Active Duty Recall from Retirement Overview

Introduction	This guide provides the procedures for the recalling of members, who retired from the U.S. Coast Guard, back to an Active Duty (AD) status.
Information	• SPO users must coordinate with CGPSC and PPC (RAS) when rehiring members for the purpose of recall from retirement.
Two Types	 Break in service P&A – Verify the member has a Retirement with Pay Separation Job row. P&A – Adds a new Rehire Job Data Row P&A – After approval from the SPO, submit a PPC Help Ticket requesting a SOCS. P&A – If the member is transferring, do separate PCS Orders No break in service OPM - Notify RAS that the member is recall from retirement, process Recall orders in DA prior to the member Retirement (creates orders for the second day of the month). Verify the recall period with the AO's before you route the memo to the member. You are the signature authority for the memo, unless it is for a CAPT, then OPM (a) will sign. Forward the memo to the recalled member and field any questions. Memo will be returned to you once the recalled member signs. Note: Ensure member is aware that retired pay will stop for duration of active period and active duty P&A will commence. SPO approves Retirement Separation orders. P&A processes PCS orders SPO approves and verifies the Recall job data row created.

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Recall With No Break in Service

Introduction	This section provides the procedures for processing Active Duty Recall Orders with no break in service in DA.					
Information	The Recall order MUST be created prior to the Retirement separation order processing. Once the account is terminated, no other action can be taken on member's account.					
OPM	See below.					

Procedures

Step	Action									
1	If not already known, get the Position Number from the members previous Job									
	Data row. Click on the Assignments tile.									
	Assignments									

OPM

Procedures, continued

Step		Action
2	Select the Position Form op	tion.
	< My Homepage	
	TAO Code Setup	
	Create Potential Shopping List	
	Potential Shopping List	
	Create Job Opening	
	Create Shopping List	
	Search Job Openings	
	Position Navigator	
	Search Applicants	
	Member Navigator	
	Member Form	
	Contract Clauses	
2		
3	Enter the Position Number	ind click Search.
	Position Form Enter any information you have and click Search. Let	ve fields blank for a list of all values.
	Find an Existing Value	
	Search Criteria	
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	Job Code begins with 🗸	
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OPM Procedures, continued

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OPM

Procedures, continued

Step	Action									
7	Check the appropriate boxes. Recall must be selected. Click Save . Click Add Order .									
	Make Assignment Job Opening ID JO Status Openings Available Shopping List ID 0 0 CG. PAL. JO. AE									
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8	The Add a New Value tab will display with the member Empl ID field									
	populated.									
	 Begin Date – Enter the 2nd day of the appropriate month. End Date – Enter the appropriate day. This will need to be updated later. 									
	Click Add.									
	FSMS PCS Orders									
	Find an Existing Value Add a New Value									
	*Empl ID 1234567 Empl Record 0 0									
	Trans ID 0									
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	Add									
	Find an Existing Value Add a New Value									

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OPM

Procedures, continued

Step	Action										
9	The PCS Orders tab will display. Enter the following:										
	• Project Code – AS11										
	• Task Code – AS										
	• Action – REH										
	• Reason Code – RH1										
	• Mutual Code – Ensure Standard is displayed.										
	• Rotation Dt – Enter the last day of the month for the month prior to the start										
	date month, one year later.										
	• Govt Credit Card and Is Travel Authorized – Check if appropriate.										
	Click View All in the Travel Order section.										
	PCS Order Notes Funding Approval Audit										
	Douglas Quaid Empl ID: 1234567 Empl Record: 0										
	Trans ID: 0 Order Action: Go										
	Order Begin Date: 07/02/2023 Order Type: Permanent Change of Station Order End Date: 07/31/2023 Order Status: Authorized										
	PCS Basic Information										
	Current Department: 041709 FORCECOM ASSESSMENT DIV Project Code:										
	Current Location Code: VA1657 FORCECOM Task Code: AS										
	Current Position Number: 00041856 PROGRAM POLICY MANAGER Fund Source: O&S-Mil Py										
	Current Job Code: 000096 LT Action: REH Q Reason Code: RH1 Q Mutual Code: Standard V Rotation Dt: 06/30/2024										
	Authorizing Official:										
	Govt Credit Card Holder Is Travel Authorized for these Orders?										
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OPM Procedures, continued

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Actual Date: Nature of Duty:		ocation: VA16			LICY MANAGER			
		osn Job Code: 00009		Lieutenant				
Other Location:				Rou	te for Approval			
Per Diem								
Travel Details								
	horized Expenses							
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P&A See below.

Procedures

Step			Ac	tion					
1	Once the SPO pr	ocesses th	e Retiremen	t Separatio	n, go to Job	Data to ve	rify the		
	Retirement row was built.								
	Work Location Job Informa	ation Job <u>L</u> abor	Payroll Salary Pla	n <u>C</u> ompensation					
	Douglas Quaid Employee Military Servic	e	Empl I Empl Reco		1				
	Work Location Details ⑦					of 1 🗸 🕨 🕨			
	*Effective Date	07/01/2023]		Go To Row	, + -			
	Effective Sequence	0	*Action	Retirement with Pay		~			
	HR Status	Inactive	Reason	Retirement With Pay		~			
	Payroll Status	Retired With Pay	*Job Indicator	Primary Job		~			
	Position Number	٩			Current	٥			
		Override Po	sition Data						
	Position Entry Date								
		Position Managem	ent Record			5			
	*Regulatory Region	AD Q	Active Duty						
	Company *Business Unit	ACG OFECG Q	UNITED STATE	S COAST GUARD					
		· · ·	Officer Prior En	sted Svc CG					
	*Department		PPC AT HOME	SEP MBRS					
	Department Entry Date	07/01/2023							
	*Location	KS0001 Q	CG UNITS-TOF	EKAKS					
	Establishment ID	٩			Date Created	07/06/2023			

P&A

Procedur continued	·									
Step 2	Action Click on the Orders tile and the FSMS PCS Orders page will be automatically									
	displayed.	FSMS PCS Orders Airport Terminal Applicant Orders								
		Contract Clauses PCS Orders (View Only)								
3	FSMS PCS Orders	Empl ID and click Search. u have and click Search. Leave fields blank for a list of all values. <u>Add a New Value</u>								
	Empl ID begins wi Empl Record = Trans ID = Begin Date = End Date = National ID begins wi Name begins wi Last Name begins wi Order Status =	✓ Q ✓ Q ✓ Q ✓ Image: Arrow of the second sec								
	Case Sensitive	Basic Search 🖾 Save Search Criteria								

