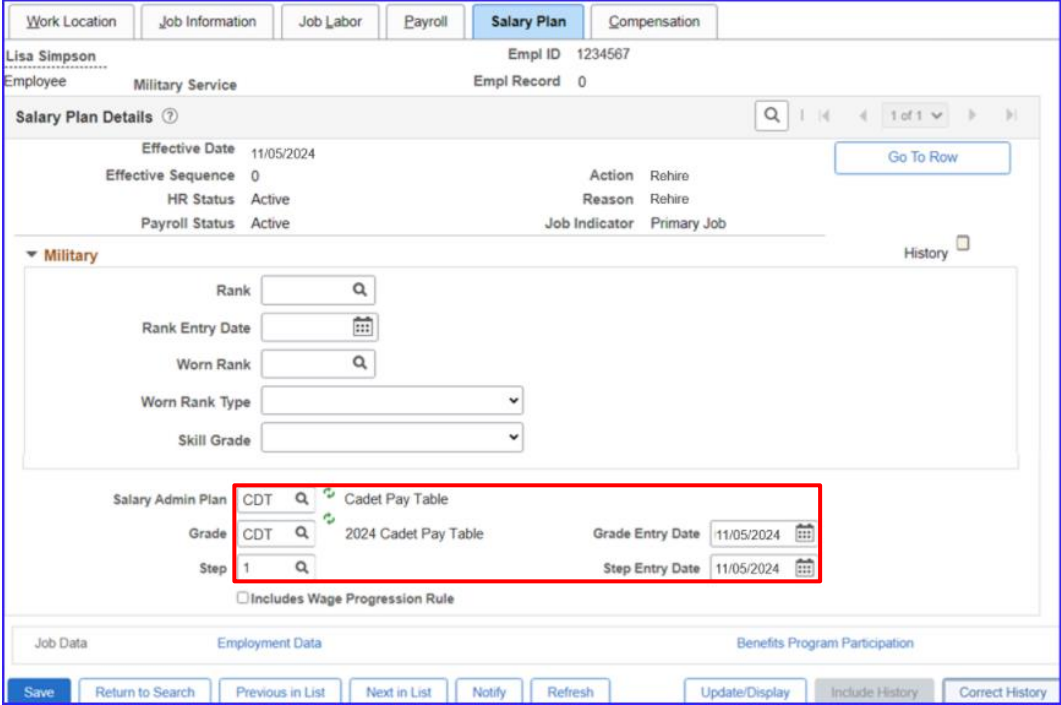

Procedures,  
continued

Step	Action
<p><b>20</b></p>	<p>The <b>Pay Group</b> should default to USCG STG (Staging). Once approved, this will update to USCG AD.</p>  <p>The screenshot shows the 'Payroll' tab selected in a navigation menu. The employee name is Lisa Simpson, with Employee ID 1234567 and Military Service. The 'Payroll Information' section shows an effective date of 11/05/2024, sequence 1, and status Active. The 'Global Payroll' section shows the 'Pay Group' as 'USCG STA' and 'USCG Staging Paygroup'. The 'Setting' section has three checked options: 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'.</p>
<p><b>21</b></p>	<p>Select the <b>Salary Plan</b> tab.</p>  <p>The screenshot shows a navigation menu with tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Salary Plan' tab is highlighted with a red box.</p>

*Continued on next page*

## Rehire a CADET, Continued

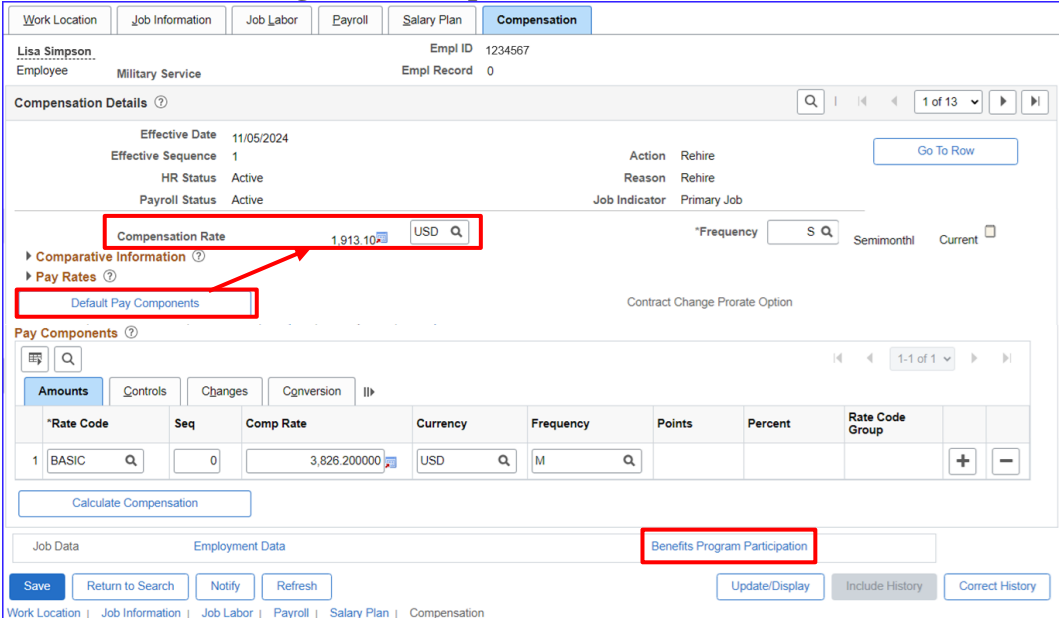
Procedures,  
continued

Step	Action
22	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Salary Admin Plan</b> – Defaults to CDT. If not, use the lookup icon &amp; select CDT.</li> <li>• <b>Grade</b> – Select CDT from the lookup icon.</li> <li>• <b>Grade Entry Date</b> – Should default to the date of rehire.</li> <li>• <b>Step</b> – Leave at default without a break in service or enter 1 and hit <b>Tab</b>.  <b>NOTE: This step is necessary for the information on the Compensation tab to populate.</b></li> <li>• <b>Step Entry Date</b> – Will default to the date of rehire. If rehiring without a break in service, use the existing Step Entry Date from the previous job row.</li> </ul> <p><b>NOTE:</b> Submit a request to PPC Customer Care for a Statement of Creditable Service (SOCS) in the case of prior military service. Any necessary adjustments will take place via the SOCS process (see <a href="#">E-Mail ALSPO B/15</a>).</p> 
23	<p>Select the <b>Compensation</b> Tab.</p> 

