Rehire Into Active Duty with Prior Service

Overview

Introduction	This guide provides the procedures for rehiring a Reserve member, into the Active Duty Coast Guard using Direct Access (DA).

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

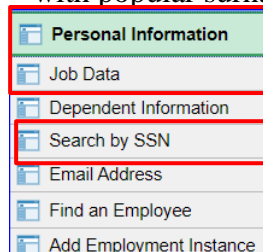|	
Known Issue	<mark>State Withholding Tax (SWT) reverts back to the Home of Record (HOR) address automatically after a REHIRE. **SPO's need to review/update the SWT when completing the rehire and make the appropriate data entries to avoid any tax issues.**</mark>

Contents

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

There are three places to verify this in the HR Data Shortcuts Tile:
- **Search by SSN** (Social Security Number).
- **Job Data** – Search by full name (this may be time consuming with popular surnames).
- **Personal Information** – Search by full name (also time consuming with popular surnames).

Overview, Continued

Before you begin ANY Hire or Rehire, continued

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

You **MUST** click the **GO** button to search.

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

Bad Example:

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

Good Example:

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

Position Numbers

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

Continued on next page

Overview, Continued

Position Numbers, continued

- The current path is: ==**NavBar icon**== > ==**Menu**== > Recruiting > Assignments > Reports > **Positions at a Department**.
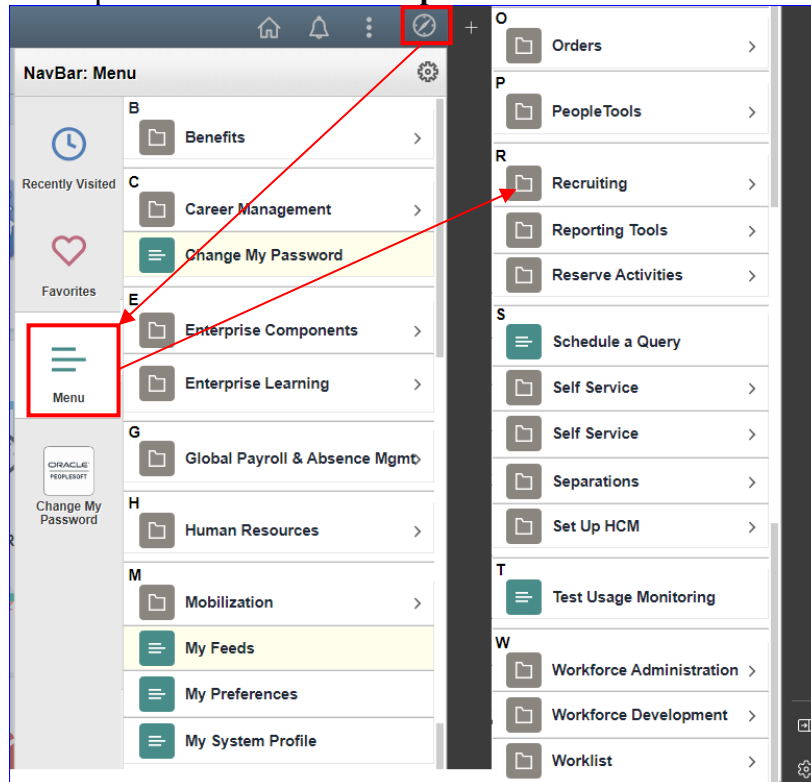
NOTE: Once the Rehire is complete, remember you must PCS the member to the new duty station and this is independent of the Rehire process.

SGLI/FSGLI Restart
NEW

Due to possible issues with some integrations from Reserve to Active Duty be sure to verify the member's SGLI and FSGLI deductions have restarted. ==IF it fails to restart, a help ticket must be turned into PPC to have the deductions manual started.==

Overview, Continued

**Important
Information**

- Do not request a SOCS when conducting a rehire as part of the COVID19 Active-Duty Reintegration See REHIRE-Return to Service - Active Duty Reintegration

- It is good practice to IMMEDIATELY enter the contract into Direct Access once the hire/rehire portion is complete and Job Data has been verified. The contract should not be approved without first viewing a signed copy of the DD-4 or Oath.

- Ensure the members paygrade is listed on the DD-4. If missing or there is a discrepancy from what is listed in Direct Access, **please return to the originator (Recruiter, RPM, EPM or OPM)** to get corrected before processing the accession/rehire.

- Date of Hire/Rehire = Date of the Enlistment Contract

- **IMPORTANT:** DO NOT click **OK** or **Apply** unless prompted. It will not allow the pay record of the applicant to update correctly.

- After the member is rehired, transactions to affect the following must be entered by the technician and approved by the supervisor (when required):
- Pay
- Any previous entitlements
- Tax withholdings
- Direct deposit information
- Enrollment/Election completed for benefit programs (e.g., SGLI, MGIB, Family Dental, etc.)

When to Request a SOCS

Introduction   This section provides the information for when a Statement of Creditable Service (SOCS) is required by the Advancements Branch (ADV) at the Pay & Personnel Center (PPC).

Reference   E-Mail ALSPO B/15

Requirements   See below for 7 reasons.
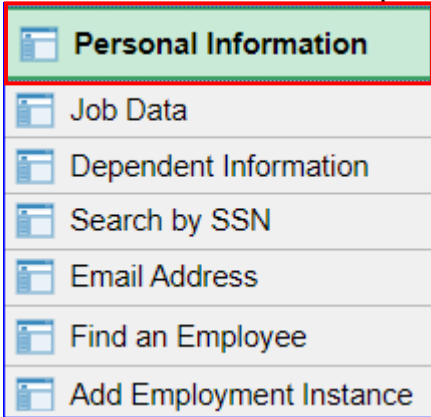
Number	Reason
1	The member's service dates are **incorrect**: • Active Duty Base Date (ADBD) • Pay Entry Base Date (PEBD) • Date of Initial Entry into Military Service (DIEMS)
2	The member is enlisting (or assessed as officers) and has prior service in **another branch of service**.
3	The member is enlisting (or assessed as officers) and has prior Coast Guard or Coast Guard Reserve service with a **break in service**.
4	The member is a Coast Guard reservist with **greater than 15 years** of total combined active service who is considering extended active duty (Retirement Sanctuary Rule).
5	The member is a Coast Guard reservist who is integrating into the regular **Active Duty** Coast Guard.
6	A member graduates from the Academy with an appointment as a commissioned officer and the member attended the **Scholar Program** (served on active duty or reserve) prior to being hired as a Cadet.
7	A member **dis-enrolls** from the Academy and returns to enlisted status.

Rehiring the Member

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

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

Procedures   See below.

Step	Action
1	Click on the **HR Data Shortcuts** Tile.
1.5	The **Personal Information** option is the default display.