P&A Procedures, continued

Step						Ac	ction					
4	Click on the Authorized order.											
	Search											
	Search F	Results										
	View All	toouno							First 🕚 1-2 of 2 🕑 Last			
	Empl ID E	mpl Rec	ord Trans ID N	ame	Salary Grad	de Employee (Classification Order Stat	us Begin Date End Date	Actual Depart Date Authority			
	1234567 0			ouglas Quaid		AD		07/02/2023 07/31/20				
	1234567: 0)ouglas Quaid	03E	AD	Finished	08/16/2022 08/17/20	22 (blank) 12323			
	Find an Ex	isting Va	alue Add a N	ew Value								
5	The P	CS (Order ta	b will di	isplay.	Enter t	the Authoria	zing Official	I. Click View			
							y clicked).	-				
	PCS Orde	10		1	udit	(
	Douglas (Quaid			Em	pl ID: 123456	7 Empl Record:	0				
	Trans ID:		0			Order Actio	n:	✓ Go				
	Order Beg	gin Date:	07/02/2023			Order Type:	Permanent Change of	Station				
	Order End		07/31/2023			Order Statu	s: Authorized					
	PCS Bas	ic Inforr	nation									
		Departm			COM ASSES	SMENT DIV	Project Code:	AS11 Q				
		Location	Code: VA16 Number: 0004				Task Code: Fund Source:					
		Job Cod			RAM POLICY I	MANAGER	Fund Source:	O&S-Mil Py				
	Action:			on Code: RH1	🔍 Mutual Co	de: Standard	✓ Rotation Dt:	06/30/2024				
	Authoria	zing Offic	ial: Melina									
	Govt	t Credit C	ard Holder	🗆 ls Ti	ravel Authori	zed for these C	rders?	Route for Approval				
	Itinerary	,					Per	sonalize Find 🖉 🌉	First 🚯 1-2 of 2 🕟 Last			
	Seq Tra	ivel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description			
	1 De	part		07/02/2023		Duty	FORCECOM ASSESSMENT DIV	PROGRAM POLICY MANAGER	FORCECOM			
	99 Re	port		07/31/2023		Duty	FORCECOM FLT TRNG & RDNESS BR	PROGRAM POLICY MANAGER	FORCECOM			
	Travel O	rders				Fi	nd View 1 First 🕢	1-2 of 2 🕑 Last				

P&A Procedures, continued

Step	Action							
6	Change the Seq Nbr 99 row Estimated Date to the same date as Seq Nbr 1 and							
	click Save (not shown).							
	NOTE: Unloss there is a Delay Fr Dente hath a manual state							
	NOTE: Unless there is a Delay En Route, both sequence numbers should be the same date.							
	Travel Orders Find View 1 First (1-2 of 2 (2) Last							
	-Seq NDr: Invertige: Invi Approval:							
	Estimated Date: 07/02/2023 Department: 041709 C FORCECOM ASSESSMENT DIV							
	Nature of Duty: Duty Position Number: 00041856 Q PROGRAM POLICY MANAGER Posn Job Code: 000096 Lieutenant							
	Other Location: Route for Approval							
	▶ Per Diem							
	▶ Travel Details							
	Additional Authorized Expenses							
	+ 00 Travel Type' Report Y Total Annual +							
	*Seq Nbr: 99 Travel Type: Report V Trvl Approval:							
	Estimated Date: 07/02/2023 Department: 045757 FORCECOM FLT TRNG & RDNESS BR							
	Actual Date: Location: VA1657 FORCECOM							
	Nature of Duty: Duty Position Number: 00041856 PROGRAM POLICY MANAGER Posn Job Code: 000096 Lieutenant							
	Other Location: Route for Approval							
	▶ Per Diem							
	Travel Details							
	Additional Authorized Expenses							
	▼ Delay En route							
	Begin Date End Date Delay En route Days							
	Dependents Authorized for Travel							
7	This warning Massage will display aligh OK							
/	This warning Message will display, click OK .							
	Message							
	Warning You have changed the Estimated or Actual dates and the Order Begin or End dates will be changed. (30013,48)							
	If you change the Initial depart or the final report estimated or actual dates the related order begin date or the Order end will be adjusted accordingly. OK Cancel							
	Posubmit Order							

