

Rehire Into Reserves with Prior Service

Overview

Introduction This guide provides the procedures for rehiring a member with prior Coast Guard Active Duty (AD) (with or without a break in that service) or Coast Guard Reserve (with a break in that service) in Direct Access (DA).

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

Contents

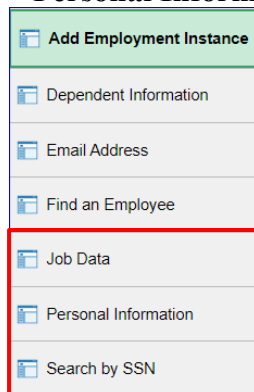
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Before you begin ANY Hire or Rehire

You must first determine whether the member is already in DA. 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).
- **Job Data** – Search by full name (this may be time consuming with popular surnames).
- **Personal Information** – Search by full name.



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Overview, Continued

Before you begin ANY Hire or Rehire, continued

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

You **MUST** click the **GO** button to search.

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

Search by National ID

National ID: 123456789

*Search in: Employees / Contingents / POI

Lookup by National ID

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	Altes Ch	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
1234567	0	Test2 Duplicates	Test2	Duplicates	(bla	(blar	for	CADCG	00010	004311	CT0004	AD
1234567	1	Test2 Duplicates	Test2	Duplicates	(bla	(blar	for	CADCG	00010	004311	CT0004	AD

Good Example:

Search Results

View All

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
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)	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).

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

Requirements See below for 7 reasons.


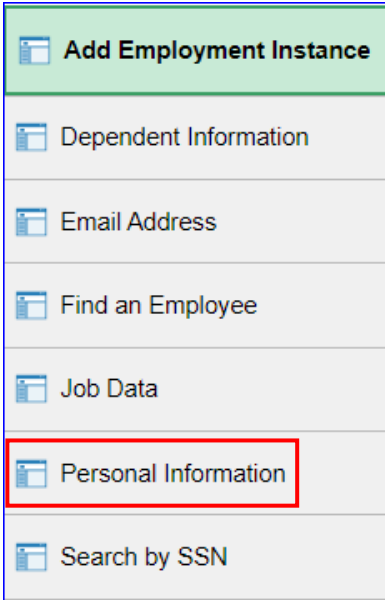
Number	Reason
1	The member's service dates are incorrect : <ul style="list-style-type: none"> • Active Duty Base Date (ADBD) • Pay Entry Base Date (PEBD) • Date of Initial Entry into Military Service (DIEMS)
2	The member is enlisting (or assessed as officers) and has prior service in another branch of 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: [Understanding Job Data](#)

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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Rehiring the Member, Continued

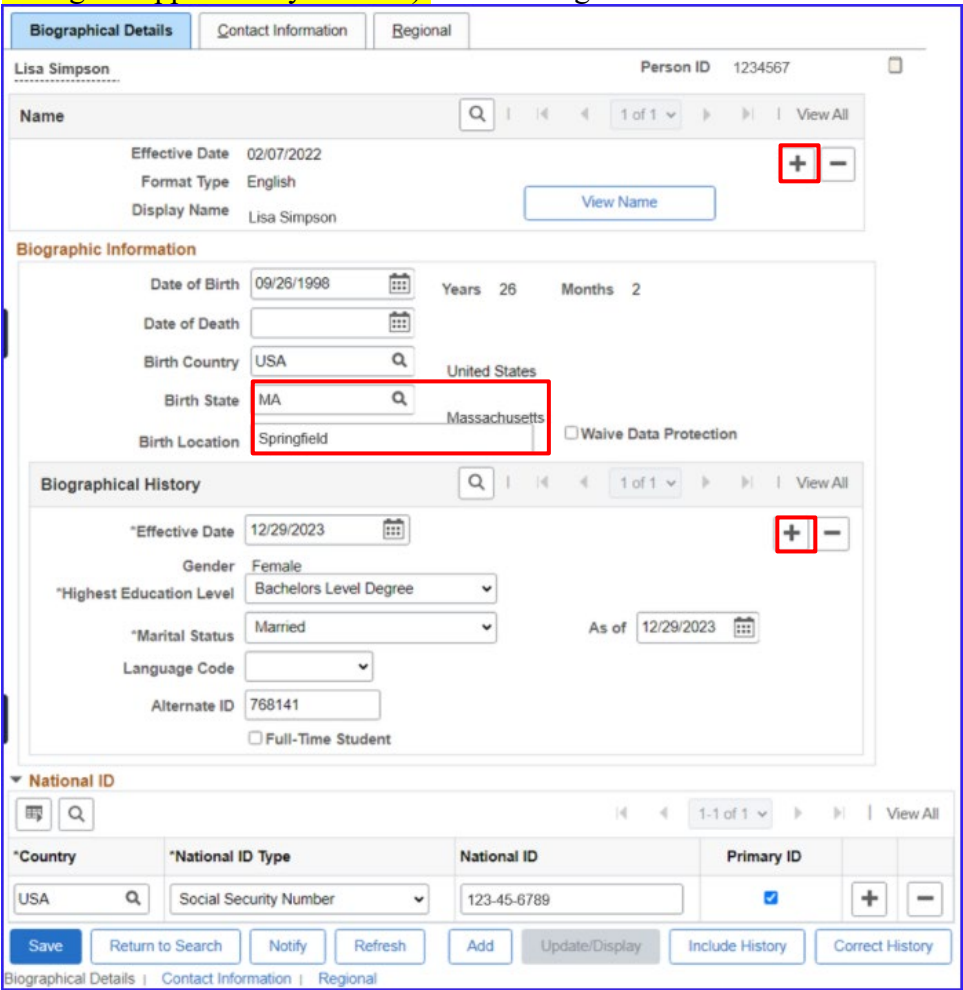
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID, check the Correct History box (Include History box is optional) and click Search.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Personal Information Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center; border: 1px solid blue; padding: 2px;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p><input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>

Continued on next page

Rehiring the Member, Continued

Procedures,
continued

Step	Action
4	<p>Information fields will default to previously entered data. Click View Name if changes are necessary (marriage/divorce/name change). Click the Plus buttons in the Name AND the Biographical History sections and 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 during the approval if you don't). See Message below.</p>  <p>The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval. Birth State is Required</p> <p>OK</p>

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Rehiring the Member, Continued

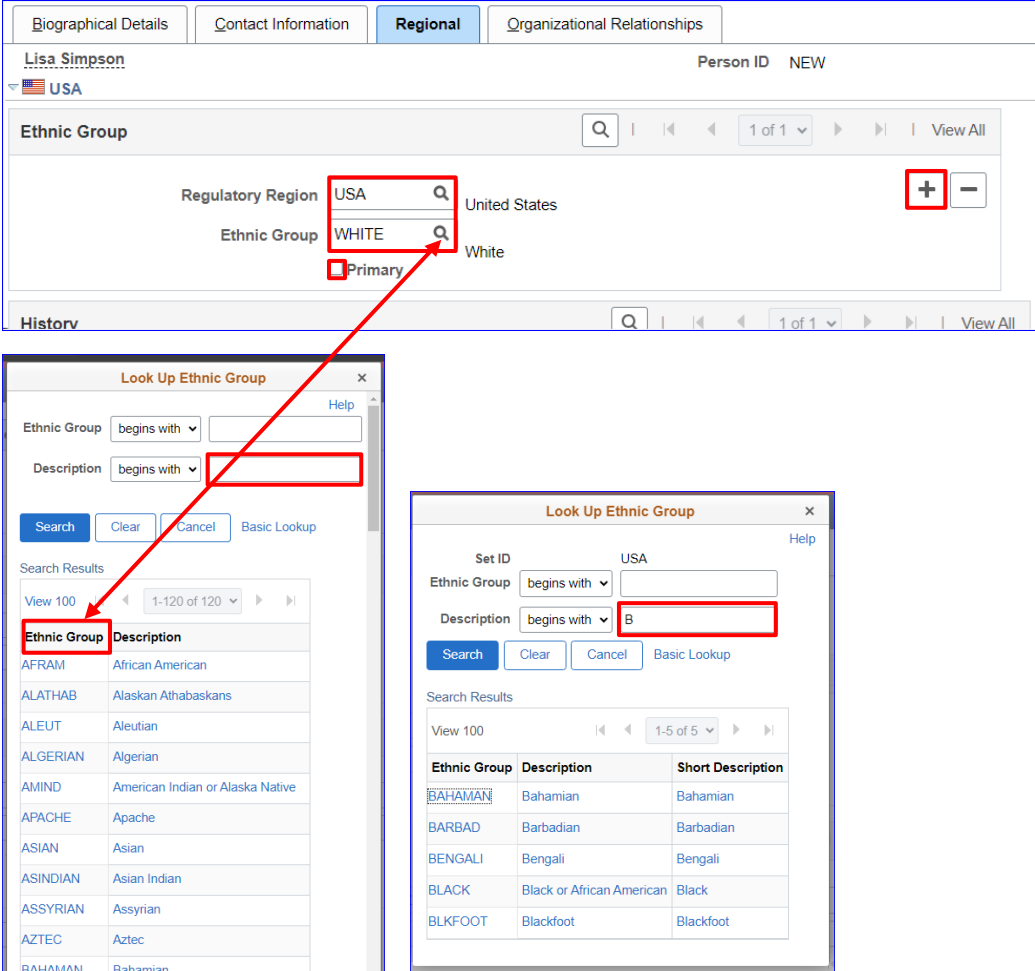
Procedures,
continued

Step	Action																																																								
5	Select the Contact Information tab. <div data-bbox="338 526 1369 622" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-around; border-bottom: 1px solid black;"> Biographical Details Contact Information Regional </div> </div>																																																								
6	<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 button and select Thrift Savings Plan from the Address Type drop-down. Click the Add Address Detail link and update the address fields.</p> <div data-bbox="338 922 1273 1751" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Biographical Details Contact Information Regional Organizational Relationships </div> <p>Lisa Simpson Empl ID NEW</p> <p>Current Addresses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</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 style="text-align: center;">+ -</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 style="text-align: center;">+ -</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 style="text-align: center;">+ -</td> </tr> <tr> <td style="border: 2px solid red;">Thrift Savings Plan</td> <td>05/14/2024</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td style="border: 2px solid red;">Edit/View Address Detail</td> <td style="border: 2px solid red; text-align: center;">+ -</td> </tr> </tbody> </table> <p>Phone Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td style="text-align: center;">+ -</td> </tr> </tbody> </table> <p>Email Addresses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p>Instant Message IDs</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*IM Protocol</th> <th>*IM Domain</th> <th>*Network ID</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">+ -</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Notify Refresh Add Update/Display Include History </div> <p style="font-size: small; margin-top: 5px;">Biographical Details Contact Information Regional Organizational Relationships</p> </div>	Address Type	As Of Date	Status	Address			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	+ -	*Phone Type	Telephone	Extension	Preferred		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	+ -	Email Type	Email Address	Preferred	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	*IM Protocol	*IM Domain	*Network ID	Preferred		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	+ -
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7	Select the Regional tab. <div data-bbox="338 1825 1369 1921" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-around; border-bottom: 1px solid black;"> Biographical Details Contact Information Regional </div> </div>																																																								

