Disciplinary Actions

Overview

Introduction   This guide provides the procedures for entering, approving, modifying, correcting, and deleting disciplinary actions in Direct Access (DA).

Information   The Disciplinary Actions component is used to submit Non Judicial Punishment (NJP) results from a Captain's Mast or Courts-Martial conviction of a member. This component is also used to affirm, modify, correct, delete, or vacate a punishment if it is being unsuspended. The Disciplinary Actions component should **NOT** be used if the charges are dismissed or dismissed with warning. Approved Disciplinary Actions will be integrated with the Job Data record and Global Payroll elements to implement the changes to the HR and Pay records as appropriate.

References   (a) Military Justice Manual, COMDTINST M5810.1 (series)
(b) Discipline and Conduct, COMDTINST M1600.2 (series)
(c) Manual for Courts-Martial, United States (2019 Edition)
(d) Personal & Pay Procedures Manual, PPCINST M1000.2 (series)

Calculating Forfeitures   If a Disciplinary Action includes both reduction in grade and forfeiture of pay, the forfeiture must be based on the grade to which the member has been reduced. This is true even if the reduction is suspended. When calculating forfeitures, do not include any future pay raises. All punishments awarded are based on the pay entitlements that are in effect on the date of the Disciplinary Action.
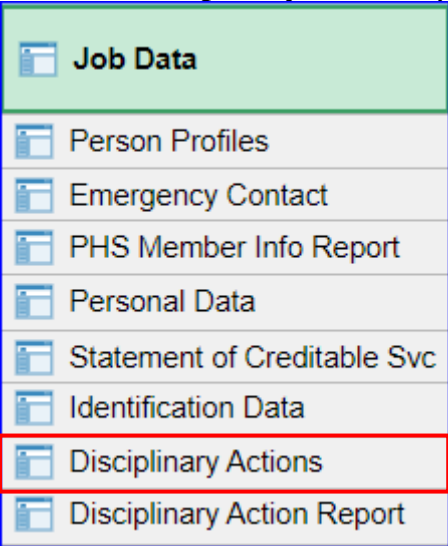
Contents

Topic	See Page
Entering a New Disciplinary Action	2
Approving Disciplinary Actions	17
Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action	23
Disciplinary Action Report (Court Memorandum)	33
Disciplinary Action Effects in Global Pay	38

Entering a New Disciplinary Action

Introduction	This section provides the procedures for a SPO to enter a Disciplinary Action in DA.

Incorrect or Missing Offense Codes	If a UCMJ code is incorrect or missing in DA, email the incorrect or missing code along with supporting information to HQ Legal at HQS-DG-LST-CG-LMJ@uscg.mil.

Procedures	See below.

Step	Action
1	Click on the **Core HR** Tile. Core HR
1.5	Select the **Disciplinary Actions** option. Job Data Person Profiles Emergency Contact PHS Member Info Report Personal Data Statement of Creditable Svc Identification Data Disciplinary Actions Disciplinary Action Report

Entering a New Disciplinary Action, Continued

Procedures, continued

Step	Action
2	To enter a **new** Disciplinary Action, click the **Add a New Value** tab.
3	Enter the member's **Empl ID**. Enter the **Reported Date** (this date will be the Initial Mast/Court date for this action and cannot be modified inside the component). Using the lookup, select the appropriate **Disciplinary Type**. Click **Add**.

Procedures, continued

Step	Action
4	A new Disciplinary Action will open. The Type, Reported Date, and Status will auto-populate with the selections made in Step 3.

In the **Details of Offense** field, provide a full description of the offense(s) in which the member was found **GUILTY** of (even if they were suspended), including the time(s) and date(s) as stated on the CG-4910 for NJP (located under Details of Offenses and Commanding Officer finds) or the Statement of Trial Results for Courts-Martial. **NOTE:** The offenses will display under the Offense Narrative of the Disciplinary Action Report (Court Memorandum) when printed.

Ensure the appropriate sub-article(s) are included within this field (this is **VITAL** especially when the member is charged under Articles 92 and 134. The specific sub-articles have differing levels of offense and therefore could impact the member's eligibility for reenlistment).

 |

Procedures,
continued

Step	Action
5	Enter the **Offense Date** (this will be the day the offense occurred). **NOTE:** When there is a range of months, enter the 1st day of the first month stated. For example, if the range of months is January – March, enter 1 Jan 2020 as the Date of Offense. Using the **lookup** under Article of UCMJ, select the appropriate **Articles of the UCMJ**. To add mulitple offense codes, click the **(+)** button and search for each offense code. If a code is erroneously selected, click the **(-)** button for that offense code row. **REMEMBER: ONLY** select those articles the member was found **GUILTY** of (even if they were suspended).

Entering a New Disciplinary Action, Continued

Procedures,
continued

Step	Action
6	Once all the Offenses have been entered, click the **Action Taken** tab.

Procedures,
continued

Step	Action
7	The Disciplinary Step will default to **Initial (INT)** for first time entries. The **Action Date** defaults to the Reported Date: • For **General and Special Courts-Martial**, the Action Date shall be 14 days after the Reported Date **IF** there was a reduction in grade and/or forfeitures. • For **Summary Courts-Martial and NJP**, if reduction in grade or forfeitures are awarded, the Action Date shall be the date on which the sentence is approved by the Convening Authority. **NOTE:** See COMDTINST M5810.1 (series), Chapter 2 for exceptions. <table><tr><td>DisciplinaryAction</td><td>**Action Taken**</td><td>DisciplinaryResult</td><td>Approval</td></tr></table> **Jayne Cobb** Person ID 1234567 **Disciplinary Action Information** **Disciplinary Type:** F Non-Judicial Punishment **Reported Date:** 06/03/2019 **Action Taken** Find | View All First ◄ 1 of 1 ► Last *Disciplinary Step: [INT] Initial *Action Date: [06/03/2019] 📅 Approval Status: Comments: Months Punishment Suspended: [ ] Pay Grade of Officer Conducting Mast: [▼] Initial Court/Mast Date: 06/03/2019 ☐ Advised to Right to Counsel ☐ Represented by Counsel ☐ Waived Right to Mast Rep ☐ Reprimand/Admonition Letter ☐ Punitive Discharge Awarded 💾 Save 📧 Notify ➕ Add ✏️ Update/Display

