

# Rehire Into Active Duty with Prior Service

## Overview

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**Introduction** This guide provides the procedures for rehiring a Reserve member, into the Active Duty Coast Guard using Direct Access (DA).

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**Rehiring into the Reserve Component** Please use: [Rehire-Into Reserves with Prior Service](#)

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**Known Issue** State Withholding Tax (SWT) reverts back to the Home of Record (HOR) address 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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## Contents

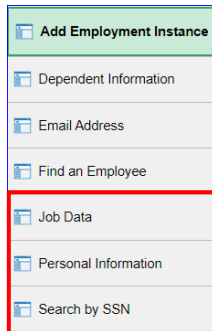
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**Before you begin ANY Hire or Rehire** You must first determine whether the member is already in DA. **Failure to do so may cause one member to have two Empl Records or even two separate Employee IDs.**

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

- **Search by SSN** (Social Security Number).
- **Job Data** – Search by full name (this may be time consuming with popular surnames).
- **Personal Information** – Search by full name.



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## Overview, Continued

**Before you begin ANY Hire or Rehire,** continued

When searching by SSN, you may find the member already has an Empl ID in the system. You **MUST** click the **GO** button to search.

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

**Search by National ID**

National ID: 123456789

\*Search in: Employees / Contingents / POI

**Lookup by National ID**

1-1 of 1 | View All

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

### 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

1-3 of 3

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

## Position Numbers

### Important information about position numbers:

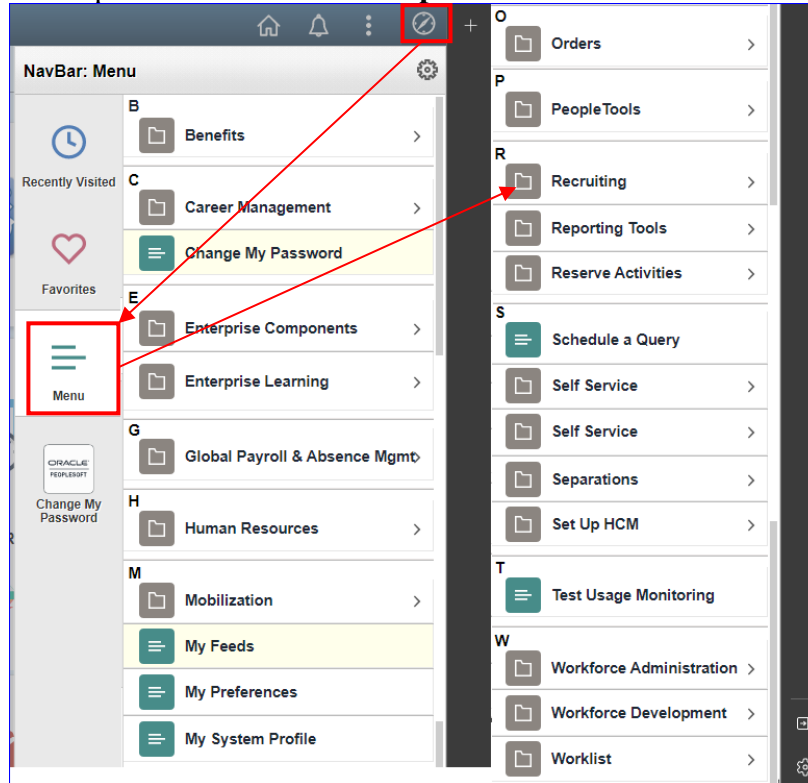
- Do not assess a member to a position number at their destination. You must navigate to Positions at a Department and choose an Active Duty position similar to the member's position description appearing either at your own unit or a unit close to the member's departure point.
- Annotate this number. It will be used later in the Rehire process (Step 14).

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## Overview, Continued

Position Numbers, continued

- 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 this is independent of the Rehire process.

**SGLI/FSGLI  
Restart  
NEW**

Due to possible issues with some integrations from Reserve to Active Duty be sure to verify the member's SGLI and FSGLI deductions have restarted. **IF** it fails to restart, a help ticket must be turned into PPC to have the deductions manual started.

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## Overview, Continued

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### Important Information

- Do not request a SOCS when conducting a rehire as part of the COVID19 Active-Duty Reintegration. See [REHIRE-Return to Service - Active Duty Reintegration](#)
  - It is good practice to IMMEDIATELY enter the contract into DAs 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 DA, **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 affect 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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## 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.

Number	Reason
1	The member's service dates are <b>incorrect</b> : <ul style="list-style-type: none"> <li>• Active Duty Base Date (ADBBD)</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 assessed as officers) and has prior service in <b>another branch of service</b> .
3	The member is enlisting (or assessed as officers) 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.

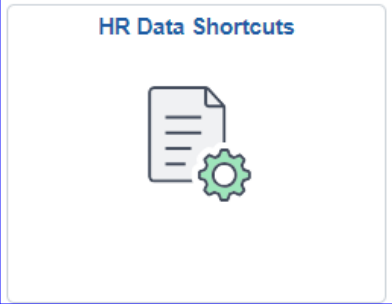
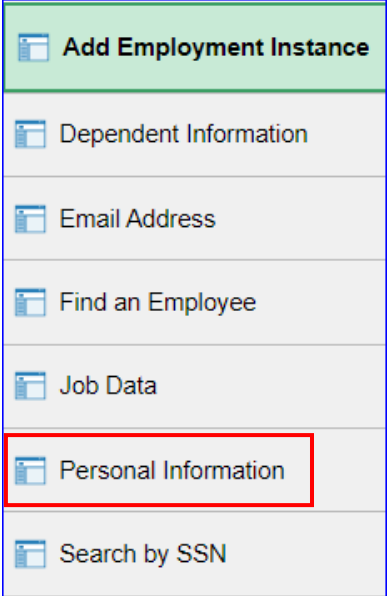
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# Rehiring the Member

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

**Before You Begin** 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	<p>Click on the <b>HR Data Shortcuts</b> tile.</p> 
2	<p>Select the <b>Personal Information</b> option.</p> 

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## Rehiring the Member, Continued

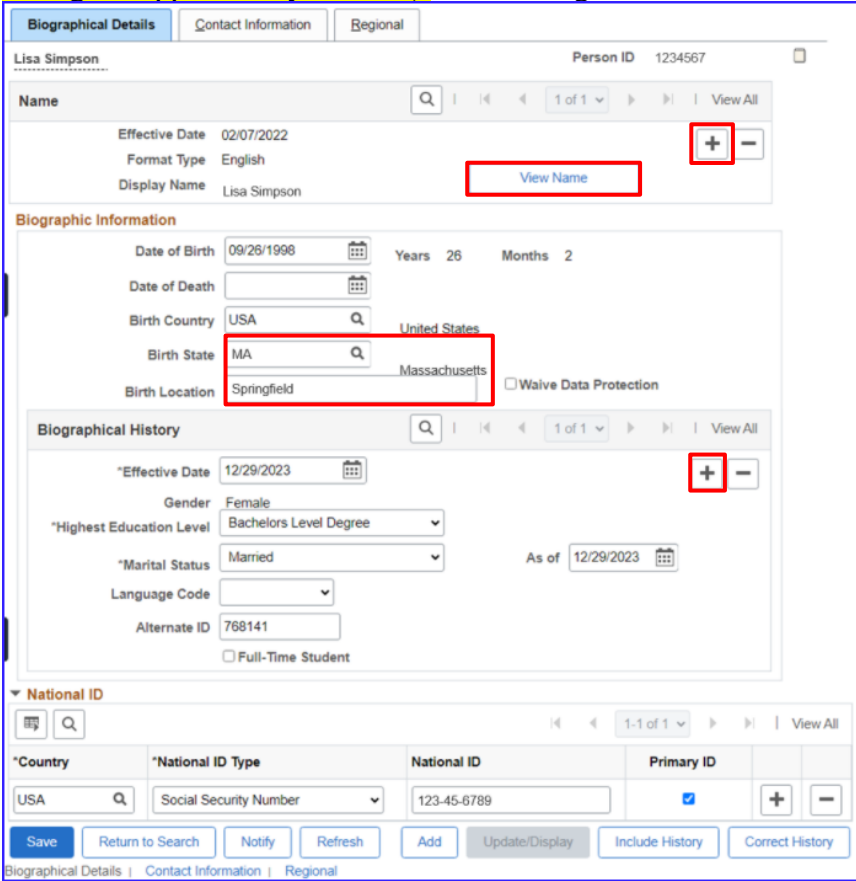
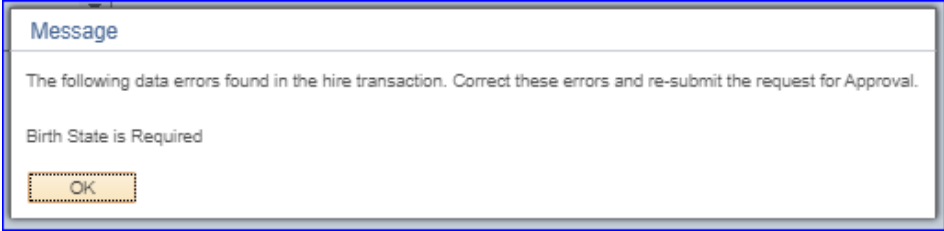
Procedures,  
continued

Step	Action
3	<p data-bbox="323 461 1366 528">Enter the <b>Empl ID</b>, check the <b>Correct History</b> box (<b>Include History</b> box is optional) and click <b>Search</b>.</p> <div data-bbox="323 528 1366 1574" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="331 539 683 573"><b>Personal Information</b></p> <p data-bbox="331 580 1358 613">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="360 629 695 685" style="background-color: #ADD8E6; padding: 2px; text-align: center;">Find an Existing Value</p> <p data-bbox="339 696 568 730">▼ <b>Search Criteria</b></p> <p data-bbox="560 741 1198 786">Empl ID begins with ▼ <span style="border: 1px solid red; padding: 2px;">1234567</span></p> <p data-bbox="584 819 1198 864">Name begins with ▼ <input type="text"/></p> <p data-bbox="528 898 1198 943">Last Name begins with ▼ <input type="text"/></p> <p data-bbox="424 976 1198 1021">Second Last Name begins with ▼ <input type="text"/></p> <p data-bbox="339 1055 1198 1099">Alternate Character Name begins with ▼ <input type="text"/></p> <p data-bbox="496 1133 1198 1178">Middle Name begins with ▼ <input type="text"/></p> <p data-bbox="488 1211 1198 1256">Business Unit begins with ▼ <input type="text"/></p> <p data-bbox="432 1301 1241 1346">Department Set ID begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="512 1379 1241 1424">Department begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="339 1447 1038 1491"> <input checked="" type="checkbox"/> Include History             <input checked="" type="checkbox"/> Correct History             <input type="checkbox"/> Case Sensitive         </p> <p data-bbox="339 1503 1094 1570"> <input checked="" type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/> </p> </div>

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# Rehiring the Member, Continued

