

Rehire-DCO

Overview

Introduction

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

Before You Begin ANY Hire or Rehire

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

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

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

The screenshot shows a vertical menu with the following options: 'Add Employment Instance', 'Dependent Information', 'Email Address', 'Find an Employee', 'Job Data' (highlighted with a red box), 'Personal Information', and 'Search by SSN'.

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

The screenshot shows the 'Search by National ID' form. The 'National ID' field contains '123456789'. The 'Search in' dropdown is set to 'Employees / Contingents / POI'. Below the search bar, a table shows the search results:

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

The 'Empl ID' 1122333 is highlighted with a red box.

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

Bad Example:

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

Good Example:

Search Results

View All

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
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

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Overview, Continued

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 rehire and make the appropriate data entries to avoid any tax issues.**

Important Information

- **NEW ALCOAST 034/23** - The selection panels determine the appointment rank/grade - ensign (O-1), lieutenant junior grade (O-2), lieutenant (O-3), lieutenant commander (O-4), or commander (O-5) - of those applicants selected. In doing so, the panels will apply eligibility requirements as of the selection panel convening date, consider any appointment-grade minimum criteria, and evaluate each applicant's overall qualifications. **This includes the "Prior-Trained Military Officer (PTMO)".**
- It is good practice to IMMEDIATELY enter the contract into DA once the hire/rehire portion is complete and Job Data has been verified. The contract should not be approved without first viewing a signed copy of the DD-4 or Oath.
- **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 and any previous entitlements
 - Tax withholdings
 - Direct deposit information
 - Enrollment/Election completed for benefit programs (e.g., SGLI, MGIB, Family Dental, etc.)

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Overview, Continued

Position Numbers

Important information about position numbers:

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

NOTE: Job Code number does not match the **Grade Step** – An error message is received when the SPO is trying to approve the hire/rehire and must be fixed.

NOTE: Once the Rehire is complete, remember you must PCS the member to the new duty station and restart any entitlements. These are independent of the Rehire process.

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Process Overview

Introduction This section provides information needed to process a DCO rehire correctly.

Procedures See below.

Type of DCO Rehire	Years of Service Required	Who Enters/ Approves	What is processed in Direct Access	Required Documentation
Prior service AD CG members	3 Years	Current P&A entry Current SPO approval	Rehire Accession Entry of Contract Data using Oath of Office and Commission Letter – Length of time = years of service required Audit and Approval of Accession and Contract	Oath of Office Acceptance Letter OPM Temporary Commission Letter
New hires or prior service from another military branch	Case by Case	PSC, CGRC Officer Accessions branch or OPM	*More to come	*More to come
Prior service Reserve CG members	Case by Case	P&A SPO	Rehire Accession Contract Data Audit and Approval of Accession and Contract	Oath of Office Acceptance Letter

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](#)


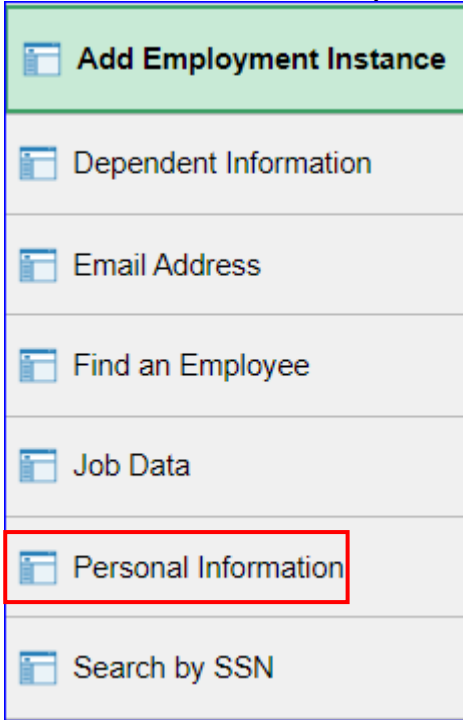
Requirements See below for 7 reasons.

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 being assessed as an officer) and has prior service in another branch of service .
3	The member is enlisting (or being assessed as an officer) and has prior Coast Guard or Coast Guard Reserve service with a break in service .
4	The member is a Coast Guard reservist with greater than 15 years of total combined active service who is considering extended active duty (Retirement Sanctuary Rule).
5	The member is a Coast Guard reservist who is integrating into the regular Active Duty Coast Guard.
6	A member graduates from the Academy with an appointment as a commissioned officer and the member attended the Scholar Program (served on active duty or reserve) prior to being hired as a Cadet.
7	A member dis-enrolls from the Academy and returns to enlisted status.

Accessing the Member

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


Procedures See below.

Step	Action
1	<p>Click on the HR Data Shortcuts tile.</p>  <p>The image shows a square tile with a light gray background. At the top, the text 'HR Data Shortcuts' is written in blue. Below the text is a graphic of a document with a blue gear icon overlaid on it. The entire tile is enclosed in a blue border.</p>
2	<p>The Personal Information option will open as the default.</p>  <p>The image shows a vertical list of menu items, each with a small blue icon to its left. The items are: 'Add Employment Instance' (highlighted with a green background), 'Dependent Information', 'Email Address', 'Find an Employee', 'Job Data', 'Personal Information' (highlighted with a red border), and 'Search by SSN'. The entire list is enclosed in a blue border.</p>

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Accessing the Member, Continued

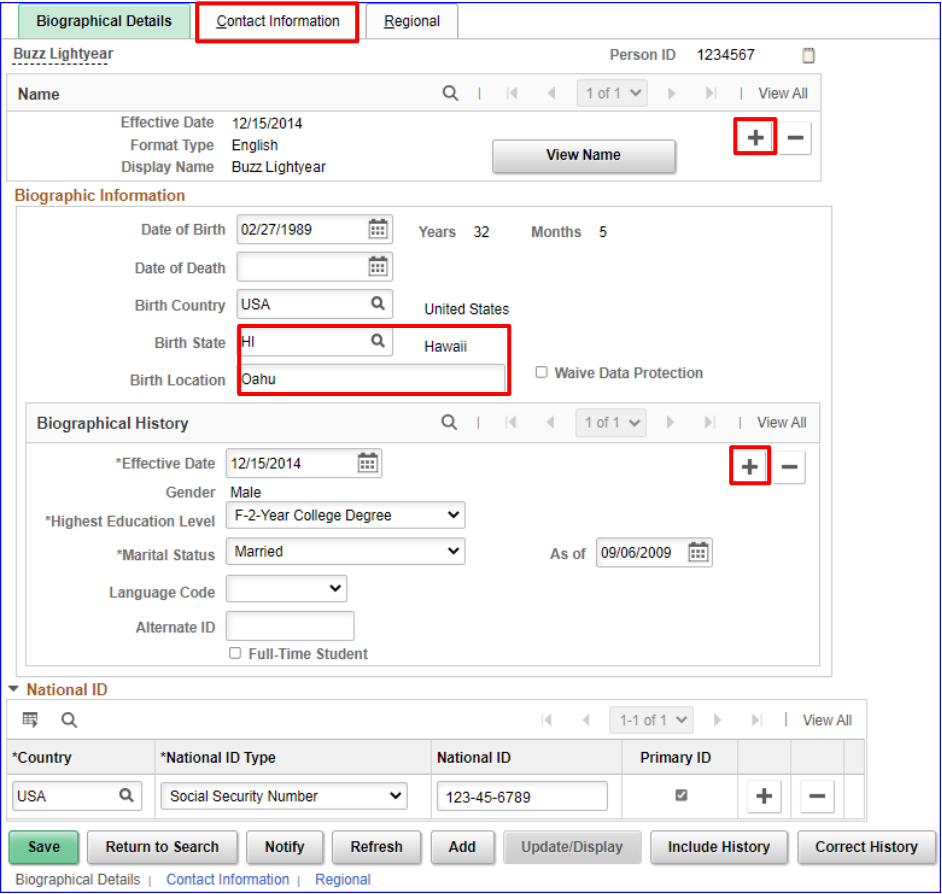
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID, check the Correct History box and click Search.</p> <div> <p>Personal Information</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></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 type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input checked="" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria </p> </div>

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Accessing the Member, Continued

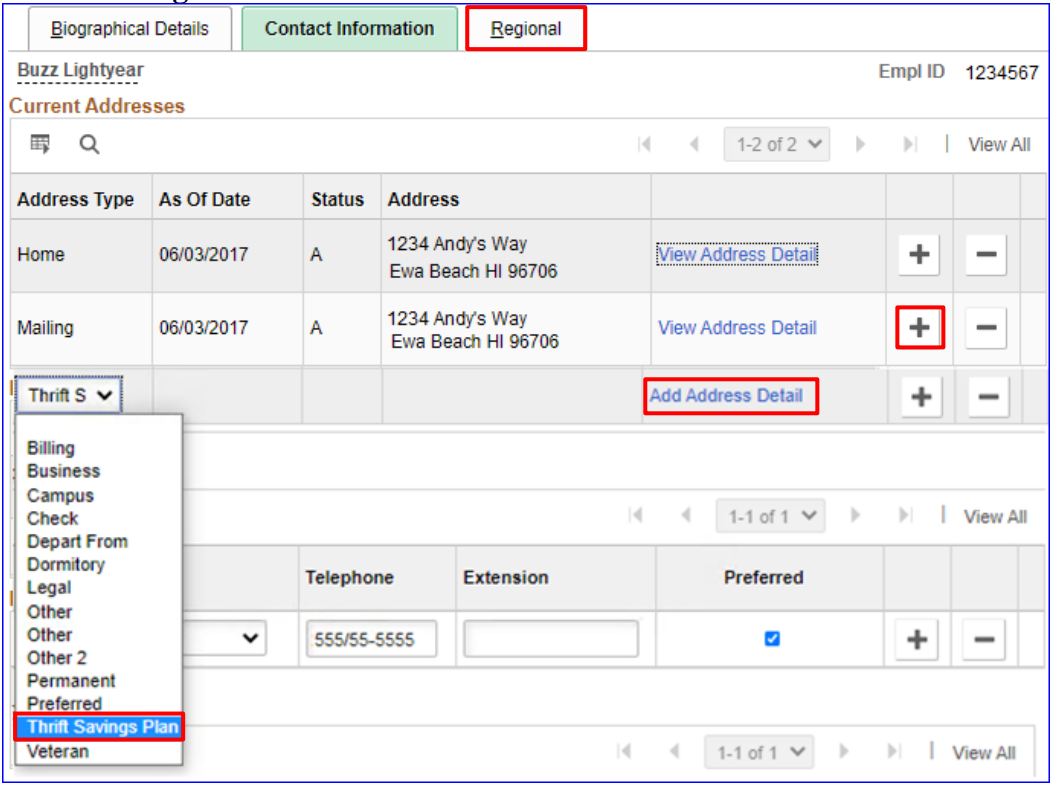
Procedures,
continued

Step	Action
4	<p>Information fields will default to previously entered data. Click Edit Name if necessary (marriage/divorce/name change). Click the Plus buttons in the Name AND the Biographical History sections and update any incorrect, changed or missing fields.</p> <p>IMPORTANT: If the Birth State and Birth Location do not auto-populate, be sure to enter that information (the Approving Official (AO) will get an error stalling the approval process). See Message below.</p> <p>Select the Contact Information tab.</p>  <p>The screenshot shows the member profile form for 'Buzz Lightyear' (Person ID 1234567). The 'Contact Information' tab is selected. The 'Name' section shows 'Effective Date' 12/15/2014, 'Format Type' English, and 'Display Name' Buzz Lightyear. The 'Biographic Information' section shows 'Date of Birth' 02/27/1989, 'Birth Country' USA, 'Birth State' HI, and 'Birth Location' Oahu. The 'Biographical History' section shows 'Effective Date' 12/15/2014, 'Gender' Male, 'Highest Education Level' F-2-Year College Degree, 'Marital Status' Married, and 'Language Code'. The 'National ID' section shows 'Country' USA, 'National ID Type' Social Security Number, and 'National ID' 123-45-6789. Red boxes highlight the 'Contact Information' tab, the 'Birth State' field (set to 'HI'), the 'Birth Location' field (set to 'Oahu'), and the 'Plus' buttons in the Name and Biographical History sections.</p> <p>Message</p> <p>The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval.</p> <p>Birth State is Required</p> <p>OK</p>

