REHIRE - CADET

Overview	/
Introduction	This guide provides the procedures for rehiring a CADET in Direct Access (DA).
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.
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. • det Employment Instance • even the system • even the system • even the system: • Search by SSN, you may find the member already has an Empl ID in the system:
	Search by National ID National ID 123456789

Search by N	lational	ID		
N	ational ID	123456789		
	Search in	Employees / Contin	igents / POI	▼ (>)
Lookup by Nat	ional ID			
≡, Q				I = 1-1 of 1 ∨ ▶ ▶ View All
National ID	Empl ID	Name	Country	National ID Type
123-45-6789	1122333	Minnie Mouse	United States	Social Security Number
Notify				

Overview, Continued

Before You Begin ANY	NOTE: If the member already has an Empl ID, you must do a Rehire.												
Hire or Rehire	Bac	l Exa	ample:										
(cont)	Empl ID	Empl Rec	Name	First Name	Last Name	Sec Name	Altee 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

(blar for

Good Example:

1234567 1 Test2 Duplicates Test2 Duplicates (bla

View All										ŀ	1-3 of	3 🗸 🕨
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
23456	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

CADCG

00010

004311 CT0004

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.)

Overview, Continued

Position Numbers	 Important information about position numbers: Do not assess a member to a position number at must navigate to Positions at a Department and a similar to the member's position description app own unit or a unit close to the member's departure. Annotate this number. It will be used later in the 14). The current path is: NavBar icon > Menu > Rect Reports > Positions at a Department. NOTE: Once the Rehire is complete, remember y member to the new duty station and restart any en independent of the Rehire process. 	choose an AD position pearing either at your are point. • Rehire process (Step ruiting > Assignments > • ou must PCS the
Contents	Торіс	See Page
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	Rehire a CADET	5
	Approving a CADET Rehire	23
	CADET Rehire Contract	26
	Approving a CADET Rehire Contract	33

When to Request a SOCS

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).

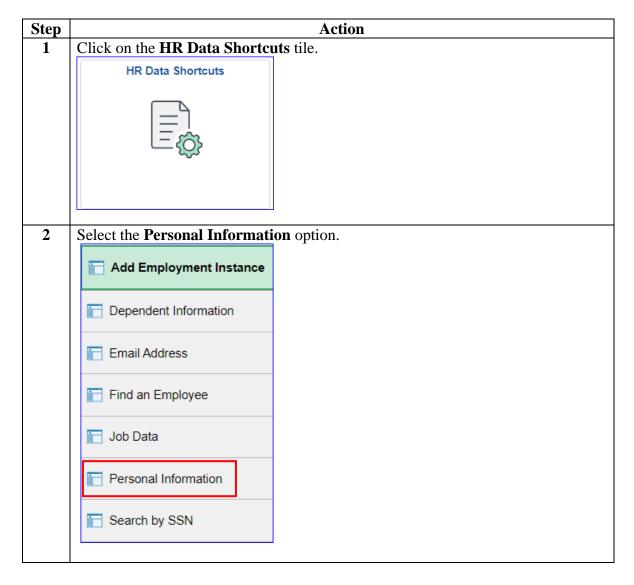
Reference E-Mail ALSPO B/15

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

Number	Reason
1	The member's service dates are incorrect :
	• Active Duty Base Date (ADBD)
	• Pay Entry Base Date (PEBD)
	• Date of Initial Entry into Military Service (DIEMS)
2	The member is enlisting (or being assessed as an officer) and has prior service in another branch of service .
3	The member is enlisting (or being assessed as an officer) and has prior Coast Guard or Coast Guard Reserve service with a break in service .
4	The member is a Coast Guard reservist with greater than 15 years 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 Active Duty Coast Guard.
6	A member graduates from the Academy with an appointment as a commissioned officer and the member attended the Scholar Program (served on active duty or reserve) prior to being hired as a Cadet.
7	A member dis-enrolls from the Academy and returns to enlisted status.

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: <u>Understanding Job Data</u>

Procedures See below.



Procedures,

continued

Step	Action
3	Enter the Empl ID and click Search.
	Personal Information
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	▼ Search Criteria
	Empl ID begins with 🖌 1234567
	Name begins with 🖌
	Last Name begins with 🗸
	Second Last Name begins with 🖌
	Alternate Character Name begins with 🗸
	Middle Name begins with 🖌
	Business Unit begins with 🗸
	Department Set ID begins with 🗸
	Department begins with 🗸 🔍
	Include History Correct History Case Sensitive
	Search Clear Basic Search 🖉 Save Search Criteria

Procedures,

continued

Step		Action
4	necessary (marriage/divorce/nan AND the Biographical History s missing fields. IMPORTANT: If the Birth Sta	o previously entered data. Click View Name if me change). Click the Plus buttons in the Name sections and update any incorrect, changed or ate and Birth Location do not auto-populate, be he Approving Official (AO) will get an error
	during the approval if you don't	
	Biographical Details Contact Information Region	nal
	Lisa Simpson	Person ID 1234567
	Name	Q I II II II II II View All
	Effective Date 02/07/2022	+ -
	Format Type English Display Name Lisa Simpson	View Name
	Biographic Information	
	Date of Birth 09/26/1998	Years 26 Months 2
	Date of Death	
	Birth Country USA Q Birth State MA Q	United States
	Birth Location Springfield	Massachusetts
	Biographical History	Q I I 4 1 of 1 View All
	*Effective Date 12/29/2023	
	Gender Female	
	"Highest Education Level Bachelors Level Degree	
	*Marital Status Married	✓ As of 12/29/2023 ::::
	Alternate ID 768141	
	Full-Time Student	
	▼ National ID	
	щ Q	I I I I I I I I I View All
	*Country *National ID Type	National ID Primary ID
	USA Q Social Security Number V	
	Save Return to Search Notify Refresh Biographical Details Contact Information Regional	Add Update/Display Include History Correct History
	Message	
	The following data errors found in the hire transac	ction. Correct these errors and re-submit the request for Approval.
	Birth State is Required	
	OK	
		·