*Continued on next page*

# Rehire a CADET, Continued

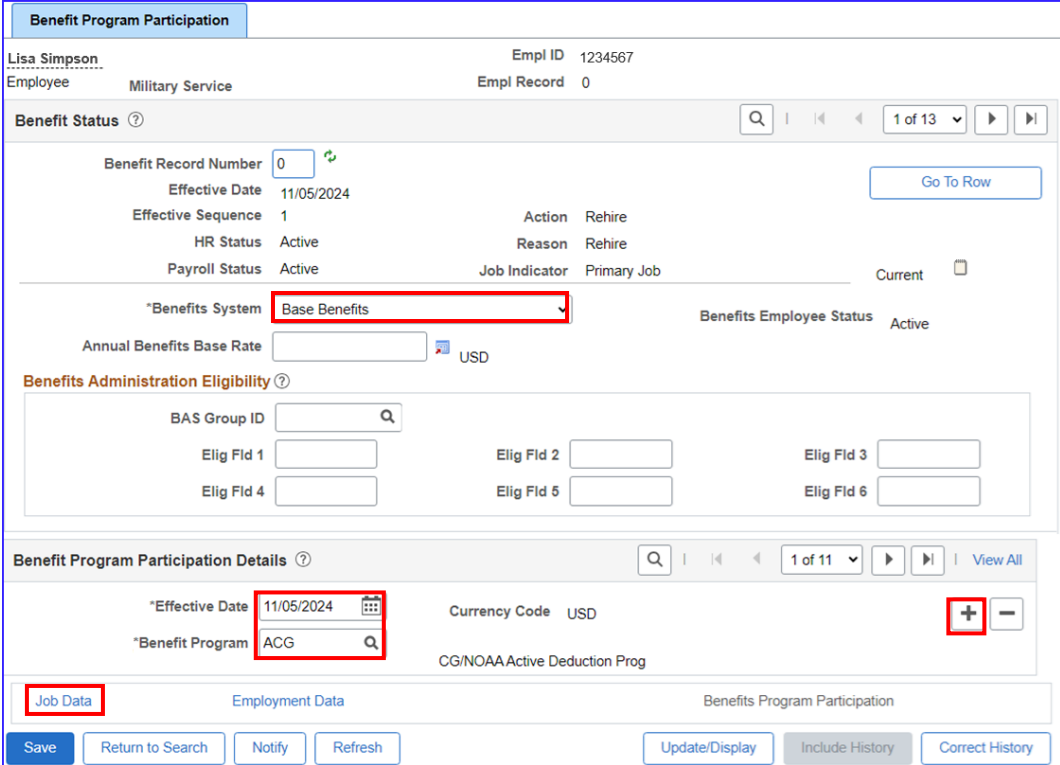
Procedures,  
continued

Step	Action
24	<p>Click on the <b>Default Pay Components</b> button. This will automatically update the <b>Compensation Rate</b> data.</p> <p>Click the <b>Benefits Program Participation</b> link.</p>  <p>The screenshot displays the 'Compensation' tab for employee Lisa Simpson. Key elements include:</p> <ul style="list-style-type: none"><li><b>Compensation Details:</b> Effective Date 11/05/2024, Effective Sequence 1, HR Status Active, Payroll Status Active. Action Reason: Rehire. A 'Go To Row' button is present.</li><li><b>Pay Rates:</b> A table with columns: *Rate Code, Seq, Comp Rate, Currency, Frequency, Points, Percent, Rate Code Group. Row 1: BASIC, 0, 3,826.200000, USD, M.</li><li><b>Buttons:</b> 'Default Pay Components' (highlighted in red), 'Calculate Compensation', 'Benefits Program Participation' (highlighted in red), 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', 'Correct History'.</li><li><b>Navigation:</b> Breadcrumbs at the bottom: Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation.</li></ul>

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# Rehire a CADET, Continued

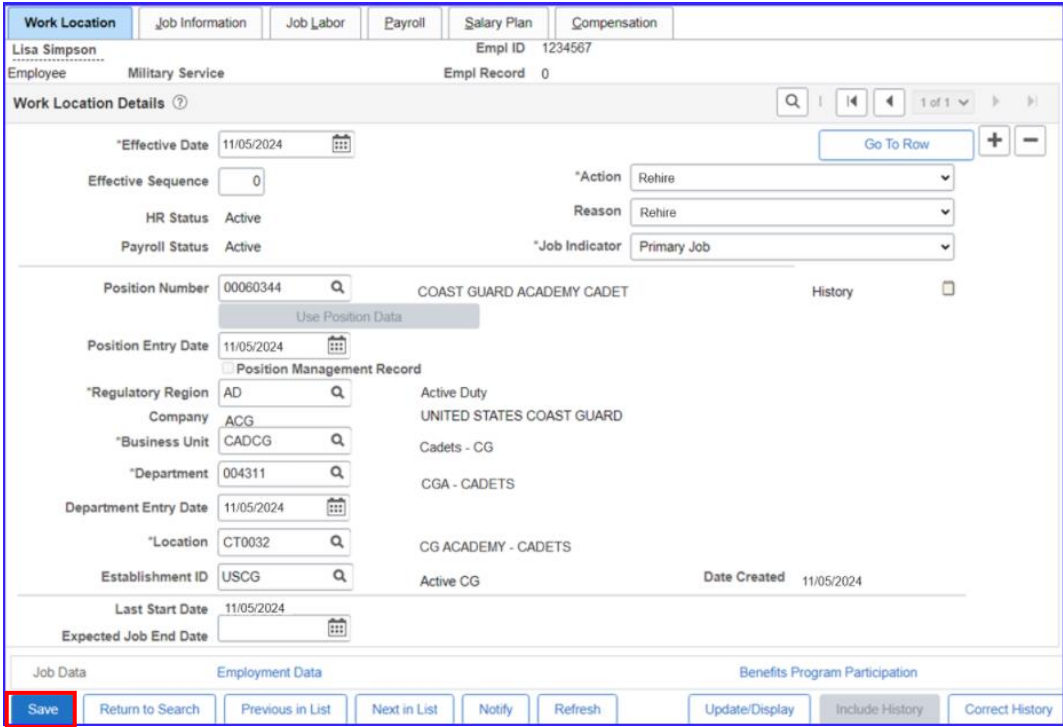
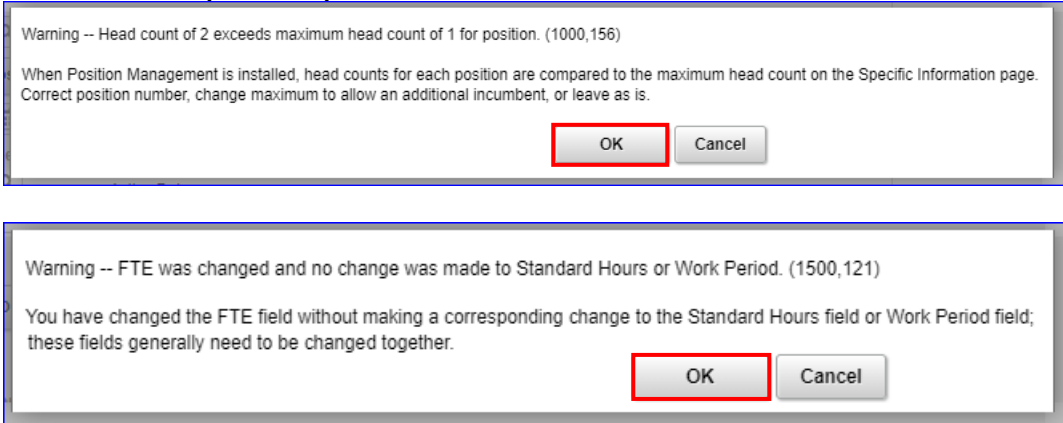
Procedures,  
continued

