Rehire-DCO

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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.) 					
	Continued on next page					

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 G message is received when the SPO is trying to ap must be fixed. NOTE: Once the Rehire is complete, remember member to the new duty station and restart any e independent of the Rehire process.	Frade Step – An error oprove the hire/rehire and you must PCS the ontitlements. These are			
Contents	Topic	See Раде			
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	When to Request a SOCS	5			
	Accessing the Member	6			
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Entering the Contract

Approving the Contract

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 :
	• 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.



Procedures,

continued

Step		Action	1
3	Enter the Empl ID , check the	Correct Hist	ory box and click Search.
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	Enter any information you have	and click Search	. Leave fields blank for a list of all values.
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Procedures,

Action
Information fields will default to previously entered data. Click Edit Nam necessary (marriage/divorce/name change). Click the Plus buttons in the N AND the Biographical History sections and update any incorrect, changed missing fields.
IMPORTANT: If the Birth State and Birth Location do not auto-popula sure to enter that information (the Approving Official (AO) will get an error stalling the approval process). See Message below.
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Gender Male
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Procedures,

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Procedures,

continued

Step		Action
7	Without leaving the screen, select th	e Job Data option.
	Add Employment Instance	
	Dependent Information	
	🔚 Email Address	
	Find an Employee	
	📄 Job Data	
	Personal Information	
	E Search by SSN	

Procedures,

continued

Step			Action	
8	The Work Location	n tab will auton	natically display for y	our member. After
	verifying that the Te	ermination/Disc	harge Job Row was	competed, click the Plus
	button to add a new	row (this exam	ple is a member with	no break in service).
	Work Location Job Informati	on Job Labor Payro	II <u>Salary Plan</u> <u>Compensation</u>	
	Buzz Lightyear Employee Military Service		Empl ID 1234567 Empl Record 0	
	Work Location Details ?			Q 4 4 1 of 24 ♥ ▶ ▶
	*Effective Date	07/24/2021		Go To Row + -
	Effective Sequence	0	*Action Termination	~
	HR Status	Inactive	Reason Discharge	~
	Payroll Status	Terminated	*Job Indicator Primary Job	~
	Position Number	00029260 Q	AIRSTA MH65	Current
		Use Position Data		
	Position Entry Date	06/02/2020		
		Position Management Rec	ord	
	*Regulatory Region	AD Q	Active Duty	
	Company	ACG	UNITED STATES COAST GUARD	
	*Business Unit	ENLCG Q	Enlisted CG	
	*Department	000121 Q	AIRSTA BARBERS PT	
	Department Entry Date	02/26/2015		
	*Location	HI0007 Q	KAPOLEI HI	
	Establishment ID	USCG Q	Active CG	Date Created 07/24/2021
	Last Start Date	01/24/2012	Termination Date 07/23/20	121
	Expected Job End Date			
	Last Date Worked	07/23/2021	Override Last Date Worked	
	Reserve Class Code	Q		
	Component Category	Q		
				i

Procedures,

continued

Step	Action							
9	Enter the following:							
	• 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).							
	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.							
	The current path is: Recruiting > Assignments > Reports > Positions at a							
	Department.							
	Click Override Position Data.							
	Work Location Job Information Job Labor Payroll Salary Plan Compensation							
	Buzz Ligniyear Empl ID 1234567 Employee Military Service Empl Record 0							
	Work Location Details ⑦ Q 4 4 1 of 26 V > >							
	*Effective Date 07/24/2021 💼 Go To Row 🕂 🗕							
	Effective Sequence 1 *Action Rehire							
	HR Status Active Reason Rehire V							
	Payroll Status Active *Job Indicator Primary Job							
	Position Number 00002172 Q NAV SIMULATOR (SCANTS) SUPPORT Current							
	Use Position Data							
	Beaking Entry Data action 200							

Procedures,

continued

Step				Action			
10	Verify the information	on updated	d afte	r entering the Position Nun	nber. If no	ot, correct	
	with the information	below:					
	• Regulatory Region – Select AD (Reserve – IRR or SELRES).						
	• Business Unit – Se	elect OFF	CG fi	om the lookup icon.			
	NOTE: Select OFE	CG (Offic	er Pri	or Enlisted Service CG) for	r an office	er who	
	qualifies for a Specia	al Rate of	Basic	Pay (O1E, O2E, or O3E).	See Pay N	Manual	
	Chapter 2.A.5. If sel	ecting this	s optio	on, warning message(s) ma	y display,	click	
	OK to dismiss all m	essages.					
	Message						
	The following data errors for	und in the hire t	ransacti	on. Correct these errors and re-submit th	e request for A	Isvoroval	
	Grade does not match John	nda Grada	1 8115800	on, confectinese enors and re-submit in	e request for A	oproval.	
	Grade does not match 3000						
	OK						
	L						
	• Department – Sel	ect the app	propr	iate number from the access	sion autho	ority.	
	• Department Entr	v Date – V	Verify	the date of rehire.		J	
	• Location – Select	the appropriate	oriate	number, if not defaulted fr	om the		
	Department entere	d.	-	,			
	• Establishment ID	– If not d	efaul	ted, select USCG from the	lookup ico	on.	
	Position Number	00002172	Q	NAV SIMULATOR (SCANTS) SUPPORT	Current		
		Use	Position	Data			
	Position Entry Date	06/02/2020					
		Position Man	agement	Record			
	*Regulatory Region	AD	Q	Active Duty			
	Company *Business Unit	ACG OFFCG	Q	UNITED STATES COAST GUARD			
	*Department	002294	Q				
	Department Entry Date	07/24/2021		ICC SMOGGLING DIV			
	*Location	DC0001	Q	00100			
	Establishment ID	USCG	Q	Active CG	Date Created	07/24/2021	
	Last Start Date	01/24/2012		Termination Date 07/23/2021	Date Created		
	Expected Job End Date	0112412012		Termination Bate 07/25/2021			
	Last Date Worked	07/23/2021		Override Last Date Worked			
	▼ Military						
	Reserve Class Cod	e	Q				
	Component Categor	у	Q				