Procedures,

continued

Step					Action	n			
5	Select the	Contact	Inform	nation tal	o.				
	Biogra	phical D	etails	<u>C</u> ont	act Inform	nation	Region	al	
6	NOTE: R address. I	equired f not dis	Addre	ss Types click the	must inc Plus icor	clude the	e <mark>Thrift Sa</mark>	, edit as ne avings Pla ings Plan f ink.	<mark>n (TSP)</mark>
	Biographical Deta		Information		organizational Rela				
	Lisa Simpson					En	npl ID NEW		
	Current Addresses	\$					1-4 of 4 🗸 🕨	▶ View All	
	Address Type	As Of Date	Status	Address					
	Home	05/09/2024	А	159 Mensa Drive Springfield MA 0		Edit/Viev	v Address Detail	+ -	
	Mailing	05/14/2024	А	159 Mensa Drive Springfield MA 0		Edit/Viev	v Address Detail	+ -	
	Home of Record	05/14/2024	А	159 Mensa drive Springfield MA 0		Edit/Viev	v Address Detail	+ -	
	Thrift Savings Plan	05/14/2024	А	159 Mensa Drive Springfield MA 0		Edit/Viev	v Address Detail	+ -	
	Phone Information	1					1-1 of 1 🗸 🕨	View All	
	*Phone Type	Te	lephone		Extension		Preferred		
		•						+ -	
	Email Addresses					н (1-1 of 1 🗸 🕨 🕨	View All	
	Email Type		Email Address	5			Preferred		
	Instant Message II) e (2)							
							1-1 of 1 👻 🕨	View All	
	*IM Protocol	*IM Don	nain *Netv	work ID			Preferred		
		~					0	+ -	
	Save Notify	Bafraah				Add	Lindato/Display		
	Save Notify Biographical Details		tion Regiona	al Organizational	Relationships	Add	Update/Display	Include History	
7	Select the	Regiona	l tab.						
	Biogra	phical De	tails	Conta	ct Inform	ation	<u>R</u> egiona	al	

Procedures,

continued

Action								
• Regulatory Region – Ensure USA is displayed.								
• Ethnic Group – Click the lookup icon to select the appropriate category. Narrow the search by using the Description field. See below. Check the Primary								
		the member's	-	-				5
	-		1	0.0				
		nember claim			nnic group	o, click	the Plu	is button,
		ditional group	designa	ation.				
Click	Save.)		
<u>B</u> iogra	aphical Details	Contact Information	Regiona	Organization	I Relationships			
	impson				Per	rson ID NE	W	
v 📕 US	A							
Ethnic	Group			(۹ ا ا	1 of 1 🗸		View All
		_						
	R	egulatory Region USA	4 Q	United States				+ -
		Ethnic Group WH	ITE Q	14.0.1				
		D Pr	rimary	White				
			1					
Histor	v				QIM	 ▲ 1 of 	1 •	View All
. Histor					Q 4	 ▲ 1 of 	1 •	View All
	Look Up Ethni		_		Q 4	▲ 1 of	1 🗸 🕨	View All
Histor Ethnic Gr	Look Up Ethni					I of	1 -	View All
	Look Up Ethni			Look Up Ethnic G		4 1 of	1 •	View All
Ethnic Gr Descrip	Look Up Ethni roup begins with v	ic Group	Set ID		roup	_	1 -	View All
Ethnic Gr Descrip Search	Look Up Ethni roup begins with • begins with • Clear Cance	ic Group	Set ID Ethnic Group	Look Up Ethnic G USA begins with V	roup	×	1 -	▶ View All
Ethnic Gr Descrip Search Search Re	Look Up Ethni roup begins with • tion begins with • Clear Cance sults	ic Group		USA	roup	×	1 -	View All
Ethnic Gr Descrip Search Search Re View 100	Look Up Ethni roup begins with • dtion begins with • Clear Cance sults	ic Group	Ethnic Group Description	USA begins with V begins with V B	roup	×	1 -	View All
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Ethnic Gr Descrip Search Re View 100 Ethnic Gr	Look Up Ethni roup begins with • tion begins with • Clear Cance sults I • • • 1-120 of 12 roup Description African American	He Basic Lookup	Ethnic Group Description Search	USA begins with v B Clear Cancel E	roup asic Lookup	×	1 -	View All
Ethnic Gr Descrip Search Search Re View 100 Ethnic Gr AFRAM	Look Up Ethni roup begins with • tion begins with • Clear Cance sults I • • • 1-120 of 12 roup Description African American	He Basic Lookup	Ethnic Group Description Search	USA begins with v B Clear Cancel E	roup	×	1 -	View All
Ethnic Gr Descrip Search Search Re View 100 Ethnic G AFRAM ALATHAB	Look Up Ethni roup begins with • thion begins with • Clear Cance sults I 1-120 of 12 roup Description African Amencan Alaskan Athabask Aleutian	He Basic Lookup	Ethnic Group Description Search	USA begins with v B Clear Cancel E	roup asic Lookup	×	1 -	View All
Ethnic Gr Descrip Search Re View 100 Ethnic Gr AFRAM ALATHAB ALEUT	Look Up Ethni roup begins with • thion begins with • Clear Cance sults I 1-120 of 12 roup Description African Amencan Alaskan Athabask Aleutian	Ic Group	Ethnic Group Description Search Search Results View 100	USA begins with v B Clear Cancel E	roup asic Lookup	×	1 -	View All
Ethnic Gr Descrip Search Search Re View 100 Ethnic Gr AFRAM ALATHAB ALEUT ALGERIAI	Look Up Ethni roup begins with • tion begins with • diamond Clear Clear Cancer sults I I 1-120 of 12 roup Description African Amencan Alaskan Athabask Aleutian N	Ic Group	Ethnic Group Description Search Search Results View 100 Ethnic Group	USA begins with v B Clear Cancel E	roup asic Lookup	×	1 -	View All
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Ethnic Gr Descrip Search Re View 100 Ethnic Gr AFRAM ALATHAB ALEUT ALGERIAI AMIND APACHE	Look Up Ethni roup begins with • tion begins with • diamon Clear Clear Cance rsults I-120 of 12 roup Description African Amencan Alaskan Athabask Alutian Alutian N Algerian American Indian of Apache Asian	Ic Group	Ethnic Group Description Search [Search Results View 100 Ethnic Group BAHAMAN BARBAD	USA begins with v B Clear Cancel E Id d 1 Description Bahamian Barbadian	roup asic Lookup 5 of 5 v b bi Short Description Bahamian Barbadian Bengali	×	1 -	View All
Ethnic Gr Descrip Search Search Re View 100 Ethnic Gr AFRAM ALATHAB ALEUT ALGERIAI AMIND APACHE ASIAN	Look Up Ethni roup begins with • tion begins with • tion Clear Clear Cance sults 1-120 of 12 roup African Amencan Alaskan Athabask Aeutan N Algerian American Indian o Apache Asian Asian Indian	Ic Group	Ethnic Group Description Search Calls View 100 Ethnic Group BAHAMAN BARBAD BENGALI	USA begins with v B Clear Cancel E Id d 1 Description Bahamian Barbadian Bengali	roup asic Lookup 5 of 5 v b bi Short Description Bahamian Barbadian Bengali	×	1 -	View All

