Rehire Into Reserves with Prior Service

Overview							
ntroduction This guide provides the procedures for rehiring a member with prior Coast Guard Active Duty (AD) (with or without a break in that serv or Coast Guard Reserve (with a break in that service) in Direct Acce (DA).							
Known Issue	State Withholding Tax (SWT) reverts bac (HOR) address automatically after a REH review/update the SWT when completin appropriate data entries to avoid any ta	IRE. SPO's need to ng the rehire and make the					
Contents		C D					
	Topic	See Page					
	When to Request a SOCS	3					
	Rehiring the Member	4 22					
	<u>Approving the Rehire</u> Entering the New Contract	22					
	Entering the New Contract	<u> </u>					
	Approving the Contract	34					
		nber is already in DA. Failure wo Empl Records or even two HR Data Shortcuts Tile: er). ay be time consuming with					
begin ANY	Approving the Contract You must first determine whether the ment to do so may cause one member to have two separate Employee IDs. There are three places to verify this in the • Search by SSN (Social Security Number • Job Data – Search by full name (this mapopular surnames). • Personal Information – Search by full to the searc	nber is already in DA. Failure wo Empl Records or even two HR Data Shortcuts Tile: er). ay be time consuming with					
Before you begin ANY Hire or Rehire	Approving the Contract You must first determine whether the mento do so may cause one member to have two separate Employee IDs. There are three places to verify this in the • Search by SSN (Social Security Number • Job Data – Search by full name (this mapopular surnames). • Personal Information – Search by full © Dependent Information © Email Address	nber is already in DA. Failure wo Empl Records or even two HR Data Shortcuts Tile: er). ay be time consuming with					
begin ANY	Approving the Contract You must first determine whether the mento do so may cause one member to have twe separate Employee IDs. There are three places to verify this in the • Search by SSN (Social Security Number • Job Data – Search by full name (this mapopular surnames). • Personal Information – Search by full to the search	nber is already in DA. Failure wo Empl Records or even two HR Data Shortcuts Tile: er). ay be time consuming with					

Overview, Continued

Before you begin ANY	When searching by SSN, you may find the member already has an Empl ID in the system.
Hire or Rehire, continued	You MUST click the GO button to search.

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

N	ational ID	123456789				
	Search in	Employees / Contingents / POI 🗸 📎				
ookup by Nat	ional ID					
≣; Q				I ≪ 1-1 of 1 ∨ ► ► I View All		
National ID	Empl ID	Name	Country	National ID Type		
123-45-6789	1122333	Minnie Mouse	United States	Social Security Number		

Bad Example:

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
1234567	1	Test2 Duplicates	Test2	Duplicates	(bla	(blar	for	CADCG	00010	004311	CT0004	AD

Good Example:

View All I -3 of 3											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
1234567	0	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	ENLCG	00010	003333	KS0001	AD
234567	1	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	CIVCG	00010	007800	KS0001	NOMIL
234567	2	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	RETCG	RETCG	CGRETDEPT	CGRETLOC	RETCG

Important Information

- It is good practice to IMMEDIATELY enter the contract into DA once the hire/rehire portion is complete and Job Data has been verified. The contract should not be approved without first viewing a signed copy of the DD-4 or Oath.
- Ensure the members paygrade is listed on the DD-4. If missing or there is a discrepancy from what is listed in DA, please return to the originator (Recruiter, RPM, EPM or OPM) to get corrected before processing the accession/rehire.
- Date of Hire/Rehire = Date of the Enlistment Contract
- **IMPORTANT:** DO NOT click **OK** or **Apply** unless prompted. It will not allow the pay record of the applicant to update correctly.
- After the member is rehired, transactions to affect the following must be entered by the technician and approved by the supervisor (when required):
 - Pay
 - Any previous entitlements
 - Tax withholdings
 - Direct deposit information
 - Enrollment/Election completed for benefit programs (e.g. SGLI, MGIB, Family Dental, etc.)

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).

ReferenceE-Mail ALSPO B/15

Requirements See below for 7 reasons.

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 assessed as officers) and has prior service in another branch of service .
3	The member is enlisting (or assessed as officers) 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.

Rehiring the Member

Introduction	This section provides the procedures for rehiring a member (with a signed Enlistment contract) with an Employee ID into the Reserves in DA.				
Before You Begin	Verify that the member has a discharge Job Data row before starting the rehire process. See: <u>Understanding Job Data</u>				

Procedures See below.

Step		Action
1	Click on the HR Data Shortcuts	Гile.
	HR Data Shortcuts	
2	Select the Personal Information	option.
	Add Employment Instance	
	Demondent Information	
	Dependent Information	
	Email Address	
	🔚 Find an Employee	
	🛅 Job Data	
	Personal Information	
	L	
	E Search by SSN	

Procedures,

continued

Step	Action									
3	Enter the Empl ID, check the Correct History box (Include History box is									
	optional) 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 V 1234567									
	Name begins with 🗸									
	Last Name begins with 🗸									
	Second Last Name begins with V									
	Alternate Character Name begins with V									
	Middle Name begins with V									
	Business Unit begins with V									
	Department Set ID begins with V Q									
	Department begins with 🗸									
	Include History									
	Search Clear Basic Search 🖾 Save Search Criteria									

Procedures,

he sure to ente		<mark>e and Birth Locatio</mark>	n do not auto-	popu
	er that information (to or	11 0		get ar
Biographical Details	Contact Information Region	nal		
Lisa Simpson		Person	ID 1234567	
Name		Q 4 4 1 of 1 v	▶ ▶ I View All	
Form	ve Date 02/07/2022 at Type English y Name Lisa Simpson	View Name	+ -	
Biographic Informati				
	of Birth 09/26/1998	Years 26 Months 2		
Birth	Country USA Q	United States		
Bi	rth State MA Q	20. 21 -		
Birth	Location Springfield	Massachusetts	tection	
Biographical Hist	bry	Q 4 4 1 of 1 v	▶ ▶ I View All	
*Effect	ive Date 12/29/2023		+ -	
	Gender Female			
"Highest Education	Married	 As of 12/29/2 	023	
"Marita Langua	Status		020	
	rnate ID 768141			
	Full-Time Student			
 National ID 				
III Q		14 4	1-1 of 1 👻 🕨 🕨	View Al
*Country *	National ID Type	National ID	Primary ID	
USA Q	Social Security Number	123-45-6789	• 4	• -
Save Return to	Search Notify Refresh	Add Update/Display	Include History Corre	ct History
Biographical Details Co	ntact Information Regional			

