

Return to Service

Overview

Introduction This guide provides the procedures for returning a member separated during COVID19, into the Active-Duty Coast Guard using Direct Access (DA).

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

Known Issue State Withholding Tax (SWT) reverts back to the Home of Record (HOR) address automatically after a REHIRE. SPO's need to review/update the SWT when completing the rehire and make the appropriate data entries to avoid any tax issues.

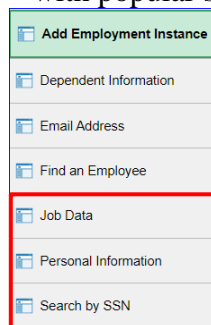
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Before you begin ANY Hire or Rehire You must first determine whether the member is already in DA. Failure to do so may cause one member to have two Empl Records or even two separate Employee IDs.

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

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



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Overview, Continued

Before you begin ANY Hire or Rehire, continued

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

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

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

Bad Example:

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

Good Example:

Search Results

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

Position Numbers

Important information about position numbers:

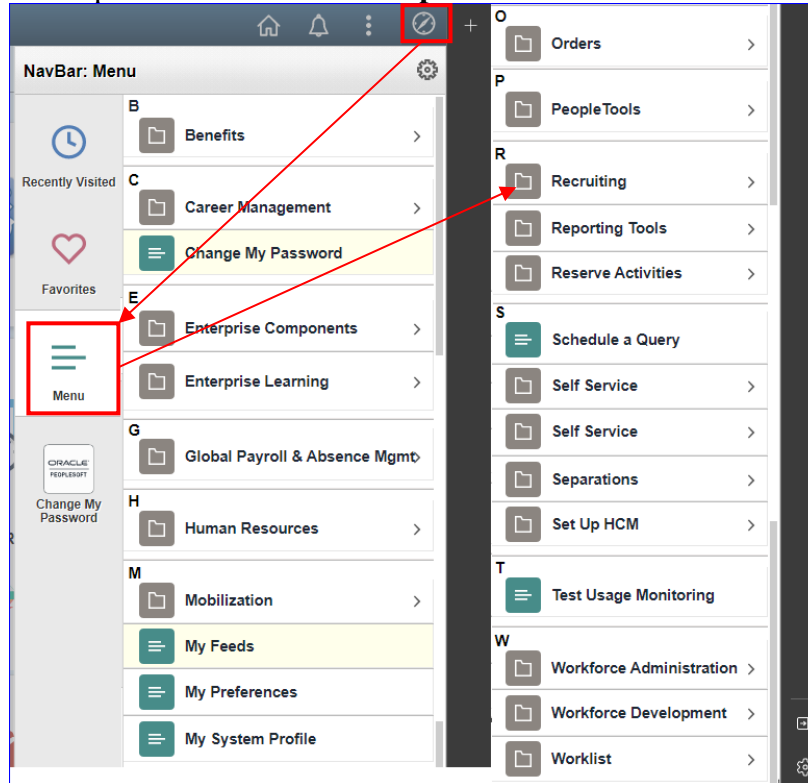
- Do not assess a member to a position number at their destination. You must navigate to Positions at a Department and choose an Active Duty position similar to the member's position description appearing either at your own unit or a unit close to the member's departure point.
- Annotate this number. It will be used later in the Rehire process (Step 11).

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Overview, Continued

Position Numbers, continued

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



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

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Overview, Continued

Important Information

- Do not request a SOCS when conducting a rehire as part of the COVID19 Active-Duty Reintegration
- 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
- Any previous entitlements
- Tax withholdings
- Direct deposit information

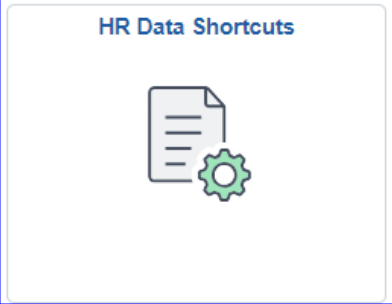
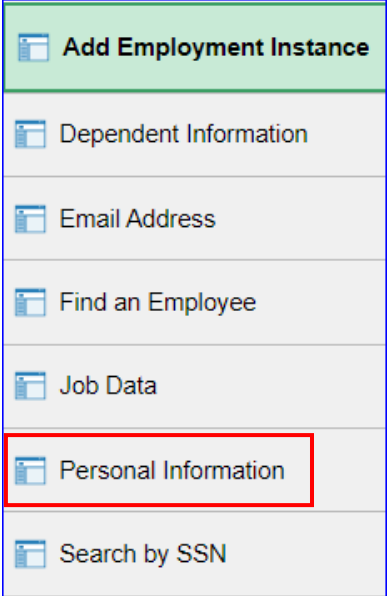
Enrollment/Election completed for benefit programs (e.g., SGLI, MGIB, Family Dental, etc.)

Rehiring the Member

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

Before You Begin Verify that the member has a **discharge Job Data row** before starting the rehire process. See: [Understanding Job Data](#)

Procedures See below.

Step	Action
1	<p>Click on the HR Data Shortcuts tile.</p> 
2	<p>Select the Personal Information option.</p> 

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Rehiring the Member, Continued

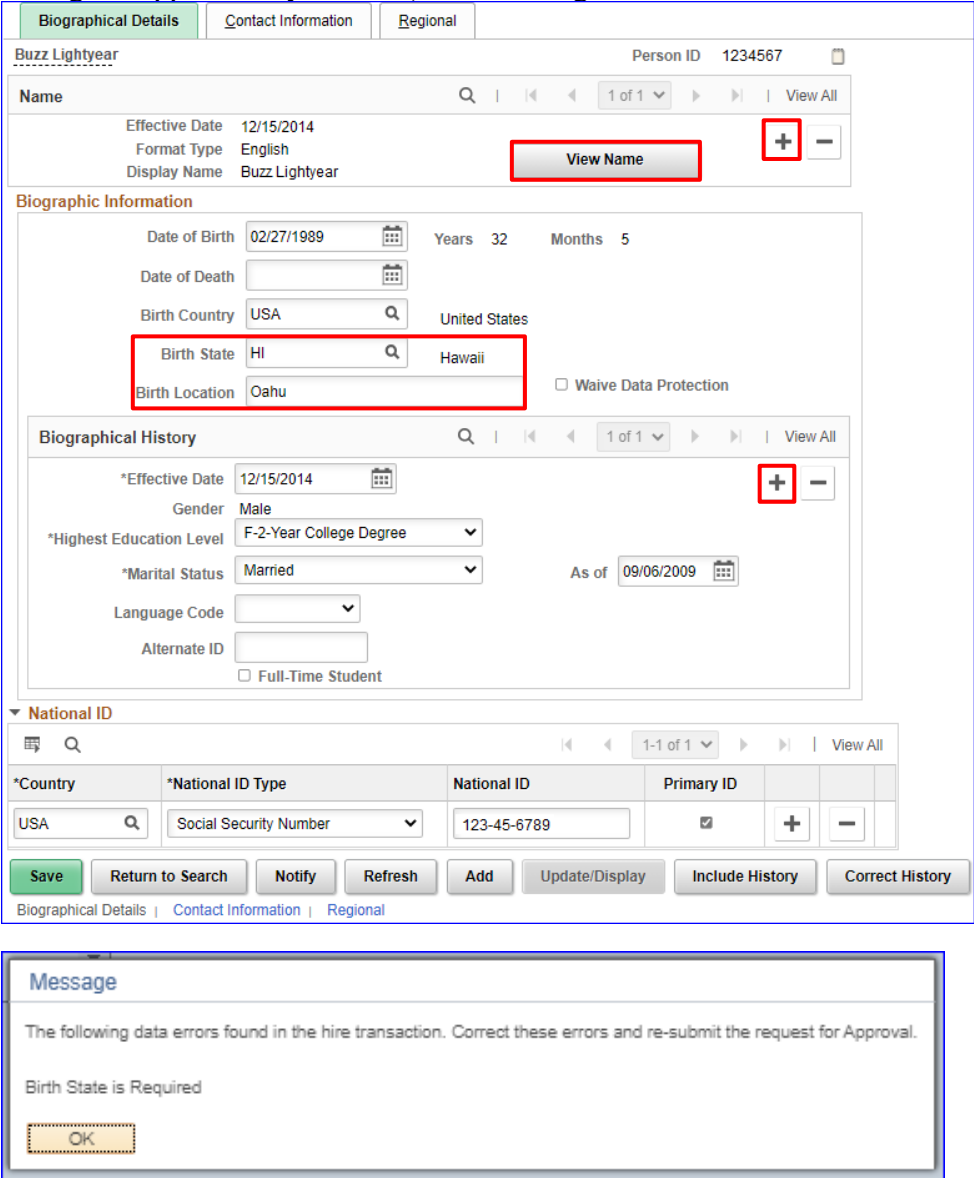
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID, check the Correct History box (Include History box is optional) and click Search.</p> <div data-bbox="331 528 1201 1368" style="border: 1px solid blue; padding: 5px;"> <p>Personal Information Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>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"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p> <input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>

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Rehiring the Member, Continued