Procedures,  
continued


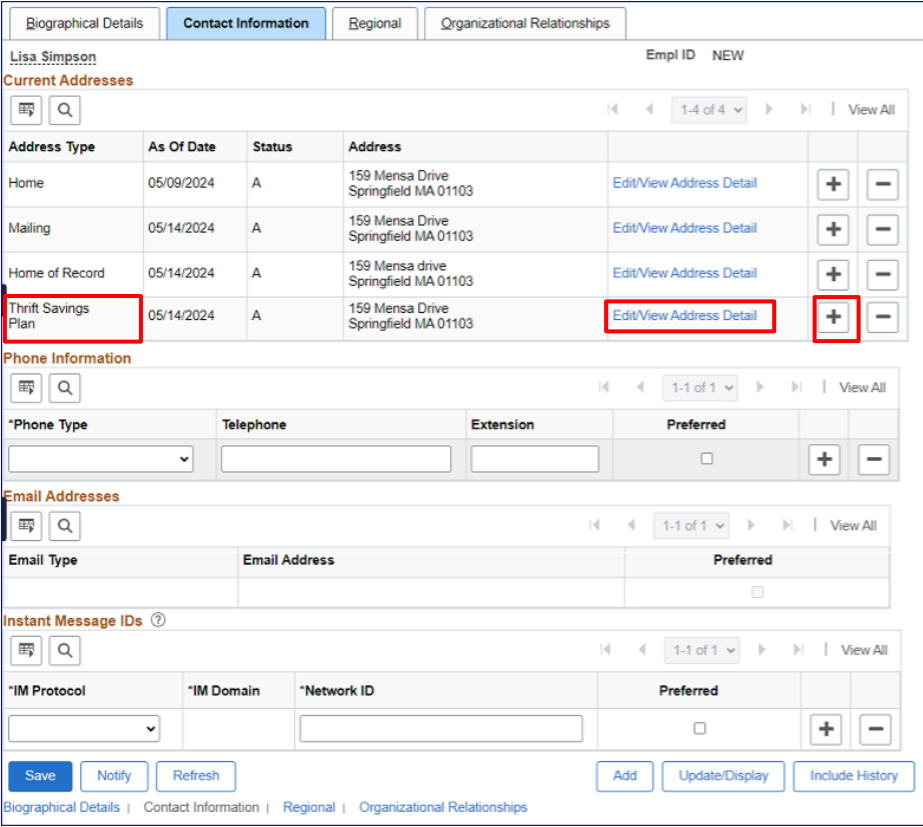
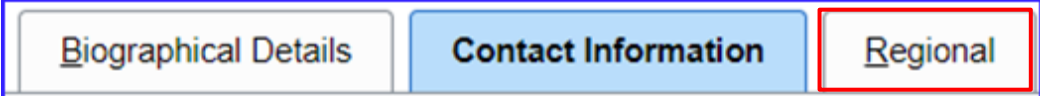
Step	Action
4	<p>Information fields will default to previously entered data. Click <b>Edit Name</b> if necessary (marriage/divorce/name change). Click the <b>Plus</b> buttons in the Name AND the Biographical History sections and update any incorrect, changed or missing fields.</p> <p><b>IMPORTANT:</b> 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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# Rehiring the Member, Continued

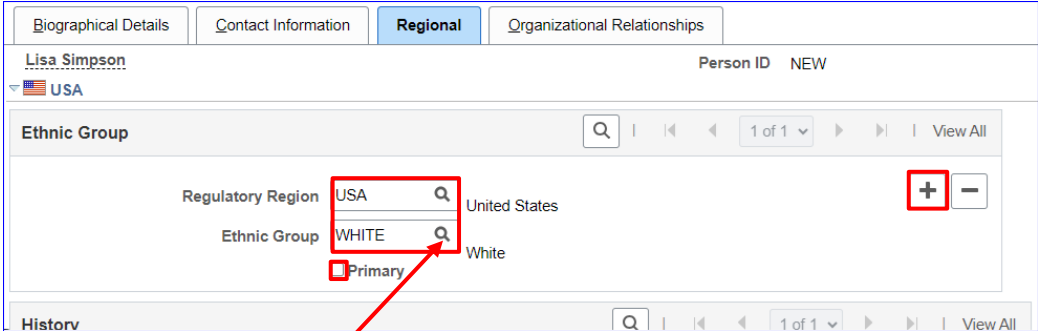
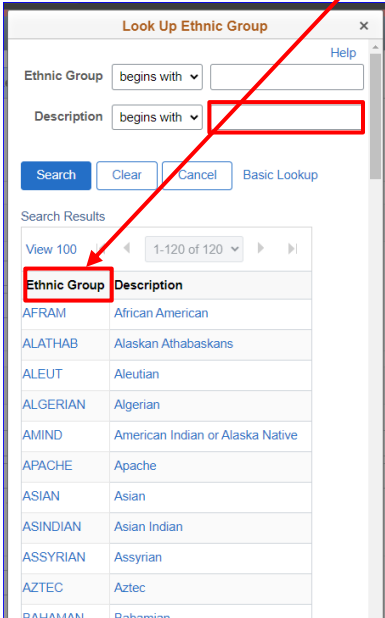
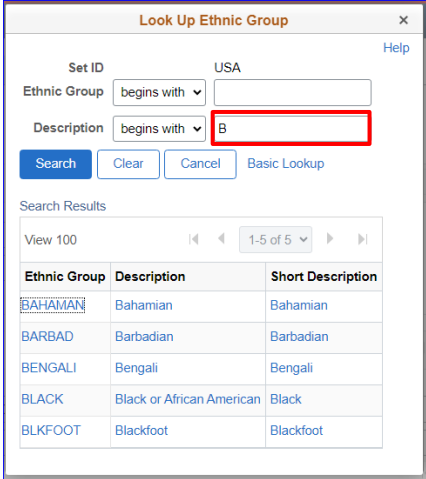
Procedures,  
continued

Step	Action
5	<p>Select the <b>Contact Information</b> tab.</p> 
6	<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> 
7	<p>Select the <b>Regional</b> tab.</p> 

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## Rehiring the Member, Continued

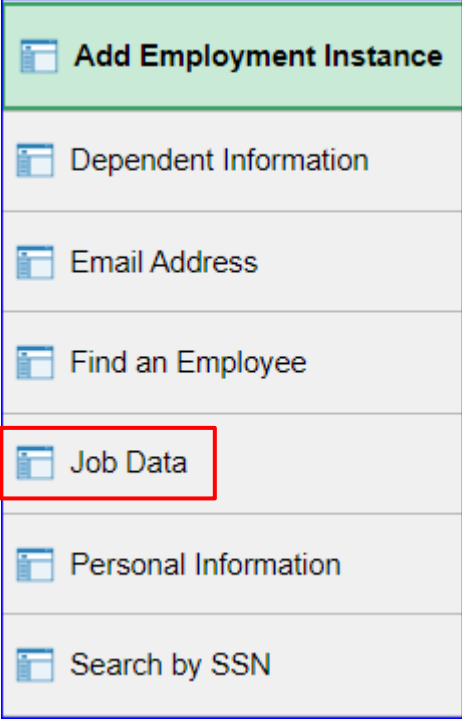
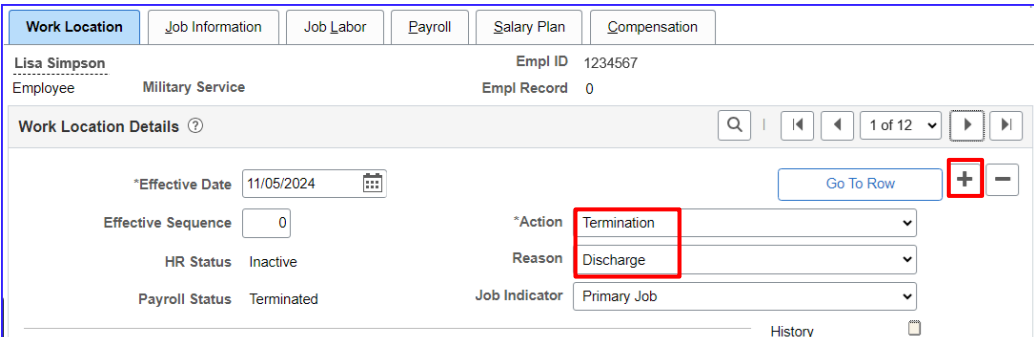
Procedures,  
continued

Step	Action
8	<ul style="list-style-type: none"> <li>• <b>Regulatory Region</b> – Ensure USA is displayed.</li> <li>• <b>Ethnic Group</b> – Click the lookup icon to select the appropriate category. Narrow the search by using the <b>Description</b> field. See below. Check the Primary box, if this is the member’s preferred language.</li> </ul> <p><b>NOTE:</b> If the member claims more than one ethnic group, click the <b>Plus</b> button, and add the additional group designation. Click <b>Save</b>.</p>   

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## Rehiring the Member, Continued

Procedures,  
continued

Step	Action
9	<p>Without leaving the screen, select the <b>Job Data</b> option.</p>  <p>The screenshot shows a vertical list of menu items: 'Add Employment Instance' (highlighted in green), 'Dependent Information', 'Email Address', 'Find an Employee', 'Job Data' (highlighted in a red box), 'Personal Information', and 'Search by SSN'.</p>
10	<p>The Work Location tab will automatically display. After verifying that the <b>Termination/Discharge</b> Job Row was completed, click the <b>Plus</b> button to add a new row.</p>  <p>The screenshot shows the 'Work Location' tab for employee Lisa Simpson. The 'Action' dropdown is set to 'Termination' and the 'Reason' dropdown is set to 'Discharge'. A red box highlights the 'Plus' button next to the 'Go To Row' field.</p>

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## Rehiring the Member, Continued

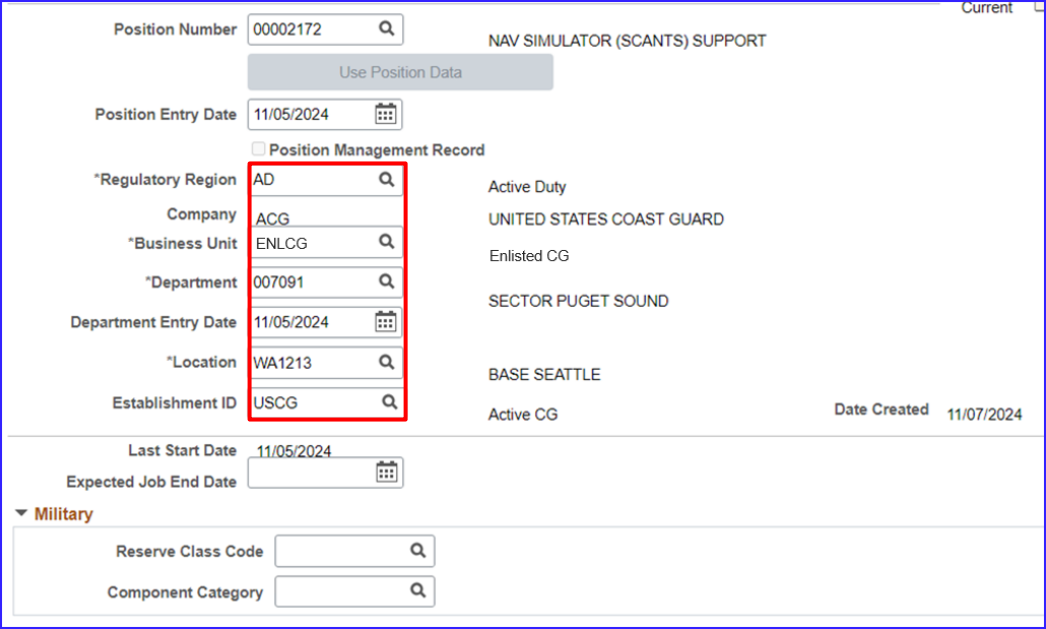

Procedures,  
continued

Step	Action
11	<p>Enter the following:</p> <p><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”.</p> <p><b>Action</b> – Select Rehire from the drop-down.</p> <p><b>Reason</b> – Select Rehire from the drop-down.</p> <p><b>Position Number</b> – Enter the appropriate position number or use the lookup icon to find the appropriate number. This Message will display, click <b>OK</b>.</p> <div data-bbox="327 824 1209 1008" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>You have updated a field where more than one valid option exists for Establishment ID. (1000,1391) Please verify the selected Establishment ID.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p><b>Click Override Position Data.</b></p> <div data-bbox="327 1070 1366 1503" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation</p> <p>Lisa Simpson   Employee   Military Service   Empl ID 1234567   Empl Record 0</p> <p>Work Location Details ?</p> <p>*Effective Date: 11/05/2024</p> <p>Effective Sequence: <input type="text" value="1"/></p> <p>HR Status: Active</p> <p>Payroll Status: Active</p> <p>*Action: <input type="text" value="Rehire"/></p> <p>Reason: <input type="text" value="Rehire"/></p> <p>*Job Indicator: Primary Job</p> <p>Position Number: 00002172 <input type="button" value="Q"/></p> <p style="text-align: center;"><input type="button" value="Override Position Data"/></p> <p>Position Entry Date: 11/05/2024</p> <p><input type="checkbox"/> Position Management Record</p> </div>