Procedures,
continued

Step	Action
8	In the **Comments** field, provide the **date** and a **complete description** of the punishment awarded (see Notes 1 & 2). If any of the punishment is suspended, state the terms of the suspension (this field will print on the Disciplinary Action Report (Court Memorandum) under Sentence Narrative). ****Ensure the results are detailed in the comments field**. If a vacation of the suspended action is processed at a later date and the length of the suspension was not entered here, it becomes a legal issue.** **NOTE 1:** If there are **multiple suspensions** (ex: forfeiture of pay suspended for 6 months and reduction to E3 suspended for 12 months), spell it out in the comments and enter the lesser of the months (in this example: 6) in the Months Punishment Suspended field (see step 9). **NOTE 2**: If the punishments are being served **CONCURRENTLY**, it is only necessary to enter the **LONGEST** term and specify concurrent. For example, when entering a Court-Martial and the member was sentenced to 2 months for article 82, 4 months for article 92, and 1 month for violation of article 94 to be served **concurrently**, enter "**4 months** of confinement/extra duty/restriction to be served concurrently"; if the punishments are to be served **NON-CONCURRENTLY**, then enter the **TOTAL** amount of time. In this example, the total amount of time is 7 months, therefore you would enter "**7 months** of confinement/extra duty/restriction to be served". DisciplinaryAction | Action Taken | DisciplinaryResult | Approval **Jayne Cobb** Person ID 1234567 **Disciplinary Action Information** **Disciplinary Type:** F Non-Judicial Punishment **Reported Date:** 06/03/2019 **Action Taken** Find | View All First ◀ 1 of 1 ▶ Last ***Disciplinary Step:** INT Initial ⊞ ***Action Date:** 06/03/2019 **Approval Status:** Comments: Provide a complete description of the punishment awarded. If the punishment was suspended, provide the complete terms of the suspension. If there are multiple suspensions, each needs to be detailed. ** ENSURE THE COMMENTS ARE DETAILED ** If later doing a vacation of the suspension and the length of the suspension is not entered, it becomes a legal issue. **Months Punishment Suspended:** ☐ Advised to Right to Counsel ☐ Represented by Counsel **Pay Grade of Officer Conducting Mast:** ☐ Waived Right to Mast Rep ☐ Reprimand/Admonition Letter **Initial Court/Mast Date:** 06/03/2019 ☐ Punitive Discharge Awarded Save Notify Add Update/Display

Entering a New Disciplinary Action, Continued

Procedures,
continued

Step	Action
9	If the punishment was **suspended**, enter the number of month(s) in the **Months Punishment Suspended** field (if multiple suspensions, see note in step 8) and select the **Pay Grade of Officer Conducting Mast**. **Check** the boxes that are applicable to the Disciplinary Action. **NOTE:** The Represented by Counsel and Punitive Discharge Awarded fields are only used for Courts-Martial. DisciplinaryAction · **Action Taken** · DisciplinaryResult · Approval **Jayne Cobb** — Person ID 1234567 **Disciplinary Action Information** Disciplinary Type: F Non-Judicial Punishment Reported Date: 06/03/2019 **Action Taken** — Find | View All First ◄ 1 of 1 ► Last *Disciplinary Step: INT Initial *Action Date: 06/03/2019 Approval Status: Comments: Provide a complete description of the punishment awarded. If the punishment was suspended, provide the complete terms of the suspension. If there are multiple suspensions, each needs to be detailed. ** ENSURE THE COMMENTS ARE DETAILED ** If later doing a vacation of the suspension and the length of the suspension is not entered, it becomes a legal issue. Months Punishment Suspended: 6 Pay Grade of Officer Conducting Mast: O4 Initial Court/Mast Date: 06/03/2019 ☐ Advised to Right to Counsel ☐ Represented by Counsel ☑ Waived Right to Mast Rep ☑ Reprimand/Admonition Letter ☐ Punitive Discharge Awarded Save | Notify Add | Update/Display

Procedures,
continued

Step	Action
10	Click the **DisciplinaryResult** tab.

Procedures,
continued

Step	Action
11	Under the **Punishment** section, enter the number of days awarded for each punishment (even if it was suspended). If none, leave blank. **IMPORTANT:** If a member (Enlisted or Officer) is awarded Confinement as part of their punishment, **Days of Confinement at Hard Labor** should be used when there is **ANY** confinement. Days Arrest in Quarters **ONLY** applies to Officers – if an officer is awarded Arrest in Quarters, then use **Days Arrest in Quarters**.

Entering a New Disciplinary Action, Continued

Procedures,
continued

Step	Action
12	**Fines are for a Courts-Martial only**. If a fine was imposed on the member: • **Total Fine Amount** – enter the total fine amount (rounded down to the nearest whole dollar). If only a portion of the fine is suspended and the remaining portion is to be collected, **ONLY** enter the amount that is to be executed. • **Execute this Fine** – check this box if the fine is to be executed. Do **NOT** check the Execute this Fine box if the **entire** fine is suspended. • **Begin Date** – will auto-populate with the Action Date if/when the Execute this Fine box is checked (the Begin Date cannot be later than the Action Date of the Disciplinary Step). ▼ Fines Total Fine Amount: 500 ☑ Execute this Fine Begin Date: 06/03/2019

