Rehire-DCO

Overview

|	
Introduction	This guide provides the procedures for accessing a Direct Commission Officer with prior service (already possesses an Empl ID) into Direct Access (DA). The example in this guide reflects a rehire onto Active Duty. If you are rehiring someone into the Reserve component, pay special attention to and refer to: [Rehire-Into Reserves with Prior Service.](#)

Before You Begin ANY Hire or Rehire	Before starting a hire/rehire, you must first determine whether the member is already in the system. Failure to do so may cause one member to have two Empl Records or even two separate Employee IDs.

There are three places to verify this in the HR Data Shortcuts tile:

- **Search by SSN** (Social Security Number).
- Search by full name in either **Job Data** or **Personal Information** (this may be time consuming with popular surnames).
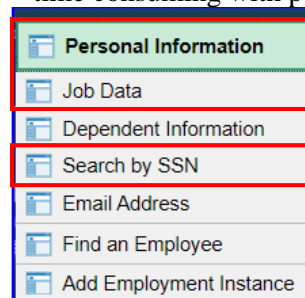
When searching by SSN, you may find the member already has an **Empl ID** in the system:

NOTE: If the member already has an Empl ID, you must do a Rehire.

Bad Example:

Empl ID	Empl Rec	Name	First Name	Last Name	Sec Name	Alter Ch	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
1234567	0	Test2 Duplicates	Test2	Duplicates	(bla	(blar	for	CADCG	00010	004311	CT0004	AD
1234567	1	Test2 Duplicates	Test2	Duplicates	(bla	(blar	for	CADCG	00010	004311	CT0004	AD

Good Example:

Search Results

View All   1-3 of 3

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
1234567	0	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	ENLCG	00010	003333	KS0001	AD
1234567	1	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	CIVCG	00010	007800	KS0001	NOMIL
1234567	2	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	RETCG	RETCG	CGRETDEPT	CGRETLOC	RETCG

Continued on next page

Overview, Continued

Known Issue

State Withholding Tax (SWT) reverts back to the Home of Record (HOR) automatically after a REHIRE. <mark>**SPO's need to review/update the SWT when completing the rehire and make the appropriate data entries to avoid any tax issues.**</mark>

Important Information

- **NEW** ALCOAST 034/23 - The selection panels determine the appointment rank/grade - ensign (O-1), lieutenant junior grade (O-2), lieutenant (O-3), lieutenant commander (O-4), or commander (O-5) - of those applicants selected. In doing so, the panels will apply eligibility requirements as of the selection panel convening date, consider any appointment-grade minimum criteria, and evaluate each applicant's overall qualifications. <mark>This includes the "Prior-Trained Military Officer (PTMO)".</mark>

- It is good practice to IMMEDIATELY enter the contract into DA once the hire/rehire portion is complete and Job Data has been verified. The contract should not be approved without first viewing a signed copy of the DD-4 or Oath.

- <mark>Ensure the members paygrade is listed on the DD-4. If missing or there is a discrepancy from what is listed in DA, **please return to the originator (Recruiter, RPM, EPM or OPM)** to get corrected before processing the accession/rehire.</mark>

- Date of Hire/Rehire = Date of the Enlistment Contract

- **IMPORTANT:** DO NOT click **OK** or **Apply** unless prompted. It will not allow the pay record of the applicant to update correctly.

- <mark>After the member is rehired, transactions to affect the following must be entered by the technician and approved by the supervisor (when required):
  – Pay and any previous entitlements
  – Tax withholdings
  – Direct deposit information
  – Enrollment/Election completed for benefit programs (e.g., SGLI, MGIB, Family Dental, etc.)</mark>

Overview, Continued

Position Numbers

Important information about position numbers:
- Do not assess a member to a position number at their destination. You must navigate to Positions at a Department and choose an Active Duty position similar to the member's position description appearing either at your own unit or a unit close to the member's departure point.
- Annotate this number. It will be used later in the Rehire process (Step 9).
- The current path is: NavBar icon > Menu > Recruiting > Assignments > Reports > **Positions at a Department**.

NOTE: Job Code number does not match the **Grade Step** – An error message is received when the SPO is trying to approve the hire/rehire and must be fixed.
NOTE: Once the Rehire is complete, remember you must PCS the member to the new duty station and restart any entitlements. These are independent of the Rehire process.

Contents

When to Request a SOCS

Introduction   This section provides the information for when a Statement of Creditable Service (SOCS) is required by the Advancements Branch (ADV) at the Pay & Personnel Center (PPC).
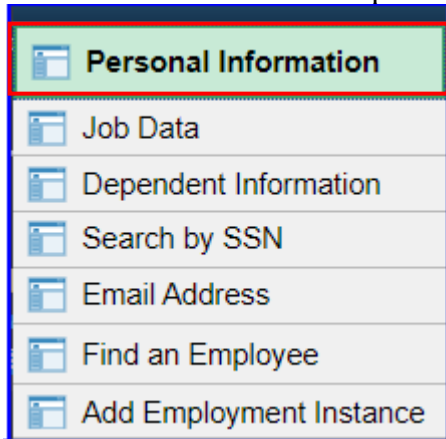
Reference   E-Mail ALSPO B/15

Requirements   See below for 7 reasons.

Number	Reason
1	The member's service dates are **incorrect**: • Active Duty Base Date (ADBD) • Pay Entry Base Date (PEBD) • Date of Initial Entry into Military Service (DIEMS)
2	The member is enlisting (or being assessed as an officer) and has prior service in **another branch of service**.
3	The member is enlisting (or being assessed as an officer) and has prior Coast Guard or Coast Guard Reserve service with a **break in service**.
4	The member is a Coast Guard reservist with **greater than 15 years** of total combined active service who is considering extended active duty (Retirement Sanctuary Rule).
5	The member is a Coast Guard reservist who is integrating into the regular **Active Duty** Coast Guard.
6	A member graduates from the Academy with an appointment as a commissioned officer and the member attended the **Scholar Program** (served on active duty or reserve) prior to being hired as a Cadet.
7	A member **dis-enrolls** from the Academy and returns to enlisted status.

Accessing the Member

Introduction   This section provides the procedures for accessing a member with an Empl ID onto Active Duty in DA.

Procedures   See below.

Step	Action
1	Click on the **HR Data Shortcuts** tile.
1.5	The **Personal Information** option will open as the default.

Accessing the Member, Continued
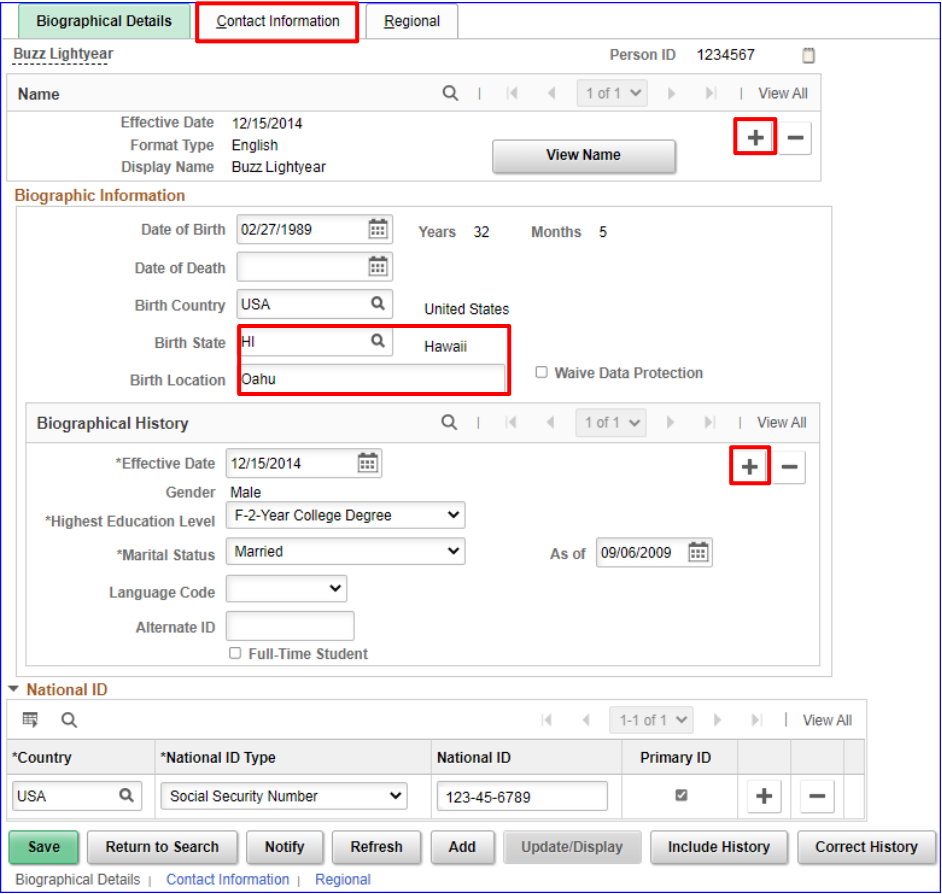
Procedures, continued

Step	Action
2	Enter the **Empl ID**, check the **Correct History** box and click **Search**. **Personal Information** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** | Add a New Value ▼ Search Criteria Empl ID [begins with ▾] [1234567] Name [begins with ▾] [ ] Last Name [begins with ▾] [ ] Second Last Name [begins with ▾] [ ] Alternate Character Name [begins with ▾] [ ] Middle Name [begins with ▾] [ ] Business Unit [begins with ▾] [ ] Department Set ID [begins with ▾] [🔍] Department [begins with ▾] [🔍] ☐ Include History ☑ Correct History ☐ Case Sensitive [Search] [Clear] Basic Search 🔲 Save Search Criteria Find an Existing Value | Add a New Value