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Rehiring the Member, Continued

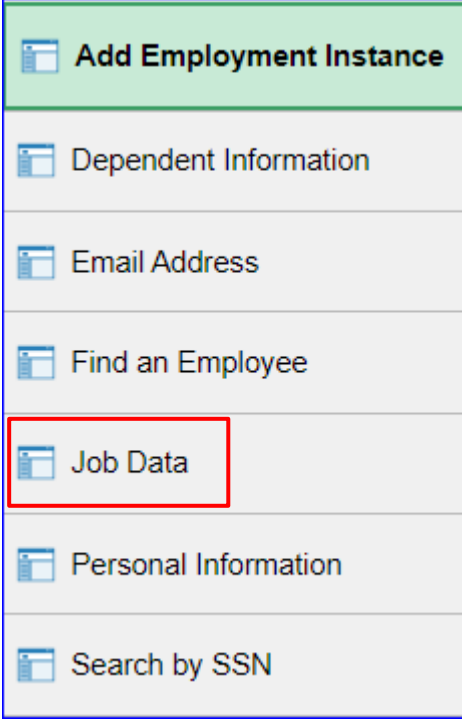
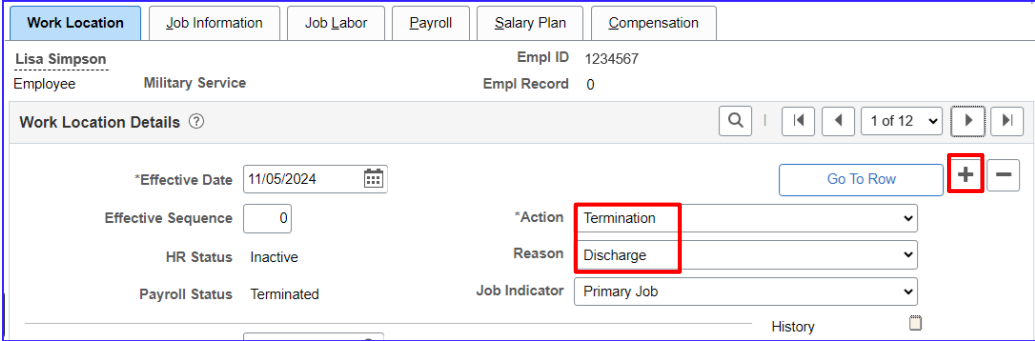
Procedures,
continued

Step	Action
8	<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. <p>NOTE: If the member claims more than one ethnic group, click the Plus button, and add the additional group designation. Click Save.</p> 

Continued on next page

Rehiring the Member, Continued

Procedures,
continued

Step	Action
<p>9</p>	<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>
<p>10</p>	<p>The Work Location tab will automatically display. After verifying that the Termination/Discharge Job Row was completed, click the Plus button to add a new row.</p>  <p>The screenshot shows the 'Work Location' tab for employee Lisa Simpson (Empl ID 1234567). The 'Work Location Details' section includes: <ul style="list-style-type: none"> *Effective Date: 11/05/2024 Effective Sequence: 0 HR Status: Inactive Payroll Status: Terminated *Action: Termination Reason: Discharge Job Indicator: Primary Job A 'Go To Row' button with a plus sign (+) and a minus sign (-) is visible, with the plus sign highlighted in a red box. </p>

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Rehiring the Member, Continued

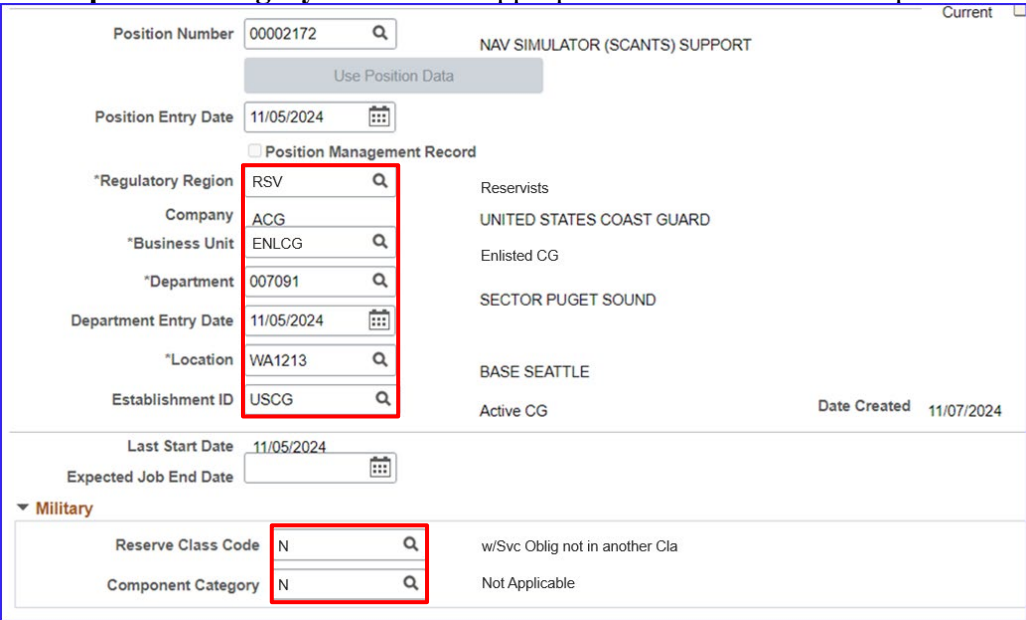
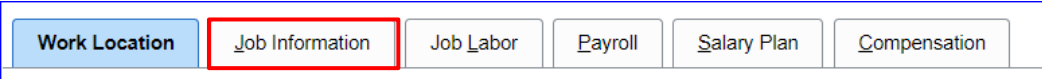
Procedures,
continued

Step	Action
11	<p>Enter the following:</p> <ul style="list-style-type: none"> • 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. <div data-bbox="339 887 1142 1021" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>You have updated a field where more than one valid option exists for Establishment ID. (1000,1391) Please verify the selected Establishment ID.</p> <p style="text-align: center;">OK</p> </div> <p>Click Override Position Data.</p> <div data-bbox="339 1081 1369 1507" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>The screenshot shows the 'Work Location Details' for Lisa Simpson. The following fields are highlighted with red boxes:</p> <ul style="list-style-type: none"> Effective Date: 11/05/2024 Effective Sequence: 1 Action: Rehire Reason: Rehire Position Number: 00002172 Position Entry Date: 11/05/2024 Override Position Data button </div>

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Rehiring the Member, Continued

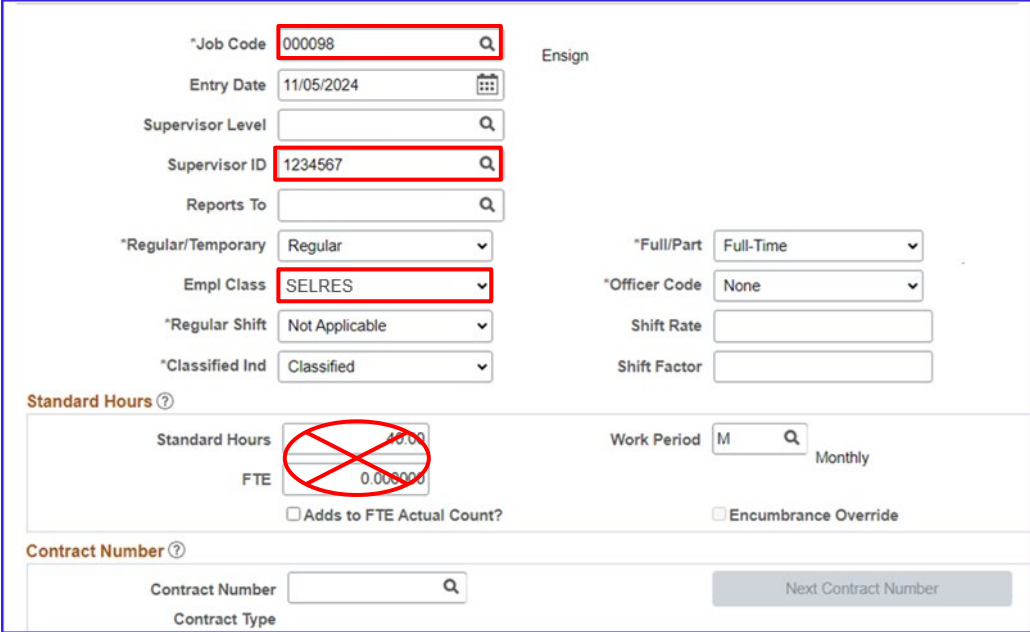
Procedures,
continued

Step	Action
12	<p>Verify the information updated after entering the Position Number. If not, correct with the appropriate information below:</p> <ul style="list-style-type: none"> • Regulatory Region – Select RSV from the lookup icon. • Company – Select ACG from the lookup icon • Business Unit – Select ENLCG (or appropriate unit, if not defaulted from the Department entered). • Department – Select the appropriate number from the rehire authority. • Department Entry Date – Verify the date of the signed Enlistment Contract. • Location – Select the appropriate number, if not defaulted from the Department entered. • Establishment ID – If not defaulted, select USCG from the lookup icon. • Reserve Class Code – Select the appropriate code from the lookup icon. • Component Category – Select the appropriate code from the lookup icon. 
13	<p>Select the Job Information tab.</p> 

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Rehiring the Member, Continued