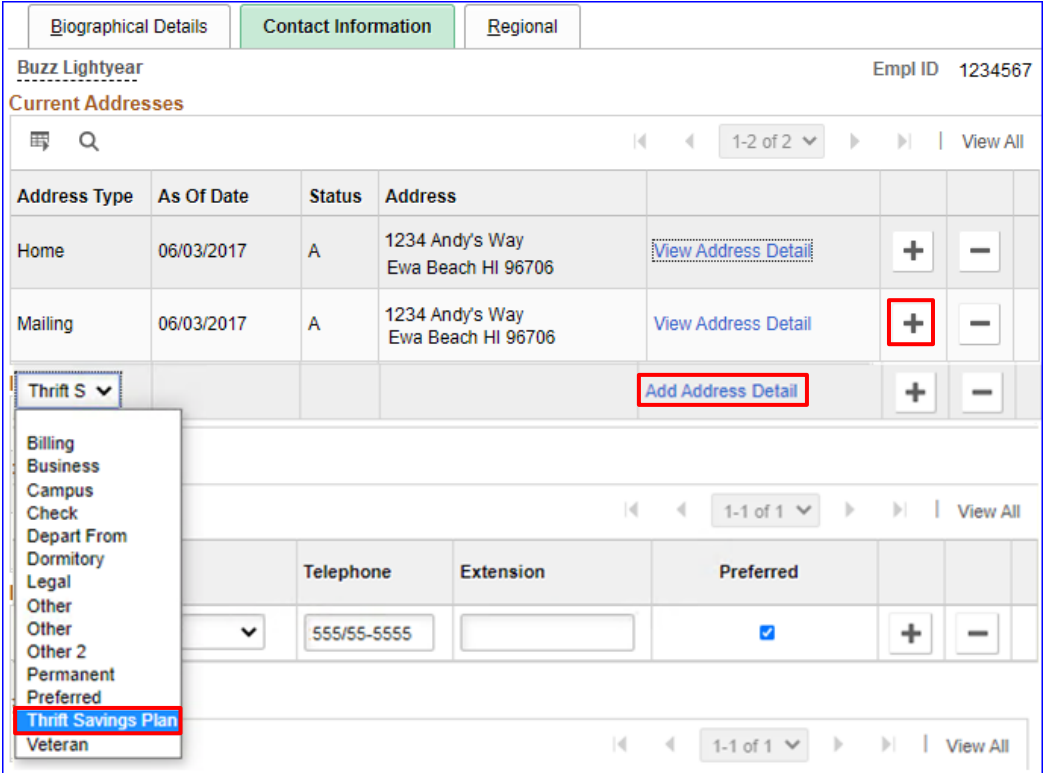

Procedures,
continued

Step	Action
4	<p>Information fields will default to previously entered data. Click 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 during the approval if you don't). See Message below.</p> 

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Rehiring the Member, Continued

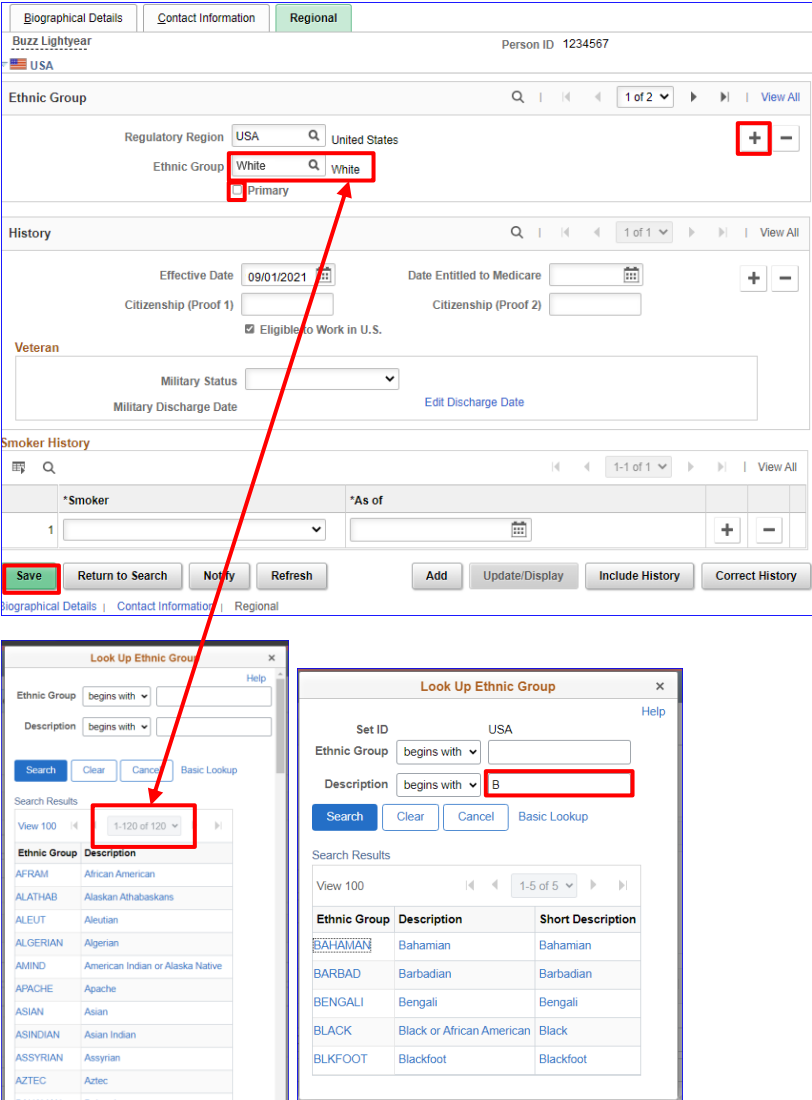
Procedures,
continued

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

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Rehiring the Member, Continued

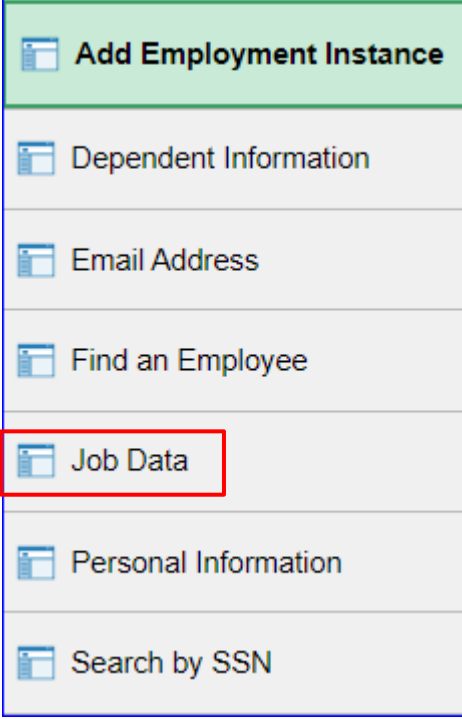
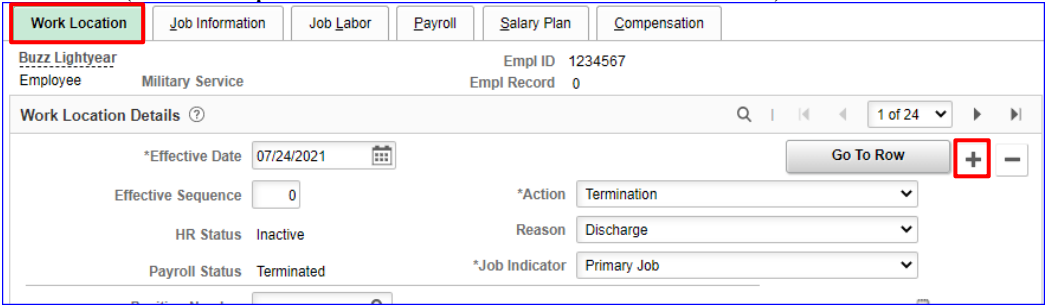
Procedures,
continued

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

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Rehiring the Member, Continued

Procedures,
continued

Step	Action
9	<p>Without leaving the screen, select the Job Data option.</p>  <p>The screenshot shows a vertical list of menu items: 'Add Employment Instance' (highlighted in green), 'Dependent Information', 'Email Address', 'Find an Employee', 'Job Data' (highlighted in a red box), 'Personal Information', and 'Search by SSN'.</p>
10	<p>The Work Location tab will automatically display. After verifying that the 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 shows the 'Work Location' tab selected in a software interface. It displays employee information for 'Buzz Lightyear' (Empl ID 1234567) and a 'Work Location Details' section. The 'Effective Date' is 07/24/2021, 'Effective Sequence' is 0, 'HR Status' is Inactive, and 'Payroll Status' is Terminated. The '*Action' dropdown is set to 'Termination', 'Reason' is 'Discharge', and '*Job Indicator' is 'Primary Job'. A 'Go To Row' button with a '+' sign (highlighted in a red box) is visible for adding a new row.</p>

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Rehiring the Member, Continued

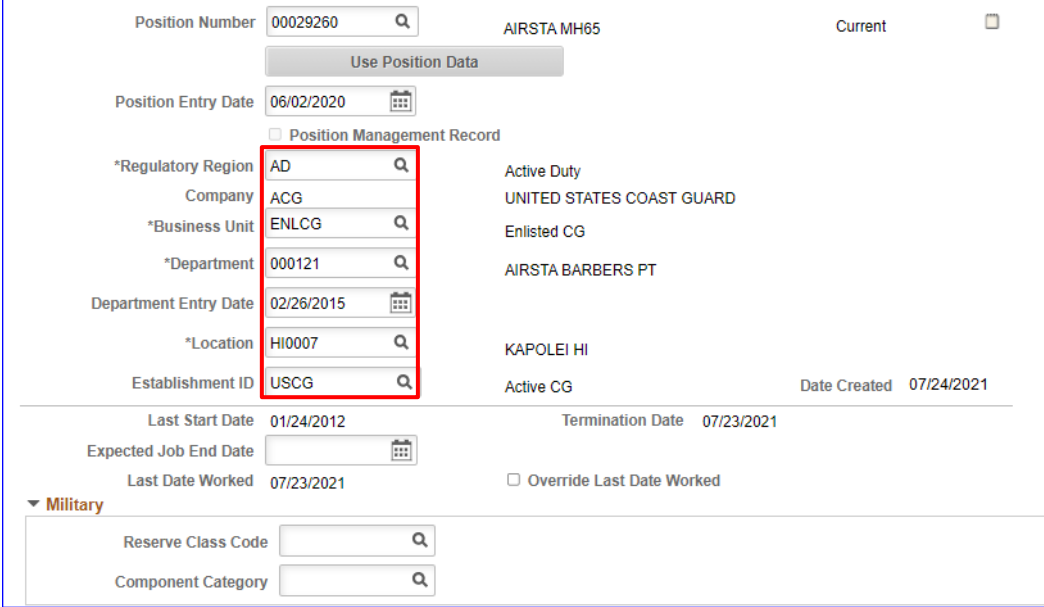
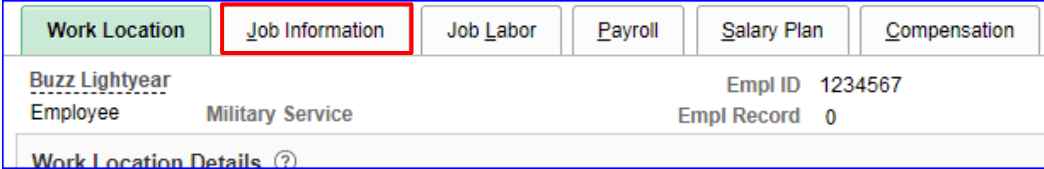
Procedures,
continued