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Accessing the Member, Continued

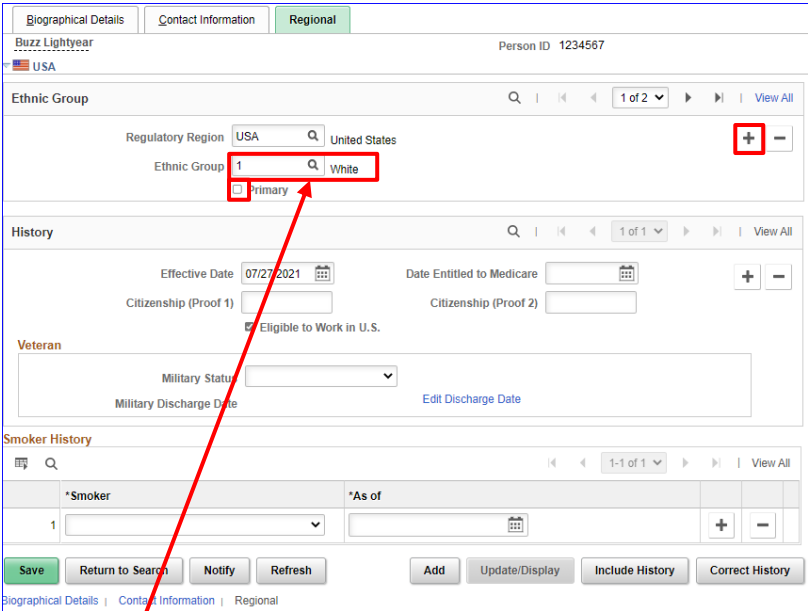
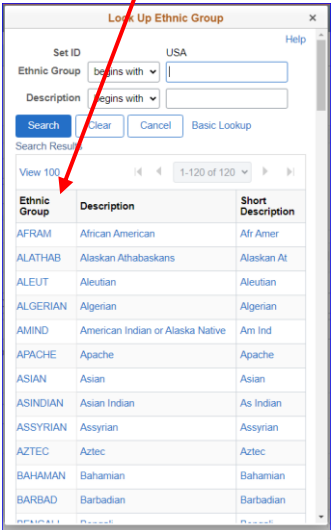
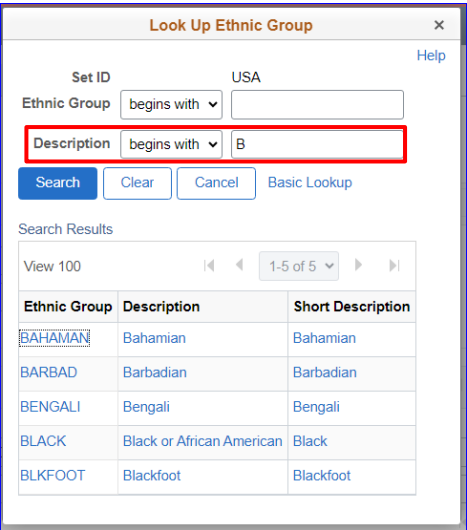
Procedures, continued

Step	Action
5	<p>All sections should default with appropriate information. If not, edit as necessary.</p> <p>NOTE: Required Address Types must include the Thrift Savings Plan (TSP) address.</p> <p>Click the Plus icon, select Thrift Savings Plan from the Address Type drop-down and click the Add Address Detail link to add the address, if necessary.</p> <p>Select the Regional tab.</p>  <p>The screenshot displays the member profile interface for 'Buzz Lightyear' (Empl ID 1234567). The 'Regional' tab is active. Under 'Current Addresses', there are two existing entries: 'Home' and 'Mailing', both dated 06/03/2017 and located at '1234 Andy's Way, Ewa Beach HI 96706'. A third row is partially visible for 'Thrift S', with a red box highlighting the 'Add Address Detail' link. A dropdown menu for 'Address Type' is open, showing various options, with 'Thrift Savings Plan' highlighted in blue and red.</p>

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Accessing the Member, Continued

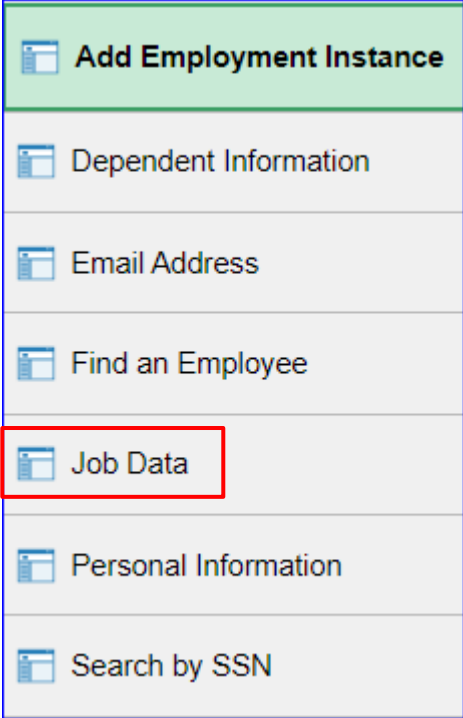
Procedures,
continued

Step	Action
6	<p>Verify the Ethnic Group or use the lookup icon and select the appropriate category. Narrow the search by using the Description field. See below.</p> <p>NOTE: If the member identifies with another ethnic group, check the Primary box for the current group, click the Plus button and select the other option. Click Save.</p>   

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Accessing the Member, Continued

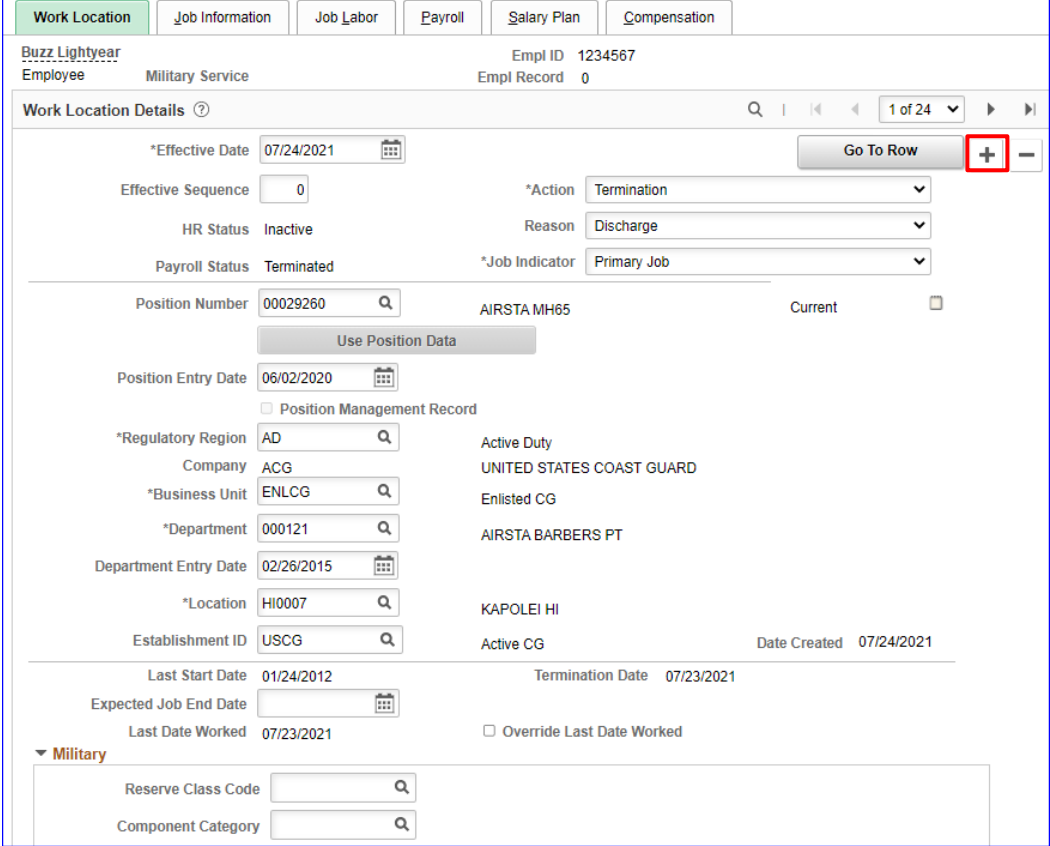
Procedures,
continued

Step	Action
7	<p>Without leaving the screen, select the Job Data option.</p>  <p>The screenshot shows a vertical list of options, each preceded by a small icon of a document with a checkmark. The options are: 'Add Employment Instance' (highlighted in green), 'Dependent Information', 'Email Address', 'Find an Employee', 'Job Data' (highlighted with a red rectangle), 'Personal Information', and 'Search by SSN'. The entire list is enclosed in a blue border.</p>

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Accessing the Member, Continued

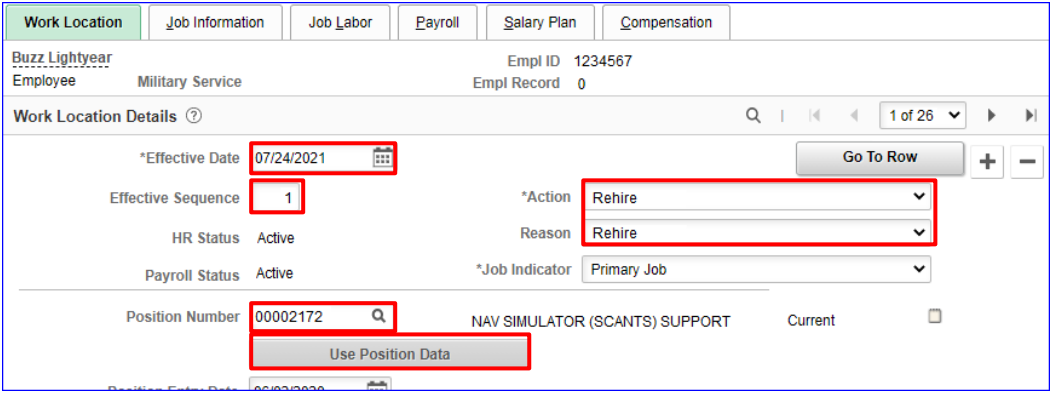
Procedures,
continued

Step	Action
8	<p>The Work Location tab will automatically display for your member. After verifying that the Termination/Discharge Job Row was completed, click the Plus button to add a new row (this example is a member with no break in service).</p>  <p>The screenshot displays the 'Work Location' tab for a member. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below these, the member's name 'Buzz Lightyear' and 'Employee' are shown, along with 'Military Service'. The 'Empl ID' is 1234567 and 'Empl Record' is 0. The 'Work Location Details' section includes a search bar and a 'Go To Row' button with a red box around the '+' icon. Below this, there are several rows of data: <ul style="list-style-type: none"> *Effective Date: 07/24/2021 Effective Sequence: 0 HR Status: Inactive Payroll Status: Terminated *Action: Termination Reason: Discharge *Job Indicator: Primary Job Position Number: 00029260 AIRSTA MH65 Current: <input type="checkbox"/> Use Position Data: <input type="button" value="Use Position Data"/> Position Entry Date: 06/02/2020 Position Management Record: <input type="checkbox"/> *Regulatory Region: AD Company: ACG *Business Unit: ENLCG *Department: 000121 Department Entry Date: 02/26/2015 *Location: HI0007 KAPOLEI HI Establishment ID: USCG Active CG Date Created: 07/24/2021 Last Start Date: 01/24/2012 Termination Date: 07/23/2021 Expected Job End Date: <input type="text"/> Last Date Worked: 07/23/2021 Override Last Date Worked: <input type="checkbox"/> Military: <input type="checkbox"/> Reserve Class Code: <input type="text"/> Component Category: <input type="text"/> </p>

