

# Disciplinary Actions

## Overview

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**Introduction** This guide provides the procedures for SPOs to enter, approve, modify, correct, and delete disciplinary actions in Direct Access (DA).

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**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.

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**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 \(series\)](#)

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**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.

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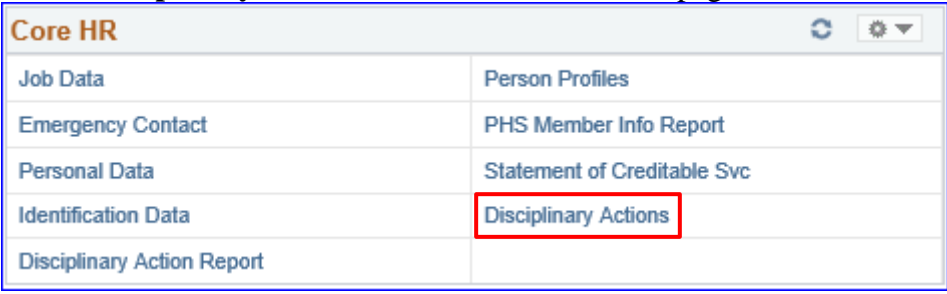
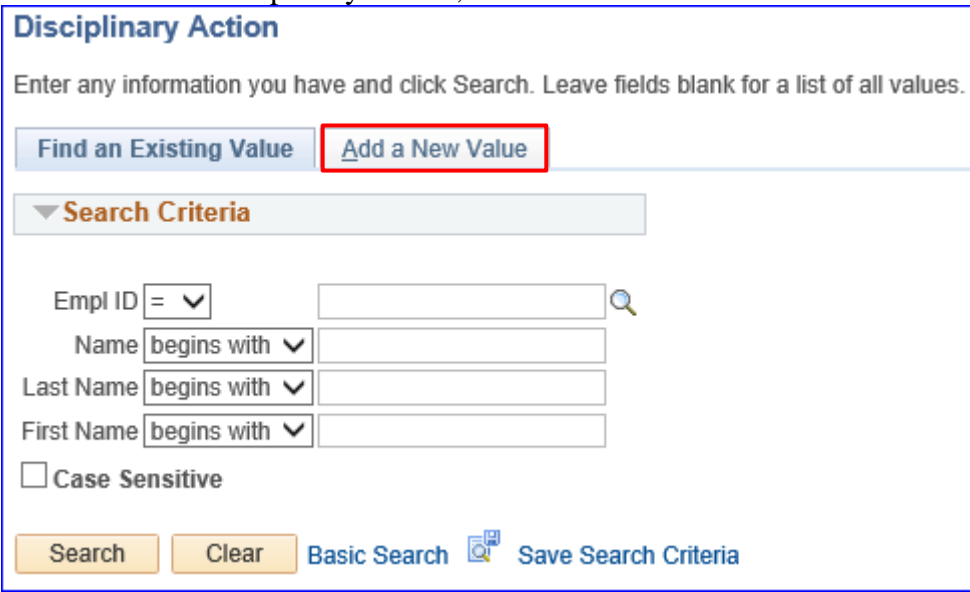
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# Entering a New Disciplinary Action

**Introduction** This section provides the procedures for a SPO to enter a Disciplinary Action in Direct Access (DA).

**Incorrect or Missing Offense Codes** If a UCMJ code is incorrect or missing in Direct Access, email the incorrect or missing code along with supporting information to HQ Legal at [HQS-DG-LST-CG-LMJ@uscg.mil](mailto:HQS-DG-LST-CG-LMJ@uscg.mil).

**Procedures** See below.

Step	Action
1	<p>Select <b>Disciplinary Actions</b> located in the Core HR pagelet.</p>  <p>The screenshot shows a 'Core HR' pagelet with a table of links. The links are: Job Data, Emergency Contact, Personal Data, Identification Data, Disciplinary Action Report, Person Profiles, PHS Member Info Report, Statement of Creditable Svc, and Disciplinary Actions. The 'Disciplinary Actions' link is highlighted with a red box.</p>
2	<p>To enter a <b>new</b> Disciplinary Action, click the <b>Add a New Value</b> tab.</p>  <p>The screenshot shows the 'Disciplinary Action' search interface. It includes a search criteria section with dropdown menus for 'Empl ID', 'Name', 'Last Name', and 'First Name', each with a 'begins with' option. There are also input fields for each. A 'Case Sensitive' checkbox is present. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Add a New Value' button is highlighted with a red box.</p>

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# Entering a New Disciplinary Action, Continued

Procedures,  
continued

Step	Action														
3	<p>Enter the member's <b>Empl ID</b>. Enter the <b>Reported Date</b> (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 <b>Disciplinary Type</b>. Click <b>Add</b>.</p> <div data-bbox="311 504 861 873" style="border: 1px solid blue; padding: 5px;"> <p><b>Disciplinary Action</b></p> <p>Find an Existing Value   Add a New Value</p> <p>Empl ID <input type="text" value="1234567"/> 🔍</p> <p>Reported Date <input type="text" value="06/03/2019"/> 📅</p> <p>Disciplinary Type <input type="text" value="F"/> 🔍</p> <p><input type="button" value="Add"/></p> </div> <div data-bbox="311 907 1037 1556" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Look Up Disciplinary Type</b> <span style="float: right;">✕</span></p> <p style="text-align: right;"><a href="#">Help</a></p> <p>Disciplinary Type <input type="text" value="begins with"/> <input type="text"/></p> <p>Description <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="button" value="Look Up"/>   <input type="button" value="Clear"/>   <input type="button" value="Cancel"/>   <a href="#">Basic Lookup</a></p> <p><b>Search Results</b></p> <p>View 100   First ⏪   1-6 of 6   ⏩ Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Disciplinary Type</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr><td>A</td><td>General Courts-Martial</td></tr> <tr><td>B</td><td>Gen Courts Martial-Mil Judge</td></tr> <tr><td>C</td><td>Special Courts-Martial</td></tr> <tr><td>D</td><td>Sp Crt Martial-Mil Judge</td></tr> <tr><td>E</td><td>Summary Courts-Martial</td></tr> <tr><td>F</td><td>Non-Judicial Punishment</td></tr> </tbody> </table> </div>	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
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# Entering a New Disciplinary Action, Continued

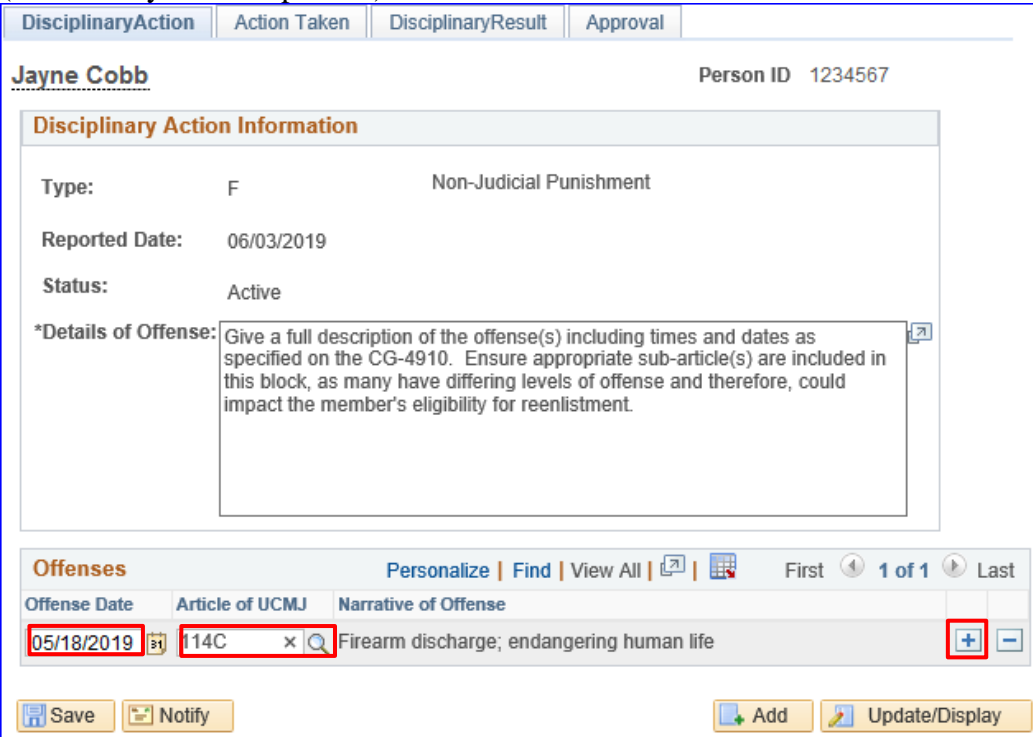
Procedures,  
continued

Step	Action						
4	<p>A new Disciplinary Action will open. The Type, Reported Date, and Status will auto-populate with the selections made in Step 3.</p> <p>In the <b>Details of Offense</b> field, provide a full description of the offense(s) in which the member was found <b>GUILTY</b> 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. <b>NOTE:</b> The offenses will display under the Offense Narrative of the <a href="#">Disciplinary Action Report</a> (Court Memorandum) when printed.</p> <p>Ensure the appropriate sub-article(s) are included within this field (this is <b>VITAL</b> 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).</p> <div data-bbox="311 907 1348 1657" style="border: 1px solid blue; padding: 5px;"> <p>DisciplinaryAction   Action Taken   DisciplinaryResult   Approval</p> <p><b>Jayne Cobb</b> <span style="float: right;">Person ID 1234567</span></p> <p><b>Disciplinary Action Information</b></p> <p>Type: F Non-Judicial Punishment</p> <p>Reported Date: 06/03/2019</p> <p>Status: Active</p> <p>*Details of Offense: <span style="border: 2px solid red; padding: 5px; display: inline-block;">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.</span></p> <p><b>Offenses</b> <span style="float: right;">Personalize   Find   View All   First 1 of 1 Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Offense Date</th> <th>Article of UCMJ</th> <th>Narrative of Offense</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Save   Notify   Add   Update/Display</p> </div>	Offense Date	Article of UCMJ	Narrative of Offense	<input type="text"/>	<input type="text"/>	<input type="text"/>
Offense Date	Article of UCMJ	Narrative of Offense					
<input type="text"/>	<input type="text"/>	<input type="text"/>					

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# Entering a New Disciplinary Action, Continued

Procedures,  
continued

Step	Action
5	<p>Enter the <b>Offense Date</b> (this will be the day the offense occurred). <b>NOTE:</b> When there is a range of months, enter the 1<sup>st</sup> 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.</p> <p>Using the <b>lookup</b> under Article of UCMJ, select the appropriate <b>Articles of the UCMJ</b>. To add multiple 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.</p> <p><b>REMEMBER: ONLY</b> select those articles the member was found <b>GUILTY</b> of (even if they were suspended).</p> 

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# Entering a New Disciplinary Action, Continued