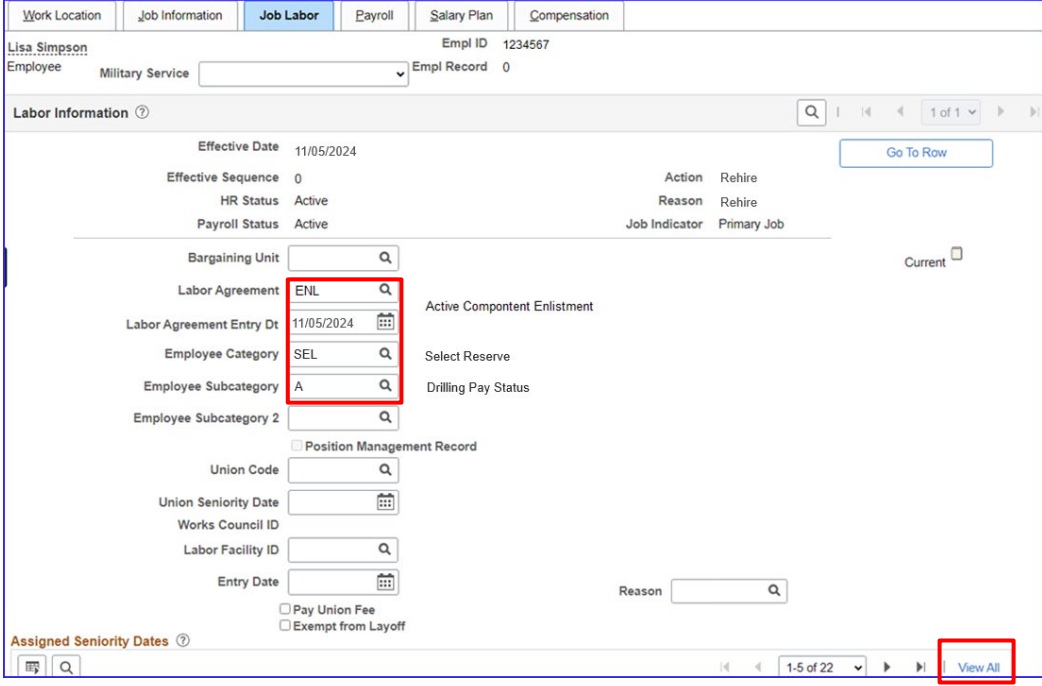
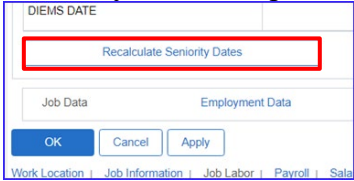
Procedures,
continued

Step	Action
14	<ul style="list-style-type: none"> • 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 get an error during the approval. See Message below. • Supervisor ID – Enter the CGHRSUP Empl ID that approves Rehires or use the lookup icon. • Empl Class – Select SELRES from the drop-down. <p>NOTE: Standard Hours will default to 40. Do not change.</p> <div style="border: 1px solid blue; padding: 10px;">  </div> <p>When entering the Job Code number from the previous row, this message may display. Click OK.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>The Current Job row values for Compensation Frequency, Standard Hours and Work Period are defaulted from Salary Plan Table. Do you want to update with the following data from the Job Code Table?</p> <p>Comp Freq M Monthly Standard Hours 40.00 Work Period M Monthly</p> <p>OK Cancel Refresh</p> </div>

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Rehiring the Member, Continued

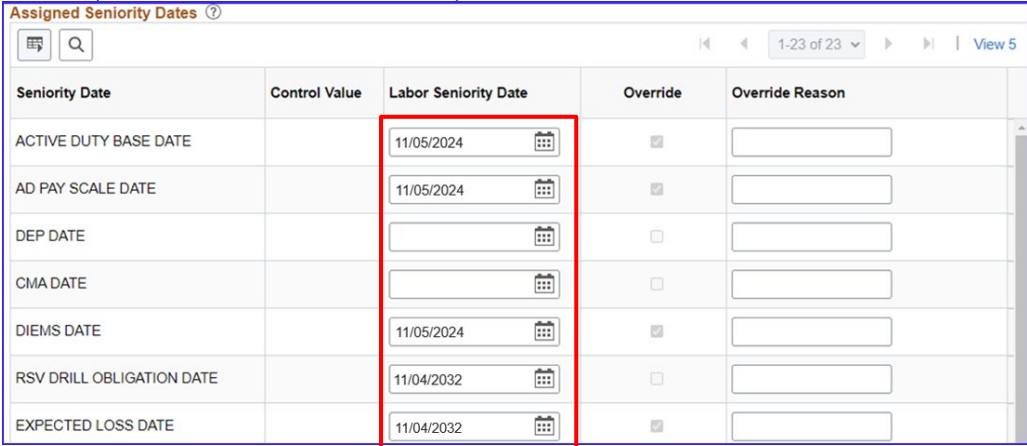
Procedures,
continued

Step	Action
15	<p>Select the Job Labor tab.</p> 
16	<p>Enter the following:</p> <ul style="list-style-type: none"> • 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. <p>Scroll down the page and click View All for Assigned Seniority Dates.</p> 
17	<p>The original hire dates will display. Scroll down and click Recalculate Seniority Dates to open all Assigned Seniority Date fields.</p> 

Continued on next page

Rehiring the Member, Continued

























Procedures,
continued

Step	Action																																								
18	<p>This step is shown in three sections. Verify and update the following:</p> <ul style="list-style-type: none"> • Active Duty Base Date <ul style="list-style-type: none"> – Without a break in service, verify Enlistment Contract dates. – With a break in service, enter the date of the rehire. – Reservist <i>known issue-cannot leave blank</i>, see NOTE. • AD Pay Scale Date – Date of the Enlistment Contract (date of the rehire). • Dep Date – Delayed Entry Program date only populates if they spent time in delayed entry. Otherwise it will be blank. • CMA Date – See Chapter 3 of the COAST GUARD PAY MANUAL, COMDTINST M7220.29D for the correct date per situation. • 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 Enlistment Contract/document or an Oath of Office. • Current AD Date – Date of rehire OR leave as is without a break in service. • RSV Drill Obligation Date – Term of obligation from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP). • Expected Loss Date – Term of Service from the signed Enlistment Contract (minus 1 day) or the DIEMS Date whichever is greater. <p>NOTE: If rehiring with a break in service OR a reservist going on active duty, 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="339 1420 1369 1863"> <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>ACTIVE DUTY BASE DATE</td> <td></td> <td>11/05/2024</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 type="checkbox"/></td> <td></td> </tr> <tr> <td>CMA DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DIEMS DATE</td> <td></td> <td>11/05/2024</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>RSV DRILL OBLIGATION DATE</td> <td></td> <td>11/04/2032</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED LOSS DATE</td> <td></td> <td>11/04/2032</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		11/05/2024	<input checked="" type="checkbox"/>		AD PAY SCALE DATE		11/05/2024	<input checked="" type="checkbox"/>		DEP DATE			<input type="checkbox"/>		CMA DATE			<input type="checkbox"/>		DIEMS DATE		11/05/2024	<input checked="" type="checkbox"/>		RSV DRILL OBLIGATION DATE		11/04/2032	<input type="checkbox"/>		EXPECTED LOSS DATE		11/04/2032	<input checked="" type="checkbox"/>	
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Rehiring the Member, Continued

Procedures,
continued

Step	Action																																													
<p>18 (cont)</p>	<ul style="list-style-type: none"> • Job Family Entry Date – The date the member first became rated in their current rating. Use the existing Job Family Entry Date from the previous Job row. • Mil Obligation Compl Date – 8 years from 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. • Point Start Date – Leave at default, this date may only be adjusted by PPC (ADV) (see NOTE). • Pay Base Date (PBD) – Date of the rehire or if rehiring without a break in service use the existing PBD from the 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. • RSV Comp SBP Elect Date – The Survivor Benefit Plan election date for reservists who are between 20-years satisfactory service and reaching age 60. • Rotation Date – Date of the rehire. <p>NOTE: If rehiring with a break in service OR a reservist going on active duty, 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="339 1312 1369 1742"> <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>JOB FAMILY ENTRY DATE</td> <td></td> <td>11/05/2024 </td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>MIL OBLIGATION COMPL DATE</td> <td></td> <td>11/04/2032 </td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>PAY ALLOWANCE DATE</td> <td></td> <td>11/05/2024 </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>POINT START DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td>11/05/2024 </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>DATE OF RANK</td> <td>451097</td> <td>11/05/2024 </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RSV COMP SBP ELECT DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>ROTATION DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	JOB FAMILY ENTRY DATE		11/05/2024 	<input checked="" type="checkbox"/>	<input type="text"/>	MIL OBLIGATION COMPL DATE		11/04/2032 	<input checked="" type="checkbox"/>	<input type="text"/>	PAY ALLOWANCE DATE		11/05/2024 	<input type="checkbox"/>	<input type="text"/>	POINT START DATE		<input type="text"/> 	<input type="checkbox"/>	<input type="text"/>	PAY BASE DATE		11/05/2024 	<input type="checkbox"/>	<input type="text"/>	DATE OF RANK	451097	11/05/2024 	<input type="checkbox"/>	<input type="text"/>	RSV COMP SBP ELECT DATE		<input type="text"/> 	<input type="checkbox"/>	<input type="text"/>	ROTATION DATE		<input type="text"/> 	<input type="checkbox"/>	<input type="text"/>
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Rehiring the Member, Continued

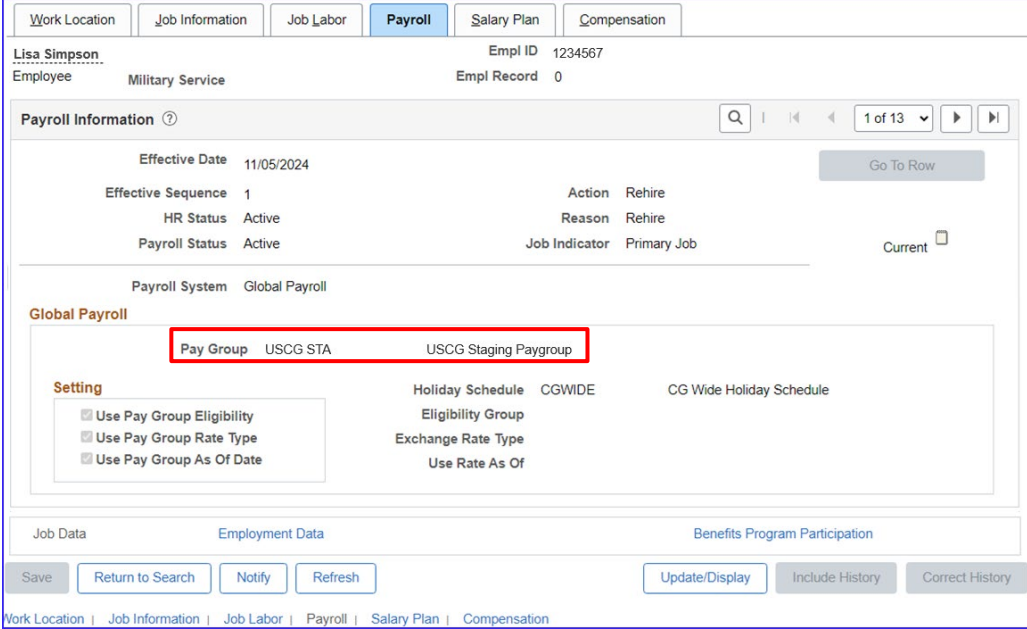
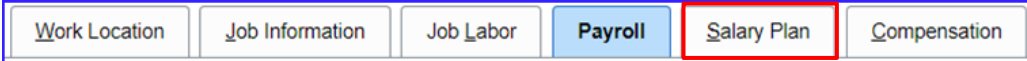
Procedures,
continued

