

# REHIRE - CADET

## Overview

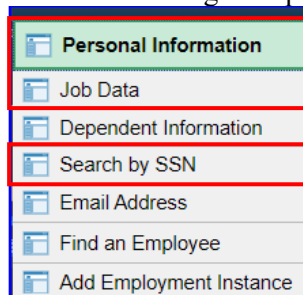
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- Introduction** This guide provides the procedures for rehiring a CADET in Direct Access (DA).
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- Known Issue** If an error message is received upon clicking **Save**, contact PPC Customer Care to have the Cadet's password reset. Cadet rehires may not be able to be saved unless the **Cadet's password is reset by PPC first. ONLY** contact PPC Customer Care once this error has occurred **NOT before**.
- 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/rehire and must be returned to the pay tech to be fixed.
- State Withholding Tax (SWT) reverts back to the Home of Record (HOR) automatically after a REHIRE. **SPO's need to review/update the SWT when completing the rehire and make the appropriate data entries to avoid any tax issues.**
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**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:

The image shows a web form titled 'Search by National ID'. It has a text input for 'National ID' with the value '123456789'. Below it is a dropdown menu for '\*Search in' with the value 'Employees / Contingents / POI'. There is a 'Lookup by National ID' section with a search icon and a '1-1 of 1' indicator. Below this is a table with the following data:

National ID	Empl ID	Name	Country	National ID Type
123-45-6789	1122333	Minnie Mouse	United States	Social Security Number

The 'Empl ID' '1122333' is highlighted with a red box. There is a 'Notify' button at the bottom left.

13 July 2023

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## Overview, Continued

### Before You Begin ANY Hire or Rehire (cont)

**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	Altes 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

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
123456	0	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	ENLCG	00010	003333	KS0001	AD
123456	1	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	CIVCG	00010	007800	KS0001	NOMIL
123456	2	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	RETCG	RETCG	CGRETDEPT	CGRETLOC	RETCG

### Important Information

- It is good practice to IMMEDIATELY enter the contract into Direct Access 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.
- 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 the originator (Recruiter, RPM, EPM or OPM) to get corrected before processing the accession/rehire.**
- 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.

After the member is rehired, transactions to effect the following must be entered by the technician and approved by the supervisor (when required):

- Pay
- Any previous entitlements
- Tax withholdings
- Direct deposit information
- Enrollment/Election completed for benefit programs (e.g. SGLI, MGIB, Family Dental, etc.)

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## Overview, Continued

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### 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 14).
- The current path is: **NavBar icon** > **Menu** > Recruiting > Assignments > Reports > **Positions at a Department**.

**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.

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## When to Request a SOCS

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**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).

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**Reference** [E-Mail ALSPO B/15](#)

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**Requirements** See below for 7 reasons why a SOCS is required.

Number	Reason
1	The member's service dates are <b>incorrect</b> : <ul style="list-style-type: none"> <li>• Active Duty Base Date (ADBD)</li> <li>• Pay Entry Base Date (PEBD)</li> <li>• Date of Initial Entry into Military Service (DIEMS)</li> </ul>
2	The member is enlisting (or being assessed as an officer) and has prior service in <b>another branch of service</b> .
3	The member is enlisting (or being assessed as an officer) and has prior Coast Guard or Coast Guard Reserve service with a <b>break in service</b> .
4	The member is a Coast Guard reservist with <b>greater than 15 years</b> 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 <b>Active Duty</b> Coast Guard.
6	A member graduates from the Academy with an appointment as a commissioned officer and the member attended the <b>Scholar Program</b> (served on active duty or reserve) prior to being hired as a Cadet.
7	A member <b>dis-enrolls</b> from the Academy and returns to enlisted status.


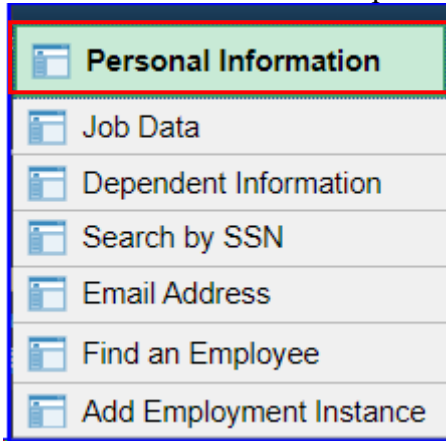
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## Rehire a CADET

**Introduction** This section provides the procedures for re-entering a CADET into DA and is used **ONLY** for CADETS that had previously been issued an Employee ID number.

**Information** All entries are to be entered as directed in this section. All other fields are to be left at default or left blank.  
 Verify that the member has a **discharge Job Data row** before starting the rehire process. See: [Understanding Job Data](#)

**Procedures** See below.

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

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## Rehire a CADET, Continued

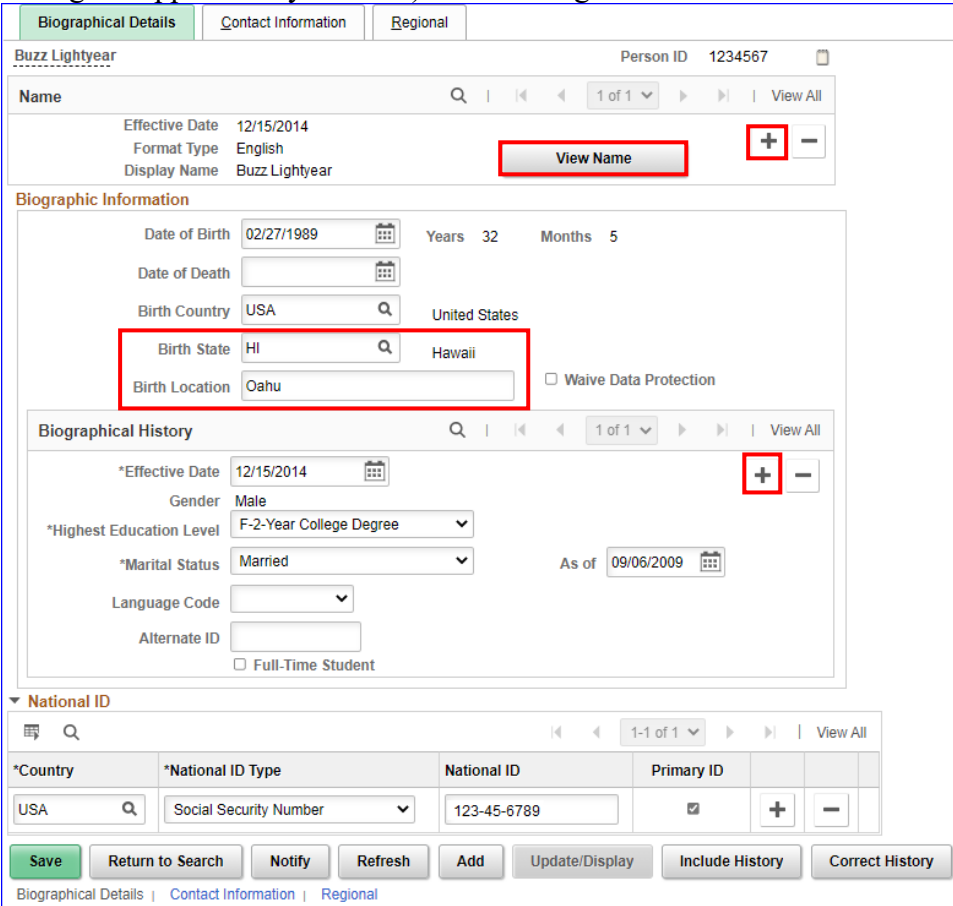
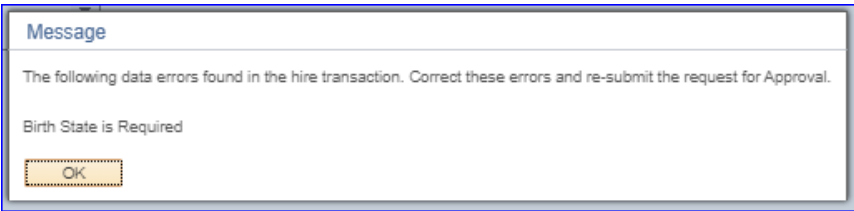
Procedures,  
continued

Step	Action
2	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p> <div> <p><b>Personal Information</b></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 Add a New 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 type="checkbox"/> Include History <input checked="" 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>

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## Rehire a CADET, Continued


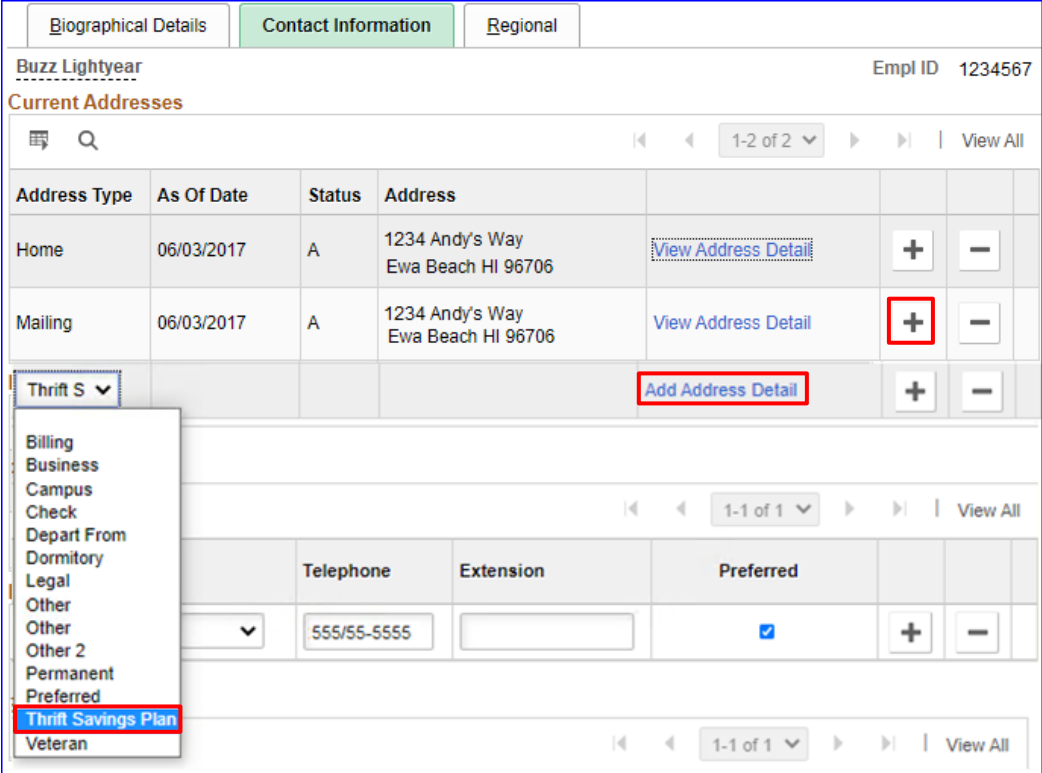

### Procedures, continued

Step	Action
3	<p>Information fields will default to previously entered data. Click <b>View Name</b> if necessary (marriage/divorce/name change). Click the <b>Plus</b> buttons in the Name AND the Biographical History sections and update any incorrect, changed or missing fields.</p> <p><b>IMPORTANT:</b> If the <b>Birth State</b> and <b>Birth Location</b> do not auto-populate, be sure to enter that information (the Approving Official (AO) will get an error during the approval if you don't). See Message below.</p>  

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## Rehire a CADET, Continued

