

Hire – Cadet

Introduction This guide provides the procedures for accessing a Cadet into Direct Access (DA).

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Important Information

- **IMPORTANT:** DO NOT click **OK** or **Apply** unless prompted. It will not allow the pay record of the applicant to update correctly.
- You **cannot** future date a Hire Transaction Start Date. It will not allow you to save it.
- Ensure the members paygrade is listed on the DD-4. If missing or there is a discrepancy from what is listed in Direct Access, **please return to originator (Recruiter, RPM, EPM or OPM) to get corrected before processing the accession.**
- Date of Hire = Date of the Enlistment Contract or Oath of Office
- It is good practice to IMMEDIATELY enter the contract into Direct Access once the hire portion is complete and Job Data has been verified. The contract should not be approved without first viewing a signed copy of the Oath of Office and Active Duty agreement if applicable.
- **NOTE:** Upon graduation from the Academy and appointment as a commissioned officer, the service dates are defaulted to the commissioning date in Seniority Dates. A Statement of Creditable Services (SOCS) request must be sent to PPC Customer Care for those members that attended the Scholar Program (served on Active Duty or Reserve).

Important Information Regarding Employee Records

Employee Records

NOTE: If for any reason this Accession is **not completed but an Empl ID was issued and Job data was never entered**, use the **Add Employment Instance** option. All previous unsaved Job Data entries will need to be re-entered.

NOTE: Do not use the Add Employment Instance if you had previously entered and saved anything in Job Data with an EMPL ID given. Any edits after the initial save will create a second Empl ID for the member. See [Before You Begin ANY Hire or Rehire](#) Bad Example. Any edits should be made using the Personal Information or Job Data links.

A vertical sidebar menu with a blue header 'Personal Information'. Below the header are several menu items: 'Job Data', 'Dependent Information', 'Search by SSN', 'Email Address', 'Find an Employee', and 'Add Employment Instance'. The 'Add Employment Instance' item at the bottom is highlighted with a red rectangular border.

The **Add Relationship** button is the key button that can give one Employee ID **another Employee Record**. See [Before You Begin ANY Hire or Rehire](#) Bad Example.

A web form titled 'Choose Org Relationship to Add'. It has tabs for 'Biographical Details', 'Contact Information', 'Regional', and 'Organizational Relationships'. The 'Organizational Relationships' tab is active. The form shows 'Test3 Duplicates' and 'Person ID 1234567'. There are three checkboxes: 'Employee' (checked), 'Contingent Worker', and 'Person of Interest'. Below these is an 'Empl Record' field with the value '0' and a 'Select Checklist Code' dropdown menu. At the bottom is an 'Add Relationship' button.

Only persons with the ability to Access someone into DA have the two links that display the **Add Relationship** button.

- Add a Person
- Add Employee Instance (see above)

A web interface titled 'Accessions'. It has a search bar with 'Search Applicants' and 'Hire Applicant' buttons. Below the search bar, the 'Add a Person' link is highlighted with a red rectangular border.



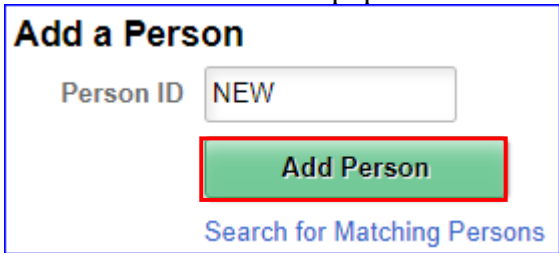
The only time you should use the Add Employee Instance link is if the **Organizational Relationships** tab is missing in Personal Information, you did not finish the accession and the member does not have Job Data.

A web form showing the 'Regional' tab of the 'Personal Information' section. The 'Regional' tab is highlighted with a red rectangular border. The form displays 'Test3 Duplicates' and 'Person ID 1234567'. It includes a search bar, a table with columns 'Name', 'Effective Date', and 'Format Type', and a 'View Name' button at the bottom.

Accessing the Member into Direct Access

Introduction This section provides the procedures for accessing the member into Direct Access (DA).

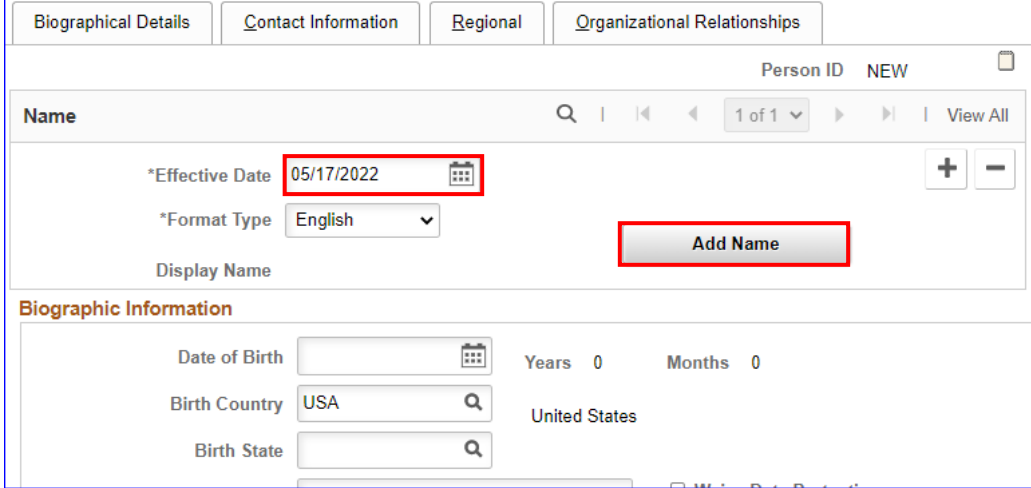
Procedure See below.

| Step | Action |
|------|---|
| 1 | Click on the Accessions tile.  |
| 1.5 | Select the Add a Person option.  |
| 2 | The Person ID field auto-populates with NEW. Click Add Person .  |

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Accessing the Member into Direct Access, Continued

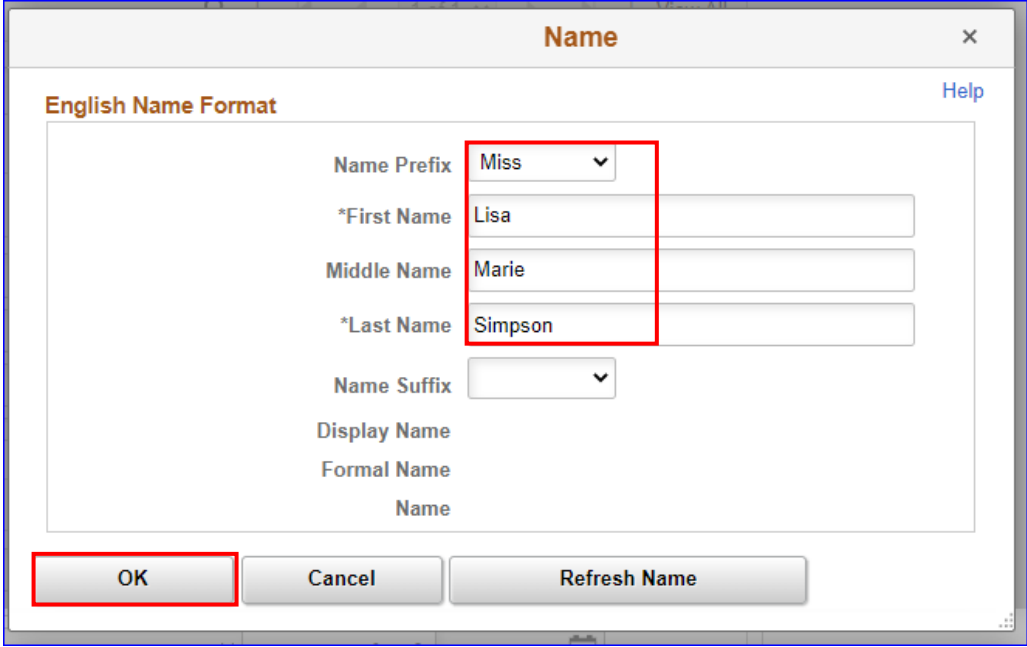
Procedure,
continued

| Step | Action |
|------|---|
| 3 | <p>The Effective Date will default to the current date. Enter the appropriate date (cannot be future dated). Click Add Name.</p>  <p>The screenshot shows a web interface for adding a new member. At the top, there are four tabs: 'Biographical Details', 'Contact Information', 'Regional', and 'Organizational Relationships'. The 'Biographical Details' tab is selected. Below the tabs, there is a header area with 'Person ID' and 'NEW'. The main section is titled 'Name' and contains a search bar, a list of items (currently showing '1 of 1'), and a 'View All' link. Below this, there are three input fields: '*Effective Date' (with a calendar icon and a red box around the date '05/17/2022'), '*Format Type' (a dropdown menu set to 'English'), and 'Display Name'. To the right of these fields are '+' and '-' buttons. Below the 'Name' section is a section titled 'Biographic Information' which contains three input fields: 'Date of Birth' (with a calendar icon), 'Birth Country' (a dropdown menu set to 'USA'), and 'Birth State' (a dropdown menu). To the right of these fields are 'Years' and 'Months' input fields, both set to '0'. At the bottom right of the 'Name' section, there is a red box around the 'Add Name' button.</p> |

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Accessing the Member into Direct Access, Continued

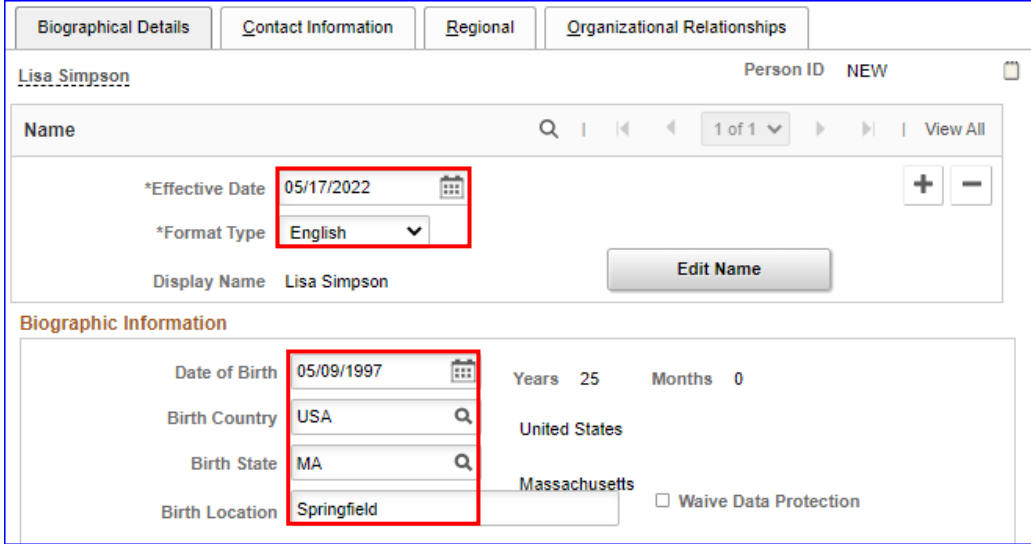
Procedure,
continued

| Step | Action |
|------|--|
| 4 | <p>Enter the member's complete Name including full middle name. When complete, click OK.</p> <p>NOTE: Do not use NMN for members with "No Middle Name". The government travel card will be issued with a middle name of "N" and cause denial of its use for the member. LEAVE IT BLANK.</p>  <p>The screenshot shows a 'Name' dialog box with a title bar and a close button. Inside, there's a section titled 'English Name Format' with a 'Help' link. Below this, there are several input fields: 'Name Prefix' (a dropdown menu showing 'Miss'), '*First Name' (text input with 'Lisa'), 'Middle Name' (text input with 'Marie'), '*Last Name' (text input with 'Simpson'), 'Name Suffix' (a dropdown menu), 'Display Name', 'Formal Name', and 'Name'. At the bottom, there are three buttons: 'OK' (highlighted with a red box), 'Cancel', and 'Refresh Name'.</p> |

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Accessing the Member into Direct Access, Continued

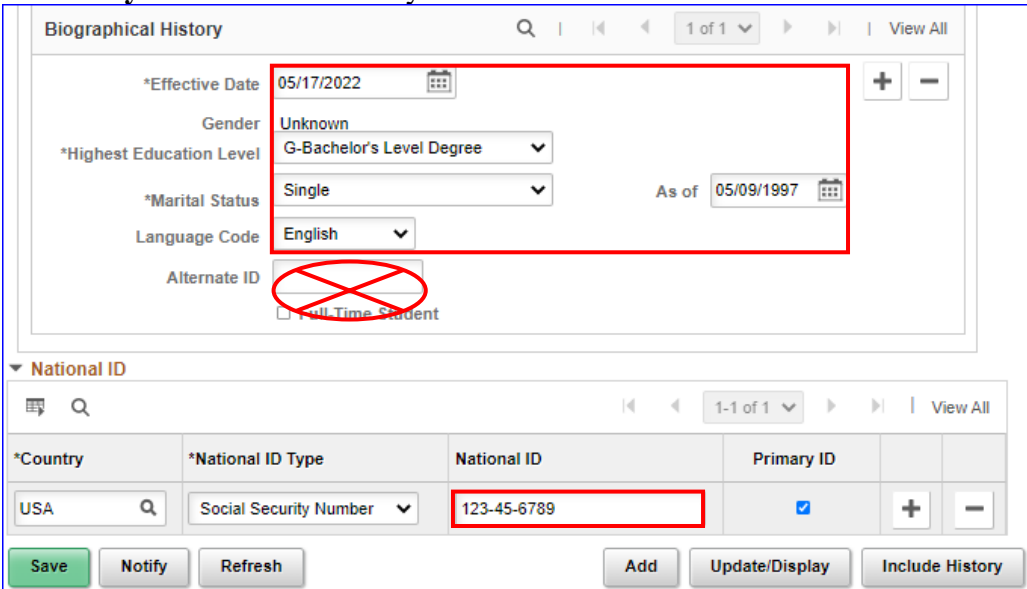

Procedure,
continued

| Step | Action |
|------|---|
| 5 | <p>Name section:</p> <ul style="list-style-type: none"> • Effective Date – Defaults to current date. Enter the date of Accession (if necessary). • Format Type – Leave as English. <p>Biographical information section:</p> <ul style="list-style-type: none"> • Date of Birth – Enter the member's birth date. • Birth Country – Defaults to USA, if different, use the lookup icon to select the correct birth country (other fields may appear/change). • Birth State – Enter the state where the member was born. • Birth Location – Enter the city/town where the member was born.  <p>The screenshot displays the 'Direct Access' interface for a member named Lisa Simpson. The 'Name' section includes fields for '*Effective Date' (05/17/2022) and '*Format Type' (English). The 'Biographic Information' section includes fields for 'Date of Birth' (05/09/1997), 'Birth Country' (USA), 'Birth State' (MA), and 'Birth Location' (Springfield). Red boxes highlight the date fields in both sections.</p> |

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Accessing the Member into Direct Access, Continued

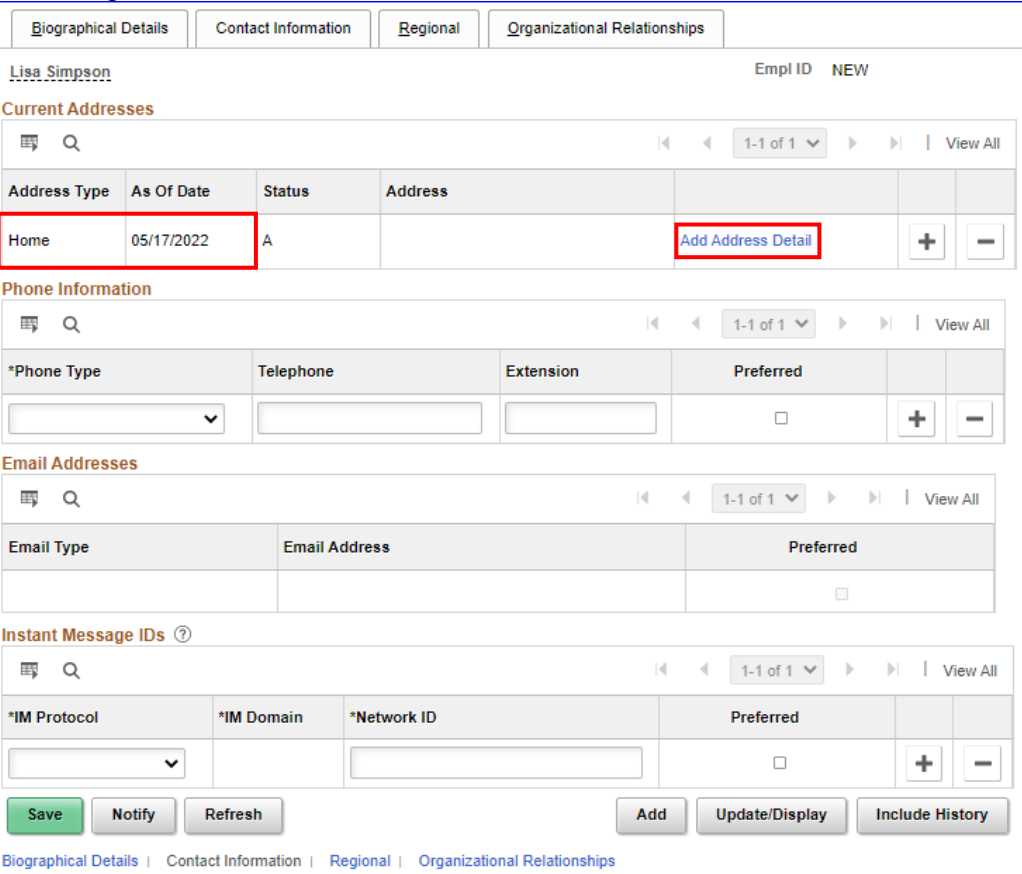
Procedure,
continued

| Step | Action |
|------|---|
| 5.5 | <p>Biographical History section:</p> <ul style="list-style-type: none"> • Effective Date – Must match the Effective Date above. • Gender – Not editable. • Highest Education Level – Select the education level from the drop-down. • Marital Status and As of – Select the status from the drop-down and enter the date of marriage (if applicable). • Language Code – Select English from the drop-down. • Alternate ID/Waive Data Protection & Full-Time Student – DO NOT USE. • National ID – Enter the member's Social Security Number (with hyphens). • Primary ID – Is automatically checked.  |
| 6 | <p>Select the Contact Information tab.</p>  |