Procedures,

continued

Step			Action	
11	Reserve Commission	ONLY:		
	Reserve Class Coo	le –Select on	e of the appropriate Codes from	om the lookup
	icon:			-
	– Inact Du Offfice	r w/in 8 yr o	bl – for an Officer with no pr	rior, or less than 8
	years prior servic	e	_	
	– w/Svc Oblig not	in another C	Clas – for a prior service offic	cer
	Component Categ	gory – Select	the appropriate category from	n the lookup icon.
	Position Number	00002172 Q	NAV SIMULATOR (SCANTS) SUPPORT	Current 🗂
		Use Positio	on Data	
	Position Entry Date	06/02/2020		
		Position Manageme	ent Record	
	*Regulatory Region	AD Q	Active Duty	
	Company	ACG	UNITED STATES COAST GUARD	
	*Business Unit	OFFCG Q	Officer CG	
	*Department	002294 Q	ICC SMUGGLING DIV	
	Department Entry Date	07/24/2021		
	*Location	DC0001 Q	CGICC	
	Establishment ID	USCG Q	Active CG	Date Created 07/24/2021
	Last Start Date	01/24/2012	Termination Date 07/23/2021	
	Expected Job End Date	iii		
	Last Date Worked	07/23/2021	Override Last Date Worked	
	Reserve Class Code	a Q		
	Component Category	, 0		
	Component category	,		
12	Salaat tha Jab Infor	motion tob		
14	Select the Job Illion	mation tab.		
	Work Location Jo	b Information	Job Labor Payroll Salary Pl	an <u>C</u> ompensation
	Buzz Lightyear		Empl ID	1234567
	Employee Military	/ Service	Empl Record	0

Procedures,

Step	Action						
13	For these three fields, ONLY, enter or select from the lookup icons:						
	• Job Code – ENS, LTJG, or LT (this example) and verify with the Step for the						
	correct Salary on the Salary Plan tab.						
	IMPORTANT: If the Job Code number does not match the Grade Step in						
	Step 21, the AO will get an error during the approval. See Message below.						
	• 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.						
	NOTE: Standard Hours will default to either 160 or 240. Do not change.						
	*Job Code 000096 Q Lieutenant						
	Entry Date 07/24/2021						
	Supervisor Level Q						
	Supervisor ID 7654321 Q Bo Peep						
	Reports To Q						
	*Regular/Temporary Regular V *Full/Part Full-Time V						
	Empl Class AD *Officer Code None .						
	*Regular Shift Not Applicable V Shift Rate						
	*Classified Ind Unclassified Shift Factor						
	Standard Hours ⑦						
	Standard Hours Work Period M Q Monthly						
	FTE 0.000000 Z Adds to FTE Actual Count? Encumbrance Override						
	Contract Number ⑦						
	Contract Number Q Next Contract Number						
	Contract Type						
	Message						
	The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval.						
	Grade does not match Johonde Grade						
	OK						
14	Select the Job Labor tab.						
	Work Location Job Information Job Labor Payroll Salary Plan Compensation						
	Buzz Lightyear Empl ID 1234567						
	Employee Military Service Empl Record 0						

Continued on next page

Procedures,

continued

ep	Action
	Enter the following:
	• 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)
	Scroll down and click View All and Recalculate Seniority Dates
	Work Location Joh Information Joh Labor Payroll Salary Plan Compensation
	Buzz Lightyear Fmpl ID 1234567
	Employee Military Service Empl Record 0
	Labor Information ⑦ Q 4 4 1 of 25 🗸 🕨
	Effective Date 07/24/2021 Action Rehire
	Effective Sequence 1 Reason Rehire Go To Row
	Payroll Status Active Job Indicator Primary Job
	Bargaining Unit Q
	Labor Agreement OFF Q Officer and Warrant Officer
	Labor Agreement Entry Dt 07/24/2021
	Employee Category 1 Q Regular, Permanent Commission
	Employee Subcategory Q
	Employee Subcategory 2 Q
	Position Management Record
	Union Seniority Date Works Council ID
	Labor Facility ID Q
	Entry Date
	Stop Wage Progression
	Pay Union Fee Reason Exempt from Layoff Reason Rea
	Assigned Seniority Dates 💿
	III Q View All
	Seniority Date Control Value Labor Seniority Date Override Override Reason
	Save Return to Search Notify Refresh Update/Display Include History Correct History
	Work Location Job Information Job Labor Payroll Salary Plan Compensation
	Recalculate Seniority Dates

