

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 PCS Orders
SPO approves and verifies the Recall job data row created.
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Recall With No Break in Service, Continued

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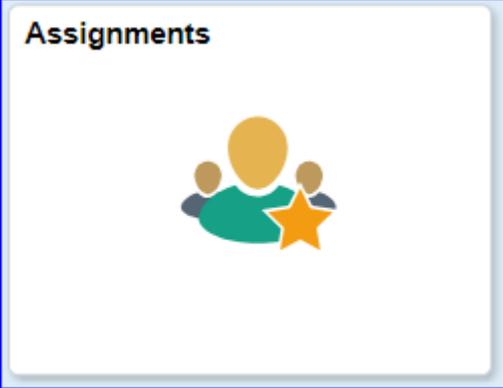
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Recall With No Break in Service

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.

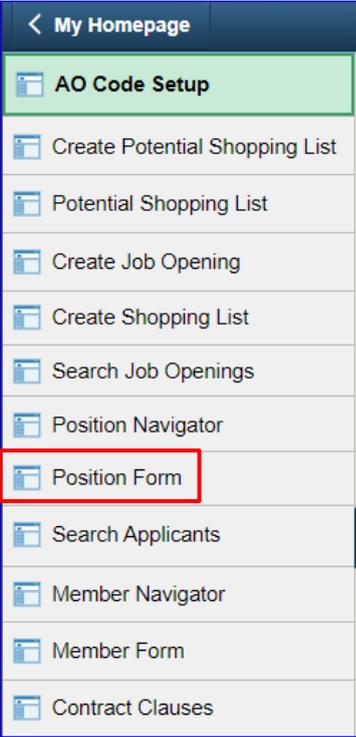
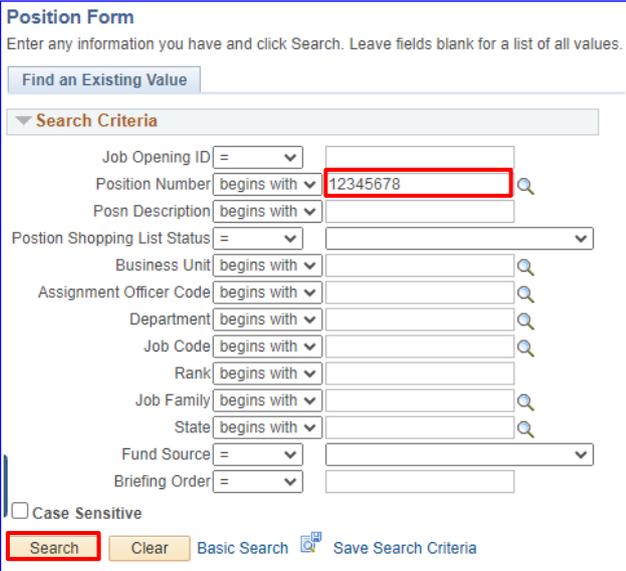
OPM Procedures See below.

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

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Recall With No Break in Service, Continued

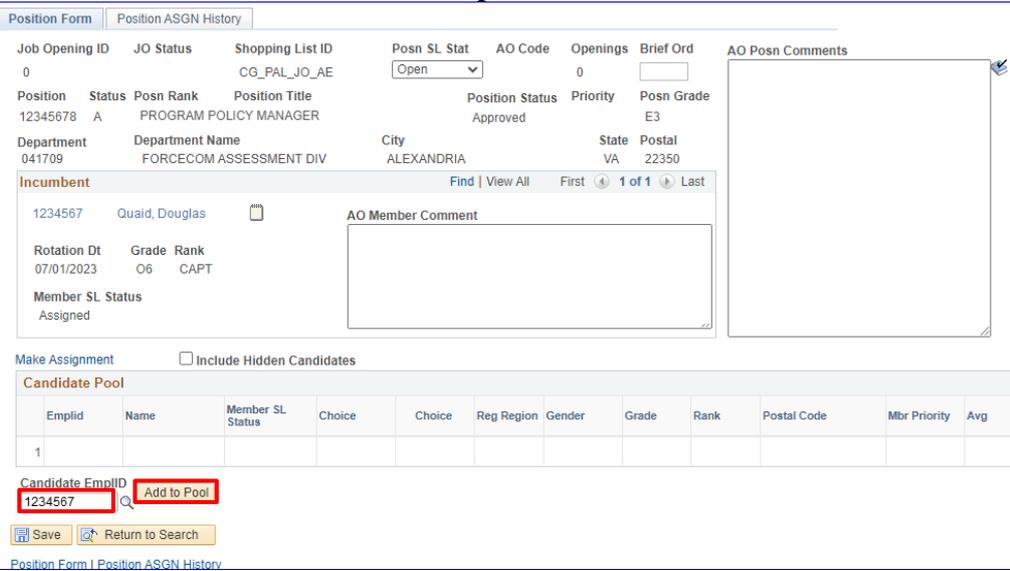
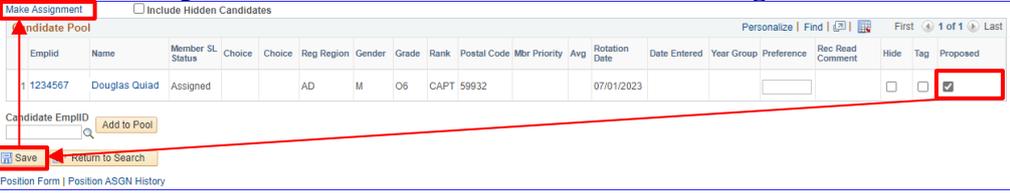
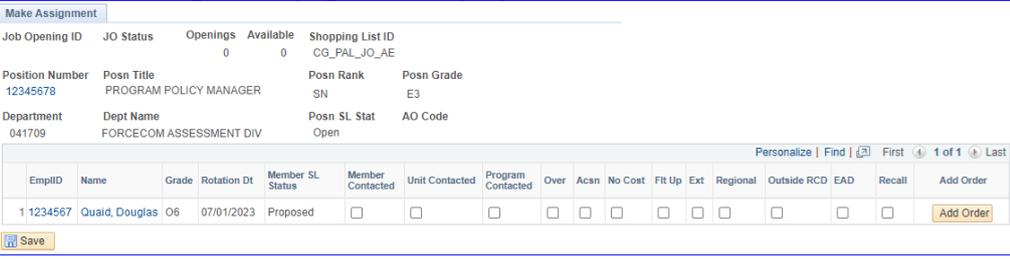
OPM
Procedures,
continued

Step	Action
2	<p>Select the Position Form option.</p>  <p>The screenshot shows a navigation menu titled 'My Homepage' with a back arrow. The menu items are: AO Code Setup (highlighted in green), Create Potential Shopping List, Potential Shopping List, Create Job Opening, Create Shopping List, Search Job Openings, Position Navigator, Position Form (highlighted with a red box), Search Applicants, Member Navigator, Member Form, and Contract Clauses.</p>
3	<p>Enter the Position Number and click Search.</p>  <p>The screenshot shows the 'Position Form' search interface. It includes a 'Find an Existing Value' button, a 'Search Criteria' section with various dropdown menus, and a 'Search' button highlighted in a red box. The 'Position Number' field is set to 'begins with 12345678' and is also highlighted with a red box. Other fields include Job Opening ID, Posn Description, Postion Shopping List Status, Business Unit, Assignment Officer Code, Department, Job Code, Rank, Job Family, State, Fund Source, and Briefing Order. There is also a 'Case Sensitive' checkbox and a 'Basic Search' icon.</p>

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Recall With No Break in Service, Continued

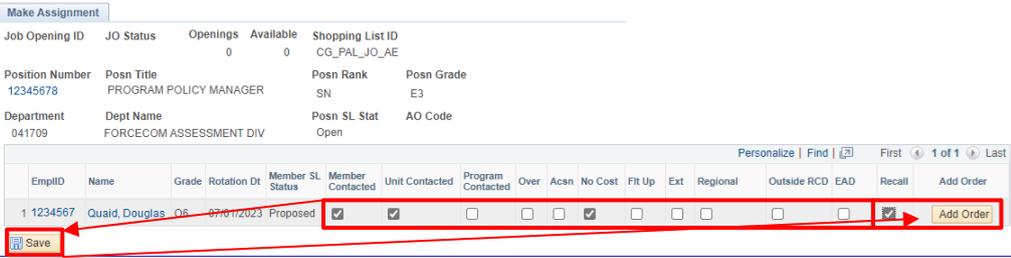
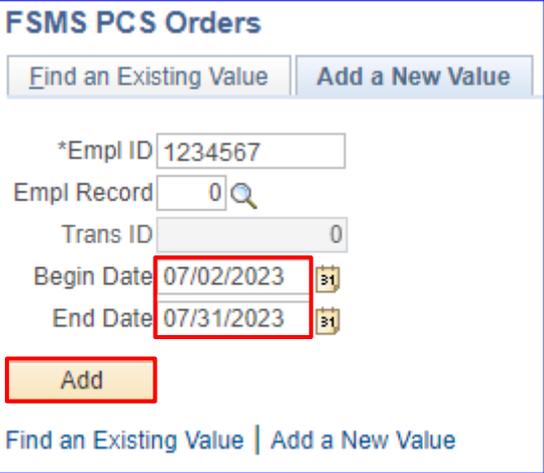
OPM Procedures, continued

Step	Action																																								
<p>4</p>	<p>Enter in the members Candidate EmplID and click Add to Pool.</p>  <p>Position Form Position ASGN History</p> <p>Job Opening ID: 0, JO Status: , Shopping List ID: CG_PAL_JO_AE, Posn SL Stat: Open, AO Code: , Openings: 0, Brief Ord: , AO Posn Comments: </p> <p>Position: 12345678, Status: A, Posn Rank: , Position Title: PROGRAM POLICY MANAGER, Position Status: Approved, Priority: , Posn Grade: E3</p> <p>Department: 041709, Department Name: FORCECOM ASSESSMENT DIV, City: ALEXANDRIA, State: VA, Postal: 22350</p> <p>Incumbent Find View All First 1 of 1 Last</p> <p>1234567 Quaid, Douglas AO Member Comment</p> <p>Rotation Dt: 07/01/2023, Grade: O6, Rank: CAPT</p> <p>Member SL Status: Assigned</p> <p>Make Assignment <input type="checkbox"/> Include Hidden Candidates</p> <p>Candidate Pool</p> <table border="1"> <thead> <tr> <th>Emplid</th> <th>Name</th> <th>Member SL Status</th> <th>Choice</th> <th>Choice</th> <th>Reg Region</th> <th>Gender</th> <th>Grade</th> <th>Rank</th> <th>Postal Code</th> <th>Mbr Priority</th> <th>Avg</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> </tbody> </table> <p>Candidate EmplID: 1234567 Add to Pool</p> <p>Save Return to Search</p> <p>Position Form Position ASGN History</p>	Emplid	Name	Member SL Status	Choice	Choice	Reg Region	Gender	Grade	Rank	Postal Code	Mbr Priority	Avg	1																											
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<p>5</p>	<p>Check the Proposed box and click Save. Click Make Assignment.</p>  <p>Make Assignment <input type="checkbox"/> Include Hidden Candidates</p> <p>Candidate Pool</p> <table border="1"> <thead> <tr> <th>Emplid</th> <th>Name</th> <th>Member SL Status</th> <th>Choice</th> <th>Choice</th> <th>Reg Region</th> <th>Gender</th> <th>Grade</th> <th>Rank</th> <th>Postal Code</th> <th>Mbr Priority</th> <th>Avg</th> <th>Rotation Date</th> <th>Date Entered</th> <th>Year Group</th> <th>Preference</th> <th>Rec Read Comment</th> <th>Hide</th> <th>Tag</th> <th>Proposed</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>Douglas Quaid</td> <td>Assigned</td> <td></td> <td>AD</td> <td>M</td> <td>O6</td> <td>CAPT</td> <td>59932</td> <td></td> <td></td> <td>07/01/2023</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>Candidate EmplID: Add to Pool</p> <p>Save Return to Search</p> <p>Position Form Position ASGN History</p>	Emplid	Name	Member SL Status	Choice	Choice	Reg Region	Gender	Grade	Rank	Postal Code	Mbr Priority	Avg	Rotation Date	Date Entered	Year Group	Preference	Rec Read Comment	Hide	Tag	Proposed	1	1234567	Douglas Quaid	Assigned		AD	M	O6	CAPT	59932			07/01/2023							<input checked="" type="checkbox"/>
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<p>6</p>	<p>The Make Assignment page will display.</p>  <p>Make Assignment</p> <p>Job Opening ID: , JO Status: , Openings: 0, Available: 0, Shopping List ID: CG_PAL_JO_AE</p> <p>Position Number: 12345678, Posn Title: PROGRAM POLICY MANAGER, Posn Rank: SN, Posn Grade: E3</p> <p>Department: 041709, Dept Name: FORCECOM ASSESSMENT DIV, Posn SL Stat: Open, AO Code: </p> <table border="1"> <thead> <tr> <th>EmplID</th> <th>Name</th> <th>Grade</th> <th>Rotation Dt</th> <th>Member SL Status</th> <th>Member Contacted</th> <th>Unit Contacted</th> <th>Program Contacted</th> <th>Over</th> <th>Acsn</th> <th>No Cost</th> <th>Fit Up</th> <th>Ext</th> <th>Regional</th> <th>Outside RCD</th> <th>EAD</th> <th>Recall</th> <th>Add Order</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>Quaid, Douglas</td> <td>O6</td> <td>07/01/2023</td> <td>Proposed</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Save</p>	EmplID	Name	Grade	Rotation Dt	Member SL Status	Member Contacted	Unit Contacted	Program Contacted	Over	Acsn	No Cost	Fit Up	Ext	Regional	Outside RCD	EAD	Recall	Add Order	1	1234567	Quaid, Douglas	O6	07/01/2023	Proposed	<input type="checkbox"/>															
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Recall With No Break in Service, Continued