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Accessing the Member into Direct Access, Continued

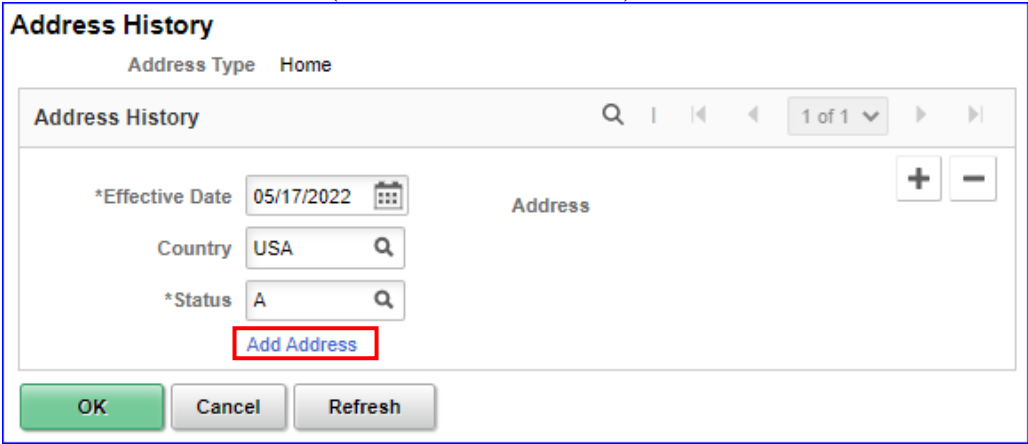
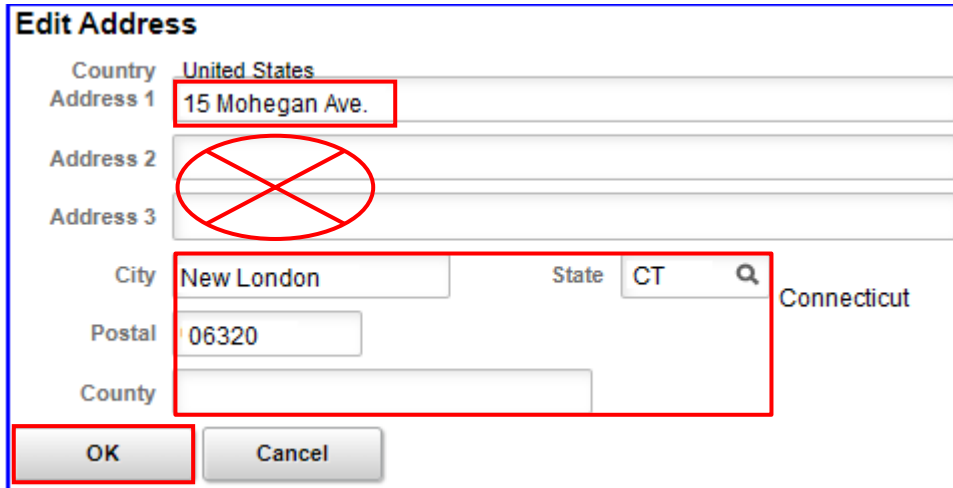
Procedure,
continued

| Step | Action |
|------|---|
| 7 | <p>DA defaults the first Address Type to Home and the As Of Date is the date of hire. Click the Add Address Detail link.</p> <p>NOTE: Required Address Types must include:</p> <ul style="list-style-type: none"> • Thrift Savings Plan (TSP) address (this will be entered when Basic Pay is set up) • Home of record address • Mailing Address  |

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Accessing the Member into Direct Access, Continued

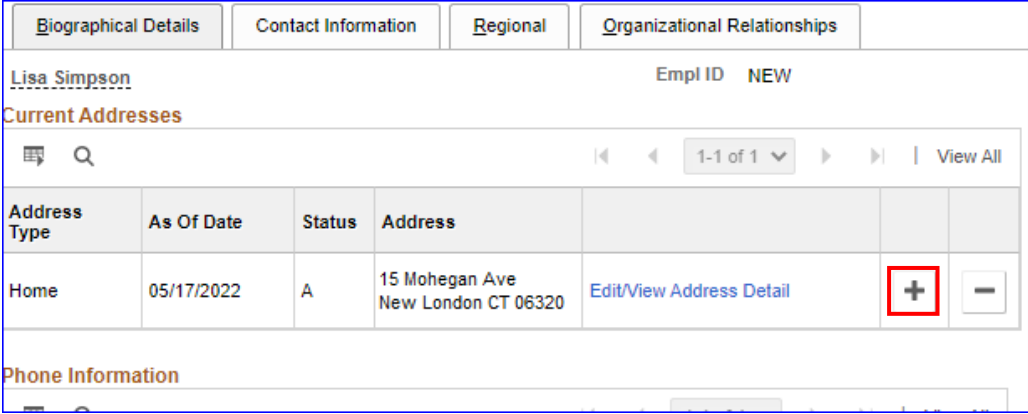
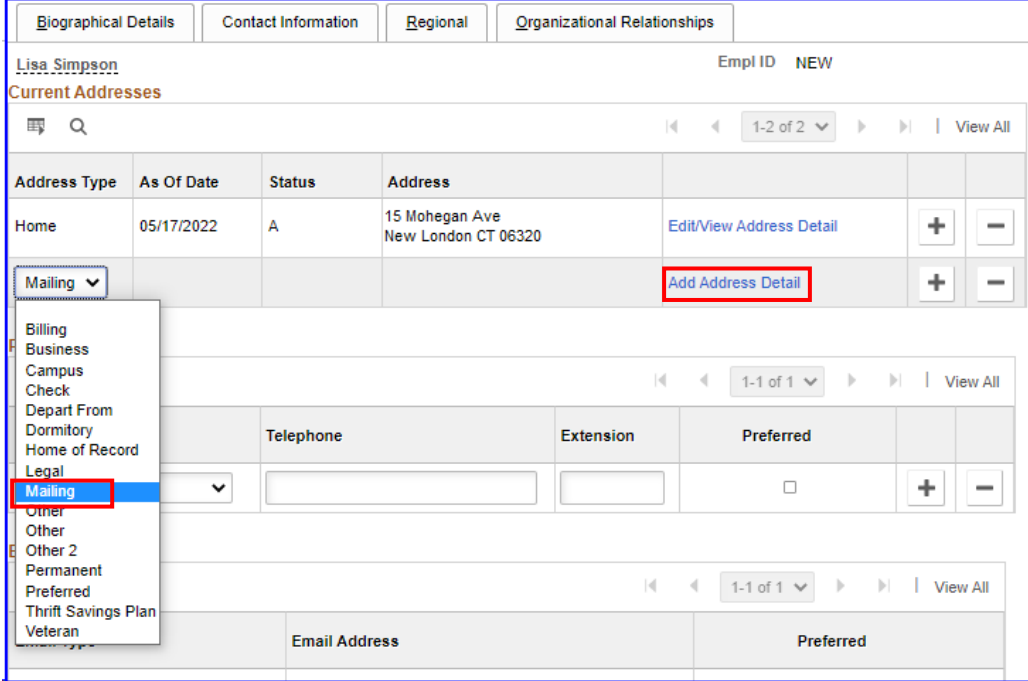
Procedure,
continued

| Step | Action |
|------|---|
| 8 | <p>Enter the Effective Date (cannot be future dated). Click Add Address.</p>  |
| 9 | <ul style="list-style-type: none"> • Address 1 – Enter 15 Mohegan Ave • Address 2 – Not Used. • Address 3 – Not Used. • City – Enter New London. • State – Enter CT. • Postal – Enter 06320. • County – Enter the county (if known). <p>Click OK.</p>  |

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Accessing the Member into Direct Access, Continued

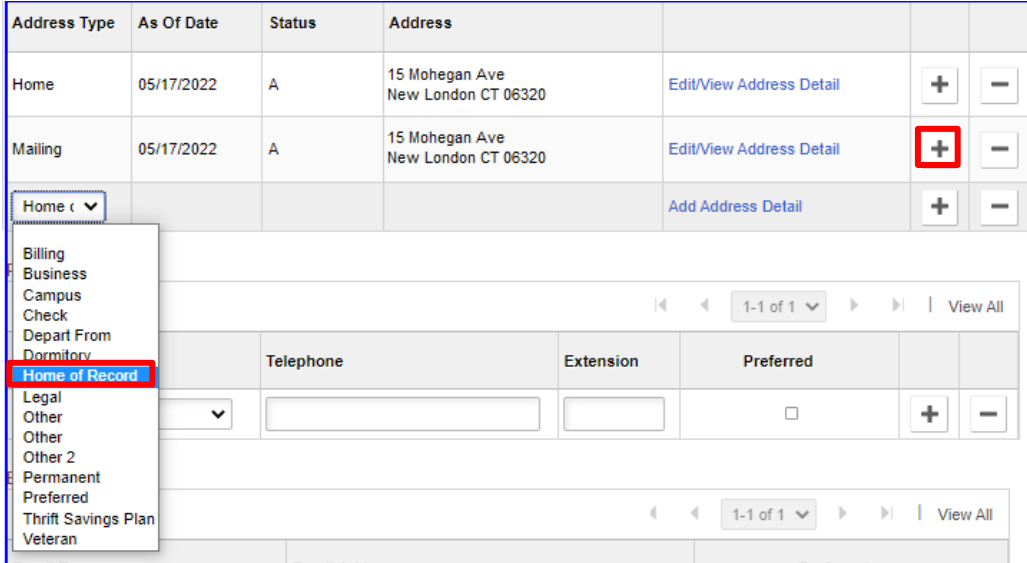
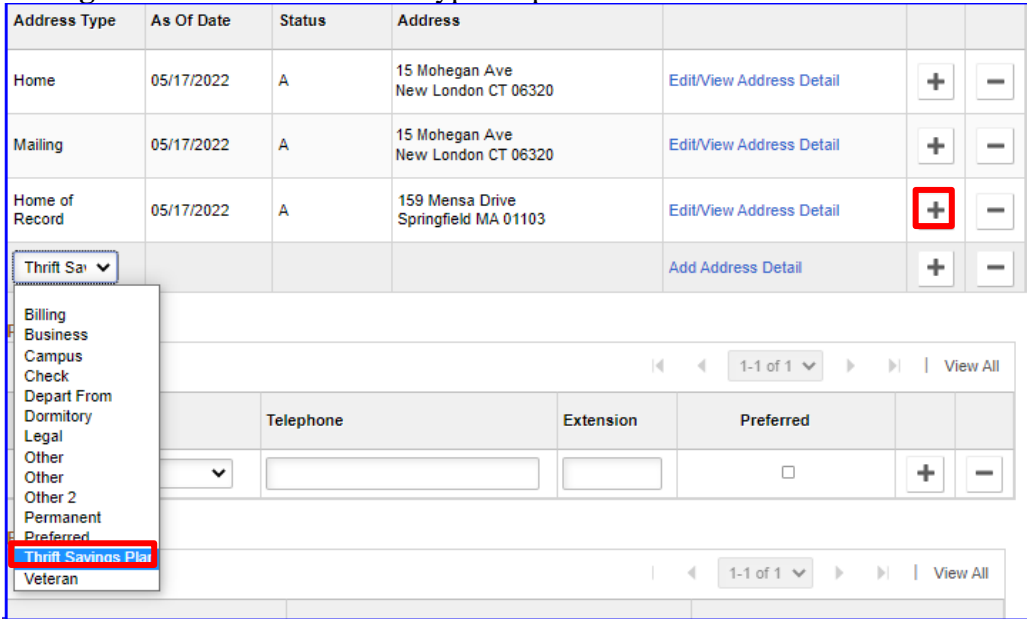
Procedure,
continued

| Step | Action |
|------|--|
| 10 | <p>Click the Plus button to add the Mailing Address.</p>  <p>The screenshot shows the 'Current Addresses' section for Lisa Simpson. The 'Address Type' dropdown is set to 'Home'. The 'Add Address' button (a plus sign in a red box) is highlighted.</p> |
| 11 | <p>Select Mailing from the Address Type drop-down and click the Add Address Detail link.</p>  <p>The screenshot shows the 'Current Addresses' section for Lisa Simpson. The 'Address Type' dropdown is set to 'Mailing'. The 'Add Address Detail' link (a red box) is highlighted.</p> |

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Accessing the Member into Direct Access, Continued

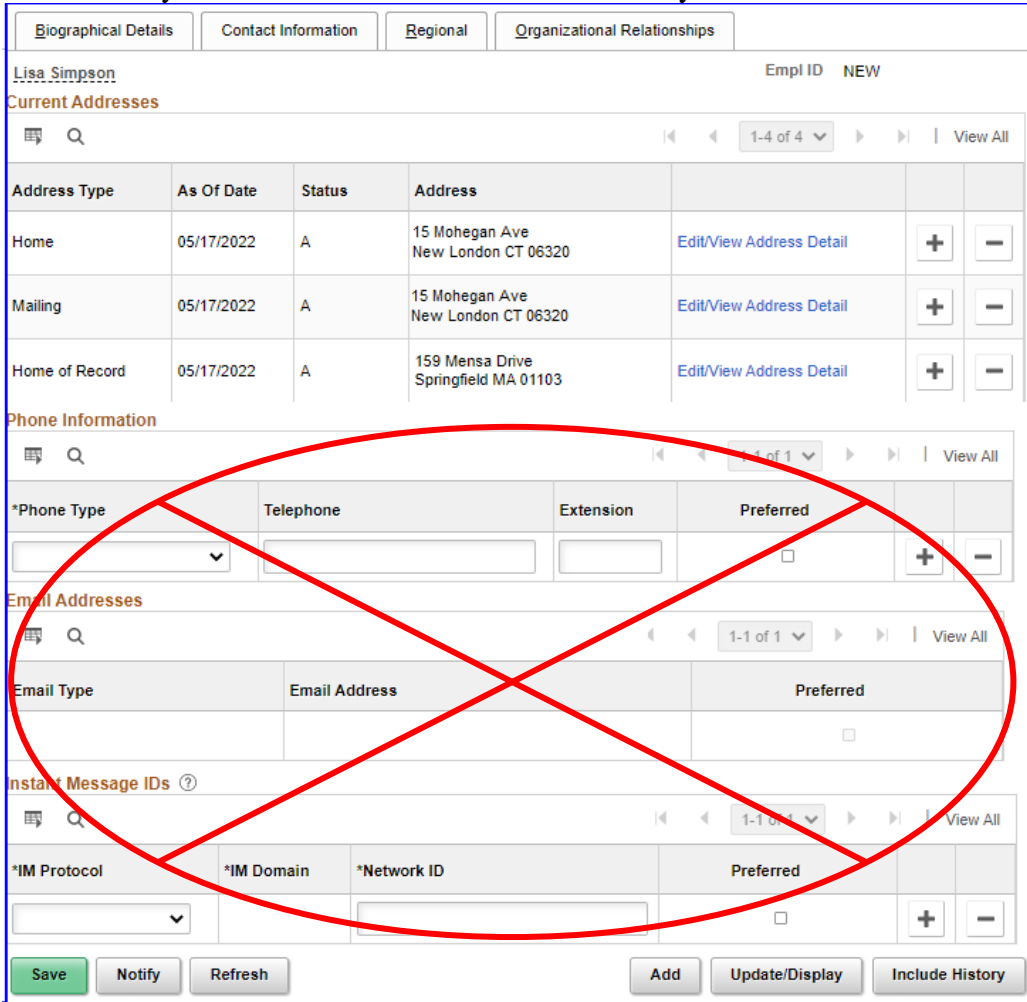

Procedure,
continued

| Step | Action |
|------|--|
| 12 | <p>Click the Plus button and repeat steps 8 - 10 to enter the Home of Record as identified on the DD4.</p>  |
| 13 | <p>If applicable, click the Plus button and repeat steps 8 – 10 to enter the Thrift Savings Plan from the Address Type drop-down.</p>  |

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Accessing the Member into Direct Access, Continued