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Accessing the Member, Continued

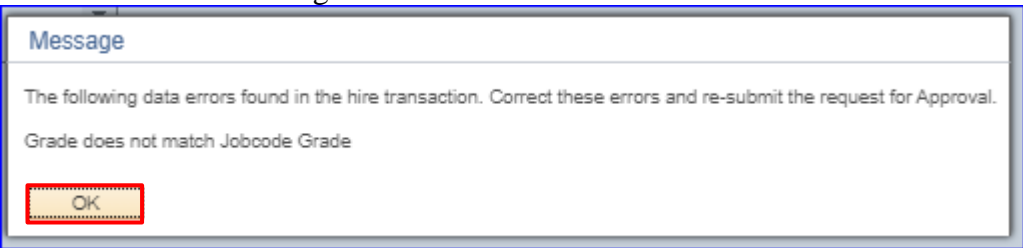
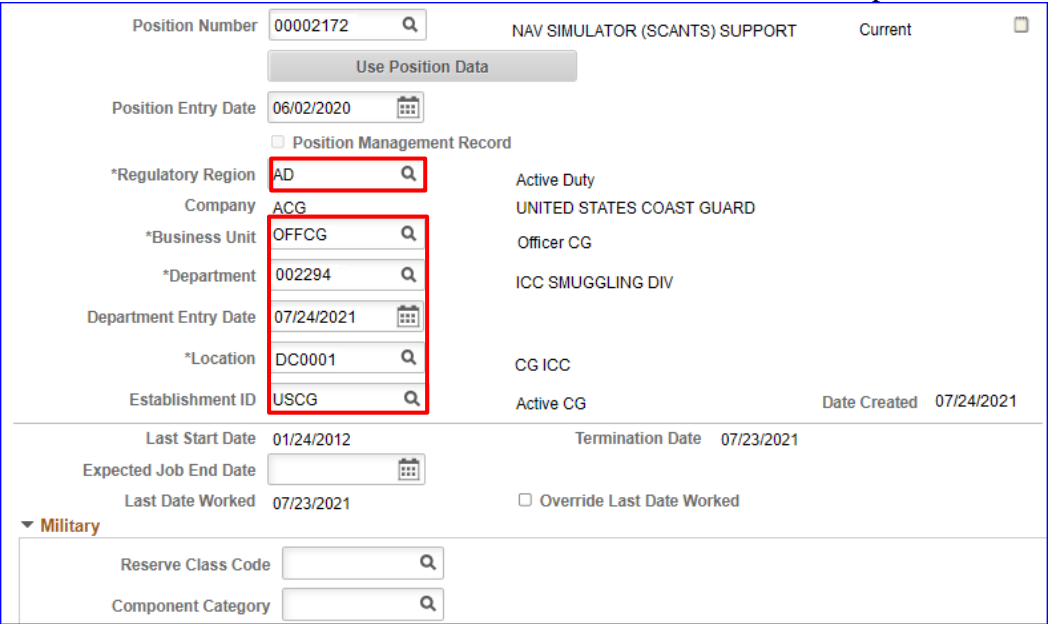
Procedures,
continued

Step	Action
9	<p>Enter the following:</p> <ul style="list-style-type: none"> • Effective Date – It will default to the current date. Enter the date of the rehire. • Effective Sequence – If the rehire was immediately preceded by a discharge from the Coast Guard (Active or Reserve component) change the Effective Sequence field to the next number (E.g., change “0” to “1”, this will be our example) because the discharge has already created a new row in Job Data with the same effective date. Otherwise, leave at default of “0”. • Action – Select Rehire from the drop-down. • Reason – Select Rehire from the drop-down. • Position Number – Enter the appropriate number or use the lookup icon to find the appropriate number (See NOTE). <p>NOTE: Do not assess a member to a position number at their destination. You must navigate to Positions at a Department and choose an Active Duty Officer position closest to the member’s Officer position description appearing either at your own unit or a unit close to the member’s departure point.</p> <p>The current path is: Recruiting > Assignments > Reports > Positions at a Department.</p> <p>Click Override Position Data.</p> 

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Accessing the Member, Continued

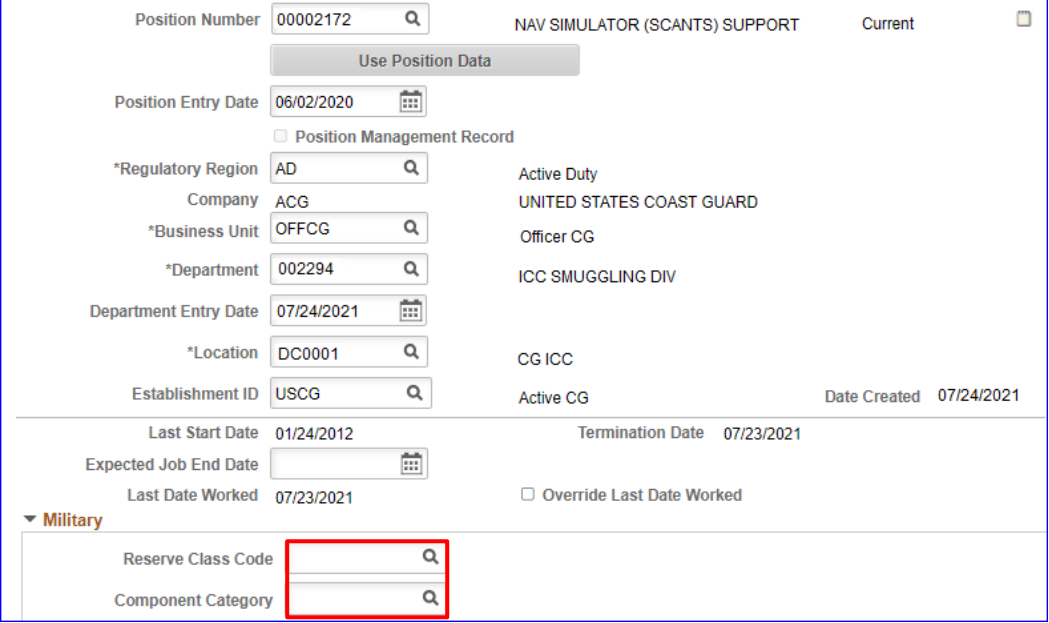
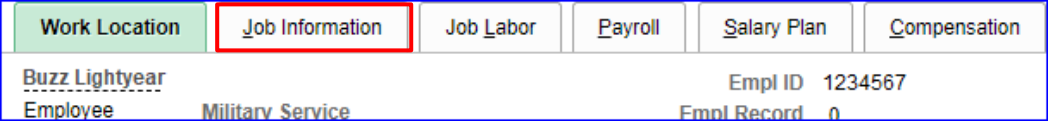
Procedures,
continued

Step	Action
10	<p>Verify the information updated after entering the Position Number. If not, correct with the information below:</p> <ul style="list-style-type: none"> • Regulatory Region – Select AD (Reserve – IRR or SELRES). • Business Unit – Select OFFCG from the lookup icon. <p>NOTE: Select OFECG (Officer Prior Enlisted Service CG) for an officer who qualifies for a Special Rate of Basic Pay (O1E, O2E, or O3E). See Pay Manual Chapter 2.A.5. If selecting this option, warning message(s) may display, click OK to dismiss all messages.</p>  <ul style="list-style-type: none"> • Department – Select the appropriate number from the accession authority. • Department Entry Date – Verify the date of rehire. • Location – Select the appropriate number, if not defaulted from the Department entered. • Establishment ID – If not defaulted, select USCG from the lookup icon. 

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Accessing the Member, Continued

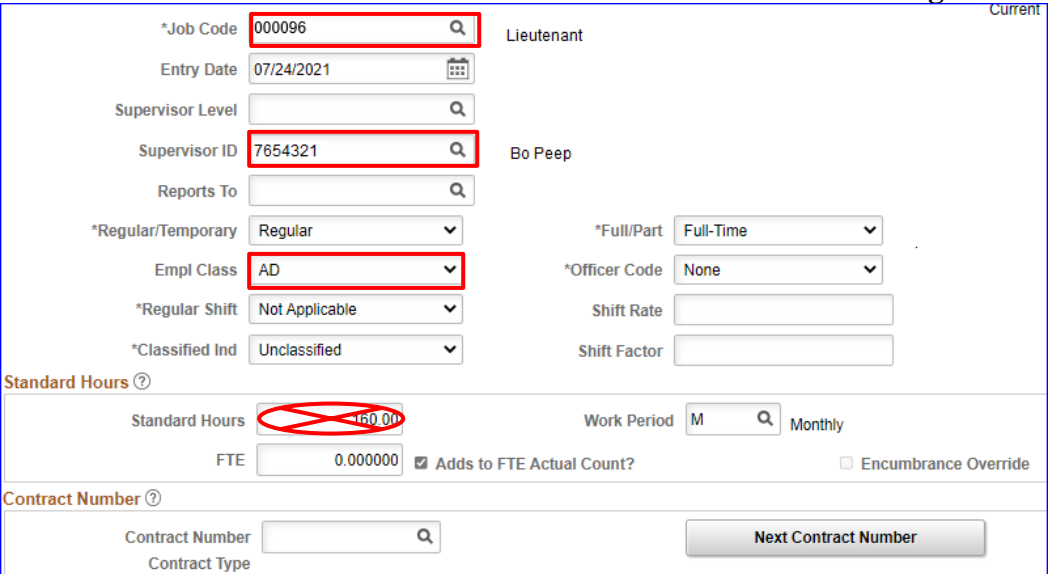
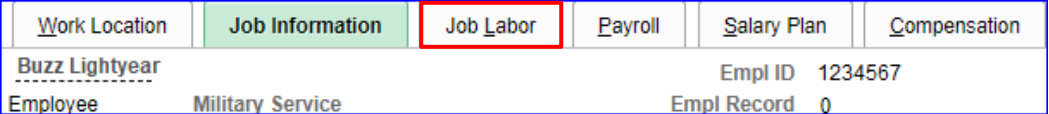
Procedures,
continued