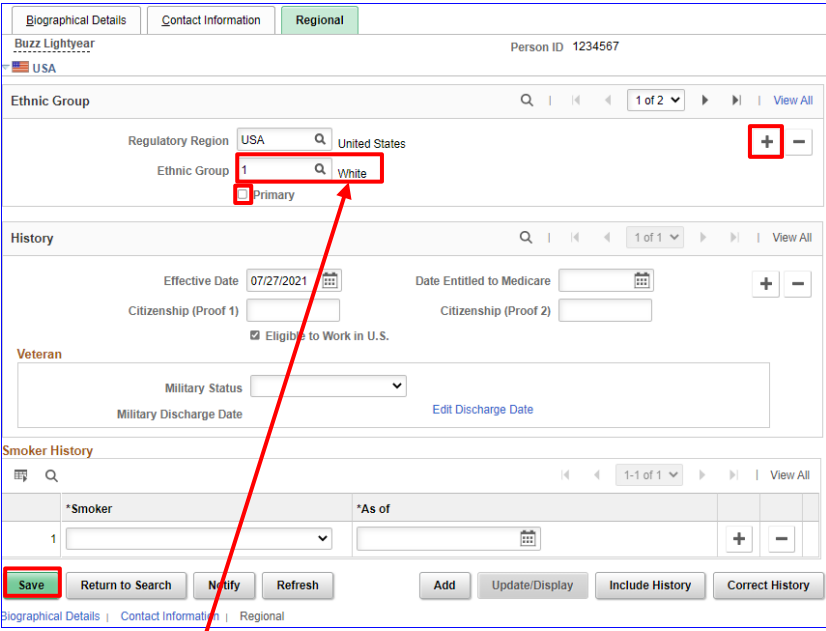
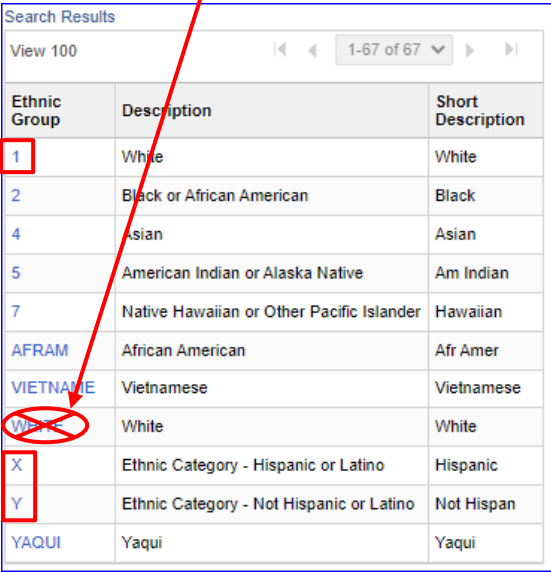
Procedures,  
continued

Step	Action
4	<p>Select the <b>Contact Information</b> tab.</p> 
5	<p>All sections should default with appropriate information. If not, edit as necessary.</p> <p><b>NOTE: Required Address Types must include the Thrift Savings Plan (TSP) address.</b></p> <p>Click the <b>Plus</b> icon, select Thrift Savings Plan from the <b>Address Type</b> drop-down and click the <b>Add Address Detail</b> link.</p> 
6	<p>Select the <b>Regional</b> tab.</p> 

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## Rehire a CADET, Continued

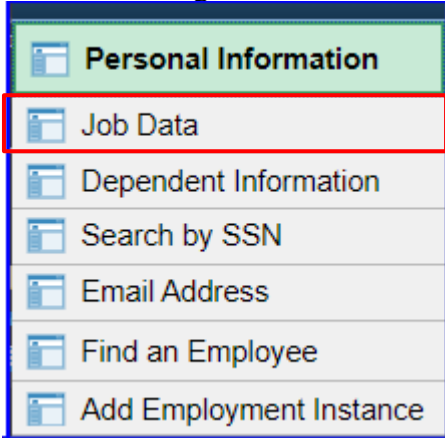
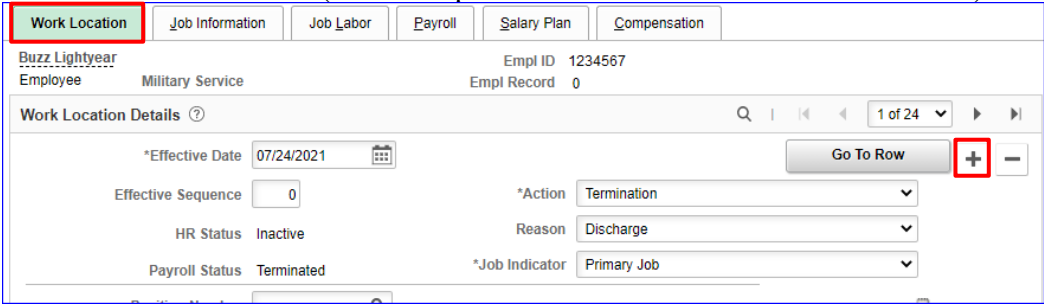
Procedures,  
continued

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

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## Rehire a CADET, Continued

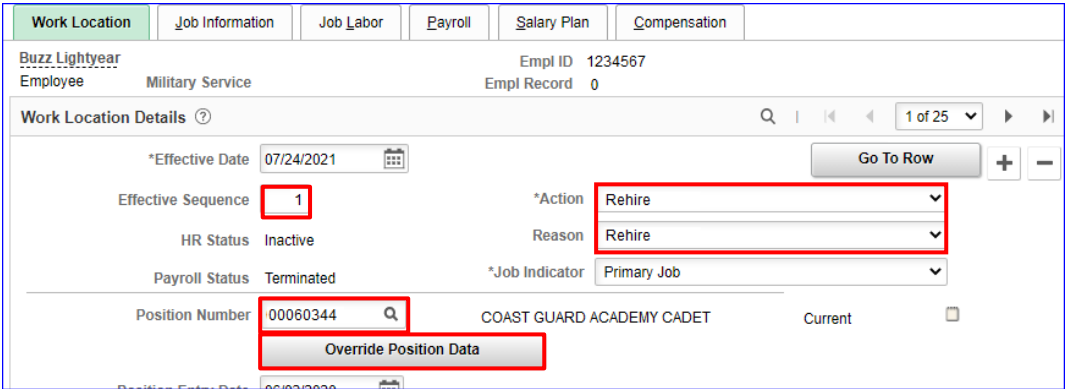
Procedures,  
continued

Step	Action
8	<p>Without leaving the screen, select the <b>Job Data</b> option.</p> 
9	<p>The <b>Work Location</b> tab will automatically display for your member. After verifying that the Termination/Discharge Job Row was completed, click the <b>Plus</b> button to add a new row (this example is a member with no break in service).</p> 

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## Rehire a CADET, Continued

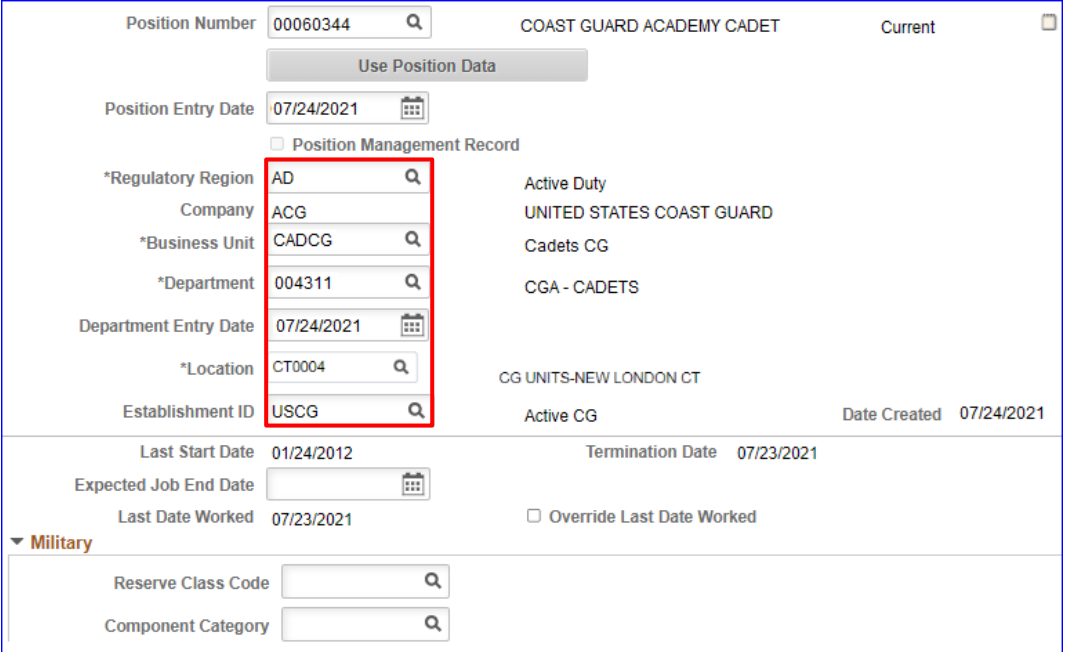
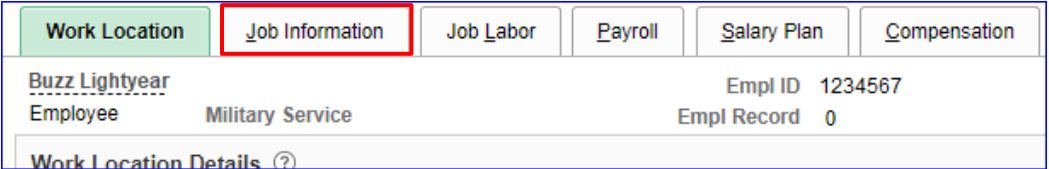
### Procedures, continued

Step	Action
10	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Effective Sequence</b> – If the rehire was <b>immediately preceded by a discharge</b> from the Coast Guard (Active or Reserve component) change the Effective Sequence field to the next number (E.g., change “0” to “1”) because the discharge has already created a new row in Job Data with the same effective date. Otherwise, leave at default of “0”.</li> <li>• <b>Action</b> – Select Rehire from the drop-down.</li> <li>• <b>Reason</b> – Select Rehire from the drop-down.</li> <li>• <b>Position Number</b> – Enter 00060344 for Cadet.</li> </ul> <p>Click <b>Override Position Data</b>.</p> 

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## Rehire a CADET, Continued