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## Rehiring the Member, Continued

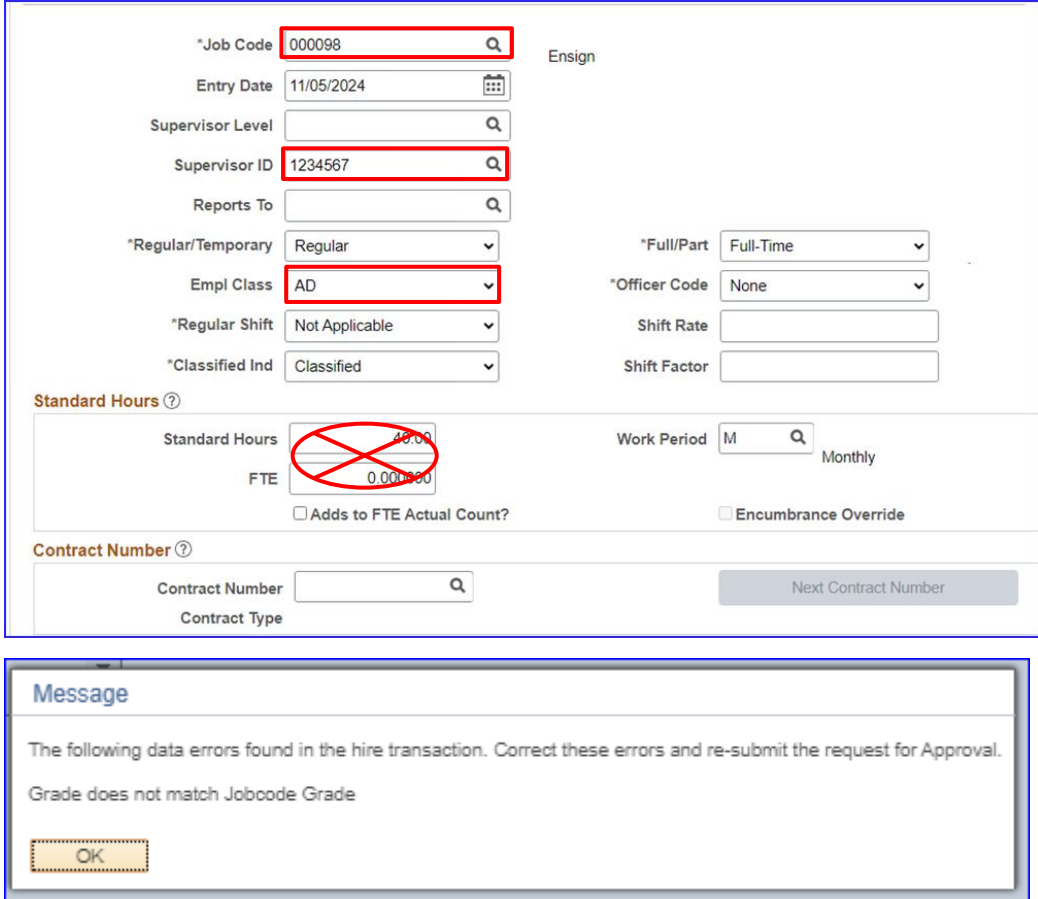

Procedures,  
continued

Step	Action
12	<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 ENLCG (or appropriate unit, if not defaulted from the Department entered).</li> <li>• <b>Department</b> – Select the appropriate number from the rehire authority.</li> <li>• <b>Department Entry Date</b> – Verify the date of the signed Enlistment Contract.</li> <li>• <b>Location</b> – Select the appropriate number, if not defaulted from the Department entered.</li> <li>• <b>Establishment ID</b> – If not defaulted, select USCG from the lookup icon.</li> </ul> 
13	<p>Select the <b>Job Information</b> tab.</p> 

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## Rehiring the Member, Continued

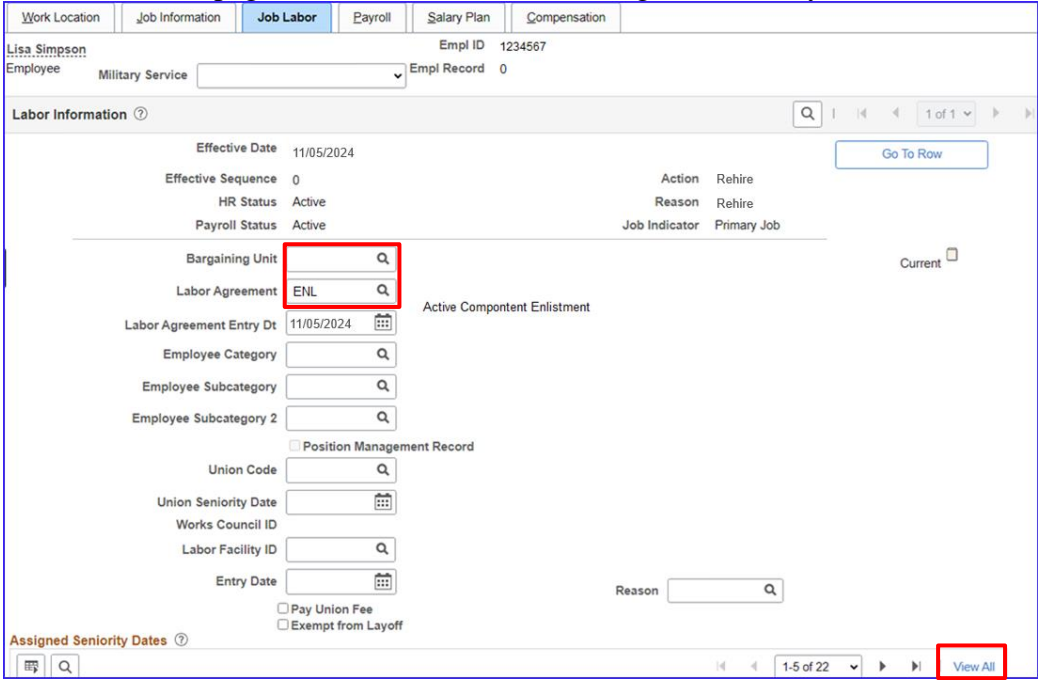
Procedures,  
continued

Step	Action
14	<p>Enter data for these three fields only:</p> <ul style="list-style-type: none"> <li>• <b>Job Code</b> – Select the appropriate code from the lookup icon and verify it with the Grade Step for the correct Salary Plan in Step 22. <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 40. Do not change.</b></p> 
15	<p>Select the <b>Job Labor</b> tab.</p> 

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## Rehiring the Member, Continued

Procedures,  
continued

Step	Action
16	<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> 

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## Rehiring the Member, Continued

Procedures,  
continued

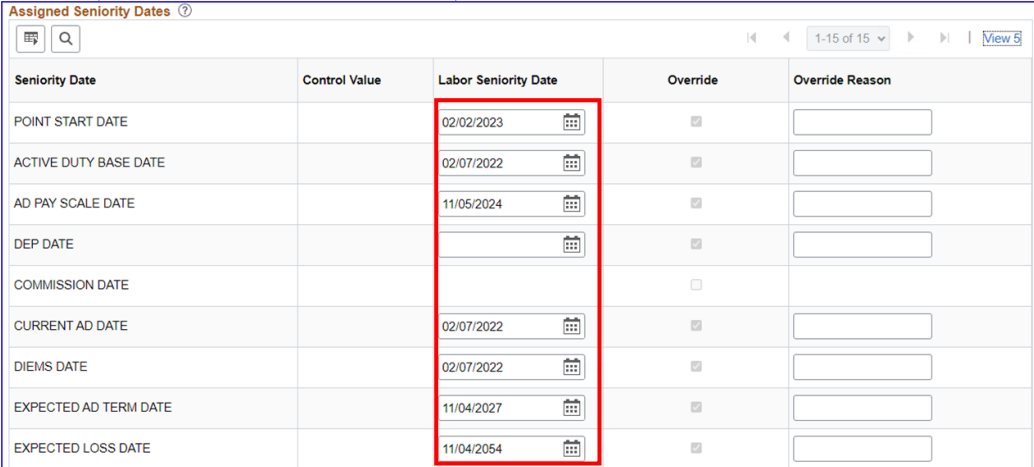
Step	Action																																																																																
17	<p>The original hire dates will display. Click <b>Recalculate Seniority Dates</b> to open all Assigned Seniority Date fields.</p> <div data-bbox="327 562 1364 1839" style="border: 1px solid blue; padding: 5px;"> <p><b>Assigned Seniority Dates</b> ?</p> <p>1-15 of 15   View All</p> <table border="1"> <thead> <tr> <th>Seniority Date</th> <th>Control Value</th> <th>Labor Seniority Date</th> <th>Override</th> <th>Override Reason</th> </tr> </thead> <tbody> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td>05/09/2024</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td>05/09/2024</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>05/09/2024</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>CURRENT AD DATE</td> <td></td> <td>05/09/2024</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DIEMS DATE</td> <td></td> <td>05/09/2024</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED AD TERM DATE</td> <td></td> <td>05/08/2028</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED LOSS DATE</td> <td></td> <td>05/08/2032</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>JOB FAMILY ENTRY DATE</td> <td></td> <td>05/09/2024</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>MIL OBLIGATION COMPL DATE</td> <td></td> <td>05/08/2032</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY ALLOWANCE DATE</td> <td></td> <td>05/09/2024</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>POINT START DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td>05/09/2024</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DATE OF RANK</td> <td>415098</td> <td>05/09/2024</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>ROTATION DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p style="text-align: center; border: 1px solid red; display: inline-block; padding: 2px 10px;">Recalculate Seniority Dates</p> <p>Job Data      Employment Data      Benefits Program Participation</p> <p>OK   Cancel   Apply      Refresh</p> <p>Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation</p> </div>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		05/09/2024	<input type="checkbox"/>		AD PAY SCALE DATE		05/09/2024	<input type="checkbox"/>		DEP DATE			<input type="checkbox"/>		CMA DATE		05/09/2024	<input type="checkbox"/>		CURRENT AD DATE		05/09/2024	<input type="checkbox"/>		DIEMS DATE		05/09/2024	<input type="checkbox"/>		EXPECTED AD TERM DATE		05/08/2028	<input type="checkbox"/>		EXPECTED LOSS DATE		05/08/2032	<input type="checkbox"/>		JOB FAMILY ENTRY DATE		05/09/2024	<input type="checkbox"/>		MIL OBLIGATION COMPL DATE		05/08/2032	<input type="checkbox"/>		PAY ALLOWANCE DATE		05/09/2024	<input type="checkbox"/>		POINT START DATE			<input type="checkbox"/>		PAY BASE DATE		05/09/2024	<input type="checkbox"/>		DATE OF RANK	415098	05/09/2024	<input type="checkbox"/>		ROTATION DATE			<input type="checkbox"/>	
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## Rehiring the Member, Continued

Procedures,  
continued

Step	Action																																																		
18	<p>This step is shown in two halves. Verify and update the following:</p> <ul style="list-style-type: none"> <li>• <b>Point Start Date</b> – Leave at default, this date may only be adjusted by PPC (ADV) (see NOTE).</li> <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> </li> <li>Reservist <i>known issue</i>-cannot leave blank, see <b>NOTE</b>.</li> <li>• <b>AD Pay Scale Date</b> – Date of the Enlistment Contract or the date of the 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>Commission 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> – Term of the AD contract minus 1 day (<b>for Reserves – leave blank</b>). See <b>NOTE</b>.</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>  <table border="1" data-bbox="327 1451 1364 1915"> <caption>Assigned Seniority Dates</caption> <thead> <tr> <th>Seniority Date</th> <th>Control Value</th> <th>Labor Seniority Date</th> <th>Override</th> <th>Override Reason</th> </tr> </thead> <tbody> <tr> <td>POINT START DATE</td> <td></td> <td>02/02/2023</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td>02/07/2022</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td>11/05/2024</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DEP DATE</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>COMMISSION DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>CURRENT AD DATE</td> <td></td> <td>02/07/2022</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DIEMS DATE</td> <td></td> <td>02/07/2022</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED AD TERM DATE</td> <td></td> <td>11/04/2027</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED LOSS DATE</td> <td></td> <td>11/04/2054</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	POINT START DATE		02/02/2023	<input checked="" type="checkbox"/>		ACTIVE DUTY BASE DATE		02/07/2022	<input checked="" type="checkbox"/>		AD PAY SCALE DATE		11/05/2024	<input checked="" type="checkbox"/>		DEP DATE			<input checked="" type="checkbox"/>		COMMISSION DATE			<input type="checkbox"/>		CURRENT AD DATE		02/07/2022	<input checked="" type="checkbox"/>		DIEMS DATE		02/07/2022	<input checked="" type="checkbox"/>		EXPECTED AD TERM DATE		11/04/2027	<input checked="" type="checkbox"/>		EXPECTED LOSS DATE		11/04/2054	<input checked="" type="checkbox"/>	
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## Rehiring the Member, Continued