Step	Action																																								
<p>18 (cont)</p>	<ul style="list-style-type: none"> • RSRV Accession Class Date – Date of the rehire OR leave as is without a break in service. • RSV Anniversary Date – If continuous military service, use the DIEMS date or if there is a break in service, enter the date of the rehire. • RSV Eligibility Date – Enter the date of the rehire. • RSV Initiation Date – Enter the date of the rehire. • Reserve Letter Date – The date the member’s 20 year Letter date was issued (PPC only). • RTB (Reserve Transition Benefits) Eligibility Date – Not applicable – leave blank. • RTB Letter Date – Not applicable – leave blank. • RTB Letter Response Date – Not applicable – leave blank. <p>NOTE: If rehiring with a break in service OR a reservist going on active duty, 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 #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">RSRV ACCESSION CLASS DATE</td> <td style="width: 20%;">11/05/2024</td> <td style="width: 10%;"></td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 30%;"><input type="text"/></td> </tr> <tr> <td>RSV ANNIVERSARY DATE</td> <td>11/05/2024</td> <td></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RSV ELIGIBILITY DATE</td> <td>11/05/2024</td> <td></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RSV INITIATION DATE</td> <td>11/05/2024</td> <td></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RESERVE LETTER DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RTB ELIGIBILITY DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RTB LETTER DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RTB LETTER RESPONSE DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> </table> <p style="text-align: center; margin-top: 5px;">Recalculate Seniority Dates</p> <p style="font-size: small; margin-top: 5px;"> Job Data Employment Data Benefits Program Participation </p> </div>	RSRV ACCESSION CLASS DATE	11/05/2024		<input type="checkbox"/>	<input type="text"/>	RSV ANNIVERSARY DATE	11/05/2024		<input type="checkbox"/>	<input type="text"/>	RSV ELIGIBILITY DATE	11/05/2024		<input type="checkbox"/>	<input type="text"/>	RSV INITIATION DATE	11/05/2024		<input type="checkbox"/>	<input type="text"/>	RESERVE LETTER DATE			<input type="checkbox"/>	<input type="text"/>	RTB ELIGIBILITY DATE			<input type="checkbox"/>	<input type="text"/>	RTB LETTER DATE			<input type="checkbox"/>	<input type="text"/>	RTB LETTER RESPONSE DATE			<input type="checkbox"/>	<input type="text"/>
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<p>19</p>	<p>Select the Payroll Tab.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Work Location</td> <td style="width: 15%;">Job Information</td> <td style="width: 15%;">Job Labor</td> <td style="width: 15%;">Payroll</td> <td style="width: 15%;">Salary Plan</td> <td style="width: 15%;">Compensation</td> </tr> </table> <p style="font-size: small; margin-top: 5px;"> Lisa Simpson Empl ID 1234567 </p> </div>	Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation																																		
Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation																																				

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Rehiring the Member, Continued

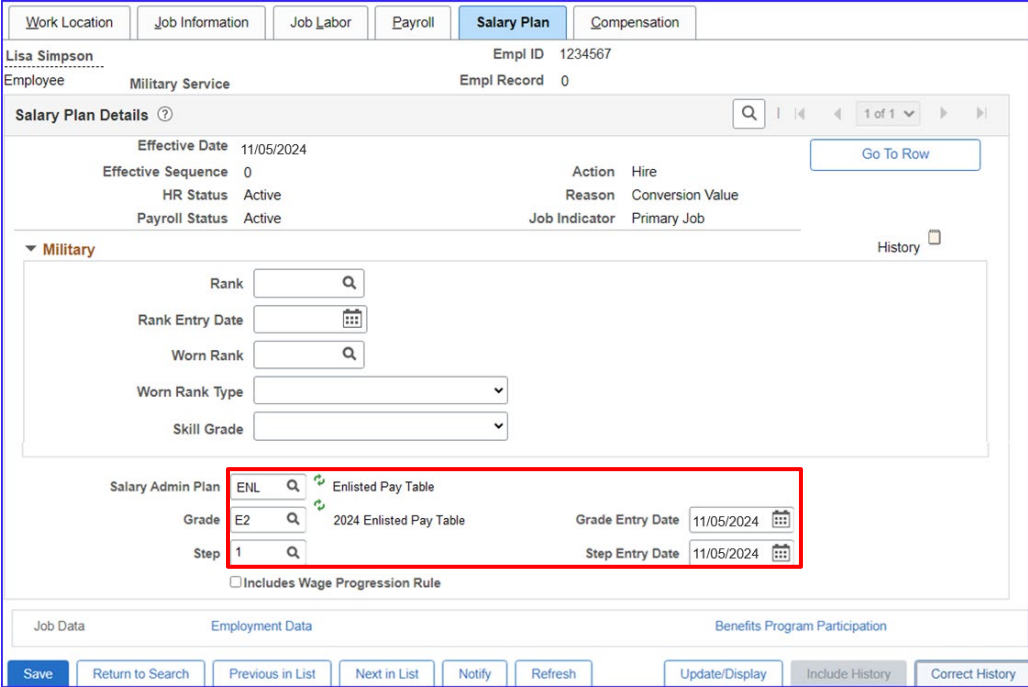
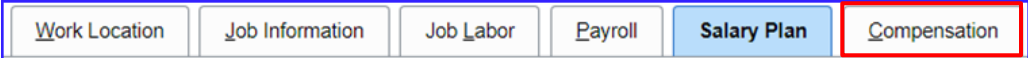
Procedures,
continued

Step	Action
<p>20</p>	<p>The Pay Group should default to USCG STG (Staging). Once approved, this will update to USCG RSV.</p>  <p>The screenshot shows the 'Payroll Information' page for Lisa Simpson (Empl ID 1234567). The 'Payroll' tab is selected. The 'Pay Group' is 'USCG STA' and the 'Paygroup' is 'USCG Staging Paygroup'. The 'Setting' section has three checked options: 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. The 'Global Payroll' section shows 'Pay Group' as 'USCG STA' and 'USCG Staging Paygroup'. The 'Setting' section has three checked options: 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. The 'Global Payroll' section shows 'Pay Group' as 'USCG STA' and 'USCG Staging Paygroup'.</p>
<p>21</p>	<p>Select the Salary Plan tab.</p>  <p>The screenshot shows the navigation tabs: 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Salary Plan' tab is highlighted with a red box.</p>

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Rehiring the Member, Continued

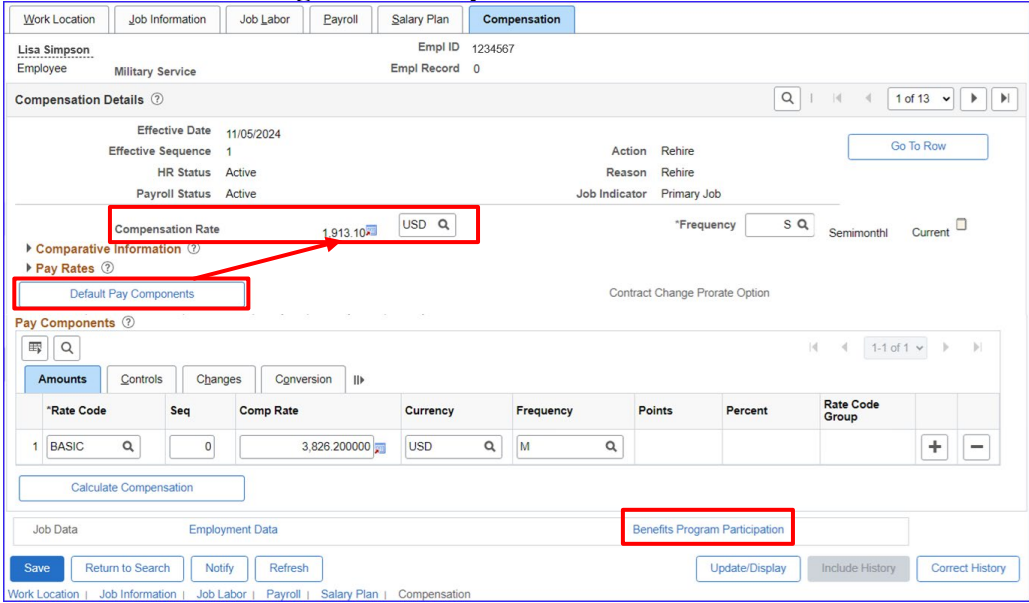
Procedures,
continued

Step	Action
22	<p>Enter the following:</p> <ul style="list-style-type: none"> • 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. <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. 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). 
23	<p>Click on the Compensation tab.</p> 

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Rehiring the Member, Continued

