

Rehire DCO

Overview

Introduction

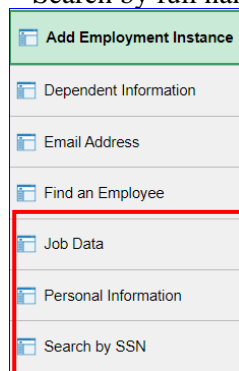
This guide provides the procedures for accessing a Direct Commission Officer (DCO) with prior service (already possesses an Empl ID) into Direct Access (DA). The example in this guide reflects a rehire onto Active Duty (AD). If you are rehiring someone into the Reserve component, pay special attention to and refer to: [Rehire-Into Reserves with Prior Service.](#)

Before You Begin ANY Hire or Rehire

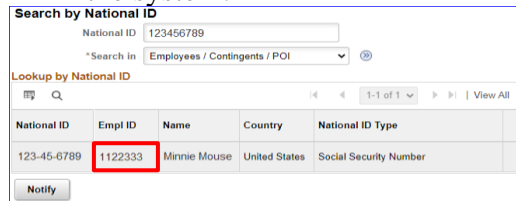
Before starting a rehire, you must first determine that the member is already in the system. Failure to do so may cause one member to have two Empl Records or even two separate Employee IDs.

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:



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 | Altes Ch | Middle Name | Middle | 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 |
|---------|-------------|----------------|------------|-----------|------------------|--------------------------|-------------|---------------|-------------------|------------|---------------|-------------------|
| 1234567 | 0 | Buzz Lightyear | Buzz | Lightyear | (blank) | (blank) | (blank) | ENLCG | 00010 | 003333 | KS0001 | AD |
| 1234567 | 1 | Buzz Lightyear | Buzz | Lightyear | (blank) | (blank) | (blank) | CIVCG | 00010 | 007800 | KS0001 | NOMIL |
| 1234567 | 2 | Buzz Lightyear | Buzz | Lightyear | (blank) | (blank) | (blank) | RETTCG | RETTCG | CGRETDEPT | CGRETLOC | RETTCG |

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Overview, Continued

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

Important Information

- **NEW ALCOAST 034/23** - The selection panels determine the appointment rank/grade - ensign (O-1), lieutenant junior grade (O-2), lieutenant (O-3), lieutenant commander (O-4), or commander (O-5) - of those applicants selected. In doing so, the panels will apply eligibility requirements as of the selection panel convening date, consider any appointment-grade minimum criteria, and evaluate each applicant's overall qualifications. **This includes the "Prior-Trained Military Officer (PTMO)".**
- **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 Rehire = Commissioning Date
- **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 and 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

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 9).
- The current path is: **NavBar icon** > **Menu** > Recruiting > Assignments > Reports > **Positions at a Department**.

NOTE: 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 fixed.

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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Process Overview

Introduction This section provides information needed to process a DCO rehire correctly.

Procedures See below.

| Type of DCO Rehire | Years of Service Required | Who Enters/ Approves | What is processed in Direct Access | Required Documentation |
|---|----------------------------------|---|---|--|
| Prior service AD CG members | 3 Years | Current P&A entry Current SPO approval | Rehire Accession Length of time = years of service required Audit and Approval of Accession | Oath of Office Acceptance Letter OPM Temporary Commission Letter |
| New hires or prior service from another military branch | Case by Case | PSC, CGRC Officer Accessions branch or OPM | *More to come | *More to come |
| Prior service Reserve CG members | Case by Case | P&A SPO | Rehire Accession Audit and Approval of Accession | Oath of Office Acceptance Letter |
| | | | | |

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](#)

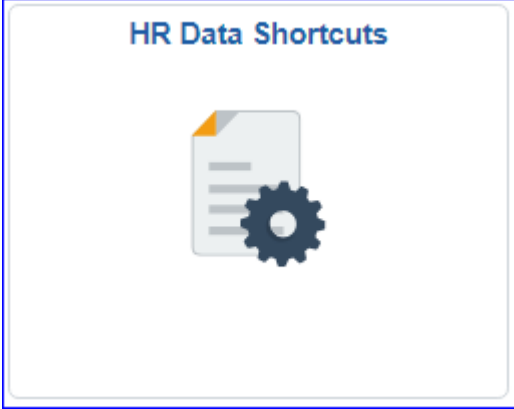
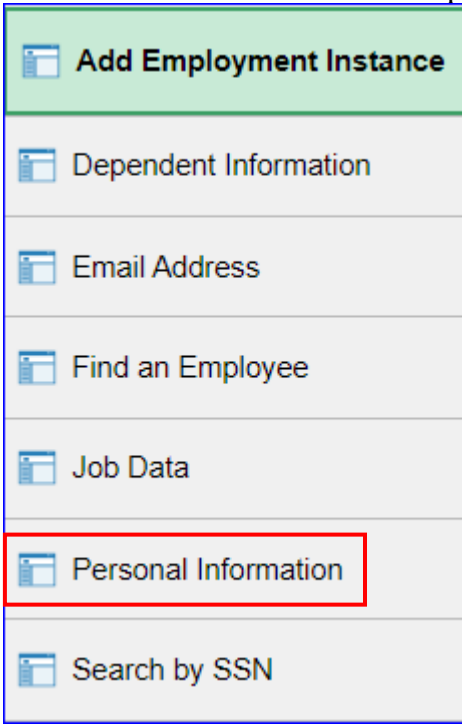
Requirements See below for 7 reasons.

| Number | Reason |
|--------|---|
| 1 | The member's service dates are incorrect : <ul style="list-style-type: none"> • 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. |

Accessing the Member

Introduction This section provides the procedures for accessing a member with an Empl ID onto Active Duty in DA.

Procedures See below.

| Step | Action |
|------|---|
| 1 | <p>Click on the HR Data Shortcuts tile.</p>  |
| 2 | <p>Select the Personal Information option.</p>  |

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Accessing the Member, Continued