Accessing the Member, Continued
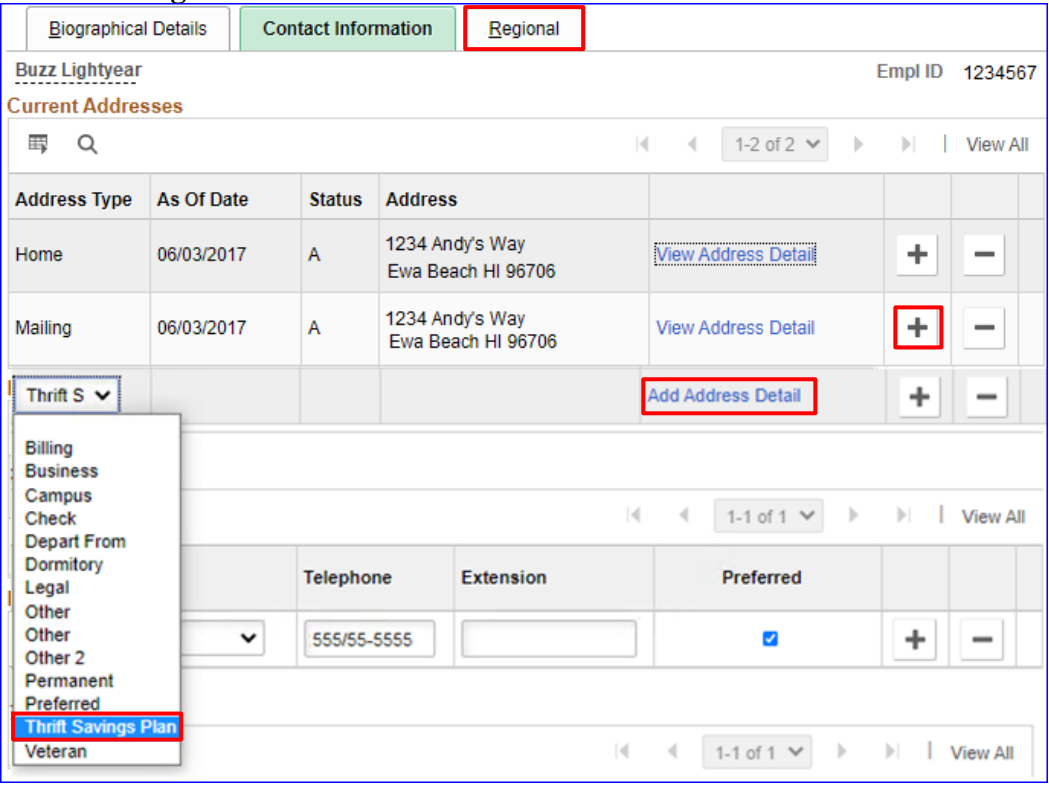
Procedures,
continued

Step	Action
3	Information fields will default to previously entered data. Click **Edit Name** if necessary (marriage/divorce/name change). Click the **Plus** buttons in the Name AND the Biographical History sections and update any incorrect, changed or missing fields. **IMPORTANT:** If the **Birth State** and **Birth Location** do not auto-populate, be sure to enter that information (the Approving Official (AO) will get an error stalling the approval process). See Message below. Select the **Contact Information** tab.

Accessing the Member, Continued

Procedures,
continued

Step	Action
4	All sections should default with appropriate information. If not, edit as necessary. **NOTE: Required Address Types must include the Thrift Savings Plan (TSP) address**. Click the **Plus** icon, select Thrift Savings Plan from the **Address Type** drop-down and click the **Add Address Detail** link to add the address, if necessary. Select the **Regional** tab.

Accessing the Member, Continued

Procedures, continued

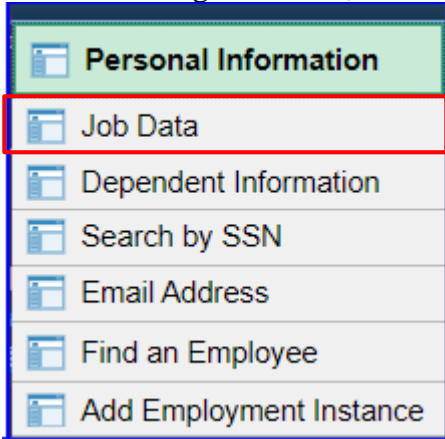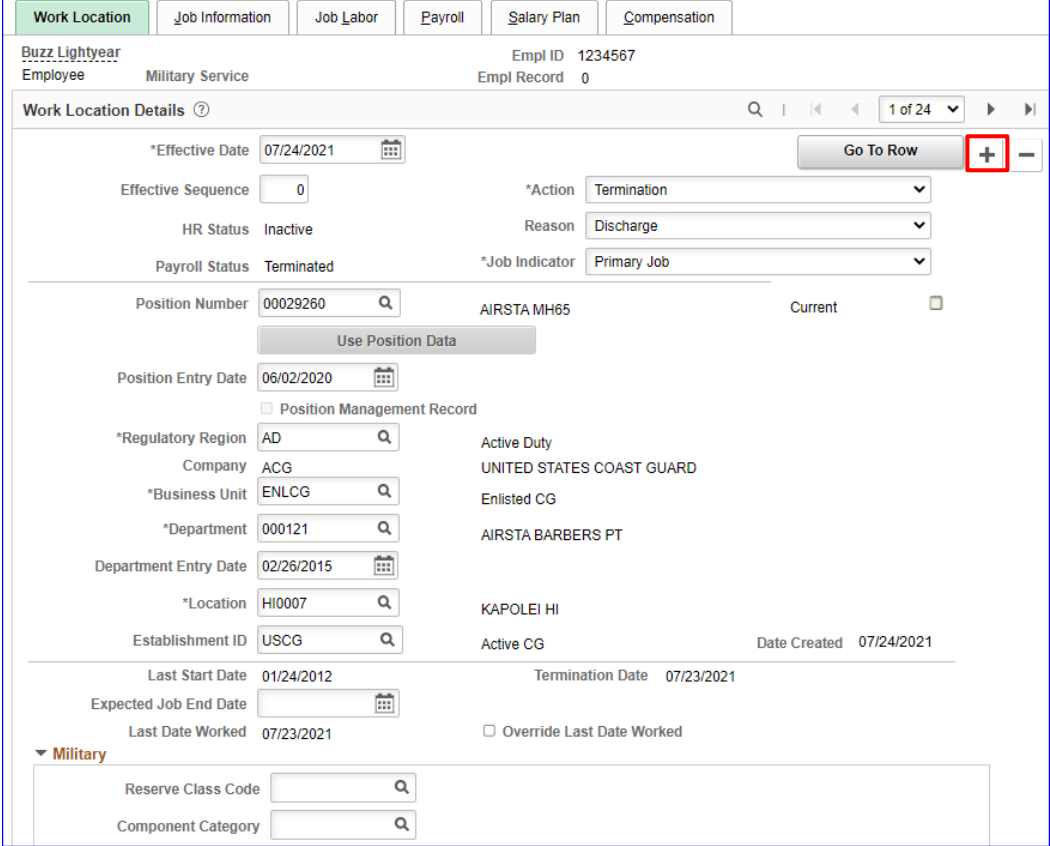| Step	Action
5	Verify the **Ethnic Group** or use the lookup icon and select the appropriate category. **NOTE:** If the member identifies with another ethnic group, check the **Primary** box for the current group, click the **Plus** button and select the other option. Click **Save.** ***Do not use the **WHITE** link for the Ethnic Group, always select the **1** link (per the programmers). Must select the **X** or **Y** link for the Hispanic Ethnic Category.

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Accessing the Member, Continued

Procedures,
continued

Step	Action
6	Without leaving the screen, select the **Job Data** option.

Accessing the Member, Continued

Procedures,
continued

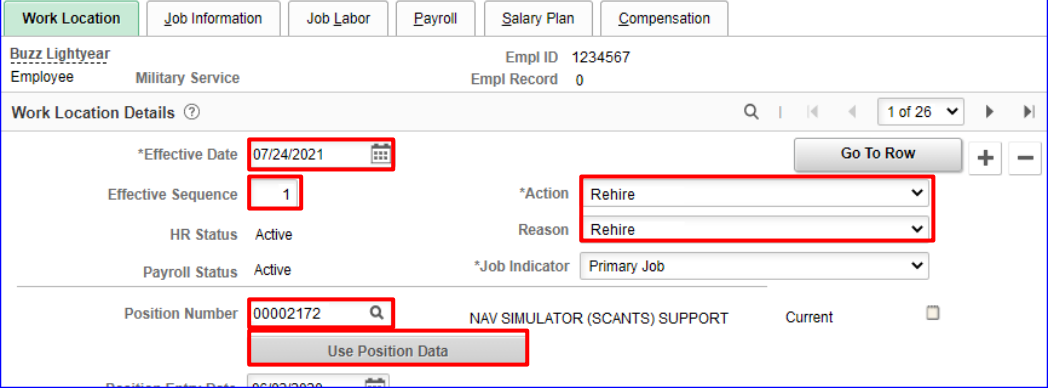| Step	Action
7	The **Work Location** tab will automatically display for your member. After verifying that the Termination/Discharge Job Row was competed, click the **Plus** button to add a new row (this example is a member with no break in service).

