Contract Data - Approval

Introduction
This guide provides the procedures for approving a contract for a member in Direst Access (DA).

Information
DO NOT approve the contract until you have viewed a signed copy of the DD-4.

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Requests tab, select <strong>View My Requests (all types)</strong> from the Self Service Requests pagelet.</td>
</tr>
<tr>
<td>2</td>
<td>Select the <strong>Requests I am Approver For</strong> radio button. You may narrow the search by filling in the <strong>Transaction Name</strong>, <strong>Status</strong> and <strong>Dates</strong>. Click <strong>Populate Grid</strong>.</td>
</tr>
</tbody>
</table>
### Contract Data - Approval, Continued

#### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
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<tbody>
<tr>
<td>3</td>
<td><strong>Click the Approve/Deny link for the contract you are approving</strong> (Example is an approval for a Re-extension).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transaction Name</th>
<th>Status</th>
<th>Member</th>
<th>Member’s Emp ID</th>
<th>Member’s Dep ID</th>
<th>Submitted By</th>
<th>Approver</th>
<th>Submission Date</th>
<th>DR Date</th>
<th>Approve/Deny</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Approval</td>
<td>Pending</td>
<td>Peter Parker</td>
<td>22222222</td>
<td>000878</td>
<td>Harry Clark</td>
<td>Rick Fury</td>
<td>04/02/2020</td>
<td>Approve/Deny</td>
<td></td>
</tr>
<tr>
<td>Contract Approval</td>
<td>Pending</td>
<td>Carol Dunne</td>
<td>12345678</td>
<td>038568</td>
<td>Maria Rambo</td>
<td>Rick Fury</td>
<td>03/04/2021</td>
<td>Approve/Deny</td>
<td></td>
</tr>
<tr>
<td>Contract Approval</td>
<td>Pending</td>
<td>Tony Stark</td>
<td>22232323</td>
<td>069210</td>
<td>Pepper Potts</td>
<td>Rick Fury</td>
<td>02/03/2020</td>
<td>Approve/Deny</td>
<td></td>
</tr>
</tbody>
</table>

| 4    | **Enter Comments** (if applicable) and click **Approve** or **Deny** (deny returns the contract to the HRS user). |

### Action Request

**Contract Approval**

Danvers, Carol

1. Please verify the contract data and leave disposition information.
2. If changes are needed, enter details about changes in the Comments field.
3. Click Approve or Deny button

#### Request Details

- **Contract Number:** 0002
- **Contract Status:** A
- **Contract Begin Dt:** 01/09/2017
- **Expected End Dt:** 07/08/2022
- **Contract Type:** REX
- **Contract Effdt:** 07/09/2021

#### Request Information

- **Contract Term:** 12 Months
- **Reason:** Expiration of Enlistment
- **Num Extensions:** 2
- **Expect AD Term Dt:** 07/08/2021
- **Leave Balance:** 36.5
- **Mbr Signature Date:** 07/09/2021
- **SRB Entitlement:**
- **EXT Tour Length:** 106
- **Expected Loss Date:** 07/08/2021
- **Cumulative Sold:** 0

#### Comment:

- **Approve**
- **Deny**

*Continued on next page*
### Contract Data - Approval, Continued

#### Procedures, continued

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</tr>
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<tbody>
<tr>
<td><strong>5</strong></td>
<td>The contract is <strong>Approved</strong>. It is good practice to navigate back to the Mbr Service Dates tab in Contract Data and ensure the dates (Expected AD Term Date and Expected Loss Date) have updated correctly.</td>
</tr>
</tbody>
</table>

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**Contract Approval**

- **Approved**
  - **Nick Fury**
  - Contract Approver
  - 02/04/21 - 4:28 PM

- **Skipped**
  - **Maria Rambeau**
  - Contract Approver
  - 02/04/21 - 4:16 PM