Step	Action
11	<p>Reserve Commission ONLY:</p> <ul style="list-style-type: none"> • Reserve Class Code – Select one of the appropriate Codes from the lookup icon: <ul style="list-style-type: none"> – Inact Du Officer w/in 8 yr obl – for an Officer with no prior, or less than 8 years prior service – w/Svc Oblig not in another Clas – for a prior service officer • Component Category – Select the appropriate category from the lookup icon.  <p>The screenshot shows a form for 'NAV SIMULATOR (SCANTS) SUPPORT'. Fields include Position Number (00002172), Position Entry Date (06/02/2020), *Regulatory Region (AD), Company (ACG), *Business Unit (OFFCG), *Department (002294), Department Entry Date (07/24/2021), *Location (DC0001), Establishment ID (USCG), Last Start Date (01/24/2012), Termination Date (07/23/2021), Expected Job End Date, Last Date Worked (07/23/2021), and a 'Military' section with 'Reserve Class Code' and 'Component Category' fields highlighted in red.</p>
12	<p>Select the Job Information tab.</p>  <p>The screenshot shows a tabbed interface with 'Work Location', 'Job Information' (highlighted in red), 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the tabs, the text 'Buzz Lightyear' and 'Employee' are visible, followed by 'Military Service'.</p>

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Accessing the Member, Continued

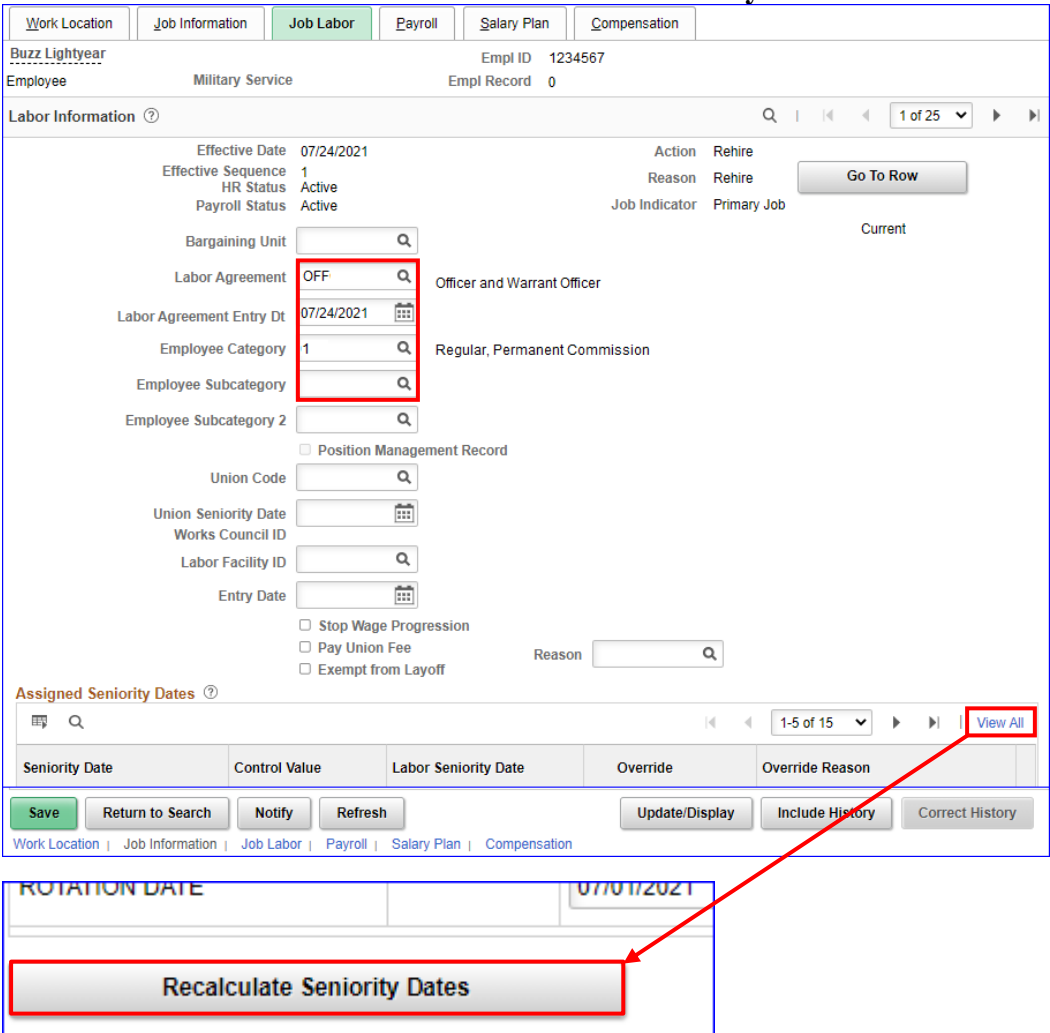
Procedures,
continued

Step	Action
13	<p>For these three fields, ONLY, enter or select from the lookup icons:</p> <ul style="list-style-type: none"> • Job Code – ENS, LTJG, or LT (this example) and verify with the Step for the correct Salary on the Salary Plan tab. • Supervisor ID – CGHRSUP Empl ID that approves Rehires or use the lookup icon. • Empl Class – Select AD (Reserve – IRR or SELRES) from the drop-down. <p>NOTE: Standard Hours will default to either 160 or 240. Do not change.</p>  <p>Message</p> <p>The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval.</p> <p>Grade does not match Jobcode Grade</p> <p>OK</p>
14	<p>Select the Job Labor tab.</p> 

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Accessing the Member, Continued

Procedures,
continued

Step	Action
15	<p>Enter the following:</p> <ul style="list-style-type: none"> • Labor Agreement – Enter OFF. • Labor Agreement Entry Date – Verify it displays the date of the rehire. • Employee Category – Select from the lookup icon. • Employee Subcategory – Select from the lookup icon (Reserves Only). <p>Scroll down and click View All and Recalculate Seniority Dates.</p>  <p>The screenshot shows the 'Job Labor' tab in the HR system. The 'Labor Agreement' is set to 'OFF', 'Labor Agreement Entry Date' is '07/24/2021', 'Employee Category' is '1', and 'Employee Subcategory' is '1'. A red box highlights these fields. Below, the 'Assigned Seniority Dates' table has a 'View All' link highlighted in red. A red arrow points from the 'View All' link to the 'Recalculate Seniority Dates' button at the bottom of the page.</p>

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Accessing the Member, Continued

Procedures,
continued

Step	Action																																													
16	<p>Enter the following:</p> <ul style="list-style-type: none">• Active Duty Base Date – Date of rehire (see E-Mail ALSPO B/15) OR leave as is without a break in service.• AD Pay Scale Date – Date of the rehire.• DEP Date – Delayed Entry Program date only populates if they spent time in delayed entry. Otherwise, it will be blank.• CMA Date – See Chapter 3 of the COAST GUARD PAY MANUAL, COMDTINST M7220.29D for the correct date per situation.• Current AD Date – Date of rehire OR leave as is without a break in service.• DIEMS Date – Date Initial Entry Military Service (any component), should match the DEP Date if they did the DEP. If no DEP, then this should be the date the member executes/signs their initial Enlistment Contract/document or an Oath of Office.• Expected AD Term Date – Term of the AD contract minus 1 day (for Reserves – leave blank) See NOTE.• Expected Loss Date – 30 years from rehire or day before 60th birth (If prior Officer Service (non-Warrant Officer), loss date will be less any prior commission time served in any branch or component.) See NOTE. <p>NOTE: If rehiring with a break in service OR a reservist going on AD, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS (or see E-Mail ALSPO B/15).</p> <div><p>Assigned Seniority Dates ⓘ</p><div><div><div></div><div></div></div><div>1-15 of 15 ▾</div><div>View 5</div></div><table><tr><th>Seniority Date</th><th>Control Value</th><th>Labor Seniority Date</th><th>Override</th><th>Override Reason</th></tr><tr><td>ACTIVE DUTY BASE DATE</td><td></td><td>01/24/2012 </td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr><tr><td>AD PAY SCALE DATE</td><td></td><td>07/23/2021 </td><td><input type="checkbox"/></td><td><input type="text"/></td></tr><tr><td>DEP DATE</td><td></td><td><input type="text"/> </td><td><input type="checkbox"/></td><td><input type="text"/></td></tr><tr><td>CMA DATE</td><td></td><td>01/24/2012 </td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr><tr><td>CURRENT AD DATE</td><td></td><td>01/24/2012 </td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr><tr><td>DIEMS DATE</td><td></td><td>12/01/2011 </td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr><tr><td>EXPECTED AD TERM DATE</td><td></td><td>07/23/2027 </td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr><tr><td>EXPECTED LOSS DATE</td><td></td><td>07/23/2027 </td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr></table></div>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		01/24/2012	<input checked="" type="checkbox"/>	<input type="text"/>	AD PAY SCALE DATE		07/23/2021	<input type="checkbox"/>	<input type="text"/>	DEP DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	CMA DATE		01/24/2012	<input checked="" type="checkbox"/>	<input type="text"/>	CURRENT AD DATE		01/24/2012	<input checked="" type="checkbox"/>	<input type="text"/>	DIEMS DATE		12/01/2011	<input checked="" type="checkbox"/>	<input type="text"/>	EXPECTED AD TERM DATE		07/23/2027	<input checked="" type="checkbox"/>	<input type="text"/>	EXPECTED LOSS DATE		07/23/2027	<input checked="" type="checkbox"/>	<input type="text"/>
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason																																										
ACTIVE DUTY BASE DATE		01/24/2012	<input checked="" type="checkbox"/>	<input type="text"/>																																										
AD PAY SCALE DATE		07/23/2021	<input type="checkbox"/>	<input type="text"/>																																										
DEP DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>																																										
CMA DATE		01/24/2012	<input checked="" type="checkbox"/>	<input type="text"/>																																										
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DIEMS DATE		12/01/2011	<input checked="" type="checkbox"/>	<input type="text"/>																																										
EXPECTED AD TERM DATE		07/23/2027	<input checked="" type="checkbox"/>	<input type="text"/>																																										
EXPECTED LOSS DATE		07/23/2027	<input checked="" type="checkbox"/>	<input type="text"/>																																										

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Accessing the Member, Continued

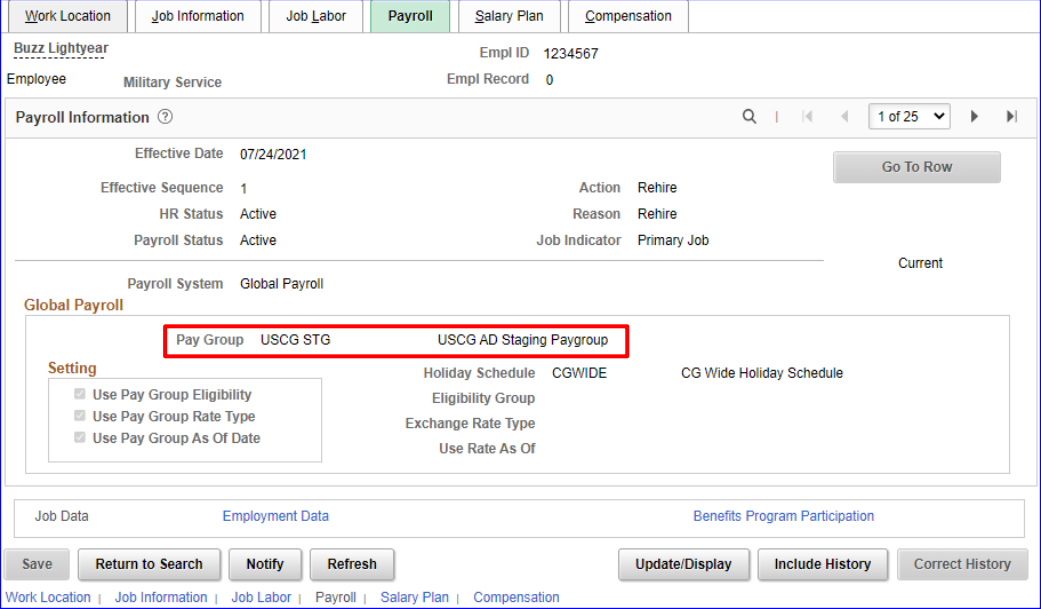
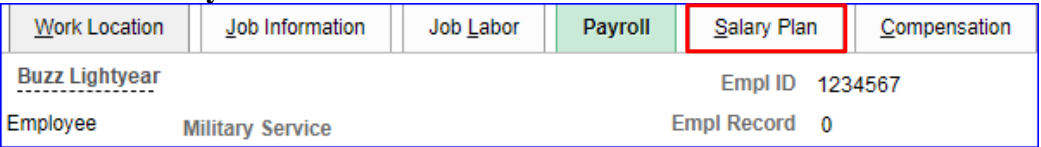
Procedures,
continued