Step	Action
25	<ul style="list-style-type: none"> <li>• <b>Benefits Systems</b> – Select Base Benefits from the drop-down.</li> <li>Under the Benefits Program Participation Details section, click the <b>Plus</b> button to add a new row.</li> <li>• <b>Effective Date</b> – Enter the date of rehire.</li> <li>• <b>Benefit Program</b> – Select ACG from the lookup icon.</li> </ul> <p>Click the <b>Job Data</b> link.</p>  <p>The screenshot displays the 'Benefit Program Participation' interface for employee Lisa Simpson (Empl ID 1234567). The form is divided into several sections:         <ul style="list-style-type: none"> <li><b>Benefit Status:</b> Includes fields for Benefit Record Number (0), Effective Date (11/05/2024), and Effective Sequence (1). It also shows HR Status (Active), Payroll Status (Active), and Job Indicator (Primary Job).</li> <li><b>Benefits System:</b> A dropdown menu is set to 'Base Benefits'.</li> <li><b>Benefits Administration Eligibility:</b> Contains fields for BAS Group ID and six Eligibility Fields (Elig Fld 1-6).</li> <li><b>Benefit Program Participation Details:</b> Shows the Effective Date (11/05/2024) and Benefit Program (ACG).</li> <li><b>Navigation:</b> A 'Job Data' link is highlighted in the bottom bar, along with buttons for Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.</li> </ul> </p>

*Continued on next page*

# Rehire a CADET, Continued

Procedures,  
continued

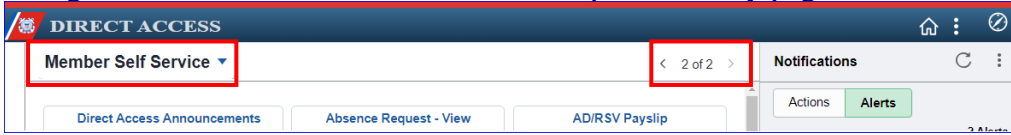
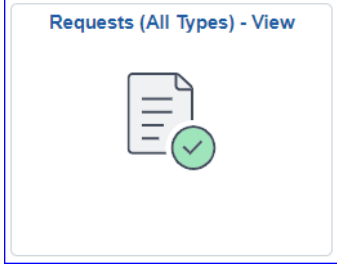
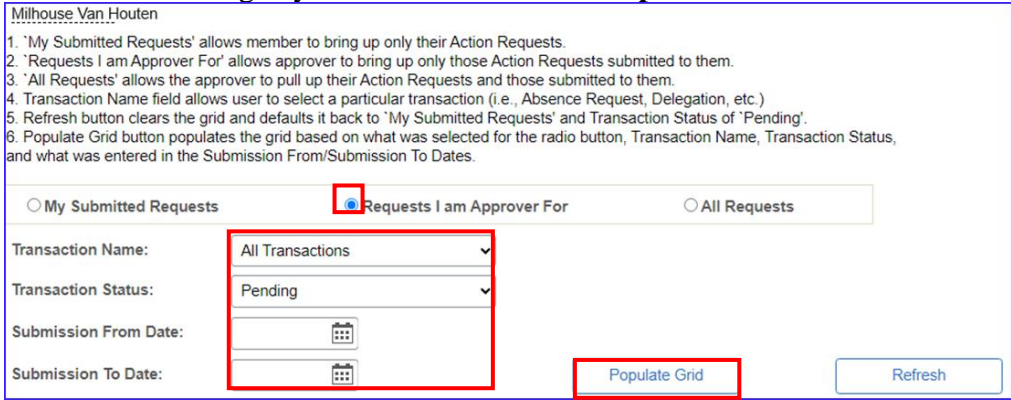

Step	Action
<p><b>26</b></p>	<p>Click <b>Save</b>.</p> 
<p><b>27</b></p>	<p>Several Messages will display. Click <b>OK</b> for all and wait for the spinning-wheel-of-death to complete the process.</p> 
<p><b>28</b></p>	<p>Now proceed to <a href="#">CADET Rehire Contract</a> to complete the rehire process. <b>The rehire accession must be approved by the SPO prior to the contract being entered.</b></p>

# Approving a CADET Rehire

**Introduction** This section provides the procedures for approving a CADET rehire.

**Information** The Auditor/Approver cannot be the same person who entered the rehire.

**Procedures** See below.

Step	Action
1	Review the rehire process prior to approval. Review the information in <b>Job Data</b> before approving the transaction.
2	Navigate to <b>Member Self Service</b> via the drop-down or by page <b>arrows</b> . 
3	Click on the <b>Requests (All Types) - View</b> tile. 
4	Select the <b>Requests I am Approver For</b> radio button. You may narrow search results using any of the fields and click <b>Populate Grid</b> . 
5	Click the <b>Approve/Deny</b> link for the rehire accession you are approving. 

*Continued on next page*

# Approving a CADET Rehire, Continued

Procedures,  
continued


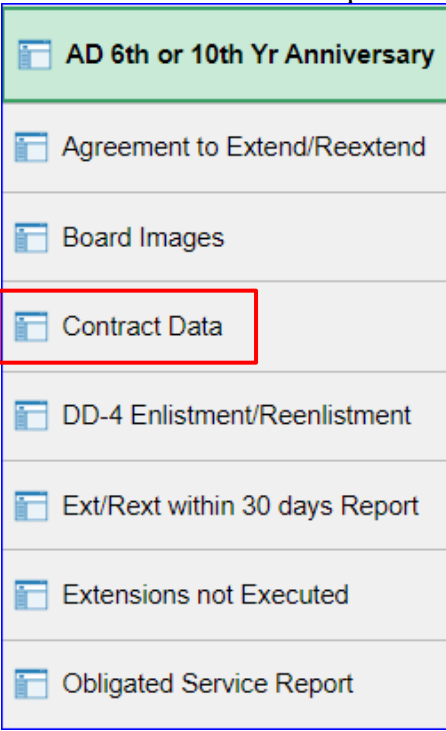
Step	Action
<p><b>6</b></p>	<p>Enter any necessary <b>Comments</b> and click either <b>Approve</b> or <b>Deny</b>.</p> <div data-bbox="363 521 1374 1290"> <p><b>Action Request</b></p> <p>Approval/SOD for Accessions</p> <p>Van Houten, Milhouse...</p> <ul style="list-style-type: none"> <li>Review hire 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> <p><b>Request Details</b></p> <p>Employee ID: 1234567</p> <p><b>Request URL</b></p> <p><a href="#">Click here to view additional request information.</a></p> <p><b>Request Approvers</b></p> <p>Approver: 9876543 Milhouse Van Houten</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p><b>Accessions Hire Approval</b></p> <p>Accession Hire Request: Pending</p> <p>One Approval level</p> <p>Pending</p> <p>Milhouse Van Houten Initial Approve Action Request</p> </div>
<p><b>7</b></p>	<p>Whether <b>Approved</b> or denied, the buttons will be greyed out and the system saves the request.</p> <div data-bbox="363 1406 1374 1816"> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p><b>Accessions Hire Approval</b></p> <p>Request Status: <b>Approved</b> <a href="#">View/Hide Comments</a></p> <p>One Approval Level</p> <p><b>Approved</b></p> <p>✓ Milhouse Van Houten Initial Approve Action Request 11/05/2024 7:58 PM</p> <p><b>Comments</b></p> <p>Milhouse Van Houten at 11/05/24 - 7:58 PM</p> </div>