Procedures,

continued

Step	Action
9	Without leaving the screen, select the Job Data option.
	Add Employment Instance
	Dependent Information
	Email Address
	Find an Employee
	T Job Data
	Personal Information
	Search by SSN
10	The Work Location tab will automatically display for your member. After verifying that the Termination/Discharge Job Row was competed, click the Plus
	button to add a new row.
	Work Location Job Information Job Labor Payroll Salary Plan Compensation Lisa Simpson Empl ID 1234567 Empl ID 1234567
	Employee Military Service Empl Record 0
	Work Location Details ()
	"Effective Date 11/05/2024 🔠 Go To Row 🕇 🗖
	Effective Sequence 0 *Action V
	HR Status Inactive Reason Discharge V
	Payroll Status Terminated "Job Indicator Primary Job
	Position Number Q History
	Position Entry Date 06/02/2024
	Position Management Record
	"Regulatory Region AD Q Active Duty
	Company ACG UNITED STATES COAST GUARD "Business Unit ENLCG Q Enlisted CG
	*Department 007095 Q
	Department Entry Date 09/23/2022
	"Location WA1213 Q BASE SEATTLE
	Establishment ID USCG Q. Active CG Date Created 11/06/2024
	Last Start Date 02/07/2022 Termination Date 11/04/2024 Expected Job End Date Last Date Worked 11/04/2024 Override Last Date Worked
	▼ Military
	Reserve Class Code Q Component Category Q
	Job Data Employment Data Benefits Program Participation
	Save Return to Search Notify Refresh Update/Display Include History Correct History
	Work Location Job Information Job Labor Payroll Salary Plan Compensation

Procedures,

continued

Step	Action								
11	Enter the following:								
	• Effective Sequence – If the rehire was immediately preceded by a discharge								
	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".								
	• Action – Select Rehire from the drop-down.								
	• Reason – Select Rehire from the drop-down.								
	• Position Number – Enter 00060344 for Cadet.								
	Click Override Position Data.								
	Work Location Job Information Job Labor Payroll Salary Plan Compensation								
	Lisa Simpson Military Service Employee Employee 0								
	Work Location Details ⑦ Q I I II								
	*Effective Date 11/05/2024 🔛 Go To Row 🛨 🗖								
	Effective Sequence 1 *Action v								
	HR Status Active Reason Rehire								
	Payroll Status Active *Job Indicator Primary Job								
	Calculate Status and Dates								
	Position Number 00060344 Q COAST GUARD ACADEMY CADET								
	Override Position Data								
	Position Entry Date 11/05/2024								

Procedures,

continued

Step			Action							
12	•	1	r entering the Position Numb	ber. If not, correct						
	with the appropriate information below:									
	• Regulatory Region – Select AD from the lookup icon.									
	• Company – Select ACG from the lookup icon									
	 Business Unit – Select CADCG Department – Select 004311. 									
	Department Ent	ry Date – Verify	the date of the signed Enlist	tment Contract.						
	• Location – Selec	t the appropriate	number (CT0004), if not def	faulted from the						
	Department enter	ed.								
	• Establishment I	D – If not defaul	ted, select USCG from the lo	okup icon.						
	Position Number	00060344 Q	COAST GUARD ACADEMY CADET	Current						
		Use Position Da	ta							
	Position Entry Date	11/05/2024								
		Position Management Re	cord							
	*Regulatory Region	AD Q	Active Duty							
	Company *Business Unit	ACG CADCG Q	UNITED STATES COAST GUARD							
			Cadets CG							
	*Department		CGA - Cadets							
	Department Entry Date									
	*Location	СТ0004 Q	CG Units - New London CT							
	Establishment ID	USCG Q	Active CG	Date Created 11/07/2024						
	Last Start Date	11/05/2024								
	Expected Job End Date									
	▼ Military									
	Reserve Class Co									
	Component Categ	ory Q								
13	Select the Job Info	ormation tab.								
	Work Location	Job Information J	ob <u>L</u> abor <u>P</u> ayroll <u>S</u> alary Plar	n <u>C</u> ompensation						

Procedures,

continued

Step	Actio	n								
14	Enter data for these three fields only:									
	• Job Code – Enter 209898, if not auto-pop	oulated, and hit the tab key.								
	IMPORTANT: If the Job Code number does not match the Grade Step									
	22, the AO will get an error during the ap									
	• Supervisor ID – Enter the CGHRSUP Empl ID that approves Rehir									
	lookup icon.									
	• Empl Class – Select AD from the drop-d	own								
	• Emplemass Select AD from the drop d	5 w 11.								
	NOTE: Standard Hours will default to eit	her 160 or 240 Not shown) Do not								
	change.									
	Work Location Job Information Job Labor Payroll Salary Plan	Compensation								
	Lisa Simpson Empl ID 123									
	Employee Military Service Empl Record 0									
	Job Information Details ⑦	Q I I4 4 Iof1 > > >								
	Effective Date 11/05/2024	Go To Row								
	Effective Sequence 0	Action Rehire								
	HR Status Active Pavroll Status Active	Reason Rehire Job Indicator Primary Job								
		Current								
	"Job Code 209898 Q COAST GUARD	ACAEDMY CADET								
	Entry Date 11/05/2024									
	Supervisor Level Q									
	Supervisor ID 9876543 Q Milhouse Van H	outen								
	Reports To Q									
	*Regular/Temporary Regular • *Fe	II/Part Full-Time								
	Empl Class AD	Code None •								
	"Regular Shift Not Applicable Shi	t Rate								
	*Classified Ind Classified 🗸 Shift	Factor								
	Message									
		moorage								
	The following data errors found in the hire transaction. Correct	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									
	OK									
	ľ	,								
1 =										
15	Select the Job Labor tab.									
	Work Location Job Information Job Labor	Payroll Salary Plan Compensation								

Procedures,

continued

	Action										
	Enter the following:										
	• Labor Agreement – Defaults to current Labor agreement.										
	• Labor Agreement Entry Dt – Ensure it displays the date of the rehire.										
		i i gi center		уDt	Liisuit	it dispit	iys the t		une	renne.	
	Scroll do	wn the pag	a and	olick X	Jiow Al	I for Ass	igned S	oniorit	vD	atas	
	Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	igned S	emorn	уD	ales.	
	Lisa Simpson		51-0-5-5-5-5-5-1		1.00000000000	234567					
	Freelawaa	tary Service		~	Empl Record 0						
	Labor Informatio	n ()							QI	He He Toft -	
		Effective	Date 11/05/2	124						0.5.0	
		Effective Sequ		VC.4			Action	Rehire		Go To Row	
				Reason	Rehire						
		Payroll S	tatus Active				Job Indicator	Primary Job			
		Bargaining	y Unit	۹						Current	
		Labor Agree	ment ENL	Q	Active Compon	tent Enlistment					
		Labor Agreement En	try Dt 11/05/2	024 🏛	rune compon						
		Employee Cat	egory	Q							
		Employee Subcat	egory	Q							
		Employee Subcateg	ory 2	٩							
			D Posit	ion Managem	ent Record						
		Union	Code	Q							
		Union Seniority	Date								
l	Works Council ID										
l		Labor Facil	ity ID	۹							
		Entry	Date	III			Reason	Q			
			Pay Un	on Fee from Layoff			L				
	Assigned Seniorit	ty Dates ①	Cickempt	from Layon							
i.	m Q							4 4 4	-5 of 22	View All	