Procedures,

continued

		Action				
Enter the following:						
• Active Duty Base	Date – Da	ate of rehire (see	E-Mail AL	LSPO B/15) OR leav	e as	
is without a break in service.						
• AD Pay Scale Dat	$\mathbf{e} - \mathbf{D}$ ate o	of the rehire.				
• DEP Date – Delay	ved Entry I	Program date onl	y populate	es if they spent time	in	
delayed entry. Oth	erwise, it v	will be blank.				
• CMA Date – See (Chapter 3	of the COAST G	UARD PA	AY MANUAL,		
COMDTINST M7	220.29D f	for the correct dat	e per situa	ation.		
• Current AD Date	– Date of	rehire OR leave	as is with	out a break in servic	e.	
 match the DEP Date date the member examples an Oath of Office. Expected AD Terr Reserves – leave to Expected Loss Date 	te if they o xecutes/sig m Date – ' blank) See ite – 30 ye	did the DEP. If no gns their initial E Term of the AD e NOTE . ears from rehire o	o DEP, the nlistment contract m r day befo	en this should be the Contract/document ninus 1 day (for ore 60th birth (If price	or or	
Officer Service (no commission time s NOTE: If rehiring w date of rehire and red take place via the SC ALSPO B/15).	on-Warran erved in a with a brea quest a SO OCS proces	at Officer), loss dange of the service of the servi	ate will be aponent.) S a reservis Customen Request a	See NOTE . See NOTE . st going on AD , use r Care. Adjustments SOCS (or see E-Ma	e the will ail	
Officer Service (no commission time s NOTE: If rehiring w date of rehire and red take place via the SO ALSPO B/15). Assigned Seniority Dates ⁽⁷⁾	on-Warran erved in an with a brea quest a SO OCS proces	at Officer), loss da ny branch or con ak in service OR DCS through PPC ss. See When to	ate will be aponent.) S a reservis Customen Request a	See NOTE. See NOTE. st going on AD, use r Care. Adjustments SOCS (or see E-Ma	e the will ail	
Officer Service (no commission time s NOTE: If rehiring w date of rehire and red take place via the SC ALSPO B/15).	on-Warran erved in a with a brea quest a SO DCS proces	at Officer), loss danged any branch or con ak in service OR DCS through PPC ss. See When to	ate will be aponent.) S a reservis Customen Request a	See NOTE. See NOTE. st going on AD, use r Care. Adjustments SOCS (or see E-Ma	e the will ail View 5	
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Officer Service (no commission time s NOTE: If rehiring w date of rehire and red take place via the SC ALSPO B/15). Assigned Seniority Dates © Seniority Date ACTIVE DUTY BASE DATE	on-Warran erved in a with a brea quest a SO DCS proces	At Officer), loss da ny branch or com ak in service OR DCS through PPC ss. See When to Labor Seniority Date	ate will be aponent.) S a reservis Customen Request a Override	See NOTE. See NOTE. st going on AD, use r Care. Adjustments SOCS (or see E-Ma	e the will ail View 5	
Officer Service (no commission time s NOTE: If rehiring w date of rehire and red take place via the SC ALSPO B/15). Assigned Seniority Dates © Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE	on-Warran erved in an with a brea quest a SO DCS proces	At Officer), loss da ny branch or com ak in service OR DCS through PPC ss. See When to Labor Seniority Date 01/24/2012	ate will be aponent.) S a reservis Customer Request a	See NOTE. See NOTE. st going on AD, use r Care. Adjustments SOCS (or see E-Ma	e the will ail	
Officer Service (no commission time s NOTE: If rehiring w date of rehire and red take place via the SC ALSPO B/15). Assigned Seniority Dates © Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE	on-Warran erved in an with a brea quest a SO DCS proces	A Contraction of the service of the	ate will be aponent.) S a reservis Customer Request a	See NOTE. See NOTE. st going on AD, use r Care. Adjustments SOCS (or see E-Ma	e the will ail	
Officer Service (no commission time s NOTE: If rehiring w date of rehire and rea take place via the SC ALSPO B/15). Assigned Seniority Dates © Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE	on-Warran erved in an with a brea quest a SO DCS proces	A control of the service of the serv	ate will be aponent.) S a reservis Customer Request a	See NOTE. See NOTE. st going on AD, use r Care. Adjustments SOCS (or see E-Ma	e the will ail	
Officer Service (no commission time s NOTE: If rehiring w date of rehire and rea take place via the SC ALSPO B/15). Assigned Seniority Dates © Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE CURRENT AD DATE	on-Warran erved in an with a brea quest a SO DCS proces	A control of the service of the serv	ate will be aponent.) S a reservis Customer Request a	See NOTE. See NOTE. st going on AD, use r Care. Adjustments SOCS (or see E-Ma	e the will ail View 5	
Officer Service (no commission time s NOTE: If rehiring w date of rehire and rea take place via the SC ALSPO B/15). Assigned Seniority Dates © Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE CURRENT AD DATE DIEMS DATE	on-Warran erved in an with a brea quest a SO DCS proces	A control of the service of the serv	ate will be aponent.) S a reservis Customer Request a	See NOTE. See NOTE. st going on AD, use r Care. Adjustments SOCS (or see E-Ma	e the will ail View 5	
Officer Service (no commission time s NOTE: If rehiring w date of rehire and rea take place via the SC ALSPO B/15). Assigned Seniority Dates © Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE CURRENT AD DATE DIEMS DATE EXPECTED AD TERM DATE	on-Warran erved in an vith a brea quest a SO DCS proces	A control of the service of the serv	ate will be aponent.) S a reservis Customer Request a	Iess any prior See NOTE. St going on AD, use r Care. Adjustments SOCS (or see E-Ma 1-15 of 15 > >> Override Reason Description Description	e the will ail View 5	