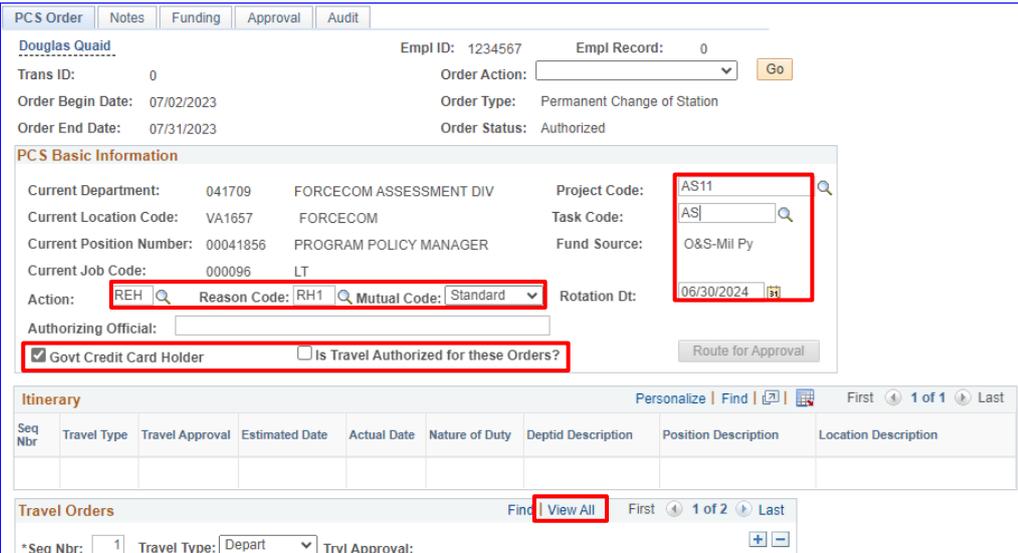
**OPM
Procedures,**
continued

Step	Action
7	<p>Check the appropriate boxes. Recall must be selected. Click Save. Click Add Order.</p> 
8	<p>The Add a New Value tab will display with the member Empl ID field populated.</p> <ul style="list-style-type: none"> • Begin Date – Enter the 2nd day of the appropriate month. • End Date – Enter the appropriate day. This will need to be updated later. <p>Click Add.</p> 

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Recall With No Break in Service, Continued

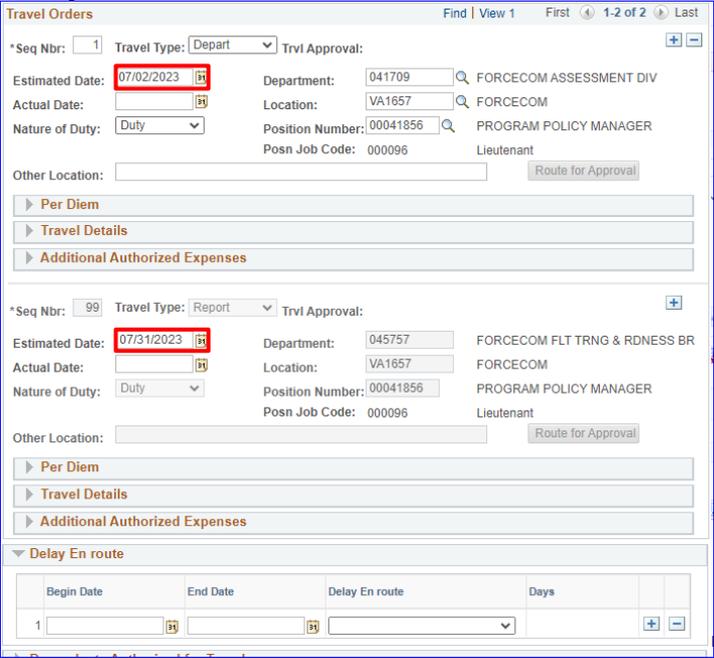
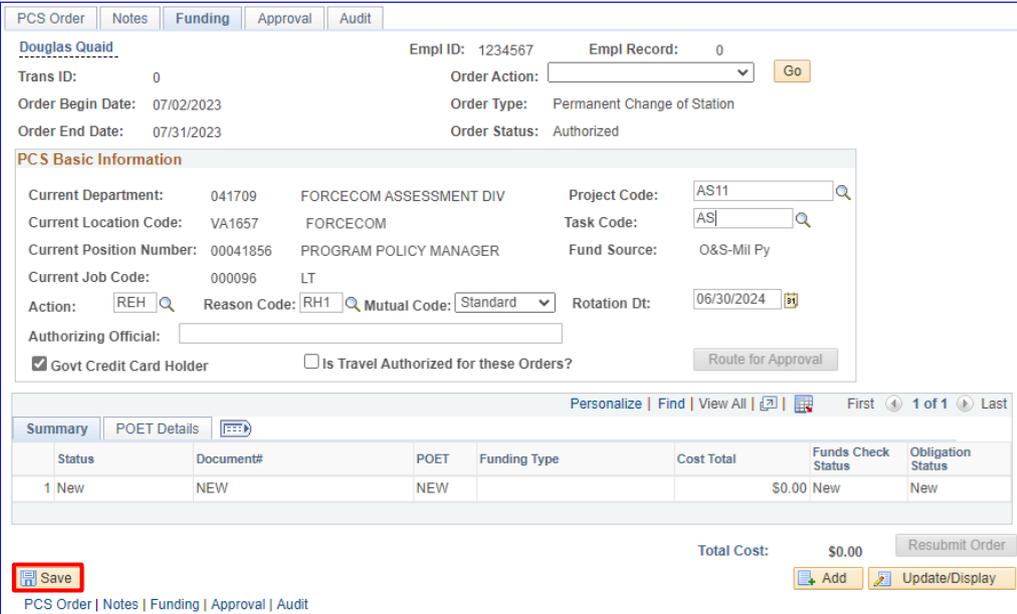
**OPM
Procedures,
continued**

Step	Action
9	<p>The PCS Orders tab will display. Enter the following:</p> <ul style="list-style-type: none"> • 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. <p>Click View All in the Travel Order section.</p>  <p>The screenshot shows the PCS Orders tab for Douglas Quaid. Key fields include: <ul style="list-style-type: none"> Project Code: AS11 Task Code: AS Action: REH Reason Code: RH1 Mutual Code: Standard Rotation Dt: 06/30/2024 Govt Credit Card Holder: <input checked="" type="checkbox"/> Is Travel Authorized for these Orders?: <input type="checkbox"/> The 'View All' button in the Travel Orders section is highlighted. </p>

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Recall With No Break in Service, Continued

OPM
Procedures,
continued

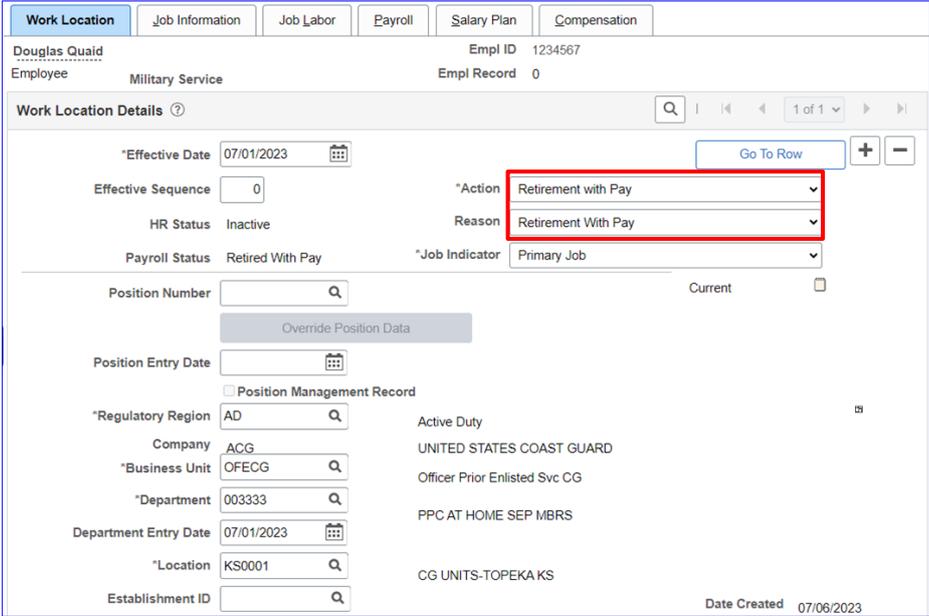
Step	Action														
<p>10</p>	<p>Verify the Estimated Dates and then select the Funding tab (not shown).</p>  <p>The screenshot shows the 'Travel Orders' interface with two entries. The first entry (Seq Nbr: 1) has an estimated date of 07/02/2023 and a location of VA1657. The second entry (Seq Nbr: 99) has an estimated date of 07/31/2023 and the same location. Both dates are highlighted with red boxes. The interface includes fields for Department, Location, Position Number, and Nature of Duty, along with expandable sections for Per Diem, Travel Details, and Additional Authorized Expenses.</p>														
<p>11</p>	<p>Click Save.</p>  <p>The screenshot shows the 'Funding' tab of a PCS Order for Douglas Quaid. The order is for a Permanent Change of Station from 07/02/2023 to 07/31/2023. The 'Save' button is highlighted with a red box. The interface includes a summary table and a total cost of \$0.00.</p> <table border="1" data-bbox="363 1668 1358 1780"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> </tr> </thead> <tbody> <tr> <td>1 New</td> <td>NEW</td> <td>NEW</td> <td></td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> </tbody> </table>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	NEW	NEW		\$0.00	New	New
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1 New	NEW	NEW		\$0.00	New	New									

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Recall With No Break in Service Recall With No Break in Service, Continued

P&A
Procedures

See below.