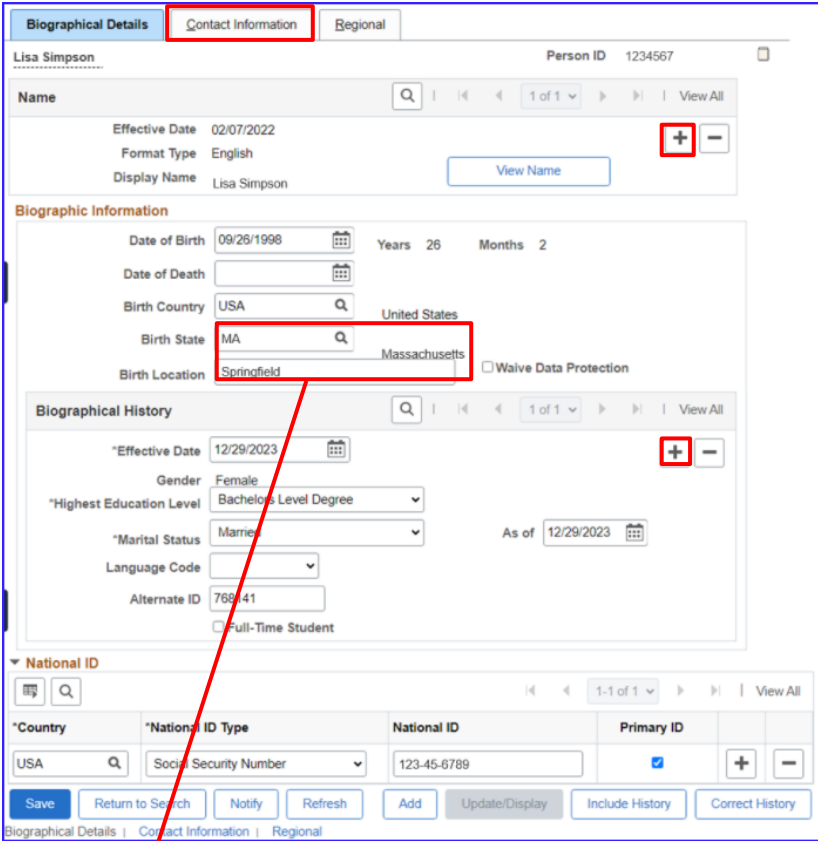
Procedures,
continued

| Step | Action |
|------|---|
| 3 | <p data-bbox="316 488 1217 521">Enter the Empl ID, check the Correct History box and click Search.</p> <div data-bbox="316 521 1366 1581" style="border: 1px solid black; padding: 5px;"> <p data-bbox="323 528 676 564">Personal Information</p> <p data-bbox="323 573 1358 607">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="352 622 689 680" style="background-color: #ADD8E6; padding: 2px; text-align: center;">Find an Existing Value</p> <p data-bbox="323 689 560 723">▼ Search Criteria</p> <p data-bbox="555 734 1197 779">Empl ID begins with ▼ <input data-bbox="879 725 1197 779" type="text" value="1234567"/></p> <p data-bbox="580 813 1197 857">Name begins with ▼ <input data-bbox="879 813 1197 857" type="text"/></p> <p data-bbox="520 902 1197 947">Last Name begins with ▼ <input data-bbox="879 902 1197 947" type="text"/></p> <p data-bbox="421 992 1197 1037">Second Last Name begins with ▼ <input data-bbox="879 992 1197 1037" type="text"/></p> <p data-bbox="331 1081 1197 1126">Alternate Character Name begins with ▼ <input data-bbox="879 1081 1197 1126" type="text"/></p> <p data-bbox="491 1160 1197 1205">Middle Name begins with ▼ <input data-bbox="879 1160 1197 1205" type="text"/></p> <p data-bbox="478 1238 1197 1283">Business Unit begins with ▼ <input data-bbox="879 1238 1197 1283" type="text"/></p> <p data-bbox="427 1328 1246 1373">Department Set ID begins with ▼ <input data-bbox="879 1328 1246 1373" type="text"/> <input data-bbox="1203 1328 1241 1373" type="button" value="Q"/></p> <p data-bbox="507 1417 1246 1462">Department begins with ▼ <input data-bbox="879 1417 1246 1462" type="text"/> <input data-bbox="1203 1417 1241 1462" type="button" value="Q"/></p> <p data-bbox="331 1469 1043 1503"> <input data-bbox="331 1469 370 1503" type="checkbox"/> Include History <input data-bbox="580 1469 619 1503" type="checkbox"/> Correct History <input data-bbox="831 1469 869 1503" type="checkbox"/> Case Sensitive </p> <p data-bbox="323 1514 1091 1570"> <input data-bbox="323 1514 475 1570" type="button" value="Search"/> <input data-bbox="485 1514 612 1570" type="button" value="Clear"/> <input data-bbox="628 1514 788 1570" type="button" value="Basic Search"/> <input data-bbox="804 1514 836 1547" type="button" value="Save Search Criteria"/> </p> </div> |

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Accessing the Member, Continued

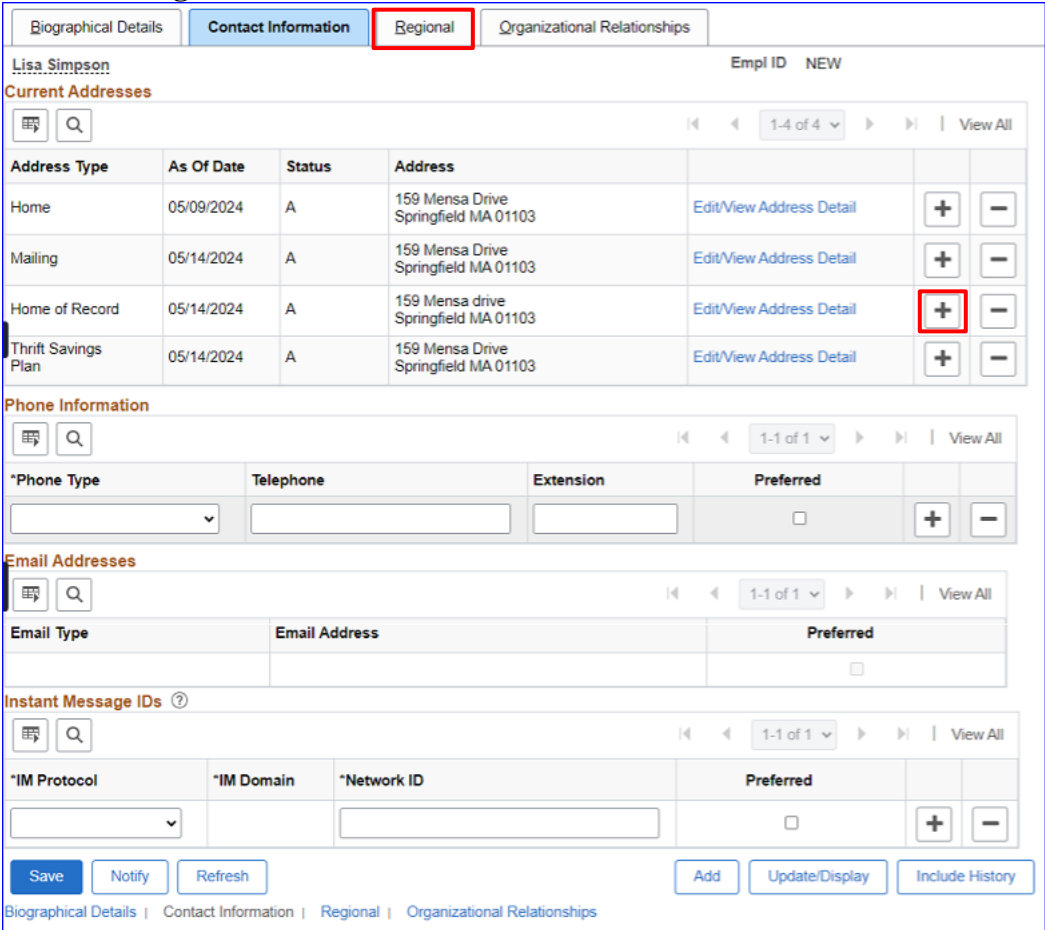
Procedures,
continued

| Step | Action |
|------|---|
| 4 | <p>Information fields will default to previously entered data. Click Edit Name if necessary (marriage/divorce/name change). Click the Plus buttons in the Name AND the Biographical History sections to update any incorrect, changed or missing fields.</p> <p>IMPORTANT: If the Birth State and Birth Location do not auto-populate, be sure to enter that information (the Approving Official (AO) will get an error stalling the approval process). See Message below.</p> <p>Select the Contact Information tab.</p>  <p>The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval.</p> <p>Birth State is Required</p> <p>OK</p> |

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Accessing the Member, Continued

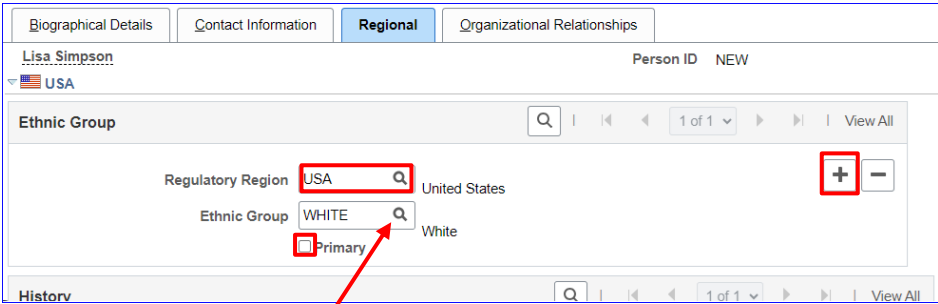
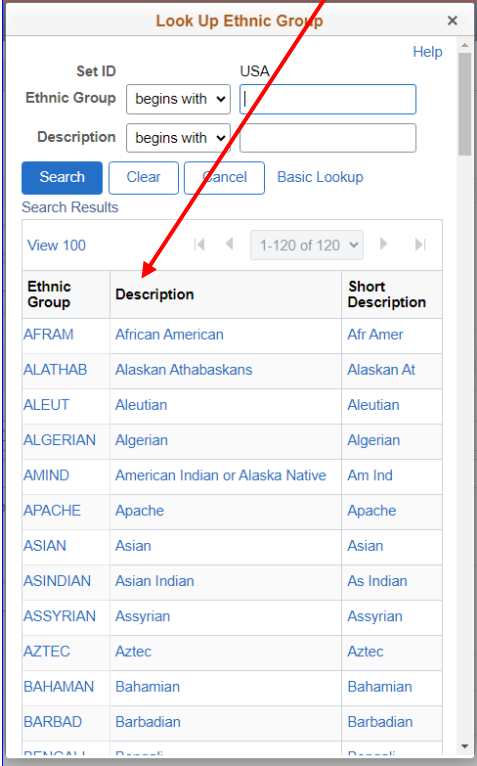
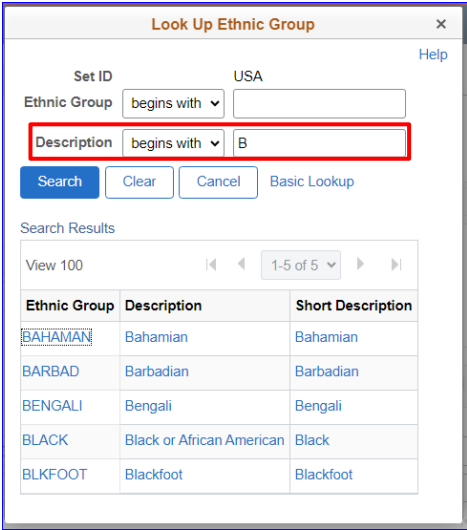
Procedures,
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| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|--|--------------|--------------------------------------|--|---------|--------------------------|---|---|------|------------|---|--------------------------------------|--|---|---|---------|------------|---|--------------------------------------|--|---|---|----------------|------------|---|--------------------------------------|--|---|---|---------------------|------------|---|--------------------------------------|--|---|---|
| 5 | <p>All sections should default with appropriate information. If not, edit as necessary.</p> <p>NOTE: Required Address Types must include the Thrift Savings Plan (TSP) address.</p> <p>Click the Plus icon, select Thrift Savings Plan from the Address Type drop-down and click the Add Address Detail link to add the address, if necessary.</p> <p>Select the Regional tab.</p>  <p>The screenshot shows the member profile for Lisa Simpson. The 'Regional' tab is selected and highlighted with a red box. Below the tabs, the 'Current Addresses' section is visible. It contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th>Edit/View Address Detail</th> <th>+</th> <th>-</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>05/09/2024</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+</td> <td>-</td> </tr> <tr> <td>Mailing</td> <td>05/14/2024</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+</td> <td>-</td> </tr> <tr> <td>Home of Record</td> <td>05/14/2024</td> <td>A</td> <td>159 Mensa drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+</td> <td>-</td> </tr> <tr> <td>Thrift Savings Plan</td> <td>05/14/2024</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p>The '+' icon in the 'Thrift Savings Plan' row is highlighted with a red box. Below the addresses table, there are sections for 'Phone Information', 'Email Addresses', and 'Instant Message IDs', each with a table and a '+' icon to add new entries. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', and 'Include History'.</p> | Address Type | As Of Date | Status | Address | Edit/View Address Detail | + | - | Home | 05/09/2024 | A | 159 Mensa Drive Springfield MA 01103 | Edit/View Address Detail | + | - | Mailing | 05/14/2024 | A | 159 Mensa Drive Springfield MA 01103 | Edit/View Address Detail | + | - | Home of Record | 05/14/2024 | A | 159 Mensa drive Springfield MA 01103 | Edit/View Address Detail | + | - | Thrift Savings Plan | 05/14/2024 | A | 159 Mensa Drive Springfield MA 01103 | Edit/View Address Detail | + | - |
| Address Type | As Of Date | Status | Address | Edit/View Address Detail | + | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Home | 05/09/2024 | A | 159 Mensa Drive Springfield MA 01103 | Edit/View Address Detail | + | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mailing | 05/14/2024 | A | 159 Mensa Drive Springfield MA 01103 | Edit/View Address Detail | + | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Home of Record | 05/14/2024 | A | 159 Mensa drive Springfield MA 01103 | Edit/View Address Detail | + | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thrift Savings Plan | 05/14/2024 | A | 159 Mensa Drive Springfield MA 01103 | Edit/View Address Detail | + | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Accessing the Member, Continued