Continued on next page

Procedures,

continued

Step	Action								
5	Select the	Contac	t Inform	ation	tab.				
	Biogr	aphica	al Detail	s	<u>C</u> ontact	Information	Regional		
6	All sections should default with appropriate information. If not, edit as necessary. NOTE: Required Address Types must include the Thrift Savings Plan (TSP) address. Click the Plus button and select Thrift Savings Plan from the Address Type								
					0	k and update the	• •		
	Biographical Detai		t Information	Regional	Organizational Relations				
	Lisa Simpson Current Addresses					Empl ID NEW	▶ View All		
	Address Type	As Of Date	Status	Address					
	Home	05/09/2024	A	159 Mensa D Springfield M			+ -		
	Mailing	05/14/2024	A	159 Mensa Drive Springfield MA 01103		Edit/View Address Detail	+ -		
	Home of Record	05/14/2024	A	159 Mensa d Springfield M		+ -			
	Thrift Savings Plan	05/14/2024	A	159 Mensa D Springfield M		Edit/View Address Detail	+ -		
	Phone Information								
	₽ Q					i≪ 1-1 of 1 ∨ >	▶ View All		
	*Phone Type	Te V	elephone		Extension	Preferred	+ -		
	Email Addresses]		View All		
	Email Type		Email Address			Preferred			
	Instant Message ID	s (?)							
						i∢ ∢ 1-1 of 1 ∨ ▶	▶ View All		
	*IM Protocol	*IM Dor	main *Netwo	rk ID		Preferred			
		~					+ -		
	Save Notify Biographical Details	Contact Informa	ation Regional	Organizatio	onal Relationships	Add Update/Display	Include History		
7	Select the	Region	al tab						
			I Details		Contact I	nformation	<u>R</u> egional		

Procedures,

		Ac	tion		
• Regu	latory Region – Ensi	ure USA is	displayed.		
0	ic Group – Click the			e appropi	riate category.
	w the search by using	-			.
110110	w the search by using	g the Deser	iption neid.		···.
NOTE	: If the member claim	ns more that	n one ethnic	group, cl	ick the Plus button,
and add	l the additional group	designatio	n.		
Click S	ave.	C			
Biographi	cal Details	Regional	Organizational Relation	ships	
Lisa Simp	son			Person ID	NEW
USA					
Ethnic Gr	0110		Q	1 of 1	View All
Eunic Gr	oup				
	Regulatory Region USA	Q			+ -
		United	States		
	Ethnic Group WHI	White			
	Pri	imary			
History			Q		of 1 🗸 🕨 膨 🛛 View All
	Look Up Ethnic Group ×				
Ethnic Group	begins with v				
Deseriation					
Description	begins with 🗸				_
Search	Clear Cancel Basic Lookup		Look Up Ethnic Gr	oup	×
		Set ID	USA		Help
Search Result		Ethnic Group	begins with 🖌		
View 100	▲ 1-120 of 120 ▼ ▶ ▶	Description	begins with 🗸 B		
Ethnic Grou		Search	Clear Cancel Ba	sic Lookup	
AFRAM	African American				
ALATHAB	Alaskan Athabaskans Aleutian	Search Result	-	e re ul hi tr	
ALGERIAN	Aleutian	View 100	I 1.	5 of 5 🗸 🕨 🕨	
AMIND	Argenan American Indian or Alaska Native		Description	Short Description	
APACHE	Apache	BAHAMAN	Bahamian	Bahamian	
ASIAN	Asian	BARBAD	Barbadian	Barbadian	
ASINDIAN	Asian Indian	BENGALI	Bengali	Bengali	
ASSYRIAN	Assyrian	BLACK	Black or African American		
AZTEC	Aztec	BLKFOOT	Blackfoot	Blackfoot	
BAHAMAN	Bahamian				

Continued on next page

Procedures,

Step	Action
9	Without leaving the screen, select the Job Data option.
	Add Employment Instance
	Dependent Information
	Email Address
	Find an Employee
	🛅 Job Data
	Personal Information
	E Search by SSN
10	The Work Location tab will automatically display. After verifying that the Termination/Discharge Job Row was competed, click the Plus button to add a new row. Work Location Job Labor Payroll Salary Plan Compensation Lisa Simpson Empl ID 1234567
	Employee Military Service Empl Record 0
	Work Location Details ⑦ Q I of 12 V V
	*Effective Date 11/05/2024 🗰 Go To Row 🕂 -
	HR Status Inactive Reason Discharge Payroll Status Terminated Job Indicator Primary Job
	History

Continued on next page

Procedures,

continued

Step	Action
11	Enter the following:
	• Effective Date – Verify the date of 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") 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 position number or use the lookup
	icon to find the appropriate number. This Message will display, click OK .
	You have updated a field where more than one valid option exists for Establishment ID. (1000,1391)
	Please verify the selected Establishment ID.
	ОК
	Click Override Position Data.
	Work Location Job Information Job Labor Eayroll Salary Plan Compensation
	Lisa Simpson Empl ID 1234567 Employee Military Service Empl Record 0
	Work Location Details 🕐 🛛 🔍 🕨 🕨
	Work Location Details ⑦ Q I I 1 1 I
	"Effective Date 11/05/2024
	Effective Sequence 1 "Action Rehire
	"Effective Date 11/05/2024 Effective Sequence 1 HR Status Active Reason Rehire Payroll Status Active Position Number 00002172 Q Current
	"Effective Date 11/05/2024 Effective Sequence "Action HR Status Active Payroll Status Active Current
	"Effective Date 11/05/2024 Effective Sequence 1 HR Status Active Payroll Status Active Position Number 00002172 NAV SIMULATOR (SCANTS) SUPPORT
	"Effective Date 11/05/2024 Effective Sequence 1 HR Status Active Reason Rehire Payroll Status Active "Job Indicator Primary Job Current Current

Procedures,

continued

Step			Action			
12	Verify the information updated after entering the Position Number. If not, correct					
	with the appropriate information below:					
	Regulatory Reg	ion – Select RS	SV from the lookup icon.			
	• Company – Sele	ect ACG from t	he lookup icon			
	• Business Unit –	Select ENLCC	(or appropriate unit, if not defaulted from	the		
	Department enter	red).				
	• Department – S	elect the appro	priate number from the rehire authority.			
	• Department En	t ry Date – Ver	ify the date of the signed Enlistment Contr	ract.		
	-	•	te number, if not defaulted from the			
	Department enter					
	1		ulted, select USCG from the lookup icon.			
			a appropriate code from the lookup icon.			
			the appropriate code from the lookup icon			
				rent		
	Position Number	00002172 Q	NAV SIMULATOR (SCANTS) SUPPORT			
		Use Position I	ata			
	Position Entry Date	11/05/2024				
		Position Management	Record			
	*Regulatory Region	RSV Q	Reservists			
	Company *Business Unit	ACG ENLCG Q	UNITED STATES COAST GUARD			
	*Department	LILEOU	Enlisted CG			
			SECTOR PUGET SOUND			
	Department Entry Date					
	*Location	WA1213 Q	BASE SEATTLE			
	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		w/Svc Oblig not in another Cla			
	Component Catego	ory N Q	Not Applicable			
				1		
13	Select the Job Info	ormation tab.				
	Work Location	lob Information	Job <u>L</u> abor <u>P</u> ayroll <u>S</u> alary Plan <u>C</u> ompensation	on		