Step	Action																																										
16 (cont)	<ul style="list-style-type: none">• Job Family Entry Date – Date of rehire• Mil Obligation Compl Date – 8 years from the original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP)• Pay Allowance Date – Date of the rehire OR leave as is without a break in service.• Pay Base Date – Date of rehire or if rehiring without a break in service use the existing PBD from previous job row. See NOTE.• Date of Rank (DOR) – Date of the rehire or if rehiring without a break in service use the existing DOR from the previous Job row.• Rotation Date – Date of the rehire <p>NOTE: If rehiring with a break in service OR a reservist going on AD, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS (or see E-Mail ALSPO B/15).</p> <table><tr><td>JOB FAMILY ENTRY DATE</td><td></td><td>03/16/2012</td><td></td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr><tr><td>MIL OBLIGATION COMPL DATE</td><td></td><td>11/30/2019</td><td></td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr><tr><td>PAY ALLOWANCE DATE</td><td></td><td>01/24/2012</td><td></td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr><tr><td>POINT START DATE</td><td></td><td>08/02/2016</td><td></td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr><tr><td>PAY BASE DATE</td><td></td><td></td><td></td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr><tr><td>DATE OF RANK</td><td>452595</td><td>07/01/2017</td><td></td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr><tr><td>ROTATION DATE</td><td></td><td>07/24/2021</td><td></td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr></table> <p>Recalculate Seniority Dates</p>	JOB FAMILY ENTRY DATE		03/16/2012		<input checked="" type="checkbox"/>	<input type="text"/>	MIL OBLIGATION COMPL DATE		11/30/2019		<input checked="" type="checkbox"/>	<input type="text"/>	PAY ALLOWANCE DATE		01/24/2012		<input checked="" type="checkbox"/>	<input type="text"/>	POINT START DATE		08/02/2016		<input checked="" type="checkbox"/>	<input type="text"/>	PAY BASE DATE				<input checked="" type="checkbox"/>	<input type="text"/>	DATE OF RANK	452595	07/01/2017		<input checked="" type="checkbox"/>	<input type="text"/>	ROTATION DATE		07/24/2021		<input checked="" type="checkbox"/>	<input type="text"/>
JOB FAMILY ENTRY DATE		03/16/2012		<input checked="" type="checkbox"/>	<input type="text"/>																																						
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DATE OF RANK	452595	07/01/2017		<input checked="" type="checkbox"/>	<input type="text"/>																																						
ROTATION DATE		07/24/2021		<input checked="" type="checkbox"/>	<input type="text"/>																																						
17	<p>Select the Payroll Tab.</p> <table><tr><td><u>W</u>ork Location</td><td><u>J</u>ob Information</td><td>Job Labor</td><td>Payroll</td><td><u>S</u>alary Plan</td><td><u>C</u>ompensation</td></tr><tr><td colspan="3">Buzz Lightyear</td><td colspan="3">Empl ID 1234567</td></tr><tr><td colspan="3">Employee Military Service</td><td colspan="3">Empl Record 0</td></tr></table>	<u>W</u> ork Location	<u>J</u> ob Information	Job Labor	Payroll	<u>S</u> alary Plan	<u>C</u> ompensation	Buzz Lightyear			Empl ID 1234567			Employee Military Service			Empl Record 0																										
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Buzz Lightyear			Empl ID 1234567																																								
Employee Military Service			Empl Record 0																																								

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Accessing the Member, Continued

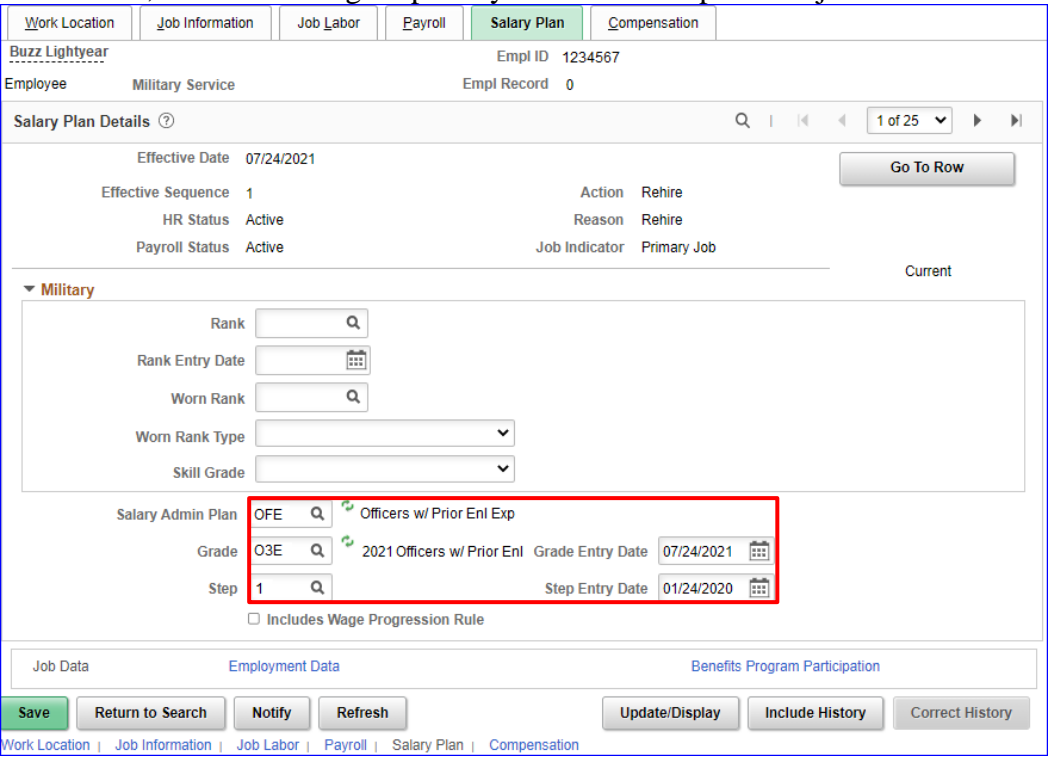
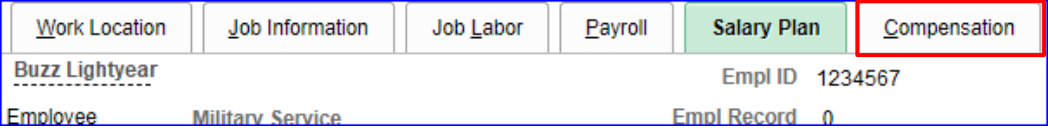
Procedures,
continued

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

Continued on next page

Accessing the Member, Continued

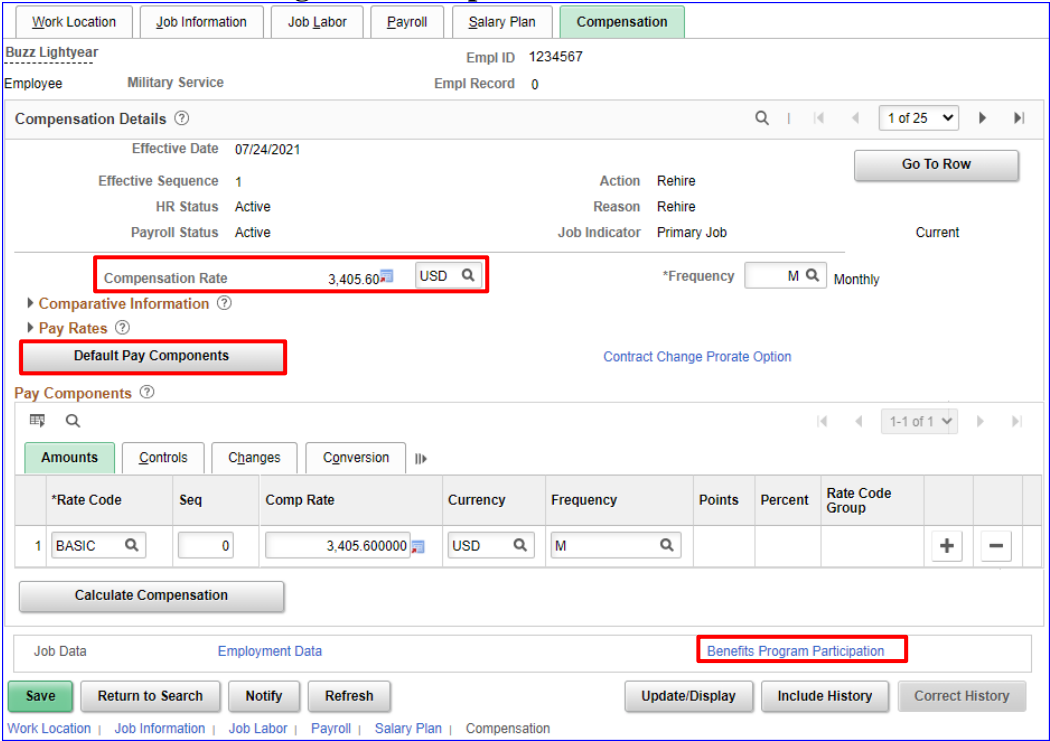
Procedures,
continued

Step	Action
20	<ul style="list-style-type: none"> • Salary Admin Plan – Should default to OFF (OFE for an officer with more than four years prior enlisted service). Correct, if necessary. • Grade – Defaults to Pay Grade based on Job Code entered on the Job Information Tab. If member is being accessed at a different grade, click the lookup icon and select the appropriate grade. • Grade Entry Date – Should default to the date of rehire. • Step – Leave at default without a break in service or enter 1 and hit Tab. NOTE: This step is necessary for the information on the Compensation tab to populate. • Step Entry Date – Will default to the date of rehire. If rehiring without a break in service, use the existing Step Entry Date from the previous job row. 
21	<p>Select the Compensation Tab.</p> 