Rehiring the Member, Continued
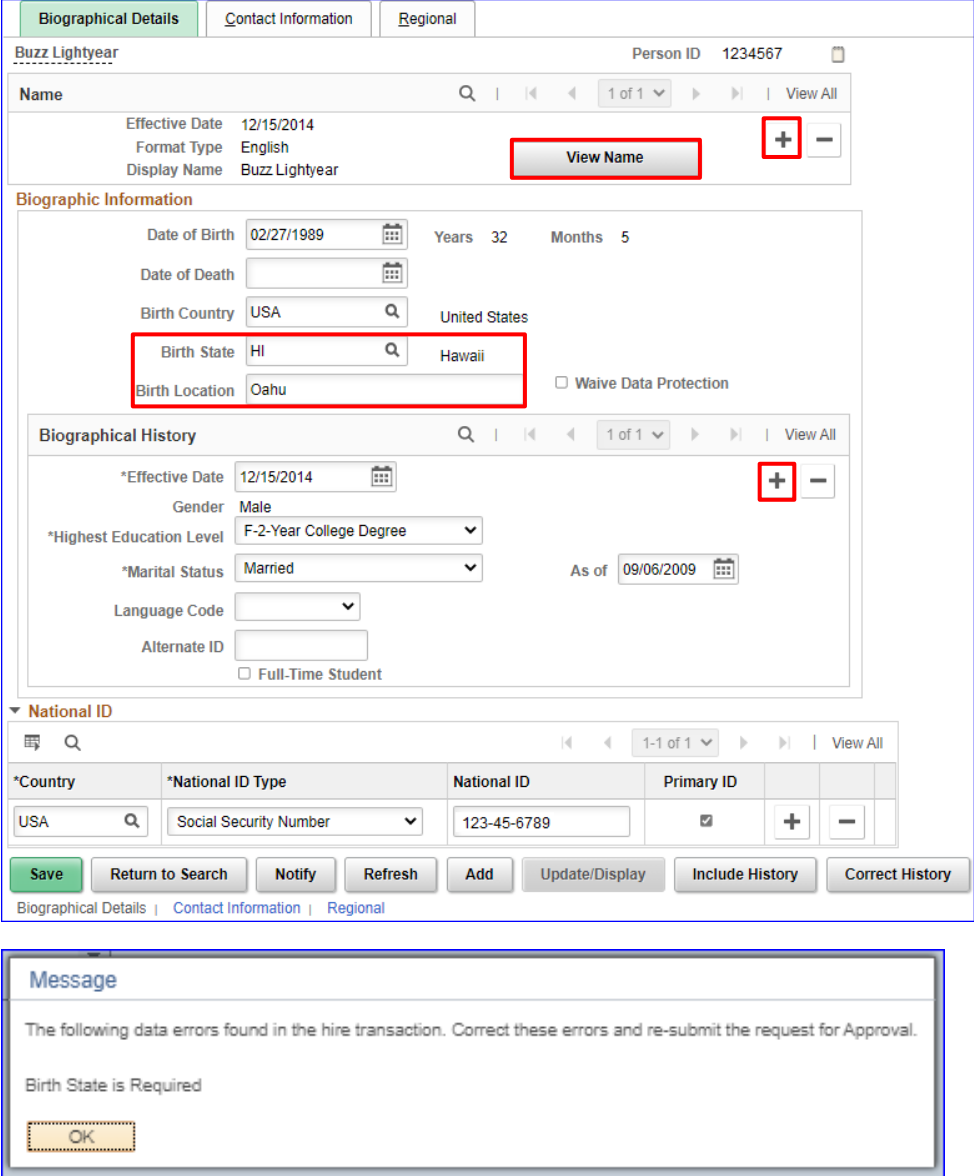
Procedures,
continued

Step	Action
2	Enter the **Empl ID**, check the **Correct History** box (**Include History** box is optional) and click **Search**. **Personal Information** 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 — begins with — 1234567 Name — begins with — Last Name — begins with — Second Last Name — begins with — Alternate Character Name — begins with — Middle Name — begins with — Business Unit — begins with — Department Set ID — begins with — Department — begins with — ☐Include History ☑Correct History ☐Case Sensitive [Search] [Clear] Basic Search Save Search Criteria Find an Existing Value	Add a New Value

Rehiring the Member, Continued
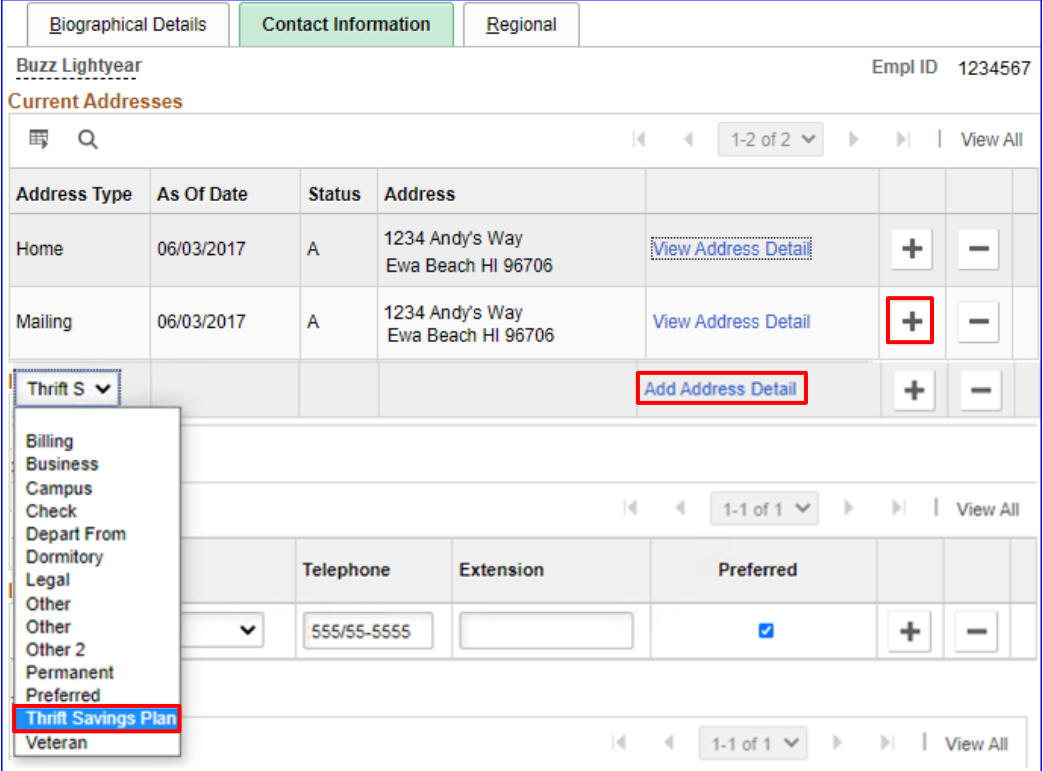
Procedures, continued

Step	Action
3	Information fields will default to previously entered data. Click **Edit Name** if necessary (marriage/divorce/name change). Click the **Plus** buttons in the Name AND the Biographical History sections and update any incorrect, changed or missing fields. **IMPORTANT:** If the **Birth State** and **Birth Location** do not auto-populate, be sure to enter that information (the Approving Official (AO) will get an error during the approval if you don't). See Message below.

8

Rehiring the Member, Continued
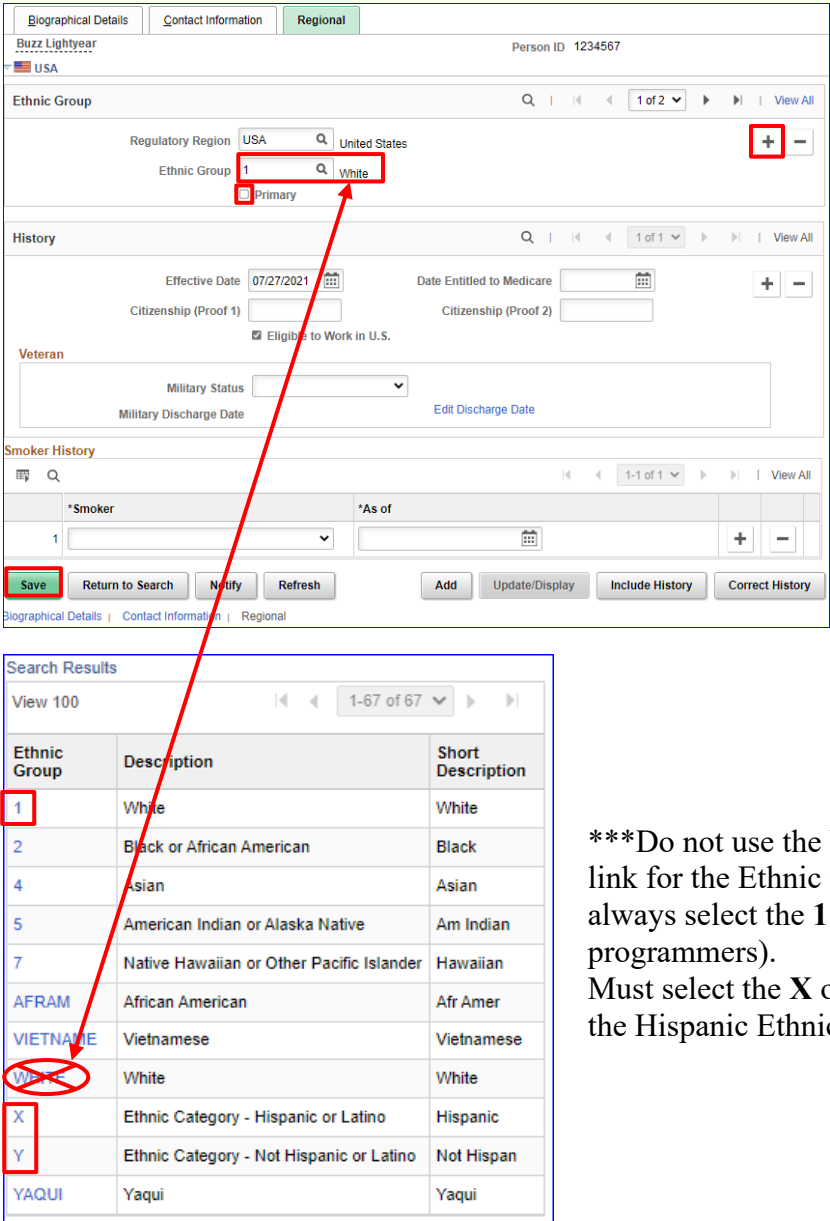
Procedures,
continued