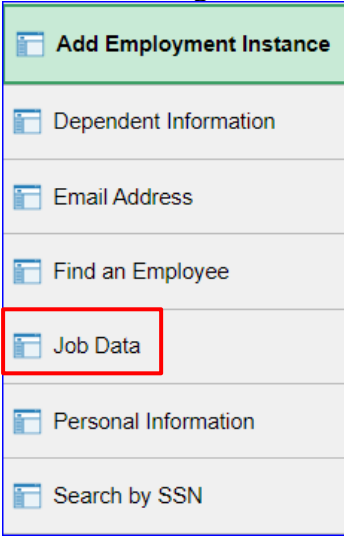
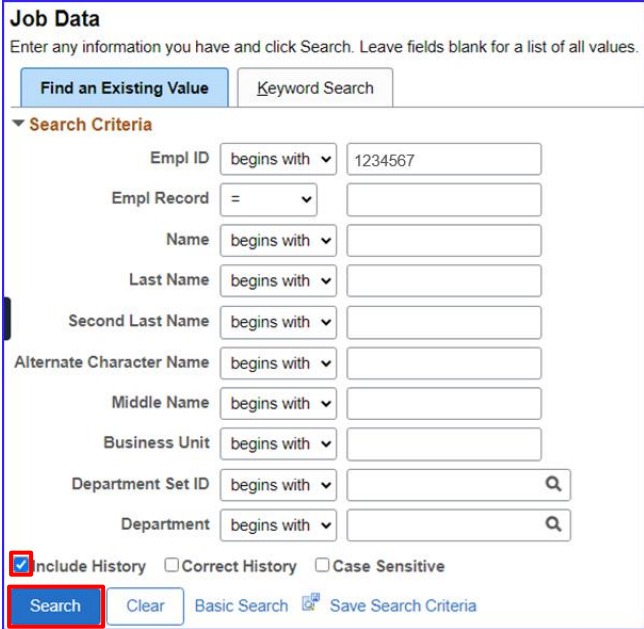
Procedures,
continued

| Step | Action |
|------|--|
| 6 | <ul style="list-style-type: none"> • 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 box, if this is the member’s preferred language. <p>NOTE: If the member identifies with another ethnic group, check the Primary box for the current group, click the Plus button and select the other option. Click Save.</p>    |

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Accessing the Member, Continued

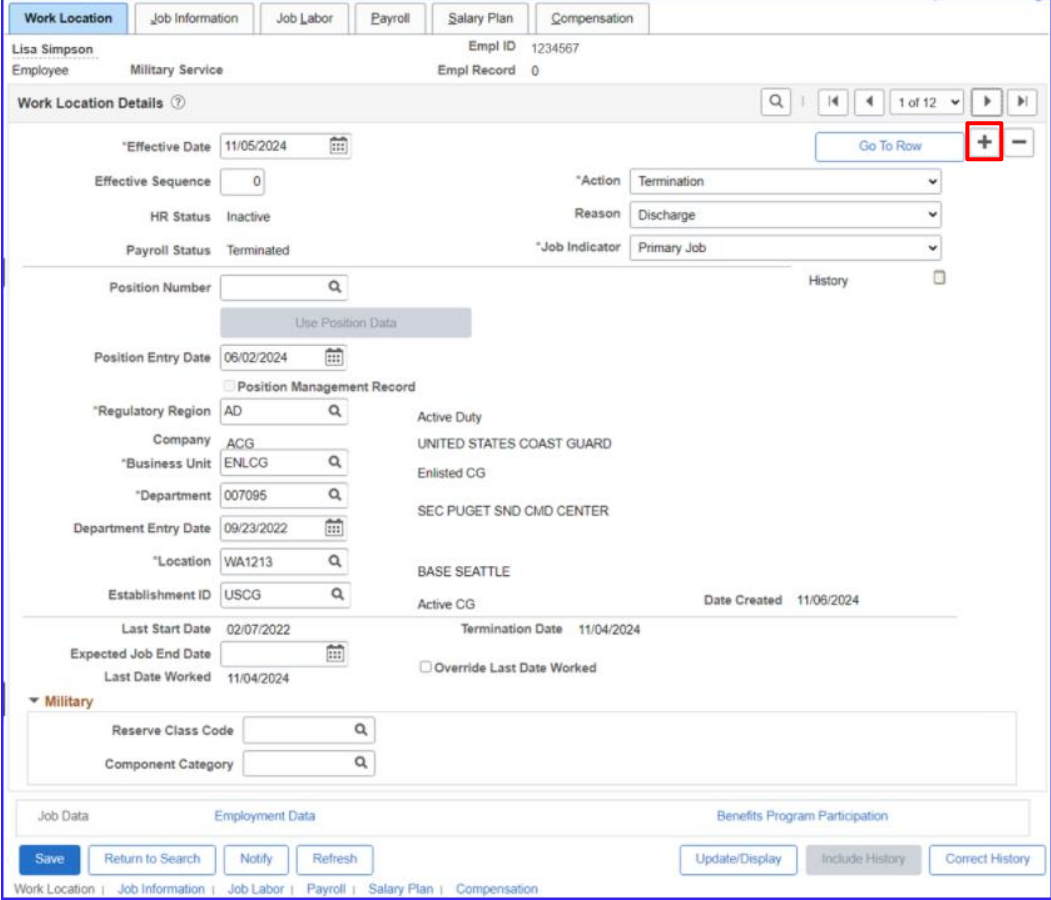
Procedures,
continued

| Step | Action |
|------|---|
| 7 | <p>Without leaving the screen, select the Job Data 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> |
| 7.5 | <p>Empl ID will display. Check the Include History box and click Search.</p>  <p>The screenshot shows the 'Job Data' search interface. It includes a search criteria section with fields for Empl ID (set to 'begins with' and '1234567'), Empl Record, Name, Last Name, Second Last Name, Alternate Character Name, Middle Name, Business Unit, Department Set ID, and Department. At the bottom, the 'Include History' checkbox is checked and highlighted with a red box. The 'Search' button is also highlighted with a red box. Other options include 'Correct History', 'Case Sensitive', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p> |

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Accessing the Member, Continued

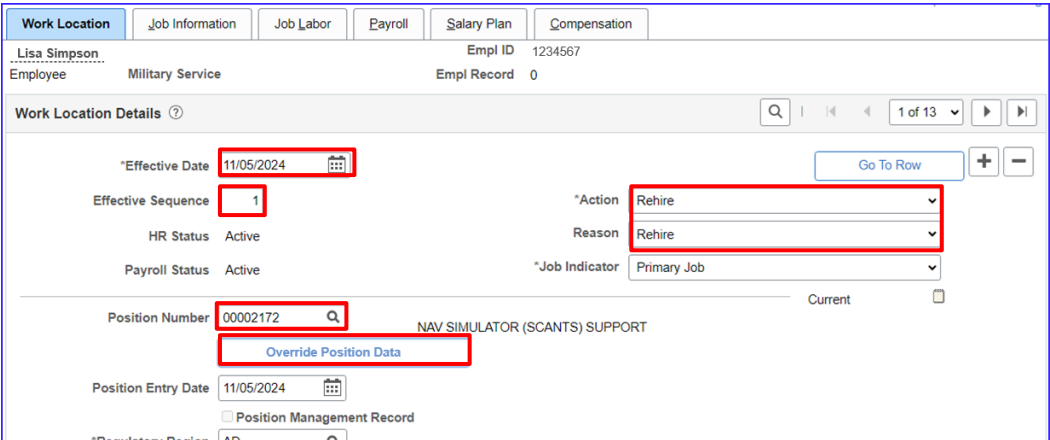
Procedures,
Continued

| Step | Action |
|------|---|
| 8 | <p>The Work Location tab will automatically display for your member. After verifying that the Termination/Discharge Job Row was completed, click the Plus button to add a new row.</p>  <p>The screenshot displays the 'Work Location' tab for Lisa Simpson (Employee ID 1234567). The interface includes a navigation bar with tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The main area shows 'Work Location Details' with a search bar and navigation controls. Key fields include: <ul style="list-style-type: none"> Effective Date: 11/05/2024 Effective Sequence: 0 HR Status: Inactive Payroll Status: Terminated Position Number: (Searchable) 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 Active Duty: UNITED STATES COAST GUARD Enlisted CG: SEC PUGET SND CMD CENTER Base: BASE SEATTLE Active CG: (Selected) Termination Date: 11/04/2024 Last Date Worked: 11/04/2024 Military Reserve Class Code: (Searchable) Component Category: (Searchable) A red box highlights the 'Go To Row' button with a plus sign icon, which is used to add a new row. </p> |