Procedures,

continued

Step		Act	ion				
14	• Job Code – Select the appropriate code from the lookup icon or enter the Job						
	Code number from the previous row (see message on next page) and						
	verify it with the Grade Step for the correct Salary Plan in Step 22.						
	IMPORTANT: If the Job Code number does not match the Grade Step in						
	Step 22, the AO will	ll get an error durin	g the approval.	See Message below.			
	• Supervisor ID – Et	nter the CGHRSUP	Empl ID that	approves Rehires or use			
	the lookup icon.		1				
	• Empl Class – Selec	t SELRES from the	e drop-down.				
	1		1				
	NOTE: Standard H	ours will default to	40. Do not ch	ange.			
	"Job Code	000098 Q	Ensign				
	Entry Date	11/05/2024					
	Supervisor Level	۹					
	Supervisor ID	1234567 Q					
	Reports To	٩					
	*Regular/Temporary	Regular 🗸	"Full/Part	Full-Time ~			
	Empl Class	SELRES -	*Officer Code	None			
	*Regular Shift	Not Applicable	Shift Rate				
	*Classified Ind	Classified ~	Shift Factor				
	Standard Hours ⑦						
	Standard Hours		Work Period	M Q Monthly			
	FTE	0.008000		noniny			
		Adds to FTE Actual Count?		Encumbrance Override			
	Contract Number ⑦						
	Contract Number	Q		Next Contract Number			
	Contract Type						
	When entering the Jo	b Code number from	m the previous	row, this message may			
	display. Click OK .		1				
	The Current Job row values			rs and Work Period are defaulted			
	from Salary Plan Table. Do y Comp Freq	•	e following data fro	om the Job Code Table?			
	Standard Hours	40.00					
	Work Period	M Monthly					
	OK Cancel Refr	esh					

Procedures,

continued

Step	Action
15	Select the Job Labor tab.
	Work Location Job Information Job Labor Payroll Salary Plan Compensation
	Lisa Simpson Empl ID 1234567
16	Enter the following: • Labor Agreement – Defaults to current labor agreement.
	• Labor Agreement Entry Dt – Verify the date of the rehire.
	• Employee Category – Select SELRES from the lookup icon.
	• Employee Subcategory – Select the appropriate Status from the Lookup icon.
	Scroll down the page and click View All for Assigned Seniority Dates.
	Work Location Job Information Job Labor Payroll Salary Plan Compensation Lisa Simpson Empl ID 1234567 1234567 1234567
	Employee Military Service Empl Record 0
	Labor Information ⑦
	Effective Date 11/05/2024 Go To Row
	Effective Sequence 0 Action Rehire
	HR Status Active Reason Rehire Payroll Status Active Job Indicator Primary Job
	Bargaining Unit Q. Current
	Labor Agreement ENL Q.
	Active Compontent Enlistment
	Employee Category SEL Q Select Reserve
	Employee Subcategory A Q Drilling Pay Status
	Employee Subcategory 2 Q
	Position Management Record Union Code Q
	Union Seniority Date
	Works Council ID
	Labor Facility ID Q
	Entry Date Reason Q
	Pay Union Fee Exempt from Layoff
	Assigned Seniority Dates ⑦
17	The original hire dates will display. Scroll down and click Recalculate
	Seniority Dates to open all Assigned Seniority Date fields.
	DIEMS DATE
	Recalculate Seniority Dates
	Job Data Employment Data
	OK Cancel Apply Work Location Job Information Job Labor Payroll Sala

Procedures,

continued

Step			Action				
18	This step is shown	in three se	ections. Verify a	and update	the following:		
	• Active Duty Bas	e Date					
	– Without a break	t in service	e, verify Enlistr	nent Contr	act dates.		
	– With a break in service, enter the date of the rehire.						
	– <mark>Reservist <i>known issue</i>-cannot leave blank</mark> , see NOTE.						
	• AD Pay Scale Da	ate – Date	of the Enlistme	ent Contrac	ct (date of the rehire).		
	• Dep Date – Delay	yed Entry	Program date o	nly popula	ites if they spent time in		
	delayed entry. Ot	herwise it	will be blank.				
	• CMA Date – See	-					
	COMDTINST M			-			
			• •	· · ·	ny component), should		
					then this should be the		
	an Oath of Office		igns their initia	I Enlistme	nt Contract/document or		
		-	frahira OP las		thout a break in service.		
				-	m original DIEMS date r an approved program		
	(i.e. VOLSEP).		insenarge autilo		i an approved program		
	· · · · · · · · · · · · · · · · · · ·	ate – Teri	n of Service fro	om the sign	ned Enlistment Contract		
	• Expected Loss Date – Term of Service from the signed Enlistment Contract (minus 1 day) or the DIEMS Date whichever is greater.						
				-			
	e				vist going on active		
			-	•	h PPC Customer Care.		
	SOCS (or see E-Ma	-	-	ocess. See	When to Request a		
	Assigned Seniority Dates ⑦	all ALSI C	D /15) .				
	E Q			1	● ● 1-23 of 23 ● ● ● View 5		
	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason		
	ACTIVE DUTY BASE DATE		11/05/2024	12			
	AD PAY SCALE DATE		11/05/2024	151			
	DEP DATE						
	CMA DATE						
	DIEMS DATE		11/05/2024	2			
	RSV DRILL OBLIGATION DATE		11/04/2032	0			
	EXPECTED LOSS DATE		11/04/2032	12			