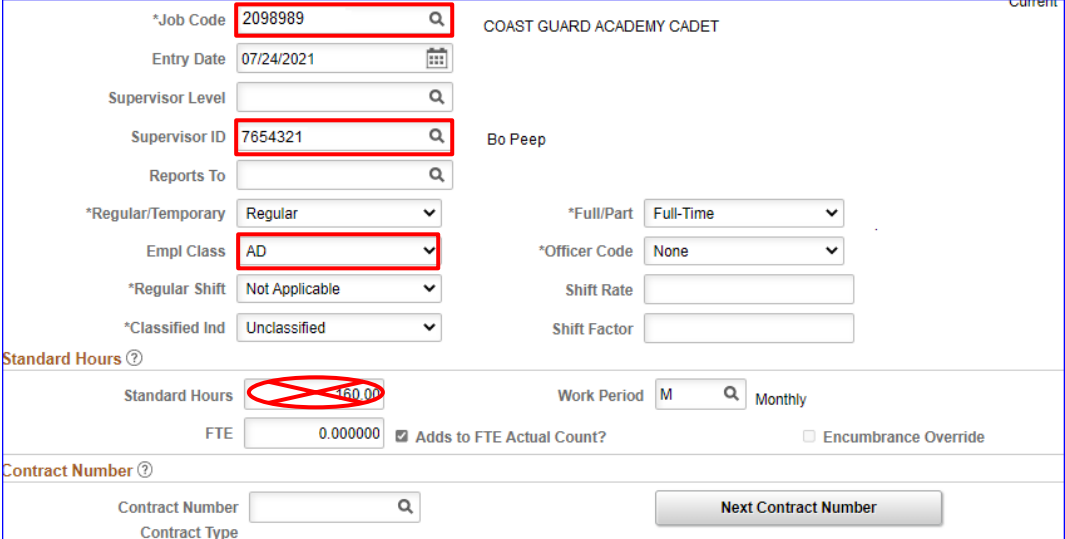
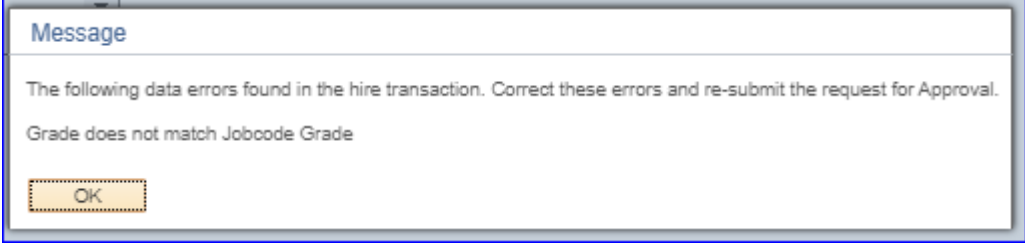
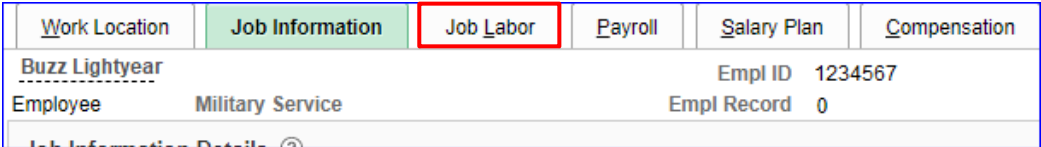
Procedures,  
continued

Step	Action
11	<p>Verify the information updated after entering the Position Number. If not, correct with the appropriate information below:</p> <ul style="list-style-type: none"> <li>• <b>Regulatory Region</b> – Select AD from the lookup icon.</li> <li>• <b>Company</b> – Select ACG from the lookup icon</li> <li>• <b>Business Unit</b> – Select CADCG</li> <li>• <b>Department</b> – Select 004311.</li> <li>• <b>Department Entry Date</b> – Verify the date of the signed Enlistment Contract.</li> <li>• <b>Location</b> – Select the appropriate number (CT0004), if not defaulted from the Department entered.</li> <li>• <b>Establishment ID</b> – If not defaulted, select USCG from the lookup icon.</li> </ul> 
12	<p>Select the <b>Job Information</b> tab.</p> 

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## Rehire a CADET, Continued

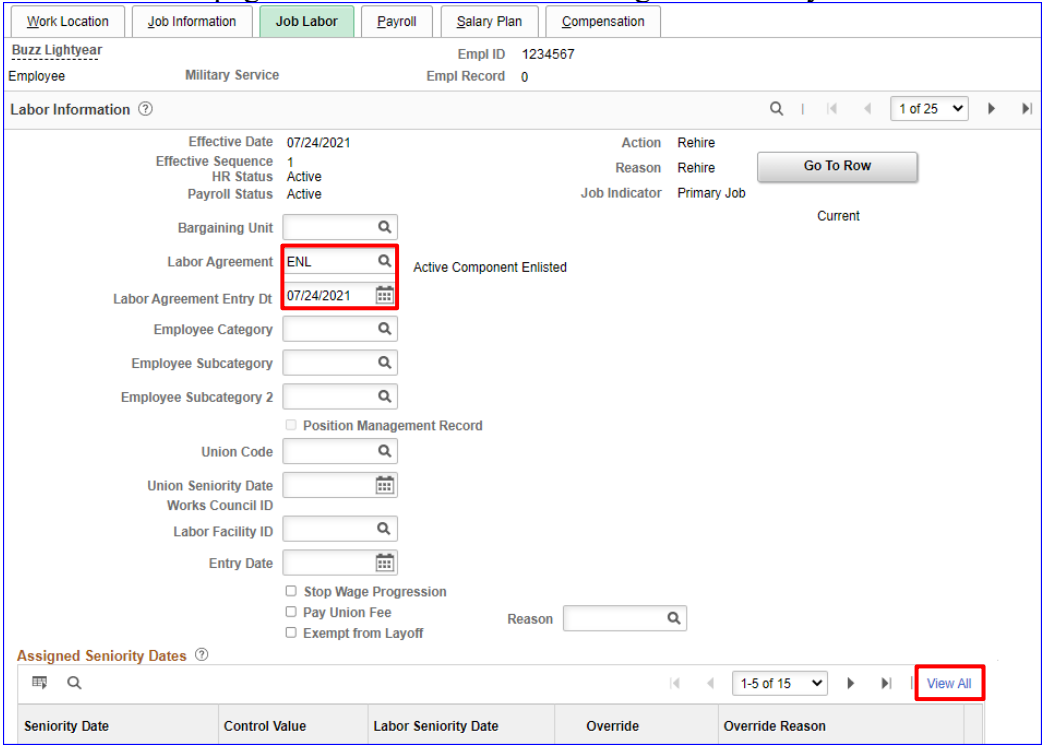
Procedures,  
continued

Step	Action
13	<p>Enter data for these three fields only:</p> <ul style="list-style-type: none"> <li>• <b>Job Code</b> – Enter 209898, if not auto-populated, and hit the tab key. <b>IMPORTANT: If the Job Code number does not match the Grade Step in Step 22, the AO will get an error during the approval. See Message below.</b></li> <li>• <b>Supervisor ID</b> – Enter the CGHRSUP Empl ID that approves Rehires or use the lookup icon.</li> <li>• <b>Empl Class</b> – Select AD from the drop-down.</li> </ul> <p><b>NOTE: Standard Hours will default to either 160 or 240. Do not change.</b></p>  
14	<p>Select the <b>Job Labor</b> tab.</p> 

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## Rehire a CADET, Continued

Procedures,  
continued

Step	Action
15	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Labor Agreement</b> – Defaults to current Labor agreement.</li> <li>• <b>Labor Agreement Entry Dt</b> – Ensure it displays the date of the rehire.</li> </ul> <p>Scroll down the page and click <b>View All</b> for Assigned Seniority Dates.</p>  <p>The screenshot shows the 'Job Labor' tab selected. The 'Labor Information' section includes fields for Effective Date (07/24/2021), Effective Sequence (1), HR Status (Active), and Payroll Status (Active). The 'Labor Agreement' is set to 'ENL' and the 'Labor Agreement Entry Dt' is '07/24/2021'. The 'Assigned Seniority Dates' section at the bottom has a 'View All' button highlighted with a red box.</p>

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## Rehire a CADET, Continued

Procedures,  
continued

Step

16

Action

The original hire dates will display. Click **Recalculate Seniority Dates** to open all Assigned Seniority Date fields.

Assigned Seniority Dates ?

1-15 of 15

View 5

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		01/24/2012	<input checked="" type="checkbox"/>	
AD PAY SCALE DATE			<input type="checkbox"/>	
DEP DATE			<input type="checkbox"/>	
CMA DATE		01/24/2012	<input checked="" type="checkbox"/>	
CURRENT AD DATE		01/24/2012	<input checked="" type="checkbox"/>	
DIEMS DATE		12/01/2011	<input checked="" type="checkbox"/>	
EXPECTED AD TERM DATE		07/23/2021	<input checked="" type="checkbox"/>	
EXPECTED LOSS DATE		07/23/2021	<input checked="" type="checkbox"/>	
JOB FAMILY ENTRY DATE		03/16/2012	<input checked="" type="checkbox"/>	
MIL OBLIGATION COMPL DATE		11/30/2019	<input checked="" type="checkbox"/>	
PAY ALLOWANCE DATE		01/24/2012	<input checked="" type="checkbox"/>	
POINT START DATE		08/02/2016	<input checked="" type="checkbox"/>	
PAY BASE DATE		01/24/2012	<input checked="" type="checkbox"/>	
DATE OF RANK	455394	07/01/2017	<input checked="" type="checkbox"/>	
ROTATION DATE		07/01/2021	<input checked="" type="checkbox"/>	

Recalculate Seniority Dates

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## Rehire a CADET, Continued

### Procedures, continued

Step	Action																																													
17	<p>This step is shown in two halves. Verify and update the following:</p> <ul style="list-style-type: none"><li>• <b>Active Duty Base Date</b><ul style="list-style-type: none"><li>– Without a break in service, verify Enlistment Contract dates.</li><li>– With a break in service, enter the date of rehire.</li></ul>Reservist <i>known issue</i>-cannot leave blank, see <b>NOTE</b>.</li><li>• <b>AD Pay Scale Date</b> – Date of rehire</li><li>• <b>DEP Date</b> – Delayed Entry Program date only populates if they spent time in delayed entry. Otherwise, it will be blank.</li><li>• <b>CMA Date</b> – See Chapter 3 of the <a href="#">COAST GUARD PAY MANUAL, COMDTINST M7220.29D</a> for the correct date per situation.</li><li>• <b>Current AD Date</b> – Date of rehire OR leave as is without a break in service.</li><li>• <b>DIEMS Date</b> – 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.</li><li>• <b>Expected AD Term Date</b> – 6 years from rehire accession minus 1 day</li><li>• <b>Expected Loss Date</b> – Term of Service from the signed Enlistment Contract (minus 1 day) or the DIEMS Date whichever is greater.</li></ul> <p><b>NOTE:</b> If rehiring with a <b>break in service</b> OR a <b>reservist going on active duty</b>, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See <a href="#">When to Request a SOCS</a> (or see <a href="#">E-Mail ALSPO B/15</a>).</p> <p><b>Assigned Seniority Dates</b> </p> <table><tr><th>Seniority Date</th><th>Control Value</th><th>Labor Seniority Date</th><th>Override</th><th>Override Reason</th></tr><tr><td>ACTIVE DUTY BASE DATE</td><td></td><td>01/24/2012</td><td><input checked="" type="checkbox"/></td><td></td></tr><tr><td>AD PAY SCALE DATE</td><td></td><td>07/23/2021</td><td><input type="checkbox"/></td><td></td></tr><tr><td>DEP DATE</td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr><tr><td>CMA DATE</td><td></td><td>01/24/2012</td><td><input checked="" type="checkbox"/></td><td></td></tr><tr><td>CURRENT AD DATE</td><td></td><td>01/24/2012</td><td><input checked="" type="checkbox"/></td><td></td></tr><tr><td>DIEMS DATE</td><td></td><td>12/01/2011</td><td><input checked="" type="checkbox"/></td><td></td></tr><tr><td>EXPECTED AD TERM DATE</td><td></td><td>07/23/2027</td><td><input checked="" type="checkbox"/></td><td></td></tr><tr><td>EXPECTED LOSS DATE</td><td></td><td>07/23/2027</td><td><input checked="" type="checkbox"/></td><td></td></tr></table>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		01/24/2012	<input checked="" type="checkbox"/>		AD PAY SCALE DATE		07/23/2021	<input type="checkbox"/>		DEP DATE			<input type="checkbox"/>		CMA DATE		01/24/2012	<input checked="" type="checkbox"/>		CURRENT AD DATE		01/24/2012	<input checked="" type="checkbox"/>		DIEMS DATE		12/01/2011	<input checked="" type="checkbox"/>		EXPECTED AD TERM DATE		07/23/2027	<input checked="" type="checkbox"/>		EXPECTED LOSS DATE		07/23/2027	<input checked="" type="checkbox"/>	
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## Rehire a CADET, Continued