Step	Action
4	Select the **Contact Information** tab.
5	All sections should default with appropriate information. If not, edit as necessary. **NOTE: Required Address Types must include the Thrift Savings Plan (TSP) address**. Click the **Plus** icon, select Thrift Savings Plan from the **Address Type** drop-down and click the **Add Address Detail** link.
6	Select the **Regional** tab.

Rehiring the Member, Continued
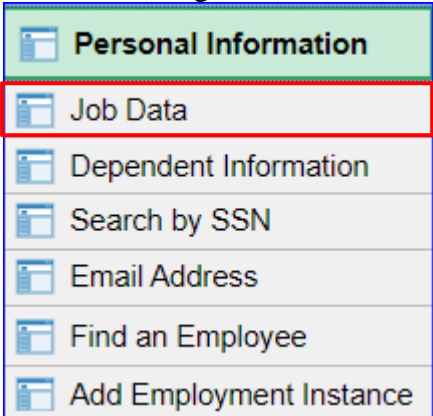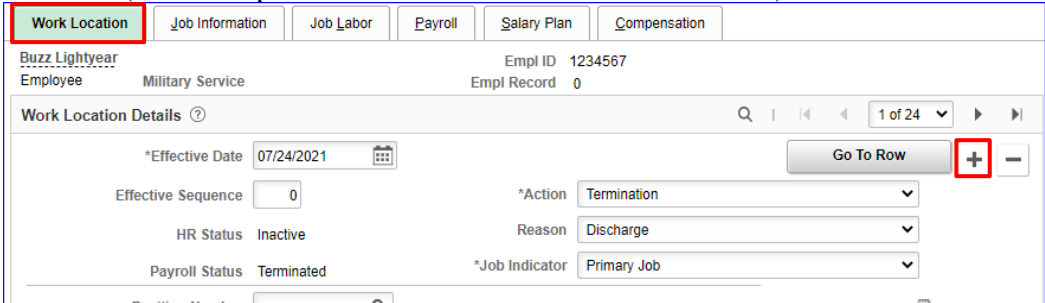
Procedures, continued

Step	Action
7	Verify the **Ethnic Group** or use the lookup icon and select the appropriate category. **NOTE:** If the member identifies with another ethnic group, check the **Primary** box for the current group, click the **Plus** button and select the other option. Click **Save**. ***Do not use the **WHITE** link for the Ethnic Group, always select the **1** link (per the programmers). Must select the **X** or **Y** link for the Hispanic Ethnic Category.

Rehiring the Member, Continued

Procedures,
continued

Step	Action
8	Without leaving the screen, select the **Job Data** option. 📁 **Personal Information** 📁 Job Data 📁 Dependent Information 📁 Search by SSN 📁 Email Address 📁 Find an Employee 📁 Add Employment Instance
9	The **Work Location** tab will automatically display. After verifying that the Termination/Discharge Job Row was competed, click the **Plus** button to add a new row (this example is a member with no break in service). Work Location · Job Information · Job Labor · Payroll · Salary Plan · Compensation Buzz Lightyear Employee · Military Service · Empl ID 1234567 · Empl Record 0 Work Location Details ⑦ · 1 of 24 *Effective Date 07/24/2021 · Go To Row · + − Effective Sequence 0 · *Action Termination HR Status Inactive · Reason Discharge Payroll Status Terminated · *Job Indicator Primary Job

Rehiring the Member, Continued
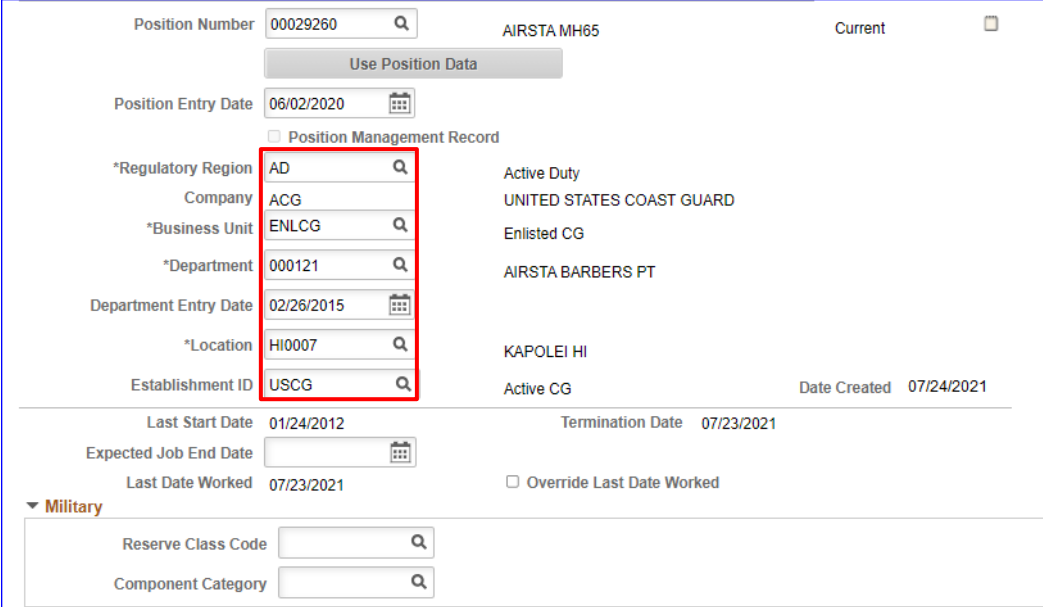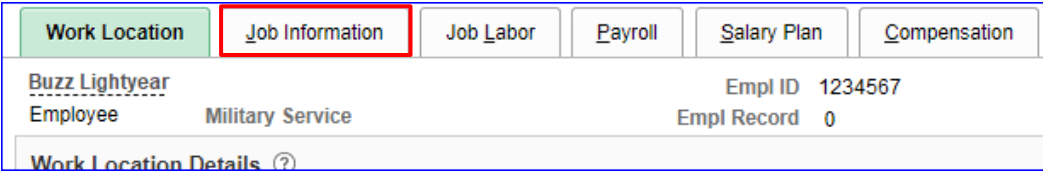
Procedures,
continued