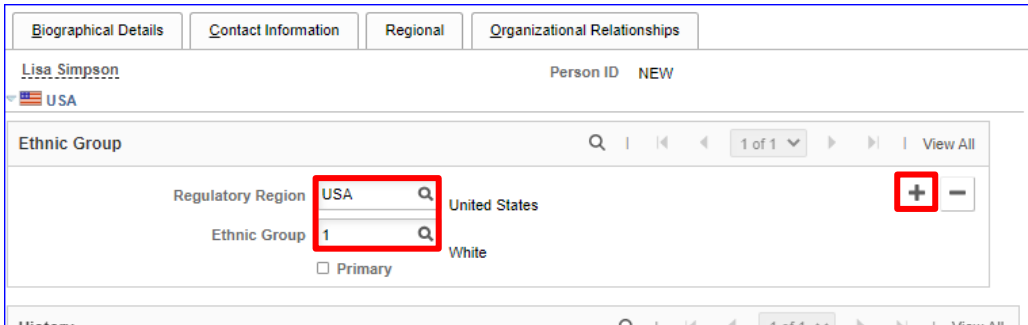
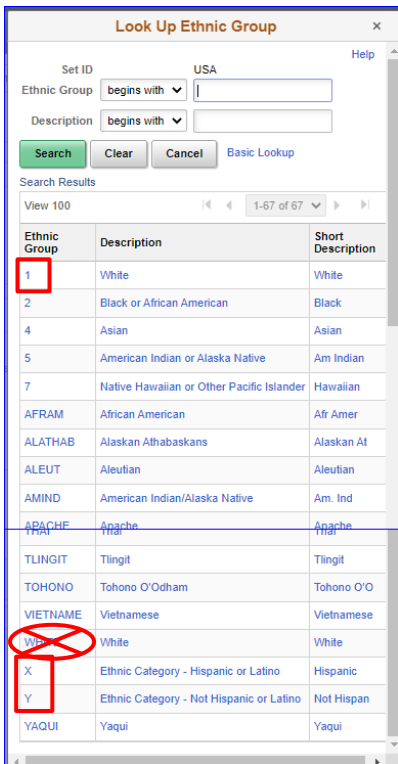
Procedure,
continued

| Step | Action |
|------|--|
| 14 | <p>The Phone Information, Email Addresses and Instant Message IDs should be left blank (to be entered by the member at a future date).</p> <p>NOTE: They must enter their TSP address into the system as well.</p>  |
| 15 | <p>Select the Regional tab.</p>  |

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Accessing the Member into Direct Access, Continued

Procedure,
continued

| Step | Action |
|------|--|
| 16 | <p>Ensure the Regulatory Region is USA. Click the lookup icon to select the appropriate Ethnic Group category (If the member claims more than one ethnic group, click the Plus button and add the additional group designation).</p> <p>All other fields on this tab are left blank.</p>   <p>***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.</p> |

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Accessing the Member into Direct Access, Continued

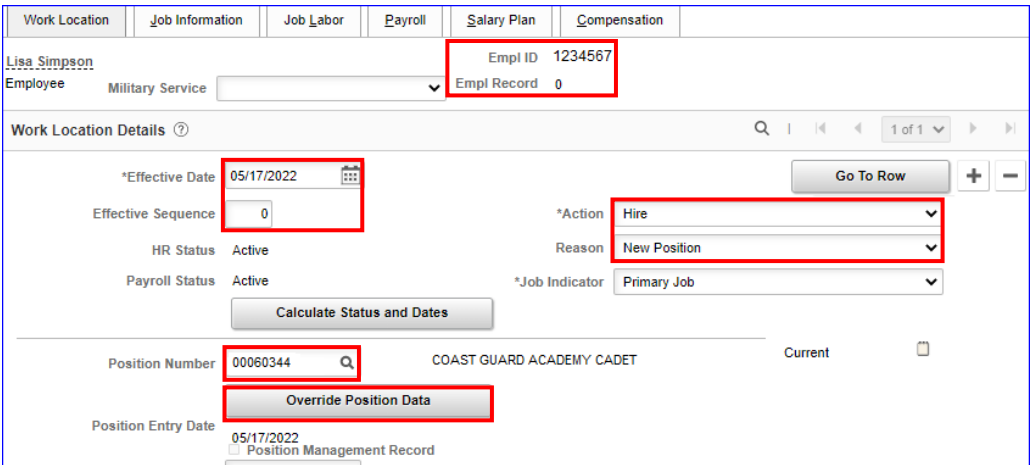
Procedure,
continued

| Step | Action |
|------|--|
| 17 | <p>Select the Organizational Relationships tab.</p>  |
| 18 | <p>Check the Employee box and click Add Relationship.</p> <p>Do NOT change the Empl Record number ever.</p>  |

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Accessing the Member into Direct Access, Continued

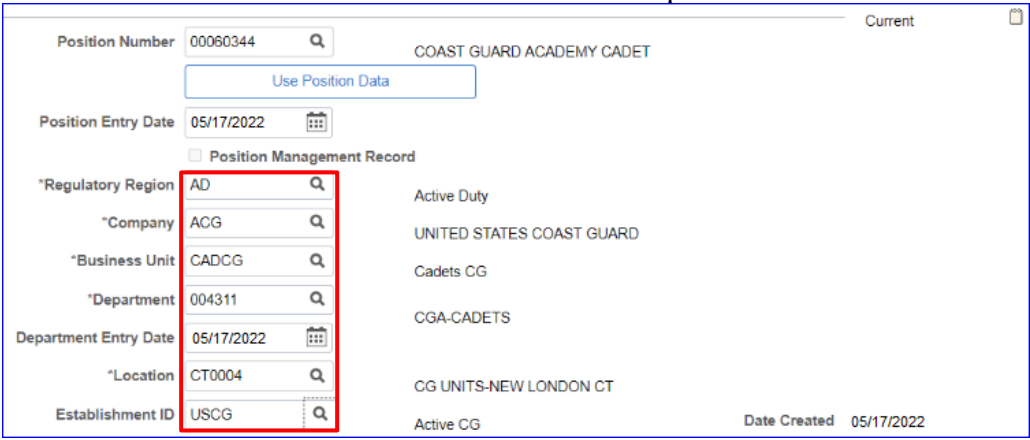
Procedure,
continued

| Step | Action |
|------|--|
| 19 | <p>The Job Data screen displays. The Empl ID and Empl Record will be generated on the Work Location tab (Record this number for future reference.) See Notes.</p> <ul style="list-style-type: none"> • Effective Date – Defaults to the current date. This date may be future dated to reflect the actual hire date. • Effective Sequence – Do not change. • Action – Select Hire from the drop-down. • Reason – Select New Position from the drop-down. • Position Number – Enter 00060344, currently for CADET & hit tab. <p>Click the Override Position Data button.</p>  <p>NOTE: If for any reason this Accession is not completed but an Empl ID was issued and Job data was never entered, use the Add Employment Instance option. Enter the Empl ID that was issued, select the Organizational Relationship tab, click Add Relationship & you will be returned to Job Data with the issued Empl ID. All previous unsaved Job Data entries will need to be re-entered.</p> <p>NOTE: Do not use the Add Employment Instance if you had previously entered and saved anything in Job Data with an EMPL ID given. Any edits after the initial save will create a second Empl ID for the member. Any edits should be made using the Personal Information or Job Data links. See Employee Records.</p> |

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Accessing the Member into Direct Access, Continued

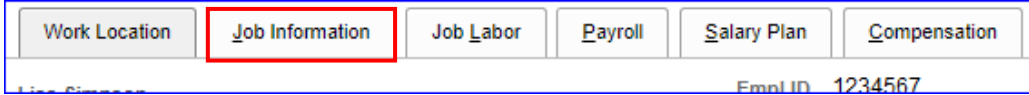
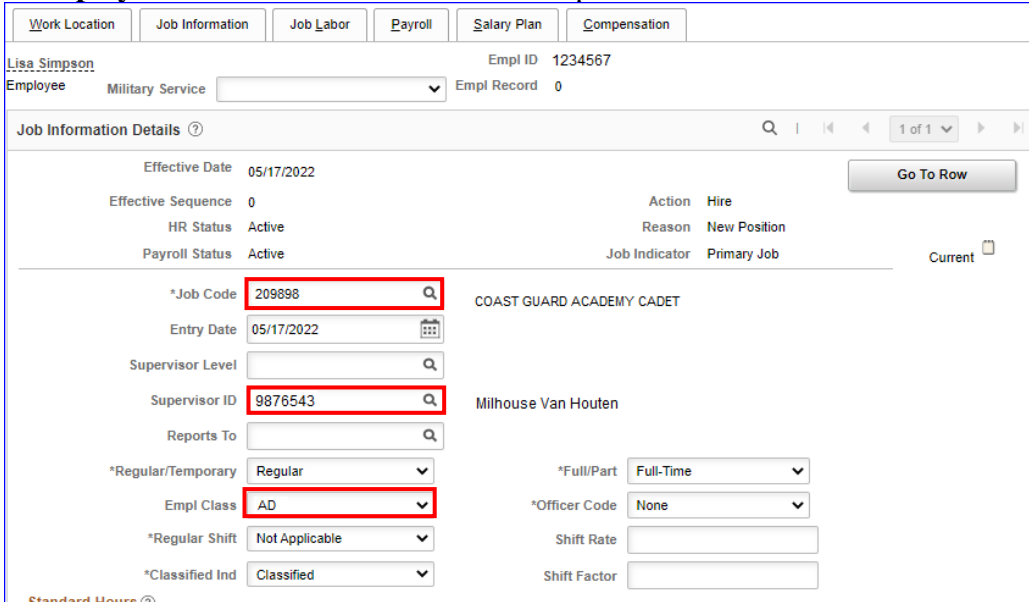

Procedure,
continued

| Step | Action |
|------|---|
| 20 | <p>Change/update as necessary:</p> <ul style="list-style-type: none"> • Regulatory Region – Select AD from the lookup icon. • Company – Verify ACG is displayed. • Business Unit – Select CADCG from the lookup icon. • Department – Enter 004311. • Department Entry Date – Verify the Date of hire. • Location – Verify CT0004 is displayed. • Establishment ID – Select USCG from the lookup icon.  |

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Accessing the Member into Direct Access, Continued

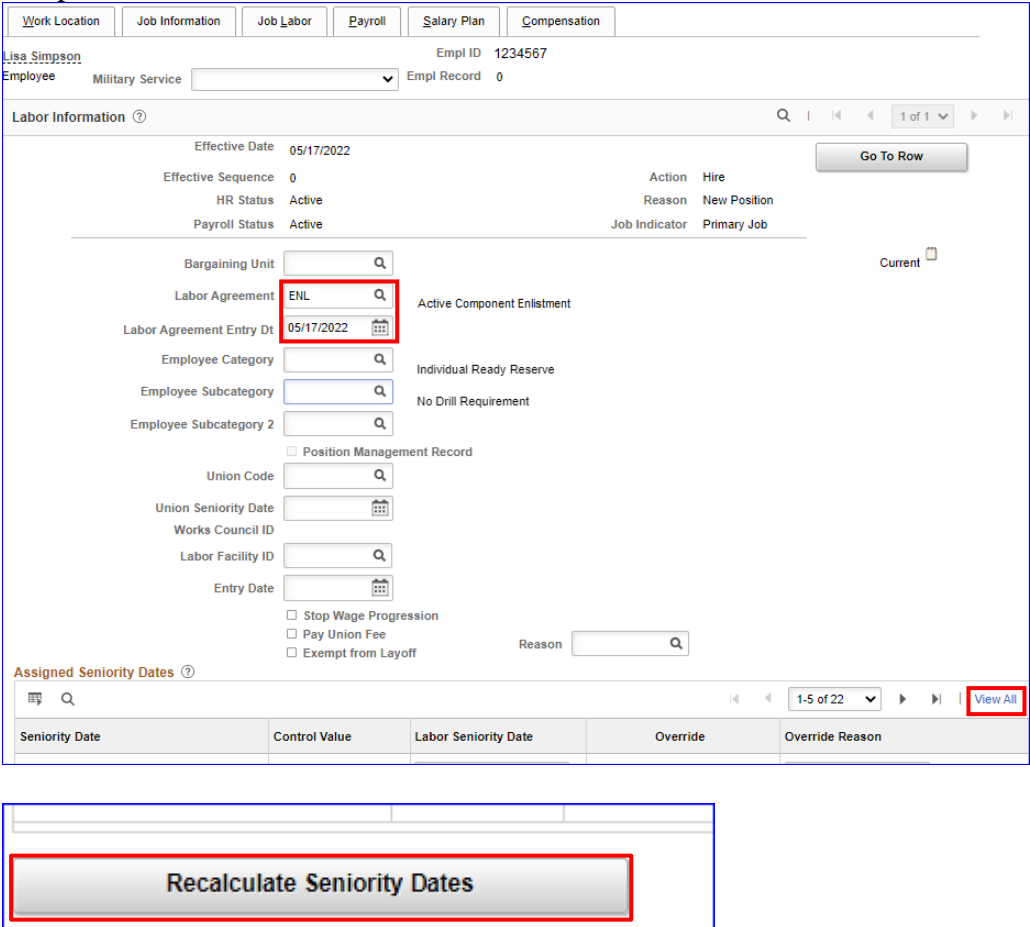
Procedure,
continued

| Step | Action |
|------|--|
| 21 | <p>Select the Job Information tab.</p>  |
| 22 | <p>Only enter these three fields, DO NOT enter any other data fields.</p> <ul style="list-style-type: none"> • Job Code – Enter 209898 (if not defaulted) and hit tab. • Supervisor ID – Enter the CGHRSUP Empl ID that approves Accessions. • Employee Class – Select AD from the drop-down.  |
| 23 | <p>Select the Job Labor tab.</p>  |

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Accessing the Member into Direct Access, Continued

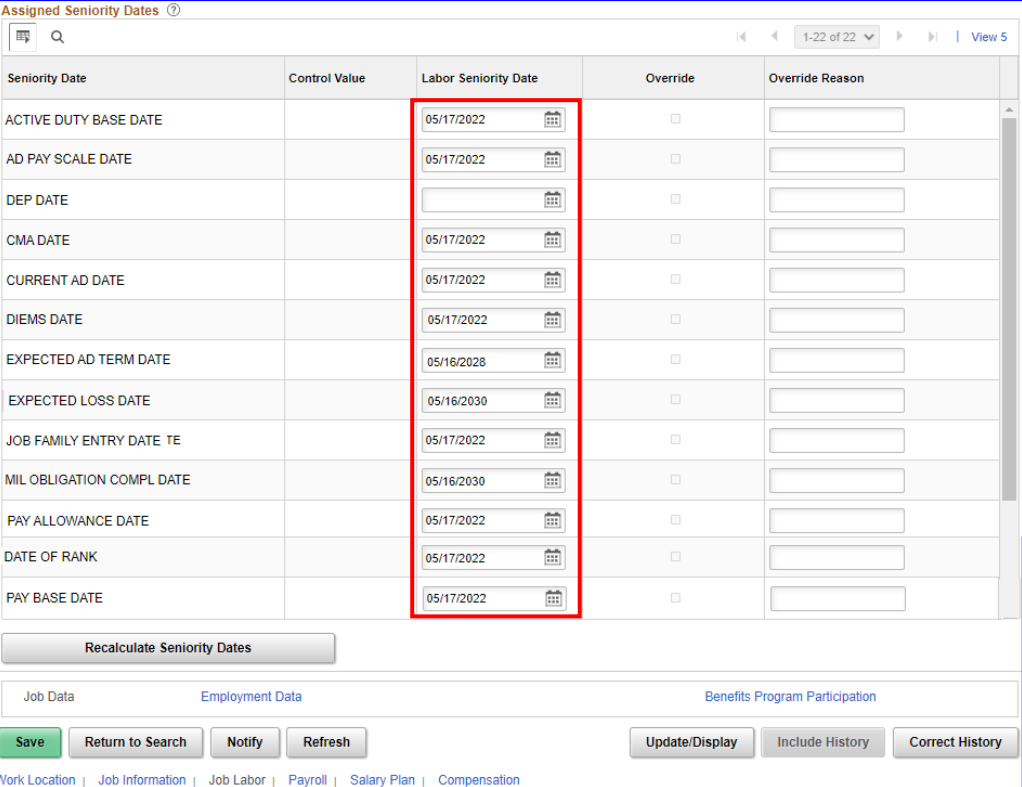
Procedure,
continued

| Step | Action |
|------|--|
| 24 | <p>Only enter these fields, DO NOT enter any other data fields.</p> <ul style="list-style-type: none"> • Labor Agreement – Select ENL from the lookup icon. • Labor Agreement Entry Dt – Will default to date of hire. <p>Scroll down the page and click View ALL for Assigned Seniority Dates. Click Recalculate Seniority Dates to update the correct member type and component Service Date information</p>  <p>The screenshot shows the 'Labor Information' tab for employee Lisa Simpson (Empl ID 1234567). The 'Labor Agreement' is set to 'ENL' and the 'Labor Agreement Entry Dt' is '05/17/2022'. The 'Assigned Seniority Dates' table is visible at the bottom, and a 'Recalculate Seniority Dates' button is highlighted.</p> |

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Accessing the Member into Direct Access, Continued