Procedures,
continued

Step	Action
13	If a forfeiture was imposed on the member: ● **Forfeiture Per Month –** enter the amount (rounded down to the nearest whole dollar). If only a portion of the forfeiture is being executed, then enter **ONLY** that amount. ● **Forfeiture Months –** enter the number of months that was imposed in the punishment. Hit the tab key to populate the Total Forfeiture Amount and verify the amount shown is correct. ● **Execute this Forfeiture –** check this box if the forfeiture is to be executed. Do **NOT** check the Execute this Forfeiture box if the entire forfeiture is suspended. ● **Begin Date –** will auto-populate with the Action Date if/when the Execute this Forfeiture box is checked (the Begin Date cannot be later than the Action Date of the Disciplinary Step). ● **Check the appropriate Type of Forfeiture –** ▪ **Automatic Forfeiture** ▪ **Forfeit All Pay and Allowances** (submit a PPC Customer Care Ticket – PPC must manually enter the total forfeiture details) ▪ **Adjudged Forfeiture** ▪ **Waive & Pay to Dependents** (submit a PPC Customer Care Ticket – PPC must manually enter the payment to dependents) **Forfeitures** Forfeiture Per Month: 500 ☐ Automatic Forfeiture ☐ Forfeit All Pay and Allow Forfeiture Months: 3 ☐ Adjudged Forfeiture ☐ Waive & Pay to Dependents Total Forfeiture Amount: 1500 ☑ Execute this Forfeiture Begin Date: 06/03/2019

Procedures, continued

Step	Action
14	If the member was awarded a **Rate Adjustment:** • **Changed Jobcode** – using the lookup, search and select the new job code (even if it was suspended). • **Execute this Rate Adjustment** – check this box if the Rate Adjustment is to be executed. Do **NOT** check this box if the Rate Adjustment is suspended. • **Begin Date** – will auto-populate with the Action Date if/when the Execute this Rate Adjustment is checked (the Begin Date cannot be later than the Action Date of the Disciplinary Step). Click the **Approval** tab.

14

Procedures,
continued

Step	Action
15	Ensure all the information displayed is correct and verify approval is intended for the Disciplinary Step. Click **Submit**.

Entering a New Disciplinary Action, Continued

Procedures, continued

Step	Action
16	The **Approval Status** will update to Pending and the **Originator ID** will populate with the submitter's Empl ID and name. The disciplinary action will be routed to the SPO tree for approval.

Approving Disciplinary Actions

Introduction	This section provides the procedures for a SPO to approve a Disciplinary Action in DA.

Procedures	See below.

Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Self Service Requests** tile.
1.5	Select the **View My Requests (all types)** option.

Procedures,
continued

Step	Action
2	Select the **Requests I am Approver For** radio button. The **Transaction Name** may be left at All Transactions or using the drop-down, select Approve Disciplinary Action. Leave the **Transaction Status** as Pending. Click **Populate Grid**. **View My Action Requests** Inara Serra 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. ○ My Submitted Requests ◉ Requests I am Approver For ○ All Requests Transaction Name: Approve Disciplinary Action Transaction Status: Pending Submission From Date: Submission To Date: [Populate Grid] [Refresh]
3	Depending on the Transaction Name selection in Step 2, all pending transactions or just pending Disciplinary Action transactions will populate. Locate the Disciplinary Action transaction that requires approval and click **Approve/Deny**. Personalize | Find | View All | 📷 | 🖼 First ◀ 1-2 of 2 ▶ Last

Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny
Disciplinary Action Approval	Pending	Jayne Cobb	Cobb	1234567	000631	Kaylee Frye	Inara Serra	06/04/2019	Approve/Deny
Disciplinary Action Approval	Pending	Malcolm Reynolds	Reynolds	7788554	000196	Kaylee Frye	Inara Serra	05/14/2019	Approve/Deny

Procedures,
continued

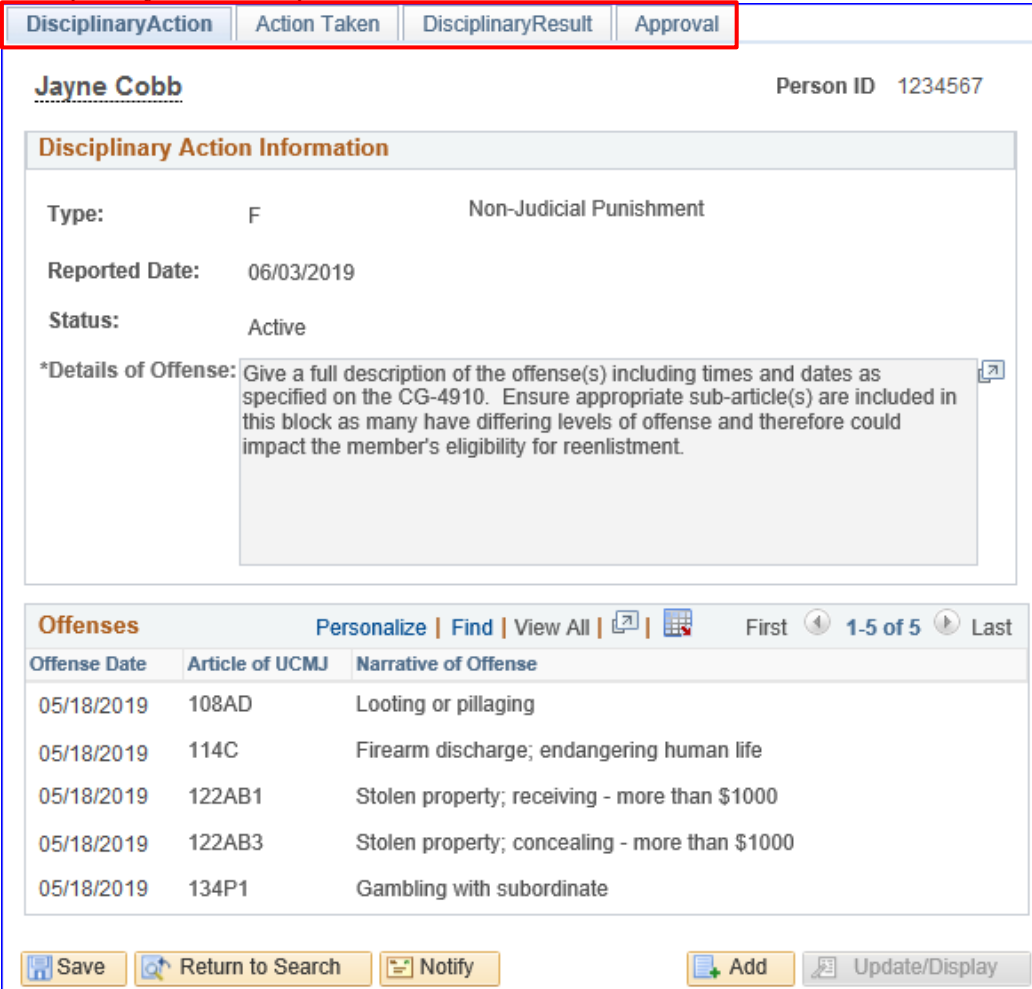| Step	Action
4	The Disciplinary Action request will display. To review the details of the Disciplinary Action, **click the hyperlink** under Request URL. **Action Request** Approve Disciplinary Action Jayne Cobb **Request Details** Reported Date: 2019-06-03 Disciplinary Type: F Disciplinary Step: INT Action Date: 2019-06-03 **Request URL** Click here to view additional request information. Comment: Approve Deny **Request Status:Pending** Approvers Pending Multiple Approvers CGHRSUP for User's SPO