Step	Action
10	Enter the following: **Effective Sequence** – If the rehire was **immediately preceded by a discharge** from the Coast Guard (Active or Reserve component) change the Effective Sequence field to the next number (e.g., change "0" to "1") because the discharge has already created a new row in Job Data with the same effective date. Otherwise, leave at default of "0". **Action** – Select Rehire from the drop-down. **Reason** – Select Rehire from the drop-down. **Position Number** – Enter the appropriate position number or use the lookup icon to find the appropriate number. This Message will display, click **OK**. You have updated a field where more than one valid option exists for Establishment ID. (1000,1391) Please verify the selected Establishment ID. OK Click **Override Position Data**. Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation **Buzz Lightyear** Empl ID 1234567 Employee Military Service Empl Record 0 Work Location Details 1 of 25 *Effective Date 07/24/2021 Go To Row Effective Sequence 1 *Action Rehire HR Status Inactive Reason Rehire Payroll Status Terminated *Job Indicator Primary Job Position Number 00029260 AIRSTA MH65 Current Override Position Data Position Entry Date 06/02/2020

Rehiring the Member, Continued

Procedures,
continued

Step	Action
11	Verify the information updated after entering the Position Number. If not, correct with the appropriate information below: • **Regulatory Region** – Select AD from the lookup icon. • **Company** – Select ACG from the lookup icon • **Business Unit** – Select ENLCG (or appropriate unit, if not defaulted from the Department entered). • **Department** – Select the appropriate number from the rehire authority. • **Department Entry Date** – Verify the date of the signed Enlistment Contract. • **Location** – Select the appropriate number, if not defaulted from the Department entered. • **Establishment ID** – If not defaulted, select USCG from the lookup icon. Position Number 00029260 AIRSTA MH65 Current Use Position Data Position Entry Date 06/02/2020 Position Management Record *Regulatory Region AD Active Duty Company ACG UNITED STATES COAST GUARD *Business Unit ENLCG Enlisted CG *Department 000121 AIRSTA BARBERS PT Department Entry Date 02/26/2015 *Location HI0007 KAPOLEI HI Establishment ID USCG Active CG Date Created 07/24/2021 Last Start Date 01/24/2012 Termination Date 07/23/2021 Expected Job End Date Last Date Worked 07/23/2021 Override Last Date Worked ▼ Military Reserve Class Code Component Category
12	Select the **Job Information** tab. Work Location Job Information Job Labor Payroll Salary Plan Compensation Buzz Lightyear Empl ID 1234567 Employee Military Service Empl Record 0 Work Location Details ⓘ

Continued on next page

Rehiring the Member, Continued
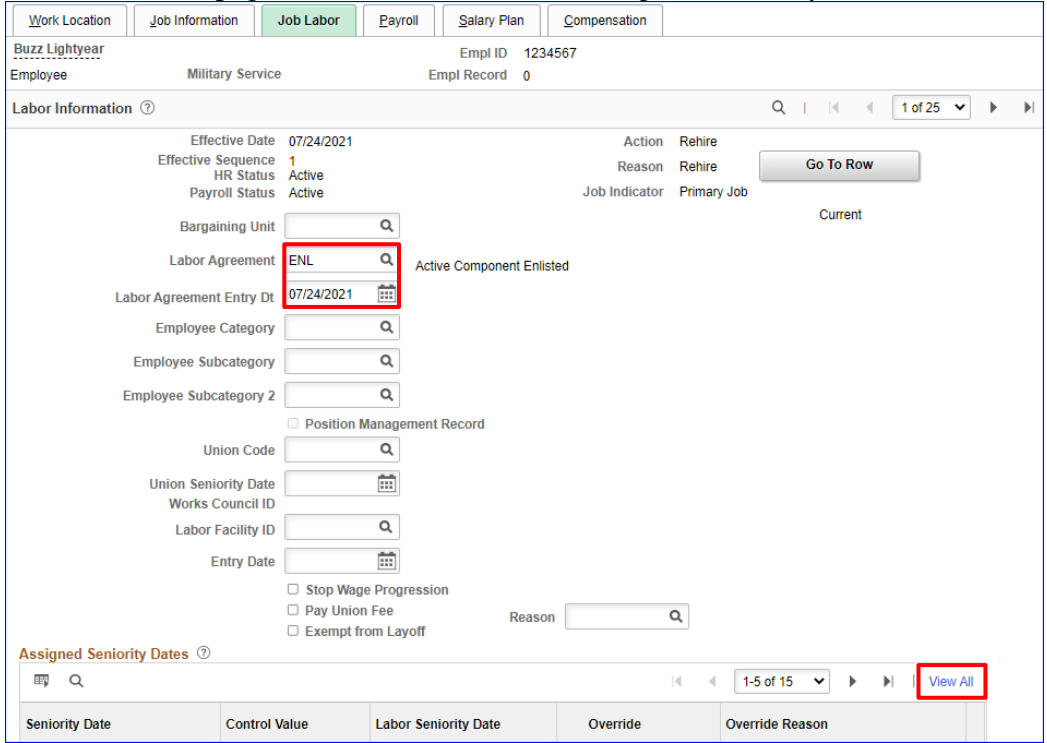
Procedures,
continued

Step	Action
13	Enter data for these three fields only: • **Job Code** – Select the appropriate code from the lookup icon and verify it with the Grade Step for the correct Salary Plan in Step 22. **IMPORTANT:** If the **Job Code** number does not match the Grade Step in Step 22, the AO will get an error during the approval. See Message below. • **Supervisor ID** – Enter the CGHRSUP Empl ID that approves Rehires or use the lookup icon. • **Empl Class** – Select AD from the drop-down. **NOTE: Standard Hours** will default to either 160 or 240. **Do not change.**
14	Select the **Job Labor** tab.

Rehiring the Member, Continued

Procedures,
continued

Step	Action
15	Enter the following: • **Labor Agreement** – Defaults to current Labor agreement. • **Labor Agreement Entry Dt** – Ensure it displays the date of the rehire. Scroll down the page and click **View All** for Assigned Seniority Dates.

Rehiring the Member, Continued

Procedures,
continued

Step	Action
16	The original hire dates will display. Click **Recalculate Seniority Dates** to open all Assigned Seniority Date fields.

Assigned Seniority Dates ⊘

1-15 of 15 | View 5

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		01/24/2012	☑	
AD PAY SCALE DATE			☐	
DEP DATE			☐	
CMA DATE		01/24/2012	☑	
CURRENT AD DATE		01/24/2012	☑	
DIEMS DATE		12/01/2011	☑	
EXPECTED AD TERM DATE		07/23/2021	☑	
EXPECTED LOSS DATE		07/23/2021	☑	
JOB FAMILY ENTRY DATE		03/16/2012	☑	
MIL OBLIGATION COMPL DATE		11/30/2019	☑	
PAY ALLOWANCE DATE		01/24/2012	☑	
POINT START DATE		08/02/2016	☑	
PAY BASE DATE		01/24/2012	☑	
DATE OF RANK	455394	07/01/2017	☑	
ROTATION DATE		07/01/2021	☑	

[Recalculate Seniority Dates]