Procedures,  
continued

Step	Action																														
<b>6</b>	<p>Once all the Offenses have been entered, click the <b>Action Taken</b> tab.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <span style="border: 1px solid red; padding: 2px;">Action Taken</span> <span style="margin-left: 10px;">DisciplinaryAction</span> <span style="margin-left: 10px;">DisciplinaryResult</span> <span style="margin-left: 10px;">Approval</span> </div> <p><b>Jayne Cobb</b> <span style="float: right;">Person ID 1234567</span></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p><b>Disciplinary Action Information</b></p> <p>Type: F Non-Judicial Punishment</p> <p>Reported Date: 06/03/2019</p> <p>Status: Active</p> <p>*Details of Offense: 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.</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p><b>Offenses</b> <span style="float: right;">Personalize   Find   View All   [?]   [grid]</span> First 1-5 of 5 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Offense Date</th> <th>Article of UCMJ</th> <th>Narrative of Offense</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>05/18/2019 [31]</td> <td>114C</td> <td>Firearm discharge; endangering human life</td> <td>[+]</td> <td>[-]</td> </tr> <tr> <td>05/18/2019 [31]</td> <td>122AB3</td> <td>Stolen property; concealing - more than \$1000</td> <td>[+]</td> <td>[-]</td> </tr> <tr> <td>05/18/2019 [31]</td> <td>134P1</td> <td>Gambling with subordinate</td> <td>[+]</td> <td>[-]</td> </tr> <tr> <td>05/18/2019 [31]</td> <td>122AB1</td> <td>Stolen property; receiving - more than \$1000</td> <td>[+]</td> <td>[-]</td> </tr> <tr> <td>05/18/2019 [31]</td> <td>108AD</td> <td>Looting or pillaging</td> <td>[+]</td> <td>[-]</td> </tr> </tbody> </table> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Save</span> <span>Notify</span> <span>Add</span> <span>Update/Display</span> </div> </div>	Offense Date	Article of UCMJ	Narrative of Offense			05/18/2019 [31]	114C	Firearm discharge; endangering human life	[+]	[-]	05/18/2019 [31]	122AB3	Stolen property; concealing - more than \$1000	[+]	[-]	05/18/2019 [31]	134P1	Gambling with subordinate	[+]	[-]	05/18/2019 [31]	122AB1	Stolen property; receiving - more than \$1000	[+]	[-]	05/18/2019 [31]	108AD	Looting or pillaging	[+]	[-]
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# Entering a New Disciplinary Action, Continued

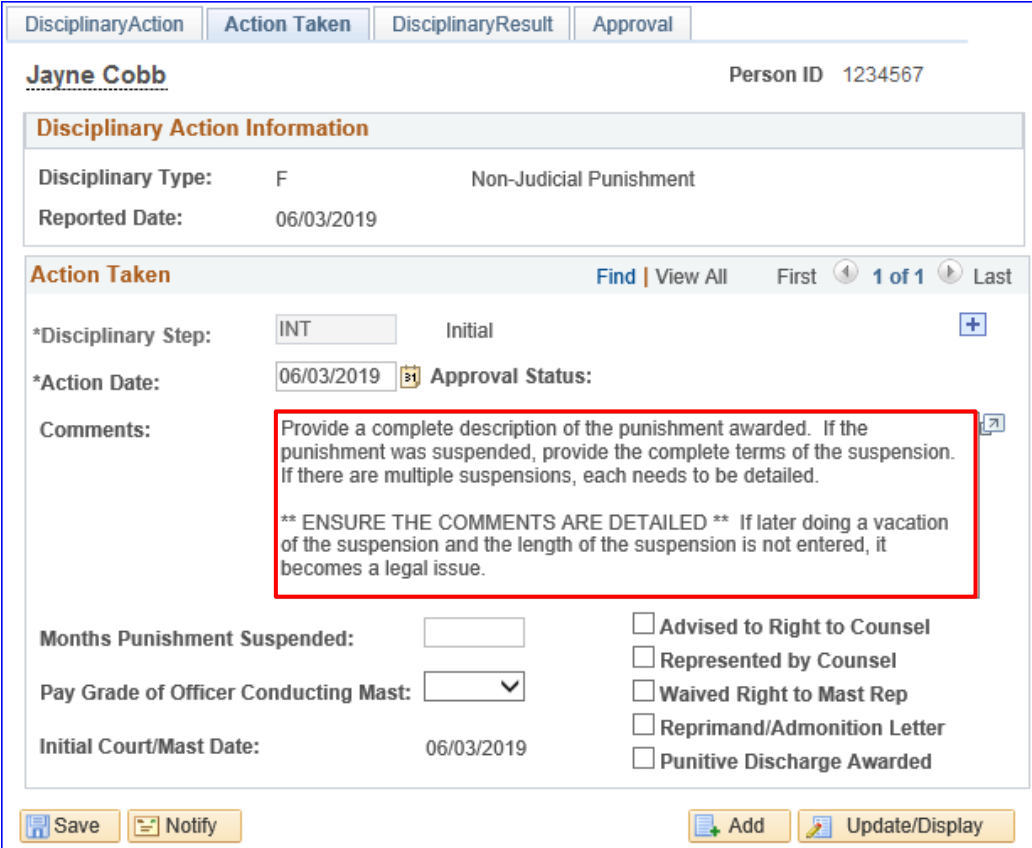
Procedures,  
continued

Step	Action
7	<p>The Disciplinary Step will default to <b>Initial (INT)</b> for first time entries. The <b>Action Date</b> defaults to the Reported Date:</p> <ul style="list-style-type: none"> <li>• For <b>General and Special Courts-Martial</b>, the Action Date shall be 14 days after the Reported Date <b>IF</b> there was a reduction in grade and/or forfeitures.</li> <li>• For <b>Summary Courts-Martial and NJP</b>, 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. <b>NOTE:</b> See <a href="#">COMDTINST M5810.1 (series)</a>, Chapter 2 for exceptions.</li> </ul> <div data-bbox="311 761 1348 1612" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <span>DisciplinaryAction</span>   <span style="background-color: #e0e0e0;">Action Taken</span>   <span>DisciplinaryResult</span>   <span>Approval</span> </div> <p><b>Jayne Cobb</b> <span style="float: right;">Person ID 1234567</span></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p><b>Disciplinary Action Information</b></p> <p>Disciplinary Type: F Non-Judicial Punishment</p> <p>Reported Date: 06/03/2019</p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p><b>Action Taken</b> <span style="float: right;">Find   View All First 1 of 1 Last</span></p> <p>*Disciplinary Step: <span style="border: 2px solid red; padding: 2px;">INT</span> Initial <span style="float: right;">+</span></p> <p>*Action Date: <span style="border: 1px solid #ccc; padding: 2px;">06/03/2019</span> Approval Status:</p> <p>Comments: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></p> <p>Months Punishment Suspended: <input type="text"/> <input type="checkbox"/> Advised to Right to Counsel</p> <p>Pay Grade of Officer Conducting Mast: <input type="text"/> <input type="checkbox"/> Represented by Counsel</p> <p>Initial Court/Mast Date: 06/03/2019 <input type="checkbox"/> Waived Right to Mast Rep</p> <p><input type="checkbox"/> Reprimand/Admonition Letter</p> <p><input type="checkbox"/> Punitive Discharge Awarded</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Save</span> <span>Notify</span> <span>Add</span> <span>Update/Display</span> </div> </div>

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# Entering a New Disciplinary Action, Continued

Procedures,  
continued

Step	Action
8	<p>In the <b>Comments</b> field, provide the <b>date</b> and a <b>complete description</b> of the punishment awarded (see Notes 1 &amp; 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). <b>**Ensure the results are detailed in the comments field.</b> 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.**</p> <p><b>NOTE 1:</b> If there are <b>multiple suspensions</b> (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).</p> <p><b>NOTE 2:</b> If the punishments are being served <b>CONCURRENTLY</b>, it is only necessary to enter the <b>LONGEST</b> term and specify concurrent. For example, when entering a Courts-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 <b>concurrently</b>, enter “<b>4 months</b> of confinement/extra duty/restriction to be served concurrently”; if the punishments are to be served <b>NON-CONCURRENTLY</b>, then enter the <b>TOTAL</b> amount of time. In this example, the total amount of time is 7 months, therefore you would enter “<b>7 months</b> of confinement/extra duty/restriction to be served”.</p> 

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# Entering a New Disciplinary Action, Continued

Procedures,  
continued

Step	Action
<p><b>9</b></p>	<p>If the punishment was <b>suspended</b>, enter the number of month(s) in the <b>Months Punishment Suspended</b> field (if multiple suspensions, see note in step 8) and select the <b>Pay Grade of Officer Conducting Mast</b>. <b>Check</b> the boxes that are applicable to the Disciplinary Action.</p> <p><b>NOTE:</b> The Represented by Counsel and Punitive Discharge Awarded fields are only used for Courts-Martial.</p> <div data-bbox="311 645 1348 1500" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>DisciplinaryAction</span> <span>Action Taken</span> <span>DisciplinaryResult</span> <span>Approval</span> </div> <p><b>Jayne Cobb</b> <span style="float: right;">Person ID 1234567</span></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p><b>Disciplinary Action Information</b></p> <p>Disciplinary Type: F Non-Judicial Punishment</p> <p>Reported Date: 06/03/2019</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p><b>Action Taken</b> <span style="float: right;">Find   View All First 1 of 1 Last</span></p> <p>*Disciplinary Step: INT Initial <span style="float: right;">+</span></p> <p>*Action Date: 06/03/2019 <span style="float: right;">Approval Status:</span></p> <p>Comments: <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;">                     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.                 </div></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p>Months Punishment Suspended: <input style="width: 50px;" type="text" value="6"/></p> <p>Pay Grade of Officer Conducting Mast: <input style="width: 50px;" type="text" value="O4"/> ▼</p> <p>Initial Court/Mast Date: 06/03/2019</p> </div> <div style="border: 2px solid red; padding: 5px;"> <p><input type="checkbox"/> Advised to Right to Counsel</p> <p><input type="checkbox"/> Represented by Counsel</p> <p><input checked="" type="checkbox"/> Waived Right to Mast Rep</p> <p><input checked="" type="checkbox"/> Reprimand/Admonition Letter</p> <p><input type="checkbox"/> Punitive Discharge Awarded</p> </div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Save</span> <span>Notify</span> <span>Add</span> <span>Update/Display</span> </div> </div>

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# Entering a New Disciplinary Action, Continued

