

# Accessions

---

Direct Access Supplement to the Coast Guard Personnel Manual, Coast Guard Reserve Policy Manual and the Coast Guard Recruiting Manual

This page left blank intentionally

# Accessions

## Record of Changes

---

Date	Description
22 JUL 09	Added examples for “Expected Loss Date” to the instructions for completing the contract data/service dates in Chapter 3.
02 MAR 09	Removed requirement for Academy SPO to start BAH or BAH-TR for officers completing OCS. BAH or BAH-TR transactions shall be entered by the SPO for the officer’s new PDS (see SPOMAN, Volume II - Pay Entitlements, Chapter 10 – Housing Allowances for more information: <a href="http://www.uscg.mil/ppc/SPOMAN/VolumeII_Pay/Basic Allowance for Housing (BAH).pdf">http://www.uscg.mil/ppc/SPOMAN/VolumeII_Pay/Basic Allowance for Housing (BAH).pdf</a> )
04 FEB 09	Changed directions for completing the Employee Classification (Pages 3-31 and 5-7) for DCOs to reflect “SELRES-A” for an officer whose accession and EAD begin dates are the same. “IRR-P” can be used if accessed into the IRR before beginning EAD.
23 JAN 09	<p>Removed notes about delayed enlistments from Chapter 3 (Applicant Contract Data), Chapter 6 (OCS) and Chapter 10 (ROCI), for OCS and ROCI candidates. The delayed enlistment program is an active duty recruiting tool and the policies and procedures described do not apply to reserve enlistments, they also conflicted with the 23 September 2008 change (see below).</p> <p>Changed requirement in Chapter 3 and Chapter 6 for submitting a Reserve Personnel Status Change (R910) to use TRA/PAY Cat “SELRES-A” vice SELRES-P (Reservist on IADT). The “P” category is only used when the Reservist is on long-term orders. Current procedure is to use R990, Short-Term orders, for OCS and ROCI.</p>
12 DEC 08	Chapter 6, page 11, updated to reflect the policy change announced in E-Mail ALSPO B/08; Housing Allowance Entitlement Changes for Reserve Component (RC) Members Without Dependents on Initial Active Duty for Training (IADT). These members may be paid BAH at the rate for the location of their permanent residence at the time ordered to active duty provided they maintain a residence and continue to be responsible for rent or own the residence.
24 NOV 08	Added procedure for reporting the need to correct accessions errors to PSC Customer Care on the same day as the accession is entered into Direct Access (Chapter 1 and Chapter 3).
30 OCT 08	Added requirements for new DA user role. The CG Applicant Data (CGAPPL) user role is now required in order to generate an applicant ID and enter applicant data. The ability to perform these actions has been removed from the SPO Technician (CGHRS) and SPO Supervisor (CGHRSUP) user role permission lists. (Chapter 1-A and Chapter 2-B).
23 SEP 08	Noted that the Effective Date for Pay and Allowances field must be the same as the Contract Begin Date Field (Chapter 3, Applicant Contract Data).

---

**This page left blank intentionally**

# Accessions

---

## Table of Contents

### **Chapter 1 Accessions Overview**

<b>Topic</b>	<b>See Page</b>
Before You Begin	1-2
The Accession Process	1-4
New Hire or Rehire?	1-5
Accession Types and Accession Processing Points	1-6

### **Chapter 2 Pre-Accession Processes**

#### **Section A Job Requisition Numbers**

<b>Topic</b>	<b>See Page</b>
Reopening an Existing Job Requisition	2-A-2
Creating a new Job Requisition	2-A-5

#### **Section B Applicant ID Numbers**

<b>Topic</b>	<b>See Page</b>
Generating an Applicant ID Number	2-B-3

### **Chapter 3 Hire Processing**

<b>Topic</b>	<b>See Page</b>
Enter/Verify Applicant Data	3-2
Enter Applicant Identification Data	3-12
Enter Education Data	3-14
Enter Test Results	3-17
Enter Applicant Contract Data	3-21
Hire Applicant	3-36
Delay in Reporting	3-49

### **Chapter 4 Post Hire Processing**

<b>Topic</b>	<b>See Page</b>
Tax Data Information	4-2
Payment Option Election	4-18
Creating IADT Orders	4-21
Pay Entitlements for New Hires	4-25