# CADET Rehire Contract

**Introduction** This section provides the procedures for completing the contract of a rehired CADET in DA.

**Procedures** See below.

Step	Action
1	<p>Click on the <b>Career Management</b> tile.</p> 
2	<p>Select the <b>Contract Data</b> option.</p> 

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## CADET Rehire Contract, Continued

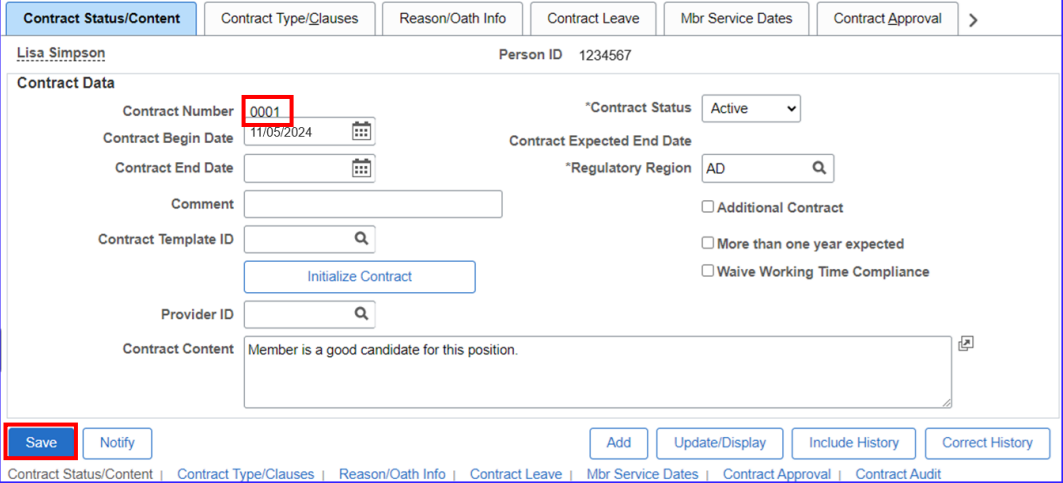


Procedures,  
continued

Step	Action
3	<p data-bbox="316 495 794 524">Enter the <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="316 524 1378 1429" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="327 533 624 568"><b>Update Contracts</b></p> <p data-bbox="327 584 1369 613">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="347 629 975 696" style="display: flex; justify-content: space-around;"> <span data-bbox="352 636 692 689" style="border: 1px solid blue; padding: 2px 10px;">Find an Existing Value</span> <span data-bbox="708 636 970 689" style="border: 1px solid blue; padding: 2px 10px;">Add a New Value</span> </div> <p data-bbox="331 712 564 741">▼ <b>Search Criteria</b></p> <div data-bbox="347 748 1257 1227" style="margin-bottom: 10px;"> <p data-bbox="560 757 1257 801">Empl ID <span style="margin-left: 10px;">begins with ▼</span> <span style="border: 1px solid red; padding: 2px 10px;">1234567</span> <span style="float: right; border: 1px solid red; padding: 2px 5px;">Q</span></p> <p data-bbox="443 837 1209 882">Contract Number <span style="margin-left: 10px;">begins with ▼</span> <input style="width: 150px; height: 20px;" type="text"/></p> <p data-bbox="587 918 1209 963">Name <span style="margin-left: 10px;">begins with ▼</span> <input style="width: 150px; height: 20px;" type="text"/></p> <p data-bbox="523 999 1209 1043">Last Name <span style="margin-left: 10px;">begins with ▼</span> <input style="width: 150px; height: 20px;" type="text"/></p> <p data-bbox="427 1079 1209 1124">Second Last Name <span style="margin-left: 10px;">begins with ▼</span> <input style="width: 150px; height: 20px;" type="text"/></p> <p data-bbox="336 1173 1209 1218">Alternate Character Name <span style="margin-left: 10px;">begins with ▼</span> <input style="width: 150px; height: 20px;" type="text"/></p> </div> <p data-bbox="331 1249 1050 1279"> <input checked="" type="checkbox"/> <b>Include History</b>               <input type="checkbox"/> <b>Correct History</b>               <input type="checkbox"/> <b>Case Sensitive</b> </p> <div data-bbox="327 1301 1102 1361" style="display: flex; align-items: center; margin-bottom: 10px;"> <span data-bbox="327 1301 483 1361" style="border: 1px solid red; padding: 2px 10px; margin-right: 10px;"><b>Search</b></span> <span data-bbox="496 1301 616 1361" style="border: 1px solid blue; padding: 2px 10px; margin-right: 10px;">Clear</span> <span data-bbox="635 1317 794 1346" style="margin-right: 10px;">Basic Search </span> <span data-bbox="810 1317 1102 1346">Save Search Criteria</span> </div> <p data-bbox="327 1384 842 1413"> <a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a> </p> </div>

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# CADET Rehire Contract, Continued