Procedures,  
continued

Step	Action
<p><b>10</b></p>	<p>Click the <b>DisciplinaryResult</b> tab.</p> <div style="border: 1px solid black; padding: 5px;"> <p>DisciplinaryAction   <b>Action Taken</b>   <b>DisciplinaryResult</b>   Approval</p> <p><b>Jayne Cobb</b> <span style="float: right;">Person ID 1234567</span></p> <p><b>Disciplinary Action Information</b></p> <p>Disciplinary Type: F Non-Judicial Punishment                      Reported Date: 06/03/2019</p> <p><b>Action Taken</b> <span style="float: right;">Find   View All First 1 of 1 Last</span></p> <p>*Disciplinary Step: INT Initial <span style="float: right;">+</span></p> <p>*Action Date: 06/03/2019 <span style="float: right;">Approval Status:</span></p> <p>Comments: <div style="border: 1px solid gray; padding: 5px; min-height: 100px;">                             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.                         </div></p> <p>Months Punishment Suspended: <input type="text" value="6"/> <input type="checkbox"/> Advised to Right to Counsel                      Pay Grade of Officer Conducting Mast: 04 <input type="checkbox"/> Represented by Counsel                      Initial Court/Mast Date: 06/03/2019 <input checked="" type="checkbox"/> Waived Right to Mast Rep  <span style="float: right;"><input checked="" type="checkbox"/> Reprimand/Admonition Letter  <input type="checkbox"/> Punitive Discharge Awarded</span></p> <p style="text-align: center;"> <span>Save</span> <span>Notify</span> <span style="margin-left: 100px;">Add</span> <span>Update/Display</span> </p> </div>

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# Entering a New Disciplinary Action, Continued


Procedures,  
continued

Step	Action
<p><b>11</b></p>	<p>Under the <b>Punishment</b> section, enter the number of days awarded for each punishment (even if it was suspended). If none, leave blank.</p> <p><b>IMPORTANT:</b> If a member (Enlisted or Officer) is awarded Confinement as part of their punishment, <b>Days of Confinement at Hard Labor</b> should be used when there is <b>ANY</b> confinement.</p> <p>Days Arrest in Quarters <b>ONLY</b> applies to Officers – if an officer is awarded Arrest in Quarters, then use <b>Days Arrest in Quarters</b>.</p> <div data-bbox="311 716 1348 1937" style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>DisciplinaryAction</span>   <span>Action Taken</span>   <span>DisciplinaryResult</span>   <span>Approval</span> </div> <p><b>Jayne Cobb</b> <span style="float: right;">Person ID 1234567</span></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p><b>Disciplinary Action Information</b></p> <p>Disciplinary Type: F Non-Judicial Punishment</p> <p>Reported Date: 06/03/2019</p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p><b>Action Taken</b> <span style="float: right;">Find   View All First 1 of 1 Last</span></p> <p>Disciplinary Step: INT Initial</p> <p>Action Date: 06/03/2019 Approval Status:</p> <div style="border: 2px solid red; padding: 5px; margin-top: 5px;"> <p><b>▼ Punishment</b></p> <p>Number of Days Restricted: <input type="text" value="14"/> Days Confinement at Hard Labor: <input type="text"/></p> <p>Days Arrest in Quarters: <input type="text"/> Days of Hard Labor WO Confinement: <input type="text"/></p> <p>Number of Days Extra Duty: <input type="text" value="30"/></p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <p><b>▼ Fines</b></p> <p>Total Fine Amount: <input type="text"/> <input type="checkbox"/> Execute this Fine Begin Date: <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <p><b>▼ Forfeitures</b></p> <p>Forfeiture Per Month: <input type="text"/> <input type="checkbox"/> Automatic Forfeiture <input type="checkbox"/> Forfeit All Pay and Allow</p> <p>Forfeiture Months: <input type="text"/> <input type="checkbox"/> Adjudged Forfeiture <input type="checkbox"/> Waive &amp; Pay to Dependents</p> <p>Total Forfeiture Amount: <input type="text"/> <input type="checkbox"/> Execute this Forfeiture Begin Date: <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <p><b>▼ Rate Adjustment</b></p> <p>Current Jobcode: 420093 First Class Machinery Technici</p> <p>Changed Jobcode: <input type="text"/></p> <p><input type="checkbox"/> Execute this Rate Adjustment Begin Date: <input type="text"/></p> </div> <div style="margin-top: 5px;"> <span>Save</span> <span>Notify</span> <span style="float: right;">Add Update/Display</span> </div> </div> </div>

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# Entering a New Disciplinary Action, Continued


Procedures,  
continued

Step	Action
12	<p><b>Fines are for a Courts-Martial only.</b> If a fine was imposed on the member:</p> <ul style="list-style-type: none"> <li>• <b>Total Fine Amount</b> – 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, <b>ONLY</b> enter the amount that is to be executed.</li> <li>• <b>Execute this Fine</b> – check this box if the fine is to be executed. Do <b>NOT</b> check the Execute this Fine box if the <b>entire</b> fine is suspended.</li> <li>• <b>Begin Date</b> – 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).</li> </ul> <div data-bbox="311 721 1353 945" style="border: 1px solid blue; padding: 5px;"> <p>▼ <b>Fines</b></p> <p>Total Fine Amount: <input style="border: 1px solid red;" type="text" value="500"/> <input checked="" type="checkbox"/> Execute this Fine      Begin Date: <input style="border: 1px solid red;" type="text" value="06/03/2019"/> </p> </div>

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# Entering a New Disciplinary Action, Continued

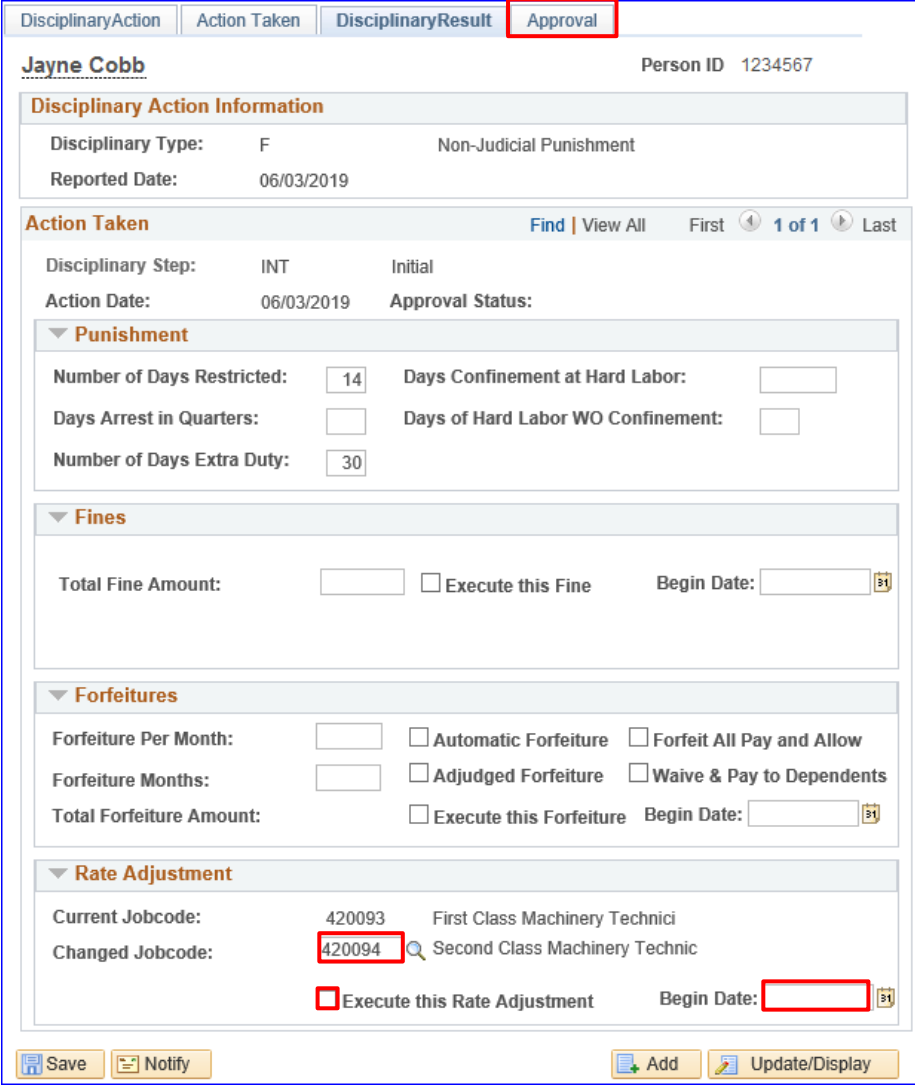
Procedures,  
continued

Step	Action
13	<p>If a forfeiture was imposed on the member:</p> <ul style="list-style-type: none"> <li>● <b>Forfeiture Per Month</b> – enter the amount (rounded down to the nearest whole dollar). If only a portion of the forfeiture is being executed, then enter <b>ONLY</b> that amount.</li> <li>● <b>Forfeiture Months</b> – 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.</li> <li>● <b>Execute this Forfeiture</b> – check this box if the forfeiture is to be executed. Do <b>NOT</b> check the Execute this Forfeiture box if the entire forfeiture is suspended.</li> <li>● <b>Begin Date</b> – 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).</li> <li>● <b>Check the appropriate Type of Forfeiture</b> – <ul style="list-style-type: none"> <li>▪ <b>Automatic Forfeiture</b></li> <li>▪ <b>Forfeit All Pay and Allowances</b> (submit a PPC Customer Care Ticket – PPC must manually enter the total forfeiture details)</li> <li>▪ <b>Adjudged Forfeiture</b></li> <li>▪ <b>Waive &amp; Pay to Dependents</b> (submit a PPC Customer Care Ticket – PPC must manually enter the payment to dependents)</li> </ul> </li> </ul> <div data-bbox="311 1086 1348 1299" style="border: 1px solid blue; padding: 5px;"> <p>▼ <b>Forfeitures</b></p> <p>Forfeiture Per Month: <input type="text" value="500"/> <input type="checkbox"/> Automatic Forfeiture <input type="checkbox"/> Forfeit All Pay and Allow</p> <p>Forfeiture Months: <input type="text" value="3"/> <input type="checkbox"/> Adjudged Forfeiture <input type="checkbox"/> Waive &amp; Pay to Dependents</p> <p>Total Forfeiture Amount: 1500 <input checked="" type="checkbox"/> Execute this Forfeiture Begin Date: <input type="text" value="06/03/2019"/> </p> </div>

*Continued on next page*

# Entering a New Disciplinary Action, Continued

Procedures,  
continued

Step	Action
<p><b>14</b></p>	<p>If the member was awarded a <b>Rate Adjustment</b>:</p> <ul style="list-style-type: none"> <li>• <b>Changed Jobcode</b> – using the lookup, search and select the new job code (even if it was suspended).</li> <li>• <b>Execute this Rate Adjustment</b> – check this box if the Rate Adjustment is to be executed. Do <b>NOT</b> check this box if the Rate Adjustment is suspended.</li> <li>• <b>Begin Date</b> – 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).</li> </ul> <p>Click the <b>Approval</b> tab.</p> 