Rehiring the Member, Continued

Procedures,
continued

Step	Action
17	This step is shown in two halves. Verify and update the following: • **Active Duty Base Date** – Without a break in service, verify Enlistment Contract dates. – With a break in service, enter the date of rehire. Reservist *known issue*-cannot leave blank, see **NOTE**. • **AD Pay Scale Date** – Date of the Enlistment Contract or the date of the rehire. • **Dep Date** – Delayed Entry Program date only populates if they spent time in delayed entry. Otherwise, it will be blank. • **CMA Date** – See Chapter 3 of the COAST GUARD PAY MANUAL, COMDTINST M7220.29D for the correct date per situation. • **Current AD Date** – Date of rehire OR leave as is without a break in service. • **DIEMS Date** – Date Initial Entry Military Service (any component), should match the DEP Date if they did the DEP. If no DEP, then this should be the date the member executes/signs their initial Enlistment Contract/document or an Oath of Office. • **Expected AD Term Date** – Term of the AD contract minus 1 day (**for Reserves – leave blank**). See **NOTE**. • **Expected Loss Date** – Term of Service from the signed Enlistment Contract (minus 1 day) or the DIEMS Date whichever is greater. **NOTE:** If rehiring with a **break in service** OR a **reservist going on active duty**, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS (or see E-Mail ALSPO B/15). **Assigned Seniority Dates** ⓘ `1-15 of 15` ∨ View 5 <table><tr><th>Seniority Date</th><th>Control Value</th><th>Labor Seniority Date</th><th>Override</th><th>Override Reason</th></tr><tr><td>ACTIVE DUTY BASE DATE</td><td></td><td>01/24/2012</td><td>☑</td><td></td></tr><tr><td>AD PAY SCALE DATE</td><td></td><td>01/24/2012</td><td>☐</td><td></td></tr><tr><td>DEP DATE</td><td></td><td></td><td>☐</td><td></td></tr><tr><td>CMA DATE</td><td></td><td>01/24/2012</td><td>☑</td><td></td></tr><tr><td>CURRENT AD DATE</td><td></td><td>01/24/2012</td><td>☑</td><td></td></tr><tr><td>DIEMS DATE</td><td></td><td>12/01/2011</td><td>☑</td><td></td></tr><tr><td>EXPECTED AD TERM DATE</td><td></td><td>07/23/2029</td><td>☑</td><td></td></tr><tr><td>EXPECTED LOSS DATE</td><td></td><td>07/23/2029</td><td>☑</td><td></td></tr></table>

Rehiring the Member, Continued

Procedures, continued

Step	Action
17 (cont)	• **Job Family Entry Date** – The date the member first became rated in their current rating, use the existing Job Family Entry Date from the previous Job row. • **Mil Obligation Compl Date** – 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e., VOLSEP). • **Pay Allowance Date** – Date of the rehire OR leave as is without a break in service. • **Point Start Date** – Leave at default, this date may only be adjusted by PPC (ADV) (see NOTE). • **Pay Base Date (PBD)** – Date of the rehire or if rehiring without a break in service use the existing PBD from the previous Job row (See **NOTE**). • **Date of Rank (DOR)** – Date of the rehire or if rehiring without a break in service use the existing DOR from the previous Job row. • **Rotation Date** – Date of the rehire **NOTE:** If rehiring with a **break in service** OR a **reservist going on active duty**, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS (or see E-Mail ALSPO B/15). JOB FAMILY ENTRY DATE — 03/16/2012 MIL OBLIGATION COMPL DATE — 11/30/2019 PAY ALLOWANCE DATE — 01/24/2012 POINT START DATE — 08/02/2016 PAY BASE DATE — 01/24/2012 DATE OF RANK — 452595 — 07/01/2017 ROTATION DATE — 07/24/2021 Recalculate Seniority Dates
18	Select the **Payroll** Tab. Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation Buzz Lightyear Empl ID 1234567 Employee Military Service Empl Record 0

Rehiring the Member, Continued

Procedures,
continued

Step	Action
19	The **Pay Group** should default to USCG STG (Staging). Once approved, this will update to USCG AD.
20	Select the **Salary Plan** tab.

Rehiring the Member, Continued

Procedures,
continued

Step	Action
21	Enter the following: • **Salary Admin Plan** – Verify it defaults to **ENL**. Correct, if necessary. • **Grade** – Defaults to the Pay Grade based on the Job Code entered on the Job Information Tab (Step 14). If the member is being accessed at a different grade, click the lookup icon and select the appropriate grade. • **Grade Entry Date** – Should default to the date of rehire. • **Step** – Leave at default without a break in service or enter 1 and hit **Tab**. **NOTE: This step is necessary for the information on the Compensation tab to populate.** • **Step Entry Date** – Will default to the date of rehire. If rehiring without a break in service, use the existing Step Entry Date from the previous job row. **NOTE:** Submit a request to PPC Customer Care for a Statement of Creditable Service (SOCS) in the case of prior military service. Any necessary adjustments will take place via the SOCS process (see E-Mail ALSPO B/15).
22	Click on the **Compensation** Tab.

Rehiring the Member, Continued
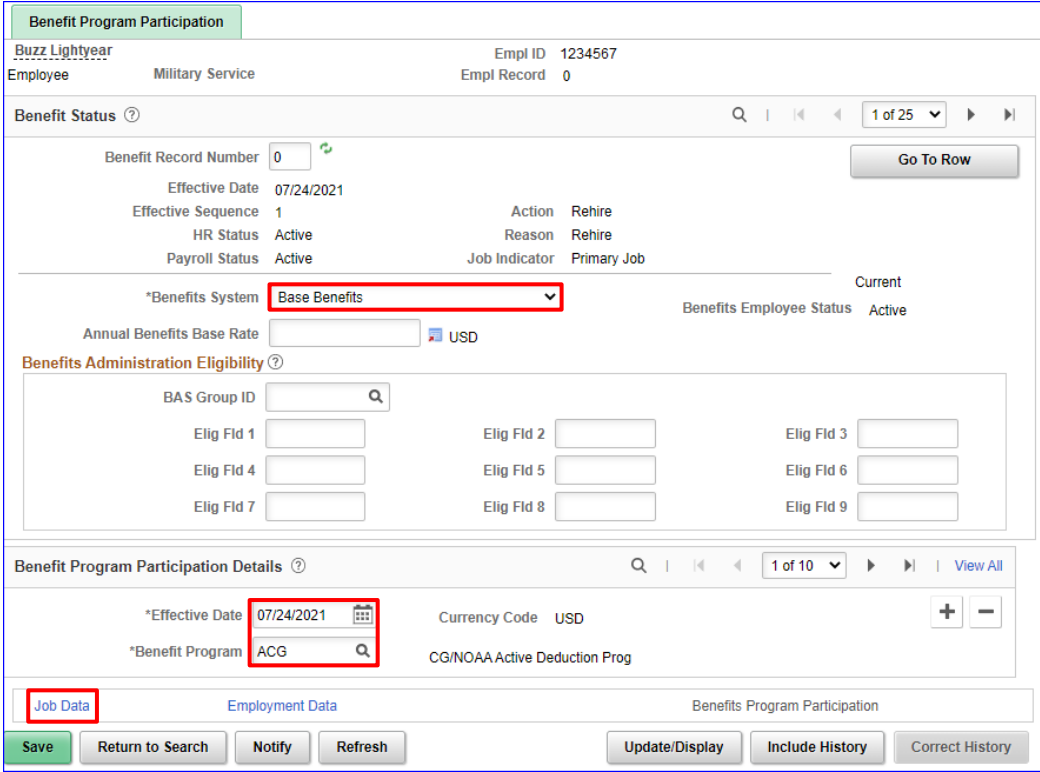
Procedures,
continued

Step	Action
23	Click on the **Default Pay Components** button. This will automatically update the **Compensation Rate** data. Click the **Benefits Program Participation** link.

Rehiring the Member, Continued

Procedures,
continued

Step	Action
24	Enter the following: • **Benefits System –** Ensure Base Benefits is selected. • **Effective Date** – If you are completing the Job Data AFTER the effective date of the rehire, you need to change the date to the date of rehire. • **Benefit Program** – If not defaulted, click the lookup icon and select ACG. Click the **Job Data** link. ![Benefit Program Participation screen] **Benefit Program Participation** Buzz Lightyear Empl ID 1234567 Employee Military Service Empl Record 0 **Benefit Status** ⓘ 1 of 25 Benefit Record Number 0 Go To Row Effective Date 07/24/2021 Effective Sequence 1 Action Rehire HR Status Active Reason Rehire Payroll Status Active Job Indicator Primary Job *Benefits System Base Benefits Current Benefits Employee Status Active Annual Benefits Base Rate USD **Benefits Administration Eligibility** ⓘ BAS Group ID Elig Fld 1 Elig Fld 2 Elig Fld 3 Elig Fld 4 Elig Fld 5 Elig Fld 6 Elig Fld 7 Elig Fld 8 Elig Fld 9 **Benefit Program Participation Details** ⓘ 1 of 10 View All *Effective Date 07/24/2021 Currency Code USD *Benefit Program ACG CG/NOAA Active Deduction Prog Job Data Employment Data Benefits Program Participation Save Return to Search Notify Refresh Update/Display Include History Correct History

Rehiring the Member, Continued

Procedures, continued

Step	Action
25	Click **Save**.