Approving Disciplinary Actions, Continued

Procedures,
continued

Step	Action
5	The Disciplinary Action will open in a new window. Review each of the **tabs** to ensure the information entered is correct. 'X' out of the new window to return to the Disciplinary Action request.

Procedures,
continued

Step	Action
6	Once all the information has been verified, enter any **comments** as appropriate. Click **Approve** or **Deny**.

Approving Disciplinary Actions, Continued

Procedures,
continued

Step	Action
7	The Request Status will update to **Approved** or **Denied** (depending on the selection in step 6). If **approved** and the punishments were executed, the system performs an integration with Job Data (reduction in paygrade) and Global Payroll/EABP (Fines or Forfeitures). If **denied**, the Disciplinary Action will be routed back to the submitter for further action/corrections. **NOTE:** Once the Disciplinary Action is approved and a reduction in paygrade is executed, the system will insert a Job row with an Action code of **Demotion** and a Reason code of **Disciplinary Actions**. **Verify** DA sucessfully updated the pay entitlements that correspond with the new jobcode (see the Understanding Job Data guide for more information on Job Data). If DA did **not** successfully insert a Job row and/or update the pay entitlements to reflect the new paygrade, submit a PPC Customer Care Ticket. <table><tr><td>▼ **Request Status:** Approved</td><td>💬 View/Hide Comments</td></tr><tr><td colspan="2">Approvers</td></tr><tr><td colspan="2">**Approved** ✔ Inara Serra CGHRSUP for User's SPO 06/05/19 - 9:10 AM</td></tr><tr><td colspan="2">▼ **Comments**</td></tr><tr><td colspan="2">**Inara Serra at 06/05/2019 - 9:10 AM** Include any comments as appropriate.</td></tr></table>

Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action

---

Introduction   This section provides the procedures for a SPO to add a Disciplinary Step to an Initial Disciplinary Action in DA.

Adding Multiple Steps of the Same Type to the Same Disciplinary Action

More than one of the same disciplinary step types within the same Disciplinary Action may be entered, such as two modify disciplinary steps.

NOTE: A PPC Customer Care Ticket must be submitted to request a Disciplinary Action be removed from DA **ONLY** if the Disciplinary Action was entered incorrectly and will need to be resubmitted correctly with the **same Action Date**; otherwise, the Deletion disciplinary step discussed in the table below is required.

Disciplinary Steps   Use the table below for guidance when adding a new Disciplinary Step.

Step	When to Use
Affirm (AFM)	The Affirm disciplinary step is used for **Courts-Martial only**. It should be used when either of the following circumstances occur: • The officer exercising General Courts-Martial jurisdiction or an Article 69 UCMJ examination approves the findings and sentence without modification. • The member's findings and sentence are affirmed without modification and the conviction becomes final and conclusive after review by the U.S. Coast Guard Court of Criminal Appeals and, if applicable, the U.S. Court of Appeals for the Armed Forces and/or the U.S. Supreme Court. An Affirm step documents the judicial findings **only**. This updates the HR side only; the system does not make any further changes to data elsewhere in DA.
Correction (COR)	The Correction disciplinary step is used when a transaction has been submitted with erroneous data or was incomplete. **NOTE: Only one Correction can be made to a Disciplinary Action.**

Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued
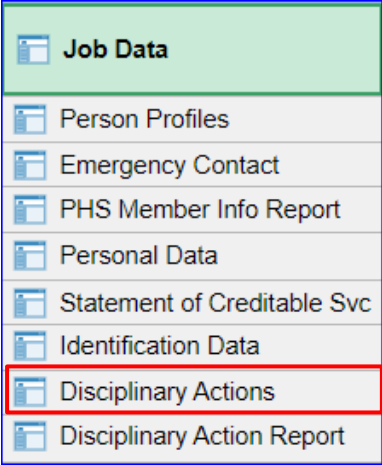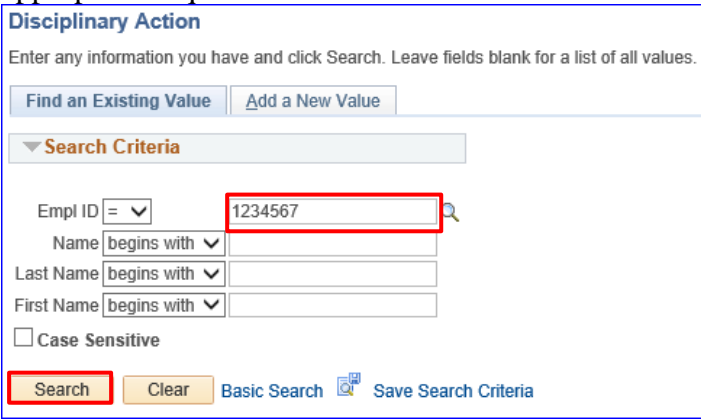
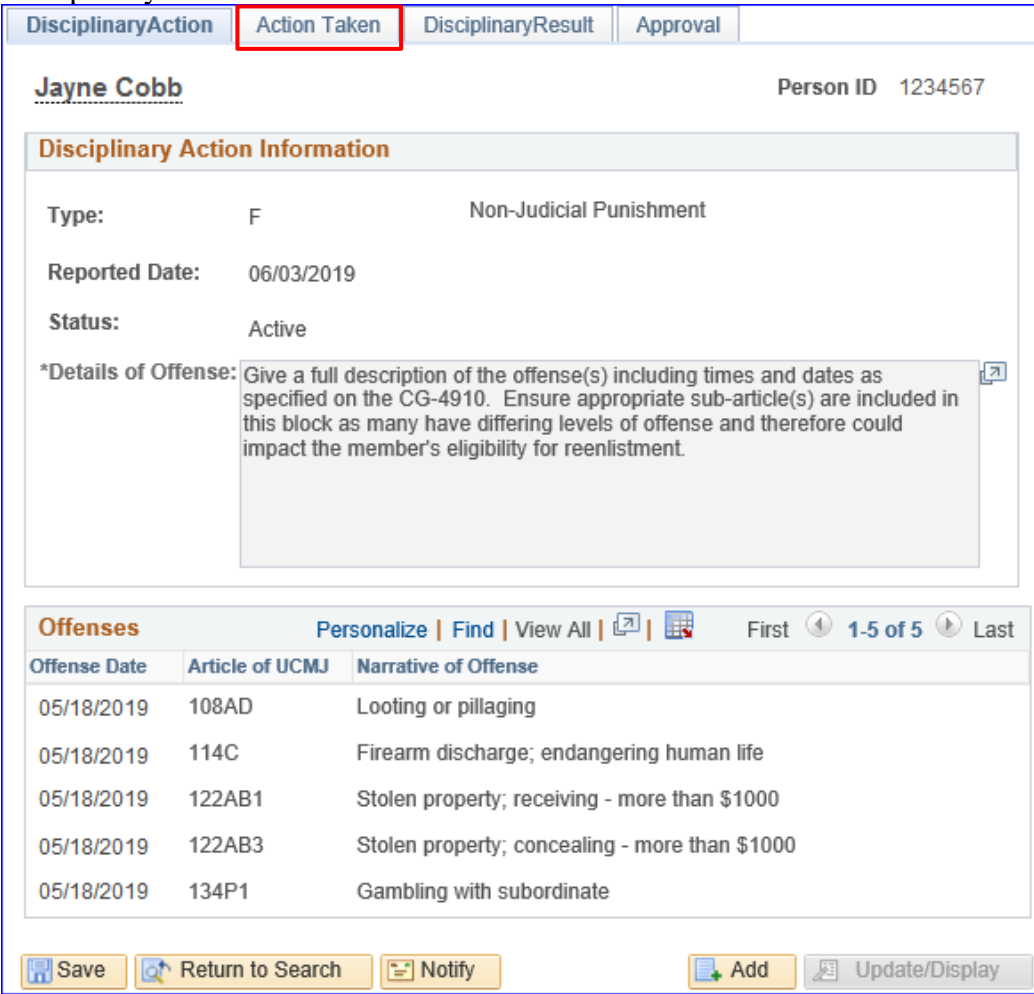**Disciplinary Steps**, continued

Step	When to Use
Deletion (DEL)	The Deletion disciplinary step is used when a higher reviewing authority sets aside the entire conviction, or the transaction was erroneously submitted for the incorrect member (see **Table** below). A Deletion step may also be used if there has already been a Correction (COR) step submitted on the Disciplinary Action, but additional information may be needed or changed (remember, only **one** Correction may be made for a Disciplinary Action). <table><tr><td>**If**</td><td>**Then**</td></tr><tr><td>The Deletion is submitted due to an erroneous Action Date entered on the Initial disciplinary step,</td><td>Submit a new Disciplinary Action with the correct Action Date, Report Date, and Charges</td></tr><tr><td>The Deletion is submitted due to erroneous Charges and/or Report Date **only**,</td><td>After submitting the Deletion, submit a PPC Customer Care Ticket requesting the entire Disciplinary transaction be **removed** so it may be re-entered with the original Action Date</td></tr><tr><td>The Deletion is submitted because the Initial Disciplinary Action was entered for the **incorrect** member,</td><td>Submit a new Disciplinary Action for the correct member</td></tr></table>
Initial (INT)	The Initial disciplinary step is the first time submission of a Disciplinary Action.
Modified (MOD)	The Modified disciplinary step is used when a superior officer acts favorably on an appeal and authorizes a change to the punishment originally awarded. Punishment modifications can include a remission of the remaining punishment, a reduction in the severity of the punishment through mitigation, or the punishment is set aside in whole or in part.
Vacation (VAC)	The Vacation disciplinary step is used when a previous punishment was suspended and now is to be executed.

Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

Procedures   See below.

Step	Action
1	Click on the **Core HR** Tile. Core HR
1.5	Select the **Disciplinary Actions** option. Job Data Person Profiles Emergency Contact PHS Member Info Report Personal Data Statement of Creditable Svc Identification Data Disciplinary Actions Disciplinary Action Report
2	Enter the member's **Empl ID** and click **Search**. **NOTE:** If member has only one Disciplinary Action, the Action Request will automatically open. If the member has more than one Disciplinary Action, select the appropriate request from the **Search Results**. Disciplinary Action 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 Empl ID = 1234567 Name begins with Last Name begins with First Name begins with Case Sensitive Search	Clear	Basic Search	Save Search Criteria

Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

Procedures,
continued

Step	Action
3	The Disciplinary Action page will display. Changes cannot be made to the DisciplinaryAction tab. Select the **Action Taken** tab.

Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

Procedures, continued

Step	Action
4	In the Action Taken section, click the (+) button to add a new Disciplinary Step.

The Action Taken tab shows the following fields for Jayne Cobb (Person ID 1234567):

Tabs: DisciplinaryAction | **Action Taken** | DisciplinaryResult | Approval

Disciplinary Action Information
- Disciplinary Type: F — Non-Judicial Punishment
- Reported Date: 06/03/2019

Action Taken — Find | View All — First ◄ 1 of 1 ► Last
- *Disciplinary Step: INT — Initial   [+]
- *Action Date: 06/03/2019 — Approval Status: Approved
- Comments:
  Provide a complete description of the punishment awarded. If the punishment was suspended, provide the complete terms of the suspension. If there are multiple suspensions, each needs to be detailed.

  ** ENSURE THE COMMENTS ARE DETAILED ** If later doing a vacation of the suspension and the length of the suspension is not entered, it becomes a legal issue.
- Months Punishment Suspended: [blank]
- Pay Grade of Officer Conducting Mast: O4
- Initial Court/Mast Date: 06/03/2019

Checkboxes:
- ☐ Advised to Right to Counsel
- ☐ Represented by Counsel
- ☑ Waived Right to Mast Rep
- ☑ Reprimand/Admonition Letter
- ☐ Punitive Discharge Awarded

Buttons: Save | Return to Search | Notify | Add | Update/Display

5 April 2023

Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

Procedures,
continued

Step	Action
5	Information from the Initial Step will auto-populate the new Disciplinary Step. Using the lookup, select the appropriate **Disciplinary Step**. Only make changes to the fields that are **relevant** to the new Disciplinary Step (VAC used for example purposes).

Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

Procedures,
continued

Step	Action
6	Enter the **Action Date**. The type of Disciplinary Step will determine the Action Date to be entered: • **Affirmation:** enter the date the punishment was affirmed • **Correction:** enter the date of the Initial disciplinary step (this date should remain the same as the Initial step because you are correcting an error in the data of the original punishment or adding additional information) • **Deletion:** enter the date of the Initial disciplinary step (this date should remain the same as the Initial step because you are deleting that specific Disciplinary event) (see Disciplinary Steps Table for additional guidance on the Deletion disciplinary step) • **Modified:** enter the date of the modification • **Vacation:** enter the date of the vacation Enter any additional **Comments** appropriate to the Disciplinary Step selected. Click the **DisciplinaryResult** tab.

Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

Procedures,
continued

Step	Action
7	In this example, a **Vacation** of the previous suspended punishment is being processed.

Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

Procedures, continued

Step	Action
8	To vacate a previous suspension, click the **Execute this Forfeiture** check box and/or **Execute this Rate Adjustment** as appropriate. The **Begin Dates** will auto-populate with the Action Date. Click the **Approval** tab.

5 April 2023

Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

Procedures,
continued
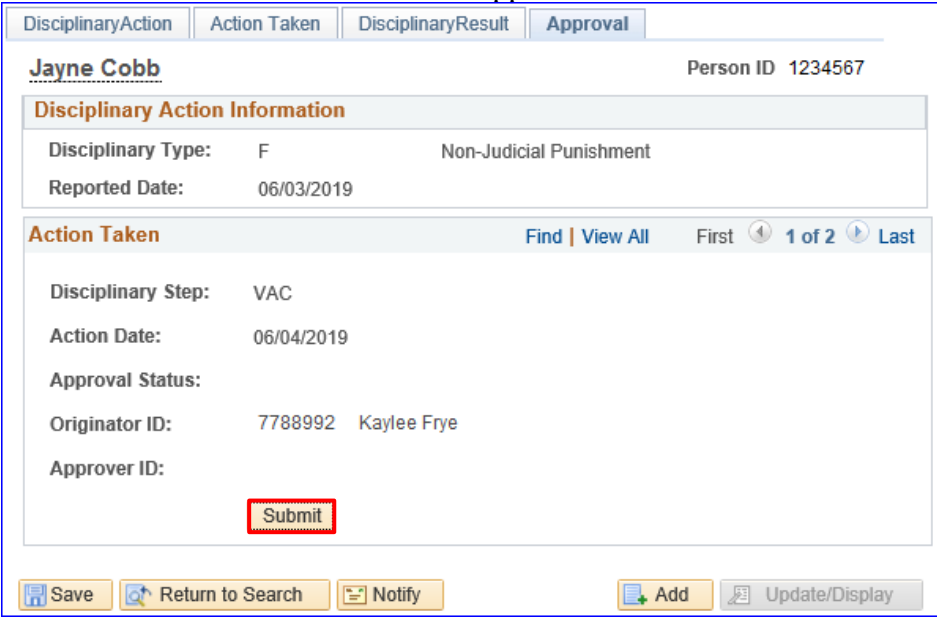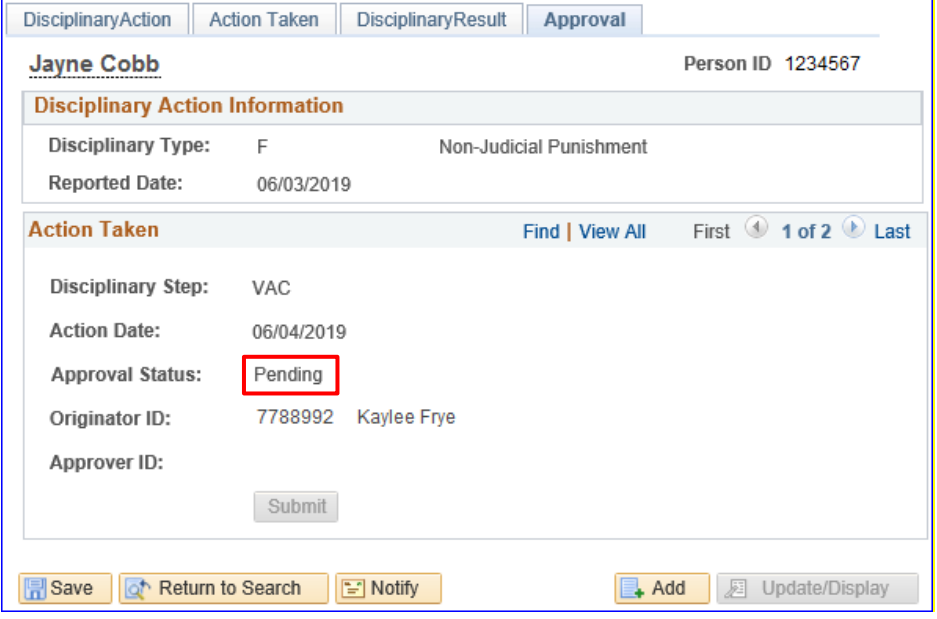
Step	Action
9	Ensure the information listed on the Approval tab is correct. Click **Submit**.
10	The Disciplinary Action is now **Pending** and will be routed to the SPO tree for approval.
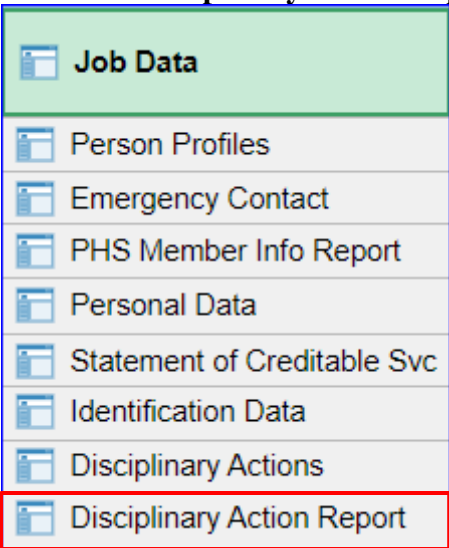
Disciplinary Action Report (Court Memorandum)