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Accessing the Member, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 9 | <p>Enter the following:</p> <ul style="list-style-type: none"> • Effective Date – It will default to the current date. Enter the date of the rehire. • 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”, this will be our example) 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 the appropriate number or use the lookup icon to find the appropriate number (See NOTE). <p>NOTE: Do not assess a member to a position number at their destination. You must navigate to Positions at a Department and choose an Active Duty Officer position closest to the member’s Officer position description appearing either at your own unit or a unit close to the member’s departure point. The current path is: Recruiting > Assignments > Reports > Positions at a Department.</p> <p>Click Override Position Data.</p>  |

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Accessing the Member, Continued

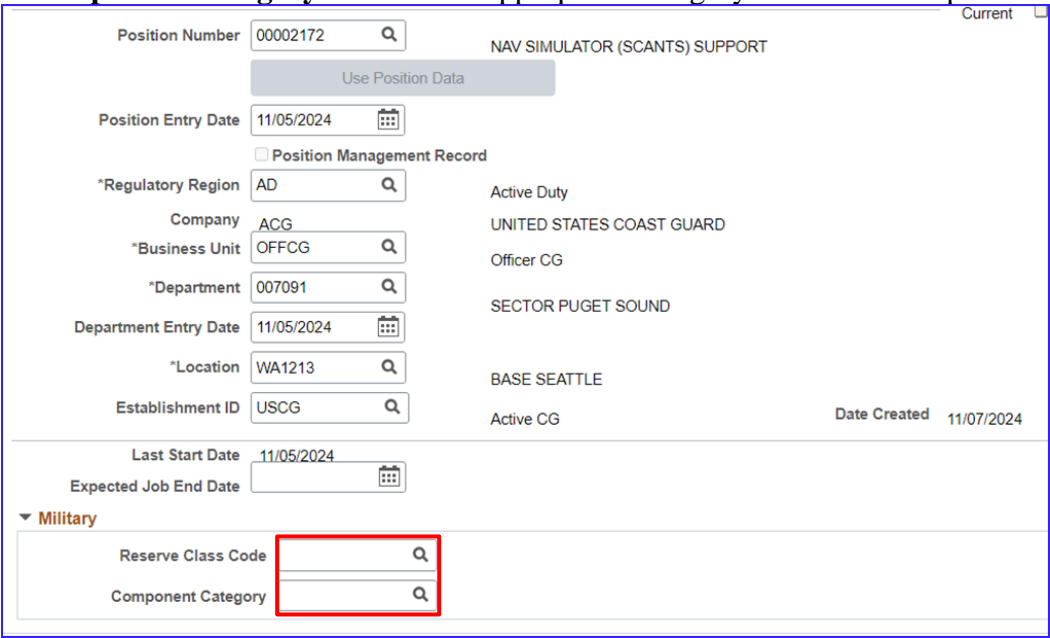
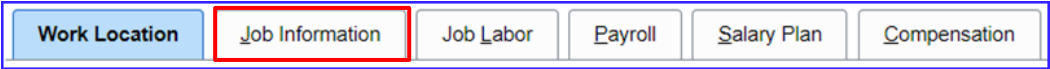
Procedures,
continued

| Step | Action |
|------|--|
| 10 | <p>Verify the information updated after entering the Position Number. If not, correct with the information below:</p> <ul style="list-style-type: none"> • Regulatory Region – Select AD (Reserve – IRR or SELRES). • Business Unit – Select OFFCG from the lookup icon. <p>NOTE: Select OFECG (Officer Prior Enlisted Service CG) for an officer who qualifies for a Special Rate of Basic Pay (O1E, O2E, or O3E). See Pay Manual Chapter 2.A.5. If selecting this option, warning message(s) may display, click OK to dismiss all messages.</p> <div data-bbox="316 808 1347 999" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Warning -- Job Code will be cleared. It is not valid for this Business Unit. (1000,302) The specified field will be cleared on the page. It is not valid for the newly selected Business Unit or Set ID.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <ul style="list-style-type: none"> • Department – Select the appropriate number from the accession authority. • Department Entry Date – Verify the date of rehire. • Location – Select the appropriate number, if not defaulted from the Department entered. • Establishment ID – If not defaulted, select USCG from the lookup icon. <div data-bbox="316 1218 1366 1850" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>The screenshot shows a web form for 'NAV SIMULATOR (SCANTS) SUPPORT'. Fields highlighted in red include: Position Number (00002172), Regulatory Region (AD), Business Unit (OFFCG), Department (007091), Location (WA1213), and Establishment ID (USCG). Other visible fields include Position Entry Date (11/05/2024), Department Entry Date (11/05/2024), Last Start Date (11/05/2024), Expected Job End Date, Reserve Class Code, and Component Category. The form also shows 'Active Duty' status and 'UNITED STATES COAST GUARD' affiliation.</p> </div> |

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Accessing the Member, Continued

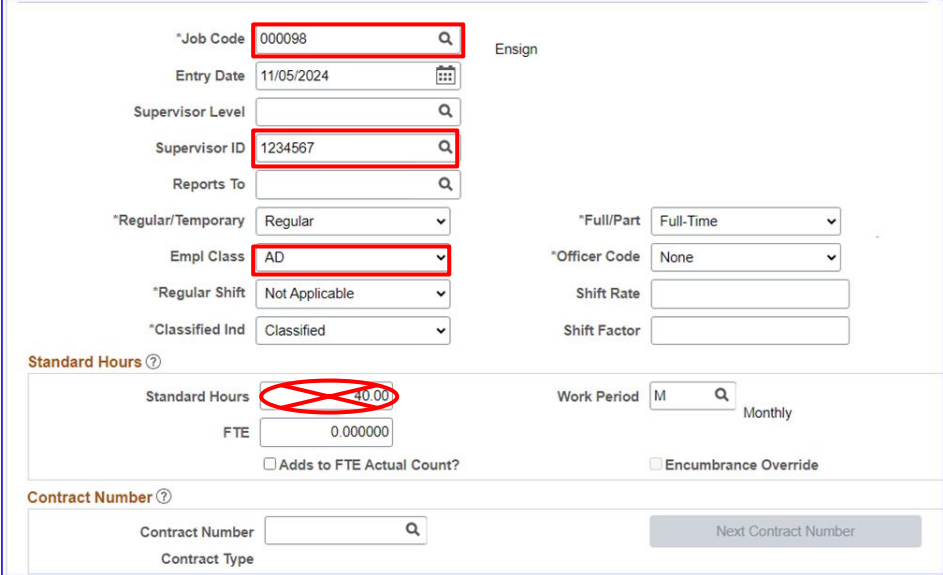
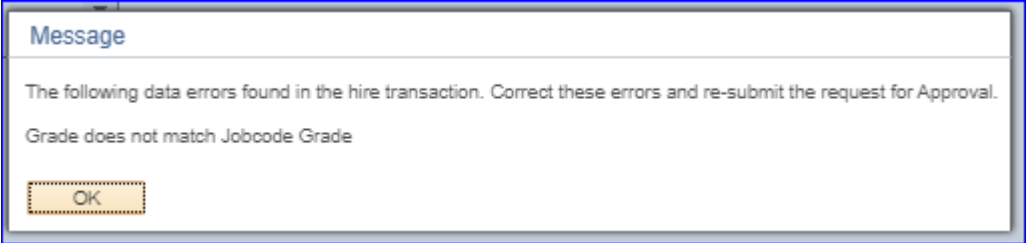
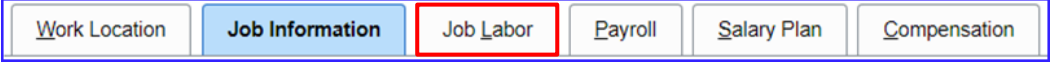
Procedures,
continued

| Step | Action |
|------------------|---|
| <p>11</p> | <p>Reserve Commission ONLY:</p> <ul style="list-style-type: none"> • Reserve Class Code –Select one of the appropriate Codes from the lookup icon: <ul style="list-style-type: none"> – Inact Du Officer w/in 8 yr obl – for an Officer with no prior, or less than 8 years prior service – w/Svc Oblig not in another Clas – for a prior service officer • Component Category – Select the appropriate category from the lookup icon.  |
| <p>12</p> | <p>Select the Job Information tab.</p>  |

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Accessing the Member, Continued