Rehiring the Member, Continued

Procedures, continued

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

Approving the Rehire

Introduction	This section provides the procedures for approving a Rehire in DA.
Information	The Auditor/Approver **cannot** be the same person who entered the rehire.
Procedures	See below.

Step	Action
1	Review the information in **Job Data** before approving the transaction.
1.5	After selecting **Requests** from the My Homepage drop-down, click on the **Self Service Requests** Tile.
2	Select the **View My Requests (all types)** option.

Approving the Rehire, Continued

Procedures,
continued

Step	Action
3	Select the **Requests I am Approver For** radio button. You may narrow the search by filling in the **Transaction Name**, **Status** and **Dates**. Click **Populate Grid**.
4	Click the **Approve/Deny** link for the rehire you are approving.

Approving the Rehire, Continued

Procedures,
continued

Step	Action
5	Enter any needed **Comments** and select either **Approve** or **Deny** (deny returns the Rehire to the HRS user). **Action Request** Approval/SOD for Accessions Lightyear, Buzz • Review hire data in the Request Information box. • To approve a Hire Request, press the Approve button. • To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. • After a Hire Request has been approved, data will be pushed to DA 8.0. **Request Details** Employee ID: 1234567 **Request URL** Click here to view additional request information. **Request Approvers** Approver: 1122334 Bo Peep Comment: Rehire no break in service. Approve Deny **Accessions Hire Approval** Accession Hire Request: Pending One Approval level Pending BO PEEP Initial Approve Action Request
6	Once **Approved**, the buttons will be greyed out. Click the X to close the page. Approve Deny **Accessions Hire Approval** Accession Hire Request: Approved View/Hide Comments One Approval level Approved BO PEEP Initial Approve Action Request 07/24/21 - 11:07 AM Comments BO PEEP at 07/24/21 - 11:07 AM Rehire with no break in service.

Entering the New Contract

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

Procedures   See below.

Step	Action
1	Click on the **Career Management** Tile. **Career Management**
2	Select the **Contract Data** option. Obligated Service Report Contract Data DD-4 Enlistment/Reenlistment Agreement to Extend/Reextend Ext/Rext within 30 days Report AD 6th or 10th Yr Anniversary Extensions not Executed Board Images

Entering the New Contract, Continued

Procedures,
continued

Step	Action
3	Enter the **Empl ID**, verify the **Include History** box is checked and click **Search**.
4	All previous contracts entered into the system will be listed. If the member has only one contract, the contract will open automatically.

Continued on next page

Entering the New Contract, Continued
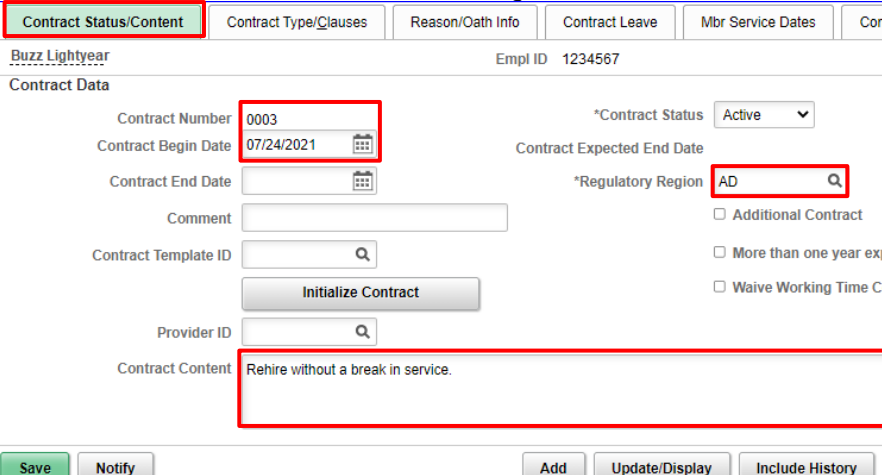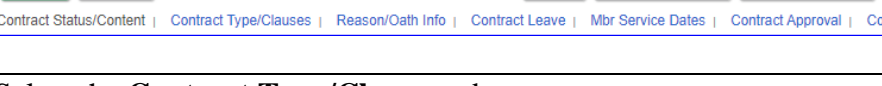
Procedures,
continued

Step	Action
5	Select the **Add a New Value** tab. **Update Contracts** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value **Add a New Value** ▼ Search Criteria Empl ID begins with ▾ 1234567 🔍 Contract Number begins with ▾ Name begins with ▾ Last Name begins with ▾ Second Last Name begins with ▾ Alternate Character Name begins with ▾ ☑ Include History ☐ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria Find an Existing Value	Add a New Value
6	Enter the **Empl ID** and the next sequential **Contract Number** (Ex. 0003), remaining consistent with the number of zeros used previously. Click **Add**. **Update Contracts** Find an Existing Value **Add a New Value** Empl ID 1234567 🔍 Contract Number 0003 Add Find an Existing Value	Add a New Value

Entering the New Contract, Continued

Procedures,
continued

Step	Action
7	The **Contract Status/Content** tab displays with the new **Contract Number** (Ex. 0003). • **Contract Begin Date** – Defaults to current date, ensure it is the date of rehire. • **Regulatory Region** – Enter or select AD from the lookup icon. • **Contract Content** – A statement is required. Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval > Buzz Lightyear Empl ID 1234567 **Contract Data** Contract Number 0003 *Contract Status Active Contract Begin Date 07/24/2021 Contract Expected End Date Contract End Date *Regulatory Region AD Comment ☐ Additional Contract Contract Template ID ☐ More than one year expected [Initialize Contract] ☐ Waive Working Time Compliance Provider ID Contract Content Rehire without a break in service. [Save] [Notify] [Add] [Update/Display] [Include History] [Correct History] Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract Approval	Contract Audit
8	Select the **Contract Type/Clauses** tab. **Contract Status/Content** Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval > Buzz Lightyear Empl ID 1234567 Contract Data

Entering the New Contract, Continued

Procedures,
continued

Step	Action
9	Enter the following: • **Contract Type** – Select the appropriate type from the lookup icon (Ex. REN). • **Comment** – Enter any contractual specific reasons (if necessary).
10	Select the **Reason/Oath Info** tab.