Accessing the Member, Continued

Procedures,
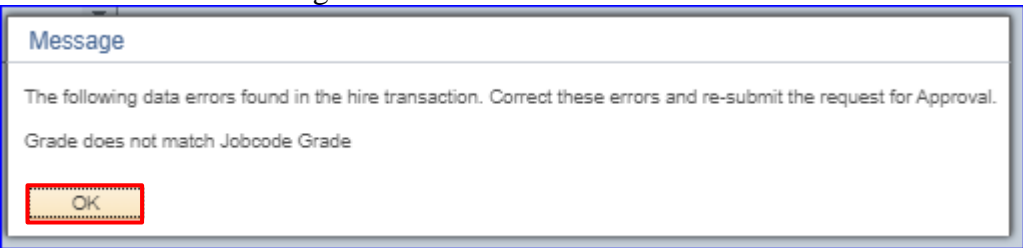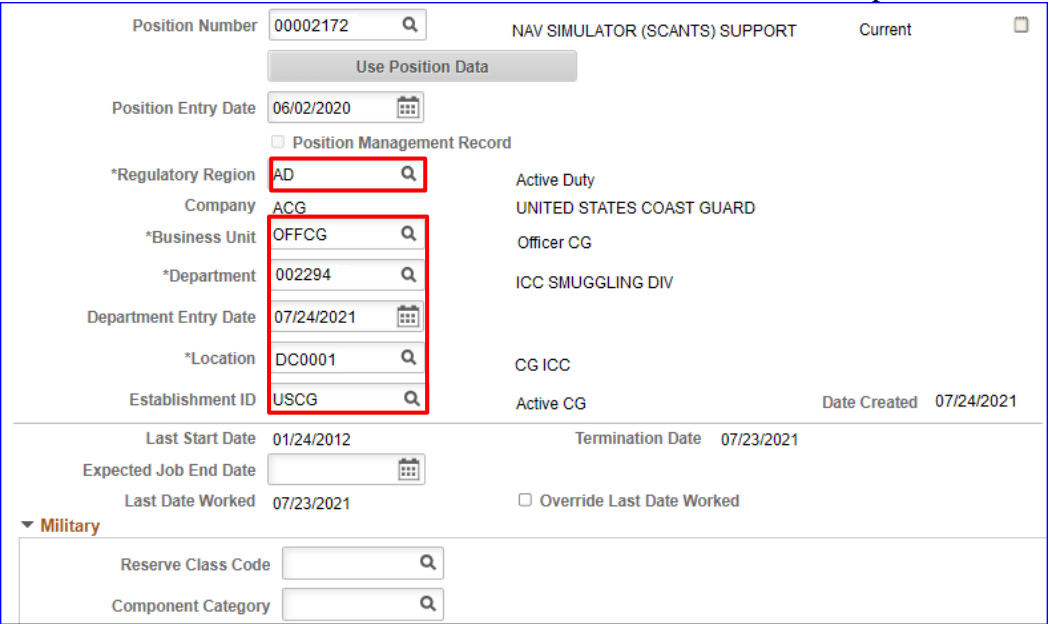continued

Step	Action
8	Enter the following: • **Effective Date** – It will default to the current date. Enter the date of the rehire. • **Effective Sequence** – If the rehire was **immediately preceded by a discharge** from the Coast Guard (Active or Reserve component) change the Effective Sequence field to the next number (E.g., change "0" to "1", this will be our example) because the discharge has already created a new row in Job Data with the same effective date. Otherwise, leave at default of "0". • **Action** – Select Rehire from the drop-down. • **Reason** – Select Rehire from the drop-down. • **Position Number** – Enter the appropriate number or use the lookup icon to find the appropriate number (See NOTE). **NOTE:** Do not assess a member to a position number at their destination. You must navigate to Positions at a Department and choose an Active Duty position similar to the member's position description appearing either at your own unit or a unit close to the member's departure point. The current path is: Recruiting > Assignments > Reports > **Positions at a Department**. Click **Override Position Data**.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Buzz Lightyear
Employee   Military Service   Empl ID   1234567
                              Empl Record   0

Work Location Details ⓘ   Q | |◀   ◀   1 of 26 ▾   ▶   ▶|

*Effective Date   07/24/2021   🗓   Go To Row   +   −

Effective Sequence   1   *Action   Rehire ▾

HR Status   Active   Reason   Rehire ▾

Payroll Status   Active   *Job Indicator   Primary Job ▾

Position Number   00002172   Q   NAV SIMULATOR (SCANTS) SUPPORT   Current   ☐

           Use Position Data

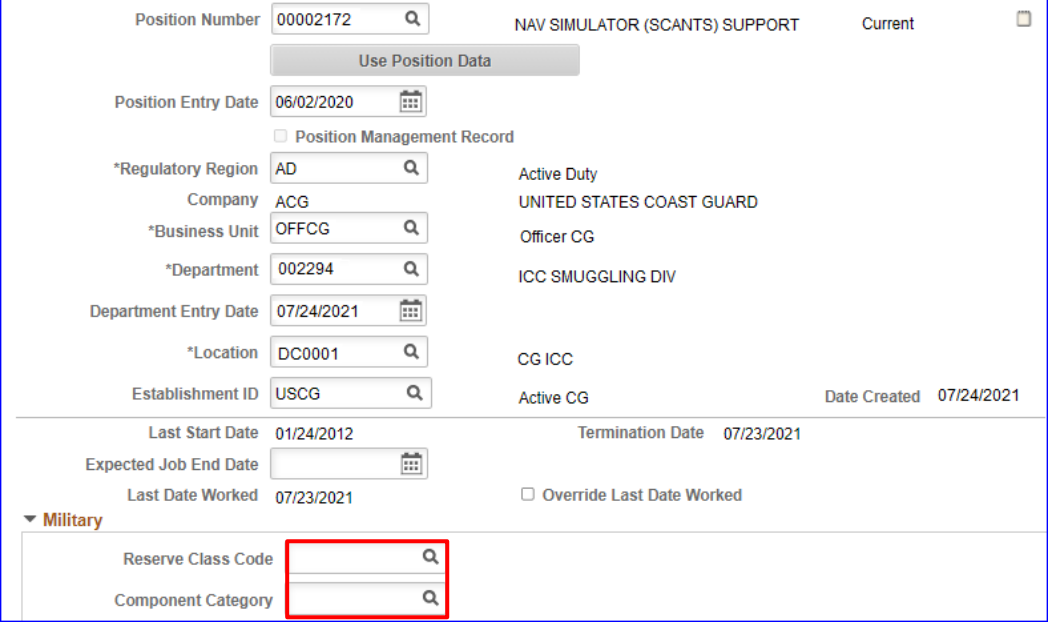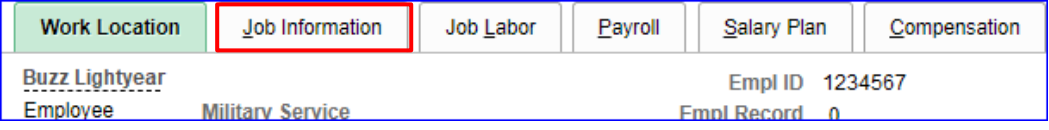# Accessing the Member, Continued

Procedures,
continued

Step	Action
9	Verify the information updated after entering the Position Number. If not, correct with the information below: • **Regulatory Region** – Select AD (Reserve – IRR or SELRES). • **Business Unit** – Select OFFCG from the lookup icon. **NOTE:** Select OFECG (Officer Prior Enlisted Service CG) for an officer who qualifies for a Special Rate of Basic Pay (O1E, O2E, or O3E). See Pay Manual Chapter 2.A.5. If selecting this option, warning message(s) may display, click **OK** to dismiss all messages. Message The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval. Grade does not match Jobcode Grade OK • **Department** – Select the appropriate number from the accession authority. • **Department Entry Date** – Verify the date of rehire. • **Location** – Select the appropriate number, if not defaulted from the Department entered. • **Establishment ID** – If not defaulted, select USCG from the lookup icon. Position Number 00002172 NAV SIMULATOR (SCANTS) SUPPORT Current Use Position Data Position Entry Date 06/02/2020 □ Position Management Record *Regulatory Region AD Active Duty Company ACG UNITED STATES COAST GUARD *Business Unit OFFCG Officer CG *Department 002294 ICC SMUGGLING DIV Department Entry Date 07/24/2021 *Location DC0001 CG ICC Establishment ID USCG Active CG Date Created 07/24/2021 Last Start Date 01/24/2012 Termination Date 07/23/2021 Expected Job End Date Last Date Worked 07/23/2021 □ Override Last Date Worked ▼ Military Reserve Class Code Component Category

Accessing the Member, Continued

Procedures, continued

Step	Action
10	Reserve Commission ONLY: • **Reserve Class Code** –Select one of the appropriate Codes from the lookup icon: – **Inact Du Offficer w/in 8 yr obl** – for an Officer with no prior, or less than 8 years prior service – **w/Svc Oblig not in another Clas** – for a prior service officer • **Component Category** – Select the appropriate category from the lookup icon. Position Number 00002172 NAV SIMULATOR (SCANTS) SUPPORT Current Use Position Data Position Entry Date 06/02/2020 ☐ Position Management Record *Regulatory Region AD Active Duty Company ACG UNITED STATES COAST GUARD *Business Unit OFFCG Officer CG *Department 002294 ICC SMUGGLING DIV Department Entry Date 07/24/2021 *Location DC0001 CG ICC Establishment ID USCG Active CG Date Created 07/24/2021 Last Start Date 01/24/2012 Termination Date 07/23/2021 Expected Job End Date Last Date Worked 07/23/2021 ☐ Override Last Date Worked ▼ Military Reserve Class Code Component Category
11	Select the **Job Information** tab. Work Location Job Information Job Labor Payroll Salary Plan Compensation Buzz Lightyear Empl ID 1234567 Employee Military Service Empl Record 0