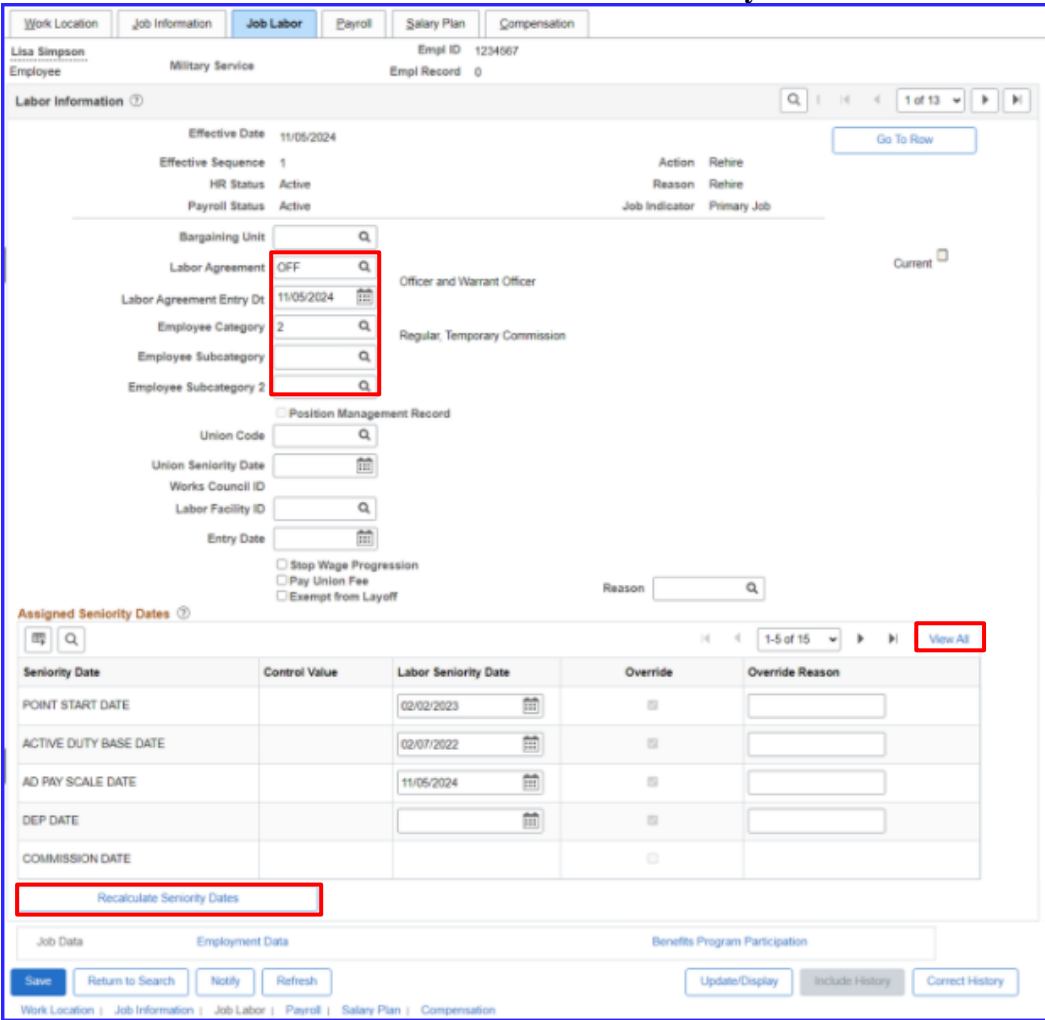
Procedures,
continued

| Step | Action |
|------------------|---|
| <p>13</p> | <p>For these three fields, ONLY, enter or select from the lookup icons:</p> <ul style="list-style-type: none"> • Job Code – ENS, LTJG, or LT (this example) and verify with the Step for the correct Salary on the Salary Plan tab. • Supervisor ID – CGHRSUP Empl ID that approves Rehires or use the lookup icon. • Empl Class – Select AD (Reserve – IRR or SELRES) from the drop-down. <p>NOTE: Standard Hours will default to either 160 or 240. Do not change.</p>   |
| <p>14</p> | <p>Select the Job Labor tab.</p>  |

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Accessing the Member, Continued

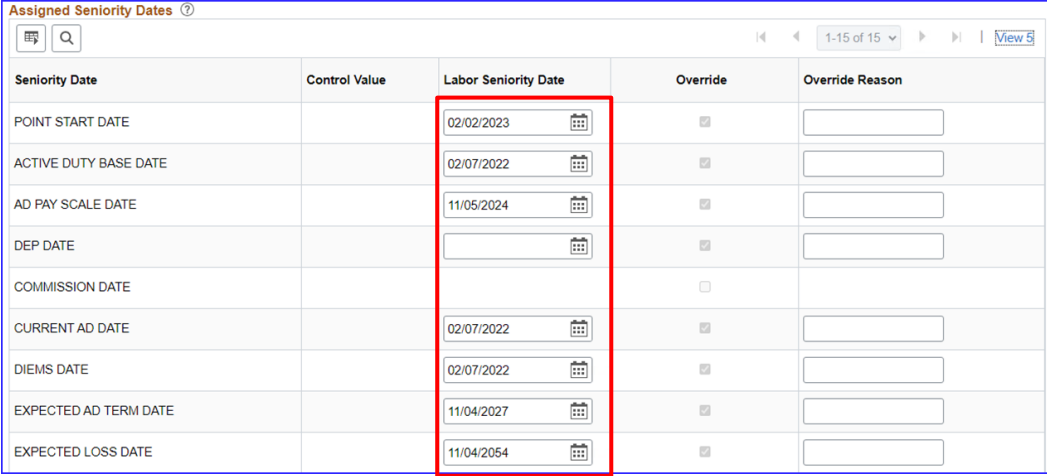
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|--|----------------------|--------------------------|----------------------|----------|-----------------|------------------|--|------------|--------------------------|--|-----------------------|--|------------|--------------------------|--|-------------------|--|------------|--------------------------|--|----------|--|--|--------------------------|--|-----------------|--|--|--------------------------|--|
| 15 | <p>Enter the following:</p> <ul style="list-style-type: none"> • Labor Agreement – Enter OFF. • Labor Agreement Entry Date – Verify it displays the date of the rehire. • Employee Category – Select from the lookup icon. • Employee Subcategory – Select from the lookup icon (Reserves Only). <p>Scroll down and click View All and Recalculate Seniority Dates.</p>  <p>The screenshot shows the 'Job Labor' tab for employee Lisa Simpson (Emp ID 1234567). The 'Labor Information' section includes fields for Effective Date (11/05/2024), Effective Sequence (1), HR Status (Active), Payroll Status (Active), and Action Reason (Rehire). The Labor Agreement is set to 'OFF', and the Labor Agreement Entry Date is '11/05/2024'. The Employee Category is '2' and the Employee Subcategory is selected. The 'Assigned Seniority Dates' table is shown below, with a 'View All' button highlighted in red. A 'Recalculate Seniority Dates' button is also highlighted in red at the bottom of the form.</p> <table border="1" data-bbox="327 1361 1300 1590"> <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 type="checkbox"/></td> <td></td> </tr> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td>02/07/2022</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td>11/05/2024</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DEP DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>COMMISSION DATE</td> <td></td> <td></td> <td><input 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 type="checkbox"/> | | ACTIVE DUTY BASE DATE | | 02/07/2022 | <input type="checkbox"/> | | AD PAY SCALE DATE | | 11/05/2024 | <input type="checkbox"/> | | DEP DATE | | | <input type="checkbox"/> | | COMMISSION DATE | | | <input type="checkbox"/> | |
| Seniority Date | Control Value | Labor Seniority Date | Override | Override Reason | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| POINT START DATE | | 02/02/2023 | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACTIVE DUTY BASE DATE | | 02/07/2022 | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AD PAY SCALE DATE | | 11/05/2024 | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DEP DATE | | | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMMISSION DATE | | | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Accessing the Member, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|--|----------------------|-------------------------------------|----------------------|----------|-----------------|------------------|--|------------|-------------------------------------|--|-----------------------|--|------------|-------------------------------------|--|-------------------|--|------------|-------------------------------------|--|----------|--|--|-------------------------------------|--|-----------------|--|--|--------------------------|--|-----------------|--|------------|-------------------------------------|--|------------|--|------------|-------------------------------------|--|-----------------------|--|------------|-------------------------------------|--|--------------------|--|------------|-------------------------------------|--|
| 16 | <p>Enter the following:</p> <ul style="list-style-type: none"> • Points Start Date – Leave at Default. • Active Duty Base Date – Date of rehire (see E-Mail ALSPO B/15) OR leave as is without a break in service. • AD Pay Scale Date – Date of the rehire. • DEP Date – Delayed Entry Program date only populates if they spent time in delayed entry. Otherwise, it will be blank. • Commision Date – See Chapter 3 of the COAST GUARD PAY MANUAL, COMDTINST M7220.29D for the correct date per situation. • Current AD Date – Date of rehire OR leave as is without a break in service. • 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 be the date the member executes/signs their initial Oath of Office. • Expected AD Term Date – Term of the AD Oath of Office minus 1 day (for Reserves – leave blank) See NOTE. • Expected Loss Date – 30 years from rehire or day before 60th birth (If prior Officer Service (non-Warrant Officer), loss date will be less any prior commission time served in any branch or component.) See NOTE. <p>NOTE: If rehiring with a break in service OR a reservist going on AD, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS (or see E-Mail ALSPO B/15).</p>  <table border="1" data-bbox="316 1335 1366 1809"> <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"/> | |
| 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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Accessing the Member, Continued