Entering the New Contract, Continued
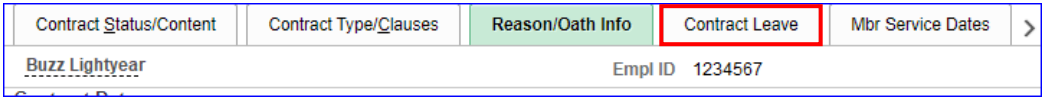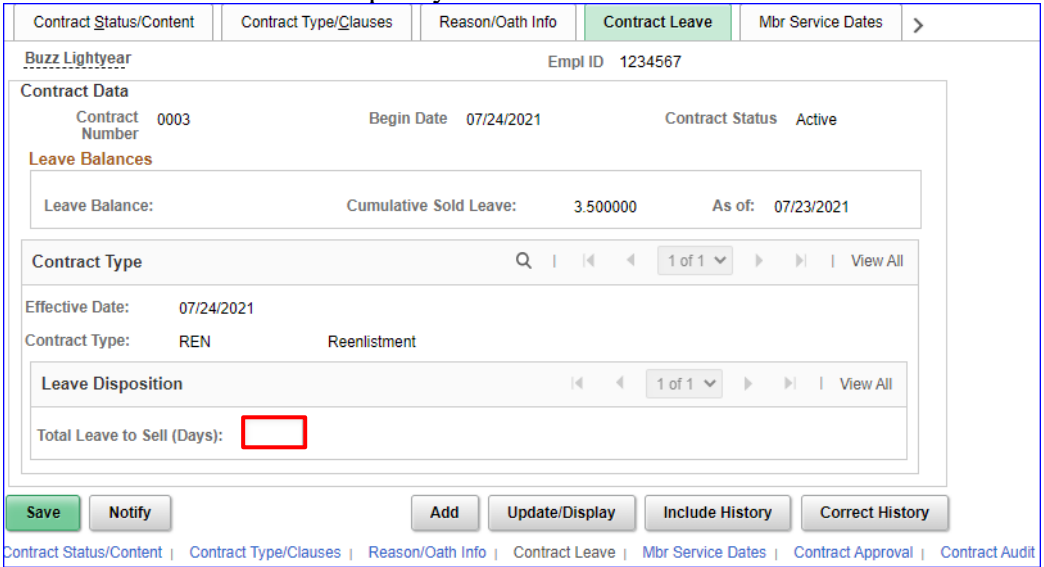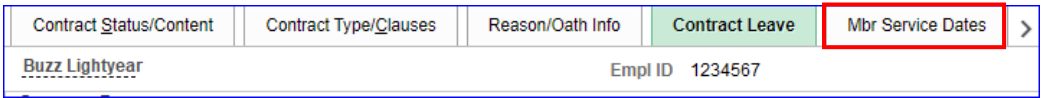
Procedures,
continued

Step	Action
11	Enter the following: • **Contract Term Years/Months/Days** – Enter the contract term (in this example 8 years). • **Reason** – Select an option from the drop-down. IAW Enlistments, Evaluations, and Advancements, COMDTINST M1000.2, Chap 1.F.1.a, **this field needs to reflect the actual reason for the service obligation.** • **Member Signature Date** – Enter the date the contract was signed. • **Name** – Enter the name of the Oath Administrator. • **Military Grade** – Enter the rank of the Oath Administrator. • **City** – Must be the place of initial enlistment unless there is a break in service (like this example). • **State** – Must be the place of initial enlistment unless there is a break in service. ![Contract Data screen showing Reason/Oath Info tab for Buzz Lightyear, Empl ID 1234567. Contract Number 0003, Begin Date 07/24/2021, Contract Status Active. Contract Type REN Reenlistment, Effective Date 07/24/2021. Contract Term Years/Months/Days: 8. Reason: Expiration of Enlistment. Member Signature Date: 07/24/2021. Oath Administrator Information: Name: Potato Head, City: Pizza Planet, Military Grade: O4, State: LA. Buttons: Save, Notify, Add, Update/Display, Include History, Correct History. Popup message: Reason and Signature date are required for Reenlistment. (30010,28) Please ensure appropriate reason and signature date are entered for the contract. OK]

Entering the New Contract, Continued

Procedures,
continued

Step	Action
12	Select the **Contract Leave** tab. Contract Status/Content Contract Type/Clauses Reason/Oath Info **Contract Leave** Mbr Service Dates > Buzz Lightyear Empl ID 1234567
13	**Total Leave to Sell (Days)** – If applicable, enter the number of days for leave to sell as outlined in current policy. Contract Status/Content Contract Type/Clauses Reason/Oath Info **Contract Leave** Mbr Service Dates > Buzz Lightyear Empl ID 1234567 **Contract Data** Contract Number 0003 Begin Date 07/24/2021 Contract Status Active **Leave Balances** Leave Balance: Cumulative Sold Leave: 3.500000 As of: 07/23/2021 **Contract Type** Q I◄ ◄ 1 of 1 ▼ ► ►I I View All Effective Date: 07/24/2021 Contract Type: REN Reenlistment **Leave Disposition** I◄ ◄ 1 of 1 ▼ ► ►I I View All Total Leave to Sell (Days): [ ] Save Notify Add Update/Display Include History Correct History Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval | Contract Audit
14	Select the **Mbr Service Dates** tab. Contract Status/Content Contract Type/Clauses Reason/Oath Info **Contract Leave** **Mbr Service Dates** > Buzz Lightyear Empl ID 1234567

Entering the New Contract, Continued
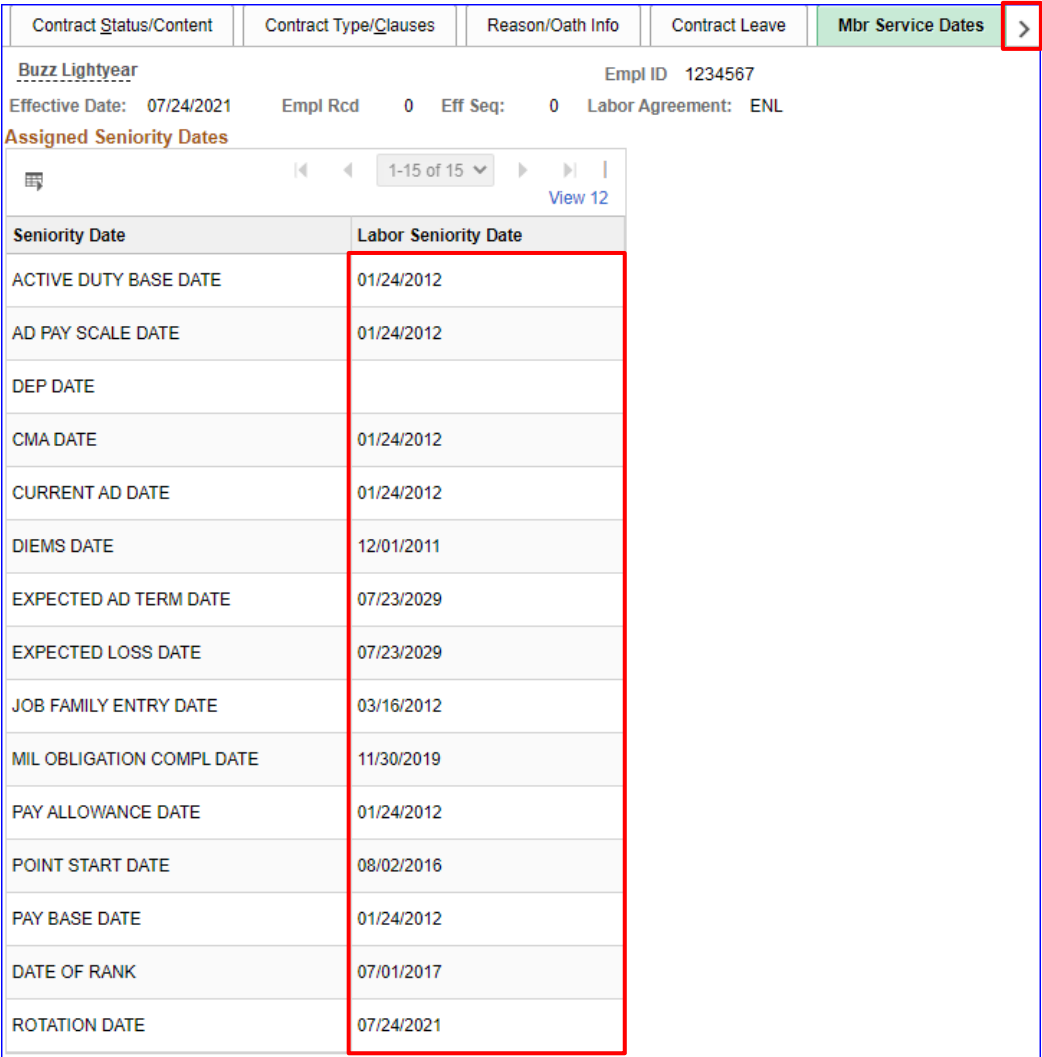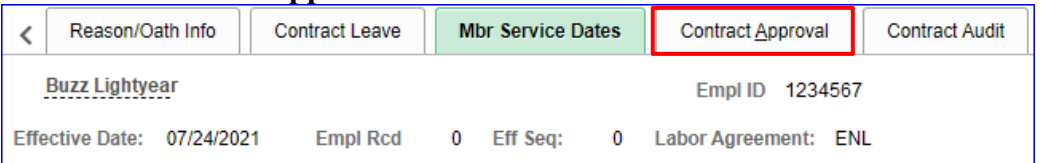
Procedures,
continued

Step	Action
15	Click **View All** on the Assigned Seniority Dates.