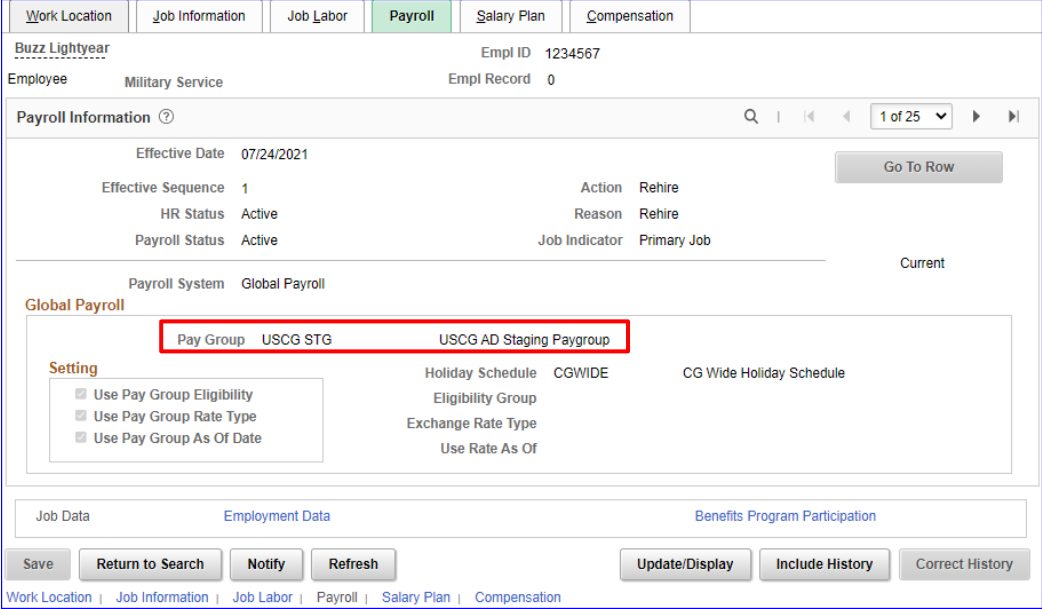
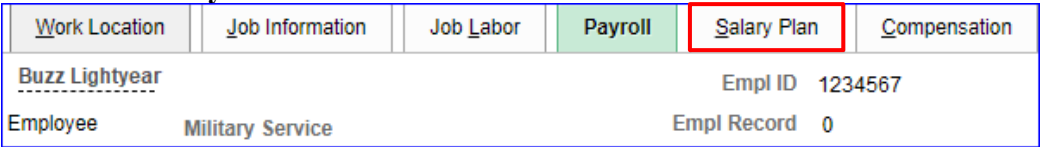
Procedures,  
continued

Step	Action																																										
17 (cont)	<ul style="list-style-type: none"> <li>• <b>Job Family Entry Date</b> – Date of rehire</li> <li>• <b>Mil Obligation Compl Date</b> – 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e., VOLSEP).</li> <li>• <b>Pay Allowance Date</b> – Date of the rehire OR leave as is without a break in service.</li> <li>• <b>Points Start Date</b> – Leave at default, this date may only be adjusted by PPC (ADV) (see NOTE).</li> <li>• <b>Pay Base Date (PDE)</b> – Leave blank – (PAYMAN 2.A.8)</li> <li>• <b>Date of Rank (DOR)</b> – Date of the rehire or if rehiring without a break in service use the existing DOR from the previous Job row.</li> <li>• <b>Rotation Date</b> – Date of the rehire</li> </ul> <p><b>NOTE:</b> If rehiring with a <b>break in service</b> OR a <b>reservist going on active duty</b>, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See <a href="#">When to Request a SOCS</a> (or see <a href="#">E-Mail ALSPO B/15</a>).</p> <table border="1"> <tr> <td>JOB FAMILY ENTRY DATE</td><td></td><td>03/16/2012</td><td></td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr> <tr> <td>MIL OBLIGATION COMPL DATE</td><td></td><td>11/30/2019</td><td></td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr> <tr> <td>PAY ALLOWANCE DATE</td><td></td><td>01/24/2012</td><td></td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr> <tr> <td>POINT START DATE</td><td></td><td>08/02/2016</td><td></td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr> <tr> <td>PAY BASE DATE</td><td></td><td></td><td></td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr> <tr> <td>DATE OF RANK</td><td>452595</td><td>07/01/2017</td><td></td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr> <tr> <td>ROTATION DATE</td><td></td><td>07/24/2021</td><td></td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr> </table> <p>Recalculate Seniority Dates</p>	JOB FAMILY ENTRY DATE		03/16/2012		<input checked="" type="checkbox"/>	<input type="text"/>	MIL OBLIGATION COMPL DATE		11/30/2019		<input checked="" type="checkbox"/>	<input type="text"/>	PAY ALLOWANCE DATE		01/24/2012		<input checked="" type="checkbox"/>	<input type="text"/>	POINT START DATE		08/02/2016		<input checked="" type="checkbox"/>	<input type="text"/>	PAY BASE DATE				<input checked="" type="checkbox"/>	<input type="text"/>	DATE OF RANK	452595	07/01/2017		<input checked="" type="checkbox"/>	<input type="text"/>	ROTATION DATE		07/24/2021		<input checked="" type="checkbox"/>	<input type="text"/>
JOB FAMILY ENTRY DATE		03/16/2012		<input checked="" type="checkbox"/>	<input type="text"/>																																						
MIL OBLIGATION COMPL DATE		11/30/2019		<input checked="" type="checkbox"/>	<input type="text"/>																																						
PAY ALLOWANCE DATE		01/24/2012		<input checked="" type="checkbox"/>	<input type="text"/>																																						
POINT START DATE		08/02/2016		<input checked="" type="checkbox"/>	<input type="text"/>																																						
PAY BASE DATE				<input checked="" type="checkbox"/>	<input type="text"/>																																						
DATE OF RANK	452595	07/01/2017		<input checked="" type="checkbox"/>	<input type="text"/>																																						
ROTATION DATE		07/24/2021		<input checked="" type="checkbox"/>	<input type="text"/>																																						
18	<p>Select the <b>Payroll</b> Tab.</p> <table border="1"> <tr> <td><u>W</u>ork Location</td> <td><u>J</u>ob Information</td> <td><b>J</b>ob Labor</td> <td><b>P</b>ayroll</td> <td><u>S</u>alary Plan</td> <td><u>C</u>ompensation</td> </tr> <tr> <td>Buzz Lightyear</td> <td></td> <td></td> <td></td> <td>Empl ID</td> <td>1234567</td> </tr> <tr> <td>Employee</td> <td>Military Service</td> <td></td> <td></td> <td>Empl Record</td> <td>0</td> </tr> </table>	<u>W</u> ork Location	<u>J</u> ob Information	<b>J</b> ob Labor	<b>P</b> ayroll	<u>S</u> alary Plan	<u>C</u> ompensation	Buzz Lightyear				Empl ID	1234567	Employee	Military Service			Empl Record	0																								
<u>W</u> ork Location	<u>J</u> ob Information	<b>J</b> ob Labor	<b>P</b> ayroll	<u>S</u> alary Plan	<u>C</u> ompensation																																						
Buzz Lightyear				Empl ID	1234567																																						
Employee	Military Service			Empl Record	0																																						

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## Rehire a CADET, Continued

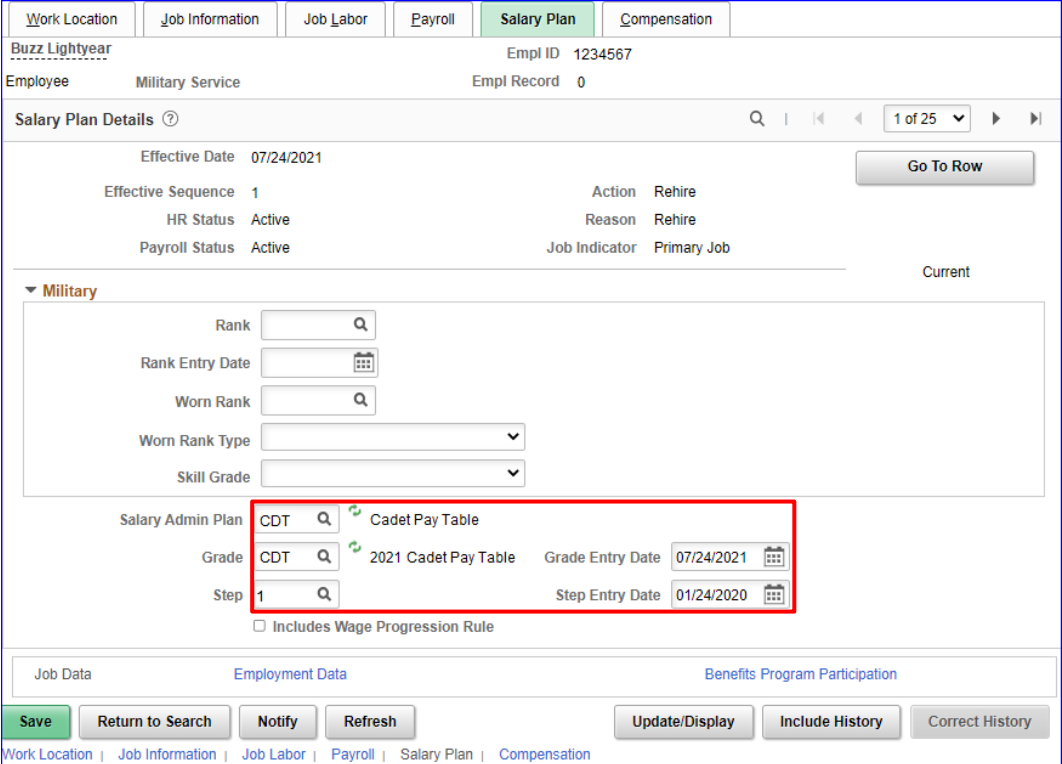
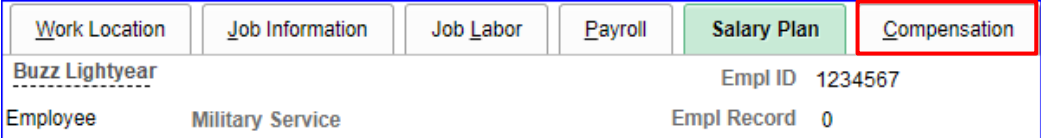
Procedures,  
continued

Step	Action
19	<p>The <b>Pay Group</b> should default to USCG STG (Staging). Once approved, this will update to USCG AD.</p> 
20	<p>Select the <b>Salary Plan</b> tab.</p> 

*Continued on next page*

## Rehire a CADET, Continued

### Procedures, continued

Step	Action
21	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Salary Admin Plan</b> – Defaults to CDT. If not, use the lookup icon &amp; select CDT.</li> <li>• <b>Grade</b> – Select CDT from the lookup icon.</li> <li>• <b>Grade Entry Date</b> – Should default to the date of rehire.</li> <li>• <b>Step</b> – Leave at default without a break in service or enter 1 and hit <b>Tab</b>.  <b>NOTE: This step is necessary for the information on the Compensation tab to populate.</b></li> <li>• <b>Step Entry Date</b> – 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.</li> </ul> <p><b>NOTE:</b> 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 <a href="#">E-Mail ALSPO B/15</a>).</p> 
22	<p>Select the <b>Compensation</b> Tab.</p> 

*Continued on next page*

## Rehire a CADET, Continued

Procedures,  
continued

Step

23

Action

Click on the **Default Pay Components** button. This will automatically update the **Compensation Rate** data.