---

*Continued on next page*

---

# Accessions

---

## Table of Contents (continued)

### **Chapter 5 Direct Commission Officers**

<b>Topic</b>	<b>See Page</b>
The Process	5-2
Completing the Accession	5-5
Accessions into the IRR	5-6
Extended Active Duty Orders – Assignment Officer Procedure	5-8
Extended Active Duty Orders – SPO Procedure	5-11
Pay Entitlements	5-18

### **Chapter 6 OCS Accession/Graduation Processing**

<b>Topic</b>	<b>See Page</b>
Accession Processing	6-2
Graduation Process Overview	6-5
Transaction Notes/References	6-6
Pay Entitlements	6-11

### **Chapter 7 Academy Graduation Processing**

<b>Topic</b>	<b>See Page</b>
Academy Graduation Boards	7-2

### **Chapter 8 Discharge to Immediate Enlistment/Accession**

#### **Section A Discharge to Immediate Enlistment**

<b>Topic</b>	<b>See Page</b>
Discharge Procedure	8-A-2
Accession Procedure	8-A-5

#### **Section B Regular to Reserve Officer Commission**

<b>Topic</b>	<b>See Page</b>
Discharge Procedure	8-B-2
Accession Procedure	8-B-6

---

*Continued on next page*

# Accessions

---

## Table of Contents (continued)

### ***Chapter 9 Resumption of Enlisted/CWO Status Upon Termination as a Temporary Officer***

Topic	See Page
Process Overview	9-2

### ***Chapter 10 Selected Reserve (SELRES) Direct Commissions / Reserve Officer Candidate Indoctrination (ROCI)***

Topic	See Page
Process Overview	10-2
Accession Procedures	10-3

### ***Enclosures:***

- 1 Accession Documents Checklist**
- 2 Checklists for Accessions**
- 3 Accession Tips, Problems and Error Messages**
- 4 Case Studies**

**This page left blank intentionally**



# Accessions Overview

## Overview

---

**Introduction** This section describes the types of accessions, assigns responsibility for data entry associated with accessions, and provides an overview of the accession process in Direct Access.

---

**In this chapter** The following topics are covered in this chapter.

Topic	See Page
Before You Begin	1-2
The Accession Process	1-4
New Hire or Rehire?	1-5
Accession Types and Accession Processing Points	1-6

---

# Accessions Overview

---

## Before You Begin

---

### Introduction

This section provides helpful information you should know BEFORE you attempt to process an accession.

---

### Submit a request for statement of creditable service for all personnel claiming prior service

A Statement of Creditable Service (SOCS) request must be sent to PSC (SES) whenever a member with prior service is accessed into the Coast Guard or Coast Guard Reserve. Prior service data is entered by the SPO as part of the accession process. [Page 5-C-5 of the Personnel and Pay Procedures Manual, PSCINST M1000.2a](#) provides the procedure and lists other times when a SOCS request must be submitted.

For PSC (SES) to generate an accurate service statement all of the member's prior service documentation to be scanned and emailed to [PSC Customer Care](#). This includes all contracts and all discharge documents including DD-214's and NGB 22 and 23's for National Guard members. (NGB Documents are the National Guard's version of the DD-214 and enlistment contracts). See <http://www.uscg.mil/hr/psc/ses/socs.asp> for more information.

---

### When to complete an accession

An accession transaction is required when a person:

- A. First becomes a member of the Coast Guard or Coast Guard Reserve.
  - B. Who was a member of the Coast Guard (active or reserve) rejoins the Coast Guard (active or reserve) following a break in service of more than 24 hours.
  - C. Is discharged from the Coast Guard (active duty) and immediately enlists in the Coast Guard Reserve.
  - D. Who is a member of the regular Coast Guard or Coast Guard Reserve receives a direct commission as an officer (other than CWO) through other than attendance of Officer Candidate School (OCS) or Reserve Officer Candidate Indoctrination (ROCI).
  - E. Is discharged from the Coast Guard Reserve and immediately enlists in the Coast Guard (active duty). Note that any accession of a person currently serving in the Coast Guard or Coast Guard reserve must be immediately preceded by a discharge from that component before the member can be accessed into the other component.
- 

*Continued on next page*

# Accessions Overview

---

## Before You Begin, Continued

---

**What to do if an error is discovered after accession is completed**

Once the SPO has reviewed and approved the Accession, it is imperative that ALL data be verified correct on the same day.

