

Contracts Overview

Introduction

This document provides a diagram of the different steps required for each type of contract and the user responsible for data entry and approval. Direct links provided to the Pay & Personnel Center's (PPC) User Guides for each type of contract entry.

Contract Type	Pre-Contract Data Entry	Contract Data Entry	Approval	Job Data Updates
<u>Enlistment</u>				
<i>3 Days</i>				
Cape May Recruit	Cape May P&A completes using Hire Cape May RECRUIT from CGRC	P&A Completes using Hire Cape May RECRUIT from CGRC – 3 Days	PAO/SPO using Approving Contracts	None
ROCI Accession	Academy P&A completes using Hire - ROCI	P&A Completes using Hire - ROCI – 3 Days	PAO/SPO	None
OCS Accession	Academy P&A completes using Hire OCS-IRR	P&A Completes using Hire - OCS_IRR – 3 Days	PAO/SPO	None
<u>Commission</u>				
DCO-MARGRAD	Academy P&A completes using Hire DCO-MARGRAD	P&A Completes using Hire DCO MARGRAD – 3 Days	PAO/SPO	None
<u>Reenlistment</u>	P&A Completes – 3 Days	P&A Completes using Reenlistments	PAO/SPO	Expected AD Term Date & Expected Loss Date after Contract Approval
<u>Extension</u>	P&A Completes – 3 Days	P&A Completes using Extensions Re-Extentions	PAO/SPO	Expected AD Term Date & Expected Loss Date after Contract Approval
<u>Re-Extension</u>	P&A Completes – 3 Days	P&A Completes using Extensions Re-Extentions	PAO/SPO	Expected AD Term Date & Expected Loss Date after Contract Approval
<u>Retention</u>	P&A Completes – 3 Days	P&A Completes using Retaining Beyond Normal Expiration of Enlistment	PAO/SPO	Expected AD Term Date & Expected Loss Date after Contract Approval