Click the **Benefits Program Participation** link.

Work Location

Job Information

Job Labor

Payroll

Salary Plan

Compensation

Buzz Lightyear

Empl ID 1234567

Employee

Military Service

Empl Record 0

Compensation Details ?

Effective Date 07/24/2021

Effective Sequence 1

HR Status Active

Payroll Status Active

Action Rehire

Reason Rehire

Job Indicator Primary Job

Current

Go To Row

Compensation Rate 3,405.60 USD

\*Frequency M Monthly

Comparative Information ?

Pay Rates ?

Default Pay Components

Contract Change Prorate Option

Pay Components ?

Amounts

Controls

Changes

Conversion

	*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group		
1	BASIC	0	3,405.600000	USD	M				+	-

Calculate Compensation

Job Data

Employment Data

Benefits Program Participation

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History

Work Location

Job Information

Job Labor

Payroll

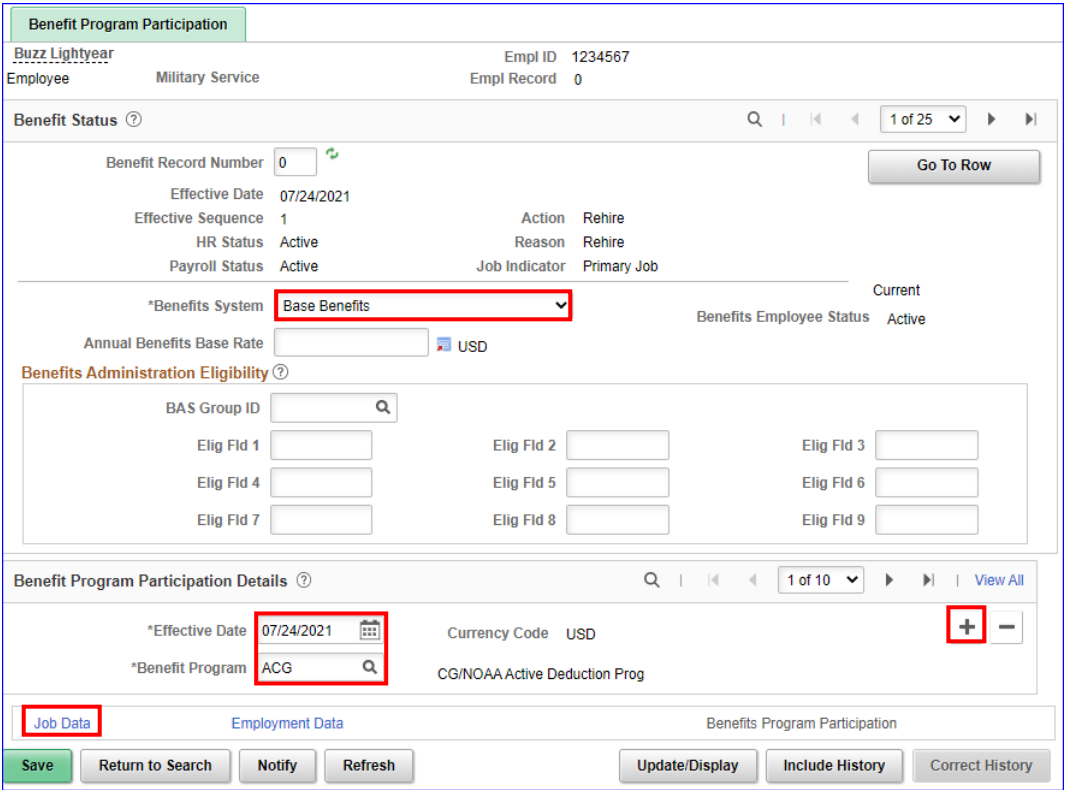
Salary Plan

Compensation

*Continued on next page*

## Rehire a CADET, Continued

Procedures,  
continued

Step	Action
24	<ul style="list-style-type: none"> <li>• <b>Benefits Systems</b> – Select Base Benefits from the drop-down.</li> <li>• <b>Effective Date</b> – Enter the date of rehire.</li> <li>• <b>Benefit Program</b> – Select ACG from the lookup icon.</li> </ul> <p>Click the <b>Job Data</b> link.</p> 

*Continued on next page*

## Rehire a CADET, Continued

Procedures,  
continued


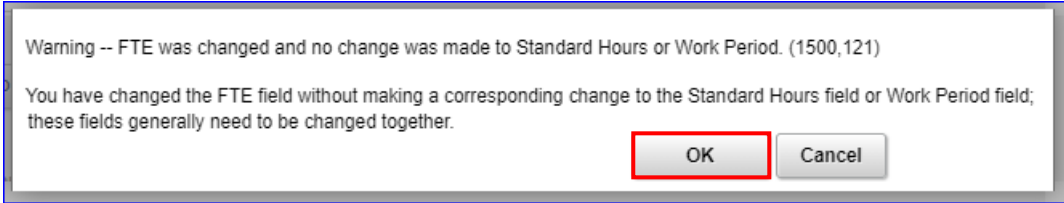
Step	Action
25	<p><b>Click Save.</b></p> <div> <div> Work Location Job Information Job Labor Payroll Salary Plan Compensation </div> <div> Buzz Lightyear Employee Military Service Empl ID 1234567 Empl Record 0 </div> <div> <b>Work Location Details</b> <div> <div> *Effective Date 07/24/2021 Effective Sequence 1 HR Status Active Payroll Status Active </div> <div> *Action Rehire Reason Rehire *Job Indicator Primary Job </div> </div> <div> Position Number 00060344 COAST GUARD ACADEMY CADET <div>Use Position Data</div> Position Entry Date 07/24/2021 <input type="checkbox"/> Position Management Record </div> <div> *Regulatory Region AD Active Duty *Company ACG UNITED STATES COAST GUARD *Business Unit CADCG Cadets CG *Department 004311 CGA - CADETS Department Entry Date 07/24/2021 *Location CT00032 CG ACADEMY-CADETS Establishment ID USCG Active CG Date Created 07/24/2021 </div> <div> Last Start Date 07/24/2021 Termination Date Expected Job End Date </div> <div> <b>Military</b> <div> Reserve Class Code Component Category </div> </div> <div> <div> Job Data Employment Data Benefits Program Participation </div> <div> <div>Save</div> <div>Return to Search</div> <div>Notify</div> <div>Refresh</div> <div>Update/Display</div> <div>Include History</div> <div>Correct History</div> </div> <div> Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation </div> </div> </div> </div>

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## Rehire a CADET, Continued

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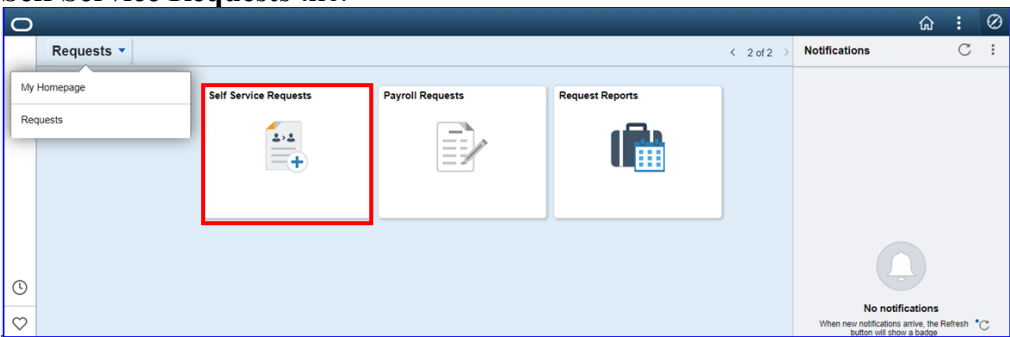
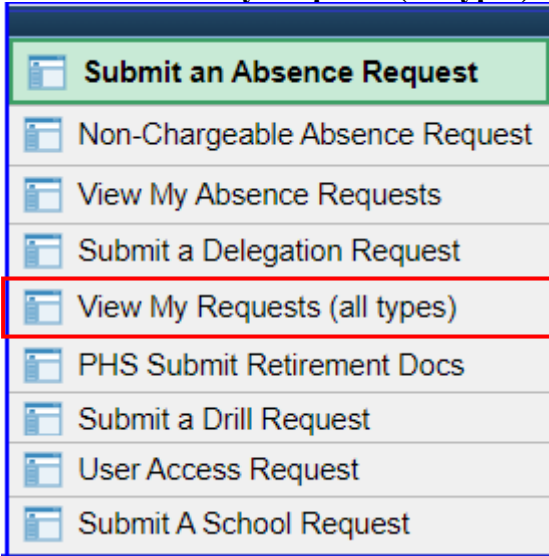
### Procedures, continued

Step	Action
26	<p>Several Messages will display. Click <b>OK</b> for all and wait for the spinning-wheel-of-death to complete the process.</p>  
27	<p>Now proceed to <a href="#">CADET Rehire Contract</a> to complete the rehire process. The rehire accession must be approved by the SPO prior to the contract being entered.</p>

---

## Approving a CADET Rehire

<b>Introduction</b>	This section provides the procedures for approving a CADET rehire.
<b>Information</b>	The Auditor/Approver cannot be the same person who entered the rehire.
<b>Procedures</b>	See below.

Step	Action
1	Review the rehire process prior to approval. Review the information in <b>Job Data</b> before approving the transaction.
2	After selecting <b>Requests</b> from the My Homepage drop-down, click on the <b>Self Service Requests</b> tile. 
2.5	Select the <b>View My Requests (all types)</b> option. 