Procedures,

continued

ep			Action							
8	• Job Family Entry Date – The date the member first became rated in their									
nt)	current rating. U	se the exis	ting Job Family	Entry Dat	te from the previous Jo					
	row.									
	• Mil Obligation Compl Date – 8 years from original DIEMS date (minus 1									
	day) unless prior VOLSEP).	· discharge	authorized unde	er an appro	oved program (i.e.					
		Date – Dat	te of the rehire C	OR leave a	s is without a break in					
	service.									
	• Point Start Date	e – Leave a	at default, this da	ate may or	nly be adjusted by PPC					
	(ADV) (see NOT		,	5	5 5 5					
	• Pay Base Date ((PBD) – D	ate of the rehire	or if rehir	ing without a break in					
	service use the e	xisting PB	D from the prev	ious Job r	ow (See NOTE).					
		•	-		ng without a break in					
	```	,			C					
	service, use the existing DOR from the previous Job row.									
		DELast Da	An The Coursing	• RSV Comp SBP Elect Date – The Survivor Benefit Plan election date for						
	• RSV Comp SBI									
	• RSV Comp SBI reservists who ar	e between	20-years satisfa		Plan election date for vice and reaching age 6					
	• RSV Comp SBI	e between	20-years satisfa							
	• RSV Comp SBI reservists who ar	e between	20-years satisfa							
	<ul> <li>RSV Comp SBF reservists who an</li> <li>Rotation Date –</li> </ul>	e between Date of th	20-years satisfa ne rehire.	ctory serv						
	<ul> <li>RSV Comp SBF reservists who an</li> <li>Rotation Date –</li> <li>NOTE: If rehiring</li> </ul>	re between Date of th with a <b>br</b>	20-years satisfa ne rehire. <b>eak in service</b> C	ctory serv DR a <b>reser</b>	vice and reaching age 6					
	<ul> <li>RSV Comp SBF reservists who ar</li> <li>Rotation Date –</li> <li>NOTE: If rehiring duty, use the date</li> </ul>	re between Date of th with a <b>br</b> of rehire a	20-years satisfa ne rehire. eak in service C nd request a SO	ctory serv DR a <b>reser</b> CS throug	vice and reaching age 6 vist going on active th PPC Customer Care					
	<ul> <li>RSV Comp SBF reservists who ar</li> <li>Rotation Date –</li> <li>NOTE: If rehiring duty, use the date</li> </ul>	e between Date of th with a <b>br</b> of rehire a ake place	20-years satisfane rehire. eak in service Cond request a SOC provident of the SOCS provident of the sock of th	ctory serv DR a <b>reser</b> CS throug	vice and reaching age 6					
	<ul> <li>RSV Comp SBF reservists who at</li> <li>Rotation Date –</li> <li>NOTE: If rehiring duty, use the date Adjustments will t</li> </ul>	e between Date of th with a <b>br</b> of rehire a ake place	20-years satisfane rehire. eak in service Cond request a SOC provident of the SOCS provident of the sock of th	ctory serv DR a <b>reser</b> CS throug	vice and reaching age 6 vist going on active th PPC Customer Care					
	<ul> <li>RSV Comp SBF reservists who at reservists who at Rotation Date –</li> <li>NOTE: If rehiring duty, use the date Adjustments will t SOCS (or see E-M</li> </ul>	e between Date of th with a <b>br</b> of rehire a ake place	20-years satisfa ne rehire. eak in service C nd request a SO via the SOCS pro- D B/15).	ctory serv DR a <b>reser</b> CS throug ocess. See	vice and reaching age 6 vist going on active th PPC Customer Care when to Request a					
	<ul> <li>RSV Comp SBF reservists who at</li> <li>Rotation Date –</li> <li>NOTE: If rehiring duty, use the date</li> <li>Adjustments will t</li> <li>SOCS (or see E-M</li> <li>Seniority Date</li> </ul>	e between Date of th with a <b>br</b> of rehire a ake place	20-years satisfa ne rehire. eak in service C nd request a SOC via the SOCS pro- D B/15). Labor Seniority Date	Ctory serv OR a reser CS throug ocess. See Override	vice and reaching age 6 vist going on active th PPC Customer Care when to Request a					
	RSV Comp SBH reservists who at Rotation Date – NOTE: If rehiring duty, use the date Adjustments will t SOCS (or see E-M Seniority Date JOB FAMILY ENTRY DATE	e between Date of th with a <b>br</b> of rehire a ake place	20-years satisfane rehire. eak in service C nd request a SO via the SOCS pro- D B/15). Labor Seniority Date	Ctory serv OR a <b>reser</b> CS throug ocess. See Override	vice and reaching age 6 vist going on active th PPC Customer Care when to Request a					
	RSV Comp SBH reservists who at Rotation Date – NOTE: If rehiring duty, use the date Adjustments will t SOCS (or see E-M Seniority Date JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DATE	e between Date of th with a <b>br</b> of rehire a ake place	20-years satisfane rehire. eak in service C nd request a SO via the SOCS pro D B/15). Labor Seniority Date	Ctory serv OR a <b>reser</b> CS throug ocess. See	vice and reaching age 6 vist going on active th PPC Customer Care when to Request a					
	RSV Comp SBH reservists who an Rotation Date – NOTE: If rehiring duty, use the date Adjustments will t SOCS (or see E-M Seniority Date JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DATE PAY ALLOWANCE DATE	e between Date of th with a <b>br</b> of rehire a ake place	20-years satisfa ne rehire. eak in service C nd request a SOC via the SOCS pro- D B/15). Labor Seniority Date 11/05/2024 111 11/05/2024 111	Ctory serv OR a reser CS throug occess. See	vice and reaching age 6 vist going on active th PPC Customer Care when to Request a					
	RSV Comp SBH reservists who an Rotation Date – NOTE: If rehiring duty, use the date Adjustments will t SOCS (or see E-M Seniority Date JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DATE PAY ALLOWANCE DATE POINT START DATE	e between Date of th with a <b>br</b> of rehire a ake place	20-years satisfa ne rehire. eak in service C nd request a SOC via the SOCS pro- D B/15). Labor Seniority Date 11/05/2024 111 11/05/2024 111	Ctory serv OR a reser CS throug ocess. See	vice and reaching age 6 vist going on active th PPC Customer Care when to Request a					
	RSV Comp SBH reservists who at Rotation Date – NOTE: If rehiring duty, use the date Adjustments will t SOCS (or see E-M Seniority Date JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DATE PAY ALLOWANCE DATE POINT START DATE PAY BASE DATE	re between Date of the with a <b>br</b> of rehire a ake place v fail ALSP( Control Value	20-years satisfane rehire. eak in service C nd request a SO via the SOCS pro- D B/15). Labor Seniority Date 11/05/2024 111 11/05/2024 111 11/05/2024 111	Ctory serv OR a reser CS throug ocess. See	vice and reaching age 6 vist going on active th PPC Customer Care when to Request a					

#### Procedures,

continued

Step		Action			
18	• RSRV Accession Class Date – Date of the rehire OR leave as is without a				
