

Rehire Prior Service

Overview

Introduction

This guide provides the procedures for rehiring a member, with prior service in the Active Duty Coast Guard or the Coast Guard Reserves, into Direct Access (DA).

Before You Begin ANY Hire or Rehire

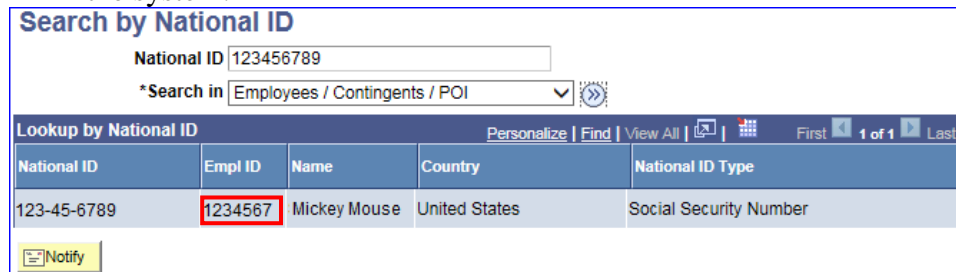
Before starting a hire/rehire, you must first determine whether the member is already in the system. Failure to do so may cause one member to have two Empl Records or even two separate Employee IDs.

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

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



When searching by SSN, you may find the member already has an **Empl ID** in the system:



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

Bad Example:

Search Results

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Name	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
1234567	0	MICKEY MOUSE	MICKEY	MOUSE	(blank)	(blank)		ENLCG	00010	003862	RI0028	AD
1234567	1	MICKEY MOUSE	MICKEY	MOUSE	(blank)	(blank)		ENLCG	00010	003862	RI0028	AD

Good Example:

Search Results

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Name	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
987654	0	Minnie Mouse	Minnie	Mouse	(blank)	(blank)	(blank)	ENLCG	00010	003333	KS0001	AD
987654	1	Minnie Mouse	Minnie	Mouse	(blank)	(blank)	(blank)	CIVCG	00010	007800	KS0001	NOMIL
987654	2	Minnie Mouse	Minnie	Mouse	(blank)	(blank)	(blank)	RETCG	RETCG	CGRETDEPT	CGRETLOC	RETCG

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Overview, Continued

Position Numbers

Important information about position numbers:

- Do not assess a member to a position number at their destination. You must navigate to Positions at a Department and choose an Active Duty position similar to the member's position description appearing either at your own unit or a unit close to the member's departure point.
- Annotate this number. It will be used later in the Accession process (step 10).
- The current path is: Recruiting > Assignments > Reports > **Positions at a Department**

NOTE: Once the Accession is complete, remember you must PCS the member to the new duty station and this is independent of the Accession process.

Known Issue

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 accession and make the appropriate data entries.

Important

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.

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When to Request a SOCS

Introduction This section provides the information for when a Statement of Creditable Service (SOCS) is required by the Advancements Branch (ADV) at the Pay & Personnel Center (PPC).

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



Requirements See below for 7 reasons.

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

Accessing the Member

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

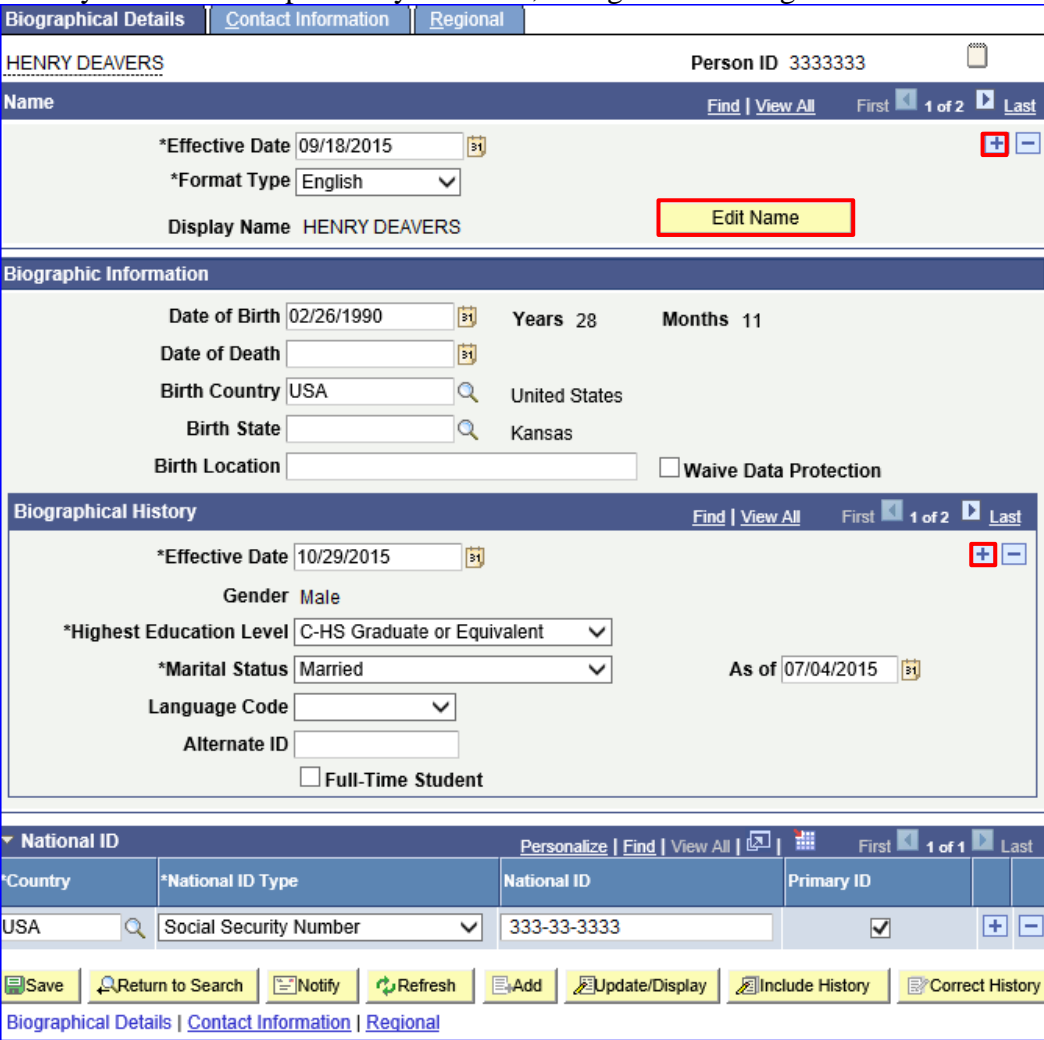
Procedures See below.

Step	Action
1	<p>Select the Personal Information link from the HR Data Shortcuts pagelet.</p> 
2	<p>Enter the Empl ID, check the Correct History box (Include History box is optional) and click Search.</p> 

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Accessing the Member, Continued

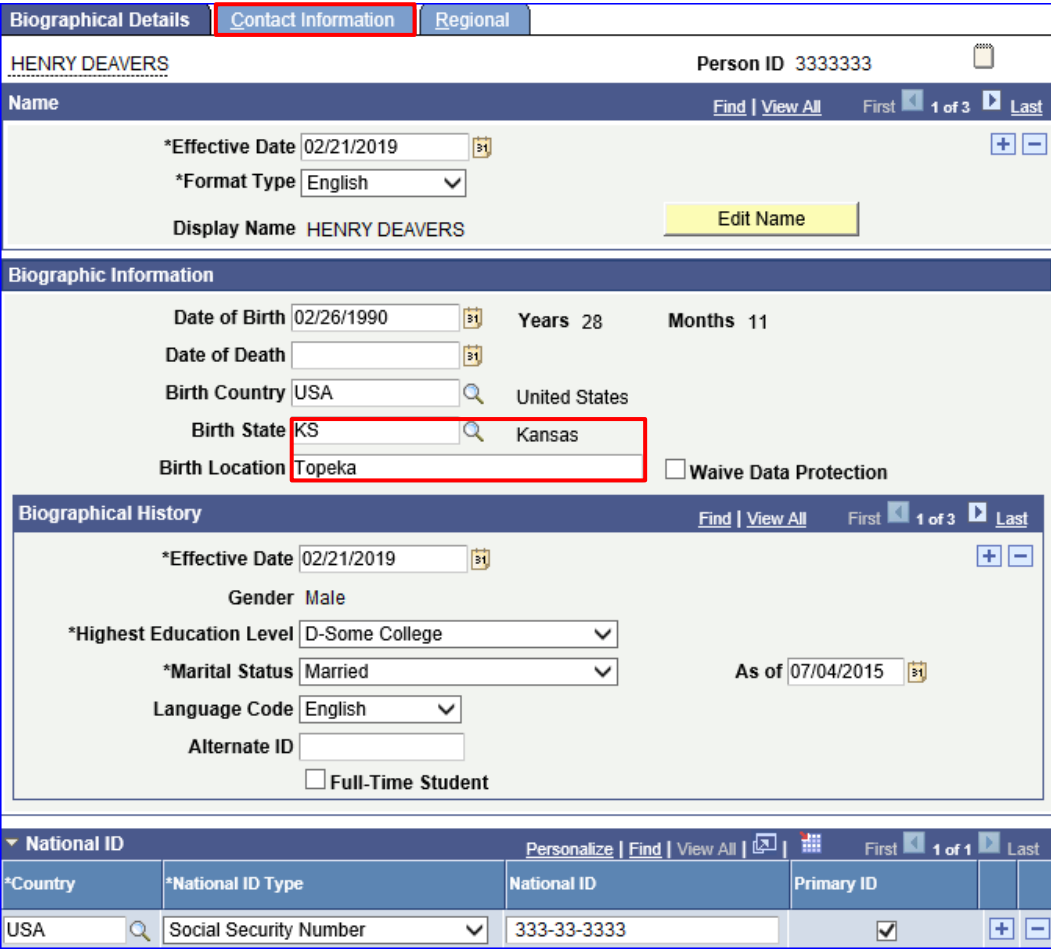
Procedures,
continued

Step	Action
3	<p>Informational blocks will default to previously entered data. Click Edit Name if necessary (marriage). Click the Plus buttons in the Name AND the Biological History sections and update any incorrect, changed or missing fields.</p>  <p>The screenshot displays a member profile for HENRY DEAVERS (Person ID 3333333). The interface includes several informational blocks:</p> <ul style="list-style-type: none"> Name Section: Shows the name HENRY DEAVERS, an effective date of 09/18/2015, and a format type of English. A red box highlights the Edit Name button. Biographic Information Section: Displays the date of birth (02/26/1990), resulting in 28 years and 11 months. It also shows the birth country (USA) and birth state (Kansas). Biographical History Section: Shows an effective date of 10/29/2015, gender (Male), highest education level (C-HS Graduate or Equivalent), and marital status (Married). National ID Section: Lists the country as USA and the national ID type as Social Security Number (333-33-3333). <p>At the bottom of the page, there are navigation buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display, Include History, and Correct History. Navigation links for Biographical Details, Contact Information, and Regional are also present.</p>

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Accessing the Member, Continued