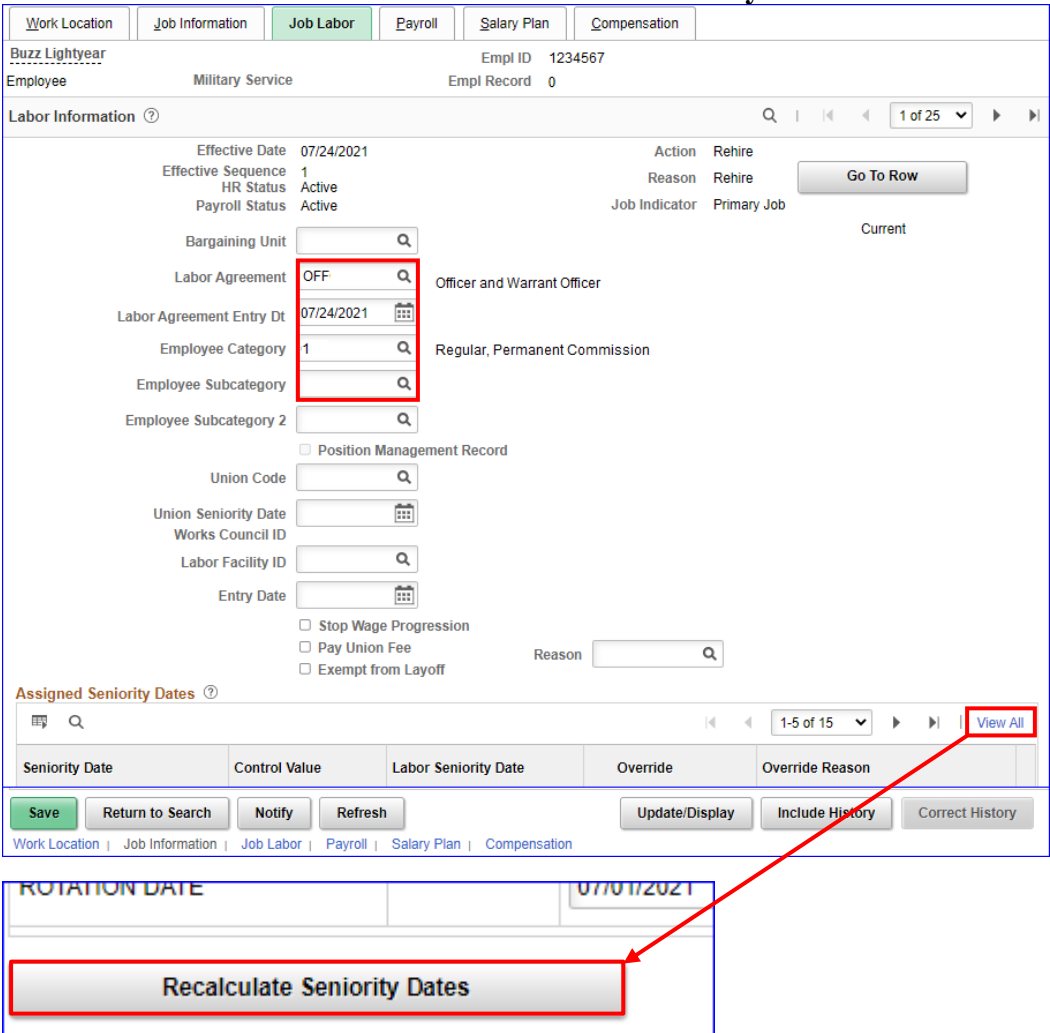# Accessing the Member, Continued

Procedures,
continued

Step	Action
12	For these three fields, ONLY, enter or select from the lookup icons: • **Job Code** – ENS, LTJG, or LT (this example) and verify with the Step for the correct Salary on the Salary Plan tab. **IMPORTANT:** If the **Job Code** number does not match the Grade Step in Step 21, the AO will get an error during the approval. See Message below. • **Supervisor ID** – CGHRSUP Empl ID that approves Rehires or use the lookup icon. • **Empl Class** – Select AD (Reserve – IRR or SELRES) from the drop-down. **NOTE: Standard Hours** will default to either 160 or 240. **Do not change.** Current *Job Code 000096 Lieutenant Entry Date 07/24/2021 Supervisor Level Supervisor ID 7654321 Bo Peep Reports To *Regular/Temporary Regular *Full/Part Full-Time Empl Class AD *Officer Code None *Regular Shift Not Applicable Shift Rate *Classified Ind Unclassified Shift Factor **Standard Hours** ⓘ Standard Hours 160.00 Work Period M Monthly FTE 0.000000 ☑ Adds to FTE Actual Count? ☐ Encumbrance Override **Contract Number** ⓘ Contract Number Next Contract Number Contract Type Message The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval. Grade does not match Jobcode Grade OK
13	Select the **Job Labor** tab. Work Location Job Information Job Labor Payroll Salary Plan Compensation Buzz Lightyear Empl ID 1234567 Employee Military Service Empl Record 0

Accessing the Member, Continued

Procedures,
continued

Step	Action
14	Enter the following: • **Labor Agreement** – Enter OFF. • **Labor Agreement Entry Date** – Verify it displays the date of the rehire. • **Employee Category** – Select from the lookup icon. • **Employee Subcategory** – Select from the lookup icon (Reserves Only). Scroll down and click **View All** and **Recalculate Seniority Dates**.

Continued on next page

Accessing the Member, Continued

Procedures,
continued

Step	Action
15	Enter the following: • **Active Duty Base Date** – Date of rehire (see E-Mail ALSPO B/15) • **AD Pay Scale Date** – Date of rehire • **DEP Date** – Delayed Entry Program date only populates if they spent time in delayed entry. Otherwise, it will be blank. • **CMA Date –** See Chapter 3 of the COAST GUARD PAY MANUAL, COMDTINST M7220.29D for the correct date per situation. • **Current AD Date** – Date of rehire OR leave as is without a break in service. • **DIEMS Date** – Date Initial Entry Military Service (any component), should match the DEP Date if they did the DEP. If no DEP, then this should be the date the member executes/signs their initial Enlistment Contract/document or an Oath of Office. • **Expected AD Term Date** – Term of the AD contract minus 1 day (**for Reserves – leave blank**) See **NOTE**. • **Expected Loss Date** – 30 years from rehire or day before 60th birth (If prior Officer Service (non-Warrant Officer), loss date will be less any prior commission time served in any branch or component.) See **NOTE**. **NOTE:** If rehiring with a **break in service** OR a **reservist going on active duty**, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS (or see E-Mail ALSPO B/15).

Assigned Seniority Dates ⑦

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	
ACTIVE DUTY BASE DATE		01/24/2012	☑		
AD PAY SCALE DATE		07/23/2021	☐		
DEP DATE			☐		
CMA DATE		01/24/2012	☑		
CURRENT AD DATE		01/24/2012	☑		
DIEMS DATE		12/01/2011	☑		
EXPECTED AD TERM DATE		07/23/2027	☑		
EXPECTED LOSS DATE		07/23/2027	☑		

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Accessing the Member, Continued

Procedures,
continued

Step	Action
17	The **Pay Group** should default to USCG Staging. Once approved, this will update to USCG AD.
18	Select the **Salary Plan** tab.

Accessing the Member, Continued
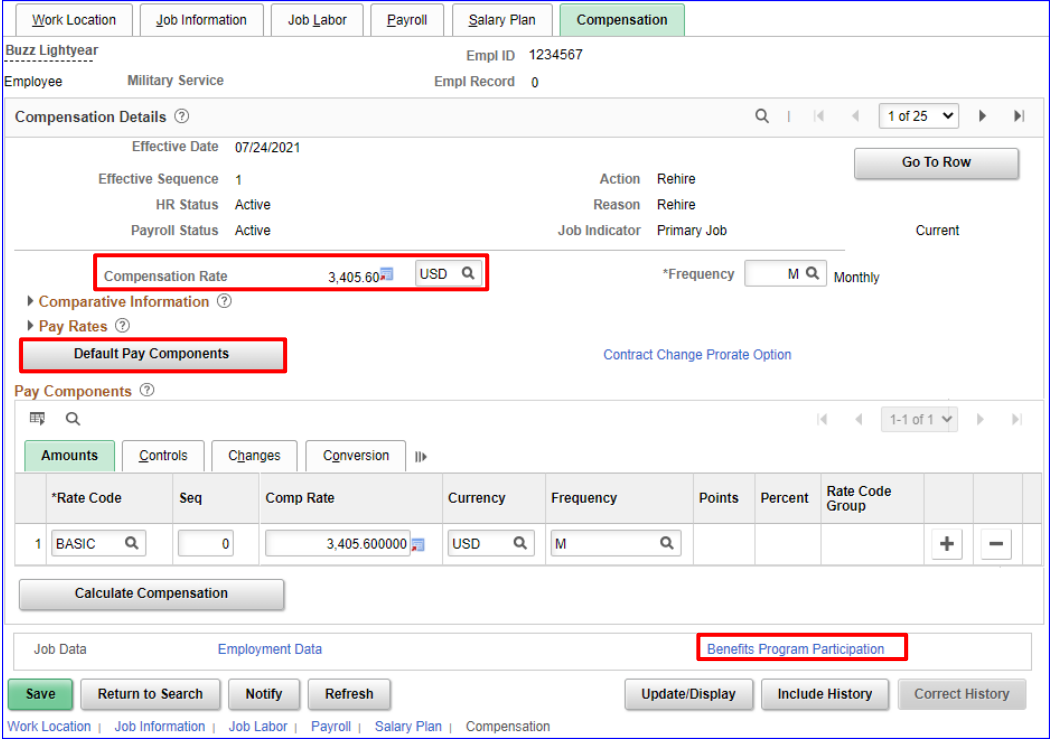
Procedures,
continued

Step	Action
19	• **Salary Admin Plan** – Should default to **OFF** (**OFE** for an officer with more than four years prior enlisted service). Correct, if necessary. • **Grade** – Defaults to Pay Grade based on Job Code entered on the Job Information Tab. If member is being accessed at a different grade, click the lookup icon and select the appropriate grade. • **Grade Entry Date** – Should default to the date of rehire. • **Step** – Enter 1 and hit tab. **NOTE: This step is necessary for the information on the Compensation tab to populate.** • **Step Entry Date** – Will default to the date of rehire. If rehiring without a break in service, use the existing Step Entry Date from the previous job row.
20	Select the **Compensation** Tab.