Procedures,

continued

Assigned Seni	ority Date fields.			
Assigned Seniority Dates	2)	4		
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
POINT START DATE		02/02/2023		
ACTIVE DUTY BASE DATE		02/07/2022		
AD PAY SCALE DATE		11/05/2024		
DEP DATE				
COMMISSION DATE				
CURRENT AD DATE		02/07/2022		
DIEMS DATE		02/07/2022		
EXPECTED AD TERM DATE		11/04/2027		
EXPECTED LOSS DATE		11/04/2054		
JOB FAMILY ENTRY DATE		11/05/2024	S	
MIL OBLIGATION COMPL DAT	E	02/06/2030	2	
PAY ALLOWANCE DATE		11/05/2024		
PAY BASE DATE		02/07/2022		
DATE OF RANK	000098	11/05/2024		
ROTATION DATE		11/05/2024	2	
Recalculate Sen	iority Dates			
Job Data	Employment Data		Benefits Progr	am Participation
Save Return to Search	Notify			

Procedures,

continued

			Action					
This step is	shown in	two halves	. Verify and upd	late the follo	owing:			
• Points St	art Date -	– Leave at c	default, this date	may only b	e adjusted by PP			
(ADV) (see NOTE).								
Active Duty Base Date								
– Without a break in service, verify Enlistment Contract dates.								
		,	r the date of rehi					
Reservi	st known i	issue-canno	t leave blank, se	e NOTE.				
•		\mathbf{e} – Date of \mathbf{i}						
	•	•	•	populates i	f they spent time			
•	•	erwise, it wi						
		-			D PAY MANUA			
			r the correct date	-				
• Current	AD Date	– Date of re	ehire OR leave a	s is without	a break in servic			
• DIEMS I	Jate – Da	ite Initial En	itry Military Ser	vice (any co	omponent), should			
match the I	• DIEMS Date – Date Initial Entry Military Service (any component), should match the DEP Date if they did the DEP. If no DEP, then this should the date the							
member executes/signs their initial Enlistment Contract/document or an Oath of								
	ecutes/sig	ns their init	ial Enlistment C	contract/docu	ument or an Oath			
member ex Office.	ecutes/sig	ns their init	ial Enlistment C	Contract/doct	ument or an Oath			
Office.	-		ial Enlistment C years from rehir					
Office. • Expected	l AD Teri	m Date – 6	years from rehir	e accession				
Office. • Expected • Expected	l AD Teri l Loss Da	m Date – 6 te – Term o	years from rehir	e accession he signed E	minus 1 day			
Office. • Expected • Expected (minus 1 da	AD Terr Loss Da ay) or the	m Date – 6 t e – Term o DIEMS Dat	years from rehir of Service from the te whichever is g	e accession he signed E greater.	minus 1 day nlistment Contrac			
Office. • Expected • Expected (minus 1 da NOTE: If 1	I AD Tern I Loss Da ay) or the rehiring w	m Date – 6 te – Term o DIEMS Dat vith a break	years from rehir of Service from t te whichever is g in service OR a	re accession he signed Er greater. a reservist g	minus 1 day nlistment Contrac g oing on active d			
Office. • Expected • Expected (minus 1 da NOTE: If 1 use the date	AD Tern Loss Da ay) or the rehiring we of rehire	m Date – 6 te – Term o DIEMS Dat with a break and request	years from rehir of Service from the te whichever is g in service OR a t a SOCS throug	re accession he signed Er greater. a reservist g gh PPC Cust	minus 1 day nlistment Contrac g oing on active d omer Care.			
Office. • Expected • Expected (minus 1 da NOTE: If 1 use the date Adjustment	AD Tern Loss Da ay) or the rehiring w e of rehire ts will tak	m Date – 6 te – Term o DIEMS Dat with a break and request a place via t	years from rehir of Service from the te whichever is g in service OR a t a SOCS throug	re accession he signed Er greater. a reservist g gh PPC Cust	minus 1 day nlistment Contrac g oing on active d			
Office. • Expected • Expected (minus 1 da NOTE: If 1 use the date	AD Tern Loss Da (Loss Da (Los)	m Date – 6 te – Term o DIEMS Dat with a break and request a place via t	years from rehir of Service from the te whichever is g in service OR a t a SOCS throug	re accession he signed Er greater. a reservist g gh PPC Cust	minus 1 day nlistment Contrac g oing on active d omer Care.			
Office. • Expected • Expected (minus 1 da NOTE: If 1 use the date Adjustment (or see E-N	AD Tern Loss Da (Loss Da (Los)	m Date – 6 te – Term o DIEMS Dat with a break and request a place via t	years from rehir of Service from the te whichever is g in service OR a t a SOCS throug	re accession he signed Er greater. a reservist g gh PPC Cust	minus 1 day nlistment Contrac going on active d omer Care. In to Request a So			
Office. • Expected • Expected (minus 1 da NOTE: If 1 use the date Adjustment (or see E-N Assigned Seniority D	AD Tern Loss Da (Loss Da (Los)	m Date – 6 te – Term o DIEMS Dat with a break and request a place via t	years from rehir of Service from the te whichever is g in service OR a t a SOCS throug	re accession he signed Er greater. a reservist g gh PPC Cust ss. See Whe	minus 1 day nlistment Contrac going on active d omer Care. In to Request a So			
Office. • Expected • Expected (minus 1 da NOTE: If nuse the date Adjustment (or see E-N	AD Tern Loss Da (Loss Da (Los)	m Date $- 6$ te $-$ Term o DIEMS Date with a break and request the place via to O B/15).	years from rehir of Service from the te whichever is g in service OR a t a SOCS throug the SOCS proces	re accession he signed En greater. a reservist g gh PPC Cust ss. See Whe	minus 1 day nlistment Contrac going on active d omer Care. In to Request a So			
Office. • Expected • Expected (minus 1 da NOTE: If 1 use the date Adjustment (or see E-M Assigned Seniority D Seniority Date	I AD Tern I Loss Da ay) or the rehiring w e of rehire ts will tak <u>fail ALSP</u> ates ©	m Date $- 6$ te $-$ Term o DIEMS Date with a break and request the place via to O B/15).	years from rehir of Service from the te whichever is go in service OR a t a SOCS throug the SOCS process	re accession he signed En greater. a reservist g gh PPC Cust ss. See Whe	minus 1 day nlistment Contrac going on active d omer Care. In to Request a So			
Office. • Expected • Expected (minus 1 da NOTE: If n use the date Adjustment (or see E-N Assigned Seniority D Eniority Date POINT START DATE	I AD Tern I Loss Da ay) or the rehiring w e of rehire ts will tak <u>fail ALSP</u> ates ©	m Date $- 6$ te $-$ Term o DIEMS Date with a break and request the place via to O B/15).	years from rehir of Service from the te whichever is g in service OR a t a SOCS throug the SOCS process	re accession he signed En greater. a reservist g th PPC Cust ss. See Whe override	minus 1 day nlistment Contrac going on active d omer Care. In to Request a So			
Office. • Expected • Expected (minus 1 da NOTE: If 1 use the date Adjustment (or see E-N Assigned Seniority D Eniority Date POINT START DATE ACTIVE DUTY BASE D	I AD Tern I Loss Da ay) or the rehiring w e of rehire ts will tak <u>fail ALSP</u> ates ©	m Date $- 6$ te $-$ Term o DIEMS Date with a break and request the place via to O B/15).	years from rehin of Service from the te whichever is get in service OR a t a SOCS throug the SOCS process Labor Seniority Date	re accession he signed En greater. a reservist g gh PPC Cust ss. See Whe	minus 1 day nlistment Contrac going on active d omer Care. In to Request a So			
Office. • Expected • Expected (minus 1 da NOTE: If nuse the date Adjustment (or see E-N Assigned Seniority D Seniority Date POINT START DATE ACTIVE DUTY BASE D AD PAY SCALE DATE	I AD Tern I Loss Da ay) or the rehiring w e of rehire ts will tak <u>fail ALSP</u> ates ©	m Date $- 6$ ite $-$ Term o DIEMS Date with a break and request the place via to PO B/15).	years from rehin of Service from the te whichever is g in service OR a t a SOCS throug the SOCS process under the socs process (2/02/2023) (2/07/2022) (11/05/2024)	re accession he signed En greater. a reservist g th PPC Cust ss. See Whe Override	minus 1 day nlistment Contrac going on active d omer Care. In to Request a So			
Office. • Expected • Expected (minus 1 da NOTE: If 1 use the date Adjustment (or see E-N Assigned Seniority D © Seniority Date POINT START DATE ACTIVE DUTY BASE D AD PAY SCALE DATE DEP DATE	I AD Tern I Loss Da ay) or the rehiring w e of rehire ts will tak <u>fail ALSP</u> ates ©	m Date $- 6$ ite $-$ Term o DIEMS Date with a break and request the place via to PO B/15).	years from rehin of Service from the te whichever is g in service OR a t a SOCS throug the SOCS process under the socs process (2/02/2023) (2/07/2022) (11/05/2024)	re accession he signed En greater. a reservist g gh PPC Cust ss. See Whe override	minus 1 day nlistment Contrac going on active d omer Care. In to Request a So			
Office. • Expected • Expected (minus 1 date NOTE: If nuse the date Adjustment (or see E-N Assigned Seniority D Seniority Date POINT START DATE ACTIVE DUTY BASE D AD PAY SCALE DATE DEP DATE COMMISSION DATE	I AD Tern I Loss Da ay) or the rehiring w e of rehire ts will tak <u>fail ALSP</u> ates ©	m Date $- 6$ ite $-$ Term o DIEMS Date with a break and request the place via to PO B/15).	years from rehin of Service from the te whichever is a in service OR a t a SOCS throug the SOCS process <u>Labor Seniority Date</u> <u>02/07/2022</u> <u>11/05/2024</u>	re accession he signed En greater. a reservist g th PPC Cust ss. See Whe override	minus 1 day nlistment Contrac going on active d omer Care. In to Request a So			
Office. • Expected • Expected (minus 1 da NOTE: If 1 use the date Adjustment (or see E-N Asigned Seniority D © - Seniority Date POINT START DATE ACTIVE DUTY BASE D AD PAY SCALE DATE DEP DATE COMMISSION DATE CURRENT AD DATE	ATE	m Date $- 6$ ite $-$ Term o DIEMS Date with a break and request the place via to PO B/15).	years from rehin of Service from the te whichever is g in service OR a t a SOCS throug the SOCS process under the socs process under the service of the te socs process under the socs process unde	re accession he signed En greater. a reservist g gh PPC Cust ss. See Whe override	minus 1 day nlistment Contrac going on active d omer Care. In to Request a So			
Office. • Expected • Expected (minus 1 da NOTE: If nuse the date Adjustment (or see E-N Assigned Seniority D © Seniority Date POINT START DATE ACTIVE DUTY BASE D AD PAY SCALE DATE DEP DATE COMMISSION DATE CURRENT AD DATE DIEMS DATE	ATE	m Date $- 6$ ite $-$ Term o DIEMS Date with a break and request the place via to PO B/15).	years from rehin of Service from the te whichever is a in service OR a t a SOCS throug the SOCS process 20107/2022	re accession he signed En greater. a reservist g th PPC Cust ss. See Whe override	minus 1 day nlistment Contrac going on active d omer Care. In to Request a So			