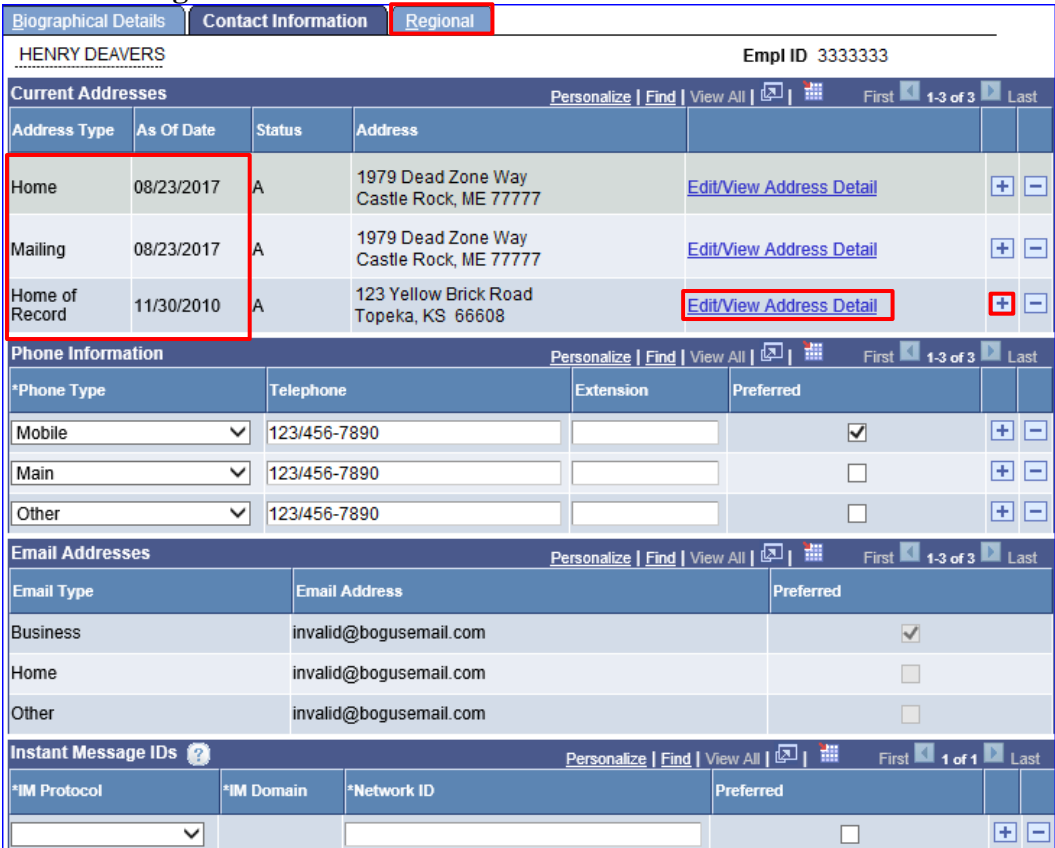
Procedures,
continued

Step	Action
4	<p>If the Birth State and Birth Location do not populate, be sure to enter that information (the Approving Official (AO) will get an error during the approval if you don't).</p> <p>Select the Contact Information tab.</p>  <p>The screenshot shows a member profile for HENRY DEEVERS (Person ID 3333333). The 'Contact Information' tab is selected. The 'Biographic Information' section shows: <ul style="list-style-type: none"> Date of Birth: 02/26/1990 (28 Years, 11 Months) Birth Country: USA (United States) Birth State: KS (Kansas) Birth Location: Topeka The 'Biographic History' section shows: <ul style="list-style-type: none"> Effective Date: 02/21/2019 Gender: Male Highest Education Level: D-Some College Marital Status: Married (As of 07/04/2015) Language Code: English Alternate ID: (empty) Full-Time Student: (unchecked) The 'National ID' section shows: <ul style="list-style-type: none"> Country: USA National ID Type: Social Security Number National ID: 333-33-3333 Primary ID: (checked) </p>

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Accessing the Member, Continued

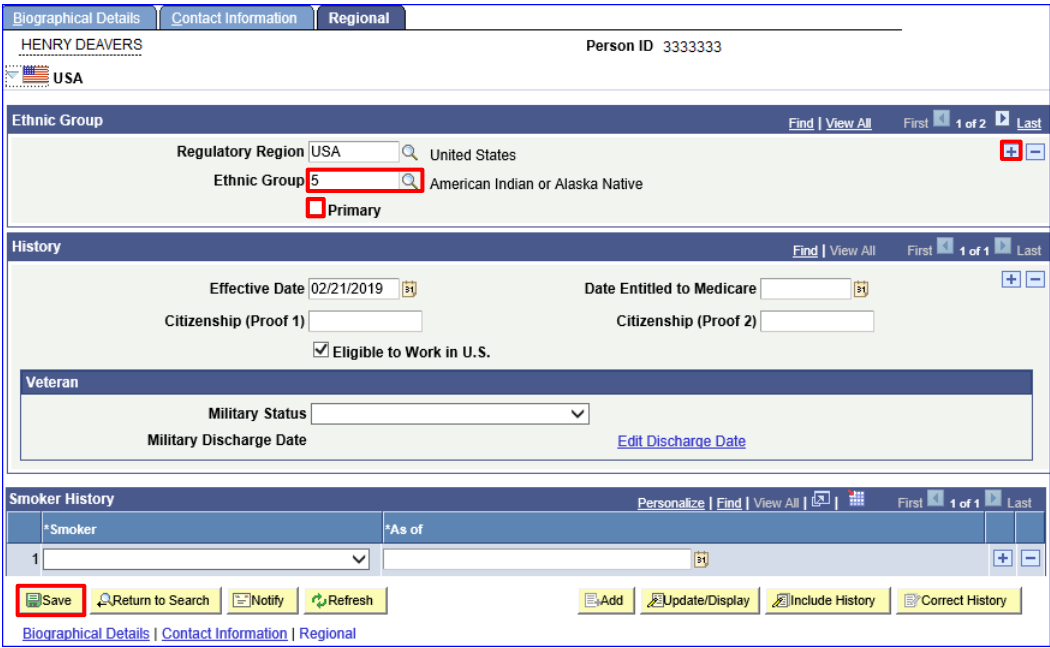

Procedures,
continued

Step	Action																																																
5	<p>The Address Type and As of Date default to the information from the original date of hire. Click the Plus button to add any missing Address Types OR the Edit/View Address Detail link to update any addresses. Leave all other information as previously entered (member can update at a later time).</p> <p>Select the Regional tab.</p>  <p>The screenshot shows the member profile for HENRY DEEVERS (Empl ID 3333333). The 'Regional' tab is active. Under 'Current Addresses', there are three rows:</p> <table border="1" data-bbox="320 808 1369 1037"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>08/23/2017</td> <td>A</td> <td>1979 Dead Zone Way Castle Rock, ME 77777</td> <td>Edit/View Address Detail + -</td> </tr> <tr> <td>Mailing</td> <td>08/23/2017</td> <td>A</td> <td>1979 Dead Zone Way Castle Rock, ME 77777</td> <td>Edit/View Address Detail + -</td> </tr> <tr> <td>Home of Record</td> <td>11/30/2010</td> <td>A</td> <td>123 Yellow Brick Road Topeka, KS 66608</td> <td>Edit/View Address Detail + -</td> </tr> </tbody> </table> <p>Below the addresses, the 'Phone Information' section shows three entries:</p> <table border="1" data-bbox="320 1070 1369 1227"> <thead> <tr> <th>*Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>123/456-7890</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Main</td> <td>123/456-7890</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other</td> <td>123/456-7890</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>The 'Email Addresses' section shows three entries:</p> <table border="1" data-bbox="320 1261 1369 1429"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>invalid@bogusemail.com</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Home</td> <td>invalid@bogusemail.com</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other</td> <td>invalid@bogusemail.com</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Address Type	As Of Date	Status	Address	Action	Home	08/23/2017	A	1979 Dead Zone Way Castle Rock, ME 77777	Edit/View Address Detail + -	Mailing	08/23/2017	A	1979 Dead Zone Way Castle Rock, ME 77777	Edit/View Address Detail + -	Home of Record	11/30/2010	A	123 Yellow Brick Road Topeka, KS 66608	Edit/View Address Detail + -	*Phone Type	Telephone	Extension	Preferred	Mobile	123/456-7890		<input checked="" type="checkbox"/>	Main	123/456-7890		<input type="checkbox"/>	Other	123/456-7890		<input type="checkbox"/>	Email Type	Email Address	Preferred	Business	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Home	invalid@bogusemail.com	<input type="checkbox"/>	Other	invalid@bogusemail.com	<input type="checkbox"/>
Address Type	As Of Date	Status	Address	Action																																													
Home	08/23/2017	A	1979 Dead Zone Way Castle Rock, ME 77777	Edit/View Address Detail + -																																													
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Home of Record	11/30/2010	A	123 Yellow Brick Road Topeka, KS 66608	Edit/View Address Detail + -																																													
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Mobile	123/456-7890		<input checked="" type="checkbox"/>																																														
Main	123/456-7890		<input type="checkbox"/>																																														
Other	123/456-7890		<input type="checkbox"/>																																														
Email Type	Email Address	Preferred																																															
Business	invalid@bogusemail.com	<input checked="" type="checkbox"/>																																															
Home	invalid@bogusemail.com	<input type="checkbox"/>																																															
Other	invalid@bogusemail.com	<input type="checkbox"/>																																															

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Accessing the Member, Continued


Procedures,
continued

Step	Action
<p>6</p>	<p>Verify the Ethnic Group or use the lookup icon and select the appropriate category. NOTE: If the member identifies with another ethnic group, check the Primary box for the current group, click the Plus button and select the other option.</p> <p>Click Save.</p> 
<p>7</p>	<p>Navigate back to the DA home page and select the Job Data link from the HR Data Shortcuts pagelet.</p> 

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Accessing the Member, Continued

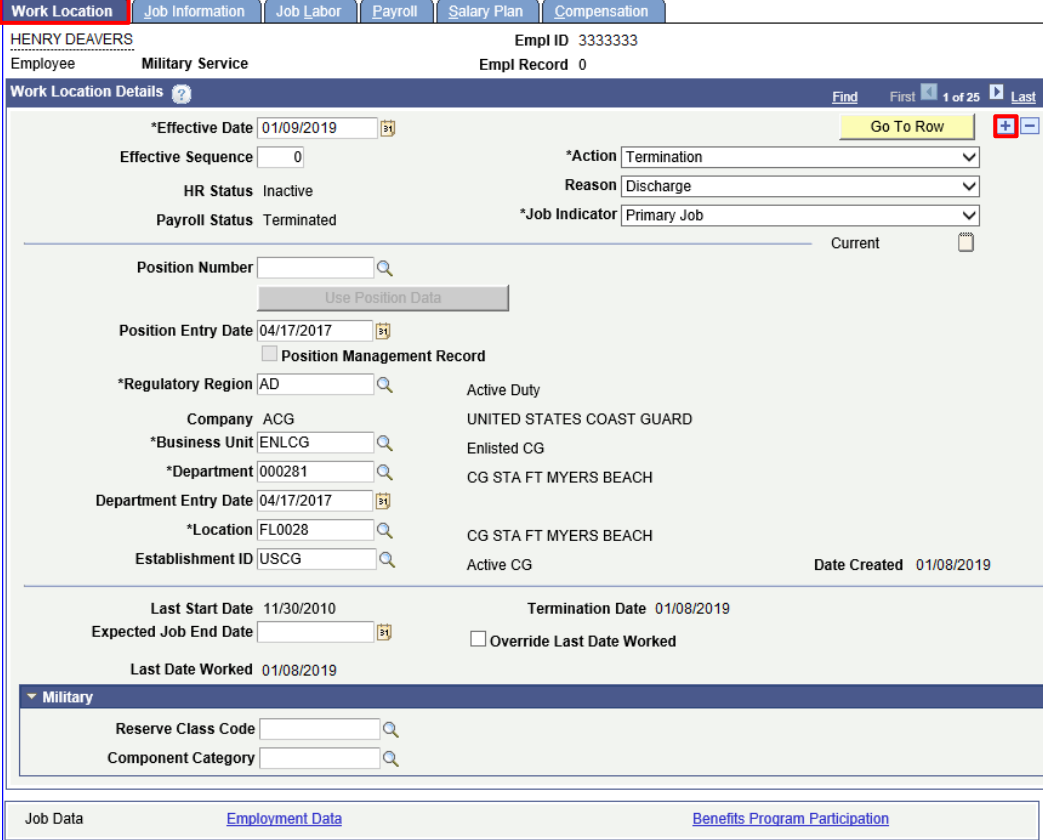
Procedures,
continued

Step	Action
8	<p>Enter the Empl ID, check the Include History and Correct History boxes and click Search.</p> <div data-bbox="316 562 1281 1310" style="border: 1px solid blue; padding: 5px;"> <p>Job Data Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Keyword Search</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input style="border: 1px solid red;" type="text" value="3333333"/></p> <p>Empl Record = ▼ <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>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p><input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 1px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria</p> </div>

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Accessing the Member, Continued