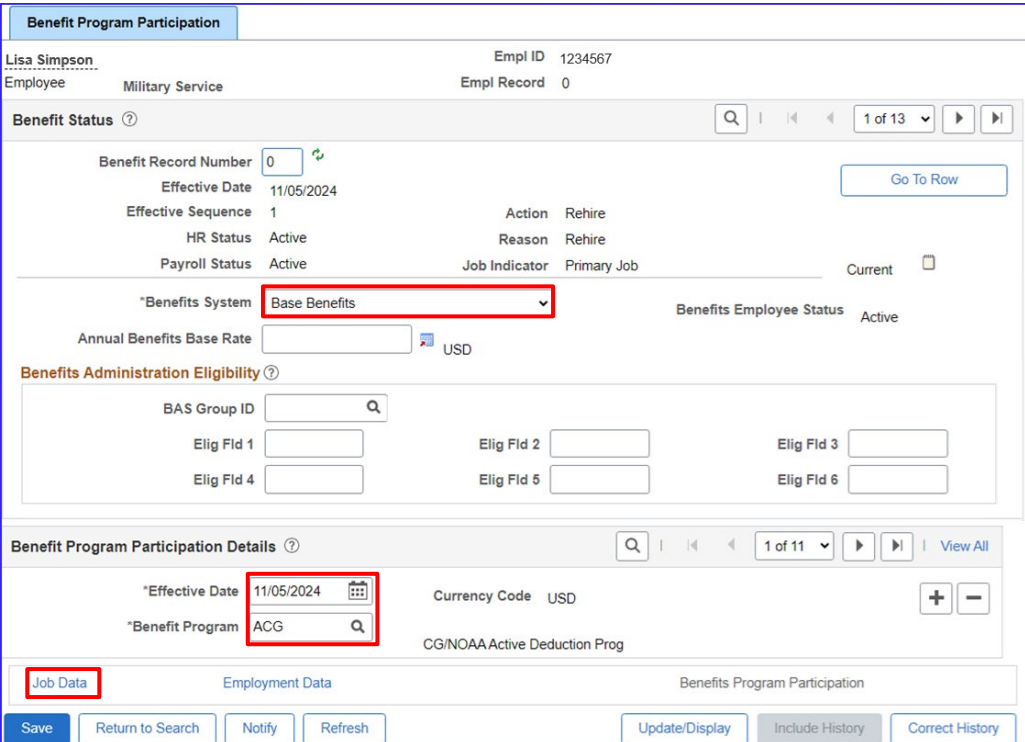
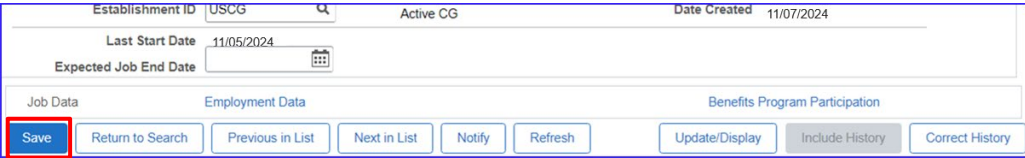
Procedures,
continued

Step	Action
24	<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> 

Continued on next page

Rehiring the Member, Continued

Procedures,
continued

Step	Action
<p>25</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Benefits System – Ensure Base Benefits is selected. • Effective Date – Verify that the date defaults to the date of rehire. • Benefit Program – If not defaulted, click the lookup icon and select ACG. <p>Click the Job Data link.</p> 
<p>26</p>	<p>Scroll to the bottom of the Work Location tab and click Save.</p> 

Continued on next page

Rehiring the Member, Continued

Procedures,
continued

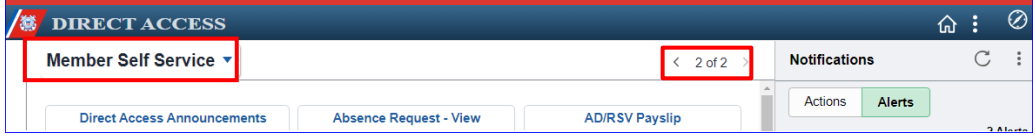
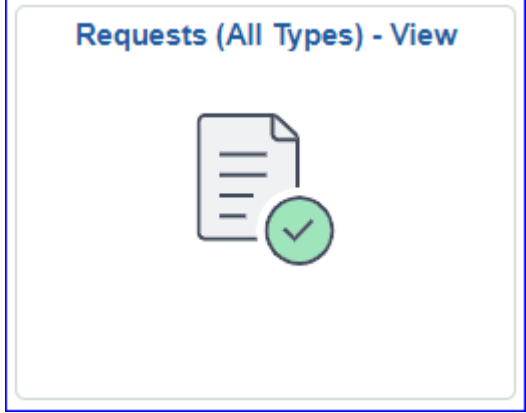
Step	Action
27	<p>Several Messages will display. Click OK on each one (wait for the “processing-circle-of-death” to finish). After a successful save, the Rehire is ready for SPO approval.</p> <div data-bbox="339 595 1369 792" style="border: 1px solid gray; padding: 5px;"> <p>Warning -- Head count of 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.</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="339 831 1369 1039" style="border: 1px solid gray; padding: 5px;"> <p>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.</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="339 1077 1369 1263" style="border: 1px solid gray; padding: 5px;"> <p>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.</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
28	<p>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 prior to the contract being entered.</p> <p>NOTE: Officers do not RELAD and do not require a new contract to be added in DA. Officers are terminated and rehired into the SELRES per their TEMP SEP agreement.</p>

Approving the Rehire

Introduction This section provides the procedures for approving a Rehire in DA.

- Information**
- The Auditor/Approver **cannot** be the same person who entered the rehire.
 - The rehire should **not** be approved without first viewing a signed copy of the DD-4 or Oath.

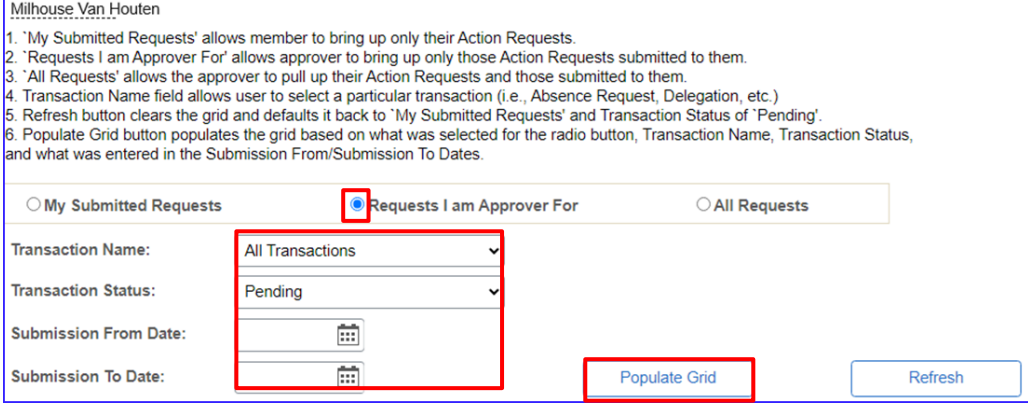

Procedures See below.

Step	Action
1	Review the information in Job Data before approving the transaction.
2	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
3	<p>Click on the Requests (All Types) - View tile.</p> 

Continued on next page

Approving the Rehire, Continued

Procedures,
continued

Step	Action														
<p>4</p>	<p>Select the Requests I am Approver For radio button. You may narrow the search by filling in the Transaction Name, Status and Dates. Click Populate Grid.</p> <p><u>Milhouse Van Houten</u></p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</p> 														
<p>5</p>	<p>Click the Approve/Deny link for the rehire you are approving.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>AccessionHire</td> <td>Pending</td> <td>Lisa Simpson</td> <td>Simpson</td> <td>1234567</td> <td>Ralph Wiggum</td> <td>Approve/Deny</td> </tr> </tbody> </table> <p>Order Approvals</p>	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
Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Submitted By	Approve/Deny									
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Approving the Rehire, Continued


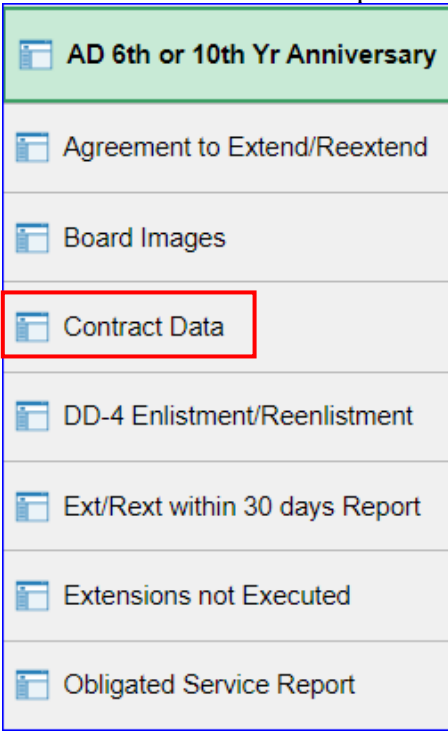
Procedures,
continued

Step	Action
6	<p>Enter Comments and click Approve or Deny (deny requires a Comment and returns the rehire to the HRS user).</p> <div data-bbox="336 562 1369 1346" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Approval/SOD for Accessions</p> <p>Van Houten, Milhouse...</p> <ul style="list-style-type: none"> Review hire data in the Request Information box. To approve a Hire Request, press the Approve button. To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. After a Hire Request has been approved, data will be pushed to DA 8.0. <p>Request Details</p> <p>Employee ID: 1234567</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 9876543 Milhouse Van Houten</p> <p>Comment: <input style="border: 2px solid red;" type="text"/></p> <p><input style="border: 2px solid red;" type="button" value="Approve"/> <input style="border: 2px solid red;" type="button" value="Deny"/></p> <p>Accessions Hire Approval</p> <p>Accession Hire Request: Pending</p> <p>One Approval level</p> <p>Pending</p> <p> Milhouse Van Houten Initial Approve Action Request</p> </div>
7	<p>The rehire is Approved and the contract needs approval next.</p> <div data-bbox="336 1420 1369 1839" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> </p> <p>Accessions Hire Approval</p> <p>Request Status: Approved View/Hide Comments</p> <p>One Approval Level</p> <p style="background-color: #e0ffe0; padding: 2px;">Approved</p> <p> Milhouse Van Houten Initial Approve Action Request 11/05/2024 7:58 PM</p> <p>Comments</p> <p>Milhouse Van Houten at 11/05/24 - 7:58 PM</p> </div>

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

Continued on next page

Entering the New Contract, Continued

Procedures,
continued

Step	Action																				
3	<p>Enter the Empl ID, verify the Include History box is checked and click Search.</p> <div data-bbox="339 528 1369 1406" style="border: 1px solid blue; padding: 10px;"> <p>Update Contracts</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Contract Number <input type="text" value="begins with"/> <input type="text"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Second Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name <input type="text" value="begins with"/> <input type="text"/></p> <p> <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>																				
4	<p>All previous contracts entered the system will be listed. If the member has only one contract, the contract will open automatically.</p> <div data-bbox="339 1507 1369 1630" style="border: 1px solid blue; padding: 5px;"> <p>Search Results</p> <p>View All 1 of 1</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Contract Number</th> <th>Name</th> <th>Second Last Name</th> <th>Last Name</th> <th>Alternate Character Name</th> <th>Contract Begin Date</th> <th>Contract End Date</th> <th>Contract Status</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>(blank)</td> <td>0001</td> <td>Lisa Simpson</td> <td>(blank)</td> <td>Simpson</td> <td>(blank)</td> <td>02/07/2022</td> <td>(blank)</td> <td>Active</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Contract Number	Name	Second Last Name	Last Name	Alternate Character Name	Contract Begin Date	Contract End Date	Contract Status	1234567	(blank)	0001	Lisa Simpson	(blank)	Simpson	(blank)	02/07/2022	(blank)	Active
Empl ID	Empl Record	Contract Number	Name	Second Last Name	Last Name	Alternate Character Name	Contract Begin Date	Contract End Date	Contract Status												
1234567	(blank)	0001	Lisa Simpson	(blank)	Simpson	(blank)	02/07/2022	(blank)	Active												