Step	Action
1	<p>Once the SPO processes the Retirement Separation, go to Job Data to verify the Retirement row was built.</p>  <p>The screenshot shows the 'Work Location Details' form for Douglas Quaid (Empl ID 1234567). The form includes fields for Effective Date (07/01/2023), Effective Sequence (0), HR Status (Inactive), Payroll Status (Retired With Pay), and Job Indicator (Primary Job). The 'Action' dropdown is set to 'Retirement with Pay' and the 'Reason' dropdown is set to 'Retirement With Pay', both of which are highlighted with a red box. Other fields include Position Number, Position Entry Date, Regulatory Region (AD), Company (ACG), Business Unit (OFECG), Department (003333), Location (KS0001), and Establishment ID. The Date Created is 07/06/2023.</p>

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Recall With No Break in Service Recall With No Break in Service, Continued

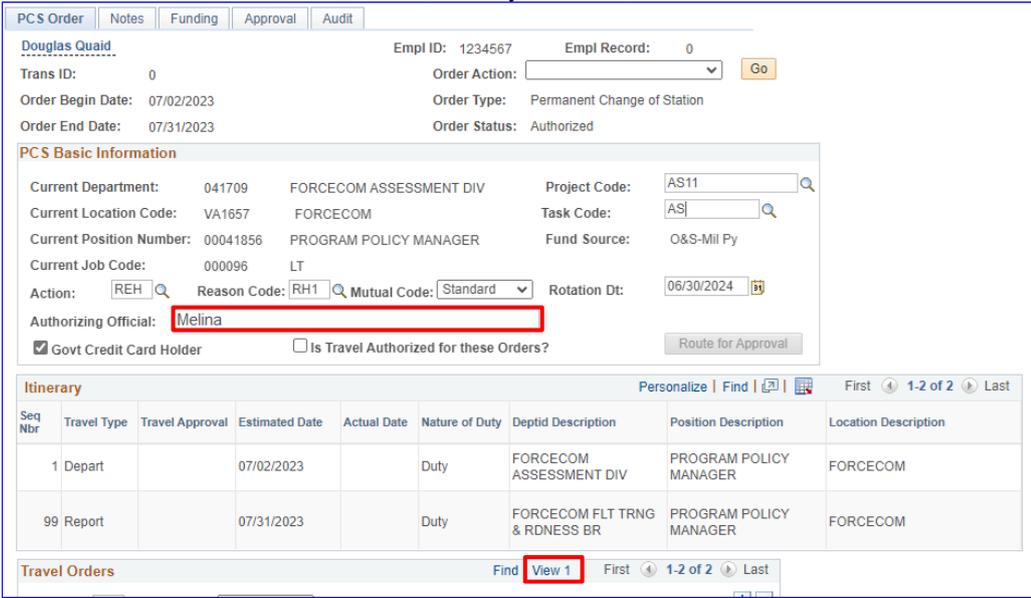
P&A
Procedures,
continued

Step	Action
<p>2</p>	<p>Click on the Orders tile and the FSMS PCS Orders page will be automatically displayed.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="339 645 644 965" style="border: 1px solid blue; padding: 5px;"> <p>Orders</p>  </div> <div data-bbox="687 658 1126 965" style="border: 1px solid blue; padding: 5px;"> <ul style="list-style-type: none"> <li style="background-color: #e0f2f1; padding: 2px 5px; margin-bottom: 2px;"> FSMS PCS Orders <li style="padding: 2px 5px; margin-bottom: 2px;"> Airport Terminal <li style="padding: 2px 5px; margin-bottom: 2px;"> Applicant Orders <li style="padding: 2px 5px; margin-bottom: 2px;"> Contract Clauses <li style="padding: 2px 5px;"> PCS Orders (View Only) </div> </div>
<p>3</p>	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="339 1043 1315 1756" style="border: 1px solid blue; padding: 5px;"> <p>FSMS PCS Orders</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 begins with ▼ <input style="border: 1px solid red;" type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Trans ID = ▼ <input type="text"/></p> <p>Begin Date = ▼ <input type="text"/></p> <p>End Date = ▼ <input type="text"/></p> <p>National ID begins with ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Order Status = ▼ <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input style="border: 1px 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> </div>

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Recall With No Break in Service Recall With No Break in Service, Continued

P&A
Procedures,
continued

Step	Action																																	
<p>4</p>	<p>Click on the Authorized order.</p>  <p>Search Results</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Trans ID</th> <th>Name</th> <th>Salary Grade</th> <th>Employee Classification</th> <th>Order Status</th> <th>Begin Date</th> <th>End Date</th> <th>Actual Depart Date</th> <th>Authority</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>1234567:0</td> <td></td> <td>2877586</td> <td>Douglas Quaid</td> <td>O3E</td> <td>AD</td> <td>Authorized</td> <td>07/02/2023</td> <td>07/31/2023</td> <td>(blank)</td> <td>12323</td> </tr> <tr> <td>1234567:0</td> <td></td> <td>2780897</td> <td>Douglas Quaid</td> <td>O3E</td> <td>AD</td> <td>Finished</td> <td>08/16/2022</td> <td>08/17/2022</td> <td>(blank)</td> <td>12323</td> </tr> </tbody> </table>	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 Quaid	O3E	AD	Authorized	07/02/2023	07/31/2023	(blank)	12323	1234567:0		2780897	Douglas Quaid	O3E	AD	Finished	08/16/2022	08/17/2022	(blank)	12323
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<p>5</p>	<p>The PCS Order tab will display. Enter the Authorizing Official. Click View All in the Travel Orders section (already clicked).</p>  <p>PCS Order Notes Funding Approval Audit</p> <p>Douglas Quaid Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 0 Order Action: <input type="text" value=""/> Go</p> <p>Order Begin Date: 07/02/2023 Order Type: Permanent Change of Station</p> <p>Order End Date: 07/31/2023 Order Status: Authorized</p> <p>PCS Basic Information</p> <p>Current Department: 041709 FORCECOM ASSESSMENT DIV Project Code: AS11</p> <p>Current Location Code: VA1657 FORCECOM Task Code: AS</p> <p>Current Position Number: 00041856 PROGRAM POLICY MANAGER Fund Source: O&S-Mil Py</p> <p>Current Job Code: 000096 LT</p> <p>Action: REH Reason Code: RH1 Mutual Code: Standard Rotation Dt: 06/30/2024</p> <p>Authorizing Official: <u>Melina</u></p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input type="checkbox"/> Is Travel Authorized for these Orders? Route for Approval</p> <p>Itinerary Personalize Find <input type="text" value=""/> <input type="text" value=""/> First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td></td> <td>07/02/2023</td> <td></td> <td>Duty</td> <td>FORCECOM ASSESSMENT DIV</td> <td>PROGRAM POLICY MANAGER</td> <td>FORCECOM</td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>07/31/2023</td> <td></td> <td>Duty</td> <td>FORCECOM FLT TRNG & RDNESS BR</td> <td>PROGRAM POLICY MANAGER</td> <td>FORCECOM</td> </tr> </tbody> </table> <p>Travel Orders Find <u>View 1</u> First 1-2 of 2 Last</p>	Seq Nbr	Travel Type	Travel Approval	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						
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Recall With No Break in Service Recall With No Break in Service, Continued

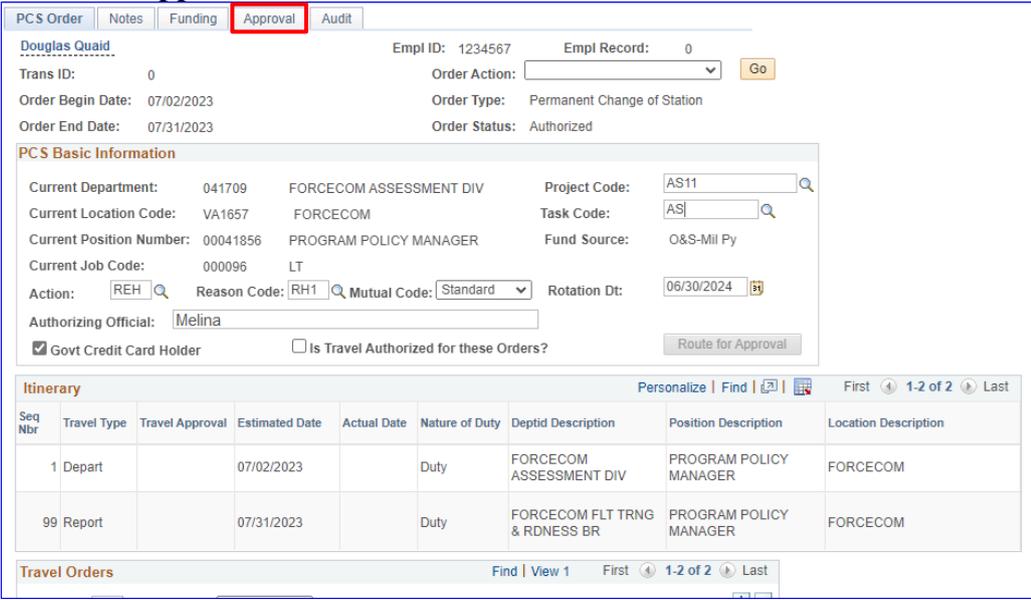
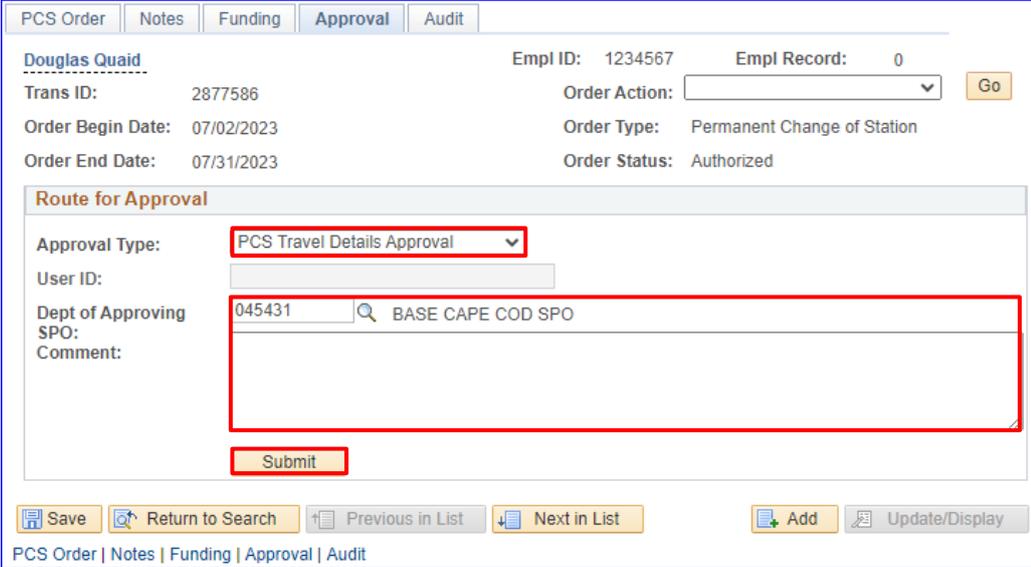
P&A
Procedures,
continued

Step	Action								
<p>6</p>	<p>Change the Seq Nbr 99 row Estimated Date to the same date as Seq Nbr 1 and click Save (not shown).</p> <p>NOTE: Unless there is a Delay En Route, both sequence numbers should be the same date.</p> <div data-bbox="338 719 1370 1682" style="border: 1px solid black; padding: 5px;"> <p>Travel Orders Find View 1 First 1-2 of 2 Last</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: + -</p> <p>Estimated Date: 07/02/2023 Department: 041709 FORCECOM ASSESSMENT DIV</p> <p>Actual Date: Location: VA1657 FORCECOM</p> <p>Nature of Duty: Duty Position Number: 00041856 PROGRAM POLICY MANAGER</p> <p>Posn Job Code: 000096 Lieutenant</p> <p>Other Location: <input type="text"/> Route for Approval</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: +</p> <p>Estimated Date: 07/02/2023 Department: 045757 FORCECOM FLT TRNG & RDNESS BR</p> <p>Actual Date: Location: VA1657 FORCECOM</p> <p>Nature of Duty: Duty Position Number: 00041856 PROGRAM POLICY MANAGER</p> <p>Posn Job Code: 000096 Lieutenant</p> <p>Other Location: <input type="text"/> Route for Approval</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <p>▼ Delay En route</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>▶ Dependents Authorized for Travel</p> </div>	Begin Date	End Date	Delay En route	Days	1			
Begin Date	End Date	Delay En route	Days						
1									
<p>7</p>	<p>This warning Message will display, click OK.</p> <div data-bbox="338 1756 1370 1935" style="border: 1px solid black; padding: 5px;"> <p>Message</p> <p>Warning -- You have changed the Estimated or Actual dates and the Order Begin or End dates will be changed. (30013,48)</p> <p>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.</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>								

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Recall With No Break in Service, Continued