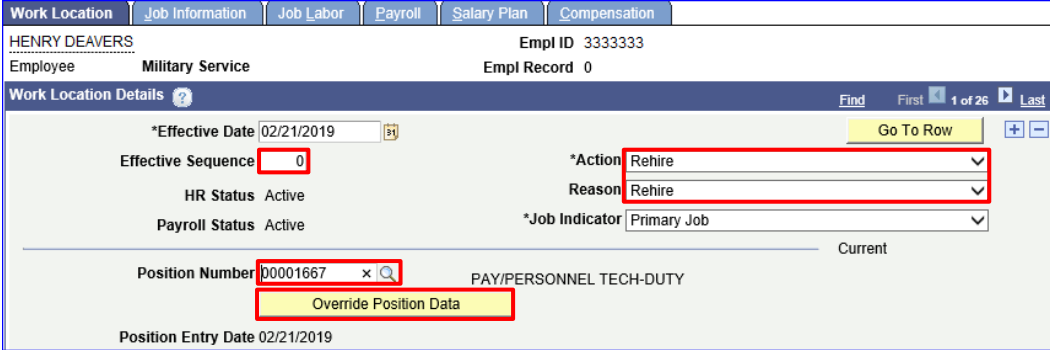
Procedures,
continued

Step	Action
9	<p>The Work Location tab will display. Click the Plus button to add a new row (this example is a member with a break in service).</p>  <p>The screenshot shows the 'Work Location' tab for employee HENRY DEAVERS (Empl ID 3333333). The 'Effective Date' is 01/09/2019. The 'Action' is Termination, 'Reason' is Discharge, and 'Job Indicator' is Primary Job. The 'Position Number' field is empty. The 'Position Entry Date' is 04/17/2017. The 'Regulatory Region' is AD, 'Company' is ACG, 'Business Unit' is ENLCG, and 'Department' is 000281. The 'Location' is FL0028 and 'Establishment ID' is USCG. The 'Last Start Date' is 11/30/2010 and 'Termination Date' is 01/08/2019. The 'Expected Job End Date' is empty and 'Last Date Worked' is 01/08/2019. There is a 'Military' section with 'Reserve Class Code' and 'Component Category' fields.</p>

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Accessing the Member, Continued

Procedures,
continued

Step	Action
10	<p>Enter:</p> <ul style="list-style-type: none"> • Effective Sequence – If the Accession was immediately preceded by a discharge from the Coast Guard (Active or Reserve component) change the Effective Sequence field to the next number (E.g. change “0” to “1”) because the discharge has already created a new row in Job Data with the same effective date. Otherwise, leave at default of “0”. • Action – Select Rehire from the drop-down. • Reason – Select Rehire from the drop-down. • Position Number – Enter the appropriate position number or use the lookup icon to find the appropriate number. <p>Click Override Position Data.</p>  <p>The screenshot shows the 'Work Location Details' for HENRY DEEVERS (Empl ID 3333333). The 'Effective Date' is 02/21/2019. The 'Effective Sequence' is 0. The 'Action' and 'Reason' dropdowns are both set to 'Rehire'. The 'Position Number' is 00001667. A yellow button labeled 'Override Position Data' is highlighted. The 'Position Entry Date' is 02/21/2019.</p>

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Accessing the Member, Continued

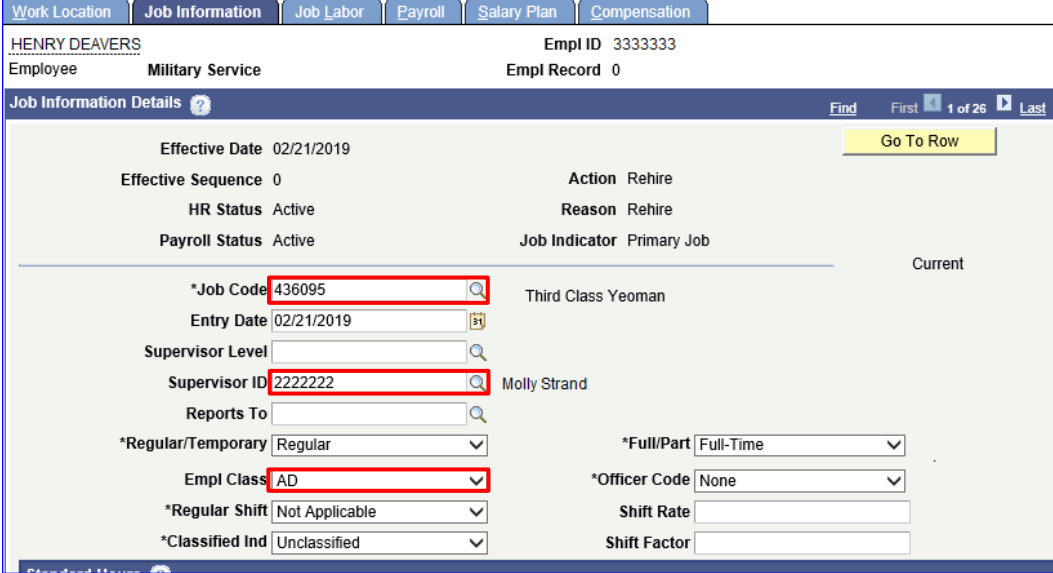

Procedures,
continued

Step	Action
<p>11</p>	<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"> • Regulatory Region – Select AD (Reserve – IRR or SELRES). • Company – Select ACG from the drop-down. • Business Unit – Select ENLCG (or appropriate unit, if not defaulted from the Department entered). • Department – Select the appropriate number from the Accession authority. • Department Entry Date – Verify the date of rehire. • Location – Select the appropriate number, if not defaulted from the Department entered. • Establishment ID – Select USCG from the lookup icon. <div data-bbox="316 943 1374 1323" style="border: 1px solid black; padding: 5px;"> <p>Position Number 00001667 <input type="text"/> <input type="button" value="Q"/> PAY/PERSONNEL TECH-DUTY</p> <p style="text-align: center;"><input type="button" value="Use Position Data"/></p> <p>Position Entry Date 02/21/2019 <input type="text"/> <input type="button" value="BT"/></p> <p><input type="checkbox"/> Position Management Record</p> <p>*Regulatory Region AD <input type="text"/> <input type="button" value="Q"/> Active Duty</p> <p>*Company ACG <input type="text"/> <input type="button" value="Q"/> UNITED STATES COAST GUARD</p> <p>*Business Unit ENLCG <input type="text"/> <input type="button" value="Q"/> Enlisted CG</p> <p>*Department 006530 <input type="text"/> <input type="button" value="Q"/> PPC MIL ACCT SUP BR</p> <p>Department Entry Date 02/21/2019 <input type="text"/> <input type="button" value="BT"/></p> <p>*Location KS0001 <input type="text"/> <input type="button" value="Q"/> TOPEKA KS</p> <p>Establishment ID USCG <input type="text"/> <input type="button" value="Q"/> Active CG Date Created 02/21/2019</p> </div>
<p>11.5</p>	<p>Select the Job Information tab.</p> <div data-bbox="316 1397 1366 1525" style="border: 1px solid black; padding: 5px;"> <p> <input type="button" value="Work Location"/> <input style="border: 2px solid red;" type="button" value="Job Information"/> <input type="button" value="Job Labor"/> <input type="button" value="Payroll"/> <input type="button" value="Salary Plan"/> <input type="button" value="Compensation"/> </p> <p>HENRY DEAVERS Empl ID 3333333</p> <p>Employee Military Service Empl Record 0</p> </div>

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Accessing the Member, Continued

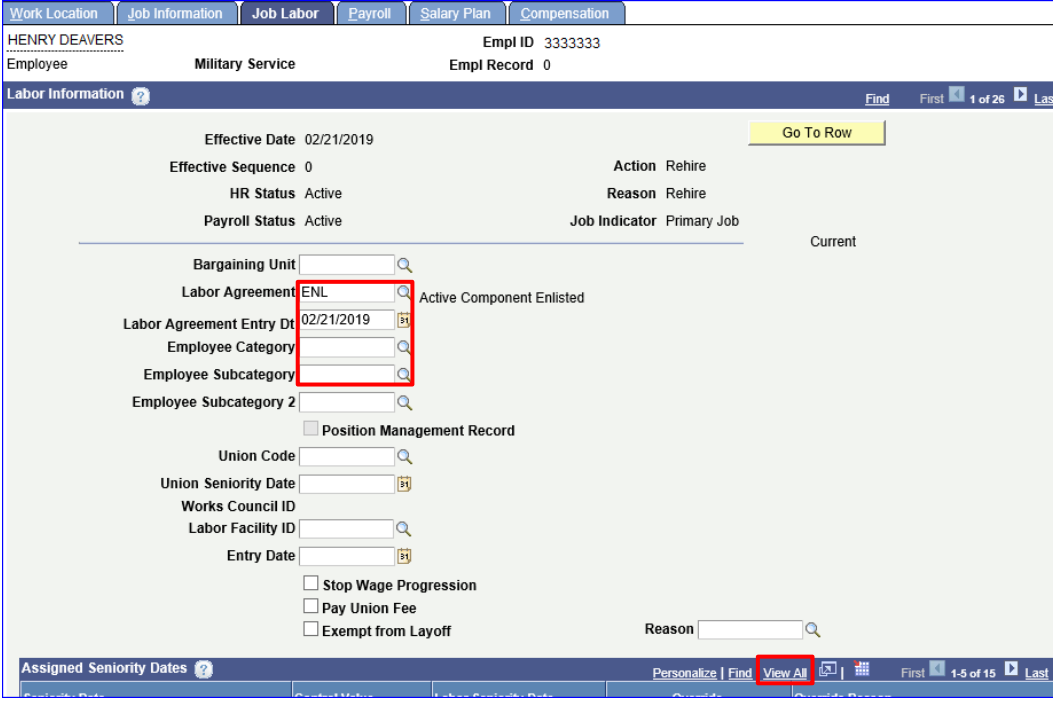
Procedures,
continued

Step	Action
<p>12</p>	<p>For these three fields only, enter or select from the lookup icons:</p> <ul style="list-style-type: none"> • Job Code – Select the appropriate code from the lookup icon and verify with the Step for the correct Salary on the Salary Plan tab • Supervisor ID – CGHRSUP Empl ID for the AO • Empl Class – AD (Reserve – IRR or SELRES) 
<p>12.5</p>	<p>Select the Job Labor tab.</p> 

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Accessing the Member, Continued

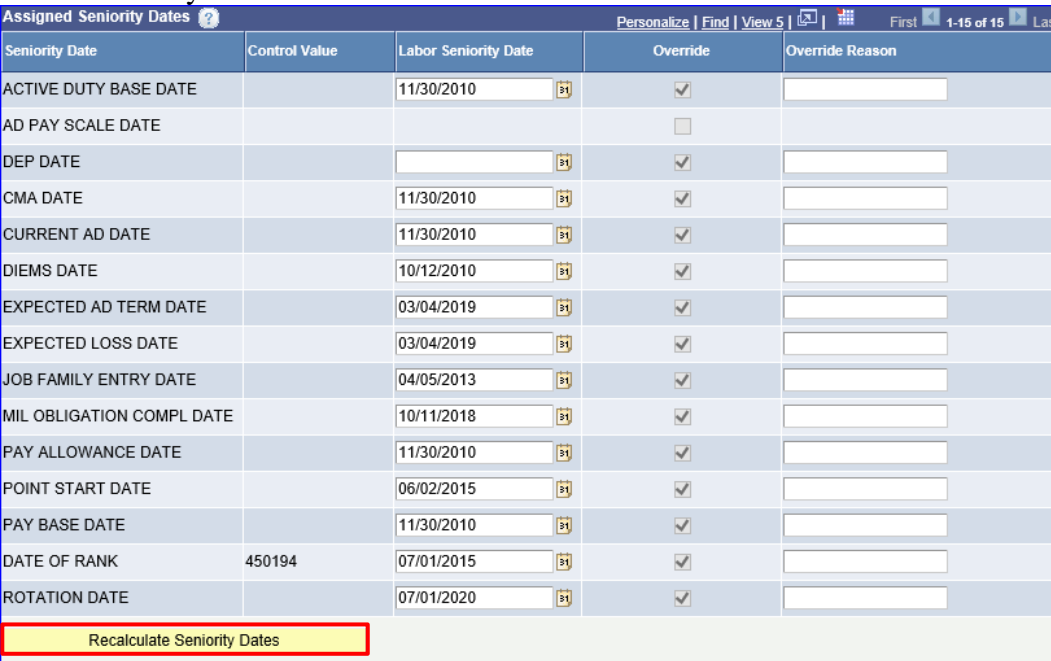
Procedures,
continued

Step	Action
13	<p>Enter:</p> <ul style="list-style-type: none"> • Labor Agreement – Defaults to current Labor agreement. • Labor Agreement Entry Date – Defaults to the date of rehire. • Employee Category – Select from the lookup icon, if applicable. • Employee Subcategory – Select from the lookup icon, if applicable. <p>Scroll down and click View All for Assigned Seniority Dates.</p> 

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Accessing the Member, Continued