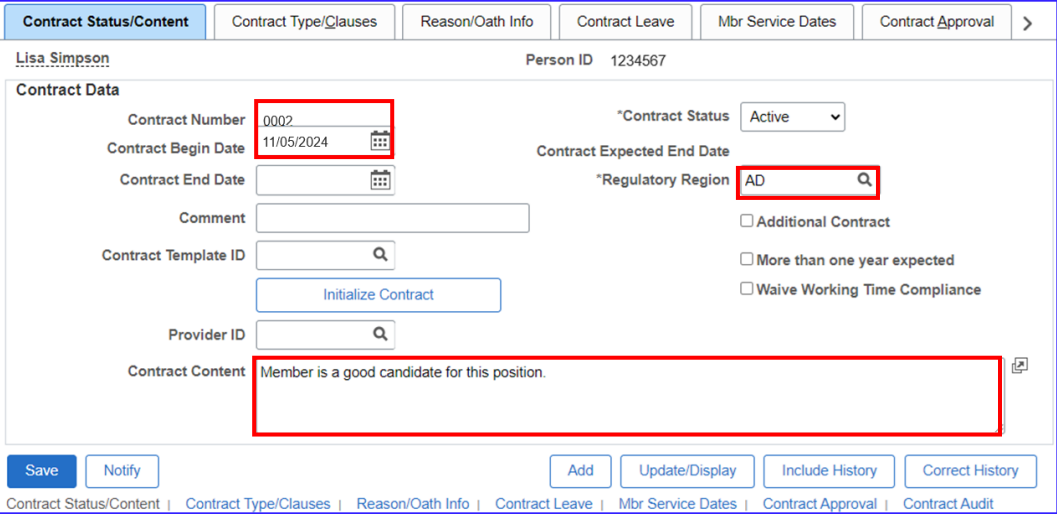
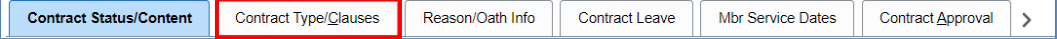
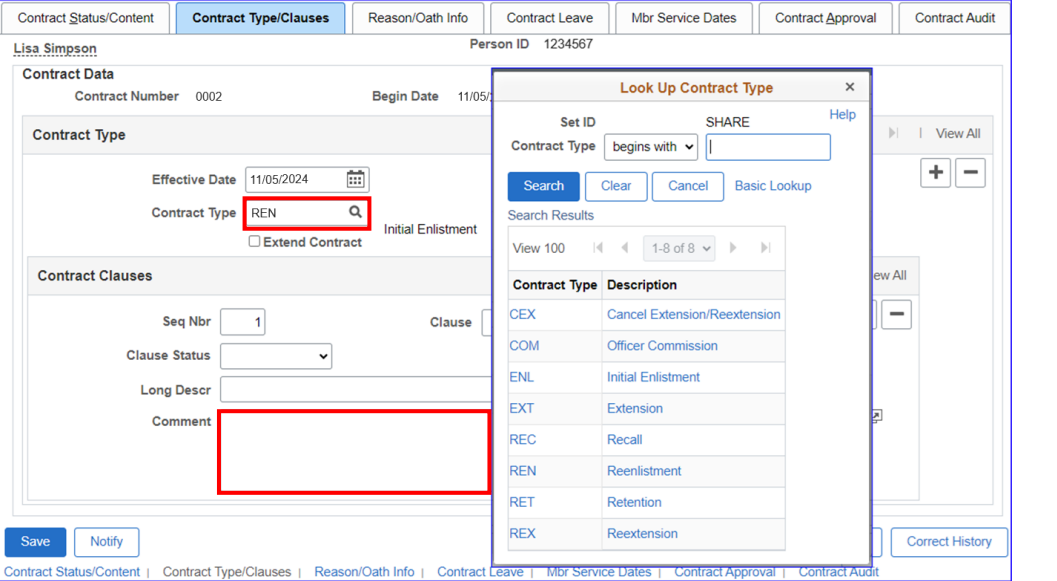
Procedures,  
continued

Step	Action
4	<p>The Contract Status/Content tab will display with the current <b>Contract Number</b>. Click <b>Save</b>.</p> 
5	<p>Select the <b>Add a New Value</b> tab.</p> 
6	<p>Verify the <b>Empl ID</b> and the next sequential <b>Contract Number</b> (Ex. 0002), remaining consistent with the number of zeros used previously. Click <b>Add</b>.</p> 

*Continued on next page*

# CADET Rehire Contract, Continued


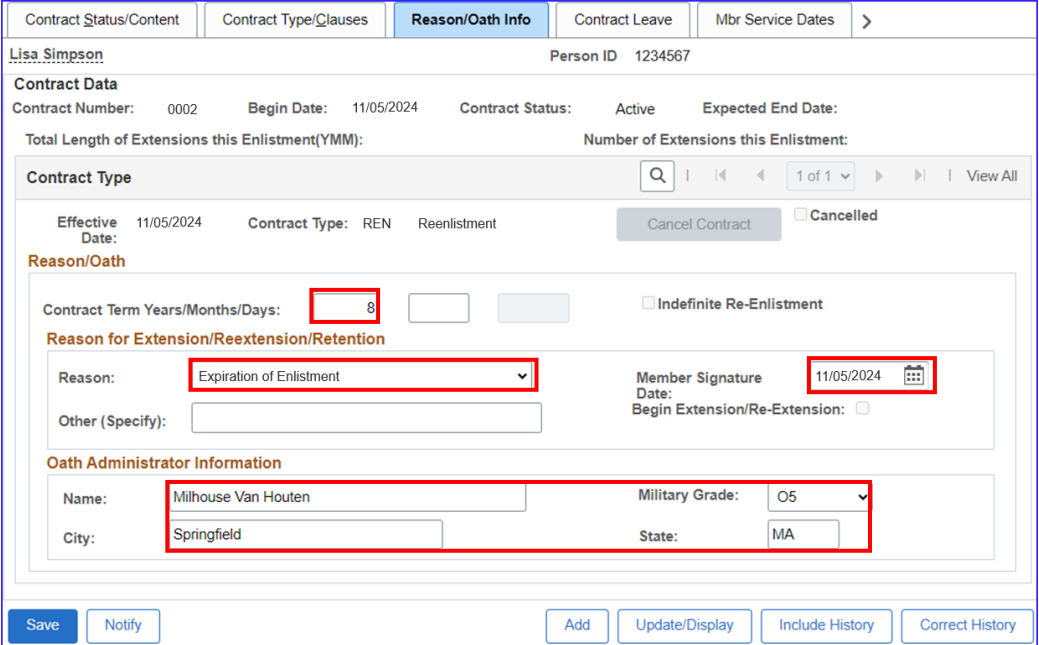
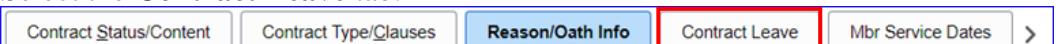
Procedures,  
continued

Step	Action
7	<p>The Contract Status/Content tab displays with <b>Contract Number</b> (Ex. 0002).</p> <ul style="list-style-type: none"> <li>• <b>Contract Begin Date</b> – Defaults to current date, ensure it is the date of rehire.</li> <li>• <b>Regulatory Region</b> – Enter or select AD from the lookup icon.</li> <li>• <b>Contract Content</b> – A statement is required.</li> </ul> 
8	<p>Select the <b>Contract Type/Clauses</b> tab.</p> 
9	<ul style="list-style-type: none"> <li>• <b>Contract Type</b> – Select the appropriate type from the lookup icon.</li> <li>• <b>Comment</b> – Enter any contractual specific reasons (if necessary).</li> </ul> 