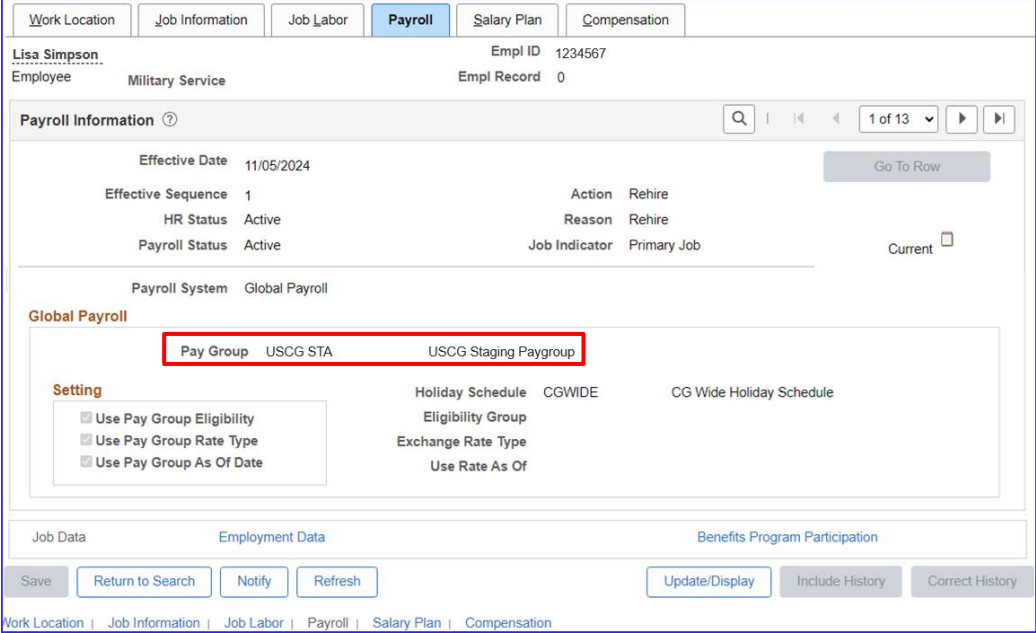
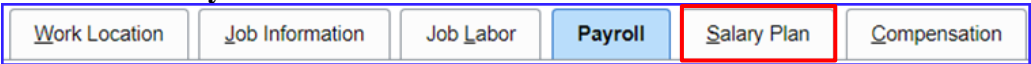
Procedures,  
continued

Step	Action																																				
<p><b>18</b> (cont)</p>	<ul style="list-style-type: none"> <li>• <b>Job Family Entry Date</b> – The date the member first became rated in their current rating, use the existing Job Family Entry Date from the previous Job row.</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>Pay Base Date (PBD)</b> – Date of the rehire or if rehiring without a break in service use the existing PBD from the previous Job row (See <b>NOTE</b>).</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> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">JOB FAMILY ENTRY DATE</td> <td style="width: 20%;"></td> <td style="width: 20%;">11/05/2024</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>MIL OBLIGATION COMPL DATE</td> <td></td> <td>02/06/2030</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PAY ALLOWANCE DATE</td> <td></td> <td>11/05/2024</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td>02/07/2022</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DATE OF RANK</td> <td>000098</td> <td>11/05/2024</td> <td></td> <td></td> <td></td> </tr> <tr> <td>ROTATION DATE</td> <td></td> <td>11/05/2024</td> <td></td> <td></td> <td></td> </tr> </table> <p style="text-align: center; margin-top: 5px;">Recalculate Seniority Dates</p> <hr/> <p style="font-size: small; margin: 0;"> <span style="margin-right: 20px;">Job Data</span> <span style="margin-right: 20px;">Employment Data</span> <span>Benefits Program Participation</span> </p> <p style="font-size: x-small; margin: 0;"> <span style="margin-right: 10px;">Save</span> <span style="margin-right: 10px;">Return to Search</span> <span style="margin-right: 10px;">Notify</span> <span style="margin-right: 10px;">Refresh</span> <span style="float: right; margin-right: 10px;">Update/Display</span> <span style="float: right; margin-right: 10px;">Include History</span> <span style="float: right;">Correct History</span> </p> </div>	JOB FAMILY ENTRY DATE		11/05/2024				MIL OBLIGATION COMPL DATE		02/06/2030				PAY ALLOWANCE DATE		11/05/2024				PAY BASE DATE		02/07/2022				DATE OF RANK	000098	11/05/2024				ROTATION DATE		11/05/2024			
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<p><b>19</b></p>	<p>Select the <b>Payroll</b> tab.</p> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 16.6%;">Work Location</td> <td style="width: 16.6%;">Job Information</td> <td style="width: 16.6%; background-color: #e0e0e0;">Job Labor</td> <td style="width: 16.6%; border: 2px solid red;">Payroll</td> <td style="width: 16.6%; background-color: #e0e0e0;">Salary Plan</td> <td style="width: 16.6%; background-color: #e0e0e0;">Compensation</td> </tr> </table> <p style="font-size: x-small; margin-top: 5px;"> <span style="float: left;">Lisa Simpson</span> <span style="float: right;">Empl ID 1234567</span> </p> </div>	Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation																														
Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation																																

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# Rehiring the Member, Continued

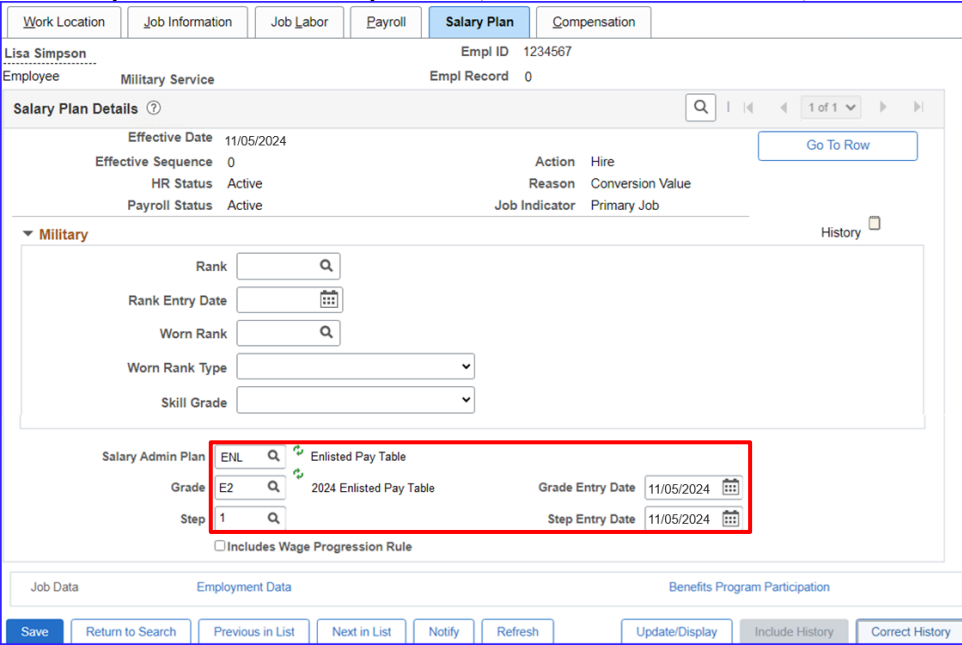
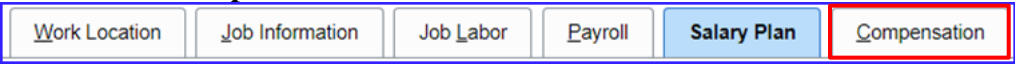
Procedures,  
continued

Step	Action
<p><b>20</b></p>	<p>The <b>Pay Group</b> should default to USCG STG (Staging). Once approved, this will update to USCG AD.</p>  <p>The screenshot shows the 'Payroll' tab selected. The employee is Lisa Simpson (Empl ID 1234567). The 'Payroll Information' section shows an effective date of 11/05/2024 and a status of 'Active'. The 'Global Payroll' section shows the 'Pay Group' is 'USCG STA' (USCG Staging Paygroup). The 'Setting' section has three checked options: 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'.</p>
<p><b>21</b></p>	<p>Select the <b>Salary Plan</b> tab.</p>  <p>The screenshot shows the navigation tabs: 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Salary Plan' tab is highlighted with a red box.</p>

*Continued on next page*

## Rehiring the Member, Continued

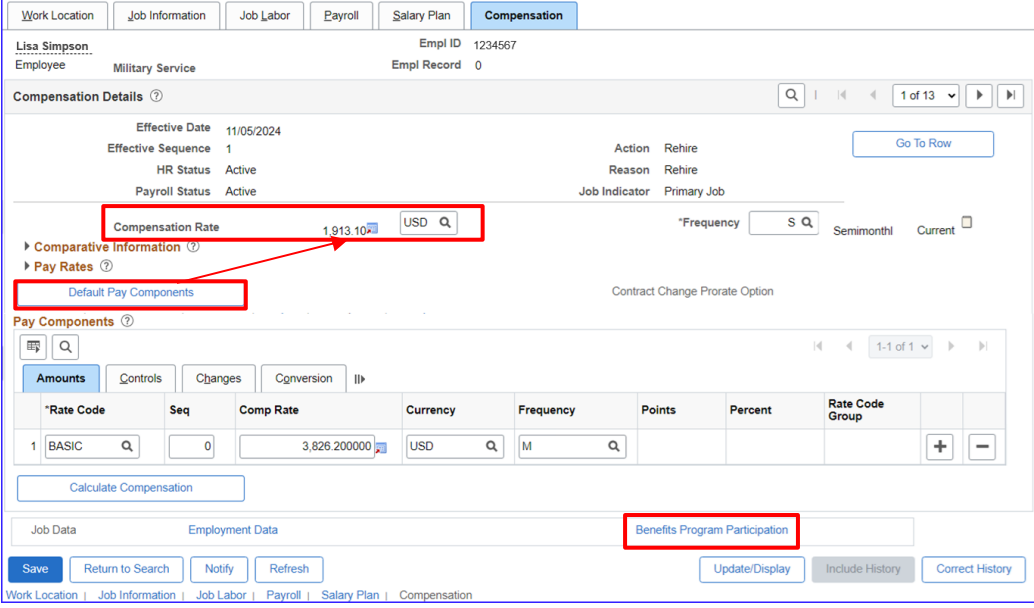
Procedures,  
continued

Step	Action
22	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Salary Admin Plan</b> – Verify it defaults to <b>ENL</b>. Correct, if necessary.</li> <li>• <b>Grade</b> – Defaults to the Pay Grade based on the Job Code entered on the Job Information Tab (Step 14). If the member is being accessed at a different grade, click the lookup icon and select the appropriate grade.</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> 
23	<p>Click on the <b>Compensation</b> tab.</p> 