- If erroneous data is discovered, submit a PSC Customer Care Trouble Ticket immediately, annotating what data fields are incorrect and what the data fields should read. Once you have received the auto confirmation e-mail with your ticket number, call Customer Care so that immediate action can be taken.
  - Reviewing the data and alerting PSC of errors on the same day is important because PSC can correct the accession prior to the data loading into JUMPS. If errors are discovered after the Accession has processed into JUMPS, corrections are much more difficult and will lead to several weeks of pay problems for the member.
- 

**DA user roles for accessions**

The CG Applicant Data (CGAPPL) user role is now required in order to generate an applicant ID and enter applicant data (See reference (b), Chapter 2-B and Chapter 3 for more information on these accession processing steps). The ability to perform these actions has been removed from the SPO Technician (CGHRS) and SPO Supervisor (CGHRSUP) user role permission lists.

The following user roles are required for accession processing:

<b>Role(s)</b>	<b>Responsibility/Access</b>
CGHRS with the CGAPPL add on	1. Generates Applicant ID number and job requisition number, if necessary. 2. Enters/Verifies applicant data: <ul style="list-style-type: none"> <li>• Identification data</li> <li>• Education and test results</li> <li>• Contract data (type of accession, pay grade/rate/rating, term, service dates, prior service dates, etc.)</li> </ul>
CGHRSUP	Hires Applicant
CGHRS*	Completes post hire processing (e.g.): <ul style="list-style-type: none"> <li>• Tax Withholding</li> <li>• Payment Option Election</li> <li>• Reserve Orders and/or Endorsements on orders</li> <li>• Pay Entitlements</li> <li>• SGLI/FSGLI Elections</li> </ul>

\*CGHRSUP or CGHRS w/ CGAPPL is not prohibited from completing post hire processing.

---

# Accessions Overview

---

## The Accession Process

---

**Introduction** This section describes the accession process.

---

**The Accession Process** The accession process depends on communication between many participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

---

Stage	What Happens	Who Does it
1	Vacancy identified	Headquarters program manager (COMDT CG-12)
2	Applicant is identified and recruited	Recruiting Command and Recruiting Office (or CGPC for recalls).
3	Orders are issued	<ul style="list-style-type: none"> <li>• Recruiting Office (for non prior service members or members with non-Coast Guard prior service and others who will report for indoctrination training prior to reporting to their first PDS)(these are “offline” orders to indoctrination training, not Direct Access PCS or EAD orders). These are “<b>Routine Accessions</b>”.</li> <li>• CGPC Assignment Officer (for members returning to active duty following a break in service of more that 24 hours and Direct Commission Officers and others who will not attend indoctrination training prior to reporting to their first PDS). (These are Direct Access PCS or EAD orders issued using the applicant’s applicant ID or prior members employee ID number). These are <b>Non-Routine Accessions</b>”.</li> </ul>
4	Reports as ordered	Applicant
5	Applicant data is entered into the system	Data entry technician (“ <i>CGAPPL</i> ” role user) at the SPO for the Processing Point.
	Applicant is hired: <ul style="list-style-type: none"> <li>• Personnel and pay records are created</li> <li>• Employee ID Number is generated, or reactivated if the applicant has prior Coast Guard service.</li> </ul>	SPO supervisor at the SPO for Processing Point (CGHRSUP Role User).  After the member is hired and an employee ID is available, transactions to effect the following are entered by the technician and approved by the supervisor (when required) <ul style="list-style-type: none"> <li>• Pay, entitlements, tax withholding and direct deposit are started. Enrollment/Election completed for benefit programs (e.g. SGLI, MGIB, Family Dental, etc.)</li> </ul>

---

# Accessions Overview

---

## New Hire or Rehire?

---

### Introduction

This section discusses the terms “New Hire” and “Rehire”.

---

### New Hire vs. Rehire

When a person first becomes a member of the Coast Guard or Coast Guard Reserve the 'New Hire' process is used.

When a person who has prior Coast Guard service (active or reserve component) rejoins the service, the 'Rehire' process is used.

**The Rehire process is also used if the person has an Employee ID number because of a NOAA commission, civilian employment with the Coast Guard or through membership in the Coast Guard Auxiliary.**

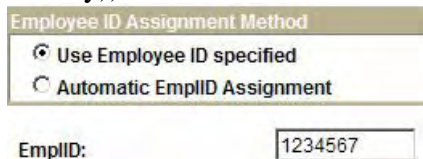
---

### How New Hire and Rehire Processes Differ

The key difference between the New Hire and Rehire processes is assignment of the member's Employee ID number.