Continued on next page

Accessing the Member, Continued

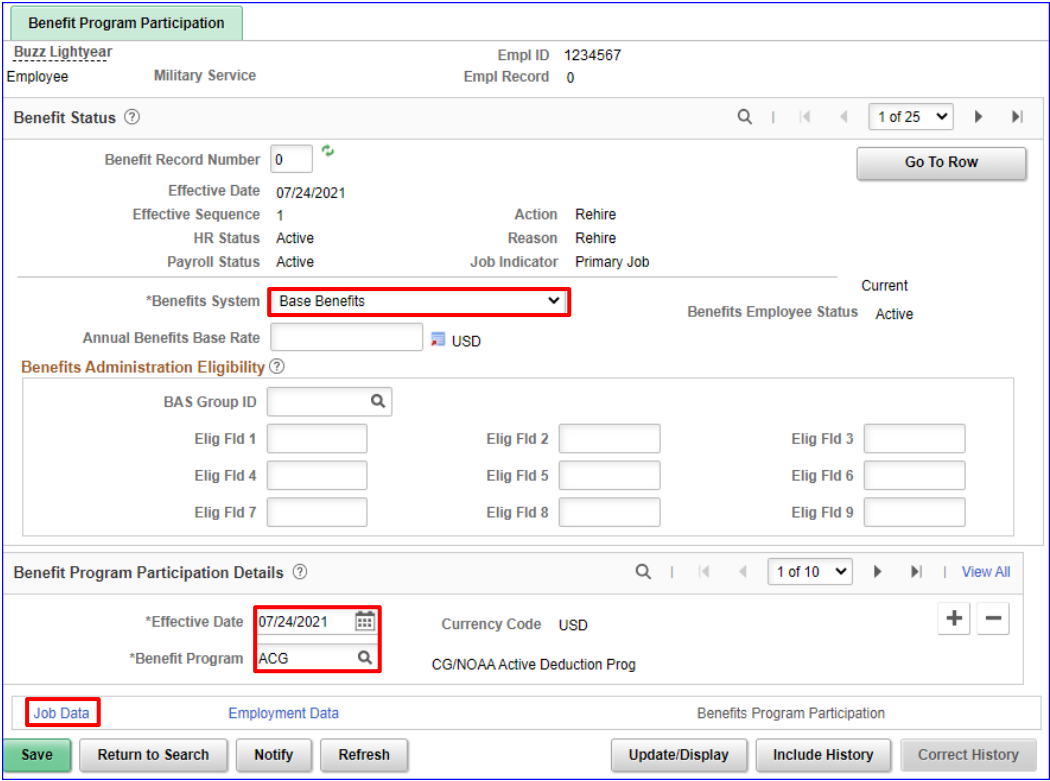
Procedures,
continued

Step	Action
22	<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>  <p>The screenshot displays the 'Compensation Details' page for employee Buzz Lightyear (Empl ID 1234567). The page includes tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The Compensation tab is active, showing details for Effective Date 07/24/2021, Effective Sequence 1, HR Status Active, and Payroll Status Active. The Compensation Rate is 3,405.60 USD. The 'Default Pay Components' button is highlighted with a red box. Below this, the 'Pay Components' section shows a table with columns for Rate Code, Seq, Comp Rate, Currency, Frequency, Points, Percent, and Rate Code Group. The table contains one row with Rate Code BASIC, Seq 0, and Comp Rate 3,405.600000 USD. The 'Benefits Program Participation' link is also highlighted with a red box.</p>

Continued on next page

Accessing the Member, Continued

Procedures,
continued

Step	Action
23	<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 – If not defaulted, click the lookup icon and select ACG. <p>Click the Job Data link.</p> 

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Accessing the Member, Continued

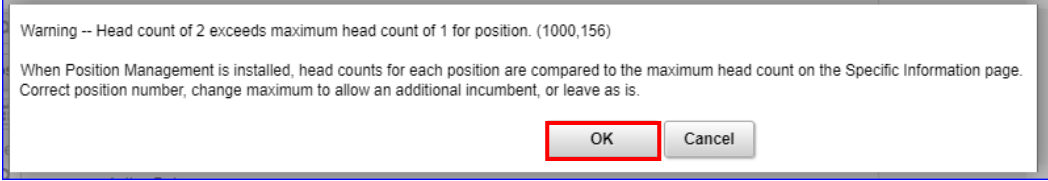
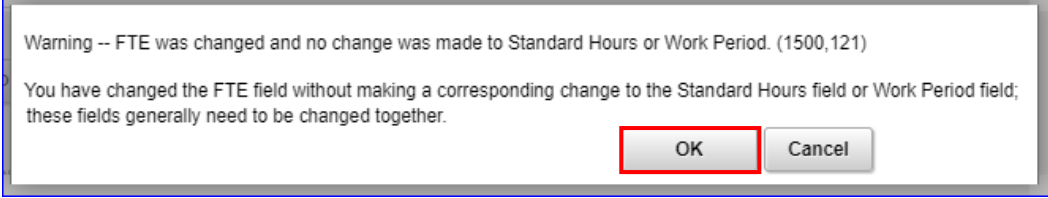
Procedures,
continued

Step	Action
24	<p>Click Save.</p> <p>The screenshot shows the 'Work Location Details' form for Buzz Lightyear. The form is divided into several sections: <ul style="list-style-type: none"> Employee Information: Buzz Lightyear, Empl ID 1234567, Military Service, Empl Record 0. Work Location Details: A table with columns for *Effective Date, Effective Sequence, HR Status, Payroll Status, *Action, Reason, *Job Indicator, Position Number, Position Entry Date, *Regulatory Region, Company, *Business Unit, *Department, Department Entry Date, *Location, Establishment ID, Last Start Date, Expected Job End Date, Last Date Worked, Termination Date, and Date Created. Buttons: Go To Row, Use Position Data, Save (highlighted in red), Return to Search, Notify, Refresh, Update/Display, Include History, Correct History. Navigation: Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation. </p>

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Accessing the Member, Continued

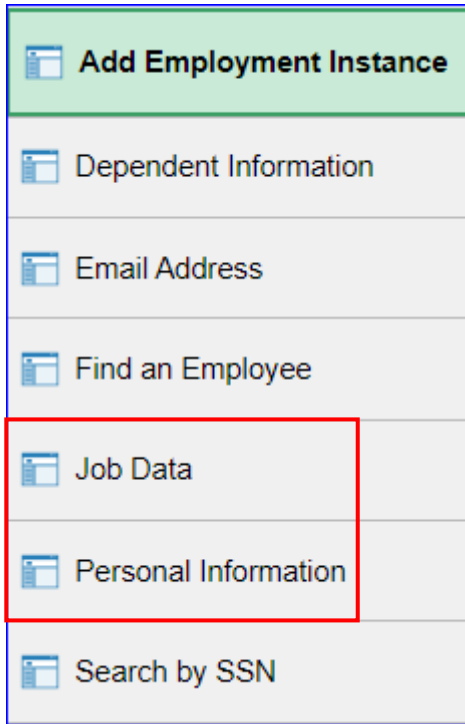
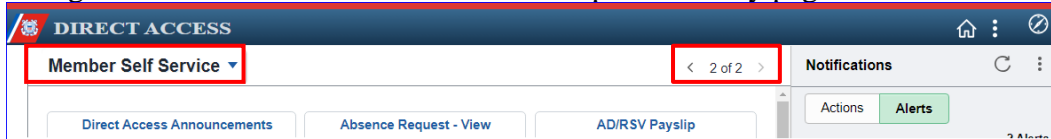
Procedures, continued

Step	Action
25	<p>Several Messages will display (randomly ordered). Click OK (wait for the “processing-circle-of-death” to finish).</p>  
26	<p>Now proceed to Entering the 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. SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession.

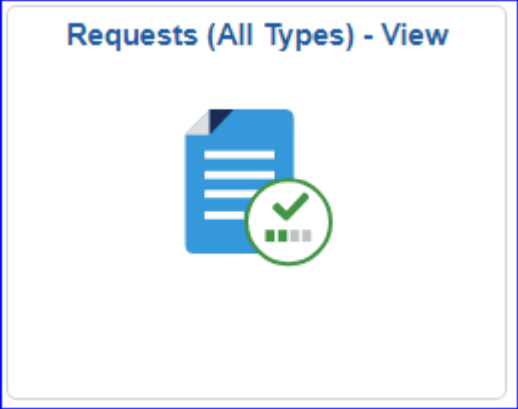
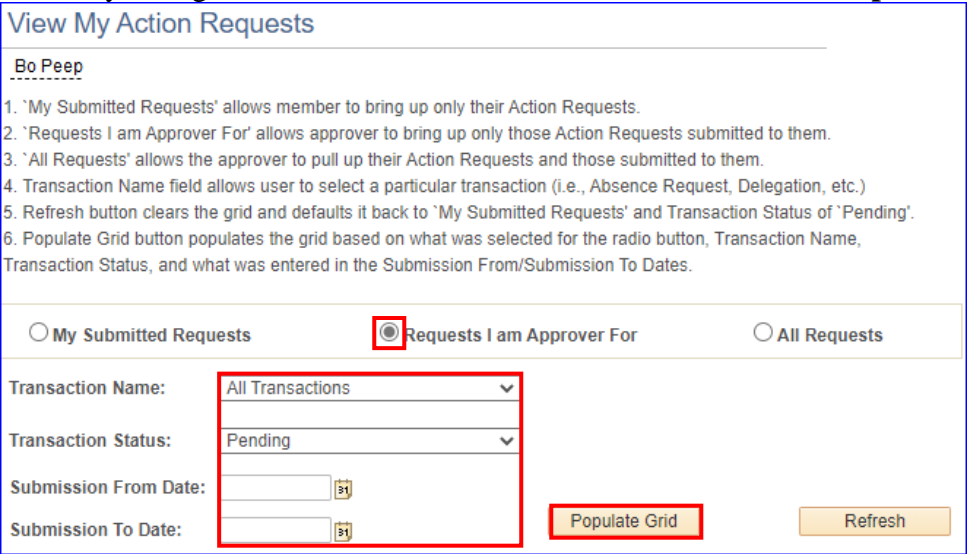
Procedures See below.

Step	Action
1	<p>Before approving the accession, review/audit the information by clicking on the Personal Information and the Job Data options.</p> 
2	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 

Continued on next page

Approving the Accession, Continued

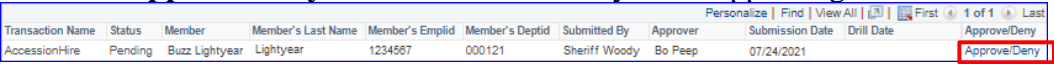
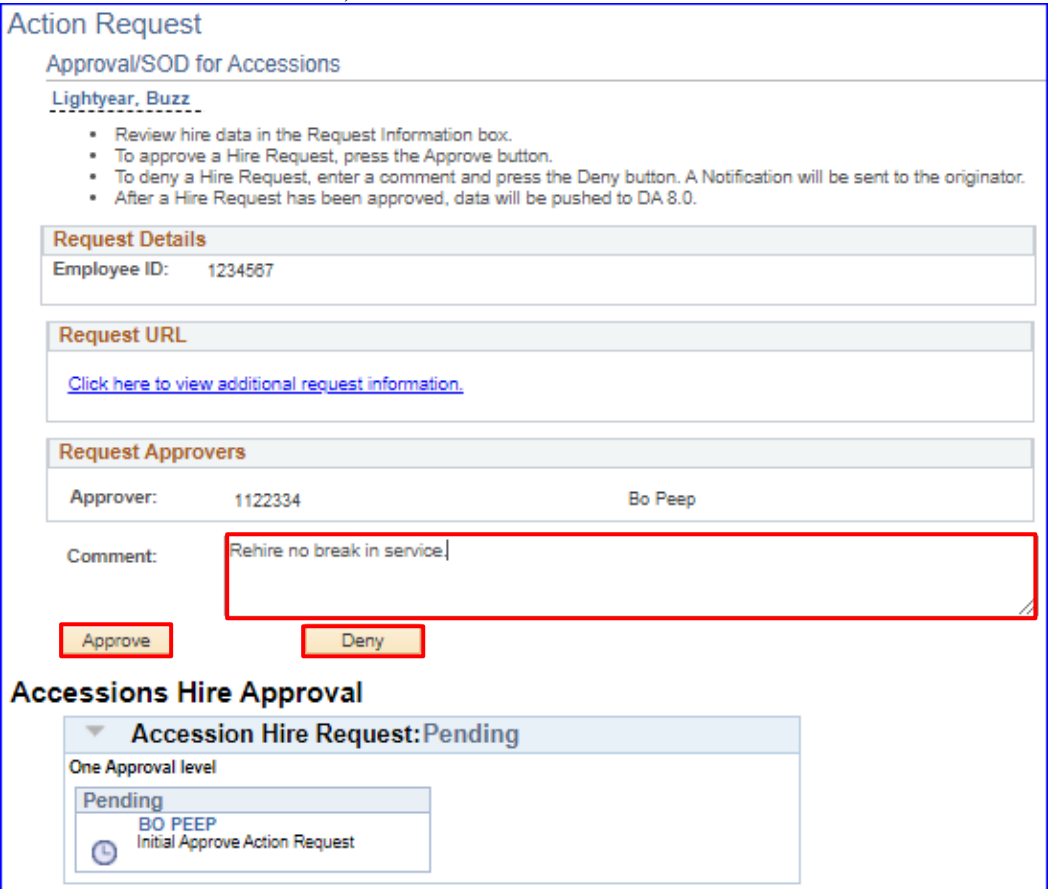
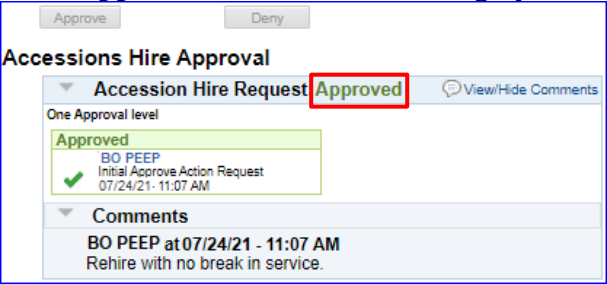
Procedures,
continued