*Continued on next page*

# CADET Rehire Contract, Continued

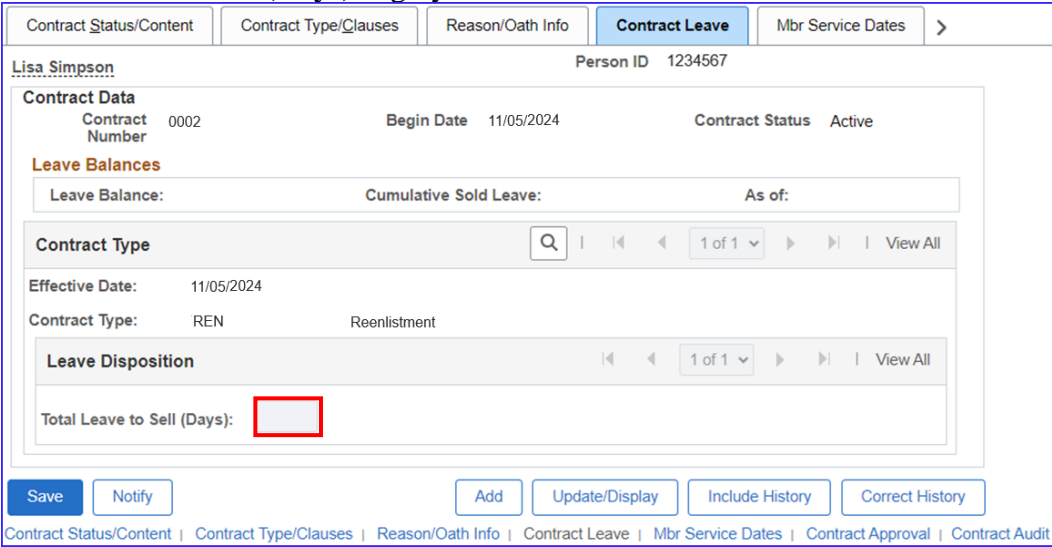
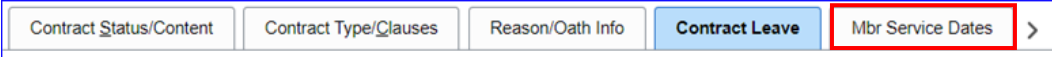
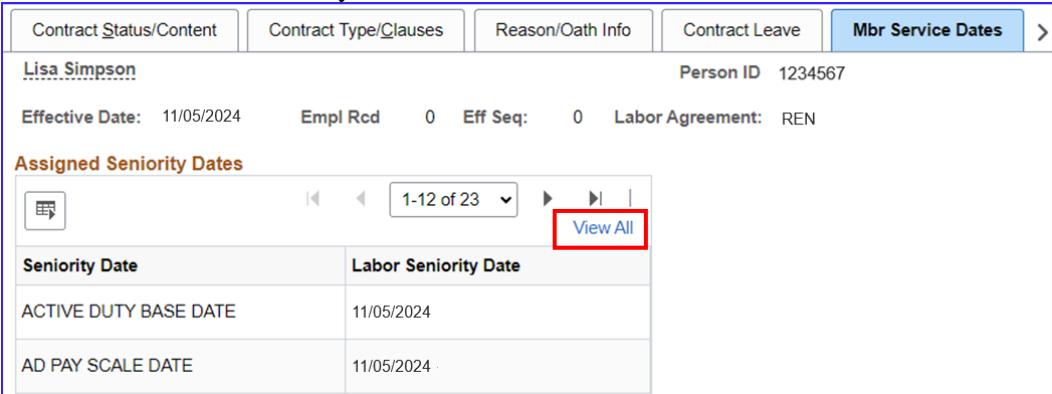
Procedures,  
continued

Step	Action
10	<p>Select the <b>Reason/Oath Info</b> tab.</p> 
11	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Contract Term Years/Months/Days</b> – Enter the contract term.</li> <li>• <b>Reason</b> – Select an option from the drop-down. IAW Enlistments, Evaluations, and Advancements, COMDTINST M1000.2, Chap 1.F.1.a, <b>this field needs to reflect the actual reason for the service obligation.</b></li> <li>• <b>Member Signature Date</b> – Enter the date of the rehire (date the contract was signed).</li> <li>• <b>Name</b> – Enter the name of the Oath Administrator.</li> <li>• <b>Military Grade</b> – Select the Oath Administrator’s rank from the drop-down.</li> <li>• <b>City and State</b> – Enter the city and state for the Oath Administrator.</li> </ul> 
12	<p>Select the <b>Contract Leave</b> tab.</p> 