Procedures,

continued

Step			Action								
18	• Job Family Entry Date – Date of rehire										
(cont)	• Mil Obligation Compl Date – 8 years from original DIEMS date (minus 1 day)										
	-	unless prior discharge authorized under an approved program (i.e., VOLSEP).									
	·	ce Date – Date of	of the rehire O	R leave as is v	vithout a break in						
	service.										
	v	· · ·		0	vithout a break in						
	service use the	U	-								
		· /		0	ithout a break in						
		e existing DOR	-	ous Job row.							
	Rotation Dat	$\mathbf{e} - \mathbf{D}$ ate of the 1	renire								
	NOTE. If makin	ing with a br ad	le in compies O	D a maganyiat	asing on active duty						
	use the date of r	U			going on active duty,						
		-		U U	en to Request a SOCS						
	(or see E-Mail A	1	the socs pro		en lo Request a SOCS						
	JOB FAMILY ENTRY DATE	<u>LOI O D/13).</u>	11/05/2024								
				-							
	MIL OBLIGATION COMPL DATE		02/06/2030								
	MIL OBLIGATION COMPL DATE		02/06/2030	-							
	PAY ALLOWANCE DATE	000098	11/05/2024								
	PAY ALLOWANCE DATE PAY BASE DATE	000098	02/07/2022								
	PAY ALLOWANCE DATE PAY BASE DATE DATE OF RANK		11/05/2024 11/05/2024 11/05/2022 11/05/2024								
	PAY ALLOWANCE DATE PAY BASE DATE DATE OF RANK ROTATION DATE Recalculate Senior	ty Dates	11/05/2024 11/05/2024 11/05/2022 11/05/2024								
	PAY ALLOWANCE DATE PAY BASE DATE DATE OF RANK ROTATION DATE Recalculate Senior Job Data	ty Dates	11/05/2024 11/05/2024 11/05/2022 11/05/2024		gram Participation						
	PAY ALLOWANCE DATE PAY BASE DATE DATE OF RANK ROTATION DATE Recalculate Senior	ty Dates	11/05/2024 11/05/2024 11/05/2022 11/05/2024								
	PAY ALLOWANCE DATE PAY BASE DATE DATE OF RANK ROTATION DATE Recalculate Senior Job Data	ty Dates	11/05/2024 11/05/2024 11/05/2022 11/05/2024	Benefits Prog							
19	PAY ALLOWANCE DATE PAY BASE DATE DATE OF RANK ROTATION DATE Recalculate Senior Job Data	ty Dates Employment Data Notify Refresh	11/05/2024 11/05/2024 11/05/2022 11/05/2024	Benefits Prog							
19	PAY ALLOWANCE DATE PAY BASE DATE DATE OF RANK ROTATION DATE Gecalculate Senior Job Data Save Return to Search	ty Dates Employment Data Notify Refresh	11/05/2024 11/05/2024 11/05/2022 11/05/2024								