Procedures,

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Recalculate Seniority Dates							
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Procedures,

continued

Step		Action		
18	The Pay Group should default	to USCG Staging	g. Once approved,	, this will
	update to USCG AD.			
	Work Location Job Information Job Labor Pa	ayroll <u>S</u> alary Plan <u>C</u> omp	ensation	
	Buzz Lightyear	Empl ID 1234567		
	Employee Military Service	Empl Record 0		
	Payroll Information ⑦		Q 4 4	1 of 25 🗸 🕨 🕨
	Effective Date 07/24/2021			Go To Row
	Effective Sequence 1	Action	Rehire	Go to Rom
	HR Status Active	Reason	Rehire	
	Payroll Status Active	Job Indicator	Primary Job	Current
	Payroll System Global Payroll			
		USOC AD Starias Deversor	ן	
	Setting	Used AD Staging Paygroup	CC Wide Helidey Schedule	
	Use Pay Group Eligibility	Eligibility Group	CO Wide Holiday Schedule	
	Use Pay Group Rate Type	Exchange Rate Type		
		Use Rate As Of		
	Job Data Employment Data		Benefits Program Particip	ation
	Save Return to Search Notify Refresh		Update/Display Include His	tory Correct History
	Work Location Job Information Job Labor Payroll Sal	ary Plan Compensation		
19	Select the Salary Plan tab.			
	Work Location Job Information	Job Labor Pay	roll <u>S</u> alary Plan	<u>C</u> ompensation
	Buzz Lightyear		Empl ID 123	34567
	Employee Military Service		Empl Record 0	

Procedures,

continued

Step	Action
20	• 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.
	Work Location Job Information Job Labor Payroll Salary Plan Compensation
	Buzz Lightyear Empl ID 1234567
	Employee Military Service Empl Record 0
	Salary Plan Details ⑦ Q I I I of 25 V V V
	Effective Date 07/24/2021 Go To Row
	Effective Sequence 1 Action Rehire
	Payroll Status Active Job Indicator Primary Job
	▼ Military
	Rank Q
	Rank Entry Date
	Worn Rank Q
	Worn Rank Type
	Skill Grade
	Salary Admin Plan OFF Q Officers w/ Prior Enl Exp
	Grade 03E 0 2021 Officers w/ Prior Enl. Grade Entry Date 07/24/2021
	Step 1 0 Step Entry Date 01/24/2020
	Includes Wage Progression Rule
	Job Data Employment Data Benefits Program Participation
	Save Return to Search Notify Refresh Update/Display Include History Correct History
	Work Location Job Information Job Labor Payroll Salary Plan Compensation
21	Select the Compensation Tab.
	Work Location Job Information Job Labor Payroll Salary Plan Compensation
	Buzz Lightyear Empl ID 1234567
	Employee Military Service Empl Record 0

Procedures,

continued

					Acti	on						
Click	c on the	Defau	lt Pay	Compo	nents b	utton. Th	is wi	ill a	utom	aticall	y upc	late
the C	Comper	nsation	Rate of	lata.								
Click	the Be	enefits	Progra	am Part	icipatio	n link.						
Work	Location	Job Information	Job <u>L</u> ab	or <u>P</u> ayroll	Salary Plan	Compensat	tion					
Buzz Ligh	ntyear				Empl ID 1	234567						
Employee	Milita	ary Service			Empl Record ()						
Compe	nsation Detail	s ⑦							QI	< (<u>1</u>	of 25 🗸	► 1
	Effe	ctive Date 0	7/24/2021								Go To Ro	w
	Effective	Sequence 1				Action	Rehire				0010100	
	1	HR Status A	ctive			Reason	Rehire					
	Payr	roll Status A	ctive			Job Indicator	Primary	Job			Current	
	Compen	sation Rate	3	.405.60	D Q		*Frequ	ency	MQ	Monthly		
N.C.	· · ·											
P CON	nparative Info	rmation 🕐										
▶ Cor ▶ Pay	nparative Info Rates ⑦	rmation ⑦										
▶ Cor ▶ Pay	nparative Info Rates ⑦ Default Pay C	rmation ⑦				Contrac	t Change	Prorate	Option			
Pay Pay Cor	nparative Info Rates ⑦ Default Pay C mponents ⑦	rmation ⑦				Contrac	t Change	Prorate	Option			
Pay Pay Cor	nparative Info Rates ⑦ Default Pay C mponents ⑦ Q	rmation ⑦				Contrac	t Change	Prorate	Option	∢ ∢ 1-	1 of 1 ¥	•
Pay Cor Pay Cor	nparative Info Rates ⑦ Default Pay C mponents ⑦ Q ounts <u>C</u> or	rmation ⑦	anges C	onversion >		Contrac	t Change	Prorate	Option	∉ ∉ []-	1 of 1 ¥	>
Pay Co Pay Co E Ame	mparative Informative Informative Information Rates ⑦ Default Pay C mponents ⑦ Q ounts ② Rate Code	rmation ⑦ components ntrols Ch Seq	anges C. Comp Rate	onversion ▶	Currency	Contrac	t Change	Prorate	Option	Rate Code Group	1 of 1 🗸)
Pay Co Pay Co	mparative Infor Rates ⑦ Default Pay C mponents ⑦ Q ounts <u>C</u> or Rate Code	rmation ⑦ components ntrols Ch Seq 0	anges C, Comp Rate	onversion ▶ ,405.600000 ,	Currency USD Q	Contract Con	t Change	Prorate	Option Percent	Rate Code Group	1 of 1 ¥	
Pay Co Pay Co Pay Co T Amo	mparative Informative Informative Information Rates ⑦ Default Pay C mponents ⑦ Q ounts ©on kate Code MASIC Q Calculate Cord	rmation ⑦ components ntrols Ch Seq 0 mpensation	anges C. Comp Rate	onversion > ,405.600000	Currency USD Q	Contract Frequency M	t Change	Prorate	Option	Rate Code Group	1 of 1 🗸	
Pay Cor Pay Cor Pay Cor R 1 B	International Contents (Content) (Co	ntrols Ch Seq 0 mpensation	anges C Comp Rate	onversion > ,405.600000	Currency USD Q	Contract Frequency M	t Change	Prorate	Option	Rate Code Group	1 of 1 🗸	
Pay Cor Pay Cor Pay Cor T Am	Internative Informative Informative Information (Information) (Informati	ntrols Ch Seq 0 mpensation Emp	anges C: Comp Rate	onversion > ,405.600000	Currency USD Q	Contract Frequency M	rt Change	Prorate Points Benefits	Option Percent	Rate Code Group	1 of 1 🗸	
Pay Cor Pay Co Pay Co T Am T B Job C	International and a second sec	rmation ⑦ components ntrols Ch Seq 0 mpensation Emp	anges C; Comp Rate	onversion II+	Currency USD Q	Contract Frequency M	P Q	Prorate Points Benefits	Option Percent S Program F	Rate Code Group	1 of 1 ¥	
Pay Cor Pay Co Pay Co T Am T B Job C Save	Intervention of the second sec	rmation ⑦ components ntrols Ch Seq 0 mpensation Emp Search Ch	anges C; Comp Rate 3 loyment Data Notify R	onversion ▶ 405.600000 ,	Currency USD Q	Contract Frequency M	P Q Jpdate/Dis	Prorate Points Benefits splay	Option Percent	Rate Code Group	1 of 1	History