*Continued on next page*

## Approving a CADET Rehire, Continued

### Procedures, continued

Step	Action																						
3	<p>Select the <b>Requests I am Approver For</b> radio button. You may narrow search results using any of the fields and click <b>Populate Grid</b>.</p> <div> <p><a href="#">View My Action Requests</a></p> <p>Bo Peep</p> <ol style="list-style-type: none"> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>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.</li> </ol> <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: <div>All Transactions</div> </div> <div> Transaction Status: <div>Pending</div> </div> <div> Submission From Date: <div></div> </div> <div> Submission To Date: <div></div> </div> <div>Populate Grid</div> <div>Refresh</div> </div> </div>																						
4	<p>Click the <b>Approve/Deny</b> link for the rehire accession you are approving.</p> <table> <tr> <td>Transaction Name</td><td>Status</td><td>Member</td><td>Member's Last Name</td><td>Member's Emplid</td><td>Member's Deptid</td><td>Submitted By</td><td>Approver</td><td>Submission Date</td><td>Drill Date</td><td>Approve/Deny</td></tr> <tr> <td>AccessionHire</td><td>Pending</td><td>Buzz Lightyear</td><td>Lightyear</td><td>1234567</td><td>000121</td><td>Sheriff Woody</td><td>Bo Peep</td><td>07/24/2021</td><td></td><td>Approve/Deny</td></tr> </table>	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
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													

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## Approving a CADET Rehire, Continued


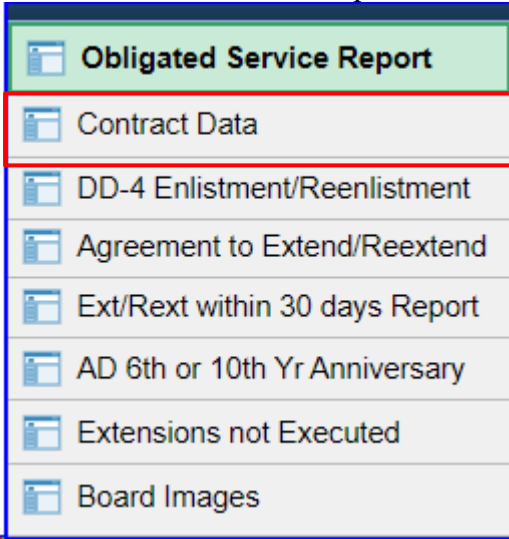
Procedures,  
continued

Step	Action
5	<p>Enter any necessary <b>Comments</b> and click either <b>Approve</b> or <b>Deny</b>.</p> <div data-bbox="363 521 1374 1373"> <p><b>Action Request</b></p> <p>Approval/SOD for Accessions</p> <p><u>Lightyear, Buzz</u></p> <ul style="list-style-type: none"> <li>Review hire data in the Request Information box.</li> <li>To approve a Hire Request, press the Approve button.</li> <li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li> <li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li> </ul> <p><b>Request Details</b></p> <p>Employee ID: 1234567</p> <p><b>Request URL</b></p> <p><a href="#">Click here to view additional request information.</a></p> <p><b>Request Approvers</b></p> <p>Approver: 1122334 Bo Peep</p> <p>Comment: <input type="text" value="Rehire no break in service."/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p><b>Accessions Hire Approval</b></p> <p>Accession Hire Request: Pending</p> <p>One Approval level</p> <p>Pending</p> <p>BO PEEP Initial Approve Action Request</p> </div>
6	<p>Whether approved or denied, the buttons will be greyed out and the system saves the request.</p> <div data-bbox="363 1487 1201 1877"> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p><b>Accessions Hire Approval</b></p> <p>Accession Hire Request: <b>Approved</b> <a href="#">View/Hide Comments</a></p> <p>One Approval level</p> <p>Approved</p> <p>BO PEEP Initial Approve Action Request 07/24/21 - 11:07 AM</p> <p><b>Comments</b></p> <p>BO PEEP at 07/24/21 - 11:07 AM Rehire with no break in service.</p> </div>

## CADET Rehire Contract

**Introduction** This section provides the procedures for completing the contract of a rehired CADET in DA.



**Procedures** See below.

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

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## CADET Rehire Contract, Continued

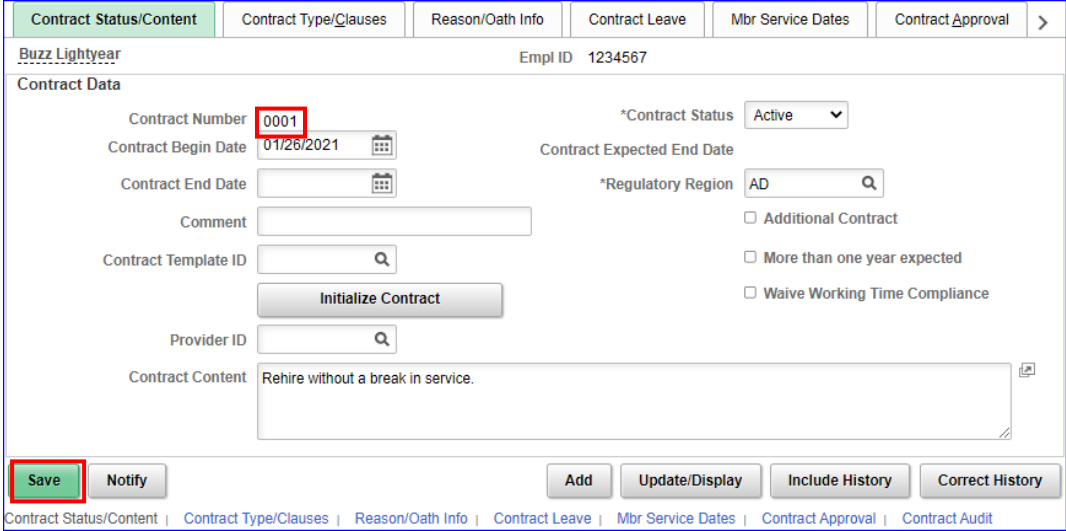
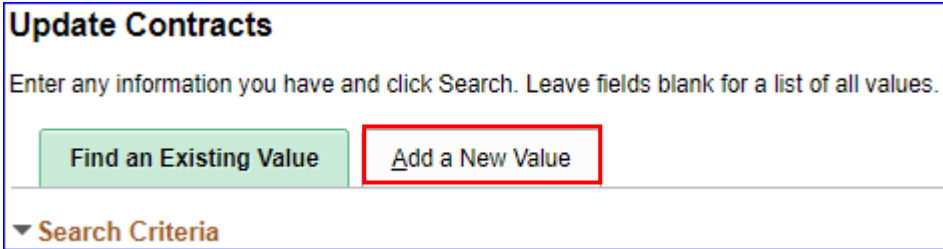

Procedures,  
continued

Step	Action
2	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p> <div> <div> <h3>Update Contracts</h3> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div> <div>Find an Existing Value</div> <div>Add a New Value</div> </div> <div> <div>▼ Search Criteria</div> <div> <div>Empl ID</div> <div>begins with ▼</div> <div>1234567 </div> </div> <div> <div>Contract Number</div> <div>begins with ▼</div> <div></div> </div> <div> <div>Name</div> <div>begins with ▼</div> <div></div> </div> <div> <div>Last Name</div> <div>begins with ▼</div> <div></div> </div> <div> <div>Second Last Name</div> <div>begins with ▼</div> <div></div> </div> <div> <div>Alternate Character Name</div> <div>begins with ▼</div> <div></div> </div> </div> <div> <div><input checked="" type="checkbox"/> Include History</div> <div><input type="checkbox"/> Correct History</div> <div><input type="checkbox"/> Case Sensitive</div> </div> <div> <div>Search</div> <div>Clear</div> <div>Basic Search </div> <div>Save Search Criteria</div> </div> <div> <div>Find an Existing Value</div> <div>Add a New Value</div> </div> </div> </div>

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## CADET Rehire Contract, Continued

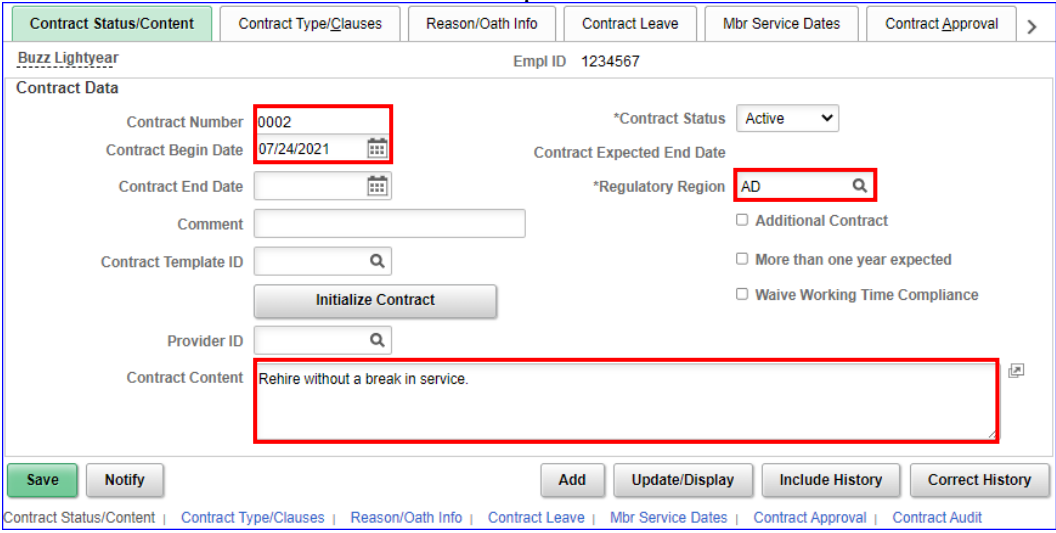
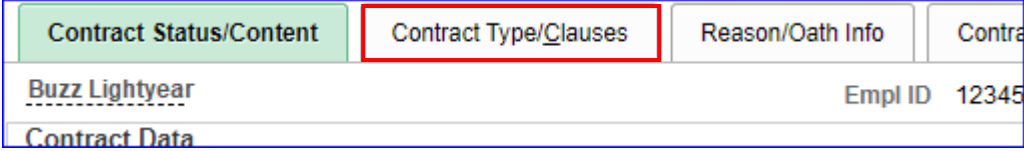
Procedures,  
continued

Step	Action
3	<p>The Contract Status/Content tab will display with the current <b>Contract Number</b>. Click <b>Save</b>.</p> 
4	<p>Select the <b>Add a New Value</b> tab.</p> 
5	<p>Verify the <b>Empl ID</b> and the next sequential <b>Contract Number</b> (Ex. 0002), remaining consistent with the number of zeros used previously. Click <b>Add</b>.</p> 

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## CADET Rehire Contract, Continued

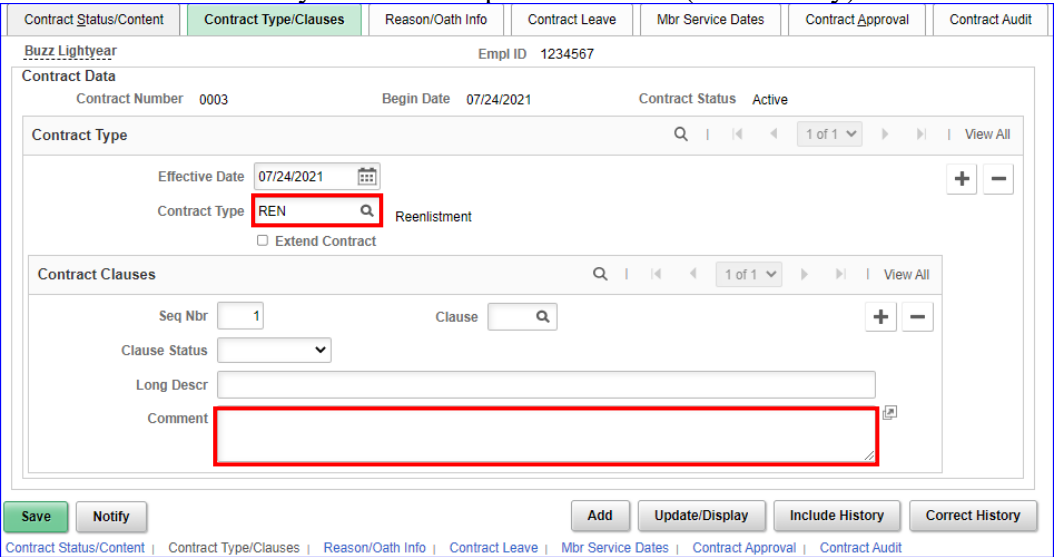
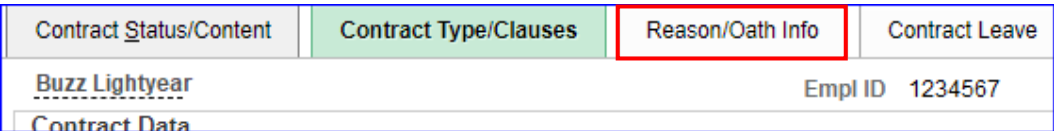
Procedures,  
continued