*Continued on next page*

# Entering a New Disciplinary Action, Continued

Procedures,  
continued

Step	Action
15	<p>Ensure all the information displayed is correct and verify approval is intended for the Disciplinary Step. Click <b>Submit</b>.</p> <div data-bbox="311 465 1353 1160" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; margin-bottom: 5px;"> <span>DisciplinaryAction</span> <span>Action Taken</span> <span>DisciplinaryResult</span> <span style="background-color: #e0e0e0;">Approval</span> </div> <p><u>Jayne Cobb</u> <span style="float: right;">Person ID 1234567</span></p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <p><b>Disciplinary Action Information</b></p> <p>Disciplinary Type: F Non-Judicial Punishment</p> <p>Reported Date: 06/03/2019</p> </div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <p><b>Action Taken</b> <span style="float: right;">Find   View All First 1 of 1 Last</span></p> <p>Disciplinary Step: INT</p> <p>Action Date: 06/03/2019</p> <p>Approval Status:</p> <p>Originator ID:</p> <p>Approver ID:</p> <p style="text-align: center;"><span style="border: 2px solid red; padding: 2px;">Submit</span></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Save</span> <span>Notify</span> <span>Add</span> <span>Update/Display</span> </div> </div>

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# Entering a New Disciplinary Action, Continued

Procedures,  
continued

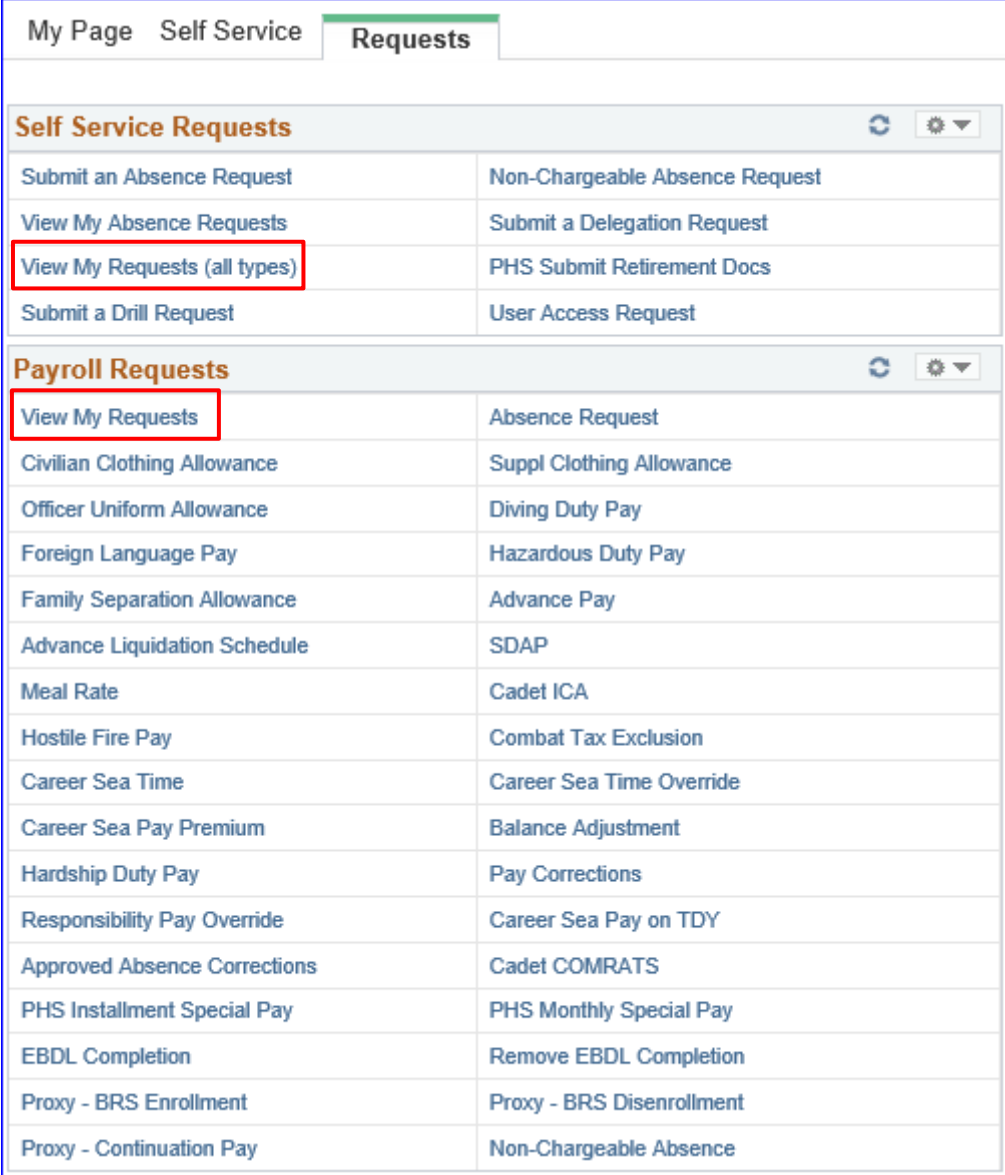
Step	Action																					
16	<p>The <b>Approval Status</b> will update to Pending and the <b>Originator ID</b> will populate with the submitter's Emplid and name. The disciplinary action will be routed to the SPO tree for approval.</p> <div data-bbox="311 504 1348 1220" style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="border: 1px solid #ccc; padding: 2px;">DisciplinaryAction</span>                        <span style="border: 1px solid #ccc; padding: 2px;">Action Taken</span>                        <span style="border: 1px solid #ccc; padding: 2px;">DisciplinaryResult</span>                        <span style="border: 1px solid #ccc; padding: 2px; background-color: #e0e0e0;">Approval</span> </div> <p><b>Jayne Cobb</b> <span style="float: right;">Person ID 1234567</span></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <b>Disciplinary Action Information</b> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Disciplinary Type:</td> <td style="width: 30%;">F</td> <td style="width: 40%;">Non-Judicial Punishment</td> </tr> <tr> <td>Reported Date:</td> <td colspan="2">06/03/2019</td> </tr> </table> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <b>Action Taken</b> <span style="float: right;">Find   View All    First <span style="font-size: small;">⏪</span> 1 of 1 <span style="font-size: small;">⏩</span> Last</span> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Disciplinary Step:</td> <td colspan="2">INT</td> </tr> <tr> <td>Action Date:</td> <td colspan="2">06/03/2019</td> </tr> <tr> <td>Approval Status:</td> <td colspan="2" style="border: 2px solid red; padding: 2px;">Pending</td> </tr> <tr> <td>Originator ID:</td> <td colspan="2" style="border: 2px solid red; padding: 2px;">7788992    Kaylee Frye</td> </tr> <tr> <td>Approver ID:</td> <td colspan="2"></td> </tr> </table> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Submit"/></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="display: flex; gap: 10px;"> <input type="button" value="Save"/> <input type="button" value="Notify"/> </div> <div style="display: flex; gap: 10px;"> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </div> </div> </div>	Disciplinary Type:	F	Non-Judicial Punishment	Reported Date:	06/03/2019		Disciplinary Step:	INT		Action Date:	06/03/2019		Approval Status:	Pending		Originator ID:	7788992    Kaylee Frye		Approver ID:		
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Approver ID:																						



# Approving Disciplinary Actions

**Introduction** This section provides the procedures for a SPO to approve a Disciplinary Action in Direct Access (DA).

**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>From the Requests tab, select <b>View My Requests (all types)</b> from the Self Service Requests pagelet or select <b>View My Requests</b> from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a 'Requests' tab selected. It contains two main sections: 'Self Service Requests' and 'Payroll Requests'. In the 'Self Service Requests' section, the link 'View My Requests (all types)' is highlighted with a red box. In the 'Payroll Requests' section, the link 'View My Requests' is highlighted with a red box.</p>

*Continued on next page*

# Approving Disciplinary Actions, Continued

Procedures,  
continued

Step	Action																														
<p><b>2</b></p>	<p>Select the <b>Requests I am Approver For</b> radio button. The <b>Transaction Name</b> may be left at All Transactions or using the drop-down, select Approve Disciplinary Action. Leave the <b>Transaction Status</b> as Pending. Click <b>Populate Grid</b>.</p> <div data-bbox="311 504 1348 1153" style="border: 1px solid blue; padding: 5px;"> <p><b>View My Action Requests</b></p> <hr/> <p><u>Inara Serra</u></p> <ol style="list-style-type: none"> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>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.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests                 <input checked="" type="radio"/> <b>Requests I am Approver For</b> <input type="radio"/> All Requests             </p> <p>Transaction Name: <span style="border: 1px solid red; padding: 2px;">Approve Disciplinary Action</span> ▼</p> <p>Transaction Status: <span style="border: 1px solid red; padding: 2px;">Pending</span> ▼</p> <p>Submission From Date: <input type="text"/> 📅</p> <p>Submission To Date: <input type="text"/> 📅</p> <p style="text-align: right;"> <span style="border: 1px solid red; padding: 2px 10px;">Populate Grid</span> <span style="margin-left: 20px; padding: 2px 10px;">Refresh</span> </p> </div> </div>																														
<p><b>3</b></p>	<p>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 <b>Approve/Deny</b>.</p> <div data-bbox="311 1299 1348 1400" style="border: 1px solid blue; padding: 5px;"> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Disciplinary Action Approval</td> <td>Pending</td> <td>Jayne Cobb</td> <td>Cobb</td> <td>1234567</td> <td>000631</td> <td>Kaylee Frye</td> <td>Inara Serra</td> <td>06/04/2019</td> <td style="border: 1px solid red;">Approve/Deny</td> </tr> <tr> <td>Disciplinary Action Approval</td> <td>Pending</td> <td>Malcolm Reynolds</td> <td>Reynolds</td> <td>7788554</td> <td>000196</td> <td>Kaylee Frye</td> <td>Inara Serra</td> <td>05/14/2019</td> <td>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	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
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# Approving Disciplinary Actions, Continued