Procedures,

continued

Step	Action									
20	The Pay Group should default to USCG STG (Staging). Once approved, this will									
	update to USCG AD.									
	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 I I I of 13 v V V									
	Effective Date 11/05/2024 Go To Row									
	Effective Sequence 1 Action Rehire									
	Payroll Status Active Job Indicator Primary Job Current									
	Payroll System Global Payroll Global Payroll									
	Pay Group USCG STA USCG Staging Paygroup									
	Setting Holiday Schedule CGWIDE CG Wide 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 Notify Refresh Update/Display Include History Correct History									
	Vork Location Job Information Job Labor Payroll Salary Plan Compensation									
21	Select the Salary Plan tab.									
	Work Location Job Information Job Labor Payroll Salary Plan Compensation									

Procedures,

continued

Step	Action					
22	Enter the following:					
	• Salary Admin Plan – Defaults to CDT. If not, use the lookup icon & select CDT.					
	• Grade – Select CDT from the lookup icon.					
	• Grade Entry Date – Should default to the date of rehire.					
	• Step – Leave at default without a break in service or enter 1 and hit Tab. NOTE: This step is necessary for the information on the Compensation tab					
	to populate.					
	• Step Entry Date – 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.					
	NOTE: Submit a request to PPC Customer Care for a Statement of Creditable					
	Service (SOCS) in the case of prior military service. Any necessary adjustments					
	will take place via the SOCS process (see <u>E-Mail ALSPO B/15</u>).					
	Work Location Job Information Job Labor Payroll Salary Plan Compensation					
	Lisa Simpson Empl ID 1234567 Employee Military Service Empl Record 0					
	Salary Plan Details ⑦ Q I H 4 Tof I V F F					
	Effective Date 11/05/2024 Go To Row Go To Row HR Status Active Reason Rehire					
	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 Grade Grade CDT Q 2024 Cadet Pay Table CDT Q 2024 Cadet Pay Table Step Entry Date 11/05/2024 III 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					
23	Select the Compensation Tab.					
	Work Location Job Information Job Labor Payroll Salary Plan Compensation					

Procedures,

continued

Step	Action								
24	Click on the Default Pay Components button. This will automatically update th								
	Compensation Rate data.								
	Click the Benefits Program Participation link.								
	Work Location Job Information Job Labor Payroll Salary Plan Compensation								
	Lisa Simpson Empl ID 1234567 Employee Military Service Empl Record 0								
	Compensation Details 🕐 🛛 🔍 🕹 🕅								
	Effective Date 11/05/2024 Effective Sequence 1 Action Rehire HR Status Active Payroll Status Active Job Indicator Primary Job								
	Compensation Rate 1.913.10 USD Q *Frequency S. Q Semimonthil Current > Comparative Information ① > Pay Rates ⑦ Contract Change Prorate Option Pay Components ①								
	Image: Controls Changes Conversion Image: Conversion								
	*Rate Code Seq Comp Rate Currency Frequency Points Percent Rate Code Group								
	1 BASIC Q 0 3,826 20000 J USD Q M Q + -								
	Calculate Compensation								
	Job Data Employment Data Benefits Program Participation								
	Save Return to Search Notify Refresh Update/Display Include History Correct History Work Location Job Information Job Labor Payroll Salary Plan Compensation								

Procedures,

continued

Step	Action									
25	• Benefits Systems – Select Base Benefits from the drop-down.									
	Under the Benefits Program Participation Details section, click the Plus button to									
	add a new row.									
	• Effective Date – Enter the date of rehire.									
	• Benefit Program – Select ACG from the lookup icon.									
	Click the Job Data link.									
	Lisa Simpson Empl ID 1234567									
	Lisa Simpson Empl ID 1234567 Employee Military Service Empl Record 0									
	Benefit Status ⑦ Q 1 of 13 v)									
	Benefit Record Number 0 4 Effective Date 11/05/2024 Go To Row									
	Effective Sequence 1 Action Rehire									
	HR Status Active Reason Rehire Payroll Status Active Job Indicator Primary Job Current									
	"Benefits System Base Benefits Benefits Employee Status									
	Annual Benefits Base Rate									
	Benefits Administration Eligibility ⑦									
	BAS Group ID Q									
	Elig Fld 1 Elig Fld 2 Elig Fld 3									
	Elig Fld 4 Elig Fld 5 Elig Fld 6									
	Benefit Program Participation Details ⑦ Q I I I I I I I I I View All									
	"Effective Date 11/05/2024 🗰 Currency Code USD									
	"Benefit Program ACG Q CG/NOAAActive Deduction Prog									
	Job Data Employment Data Benefits Program Participation									
	Save Return to Search Notify Refresh Update/Display Include History Correct History									