Step	Action
6	<p>The Contract Status/Content tab displays with the new <b>Contract Number</b> (Ex. 0002).</p> <ul style="list-style-type: none"> <li>• <b>Contract Begin Date</b> – Defaults to current date, ensure it is the date of rehire.</li> <li>• <b>Regulatory Region</b> – Enter or select AD from the lookup icon.</li> <li>• <b>Contract Content</b> – A statement is required.</li> </ul> 
7	<p>Select the <b>Contract Type/Clauses</b> tab.</p> 

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## CADET Rehire Contract, Continued

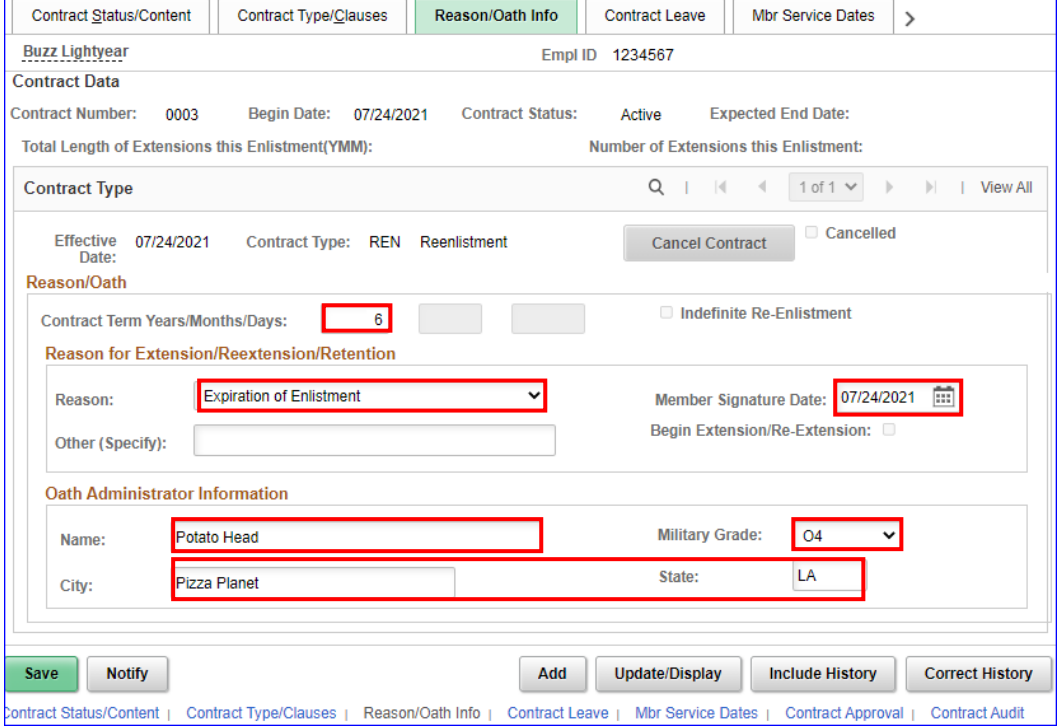
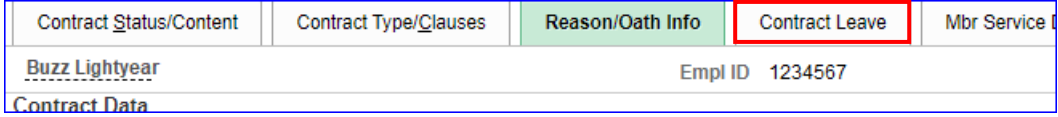
Procedures,  
continued

Step	Action
8	<ul style="list-style-type: none"> <li>• <b>Contract Type</b> – Select the appropriate type from the lookup icon.</li> <li>• <b>Comment</b> – Enter any contractual specific reasons (if necessary).</li> </ul> 
9	<p>Select the <b>Reason/Oath Info</b> tab.</p> 

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## CADET Rehire Contract, Continued

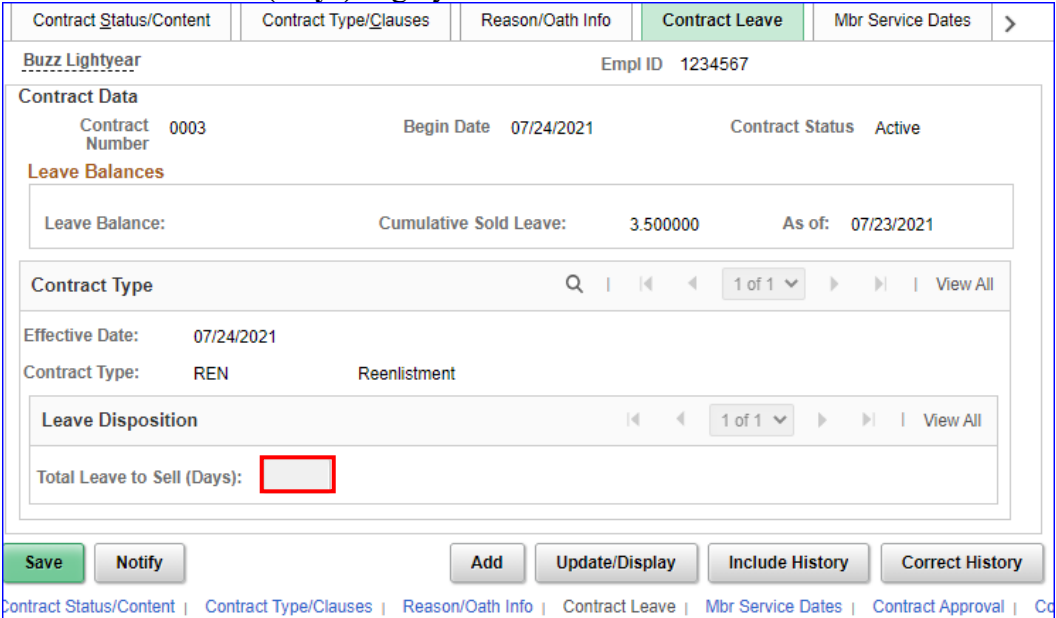
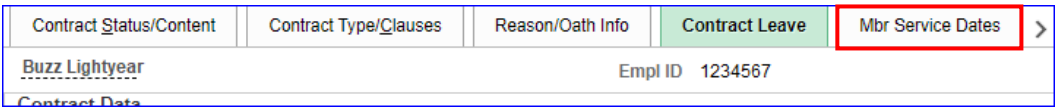
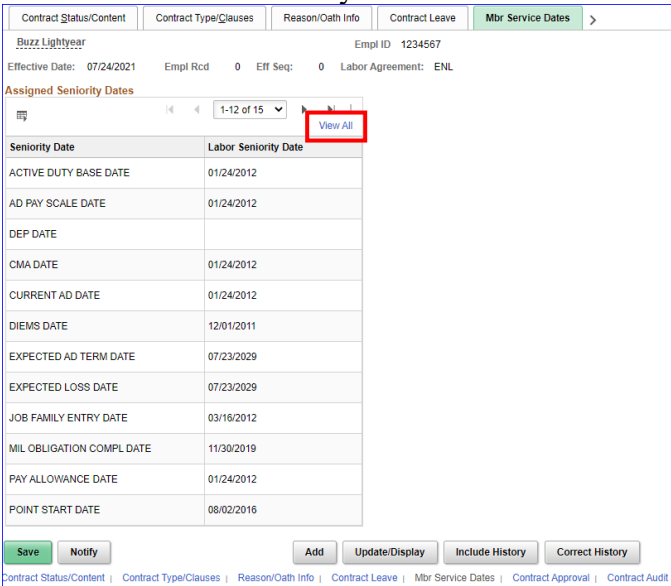
Procedures,  
continued

Step	Action
10	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Contract Term Years/Months/Days</b> – Enter the contract term.</li> <li>• <b>Reason</b> – Select an option from the drop-down. IAW Enlistments, Evaluations, and Advancements, COMDTINST M1000.2, Chap 1.F.1.a, <b>this field needs to reflect the actual reason for the service obligation.</b></li> <li>• <b>Member Signature Date</b> – Enter the date of the rehire (the date the contract was signed).</li> <li>• <b>Name</b> – Enter the name of the Oath Administrator.</li> <li>• <b>Military Grade</b> – Select the Oath Administrator's rank from the drop-down.</li> <li>• <b>City and State</b> – Enter the city and state for the Oath Administrator.</li> </ul> 
11	<p>Select the <b>Contract Leave</b> tab.</p> 

*Continued on next page*

## CADET Rehire Contract, Continued

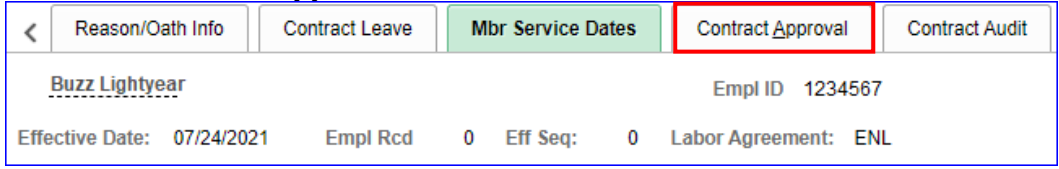
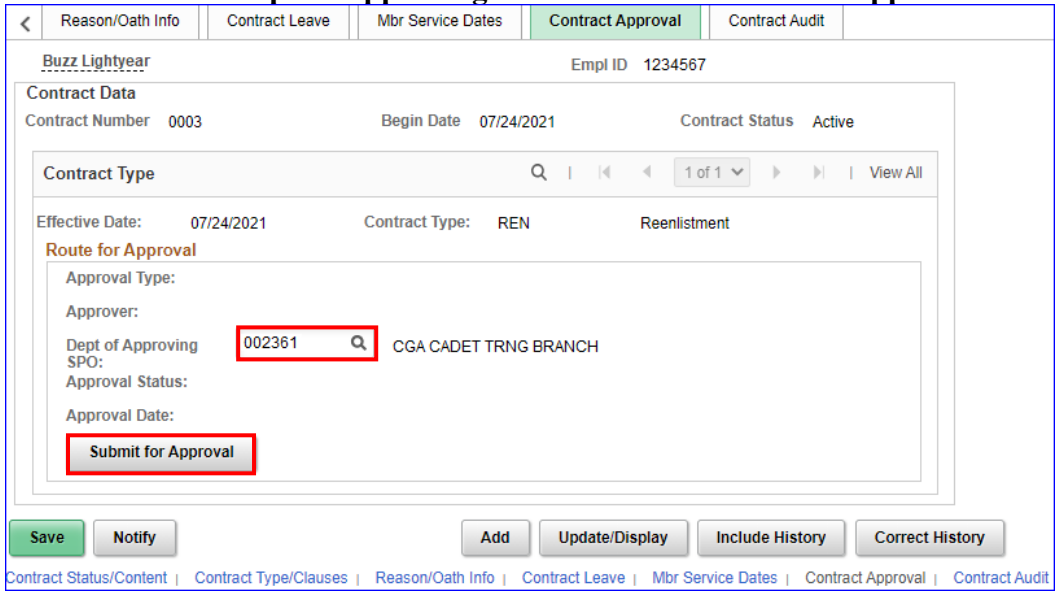
Procedures,  
continued