P&A Procedures, continued

	ct the	Annro	val tab.			ction		
PCSO		es Funding		udit				
	as Quaid	oo ranang	- approval		pl ID: 123456	7 Empl Record:	0	
Trans	ID:	0			Order Actio		✓ Go	
Order	Begin Date:	07/02/2023			Order Type:	Permanent Change of	Station	
Order	End Date:	07/31/2023			Order Statu	s: Authorized		
PCSE	Basic Infor	mation						
Curr	ent Departm	nent: 041	709 FORCE	COM ASSES	SMENT DIV	Project Code:		2
	ent Locatio		657 FORCI			Task Code:	AS	
		Number: 000		RAM POLICY I	MANAGER	Fund Source:	O&S-Mil Py	
Actio	ent Job Cod		096 LT on Code: RH1	Co Mutual Co	standard	✓ Rotation Dt:	06/30/2024	
	orizing Offi			- (matual Co				
_	Govt Credit (🗆 Is Ti	ravel Authori	zed for these C	orders?	Route for Approval	
ltiner	ary					Per	sonalize Find 💷	First (1-2 of 2
Seq Nbr	Travel Type	Travel Approva	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description
1	Depart		07/02/2023		Duty	FORCECOM ASSESSMENT DIV	PROGRAM POLICY MANAGER	FORCECOM
99	Report		07/31/2023		Duty	FORCECOM FLT TRNG & RDNESS BR	PROGRAM POLICY MANAGER	FORCECOM
• De	ept of	Appro	ving SP	0 – Ve	erify th	Details App e correct dep		selected.
• De • Co	ept of omme	Appro nt – En		0 – Ve	erify th	e correct dep		selected.
De Co	ept of omme k Sub	Appro ent – En	ving SP(ater com	0 – Ve nents,	erify the as appr	e correct dep		selected.
De Co Clic PCS	ept of omme k Sub _{Order}	Appro ent – En omit. Notes F	ving SP(ater com	0 – Ve	erify th	e correct dep ropriate.	partment is	
De Co Clic PCS	ept of omme k Sub ^{Order}	Appro ent – En omit. Notes F	tter com	0 – Ve nents,	erify the as appr	e correct dep ropriate. Empl ID: 123456	partment is	
De Co Clic PCS Dou	ept of omme k Sub _{Order}	Appro ent – En omit. Notes F	ving SP(ater com	0 – Ve nents,	erify the as appr	e correct dep ropriate.	partment is	
De Co Clic PCS Dou	ept of omme k Sub ^{Order}	Appro ent – En omit. Notes F id	tter com	0 – Ve nents,	erify the as appr	e correct dep ropriate. Empl ID: 123456	partment is	
 De Co Clic PCS Doug Tran Orde 	ept of omme k Sub Order glas Quai	Approent – Enormit. Notes Frid	tter com	0 – Ve nents,	erify the as appr	e correct dep ropriate. Empl ID: 123456 Order Actio Order Type:	partment is	cord: 0
De Co Co	ept of omme k Sub Order glas Quai is ID: er Begin er End Da	Approent – Enormit. Notes Frid	Funding Ar 7586 2/2023	0 – Ve nents,	erify the as appr	e correct dep ropriate. Empl ID: 123456 Order Actio Order Type:	67 Empl Re n: Permanent Char	cord: 0
De Clic PCS Doug Tran Orde	ept of omme k Sub Order glas Quai is ID: er Begin la er Begin la er End Da bute for A	Appro ent – En mit. Notes F 2877 Date: 07/0 ate: 07/3 Approval	ter comi unding Ar 7586 2/2023 1/2023	D – Vé nents,	Audit	e correct dep ropriate. Empl ID: 123450 Order Actio Order Type: Order Statu	67 Empl Re n: Permanent Char	cord: 0
Dee Clic PCS Doug Tran Orde Rc Ap	ept of omme k Sub Order glas Quai is ID: er Begin er End Da oute for A	Appro ent – En mit. Notes F 2877 Date: 07/0 ate: 07/3 Approval	Funding Ar 7586 2/2023	D – Vé nents,	Audit	e correct dep ropriate. Empl ID: 123456 Order Actio Order Type:	67 Empl Re n: Permanent Char	cord: 0
Dee Clic PCS Doug Tran Orde Rc Ap	ept of omme k Sub Order glas Quai is ID: er Begin la er Begin la er End Da bute for A	Appro ent – En mit. Notes F 2877 Date: 07/0 ate: 07/3 Approval	ter com uter com funding Ap 7586 2/2023 1/2023 PCS Travel I	D – Vé nents, pproval	Audit	e correct dep ropriate. Empl ID: 123456 Order Actio Order Type: Order Statu	67 Empl Re n: Permanent Char	cord: 0
Dee Cc Clic. PCS Dou Tran Orde Orde Ap Us Dee	ept of omme k Sub Order glas Quai is ID: er Begin le er End Da oute for <i>I</i> opproval Ty er ID: pt of App	Appro ent – En omit. Notes F id 2877 Date: 07/0 ate: 07/3 Approval ype:	ter comi unding Ar 7586 2/2023 1/2023	D – Vé nents, pproval	Audit	e correct dep ropriate. Empl ID: 123456 Order Actio Order Type: Order Statu	67 Empl Re n: Permanent Char	cord: 0
Det Control Contro Control Control Control Control Control Control Control Control Co	ept of omme k Sub Order glas Quai is ID: er Begin I er End Da oute for A oproval Ty er ID:	Appro ent – En omit. Notes F id 2877 Date: 07/0 ate: 07/3 Approval ype:	ter com uter com funding Ap 7586 2/2023 1/2023 PCS Travel I	D – Vé nents, pproval	Audit	e correct dep ropriate. Empl ID: 123456 Order Actio Order Type: Order Statu	67 Empl Re n: Permanent Char	cord: 0
Det Control Contro Control Control Control Control Control Control Control Control Co	ept of omme k Sub order glas Quai is ID: er Begin I er End Da oute for A proval Ty er ID: pt of App O:	Appro ent – En omit. Notes F id 2877 Date: 07/0 ate: 07/3 Approval ype:	ter com uter com funding Ap 7586 2/2023 1/2023 PCS Travel I	D – Vé nents, pproval	Audit	e correct dep ropriate. Empl ID: 123456 Order Actio Order Type: Order Statu	67 Empl Re n: Permanent Char	cord: 0
Det Control Contro Control Control Control Control Control Control Control Control Co	ept of omme k Sub order glas Quai is ID: er Begin I er End Da oute for A proval Ty er ID: pt of App O:	Appro ent – En omit. Notes F id 2877 Date: 07/0 ate: 07/3 Approval ype:	ter com uter com funding Ap 7586 2/2023 1/2023 PCS Travel I	D – Vé nents, pproval	Audit	e correct dep ropriate. Empl ID: 123456 Order Actio Order Type: Order Statu	67 Empl Re n: Permanent Char	cord: 0
Det Control Contro Control Control Control Control Control Control Control Control Co	ept of omme k Sub order glas Quai is ID: er Begin I er End Da oute for A proval Ty er ID: pt of App O:	Appro ent – En omit. Notes F id 2877 Date: 07/0 ate: 07/3 Approval ype:	ving SP(iter comm Funding App 7586 2/2023 1/2023 PCS Travel I 045431	D – Vé nents, pproval	Audit	e correct dep ropriate. Empl ID: 123456 Order Actio Order Type: Order Statu	67 Empl Re n: Permanent Char	cord: 0
 Dee CC Clic PCS Doug Tran Orde Orde Orde Rc Ap Us Dee SP 	ept of omme k Sub order glas Quai is ID: er Begin I er End Da oute for A proval Ty er ID: pt of App O:	Appro ent – En omit. Notes F id 2877 Date: 07/0 ate: 07/3 Approval ype:	ter com uter com funding Ap 7586 2/2023 1/2023 PCS Travel I	D – Vé nents, pproval	Audit	e correct dep ropriate. Empl ID: 123456 Order Actio Order Type: Order Statu	67 Empl Re n: Permanent Char	cord: 0
Det Control Contro Control Control Control Control Control Control Control Control Co	ept of omme k Sub Order glas Quai as ID: er Begin l er End Da bute for <i>I</i> proval Ty er ID: pt of App O: mment:	Appro ent – En omit. Notes F id 2877 Date: 07/0 ate: 07/3 Approval ype:	ving SP(iter communications) Funding App 7586 2/2023 1/2023 PCS Travel I 045431	D – Vé nents, pproval	Audit SE CAPE C	e correct dep ropriate. Empl ID: 123456 Order Actio Order Type: Order Statu	67 Empl Re n: Permanent Char	ange of Station

Continued on next page

P&A
Procedures,
continued

Step	Action							
10	The orders will display a Pending status and be forwarded to the SPO for							
	approval.							
	PCS Travel Details Approval							
	PCS Order Travel Details: Pending Provide Comments							
	One Approval Level							
	Pending Multiple Approvers SPO Supervisor - Initial Apprv							
	Comments							
	Melina at 07/06/23 - 3:29 PM <no comments=""></no>							
	Save Return to Search Previous in List Next in List Add Update/Display PCS Order Notes Funding Approval Audit							

SPO Approval See below. **Procedures**

Step			Action				
1	After selecting	Requests from	the My Home	epage drop-dow	n, click on the	Sel	f
	Service Reque	s ts tile.					
	0				ŵ	1 E	\otimes
	Requests -			< 2 of 2	Notifications	С	:
	My Homepage		1	100000			
	Requests	Self Service Requests	Payroll Requests	Request Reports			
	negacia	2+2					
	0	+					
	\heartsuit				No notification When new notifications arrive, 1 Putton will show a hark	e Refresh	°C