Step	Action
11	<p>Enter the following:</p> <p>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”) because the discharge has already created a new row in Job Data with the same effective date. Otherwise, leave at default of “0”.</p> <p>Action – Select Rehire from the drop-down.</p> <p>Reason – Select Rehire from the drop-down.</p> <p>Position Number – Enter the appropriate position number or use the lookup icon to find the appropriate number. This Message will display, click OK.</p> <div data-bbox="331 824 1209 1008" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>You have updated a field where more than one valid option exists for Establishment ID. (1000,1391) Please verify the selected Establishment ID.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>Click Override Position Data.</p> <div data-bbox="331 1070 1369 1451" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>Buzz Lightyear Employee Military Service Empl ID 1234567 Empl Record 0</p> <p>Work Location Details</p> <p>*Effective Date: 07/24/2021</p> <p>Effective Sequence: <input type="text" value="1"/></p> <p>HR Status: Inactive</p> <p>Payroll Status: Terminated</p> <p>Position Number: <input type="text" value="00029260"/> <input type="button" value="Q"/></p> <p>*Action: <input type="text" value="Rehire"/></p> <p>Reason: <input type="text" value="Rehire"/></p> <p>*Job Indicator: Primary Job</p> <p>Position Entry Date: 06/02/2020</p> <p style="text-align: center;"><input type="button" value="Override Position Data"/></p> </div>

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Rehiring the Member, Continued

Procedures,
continued

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

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Rehiring the Member, Continued

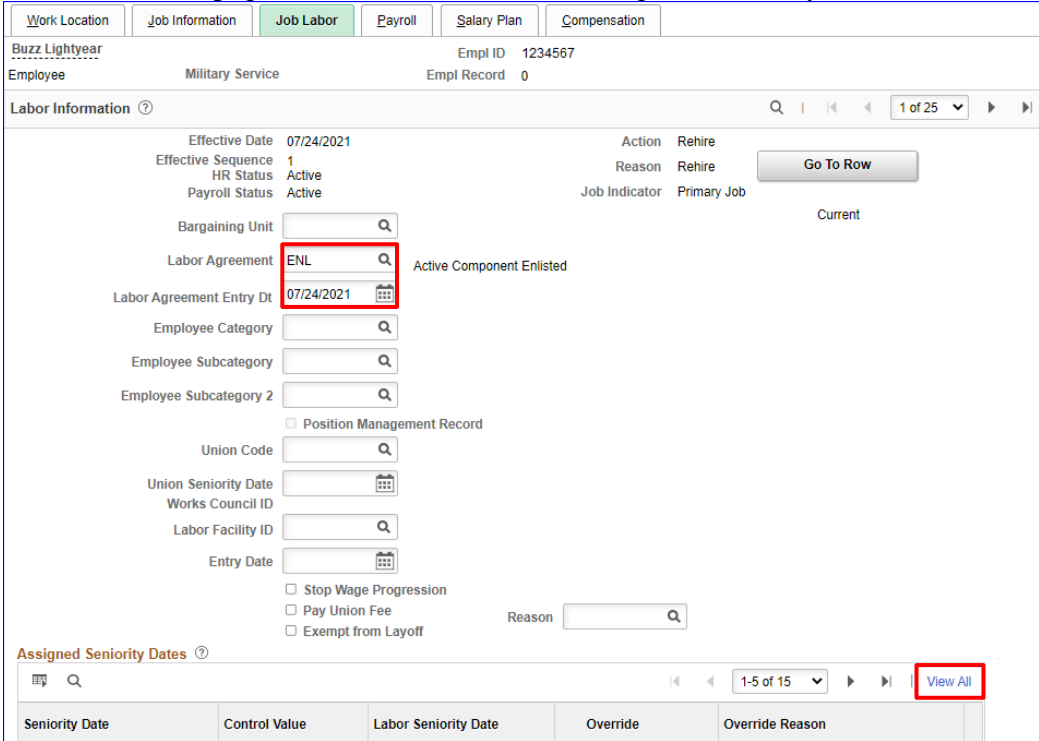
Procedures,
continued

Step	Action																								
<p>14</p>	<p>Enter data for these three fields only:</p> <ul style="list-style-type: none"> • Job Code – Select the appropriate code from the lookup icon and verify it with the Grade Step for the correct Salary Plan in Step 22. IMPORTANT: If the Job Code number does not match the Grade Step in Step 22, the AO will get an error during the approval. See Message below. • Supervisor ID – Enter the CGHRSUP Empl ID that approves Rehires or use the lookup icon. • Empl Class – Select AD from the drop-down. <p>NOTE: Standard Hours will default to either 160 or 240. Do not change.</p> <div data-bbox="328 862 1369 1379" style="border: 1px solid black; padding: 5px;"> <p>*Job Code <input type="text" value="455394"/> <input type="button" value="Q"/> Second Class Avionics Electric Current</p> <p>Entry Date <input type="text" value="07/24/2021"/> <input type="button" value="Calendar"/></p> <p>Supervisor Level <input type="text"/> <input type="button" value="Q"/></p> <p>Supervisor ID <input type="text" value="7654321"/> <input type="button" value="Q"/> Bo Peep</p> <p>Reports To <input type="text"/> <input type="button" value="Q"/></p> <p>*Regular/Temporary <input type="text" value="Regular"/> <input type="button" value="v"/> *Full/Part <input type="text" value="Full-Time"/> <input type="button" value="v"/></p> <p>Empl Class <input type="text" value="AD"/> <input type="button" value="v"/> *Officer Code <input type="text" value="None"/> <input type="button" value="v"/></p> <p>*Regular Shift <input type="text" value="Not Applicable"/> <input type="button" value="v"/> Shift Rate <input type="text"/></p> <p>*Classified Ind <input type="text" value="Unclassified"/> <input type="button" value="v"/> Shift Factor <input type="text"/></p> <p>Standard Hours <input type="text" value="160.00"/> <input type="button" value="v"/> Work Period <input type="text" value="M"/> <input type="button" value="Q"/> Monthly</p> <p>FTE <input type="text" value="0.000000"/> <input checked="" type="checkbox"/> Adds to FTE Actual Count? <input type="checkbox"/> Encumbrance Override</p> <p>Contract Number <input type="text"/> <input type="button" value="Q"/> <input type="button" value="Next Contract Number"/></p> <p>Contract Number <input type="text"/> <input type="button" value="Q"/></p> <p>Contract Type <input type="text"/></p> </div> <div data-bbox="328 1417 1356 1659" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <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><input type="button" value="OK"/></p> </div>																								
<p>15</p>	<p>Select the Job Labor tab.</p> <div data-bbox="328 1733 1369 1883" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Work Location</td> <td style="text-align: center;">Job Information</td> <td style="text-align: center; border: 2px solid red;">Job Labor</td> <td style="text-align: center;">Payroll</td> <td style="text-align: center;">Salary Plan</td> <td style="text-align: center;">Compensation</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> <tr> <td colspan="6">Job Information Details <input type="button" value="Q"/></td> </tr> </table> </div>	Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Buzz Lightyear			Empl ID 1234567			Employee Military Service			Empl Record 0			Job Information Details <input type="button" value="Q"/>					
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Rehiring the Member, Continued

Procedures,
continued

Step	Action
<p>16</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Labor Agreement – Defaults to current Labor agreement. • Labor Agreement Entry Dt – Ensure it displays the date of the rehire. <p>Scroll down the page and click View All for Assigned Seniority Dates.</p>  <p>The screenshot displays the following details:</p> <ul style="list-style-type: none"> Employee: Buzz Lightyear, Empl ID: 1234567 Military Service: Active Effective Date: 07/24/2021 Labor Agreement: ENL (Active Component Enlisted) Labor Agreement Entry Dt: 07/24/2021 Assigned Seniority Dates: A table with columns: Seniority Date, Control Value, Labor Seniority Date, Override, and Override Reason. A 'View All' button is present at the bottom right of this section.

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Rehiring the Member, Continued

Procedures,
continued

Step	Action																																																																																
17	<p>The original hire dates will display. Click Recalculate Seniority Dates to open all Assigned Seniority Date fields.</p> <div data-bbox="331 562 1377 1585" style="border: 1px solid blue; padding: 5px;"> <p>Assigned Seniority Dates ⓘ</p> <p>🗨️ 🔍 1-15 of 15 View 5</p> <table border="1"> <thead> <tr> <th>Seniority Date</th> <th>Control Value</th> <th>Labor Seniority Date</th> <th>Override</th> <th>Override Reason</th> </tr> </thead> <tbody> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td>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></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DEP DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>CMA DATE</td> <td></td> <td>01/24/2012 📅</td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr style="background-color: yellow;"> <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>07/23/2021 📅</td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>EXPECTED LOSS DATE</td> <td></td> <td>07/23/2021 📅</td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>JOB FAMILY ENTRY DATE</td> <td></td> <td>03/16/2012 📅</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><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><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><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td>01/24/2012 📅</td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>DATE OF RANK</td> <td>455394</td> <td>07/01/2017 📅</td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>ROTATION DATE</td> <td></td> <td>07/01/2021 📅</td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: center; border: 2px solid red; padding: 5px; margin-top: 10px;">Recalculate Seniority Dates</p> </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			<input type="checkbox"/>		DEP DATE			<input type="checkbox"/>		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		07/23/2021 📅	<input checked="" type="checkbox"/>	<input type="text"/>	EXPECTED LOSS DATE		07/23/2021 📅	<input checked="" type="checkbox"/>	<input type="text"/>	JOB FAMILY ENTRY DATE		03/16/2012 📅	<input checked="" type="checkbox"/>	<input type="text"/>	MIL OBLIGATION COMPL DATE		11/30/2019 📅	<input checked="" type="checkbox"/>	<input type="text"/>	PAY ALLOWANCE DATE		01/24/2012 📅	<input checked="" type="checkbox"/>	<input type="text"/>	POINT START DATE		08/02/2016 📅	<input checked="" type="checkbox"/>	<input type="text"/>	PAY BASE DATE		01/24/2012 📅	<input checked="" type="checkbox"/>	<input type="text"/>	DATE OF RANK	455394	07/01/2017 📅	<input checked="" type="checkbox"/>	<input type="text"/>	ROTATION DATE		07/01/2021 📅	<input checked="" type="checkbox"/>	<input type="text"/>
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Rehiring the Member, Continued