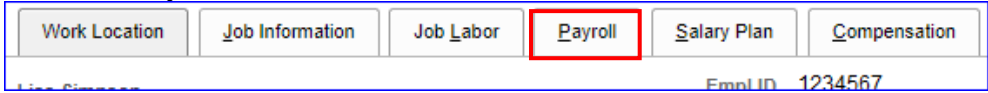
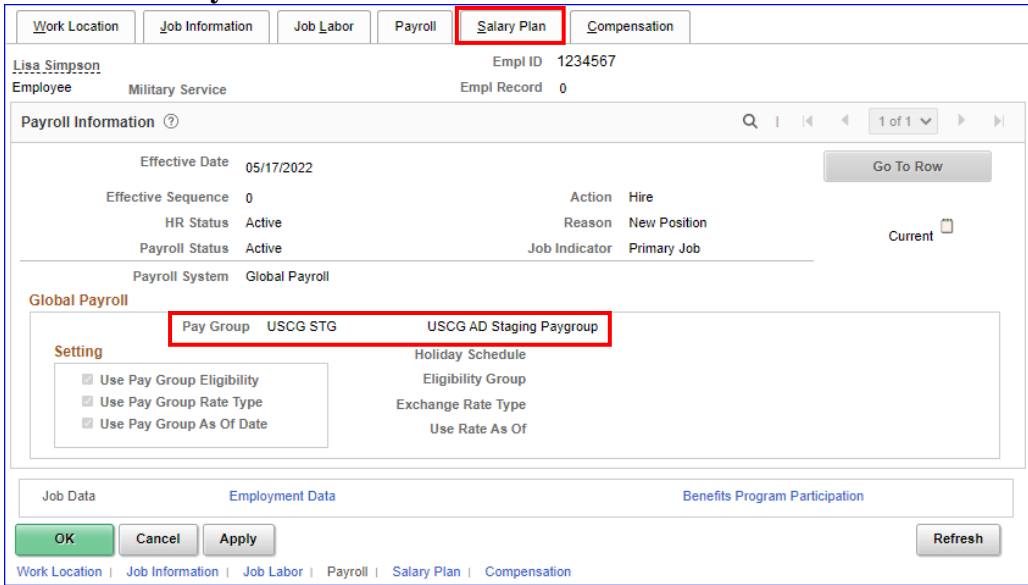
Procedure, continued

| Step | Action |
|------|---|
| 25 | <p>Only enter dates as indicated. All other fields must be left blank.</p> <ul style="list-style-type: none"> • Active Duty Base Date – Date of the hire or Oath of Office • AD Pay Scale Date – Date of the hire or Oath of Office • DEP Date – Leave blank. • CMA Date – Date of the hire or Oath of Office • DIEMS Date – Date Initial Entry Military Service (any component) • Expected AD Term Date – 6 years from Oath of Office date (minus 1 day) • Expected Loss Date – 8 years from the original DIEMS date (minus 1 day) • Job Family Entry Date – Date of the hire or Oath of Office • Mil Obligation Compl Date – 8 years from DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP) • Pay Allowance Date – Date of the hire or Oath of Office • Date of Rank – Date of the hire or Oath of Office • Pay Base Date – Date of the hire or Oath of Office <p>NOTE: Submit a request to PPC Customer Care for a Statement of Creditable Service (SOCS) in the case of prior military service. Any necessary adjustments will take place via the SOCS process (see E-Mail ALSPO B/15).</p>  |

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Accessing the Member into Direct Access, Continued

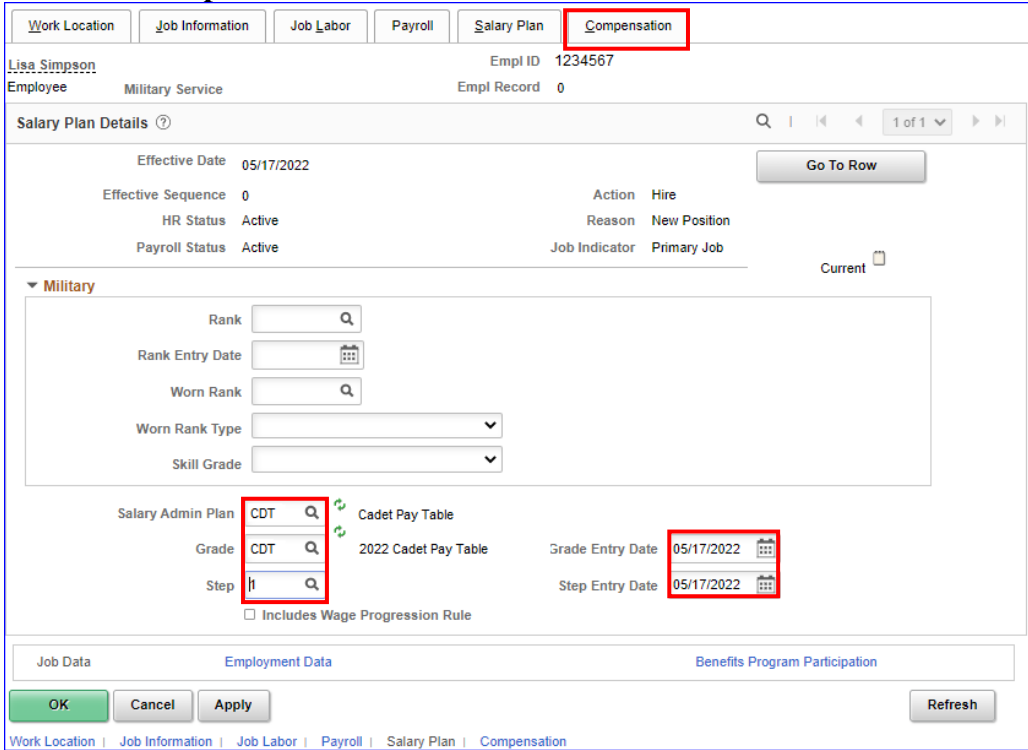
Procedure,
continued

| Step | Action |
|------|--|
| 26 | <p>Select the Payroll Tab.</p>  |
| 27 | <p>Pay Group – Should default to USCG STG. Once the hire has been approved this will update to CADET.</p> <p>Select the Salary Plan tab.</p>  |

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Accessing the Member into Direct Access, Continued

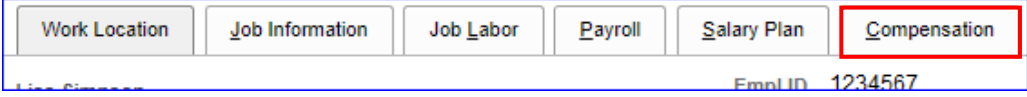
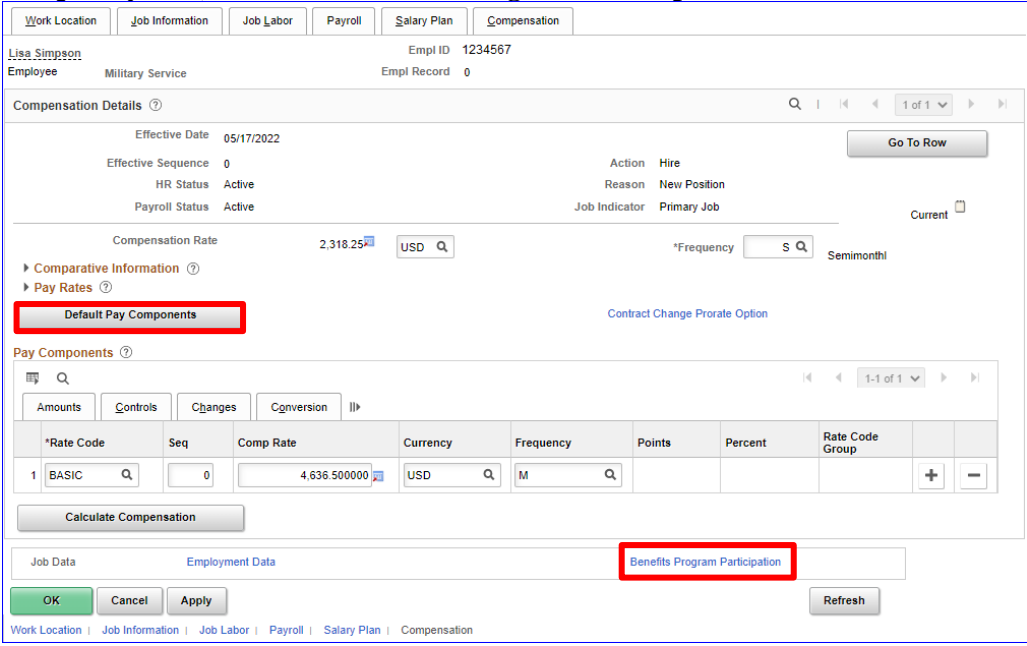
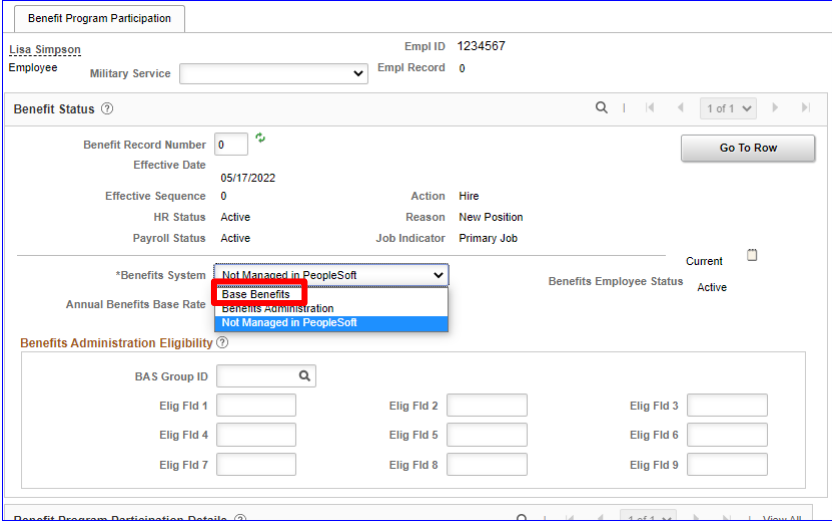
Procedure,
continued

| Step | Action |
|------|--|
| 28 | <p>Only enter fields as indicated. All other fields must be left blank.</p> <ul style="list-style-type: none"> • Salary Admin Plan – Should default to CDT (If not, select it from the lookup icon). • Grade – Select CDT from the lookup icon. • Grade Entry Date – Should default to the date of hire. • Step – Enter 1 and hit tab. <p>NOTE: If the Job Code number does not match the Grade Step – An error message is received when the SPO is trying to approve the hire and must be fixed.</p> <p>NOTE: This step is necessary for the information on the Compensation tab to populate.</p> <ul style="list-style-type: none"> • Step Entry Date – Will default to the date of hire. <p>Select the Compensation tab.</p>  |

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Accessing the Member into Direct Access, Continued

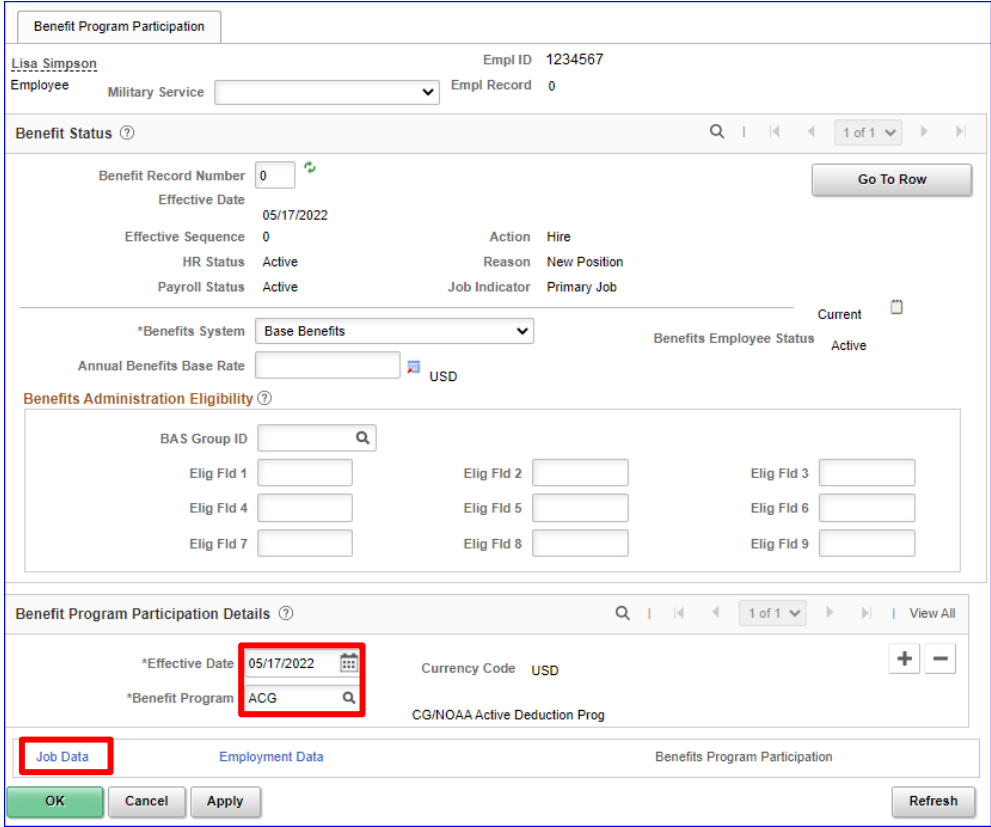
Procedure,
continued

| Step | Action |
|------|---|
| 29 | <p>Select the Compensation tab.</p>  |
| 30 | <p>Click Default Pay Components (this updates the Compensation Rate and Frequency data). Click the Benefits Program Participation link.</p>  |
| 31 | <p>Benefits System – Select Base Benefits from the drop-down.</p>  |

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Accessing the Member into Direct Access, Continued

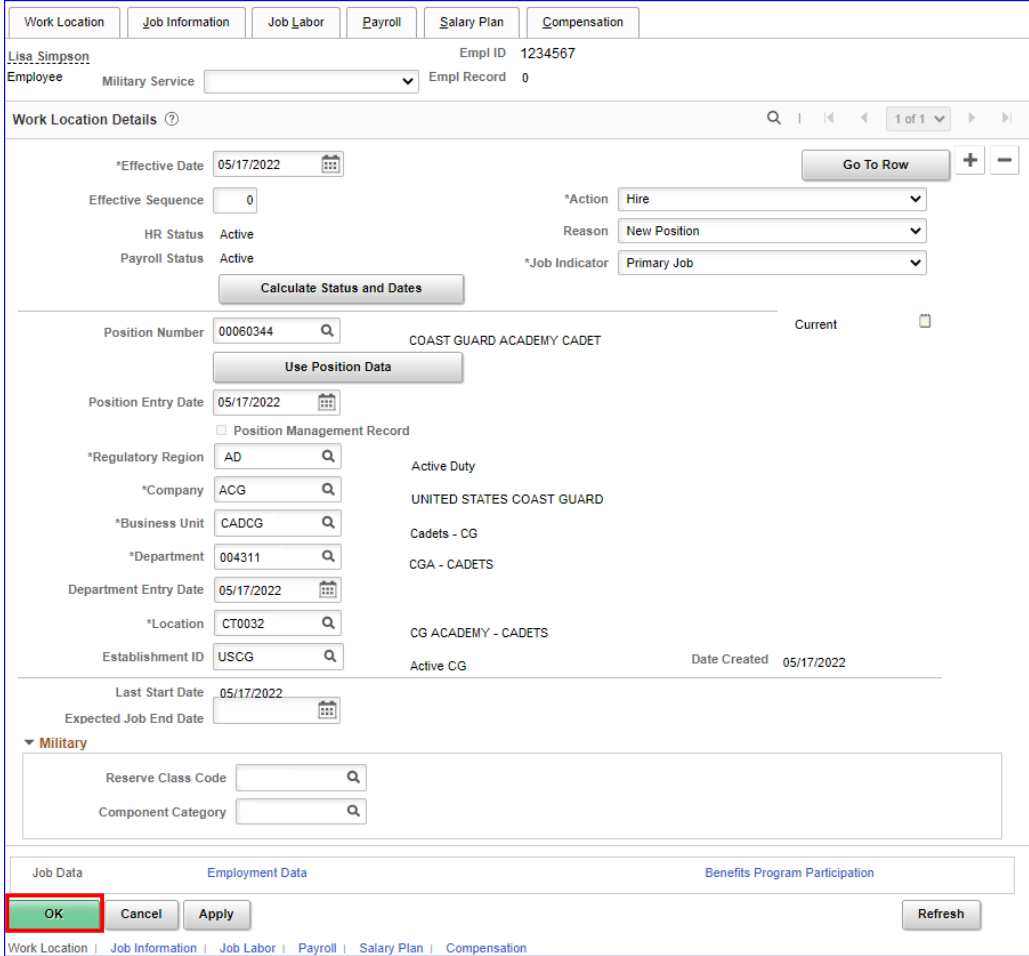
Procedure,
continued

| Step | Action |
|------|--|
| 32 | <p>Only enter fields as indicated. All other fields must be left blank.</p> <ul style="list-style-type: none"> • Effective Date – If completing the Job Data AFTER the effective date of hire, change the date to the date of hire. • Benefit Program – Select ACG from the lookup icon. <p>Click the Job Data link.</p>  |

Continued on next page

Accessing the Member into Direct Access, Continued

Procedure,
continued

| Step | Action |
|------|---|
| 33 | <p>To submit, click OK.</p>  <p>The screenshot shows a web application interface for 'Work Location Details'. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below these, the employee's name 'Lisa Simpson' and ID '1234567' are displayed. The 'Military Service' dropdown is set to 'Military Service'. The 'Effective Date' is '05/17/2022'. The 'Effective Sequence' is '0'. The 'HR Status' is 'Active'. The 'Payroll Status' is 'Active'. The 'Action' dropdown is set to 'Hire'. The 'Reason' dropdown is set to 'New Position'. The 'Job Indicator' dropdown is set to 'Primary Job'. There is a 'Calculate Status and Dates' button. Below this, the 'Position Number' is '00060344' and the 'Position' is 'COAST GUARD ACADEMY CADET'. The 'Position Entry Date' is '05/17/2022'. There is a 'Position Management Record' checkbox. The 'Regulatory Region' is 'AD'. The 'Company' is 'ACG'. The 'Business Unit' is 'CADC'. The 'Department' is '004311'. The 'Department Entry Date' is '05/17/2022'. The 'Location' is 'CT0032'. The 'Establishment ID' is 'USCG'. The 'Last Start Date' is '05/17/2022'. The 'Expected Job End Date' is empty. There is a 'Military' section with 'Reserve Class Code' and 'Component Category' dropdowns. At the bottom, there are buttons for 'OK', 'Cancel', 'Apply', and 'Refresh'. The 'OK' button is highlighted with a red box.</p> |