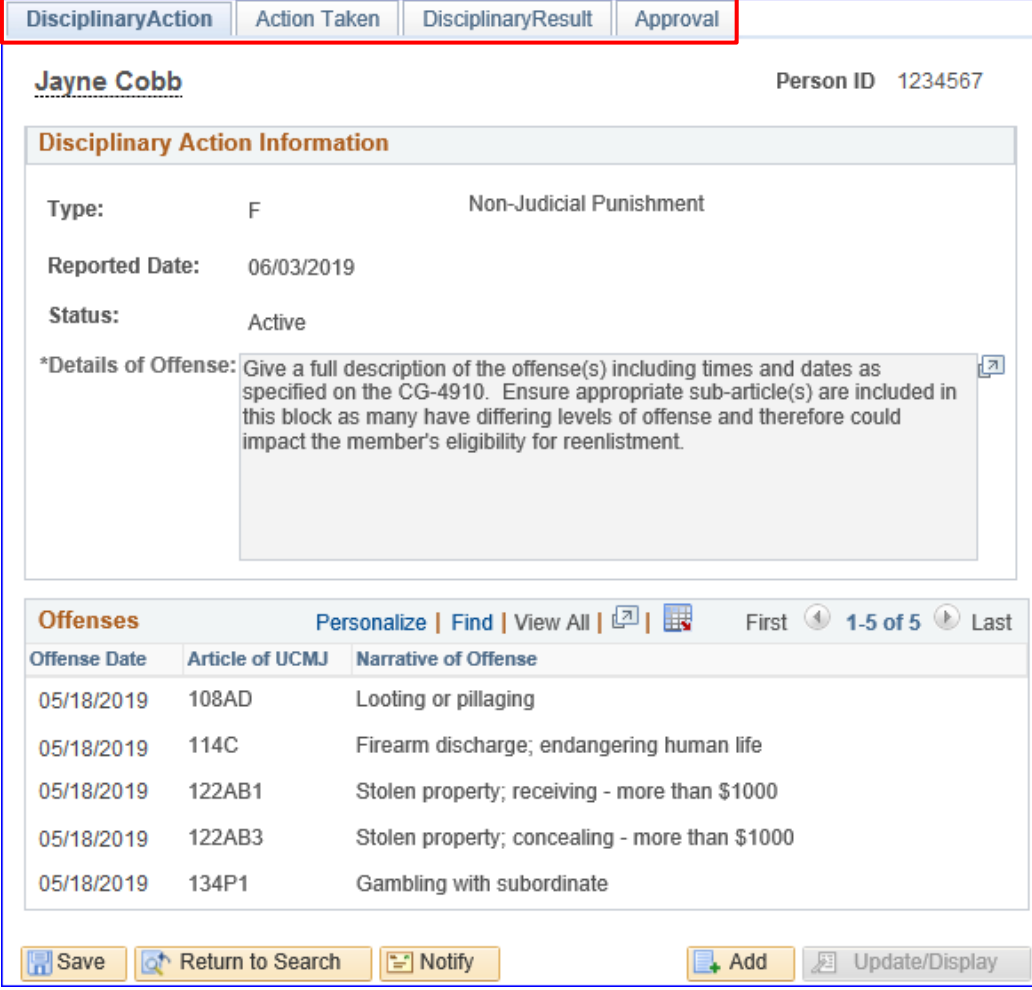
Procedures,  
continued

Step	Action
4	<p>The Disciplinary Action request will display. To review the details of the Disciplinary Action, <b>click the hyperlink</b> under Request URL.</p> <div data-bbox="311 465 1348 1400" style="border: 1px solid blue; padding: 10px;"> <p><b>Action Request</b></p> <p>Approve Disciplinary Action</p> <p><u>Jayne Cobb</u></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Request Details</b></p> <p>Reported Date: 2019-06-03                      Disciplinary Type: F                      Disciplinary Step: INT                      Action Date: 2019-06-03</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Request URL</b></p> <p><a href="#" style="border: 1px solid red; padding: 2px;">Click here to view additional request information.</a></p> </div> <p>Comment: <input style="width: 100%; height: 40px;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Approve"/> <input style="margin-left: 100px;" type="button" value="Deny"/> </p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>Request Status: Pending</b></p> <p>Approvers</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Pending</b></p> <p> <b>Multiple Approvers</b> CGHRSUP for User's SPO</p> </div> </div> </div>

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# Approving Disciplinary Actions, Continued


Procedures,  
continued

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

*Continued on next page*

# Approving Disciplinary Actions, Continued

Procedures,  
continued

Step	Action										
6	<p>Once all the information has been verified, enter any <b>comments</b> as appropriate. Click <b>Approve</b> or <b>Deny</b>.</p> <div data-bbox="311 465 1348 1400" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Approve Disciplinary Action</p> <p><u>Jayne Cobb</u></p> <table border="1" data-bbox="359 638 1332 817"> <thead> <tr> <th colspan="2">Request Details</th> </tr> </thead> <tbody> <tr> <td>Reported Date:</td> <td>2019-06-03</td> </tr> <tr> <td>Disciplinary Type:</td> <td>F</td> </tr> <tr> <td>Disciplinary Step:</td> <td>INT</td> </tr> <tr> <td>Action Date:</td> <td>2019-06-03</td> </tr> </tbody> </table> <p><b>Request URL</b></p> <p><a href="#">Click here to view additional request information.</a></p> <p>Comment: <span style="border: 1px solid red; padding: 2px;">Include any comments as appropriate.</span></p> <p><span style="border: 1px solid red; padding: 2px;">Approve</span> <span style="border: 1px solid red; padding: 2px;">Deny</span></p> <div data-bbox="383 1176 1189 1377" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending</p> <p>Approvers</p> <div data-bbox="399 1265 742 1366" style="border: 1px solid blue; padding: 5px;"> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> </div> </div> </div>	Request Details		Reported Date:	2019-06-03	Disciplinary Type:	F	Disciplinary Step:	INT	Action Date:	2019-06-03
Request Details											
Reported Date:	2019-06-03										
Disciplinary Type:	F										
Disciplinary Step:	INT										
Action Date:	2019-06-03										

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# Approving Disciplinary Actions, Continued

Procedures,  
continued

Step	Action
7	<p>The Request Status will update to <b>Approved</b> or <b>Denied</b> (depending on the selection in step 6).</p> <p>If <b>approved</b> and the punishments were executed, the system performs an integration with Job Data (reduction in paygrade) and Global Payroll/EABP (Fines or Forfeitures).</p> <p>If <b>denied</b>, the Disciplinary Action will be routed back to the submitter for further action/corrections.</p> <p><b>NOTE:</b> 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 <b>Demotion</b> and a Reason code of <b>Disciplinary Actions</b>. <b>Verify</b> DA successfully updated the pay entitlements that correspond with the new jobcode (see the <a href="#">Understanding Job Data</a> guide for more information on Job Data). If DA did <b>not</b> successfully insert a Job row and/or update the pay entitlements to reflect the new paygrade, submit a PPC Customer Care Ticket.</p> <div data-bbox="311 1014 1305 1384" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: <b>Approved</b> <span style="float: right;">View/Hide Comments</span></p> <p><b>Approvers</b></p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;"> <p style="background-color: #e0f0e0; padding: 2px;"><b>Approved</b></p> <p style="padding: 2px;"> <span style="color: green; font-weight: bold;">✓</span> <b>Inara Serra</b>                      CGHRSUP for User's SPO                      06/05/19 - 9:10 AM                 </p> </div> <p><b>Comments</b></p> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> <p><b>Inara Serra at 06/05/2019 - 9:10 AM</b>                      Include any comments as appropriate.</p> </div> </div>

# 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 Direct Access (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 Direct Access **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
<b>Affirm (AFM)</b>	<p>The Affirm disciplinary step is used for <b>Courts-Martial only</b>. It should be used when either of the following circumstances occur:</p> <ul style="list-style-type: none"> <li>• The officer exercising General Courts-Martial jurisdiction or an Article 69 UCMJ examination approves the findings and sentence without modification.</li> <li>• 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.</li> </ul> <p>An Affirm step documents the judicial findings <b>only</b>. This updates the HR side only; the system does not make any further changes to data elsewhere in Direct Access.</p>
<b>Correction (COR)</b>	<p>The Correction disciplinary step is used when a transaction has been submitted with erroneous data or was incomplete.</p> <p><b>NOTE: Only one Correction can be made to a Disciplinary Action.</b></p>

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

### Disciplinary Steps, continued

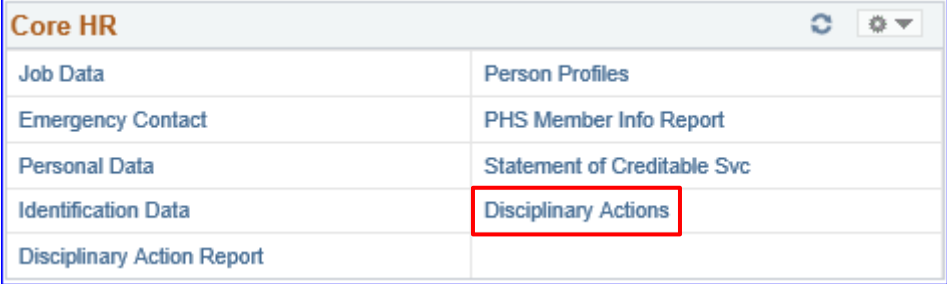
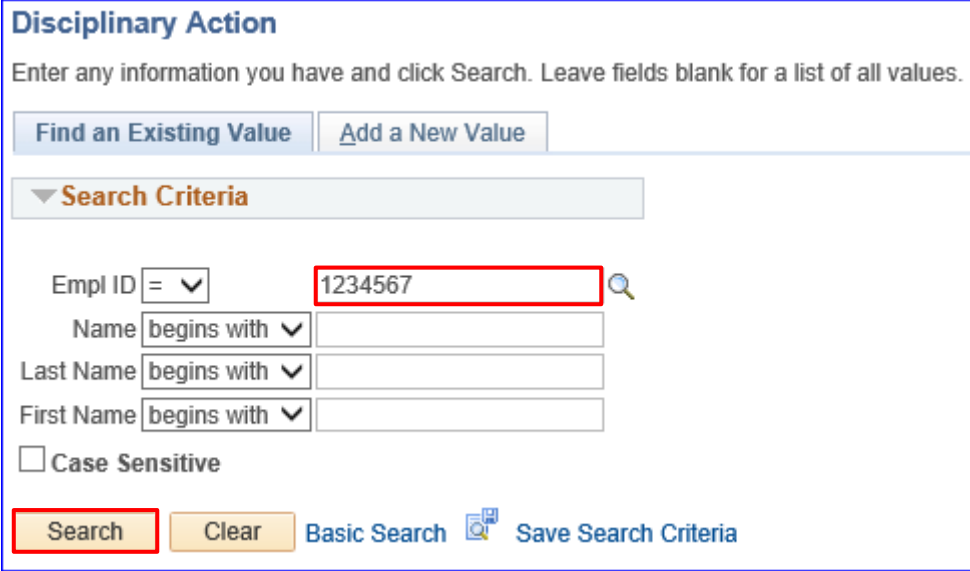
Step	When to Use								
<b>Deletion (DEL)</b>	<p>The Deletion disciplinary step is used when a higher reviewing authority sets aside the entire conviction or the transaction was erroneously submitted for the incorrect member (see <b>Table</b> below).</p> <p>A Deletion step may also be used if there has already been a Correction (COR) step submitted on the Disciplinary Action but additional information may be needed or changed (remember, only <b>one</b> Correction may be made for a Disciplinary Action).</p> <table border="1" data-bbox="400 808 1418 1294"> <thead> <tr> <th data-bbox="400 808 911 853">If</th> <th data-bbox="911 808 1418 853">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 853 911 958">The Deletion is submitted due to an erroneous Action Date entered on the Initial disciplinary step,</td> <td data-bbox="911 853 1418 958">Submit a new Disciplinary Action with the correct Action Date, Report Date, and Charges</td> </tr> <tr> <td data-bbox="400 958 911 1182">The Deletion is submitted due to erroneous Charges and/or Report Date <b>only</b>,</td> <td data-bbox="911 958 1418 1182">After submitting the Deletion, submit a PPC Customer Care Ticket requesting the entire Disciplinary transaction be <b>removed</b> so it may be re-entered with the original Action Date</td> </tr> <tr> <td data-bbox="400 1182 911 1294">The Deletion is submitted because the Initial Disciplinary Action was entered for the <b>incorrect</b> member,</td> <td data-bbox="911 1182 1418 1294">Submit a new Disciplinary Action for the correct member</td> </tr> </tbody> </table>	If	Then	The Deletion is submitted due to an erroneous Action Date entered on the Initial disciplinary step,	Submit a new Disciplinary Action with the correct Action Date, Report Date, and Charges	The Deletion is submitted due to erroneous Charges and/or Report Date <b>only</b> ,	After submitting the Deletion, submit a PPC Customer Care Ticket requesting the entire Disciplinary transaction be <b>removed</b> so it may be re-entered with the original Action Date	The Deletion is submitted because the Initial Disciplinary Action was entered for the <b>incorrect</b> member,	Submit a new Disciplinary Action for the correct member
If	Then								
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The Deletion is submitted because the Initial Disciplinary Action was entered for the <b>incorrect</b> member,	Submit a new Disciplinary Action for the correct member								
<b>Initial (INT)</b>	<p>The Initial disciplinary step is the first time submission of a Disciplinary Action.</p>								
<b>Modified (MOD)</b>	<p>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.</p>								
<b>Vacation (VAC)</b>	<p>The Vacation disciplinary step is used when a previous punishment was suspended and now is to be executed.</p>								