Continued	on	next	page
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SPO Approval Procedures,

Step		
2	Select the View My Requests (all types) option.	
	🛅 Submit an Absence Request	
	Non-Chargeable Absence Request	
	Tiew My Absence Requests	
	Submit a Delegation Request	
	Tiew My Requests (all types)	
	PHS Submit Retirement Docs	
	E Submit a Drill Request	
	🔚 User Access Request	
	E Submit A School Request	
3	Select the Requests I am Approver For radio button. Select I Details from the Transaction Name drop-down and click Pop View My Action Requests	
	 Cohaagen '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 sui 'All Requests' allows the approver to pull up their Action Requests and those submitted to 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Requests. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status, and what was entered in the Submission From/Submission To Dates. 	o them. est, Delegation, etc.) saction Status of `Pending'.
	O My Submitted Requests I am Approver For	○ All Requests
	Transaction Name: PCS Order Travel Details	
	Transaction Status: Pending V	
	Submission From Date:	
	Submission To Date: Populate Grid	Refresh

SPO Approval Procedures,

continued Step Action 4 Click Approve/Deny for the Appropriate Recall orders. Submission To Date: 31 Populate Grid Refresh Personalize | Find | View All | 🔄 | 📑 First 🕢 1 of 1 🕢 Last Transaction Name Status Member Member's Last Name Member's Emplid Member's Deptid Submitted By Approver Submission Date View Details View Details Order Approvals Personalize | Find | View All | 🔄 | 🌉 🛛 First 🕢 1-11 of 11 🕟 Last Transaction Name Status Member Member's Emplid Submitted By Approver Submission Date Order Begin Date Approve/Deny PCS Order Travel Details Pending Douglas Quaid 1234567 Melina Cohaagen 07/06/2023 07/02/23 Approve/Deny PCS Order Travel Details Pending Benny 1234567 Melina Cohaagen 07/05/2023 06/30/23 Approve/Denv PCS Order Travel Details Pending Kuato 1234567 Richter Cohaagen 06/28/2023 08/11/23 Approve/Deny 5 Verify all the data was entered correctly and select the Approval tab. PCS Order Notes Funding Approval Audit Douglas Quaid Empl ID: 1234567 Empl Record: 0 Go Trans ID: Order Action: 2877586 Order Begin Date: 07/02/2023 Order Type: Permanent Change of Station Order End Date: 07/02/2023 Order Status: Authorized PCS Basic Information Project Code: Current Department: AS11 Current Location Code: Task Code: AS Current Position Number: Fund Source: Current Job Code: Rotation Dt: 06/30/2024 Action: REH Reason Code: RH1 Mutual Code: Standard Authorizing Official: Melina Route for Approval Is Travel Authorized for these Orders? Govt Credit Card Holder Personalize | Find | 🔄 | 🏢 🛛 First 🕢 1-2 of 2 🕢 Last ltinerary Seq Nbr Travel Type Travel Approval Estimated Date Actual Date Nature of Duty Deptid Description Position Description Location Description PROGRAM POLICY FORCECOM 1 Depart 07/02/2023 Duty FORCECOM ASSESSMENT DIV MANAGER FORCECOM FLT TRNG & RDNESS BR PROGRAM POLICY MANAGER 07/02/2023 FORCECOM 99 Report Duty Travel Orders Find | View All First 🕢 1 of 2 🕑 Last Travol Typo Sog Mbr Doport