Entering the New Contract, Continued

Procedures,
continued

Step	Action
16	Confirm the **Labor Seniority Dates** set during the Rehire process are correct. If not, return to Job Data and verify the dates were entered correctly. Click the **arrow**. Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | **Mbr Service Dates** | > Buzz Lightyear Empl ID 1234567 Effective Date: 07/24/2021 Empl Rcd 0 Eff Seq: 0 Labor Agreement: ENL **Assigned Seniority Dates** 1-15 of 15 View 12 **Seniority Date** | **Labor Seniority Date** ACTIVE DUTY BASE DATE | 01/24/2012 AD PAY SCALE DATE | 01/24/2012 DEP DATE | CMA DATE | 01/24/2012 CURRENT AD DATE | 01/24/2012 DIEMS DATE | 12/01/2011 EXPECTED AD TERM DATE | 07/23/2029 EXPECTED LOSS DATE | 07/23/2029 JOB FAMILY ENTRY DATE | 03/16/2012 MIL OBLIGATION COMPL DATE | 11/30/2019 PAY ALLOWANCE DATE | 01/24/2012 POINT START DATE | 08/02/2016 PAY BASE DATE | 01/24/2012 DATE OF RANK | 07/01/2017 ROTATION DATE | 07/24/2021
17	Select the **Contract Approval** tab. < | Reason/Oath Info | Contract Leave | **Mbr Service Dates** | Contract Approval | Contract Audit Buzz Lightyear Empl ID 1234567 Effective Date: 07/24/2021 Empl Rcd 0 Eff Seq: 0 Labor Agreement: ENL

Entering the New Contract, Continued

Procedures,
continued
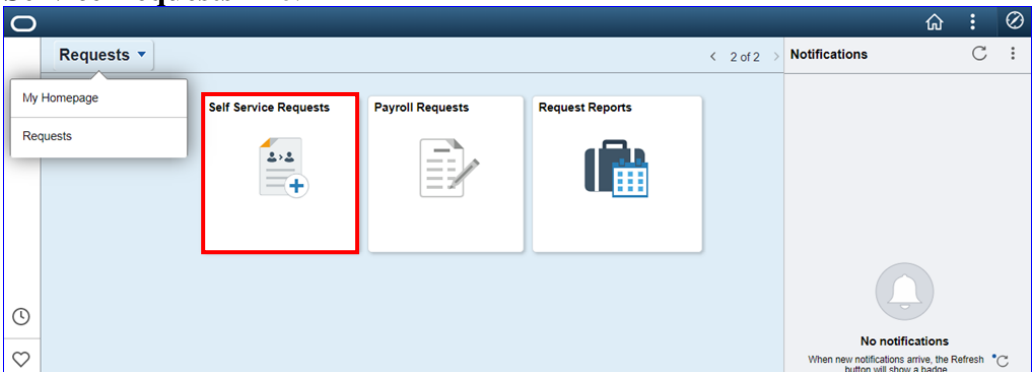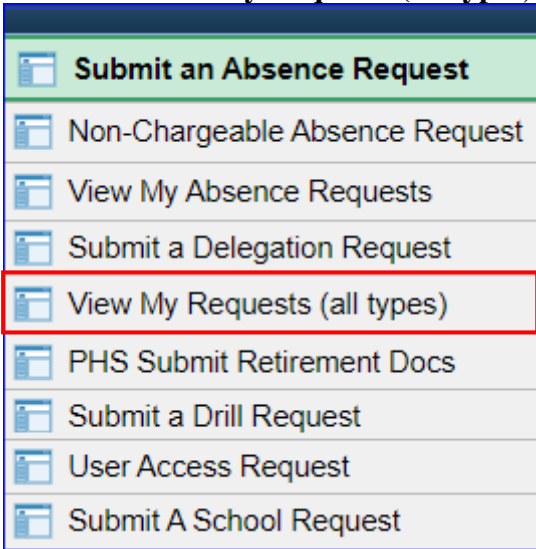
Step	Action
18	Verify the **Dept of Approving SPO** is correct and click **Submit for Approval** to be routed to the approving SPO. Click **Save**.

Approving the Contract

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

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

Procedures	See below.

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

Approving the Contract, Continued

Procedures,
continued

Step	Action
3	Select the **Requests I am Approver For** radio button. You may narrow the search by filling in the **Transaction Name**, **Status** and **Dates**. Click **Populate Grid**.

Approving the Contract, Continued

Procedures,
continued

Step	Action
4	Click the **Approve/Deny** link for the contract you are approving.
5	Enter **Comments** and click **Approve** or **Deny** (deny returns the contract to the HRS user).
6	The contract is **Approved** and the member is fully accessed into the Coast Guard with pay.

Approving the Contract, Continued
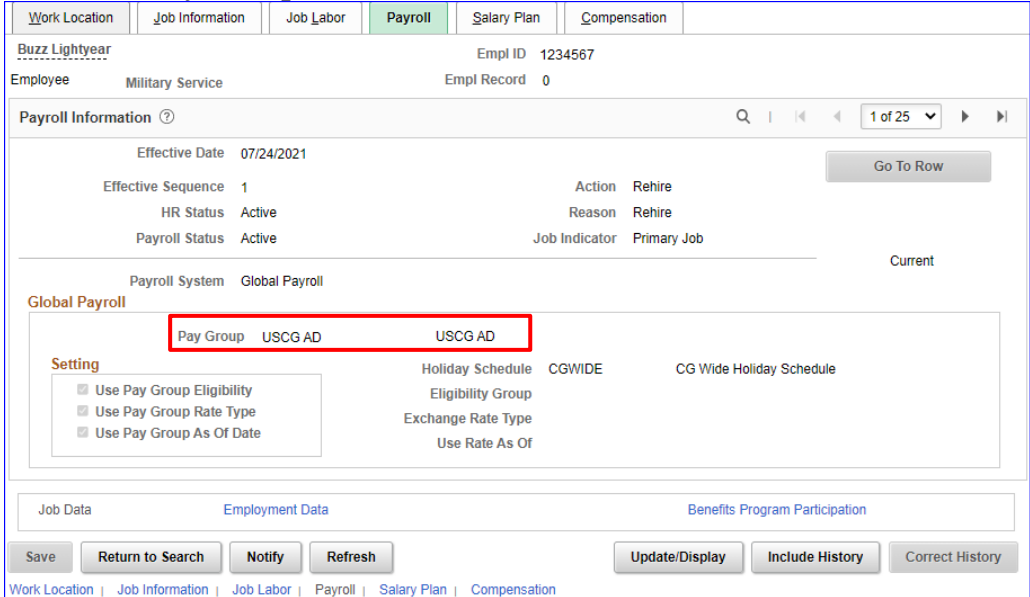
Procedures,
continued

Step	Action
7	Once approved, return to the Payroll tab in Job Data to verify the member is in the correct **Pay Group**.
8	Ensure PCS Orders are completed by the HRS tech, if applicable. **NEW** – Ensure SGLI and FSGLI deductions are occurring for the member. If not, a help ticket must be sent to PPC for a manual restart.