*Continued on next page*

# Rehiring the Member, Continued

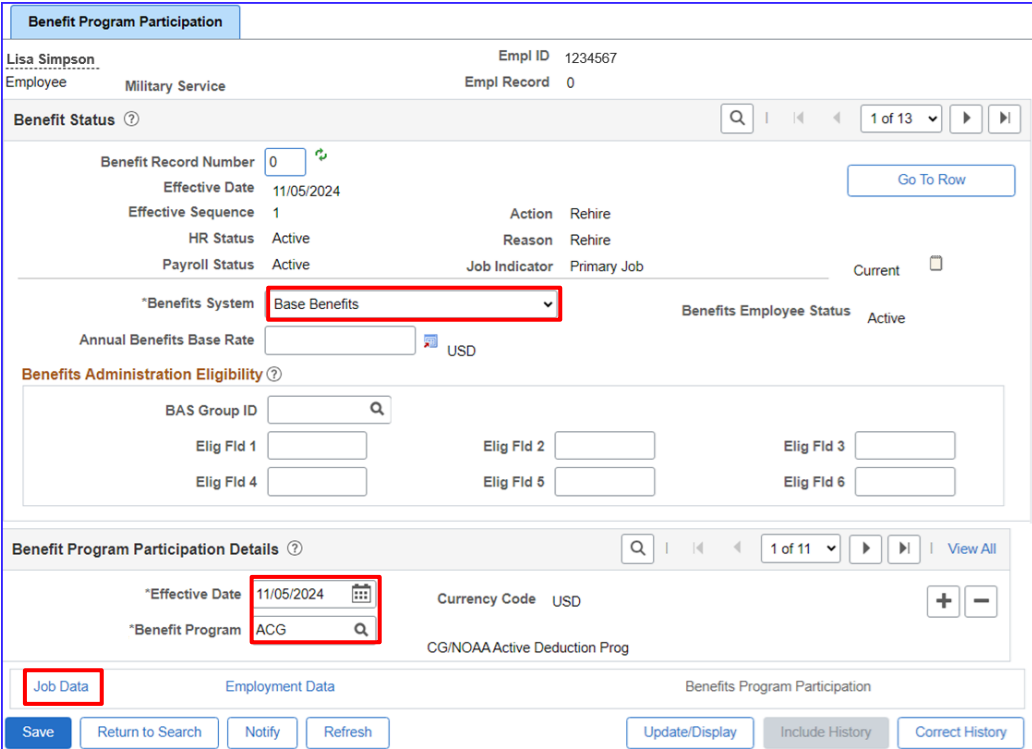
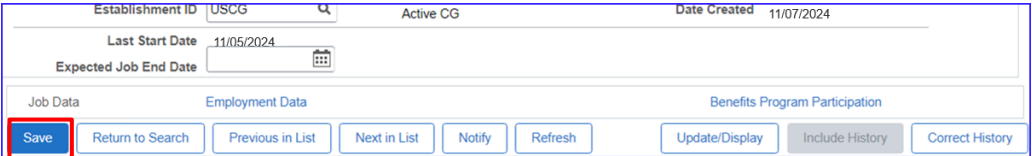
Procedures,  
continued

Step	Action
24	<p>Click on the <b>Default Pay Components</b> button. This will automatically update the <b>Compensation Rate</b> data.</p> <p>Click the <b>Benefits Program Participation</b> link.</p> 

*Continued on next page*

# Rehiring the Member, Continued

Procedures,  
continued

Step	Action
25	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Benefits System</b> – Ensure Base Benefits is selected.</li> <li>• <b>Effective Date</b> – If you are completing the Job Data AFTER the effective date of the rehire, you need to change the date to the date of rehire.</li> <li>• <b>Benefit Program</b> – If not defaulted, click the lookup icon and select ACG.</li> </ul> <p>Click the <b>Job Data</b> link.</p> 
26	<p>Scroll to the bottom of the Work Location tab and click <b>Save</b>.</p> 

*Continued on next page*

## Rehiring the Member, Continued

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**Procedures,**  
continued

<b>Step</b>	<b>Action</b>
<p><b>27</b></p>	<p>Several Messages will display. Click <b>OK</b> on each one (wait for the “processing-circle-of-death” to finish). After a successful save, the Rehire is ready for SPO approval.</p> <div data-bbox="316 600 1367 779" style="border: 1px solid gray; padding: 5px;"> <p>Warning -- Head count of 2 exceeds maximum head count of 1 for position. (1000,156)</p> <p>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> <p style="text-align: right;"> <input data-bbox="860 719 971 757" type="button" value="OK"/> <input data-bbox="979 719 1070 757" type="button" value="Cancel"/> </p> </div> <div data-bbox="316 819 1367 1021" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Warning -- FTE was changed and no change was made to Standard Hours or Work Period. (1500,121)</p> <p>You have changed the FTE field without making a corresponding change to the Standard Hours field or Work Period field; these fields generally need to be changed together.</p> <p style="text-align: right;"> <input data-bbox="935 949 1070 987" type="button" value="OK"/> <input data-bbox="1078 949 1190 987" type="button" value="Cancel"/> </p> </div>
<p><b>28</b></p>	<p>Now proceed to <a href="#">Entering the New Contract</a> to complete the rehire process. The rehire <b>must be approved prior</b> to the contract being entered.</p> <p><b>NOTE: Officers</b> do not RELAD and do <b>not require a new contract</b> to be added in DA. <b>Officers</b> are terminated and rehired into the SELRES per their TEMP SEP agreement.</p>

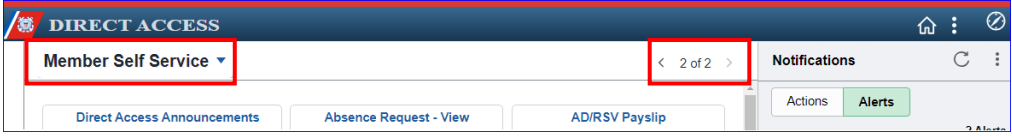
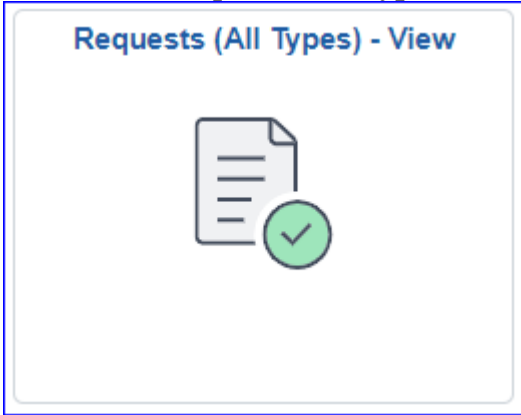
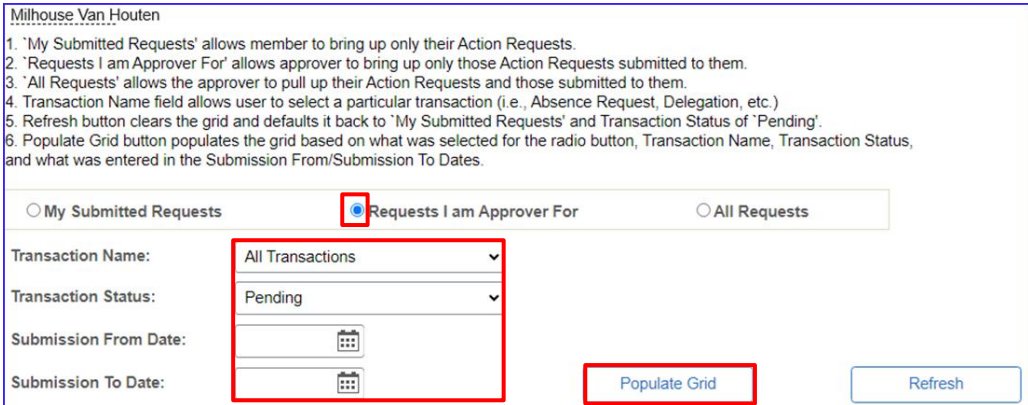
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# Approving the Rehire

**Introduction** This section provides the procedures for approving a Rehire in DA.

**Information** The Auditor/Approver **cannot** be the same person who entered the rehire.

**Procedures** See below.


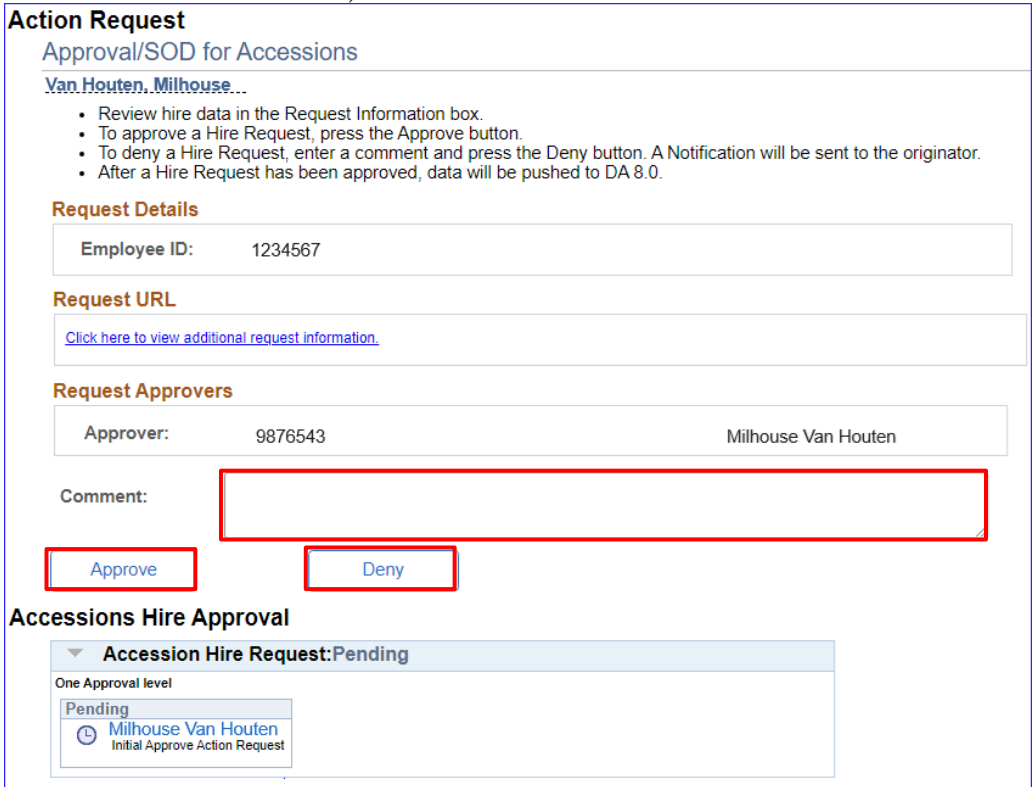
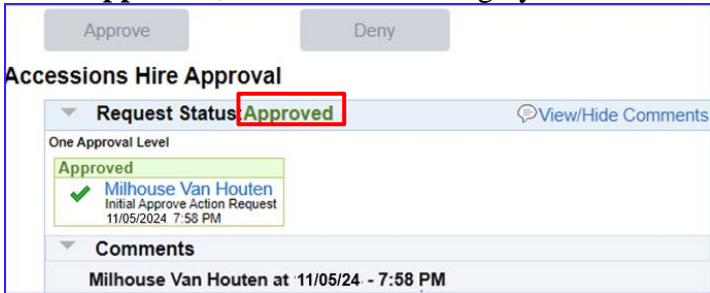
Step	Action
1	Review the information in <b>Job Data</b> before approving the transaction.
2	Navigate to <b>Member Self Service</b> via the drop-down or by page <b>arrows</b> . 
3	Click on the <b>Requests (All Types) - View</b> tile. 
4	Select the <b>Requests I am Approver For</b> radio button. You may narrow the search by filling in the <b>Transaction Name, Status and Dates</b> . Click <b>Populate Grid</b> . <p>Milhouse Van Houten</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> 

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# Approving the Rehire, Continued