Procedures,

continued

Step			Actior	n	
26	Click Save.				
	Work Location Job Infor	mation Job Labor	Payroll Salary Plan	Compensa	ation
	Lisa Simpson Employee Military Serv		Empl ID 1234 Empl Record 0	1567	·
	Work Location Details ⑦	ice	Empi Record 0		Q, 1 4 1 of 1 v b b
	"Effective Date	11/05/2024			Go To Row + -
	Effective Sequence	0		"Action	Rehire
	HR Status	Active		Reason	Rehire
	Payroll Status	Active	"Job li	ndicator	Primary Job 🗸
	Position Number		COAST GUARD ACADEM	IY CADET	History 🗇
	Position Entry Date				
	"Regulatory Region	AD Q	ent Record Active Duty		
	Company	ACG	UNITED STATES COAST	GUARD	
	*Business Unit		Cadets - CG		
	*Department		CGA - CADETS		
	Department Entry Date				
	*Location Establishment ID		CG ACADEMY - CADETS	5	Date Created 11/05/2024
	Last Start Date	(Lesse	Active CG		Date Created 11/05/2024
	Expected Job End Date				
	Job Data	Employment Data			Benefits Program Participation
	Save Return to Search	Previous in List	Next in List Notify Re	efresh	Update/Display Include History Correct History
					i
27	Several Messag	es will displ	lay. Click OK for	r all a	and wait for the spinning-wheel-
	of-death to com	-	-		1 0
				00.156)	
			nead count of 1 for position. (10		
			low an additional incumbent, or		the maximum head count on the Specific Information page. is.
				OK	Cancel
	6			UK	Caller
	Warning FTE was c	hanged and no ch	hange was made to Standa	ard Hou	rs or Work Period. (1500,121)
	You have changed the	e FTE field without	t making a corresponding	change	to the Standard Hours field or Work Period field;
	these fields generally	need to be chang	ed together.		
					OK Cancel
	1				
•0			11. 0		
28					plete the rehire process. The
	rehire accession	must be ap	proved by the SP	O pr	ior to the contract being entered.

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	informa	tion in Job	Data before a	pproving the	e transac	tion.
	Numinata	Maria	C - lf C	· · · · · · · · · · · · · · · · · · ·			
2			r Sell Serv	ice via the dro	pp-down or t	y page a	arrows.
	DIRECT A				_		G : 0
	Member Self	Service •			< 2 of 2 >	Notification	
	Direct Acces	s Announcements	Absence Req	uest - View AD	D/RSV Payslip	Actions	Alerts
3	Click on the	Reque	sts (All Tvi	oes) - View tile	٩		
		All Types) - V			с.		
	incidence (
	-						
	=						
		$-\bigcirc$					
4		-		rover For radi		•	arrow
	Search resul		any of the	fields and click	« Populate (Frid.	
	1. 'My Submitted Reg	uests' allows me		y their Action Requests.			
	3. 'All Requests' allow	s the approver	o pull up their Action	p only those Action Reques Requests and those subm	itted to them.		
	 Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 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. 					01-1-1	
						Status,	
	O My Submitted I	Requests	Reque	ests I am Approver For		quests	
	Transaction Name:	All	Transactions	~			
	Transaction Status:	Pe	nding	v			
	Submission From D	ate:					
	Submission To Date	e:		E I I	Populate Grid	ſ	Refresh
						L	
5	Click the A	pprove/	Deny link f	or the rehire a	ccession you	are app	roving.
	E Q					 I → I → I → I → I → I → I → I → I → I →	View All
	Transaction Name	Status	Member	Member's Last Name	Member's Emplid S	ubmitted By	Approve/Deny
	AccessionHire	Pending	Lisa Simpson	Simpson		alph Wiggum	Approve/Deny
	Order Approvals		1				

Continued on next page

Approving a CADET Rehire, Continued

Procedures,

continued

Step	Action						
6	Enter any necessary Comments and click either Approve or Deny .						
	Action Request						
	Approval/SOD for Accessions						
	Van Houten, Milhouse						
	 Review hire data in the Request Information box. To approve a Hire Request, press the Approve button. To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. After a Hire Request has been approved, data will be pushed to DA 8.0. 						
	Request Details						
	Employee ID: 1234567						
	Request URL						
	Click here to view additional request information.						
	Request Approvers						
	Approver: 9876543 Milhouse Van Houten						
	Comment:						
	Approve Deny Accessions Hire Approval						
	Accession Hire Request:Pending						
	One Approval level						
	Pending Milhouse Van Houten Initial Approve Action Request						
7	Whether Approved or denied, the buttons will be greyed out and the system saves the request.						
	Approve Deny						
	Accessions Hire Approval						
	Request Status Approved Sview/Hide Comments						
	One Approval Level						
	Approved Milhouse Van Houten Initial Approve Action Request 11/05/2024 7:58 PM						
	Comments						
	Milhouse Van Houten at 11/05/24 - 7:58 PM						

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

Procedures,

continued

Step	Action
3	Enter the Empl ID and click Search .
	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 🗸 1234567 Q
	Contract Number begins with 🗸
	Name begins with V
	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

Procedures,

continued

Step			Action				
4	The Contract Statu	s/Content tab	will display w	with the c	current C	Contract Nu	ımber.
	Click Save.						
	Contract Status/Content Cor	tract Type/ <u>C</u> lauses Re	ason/Oath Info Contra	ct Leave Mb	or Service Dates	Contract Approval	>
	Lisa Simpson Contract Data		Person ID 1	234567			
	Contract Data Contract Number	0001		*Contract Status	Active 🗸		
	Contract Begin Date	11/05/2024	Contract Ex	pected End Date			
	Contract End Date		*Re	gulatory Region	AD	Q	
	Comment				Additional Co	ntract	
	Contract Template ID	۹			More than one	e year expected	
		Initialize Contract			Waive Working	g Time Compliance	
	Provider ID	٩					
	Contract Content	Member is a good candidate	e for this position.				s,
	Save Notify			Add Upd	late/Display	Include History C	orrect History
		pe/Clauses Reason/Oath	Info Contract Leave		late/Display		
			i i				
5	Select the Add a N	ew Value tab).		_		
	Update Con	tracts					
			-		_		
	Eind an Exis	ting Value	Add a Nev	w Value			
			Add a Net	w value			
	*Empl	ID 1224567	0				
6	Verify the Empl II	and the next	t sequential C	ontract	Number	· (Ex. 0002)).
	remaining consister		-				
	Update Cont				Š		
	opuate com	lacis					
	Eind an Exist	ing Value	Add a New	Value			
	*Empl I	D 1234567	Q				
	*Contract Number	er 0002					
		0002					
	Add						
	Find an Existing V	alue Add a	New Value				