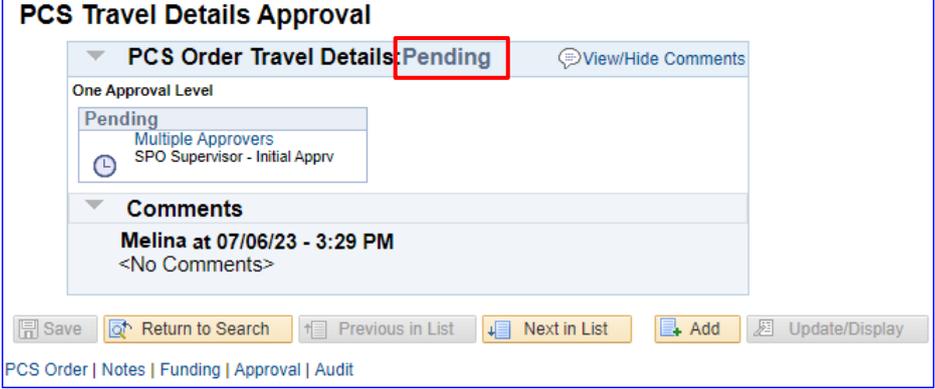
**P&A
Procedures,
continued**

Step	Action																											
<p>8</p>	<p>Select the Approval tab.</p>  <p>PCS Order Notes Funding Approval Audit</p> <p>Douglas Quaid Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 0 Order Action: [dropdown] Go</p> <p>Order Begin Date: 07/02/2023 Order Type: Permanent Change of Station</p> <p>Order End Date: 07/31/2023 Order Status: Authorized</p> <p>PCS Basic Information</p> <p>Current Department: 041709 FORCECOM ASSESSMENT DIV Project Code: AS11</p> <p>Current Location Code: VA1657 FORCECOM Task Code: AS</p> <p>Current Position Number: 00041856 PROGRAM POLICY MANAGER Fund Source: O&S-Mil Py</p> <p>Current Job Code: 000096 LT</p> <p>Action: REH Reason Code: RH1 Mutual Code: Standard Rotation Dt: 06/30/2024</p> <p>Authorizing Official: Melina</p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input type="checkbox"/> Is Travel Authorized for these Orders? Route for Approval</p> <p>Itinerary Personalize Find First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td></td> <td>07/02/2023</td> <td></td> <td>Duty</td> <td>FORCECOM ASSESSMENT DIV</td> <td>PROGRAM POLICY MANAGER</td> <td>FORCECOM</td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>07/31/2023</td> <td></td> <td>Duty</td> <td>FORCECOM FLT TRNG & RDNESS BR</td> <td>PROGRAM POLICY MANAGER</td> <td>FORCECOM</td> </tr> </tbody> </table> <p>Travel Orders Find View 1 First 1-2 of 2 Last</p>	Seq Nbr	Travel Type	Travel Approval	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
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<p>9</p>	<ul style="list-style-type: none"> • Approval Type – Select PCS Travel Details Approval. • Dept of Approving SPO – Verify the correct department is selected. • Comment – Enter comments, as appropriate. <p>Click Submit.</p>  <p>PCS Order Notes Funding Approval Audit</p> <p>Douglas Quaid Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2877586 Order Action: [dropdown] Go</p> <p>Order Begin Date: 07/02/2023 Order Type: Permanent Change of Station</p> <p>Order End Date: 07/31/2023 Order Status: Authorized</p> <p>Route for Approval</p> <p>Approval Type: PCS Travel Details Approval</p> <p>User ID: [input]</p> <p>Dept of Approving SPO: 045431 BASE CAPE COD SPO</p> <p>Comment: [input]</p> <p>Submit</p> <p>Save Return to Search Previous in List Next in List Add Update/Display</p> <p>PCS Order Notes Funding Approval Audit</p>																											

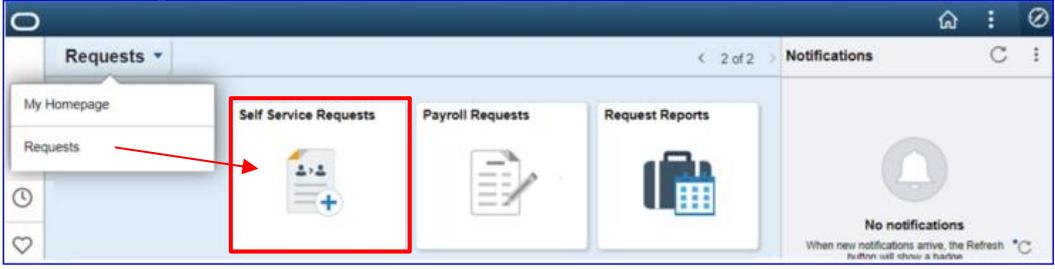
Continued on next page

Recall With No Break in Service Recall With No Break in Service, Continued

**P&A
Procedures,**
continued

Step	Action
<p>10</p>	<p>The orders will display a Pending status and be forwarded to the SPO for approval.</p> 

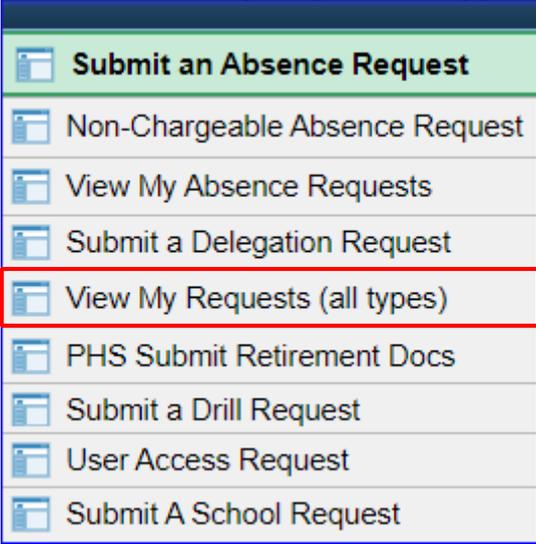
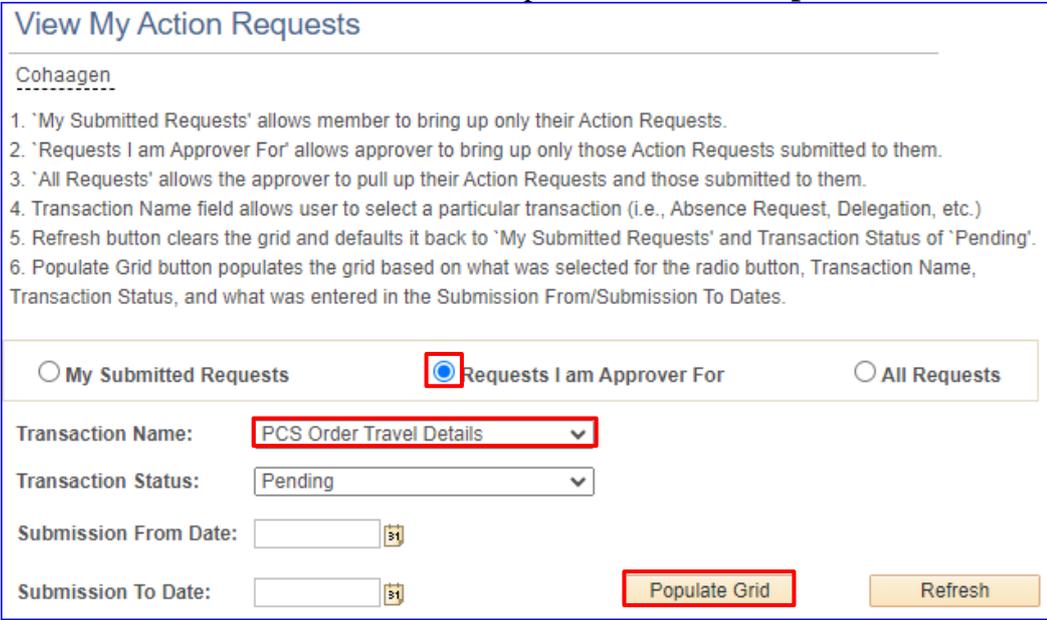
SPO Approval Procedures See below.

Step	Action
<p>1</p>	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p> 

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Recall With No Break in Service, Continued

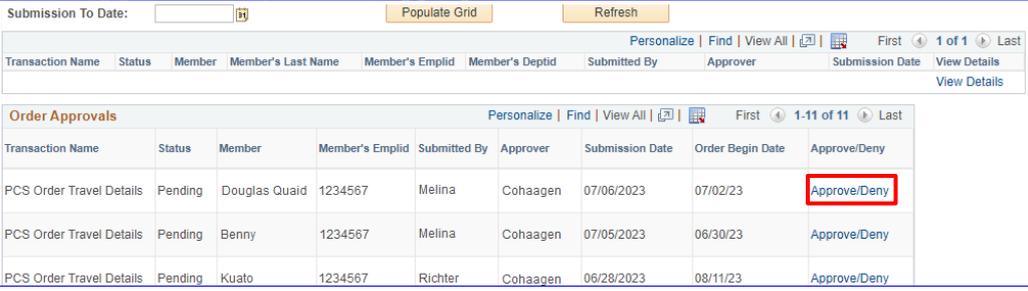
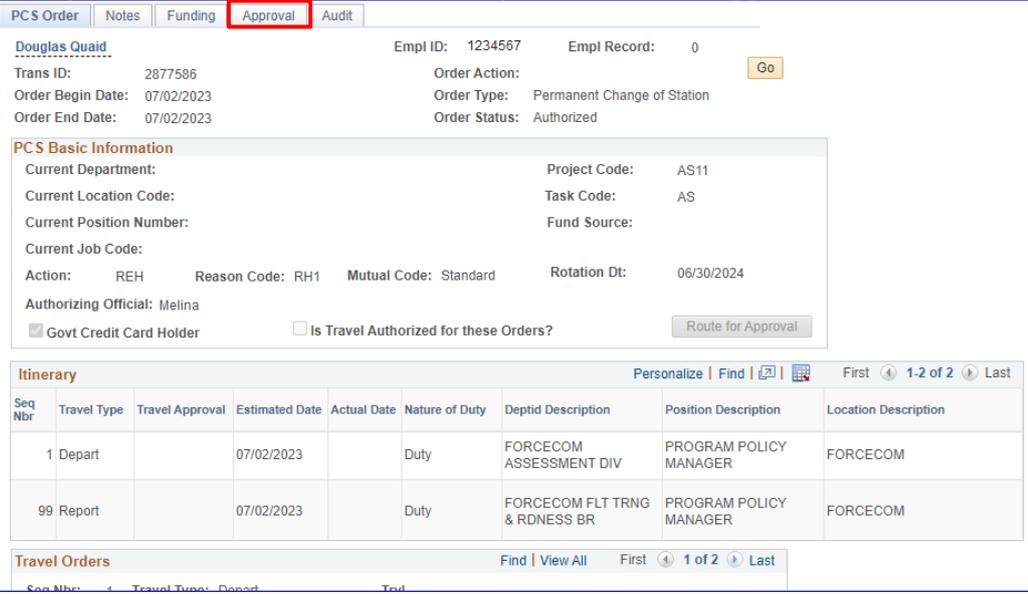
SPO Approval Procedures,
continued

Step	Action
2	<p>Select the View My Requests (all types) option.</p>  <p>The screenshot shows a vertical menu with the following items: 'Submit an Absence Request', 'Non-Chargeable Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)', 'PHS Submit Retirement Docs', 'Submit a Drill Request', 'User Access Request', and 'Submit A School Request'. The 'View My Requests (all types)' option is highlighted with a red border.</p>
3	<p>Select the Requests I am Approver For radio button. Select PCS Order Travel Details from the Transaction Name drop-down and click Populate Grid.</p>  <p>The screenshot shows the 'View My Action Requests' page for user 'Cohaagen'. It includes a list of instructions: <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. Below the instructions are three radio buttons: 'My Submitted Requests', 'Requests I am Approver For' (which is selected and highlighted with a red box), and 'All Requests'. There are also two dropdown menus: 'Transaction Name' (set to 'PCS Order Travel Details' and highlighted with a red box) and 'Transaction Status' (set to 'Pending'). At the bottom, there are two date input fields for 'Submission From Date' and 'Submission To Date', and two buttons: 'Populate Grid' (highlighted with a red box) and 'Refresh'. </p>