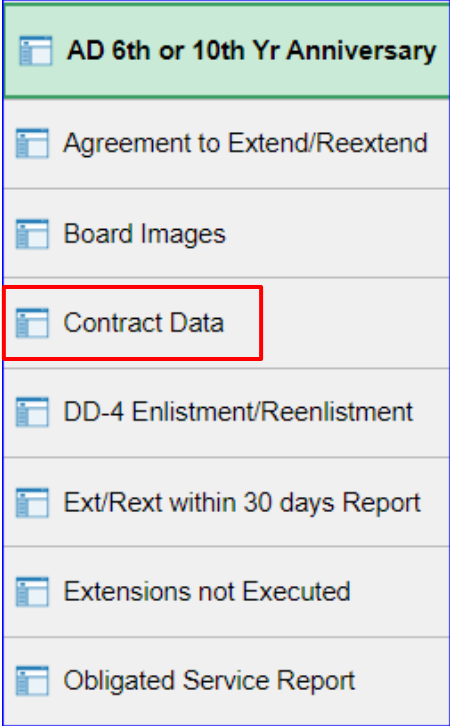
Procedures,  
continued

Step	Action														
5	<p>Click the <b>Approve/Deny</b> link for the rehire you are approving.</p>  <table border="1" data-bbox="331 524 1366 680"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>AccessionHire</td> <td>Pending</td> <td>Lisa Simpson</td> <td>Simpson</td> <td>1234567</td> <td>Ralph Wiggum</td> <td>Approve/Deny</td> </tr> </tbody> </table> <p>Order Approvals</p>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Submitted By	Approve/Deny	AccessionHire	Pending	Lisa Simpson	Simpson	1234567	Ralph Wiggum	Approve/Deny
Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Submitted By	Approve/Deny									
AccessionHire	Pending	Lisa Simpson	Simpson	1234567	Ralph Wiggum	Approve/Deny									
6	<p>Enter any needed <b>Comments</b> and select either <b>Approve</b> or <b>Deny</b> (deny returns the Rehire to the HRS user).</p>  <p><b>Action Request</b> Approval/SOD for Accessions Van Houten, Milhouse...</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> Employee ID: 1234567</p> <p><b>Request URL</b> <a href="#">Click here to view additional request information.</a></p> <p><b>Request Approvers</b> Approver: 9876543 Milhouse Van Houten</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p><b>Accessions Hire Approval</b> Accession Hire Request: Pending One Approval level Pending Milhouse Van Houten Initial Approve Action Request</p>														
7	<p>Once <b>Approved</b>, the buttons will be greyed out. Click the X to close the page.</p>  <p>Approve Deny</p> <p><b>Accessions Hire Approval</b> Request Status: <b>Approved</b> <a href="#">View/Hide Comments</a> One Approval Level Approved Milhouse Van Houten Initial Approve Action Request 11/05/2024 7:58 PM Comments Milhouse Van Houten at 11/05/24 - 7:58 PM</p>														

# Entering the New Contract

**Introduction** This section provides the procedures for completing a new Rehire contract for a member in DA.

**Procedures** See below.

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

*Continued on next page*

## Entering the New Contract, Continued

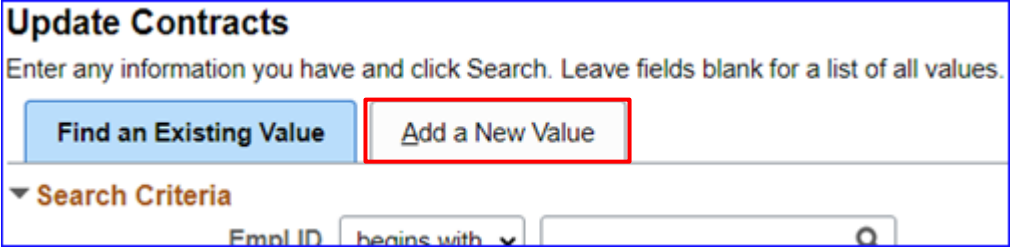

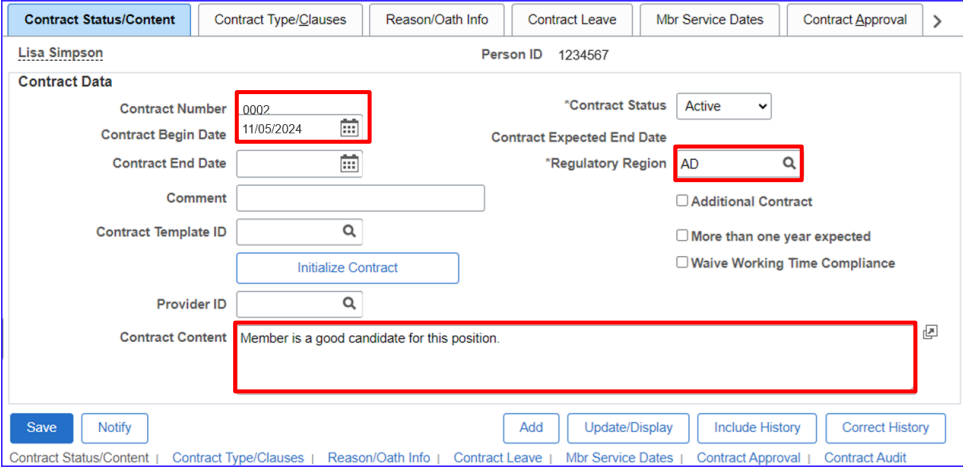
Procedures,  
continued

Step	Action																				
3	<p>Enter the <b>Empl ID</b>, verify the <b>Include History</b> box is checked and click <b>Search</b>.</p> <div data-bbox="336 562 1315 1391" style="border: 1px solid black; padding: 5px;"> <p><b>Update Contracts</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID begins with <input type="text" value="1234567"/> <input type="button" value="Q"/></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> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p> <a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a> </p> </div>																				
4	<p>All previous contracts entered into the system will be listed. If the member has only one contract, the contract will open automatically.</p> <div data-bbox="336 1487 1370 1621" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All <span style="float: right;">1 of 1</span></p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Contract Number</th> <th>Name</th> <th>Second Last Name</th> <th>Last Name</th> <th>Alternate Character Name</th> <th>Contract Begin Date</th> <th>Contract End Date</th> <th>Contract Status</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>(blank)</td> <td>0001</td> <td>Lisa Simpson</td> <td>(blank)</td> <td>Simpson</td> <td>(blank)</td> <td>02/07/2022</td> <td>(blank)</td> <td>Active</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Contract Number	Name	Second Last Name	Last Name	Alternate Character Name	Contract Begin Date	Contract End Date	Contract Status	1234567	(blank)	0001	Lisa Simpson	(blank)	Simpson	(blank)	02/07/2022	(blank)	Active
Empl ID	Empl Record	Contract Number	Name	Second Last Name	Last Name	Alternate Character Name	Contract Begin Date	Contract End Date	Contract Status												
1234567	(blank)	0001	Lisa Simpson	(blank)	Simpson	(blank)	02/07/2022	(blank)	Active												

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## Entering the New Contract, Continued

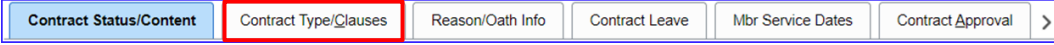
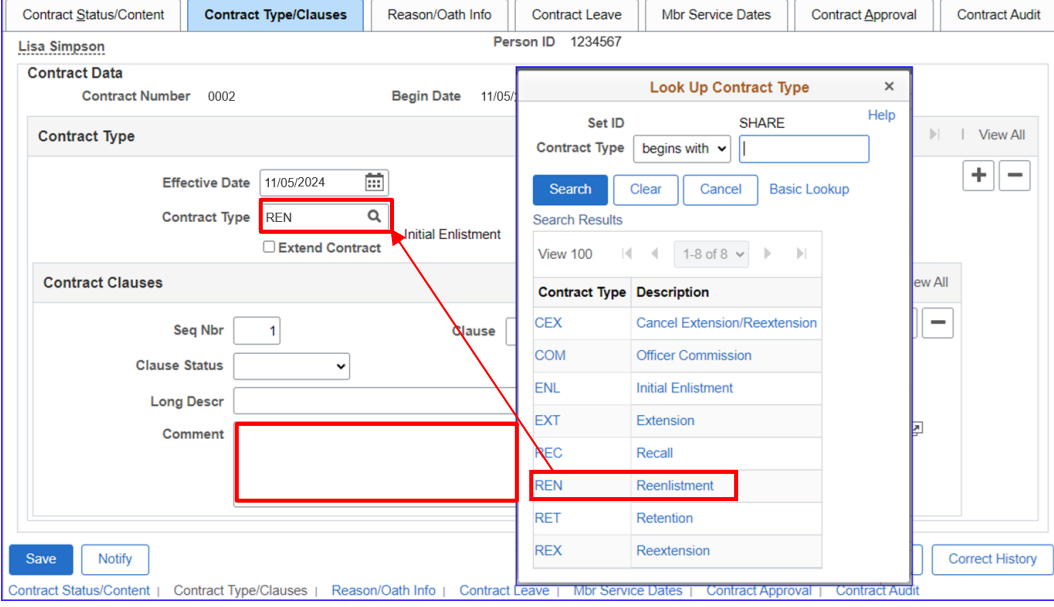
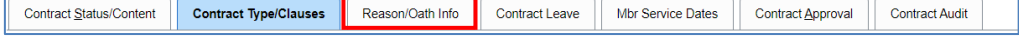
Procedures,  
continued

Step	Action
5	<p>Select the <b>Add a New Value</b> tab.</p> 
6	<p>Enter the <b>Empl ID</b> and the next sequential <b>Contract Number</b>, remaining consistent with the number of zeros used previously. Click <b>Add</b>.</p> 
7	<p>The <b>Contract Status/Content</b> tab displays with the new <b>Contract Number</b>.</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> 

*Continued on next page*

## Entering the New Contract, Continued

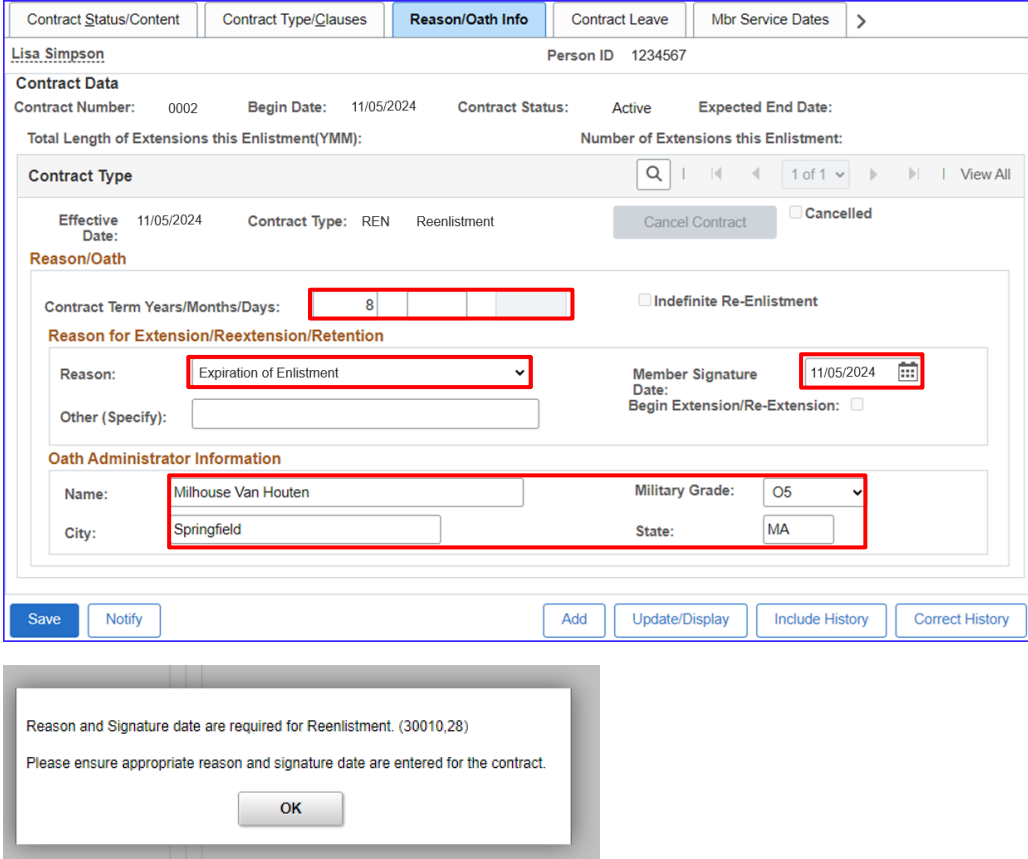
Procedures,  
continued

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

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## Entering the New Contract, Continued