SPO Approval Procedures,

tep	Action
6	Enter any appropriate Comments and click Approve or Deny (denial require
	a comment).
	PCS Order Notes Funding Approval Audit
	Douglas Quaid Empl ID: 1234567 Empl Record: 0
	Trans ID: 2877586 Order Action:
	Order Begin Date: 07/02/2023 Order Type: Permanent Change of Station
	Order End Date: 07/02/2023 Order Status: Authorized
	Route for Approval
	Approval Type: PCS Travel Details Approval
	User ID:
	Dept of Approving SPO:
	Comment:
	Approve Provestor Deny
	PCS Travel Details Approval PCS Order Travel Details:Pending
7	PCS Order Travel Details:Pending The orders are Approved.
7	PCS Order Travel Details:Pending The orders are Approved. PCS Order Notes Funding Approval Audit
7	PCS Order Travel Details:Pending The orders are Approved. PCS Order Notes Funding Approval Audit Douglas Quaid Empl ID: 1234567 Empl Record: 0
7	PCS Order Travel Details:Pending The orders are Approved. PCS Order Notes Funding Approval Audit Dougles Quaid Trans ID: 2877586 Order Action: Order Action: Order Type: Permanent Change of Station
7	PCS Order Travel Details: Pending The orders are Approved. PCS Order Notes Funding Approval Audit Dougles Quaid Empl ID: 1234567 Empl Record: 0 Trans ID: 2877586 Order Action: ✓ Go Order Begin Date: 07/02/2023 Order Type: Permanent Change of Station Order End Date: 07/02/2023 Order Status: Authorized
7	PCS Order Travel Details: Pending The orders are Approved. PCS Order Notes Funding Approval Audit Douglas Quaid Empl ID: 1234567 Empl Record: 0 Trans ID: 2877586 Order Action: V Go Order Begin Date: 07/02/2023 Order Type: Permanent Change of Station Order End Date: 07/02/2023 Order Status: Authorized Route for Approval Empl Proval Empl Record: Empl Record:
7	PCS Order Travel Details: Pending The orders are Approved. PCS Order Notes Funding Approval Audit Dougles Quaid Empl ID: 1234567 Empl Record: 0 Trans ID: 2877586 Order Action: ✓ Go Order Begin Date: 07/02/2023 Order Type: Permanent Change of Station Order End Date: 07/02/2023 Order Status: Authorized
7	PCS Order Travel Details: Pending The orders are Approved. PCS Order Notes Funding Approval Audit Dougles Quaid Empl ID: 1234567 Empl Record: 0 Trans ID: 2877586 Order Action: Image: Colored Col
7	PCS Order Travel Details: Pendince The orders are Approved. PCS Order Notes Funding Approval Audit Douglas Quaid Trans ID: 2877596 Order Action: Order Action: Order Begin Date: 07/02/2023 Order Type: Permanent Change of Station Order for Approval Approval Type: PCS Travel Details Approval User ID: PCS Order Travel Details Approval
7	PCS Order Travel Details: Pending The orders are Approved. PCS Order Notes Funding Approval Audit Dougles Quaid Empl ID: 1234567 Empl Record: 0 Trans ID: 2877586 Order Action: Image: Colored Col
7	PCS Order Travel Details: Pendince The orders are Approved. PCS Order Notes Funding Approval Audit Douglas Quaid Trans ID: 2877586 Order Action: Order Action: Order Begin Date: 07/02/2023 Order Type: Permanent Change of Station Order End Date: 07/02/2023 Order Status: Authorized Route for Approval Approval Type: PCS Travel Details Approval User ID: Dept of Approving SPO: Comment:
7	PCS Order Travel Details:Pending The orders are Approval Audit Doglas Quaid Empl ID: 1234567 Empl Record: 0 Trans ID: 2877586 Order Action: v © © Order Begin Date: 07/02/2023 Order Type: Permanent Change of Station Order End Date: 07/02/2023 Order Status: Authorized Route for Approval Approval Type: PCS Travel Details Approval User ID: Dept of Approving SPO: Comment: PCS Travel Details Approval
7	PCS Order Travel Details: Pendince The orders are Approved. PCS Order Notes Funding Approval Audit Douglas Quaid Trans ID: 2877586 Order Action: Order Action: Order Begin Date: 07/02/2023 Order Type: Permanent Change of Station Order End Date: 07/02/2023 Order Status: Authorized Route for Approval Approval Type: PCS Travel Details Approval User ID: Dept of Approving SPO: Comment:
7	PCS Order Travel Details: Pendina PCS Order Travel Details: Pendina PCS Order Notes Funding Approval Audit Provelation and the proval Audit Provelation and the provel PCS Travel Details Approval PCS Travel Details Approval PCS Order Travel Details Approvel PCS Order
7	PCS Order Travel Details:Pendina The orders are Approval Audit Douglas Quaid Trans ID: 2877586 Order Action: Order Action:
7	PCS Order Travel Details:Pending PCS Order Travel Details:Pending PCS Order Travel Details:Pending PCS Order Travel Details Approval Order Ration: Orderation: Order Ration: Order Ration: Order Ration:
7	PCS Order Travel Details:Pending PCS Order Travel Details:Pending The orders are Approved. PCS Order Notes Funding Approval Audit Douglas Quaid Empl ID: 1234567 Empl Record: 0 Order Approval Order Approval Order Approval Order Approval Order Approval Order Approval Order Status: Authorized PCS Travel Details Approval View/Hide Comments PCS Order Travel Details Approved View/Hide Comments PCS Order Travel Details Approved View/Hide Comments PCS Order Travel Details Approved View/Hide Comments PCS Order Travel Details Approved View/Hide Comments Por Approved PCS Travel Details Approved View/Hide Comments PCS Order Travel Details Approved PCS Order Travel Details A
7	PCS Order Travel Details:Pending PCS Order Travel Details:Pending PCS Order Travel Details:Pending PCS Order Notes Funding Approval Audit Douglas Quaid Empl ID: 1234567 Empl Record: 0 @ Order Action: @ Order Action: @ Order Status: Authorized Route for Approval Approval Type: PCS Travel Details Approval User ID: Dept of Approval PCS Order Travel Details Approval User ID: Dept of Approval PCS Travel Details Approval View/Hide Comments Order Approval Comments Cohaagen To Comments Cohaagen Of Comments Cohaagen at 07/06/23 - 3:33 PM } }

P&A	See below.
Procedures	

Step		Action	
1	Click on the Orders tile	and the FSMS PCS Orders	page will be automatically
	displayed.		
	Orders		
	Orders	FSMS PCS Orders	
		Airport Terminal	
		Applicant Orders	
		Contract Clauses	
		FCS Orders (View C	Only)
2	Enter the member's Em	ol ID and click Search and s	select the orders in a Ready
	status.		
	FSMS PCS Orders		
	Enter any information you have and click Sear	ch. Leave fields blank for a list of all values.	
	Find an Existing Value Add a New Value		
	Search Criteria		
	Empl ID begins with 🗸 1234567		
	Empl Record = 🗸	0	
	Trans ID = 🗸	Q.	
	Begin Date = 🗸	31	
	End Date	3	
	National ID begins with 🗸		
	Name begins with V		
	Last Name begins with ✔ Order Status = ✔	~	
		Save Search Criteria	
	Search Results		
	View All		First 🕚 1-2 of 2 🕑 Last
	Empl ID Empl Record Trans ID Name	Salary Grade Employee Classification Order Status	Begin Date End Date Actual Depart Date Authority
	1234567 0 2877586 Douglas Qua		07/02/2023 07/02/2023 (blank) 12323
	1234567: 0 2780897 Douglas Qua	id O3E AD Finished	08/01/2022 08/02/2022 (blank) 12323
	Find an Existing Value Add a New Value		

P&A

Procedures,

Step				Action			
;	Enter the Ac	tual Da	tes for both Seq	Nbr rows. Sele	ct the I	Route for Ap	prov
	button in the	e Seq Nb	r 99 row.			-	-
	Travel Orders			Find	View 1	First 🕢 1-2 of	2 🕑 La
	*Seq Nbr: 1	Travel Type:	Depart 🗸 Trvi Ap	proval:			+
	Estimated Date:	07/02/2023	Departmer	nt: 041709	FORCE	COM ASSESSMENT	DIV
	Actual Date:	07/02/2023	Location:	VA1657	FORCE	MOX	
	Nature of Duty:	Duty	Y Position N	umber: 00041856 🔍	PROGR	AM POLICY MANAG	ER
			Posn Job	Code: 000096	Lieutena	nt	_
	Other Location:					Route for Approva	I
	Per Diem						
	Travel Deta	ils					
	Additional	Authorized	Expenses				
			•				
	*Seq Nbr: 99	Travel Type:	Report Y TrvI Ap	proval:			+
	Estimated Date:	07/02/2023	Departmer	045757	FORCE	OM FLT TRNG & R	ONESS B
	Actual Date:	07/02/2023	Location:	VA1657	FORCE	COM	
	Nature of Duty:	Duty	Y Position N	umber: 00041856	PROGR	AM POLICY MANAG	ER
			Posn Job	Code: 000096	Lieutena	nt	-
	Other Location:					Route for Approva	I.
	Per Diem						
	Travel Deta	nils					
	Additional	Authorized	Expenses				
	✓ Delay En rou						
	Begin Date		End Date	Delay En route		Days	
	1	31	31		~		+ -
		31	31		~		