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Accessing the Member into Direct Access, Continued

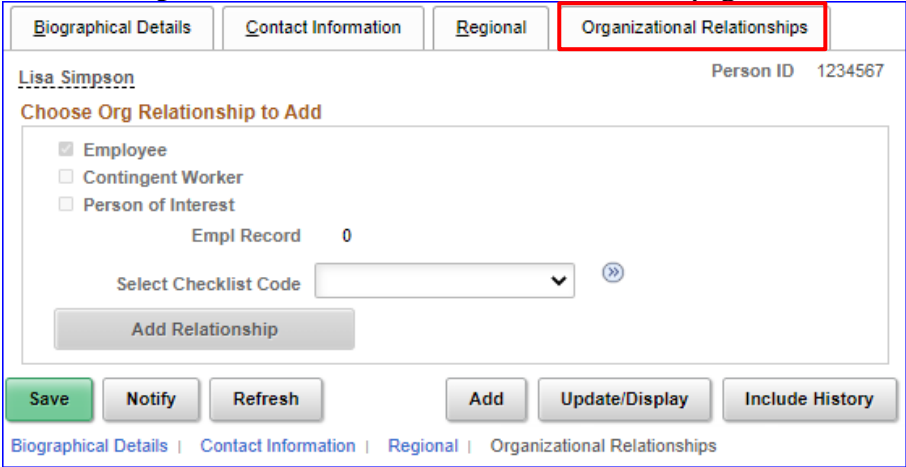
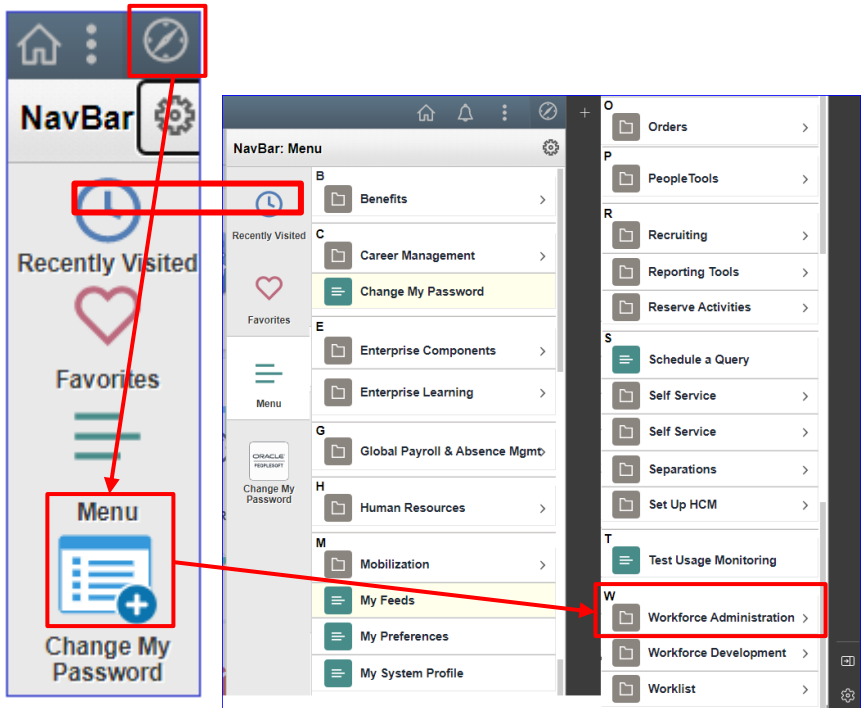
Procedure, continued

| Step | Action |
|------|--|
| 34 | <p data-bbox="341 495 1369 562">Several Messages will display (randomly ordered). Click OK for each one (wait for the “processing-circle-of-death” to finish).</p> <div data-bbox="341 562 1369 763"> <p data-bbox="357 595 1054 618">Warning -- Head count of 1366 exceeds maximum head count of 0 for position. (1000,156)</p> <p data-bbox="357 629 1353 674">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.</p> <div data-bbox="762 685 999 730"> <input data-bbox="762 685 890 730" type="button" value="OK"/> <input data-bbox="895 685 999 730" type="button" value="Cancel"/> </div> </div> <div data-bbox="341 797 1082 1021"> <p data-bbox="357 831 1034 864">Warning -- Compensation Frequency has been updated. (1010,264)</p> <p data-bbox="357 875 810 909">Compensation Frequency has been updated.</p> <div data-bbox="560 931 863 987"> <input data-bbox="560 931 727 987" type="button" value="OK"/> <input data-bbox="735 931 863 987" type="button" value="Cancel"/> </div> </div> <div data-bbox="341 1055 1369 1279"> <p data-bbox="357 1088 1094 1111">Warning -- Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32)</p> <p data-bbox="357 1122 1353 1155">A minimum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel falls below that minimum.</p> <p data-bbox="357 1167 1046 1189">If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.</p> <div data-bbox="743 1211 983 1256"> <input data-bbox="743 1211 871 1256" type="button" value="OK"/> <input data-bbox="879 1211 983 1256" type="button" value="Cancel"/> </div> </div> <div data-bbox="341 1312 1126 1514"> <p data-bbox="357 1357 1070 1391">JOB DATA CMP EMPLID : 1234567 COMPANY ACG ACTION HIR (0,0)</p> <div data-bbox="639 1413 807 1469"> <input data-bbox="639 1413 807 1469" type="button" value="OK"/> </div> </div> |

Continued on next page

Accessing the Member into Direct Access, Continued

Procedure,
continued

| Step | Action |
|------|--|
| 35 | <p>After a successful completion you will be returned to the Organizational Relationships tab. Return to the Direct Access home page.</p>  |
| 36 | <p>If you have the roles to add the member's gender, navigate to the NavBar icon > Menu > Workforce Administration drop-down arrow > Personal Information > Biographical > Modify a Person's Gender (not shown). If you do not have the roles, a PPC help ticket must be entered to have this information added.</p>  |

Continued on next page

Accessing the Member into Direct Access, Continued

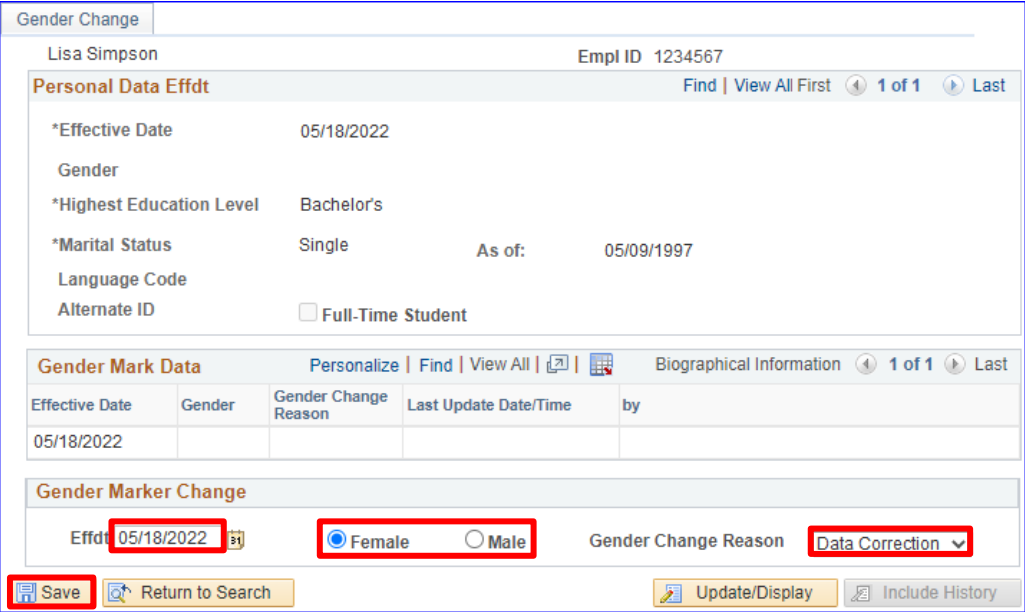
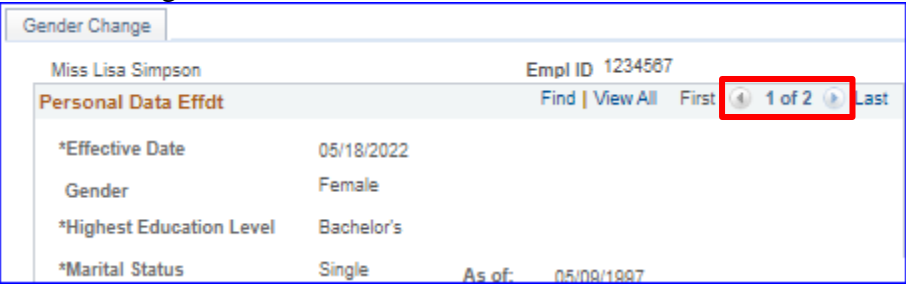
Procedure,
continued

| Step | Action |
|------|--|
| 37 | <p>Enter the Empl ID and click Search. The Include History box is already checked.</p> <div data-bbox="339 562 1074 1106"> <p>Personal Gender Change</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Name begins with ▼</p> <p>Last Name begins with ▼</p> <p>Second Last Name begins with ▼</p> <p>Alternate Character Name begins with ▼</p> <p>Middle Name begins with ▼</p> <p>Business Unit begins with ▼</p> <p>Department Set ID begins with ▼</p> <p>Department begins with ▼</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div> |

Continued on next page

Accessing the Member into Direct Access, Continued

Procedure,
continued

| Step | Action |
|------|--|
| 38 | <p>The Gender Change tab will display. The Gender Marker Change Effdt must be the day after your date of entry. This date cannot be backdated.</p> <p>Select the appropriate Gender radio button and select Data Correction from the Gender Change Reason drop-down (used for entering a new member's gender OR to correct an incorrect gender).</p> <p>NOTE: DO NOT USE Gender Marker Change – Used to modify a member who has followed established COMDT Policy and is physically changing genders.</p> <p>Click Save.</p>  |
| 39 | <p>Now showing 1 of 2 rows.</p>  |

Approving an Accession

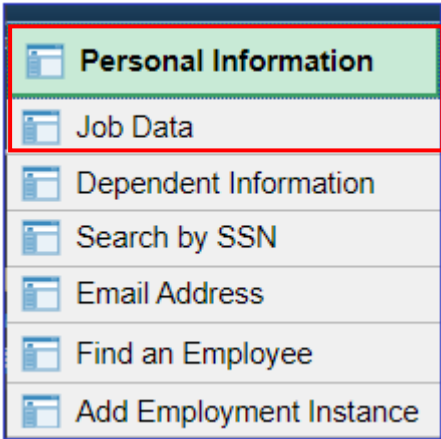
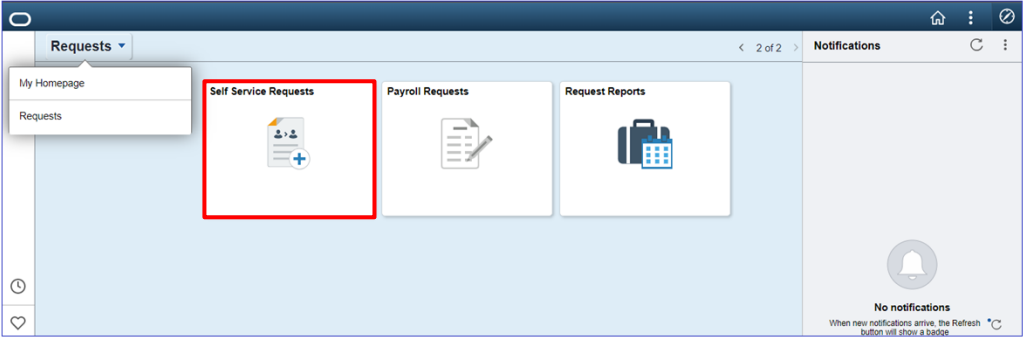
Introduction This section provides the procedures for approving an Accession in DA.

Information

- SPO Auditor/PAO user access is required to approve an accession.
- The approver cannot be the same person who entered the accession.

The member will **NOT be paid** until the accession transaction is approved (remains in the staging Pay Group), the contract is entered and then the contract is approved.

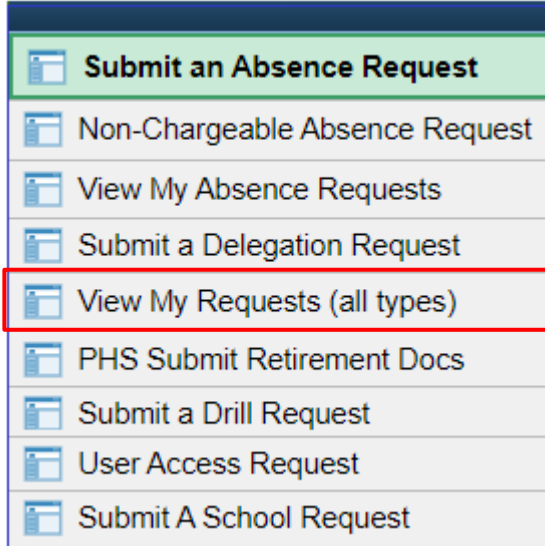
Procedure See below.

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

Continued on next page

Approving an Accession, Continued

Procedure,
continued

| Step | Action |
|------|---|
| 2.5 | <p>Select the View My Requests (all types) option.</p>  <p>The screenshot shows a vertical menu with a dark blue header. The first item is 'Submit an Absence Request' in a green box. Below it are several items in grey boxes: 'Non-Chargeable Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)' (which is highlighted with a red border), 'PHS Submit Retirement Docs', 'Submit a Drill Request', 'User Access Request', and 'Submit A School Request'.</p> |

Continued on next page

Approving an Accession, Continued

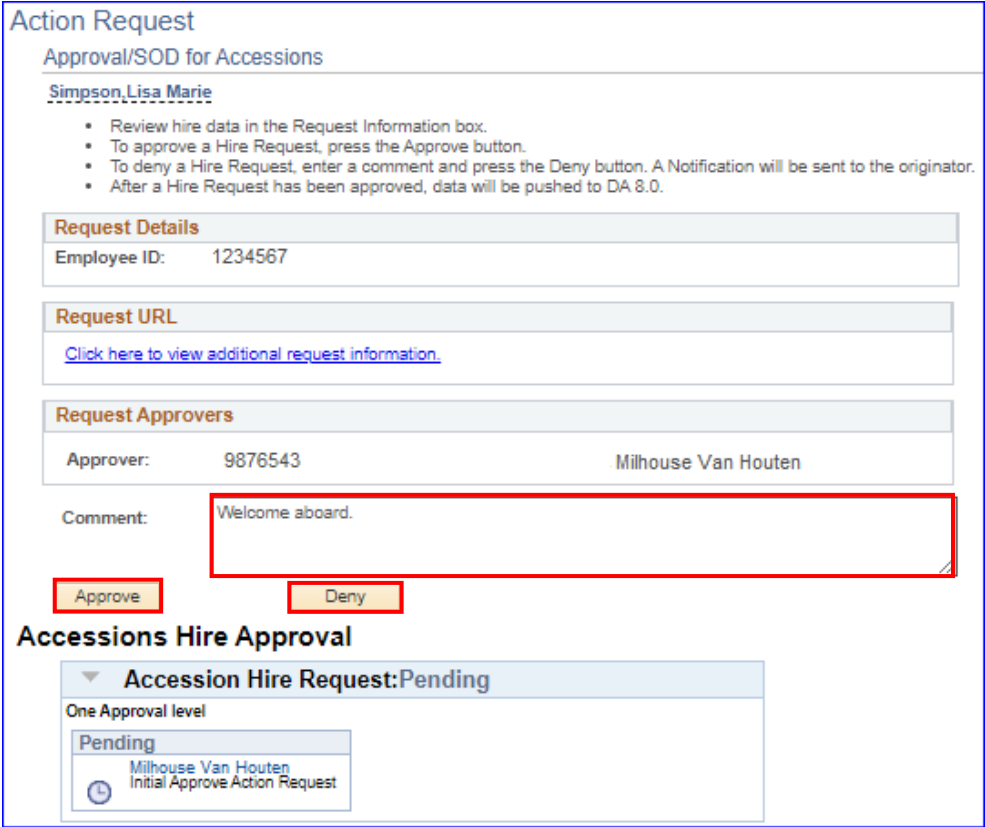
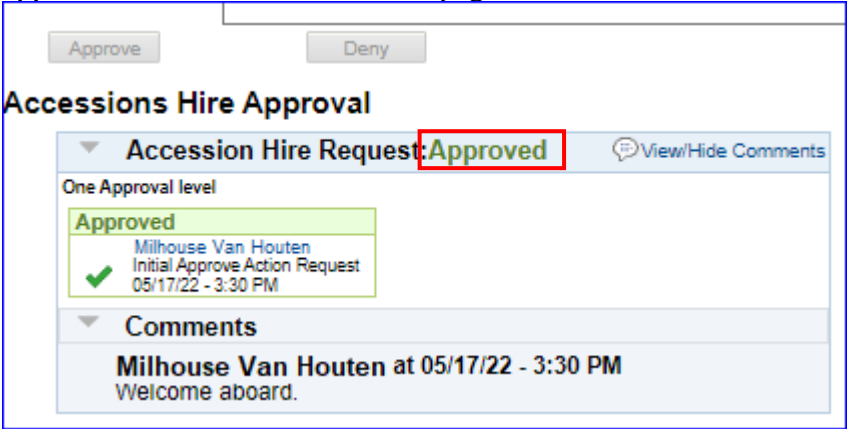
Procedure,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | |
|------------------|--|------------------|--------------------|-----------------|--------------------|-----------------|---------------------|-----------------|------------|-----------------|------------|--------------|---------------|---------|--------------|---------|---------|--------|--------------|---------------------|------------|--|--------------|
| 3 | <p>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.</p> <div> <div>View My Action Requests</div> <div>Milhouse Van Houten</div> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 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. <div> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <div> <div>Transaction Name: All Transactions</div> <div>Transaction Status: Pending</div> <div>Submission From Date: <input type="text"/></div> <div>Submission To Date: <input type="text"/></div> <div>Populate Grid</div> <div>Refresh</div> </div> </div> | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <p>Click the Approve/Deny link for the accession you are approving.</p> <div> <div> <div> <div>Personalize Find View All 1 of 1 Last</div> <table> <tr> <th>Transaction Name</th><th>Status</th><th>Member</th><th>Member's Last Name</th><th>Member's Emplid</th><th>Member's Deptid</th><th>Submitted By</th><th>Approver</th><th>Submission Date</th><th>Drill Date</th><th>Approve/Deny</th></tr> <tr> <td>AccessionHire</td><td>Pending</td><td>Lisa Simpson</td><td>Simpson</td><td>1234567</td><td>002817</td><td>Ralph Wiggum</td><td>Milhouse Van Houten</td><td>2022/05/17</td><td></td><td>Approve/Deny</td></tr> </table> <div>Order Approvals</div> </div> <div> <div>Personalize Find View All 1 of 1 Last</div> <div>First 1-4 of 4 Last</div> </div> </div> </div> | 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 | Lisa Simpson | Simpson | 1234567 | 002817 | Ralph Wiggum | Milhouse Van Houten | 2022/05/17 | | Approve/Deny |
| 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 | Lisa Simpson | Simpson | 1234567 | 002817 | Ralph Wiggum | Milhouse Van Houten | 2022/05/17 | | Approve/Deny | | | | | | | | | | | | | |