**The New Hire process generates a new Employee ID number.**

The Rehire process makes use of the person’s previously assigned Employee ID number allowing the system to migrate historical data to the new enlistment/accession. The previously assigned Employee ID number must be entered on the Hire Applicant page and the 'Use Employee ID Specified' radio button must be marked (*This is the default setting for all accessions, change it to "Automatic EmplID Assignment" when completing an accession for a person with no prior Coast Guard affiliation (NOAA, active, reserve, civilian or auxiliary)*).



Employee ID Assignment Method

Use Employee ID specified

Automatic EmplID Assignment

EmplID:

The menu items ([Develop Workforce](#)> [Recruit Workforce \(GBL\)](#)> [Use](#)> Applicant Data, Applicant Contract Data and Hire Applicant) are the same in both the Hire and Rehire process.

---

## Accessions Overview

---

### Accession Types and Accession Processing Points

---

**Introduction**      These tables describe the types of accessions and identify processing points. The processing point is responsible for data entry.

---

**Enlisted Accessions**      This table describes enlisted accession scenarios. Enlistment programs leading to an Academy appointment or commission are also described.

---

Program/Status	Description	Processing Point(s)	Be Aware Of...
Regular Enlistment	RO > TRACEN > 1 <sup>st</sup> PDS or "A" School	RECRUIT TRACEN	Possible E2/E3 if qualified for advance paygrade program. Possible Enlistment Bonus
Regular Enlistment Prior service non-CG and prior service CG who have been out of the service for more than 12 months	RO > TRACEN > 1 <sup>st</sup> PDS	RECRUIT TRACEN	Rate & Rating, SOCS ADBD/PBD Request
Regular Enlistment Prior service CG who have been out of the service for less than 12 months	RO > PDS	SPO for PDS	Job Requisition # Rate & Rating Effective Date of Rating SRB if break in service < 3 months ADBD/PBD
Regular Enlistment current CGR member <i>Reserve Integration</i>	Home > PDS or Home > Processing Point > PDS	Could be SPO for current reserve assignment or SPO for PDS	Discharge from CGR
NAPS Program Current CG Member	RELAD to Dept ID 003862.	Current SPO (RELAD) & Academy SPO (IADT)	Reserve IADT. No change in rate.

*Continued on next page*

## Accessions Overview

### Accession Types and Accession Processing Points, Continued

**Enlisted  
Accessions**  
(cont'd)

<b>Program/Status</b>	<b>Description</b>	<b>Processing Point(s)</b>	<b>Be Aware Of...</b>
NAPS Program NPS or current CG SELRES	Home - NAPS	Academy SPO	Rate = E1C / 209898 DEPTID 003862 REQUISTION #: UNK. Reserve accession on IADT
CGRITS Program	Home > Academy INDOC > College Reserve accession on 24 months EAD using position # & department ID for school or 002160 <small>(Search by school name in the Description field and "GD-T" (General Detail-Training) in Department Type Code field)</small>	Academy SPO	Rate = SAOC (E2)/ 451097 Reserve accession into IRR Position # 00062025 DEPTID #002817 REQUISITION #135274
CSPI Program from Civilian Status	Active Duty Accession	RECRUIT TRACEN	Rate SN/E3 with 4yr AD commitment.
CSPI Program Current AD or CGR Member	Discharge > Active Duty Accession <small>(For an AD member, a rate adjustment, extension, and PCS would work as well.)</small>	Member's SPO	Rate SN/E3 (even if holding a higher rate in the CG) with 4yr AD commitment. Accession position # will be at a department ID 002160 (CSPI).
CMAPPP	Reserve Enlistment, REBI	RECRUIT TRACEN 60 DAYS IADT for REBI and summer cruise	E3 with 8-year OBLGSERV. Department ID for CMAPPP is 007995