Procedures,

continued

p			Action	1				
	• Benefits System -	- Ensure Bas	se Benefits i	s selecte	d.			
	• Effective Date – 1	f vou are co	mpleting th	e Job Da	ta AF	TER the	effectiv	e date
	of the rehire you	need to chan	ore the date	to the da	te of r	ehire	• • • • • • • • • • • •	
	Bonofit Program	If not dof	bulted aliely	the look	un ioc	on and so	loot AC	G
	• Denent i rogram		autieu, ciick		up icc	ni allu se	lett AC	U.
	Click the Job Date	lint						
	Click the Job Data	IINK.						
	Benefit Program Participation							
	Employee Military Service		Empl ID Empl Record	1234567 0				
	Benefit Status ?			-	C		1 of 25 🗸	
	Depart Depart Number	0 °						
	Effective Date	0					GO TO R	ow
	Effective Date	07/24/2021	Action	Rehire				
	HR Status	Active	Reason	Rehire				
	Payroll Status	Active	Job Indicator	Primary Job				
	*Benefits System	Base Benefits	~]	Benefits	Employee Status	Current	
	Annual Benefits Base Rate		🗐 USD				10010	
	Benefits Administration Eligibilit	0						
	BAS Group ID	Q						
	Elig Fld 1		Elig Fld 2			Elig Fld 3		
	Elig Fld 4		Elig Fld 5			Elig Fld 6		
	Elig Fld 7		Elig Fld 8			Elig Fld 9		
	Benefit Program Participation Det	ails		Q		1 of 10 🗸		View All
	*Effective Date	07/24/2021	Currency Code	USD			4	• -
	*Benefit Program	ACG Q	CG/NOAA Active Dec	duction Prog				
	Job Data Emp	oyment Data			Benefits	Program Particip	ation	
	Save Return to Search	lotify Refresh		Updat	e/Display	Include Histo	Corre	ct History

Procedures,

continued

		Action		
Click Save .				
Work Location Job Informat	ion Job <u>L</u> abor <u>I</u>	Payroll Salary Plan	<u>C</u> ompensation	
Buzz Lightyear Employee Military Service		Empl ID 1 Empl Record (234567	
Work Location Details ?				Q 1 of 26
*Effective Date	07/24/2021			Go To Row
Effective Sequence	1	*Action	Rehire	~
HR Status	Active	Reason	Rehire	~
Payroll Status	Active	*Job Indicator	Primary Job	~
Position Number	00002172 Q	NAV SIMULATOF	R (SCANTS) SUPPORT	Current
	Use Position	Data		
Position Entry Date	06/02/2020			
	Position Management	Record		
*Regulatory Region	AD Q	Active Duty		
Company	ACG	UNITED STATES	COAST GUARD	
*Business Unit	OFFCG Q	Officer CG		
*Department	002294 Q	ICC SMUGGLIN	G DIV	
Department Entry Date	07/24/2021			
*Location	DC0001 Q	CGICC		
Establishment ID	USCG Q	Active CG		Date Created 07/24/2021
Last Start Date	01/24/2012	Termina	tion Date 07/23/2021	
Expected Job End Date				
Last Date Worked Military	07/23/2021	Override Las	t Date Worked	
Reserve Class Cod	e Q			
Component Categor	y Q			
Job Data Er	nployment Data		Benefits	Program Participation
Save Return to Search	Notify Refresh		Update/Display	Include History Co
Work Location	Joh Labor Pavroll Sa	lary Plan L. Compensatio		

Procedures,

Step	Action
25	Several Messages will display (randomly ordered). Click OK (wait for the
	"processing-circle-of-death" to finish).
	Warning Head count of 2 exceeds maximum head count of 1 for position. (1000,156)
	When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.
	OK Cancel
	Warning FTE was changed and no change was made to Standard Hours or Work Period. (1500, 121) You have changed the FTE field without making a corresponding change to the Standard Hours field or Work Period field; these fields generally need to be changed together. OK Cancel
26	Now proceed to Entering the Contract to complete the rehire process. The Accession must be approved prior to the contract being entered.