Procedures,
continued

Step	Action																																													
18	<p>This step is shown in two halves. Verify and update the following:</p> <ul style="list-style-type: none"> • Active Duty Base Date <ul style="list-style-type: none"> – Without a break in service, verify Enlistment Contract dates. – With a break in service, enter the date of rehire. Reservist <i>known issue</i>-cannot leave blank, see NOTE. • AD Pay Scale Date – Date of the Enlistment Contract or the 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 – Term of Service from the signed Enlistment Contract (minus 1 day) or the DIEMS Date whichever is greater. <p>NOTE: If rehiring with a break in service OR a reservist going on active duty, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS (or see E-Mail ALSPO B/15).</p>																																													
	<div data-bbox="327 1375 1369 1944"> <p>Assigned Seniority Dates </p> <p>1-15 of 15 View 5</p> <table border="1"> <thead> <tr> <th>Seniority Date</th> <th>Control Value</th> <th>Labor Seniority Date</th> <th>Override</th> <th>Override Reason</th> </tr> </thead> <tbody> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td>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>01/24/2012 </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>07/23/2029 </td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>EXPECTED LOSS DATE</td> <td></td> <td>07/23/2029 </td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </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		01/24/2012	<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		07/23/2029	<input checked="" type="checkbox"/>	<input type="text"/>	EXPECTED LOSS DATE		07/23/2029	<input checked="" type="checkbox"/>	<input type="text"/>
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Rehiring the Member, Continued

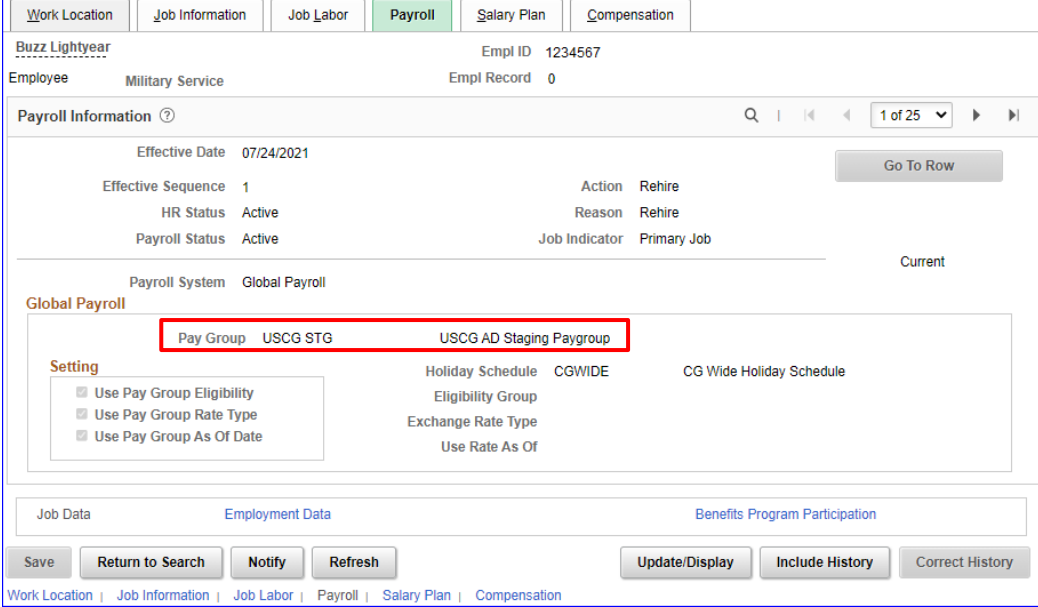
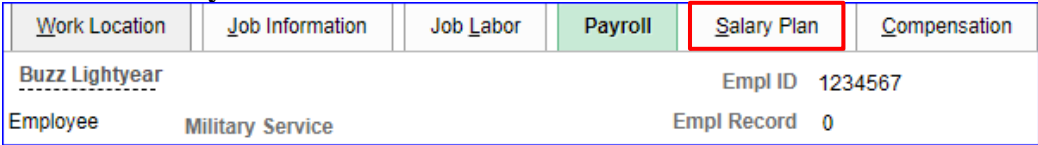
Procedures,
continued

Step	Action																																										
<p>18 (cont)</p>	<ul style="list-style-type: none"> • Job Family Entry Date – The date the member first became rated in their current rating, use the existing Job Family Entry Date from the previous Job row. • Mil Obligation Compl Date – 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e., VOLSEP). • Pay Allowance Date – Date of the rehire OR leave as is without a break in service. • Point Start Date – Leave at default, this date may only be adjusted by PPC (ADV) (see NOTE). • Pay Base Date (PBD) – Date of the rehire or if rehiring without a break in service use the existing PBD from the 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 active duty, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS (or see E-Mail ALSPO B/15).</p> <table border="1" data-bbox="328 1227 1366 1682"> <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>01/24/2012</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 style="text-align: center;"><input type="button" value="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		01/24/2012		<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"/>
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<p>19</p>	<p>Select the Payroll Tab.</p> <table border="1" data-bbox="328 1756 1366 1921"> <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="2">Employee</td> <td colspan="2">Military Service</td> <td colspan="2">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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Rehiring the Member, Continued

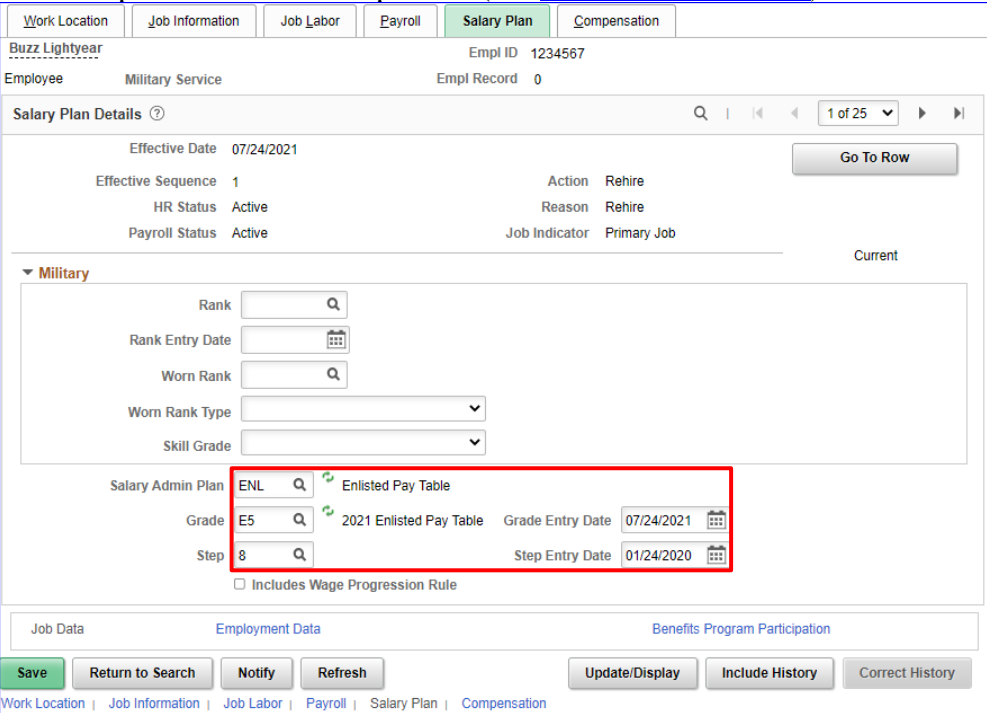
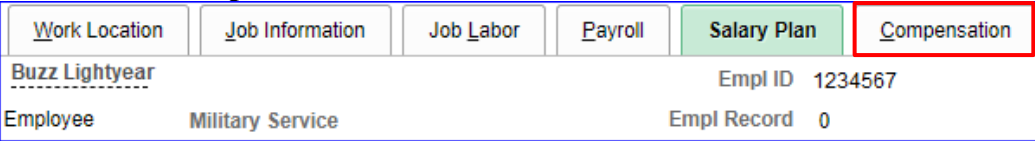
Procedures,
continued

Step	Action
20	<p>The Pay Group should default to USCG STG (Staging). Once approved, this will update to USCG AD.</p>  <p>The screenshot shows the 'Payroll Information' section for employee Buzz Lightyear (Empl ID 1234567). The 'Payroll' tab is active. The 'Pay Group' is currently 'USCG STG' and is being updated to 'USCG AD Staging Paygroup'. The 'Setting' section includes three checked options: 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. The 'Global Payroll' section shows 'Pay Group' as 'USCG STG' and 'USCG AD Staging Paygroup'. The 'Setting' section also includes 'Holiday Schedule' (CGWIDE), 'Eligibility Group', 'Exchange Rate Type', and 'Use Rate As Of'.</p>
21	<p>Select the Salary Plan tab.</p>  <p>The screenshot shows the 'Payroll Information' section with the 'Salary Plan' tab highlighted in red. The 'Payroll' tab is also visible. The 'Setting' section has three checked options: 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. The 'Global Payroll' section shows 'Pay Group' as 'USCG STG' and 'USCG AD Staging Paygroup'. The 'Setting' section also includes 'Holiday Schedule' (CGWIDE), 'Eligibility Group', 'Exchange Rate Type', and 'Use Rate As Of'.</p>

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Rehiring the Member, Continued