Accessing the Member, Continued
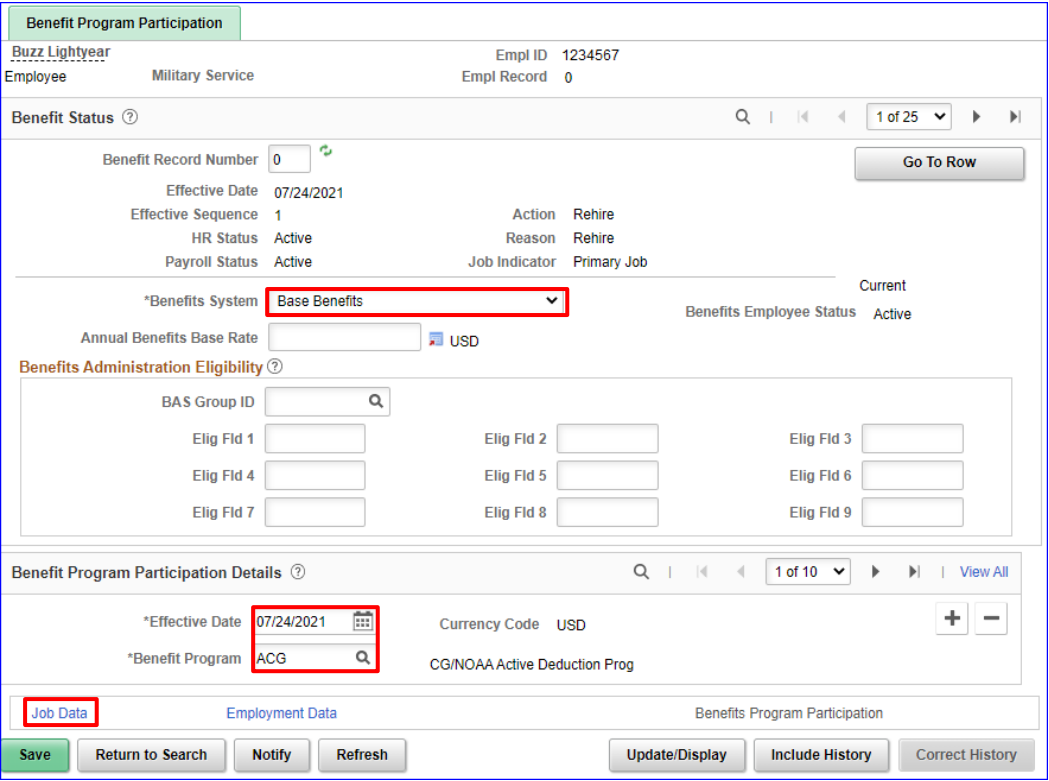
Procedures,
continued

Step	Action
21	Click on the **Default Pay Components** button. This will automatically update the **Compensation Rate** data. Click the **Benefits Program Participation** link.

Accessing the Member, Continued

Procedures,
continued

Step	Action
22	• **Benefits System** – Ensure Base Benefits is selected. • **Effective Date** – If you are completing the Job Data AFTER the effective date of the rehire, you need to change the date to the date of rehire. • **Benefit Program** – If not defaulted, click the lookup icon and select ACG. Click the **Job Data** link.

Accessing the Member, Continued

Procedures,
continued

Step	Action
23	Click **Save**.

Accessing the Member, Continued
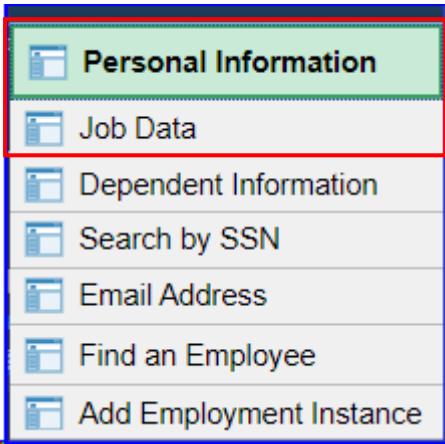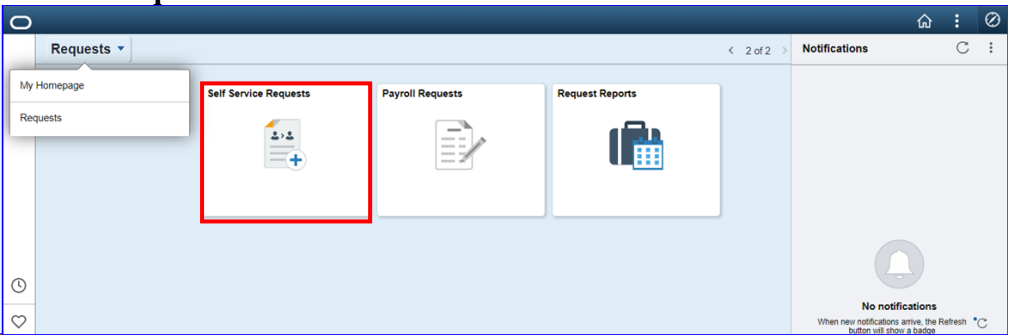
Procedures,
continued

Step	Action
24	Several Messages will display (randomly ordered). Click **OK** (wait for the "processing-circle-of-death" to finish). Warning -- Head count of 2 exceeds maximum head count of 1 for position. (1000,156) When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is. OK Cancel Warning -- FTE was changed and no change was made to Standard Hours or Work Period. (1500,121) You have changed the FTE field without making a corresponding change to the Standard Hours field or Work Period field; these fields generally need to be changed together. OK Cancel
25	Now proceed to Entering the Contract to complete the rehire process. The Accession must be approved prior to the contract being entered.

Approving the Accession

Introduction   This section provides the procedures for approving an accession in DA. SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession.
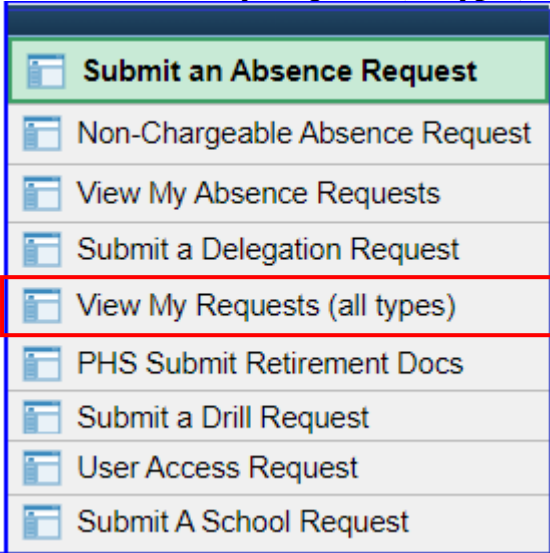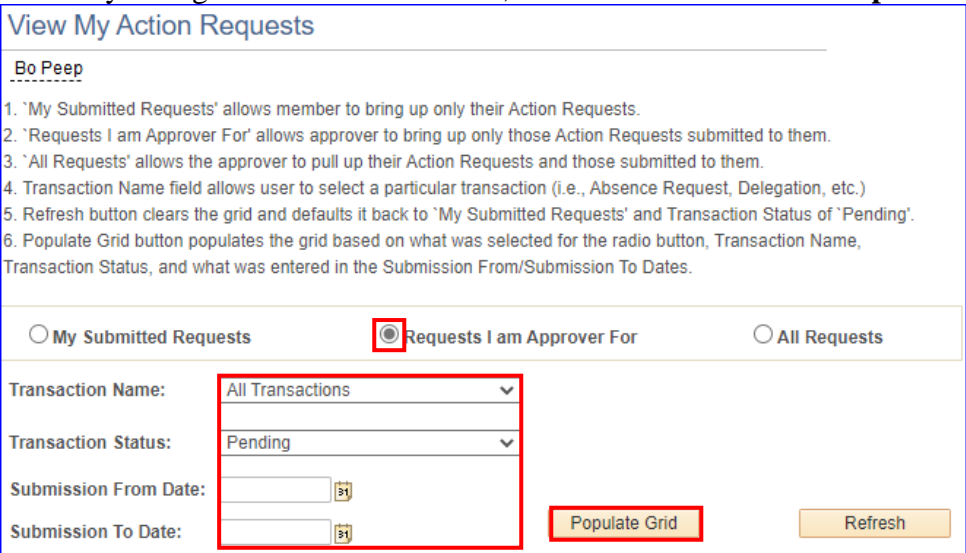
Procedures   See below.