*Continued on next page*

# CADET Rehire Contract, Continued

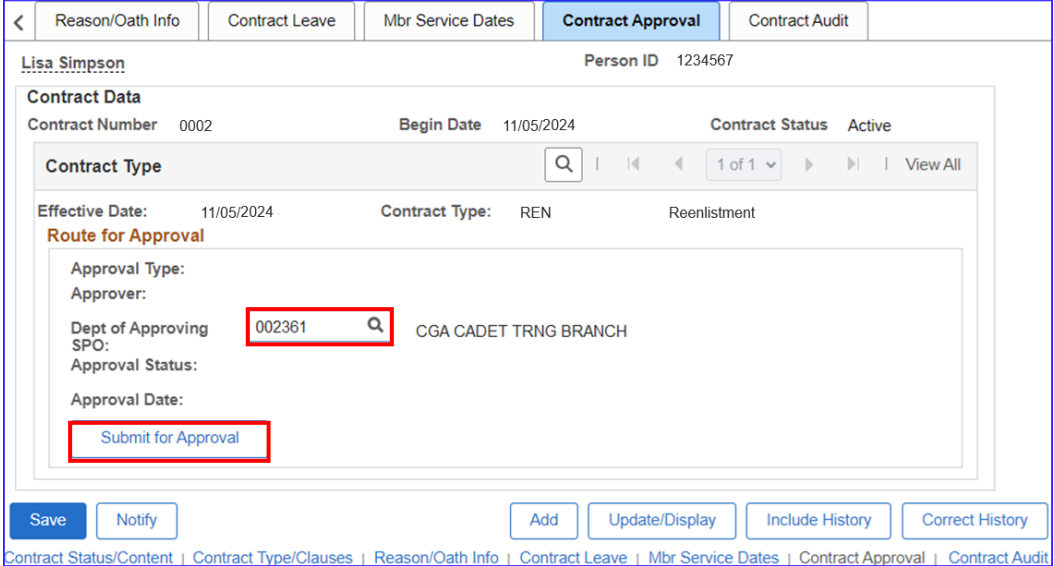
Procedures,  
continued

Step	Action						
13	<p><b>Total Leave to Sell (Days)</b> is greyed out for CADET rehires.</p>  <p>The screenshot shows the 'Contract Leave' tab for Lisa Simpson (Person ID 1234567). The 'Total Leave to Sell (Days)' field is highlighted with a red box and is greyed out. Other visible fields include Contract Number 0002, Begin Date 11/05/2024, and Contract Status Active. Navigation buttons like 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History' are also present.</p>						
14	<p>Select the <b>Mbr Service Dates</b> tab.</p>  <p>The screenshot shows the navigation tabs at the top of the interface. The 'Mbr Service Dates' tab is highlighted with a red box, indicating it should be selected.</p>						
15	<p>Click on <b>View All</b> to verify all of the dates concur with accession rehire dates.</p>  <p>The screenshot shows the 'Mbr Service Dates' tab for Lisa Simpson (Person ID 1234567). The 'View All' button is highlighted with a red box. Below the button is a table with columns 'Seniority Date' and 'Labor Seniority Date'. The table contains two rows: 'ACTIVE DUTY BASE DATE' and 'AD PAY SCALE DATE', both with a value of 11/05/2024.</p> <table border="1" data-bbox="327 1496 978 1641"> <thead> <tr> <th>Seniority Date</th> <th>Labor Seniority Date</th> </tr> </thead> <tbody> <tr> <td>ACTIVE DUTY BASE DATE</td> <td>11/05/2024</td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td>11/05/2024</td> </tr> </tbody> </table>	Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE	11/05/2024	AD PAY SCALE DATE	11/05/2024
Seniority Date	Labor Seniority Date						
ACTIVE DUTY BASE DATE	11/05/2024						
AD PAY SCALE DATE	11/05/2024						

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# CADET Rehire Contract, Continued

Procedures,  
continued

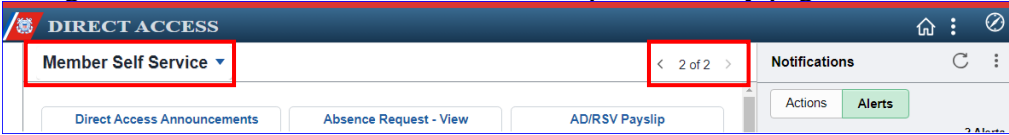
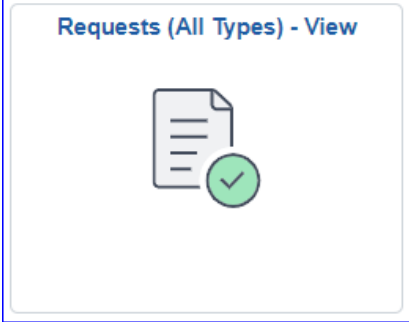
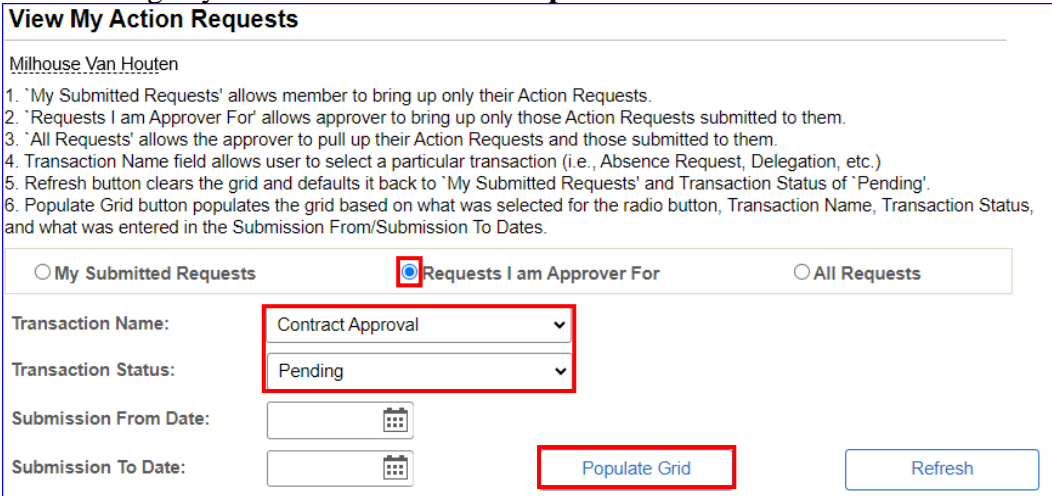
Step	Action
16	<p>Select the <b>Contract Approval</b> tab.</p> 
17	<p>Enter 002361 for <b>Dept of Approving SPO</b> and click <b>Submit for Approval</b>.</p> 