*Continued on next page*

## Accessions Overview

### Accession Types and Accession Processing Points, Continued

**Enlisted  
Accessions**  
(cont'd)

<b>Program/Status</b>	<b>Descripton</b>	<b>Processing Point(s)</b>	<b>Be Aware Of...</b>
MARTP (This program is inactive according to RPM ch3)	Reserve Accession SELRES-A (Class M)	Academy SPO	E3 with 8-year OBLGSERV. Two weeks IADT at NAPS.
Former Cadet with active duty obligation	Active Duty Accession. PCS to new PDS	Academy SPO	Chap 1.E.4 CG PERSMAN provides additional details
Former Cadet with reserve obligation	Reserve Accession to IRR or SELRES if approved by RPM	Academy SPO	
OCS (not current CG member)	Enlist in CGR with IADT orders to OCS	Academy SPO	Rate: Former CG members = Rate held at time of separation. All others = SAOC. Advanced to OCUI2 on CCLVN Enlistment term 8 years if NPS, 4 years if PS. Enlist in the CGR with IADT orders to OCS.
Delayed Entry Program	Up to 365 days in the CGR before regular enlistment	RECRUIT TRACEN	Enlistment in CGR & Discharge to enlisted in Reg. component is recorded on the DD-4/1 only. The member's IMSO date is recorded at time of enlistment into the CG
CG Band	Active Duty Accession	Academy SPO (permanent party)	MU1 Rate

*Continued on next page*



## Accessions Overview

---

### Accession Types and Accession Processing Points, Continued

---

**Enlisted  
Accessions**  
(cont'd)

---

<b>Program/Status</b>	<b>Description</b>	<b>Processing Point(s)</b>	<b>Be Aware Of...</b>
Reserve Enlistment RQ (incl Prior CG w/break in service of more than 5 years. See Enlisted R-to-R below) RN RX	All attend REBI	RECRUIT TRACEN completes accession 23 days prior to CCLVN date and issues IADT orders	
Reserve Enlistment RA (this program is not listed in RPM but appears in RECRUITMAN)	Attend REBI	RECRUIT TRACEN completes accession 30 days prior to CCLVN date and issues IADT orders	Retained on AD if “A” school CCLVN is within 30 days of REBI completion, otherwise orders are terminated to IDT unit for IADT orders to “A” school w/in next 6 months
Reserve Enlistment RP RX	Attend basic training	RECRUIT TRACEN	IADT Orders

*Continued on next page*

## Accessions Overview

### Accession Types and Accession Processing Points, Continued

**Enlisted  
Accessions**  
(cont'd)

Program/Status	Description	Processing Point(s)	Be Aware Of...
SRDC (non CG/R)	SELRES DCO	SPO	Civilians (not incld. those with prior service but not in CGR) are accessed into the CGR as E2s and placed on ADT orders for 3-week ROCI. They are advanced to OCUI2 (E-5) upon ROCI CCLVN and commissioned upon graduation.
Enlisted R-to-R (RQ)	When an enlisted member, with no remaining MSO is <b>discharged</b> from the Regular Coast Guard and <b>Enlists</b> in the CGR	SPO for member's AD unit if enlisting within 24 hours of discharge. SPO for member's assigned IDT unit if enlisting with a break of more than 24 hours but less than 5 years.	Accessed in the CGR using position number provided by ISC.
Vacated Officer Appointment	If an officer's temp appointment vacated, he or she reverts to his or her permanent status. Discharge > AD Accession	SPO for the former officer's PDS.	

*Continued on next page*

## Accessions Overview

### Accession Types and Accession Processing Points, Continued

**Cadet Accessions** This table describes cadet accession scenarios. Note that any member currently serving in the Coast Guard or Coast Guard Reserve must be discharged prior to appointment as a cadet.

Event	Description	Processing Point(s)	Be Aware Of...
Not current CG or CGR member	Appointed as a cadet	Academy SPO	
Current CG AD member	PCS to academy Discharged and appointed as a cadet	Academy SPO	Advance pay not authorized ICW PCS.
Current CG SELRES member	Discharged from CGR and appointed as a cadet.	Academy SPO	

**Officer Appointments** This table describes officer accession scenarios.

Event	Description	Processing Point(s)	Be Aware Of...
R-to-R	Regular officer resigns (discharge) and applies (and is approved) for a reserve commission (SELRES accession)	SPO for the officer's AD unit	Accessed in the CGR using position number provided by ISC and Rank as listed on the Oath of Office
OCS Grad w/TEMP commission	DA Board Process will take care of discharge / appointment transactions	Academy SPO	EAD Orders.
OCS Grad w/Reserve commission			Uniform Allowance Claims
Cadet Grad	DA Board Process	Academy SPO	Tax info must be on file in JUMPS.