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.



Continued on next page

Approving the Accession, Continued

Procedures,

continued

Step	Action						
3	Click on the Requests (All Types)-View tile.						
	Requests (All Types) - View						
4	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 .						
	Re Reen						
	 YMy 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. 						
	O My Submitted Requests I am Approver For O All Requests						
	Transaction Name: All Transactions						
	Transaction Status: Pending						
	Submission From Date:						
	Submission To Date: Populate Grid Refresh						

Approving the Accession, Continued

Procedures,

Step	Action
5	Click the Approve/Deny link for the accession you are approving.
	Personalize Find View All [2] [2] First @ 1 of 1 @ Last Transaction Name Status Member's Last Name Member's Emplid Member's Deptid Submitted By Approver Submission Date Drill Date Approve/Deny
	AccessionHire Pending Buzz Lightyear Lightyear 1234587 000121 Sheriff Woody Bo Peep 07/24/2021 Approve/Deny
6	Enter any needed Comments and select either Approve or Deny (deny returns the Rehire to the HRS user).
	Action Request
	Approval/SOD for Accessions
	Lightyear, Buzz
	 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.
	Request Details
	Employee ID: 1234587
	Request URL
	Click here to view additional request information.
	Request Approvers
	Approver: 1122334 Bo Peep
	Comment: Rehire no break in service.
	Approve Deny
	Accessions Hire Approval
	Accession Hire Request: Pending
	One Approval level
	BO PEEP
	Initial Approve Action Request
7	Once Approved , the buttons will be greyed out. Click the X to close the page.
	Approve Deny
	Accessions Hire Approval
	One Approval level
	Approved BO PEEP
	Initial Approve Action Request 07/24/21-11:07 AM
	Comments BO PFEP at 07/24/21 - 11:07 AM
	Rehire with no break in service.

Entering the Contract

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

Procedures See below.

Step	Ac	tion							
1	Click on the Career Management tile.	Click on the Career Management tile.							
	Career Management								
2	Select the Contract Data option.								
	AD 6th or 10th Yr Anniversary								
	Agreement to Extend/Reextend								
	E Board Images								
	Contract Data								
	DD-4 Enlistment/Reenlistment								
	Ext/Rext within 30 days Report								
	Extensions not Executed								
	Colligated Service Report								
3	A list of current contracts will display. T	ake note of th	e Contrad	ct Number	ers.				
	Empl ID Empl Record Contract Number Name Second Last Name Last Na	me Alternate Character Name	Contract Begin Date	Contract End Date	Contract Status				
	1234567 (blank) 0001 Buzz Lightyear (blank) Lightyea	r (blank)	01/24/2012	(blank)	Active				
	1234567 (blank) 0002 Buzz Lightyear (blank) Lightyea	(blank)	04/14/2021	(blank)	Active				
	Find an Existing Value Add a New Value								

Continued on next page

Procedures,

continued

Step	Action							
4	Select the Add a New Value tab.							
	Update Contracts							
	Enter any information you have and click Search. Leave fields blank for a list of all values.							
	Find an Existing Value Add a New Value							
	▼ Search Criteria							
5	Enter the Emeril ID, onton the next convertial Continent Number, and click Add							
5	Enter the Empl ID, enter the next sequential Contract Number, and click Add.							
	Update Contracts							
	Find an Existing Value Add a New Value							
	Empl ID 4024567							
	Empl ID 1234567 Q							
	Contract Number 0003							
	Add							
	Find an Existing Value Add a New Value							