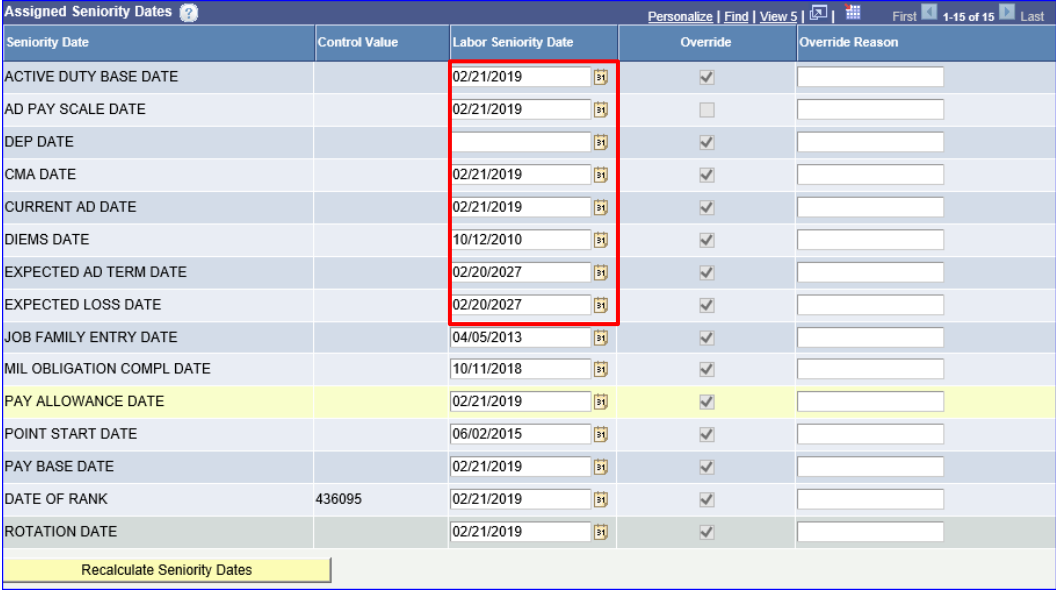
Procedures,
continued

Step	Action																																																																																					
14	<p>The original hire dates display. Click Recalculate Seniority Dates to open all Labor Seniority Dates.</p>  <table border="1" data-bbox="316 555 1380 1214"> <thead> <tr> <th colspan="5">Assigned Seniority Dates</th> </tr> <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>11/30/2010</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td></td> <td><input 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>CMA DATE</td> <td></td> <td>11/30/2010</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>CURRENT AD DATE</td> <td></td> <td>11/30/2010</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DIEMS DATE</td> <td></td> <td>10/12/2010</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED AD TERM DATE</td> <td></td> <td>03/04/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED LOSS DATE</td> <td></td> <td>03/04/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>JOB FAMILY ENTRY DATE</td> <td></td> <td>04/05/2013</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>MIL OBLIGATION COMPL DATE</td> <td></td> <td>10/11/2018</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY ALLOWANCE DATE</td> <td></td> <td>11/30/2010</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>POINT START DATE</td> <td></td> <td>06/02/2015</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td>11/30/2010</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DATE OF RANK</td> <td>450194</td> <td>07/01/2015</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>ROTATION DATE</td> <td></td> <td>07/01/2020</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p style="text-align: center; border: 1px solid red; background-color: yellow; display: inline-block; margin-top: 5px;">Recalculate Seniority Dates</p>	Assigned Seniority Dates					Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		11/30/2010	<input checked="" type="checkbox"/>		AD PAY SCALE DATE			<input type="checkbox"/>		DEP DATE			<input checked="" type="checkbox"/>		CMA DATE		11/30/2010	<input checked="" type="checkbox"/>		CURRENT AD DATE		11/30/2010	<input checked="" type="checkbox"/>		DIEMS DATE		10/12/2010	<input checked="" type="checkbox"/>		EXPECTED AD TERM DATE		03/04/2019	<input checked="" type="checkbox"/>		EXPECTED LOSS DATE		03/04/2019	<input checked="" type="checkbox"/>		JOB FAMILY ENTRY DATE		04/05/2013	<input checked="" type="checkbox"/>		MIL OBLIGATION COMPL DATE		10/11/2018	<input checked="" type="checkbox"/>		PAY ALLOWANCE DATE		11/30/2010	<input checked="" type="checkbox"/>		POINT START DATE		06/02/2015	<input checked="" type="checkbox"/>		PAY BASE DATE		11/30/2010	<input checked="" type="checkbox"/>		DATE OF RANK	450194	07/01/2015	<input checked="" type="checkbox"/>		ROTATION DATE		07/01/2020	<input checked="" type="checkbox"/>	
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Accessing the Member, Continued

Procedures,
continued

Step	Action																																																																																
15	<p>Enter the following:</p> <ul style="list-style-type: none"> • Active Duty Base Date – Date of rehire (Reservist known issue-cannot leave blank) See NOTE. • AD Pay Scale Date – Date of rehire • CMA Date – See Chapter 3 of PAYMAN for correct date • Current AD Date – Date of rehire • DIEMS Date – Date initial entry military service (any component) • Expected AD Term Date – Term in years (8) from the date of rehire (minus 1 day) • Expected Loss Date – Term in years (8) from the date of rehire (minus 1 day) or DIEMS date (whichever is greater) <p>NOTE: If rehiring with a break in service OR a reservist going on active duty, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS.</p>  <table border="1" data-bbox="316 1025 1375 1628"> <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>02/21/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td>02/21/2019</td> <td><input 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>CMA DATE</td> <td></td> <td>02/21/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>CURRENT AD DATE</td> <td></td> <td>02/21/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DIEMS DATE</td> <td></td> <td>10/12/2010</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED AD TERM DATE</td> <td></td> <td>02/20/2027</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED LOSS DATE</td> <td></td> <td>02/20/2027</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>JOB FAMILY ENTRY DATE</td> <td></td> <td>04/05/2013</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>MIL OBLIGATION COMPL DATE</td> <td></td> <td>10/11/2018</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY ALLOWANCE DATE</td> <td></td> <td>02/21/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>POINT START DATE</td> <td></td> <td>06/02/2015</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td>02/21/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DATE OF RANK</td> <td>436095</td> <td>02/21/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>ROTATION DATE</td> <td></td> <td>02/21/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		02/21/2019	<input checked="" type="checkbox"/>		AD PAY SCALE DATE		02/21/2019	<input type="checkbox"/>		DEP DATE			<input checked="" type="checkbox"/>		CMA DATE		02/21/2019	<input checked="" type="checkbox"/>		CURRENT AD DATE		02/21/2019	<input checked="" type="checkbox"/>		DIEMS DATE		10/12/2010	<input checked="" type="checkbox"/>		EXPECTED AD TERM DATE		02/20/2027	<input checked="" type="checkbox"/>		EXPECTED LOSS DATE		02/20/2027	<input checked="" type="checkbox"/>		JOB FAMILY ENTRY DATE		04/05/2013	<input checked="" type="checkbox"/>		MIL OBLIGATION COMPL DATE		10/11/2018	<input checked="" type="checkbox"/>		PAY ALLOWANCE DATE		02/21/2019	<input checked="" type="checkbox"/>		POINT START DATE		06/02/2015	<input checked="" type="checkbox"/>		PAY BASE DATE		02/21/2019	<input checked="" type="checkbox"/>		DATE OF RANK	436095	02/21/2019	<input checked="" type="checkbox"/>		ROTATION DATE		02/21/2019	<input checked="" type="checkbox"/>	
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Accessing the Member, Continued


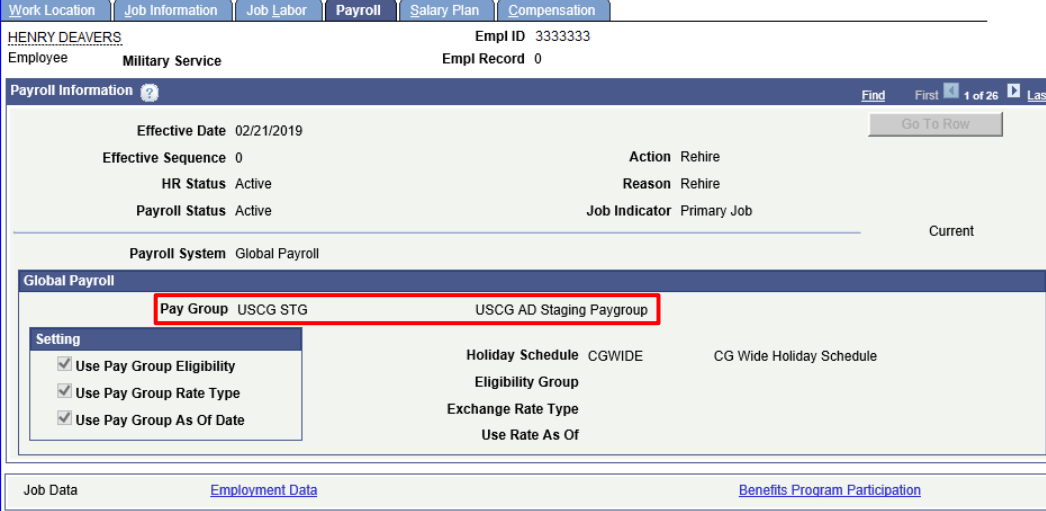
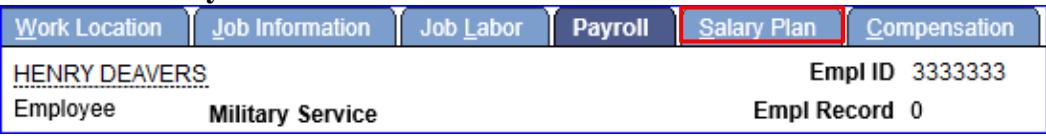
Procedures,
continued

Step	Action																																																																																										
15 cont	<ul style="list-style-type: none"> • Job Family Entry Date – The date member first became rated in current rating- use the existing Job Family Entry Date from the previous job row • Mil Obligation Compl Date – 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP) • Pay Allowance Date – Date of rehire • Point Start Date – This date may only be adjusted by PPC (ADV) or use the existing Point Start Date from the previous job row • Pay Base Date – Date of rehire or if rehiring without break in service use the existing PBD from the previous job row (See NOTE) • Date of Rank – Date of rehire or if rehiring without break in service use the existing DOR from the previous job row • Rotation Date – Date of rehire <p>NOTE: If rehiring with a break in service OR a reservist going on active duty, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Assigned Seniority Dates ?</th> <th colspan="3" style="text-align: right;">Personalize Find View 5 First 1-15 of 15 Last</th> </tr> <tr> <th style="width: 30%;">Seniority Date</th> <th style="width: 15%;">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>ACTIVE DUTY BASE DATE</td><td></td><td>02/21/2019 </td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>AD PAY SCALE DATE</td><td></td><td>02/21/2019 </td><td style="text-align: center;"><input type="checkbox"/></td><td></td></tr> <tr><td>DEP DATE</td><td></td><td></td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>CMA DATE</td><td></td><td>02/21/2019 </td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>CURRENT AD DATE</td><td></td><td>02/21/2019 </td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>DIEMS DATE</td><td></td><td>10/12/2010 </td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>EXPECTED AD TERM DATE</td><td></td><td>02/20/2027 </td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>EXPECTED LOSS DATE</td><td></td><td>02/20/2027 </td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td></td><td>04/05/2013 </td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td></td><td>10/11/2018 </td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td></tr> <tr style="background-color: #ffffcc;"><td>PAY ALLOWANCE DATE</td><td></td><td>02/21/2019 </td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>POINT START DATE</td><td></td><td>06/02/2015 </td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>PAY BASE DATE</td><td></td><td>02/21/2019 </td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>DATE OF RANK</td><td style="text-align: center;">436095</td><td>02/21/2019 </td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td></tr> <tr><td>ROTATION DATE</td><td></td><td>02/21/2019 </td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td></td></tr> <tr> <td colspan="5" style="text-align: center; background-color: #ffffcc;">Recalculate Seniority Dates</td> </tr> </tbody> </table>	Assigned Seniority Dates ?		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Accessing the Member, Continued