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

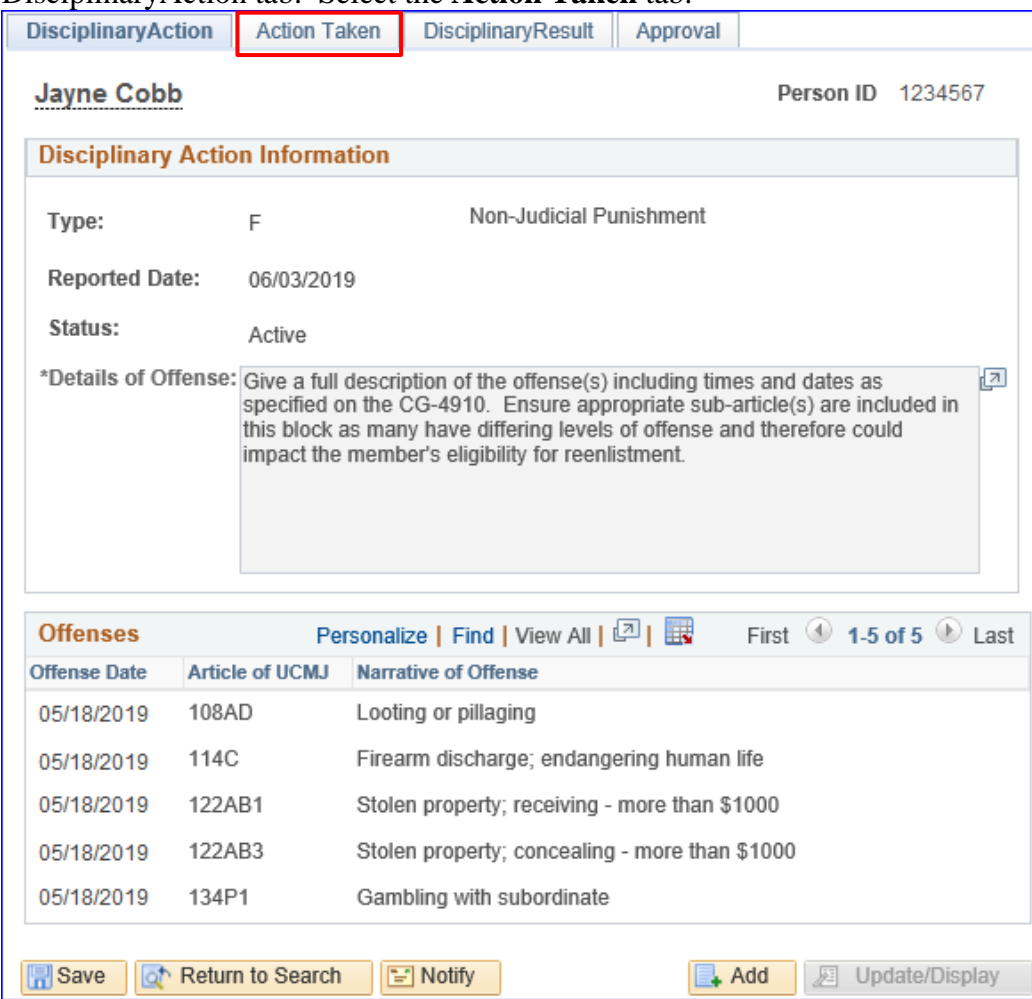
Procedures See below.

Step	Action
1	<p>Select <b>Disciplinary Actions</b> in the Core HR pagelet.</p>  <p>The screenshot shows a 'Core HR' pagelet with a menu containing the following items: Job Data, Emergency Contact, Personal Data, Identification Data, Disciplinary Action Report, Person Profiles, PHS Member Info Report, Statement of Creditable Svc, and Disciplinary Actions. The 'Disciplinary Actions' item is highlighted with a red rectangular box.</p>
2	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <p><b>NOTE:</b> 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 <b>Search Results</b>.</p>  <p>The screenshot shows the 'Disciplinary Action' search interface. It includes a search criteria section with the following fields: Empl ID (set to '1234567'), Name (begins with), Last Name (begins with), and First Name (begins with). There is also a 'Case Sensitive' checkbox. At the bottom, the 'Search' button is highlighted with a red rectangular box. Other buttons include 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>

*Continued on next page*

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

Procedures,  
continued

Step	Action																		
3	<p>The Disciplinary Action page will display. Changes cannot be made to the DisciplinaryAction tab. Select the <b>Action Taken</b> tab.</p>  <p><b>Disciplinary Action Information</b></p> <p>Type: F Non-Judicial Punishment</p> <p>Reported Date: 06/03/2019</p> <p>Status: Active</p> <p>*Details of Offense: 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.</p> <table border="1"> <thead> <tr> <th>Offense Date</th> <th>Article of UCMJ</th> <th>Narrative of Offense</th> </tr> </thead> <tbody> <tr> <td>05/18/2019</td> <td>108AD</td> <td>Looting or pillaging</td> </tr> <tr> <td>05/18/2019</td> <td>114C</td> <td>Firearm discharge; endangering human life</td> </tr> <tr> <td>05/18/2019</td> <td>122AB1</td> <td>Stolen property; receiving - more than \$1000</td> </tr> <tr> <td>05/18/2019</td> <td>122AB3</td> <td>Stolen property; concealing - more than \$1000</td> </tr> <tr> <td>05/18/2019</td> <td>134P1</td> <td>Gambling with subordinate</td> </tr> </tbody> </table>	Offense Date	Article of UCMJ	Narrative of Offense	05/18/2019	108AD	Looting or pillaging	05/18/2019	114C	Firearm discharge; endangering human life	05/18/2019	122AB1	Stolen property; receiving - more than \$1000	05/18/2019	122AB3	Stolen property; concealing - more than \$1000	05/18/2019	134P1	Gambling with subordinate
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*Continued on next page*

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

Procedures,  
continued

Step	Action
4	<p>In the Action Taken section, click the (+) button to add a new Disciplinary Step.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>DisciplinaryAction</span>   <span style="background-color: #e0e0e0;">Action Taken</span>   <span>DisciplinaryResult</span>   <span>Approval</span> </div> <p><b>Jayne Cobb</b> <span style="float: right;">Person ID 1234567</span></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p><b>Disciplinary Action Information</b></p> <p>Disciplinary Type: F Non-Judicial Punishment</p> <p>Reported Date: 06/03/2019</p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p><b>Action Taken</b> <span style="float: right;">Find   View All First 1 of 1 Last</span></p> <p>*Disciplinary Step: <input type="text" value="INT"/> Initial <span style="float: right; border: 2px dashed red; padding: 2px;">+</span></p> <p>*Action Date: <input type="text" value="06/03/2019"/> Approval Status: Approved</p> <p>Comments: <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">                     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.                 </div></p> <p>Months Punishment Suspended: <input type="text"/></p> <p>Pay Grade of Officer Conducting Mast: <input type="text" value="04"/> <input type="button" value="v"/></p> <p>Initial Court/Mast Date: <input type="text" value="06/03/2019"/></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advised to Right to Counsel</li> <li><input type="checkbox"/> Represented by Counsel</li> <li><input checked="" type="checkbox"/> Waived Right to Mast Rep</li> <li><input checked="" type="checkbox"/> Reprimand/Admonition Letter</li> <li><input type="checkbox"/> Punitive Discharge Awarded</li> </ul> <div style="margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <span style="margin-left: 100px;"><input type="button" value="Add"/></span> <span style="margin-left: 20px;"><input type="button" value="Update/Display"/></span> </div> </div> </div>

*Continued on next page*

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

Procedures,  
continued

Step	Action														
5	<p>Information from the Initial Step will auto-populate the new Disciplinary Step. Using the lookup, select the appropriate <b>Disciplinary Step</b>. Only make changes to the fields that are <b>relevant</b> to the new Disciplinary Step (VAC was selected for example purposes).</p> <div data-bbox="311 586 1310 1393" style="border: 1px solid #ccc; padding: 5px;"> <p>DisciplinaryAction   <b>Action Taken</b>   DisciplinaryResult   Approval</p> <p><b>Jayne Cobb</b> <span style="float: right;">Person ID 1234567</span></p> <p><b>Disciplinary Action Information</b></p> <p>Disciplinary Type: F Non-Judicial Punishment</p> <p>Reported Date: 06/03/2019</p> <hr/> <p><b>Action Taken</b> <span style="float: right;">Find   View All First 1 of 2 Last</span></p> <p>*Disciplinary Step: <input style="border: 2px solid red;" type="text" value=""/> </p> <p>*Action Date: 06/04/2019  Approval Status:</p> <p>Comments: <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">                     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.                 </div></p> <p>Months Punishment Suspended: <input type="text" value=""/> <input type="checkbox"/> Advised to Right to Counsel</p> <p>Pay Grade of Officer Conducting Mast: 04 <input type="button" value="v"/> <input type="checkbox"/> Represented by Counsel</p> <p>Initial Court/Mast Date: 06/03/2019 <input checked="" type="checkbox"/> Waived Right to Mast Rep</p> <p><input type="checkbox"/> Reprimand/Admonition Letter <input type="checkbox"/> Punitive Discharge Awarded</p> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </p> </div> <div data-bbox="311 1420 758 1765" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>Search Results</b></p> <p>View 100 First 1-6 of 6 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Disciplinary Step</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>AFM</td><td>Affirm</td></tr> <tr><td>COR</td><td>Correction</td></tr> <tr><td>DEL</td><td>Deletion</td></tr> <tr><td>INT</td><td>Initial</td></tr> <tr><td>MOD</td><td>Modified</td></tr> <tr><td>VAC</td><td>Vacation</td></tr> </tbody> </table> </div>	Disciplinary Step	Description	AFM	Affirm	COR	Correction	DEL	Deletion	INT	Initial	MOD	Modified	VAC	Vacation
Disciplinary Step	Description														
AFM	Affirm														
COR	Correction														
DEL	Deletion														
INT	Initial														
MOD	Modified														
VAC	Vacation														