# Approving a CADET Rehire Contract

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

**Information** SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the contract.

**Procedures** See below.

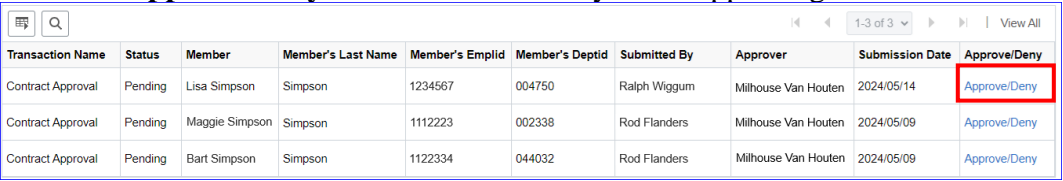
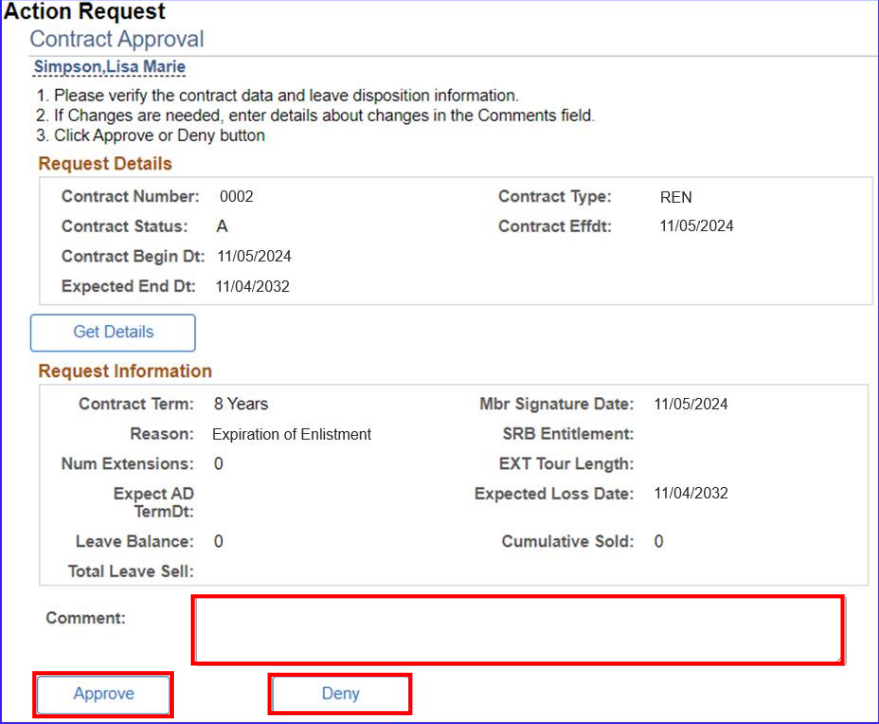
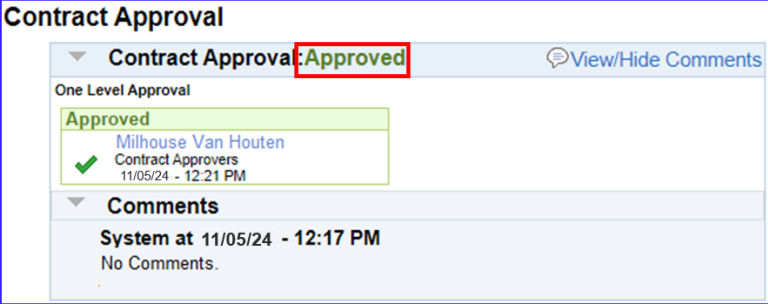
Step	Action
1	<p>Navigate to <b>Member Self Service</b> via the drop-down or by page <b>arrows</b>.</p> 
2	<p>Click on the <b>Requests (All Types) - View</b> tile.</p> 
3	<p>Select the <b>Requests I am Approver For</b> radio button. You may narrow search results using any of the <b>fields</b> and click <b>Populate Grid</b>.</p>  <p><b>View My Action Requests</b></p> <p>Milhouse Van Houten</p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests.          2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.          3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.          4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)          5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.          6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</p> <p> <input type="radio"/> My Submitted Requests             <input checked="" type="radio"/> Requests I am Approver For             <input type="radio"/> All Requests         </p> <p>Transaction Name: <span style="border: 1px solid red; padding: 2px;">Contract Approval</span> ▼</p> <p>Transaction Status: <span style="border: 1px solid red; padding: 2px;">Pending</span> ▼</p> <p>Submission From Date: <input type="text"/> </p> <p>Submission To Date: <input type="text"/> </p> <p style="text-align: right;"> <span style="border: 1px solid red; padding: 2px;">Populate Grid</span> <span style="margin-left: 20px; border: 1px solid blue; padding: 2px;">Refresh</span> </p>

*Continued on next page*



# Approving a CADET Rehire Contract, Continued

Procedures,  
continued

Step	Action																																								
4	<p>Click the <b>Approve/Deny</b> link for the contract you are approving.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Lisa Simpson</td> <td>Simpson</td> <td>1234567</td> <td>004750</td> <td>Ralph Wiggum</td> <td>Milhouse Van Houten</td> <td>2024/05/14</td> <td><a href="#">Approve/Deny</a></td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Maggie Simpson</td> <td>Simpson</td> <td>1112223</td> <td>002338</td> <td>Rod Flanders</td> <td>Milhouse Van Houten</td> <td>2024/05/09</td> <td><a href="#">Approve/Deny</a></td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Bart Simpson</td> <td>Simpson</td> <td>1122334</td> <td>044032</td> <td>Rod Flanders</td> <td>Milhouse Van Houten</td> <td>2024/05/09</td> <td><a href="#">Approve/Deny</a></td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny	Contract Approval	Pending	Lisa Simpson	Simpson	1234567	004750	Ralph Wiggum	Milhouse Van Houten	2024/05/14	<a href="#">Approve/Deny</a>	Contract Approval	Pending	Maggie Simpson	Simpson	1112223	002338	Rod Flanders	Milhouse Van Houten	2024/05/09	<a href="#">Approve/Deny</a>	Contract Approval	Pending	Bart Simpson	Simpson	1122334	044032	Rod Flanders	Milhouse Van Houten	2024/05/09	<a href="#">Approve/Deny</a>
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5	<p>Enter a mandatory <b>Comment</b> and select either <b>Approve</b> or <b>Deny</b>.</p> <p><b>NOTE:</b> Selecting <b>Deny</b> returns the contract to the HRS user.</p>  <p><b>Action Request</b> Contract Approval <a href="#">Simpson, Lisa Marie</a></p> <p>1. Please verify the contract data and leave disposition information. 2. If Changes are needed, enter details about changes in the Comments field. 3. Click Approve or Deny button</p> <p><b>Request Details</b></p> <table border="1"> <tr> <td>Contract Number: 0002</td> <td>Contract Type: REN</td> </tr> <tr> <td>Contract Status: A</td> <td>Contract Effdt: 11/05/2024</td> </tr> <tr> <td>Contract Begin Dt: 11/05/2024</td> <td></td> </tr> <tr> <td>Expected End Dt: 11/04/2032</td> <td></td> </tr> </table> <p><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <table border="1"> <tr> <td>Contract Term: 8 Years</td> <td>Mbr Signature Date: 11/05/2024</td> </tr> <tr> <td>Reason: Expiration of Enlistment</td> <td>SRB Entitlement:</td> </tr> <tr> <td>Num Extensions: 0</td> <td>EXT Tour Length:</td> </tr> <tr> <td>Expect AD TermDt:</td> <td>Expected Loss Date: 11/04/2032</td> </tr> <tr> <td>Leave Balance: 0</td> <td>Cumulative Sold: 0</td> </tr> <tr> <td>Total Leave Sell:</td> <td></td> </tr> </table> <p>Comment: <input type="text"/></p> <p><a href="#">Approve</a> <a href="#">Deny</a></p>	Contract Number: 0002	Contract Type: REN	Contract Status: A	Contract Effdt: 11/05/2024	Contract Begin Dt: 11/05/2024		Expected End Dt: 11/04/2032		Contract Term: 8 Years	Mbr Signature Date: 11/05/2024	Reason: Expiration of Enlistment	SRB Entitlement:	Num Extensions: 0	EXT Tour Length:	Expect AD TermDt:	Expected Loss Date: 11/04/2032	Leave Balance: 0	Cumulative Sold: 0	Total Leave Sell:																					
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Total Leave Sell:																																									
6	<p>Once <b>approved</b>, the member is fully accessed into the Coast Guard with pay.</p>  <p><b>Contract Approval: Approved</b> <a href="#">View/Hide Comments</a></p> <p>One Level Approval</p> <p><b>Approved</b></p> <p><a href="#">Milhouse Van Houten</a> Contract Approver 11/05/24 - 12:21 PM</p> <p><b>Comments</b></p> <p><b>System at 11/05/24 - 12:17 PM</b> No Comments.</p>																																								