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Entering the New Contract, Continued

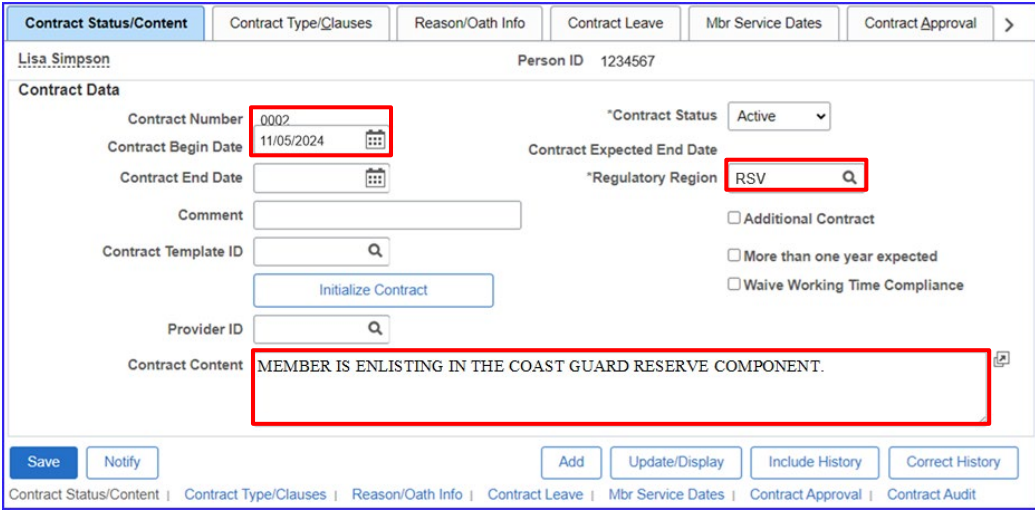
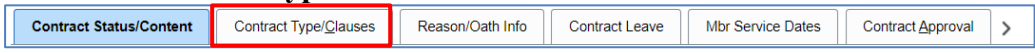
Procedures,
continued

Step	Action
5	<p>Select the Add a New Value tab.</p> <div data-bbox="339 524 1370 1400" style="border: 1px solid black; padding: 5px;"> <p>Update Contracts Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input style="border: 2px solid red;" type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Contract Number <input type="text" value="begins with"/> <input type="text"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Second Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name <input type="text" value="begins with"/> <input type="text"/></p> <p> <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>
6	<p>Enter the Empl ID and the next sequential Contract Number, remaining consistent with the number of zeros used previously. Click Add.</p> <div data-bbox="347 1512 927 1912" style="border: 1px solid black; padding: 5px;"> <p>Update Contracts</p> <p> <input type="button" value="Find an Existing Value"/> <input style="background-color: #ADD8E6;" type="button" value="Add a New Value"/> </p> <p>*Empl ID <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>*Contract Number <input style="border: 2px solid red;" type="text" value="0002"/></p> <p><input style="border: 2px solid red;" type="button" value="Add"/></p> <p> Find an Existing Value Add a New Value </p> </div>

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Entering the New Contract, Continued

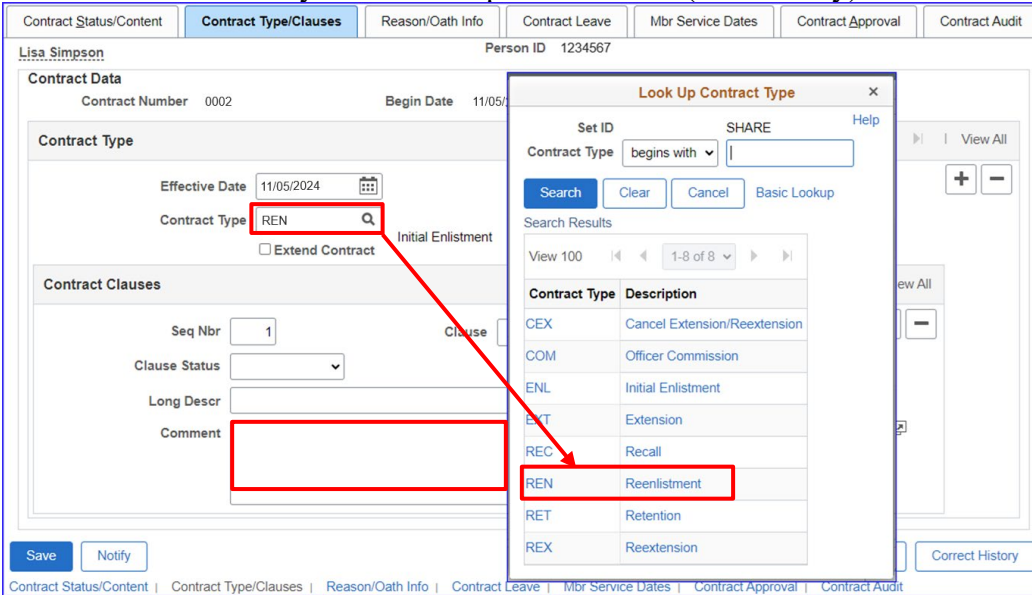
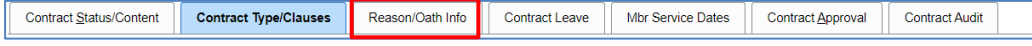
Procedures,
continued

Step	Action
7	<p>The Contract Status/Content tab displays with the new Contract Number.</p> <ul style="list-style-type: none"> • Contract Begin Date – Defaults to the current date, ensure it is the date of the rehire. • Regulatory Region – Enter or select RSV from the lookup icon. • Contract Content – This statement is required: MEMBER IS ENLISTING IN THE COAST GUARD RESERVE COMPONENT. 
8	<p>Select the Contract Type/Clauses tab.</p> 

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Entering the New Contract, Continued

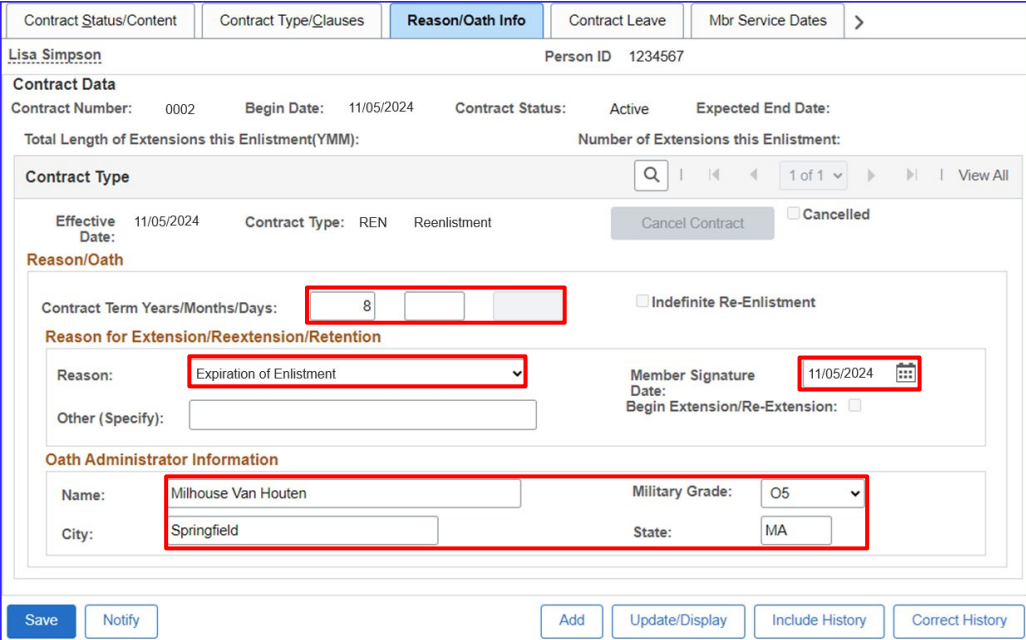
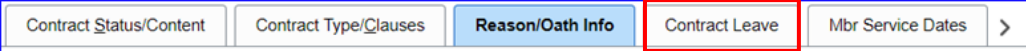
Procedures,
continued

Step	Action
<p>9</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Contract Type – Select the appropriate type from the lookup icon (Ex. REN). • Comment – Enter any contractual specific reasons (if necessary). 
<p>10</p>	<p>Select the Reason/Oath Info tab.</p> 

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Entering the New Contract, Continued