*Continued on next page*

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

Procedures,  
continued

Step	Action
6	<p>Enter the <b>Action Date</b>. The type of Disciplinary Step will determine the Action Date to be entered:</p> <ul style="list-style-type: none"> <li>• <b>Affirmation:</b> enter the date the punishment was affirmed</li> <li>• <b>Correction:</b> 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)</li> <li>• <b>Deletion:</b> 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 <a href="#">Disciplinary Steps Table</a> for additional guidance on the Deletion disciplinary step)</li> <li>• <b>Modified:</b> enter the date of the modification</li> <li>• <b>Vacation:</b> enter the date of the vacation</li> </ul> <p>Enter any additional <b>Comments</b> appropriate to the Disciplinary Step selected. Click the <b>DisciplinaryResult</b> tab.</p> <div data-bbox="311 974 1348 1814" style="border: 1px solid black; padding: 5px;"> <p>DisciplinaryAction   <b>Action Taken</b>   <b>DisciplinaryResult</b>   Approval</p> <p><b>Jayne Cobb</b> <span style="float: right;">Person ID 1234567</span></p> <p><b>Disciplinary Action Information</b></p> <p>Disciplinary Type: F Non-Judicial Punishment Reported Date: 06/03/2019</p> <p><b>Action Taken</b> <span style="float: right;">Find   View All First 1 of 2 Last</span></p> <p>*Disciplinary Step: VAC Vacation</p> <p>*Action Date: <b>06/04/2019</b> Approval Status:</p> <p>Comments: <div style="border: 1px solid red; padding: 5px;">                 ADD ADDITIONAL COMMENTS to explain the Disciplinary Step - this may include the reason for the vacation, correction, deletion, or modification or affirmation.                   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.             </div></p> <p>Months Punishment Suspended: <input type="text"/> <input type="checkbox"/> Advised to Right to Counsel  <input type="checkbox"/> Represented by Counsel                  Pay Grade of Officer Conducting Mast: O4 <input checked="" type="checkbox"/> Waived Right to Mast Rep  <input checked="" type="checkbox"/> Reprimand/Admonition Letter                  Initial Court/Mast Date: 06/03/2019 <input type="checkbox"/> Punitive Discharge Awarded</p> <p>Save Return to Search Notify Add Update/Display</p> </div>

Continued on next page

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

Procedures,  
continued

Step	Action
7	<p>In this example, a <b>Vacation</b> of the previous suspended punishment is being processed.</p> <div data-bbox="311 510 1348 1691" style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>DisciplinaryAction</span> <span>Action Taken</span> <span>DisciplinaryResult</span> <span>Approval</span> </div> <p><b>Jayne Cobb</b> <span style="float: right;">Person ID 1234567</span></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p><b>Disciplinary Action Information</b></p> <p>Disciplinary Type: F Non-Judicial Punishment</p> <p>Reported Date: 06/03/2019</p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p><b>Action Taken</b> <span style="float: right;">Find   View All First 1 of 2 Last</span></p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;"> <p>Disciplinary Step: VAC Vacation</p> </div> <p>Action Date: 06/04/2019 Approval Status:</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p><b>Punishment</b></p> <p>Number of Days Restricted: <input type="text" value="14"/> Days Confinement at Hard Labor: <input type="text"/></p> <p>Days Arrest in Quarters: <input type="text"/> Days of Hard Labor WO Confinement: <input type="text"/></p> <p>Number of Days Extra Duty: <input type="text" value="30"/></p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p><b>Fines</b></p> <p>Total Fine Amount: <input type="text"/> <input type="checkbox"/> Execute this Fine Begin Date: <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p><b>Forfeitures</b></p> <p>Forfeiture Per Month: <input type="text" value="500"/> <input type="checkbox"/> Automatic Forfeiture <input type="checkbox"/> Forfeit All Pay and Allow</p> <p>Forfeiture Months: <input type="text" value="3"/> <input type="checkbox"/> Adjudged Forfeiture <input type="checkbox"/> Waive &amp; Pay to Dependents</p> <p>Total Forfeiture Amount: 1500 <input type="checkbox"/> Execute this Forfeiture Begin Date: <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p><b>Rate Adjustment</b></p> <p>Current Jobcode: 420093 First Class Machinery Technici</p> <p>Changed Jobcode: <input type="text" value="420094"/> Second Class Machinery Technic</p> <p><input type="checkbox"/> Execute this Rate Adjustment Begin Date: <input type="text"/></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Save</span> <span>Return to Search</span> <span>Notify</span> <span>Add</span> <span>Update/Display</span> </div> </div> </div>

*Continued on next page*

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

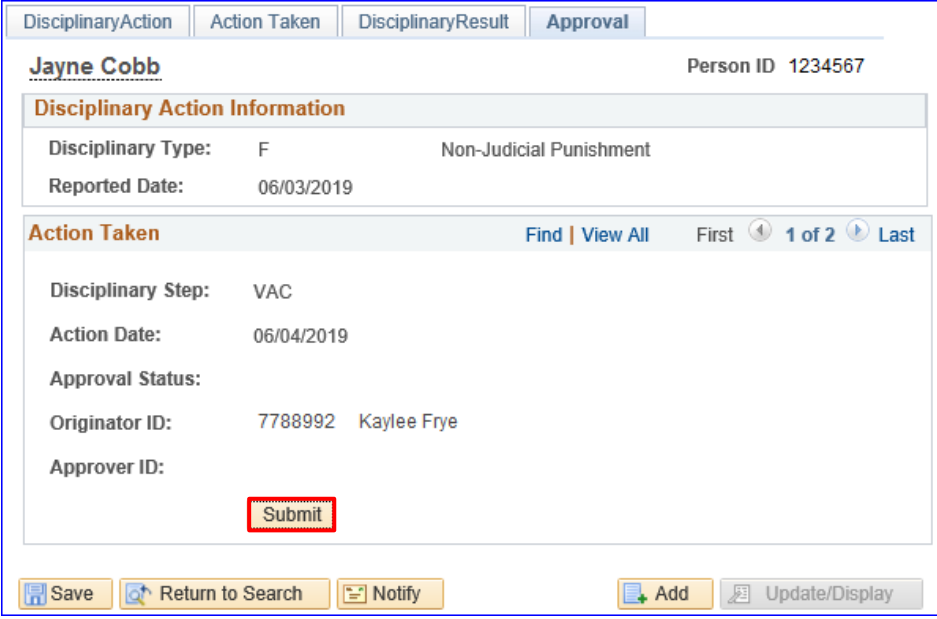
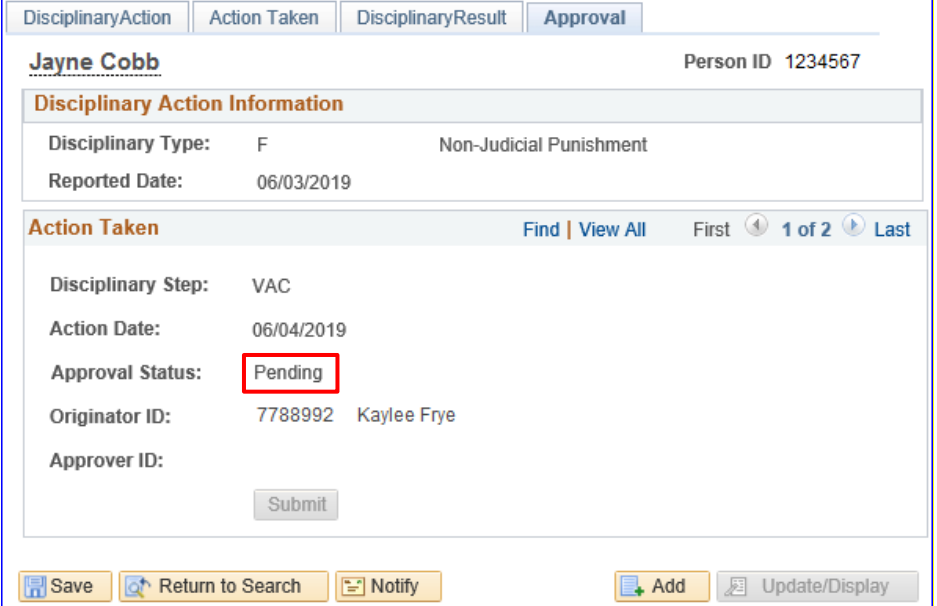
Procedures,  
continued

Step	Action
8	<p>To vacate a previous suspension, click the <b>Execute this Forfeiture</b> check box and/or <b>Execute this Rate Adjustment</b> as appropriate. The <b>Begin Dates</b> will auto-populate with the Action Date. Click the <b>Approval</b> tab.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; margin-bottom: 5px;"> <span>DisciplinaryAction</span> <span>Action Taken</span> <span>DisciplinaryResult</span> <span style="border: 1px solid red; padding: 2px;">Approval</span> </div> <p><b>Jayne Cobb</b> <span style="float: right;">Person ID 1234567</span></p> <div style="border-bottom: 1px solid black; padding: 5px;"> <p><b>Disciplinary Action Information</b></p> <p>Disciplinary Type: F Non-Judicial Punishment                      Reported Date: 06/03/2019</p> </div> <div style="border-bottom: 1px solid black; padding: 5px;"> <p><b>Action Taken</b> <span style="float: right;">Find   View All</span> First 1 of 2 Last</p> <p>Disciplinary Step: VAC Vacation                      Action Date: 06/04/2019 Approval Status:</p> <div style="border-bottom: 1px solid black; padding: 5px;"> <p><b>▼ Punishment</b></p> <p>Number of Days Restricted: <input type="text" value="14"/> Days Confinement at Hard Labor: <input type="text"/>                      Days Arrest in Quarters: <input type="text"/> Days of Hard Labor WO Confinement: <input type="text"/>                      Number of Days Extra Duty: <input type="text" value="30"/></p> </div> <div style="border-bottom: 1px solid black; padding: 5px;"> <p><b>▼ Fines</b></p> <p>Total Fine Amount: <input type="text"/> <input type="checkbox"/> Execute this Fine Begin Date: <input type="text"/> <input type="text" value="31"/></p> </div> <div style="border-bottom: 1px solid black; padding: 5px;"> <p><b>▼ Forfeitures</b></p> <p>Forfeiture Per Month: <input type="text" value="500"/> <input type="checkbox"/> Automatic Forfeiture <input type="checkbox"/> Forfeit All Pay and Allow                      Forfeiture Months: <input type="text" value="3"/> <input type="checkbox"/> Adjudged Forfeiture <input type="checkbox"/> Waive &amp; Pay to Dependents                      Total Forfeiture Amount: 1500 <input checked="" type="checkbox"/> Execute this Forfeiture Begin Date: 06/04/2019 <input type="text" value="31"/></p> </div> <div style="padding: 5px;"> <p><b>▼ Rate Adjustment</b></p> <p>Current Jobcode: 420093 First Class Machinery Technici                      Changed Jobcode: <input type="text" value="420094"/> Second Class Machinery Technic  <input checked="" type="checkbox"/> Execute this Rate Adjustment Begin Date: 06/04/2019 <input type="text" value="31"/></p> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <span>Save</span> <span>Return to Search</span> <span>Notify</span> <span>Add</span> <span>Update/Display</span> </div> </div> </div>