Procedures,

continued

~		Action					
	Contract Begi	n Date – Defaults to current date, ensure it is the date of reh					
•	Regulatory Re	egion – Enter or select AD from the lookup icon.					
•	Contract Cont	tent – A statement is required.					
	Contract Status/Content	Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approva					
	Buzz Lightyear	Empl ID 1234567					
	Contract Data	10 and and 0 dates A dates					
	Contract Num	Date 07/24/2021					
	Contract End I	The Regulatory Region AD					
	Comm	negative Contract					
	Contract Torralat						
	Contract Templat	e ID Waive Working Time Compliance					
		Initialize Contract					
	Provide	er ID Q					
	Contract Con	tent Rehire without a break in service.					
l	Save Notify	Add Update/Display Include History Correct H					
Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit							
c							
2	select the Contr						
	Contract Status/Content	Contract Type/Clauses Reason/Oath Into Contract Leave Mbr Service Dates Contract Appro					
	Buzz Lightyear	Empl ID 1234567					
	Contract Data						
	Contract Data						
E	Enter the appropriate	riate Contract Type from the lookup icon and enter any					
E	Enter the appropriate Comments, if ne	riate Contract Type from the lookup icon and enter any ecessary.					
E	Enter the appropries of the contract Bate Contract Status/Content Content Cont	riate Contract Type from the lookup icon and enter any eccessary. tract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit					
E	Enter the appropriate Comments, if ne Contract Status/Content Contract Status/Content Contract Data	riate Contract Type from the lookup icon and enter any ecessary. tract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Empl ID 1234567					
E	Enter the appropries Comments, if ne Contract Status/Content Contract Status/Content Contract Data Contract Number 0003	riate Contract Type from the lookup icon and enter any ecessary. tract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Empl ID 1234567 Begin Date 07/24/2021 Contract Status Active					
E	Contract Data Enter the approp: Comments, if ne Contract Status/Content Cont Buzz Lightyear Contract Data Contract Type	riate Contract Type from the lookup icon and enter any ecessary. tract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Empl ID 1234567 Begin Date 07/24/2021 Contract Status Active Q Q I I I View All					
	Contract Data Enter the appropri Comments, if ne Contract Status/Content Buzz Lightyear Contract Data Contract Number 0003 Contract Type Effective Da	riate Contract Type from the lookup icon and enter any ecessary. tract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Empl ID 1234567 Begin Date 07/24/2021 Contract Status Active Q 4 10f1 > > > > > View All te 07/24/2021					
	Enter the appropriate Contract Data Contract Status/Content Contract Status/Content Contract Data Contract Data Contract Type Effective Da Contract Typ	riate Contract Type from the lookup icon and enter any eccessary. tract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Empl ID 1234567 Begin Date 07/24/2021 Contract Status Active Q 4 1of1 > > View All te 07/24/2021 : Officer Commission					
Ē	Contract Data Enter the approp: Comments, if ne Contract Status/Content Buzz Lightyear Contract Data Contract Type Effective Da Contract Type	riate Contract Type from the lookup icon and enter any ccessary. tract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Empl ID 1234567 Begin Date 07/24/2021 Contract Status Active Q 4 1 of 1 > > View All te 07/24/2021 III officer Commission Extend Contract					
	Contract Data Enter the appropri Comments, if ne Contract Status/Content Buzz Lightyear Contract Data Contract Type Effective Da Contract Typ Contract Clauses	riate Contract Type from the lookup icon and enter any ecessary. tract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Empl ID 1234567 Begin Date 07/24/2021 Contract Status Active Q 10f1 View All te 07/24/2021 Contract Status Active					
Ē	Contract Data Enter the appropri Comments, if ne Contract Status/Content Buzz Lightyear Contract Data Contract Type Effective Da Contract Typ Contract Clauses Seq Nbr	riate Contract Type from the lookup icon and enter any eccessary. tract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Empl ID 1234567 Begin Date 07/24/2021 Contract Status Active Q 4 10f1 > > > View All te 07/24/2021 Officer Commission Extend Contract Clause Q + -					
	Contract Data Enter the appropri Comments, if ne Contract Status/Content Buzz Lightyear Contract Data Contract Type Effective Da Contract Type Contract Clauses Seq Nbr Clause Status	riate Contract Type from the lookup icon and enter any eccessary. tract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Empl ID 1234567 Begin Date 07/24/2021 Contract Status Active Q 4 10f1 > P View All te 07/24/2021 Commission Extend Contract					
E	Contract Data Enter the approp: Comments, if ne Contract Status/Content Buzz Lightyear Contract Data Contract Type Effective Da Contract Type Contract Clauses Seq Nbr Clause Status Long Descr	riate Contract Type from the lookup icon and enter any ecessary. tract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Empl ID 1234567 Begin Date 07/24/2021 Contract Status Active Q d 1of1 V View All te 07/24/2021 Contract Status Active Color Commission Extend Contract					
	Contract Data Enter the appropri Comments, if ne Contract Status/Content UZLightyear Contract Data Contract Type Effective Da Contract Clauses Seq Nbr Clause Status Long Descr Comment	riate Contract Type from the lookup icon and enter any ecessary. tract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Empl ID 1234567 Begin Date 07/24/2021 Contract Status Active Q 4 10f1 > P View All te 07/24/2021 Contract Commission Extend Contract Q 4 10f1 > P View All 1 Clause Q + 2					
Ē	Contract Data Enter the appropri Comments, if ne Contract Status/Content Duzz Lightyear Contract Data Contract Type Effective Da Contract Clauses Seq Nbr Clause Status Long Descr Comment	riate Contract Type from the lookup icon and enter any ecessary. tract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Empl ID 1234567 Begin Date 07/24/2021 Contract Status Active					
	Contract Data Enter the appropri Comments, if ne Contract Status/Content Buzz Lightyear Contract Data Contract Type Effective Da Contract Type Contract Clauses Seq Nbr Clause Status Long Descr Comment	riate Contract Type from the lookup icon and enter any ecessary. tract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Empl ID 1234567 Begin Date 07/24/2021 Contract Status Active					

Procedures,

continued

Step	Action							
9	Select the Reason/Oath Info tab.							
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit							
	Buzz Lightyear Empl ID 1234567							
10	• 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 dron-down							
	• City and State Must be the place of initial enlistment unless there is a break							
	in service							
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates							
	Buzz Lightvear Empl D. 1234567							
	Contract Data							
	Contract Number: 0003 Begin Date: 07/24/2021 Contract Status: Active Expected End Date:							
	Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment:							
	Contract Type Q I I I View All							
	Effective 07/24/2021 Contract Type: REN Reenlistment Cancel Contract Cancelled Cancel Contract Cancelled Reason/Oath							
	Contract Term Years/Months/Days: 8 Indefinite Re-Enlistment Reason for Extension/Reextension/Retention							
	Reason: Convenience of Government Member Signature Date: 07/24/2021 Other (Security) Begin Extension/Re-Extension:							
	Other (Specify):							
	Oath Administrator Information							
	Name: Potato Head Military Grade: 04 🗸							
	City: Pizza Planet State: LA							
	ony.							
	Save Notify Add Update/Display Include History Correct History							
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit							
11	Click the Contract Leave tab.							
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates							
	Buzz Lightyear Empl ID 1234567							
	Contract Data							
1								