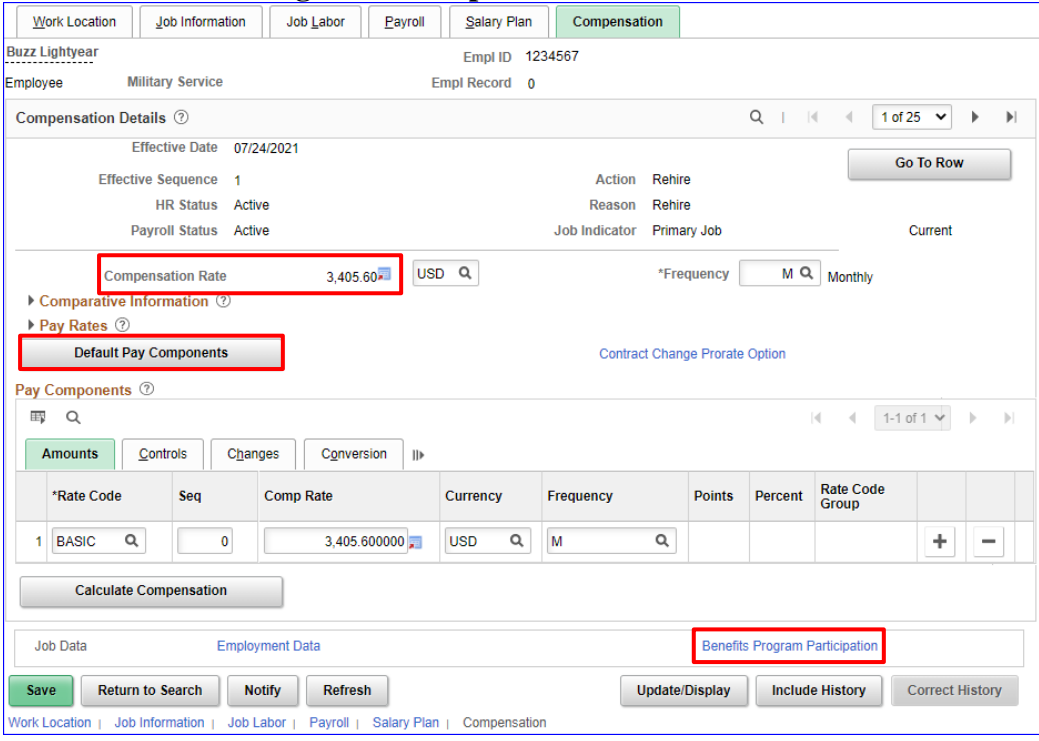
Procedures,
continued

Step	Action
22	<p>Enter the following:</p> <ul style="list-style-type: none"> • Salary Admin Plan – Verify it defaults to ENL. Correct, if necessary. • Grade – Defaults to the Pay Grade based on the Job Code entered on the Job Information Tab (Step 14). If the member is being accessed at a different grade, click the lookup icon and select the appropriate grade. • 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. <p>NOTE: Submit a request to PPC Customer Care for a Statement of Creditable Service (SOCS) in the case of prior military service. Any necessary adjustments will take place via the SOCS process (see E-Mail ALSPO B/15).</p> 
23	<p>Click on the Compensation Tab.</p> 

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Rehiring the Member, Continued

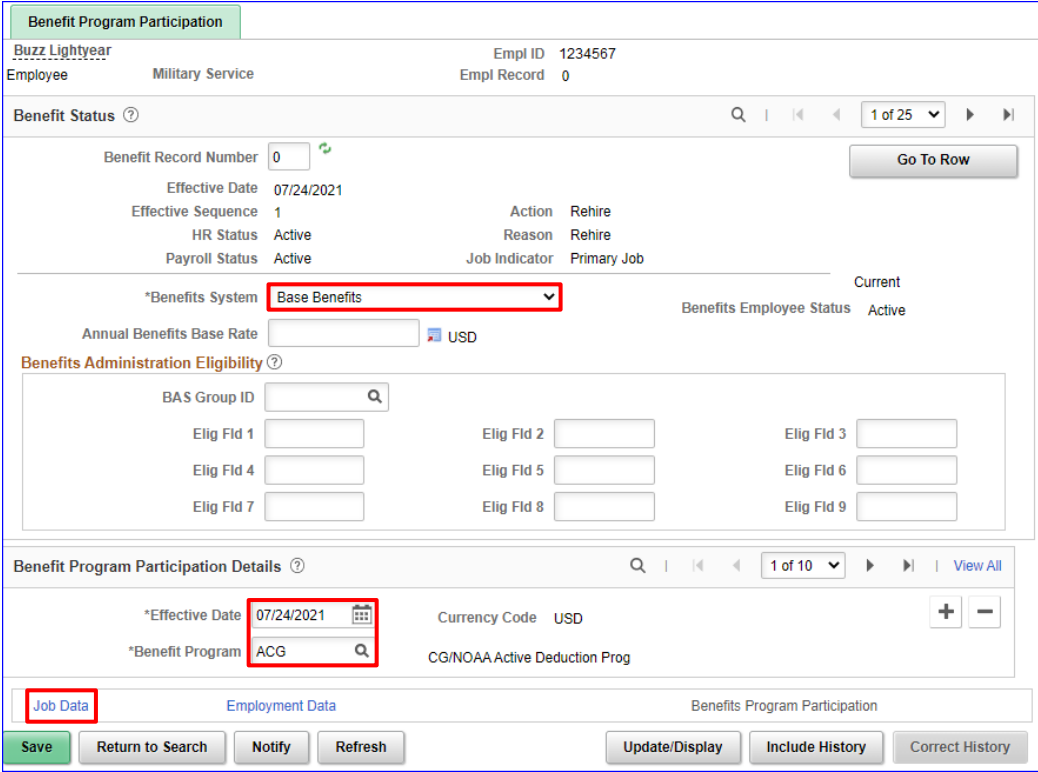
Procedures,
continued

Step	Action
24	<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 is divided into several sections:</p> <ul style="list-style-type: none"> Compensation Details: Shows effective date (07/24/2021), sequence (1), and status (Active). It includes a 'Go To Row' button. Compensation Rate: A field containing the value 3,405.60, highlighted with a red box. Pay Rates: A section containing a 'Default Pay Components' button, highlighted with a red box. Pay Components Table: A table with columns for Rate Code, Seq, Comp Rate, Currency, Frequency, Points, Percent, and Rate Code Group. The first row shows Rate Code 'BASIC', Seq '0', and Comp Rate '3,405.600000'. Navigation: Includes a 'Calculate Compensation' button and a 'Benefits Program Participation' link at the bottom, highlighted with a red box.

Continued on next page

Rehiring the Member, Continued

Procedures,
continued

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

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Rehiring the Member, Continued

Procedures,
continued

Step	Action																																																																																																																																																												
26	<p>Click Save.</p> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f0e0;">Work Location</td> <td>Job Information</td> <td>Job Labor</td> <td>Payroll</td> <td>Salary Plan</td> <td>Compensation</td> </tr> <tr> <td colspan="2"> Buzz Lightyear Employee </td> <td colspan="2"> Military Service </td> <td colspan="2"> Empl ID 1234567 Empl Record 0 </td> </tr> <tr> <td colspan="6"> Work Location Details 1 of 25 </td> </tr> <tr> <td colspan="2"> *Effective Date: 07/24/2021 </td> <td colspan="2"> Effective Sequence: 1 </td> <td colspan="2"> *Action: Rehire </td> </tr> <tr> <td colspan="2"> HR Status: Active </td> <td colspan="2"> Payroll Status: Active </td> <td colspan="2"> Reason: Rehire </td> </tr> <tr> <td colspan="2"> Position Number: 00029260 </td> <td colspan="2"> AIRSTA MH65 </td> <td colspan="2"> *Job Indicator: Primary Job </td> </tr> <tr> <td colspan="6" style="text-align: center;"> <input type="button" value="Use Position Data"/> </td> </tr> <tr> <td colspan="2"> Position Entry Date: 07/24/2021 </td> <td colspan="4"> <input type="checkbox"/> Position Management Record </td> </tr> <tr> <td colspan="2"> *Regulatory Region: AD </td> <td colspan="4"> Active Duty </td> </tr> <tr> <td colspan="2"> *Company: ACG </td> <td colspan="4"> UNITED STATES COAST GUARD </td> </tr> <tr> <td colspan="2"> *Business Unit: ENLCG </td> <td colspan="4"> Enlisted CG </td> </tr> <tr> <td colspan="2"> *Department: 000121 </td> <td colspan="4"> AIRSTA BARBERS PT </td> </tr> <tr> <td colspan="2"> Department Entry Date: 07/24/2021 </td> <td colspan="4"></td> </tr> <tr> <td colspan="2"> *Location: HI0007 </td> <td colspan="4"> KAPOLEI HI </td> </tr> <tr> <td colspan="2"> Establishment ID: USCG </td> <td colspan="2"> Active CG </td> <td colspan="2"> Date Created: 07/24/2021 </td> </tr> <tr> <td colspan="2"> Last Start Date: 07/24/2021 </td> <td colspan="4"> Termination Date </td> </tr> <tr> <td colspan="2"> Expected Job End Date </td> <td colspan="4"></td> </tr> <tr> <td colspan="6"> <input type="checkbox"/> Military </td> </tr> <tr> <td colspan="2"> Reserve Class Code </td> <td colspan="4"></td> </tr> <tr> <td colspan="2"> Component Category </td> <td colspan="4"></td> </tr> <tr> <td colspan="2"> Job Data </td> <td colspan="2"> Employment Data </td> <td colspan="2"> Benefits Program Participation </td> </tr> <tr> <td colspan="2"> <input type="button" value="Save"/> </td> <td colspan="2"> <input type="button" value="Return to Search"/> </td> <td colspan="2"> <input type="button" value="Notify"/> </td> </tr> <tr> <td colspan="2"></td> <td colspan="2"> <input type="button" value="Refresh"/> </td> <td colspan="2"> <input type="button" value="Update/Display"/> </td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"> <input type="button" value="Include History"/> </td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"> <input type="button" value="Correct History"/> </td> </tr> <tr> <td colspan="6"> Work Location Job Information Job Labor Payroll Salary Plan Compensation </td> </tr> </table></div>	Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Buzz Lightyear Employee		Military Service		Empl ID 1234567 Empl Record 0		Work Location Details 1 of 25						*Effective Date: 07/24/2021		Effective Sequence: 1		*Action: Rehire		HR Status: Active		Payroll Status: Active		Reason: Rehire		Position Number: 00029260		AIRSTA MH65		*Job Indicator: Primary Job		<input type="button" value="Use Position Data"/>						Position Entry Date: 07/24/2021		<input type="checkbox"/> Position Management Record				*Regulatory Region: AD		Active Duty				*Company: ACG		UNITED STATES COAST GUARD				*Business Unit: ENLCG		Enlisted CG				*Department: 000121		AIRSTA BARBERS PT				Department Entry Date: 07/24/2021						*Location: HI0007		KAPOLEI HI				Establishment ID: USCG		Active CG		Date Created: 07/24/2021		Last Start Date: 07/24/2021		Termination Date				Expected Job End Date						<input type="checkbox"/> Military						Reserve Class Code						Component Category						Job Data		Employment Data		Benefits Program Participation		<input type="button" value="Save"/>		<input type="button" value="Return to Search"/>		<input type="button" value="Notify"/>				<input type="button" value="Refresh"/>		<input type="button" value="Update/Display"/>						<input type="button" value="Include History"/>						<input type="button" value="Correct History"/>		Work Location Job Information Job Labor Payroll Salary Plan Compensation					
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Rehiring the Member, Continued