Continued on next page

Recall With No Break in Service Recall With No Break in Service, Continued

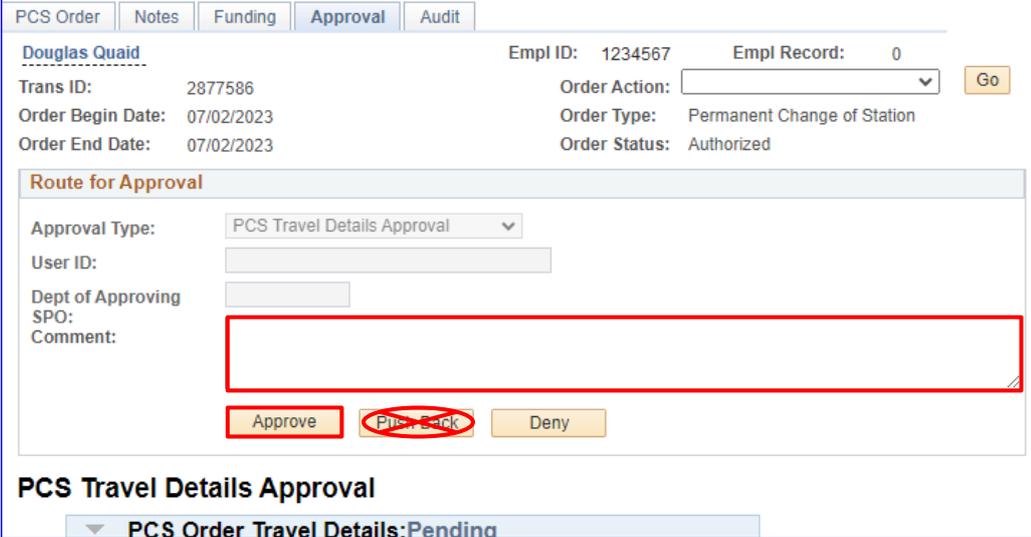
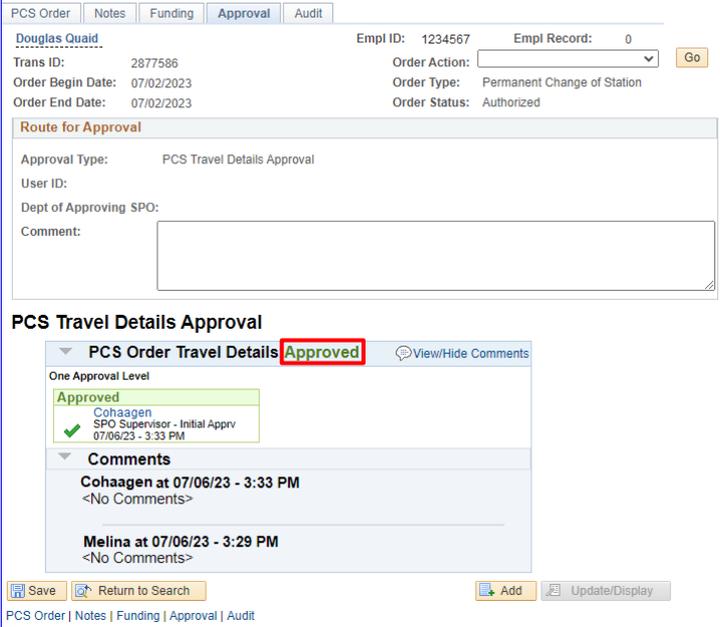
SPO Approval Procedures, continued

Step	Action																																													
4	<p>Click Approve/Deny for the Appropriate Recall orders.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Order Begin Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>PCS Order Travel Details</td> <td>Pending</td> <td>Douglas Quaid</td> <td>1234567</td> <td>Melina</td> <td>Cohaagen</td> <td>07/06/2023</td> <td>07/02/23</td> <td>Approve/Deny</td> </tr> <tr> <td>PCS Order Travel Details</td> <td>Pending</td> <td>Benny</td> <td>1234567</td> <td>Melina</td> <td>Cohaagen</td> <td>07/05/2023</td> <td>06/30/23</td> <td>Approve/Deny</td> </tr> <tr> <td>PCS Order Travel Details</td> <td>Pending</td> <td>Kuato</td> <td>1234567</td> <td>Richter</td> <td>Cohaagen</td> <td>06/28/2023</td> <td>08/11/23</td> <td>Approve/Deny</td> </tr> </tbody> </table>	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/Deny	PCS Order Travel Details	Pending	Kuato	1234567	Richter	Cohaagen	06/28/2023	08/11/23	Approve/Deny									
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5	<p>Verify all the data was entered correctly and select the Approval tab.</p>  <p> 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: Authorized </p> <p>PCS Basic Information</p> <p> Current Department: Project Code: AS11 Current Location Code: Task Code: AS Current Position Number: Fund Source: Current Job Code: Action: REH Reason Code: RH1 Mutual Code: Standard Rotation Dt: 06/30/2024 Authorizing Official: Melina <input checked="" type="checkbox"/> Govt Credit Card Holder <input type="checkbox"/> Is Travel Authorized for these Orders? Route for Approval </p> <p>Itinerary</p> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td></td> <td>07/02/2023</td> <td></td> <td>Duty</td> <td>FORCECOM ASSESSMENT DIV</td> <td>PROGRAM POLICY MANAGER</td> <td>FORCECOM</td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>07/02/2023</td> <td></td> <td>Duty</td> <td>FORCECOM FLT TRNG & RDNESS BR</td> <td>PROGRAM POLICY MANAGER</td> <td>FORCECOM</td> </tr> </tbody> </table> <p>Travel Orders</p> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td></td> <td>07/02/2023</td> <td></td> <td>Duty</td> <td>FORCECOM ASSESSMENT DIV</td> <td>PROGRAM POLICY MANAGER</td> <td>FORCECOM</td> </tr> </tbody> </table>	Seq Nbr	Travel Type	Travel Approval	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		07/02/2023		Duty	FORCECOM FLT TRNG & RDNESS BR	PROGRAM POLICY MANAGER	FORCECOM	Seq Nbr	Travel Type	Travel Approval	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
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Recall With No Break in Service Recall With No Break in Service, Continued

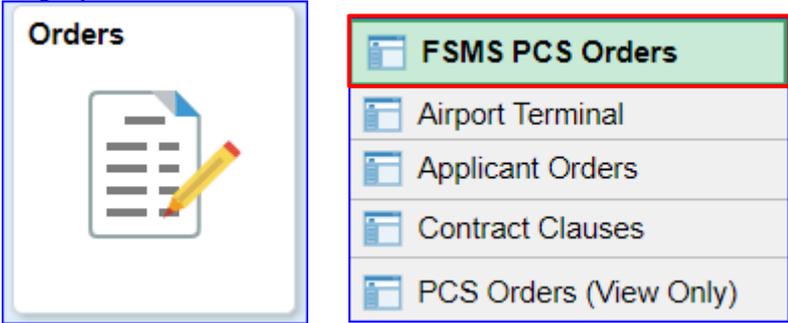
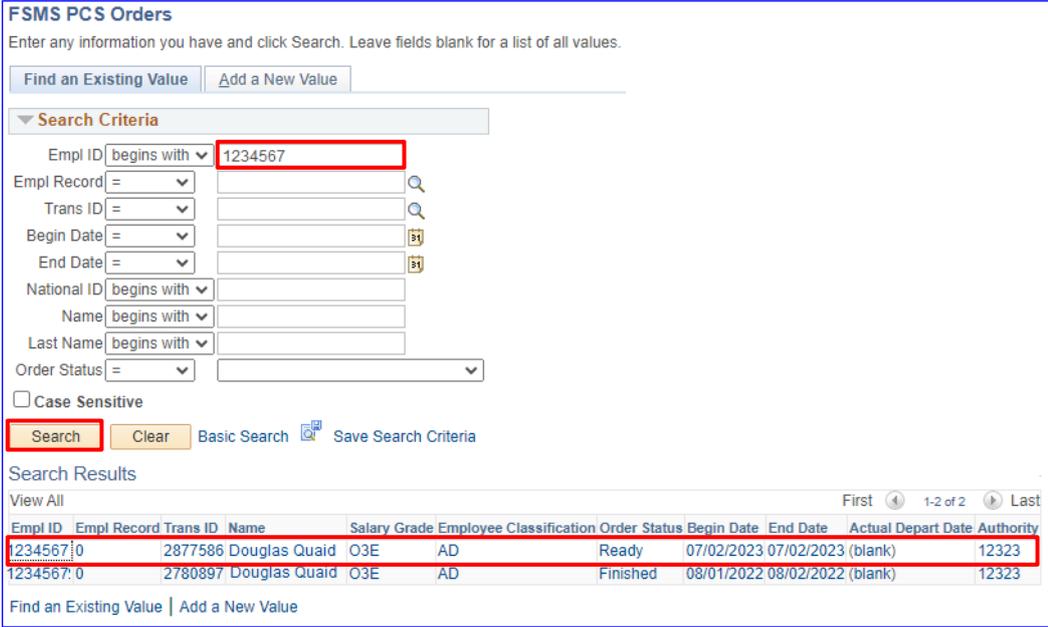
SPO Approval Procedures, continued

Step	Action
<p>6</p>	<p>Enter any appropriate Comments and click Approve or Deny (denial required a comment).</p>  <p>PCS Travel Details Approval</p> <p>▼ PCS Order Travel Details: Pending</p>
<p>7</p>	<p>The orders are Approved.</p>  <p>PCS Travel Details Approval</p> <p>▼ PCS Order Travel Details: Approved View/Hide Comments</p> <p>One Approval Level</p> <p>Approved</p> <p>Coahaagen SPO Supervisor - Initial Apprv 07/06/23 - 3:33 PM</p> <p>▼ Comments</p> <p>Coahaagen at 07/06/23 - 3:33 PM <No Comments></p> <p>Melina at 07/06/23 - 3:29 PM <No Comments></p> <p>Save Return to Search Add Update/Display</p> <p>PCS Order Notes Funding Approval Audit</p>

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Recall With No Break in Service Recall With No Break in Service, Continued

P&A Procedures See below.

Step	Action																																	
<p>1</p>	<p>Click on the Orders tile and the FSMS PCS Orders page will be automatically displayed.</p> 																																	
<p>2</p>	<p>Enter the member's Empl ID and click Search and select the orders in a Ready status.</p>  <p>FSMS PCS Orders Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>Empl ID begins with 1234567</p> <p>Empl Record =</p> <p>Trans ID =</p> <p>Begin Date =</p> <p>End Date =</p> <p>National ID begins with</p> <p>Name begins with</p> <p>Last Name begins with</p> <p>Order Status =</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Trans ID</th> <th>Name</th> <th>Salary Grade</th> <th>Employee Classification</th> <th>Order Status</th> <th>Begin Date</th> <th>End Date</th> <th>Actual Depart Date</th> <th>Authority</th> </tr> </thead> <tbody> <tr> <td>1234567:0</td> <td></td> <td>2877586</td> <td>Douglas Quaid</td> <td>O3E</td> <td>AD</td> <td>Ready</td> <td>07/02/2023</td> <td>07/02/2023</td> <td>(blank)</td> <td>12323</td> </tr> <tr> <td>1234567:0</td> <td></td> <td>2780897</td> <td>Douglas Quaid</td> <td>O3E</td> <td>AD</td> <td>Finished</td> <td>08/01/2022</td> <td>08/02/2022</td> <td>(blank)</td> <td>12323</td> </tr> </tbody> </table> <p>Find an Existing Value Add a New Value</p>	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 Quaid	O3E	AD	Ready	07/02/2023	07/02/2023	(blank)	12323	1234567:0		2780897	Douglas Quaid	O3E	AD	Finished	08/01/2022	08/02/2022	(blank)	12323
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Recall With No Break in Service Recall With No Break in Service, Continued