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Approving an Accession, Continued

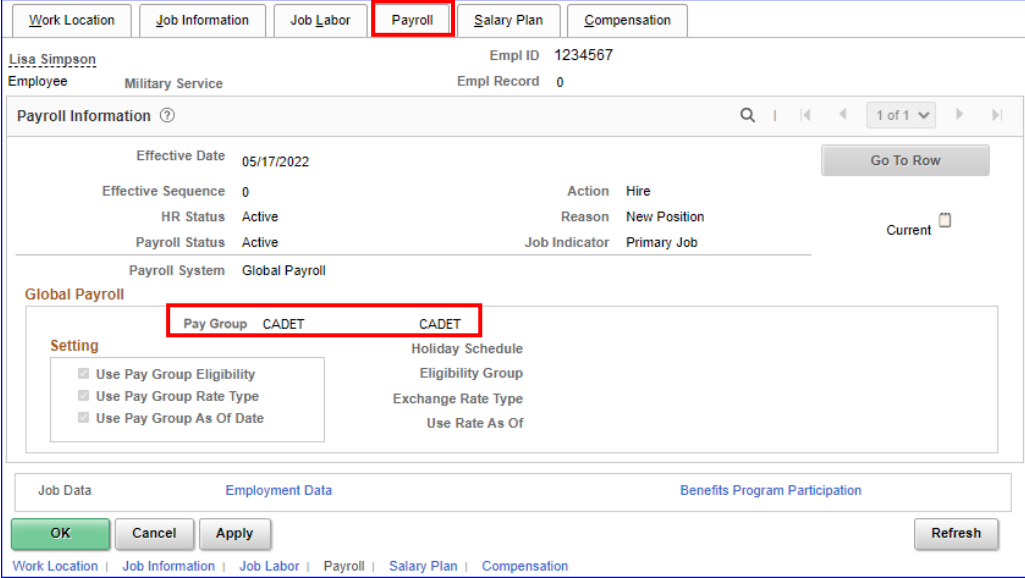
Procedure,
continued

| Step | Action |
|------|---|
| 5 | <p>Enter any needed Comments and select either Approve or Deny (deny returns the accession to the HRS user).</p>  |
| 6 | <p>Once Approved, the buttons will be greyed out after the system saves the approval. Click the X to close the page.</p>  |

Continued on next page

Approving an Accession, Continued


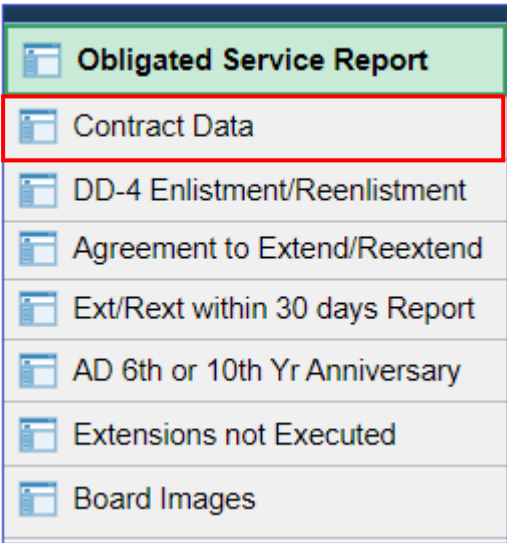
Procedure,
continued

| Step | Action |
|------|--|
| 7 | <p>Return to the Job Data Payroll tab to confirm the members Pay Group has changed to CADET and repeat the process for the next accession.</p>  <p>The screenshot shows the 'Payroll Information' form for Lisa Simpson (Empl ID 1234567). The 'Payroll' tab is selected. The 'Pay Group' is set to 'CADET'. The 'Setting' section shows 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date' all checked. The 'Global Payroll' section shows 'Pay Group' as 'CADET'.</p> |

Entering Contract Data

Introduction This section provides the procedures for completing the contract of a member (in this example with no prior service).



Procedure See below.

| Step | Action |
|------------|--|
| 1 | <p>Click on the Career Management tile.</p>  |
| 1.5 | <p>Select the Contract Data option.</p>  |

Continued on next page

Entering Contract Data, Continued

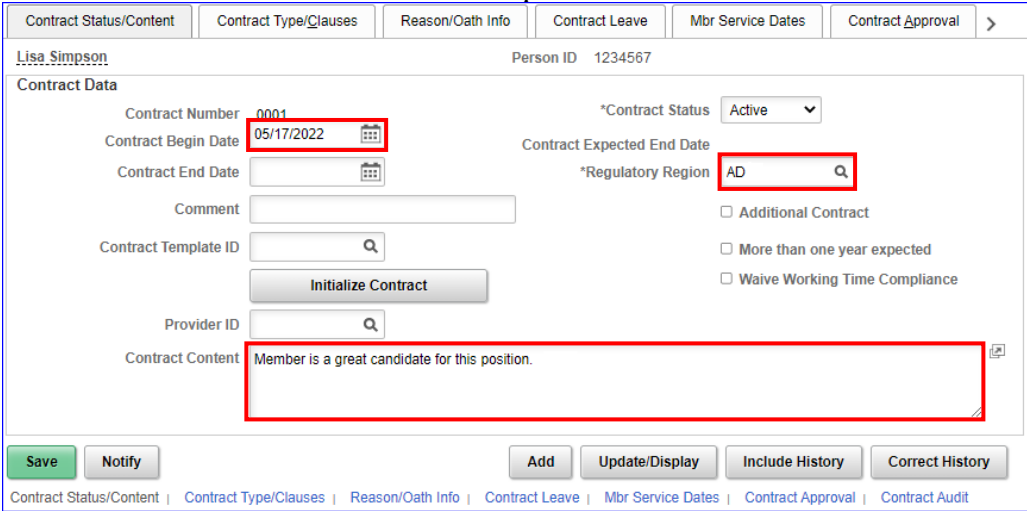
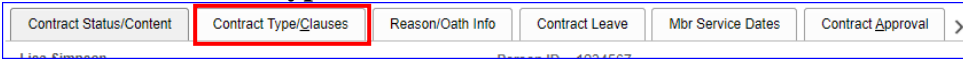
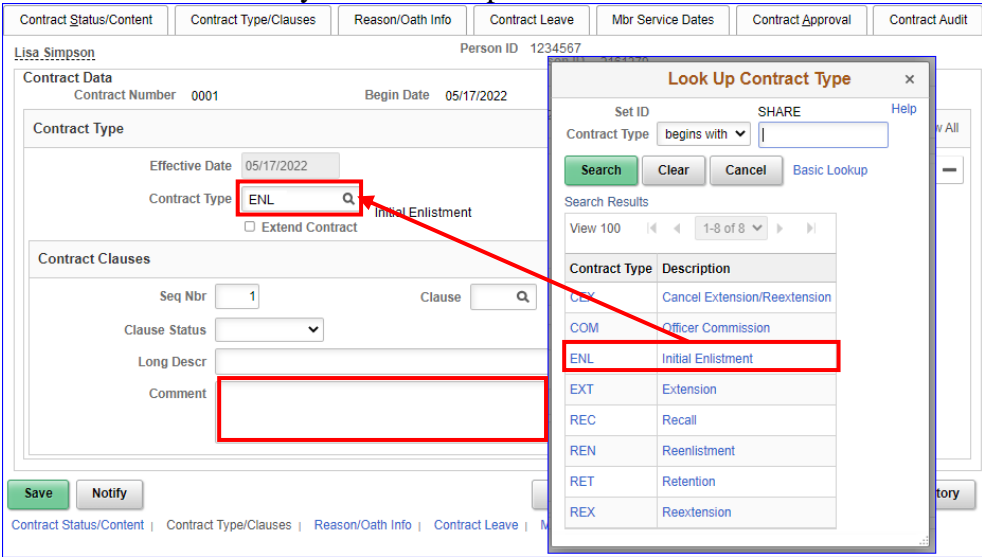
Procedure,
continued

| Step | Action |
|------|--|
| 2 | <p>Click the Add a New Value tab.</p> <div> <p>Update Contracts Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text"/></p> <p>Contract Number begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search  Save Search Criteria</p> <p>Find an Existing Value Add a New Value</p> </div> |
| 3 | <p>Enter the Empl ID and the Contract Number (Ex. 0001). Click Add.</p> <div> <p>Update Contracts</p> <p>Find an Existing Value Add a New Value</p> <p>*Empl ID <input type="text" value="1234567"/> </p> <p>*Contract Number <input type="text" value="0001"/></p> <p>Add</p> <p>Find an Existing Value Add a New Value</p> </div> |

Continued on next page

Entering Contract Data, Continued

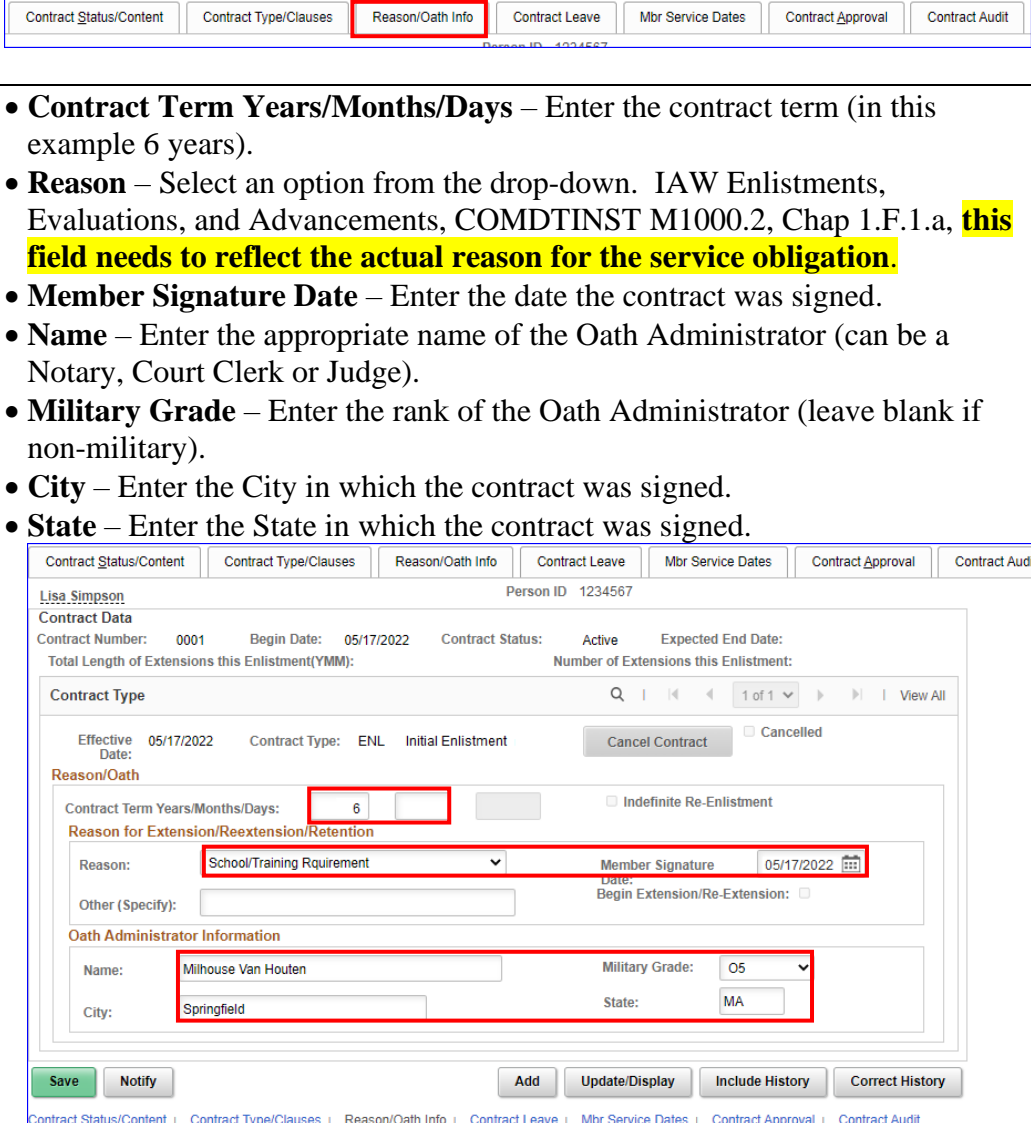

Procedure,
continued

| Step | Action |
|------|---|
| 4 | <p>The Contract Status/Content tab displays with the Contract Number (Ex. 0001).</p> <ul style="list-style-type: none"> • Contract Begin Date – Ensure it is the date of hire. • Regulatory Region – Change to the appropriate region (in this case AD). • Contract Content – A statement is required.  |
| 5 | <p>Select the Contract Type/Clauses tab.</p>  |
| 6 | <ul style="list-style-type: none"> • Contract Type – Select the appropriate type from the lookup icon (Ex. ENL). • Comment – Enter any contractual specific reasons.  |

Continued on next page

Entering Contract Data, Continued

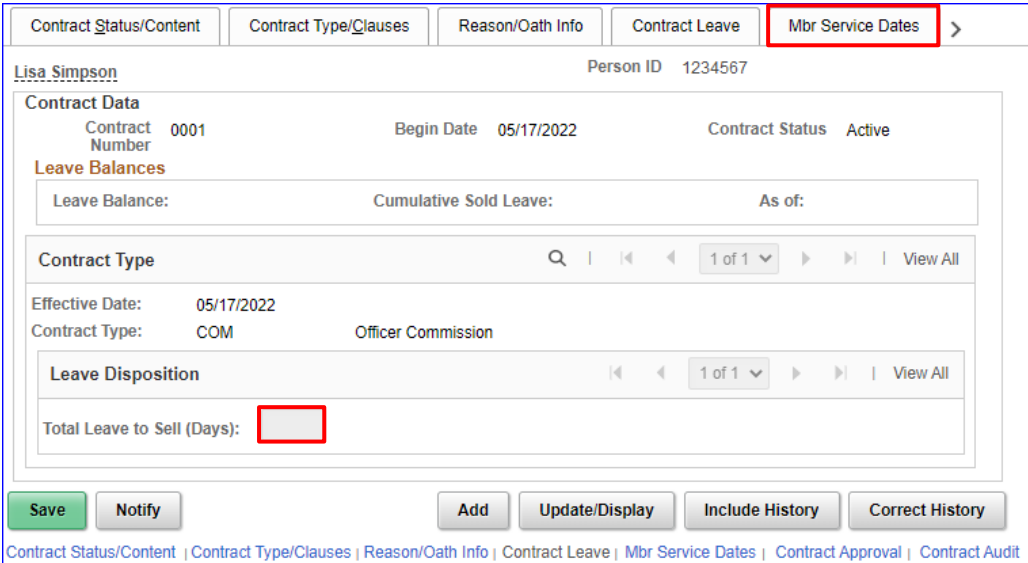
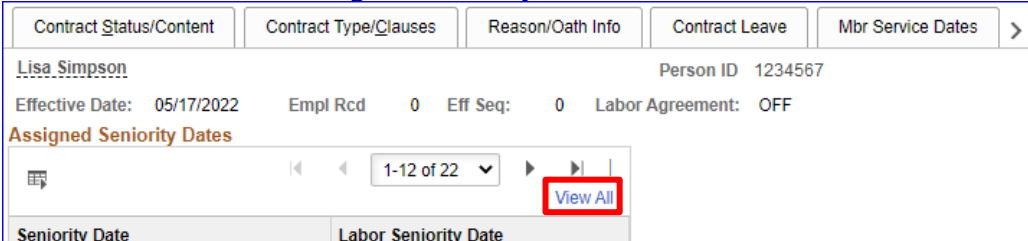
Procedure,
continued

| Step | Action |
|------|--|
| 7 | <p>Select the Reason/Oath Info tab.</p>  <ul style="list-style-type: none"> • Contract Term Years/Months/Days – Enter the contract term (in this example 6 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 appropriate name of the Oath Administrator (can be a Notary, Court Clerk or Judge). • Military Grade – Enter the rank of the Oath Administrator (leave blank if non-military). • City – Enter the City in which the contract was signed. • State – Enter the State in which the contract was signed. |
| 8 | <p>Select the Contract Leave tab.</p>  |