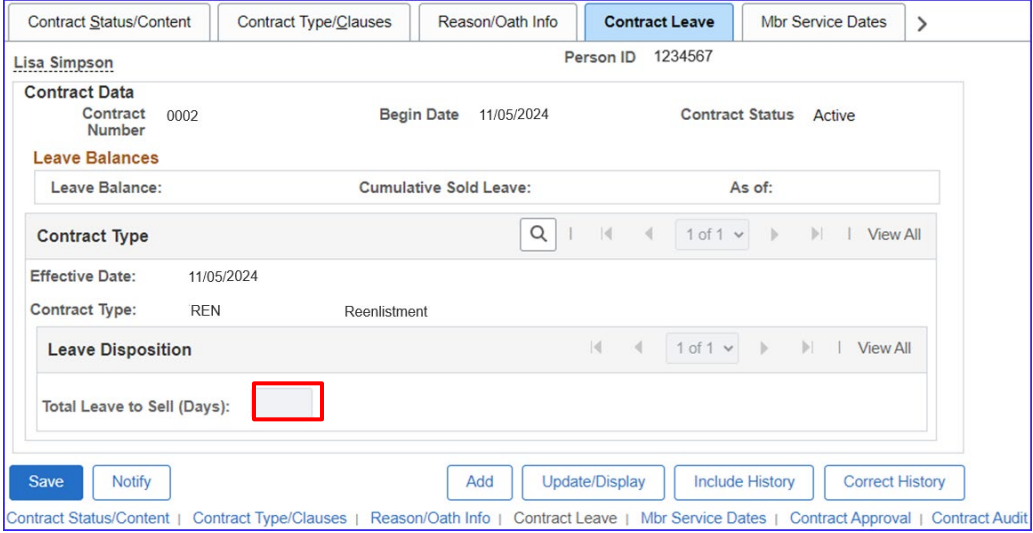
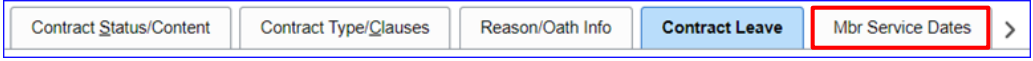
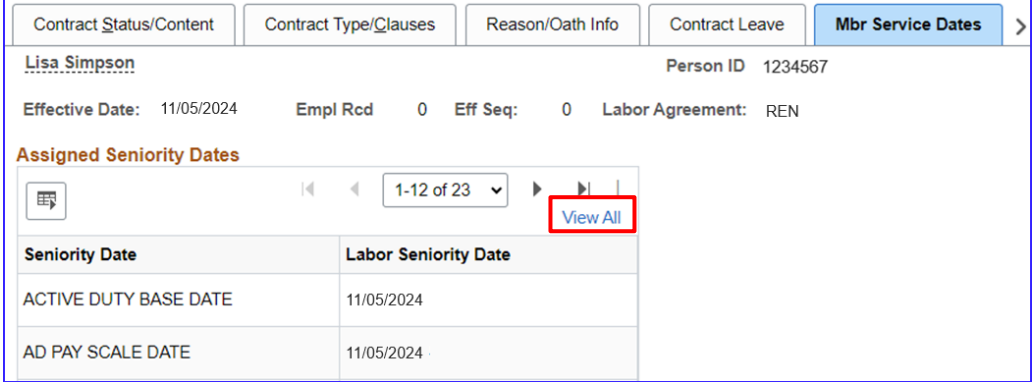
Procedures,
continued

Step	Action
<p>11</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Contract Term Years/Months/Days – Enter the contract term. • Reason – Select an option from the drop-down. IAW Enlistments, Evaluations, and Advancements, COMDTINST M1000.2, Chap 1.F.1.a, this field needs to reflect the actual reason for the service obligation. • Member Signature Date – Enter the date the contract was signed. • Name – Enter the name of the Oath Administrator. • Military Grade – Enter the rank of the Oath Administrator. • City – Must be the place of initial enlistment unless there is a break in service. • State – Must be the place of initial enlistment unless there is a break in service. 
<p>12</p>	<p>Select the Contract Leave tab.</p> 

Continued on next page

Entering the New Contract, Continued

Procedures,
continued

Step	Action						
<p>13</p>	<p>Total Leave to Sell (Days) – If applicable, enter the number of days for leave to sell as outlined in current policy.</p>  <p>The screenshot shows the 'Contract Leave' tab for Lisa Simpson (Person ID 1234567). It displays contract details such as Contract Number 0002, Begin Date 11/05/2024, and Contract Status Active. Under 'Leave Balances', there are fields for Leave Balance, Cumulative Sold Leave, and As of. Below that, the 'Contract Type' is REN (Reenlistment). The 'Total Leave to Sell (Days)' field is highlighted with a red box.</p>						
<p>14</p>	<p>Select the Mbr Service Dates tab.</p>  <p>The screenshot shows the navigation bar with tabs for Contract Status/Content, Contract Type/Clauses, Reason/Oath Info, Contract Leave, and Mbr Service Dates. The 'Mbr Service Dates' tab is highlighted with a red box.</p>						
<p>15</p>	<p>Click View All on the Assigned Seniority Dates.</p>  <p>The screenshot shows the 'Mbr Service Dates' tab for Lisa Simpson (Person ID 1234567). It displays Effective Date 11/05/2024, Empl Rcd 0, Eff Seq 0, and Labor Agreement REN. Under 'Assigned Seniority Dates', there is a 'View All' button highlighted with a red box. Below this is a table with Seniority Date and Labor Seniority Date columns.</p> <table border="1" data-bbox="338 1541 976 1682"> <thead> <tr> <th>Seniority Date</th> <th>Labor Seniority Date</th> </tr> </thead> <tbody> <tr> <td>ACTIVE DUTY BASE DATE</td> <td>11/05/2024</td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td>11/05/2024</td> </tr> </tbody> </table>	Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE	11/05/2024	AD PAY SCALE DATE	11/05/2024
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ACTIVE DUTY BASE DATE	11/05/2024						
AD PAY SCALE DATE	11/05/2024						

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Entering the New Contract, Continued


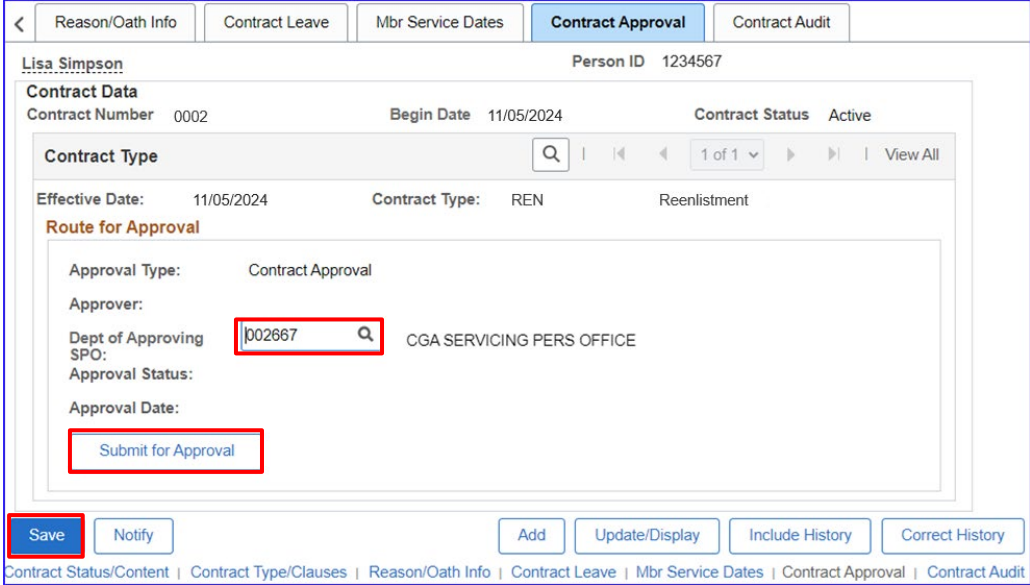
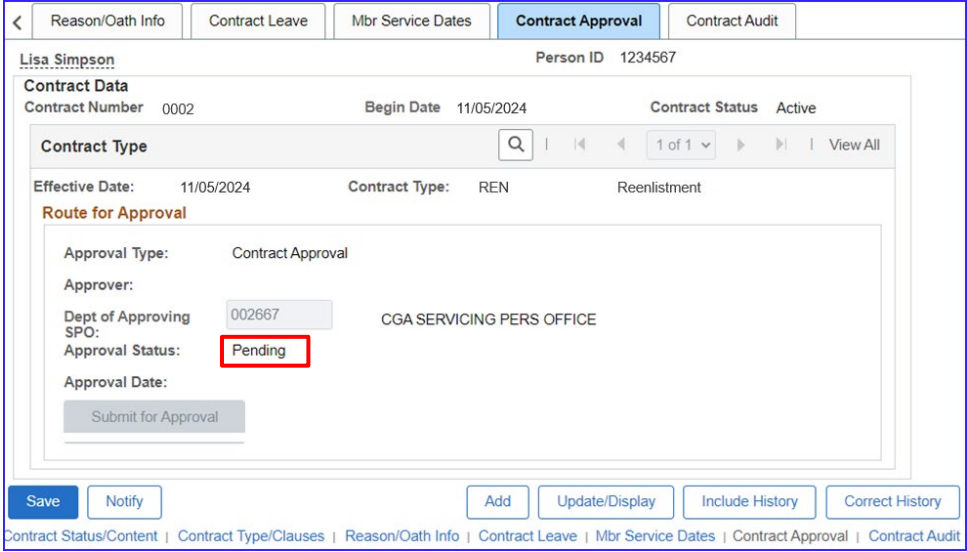
Procedures,
continued

Step	Action																																																																																																																													
16	<p>Confirm the Labor Seniority Dates set during the Rehire process are correct. If not, return to Job Data and verify the dates were entered correctly.</p> <div data-bbox="336 562 1369 1906" style="border: 1px solid blue; padding: 5px;"> <p>Assigned Seniority Dates ?</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="text" value="Q"/> 1-23 of 23 View 5 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Seniority Date</th> <th style="width: 10%;">Control Value</th> <th style="width: 20%;">Labor Seniority Date</th> <th style="width: 10%;">Override</th> <th style="width: 30%;">Override Reason</th> </tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td></td><td>11/05/2024 </td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr> <tr><td>AD PAY SCALE DATE</td><td></td><td>11/05/2024 </td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr> <tr><td>DEP DATE</td><td></td><td><input type="text"/> </td><td><input type="checkbox"/></td><td><input type="text"/></td></tr> <tr><td>CMA DATE</td><td></td><td><input type="text"/> </td><td><input type="checkbox"/></td><td><input type="text"/></td></tr> <tr><td>DIEMS DATE</td><td></td><td>11/05/2024 </td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr> <tr><td>RSV DRILL OBLIGATION DATE</td><td></td><td>11/04/2032 </td><td><input type="checkbox"/></td><td><input type="text"/></td></tr> <tr><td>EXPECTED LOSS DATE</td><td></td><td>11/04/2032 </td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr> </tbody> </table> <table border="1" style="width: 100%; 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margin-top: 10px;">Recalculate Seniority Dates</p> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 10px;"> Job Data Employment Data Benefits Program Participation </div> </div>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		11/05/2024	<input checked="" type="checkbox"/>	<input type="text"/>	AD PAY SCALE DATE		11/05/2024	<input checked="" type="checkbox"/>	<input type="text"/>	DEP DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	CMA DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	DIEMS DATE		11/05/2024	<input checked="" type="checkbox"/>	<input type="text"/>	RSV DRILL OBLIGATION DATE		11/04/2032	<input type="checkbox"/>	<input type="text"/>	EXPECTED LOSS DATE		11/04/2032	<input checked="" type="checkbox"/>	<input type="text"/>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	JOB FAMILY ENTRY DATE		11/05/2024	<input checked="" type="checkbox"/>	<input type="text"/>	MIL OBLIGATION COMPL DATE		11/04/2032	<input checked="" type="checkbox"/>	<input type="text"/>	PAY ALLOWANCE DATE		11/05/2024	<input type="checkbox"/>	<input type="text"/>	POINT START DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	PAY BASE DATE		11/05/2024	<input type="checkbox"/>	<input type="text"/>	DATE OF RANK	451097	11/05/2024	<input type="checkbox"/>	<input type="text"/>	RSV COMP SBP ELECT DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	ROTATION DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	RSRV ACCESSION CLASS DATE		11/05/2024	<input type="checkbox"/>	<input type="text"/>	RSV ANNIVERSARY DATE		11/05/2024	<input type="checkbox"/>	<input type="text"/>	RSV ELIGIBILITY DATE		11/05/2024	<input type="checkbox"/>	<input type="text"/>	RSV INITIATION DATE		11/05/2024	<input type="checkbox"/>	<input type="text"/>	RESERVE LETTER DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	RTB ELIGIBILITY DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	RTB LETTER DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	RTB LETTER RESPONSE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
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Entering the New Contract, Continued