Step	Action
3	<p>Click on the Requests (All Types)-View tile.</p> 
4	<p>Select the Requests I am Approver For radio button. You may narrow the search by filling in Transaction Name, Status and Dates. Click Populate Grid.</p> 

Continued on next page

Approving the Accession, Continued


Procedures,
continued

Step	Action
5	<p>Click the Approve/Deny link for the accession you are approving.</p>  <p>The screenshot shows a table with columns: Transaction Name, Status, Member, Member's Last Name, Member's Emplid, Member's Deptid, Submitted By, Approver, Submission Date, Drill Date, and Approve/Deny. The row for 'AccessionHire' is highlighted, and the 'Approve/Deny' link in the last column is enclosed in a red box.</p>
6	<p>Enter any needed Comments and select either Approve or Deny (deny returns the Rehire to the HRS user).</p>  <p>The screenshot shows the 'Action Request' page for 'Approval/SOD for Accessions'. It includes sections for 'Request Details' (Employee ID: 1234567), 'Request URL' (a link to view additional request information), 'Request Approvers' (Approver: 1122334, Bo Peep), and 'Accessions Hire Approval' (Accession Hire Request: Pending). The 'Comment' field contains 'Rehire no break in service'. The 'Approve' and 'Deny' buttons are highlighted in red boxes.</p>
7	<p>Once Approved, the buttons will be greyed out. Click the X to close the page.</p>  <p>The screenshot shows the 'Accessions Hire Approval' page. The 'Accession Hire Request' is now 'Approved'. The 'Comments' section shows a comment from 'BO PEEP' at 07/24/21 - 11:07 AM: 'Rehire with no break in service.' The 'Approve' and 'Deny' buttons are greyed out.</p>

Entering the Contract

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

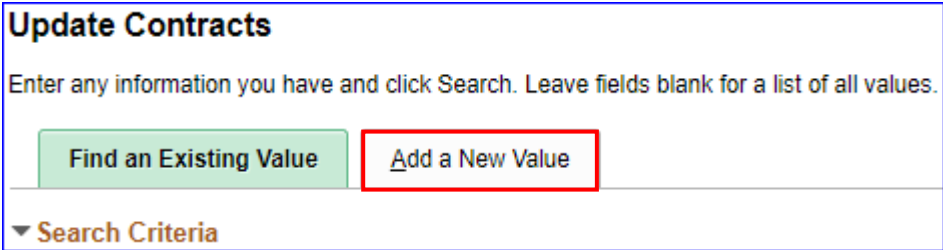

Procedures See below.

Step	Action																														
1	<p>Click on the Career Management tile.</p> <div><p>Career Management</p></div>																														
2	<p>Select the Contract Data option.</p> <div><p>AD 6th or 10th Yr Anniversary</p><p>Agreement to Extend/Reextend</p><p>Board Images</p><p>Contract Data</p><p>DD-4 Enlistment/Reenlistment</p><p>Ext/Rext within 30 days Report</p><p>Extensions not Executed</p><p>Obligated Service Report</p></div>																														
3	<p>A list of current contracts will display. Take note of the Contract Numbers.</p> <div><p>Search Clear Basic Search Save Search Criteria</p><p>Search Results</p><p>View All</p><table><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>Buzz Lightyear</td><td>(blank)</td><td>Lightyear</td><td>(blank)</td><td>01/24/2012</td><td>(blank)</td><td>Active</td></tr><tr><td>1234567</td><td>(blank)</td><td>0002</td><td>Buzz Lightyear</td><td>(blank)</td><td>Lightyear</td><td>(blank)</td><td>04/14/2021</td><td>(blank)</td><td>Active</td></tr></tbody></table><p>Find an Existing Value Add a New Value</p></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	Buzz Lightyear	(blank)	Lightyear	(blank)	01/24/2012	(blank)	Active	1234567	(blank)	0002	Buzz Lightyear	(blank)	Lightyear	(blank)	04/14/2021	(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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1234567	(blank)	0002	Buzz Lightyear	(blank)	Lightyear	(blank)	04/14/2021	(blank)	Active																						

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Entering the Contract, Continued

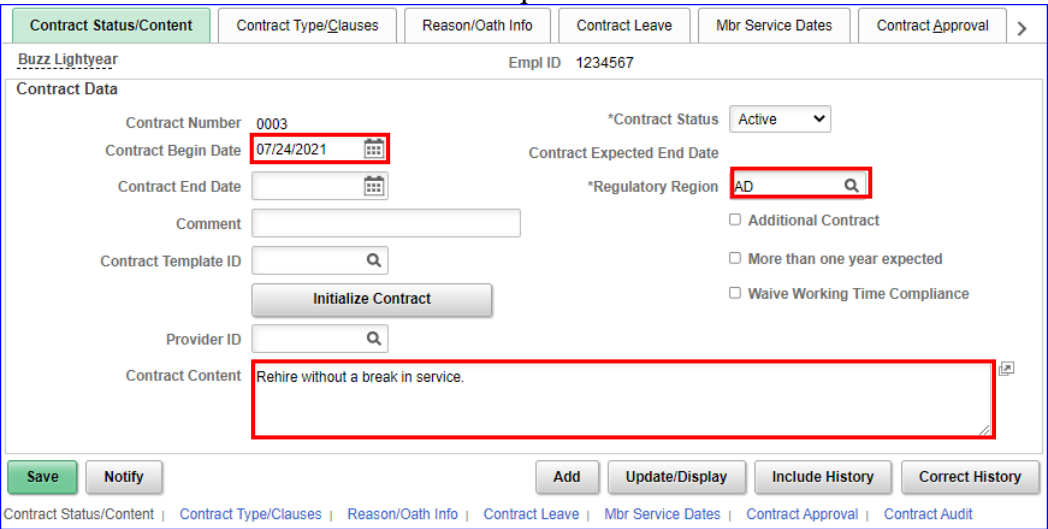
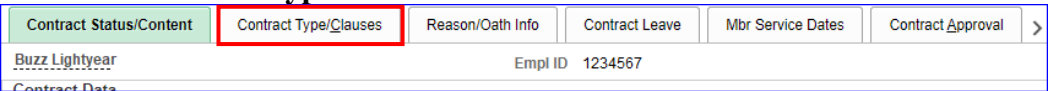
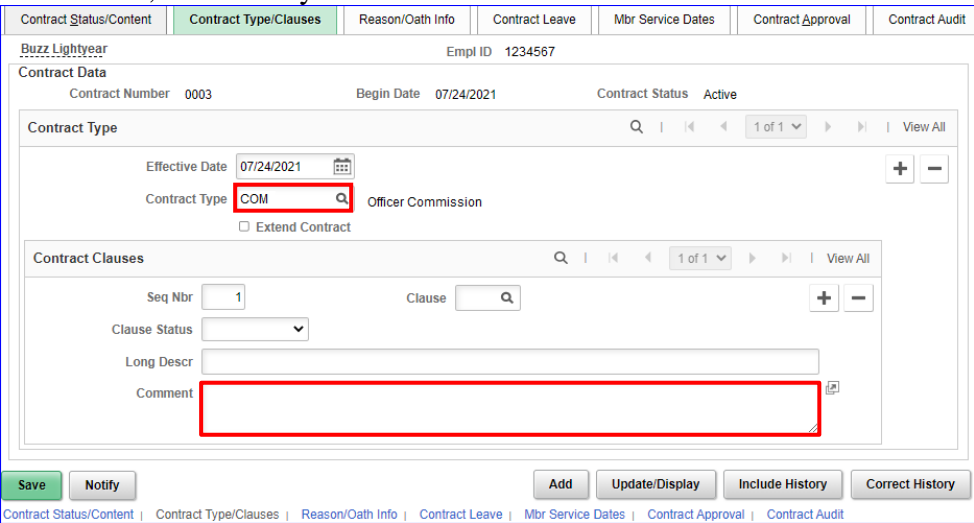
Procedures,
continued

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

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Entering the Contract, Continued


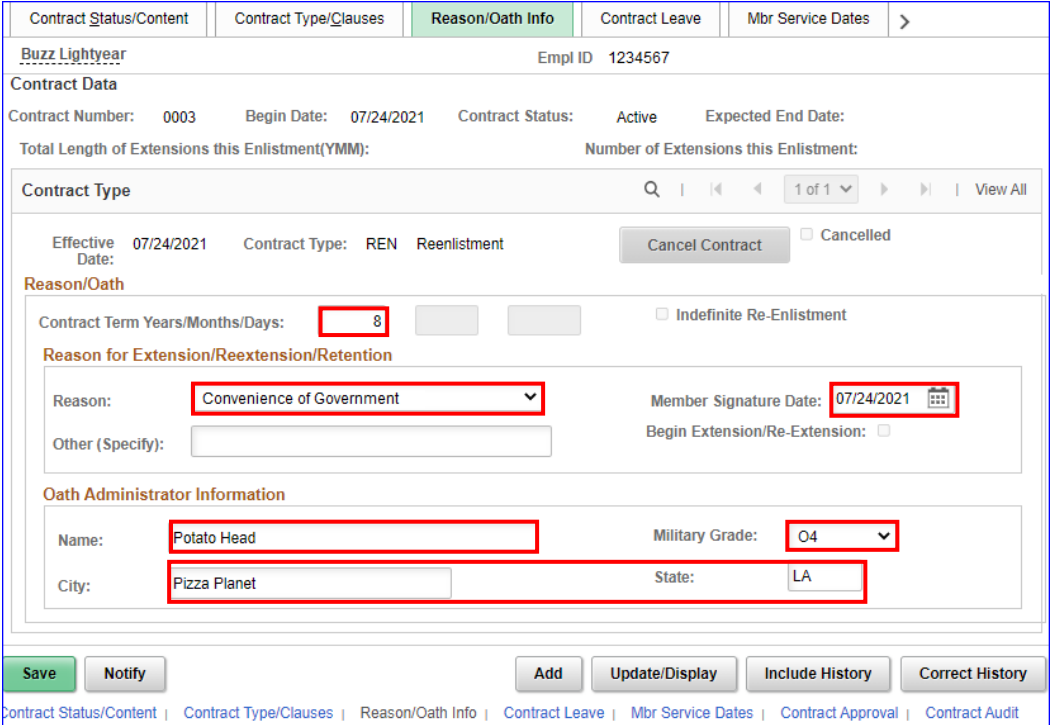
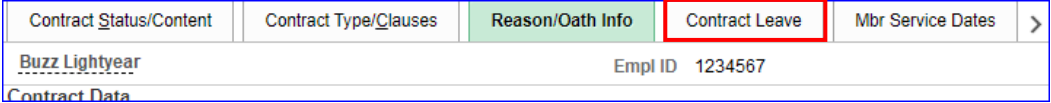
Procedures,
continued