Continued on next page

Entering Contract Data, Continued

Procedure,
continued

| Step | Action |
|------|---|
| 9 | <p>Total Leave to Sell (Days) – Greyed out for new hires.</p> <p>Select the Mbr Service Dates tab.</p>  <p>The screenshot shows the 'Mbr Service Dates' tab selected. It displays contract information for Lisa Simpson (Person ID 1234567). The 'Contract Data' section shows Contract Number 0001, Begin Date 05/17/2022, and Contract Status Active. The 'Leave Balances' section has fields for Leave Balance, Cumulative Sold Leave, and As of. The 'Contract Type' section shows Effective Date 05/17/2022, Contract Type COM, and Officer Commission. The 'Leave Disposition' section shows 'Total Leave to Sell (Days)' which is greyed out and highlighted with a red box. Navigation buttons like Save, Notify, Add, Update/Display, Include History, and Correct History are at the bottom.</p> |
| 10 | <p>Click View All on the Assigned Seniority Dates,</p>  <p>The screenshot shows the 'Assigned Seniority Dates' tab selected. It displays information for Lisa Simpson (Person ID 1234567), including Effective Date 05/17/2022, Empl Rcd 0, Eff Seq 0, and Labor Agreement OFF. The 'Assigned Seniority Dates' section shows a list of dates with a 'View All' button highlighted with a red box. The bottom of the screen shows 'Seniority Date' and 'Labor Seniority Date' tabs.</p> |

Continued on next page

Entering Contract Data, Continued

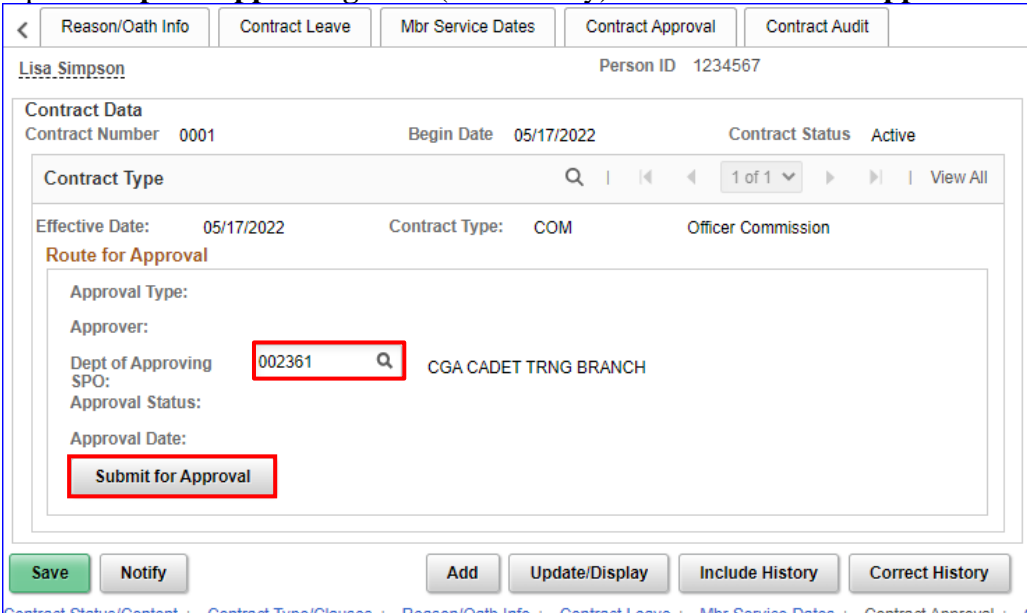
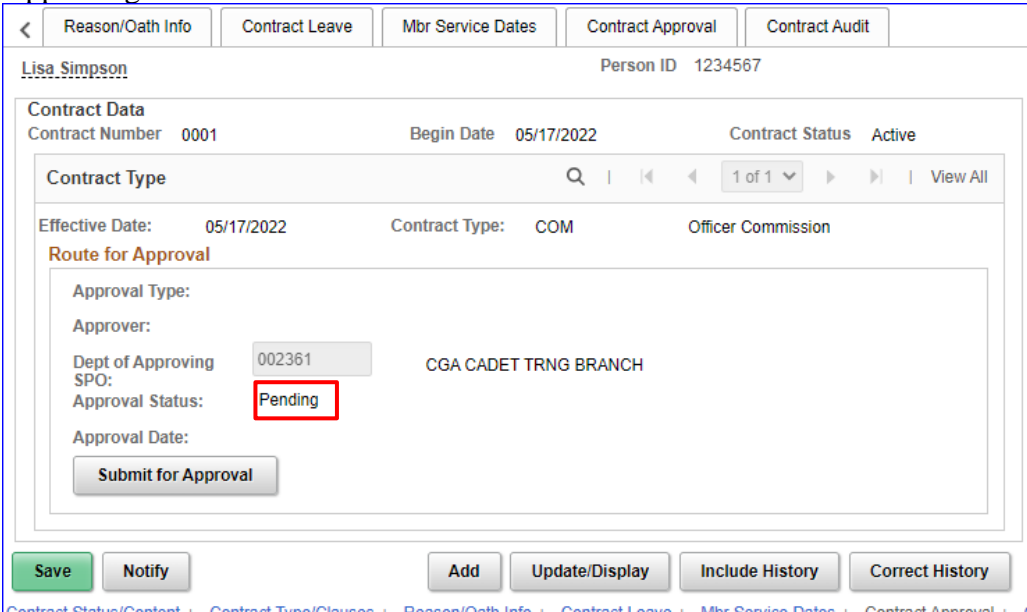
Procedure,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|---|----------------|----------------------|-----------------------|------------|-------------------|------------|----------|--|----------|------------|-----------------|------------|------------|------------|-----------------------|------------|--------------------|------------|-----------------------|------------|---------------------------|------------|--------------------|------------|--------------|------------|---------------|------------|---------------|--|
| 11 | <p>Confirm Labor Seniority Dates set during the Accession process are correct. If not, return to Job Data and verify the dates were entered correctly.</p> <div> <p>Assigned Seniority Dates</p> <p>1-14 of 14 View 12</p> <table> <tr> <th>Seniority Date</th><th>Labor Seniority Date</th></tr> <tr><td>ACTIVE DUTY BASE DATE</td><td>05/17/2022</td></tr> <tr><td>AD PAY SCALE DATE</td><td>05/17/2022</td></tr> <tr><td>DEP DATE</td><td></td></tr> <tr><td>CMA DATE</td><td>05/17/2022</td></tr> <tr><td>CURRENT AD DATE</td><td>05/17/2022</td></tr> <tr><td>DIEMS DATE</td><td>05/17/2022</td></tr> <tr><td>EXPECTED AD TERM DATE</td><td>05/16/2028</td></tr> <tr><td>EXPECTED LOSS DATE</td><td>05/16/2030</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>05/16/2030</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>05/16/2030</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>05/17/2022</td></tr> <tr><td>DATE OF RANK</td><td>05/17/2022</td></tr> <tr><td>PAY BASE DATE</td><td>05/17/2022</td></tr> <tr><td>ROTATION DATE</td><td></td></tr> </table> <p> <input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/> </p> </div> | Seniority Date | Labor Seniority Date | ACTIVE DUTY BASE DATE | 05/17/2022 | AD PAY SCALE DATE | 05/17/2022 | DEP DATE | | CMA DATE | 05/17/2022 | CURRENT AD DATE | 05/17/2022 | DIEMS DATE | 05/17/2022 | EXPECTED AD TERM DATE | 05/16/2028 | EXPECTED LOSS DATE | 05/16/2030 | JOB FAMILY ENTRY DATE | 05/16/2030 | MIL OBLIGATION COMPL DATE | 05/16/2030 | PAY ALLOWANCE DATE | 05/17/2022 | DATE OF RANK | 05/17/2022 | PAY BASE DATE | 05/17/2022 | ROTATION DATE | |
| Seniority Date | Labor Seniority Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACTIVE DUTY BASE DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AD PAY SCALE DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DEP DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CMA DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CURRENT AD DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DIEMS DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPECTED AD TERM DATE | 05/16/2028 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPECTED LOSS DATE | 05/16/2030 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JOB FAMILY ENTRY DATE | 05/16/2030 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MIL OBLIGATION COMPL DATE | 05/16/2030 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PAY ALLOWANCE DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DATE OF RANK | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PAY BASE DATE | 05/17/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ROTATION DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | <p>Select the Contract Approval tab.</p> <div> <p> <input type="button" value="Reason/Oath Info"/> <input type="button" value="Contract Leave"/> <input type="button" value="Mbr Service Dates"/> <input type="button" value="Contract Approval"/> <input type="button" value="Contract Audit"/> </p> <p> <u>Lisa Simpson</u> Person ID 1234567 </p> <p> Effective Date: 05/17/2022 Empl Rcd 0 Eff Seq: 0 Labor Agreement: OFF </p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

Entering Contract Data, Continued

Procedure,
continued

| Step | Action |
|------|---|
| 13 | <p>Update Dept of Approving SPO (if necessary). Click Submit for Approval.</p>  |
| 14 | <p>The Approval Status updates to Pending and the contract will be routed to the Approving SPO.</p>  |

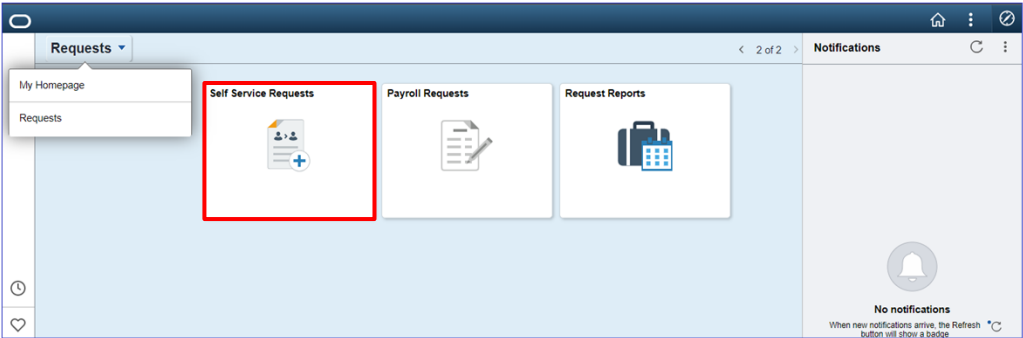
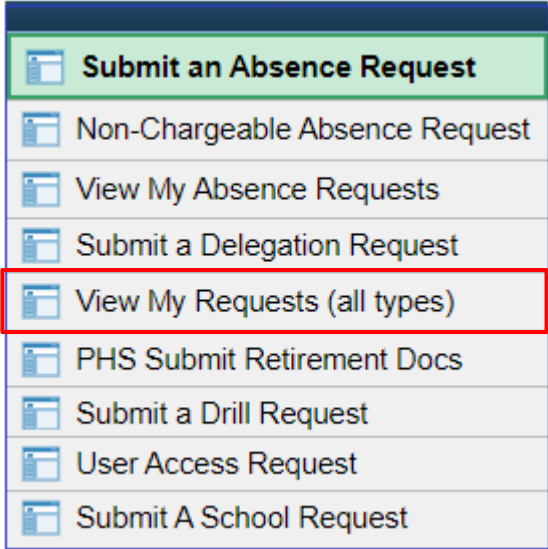
Approving a Contract

Introduction This section provides the procedures for approving a contract.

Information

- SPO Auditor/PAO user access is required to approve a contract.
- The approver cannot be the same person who entered the contract.
- The member will **NOT be paid** until the contract is entered and then approved

Procedure See below.

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

Continued on next page

Approving a Contract, Continued

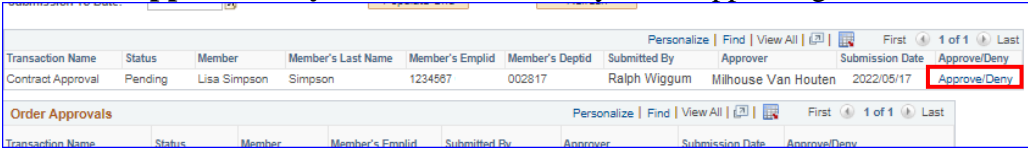
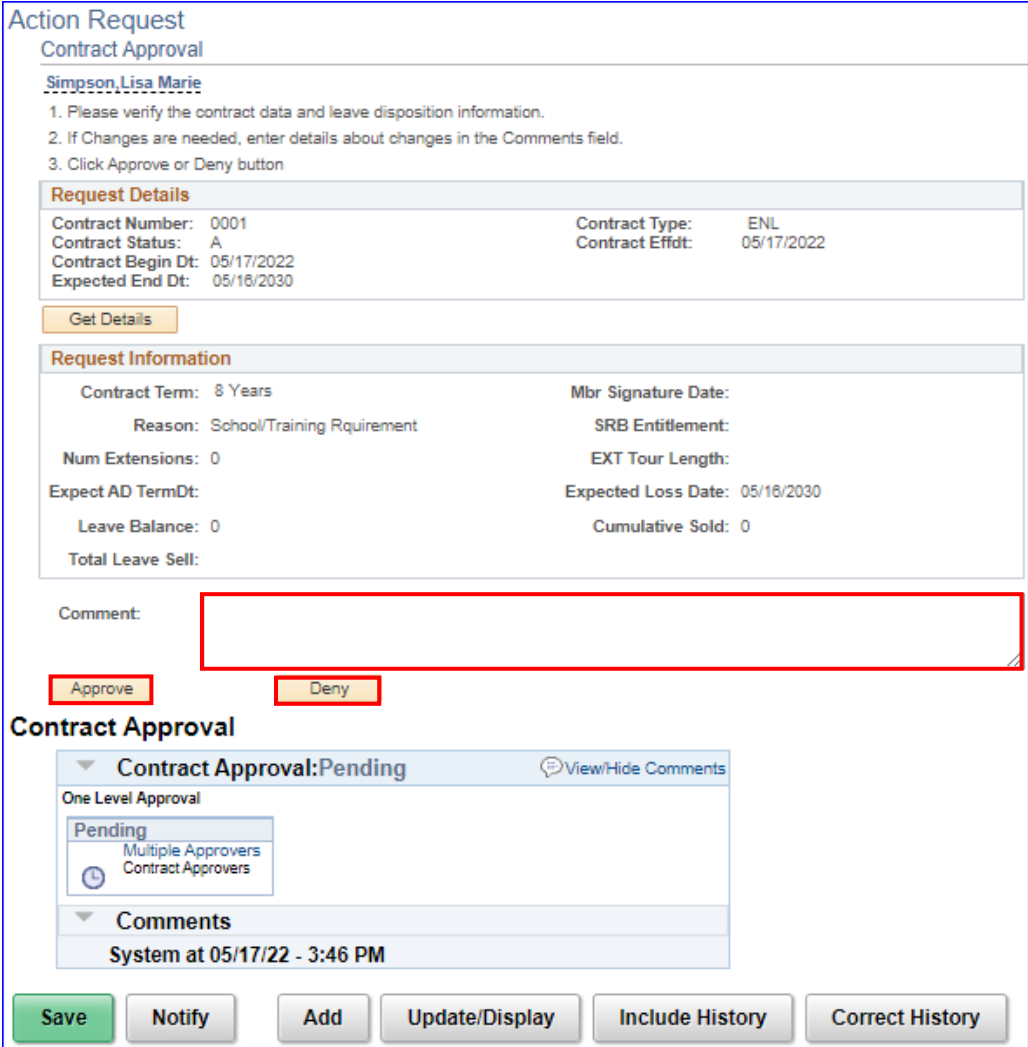
Procedure, continued

| Step | Action |
|------|---|
| 2 | <p>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.</p> <div> <p>View My Action Requests</p> <p><u>Milhouse Van Houten</u></p> <p>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.</p> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p> Transaction Name: <input type="text" value="All Transactions"/> </p> <p> Transaction Status: <input type="text" value="Pending"/> </p> <p> Submission From Date: <input type="text"/> </p> <p> Submission To Date: <input type="text"/> </p> <p> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> |

Continued on next page

Approving a Contract, Continued

Procedure,
continued

| Step | Action |
|------|---|
| 3 | <p>Click the Approve/Deny link for the contract you are approving.</p>  <p>The screenshot shows a table with columns: Transaction Name, Status, Member, Member's Last Name, Member's Email, Member's Dept, Submitted By, Approver, Submission Date, and Approve/Deny. The row for 'Contract Approval' by Lisa Simpson is highlighted, and the 'Approve/Deny' link is red.</p> |
| 4 | <p>Enter Comments and click Approve or Deny (deny returns the contract to the HRS user).</p>  <p>The screenshot shows the 'Contract Approval' form for 'Simpson, Lisa Marie'. It includes sections for 'Request Details' (Contract Number: 0001, Status: A, Begin Dt: 05/17/2022, End Dt: 05/16/2030), 'Request Information' (Contract Term: 8 Years, Reason: School/Training Requirement, etc.), and a 'Comment' field. The 'Approve' and 'Deny' buttons are highlighted in red. Below the form is a 'Contract Approval' summary showing 'Contract Approval: Pending' and a 'Comments' section with a system message from 05/17/22 at 3:46 PM.</p> |

Continued on next page

Approving a Contract, Continued

Procedure,
continued


| Step | Action |
|------|---|
| 5 | <p>The contract is approved and the member is fully accessed into the Coast Guard with pay.</p>  <p>The screenshot displays a web interface for 'Contract Approval'. At the top, there are 'Approve' and 'Deny' buttons. Below them, the title 'Contract Approval' is followed by a status bar that reads 'Contract Approval: Approved', with the word 'Approved' highlighted in a red box. To the right of this status bar is a 'View/Hide Comments' link. Underneath, a section titled 'One Level Approval' shows a green box with the word 'Approved', a green checkmark, the name 'Milhouse Van Houten', the role 'Contract Approvers', and the timestamp '05/17/22 - 3:51 PM'. Below this is a 'Comments' section with the text 'System at 05/17/22 - 3:46 PM'.</p> |

BAH and Direct Deposit

Introduction This section provides the procedures for ensuring the member is receiving Basic Allowance for Housing (BAH) and that their direct deposit has been set up to receive pay.