Continued on next page

P&A Procedures, continued

Step	Action
4	Verify the Approval Type displays Multiple Travel endorsements, the Dept of
	the Approving SPO is correct, and the Comment displays The approval is set
	for SEQ_NBR=99.
	Click Submit.
	PCS Order Notes Funding Approval Audit
	Douglas Quaid Empl ID: 1234567 Empl Record: 0
	Trans ID: 2877586 Order Action:
	Order Begin Date: 07/02/2023 Order Type: Permanent Change of Station
	Order End Date: 07/02/2023 Order Status: Ready
	Route for Approval
	Approval Type: Multiple TrvI Endorsements
	User ID:
	Dept of Approving 045431 Q BASE CAPE COD SPO
	Comment: The approval is set for SEQ_NO=99.
	Submit
	PCS Travel Details Approval
5	The Orders are now in a Pending status again and routed to the SPO approval.
	Multiple Endorsement Approval
	PCS Multiple TrvI Endorsements Pending View/Hide Comments
	One Level Approval
	Pending
	Multiple Approvers
	Comments
	Melina at 07/06/23 - 3:36 PM
	The approval is set for SEQ_NO=99.
	🔚 Save 🔯 Return to Search 1 Previous in List 📮 Next in List 📮 Add 🖉 Update/Display
	PCS Order Notes Funding Approval Audit

Final SPO See below. Procedures

Step	Actio	on							
1	After selecting Requests from the My Ho	mepage drop-down, click on the Self							
	Service Requests tile.								
	0	ଳ : ଡ							
	Requests •	< 2 of 2 > Notifications C I							
	My Homepage Self Service Requests Payroll Requests	Request Reports							
	Requests								
	0								
		No notifications When new notifications arrive, the Refresh *C hethon stif churck a harbne							
2	Select the View My Requests (all types)	option.							
	Submit an Absence Request								
	Non-Chargeable Absence Request								
	Tiew My Absence Requests								
	Submit a Delegation Request								
	View My Requests (all types)								
	PHS Submit Retirement Docs								
	📄 Submit a Drill Request								
	User Access Request								
	E Submit A School Request								

Final SPO

Procedures, continued

Step					Acti	on				
3	Select the Req Endorsements Grid .								-	
	View My Action Requests									
	Cohaagen									
	 'My Submitted Rei 'Requests I am Ap 'All Requests' allor Transaction Name Refresh button cle Populate Grid butt Transaction Status, a 	prover ws the field al ars the on pop	For' allows approver to llows user to grid and de ulates the gi	approver to pull up their select a pa faults it bacl rid based on	bring up of Action Ro rticular tra k to `My S what wa	only those equests a ansaction Submitted s selected	e Action Requ and those sub (i.e., Absenc Requests' and d for the radio	mitted to the e Request, D nd Transactio b button, Tran	m.)elegation, etc.) n Status of `Pending'.	
	O My Submitted Requests I am Approver For O All Requests								○ All Requests	
	Transaction Name: PCS Multiple Trvl Endorsements 🗸									
	Transaction Status	Transaction Status: Pending								
	Submission From Date:									
	Submission To Date: Populate Grid Refresh									
4	Click Approve/Deny for the Appropriate Recall orders.									
	Submission To Date:	Submission To Date: Populate Grid Refresh Personalize Find View All 20 III First & 1 of 1 . Las								
	Transaction Name Status Me									
	Order Approvals				F	Personalize F	Find View All 🔄	First 🕢	1-11 of 11 🕟 Last	
	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Order Begin Date	Approve/Deny	
	PCS Multiple TrvI Endorsements	Pending	Douglas Quaid	1234567	Melina	Cohaagen	07/06/2023	07/02/23	Approve/Deny	
	PCS Multiple TrvI Endorsements	Pending	Benny	1234567	Melina	Cohaagen	07/05/2023	06/30/23	Approve/Deny	

Continued on next page

р		Action
	Verify all the data is entered	correctly and select the Approval tab.
	PCS Order Notes Funding Approval Audit	
	Douglas Quaid	Empl ID: 1234567 Empl Record: 0
	Trans ID: 2877586	Order Action: Go
	Order Begin Date: 07/02/2023 Order End Date: 07/02/2023	Order Type: Permanent Change of Station Order Status: Ready
	PCS Basic Information	
	Current Department:	Project Code: AS11
	Current Location Code:	Task Code: AS
	Current Position Number:	Fund Source:
	Current Job Code:	I Code: Standard Rotation Dt: 06/30/2024
	Action: REH Reason Code: RH1 Mutual Authorizing Official: Melina	reader be oursoleteza
	_	thorized for these Orders? Route for Approval
		Date Nature of Duty Deptid Description Position Description Location Descr
<u>,</u>	Seq Travel Travel Approval Estimated Date Actual D	Date Nature of Duty Deptid Description Position Description Location Descri
<u>,</u>	Seq Nbr Travel Type Travel Approval Estimated Date Actual D Enter any appropriate Comm	Date Nature of Duty Deptid Description Position Description Location Description nents and select Approve or Deny (denial rec
Ó	Seq Travel Type Travel Approval Estimated Date Actual D Enter any appropriate Comm a comment).	Date Nature of Duty Deptid Description Position Description Location Description nents and select Approve or Deny (denial rec
5	Seq Nbr Travel Type Travel Approval Estimated Date Actual D Enter any appropriate Comma a comment). PCS Order Notes Funding Approva	Date Nature of Duty Deptid Description Position Description Location Description nents and select Approve or Deny (denial reconstruction) Audit Audit Audit Audit
5	Seq Nbr Travel Type Travel Approval Estimated Date Actual D Enter any appropriate Comma a comment). PCS Order Notes Funding Approva Douglas Quaid Douglas Quaid Douglas Quaid Douglas Quaid Douglas Quaid	Date Nature of Duty Deptid Description Position Description Location Description nents and select Approve or Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) al Audit Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Empl ID: 1234567 Empl Record: 0 Image: Comparison of Deny (denial reconstruction)
6	Seq Nbr Travel Type Travel Approval Estimated Date Actual D Enter any appropriate Comma a comment). PCS Order Notes Funding Approva Douglas Quaid Trans ID: 2877586	Date Nature of Duty Deptid Description Position Description Location Description nents and select Approve or Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) al Audit Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction)
5	Seq Nbr Travel Type Travel Approval Estimated Date Actual D Enter any appropriate Comma a comment). PCS Order Notes Funding Approva Douglas Quaid Trans ID: 2877586 Order Begin Date: 07/02/2023	Date Nature of Duty Deptid Description Position Description Location Description nents and select Approve or Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) al Audit Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) al Audit Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction) Image: Comparison of Deny (denial reconstruction)
5	Seq Nbr Travel Type Travel Approval Estimated Date Actual D Enter any appropriate Comma a comment). PCS Order Notes Funding Approva PCS Order Notes Funding Approva Douglas Quaid Trans ID: 2877586 Order Begin Date: 07/02/2023 Route for Approval	Date Nature of Duty Deptid Description Position Description Location Description nents and select Approve or Deny (denial red al Audit Empl ID: 1234567 Empl Record: 0 Order Action:
Ő	Seq Nbr Travel Type Travel Approval Estimated Date Actual D Enter any appropriate Comma a comment). PCS Order Notes Funding Approva PCS Order Notes Funding Approva Douglas Quaid Trans ID: 2877586 Order Begin Date: 07/02/2023 Order End Date: 07/02/2023 Route for Approval Approval Approval Type: Multiple Trvl Endors	Date Nature of Duty Deptid Description Position Description Location Description nents and select Approve or Deny (denial red al Audit Empl ID: 1234567 Empl Record: 0 Order Action:
Ó	Seq Nbr Travel Type Travel Approval Estimated Date Actual D Enter any appropriate Comma a comment). PCS Order Notes Funding Approva PCS Order Notes Funding Approva Douglas Quaid Trans ID: 2877586 Order Begin Date: 07/02/2023 Order End Date: 07/02/2023 Route for Approval Multiple TrvI Endors User ID: Multiple TrvI Endors	Date Nature of Duty Deptid Description Position Description Location Description nents and select Approve or Deny (denial red al Audit Empl ID: 1234567 Empl Record: 0 Order Action:
Ó	Seq Nbr Travel Type Travel Approval Estimated Date Actual D Enter any appropriate Comma a comment). Enter any appropriate Comma Approval Approval PCS Order Notes Funding Approval Douglas Quaid Trans ID: 2877586 Order Begin Date: 07/02/2023 Order End Date: 07/02/2023 Route for Approval Approval Approval Multiple Trvl Endors User ID: Dept of Approving Dept of Approving Dept of Approving	Date Nature of Duty Deptid Description Position Description Location Description nents and select Approve or Deny (denial red al Audit Empl ID: 1234567 Empl Record: 0 Order Action:
5	Seq Nbr Travel Type Travel Approval Estimated Date Actual D Enter any appropriate Comma a comment). PCS Order Notes Funding Approva PCS Order Notes Funding Approva Douglas Quaid Trans ID: 2877586 Order Begin Date: 07/02/2023 Order End Date: 07/02/2023 Route for Approval Multiple TrvI Endors User ID: Multiple TrvI Endors	Date Nature of Duty Deptid Description Position Description Location Description nents and select Approve or Deny (denial red al Audit Empl ID: 1234567 Empl Record: 0 Order Action: ~ Order Type: Permanent Change of Station Order Status:

