

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, approval, and cancellation. Also provided are direct links to the Pay & Personnel Center’s (PPC) User Guides for each type of contract entry.

Diagram See below.

Contract Type	Pre-Contract Data Entry	Contract Data Entry	Approval	Job Data Updates	Contract Cancellation
Enlistment					
Cape May Recruit	Cape May SPO completes* <i>*Hire Member in Job using Direct Access II Enlistment Accession Program Instructions</i>	SPO completes	SPO Sup	NONE. Expected AD Term Date and Expected Loss Date set during Accession process	PPC
ROCI Accession* <i>*COM contract will be inserted as part of Post Board Activities process</i>	Academy SPO completes* <i>*Hire Member in Job using Direct Access II Enlistment Accession Program Instructions</i>	SPO completes	SPO Sup	NONE. Expected AD Term Date and Expected Loss Date set during Accession process	PPC
OCS Accession* <i>*COM contract will be inserted as part of Post Board Activities process</i>	Academy SPO completes* <i>*Hire Member in Job using Direct Access II Enlistment Accession Program Instructions</i>	SPO completes	SPO Sup	NONE. Expected AD Term Date and Expected Loss Date set during Accession process	PPC
Commission					
DCO	Academy SPO completes <i>Hire Member in Job using Direct Access II Officer Accession Program Instructions</i>	SPO completes	SPO Sup	NONE. Expected AD Term Date and Expected Loss Date set during Accession process	PPC
Reenlistment					
		SPO completes	SPO Sup	Expected AD Term Date and Expected Loss Date upon Contract Approval	PPC
Extension					
	N/A	SPO completes	SPO Sup	Expected AD Term Date and Expected Loss Date upon Contract Approval	PPC
Re-Extension					
	N/A	SPO completes	SPO Sup	Expected AD Term Date and Expected Loss Date upon Contract Approval	PPC
Retention					
	N/A	SPO completes	SPO Sup	Expected AD Term Date and Expected Loss Date upon Contract Approval	PPC

Guides

This section provides the links to specific guides provided by PPC for the different types of contracts entered.

Contract Type	User Guide
Cape May Recruit	HIRE - Cape May RECRUIT
ROCI Accession	HIRE - ROCI
OCS Accession	HIRE - OCS-IRR
Commission DCO	HIRE - Direct Commission Officer (DCO) REHIRE - Direct Commission Officer (DCO)
Reenlistment	Contract Data - Reenlistment
Extension	Contract Data - EXT/REX
Re-extension	Contract Data - EXT/REX
Retention	N/A See Contract Data – EXT/REX.