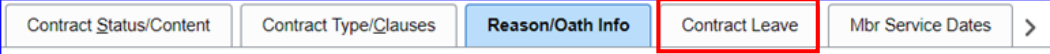
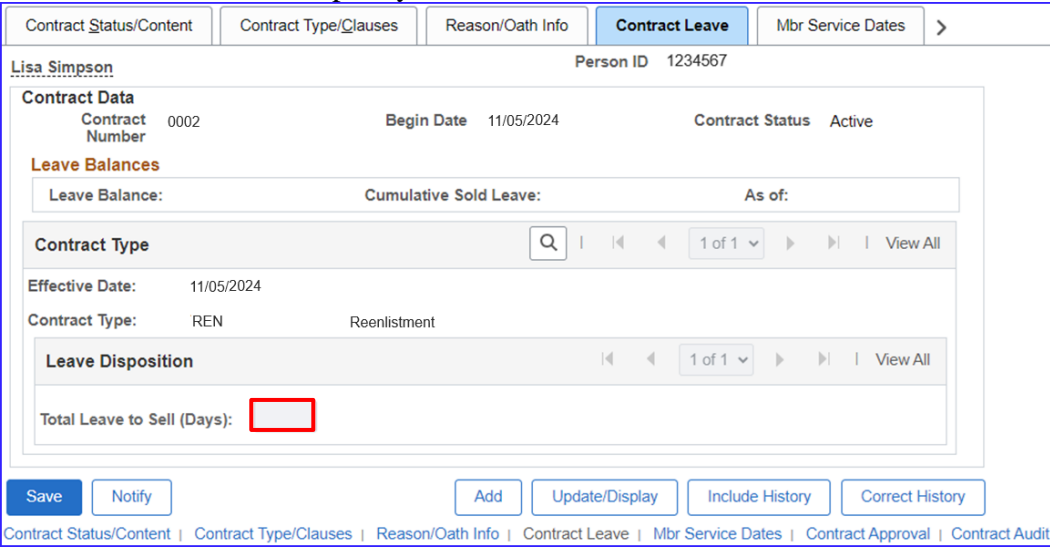
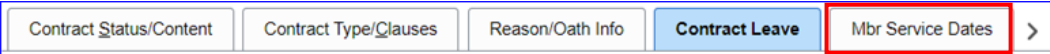
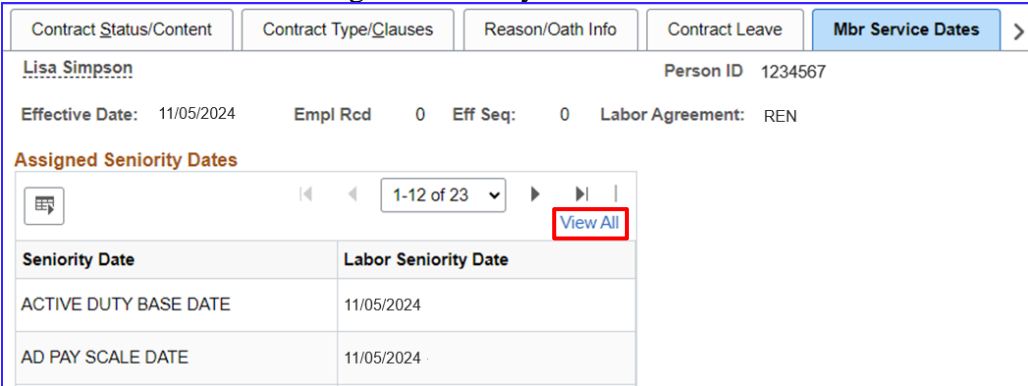
Procedures,  
continued

Step	Action
11	<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 the contract was signed.</li> <li>• <b>Name</b> – Enter the name of the Oath Administrator.</li> <li>• <b>Military Grade</b> – Enter the rank of the Oath Administrator.</li> <li>• <b>City</b> – Must be the place of initial enlistment unless there is a break in service (like this example).</li> <li>• <b>State</b> – Must be the place of initial enlistment unless there is a break in service.</li> </ul> 

*Continued on next page*

## Entering the New Contract, Continued

Procedures,  
continued

Step	Action
12	<p>Select the <b>Contract Leave</b> tab.</p> 
13	<p><b>Total Leave to Sell (Days)</b> – If applicable, enter the number of days for leave to sell as outlined in current policy.</p> 
14	<p>Select the <b>Mbr Service Dates</b> tab.</p> 
15	<p>Click <b>View All</b> on the Assigned Seniority Dates.</p> 

*Continued on next page*

# Entering the New Contract, Continued

Procedures,  
continued

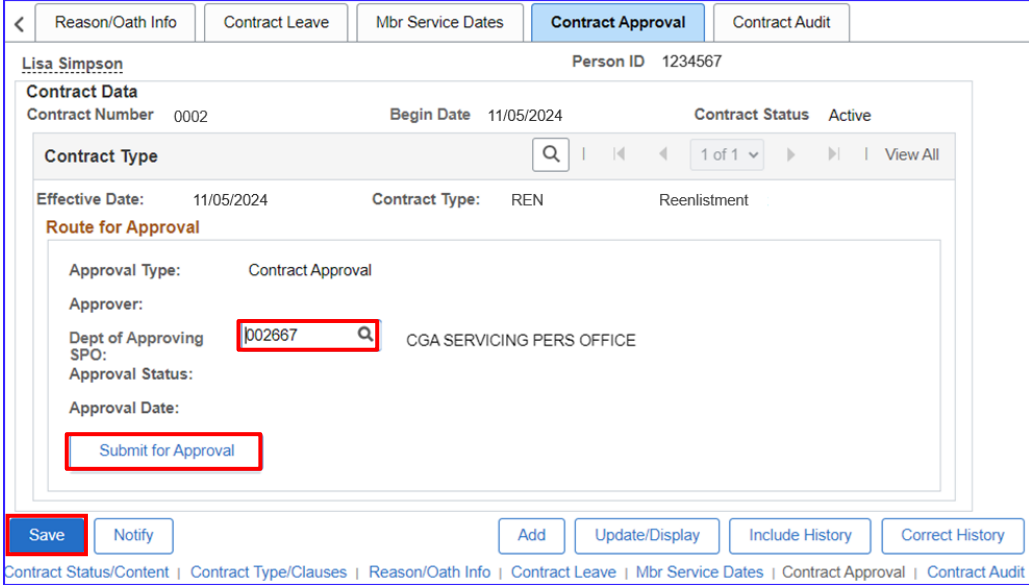
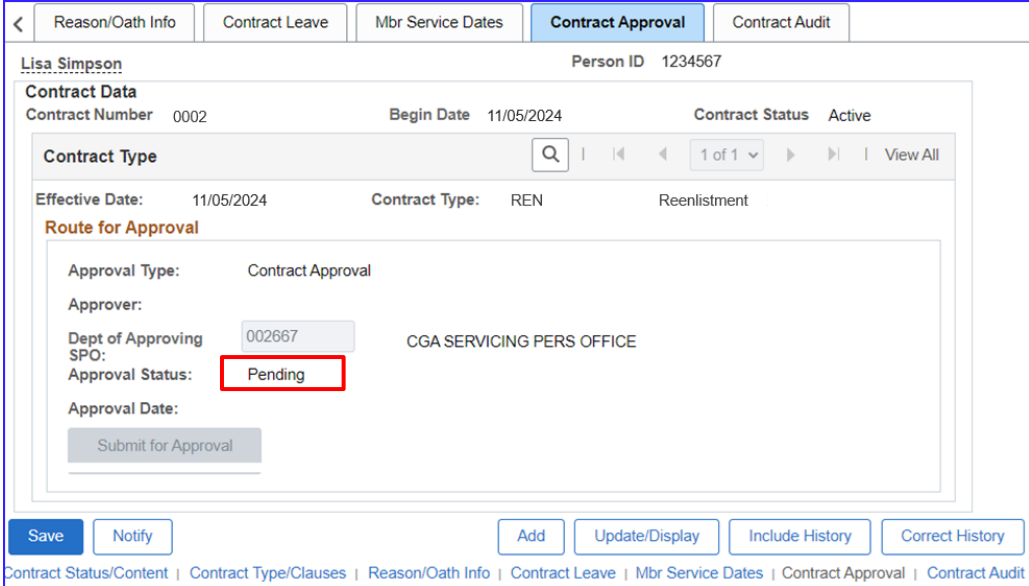
Step	Action																																																																																
<p><b>16</b></p>	<p>Confirm the <b>Labor Seniority Dates</b> set during the Rehire process are correct. If not, return to Job Data and verify the dates were entered correctly.</p> <div data-bbox="316 562 1369 1462" style="border: 1px solid black; padding: 5px;"> <p>Assigned Seniority Dates <span style="float: right;">1-15 of 15   View 5</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Seniority Date</th> <th style="width: 10%;">Control Value</th> <th style="width: 20%;">Labor Seniority Date</th> <th style="width: 10%;">Override</th> <th style="width: 25%;">Override Reason</th> </tr> </thead> <tbody> <tr><td>POINT START DATE</td><td></td><td>02/02/2023</td><td><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>ACTIVE DUTY BASE DATE</td><td></td><td>02/07/2022</td><td><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>AD PAY SCALE DATE</td><td></td><td>11/05/2024</td><td><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>DEP DATE</td><td></td><td></td><td><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>COMMISSION DATE</td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr> <tr><td>CURRENT AD DATE</td><td></td><td>02/07/2022</td><td><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>DIEMS DATE</td><td></td><td>02/07/2022</td><td><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>EXPECTED AD TERM DATE</td><td></td><td>11/04/2027</td><td><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>EXPECTED LOSS DATE</td><td></td><td>11/04/2054</td><td><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td></td><td>11/05/2024</td><td><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td></td><td>02/06/2030</td><td><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>PAY ALLOWANCE DATE</td><td></td><td>11/05/2024</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>PAY BASE DATE</td><td></td><td>02/07/2022</td><td><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>DATE OF RANK</td><td>000098</td><td>11/05/2024</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>ROTATION DATE</td><td></td><td>11/05/2024</td><td><input checked="" type="checkbox"/></td><td></td></tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;">Recalculate Seniority Dates</p> <p style="margin-top: 5px;"> <span>Job Data</span>    <span>Employment Data</span>    <span>Benefits Program Participation</span> </p> <p style="margin-top: 5px;"> <span>Save</span>   <span>Return to Search</span>   <span>Notify</span>   <span>Refresh</span>    <span>Update/Display</span>   <span>Include History</span>   <span>Correct History</span> </p> </div>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	POINT START DATE		02/02/2023	<input checked="" type="checkbox"/>		ACTIVE DUTY BASE DATE		02/07/2022	<input checked="" type="checkbox"/>		AD PAY SCALE DATE		11/05/2024	<input checked="" type="checkbox"/>		DEP DATE			<input checked="" type="checkbox"/>		COMMISSION DATE			<input type="checkbox"/>		CURRENT AD DATE		02/07/2022	<input checked="" type="checkbox"/>		DIEMS DATE		02/07/2022	<input checked="" type="checkbox"/>		EXPECTED AD TERM DATE		11/04/2027	<input checked="" type="checkbox"/>		EXPECTED LOSS DATE		11/04/2054	<input checked="" type="checkbox"/>		JOB FAMILY ENTRY DATE		11/05/2024	<input checked="" type="checkbox"/>		MIL OBLIGATION COMPL DATE		02/06/2030	<input checked="" type="checkbox"/>		PAY ALLOWANCE DATE		11/05/2024	<input type="checkbox"/>		PAY BASE DATE		02/07/2022	<input checked="" type="checkbox"/>		DATE OF RANK	000098	11/05/2024	<input type="checkbox"/>		ROTATION DATE		11/05/2024	<input checked="" type="checkbox"/>	
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<p><b>17</b></p>	<p>Select the <b>Contract Approval</b> tab.</p> <div data-bbox="316 1541 1369 1597" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"> <span>&lt;</span>   <span>Reason/Oath Info</span>   <span>Contract Leave</span>   <span>Mbr Service Dates</span>   <span style="border: 2px solid red; padding: 2px;">Contract Approval</span>   <span>Contract Audit</span> </p> </div>																																																																																