*Continued on next page*

## Accessions Overview

### Accession Types and Accession Processing Points, Continued

**Officer  
Appointments**  
(cont'd)

Event	Description	Processing Point(s)	Be Aware Of...
ROCI Grad (RRDC and SRDC)	DA Board Process	Academy SPO	Uniform Allowance Claims
DCO from civilian status (incl prior service with a break in service)	Reserve accession into the IRR/"P" up to 30 days prior to CCLVN. Begin EAD day prior to DCO CCLVN	Academy SPO	
DCO from current CG AD w/RESERVE commission	Discharge from AD with accession into the CGR up to 7 days prior to the CCLVN. Begin EAD immediately	SPO for member's AD unit	
DCO from current CG AD w/TEMP commission (includes Physician Assistant program)	Discharge with accession into the Regular CG (as an officer) up to 7 days prior to the CCLVN. TDY to DCO school, rtn to unit and PCS to new unit.	SPO for member's AD unit	

*Continued on next page*

## Accessions Overview

### Accession Types and Accession Processing Points, Continued

**Officer  
Appointments**  
(cont'd)

Event	Description	Processing Point(s)	Be Aware Of...
Physician Assistant program DCO from current CG AD w/TEMP commission	Discharge with accession into the Regular CG (as an officer) and PCS to new unit.	SPO for member's AD unit	On completing the prescribed medical training, active duty members normally are commissioned as temporary Regular officers in the grade of ensign. These officers incur an active duty obligation of three years of service for each year of training.
DCO from current SELRES w/RESERVE commission (Includes CMAPP)	Discharge from enlisted status followed by Reserve accession into the IRR/"P" up to 30 days prior to CCLVN. Begin EAD day prior to DCO CCLVN	SPO for member's assigned IDT unit	
MARTP Grad (This program in inactive according RPM ch3)	Discharge from enlisted status followed by Reserve accession into the SELRES if offered a SRDC	SPO for the geographic area of the State Maritime Academy	May be issued EAD orders for 3 years if offered DCO.

# Chapter 2

## Pre-Accession Processes

### Chapter Overview

---

**Introduction** This chapter provides the procedures for creating Job Requisition and Applicant ID numbers.

---

**Timing** The pre-accession processes, described in this chapter are required for all accessions and must be completed before the Hire Process, which is described in chapter 3, can begin.

---

**Responsibility** **Routine Accessions:**  
For routine accessions (personnel reporting from civilian status to recruit training or OCS), blanket Job Requisition numbers have been created by the Personnel Service Center:

Program	Requisition #
Recruit Training	132673
OCS	133044
ROCI	135274

The processing point SPOs at TRACEN Cape May and the Academy (ct3) will need to generate the Applicant ID numbers for these accessions.

**Non-Routine Accessions:**  
For non-routine accessions (personnel reporting directly to a field unit without first attending indoctrination training and personnel who must be discharged and re-accessed to change components or accept and appointment), Job Requisition numbers usually exist in the system for established positions (those that have been advertised on the shopping list). However, these requisitions may need to be reopened, by the processing point SPO, if they have been filled in the past. New positions will require a New Requisition number. SPOs may reopen or create Job Requisition numbers following the procedures in this chapter.

---

*Continued on next page*

# Pre-Accession Processes

---

## Chapter Overview, Continued

---

**Responsibility** (continued) CGRC will create Applicant ID numbers for non-routine accessions of Direct Commission Officers. Applicant ID numbers for other non-routine accessions must be created by SPOs following the procedures in this chapter.

---

**In this chapter** The following topics are covered in this chapter.

Topic	See Section
Job Requisition Numbers	2-A
Applicant ID Numbers	2-B

---

# Chapter 2-A

## Job Requisition Numbers

### Chapter Overview

---

**Introduction** This section provides the procedure for reopening and creating Job Requisitions.

---

**Timing / Responsibility** A Job Requisition number is required in order to begin an Accession transaction. It is the first step in the accession process. CGPC Assignment Officers create requisitions in connection with creating the Shopping List, so one may already exist for the accession you are processing.

SPO Supervisors can create and reopen Job Requisitions if one isn't available for the position number the member is assigned to. Due to the need to complete accessions in a timely fashion, it is usually more efficient for the SPO to reopen or create the Job Requisition when needed. This also allows the SPO to set the rate/rank to match the member's contract.