Information Once the hire, the contract and the BAH are approved, then direct deposit **must** be entered.

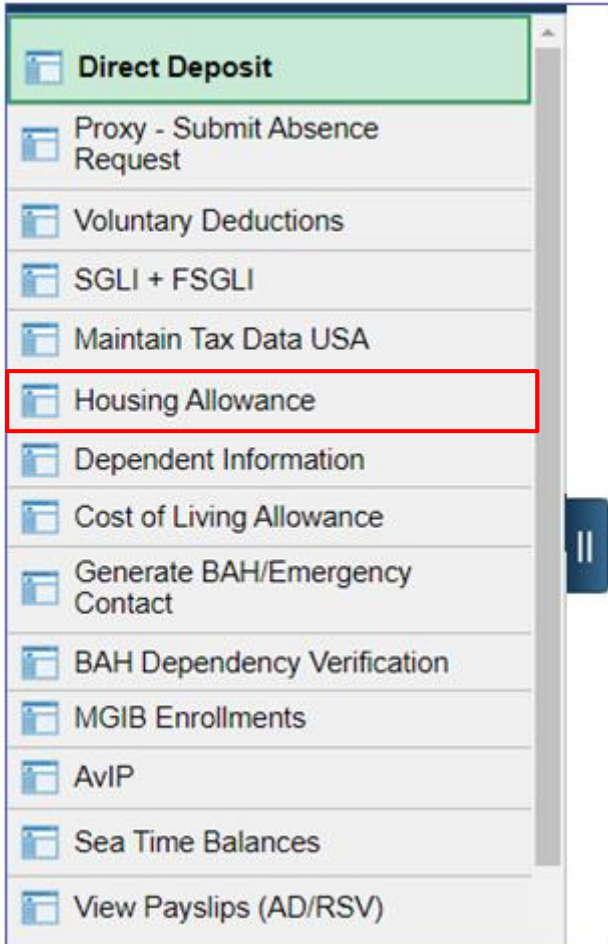
Procedures See below.

| Step | Action |
|------|--|
| 1 | <p>Click on the Active/Reserve Pay tile.</p>  |

Continued on next page

Approving a Contract, Continued


Procedure, continued

| Step | Action |
|------|--|
| 1.5 | <p>Select the Housing Allowance option.</p>  <p>The screenshot shows a vertical list of menu items. The first item, 'Direct Deposit', is highlighted with a green background. The item 'Housing Allowance' is highlighted with a red rectangular border. Other items in the list include 'Proxy - Submit Absence Request', 'Voluntary Deductions', 'SGLI + FSGLI', 'Maintain Tax Data USA', 'Dependent Information', 'Cost of Living Allowance', 'Generate BAH/Emergency Contact', 'BAH Dependency Verification', 'MGIB Enrollments', 'AvIP', 'Sea Time Balances', and 'View Payslips (AD/RSV)'. A blue button with two vertical bars is visible on the right side of the menu.</p> |

Continued on next page

Approving a Contract, Continued

Procedure,
continued

| Step | Action |
|------|--|
| 2 | <p>Enter the Empl ID and click Search.</p> <div> <p>Housing Allowance</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Empl Record = ▼</p> <p>Name begins with ▼</p> <p>Last Name begins with ▼</p> <p>Second Last Name begins with ▼</p> <p>Alternate Character Name begins with ▼</p> <p>Middle Name begins with ▼</p> <p>Business Unit begins with ▼</p> <p>Department Set ID begins with ▼</p> <p>Department begins with ▼</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search  Save Search Criteria</p> </div> |

Continued on next page

BAH and Direct Deposit, Continued

Procedure, continued

| Step | Action |
|------|---|
| 3 | <p>Follow the Basic Allowance for Housing (BAH) guide for starting BAH, keeping the following in mind:</p> <ul style="list-style-type: none">• For married members, ensure dependents are entered in DA prior to starting a BAH row.• BAH With cannot be entered without eligible dependents.• Pay special attention to a recruit that is married member to member, to ensure that BAH With is only being paid as authorized.• For recruits authorized BAH With, utilize the zip code on the dependency worksheet, vice the recruit’s contract.• Recruits are authorized BAH, not OHA.• If dependents live somewhere that BAH does not exist, recruits will receive Unit BAH With.• Check zip codes for CONUS/OCONUS COLA where applicable.• Married reservists are entitled to BAH With.• Single reservists will be authorized BAH Without Depn ONLY if they have a lease agreement in their recruit packet. |

Look Up BAH Qtr Status

BAH Quarters Status

begins with

Look Up

Clear

Cancel

Basic Lookup

Help

Search Results

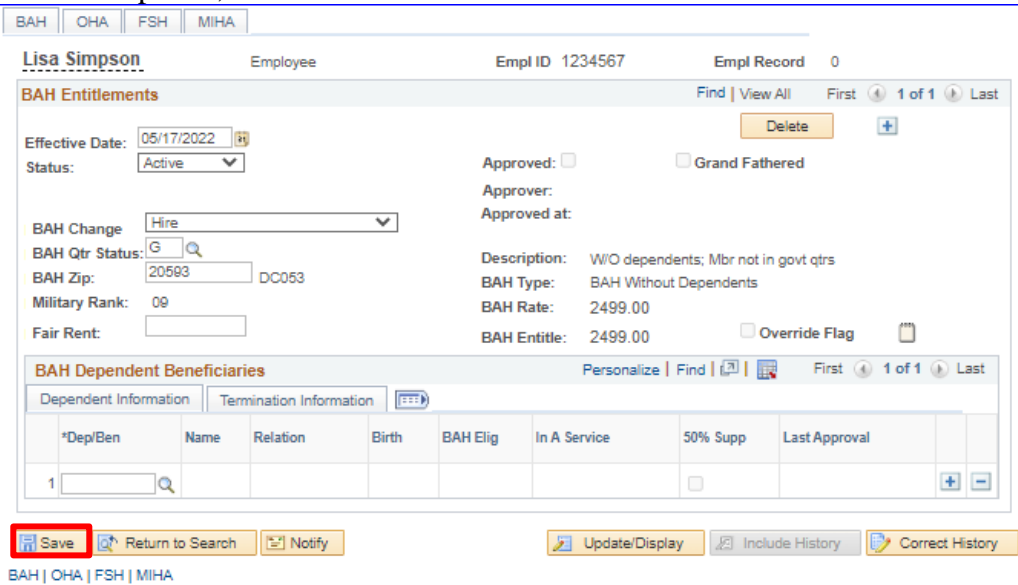
View 100

| BAH Quarters Status | Long Description | BAH Type Code | Fair Rental Market Indicator | Locality Based BAH |
|---------------------|--|---------------|------------------------------|--------------------|
| A | With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs | With | N | Y |
| B | With deps; Mbr &/or deps assigned adeq CG-leased qtrs | With | N | Y |
| C | With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs | With | N | Y |
| D | W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs | Partial | N | N |
| E | W/O deps or spouse in svc & no other deps; assigned leased/family qtrs | Without | N | Y |
| F | W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs | Partial | N | N |
| G | W/O dependents; Mbr not in govt qtrs | Without | N | Y |
| H | Spouse in svc & no other deps; Mbr not in qtrs | Without | N | Y |
| I | With deps; Mbr assigned inadeq CG owned qtrs | With | Y | Y |
| K | With deps; Mbr assigned inadeq DOD owned family qtrs | With | Y | Y |
| L | With dependents; Mbr and deps not assigned govt qtrs | With | N | Y |
| P | Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs | Diff | N | N |
| Q | Child support on or after 5 Dec 1991; Mbr assigned CG leased single qtrs | Diff | N | N |
| T | With Deps; Based on child support; Mbr not assigned govt qtrs | With | N | Y |
| U | Mbr in Transit - With deps or paying child support; Mbr & deps not assigned govt qtrs | RC/T With | N | N |
| V | Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs | RC/T W/Out | N | N |
| W | Reservist or recalled retiree with deps; or paying child support; on AD for < 31 days & not assigned govt qtrs | RC/T With | N | N |
| X | Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs | RC/T W/Out | N | N |

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BAH and Direct Deposit, Continued

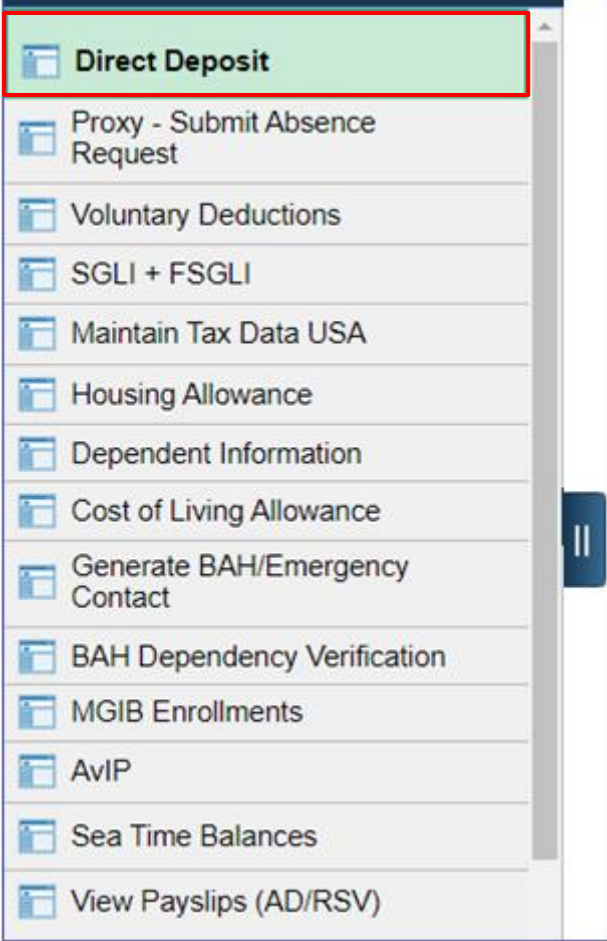
Procedure, continued

| Step | Action |
|------|--|
| 4 | <p>When completed, click Save.</p>  <p>The screenshot displays the 'BAH Entitlements' form for Lisa Simpson (Employee ID 1234567). The form includes tabs for BAH, OHA, FSH, and MIHA. The 'BAH Entitlements' section shows the following details:</p> <ul style="list-style-type: none"> Effective Date: 05/17/2022 Status: Active BAH Change: Hire BAH Qtr Status: G BAH Zip: 20583 Military Rank: O9 Fair Rent: BAH Rate: 2499.00 BAH Entitle: 2499.00 BAH Type: BAH Without Dependents Description: W/O dependents; Mbr not in govt qtrs Override Flag: <p>Below the entitlements section is the 'BAH Dependent Beneficiaries' table, which is currently empty. At the bottom of the form, the 'Save' button is highlighted with a red box, indicating the final action to be taken.</p> |

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BAH and Direct Deposit, Continued

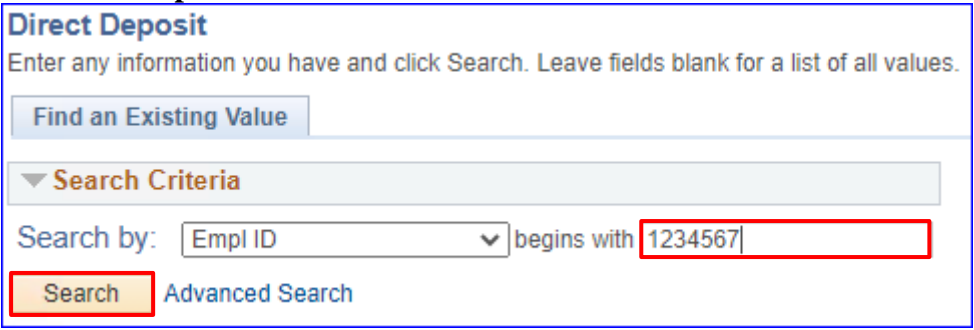
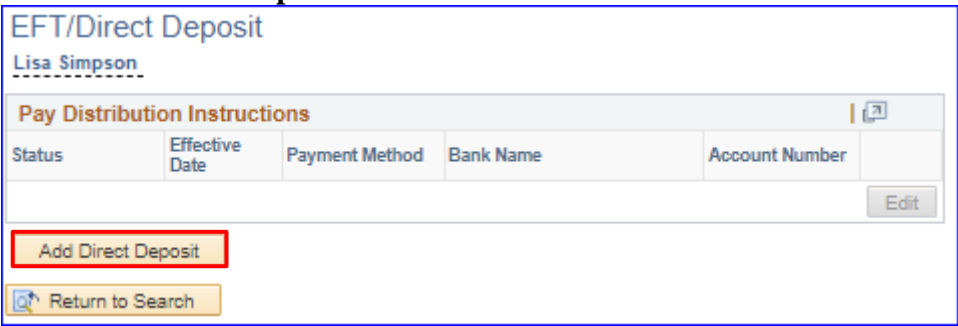
Procedure,
continued

| Step | Action |
|------|---|
| 4 | <p>Without leaving the screen, select the Direct Deposit option.</p>  <p>The screenshot shows a vertical list of menu items. The first item, 'Direct Deposit', is highlighted with a green background and a red border. The other items are: Proxy - Submit Absence Request, Voluntary Deductions, SGLI + FSGLI, Maintain Tax Data USA, Housing Allowance, Dependent Information, Cost of Living Allowance, Generate BAH/Emergency Contact, BAH Dependency Verification, MGIB Enrollments, AvIP, Sea Time Balances, and View Payslips (AD/RSV). A blue button with two vertical bars is visible on the right side of the menu.</p> |

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Approving a Contract, Continued

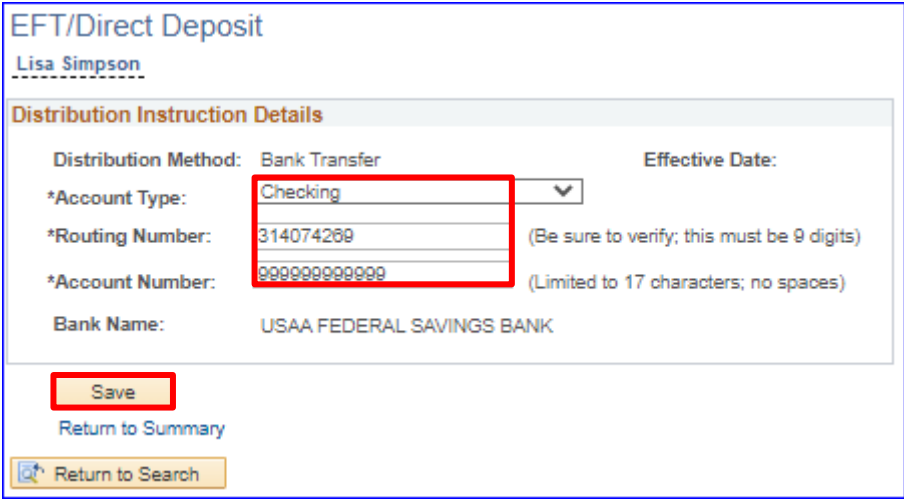
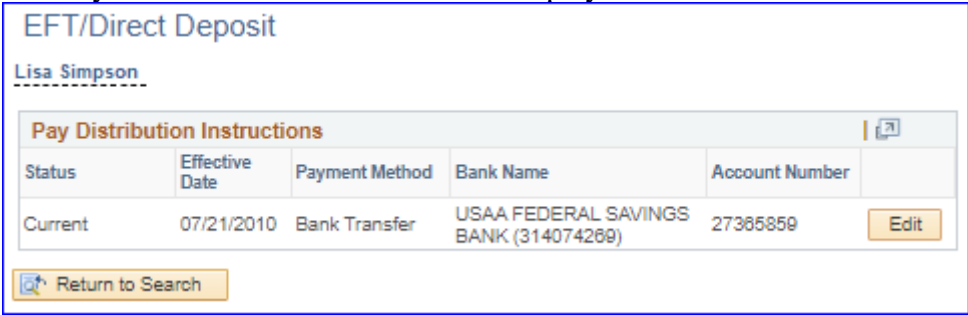
Procedure,
continued

| Step | Action |
|------|---|
| 5 | <p>Enter the Empl ID and click Search.</p>  |
| 6 | <p>Click Add Direct Deposit.</p>  |

Continued on next page

Approving a Contract, Continued

Procedure, continued

| Step | Action |
|------|--|
| 7 | <p>Enter the following:</p> <ul style="list-style-type: none"> • Account Type – Select from the drop-down. • Routing Number – Enter the appropriate data. • Account Number – Enter the appropriate data. <p>Click Save.</p>  |
| 8 | <p>The Pay Distributions Instructions will display with the new data.</p>  |