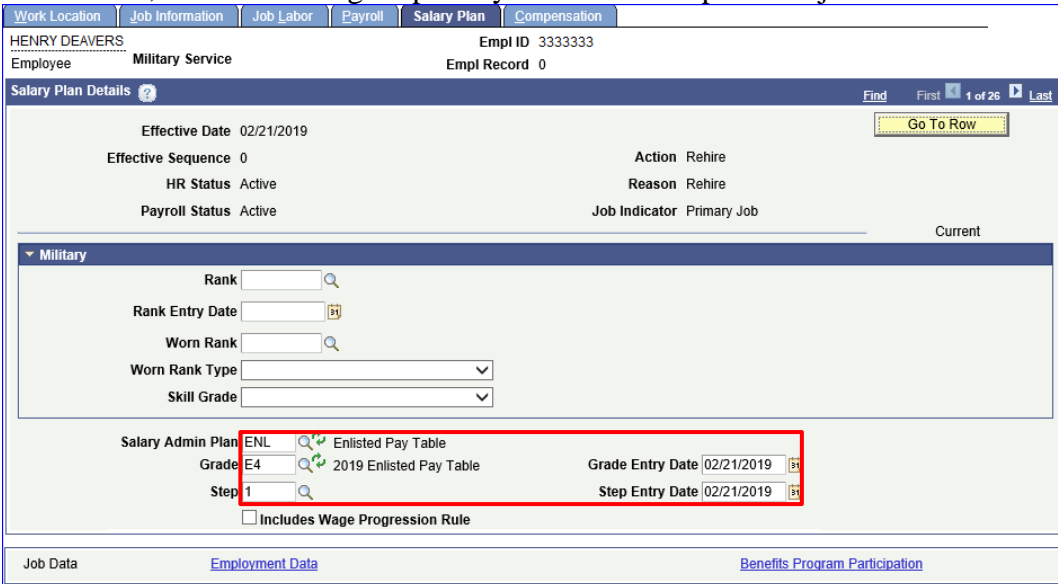
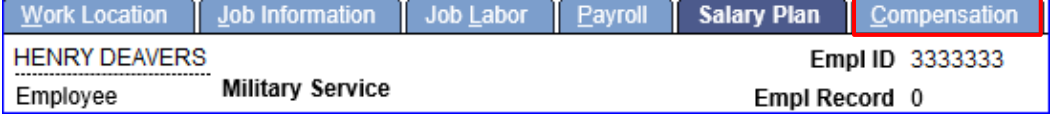
Procedures,
continued

Step	Action
15.5	<p>Click on the Payroll Tab.</p> 
16	<p>The Pay Group should default to USCG STG (Staging). Once approved, this will update to USCG AD.</p> 
16.5	<p>Select the Salary Plan tab.</p> 

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Accessing the Member, Continued

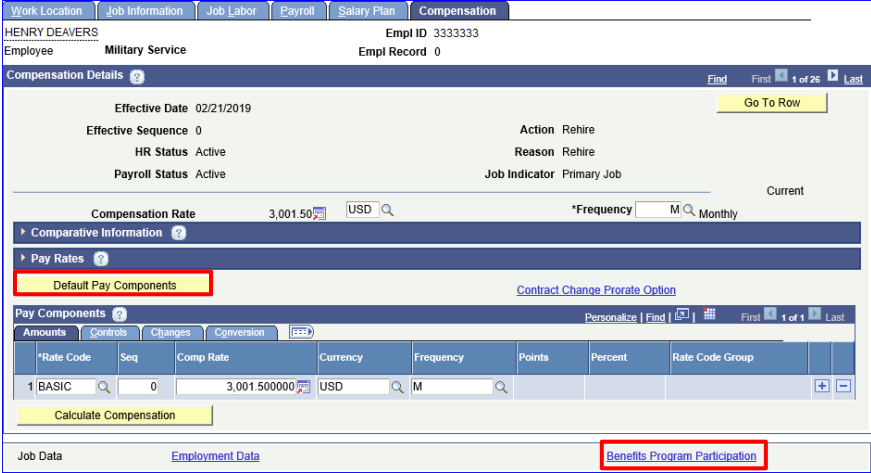
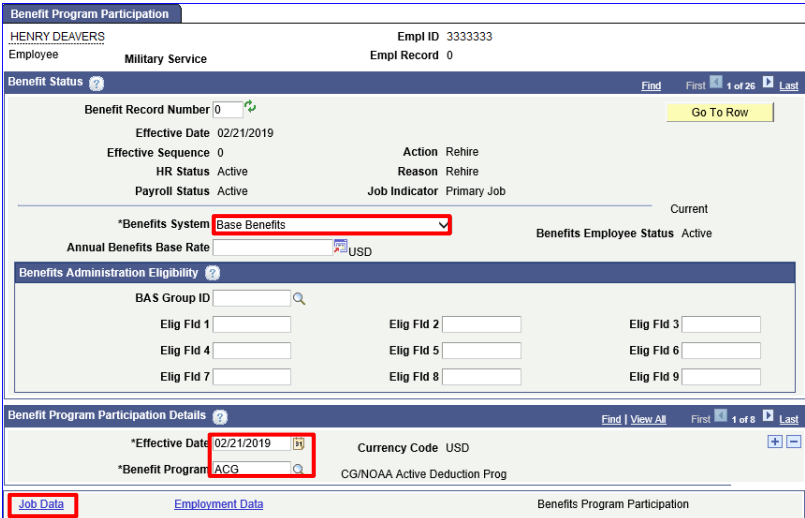
Procedures,
continued

Step	Action
<p>17</p>	<p>Enter:</p> <ul style="list-style-type: none"> • Salary Admin Plan – Should default to ENL. Correct, if necessary. • Grade – Defaults to Pay Grade based on Job Code entered on the Job Information Tab. If member is being accessed at a different grade, click the lookup icon and select the appropriate grade. • Grade Entry Date – Should default to the date of rehire. • Step – Enter 1 and hit Tab. • Step Entry Date – Will default to the date of rehire. If rehiring without a break in service, use the existing Step Entry Date from the previous job row. 
<p>17.5</p>	<p>Click on the Compensation Tab.</p> 

Continued on next page

Accessing the Member, Continued

Procedures,
continued

Step	Action
18	<p>Click on the Default Pay Components button. This will automatically update the Compensation Rate data.</p> <p>Click the Benefits Program Participation link.</p> 
19	<p>Enter:</p> <ul style="list-style-type: none"> • Benefits System – Ensure Base Benefits is selected. • Effective Date – If you are completing the Job Data AFTER the effective date of the rehire, you need to change the date to the date of rehire. • Benefit Program – Click the lookup icon and select ACG. <p>Click the Job Data link.</p> 

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Accessing the Member, Continued

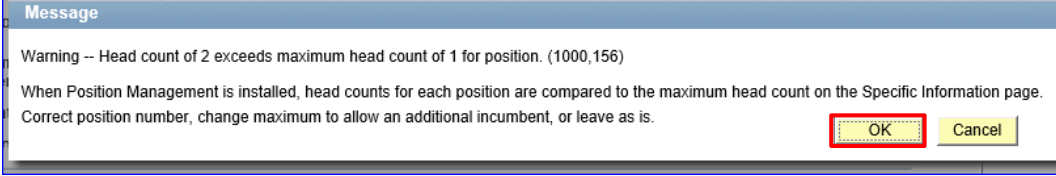
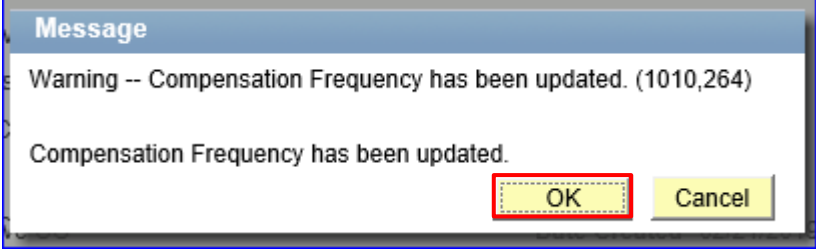
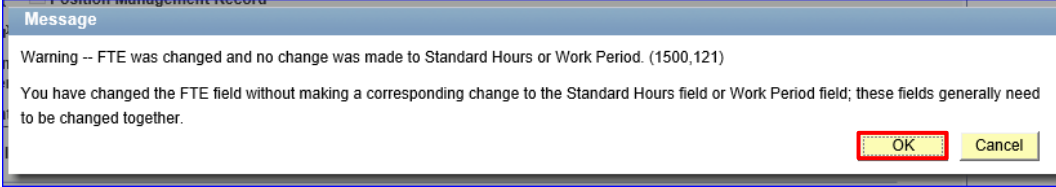
Procedures,
continued

Step	Action
20	<p>Click Save.</p> <div style="border: 1px solid black; padding: 5px;"> <p> Work Location Job Information Job Labor Payroll Salary Plan Compensation </p> <hr/> <p> HENRY DEAVERS Empl ID 3333333 Employee Military Service Empl Record 0 </p> <p> Work Location Details Find First 1 of 26 Last </p> <hr/> <p> *Effective Date <input type="text" value="02/21/2019"/> <input type="button" value="B1"/> <input type="button" value="Go To Row"/> <input type="button" value="+"/> <input type="button" value="-"/> </p> <p> Effective Sequence <input type="text" value="0"/> *Action <input type="text" value="Rehire"/> </p> <p> HR Status <input type="text" value="Active"/> Reason <input type="text" value="Rehire"/> </p> <p> Payroll Status <input type="text" value="Active"/> *Job Indicator <input type="text" value="Primary Job"/> </p> <hr/> <p> Position Number <input type="text" value="00001667"/> <input type="button" value="Q"/> PAY/PERSONNEL TECH-DUTY <input type="button" value="Use Position Data"/> </p> <p> Position Entry Date <input type="text" value="02/21/2019"/> <input type="button" value="B1"/> <input type="checkbox"/> Position Management Record </p> <p> *Regulatory Region <input type="text" value="AD"/> <input type="button" value="Q"/> Active Duty </p> <p> *Company <input type="text" value="ACG"/> <input type="button" value="Q"/> UNITED STATES COAST GUARD </p> <p> *Business Unit <input type="text" value="ENLCG"/> <input type="button" value="Q"/> Enlisted CG </p> <p> *Department <input type="text" value="006530"/> <input type="button" value="Q"/> PPC MIL ACCT SUP BR </p> <p> Department Entry Date <input type="text" value="02/21/2019"/> <input type="button" value="B1"/> </p> <p> *Location <input type="text" value="KS0001"/> <input type="button" value="Q"/> TOPEKA KS </p> <p> Establishment ID <input type="text" value="USCG"/> <input type="button" value="Q"/> Active CG Date Created 02/21/2019 </p> <hr/> <p> Last Start Date <input type="text" value="02/21/2019"/> Termination Date </p> <p> Expected Job End Date <input type="text"/> <input type="button" value="B1"/> </p> <hr/> <p> <input type="button" value="Military"/> </p> <hr/> <p> Job Data Employment Data Benefits Program Participation </p> <hr/> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/> </p> <hr/> <p> Work Location Job Information Job Labor Payroll Salary Plan Compensation </p> </div>

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Accessing the Member, Continued

Procedures,
continued


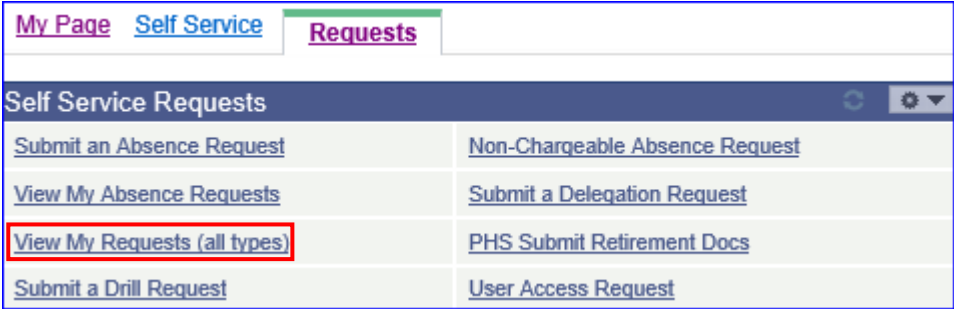
Step	Action
<p>21</p>	<p>Several Messages will display (randomly ordered). Click OK (wait for the “processing-circle-of-death” to finish). After a successful save, the Accession is ready for SPO approval.</p>   
<p>22</p>	<p>Now proceed to Entering the New Contract to complete the rehire process. The Accession must be approved prior to the contract being entered.</p>

Approving the Accession

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

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

Procedures See below.