Procedures,

continued

_		Action
]	The Contract Stat	us/Content tab displays with Contract Number (Ex. 0002).
¢	Contract Begin	Date – Defaults to current date, ensure it is the date of rehire.
,	Regulatory Reg	gion – Enter or select AD from the lookup icon.
		ent - A statement is required.
ſ	Contract Status/Content	Contract Type/Qlauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval
	Lisa Simpson Contract Data	Person ID 1234567
	Contract Data Contract Num	ber 0002 *Contract Status Active V
	Contract Begin D	44/05/2024
	Contract End D	ate Time *Regulatory Region AD Q
	Comm	ent Additional Contract
	Contract Template	ID Q More than one year expected
		Initialize Contract Waive Working Time Compliance
	Provide	
	Contract Cont	Member is a good candidate for this position.
		· · · · · · · · · · · · · · · · · · ·
	Save Notify	Add Update/Display Include History Correct History
	Contract Status/Content Contra	act Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit
•	Select the Contra	net Type/Clauses tab.
	Select the Contra	ct Type/Clauses tab.
	Contract Status/Content	Contract Type/ <u>C</u> lauses Reason/Oath Info Contract Leave Mbr Service Dates Contract <u>Approval</u>
	Contract Status/Content Contract Type	Contract Type/⊆lauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval > - Select the appropriate type from the lookup icon.
	Contract Status/Content Contract Type Comment – En	Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval > - Select the appropriate type from the lookup icon. ter any contractual specific reasons (if necessary).
	Contract Status/Content Contract Type Comment – En Contract Status/Content Cont	Contract Type/⊆lauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval > - Select the appropriate type from the lookup icon.
	Contract Status/Content Contract Type Comment – En	Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval > - Select the appropriate type from the lookup icon. ter any contractual specific reasons (if necessary). ract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Person ID 1234567
	Contract Status/Content Contract Type Comment – En Contract Status/Content Lisa. Simpson	Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval > - Select the appropriate type from the lookup icon. - Select the appropriate type from the lookup icon. - Select the appropriate type from the lookup icon. - Select the appropriate type from the lookup icon. ter any contractual specific reasons (if necessary). - Contract Audit - Service Dates Contract Approval Contract Audit Person ID 1234567 - Segin Date 11/05/ Look Up Contract Type X
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Continued on next page

Procedures,

continued

Step	Action
10	Select the Reason/Oath Info tab.
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit
11	Enter the following:
	• Contract Term Years/Months/Days – Enter the contract term.
	• Reason – Select an option from the drop-down. IAW Enlistments, Evaluations,
	and Advancements, COMDTINST M1000.2, Chap 1.F.1.a, this field needs to
	reflect the actual reason for the service obligation.
	• Member Signature Date – Enter the date of the rehire (date the contract was
	signed).
	• Name – Enter the name of the Oath Administrator.
	• Military Grade – Select the Oath Administrator's rank from the drop-down.
	• City and State – Enter the city and state for the Oath Administrator.
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates >
	Lisa Simpson Person ID 1234567
	Contract Data Contract Number: 0002 Begin Date: 11/05/2024 Contract Status: Active Expected End Date:
	Contract Number: 0002 Begin Date: 11/05/2024 Contract Status: Active Expected End Date: Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment:
	Contract Type Q 1 of 1 v View All
	Effective 11/05/2024 Contract Type: REN Reenlistment Cancel Contract Cancelled
	Date: Reason/Oath
	Contract Term Years/Months/Days: 8 Indefinite Re-Enlistment
	Reason: Expiration of Enlistment Member Signature 11/05/2024
	Date: Begin Extension/Re-Extension:
	Other (Specify):
	Oath Administrator Information
	Name: Milhouse Van Houten Military Grade: 05 -
	City: Springfield State: MA
	Save Notify Add Update/Display Include History Correct History
12	Select the Contract Leave tab.
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates >

Continued on next page

Procedures,

continued

		Action			
Total Leave to Se	ell (Days) is gr	eyed out for C	CADET rehin	res.	
Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service D)ates
Lisa Simpson		Pe	rson ID 1234567		
Contract Data Contract 0002 Number	Begi	in Date 11/05/2024	Contrac	ct Status Active	:
Leave Balances Leave Balance:	Cumula	ative Sold Leave:		As of:	
Contract Type		Q	1 of 1	► ► ■ 1	View All
Effective Date: 11/05/2 Contract Type: REN	2024 Reenlistme	ent			
Leave Disposition			I		View All
Total Leave to Sell (Days):					
Save Notify Contract Status/Content Contract Status/Content Content Conten		on/Oath Info Contract L			orrect History
Contract Status/Content	Contract Type/Claus	es Reason/Oath	Info Contract	Leave Mb	or Service Dates
Click on View All	to verify all o	f the dates con	ncur with ac	cession re	hire dates.
Contract Status/Content	Contract Type/Claus	ses Reason/Oath	n Info Contract	Leave	or Service Dates
Lisa Simpson	11		Person I	D 1234567	
Effective Date: 11/05/202	4 Empl Rcd	0 Eff Seq: 0	Labor Agreemen	it: REN	
Effective Date: 11/05/2024		0 Eff Seq: 0	Labor Agreemen	t: REN	
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Effective Date: 11/05/202- Assigned Seniority Date	s I 1-	12 of 23 🗸 🕨	► 	ıt: REN	
Effective Date: 11/05/202 Assigned Seniority Date	S I I I-	12 of 23 V	► 	ıt: REN	
Effective Date: 11/05/202 Assigned Seniority Date	S I I I-	12 of 23 V Vie eniority Date	► 	ıt: REN	

Procedures,

continued

Action				
Select the Contract Approval tab.				
Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval	Contract Audit			
Enter 002361 for Dept of Approving SPO and click Submit for Ap	proval.			
Lisa Simpson Person ID 1234567				
Contract Data Contract Number 0002 Begin Date 11/05/2024 Contract Status Active	e			
Contract Type	View All			
Effective Date: 11/05/2024 Contract Type: REN Reenlistment Route for Approval				
Approval Type: Approver: Dept of Approving 002361 Q CGA CADET TRNG BRANCH SPO: Approval Status: Approval Date: Submit for Approval				
Save Notify Add Update/Display Include History Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract App	Correct History			
<u> </u>	Select the Contract Approval tab. Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Enter 002361 for Dept of Approving SPO and click Submit for Approval Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Keason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Lisa Simpson Person ID 1234567 Contract Data Contract Number 0002 Begin Date 11/05/2024 Contract Status Activ Contract Type I a I of I a I a I of I a I a <li< th=""></li<>			

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	Navigate to Member Self Service via the drop-down or by page arrows .
	/≝ direct access ☆ : ⊘
	Member Self Service K 2 of 2 Notifications C:
	Direct Access Announcements Absence Request - View AD/RSV Payslip
	2 Alasta
2	Click on the Requests (All Types) - View tile.
	Requests (All Types) - View
3	Select the Requests I am Approver For radio button. You may narrow search
· ·	results using any of the fields and click Populate Grid .
	View My Action Requests
	Milhouse Van Houten
	 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.
	 All Requests' allows the approver to pull up their Action Requests and those submitted to them.
	 Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to `My Submitted Requests' and Transaction Status of `Pending'.
	 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.
	OMy Submitted Requests I am Approver For OAll Requests
	Transaction Name: Contract Approval
	Transaction Status: Pending -
	Submission From Date:
	Submission To Date: Populate Grid Refresh

Approving a CADET Rehire Contract, Continued

Procedures,

continued

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			8 Years		Mbr	Signature Da	te: 11/05/2024	4		
				of Enlistment		RB Entitleme				
	Num Ex	tensions	: 0		E	XT Tour Leng	th:			
	E	Expect AD TermDt			Expe	ected Loss Da	te: 11/04/2032	2		
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