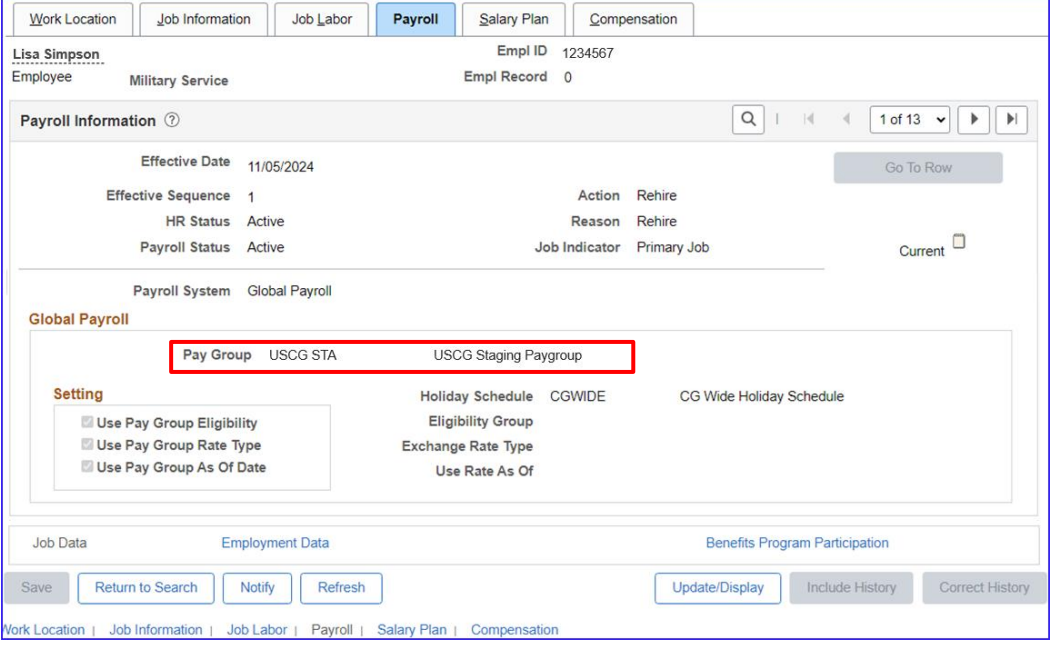
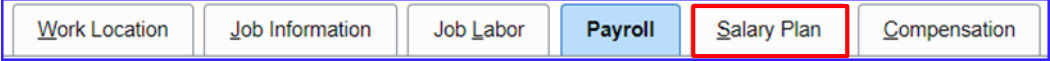
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------|--|-----------------------|-------------------------------------|------------|-------------------------------------|--|---------------------------|--|------------|-------------------------------------|--|--------------------|--|------------|--------------------------|--|---------------|--|------------|-------------------------------------|--|--------------|--------|------------|--------------------------|--|---------------|--|------------|-------------------------------------|--|
| <p>16 (cont)</p> | <ul style="list-style-type: none"> • Job Family Entry Date – Date of rehire • Mil Obligation Compl Date – 8 years from the original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP) • Pay Allowance Date – Date of the rehire OR leave as is without a break in service. • Pay Base Date – Date of rehire or if rehiring without a break in service use the existing PBD from previous job row. See NOTE. • Date of Rank (DOR) – Date of the rehire or if rehiring without a break in service use the existing DOR from the previous Job row. • Rotation Date – Date of the rehire <p>NOTE: If rehiring with a break in service OR a reservist going on AD, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS (or see E-Mail ALSPO B/15).</p> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">JOB FAMILY ENTRY DATE</td> <td style="width: 15%;"></td> <td style="width: 15%;">11/05/2024</td> <td style="width: 10%;"><input checked="" type="checkbox"/></td> <td style="width: 30%;"></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;"> Job Data Employment Data Benefits Program Participation </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Return to Search Notify Refresh Update/Display Include History Correct History </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"/> | |
| 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"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>17</p> | <p>Select the Payroll Tab.</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around;"> Work Location Job Information Job Labor Payroll Salary Plan Compensation </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Accessing the Member, Continued

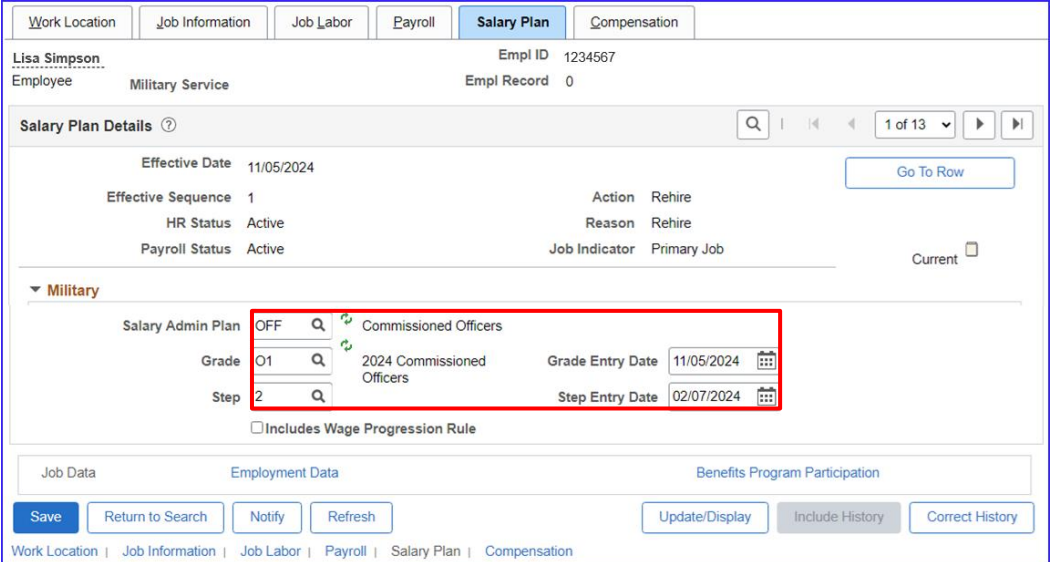

Procedures,
continued

| Step | Action |
|------------------|---|
| <p>18</p> | <p>The Pay Group should default to USCG Staging. Once approved, this will update to USCG AD.</p>  <p>The screenshot shows the 'Payroll Information' page for Lisa Simpson (Employee ID 1234567). The 'Payroll' tab is selected. The 'Pay Group' is set to 'USCG STA' and 'USCG Staging Paygroup'. The 'Setting' section includes checkboxes for 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. The 'Global Payroll' section shows 'Holiday Schedule' as 'CGWIDE' and 'CG Wide Holiday Schedule'.</p> |
| <p>19</p> | <p>Select the Salary Plan tab.</p>  <p>The screenshot shows the top navigation tabs: 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

Accessing the Member, Continued

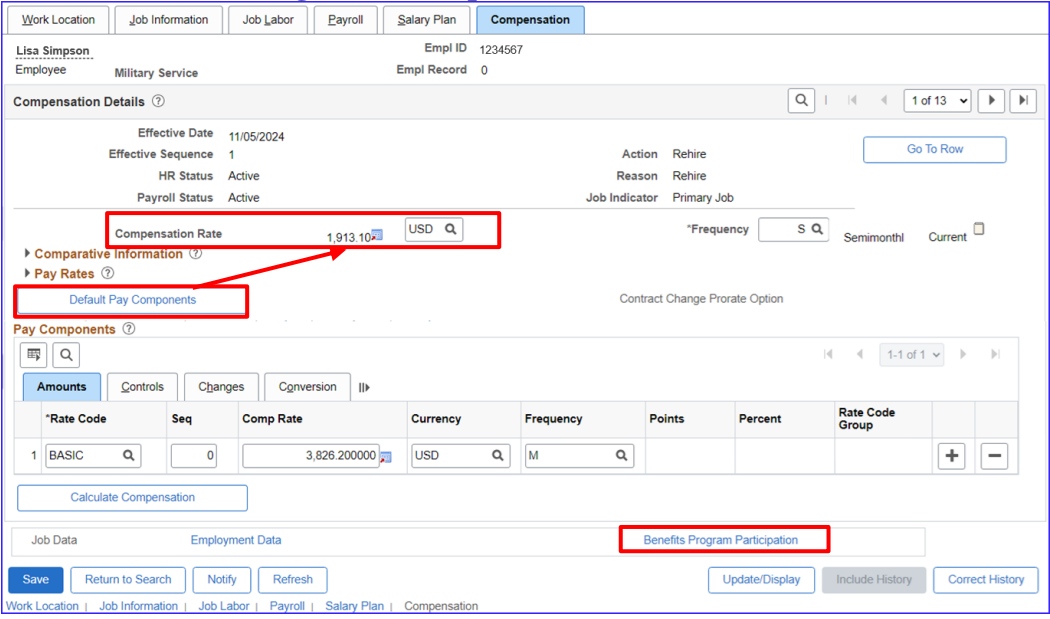
Procedures,
continued

| Step | Action |
|------|---|
| 20 | <ul style="list-style-type: none"> • Salary Admin Plan – Should default to OFF (OFE for an officer with more than four years prior enlisted service). Correct, if necessary. • Grade – Defaults to Pay Grade based on Job Code entered on the Job Information Tab. If member is being accessed at a different grade, click the lookup icon and select the appropriate grade. • 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. <p>NOTE: This step is necessary for the information on the Compensation tab to populate.</p> <ul style="list-style-type: none"> • 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.  |
| 21 | <p>Select the Compensation Tab.</p>  |