Step	Action
1	<p>Review the information in Job Data before approving the transaction.</p>  <p>The screenshot shows a 'HR Data Shortcuts' menu with several options. The 'Job Data' option is highlighted with a red box. Other options include Personal Information, Dependent Information, Email Address, Add Employment Instance, Search by SSN, Find an Employee, and Modify a Person's Gender.</p>
2	<p>From the Requests tab on the Home page, select the View My Requests (all types) link from the Self Service Requests pagelet.</p>  <p>The screenshot shows the 'Self Service Requests' pagelet with several tabs: My Page, Self Service, and Requests. The 'Requests' tab is active. Below the tabs, there is a grid of request options. The 'View My Requests (all types)' link is highlighted with a red box. Other options include Submit an Absence Request, Non-Chargeable Absence Request, View My Absence Requests, Submit a Delegation Request, PHS Submit Retirement Docs, and User Access Request.</p>

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Approving the Accession, Continued

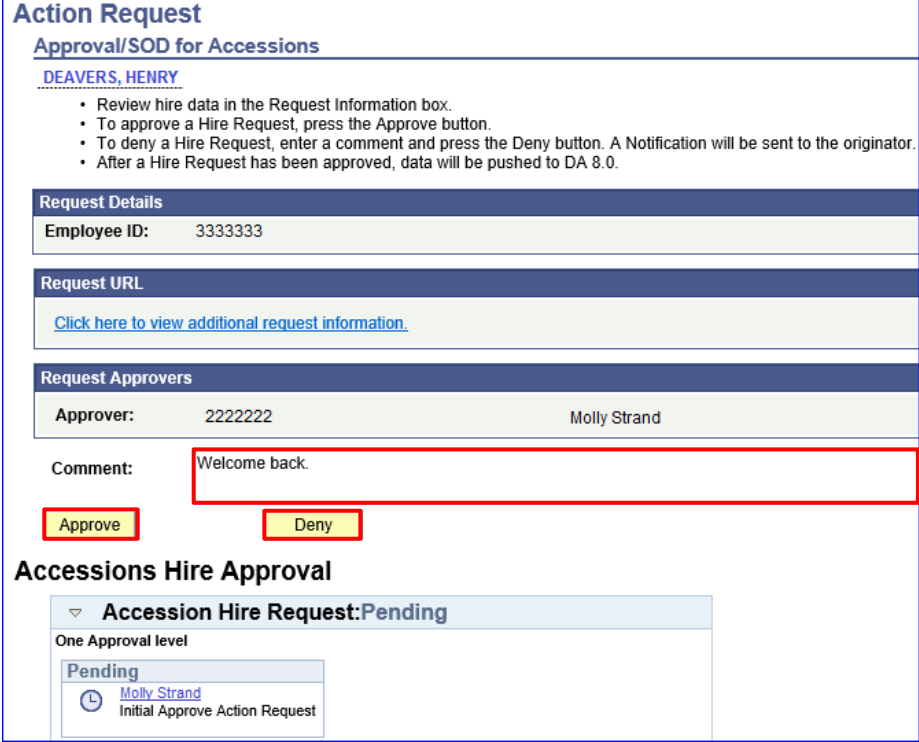

Procedures,
continued

Step	Action																						
3	<p>Select the Requests I am Approver For radio button. You may narrow the search by filling in the Transaction Name, Status and Dates. Click Populate Grid.</p> <p>View My Action Requests</p> <p>Molly Strand</p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p> Transaction Name: <input type="text" value="All Transactions"/> </p> <p> Transaction Status: <input type="text" value="Pending"/> </p> <p> Submission From Date: <input type="text"/> </p> <p> Submission To Date: <input type="text"/> </p> <p> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p>																						
4	<p>Click the Approve/Deny link for the rehire Accession you are approving.</p> <table border="1"> <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>Drill Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>AccessionHire</td> <td>Pending</td> <td>HENRY DEEVERS</td> <td>DEEVERS</td> <td>3333333</td> <td>006530</td> <td>Jackie Torrance</td> <td>Molly Strand</td> <td>02/21/2019</td> <td></td> <td>Approve/Deny</td> </tr> </tbody> </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	HENRY DEEVERS	DEEVERS	3333333	006530	Jackie Torrance	Molly Strand	02/21/2019		Approve/Deny
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Approving the Accession, Continued

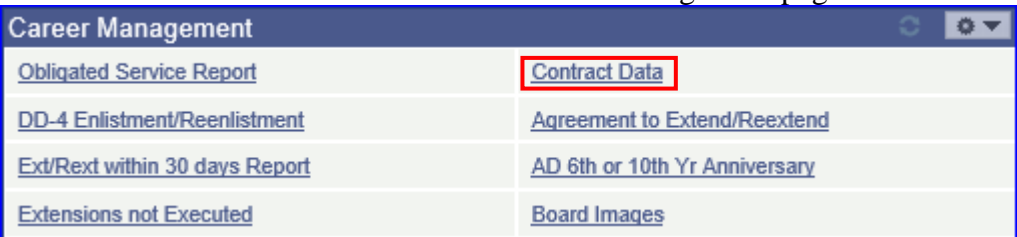
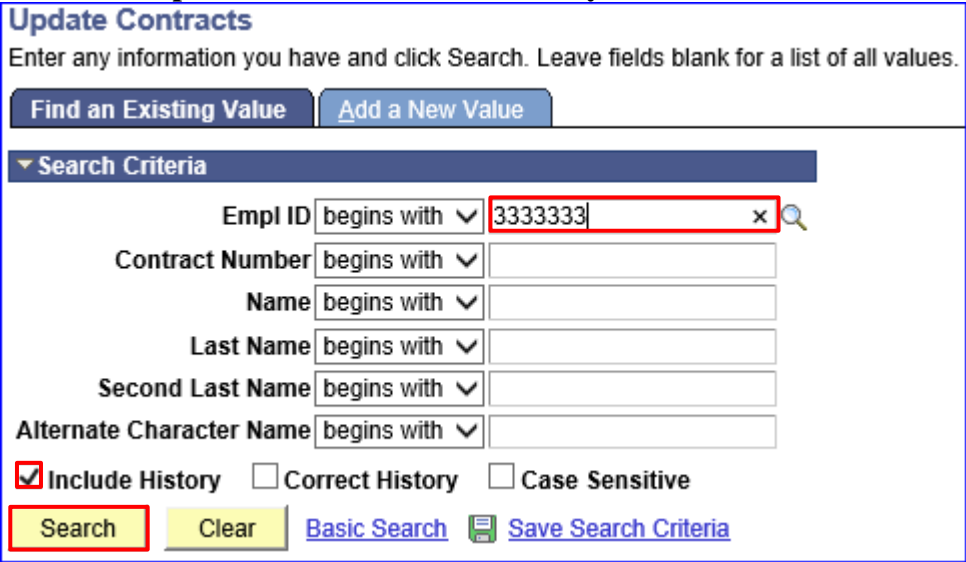
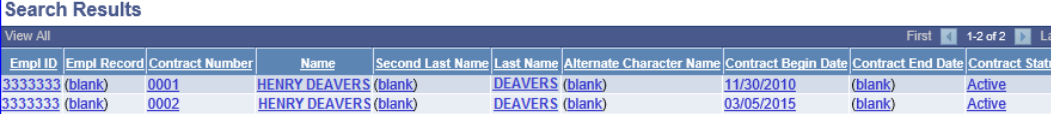
Procedures,
continued

Step	Action
5	<p>Enter any needed Comments and select either Approve or Deny (deny returns the Accession to the HRS user).</p>  <p>Action Request</p> <p>Approval/SOD for Accessions</p> <p><u>DEAVERS, HENRY</u></p> <ul style="list-style-type: none"> Review hire data in the Request Information box. To approve a Hire Request, press the Approve button. To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. After a Hire Request has been approved, data will be pushed to DA 8.0. <p>Request Details</p> <p>Employee ID: 3333333</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 2222222 Molly Strand</p> <p>Comment: Welcome back.</p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Accessions Hire Approval</p> <p>Accession Hire Request: Pending</p> <p>One Approval level</p> <p>Pending</p> <p>Molly Strand Initial Approve Action Request</p>
6	<p>Once Approved, the system saves the approval and the buttons will be greyed out. Click the X to close the page.</p>  <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Accessions Hire Approval</p> <p>Accession Hire Request: Approved View/Hide Comments</p> <p>One Approval level</p> <p>Approved</p> <p>✓ Molly Strand Initial Approve Action Request 02/21/19 - 3:16 PM</p> <p>Comments</p> <p>Molly Strand at 02/21/19 - 3:16 PM Welcome back.</p>

Entering the New Contract

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

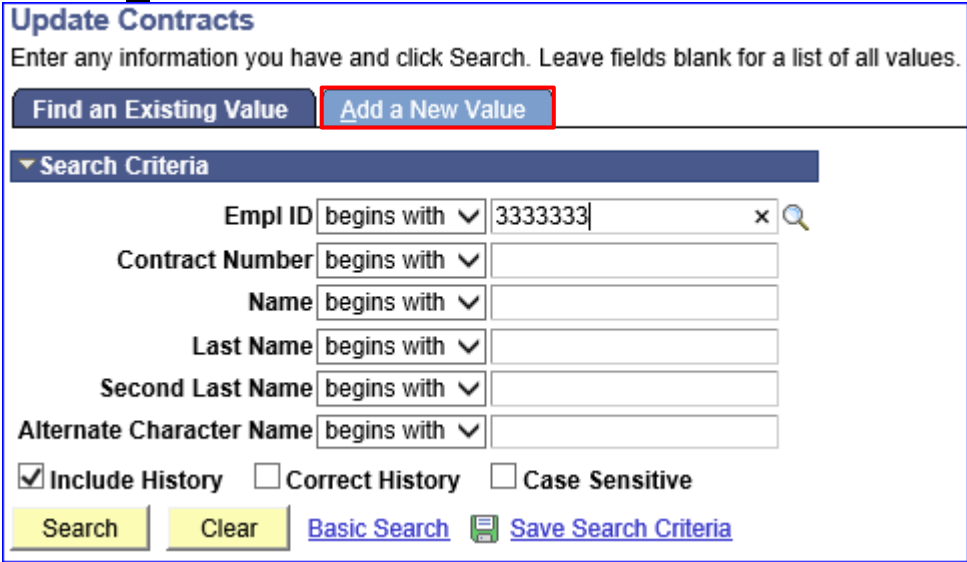
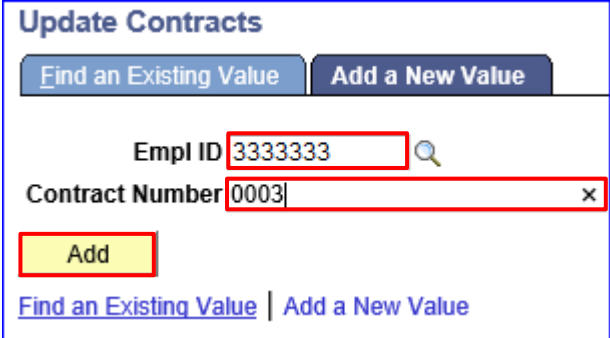
Procedures See below.