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## Entering the New Contract, Continued

Procedures,  
continued

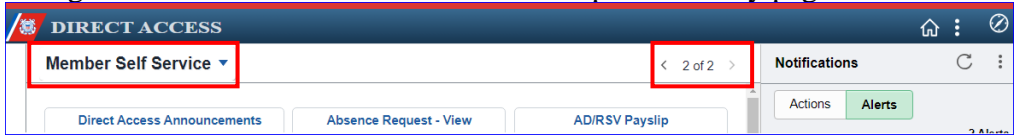
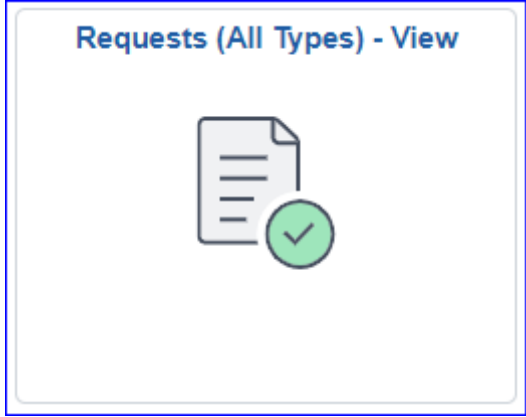
Step	Action
<p><b>18</b></p>	<p>Verify the <b>Dept of Approving SPO</b> is correct and click <b>Submit for Approval</b> to be routed to the approving SPO. Click <b>Save</b>.</p>  <p>The screenshot shows the 'Contract Approval' interface for Lisa Simpson (Person ID 1234567). The 'Contract Data' section includes Contract Number 0002, Begin Date 11/05/2024, and Contract Status Active. The 'Route for Approval' section displays:         <ul style="list-style-type: none"> <li>Approval Type: Contract Approval</li> <li>Approver: (empty)</li> <li>Dept of Approving SPO: 002667 (highlighted with a red box)</li> <li>Approval Status: (empty)</li> <li>Approval Date: (empty)</li> <li>Submit for Approval button (highlighted with a red box)</li> </ul>         At the bottom, there are buttons for Save, Notify, Add, Update/Display, Include History, and Correct History.       </p>
<p><b>19</b></p>	<p>The Submit for Approval button will be greyed out and the Approval Status will display <b>Pending</b>.</p>  <p>The screenshot shows the 'Contract Approval' interface for Lisa Simpson (Person ID 1234567). The 'Route for Approval' section displays:         <ul style="list-style-type: none"> <li>Approval Type: Contract Approval</li> <li>Approver: (empty)</li> <li>Dept of Approving SPO: 002667</li> <li>Approval Status: Pending (highlighted with a red box)</li> <li>Approval Date: (empty)</li> <li>Submit for Approval button (greyed out)</li> </ul>         The 'Save' button at the bottom is now blue, while the 'Notify' button is greyed out.       </p>

# Approving the Contract

**Introduction** This section provides the procedures for approving a 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	Navigate to <b>Member Self Service</b> via the drop-down or by page <b>arrows</b> . 
2	Click on the <b>Requests (All Types) - View</b> tile. 

*Continued on next page*

## Approving the Contract, Continued

Procedures,  
continued

Step	Action																																								
<p><b>3</b></p>	<p>Select the <b>Requests I am Approver For</b> radio button. To narrow the search, select Contract Approval from the <b>Transaction Name</b> drop-down. Click <b>Populate Grid</b>.</p> <div data-bbox="338 562 1370 1048" style="border: 1px solid black; padding: 5px;"> <p><b>View My Action Requests</b></p> <p>Milhouse Van Houten</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 style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="radio"/> My Submitted Requests           <input checked="" type="radio"/> <b>Requests I am Approver For</b> <input type="radio"/> All Requests         </div> <p>Transaction Name: <span style="border: 1px solid red; padding: 2px;">Contract Approval</span> ▼</p> <p>Transaction Status: <span style="border: 1px solid red; padding: 2px;">Pending</span> ▼</p> <p>Submission From Date: <input type="text"/> </p> <p>Submission To Date: <input type="text"/> </p> <div style="text-align: right;"> <span style="border: 1px solid red; padding: 2px 10px;">Populate Grid</span> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-left: 20px;">Refresh</span> </div> </div>																																								
<p><b>4</b></p>	<p>Click the <b>Approve/Deny</b> link for the contract you are approving.</p> <div data-bbox="338 1122 1370 1294" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <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>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Lisa Simpson</td> <td>Simpson</td> <td>1234567</td> <td>004750</td> <td>Ralph Wiggum</td> <td>Milhouse Van Houten</td> <td>2024/05/14</td> <td style="border: 1px solid red;">Approve/Deny</td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Maggie Simpson</td> <td>Simpson</td> <td>1122223</td> <td>002338</td> <td>Rod Flanders</td> <td>Milhouse Van Houten</td> <td>2024/05/09</td> <td>Approve/Deny</td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Bart Simpson</td> <td>Simpson</td> <td>1122334</td> <td>044032</td> <td>Rod Flanders</td> <td>Milhouse Van Houten</td> <td>2024/05/09</td> <td>Approve/Deny</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny	Contract Approval	Pending	Lisa Simpson	Simpson	1234567	004750	Ralph Wiggum	Milhouse Van Houten	2024/05/14	Approve/Deny	Contract Approval	Pending	Maggie Simpson	Simpson	1122223	002338	Rod Flanders	Milhouse Van Houten	2024/05/09	Approve/Deny	Contract Approval	Pending	Bart Simpson	Simpson	1122334	044032	Rod Flanders	Milhouse Van Houten	2024/05/09	Approve/Deny
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## Approving the Contract, Continued

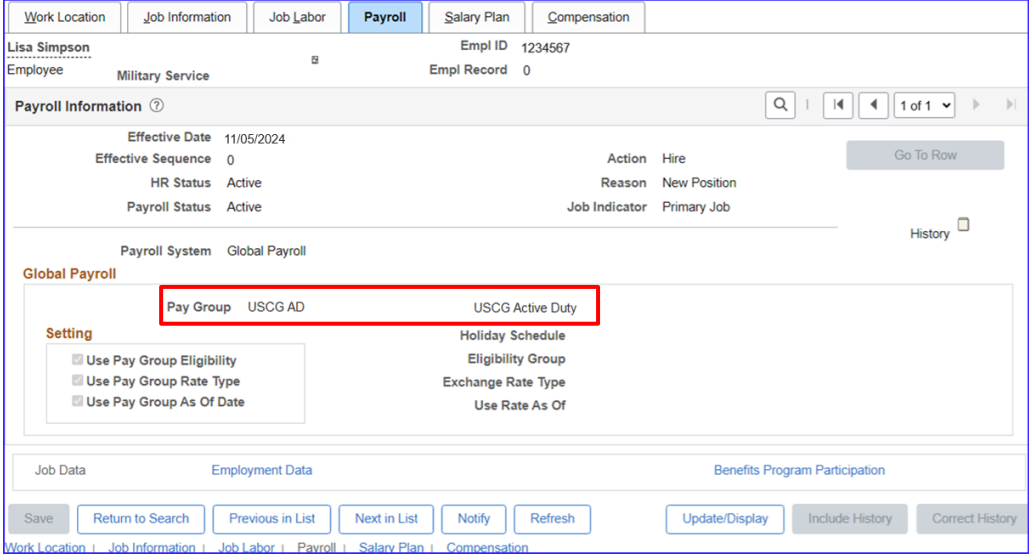
Procedures,  
continued

Step	Action																				
5	<p>Enter <b>Comments</b> and click <b>Approve</b> or <b>Deny</b> (deny returns the contract to the HRS user).</p> <div data-bbox="338 562 1370 1406" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Contract Approval</p> <p><a href="#">Simpson, Lisa Marie</a></p> <ol style="list-style-type: none"> <li>Please verify the contract data and leave disposition information.</li> <li>If Changes are needed, enter details about changes in the Comments field.</li> <li>Click Approve or Deny button</li> </ol> <p><b>Request Details</b></p> <table border="1" data-bbox="384 770 1362 920"> <tr> <td>Contract Number: 0002</td> <td>Contract Type: REN</td> </tr> <tr> <td>Contract Status: A</td> <td>Contract Effdt: 11/05/2024</td> </tr> <tr> <td>Contract Begin Dt: 11/05/2024</td> <td></td> </tr> <tr> <td>Expected End Dt: 11/04/2032</td> <td></td> </tr> </table> <p><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <table border="1" data-bbox="384 1010 1362 1245"> <tr> <td>Contract Term: 8 Years</td> <td>Mbr Signature Date: 11/05/2024</td> </tr> <tr> <td>Reason: Expiration of Enlistment</td> <td>SRB Entitlement:</td> </tr> <tr> <td>Num Extensions: 0</td> <td>EXT Tour Length:</td> </tr> <tr> <td>Expect AD TermDt:</td> <td>Expected Loss Date: 11/04/2032</td> </tr> <tr> <td>Leave Balance: 0</td> <td>Cumulative Sold: 0</td> </tr> <tr> <td>Total Leave Sell:</td> <td></td> </tr> </table> <p>Comment: <input style="border: 2px solid red;" type="text"/></p> <p><a href="#">Approve</a> <a href="#">Deny</a></p> </div>	Contract Number: 0002	Contract Type: REN	Contract Status: A	Contract Effdt: 11/05/2024	Contract Begin Dt: 11/05/2024		Expected End Dt: 11/04/2032		Contract Term: 8 Years	Mbr Signature Date: 11/05/2024	Reason: Expiration of Enlistment	SRB Entitlement:	Num Extensions: 0	EXT Tour Length:	Expect AD TermDt:	Expected Loss Date: 11/04/2032	Leave Balance: 0	Cumulative Sold: 0	Total Leave Sell:	
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Leave Balance: 0	Cumulative Sold: 0																				
Total Leave Sell:																					
6	<p>The contract is <b>Approved</b> and the member is fully accessed into the Coast Guard with pay.</p> <div data-bbox="338 1518 1370 1924" style="border: 1px solid blue; padding: 5px;"> <p><b>Contract Approval</b></p> <p>Contract Approval: <span style="border: 2px solid red; padding: 2px;">Approved</span> <a href="#">View/Hide Comments</a></p> <p>One Level Approval</p> <div data-bbox="416 1659 860 1767" style="border: 1px solid green; padding: 5px; background-color: #e0ffe0;"> <p><b>Approved</b></p> <p>Milhouse Van Houten</p> <p>Contract Approvers</p> <p>11/05/24 - 12:21 PM</p> </div> <p><b>Comments</b></p> <p><b>System at 11/05/24 - 12:17 PM</b></p> <p>No Comments.</p> </div>																				

Continued on next page

## Approving the Contract, Continued

Procedures,  
continued

Step	Action
<p><b>7</b></p>	<p>Once approved, return to the Payroll tab in Job Data to verify the member is in the Active Duty <b>Pay Group</b>.</p>  <p>The screenshot shows the 'Payroll Information' section for Lisa Simpson. The 'Pay Group' field is highlighted with a red box and contains 'USCG AD' and 'USCG Active Duty'. Other fields include Effective Date (11/05/2024), Effective Sequence (0), HR Status (Active), and Payroll Status (Active). The 'Global Payroll' section shows 'Setting' options like 'Use Pay Group Eligibility' and 'Use Pay Group Rate Type'. The 'Job Data' section is visible at the bottom.</p>
<p><b>8</b></p>	<p>Ensure PCS Orders are completed by the HRS tech, if applicable.  <b>NEW</b> – Ensure SGLI and FSGLI deductions are occurring for the member. If not, a help ticket must be sent to PPC for a manual restart.</p>