Final SP Procedur ontinued	res,	
Step		Action
7	The Recall Orders are now Approve	ed and in a Finished status.
	PCS Order Notes Funding Approval Audit	
	Douglas Quaid	Empl ID: 1234567 Empl Record: 0
	Trans ID: 2877586	Order Action: Go
	Order Begin Date: 07/02/2023	Order Type: Permanent Change of Station
	Order End Date: 07/02/2023	Order Status: Finished
	Route for Approval	
	Approval Type: Multiple Trvl Endorsements	
	User ID:	
	Dept of Approving SPO:	
	Comment:	
	Multiple Endorsement Approval	
	PCS Multiple Trvl Endorsements	S Approved () View/Hide Comments
	One Level Approval	
	Approved Cohaagen	
	 SPO Supervisor 07/06/23 - 3:41 PM 	
	Comments	
	Cohaagen at 07/06/23 - 3:41 PM <no comments=""></no>	
	Melina at 07/06/23 - 3:36 PM The approval is set for SEQ_NO=99.	
	Return to Search	Add Update/Display
	PCS Order Notes Funding Approval Audit	
8	Select the Core HR tile. The Job Da	ata option will automatically display.
	Core HR	🛅 Job Data
		Person Profiles
		Emergency Contact
		PHS Member Info Report
	4	📄 Personal Data
		Statement of Creditable Svc
		Identification Data
		Disciplinary Actions
		Disciplinary Action Report

Continued on next page

Final SPO

Enter the member's Empl ID and click Search. Job Data Enter any information you have and click Search. Leave fields blank for a list of all value Find an Existing Value Keyword Search • Search Criteria Empl ID begins with • 1234567 Empl Record = • Name begins with • Last Name begins with • Second Last Name begins with • Alternate Character Name begins with •								
Enter any information you have and click Search. Leave fields blank for a list of all value Find an Existing Value Keyword Search Search Criteria Empl ID begins with 1234567 Empl Record = Name begins with Last Name begins with Second Last Name begins with Alternate Character Name begins with	Joh Data							
Find an Existing Value Keyword Search Search Criteria Empl ID begins with 「 Empl Record =								
 ✓ Search Criteria Empl ID begins with I234567 Empl Record = Name begins with Last Name begins with Second Last Name begins with Second Last Name begins with Alternate Character Name begins with 	Enter any information you have and click Search. Leave fields blank for a list of all values.							
Empl ID begins with • In the begins with •	Find an Existing Value							
Empl Record = Name begins with Last Name begins with Second Last Name begins with Alternate Character Name begins with	Search Criteria							
Name begins with • Last Name begins with • Second Last Name begins with • Alternate Character Name begins with •	Empl ID							
Name begins with • Last Name begins with • Second Last Name begins with • Alternate Character Name begins with •	Empl Record							
Last Name begins with Second Last Name begins with Alternate Character Name begins with								
Second Last Name begins with Alternate Character Name begins with	Name							
Alternate Character Name begins with	Last Name							
Alternate Character Name begins with	6							
	Second Last Name							
Middle Name begins with V	Alternate Character Name							
	Middle Name							
Business Unit begins with 🗸	Business Uni							
Department Set ID begins with 🗸 🔍	Department Set ID							
Department begins with 🗸	Departmen							
Include History Correct History Case Sensitive	□ Include History □ Cor							
Search Clear Basic Search 🖉 Save Search Criteria								

Final SP	
Procedui	·
continued	l
Step	Action
10	Verify the Rehire row built with the Reason displaying <i>Recall without a break</i> .
10	Select the Payroll tab.
	Work Location Job Information Job Labor Payroll Salary Plan Compensation
	Douglas Quaid Empl ID 1234567
	Employee Military Service Empl Record 0
	Work Location Details ⑦ Q I I II
	*Effective Date 107/02/2023 🛗 Go To Row + -
	Effective Sequence 0 *Action Rehire •
	HR Status Active Reason Recall without a break
	Payroll Status Active *Job Indicator Primary Job v
	Position Number 00041856 Q PROGRAM POLICY MANAGER
	Override Position Data
	Position Entry Date
	Position Management Record Regulatory Region AD Q Active Duty
	Company ACG UNITED STATES COAST GUARD
	"Business Unit OFECG Q Officer Prior Enlisted Svc CG
	"Department 041709 Q. Department Entry Date 07/02/2023 fill
	Establishment ID Q Date Created 07/06/2023
11	Verify the Pay Group is USCG (USCG Active Duty).
	Payroll Information ⑦ Q M 4 1 of 69 V V V
	Effective Date 07/02/2023 Go To Row
	Effective Sequence 0 Action Rehire
	HR Status Active Reason Recall without a break Payroll Status Active Job Indicator Primary Job
	Current
	Payroll System Global Payroll
	Global Payroll
	Pay Group USCG USCG Active Duty
	Setting Holiday Schedule CGWIDE CG Wide Holiday Schedule
	Use Pay Group Eligibility Eligibility Group Use Pay Group Rate Type Exchange Rate Type
	Use Pay Group As Of Date Use Rate As Of

Recall With a Break in Service

Introduction This section provides the procedures for processing Active Duty Recall Orders with a break in service in DA.