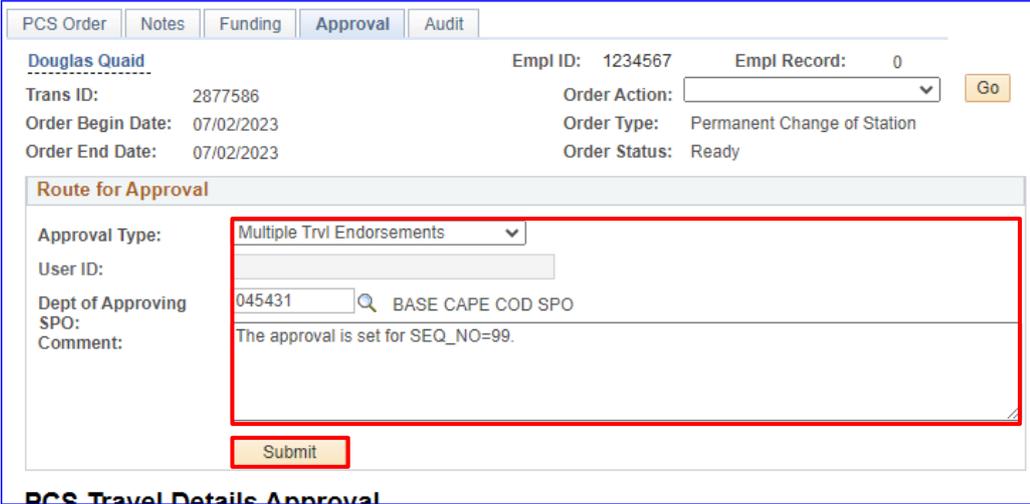
P&A
Procedures,
continued

Step	Action								
3	<p>Enter the Actual Dates for both Seq Nbr rows. Select the Route for Approval button in the Seq Nbr 99 row.</p> <div data-bbox="341 645 1366 1626" style="border: 1px solid black; padding: 5px;"> <p>Travel Orders Find View 1 First 1-2 of 2 Last</p> <p>*Seq Nbr: <input type="text" value="1"/> Travel Type: <input type="text" value="Depart"/> Trvl Approval: + -</p> <p>Estimated Date: <input type="text" value="07/02/2023"/> Department: <input type="text" value="041709"/> FORCECOM ASSESSMENT DIV</p> <p>Actual Date: <input style="border: 2px solid red;" type="text" value="07/02/2023"/> Location: <input type="text" value="VA1657"/> FORCECOM</p> <p>Nature of Duty: <input type="text" value="Duty"/> Position Number: <input type="text" value="00041856"/> PROGRAM POLICY MANAGER</p> <p>Posn Job Code: 000096 Lieutenant</p> <p>Other Location: <input type="text"/> Route for Approval</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: <input type="text" value="99"/> Travel Type: <input type="text" value="Report"/> Trvl Approval: +</p> <p>Estimated Date: <input type="text" value="07/02/2023"/> Department: <input type="text" value="045757"/> FORCECOM FLT TRNG & RDNESS BR</p> <p>Actual Date: <input style="border: 2px solid red;" type="text" value="07/02/2023"/> Location: <input type="text" value="VA1657"/> FORCECOM</p> <p>Nature of Duty: <input type="text" value="Duty"/> Position Number: <input type="text" value="00041856"/> PROGRAM POLICY MANAGER</p> <p>Posn Job Code: 000096 Lieutenant</p> <p>Other Location: <input type="text"/> Route for Approval</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <p>▼ Delay En route</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>1 <input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>▶ Dependents Authorized for Travel</p> </div>	Begin Date	End Date	Delay En route	Days	1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Begin Date	End Date	Delay En route	Days						
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						

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Recall With No Break in Service, Continued

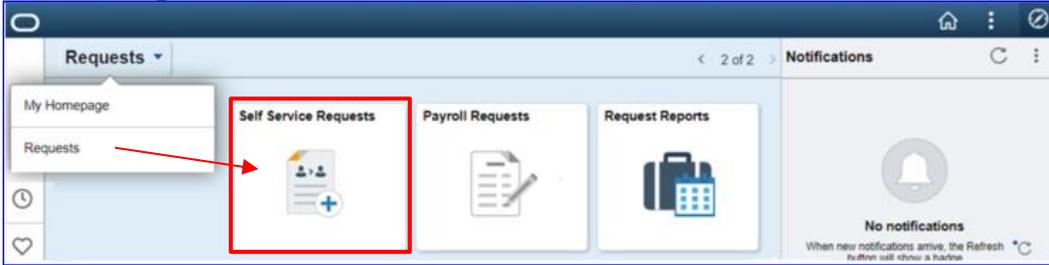
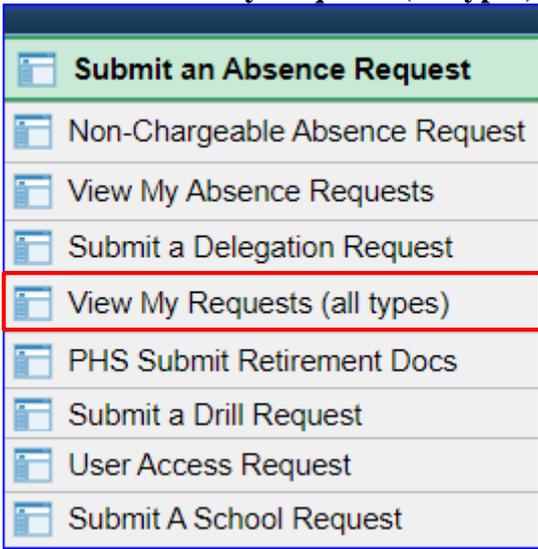
**P&A
Procedures,**
continued

Step	Action
<p>4</p>	<p>Verify the Approval Type displays Multiple Travel endorsements, the Dept of the Approving SPO is correct, and the Comment displays <i>The approval is set for SEQ_NBR=99</i>. Click Submit.</p>  <p>PCS Travel Details Approval</p>
<p>5</p>	<p>The Orders are now in a Pending status again and routed to the SPO approval.</p>  <p>Multiple Endorsement Approval</p> <p>PCS Multiple Trvl Endorsements Pending View/Hide Comments</p> <p>One Level Approval</p> <p>Pending Multiple Approvers SPO Supervisor</p> <p>Comments</p> <p>Melina at 07/06/23 - 3:36 PM The approval is set for SEQ_NO=99.</p> <p>Save Return to Search Previous in List Next in List Add Update/Display</p> <p>PCS Order Notes Funding Approval Audit</p>

Continued on next page

Recall With No Break in Service Recall With No Break in Service, Continued

Final SPO Procedures See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p> 
2	<p>Select the View My Requests (all types) option.</p> 

Continued on next page

Recall With No Break in Service Recall With No Break in Service, Continued

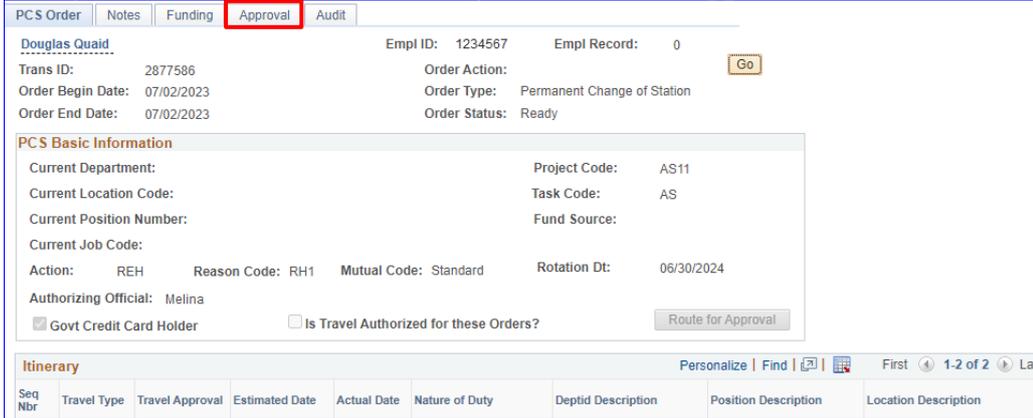
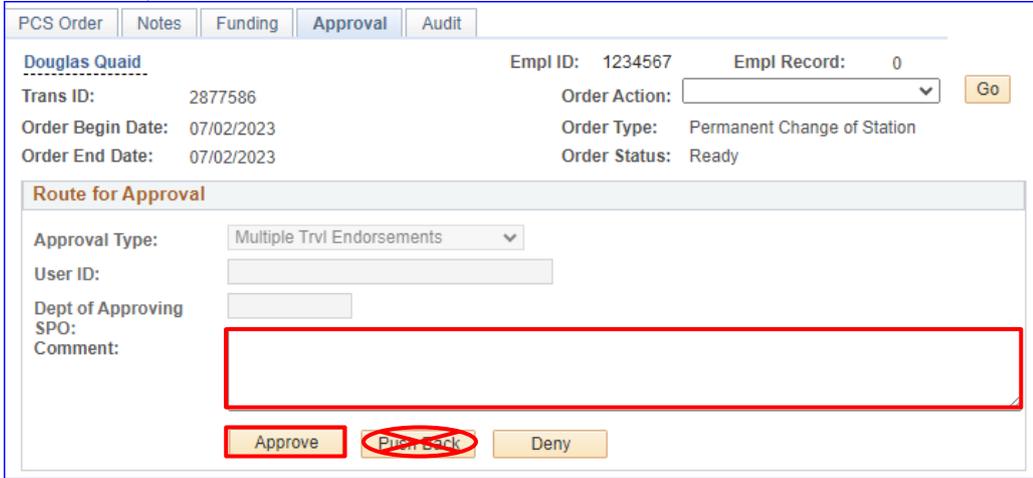
Final SPO
Procedures,
continued

Step	Action																																																												
<p>3</p>	<p>Select the Requests I am Approver For radio button. Select PCS Multiple Trvl Endorsements from the Transaction Name drop-down and click Populate Grid.</p> <div data-bbox="338 645 1370 1256" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <p>Cohaagen</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-top: 10px;"> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: PCS Multiple Trvl Endorsements ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: <input type="text"/> <small>31</small></p> <p>Submission To Date: <input type="text"/> <small>31</small> Populate Grid Refresh</p> </div> </div>																																																												
<p>4</p>	<p>Click Approve/Deny for the Appropriate Recall orders.</p> <div data-bbox="338 1335 1370 1619" style="border: 1px solid blue; padding: 5px;"> <p>Submission To Date: <input type="text"/> <small>31</small> Populate Grid Refresh</p> <p style="text-align: right;">Personalize Find View All <small>1 of 1</small> Last</p> <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>View Details</th> </tr> </thead> <tbody> <tr> <td colspan="10">Order Approvals Personalize Find View All <small>1-11 of 11</small> Last</td> </tr> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Order Begin Date</th> <th>Approve/Deny</th> <th>View Details</th> </tr> <tr> <td>PCS Multiple Trvl Endorsements</td> <td>Pending</td> <td>Douglas Quaid</td> <td>1234567</td> <td>Melina</td> <td>Cohaagen</td> <td>07/06/2023</td> <td>07/02/23</td> <td style="border: 1px solid red;">Approve/Deny</td> <td>View Details</td> </tr> <tr> <td>PCS Multiple Trvl Endorsements</td> <td>Pending</td> <td>Benny</td> <td>1234567</td> <td>Melina</td> <td>Cohaagen</td> <td>07/05/2023</td> <td>06/30/23</td> <td>Approve/Deny</td> <td>View Details</td> </tr> <tr> <td>PCS Multiple Trvl Endorsements</td> <td>Pending</td> <td>Kuato</td> <td>1234567</td> <td>Richter</td> <td>Cohaagen</td> <td>06/28/2023</td> <td>08/11/23</td> <td>Approve/Deny</td> <td>View Details</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	View Details	Order Approvals Personalize Find View All <small>1-11 of 11</small> Last										Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Order Begin Date	Approve/Deny	View Details	PCS Multiple Trvl Endorsements	Pending	Douglas Quaid	1234567	Melina	Cohaagen	07/06/2023	07/02/23	Approve/Deny	View Details	PCS Multiple Trvl Endorsements	Pending	Benny	1234567	Melina	Cohaagen	07/05/2023	06/30/23	Approve/Deny	View Details	PCS Multiple Trvl Endorsements	Pending	Kuato	1234567	Richter	Cohaagen	06/28/2023	08/11/23	Approve/Deny	View Details
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Recall With No Break in Service Recall With No Break in Service, Continued