Procedures,
continued

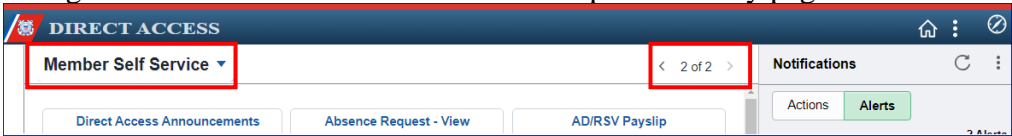
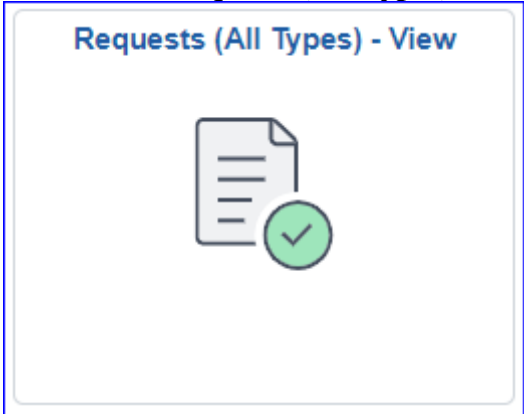
Step	Action
27	<p>Several Messages will display. Click OK on each one (wait for the “processing-circle-of-death” to finish). After a successful save, the Rehire is ready for SPO approval.</p> <div data-bbox="331 600 1369 779" style="border: 1px solid gray; padding: 5px;"> <p>Warning -- Head count of 2 exceeds maximum head count of 1 for position. (1000,156)</p> <p>When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.</p> <p style="text-align: right;"> <input data-bbox="874 719 986 757" type="button" value="OK"/> <input data-bbox="991 719 1082 757" type="button" value="Cancel"/> </p> </div> <div data-bbox="331 819 1369 1014" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Warning -- FTE was changed and no change was made to Standard Hours or Work Period. (1500,121)</p> <p>You have changed the FTE field without making a corresponding change to the Standard Hours field or Work Period field; these fields generally need to be changed together.</p> <p style="text-align: right;"> <input data-bbox="948 947 1086 992" type="button" value="OK"/> <input data-bbox="1091 947 1203 992" type="button" value="Cancel"/> </p> </div>
28	<p>Now proceed to Entering the New Contract to complete the rehire process. The rehire must be approved prior to the contract being entered.</p>

Approving the Rehire

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

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

Procedures See below.

Step	Action
1	Review the rehire process prior to approval. Review the information in Job Data before approving the transaction.
2	Navigate to Member Self Service via the drop-down or by page arrows . 
3	Click on the Requests (All Types) - View tile. 

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Approving the Rehire, Continued

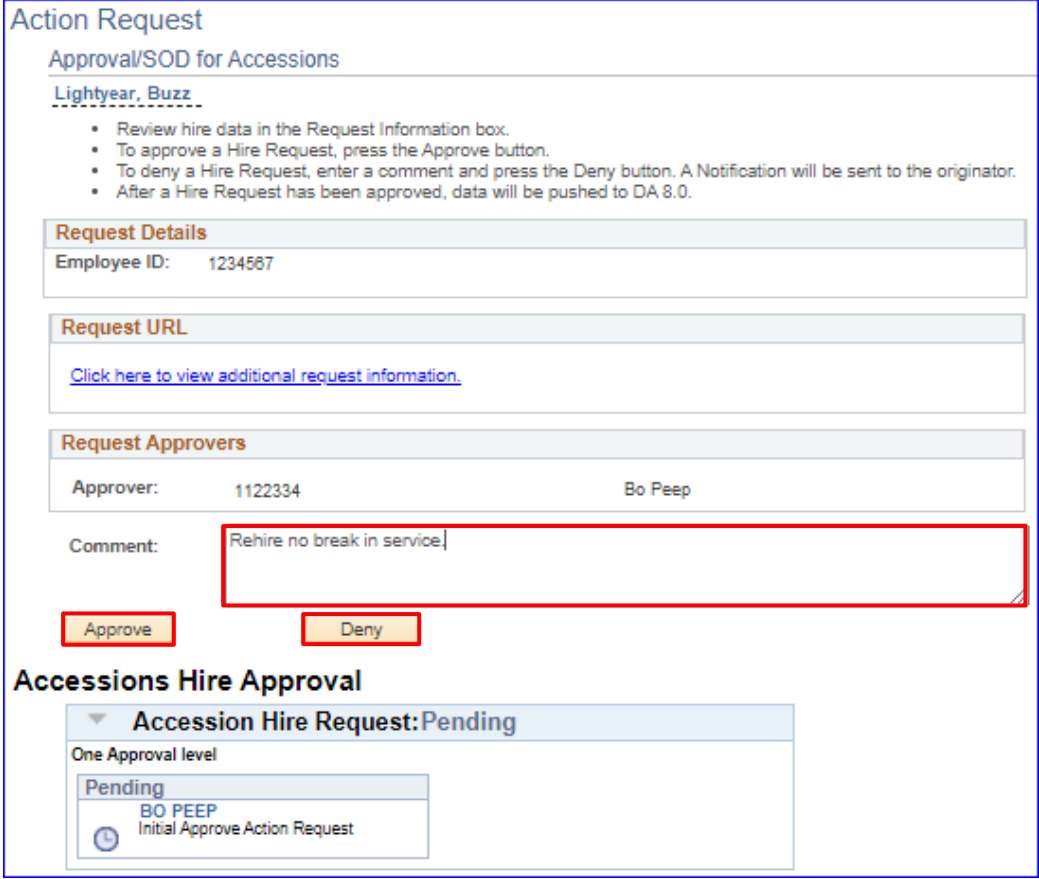
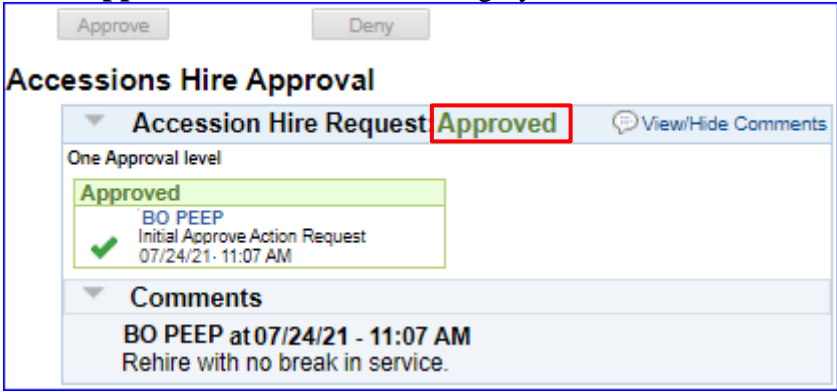
Procedures,
continued

Step	Action																						
<p>4</p>	<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 data-bbox="338 595 1370 1182" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p>Bo Peep</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 style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: All Transactions</p> <p>Transaction Status: Pending</p> <p>Submission From Date: <input type="text"/> [31]</p> <p>Submission To Date: <input type="text"/> [31]</p> <p style="text-align: right;"> <input style="border: 1px solid red;" type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div>																						
<p>5</p>	<p>Click the Approve/Deny link for the rehire you are approving.</p> <div data-bbox="338 1256 1370 1317" style="border: 1px solid blue; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>AccessionHire</td> <td>Pending</td> <td>Buzz Lightyear</td> <td>Lightyear</td> <td>1234567</td> <td>000121</td> <td>Sheriff Woody</td> <td>Bo Peep</td> <td>07/24/2021</td> <td></td> <td style="border: 1px solid red; text-align: center;">Approve/Deny</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny	AccessionHire	Pending	Buzz Lightyear	Lightyear	1234567	000121	Sheriff Woody	Bo Peep	07/24/2021		Approve/Deny
Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny													
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Approving the Rehire, Continued


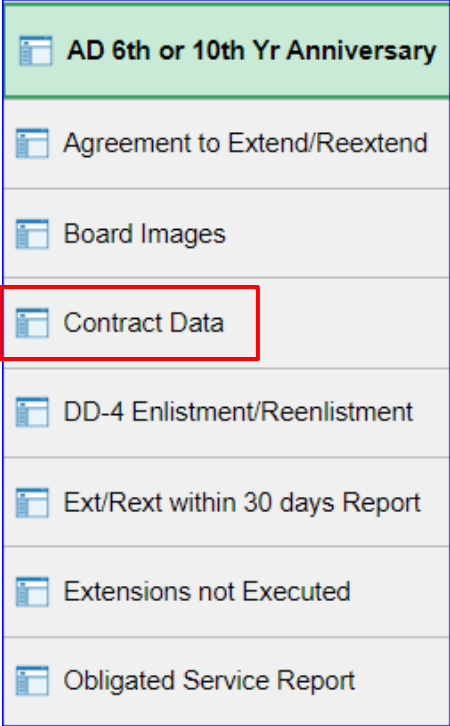
Procedures,
continued

Step	Action
6	<p>Enter any needed Comments and select either Approve or Deny (deny returns the Rehire to the HRS user).</p>  <p>Action Request</p> <p><u>Approval/SOD for Accessions</u></p> <p><u>Lightyear, Buzz</u></p> <ul style="list-style-type: none"> Review hire data in the Request Information box. To approve a Hire Request, press the Approve button. To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. After a Hire Request has been approved, data will be pushed to DA 8.0. <p>Request Details</p> <p>Employee ID: 1234567</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 1122334 Bo Peep</p> <p>Comment: Rehire no break in service.</p> <p>Approve Deny</p> <p>Accessions Hire Approval</p> <p>Accession Hire Request: Pending</p> <p>One Approval level</p> <p>Pending</p> <p>BO PEEP Initial Approve Action Request</p>
7	<p>Once Approved, the buttons will be greyed out. Click the X to close the page.</p>  <p>Approve Deny</p> <p>Accessions Hire Approval</p> <p>Accession Hire Request: Approved View/Hide Comments</p> <p>One Approval level</p> <p>Approved</p> <p>BO PEEP Initial Approve Action Request 07/24/21 · 11:07 AM</p> <p>Comments</p> <p>BO PEEP at 07/24/21 - 11:07 AM Rehire with no break in service.</p>

Entering the New Contract

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

Procedures See below.