P&A	See below.
D 1	

Procedures

Step		Action
1	Click on the Core HR t	ile.
	Core HR	
2	The Job Data option will Search.	ll automatically display. Enter the Empl ID and click
	Job Data	Job Data Enter any information you have and click Search. Leave fields blank for a list of all values.
	Person Profiles	Find an Existing Value Keyword Search
	Emergency Contact	▼ Search Criteria Empl ID begins with ▼ 1234567
	PHS Member Info Report	Empl Record =
	📄 Personal Data	Name begins with V
	Statement of Creditable Svc	Last Name begins with V
	E Identification Data	Second Last Name begins with 🗸
	Disciplinary Actions	II Alternate Character Name begins with 🗸
	E Disciplinary Action Report	Middle Name begins with v
		Business Unit begins with 👻
		Department Set ID begins with 🗸
		Department begins with 🗸
		Include History Correct History Case Sensitive
		Search Clear Basic Search 🖾 Save Search Criteria

P&A Procedures, continued

Step					A	ctior	1				
3	Verify the n	nember	has a l	Retir	rement	with	n Pag	y Sepa	ratio	n row. Clic	k the Plus
	button.										
	Work Location	Job Informa	tion Job	<u>L</u> abor	Payroll	<u>S</u> alary	Plan	<u>C</u> ompensa	ation		
	Carl Hauser Employee N	lilitary Service	•			Empl Red		234567			
	Work Location Det	tails ⑦							Q	1 of 4	45 • •
	*E1	fective Date	10/01/2022							Go To Row	+ -
	Effectiv	e Sequence	0			*Action	Retirer	ment with Pay	/		Y
		HR Status	Inactive			Reason	Retirer	ment With Pay	y		~
	Payroll Status		Retired With	Pay	*Job Indicator Primary Job					•	
	Posit	tion Number		Q						Current	
			L	Jse Positi	on Data						
	Positio	n Entry Date	05/02/2020								
			Position M	anageme	ent Record						
	*Regula	tory Region	AD	Q	Ac	tive Duty					
		Company	ACG		U	NITED STA	TES CO	AST GUARD			
	*Ві	usiness Unit	OFFCG	Q	Of	ficer CG					
	*Department		003333 Q		PPC AT HOME SEP MBRS						
	Departmen	t Entry Date	10/01/2022			07111101		morto			
		*Location	KS0001	Q	CC	G UNITS-T	OPEKA	KS			
	Estal	olishment ID	USCG	٩	Ac	tive CG				Date Created	09/16/2022

P&A Procedures, continued

	Actio	on and a second s						
Enter the following:								
• Effective Date – Enter the day of the month from the ADA Recall orders (in								
this example 07/0	1/2023).							
• Action – Select Rehire from the drop-down.								
• Reason – Select F	Recall with a break in	service from the drop-down.						
		number from the previous Job D	ata					
row.	1	1						
Click Override Pos	sition Data.							
Work Location	on Job Labor Payroll Salar	ry Plan						
Carl Hauser	Er	impl ID 1234567						
Employee Military Service	Empl R	ecord 0						
Work Location Details ⑦		Q 4 4 1 of 46 🗸						
*Effective Date	07/01/2023	Go To Row	-					
Effective Date								
	0 *Action	n Rehire						
Effective Sequence								
Effective Sequence	Active Reason	Recall with a break in service						
Effective Sequence	Active Reason	Recall with a break in service						
Effective Sequence HR Status Payroll Status	Active Reason	Recall with a break in service						
Effective Sequence HR Status Payroll Status Position Number	Active Reason Active *Job Indicato	Recall with a break in service						
Effective Sequence HR Status Payroll Status Position Number Position Entry Date	Active Reason Active "Job Indicato 00033504 Q CHIEF OF 3	Recall with a break in service						

P&A Procedures, continued

Step	Action								
5	Update fields as appropriate and verify all tabs are completed like a regular								
	rehire. See the Rehire Into Active Duty with Prior Service guide for more								
	information.								
	NOTE: Do not touch the Job Labor tab Assigned Seniority Dates. See Step 6								
	below.								
	Work Location Job Information Job Labor Payroll Salary Plan Compensation								
	Carl Hauser Empl ID 1234567								
	Employee Military Service Empl Record 0								
	Work Location Details ⑦ Q 1 of 46 v								
	*Effective Date 07/01/2023 🛗 Go To Row 🕂 🗖								
	Effective Sequence 0 *Action Rehire ~								
	HR Status Active Reason Recall with a break in service V								
	Payroll Status Active *Job Indicator Primary Job								
	Position Number 00033504 Q								
	CHIEF OF STAFF								
	Position Entry Date 07/01/2023								
	Position Management Record								
	*Regulatory Region AD Q Active Duty								
	*Company ACG Q UNITED STATES COAST GUARD								
	*Business Unit OFFCG Q Officer CG								
	*Department 008141 Q D4 CONMAND CADDE (D)								
	Department Entry Date 07/01/2023								
	*Location MA0011 Q CG UNITS-BOSTON MA								
	Establishment ID USCG Q Active CG Date Created 07/06/2023								
	Last Start Date 07/01/2023 Termination Date								
	Expected Job End Date								
	Reserve Class Code Q								
	Component Category Q								

P&A

ep	Action
6	On the Compensation tab, verify there is a Compensation Rate displayed.
	not, go back and verify all steps were completed. This is very important in
	making sure that the member gets paid timely.
	Work Location Job Information Job Labor Payroll Salary Plan Compensation
	Carl Hauser Empl ID 1234567 Employee Military Service Empl Record 0
	Compensation Details ⑦ Q I I of 46 🗸 🕨
	HR Status Active Reason Recall with a break in service Payroll Status Active Job Indicator Primary Job Compensation Rate 6,362.70 USD Q *Frequency S Q > Comparative Information ? > Pay Rates ? Contract Change Prorate Option Pay Components ?
	Important Important Important Important Amounts Controls Changes Conversion
	*Rate Code Seq Comp Rate Currency Frequency Points Percent Rate Code Group
	1 BASIC Q 0 12,725.400000 USD Q M Q + -