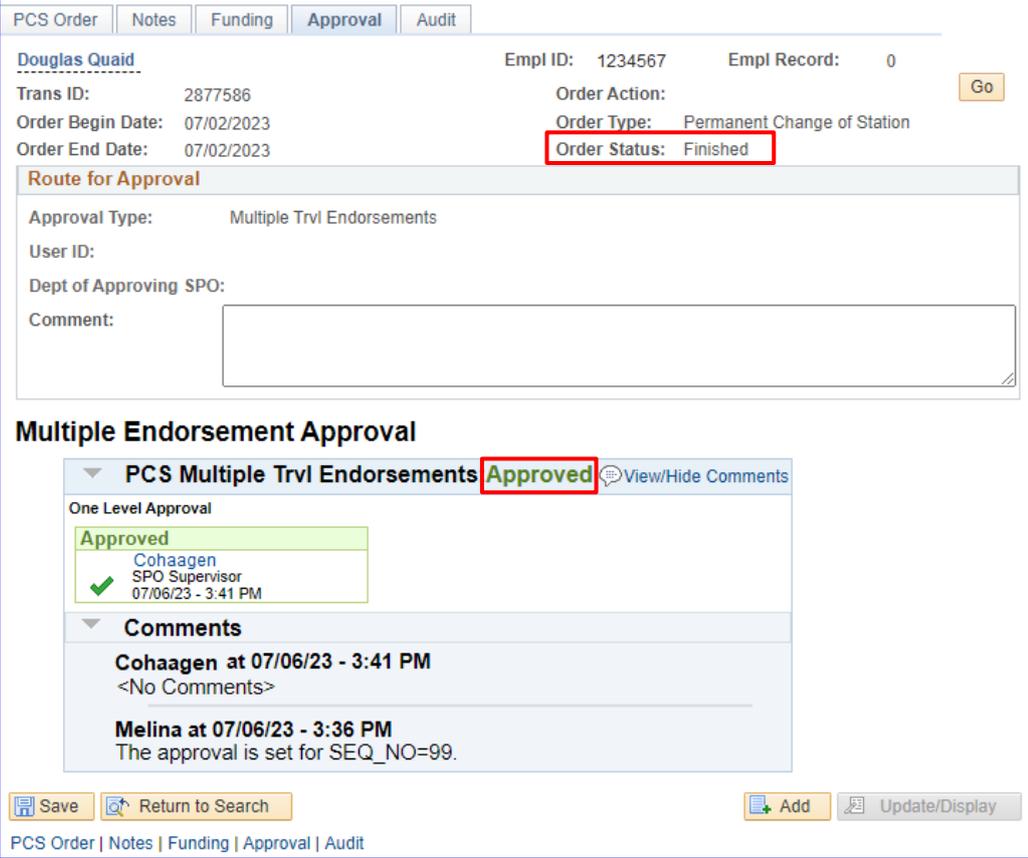
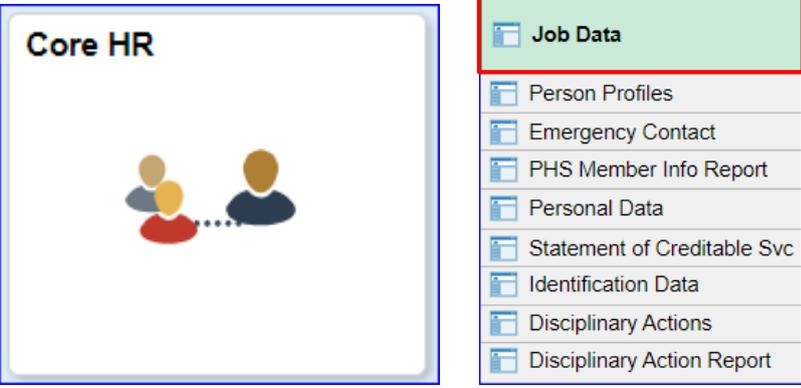
Final SPO
Procedures,
continued

Step	Action
5	<p>Verify all the data is entered correctly and select the Approval tab.</p> 
6	<p>Enter any appropriate Comments and select Approve or Deny (denial requires a comment).</p> 

Continued on next page

Recall With No Break in Service Recall With No Break in Service, Continued

Final SPO
Procedures,
continued

Step	Action
7	<p>The Recall Orders are now Approved and in a Finished status.</p> 
8	<p>Select the Core HR tile. The Job Data option will automatically display.</p> 

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Recall With No Break in Service Recall With No Break in Service, Continued

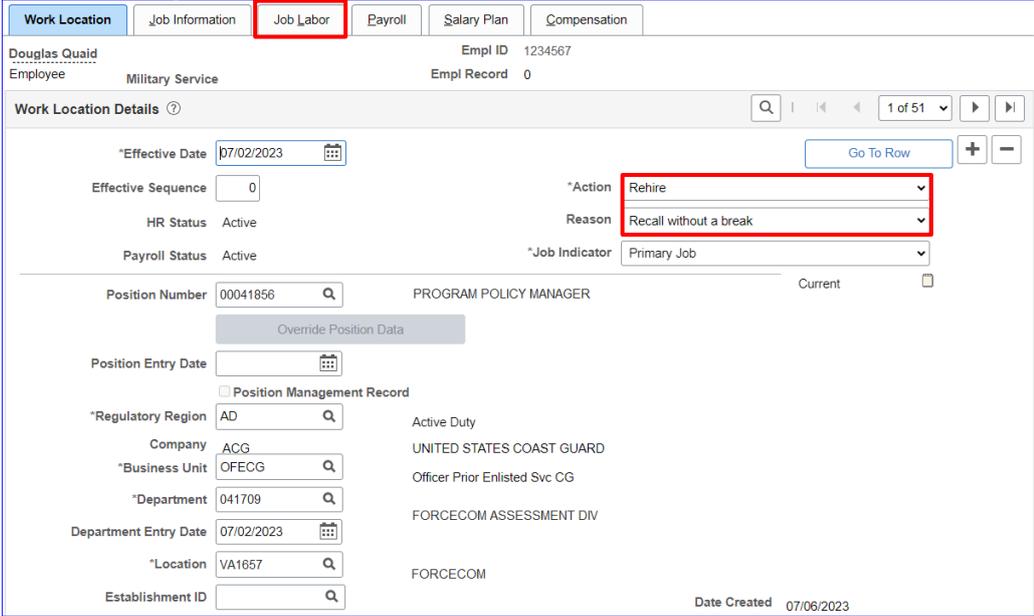
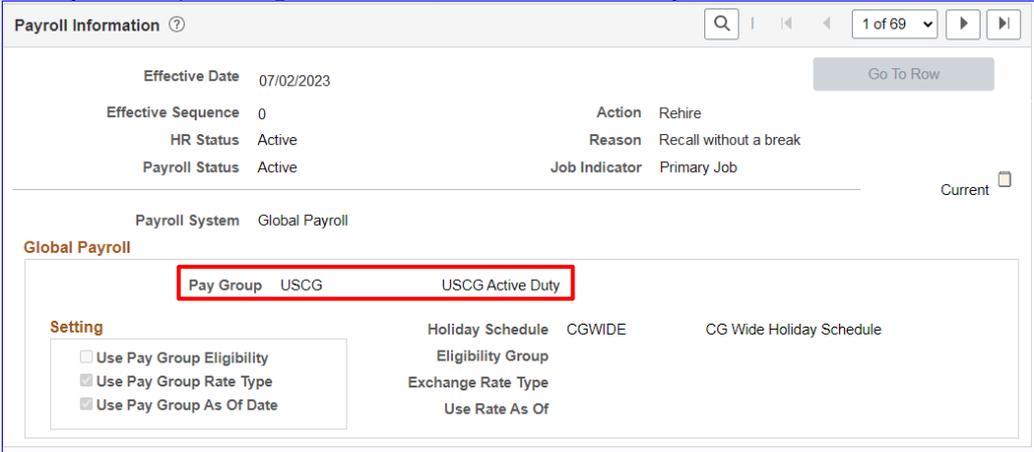
Final SPO
Procedures,
continued

Step	Action
9	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="338 607 1102 1447" style="border: 1px solid black; padding: 5px;"> <p>Job Data 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="Keyword Search"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></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 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"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> </div>

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Recall With No Break in Service Recall With No Break in Service, Continued

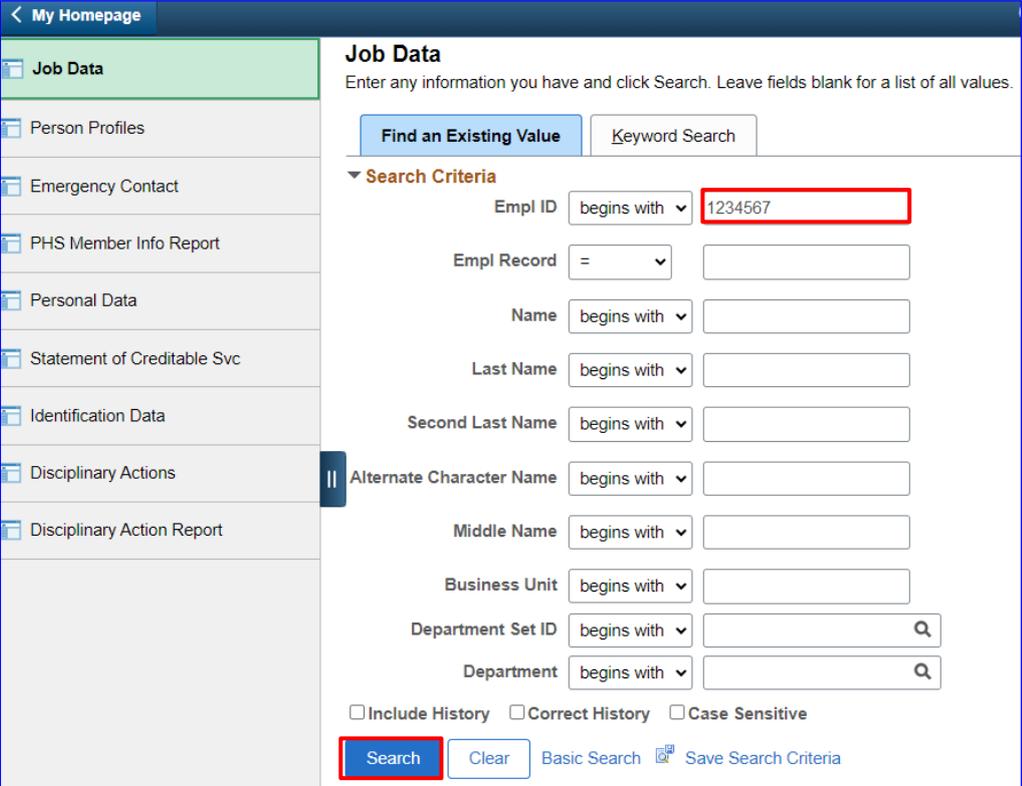
Final SPO
Procedures,
continued

Step	Action
<p>10</p>	<p>Verify the Rehire row built with the Reason displaying <i>Recall without a break</i>. Select the Payroll tab.</p>  <p>The screenshot shows the 'Job Labor' tab selected. The 'Action' dropdown is set to 'Rehire' and the 'Reason' dropdown is set to 'Recall without a break'. The 'Job Labor' tab is highlighted with a red box. The 'Effective Date' is 07/02/2023. The 'Position Number' is 00041856. The 'Company' is ACG. The 'Department' is 041709. The 'Location' is VA1657. The 'Date Created' is 07/06/2023.</p>
<p>11</p>	<p>Verify the Pay Group is USCG (USCG Active Duty).</p>  <p>The screenshot shows the 'Payroll Information' tab selected. The 'Pay Group' is set to 'USCG' and the 'Reason' is 'Recall without a break'. The 'Payroll Information' tab is highlighted with a red box. The 'Effective Date' is 07/02/2023. The 'Payroll System' is Global Payroll. The 'Holiday Schedule' is CGWIDE. The 'Exchange Rate Type' is Use Rate As Of.</p>

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.