Step	Action
12	<p><b>Total Leave to Sell (Days)</b> is greyed out for CADET rehires.</p>  <p>The screenshot shows the 'Contract Leave' tab selected. The 'Total Leave to Sell (Days)' field is highlighted with a red box. The interface includes tabs for Contract Status/Content, Contract Type/Clauses, Reason/Oath Info, Contract Leave, and Mbr Service Dates. The 'Contract Leave' tab displays the following information:</p> <ul style="list-style-type: none"> <li><b>Contract Data:</b> Contract Number 0003, Begin Date 07/24/2021, Contract Status Active.</li> <li><b>Leave Balances:</b> Leave Balance, Cumulative Sold Leave: 3.500000, As of: 07/23/2021.</li> <li><b>Contract Type:</b> Effective Date: 07/24/2021, Contract Type: REN, Reenlistment.</li> <li><b>Leave Disposition:</b> Total Leave to Sell (Days): [Greyed out field]</li> </ul> <p>Buttons at the bottom include Save, Notify, Add, Update/Display, Include History, and Correct History.</p>
13	<p><b>Select the Mbr Service Dates tab.</b></p>  <p>The screenshot shows the 'Mbr Service Dates' tab selected. The interface includes tabs for Contract Status/Content, Contract Type/Clauses, Reason/Oath Info, Contract Leave, and Mbr Service Dates. The 'Mbr Service Dates' tab displays the following information:</p> <ul style="list-style-type: none"> <li><b>Contract Data:</b> Effective Date: 07/24/2021, Empl Rcd: 0, Eff Seq: 0, Labor Agreement: ENL.</li> </ul>
14	<p><b>Click on View All to verify all of the dates concur with accession rehire dates.</b></p>  <p>The screenshot shows the 'View All' button highlighted. The interface includes tabs for Contract Status/Content, Contract Type/Clauses, Reason/Oath Info, Contract Leave, and Mbr Service Dates. The 'Mbr Service Dates' tab displays the following information:</p> <ul style="list-style-type: none"> <li><b>Assigned Seniority Dates:</b> 1-12 of 15</li> <li><b>Seniority Date:</b> Labor Seniority Date</li> <li><b>ACTIVE DUTY BASE DATE:</b> 01/24/2012</li> <li><b>AD PAY SCALE DATE:</b> 01/24/2012</li> <li><b>DEF DATE:</b></li> <li><b>CMA DATE:</b> 01/24/2012</li> <li><b>CURRENT AD DATE:</b> 01/24/2012</li> <li><b>DIEMS DATE:</b> 12/01/2011</li> <li><b>EXPECTED AD TERM DATE:</b> 07/23/2029</li> <li><b>EXPECTED LOSS DATE:</b> 07/23/2029</li> <li><b>JOB FAMILY ENTRY DATE:</b> 03/16/2012</li> <li><b>MIL OBLIGATION COMPL DATE:</b> 11/30/2019</li> <li><b>PAY ALLOWANCE DATE:</b> 01/24/2012</li> <li><b>POINT START DATE:</b> 08/02/2016</li> </ul> <p>Buttons at the bottom include Save, Notify, Add, Update/Display, Include History, and Correct History.</p>

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## CADET Rehire Contract, Continued

Procedures,  
continued

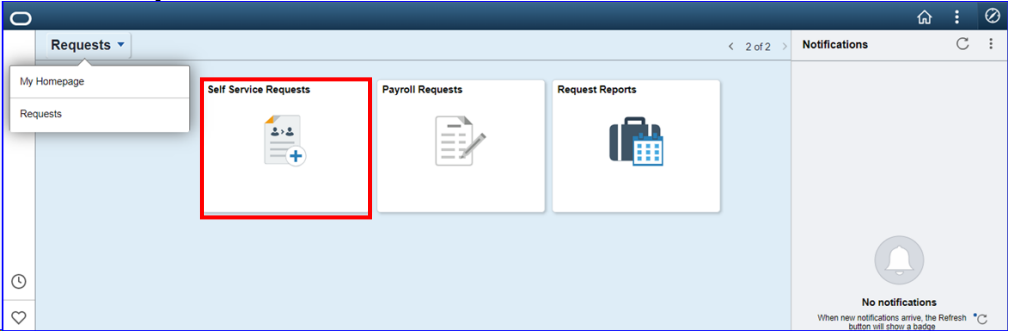
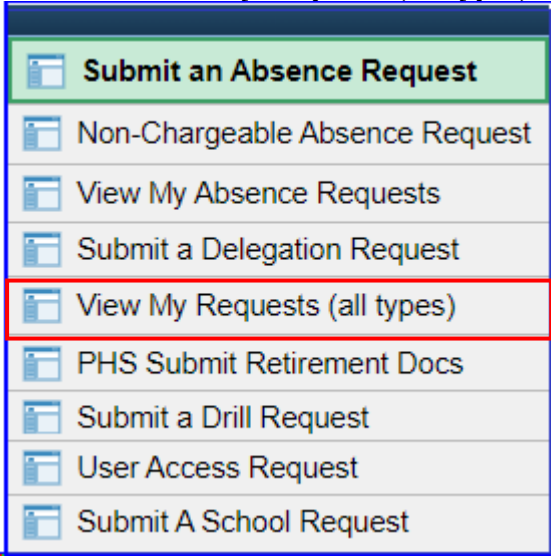
Step	Action
15	<p>Select the <b>Contract Approval</b> tab.</p> 
16	<p>Enter 002361 for <b>Dept of Approving SPO</b> and click <b>Submit for Approval</b>.</p> 

## Approving a CADET Rehire Contract

**Introduction** This section provides the procedures for approving a CADET rehire 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	<p>After selecting <b>Requests</b> from the My Homepage drop-down, click on the <b>Self Service Requests</b> tile.</p> 
1.5	<p>Select the <b>View My Requests (all types)</b> option.</p> 

*Continued on next page*

## Approving a CADET Rehire Contract, Continued

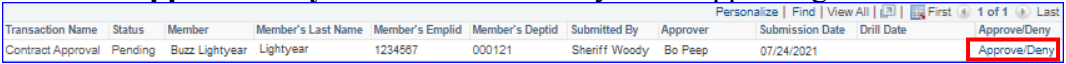
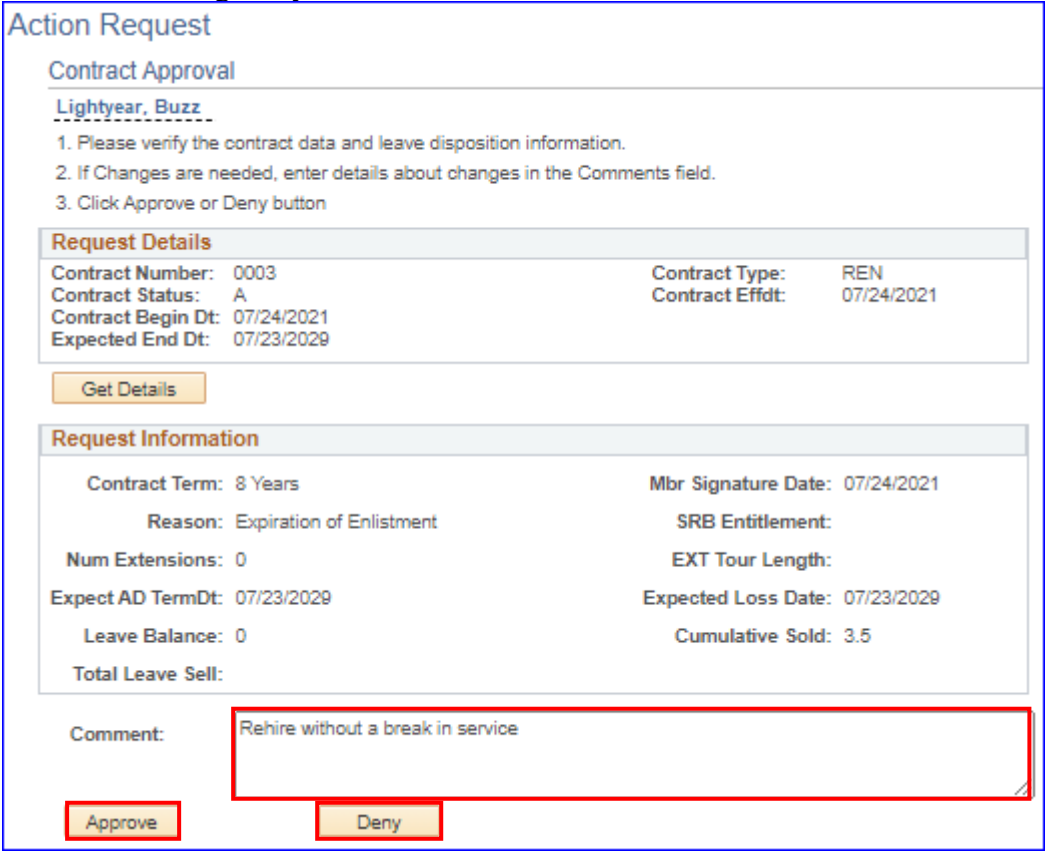
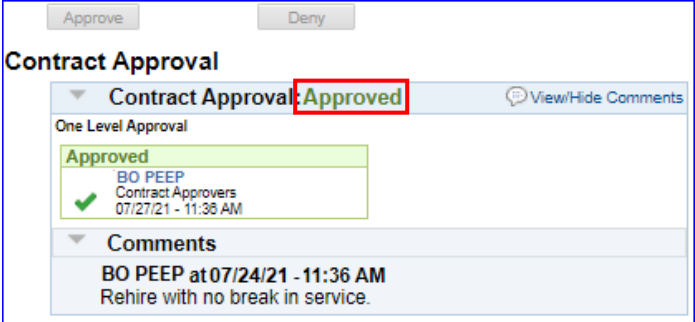
Procedures,  
continued

Step	Action
2	<p>Select the <b>Requests I am Approver For</b> radio button. You may narrow search results using any of the <b>fields</b> and click <b>Populate Grid</b>.</p> <div> <p>View My Action Requests</p> <p>Bo Peep</p> <ol style="list-style-type: none"> <li>1. 'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>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.</li> </ol> <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: <div>All Transactions</div> </div> <div> Transaction Status: <div>Pending</div> </div> <div> Submission From Date: <div></div> </div> <div> Submission To Date: <div></div> </div> <div>Populate Grid</div> <div>Refresh</div> </div> </div>

*Continued on next page*

## Approving a CADET Rehire Contract, Continued

Procedures,  
continued

Step	Action
3	<p>Click the <b>Approve/Deny</b> 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 Emplid, Member's Deptid, Submitted By, Approver, Submission Date, Drill Date, and Approve/Deny. The row for 'Contract Approval' is highlighted, and the 'Approve/Deny' link is red.</p>
4	<p>Enter a mandatory <b>Comment</b> and select either <b>Approve</b> or <b>Deny</b>.</p> <p><b>NOTE:</b> Selecting Deny returns the contract to the HRS user.</p>  <p>The screenshot shows the 'Action Request' form for 'Contract Approval'. It includes sections for 'Request Details' and 'Request Information'. The 'Comment' field is highlighted in red with the text 'Rehire without a break in service'. The 'Approve' and 'Deny' buttons are also highlighted in red.</p>
5	<p>Once <b>approved</b>, the member is fully accessed into the Coast Guard with pay.</p>  <p>The screenshot shows the 'Contract Approval' status as 'Approved'. It includes a 'View/Hide Comments' link and a list of comments. The 'Approved' status is highlighted in red.</p>