(cont)	break in service.				
	• RSV Anniversary Date			se the DIEMS date	
	or if there is a break in s	,			
	• RSV Eligibility Date –				
	• RSV Initiation Date – I				
	• Reserve Letter Date – 7 (PPC only).	The date the mem	er's 20 year Lett	er date was issued	
	• <b>RTB (Reserve Transiti</b> leave blank.	on Benefits) Eligi	<b>bility Date</b> – Not	applicable –	
	• RTB Letter Date – Not	applicable – leave	blank.		
	RTB Letter Response I			_	
				•	
	<b>NOTE:</b> If rehiring with a	break in service (	)R a reservist go	ing on active	
	duty, use the date of rehir		U	e	
	Adjustments will take place	1	0		
	SOCS (or see E-Mail ALS	-		<u>*</u>	
	RSRV ACCESSION CLASS DATE	11/05/2024			
	RSV ANNIVERSARY DATE	11/05/2024			
	RSV ELIGIBILITY DATE	11/05/2024			
	RSV INITIATION DATE	11/05/2024			
	RESERVE LETTER DATE				
	RTB ELIGIBILITY DATE				
	RTB LETTER DATE				
	RTB LETTER RESPONSE DATE	[]			
	Recalculate Seniority Dates				
	lob Data Employment Da	ta	Renefite Program Pr	aticipation	
19	Select the <b>Payroll</b> Tab.				
	Work Location	ion Job Labor	Payroll Salary Pla	an <u>C</u> ompensation	
	Lica Simpson		Empl ID	) 1234567	

#### Procedures,

continued

Step	Action
20	The Pay Group should default to USCG STG (Staging). Once approved, this
	will update to USCG RSV.
	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 H 4 1 of 13 V V
	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
	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 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 – Verify it defaults to ENL. Correct, if necessary.
	• Grade – Defaults to the Pay Grade based on the Job Code entered on the Job
	Information Tab (Step 14). If the member is being accessed at a different
	grade, click the lookup icon and select the appropriate grade.
	• Grade Entry Date – Verify it is the member's Date of Rank (DOR).
	• Step – Leave at default without a break in service or enter 1 and hit Tab.
	<b>NOTE:</b> This step is necessary for the information on the Compensation
	tab to populate.
	• Step Entry Date – Will default to the date of rehire. If rehiring without a
	break in service, use the existing Step Entry Date from the previous job row. If rehiring with a break in service, use the date of the rehire and a request for a
	Statement of Creditable Service (SOCS) must be submitted to PPC Customer
	Care. Any necessary adjustments will take place via the SOCS process (E-Mail
	ALSPO B/15).
	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 1 4 4 1 of 1 v b b
	Effective Date 11/05/2024 Go To Row
	Effective Sequence     0     Action     Hire       HR Status     Active     Reason     Conversion Value
	Payroll Status Active Job Indicator Primary Job
	✓ Military History □
	Rank Q
	Rank Entry Date
	Worn Rank Q
	Worn Rank Type
	Skill Grade
	Salary Admin Plan ENL 🔍 🗘 Enlisted Pay Table
	Grade E2 Q 2024 Enlisted Pay Table Grade Entry Date 11/05/2024
	Step 1 Q Step Entry Date 11/05/2024
	Includes Wage Progression Rule
	Job Data Employment Data Benefits Program Participation
	Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History
23	Click on the <b>Compensation</b> tab.
	Work Location Job Information Job Labor Payroll Salary Plan Compensation

#### Procedures,

Step		Action				
24	Click on the <b>Default Pay Component</b>	nts button. This will automatically update				
	the <b>Compensation Rate</b> data.					
	Click the Benefits Program Partici	pation link.				
	Work Location Job Information Job Labor Payroll Salary Plan	Compensation				
	Lisa Simpson Empl ID					
	Employee Military Service Empl Record	0				
	Compensation Details ⑦	Q I I I I I I I I I I I I V				
	Effective Date 11/05/2024					
	Effective Sequence 1	Action Rehire Go To Row				
	HR Status Active Payroll Status Active	Reason Rehire Job Indicator Primary Job				
	Compensation Rate 1.913.10	*Frequency S Q Semimonthl Current				
	<ul> <li>Comparative Information (?)</li> <li>Pay Rates (?)</li> </ul>					
	Default Pay Components	Contract Change Prorate Option				
	Pay Components ()					
	Amounts Controls Changes Conversion					
	*Rate Code Seq Comp Rate Currency	Frequency Points Percent Rate Code Group				
	1 BASIC Q 0 3,826.200000 USD	Q M Q + -				
	Calculate Compensation					
	Job Data Employment Data	Benefits Program Participation				
	Job Data Employment Data	Benefits Program Participation				
	Save Return to Search Notify Refresh	Update/Display Include History Correct History				
		Update/Display Include History Correct History				

Continued on next page

### Procedures,

Step	Action
25	Enter the following:
	Benefits System – Ensure Base Benefits is selected.
	Effective Date – Verify that the date defaults to the date of rehire.
	<b>Benefit Program</b> – If not defaulted, click the lookup icon and select ACG.
	benefit i rogram - if not defaulted, enex the lookup feon and select ACO.
	Click the <b>Job Data</b> link.
	Benefit Program Participation
	isa Simpson Empl ID 1234567
	mployee Military Service Empl Record 0
	Benefit Status 🕐 🔍 I I of 13 🗸 🕨 🕨
	Benefit Record Number 0 *
	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
	Annual Benefits Base Rate
	Benefits Administration Eligibility ⁽²⁾
	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 🕐 🛛 🔍 🔍 🔍 🔍 🔍 🔍 View All
	*Effective Date 11/05/2024
	*Benefit Program ACG Q
	CG/NOAA Active Deduction Prog
	Job Data Employment Data Benefits Program Participation
	Save         Return to Search         Notify         Refresh         Update/Display         Include History         Correct History
26	Scroll to the bottom of the Work Location tab and click Save.
-	Establishment ID USCG Q Active CG Date Created 11/07/2024
	Last Start Date 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         Refresh         Update/Display         Include History         Correct History

Continued on next page

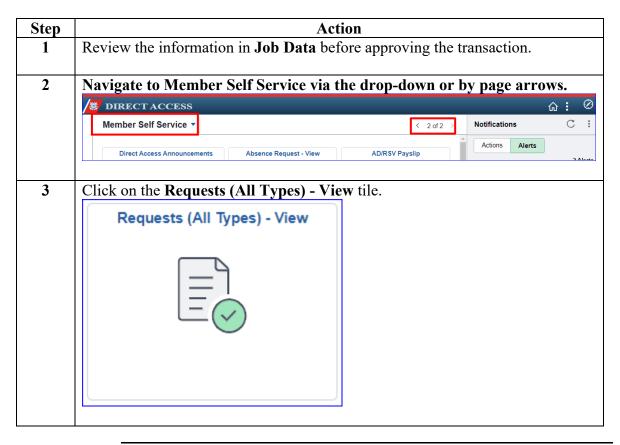
#### Procedures,

Step	Action
27	Several Messages will display. Click OK on each one (wait for the "processing-
	circle-of-death" to finish).
	After a successful save, the Rehire is ready for SPO approval.
	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.
	OK Cancel
	Warning Hourly Rate is greater than the maximum specified in the Salary Grade Table. (1000,33) A maximum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel is greater than that maximum.
	If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.
	OK Cancel
	Warning Standard Hours or Work Period were changed and no change was made to FTE. (1500,122)
	You have changed the Standard Hours field or the Work Period without making a corresponding change to the FTE field;
