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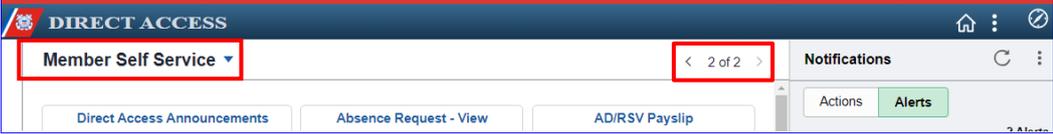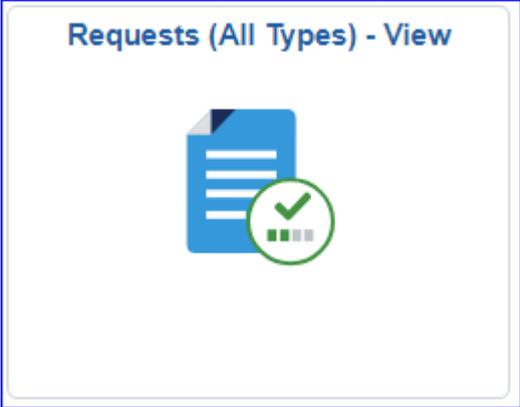
Introduction	This guide provides the procedures for approving a contract for a member in Direst Access (DA).

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

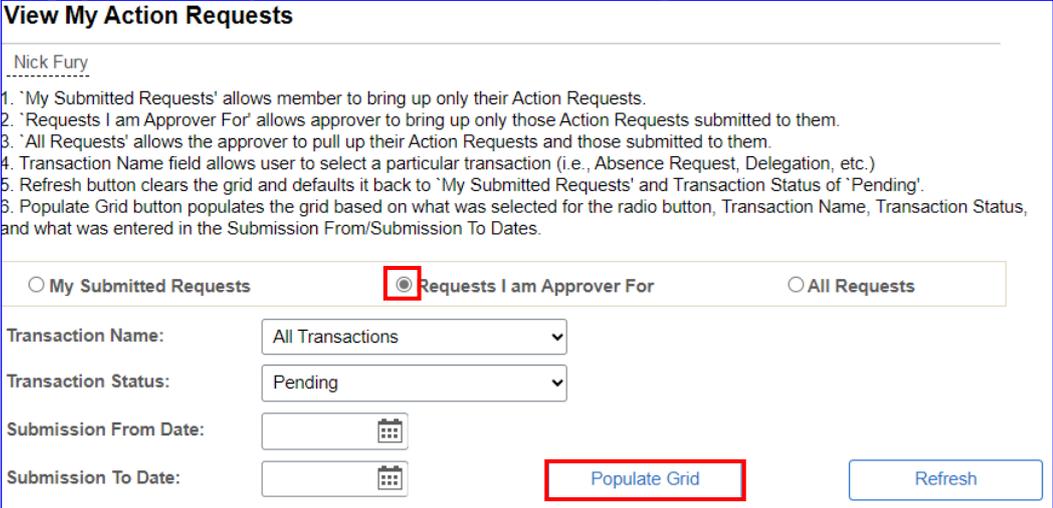|	
Error – Document Not Found	If an Extension (EXT) approval request does not appear in the View My Requests (Requests I am approver for) list even though it has been sent for approval: 1) The SPO Technician will need to return to the member's Contract Data and review the Audit tab. The Audit tab will indicate what changes were made. 2) The SPO Technician will then need to undo those changes and re-send for approval. 3) Once the SPO Auditor receives the EXT request, they must Deny it. 4) Once denied, the SPO Technician can return to the member's Contract Data and update the Extension request with the appropriate information and then re-submit for approval.

Procedures	See below.

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

Contract Data - Approval, Continued

Procedures,
continued

Step	Action
3	Select the **Requests I am Approver For** radio button. Use the instructions on the page to narrow your search results and click **Populate Grid**.

Step	Action
3	Click the **Approve/Deny** link for the contract you are approving (Example is an approval for a Re-extension). **NOTE:** If the EXT request is not listed but the SPO Technician confirms it was sent for approval, see the Error – Document Not Found information.

Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny
Contract Approval	Pending	Peter Parker	Parker	7654321	042835	Harry Osborn	Nick Fury	2023/10/15		Approve/Deny
User Access Request	Pending	CAROL DANVERS	DANVERS	2345678	045431	CAROL DANVERS	Nick Fury	2023/10/03		Approve/Deny
Contract Approval	Pending	Tony Stark	Stark	1234567	000579	PEPPER POTTS	Nick Fury	2023/08/15		Approve/Deny
Contract Approval	Pending	Stephen Strange	Strange	8765432	003333	WONG	Nick Fury	2016/08/05		Approve/Deny

Contract Data - Approval, Continued

Procedures, continued

Step	Action
4	Enter **Comments** (if applicable) and click **Approve** or **Deny** (deny returns the contract to the HRS user). **Action Request** Contract Approval Stark, Tony E. 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: 0001 Contract Type: REX Contract Status: A Contract Effdt: 07/19/2023 Contract Begin Dt: 09/19/2017 Expected End Dt: 07/18/2024 Get Details **Request Information** Contract Term: 12 Months Mbr Signature Date: 07/19/2023 Reason: Request of Individual SRB Entitlement: Num Extensions: 3 EXT Tour Length: 210 Expect AD TermDt: 07/18/2023 Expected Loss Date: 06/07/2025 Leave Balance: 0 Cumulative Sold: 0 Total Leave Sell: Comment: Approve Deny **Contract Approval** Contract Approval:Pending One Level Approval Pending — Multiple Approvers — Contract Approvers
5	The contract is **Approved**. 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. **Contract Approval** Contract Approval:Approved One Level Approval Approved — Nick J. Fury — Contract Approvers — 10/20/23 - 3:13 PM