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

Continued on next page

Entering the New Contract, Continued

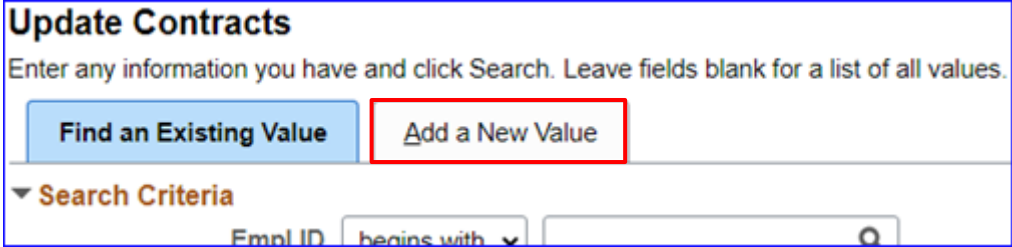

Procedures,
continued

Step	Action																														
3	<p>Enter the Empl ID, verify the Include History box is checked and click Search.</p> <div data-bbox="338 562 1318 1393" style="border: 1px solid black; padding: 10px;"> <p>Update Contracts Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Contract Number begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p> <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>																														
4	<p>All previous contracts entered into the system will be listed. If the member has only one contract, the contract will open automatically.</p> <div data-bbox="338 1491 1370 1709" style="border: 1px solid black; padding: 10px;"> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> <p>Search Results</p> <p>View All 1-2 of 2</p> <table border="1" data-bbox="347 1601 1370 1686"> <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 New Contract, Continued

Procedures,
continued

Step	Action
5	<p>Select the Add a New Value tab.</p>  <p>The screenshot shows the 'Update Contracts' header with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (highlighted in blue) and 'Add a New Value' (highlighted in red). Underneath is a 'Search Criteria' section with a dropdown menu and a search input field containing 'Empl ID' and 'begins with'.</p>
6	<p>Enter the Empl ID and the next sequential Contract Number (Ex. 0003), remaining consistent with the number of zeros used previously. Click Add.</p>  <p>The screenshot shows the 'Update Contracts' interface with the 'Add a New Value' tab selected (highlighted in green). The 'Empl ID' field contains '1234567' and the 'Contract Number' field contains '0003', both highlighted in red. The 'Add' button is also highlighted in green. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.</p>

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Entering the New Contract, Continued

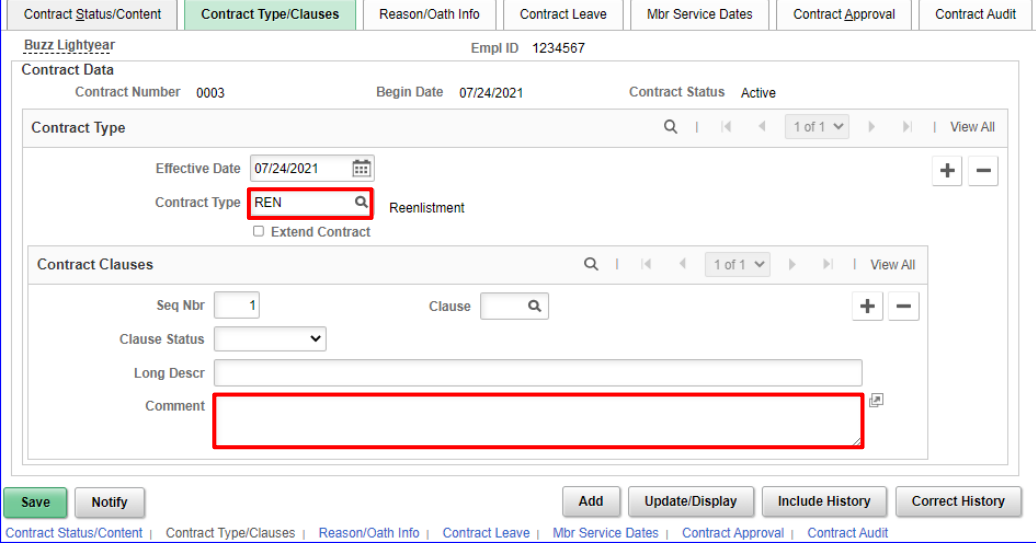
Procedures,
continued

Step	Action
7	<p>The Contract Status/Content tab displays with the new Contract Number (Ex. 0003).</p> <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. <p>The screenshot shows a web interface for entering contract details. At the top, there are tabs: 'Contract Status/Content' (highlighted in red), 'Contract Type/Clauses', 'Reason/Oath Info', 'Contract Leave', 'Mbr Service Dates', and 'Contract Approval'. Below the tabs, the user is identified as 'Buzz Lightyear' with 'Empl ID 1234567'. The 'Contract Data' section includes: <ul style="list-style-type: none"> Contract Number: 0003 (highlighted in red) Contract Begin Date: 07/24/2021 (highlighted in red) Contract End Date: (empty) Comment: (empty) Contract Template ID: (empty) Provider ID: (empty) Contract Content: 'Rehire without a break in service.' (highlighted in red) *Contract Status: Active (dropdown) Contract Expected End Date: (empty) *Regulatory Region: AD (highlighted in red) Additional Contract: <input type="checkbox"/> More than one year expected: <input type="checkbox"/> Waive Working Time Compliance: <input type="checkbox"/> At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A breadcrumb trail at the very bottom shows the current tab is selected. </p>
8	<p>Select the Contract Type/Clauses tab.</p> <p>The screenshot shows the same interface as above, but the 'Contract Type/Clauses' tab is now highlighted in red, indicating it has been selected.</p>

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Entering the New Contract, Continued

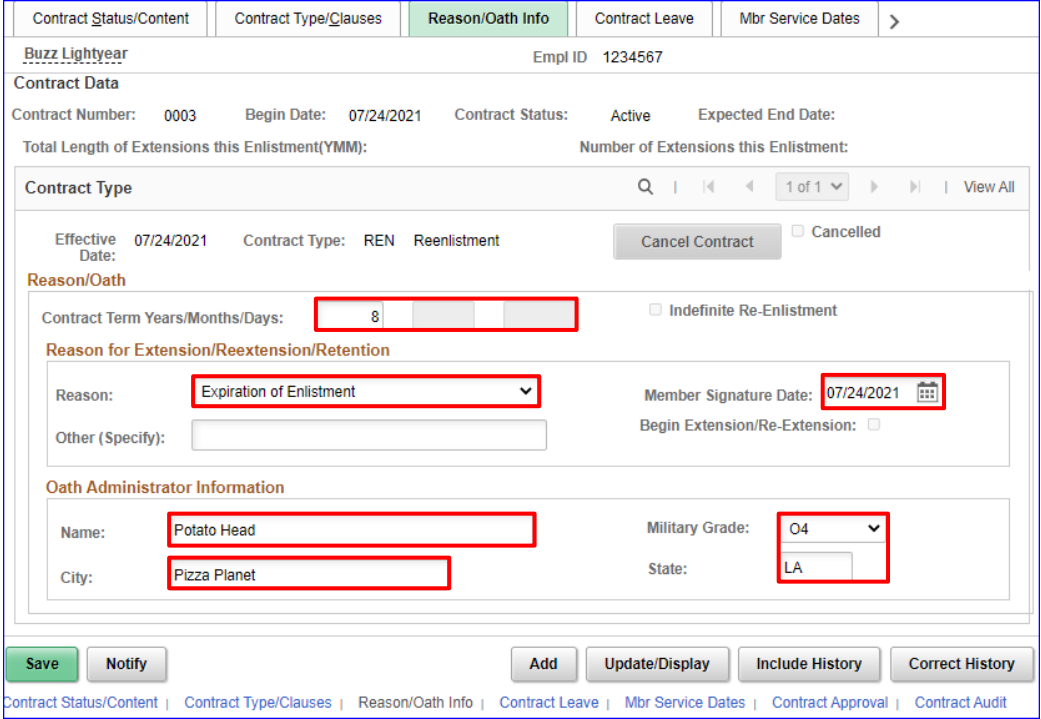
Procedures,
continued

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

Continued on next page

Entering the New Contract, Continued

Procedures,
continued

Step	Action
11	<p>Enter the following:</p> <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 – Enter the rank of the Oath Administrator. • City – Must be the place of initial enlistment unless there is a break in service (like this example). • State – Must be the place of initial enlistment unless there is a break in service.  <p>The screenshot shows a web-based form for entering contract data. The 'Reason/Oath Info' tab is active. Fields are filled with: Contract Number: 0003, Begin Date: 07/24/2021, Contract Status: Active, Expected End Date: (blank), Total Length of Extensions: (blank), Number of Extensions: (blank), Contract Type: REN Reenlistment, Effective Date: 07/24/2021, Contract Term: 8, Reason: Expiration of Enlistment, Member Signature Date: 07/24/2021, Name: Potato Head, Military Grade: O4, City: Pizza Planet, State: LA. Buttons for Save, Notify, Add, Update/Display, Include History, and Correct History are visible at the bottom of the form.</p>