	these fields generally need to be changed together.
	OK Cancel
28	Click the Home screen to return to DA's main screen. Now proceed to Entering
	the New Contract to complete the rehire process. The rehire must be approved
	<b>prior</b> to the contract being entered.
	<b>NOTE: Officers</b> do not RELAD and do not require a new contract to be added
	in DA. <b>Officers</b> are terminated and rehired into the SELRES per their TEMP
	SEP agreement.

Introduction	This section provides the procedures for approving a Rehire in DA.
Information	<ul> <li>The Auditor/Approver cannot be the same person who entered the rehire.</li> <li>The rehire should not be approved without first viewing a signed copy of the DD-4 or Oath.</li> </ul>

### **Approving the Rehire**

**Procedures** See below.



## Approving the Rehire, Continued

#### Procedures,

Step				Action			
4	Select the <b>R</b>	equests	I am Appro	over For radio	button. Y	ou may na	rrow the
	search by fil	ling in th	ne Transact	tion Name, St	atus and D	ates. Clic	k <b>Populate</b>
	Grid.						
	Milhouse Van Houten						
	<ol> <li>Requests I am App</li> <li>All Requests' allow</li> <li>Transaction Name f</li> <li>Refresh button clea</li> </ol>	rover For' allow is the approver t field allows user rs the grid and o n populates the	s approver to bring up o pull up their Action to select a particular defaults it back to `My grid based on what w	y their Action Requests. o only those Action Request Requests and those submit transaction (i.e., Absence F v Submitted Requests' and vas selected for the radio b To Dates.	tted to them. Request, Delegatior Transaction Status	n, etc.) of `Pending'.	Status,
	⊖ My Submitted F	Requests	Reque	sts I am Approver For		Requests	
	Transaction Name:	All	Transactions	~			
	Transaction Status:	Per	nding	~			
	Submission From D	ate:	<b></b>				
	Submission To Date		<b>iii</b>	г	Populate Grid		Refresh
5	Click the Ap	oprove/I	<b>Deny</b> link fo	or the rehire yo	u are appro	oving.	
	<b></b>				I		View All
	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Submitted By	Approve/Deny
	AccessionHire	Pending	Lisa Simpson	Simpson	1234567	Ralph Wiggum	Approve/Deny
	Order Approvals						

Continued on next page

## Approving the Rehire, Continued

#### Procedures,

Step	Action
6	Enter Comments and click Approve or Deny (deny requires a Comment and
	returns the rehire to the HRS user).
	Action Request
	Approval/SOD for Accessions
	Van Houten, Milhouse
	<ul> <li>Review hire data in the Request Information box.</li> <li>To approve a Hire Request, press the Approve button.</li> <li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li> <li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li> </ul>
	Request Details
	Employee ID: 1234567
	Request URL
	Click here to view additional request information.
	Request Approvers
	Approver: 9876543 Milhouse Van Houten
	Comment:
	Approve Deny
	Accessions Hire Approval
	Accession Hire Request:Pending
	One Approval level Pending
	Milhouse Van Houten
	Initial Approve Action Request
7	The rehire is <b>Approved</b> and the contract needs approval next.
	Approve Deny
	Accessions Hire Approval
	Request Status: Approved           View/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
	· · · · · · · · · · · · · · · · · · ·

### **Entering the New Contract**

**Introduction** This guide section provides the procedures for completing a new Rehire contract for a member in DA.

**Procedures** See below.

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

### Procedures,

continued

Step	Action
3	Enter the Empl ID, verify the Include History box is checked 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 V 1234567 Q
	Contract Number begins with 🗸
	Name begins with 🖌
	Last Name begins with 🖌
	Second Last Name begins with V
	Alternate Character Name begins with 🗸
	☑ Include History □ Correct History □ Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria
	Find an Existing Value   Add a New Value
4	All previous contracts entered the system will be listed. If the member has only one contract, the contract will open automatically.
	Search Results
	View All 4 1 of 1 ~ > > > > > > > > > > > > > > > > > >
	1234567 (blank) 0001 Lisa Simpson (blank) Simpson (blank) 02/07/2022 (blank) Active

### Procedures,

continued

Step		Action	
5	Select the Add a New Value	tab.	
	Update Contracts		
	Enter any information you have a	nd click Search. Leave	fields blank for a list of all values.
	Find an Existing Value	<u>A</u> dd a New Value	
	Search Criteria		
	Empl ID b	egins with 🖌	۹
	Contract Number b	egins with 🖌	
	Name	egins with 🖌	
	Last Name b	egins with 🖌	
	Second Last Name b	egins with 🖌	
	Alternate Character Name	egins with 🖌	
	☑ Include History □ Correct	History 🗆 Case Ser	nsitive
	Search Clear Basic	Search 📓 Save Sea	rch Criteria
	Find an Existing Value   Add a	New Value	
6	Enter the <b>Empl ID</b> and the ne consistent with the number of <b>Update Contracts</b>	1	
	Eind an Existing Value	d a New Value	
	*Empl ID 1234567	۹	
	*Contract Number 0002		
	Add		
	Find an Existing Value   Add a New	/ Value	

### Procedures,

Step			Actio	n			
7	The Contract Sta • Contract Beginehire. • Regulatory R	in Date – Defa	aults to the c	urrent date	, ensure it is	the date of	the
	• Contract Con IN THE COAS			-		ENLISTINC	Ĵ
	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract Approval	>
	Lisa Simpson		Pers	on ID 1234567			
	Contract Data Contract Nur Contract Begin Contract End Com	Date 11/05/2024 111	Col	"Contract S ntract Expected End "Regulatory Re	Date	Q	
	Contract Templa	te ID Q Initialize Co	ntract		☐ More than one ☐ Waive Working	year expected Time Compliance	
	Provid Contract Cor		STING IN THE COAS	ST GUARD RESER	VE COMPONENT.		2
	Save Notify Contract Status/Content   Con	tract Type/Clauses   Reaso	n/Oath Info   Contract I	Add Update/D			лу
8	Select the Contr	act Type/Cla	uses tab.				
-	Contract Status/Content	Contract Type/ <u>C</u> lauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract Approval	>
				· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·		

Continued on next page

### Procedures,

			А	ction			
]	Enter the follo	owing:					
	<ul> <li>Contract Ty</li> </ul>	ype – Select t	he appropri	ate type :	from the loc	okup icon	(Ex. REN)
	• Comment –	Enter any co	ntractual sp	ecific rea	asons (if neo	cessary).	
	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract Appro	val Contract Audi
	Lisa Simpson		P	erson ID 1234567			
	Contract Data Contract Numbe	r 0002	Begin Date 11/0	5/:	Look Up Contract	Туре х	