Procedures,
continued

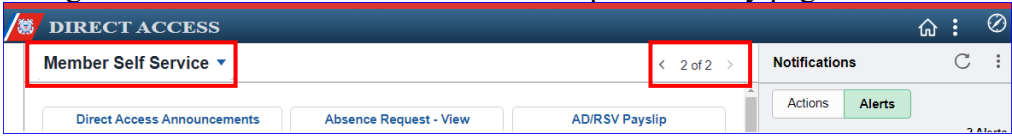
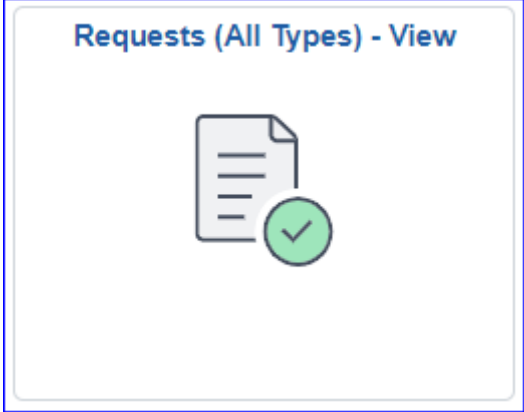
Step	Action
17	<p>Select the Contract Approval tab.</p> 
18	<p>Verify the Dept of Approving SPO is correct and click Submit for Approval to be routed to the approving SPO. Click Save.</p> 
19	<p>The Submit for Approval button will be greyed out and the Approval Status will display Pending.</p> 

Approving the Contract

Introduction This section provides the procedures for approving a Contract in DA.

- Information**
- SPO Auditor/PAO user access is required to approve a contract.
 - The approver cannot be the same person who entered the contract.
 - The contract should **not** be approved without first viewing a signed copy of the DD-4 or Oath.

Procedures See below.

Step	Action
1	Navigate to Member Self Service via the drop-down or by page arrows . 
2	Click on the Requests (All Types) - View tile. 

Continued on next page

Approving the Contract, Continued

Procedures,
continued

Step	Action																																								
<p>3</p>	<p>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.</p> <div data-bbox="338 564 1370 1048" style="border: 1px solid black; padding: 5px;"> <p>View My Action Requests</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. <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <p>Transaction Name: Contract Approval ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: <input type="text"/> </p> <p>Submission To Date: <input type="text"/> </p> <div style="display: flex; justify-content: flex-end; gap: 10px;"> Populate Grid Refresh </div> </div>																																								
<p>4</p>	<p>Click the Approve/Deny link for the Contract you are approving.</p> <div data-bbox="338 1122 1370 1294" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Lisa Simpson</td> <td>Simpson</td> <td>1234567</td> <td>004750</td> <td>Ralph Wiggum</td> <td>Milhouse Van Houten</td> <td>2024/05/14</td> <td style="border: 1px solid red;">Approve/Deny</td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Maggie Simpson</td> <td>Simpson</td> <td>1122223</td> <td>002338</td> <td>Rod Flanders</td> <td>Milhouse Van Houten</td> <td>2024/05/09</td> <td>Approve/Deny</td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Bart Simpson</td> <td>Simpson</td> <td>1122334</td> <td>044032</td> <td>Rod Flanders</td> <td>Milhouse Van Houten</td> <td>2024/05/09</td> <td>Approve/Deny</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny	Contract Approval	Pending	Lisa Simpson	Simpson	1234567	004750	Ralph Wiggum	Milhouse Van Houten	2024/05/14	Approve/Deny	Contract Approval	Pending	Maggie Simpson	Simpson	1122223	002338	Rod Flanders	Milhouse Van Houten	2024/05/09	Approve/Deny	Contract Approval	Pending	Bart Simpson	Simpson	1122334	044032	Rod Flanders	Milhouse Van Houten	2024/05/09	Approve/Deny
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Approving the Contract, Continued

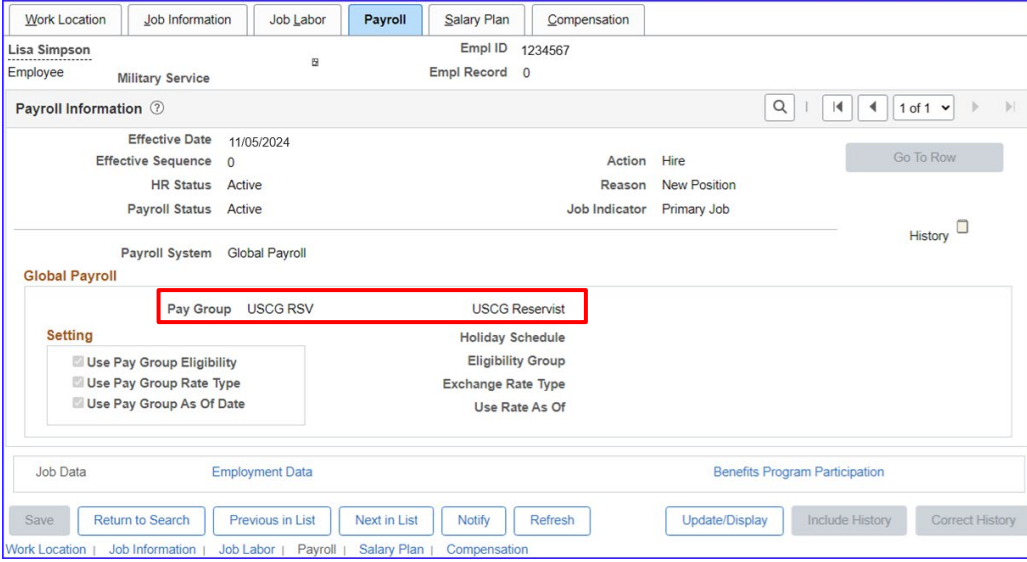
Procedures,
continued

Step	Action																																								
5	<p>Enter Comments and click Approve or Deny (deny requires Comments and returns the contract to the HRS user).</p> <div data-bbox="338 562 1370 1406" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Contract Approval</p> <p>Simpson, Lisa Marie</p> <ol style="list-style-type: none"> 1. Please verify the contract data and leave disposition information. 2. If Changes are needed, enter details about changes in the Comments field. 3. Click Approve or Deny button <p>Request Details</p> <table border="1" data-bbox="384 770 1362 920"> <tr> <td>Contract Number:</td> <td>0002</td> <td>Contract Type:</td> <td>REN</td> </tr> <tr> <td>Contract Status:</td> <td>A</td> <td>Contract Effdt:</td> <td>11/05/2024</td> </tr> <tr> <td>Contract Begin Dt:</td> <td>11/05/2024</td> <td></td> <td></td> </tr> <tr> <td>Expected End Dt:</td> <td>11/04/2032</td> <td></td> <td></td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <table border="1" data-bbox="384 1010 1362 1245"> <tr> <td>Contract Term:</td> <td>8 Years</td> <td>Mbr Signature Date:</td> <td>11/05/2024</td> </tr> <tr> <td>Reason:</td> <td>Expiration of Enlistment</td> <td>SRB Entitlement:</td> <td></td> </tr> <tr> <td>Num Extensions:</td> <td>0</td> <td>EXT Tour Length:</td> <td></td> </tr> <tr> <td>Expect AD TermDt:</td> <td></td> <td>Expected Loss Date:</td> <td>11/04/2032</td> </tr> <tr> <td>Leave Balance:</td> <td>0</td> <td>Cumulative Sold:</td> <td>0</td> </tr> <tr> <td>Total Leave Sell:</td> <td></td> <td></td> <td></td> </tr> </table> <p>Comment: <input style="border: 2px solid red;" type="text"/></p> <p>Approve Deny</p> </div>	Contract Number:	0002	Contract Type:	REN	Contract Status:	A	Contract Effdt:	11/05/2024	Contract Begin Dt:	11/05/2024			Expected End Dt:	11/04/2032			Contract Term:	8 Years	Mbr Signature Date:	11/05/2024	Reason:	Expiration of Enlistment	SRB Entitlement:		Num Extensions:	0	EXT Tour Length:		Expect AD TermDt:		Expected Loss Date:	11/04/2032	Leave Balance:	0	Cumulative Sold:	0	Total Leave Sell:			
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6	<p>The contract is Approved and the member is fully accessed into the Coast Guard with pay.</p> <div data-bbox="338 1503 1370 1912" style="border: 1px solid blue; padding: 5px;"> <p>Contract Approval</p> <p>Contract Approval: Approved View/Hide Comments</p> <p>One Level Approval</p> <div data-bbox="416 1648 863 1756" style="border: 1px solid green; padding: 2px;"> <p>Approved</p> <p>Milhouse Van Houten Contract Approver 11/05/24 - 12:21 PM</p> </div> <p>Comments</p> <p>System at 11/05/24 - 12:17 PM No Comments.</p> </div>																																								

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Approving the Contract, Continued

Procedures,
continued

Step	Action
7	<p>Once approved, return to the Payroll tab in Job Data to verify the member is in the Reserve Pay Group.</p>  <p>The screenshot shows the 'Payroll' tab selected in the 'Job Data' section. The employee's name is Lisa Simpson, and her Empl ID is 1234567. The 'Payroll Information' section shows an effective date of 11/05/2024 and a status of 'Active'. The 'Global Payroll' section shows the 'Pay Group' as 'USCG RSV' (USCG Reservist), which is highlighted with a red box. There are also checkboxes for 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'.</p>
8	<p>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.</p>