Continued on next page

Accessing the Member, Continued

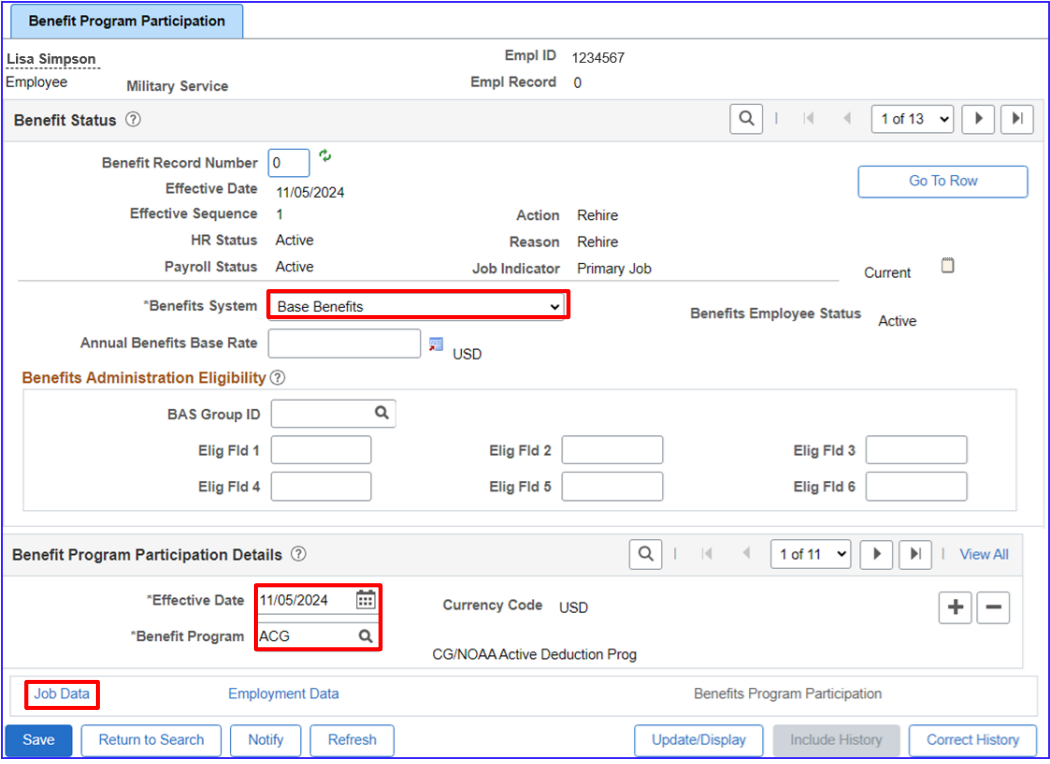
Procedures,
continued

| Step | Action |
|------|--|
| 22 | <p>Click on the Default Pay Components button. This will automatically update the Compensation Rate data.</p> <p>Click the Benefits Program Participation link.</p>  <p>The screenshot displays the 'Compensation Details' page for Lisa Simpson (Empl ID 1234567). The page includes tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The 'Compensation' tab is active, showing details for an employee with Military Service. The 'Compensation Details' section includes fields for Effective Date (11/05/2024), Effective Sequence (1), HR Status (Active), and Payroll Status (Active). A 'Compensation Rate' of 1,913.10 is shown, with a red box around it and a red arrow pointing to the 'Default Pay Components' button. The 'Pay Rates' section shows a table with columns for Rate Code, Seq, Comp Rate, Currency, Frequency, Points, and Percent. The table contains one row with Rate Code 'BASIC', Seq '0', and Comp Rate '3,826.200000'. The 'Benefits Program Participation' link is highlighted with a red box. The page also includes a 'Calculate Compensation' button and a 'Job Data' section with 'Employment Data' and 'Benefits Program Participation' tabs.</p> |

Continued on next page

Accessing the Member, Continued

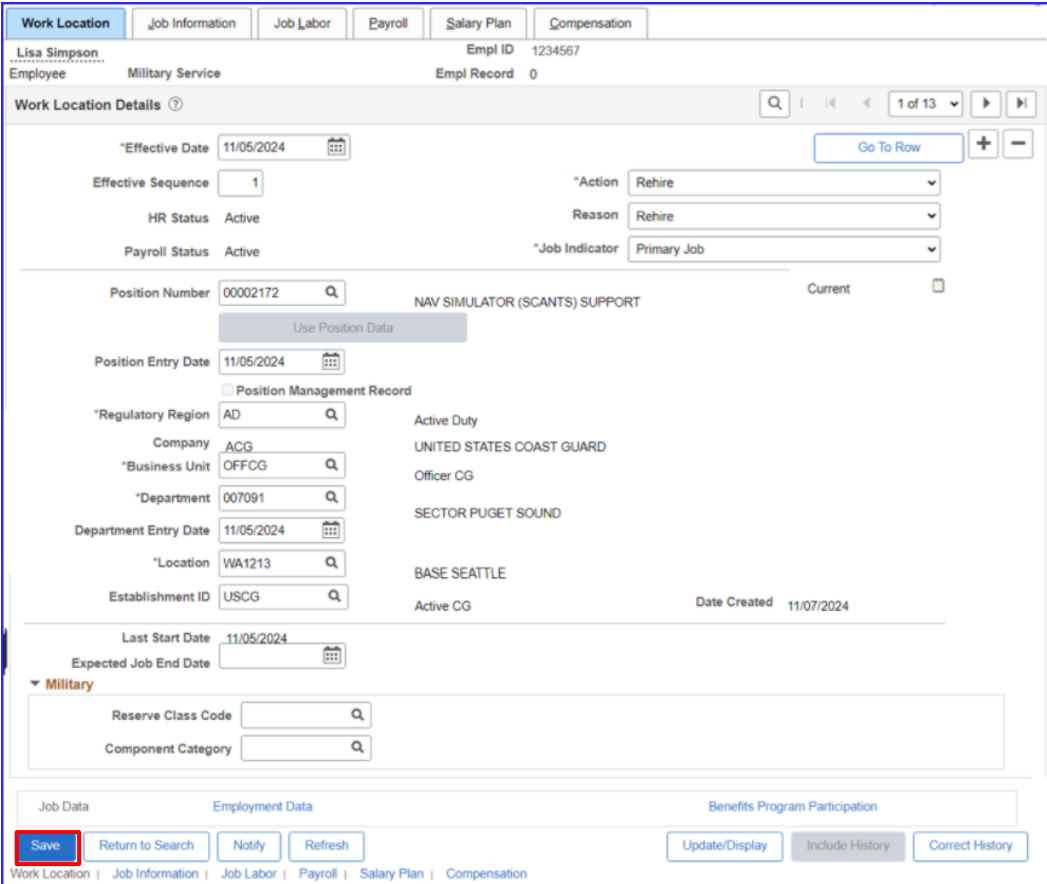
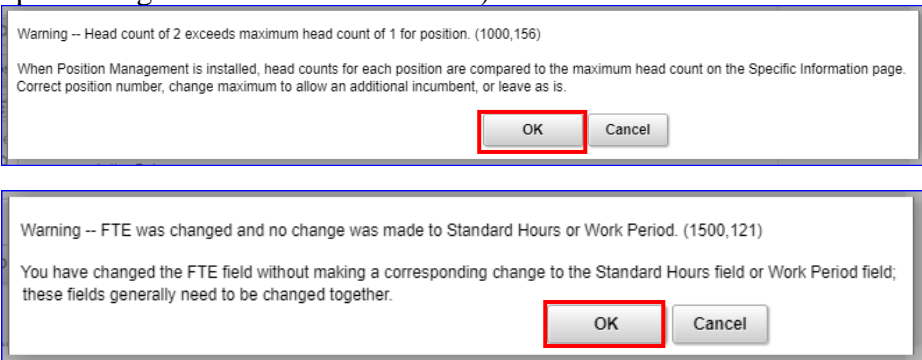
Procedures,
continued

| Step | Action |
|------|--|
| 23 | <ul style="list-style-type: none"> • Benefits System – Ensure Base Benefits is selected. • Effective Date – If you are completing the Job Data AFTER the effective date of the rehire, you need to change the date to the date of rehire. • Benefit Program – If not defaulted, click the lookup icon and select ACG. <p>Click the Job Data link.</p>  |

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Accessing the Member, Continued