Step	Action																														
1	<p>Select the Contract Data link from the Career Management pagelet.</p> 																														
2	<p>Enter the Empl ID, check the Include History box and click Search.</p> 																														
3	<p>All previous contracts entered into the system will be listed.</p>  <table border="1" data-bbox="316 1597 1372 1664"> <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>3333333</td> <td>(blank)</td> <td>0001</td> <td>HENRY DEAVERS</td> <td>(blank)</td> <td>DEAVERS</td> <td>(blank)</td> <td>11/30/2010</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>3333333</td> <td>(blank)</td> <td>0002</td> <td>HENRY DEAVERS</td> <td>(blank)</td> <td>DEAVERS</td> <td>(blank)</td> <td>03/05/2015</td> <td>(blank)</td> <td>Active</td> </tr> </tbody> </table>	Empl ID	Empl Record	Contract Number	Name	Second Last Name	Last Name	Alternate Character Name	Contract Begin Date	Contract End Date	Contract Status	3333333	(blank)	0001	HENRY DEAVERS	(blank)	DEAVERS	(blank)	11/30/2010	(blank)	Active	3333333	(blank)	0002	HENRY DEAVERS	(blank)	DEAVERS	(blank)	03/05/2015	(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																						
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Entering the New Contract, Continued

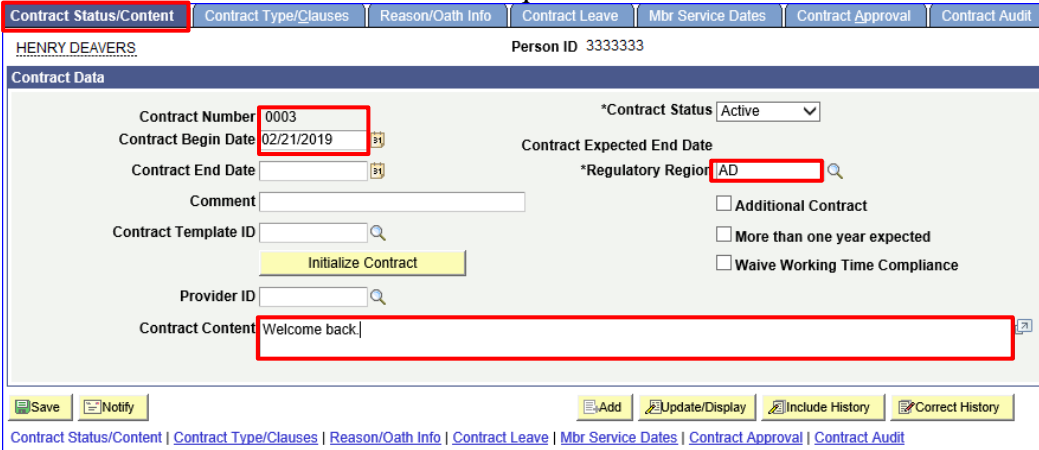
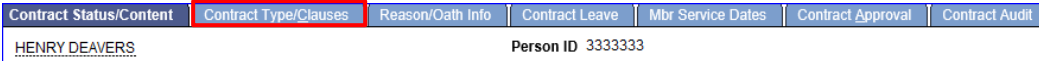
Procedures,
continued

Step	Action
4	<p>Click the Add a New Value tab.</p> 
4	<p>Enter the Empl ID and the next sequential Contract Number (Ex. 0003), remaining consistent with the number of zeros used previously. Click Add.</p> 

Continued on next page

Entering the New Contract, Continued

Procedures,
continued

Step	Action
<p>5</p>	<p>The Contract Status/Content tab displays with the Contract Number (Ex. 0003).</p> <ul style="list-style-type: none"> • Contract Begin Date – Ensure it is the date of rehire. • Regulatory Region – Change to the appropriate region (in this case AD). • Contract Content – A statement is required. 
<p>5.5</p>	<p>Select the Contract Type/Clauses tab.</p> 

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Entering the New Contract, Continued

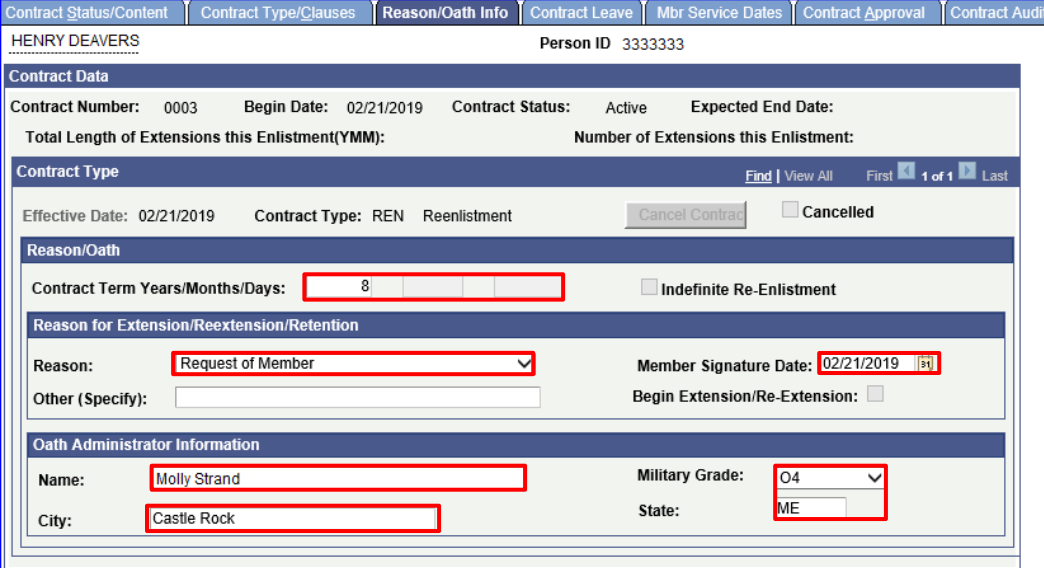

Procedures,
continued

Step	Action
<p>6</p>	<p>Enter:</p> <ul style="list-style-type: none"> • Contract Type – Select the appropriate type from the lookup icon (Ex. REN). • Comment – Enter any contractual specific reasons (if necessary).  <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit</p> <p>HENRY DEEVERS Person ID 3333333</p> <p>Contract Data</p> <p>Contract Number 0003 Begin Date 02/21/2019 Contract Status Active</p> <p>Contract Type Find View All First 1 of 1 Last</p> <p>Effective Date 02/21/2019</p> <p>Contract Type REN Reenlistment</p> <p><input type="checkbox"/> Extend Contract</p> <p>Contract Clauses Find View All First 1 of 1 Last</p> <p>Seq Nbr 1 Clause</p> <p>Clause Status</p> <p>Long Descr</p> <p>Comment</p>
<p>6.6</p>	<p>Select the Reason/Oath Info tab.</p>  <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit</p> <p>HENRY DEEVERS Person ID 3333333</p>

Continued on next page

Entering the New Contract, Continued

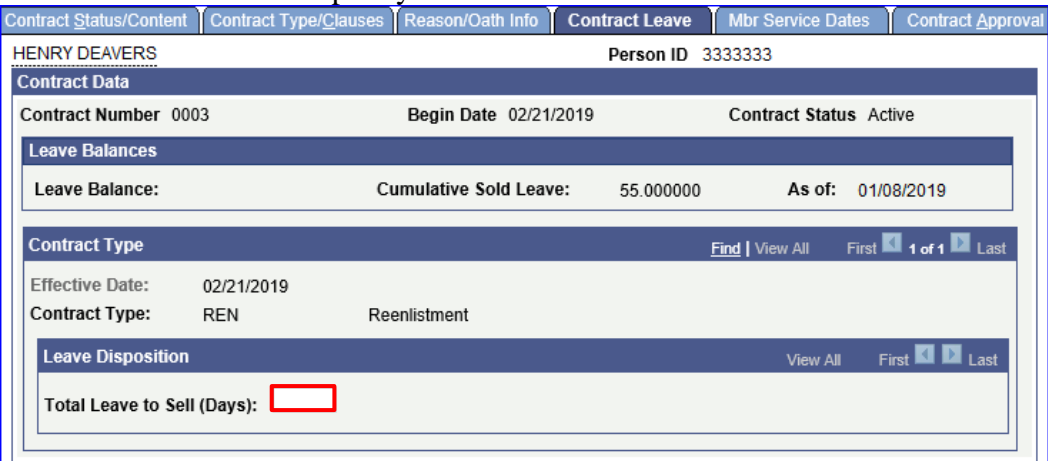
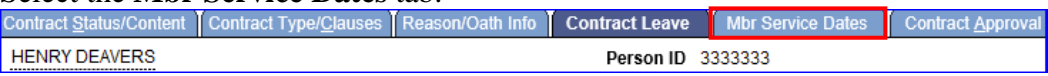
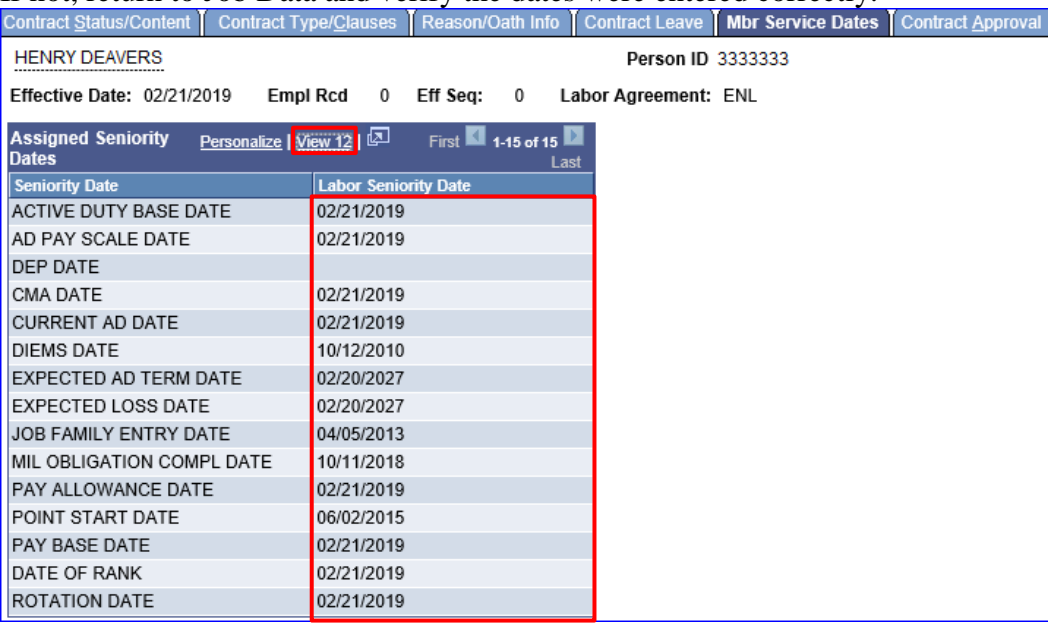
Procedures,
continued

Step	Action
7	<p>Enter:</p> <ul style="list-style-type: none"> • Contract Term Years/Months/Days – Enter the contract term (in this example 8 years). • Reason – Select from the drop-down. • Member Signature Date – Enter the date the contract was signed. • Name – Enter the name of the Oath Administrator. • Military Grade – Enter the rank of the Oath Administrator. • City – Must be the place of initial enlistment unless there is a break in service (like this example). • State – Must be the place of initial enlistment unless there is a break in service (like this example). 
7.7	<p>Select the Contract Leave tab.</p> 

Continued on next page

Entering the New Contract, Continued

Procedures,
continued

Step	Action																																
8	<p>Total Leave to Sell (Days) – If applicable, enter the number of days for leave to sell as outlined in current policy.</p> 																																
8.8	<p>Select the Mbr Service Dates tab.</p> 																																
9	<p>After clicking View All on the Assigned Seniority Dates. Confirm the Labor Seniority Dates set during the Accession process are correct. If not, return to Job Data and verify the dates were entered correctly.</p>  <table border="1" data-bbox="316 1406 914 1906"> <thead> <tr> <th>Seniority Date</th> <th>Labor Seniority Date</th> </tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td>02/21/2019</td></tr> <tr><td>AD PAY SCALE DATE</td><td>02/21/2019</td></tr> <tr><td>DEP DATE</td><td></td></tr> <tr><td>CMA DATE</td><td>02/21/2019</td></tr> <tr><td>CURRENT AD DATE</td><td>02/21/2019</td></tr> <tr><td>DIEMS DATE</td><td>10/12/2010</td></tr> <tr><td>EXPECTED AD TERM DATE</td><td>02/20/2027</td></tr> <tr><td>EXPECTED LOSS DATE</td><td>02/20/2027</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>04/05/2013</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>10/11/2018</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>02/21/2019</td></tr> <tr><td>POINT START DATE</td><td>06/02/2015</td></tr> <tr><td>PAY BASE DATE</td><td>02/21/2019</td></tr> <tr><td>DATE OF RANK</td><td>02/21/2019</td></tr> <tr><td>ROTATION DATE</td><td>02/21/2019</td></tr> </tbody> </table>	Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE	02/21/2019	AD PAY SCALE DATE	02/21/2019	DEP DATE		CMA DATE	02/21/2019	CURRENT AD DATE	02/21/2019	DIEMS DATE	10/12/2010	EXPECTED AD TERM DATE	02/20/2027	EXPECTED LOSS DATE	02/20/2027	JOB FAMILY ENTRY DATE	04/05/2013	MIL OBLIGATION COMPL DATE	10/11/2018	PAY ALLOWANCE DATE	02/21/2019	POINT START DATE	06/02/2015	PAY BASE DATE	02/21/2019	DATE OF RANK	02/21/2019	ROTATION DATE	02/21/2019
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Entering the New Contract, Continued