Step	Action
6	<ul style="list-style-type: none"> • Contract Begin Date – Defaults to current date, ensure it is the date of rehire. • Regulatory Region – Enter or select AD from the lookup icon. • Contract Content – A statement is required. 
7	<p>Select the Contract Type/Clauses tab.</p> 
8	<p>Enter the appropriate Contract Type from the lookup icon and enter any Comments, if necessary.</p> 

Continued on next page

Entering the Contract, Continued

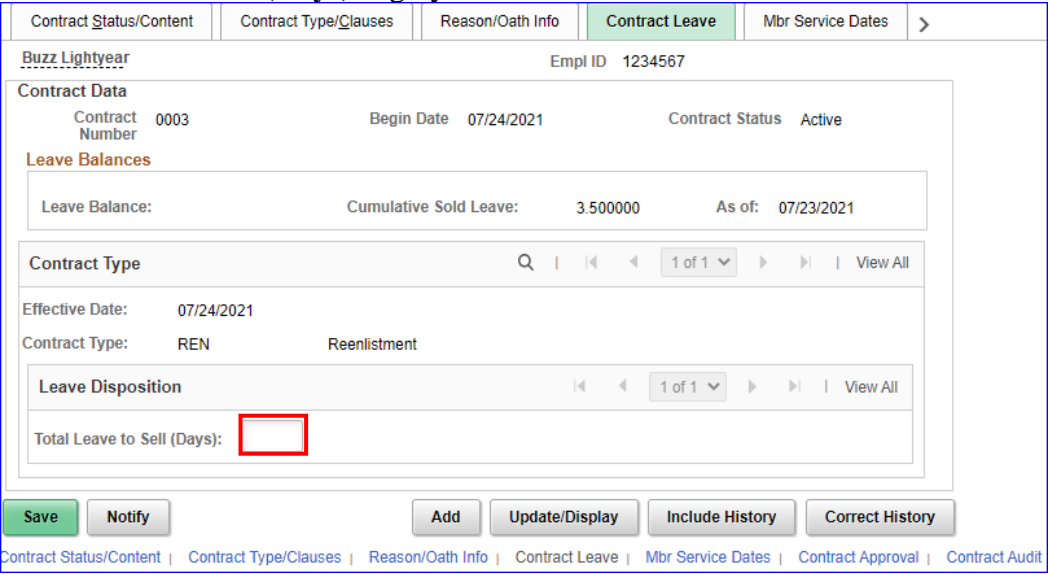
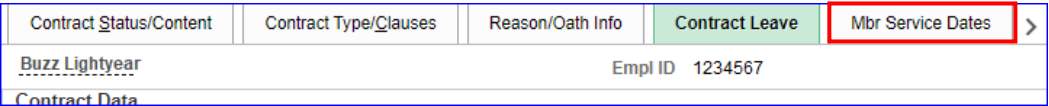
Procedures,
continued

Step	Action
9	<p>Select the Reason/Oath Info tab.</p> 
10	<ul style="list-style-type: none"> • Contract Term Years/Months/Days – Enter the contract term (in this example 8 years). • Reason – Select an option from the drop-down. IAW Enlistments, Evaluations, and Advancements, COMDTINST M1000.2, Chap 1.F.1.a, this field needs to reflect the actual reason for the service obligation. • Member Signature Date – Enter the date the contract was signed. • Name – Enter the name of the Oath Administrator. • Military Grade – Select the Oath Administrator's rank from the drop-down. • City and State – Must be the place of initial enlistment unless there is a break in service. 
11	<p>Click the Contract Leave tab.</p> 

Continued on next page

Entering the Contract, Continued

Procedures,
continued

Step	Action
12	<p>Total Leave to Sell (Days) is greyed out for rehires.</p> 
13	<p>Click the Mbr Service Dates tab.</p> 

Continued on next page

Entering the Contract, Continued

Procedures,
continued

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

Procedures,
continued

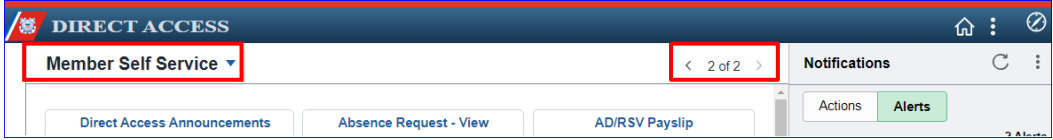
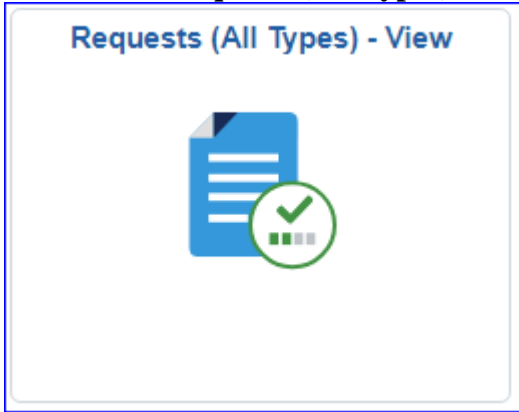
Step	Action
15	<p>Click the Contract Approval tab.</p> 
16	<p>The Dept of Approving SPO will default for each SPO user (change if necessary). Click Submit for Approval.</p> <p>Click Save.</p> 

Approving the Contract

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

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

Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the Requests (All Types) - View tile.</p> 

Continued on next page

Approving the Contract, Continued

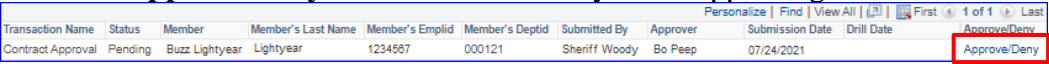
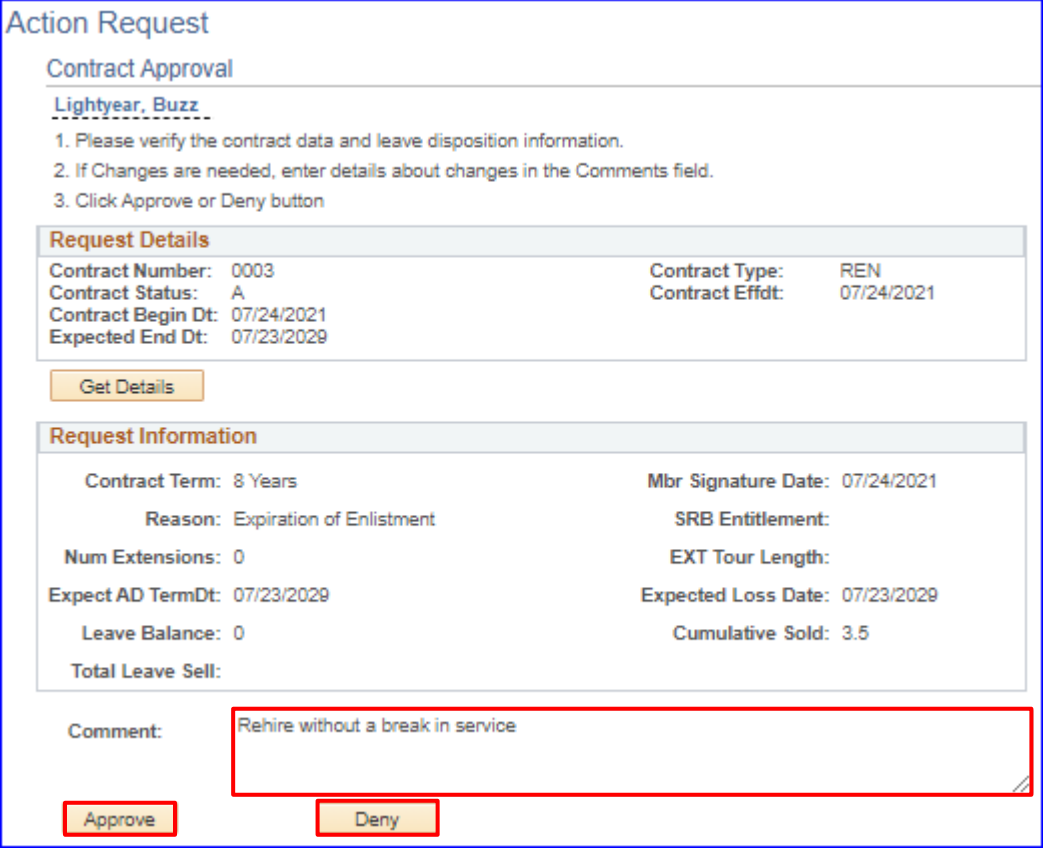
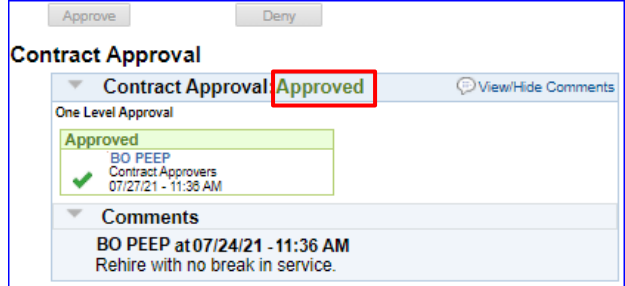
Procedures,
continued

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> <div> <p>View My Action Requests</p> <p><u>Bo Peep</u></p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <div> <div> Transaction Name: <div> All Transactions </div> </div> <div> Transaction Status: <div> Pending </div> </div> <div> Submission From Date: <div> </div> </div> <div> Submission To Date: <div> </div> </div> </div> <div> <div>Populate Grid</div> <div>Refresh</div> </div> </div>

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Approving the Contract, Continued

Procedures,
continued

Step	Action
4	<p>Click the Approve/Deny link for the contract you are approving.</p>  <p>The screenshot shows a table with columns: Transaction Name, Status, Member, Member's Last Name, Member's Emplid, Member's Deptid, Submitted By, Approver, Submission Date, Drill Date, and Approve/Deny. The row for 'Contract Approval' is highlighted, and the 'Approve/Deny' link is in a red box.</p>
5	<p>Enter a mandatory Comment and select either Approve or Deny (deny returns the contract to the HRS user).</p>  <p>The screenshot shows the 'Action Request' form for 'Contract Approval'. It includes sections for 'Request Details' and 'Request Information'. The 'Comment' field is highlighted in a red box, and the 'Approve' and 'Deny' buttons are also highlighted in red boxes.</p>
6	<p>Once Approved, the member is fully accessed into the Coast Guard with pay.</p>  <p>The screenshot shows the 'Contract Approval' status. The 'Contract Approval' status is 'Approved', which is highlighted in a red box. Below this, there is a 'Comments' section with the text: 'BO PEEP at 07/24/21 - 11:36 AM. Rehire with no break in service.'</p>