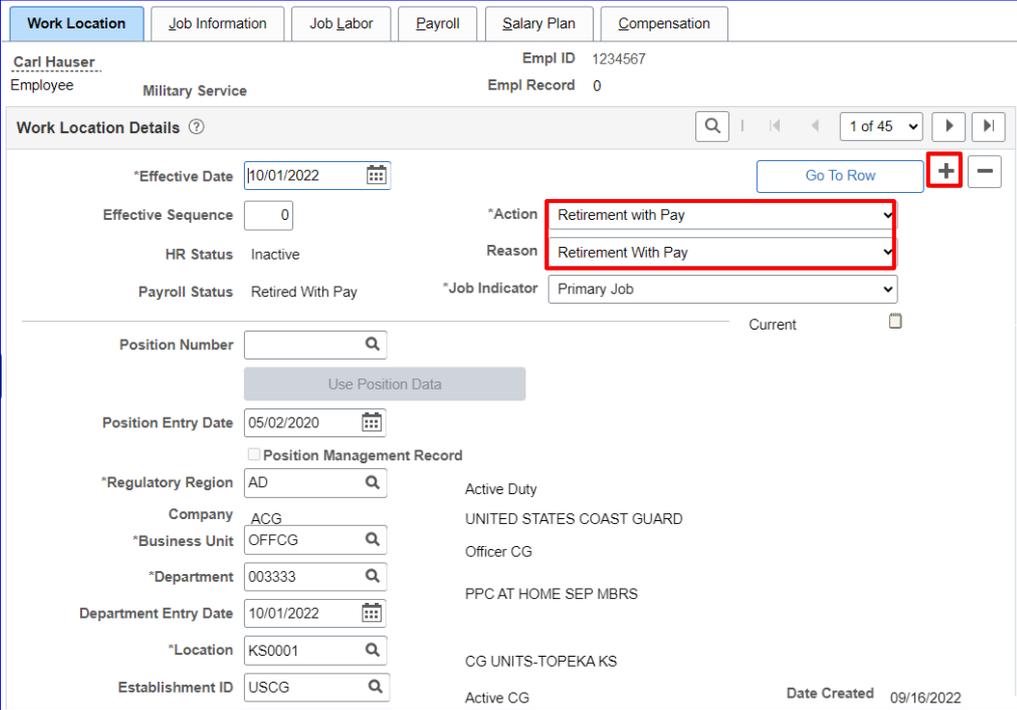
P&A Procedures See below.

Step	Action
1	<p>Click on the Core HR tile.</p> 
2	<p>The Job Data option will automatically display. Enter the Empl ID and click Search.</p> 

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Recall With a Break in Service, Continued

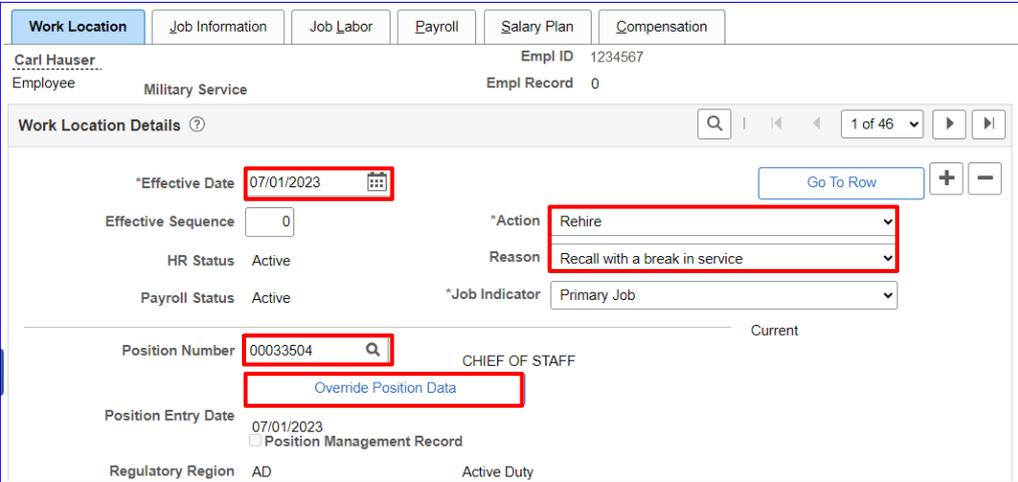
**P&A
Procedures,**
continued

Step	Action
3	<p>Verify the member has a Retirement with Pay Separation row. Click the Plus button.</p>  <p>The screenshot shows the 'Work Location Details' form for Carl Hauser (Employee ID 1234567). The form includes fields for Effective Date (10/01/2022), Effective Sequence (0), HR Status (Inactive), Payroll Status (Retired With Pay), and Job Indicator (Primary Job). The 'Action' dropdown is set to 'Retirement with Pay' and the 'Reason' dropdown is set to 'Retirement With Pay'. A red box highlights these two dropdowns. A red box also highlights the 'Go To Row' button with a plus sign icon.</p>

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Recall With a Break in Service, Continued

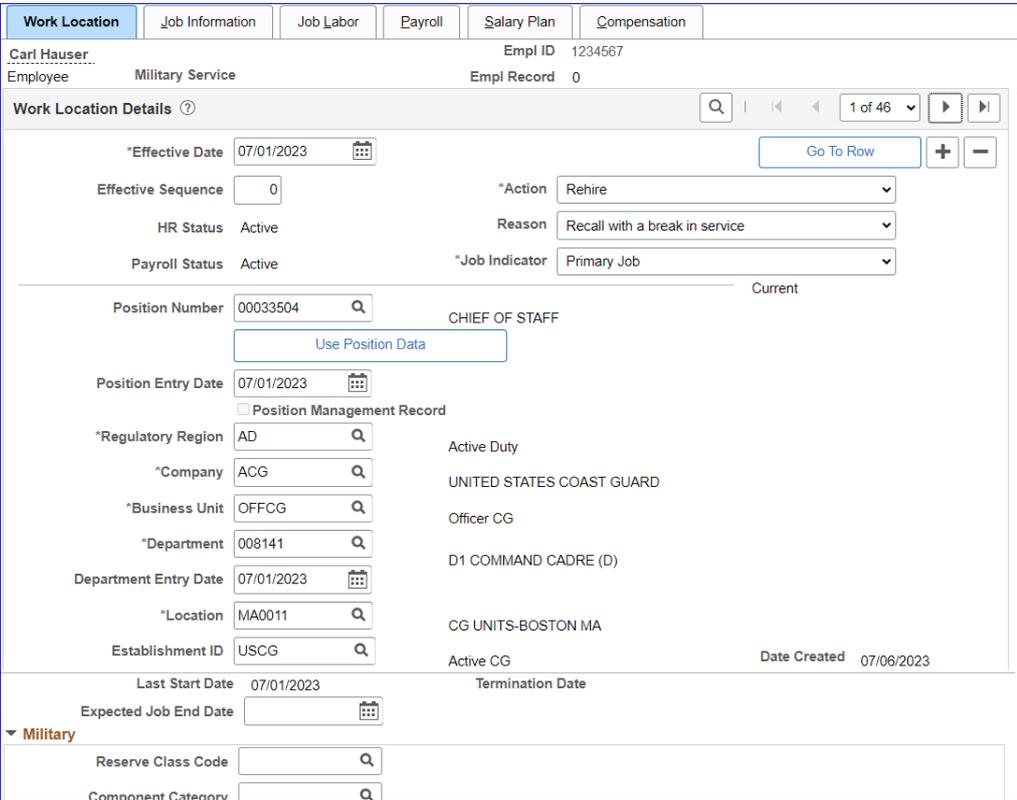
**P&A
Procedures,**
continued

Step	Action
4	<p>Enter the following:</p> <ul style="list-style-type: none"> • Effective Date – Enter the day of the month from the ADA Recall orders (in this example 07/01/2023). • Action – Select Rehire from the drop-down. • Reason – Select Recall with a break in service from the drop-down. • Position Number – Enter the position number from the previous Job Data row. <p>Click Override Position Data.</p>  <p>The screenshot shows the 'Work Location Details' form for Carl Hauser (Employee ID 1234567). The form is divided into several sections: 'Work Location' (selected), 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The employee's name is Carl Hauser, and the position is CHIEF OF STAFF. The form includes fields for Effective Date (07/01/2023), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Position Number (00033504), Position Entry Date (07/01/2023), and Regulatory Region (AD). The Action is set to Rehire and the Reason is Recall with a break in service. The Position is CHIEF OF STAFF. The Override Position Data button is highlighted.</p>

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Recall With a Break in Service, Continued

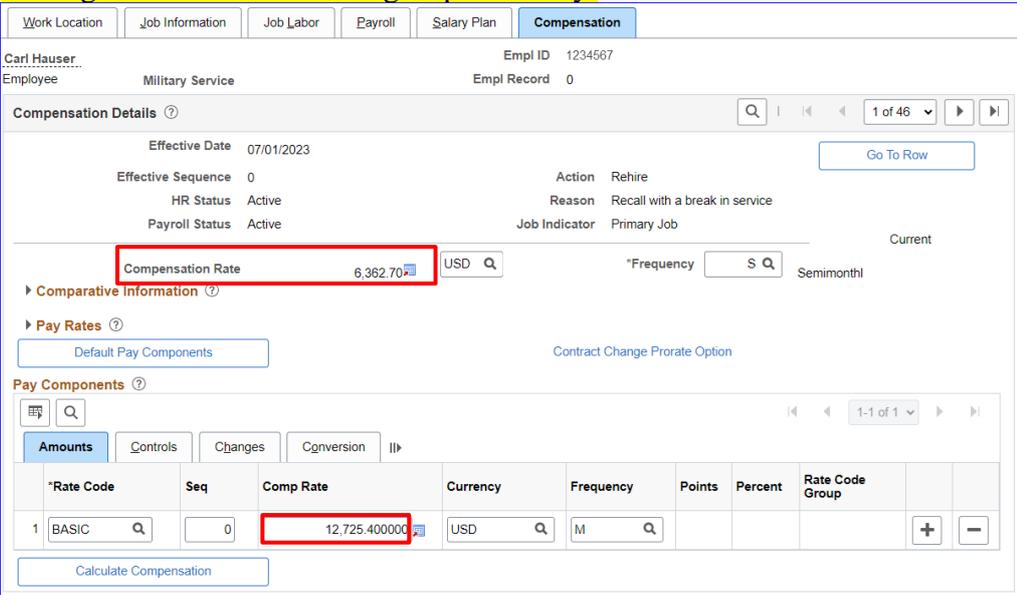
**P&A
Procedures,
continued**

Step	Action
5	<p>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.</p> <p>NOTE: Do not touch the Job Labor tab Assigned Seniority Dates. See Step 6 below.</p>  <p>The screenshot shows the 'Work Location Details' form for Carl Hauser (Employee ID 1234567). The form is divided into several sections:</p> <ul style="list-style-type: none"> Employee Information: Carl Hauser, Employee ID 1234567, Military Service, Empl Record 0. Work Location Details: <ul style="list-style-type: none"> Effective Date: 07/01/2023 Effective Sequence: 0 HR Status: Active Payroll Status: Active Position Number: 00033504 (CHIEF OF STAFF) Position Entry Date: 07/01/2023 Regulatory Region: AD (Active Duty) Company: ACG (UNITED STATES COAST GUARD) Business Unit: OFFCG (Officer CG) Department: 008141 (D1 COMMAND CADRE (D)) Department Entry Date: 07/01/2023 Location: MA0011 (CG UNITS-BOSTON MA) Establishment ID: USCG (Active CG) Date Created: 07/06/2023 Additional Fields: <ul style="list-style-type: none"> *Action: Rehire Reason: Recall with a break in service *Job Indicator: Primary Job Current Last Start Date: 07/01/2023 Termination Date: (empty) Expected Job End Date: (empty) Military: Reserve Class Code (empty), Component Category (empty)

Continued on next page

Recall With a Break in Service Service, Continued

**P&A
Procedures,**
continued

Step	Action
<p>6</p>	<p>On the Compensation tab, verify there is a Compensation Rate displayed. If not, go back and verify all steps were completed. This is very important in making sure that the member gets paid timely.</p>  <p>The screenshot shows the 'Compensation' tab for employee Carl Hauser. Key details include: Effective Date 07/01/2023, Action Rehire, Reason Recall with a break in service, and Job Indicator Primary Job. The Compensation Rate is 6,362.70 USD with a frequency of Semimonthly. The Pay Components table lists a BASIC rate code with a sequence of 0 and a compensation rate of 12,725.400000 USD, with a monthly frequency.</p>
<p>7</p>	<p>When completed, it is mandatory to put in a ticket to PPC requesting a SOCS be completed, since this was a rehire with a break in service.</p>
<p>8</p>	<p>If the member is transferring to another unit, do PCS orders separately.</p>