Introduction   This section provides the procedures for a SPO to view and/or print the Disciplinary Action Report in DA.

Before you Begin   The following information is required to run the report:
- Empl ID
- Reported Date
- Disciplinary Type
- Disciplinary Step(s)
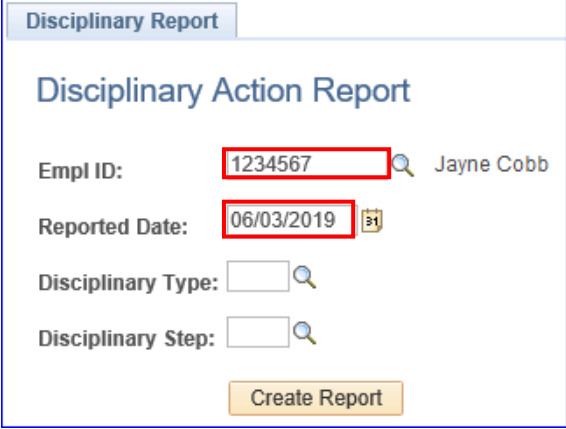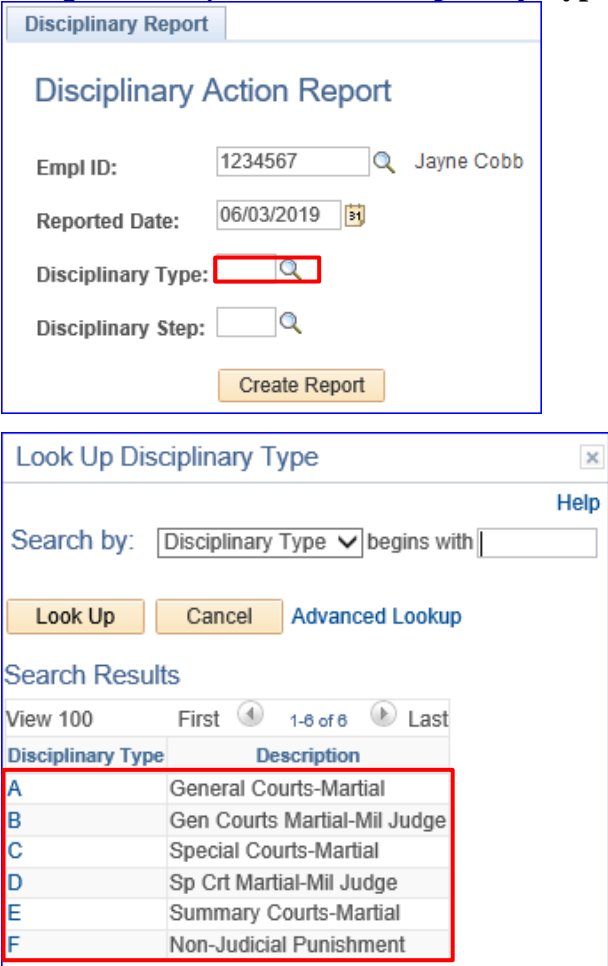
Procedures   See below.