Procedures,

continued

			Action						
Total Leave to Sell (Days) is greyed out for rehires.									
Contract Status/Con	tent	Contract Type/ <u>C</u> lauses	Reason/Oath Info	Contract	Leave	Mbr Service Dates	>		
Buzz Lightyear	Empl ID 1234567								
Contract Data			- /						
Number	003	Begin Date 07/24/2021 Contract Status Active							
Leave Balances									
Leave Balance:		Cumulativ	ve Sold Leave:	.500000	As	of: 07/23/2021			
Contract Type			Q I	(· · ·	1 of 1 🗸	View /	All		
Effective Date:	07/24/202	21							
Contract Type:	REN	Reenlistment							
Leave Disposition	on		[I I 1	of 1 🗸	▶ ▶ I View Al	I		
Total Leave to Sell (Days):									
Save Notify)	(Add Update/Di	splay	Include Hi	story Correct H	istory		
Contract Status/Content	Contrac	t Type/Clauses Reasor	n/Oath Info Contract I	.eave Mb	r Service D	ates Contract Appro	oval Contrac	t A	
Click the Mb	or Ser	vice Dates tal	Э.						
Contract Status/Co	ontent	Contract Type/Claus	ses Reason/Oat	n Info	Contrac	t Leave Mbr S	ervice Dates		
Buzz Lightyear				Empl II) 12345	67			
Contract Data								_	

Procedures,

Step	Action								
14	Confirm the Labor Seniority Dates set during the Rehire process are correct. I								
	not, return to Job Data and verify the dates were entered correctly.								
	Click the arrow .								
	Contract Status/Content Contract	Type/ <u>C</u> lauses Reason/Oath Info Contract Leave Mbr Service Dates >							
	Buzz Lightyear	Empl ID 1234567							
	Effective Date: 07/24/2021 Empl F	Effective Date: 07/24/2021 Empl Rcd 0 Eff Seq: 0 Labor Agreement: ENL							
	Assigned Seniority Dates								
	 ■	1-12 of 15 ▼ ▶ ▶ View All							
	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							
	Save Notify Contract Status/Content Contract Type/Cl	Add Update/Display Include History Correct History lauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit							

Continued on next page

Procedures,

Step	Action								
15	Click the Contract Approval tab.								
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit								
	Buzz Lightyear Empl ID 1234567								
	Contract Data								
16	The Dent of Annroving SPO will default for each SPO user (change if								
10	necessary) Click Submit for Approval								
	necessary). Chek bublint for Approval.								
	Click Save								
	Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit								
	Buzz Linhtvear								
	Empl ID 1234567								
	Contract Number 0003 Begin Date 07/24/2021 Contract Status Active								
	Contract Type Q I d d 1 of 1 v b View All								
	Effective Date: 0//24/2021 Contract Type: REN Reenlistment Route for Approval								
	Approval Type:								
	Approver:								
	Dept of Approving 042311 Q BASE NOLA SPO (PS)								
	Approval Status:								
	Approval Date:								
	Submit for Approval								
	Save Notify Add Update/Display Include History Correct History								
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit								

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.



Approving the Contract, Continued

Procedures,

continued

Step	Action								
3	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.								
	View My Action Requests								
	Во Реер								
	 '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. 								
	O My Submitted Requests I am Approver For O All Requests								
	Transaction Name: All Transactions								
	Transaction Status: Pending ~								
	Submission From Date:								
	Submission To Date: Populate Grid Refresh								

Approving the Contract, Continued

Procedures,

Step			Action						
4	Click the Approve/Deny link for the contract you are approving.								
	Transaction Name Status Member	Member's Last Name Member's Emplo	d Member's Deptid Submitt	Personalize Find Vi ed By Approver Submission Dat	ew All 🔄 🔜 First 🕢 1 of 1 🕟 Last				
	Contract Approval Pending Buzz Lighty	ear Lightyear 1234567	000121 Sheriff	Woody Bo Peep 07/24/2021	Approve/Deny				
		~							
5	Enter a mandator	Comment and s	select either	Approve or Den	y (deny returns				
	Action Request								
	Contract Approva	I							
	Lightyear, Buzz								
	1. Please verify the	contract data and leave dis	position information	on.					
	2. If Changes are ne	eded, enter details about o	changes in the Co	mments field.					
	3. Click Approve or L	Deny button							
	Contract Number:	0003		Contract Type:	PEN				
	Contract Number: Contract Status:	A		Contract Effdt:	07/24/2021				
	Contract Begin Dt: Expected End Dt:	07/24/2021 07/23/2029							
	Get Details								
	Democratication								
	Request Information								
	Contract Term:	8 Years		Mbr Signature Date	: 07/24/2021				
	Reason:	Expiration of Enlistment		SRB Entitlement	:				
	Num Extensions:	0		EXT Tour Length	:				
	Expect AD TermDt:	07/23/2029		Expected Loss Date	: 07/23/2029				
	Leave Balance:	0		Cumulative Sold	: 3.5				
	Total Leave Sell:								
	Comment:	Rehire without a break in	service						
	ounnent.								
	Approve	Deny							
6	Once Approved,	the member is ful	lly accessed	into the Coast Gu	ard with pay.				
	Approve	Deny							
	Contract Approval								
	Contract App	oval:Approved	View/Hide Commer	nts					
	Approved								
	Contract Approvers								
	Comments								
	BO PEEP at 07/2	4/21 - 11:36 AM							
	Rehire with no br	eak in service.							