Step	Action
1	Before approving the accession, review/audit the information by clicking on the **Personal Information** and the **Job Data** options.
2	After selecting **Requests** from the My Homepage drop-down, click on the **Self Service Requests** tile.

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Approving the Accession, Continued
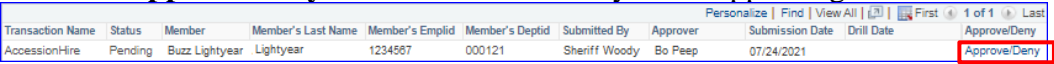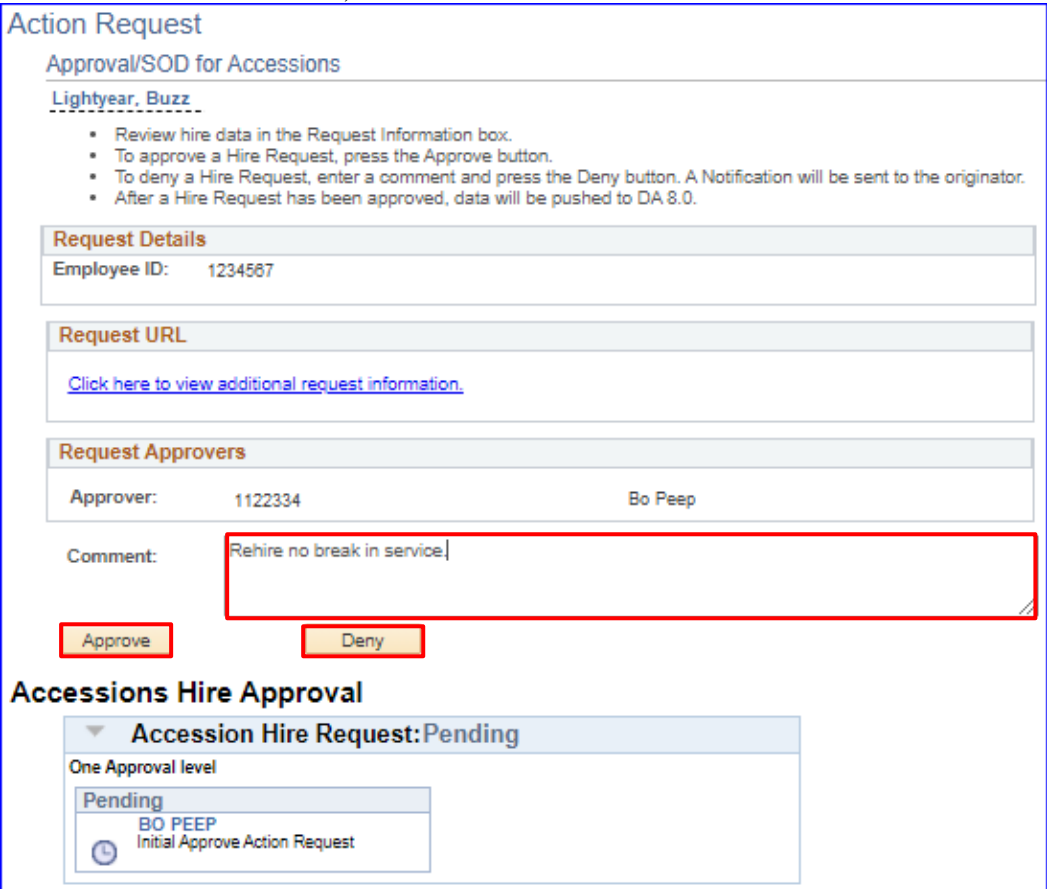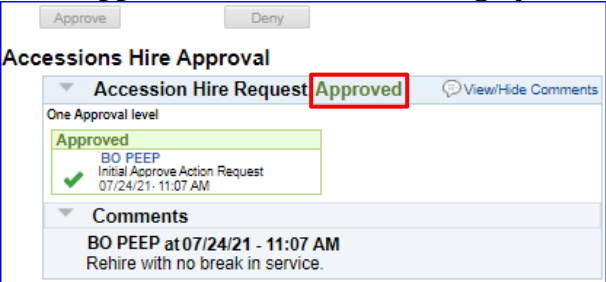
Procedures,
continued

Step	Action
2.5	Select the **View My Requests (all types)** option. - 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 - Submit A School Request
3	Select the **Requests I am Approver For** radio button. You may narrow the search by filling in **Transaction Name**, **Status** and **Dates**. Click **Populate Grid**. **View My Action Requests** Bo Peep 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. 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. ○ My Submitted Requests　　◉ Requests I am Approver For　　○ All Requests Transaction Name: All Transactions Transaction Status: Pending Submission From Date: _____ Submission To Date: _____　　[Populate Grid]　　[Refresh]

Approving the Accession, Continued

Procedures, continued

Step	Action
4	Click the **Approve/Deny** link for the accession you are approving. Personalize | Find | View All | 🔲 | 📰 First ① 1 of 1 ① Last Transaction Name | Status | Member | Member's Last Name | Member's Emplid | Member's Deptid | Submitted By | Approver | Submission Date | Drill Date | Approve/Deny AccessionHire | Pending | Buzz Lightyear | Lightyear | 1234567 | 000121 | Sheriff Woody | Bo Peep | 07/24/2021 | | **Approve/Deny**
5	Enter any needed **Comments** and select either **Approve** or **Deny** (deny returns the Rehire to the HRS user). **Action Request** Approval/SOD for Accessions Lightyear, Buzz - - - - - - - - - - - - - - - - • Review hire data in the Request Information box. • To approve a Hire Request, press the Approve button. • To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. • After a Hire Request has been approved, data will be pushed to DA 8.0. **Request Details** Employee ID: 1234567 **Request URL** Click here to view additional request information. **Request Approvers** Approver: 1122334 Bo Peep Comment: Rehire no break in service. [Approve] [Deny] **Accessions Hire Approval** ▼ **Accession Hire Request:** Pending One Approval level Pending ⏰ BO PEEP Initial Approve Action Request
6	Once **Approved**, the buttons will be greyed out. Click the X to close the page. [Approve] [Deny] **Accessions Hire Approval** ▼ **Accession Hire Request** Approved 💬 View/Hide Comments One Approval level Approved BO PEEP ✓ Initial Approve Action Request 07/24/21 · 11:07 AM ▼ Comments BO PEEP at **07/24/21 - 11:07 AM** Rehire with no break in service.

Entering the Contract

Introduction   This section provides the procedures for entering a DCO rehire contract into DA.
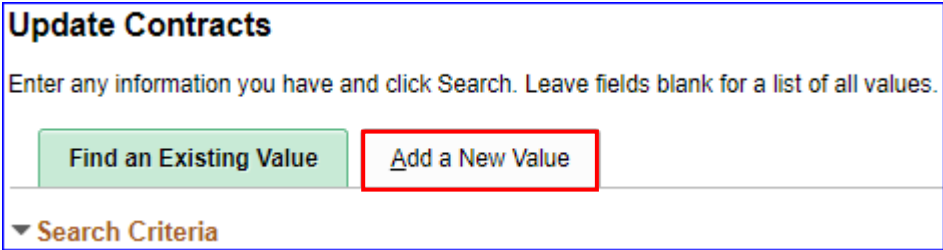
Procedures   See below.

Step	Action
1	Click on the **Career Management** tile.
1.5	Select the **Contract Data** option.
2	A list of current contracts will display. Take note of the **Contract Numbers**.

Entering the Contract, Continued
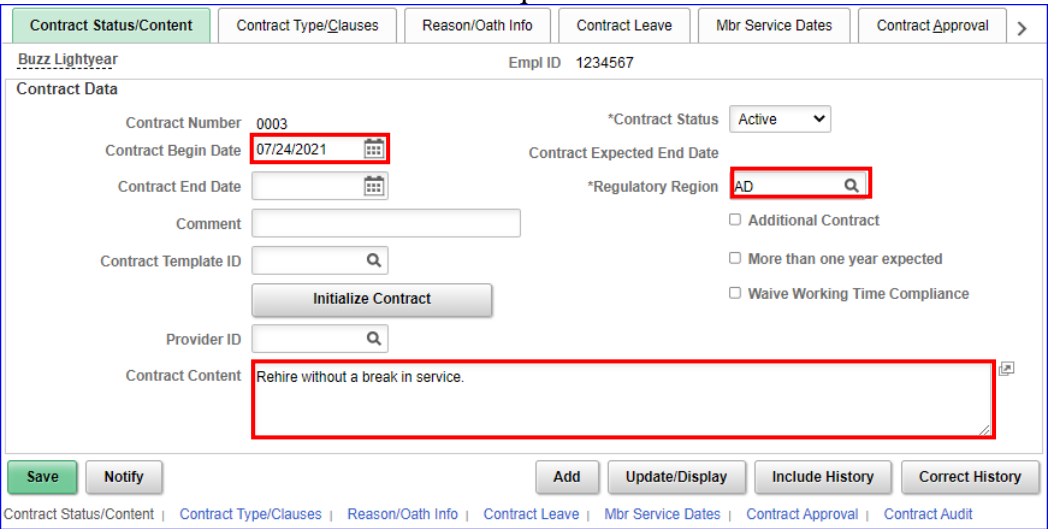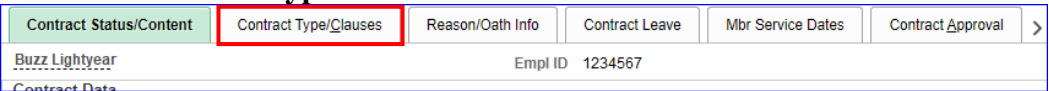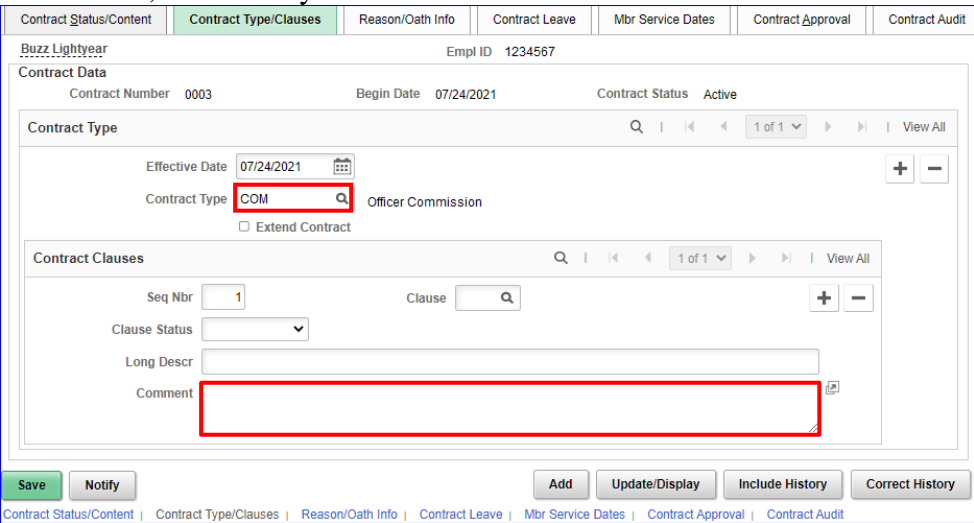
Procedures,
continued