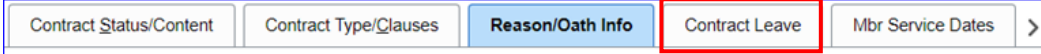
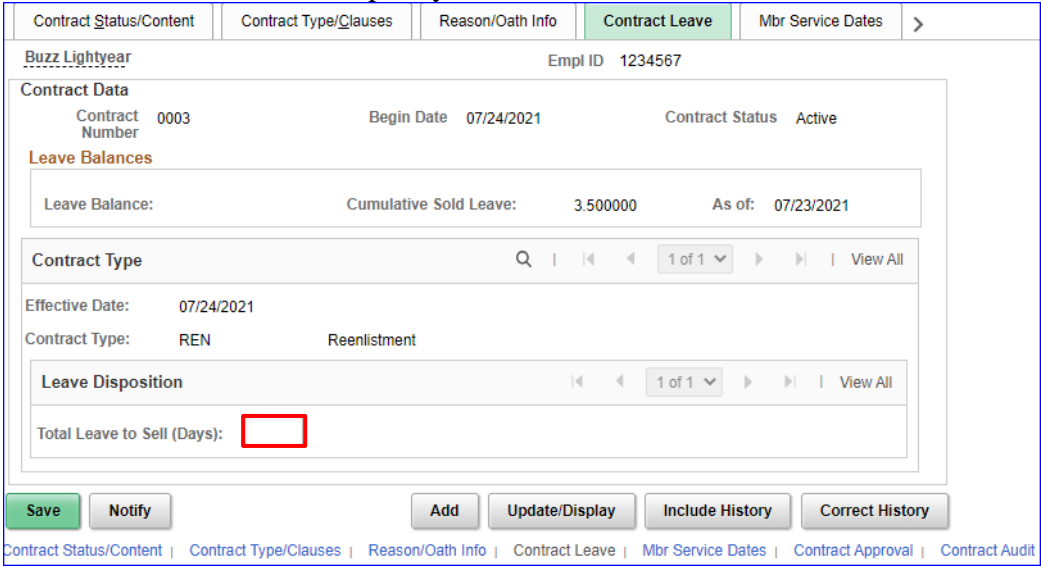
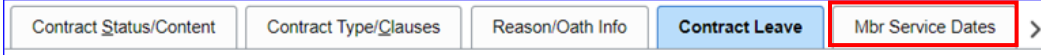
Reason and Signature date are required for Reenlistment. (30010,28)
Please ensure appropriate reason and signature date are entered for the contract.

OK

Continued on next page

Entering the New Contract, Continued

Procedures,
continued

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

Continued on next page

Entering the New Contract, Continued

Procedures,
continued

Step	Action																															
15	<p>Click View All on the Assigned Seniority Dates.</p> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Contract Status/Content</td> <td style="text-align: center;">Contract Type/Clauses</td> <td style="text-align: center;">Reason/Oath Info</td> <td style="text-align: center;">Contract Leave</td> <td style="text-align: center; background-color: #e0f2f1;">Mbr Service Dates ></td> </tr> </table> <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 style="display: flex; align-items: center; margin-bottom: 5px;"> 1-12 of 15 View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Seniority Date</th> <th style="text-align: left;">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 style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Save Notify </div> <div> Add Update/Display Include History Correct History </div> </div> <p style="font-size: small; margin-top: 5px;"> Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit </p> </div>	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates >	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 New Contract, Continued

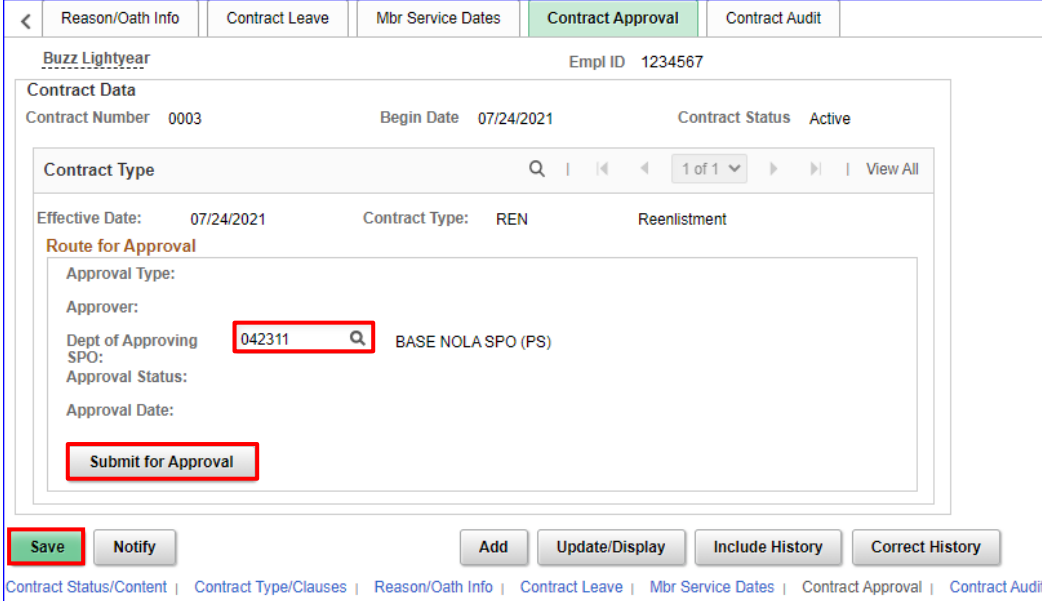
Procedures,
continued

Step	Action																																					
<p>16</p>	<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 data-bbox="339 595 1385 1648" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Contract Status/Content</td> <td style="width: 25%;">Contract Type/Clauses</td> <td style="width: 25%;">Reason/Oath Info</td> <td style="width: 25%;">Contract Leave</td> <td style="width: 25%; text-align: right;">Mbr Service Dates ></td> </tr> </table> <p><u>Buzz Lightyear</u> 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 style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> 1-15 of 15 View 12 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Seniority Date</th> <th style="width: 50%;">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> <tr><td>PAY BASE DATE</td><td>01/24/2012</td></tr> <tr><td>DATE OF RANK</td><td>07/01/2017</td></tr> <tr><td>ROTATION DATE</td><td>07/24/2021</td></tr> </tbody> </table> </div>	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates >	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	PAY BASE DATE	01/24/2012	DATE OF RANK	07/01/2017	ROTATION DATE	07/24/2021
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<p>17</p>	<p>Select the Contract Approval tab.</p> <div data-bbox="339 1722 1385 1883" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: left;"><</td> <td style="width: 25%;">Reason/Oath Info</td> <td style="width: 25%;">Contract Leave</td> <td style="width: 25%; text-align: right;">Mbr Service Dates</td> <td style="width: 25%; text-align: right;">Contract Approval</td> <td style="width: 25%;">Contract Audit</td> </tr> </table> <p><u>Buzz Lightyear</u> Empl ID 1234567</p> <p>Effective Date: 07/24/2021 Empl Rcd 0 Eff Seq: 0 Labor Agreement: ENL</p> </div>	<	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract Approval	Contract Audit																															
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Entering the New Contract, Continued

Procedures,
continued

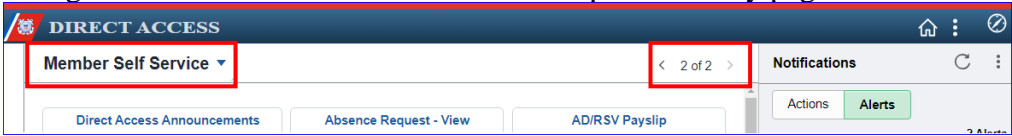
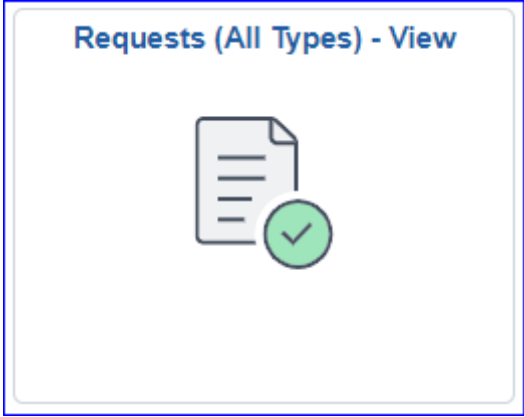
Step	Action
18	<p>Verify the Dept of Approving SPO is correct and click Submit for Approval to be routed to the approving SPO. Click Save.</p> 

Approving the Contract

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

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

Procedures See below.

Step	Action
1	<p>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 data-bbox="339 566 1370 1149" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <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 style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: All Transactions ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: [] [31]</p> <p>Submission To Date: [] [31]</p> <p style="text-align: right; margin-right: 20px;"> Populate Grid Refresh </p> </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 'Approve/Deny' link for the first row is highlighted with a red box.</p>
5	<p>Enter Comments and click Approve or Deny (deny returns the contract to the HRS user).</p>  <p>The screenshot shows the 'Action Request' form. It includes sections for 'Request Details' and 'Request Information'. The 'Request Details' section contains: Contract Number: 0003, Contract Status: A, Contract Begin Dt: 07/24/2021, Expected End Dt: 07/23/2029, Contract Type: REN, and Contract Effdt: 07/24/2021. The 'Request Information' section contains: Contract Term: 8 Years, Reason: Expiration of Enlistment, Num Extensions: 0, Expect AD TermDt: 07/23/2029, Leave Balance: 0, Total Leave Sell: (blank), Mbr Signature Date: 07/24/2021, SRB Entitlement: (blank), EXT Tour Length: (blank), Expected Loss Date: 07/23/2029, and Cumulative Sold: 3.5. A 'Comment' field contains the text 'Rehire without a break in service'. There are 'Approve' and 'Deny' buttons at the bottom.</p>
6	<p>The contract is Approved and the member is fully accessed into the Coast Guard with pay.</p>  <p>The screenshot shows the 'Contract Approval' summary. It displays the status as 'Approved' in a red box. Below this, it shows 'One Level Approval' with a green bar indicating 'Approved' by BO PEEP on 07/27/21 at 11:36 AM. A 'Comments' section shows the comment: 'Rehire with no break in service.' There are 'Approve' and 'Deny' buttons at the top.</p>

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Approving the Contract, Continued

Procedures,
continued

Step	Action
7	<p>Once approved, return to the Payroll tab in Job Data to verify the member is in the correct Pay Group.</p>  <p>The screenshot shows the 'Payroll Information' section for employee Buzz Lightyear (Empl ID 1234567). The 'Payroll System' is 'Global Payroll'. The 'Pay Group' is 'USCG AD'. The 'Setting' section includes checkboxes for 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. The 'Global Payroll' section shows 'Pay Group' as 'USCG AD' and 'USCG AD'.</p>
8	Ensure PCS Orders are completed by the HRS tech, if applicable.