	Contract Type			Set ID Contract Type		RE Help	▶   View All
		ective Date 11/05/2024		Search Search Results		Basic Lookup	+-
	0.1.10	Extend Contr	Initial Enlistment	View 100	1-8 of 8 🗸 🕨	Þ	
	Contract Clauses			Contract Type	e Description		ew All
	Se	eq Nbr 1	Clause	CEX	Cancel Extension/Reex	tension	
	Clause	Status 🗸 🗸		COM	Officer Commission		
	Long	Descr		ENL	Initial Enlistment		
	Cor	nment		B×T	Extension		2
				REC	Recall		
				REN	Reenlistment		
				RET	Retention		
	Save Notify			REX	Reextension		Correct Histor
-	Contract Status/Content   C			t Leave   Mbr Ser	vice Dates   Contract Ap	oproval   Contract A	udit
	Select the <b>Rea</b>	ison/Oath In	fo tab.				
	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract Approval	Contract Audit

Continued on next page

### Procedures,

Step	Action
11	Enter the following:
	• Contract Term Years/Months/Days – Enter the contract term.
	• <b>Reason</b> – 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 the contract was signed.
	• Name – Enter the name of the Oath Administrator.
	• Military Grade – Enter the rank of the Oath Administrator.
	<ul> <li>City – Must be the place of initial enlistment unless there is a break in</li> </ul>
	• City – Must be the place of initial emisthent unless there is a break in service.
	• State – Must be the place of initial enlistment unless there is a break in
	SCTV1CC. 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:
	Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment:
	Contract Type Q I I I I I I I I I I View All
	Effective 11/05/2024 Contract Type: REN Reenlistment Cancel Contract Cancelled
	Reason/Oath
	Contract Term Years/Months/Days: 8 Indefinite Re-Enlistment
	Reason for Extension/Retention
	Reason: Expiration of Enlistment  Member Signature 11/05/2024
	Other (Specify):
	Oath Administrator Information           Name:         Milhouse Van Houten         Millitary Grade:         05         V
	City: Springfield State: MA
	Save         Notify           Add         Update/Display         Include History         Correct History
12	Select the <b>Contract Leave</b> tab.
	Contract Status/Content         Contract Type/Clauses         Reason/Oath Info         Contract Leave         Mbr Service Dates         >
L	

Continued on next page

#### Procedures,

			Action				
			applicable,	enter the	e numb	per of day	ys foi
		n current pol					
Contract Status/Co	ntent Co	ontract Type/ <u>C</u> lauses	Reason/Oath Info	Contract		Mbr Service Da	ates
Lisa Simpson				Person ID 12	234567		
Contract Data Contract Number		Beg	in Date 11/05/2024		Contract	Status Active	
Leave Balance		Cumul	ative Sold Leave:		As	of:	
Contract Type			Q	1 1€ €	1 of 1 🗸	► ► 1.	View A
Effective Date:	11/05/2024	1					
Contract Type:	REN	Reenlistm	nent				
Leave Disposi	ition				1 of 1 🗸	► E I V	View All
Total Leave to S	ell (Days):						
			on/Oath Info   Contrac	late/Display	Include I		prrect Hi
Contract Status/Conte	lbr Ser	Type/Clauses   Reas vice Dates t Contract Type/ <u>C</u> laus	con/Oath Info   Contrac	t Leave   Mbr		tes   Contract Ap	
Contract Status/Contents	lbr Ser	vice Dates t	con/Oath Info   Contrac	t Leave   Mbr	r Service Dat	tes   Contract Ap	pproval
Contract Status/Conte Select the M	Ibr Ser	vice Dates t	con/Oath Info   Contrac	t Leave   Mbr	r Service Dat	tes   Contract Ap	pproval
Contract Status/Conte Select the M	Ibr Ser	vice Dates t	ab. ses Reason/Oa I Seniority D	t Leave   Mbr	r Service Dat	eave Mbr	pproval
Contract Status/Conte Select the M Contract Status/C Click View	Ibr Ser	vice Dates t Contract Type/Qlaus he Assigned	ab. ses Reason/Oa I Seniority D	th Leave   Mbr	r Service Dat	eave Mbr	pproval
Contract Status/Contect Select the M Contract Status/C Click View Contract Status/C Lisa Simpson	Ibr Ser	vice Dates t Contract Type/Qlaus he Assigned Contract Type/Qlaus	ab. ses Reason/Oa d Seniority D uses Reason/Oa	t Leave   Mbr	Contract Le Contract Le Contract Le	eave Mbr 1234567	pproval
Contract Status/Conte Select the M Contract Status/C Click View Contract Status/C Lisa Simpson Effective Date:	Ibr Ser Content All on t Content	vice Dates t Contract Type/Qlaus he Assigned	ab. ses Reason/Oa l Seniority D	t Leave   Mbr	Contract Le	eave Mbr 1234567	pproval
Contract Status/Contect Select the M Contract Status/C Click View Contract Status/C Lisa Simpson	Ibr Ser Content All on t Content	vice Dates t Contract Type/Qlau: he Assigned Contract Type/Qlau Empl Rcd	ab. ses Reason/Oa A Seniority D uses Reason/Oa 0 Eff Seq: (	t Leave   Mbr	Contract Le Contract Le Contract Le	eave Mbr 1234567	pproval
Contract Status/Conte Select the M Contract Status/C Click View Contract Status/C Lisa Simpson Effective Date:	Ibr Ser Content All on t Content	vice Dates t Contract Type/Qlau: he Assigned Contract Type/Qlau Empl Rcd	ab. ab. ses Reason/Oa A Seniority D uses Reason/Oa 0 Eff Seq: ( -12 of 23 )	t Leave   Mbr	Contract Le Contract Le Contract Le	eave Mbr 1234567	pproval
Contract Status/Conte Select the M Contract Status/C Click View Contract Status/C Lisa Simpson Effective Date:	Ibr Ser Content All on t Content	vice Dates t Contract Type/Qlau: he Assigned Contract Type/Qlau Empl Rcd	ab. ab. ses Reason/Oa A Seniority D uses Reason/Oa 0 Eff Seq: ( -12 of 23 )	t Leave   Mbr	Contract Le Contract Le Contract Le	eave Mbr 1234567	pproval
Contract Status/Conte Select the M Contract Status/C Click View Contract Status/C Lisa Simpson Effective Date: Assigned Senior	Ibr Ser Content All on t Content	vice Dates t Contract Type/Qlau: he Assigned Contract Type/Qlau Empl Rcd	ab. ab. ab. Reason/Oa A Seniority D uses Reason/Oa 0 Eff Seq: (1) -12 of 23 • • • Seniority Date	t Leave   Mbr	Contract Le Contract Le Contract Le	eave Mbr 1234567	pproval

Continued on next page

#### Procedures,

continued

not, return to Job E		ing the d			
E Q				1	I 1-23 of 23 ∨
Seniority Date	Control Value	Labor Seniority D	ate	Override	Override Reason
ACTIVE DUTY BASE DATE		11/05/2024	<b></b>	12	
AD PAY SCALE DATE		11/05/2024	i		
DEP DATE			<b></b>		
CMA DATE			<b></b>		
DIEMS DATE		11/05/2024	<b></b>	5	
RSV DRILL OBLIGATION DATE		11/04/2032			
EXPECTED LOSS DATE		11/04/2032		12	
Seniority Date	Control Value	Labor Seniority D	ate	Override	Override Reason
JOB FAMILY ENTRY DATE		11/05/2024	t	12	
MIL OBLIGATION COMPL DATE		11/04/2032	<b>i</b>	12	
PAY ALLOWANCE DATE		11/05/2024	t		
POINT START DATE			<b></b>		
PAY BASE DATE		11/05/2024			
DATE OF RANK	451097	11/05/2024			
RSV COMP SBP ELECT DATE			<b></b>		
ROTATION DATE			<b></b>		
RSRV ACCESSION CLASS DATE		11/05/2024			
RSV ANNIVERSARY DATE		11/05/2024			