Step	Action
3	Select the **Add a New Value** tab. **Update Contracts** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value | Add a New Value ▼ Search Criteria
4	Enter the **Empl ID**, enter the next sequential **Contract Number**, and click **Add**. **Update Contracts** Find an Existing Value | Add a New Value Empl ID 1234567 Contract Number 0003 Add Find an Existing Value | Add a New Value

Entering the Contract, Continued
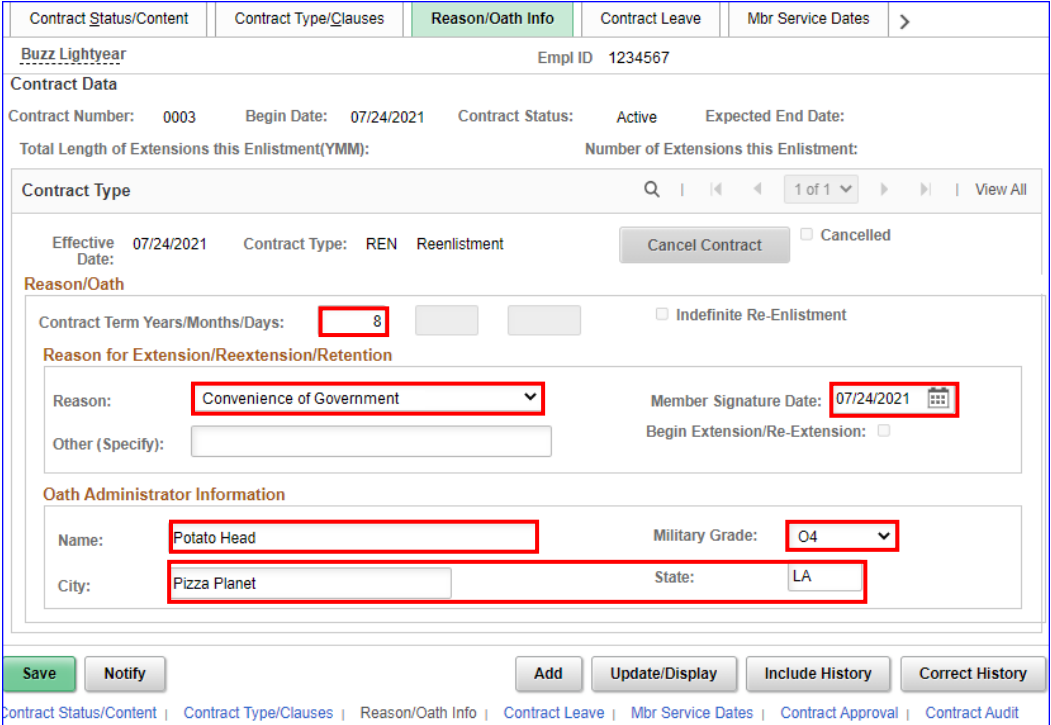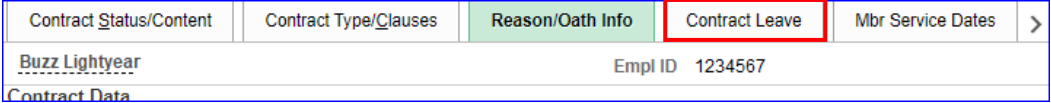
Procedures,
continued

Step	Action
5	• **Contract Begin Date** – Defaults to current date, ensure it is the date of rehire. • **Regulatory Region** – Enter or select AD from the lookup icon. • **Contract Content** – A statement is required. Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval >_ Buzz Lightyear Empl ID 1234567 **Contract Data** Contract Number 0003 *Contract Status Active Contract Begin Date 07/24/2021 Contract Expected End Date Contract End Date *Regulatory Region AD Comment ☐ Additional Contract Contract Template ID ☐ More than one year expected Initialize Contract ☐ Waive Working Time Compliance Provider ID Contract Content: Rehire without a break in service. Save | Notify Add | Update/Display | Include History | Correct History Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval | Contract Audit
6	Select the **Contract Type/Clauses** tab. Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval > Buzz Lightyear Empl ID 1234567 Contract Data
7	Enter the appropriate **Contract Type** from the lookup icon and enter any **Comments**, if necessary. Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval | Contract Audit Buzz Lightyear Empl ID 1234567 **Contract Data** Contract Number 0003 Begin Date 07/24/2021 Contract Status Active **Contract Type** 1 of 1 | View All Effective Date 07/24/2021 Contract Type COM Officer Commission ☐ Extend Contract **Contract Clauses** 1 of 1 | View All Seq Nbr 1 Clause Clause Status Long Descr Comment Save | Notify Add | Update/Display | Include History | Correct History Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval | Contract Audit

Entering the Contract, Continued

Procedures,
continued

Step	Action
8	Select the **Reason/Oath Info** tab. | Contract Status/Content	Contract Type/Clauses	**Reason/Oath Info**	Contract Leave	Mbr Service Dates	Contract Approval	Contract Audit | **Buzz Lightyear** Empl ID 1234567
9	• **Contract Term Years/Months/Days** – Enter the contract term (in this example 8 years). • **Reason** – Select an option from the drop-down. IAW Enlistments, Evaluations, and Advancements, COMDTINST M1000.2, Chap 1.F.1.a, ==this field needs to reflect the actual reason for the service obligation==. • **Member Signature Date** – Enter the date the contract was signed. • **Name** – Enter the name of the Oath Administrator. • **Military Grade** – Select the Oath Administrator's rank from the drop-down. • **City and State** – Must be the place of initial enlistment unless there is a break in service. **Contract Data** Contract Number: 0003 Begin Date: 07/24/2021 Contract Status: Active Expected End Date: Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment: **Contract Type** 1 of 1 View All Effective Date: 07/24/2021 Contract Type: REN Reenlistment Cancel Contract ☐ Cancelled **Reason/Oath** Contract Term Years/Months/Days: 8 ☐ Indefinite Re-Enlistment **Reason for Extension/Reextension/Retention** Reason: Convenience of Government Member Signature Date: 07/24/2021 Other (Specify): Begin Extension/Re-Extension: ☐ **Oath Administrator Information** Name: Potato Head Military Grade: O4 City: Pizza Planet State: LA Save Notify Add Update/Display Include History Correct History Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval | Contract Audit
10	Click the **Contract Leave** tab. 	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	**Contract Leave**	Mbr Service Dates	 **Buzz Lightyear** Empl ID 1234567

Entering the Contract, Continued

Procedures,
continued

Step	Action
11	**Total Leave to Sell (Days)** is greyed out for rehires. Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | **Contract Leave** | Mbr Service Dates | >
	Buzz Lightyear — Empl ID 1234567 **Contract Data** Contract Number 0003 — Begin Date 07/24/2021 — Contract Status Active **Leave Balances** Leave Balance: — Cumulative Sold Leave: 3.500000 — As of: 07/23/2021 **Contract Type** — 1 of 1 — View All Effective Date: 07/24/2021 Contract Type: REN Reenlistment **Leave Disposition** — 1 of 1 — View All Total Leave to Sell (Days): [ ] Save | Notify | Add | Update/Display | Include History | Correct History Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval | Contract Audit
12	Click the **Mbr Service Dates** tab. Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | **Contract Leave** | **Mbr Service Dates** | > Buzz Lightyear — Empl ID 1234567 Contract Data