Step	Action
1	Click on the **Core HR** Tile. Core HR
1.5	Select the **Disciplinary Action Report** option. Job Data Person Profiles Emergency Contact PHS Member Info Report Personal Data Statement of Creditable Svc Identification Data Disciplinary Actions Disciplinary Action Report

Procedures, continued

Step	Action
2	The Disciplinary Action Report page will display. Enter the member's **Empl ID** and the **Reported Date** of the Disciplinary Action. Disciplinary Report Disciplinary Action Report Empl ID: 1234567 Jayne Cobb Reported Date: 06/03/2019 Disciplinary Type: Disciplinary Step: Create Report
3	Using the lookup, select the **Disciplinary Type**. Disciplinary Report Disciplinary Action Report Empl ID: 1234567 Jayne Cobb Reported Date: 06/03/2019 Disciplinary Type: Disciplinary Step: Create Report Look Up Disciplinary Type Help Search by: Disciplinary Type ∨ begins with Look Up Cancel Advanced Lookup Search Results View 100 First ◀ 1-6 of 6 ▶ Last Disciplinary Type Description A General Courts-Martial B Gen Courts Martial-Mil Judge C Special Courts-Martial D Sp Crt Martial-Mil Judge E Summary Courts-Martial F Non-Judicial Punishment

Procedures,
continued

Step	Action
4	Using the lookup, select the **Disciplinary Step**. **NOTE:** If there is more than one step on a Disciplinary Action, a report will need to be run for each step (e.g., If the Disciplinary Action required a correction and a vacation, the report will need to be run for the initial, correction, and vacation disciplinary steps).

Procedures,
continued

Step	Action
5	When all fields have been populated, click **Create Report**.

Disciplinary Action Report (Court Memorandum), Continued

Procedures,
continued

Step	Action
6	The **Court Memorandum** will open in a new tab as a .PDF.

<div>

6/4/19   **COURT MEMORANDUM**

Type of Proceeding : F   Non-Judicial Punishment   Effective Date :   2019-06-03

Employee ID :   1234567   Jayne Cobb   Entry Type :   INT

Pay Grade : E5   Permanent Unit : 000631 PORT SECURITY UNIT 311

Date of Court/Mast :   2019-06-03

Pay Grade of Officer Conducting Mast : O4   Mast Representative Waived : Y

Member advised of right to confer with Counsel and voluntarily consented to this proceeding:

Represented by Counsel :

Coded Offenses :

108AD   Looting or pillaging

114C   Firearm discharge; endangering human life

122AB1   Stolen property; receiving - more than $1000

122AB3   Stolen property; concealing - more than $1000

134P1   Gambling with subordinate

Offense Narrative:
  Give a full description of the offense(s) including times and dates as specified on the CG-4910. Ensure appropriate sub-article(s) are included in this block as many have differing levels of offense and therefore could impact the member's eligibility for reenlistment.

Sentence Narrative:
  Provide a complete description of the punishment awarded. If the punishment was suspended, provide the complete terms of the suspension. If there are multiple suspensions, each needs to be detailed. ** ENSURE THE COMMENTS ARE DETAILED ** If later doing a vacation of the suspension and the length of the suspension is not entered, it becomes a legal issue.

      FINES   FORFEITURES

Fine Amount: 0   Forfeiture per Month: 500
Fine Months: 0   Forfeiture Months: 3
Total Fine Amount: 0   Total Forfeiture Amount: 1500
Execute this Fine: Execute this Forfeiture: Y
                                Forfeit All Pay and Allowance:
                                Return Unexecuted Portion:
                                Return All Forfeitures:

Changed Jobcode: 420094   Execute Rate Adjustment: Y

Days Restricted: 14   Days Extra Duty: 30
Correctional Custody: 0   Days Confinement/w Hard Labor: 0
Arrest in Quarters: 0   Hard Labor W/O Confinement: 0

</div>

Disciplinary Action Effects in Global Pay

Introduction   The chart below describes the effects that each Disciplinary Step has on Job data and EABP.

Step	HR Entry in Discip Action	Rate Adjustment: Integration to JOB	Process: Integration with Pay
INT - Initial	Create the Disciplinary Step 'INT' on the Action Taken page. Submit and approve the Disciplinary Action.	If a Changed Job Code/Begin Date is entered and executed, the system inserts a new JOB row with an Action/Reason of DEM/DAC. The Eff Dt = Begin Date.	**FINE:** EABP row created with FINE element details, to collect monthly. **FORFEITURE:** EABP row created with FORF element details, to collect monthly.
AFM - Affirm	When an AFM step is added to the Action Taken page and is submitted and approved, it only effects HR.	There are no changes to JOB. Any rate adjustment to Job Code imposed on the Initial step is already in effect in JOB.	Any fines/forfeitures imposed on the Initial step are already in effect.
COR - Correction	When a COR step is added to the Action Taken page, only update the incorrect data. Then submit for approval.	A COR only records any updates to Rate Adjustment/Job Code in Disciplinary Action, but there is no integration to the JOB row. **A trouble ticket must be submitted to PPC so they can manually update the Job row**.	**FINE:** There is no integration to EABP for a Correction. **A trouble ticket must be submitted to PPC so they can manually update the EABP row**. **FORFEITURE:** For a COR, the system sets the initial EABP row to 'Inactive.' Then the system creates a new, Active EABP row with updated information from the COR step.

Disciplinary Action Effects in Global Pay, Continued

Step	HR Entry in Discip Action	Rate Adjustment: Integration to JOB	Process: Integration with Pay
DEL - Delete	When a DEL step is added to the Action Taken page, it must be submitted for approval.	There is no integration to JOB. **A trouble ticket must be submitted to PPC so they can manually update the Job row**.	**FINE** or **FORFEITURE:** For a DEL, the system sets the initial EABP row to 'Inactive.'
MOD - Modification	When a MOD step is added to the Action Taken page, the punishment data must be updated and submitted for approval.	If MOD results in a re-promote to a higher rate, enter the new Job Code in Disciplinary Action. There is no integration to JOB. **A trouble ticket must be submitted to PPC so they can manually update the Job row**.	There is no integration to EABP for a MOD. **A trouble ticket must be submitted to PPC so they can manually update the EABP row.**
VAC - Vacation	When a VAC step is added to the Action Taken page, review the punishment data which will now be imposed. Submit for approval.	If a Rate Adjustment will be applied with the VAC, the system inserts a new JOB row with an Action/Reason of DEM/DAC. The Eff Dt = Begin Date.	**FINE:** EABP row created with FINE element details, to collect monthly. **FORFEITURE:** EABP row created with FORF element details, to collect monthly.