RSV ELIGIBILITY DATE		11/05/2024	<b></b>		
RSV INITIATION DATE		11/05/2024			
RESERVE LETTER DATE					
RTB ELIGIBILITY DATE					
RTB LETTER DATE					
RTB LETTER RESPONSE DATE					
Recalculate Seniority	/ Datas				·

Procedures,

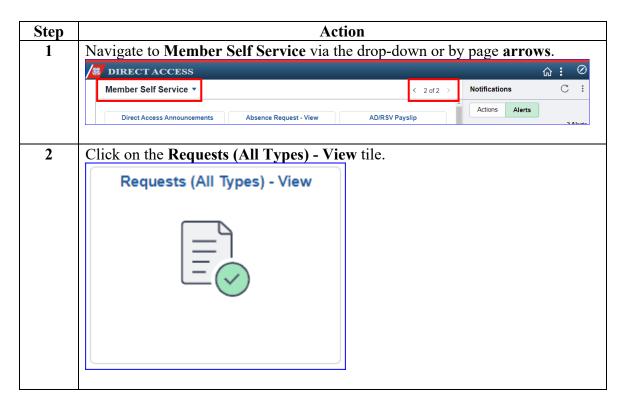
Step	Action								
17	Select the Contract Approval tab.								
	Reason/Oath Info         Contract Leave         Mbr Service Dates         Contract Approval         Contract Audit								
18	Verify the <b>Dept of Approving SPO</b> is correct and click <b>Submit for Approval</b>								
10	to be routed to the approving SPO. Click Save.								
	Reason/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 Active								
	Contract Type Q I Id d I of 1 v View All								
	Effective Date: 11/05/2024 Contract Type: REN Reenlistment Route for Approval								
	Approval Type: Contract Approval								
	Approver:								
	Dept of Approving 002667 Q CGA SERVICING PERS OFFICE SPO:								
	Approval Status:								
	Approval Date:								
	Submit for Approval								
	Save         Notify         Add         Update/Display         Include History         Correct History								
	Contract Status/Content   Contract Type/Clauses   Reason/Oath Info   Contract Leave   Mbr Service Dates   Contract Approval   Contract Audit								
19	The Submit for Approval button will be greyed out and the Approval Status								
	will display <b>Pending</b> .								
	Reason/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 Active								
	Contract Type Q    4 4 1 of 1 v    4   View All								
	Effective Date: 11/05/2024 Contract Type: REN Reenlistment								
	Route for Approval								
	Approval Type: Contract Approval Approver:								
	Dept of Approving 002667 CGA SERVICING PERS OFFICE								
	SPO: Approval Status: Pending								
	Approval Date:								
	Submit for Approval								
	Save Notify Add Update/Display Include History Correct History								
	Contract Status/Content   Contract Type/Clauses   Reason/Oath Info   Contract Leave   Mbr Service Dates   Contract Approval   Contract Audit								

Introduction	This section provides the procedures for approving a Contract in DA.
Information	<ul> <li>SPO Auditor/PAO user access is required to approve a contract.</li> <li>The approver cannot be the same person who entered the contract.</li> <li>The contract should <b>not</b> be approved without first viewing a signed copy of the DD-4 or Oath.</li> </ul>

### **Approving the Contract**

Procedures

See below.



### Approving the Contract, Continued

### Procedures,

continued

Step	Action									
3	Action         Select the Requests I am Approver For radio button. To narrow the search, select Contract Approval from the Transaction Name drop-down. Click         Populate Grid.         View My Action Requests         Milhouse Van Houten         1. 'My Submitted Requests' allows member to bring up only their Action Requests.         2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.         3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.         4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)         5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.         6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status,									
	OMy Sub Transaction Transaction Submission	omitted Name: Status:	Requests	Contract Approv Pending	Requests /al		er For	∩ III ∩	Requests	
	Submission						oulate Grid		Refr	esh
4	Contract Approval Contract Approval	Status Pending Pending Pending	Member Lisa Simpson Maggie Simpson Bart Simpson	Member's Last Name Simpson				e approving Approver Milhouse Van Houten Milhouse Van Houten	1-3 of 3 ∨         ▶           Submission Date         2024/05/14           2024/05/09         2024/05/09	View All     Approve/Deny     Approve/Deny     Approve/Deny

### Approving the Contract, Continued

#### Procedures,

continued

Step	A	ction					
5	Enter Comments and click Approve or Deny (deny requires Comments and						
	returns the contract to the HRS user).						
	Action Request						
	Contract Approval						
	Simpson,Lisa Marie						
	<ol> <li>Please verify the contract data and leave disposition information.</li> <li>If Changes are needed, enter details about changes in the Comments field.</li> <li>Click Approve or Deny button</li> </ol>						
	Request Details						
	Contract Number: 0002	Contract Type: REN					
	Contract Status: A	Contract Effdt: 11/05/2024					
	Contract Begin Dt: 11/05/2024						
	Expected End Dt: 11/04/2032						
	Get Details						
	Request Information						
	Contract Term: 8 Years	Mbr Signature Date: 11/05/2024					
	Reason: Expiration of Enlistment	SRB Entitlement:					
	Num Extensions: 0	EXT Tour Length:					
	Expect AD TermDt:	Expected Loss Date: 11/04/2032					
	Leave Balance: 0	Cumulative Sold: 0					
	Total Leave Sell:						
	Comment:						
	Approve Deny						
6	The contract is <b>Approved</b> and the men	aber is fully accessed into the Coast					
U	Guard with pay.	iber is fully accessed into the coast					
	Contract Approval						
	Contract Approva : Approv	/ed  View/Hide Comments					
	One Level Approval						
	Approved						
	✓ Milhouse Van Houten Contract Approvers 11/05/24 - 12:21 PM						
	Comments						
	System at 11/05/24 - 12:17 PM	٨					
	No Comments.						
	No Comments.						

## Approving the Contract, Continued

#### Procedures,

Step	Action					
7	Once approved, return to the Payroll tab in Job Data to verify the member is in					
	the Reserve Pay Group.					
	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   If f 1 of 1 v b b					
	Effective Date 11/05/2024 Effective Sequence 0 Action Hire Go To Row					
	HR Status Active Reason New Position Pavroll Status Active Job Indicator Primary Job					
	Payroll System Global Payroll Global Payroll					
	Pay Group USCG RSV USCG Reservist					
	Setting Holiday Schedule					
	Use Pay Group Eligibility Eligibility Group					
	Use Pay Group Rate Type     Exchange Rate Type       Use Pay Group As Of Date     Use Rate As Of					
	Job Data Employment Data Benefits Program Participation					
	Save         Return to Search         Previous in List         Next in List         Notify         Refresh         Update/Display         Include History         Correct History           Work Location         Job Information         Job Labor         Payroll         Salary Plan         Compensation					
8	Ensure PCS Orders are completed by the HRS tech, if applicable.					
	NEW – Ensure SGLI and FSGLI deductions are occurring for the member. If					
	not, a help ticket must be sent to PPC for a manual restart.					