Entering the Contract, Continued

Procedures,
continued

Step	Action
13	Confirm the **Labor Seniority Dates** set during the Rehire process are correct. If not, return to Job Data and verify the dates were entered correctly. Click the **arrow**. **Tabs:** Contract Status/Content · Contract Type/Clauses · Reason/Oath Info · Contract Leave · **Mbr Service Dates** · >
 Buzz Lightyear Empl ID 1234567 Effective Date: 07/24/2021 Empl Rcd 0 Eff Seq: 0 Labor Agreement: ENL **Assigned Seniority Dates** 1-12 of 15 View All **Seniority Date** — **Labor Seniority Date** ACTIVE DUTY BASE DATE — 01/24/2012 AD PAY SCALE DATE — 01/24/2012 DEP DATE — CMA DATE — 01/24/2012 CURRENT AD DATE — 01/24/2012 DIEMS DATE — 12/01/2011 EXPECTED AD TERM DATE — 07/23/2029 EXPECTED LOSS DATE — 07/23/2029 JOB FAMILY ENTRY DATE — 03/16/2012 MIL OBLIGATION COMPL DATE — 11/30/2019 PAY ALLOWANCE DATE — 01/24/2012 POINT START DATE — 08/02/2016 Save · Notify · Add · Update/Display · Include History · Correct History Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract Approval	Contract Audit

Entering the Contract, Continued

Procedures,
continued
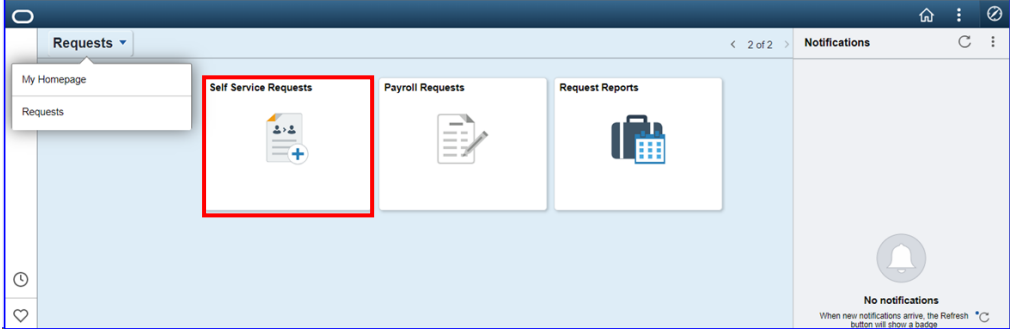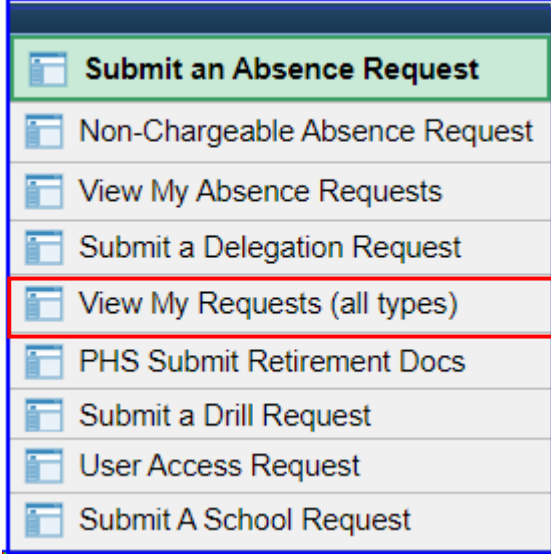
Step	Action
14	Click the **Contract Approval** tab. Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | **Contract Approval** | Contract Audit Buzz Lightyear Empl ID 1234567 Contract Data
15	The **Dept of Approving SPO** will default for each SPO user (change if necessary). Click **Submit for Approval**. Click **Save**. Reason/Oath Info | Contract Leave | Mbr Service Dates | **Contract Approval** | Contract Audit Buzz Lightyear Empl ID 1234567 **Contract Data** Contract Number 0003 Begin Date 07/24/2021 Contract Status Active **Contract Type** 1 of 1 View All Effective Date: 07/24/2021 Contract Type: REN Reenlistment **Route for Approval** Approval Type: Approver: Dept of Approving SPO: 042311 BASE NOLA SPO (PS) Approval Status: Approval Date: **Submit for Approval** **Save** Notify Add Update/Display Include History Correct History Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval | Contract Audit

Approving the Contract

Introduction   This section provides the procedures for approving the DCO Contract in DA.

Information   SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the contract.

Procedures   See below.

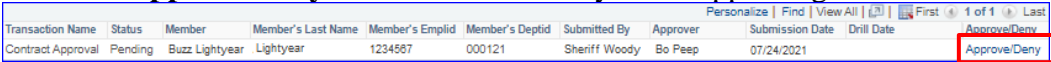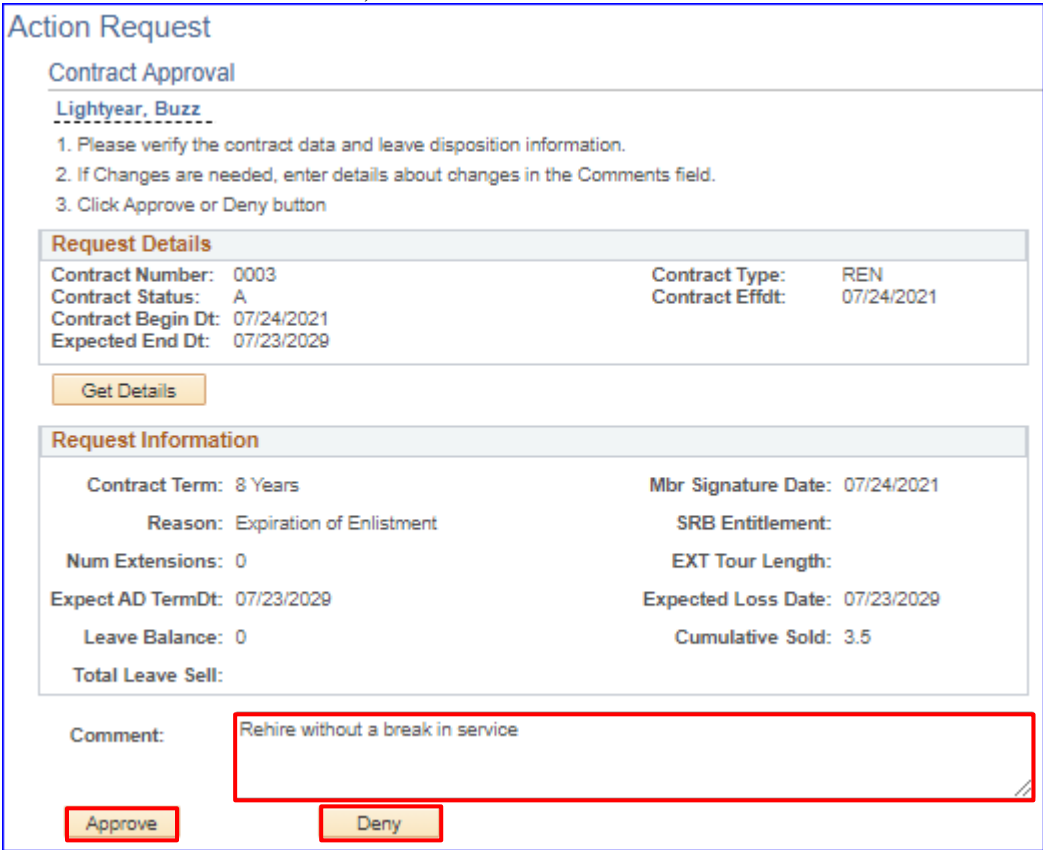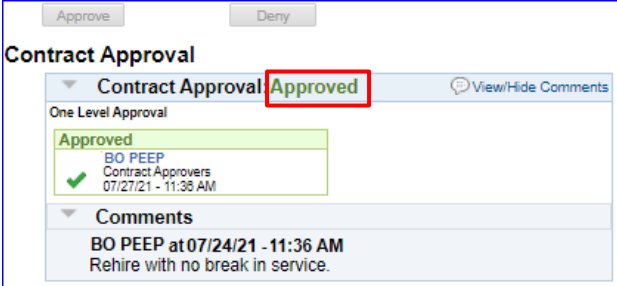| Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Self Service Requests** tile.
1.5	Select the **View My Requests (all types)** option.

Approving the Contract, Continued

Procedures,
continued

Step	Action
2	Select the **Requests I am Approver For** radio button. You may narrow the search by filling in the **Transaction Name**, **Status** and **Dates**. Click **Populate Grid**.

Approving the Contract, Continued

Procedures,
continued

Step	Action
3	Click the **Approve/Deny** link for the contract you are approving. Personalize | Find | View All | 🗗 | 🔳 First ◀ 1 of 1 ▶ Last 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 | Buzz Lightyear | Lightyear | 1234567 | 000121 | Sheriff Woody | Bo Peep | 07/24/2021 | | Approve/Deny
4	Enter a mandatory **Comment** and select either **Approve** or **Deny** (deny returns the contract to the HRS user). **Action Request** Contract Approval Lightyear, Buzz 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: 0003 Contract Type: REN Contract Status: A Contract Effdt: 07/24/2021 Contract Begin Dt: 07/24/2021 Expected End Dt: 07/23/2029 [Get Details] **Request Information** Contract Term: 8 Years Mbr Signature Date: 07/24/2021 Reason: Expiration of Enlistment SRB Entitlement: Num Extensions: 0 EXT Tour Length: Expect AD TermDt: 07/23/2029 Expected Loss Date: 07/23/2029 Leave Balance: 0 Cumulative Sold: 3.5 Total Leave Sell: Comment: Rehire without a break in service [Approve] [Deny]
5	Once **Approved**, the member is fully accessed into the Coast Guard with pay. [Approve] [Deny] **Contract Approval** ▼ Contract Approval: **Approved** 💬 View/Hide Comments One Level Approval Approved ✔ BO PEEP Contract Approvers 07/27/21 - 11:36 AM ▼ Comments BO PEEP at 07/24/21 - 11:36 AM Rehire with no break in service.