Continued on next page

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

Procedures,  
continued

Step	Action
<p><b>9</b></p>	<p>Ensure the information listed on the Approval tab is correct. Click <b>Submit</b>.</p> 
<p><b>10</b></p>	<p>The Disciplinary Action is now <b>Pending</b> and will be routed to the SPO tree for approval.</p> 



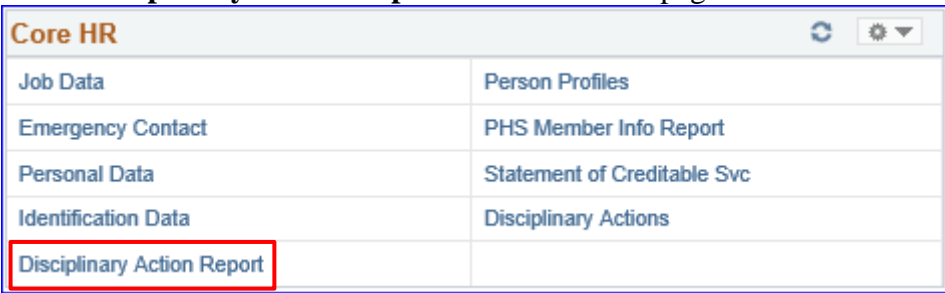
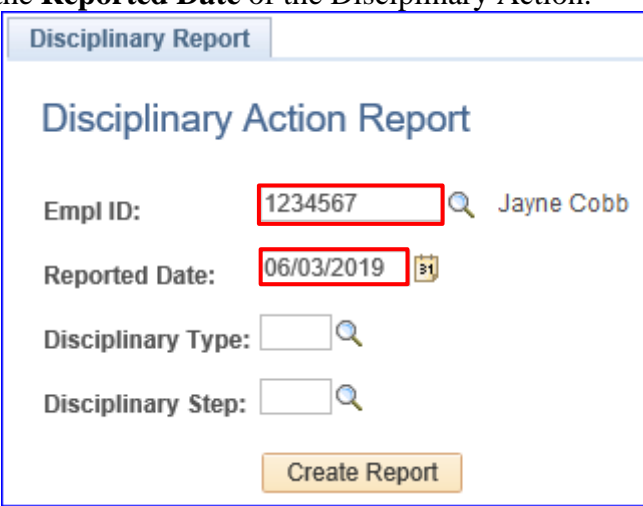
# Disciplinary Action Report (Court Memorandum)

**Introduction** This section provides the procedures for a SPO to view and/or print the Disciplinary Action Report in Direct Access (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	<p>Select <b>Disciplinary Action Report</b> in the Core HR pagelet.</p> 
2	<p>The Disciplinary Action Report page will display. Enter the member's <b>Empl ID</b> and the <b>Reported Date</b> of the Disciplinary Action.</p> 

*Continued on next page*

# Disciplinary Action Report (Court Memorandum), Continued

Procedures,  
continued

Step	Action														
3	<p>Using the lookup, select the <b>Disciplinary Type</b>.</p> <div data-bbox="311 430 962 920" style="border: 1px solid blue; padding: 5px;"> <p><b>Disciplinary Report</b></p> <h3>Disciplinary Action Report</h3> <p>Empl ID: <input type="text" value="1234567"/>  Jayne Cobb</p> <p>Reported Date: <input type="text" value="06/03/2019"/> </p> <p>Disciplinary Type: <input type="text"/> </p> <p>Disciplinary Step: <input type="text"/> </p> <p><input type="button" value="Create Report"/></p> </div> <div data-bbox="311 958 922 1496" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Look Up Disciplinary Type</b> <span style="float: right;">x</span></p> <p style="text-align: right;"><a href="#">Help</a></p> <p>Search by: <input type="text" value="Disciplinary Type"/> begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> <a href="#">Advanced Lookup</a></p> <p><b>Search Results</b></p> <p>View 100    First  1-6 of 6  Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Disciplinary Type</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr><td>A</td><td>General Courts-Martial</td></tr> <tr><td>B</td><td>Gen Courts Martial-Mil Judge</td></tr> <tr><td>C</td><td>Special Courts-Martial</td></tr> <tr><td>D</td><td>Sp Crt Martial-Mil Judge</td></tr> <tr><td>E</td><td>Summary Courts-Martial</td></tr> <tr><td>F</td><td>Non-Judicial Punishment</td></tr> </tbody> </table> </div>	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
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# Disciplinary Action Report (Court Memorandum), Continued

Procedures,  
continued





Step	Action														
4	<p>Using the lookup, select the <b>Disciplinary Step</b>.</p> <p><b>NOTE:</b> 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).</p> <div data-bbox="311 611 1082 1102" style="border: 1px solid blue; padding: 5px;"> <p><b>Disciplinary Report</b></p> <h3>Disciplinary Action Report</h3> <p>Empl ID: <input type="text" value="1234567"/>  Jayne Cobb</p> <p>Reported Date: <input type="text" value="06/03/2019"/> </p> <p>Disciplinary Type: <input type="text" value="F"/>  Non-Judicial Punishment</p> <p>Disciplinary Step: <input type="text"/> </p> <p style="text-align: center;"><input type="button" value="Create Report"/></p> </div> <div data-bbox="311 1137 917 1666" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Look Up Disciplinary Step</b> <span style="float: right;">✕</span></p> <p style="text-align: right;"><a href="#">Help</a></p> <p>Search by: <input type="text" value="Disciplinary Step"/> begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> <a href="#">Advanced Lookup</a></p> <p><b>Search Results</b></p> <p>View 100 First  1-6 of 6  Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Disciplinary Step</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr><td>AFM</td><td>Affirm</td></tr> <tr><td>COR</td><td>Correction</td></tr> <tr><td>DEL</td><td>Deletion</td></tr> <tr><td>INT</td><td>Initial</td></tr> <tr><td>MOD</td><td>Modified</td></tr> <tr><td>VAC</td><td>Vacation</td></tr> </tbody> </table> </div>	Disciplinary Step	Description	AFM	Affirm	COR	Correction	DEL	Deletion	INT	Initial	MOD	Modified	VAC	Vacation
Disciplinary Step	Description														
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INT	Initial														
MOD	Modified														
VAC	Vacation														

*Continued on next page*

# Disciplinary Action Report (Court Memorandum), Continued

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Procedures,  
continued

Step	Action
5	<p>When all fields have been populated, click <b>Create Report</b>.</p> <div data-bbox="311 430 1086 922" style="border: 1px solid blue; padding: 5px;"><p><b>Disciplinary Report</b></p><h3>Disciplinary Action Report</h3><p>Empl ID: <input type="text" value="1234567"/>  Jayne Cobb</p><p>Reported Date: <input type="text" value="06/03/2019"/> </p><p>Disciplinary Type: <input type="text" value="F"/>  Non-Judicial Punishment</p><p>Disciplinary Step: <input type="text" value="INT"/>  Initial</p><p style="text-align: center;"><input type="button" value="Create Report"/></p></div>

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**Disciplinary Action Report (Court Memorandum), Continued**

Procedures,  
continued

Step	Action																																
6	<p>The Court Memorandum will open in a new tab as a .PDF.</p> <div style="border: 1px solid black; padding: 5px;"> <p>6/4/19 <span style="float: right;"><b>COURT MEMORANDUM</b></span></p> <hr/> <p>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</p> <hr/> <p>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 :</p> <hr/> <p>Coded Offenses :</p> <p>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</p> <hr/> <p>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.</p> <p>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. <b>** ENSURE THE COMMENTS ARE DETAILED **</b> If later doing a vacation of the suspension and the length of the suspension is not entered, it becomes a legal issue.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th colspan="2" style="text-align: left;">FINES</th> <th colspan="2" style="text-align: left;">FORFEITURES</th> </tr> </thead> <tbody> <tr> <td>Fine Amount:</td> <td style="text-align: right;">0</td> <td>Forfeiture per Month:</td> <td style="text-align: right;">500</td> </tr> <tr> <td>Fine Months:</td> <td style="text-align: right;">0</td> <td>Forfeiture Months:</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Total Fine Amount:</td> <td style="text-align: right;">0</td> <td>Total Forfeiture Amount:</td> <td style="text-align: right;">1500</td> </tr> <tr> <td>Execute this Fine:</td> <td style="text-align: right;">Execute this Forfeiture:</td> <td style="text-align: right;">Y</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Forfeit All Pay and Allowance:</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Return Unexecuted Portion:</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Return All Forfeitures:</td> <td></td> </tr> </tbody> </table> <hr/> <p>Changed Jobcode: 420094                      Execute Rate Adjustment: Y</p> <hr/> <p>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</p> </div>	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:	
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# Disciplinary Action Effects in Global Pay

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

<u>Step</u>	<u>HR Entry in Discip Action</u>	<u>Rate Adjustment: Integration to JOB</u>	<u>Process: Integration with Pay</u>
<b>INT - Initial</b>	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.	<b>FINE:</b> EABP row created with FINE element details, to collect monthly.  <b>FORFEITURE:</b> EABP row created with FORF element details, to collect monthly.
<b>AFM - Affirm</b>	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.
<b>COR - Correction</b>	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. <b>A trouble ticket must be submitted to PPC so they can manually update the Job row.</b>	<b>FINE:</b> There is no integration to EABP for a Correction. <b>A trouble ticket must be submitted to PPC so they can manually update the EABP row.</b>  <b>FORFEITURE:</b> 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.

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## Disciplinary Action Effects in Global Pay, Continued

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<u>Step</u>	<u>HR Entry in Discip Action</u>	<u>Rate Adjustment: Integration to JOB</u>	<u>Process: Integration with Pay</u>
<b>DEL - Delete</b>	When a DEL step is added to the Action Taken page, it must be submitted for approval.	There is no integration to JOB. <b>A trouble ticket must be submitted to PPC so they can manually update the Job row.</b>	<b>FINE or FORFEITURE:</b> For a DEL, the system sets the initial EABP row to 'Inactive.'
<b>MOD - Modification</b>	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. <b>A trouble ticket must be submitted to PPC so they can manually update the Job row.</b>	There is no integration to EABP for a MOD. <b>A trouble ticket must be submitted to PPC so they can manually update the EABP row.</b>
<b>VAC - Vacation</b>	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.	<b>FINE:</b> EABP row created with FINE element details, to collect monthly.  <b>FORFEITURE:</b> EABP row created with FORF element details, to collect monthly.

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