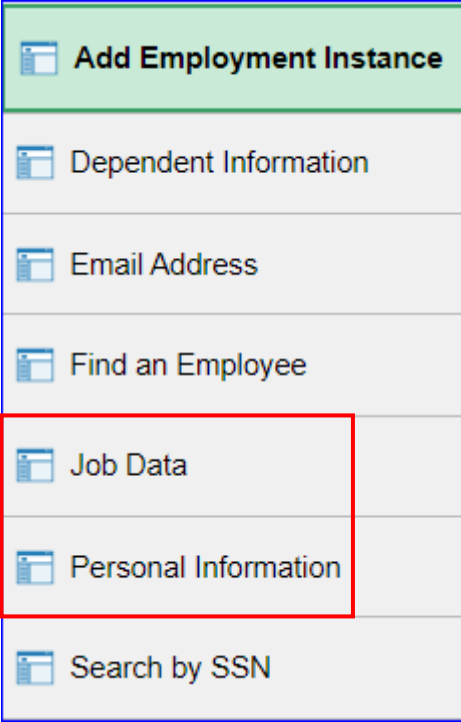
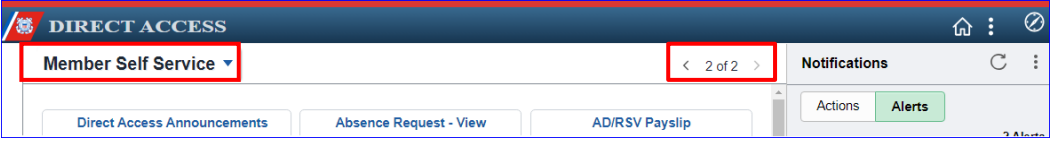
Procedures,
continued

| Step | Action |
|------------------|--|
| <p>24</p> | <p>Click Save.</p>  <p>The screenshot shows the 'Work Location Details' form for Lisa Simpson (Empl ID 1234567). The form includes fields for Effective Date (11/05/2024), Effective Sequence (1), HR Status (Active), Payroll Status (Active), Position Number (00002172), Position Entry Date (11/05/2024), Regulatory Region (AD), Company (ACG), Business Unit (OFFCG), Department (007091), Location (WA1213), Establishment ID (USCG), Last Start Date (11/05/2024), and Expected Job End Date. The 'Save' button is highlighted with a red box.</p> |
| <p>25</p> | <p>Several Messages will display (randomly ordered). Click OK (wait for the “processing-circle-of-death” to finish).</p>  <p>The first warning message states: "Warning -- Head count of 2 exceeds maximum head count of 1 for position. (1000,156). When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is." The OK button is highlighted with a red box.</p> <p>The second warning message states: "Warning -- FTE was changed and no change was made to Standard Hours or Work Period. (1500,121). You have changed the FTE field without making a corresponding change to the Standard Hours field or Work Period field; these fields generally need to be changed together." The OK button is highlighted with a red box.</p> |

Approving the Accession

Introduction This section provides the procedures for approving an accession in DA. SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession.

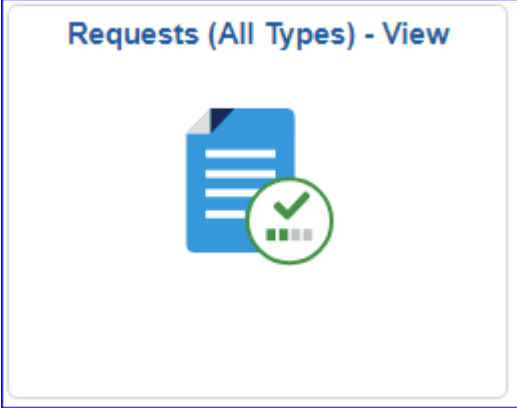
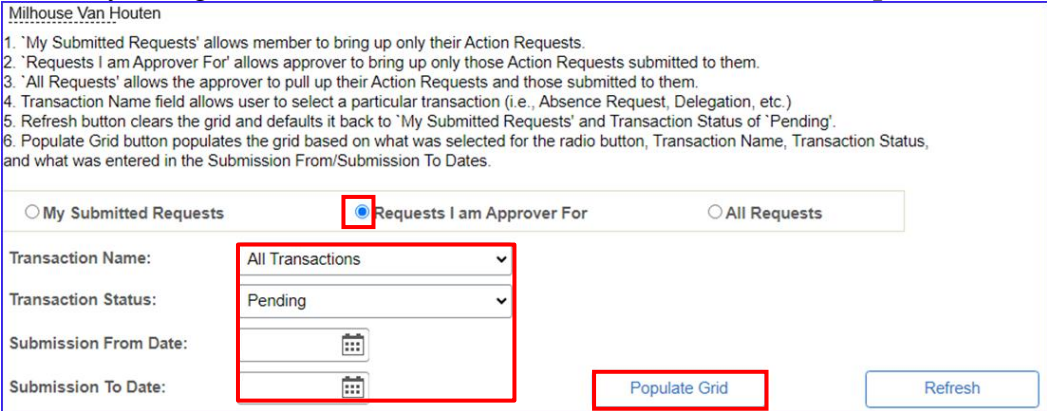
Procedures See below.

| Step | Action |
|------|--|
| 1 | <p>Before approving the accession, review/audit the information by clicking on the Personal Information and the Job Data options.</p>  |
| 2 | <p>Navigate to Member Self Service via the drop-down or by page arrows.</p>  |

Continued on next page

Approving the Accession, Continued

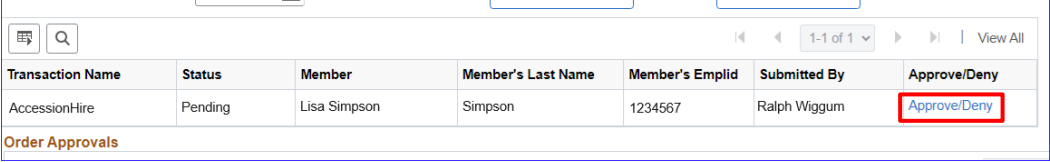
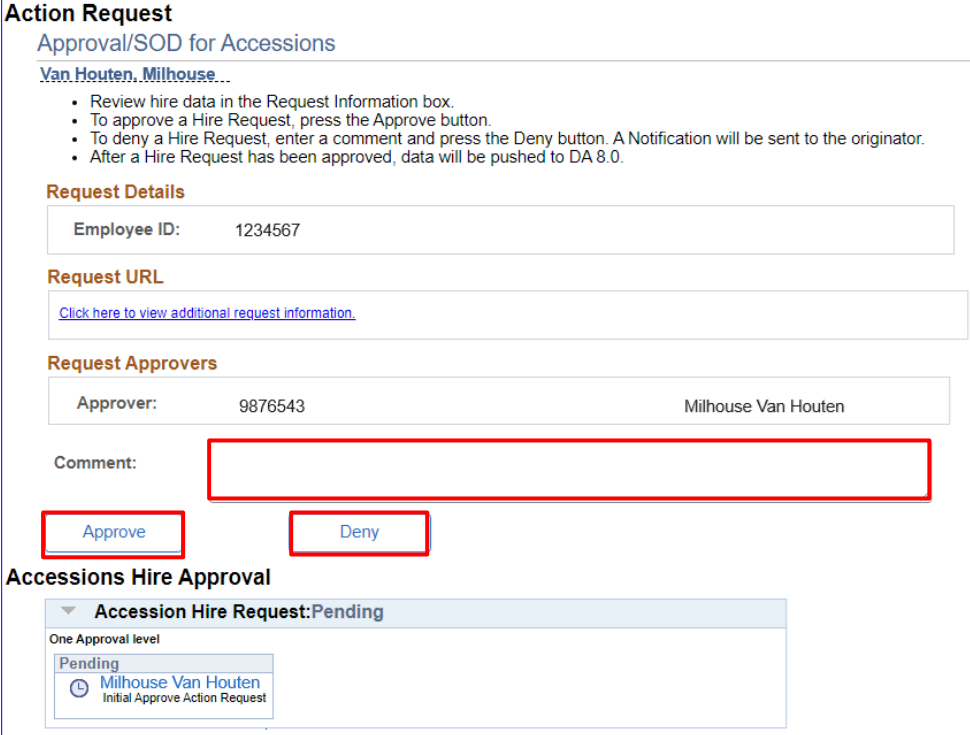
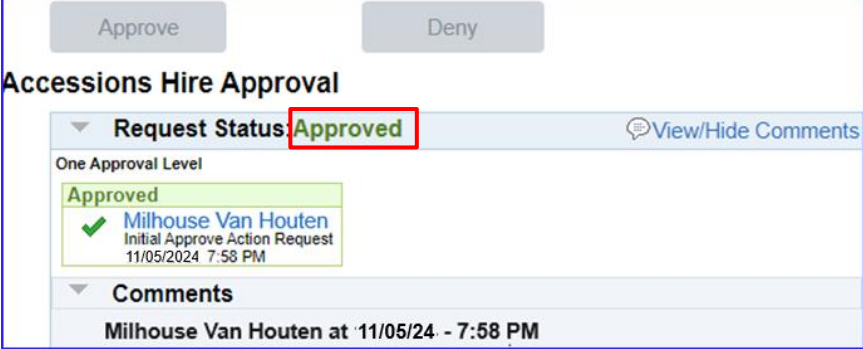
Procedures,
continued

| Step | Action |
|------|---|
| 3 | <p>Click on the Requests (All Types)-View tile.</p>  |
| 4 | <p>Select the Requests I am Approver For radio button. You may narrow the search by filling in Transaction Name, Status and Dates. Click Populate Grid.</p>  <p>Milhouse Van Houten</p> <ol style="list-style-type: none"> '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. |

Continued on next page

Approving the Accession, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 5 | <p>Click the Approve/Deny link for the accession you are approving.</p>  |
| 6 | <p>Enter any needed Comments and select either Approve or Deny (deny returns the Rehire to the HRS user).</p>  |
| 7 | <p>Once Approved, the member will be rehired into the Coast Guard.</p>  |