Procedures,
continued

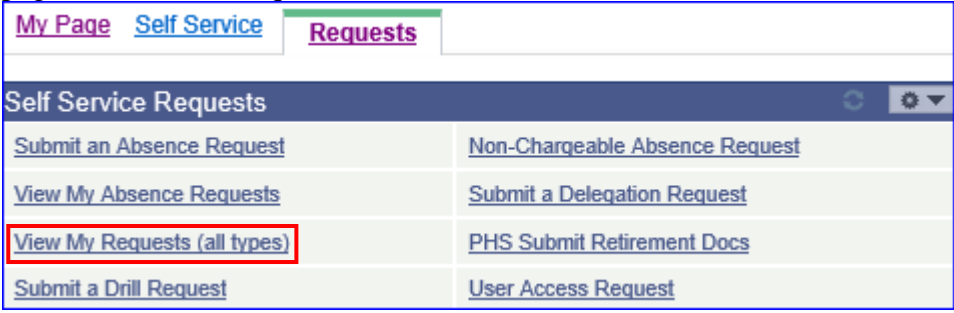
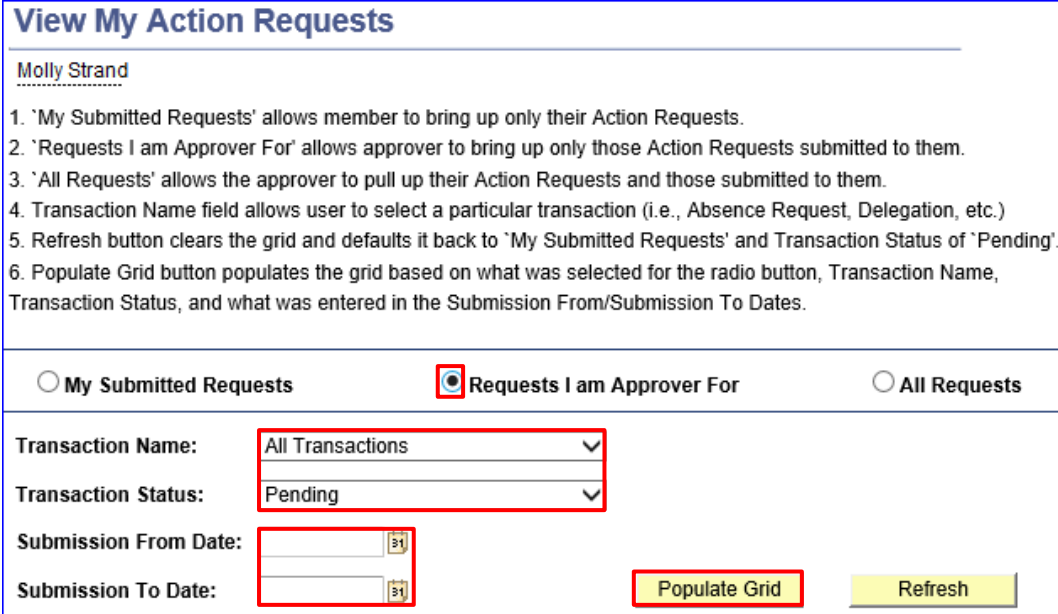
Step	Action
9.9	<p>Select the Contract Approval tab.</p> 
10	<p>Verify the Dept of Approving SPO is correct and click the Submit for Approval link to be routed to the approving SPO.</p> 

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.

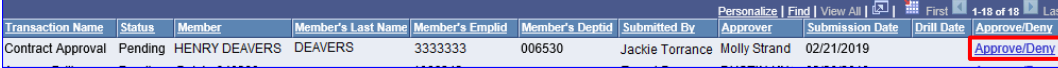
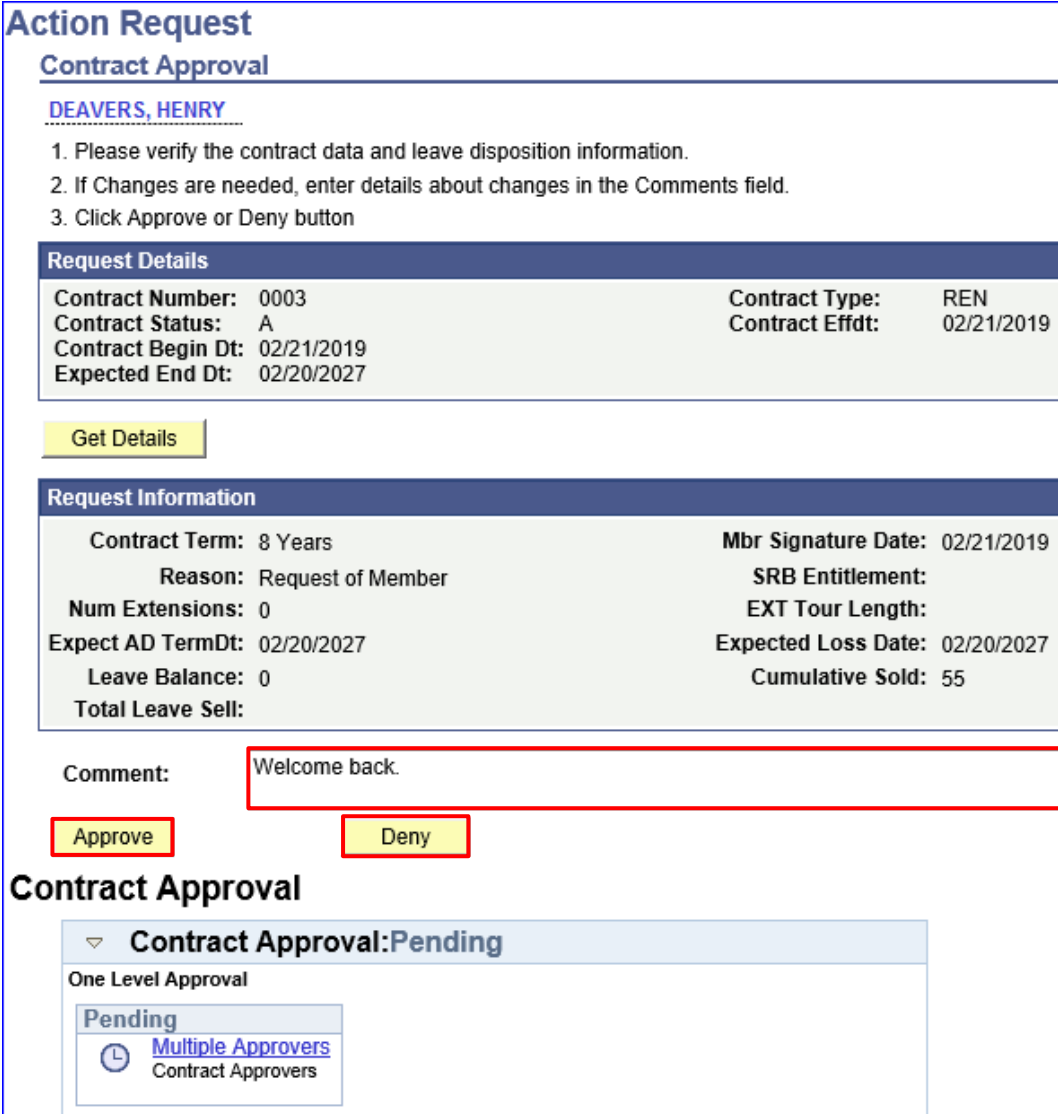
Procedures See below.

Step	Action
1	<p>Select the View My Requests (all types) link from the Self Service Requests pagelet under the Requests tab.</p> 
2	<p>Select the Requests I am Approver For radio button. You may narrow the search by filling in the Transaction Name, Status and Dates. Click Populate Grid.</p> 

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Approving the Contract, Continued

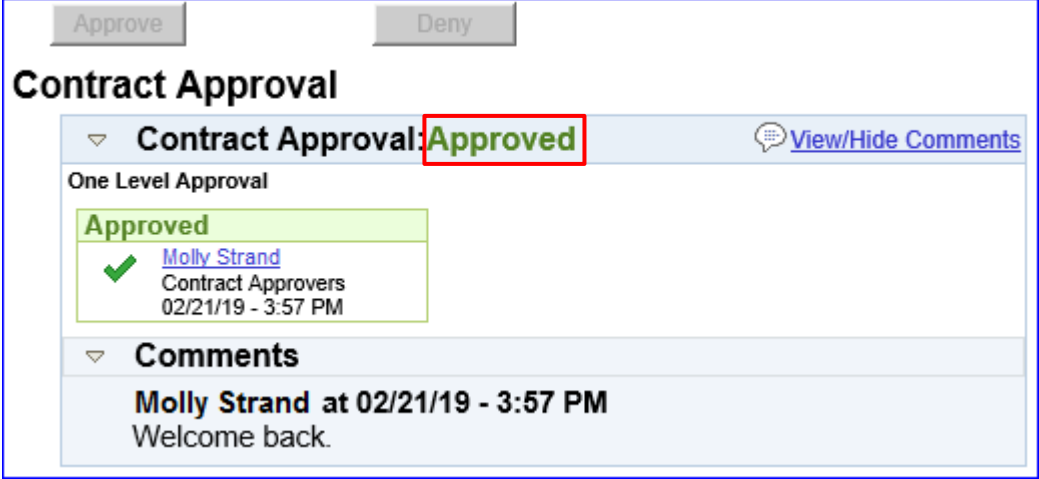
Procedures,
continued

Step	Action																																								
3	<p>Click the Approve/Deny link for the contract you are approving.</p> 																																								
4	<p>Enter Comments and click Approve or Deny (deny returns the contract to the HRS user).</p>  <p>Action Request</p> <p>Contract Approval</p> <p><u>DEAVERS, HENRY</u></p> <ol style="list-style-type: none"> Please verify the contract data and leave disposition information. If Changes are needed, enter details about changes in the Comments field. Click Approve or Deny button <p>Request Details</p> <table border="1"> <tr> <td>Contract Number:</td> <td>0003</td> <td>Contract Type:</td> <td>REN</td> </tr> <tr> <td>Contract Status:</td> <td>A</td> <td>Contract Effdt:</td> <td>02/21/2019</td> </tr> <tr> <td>Contract Begin Dt:</td> <td>02/21/2019</td> <td></td> <td></td> </tr> <tr> <td>Expected End Dt:</td> <td>02/20/2027</td> <td></td> <td></td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <table border="1"> <tr> <td>Contract Term:</td> <td>8 Years</td> <td>Mbr Signature Date:</td> <td>02/21/2019</td> </tr> <tr> <td>Reason:</td> <td>Request of Member</td> <td>SRB Entitlement:</td> <td></td> </tr> <tr> <td>Num Extensions:</td> <td>0</td> <td>EXT Tour Length:</td> <td></td> </tr> <tr> <td>Expect AD TermDt:</td> <td>02/20/2027</td> <td>Expected Loss Date:</td> <td>02/20/2027</td> </tr> <tr> <td>Leave Balance:</td> <td>0</td> <td>Cumulative Sold:</td> <td>55</td> </tr> <tr> <td>Total Leave Sell:</td> <td></td> <td></td> <td></td> </tr> </table> <p>Comment: <input type="text" value="Welcome back."/></p> <p>Approve Deny</p> <p>Contract Approval</p> <p>Contract Approval: Pending</p> <p>One Level Approval</p> <p>Pending</p> <p>Multiple Approvers Contract Approvers</p>	Contract Number:	0003	Contract Type:	REN	Contract Status:	A	Contract Effdt:	02/21/2019	Contract Begin Dt:	02/21/2019			Expected End Dt:	02/20/2027			Contract Term:	8 Years	Mbr Signature Date:	02/21/2019	Reason:	Request of Member	SRB Entitlement:		Num Extensions:	0	EXT Tour Length:		Expect AD TermDt:	02/20/2027	Expected Loss Date:	02/20/2027	Leave Balance:	0	Cumulative Sold:	55	Total Leave Sell:			
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Approving the Contract, Continued

Procedures,
continued

Step	Action
5	<p>The contract is Approved and the member is fully accessed into the Coast Guard with pay.</p>  <p>The screenshot shows a web interface for contract approval. At the top, there are two buttons: 'Approve' and 'Deny'. Below them is the title 'Contract Approval'. A status bar shows 'Contract Approval: Approved' with a 'View/Hide Comments' link. Underneath, it says 'One Level Approval' and shows a green box with 'Approved' and a checkmark. The approver is identified as 'Molly Strand' with the role 'Contract Approvers' and the timestamp '02/21/19 - 3:57 PM'. A 'Comments' section is expanded, showing a comment from 'Molly Strand at 02/21/19 - 3:57 PM' that says 'Welcome back.' The word 'Approved' in the status bar is highlighted with a red box in the original image.</p>