---

**Before You Begin** You need to know the following information before in order to complete this procedure:

1. The Position Number
2. The Department ID of the unit where the position is assigned
3. The Job Code (Rate/Rank) for the accession.

The Job Requisition component will allow you to search for these numbers and codes if necessary.

---

#### In this Section

Topic	See Page
Reopening an Existing Job Requisition	2-A-2
Creating a new Job Requisition	2-A-5

---



# Job Requisition Numbers

## Reopening a Job Requisition

### Reopening a Job Requisition

It is a good idea to search the system for an existing requisition before you create a new one.

### Procedure

Start Internet Explorer, sign into Direct Access and follow these steps to search for and reopen an existing job requisition.

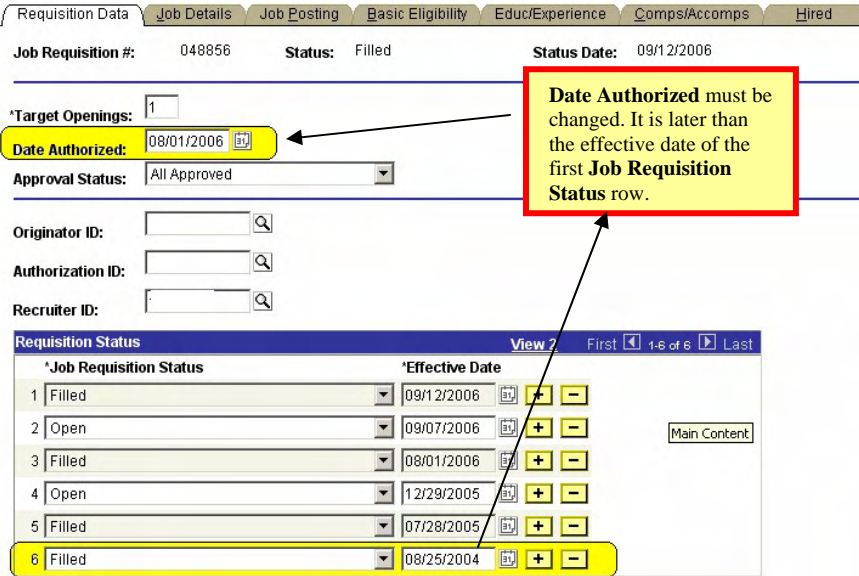
Step	Action
1	<p>Go to <a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Job Requisition Data</a></p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Job Requisition Data</a></p> <p><a href="#">Job Requisition Data</a></p> <hr/> <p><b>Find an Existing Value</b></p> <p>Job Requisition #: <input type="text"/></p> <p>Job Requisition Status: <input type="text"/></p> <p>Position Number: <input type="text" value="00035070"/> <input type="button" value="Q"/></p> <p>Business Unit: <input type="text"/> <input type="button" value="Q"/></p> <p>Job Code: <input type="text"/> <input type="button" value="Q"/></p> <p>Department: <input type="text"/> <input type="button" value="Q"/></p> <p>Originator ID: <input type="text"/> <input type="button" value="Q"/></p> <p>Authorization ID: <input type="text"/> <input type="button" value="Q"/></p> <p>Recruiter ID: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> <b>Correct History</b></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a></p>
2	Enter the Position number in the Position Number field
3	Check the Correct History box
4	Click the Search button.

*Continued on next page*

# Job Requisition Numbers

## Reopening a Job Requisition, Continued

Procedure (continued)

Step	Action
5	If no matching values are found, continue with the procedure in the next section (page 5) to create a new requisition. If a matching requisition is found, you may just need to change the status to "Open" so the SPO can complete the accession. The Requisition status is set on the first tab of the Requisition Data page.
6	<p>Change the <b>Date Authorized</b> to the date of the oldest <b>Job Requisition Status</b> row (the applicable fields are marked in yellow below):</p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Job Requisition Data</a></p>  <p>The screenshot shows the 'Job Requisition Data' page for requisition # 048856. The 'Date Authorized' field is currently set to 08/01/2006. The 'Requisition Status' table below shows six rows with the following effective dates: 09/12/2006, 09/07/2006, 08/01/2006, 12/29/2005, 07/28/2005, and 08/25/2004. The row with the earliest effective date (08/25/2004) is highlighted in yellow. A red box with a yellow background contains the text: 'Date Authorized must be changed. It is later than the effective date of the first Job Requisition Status row.' An arrow points from this box to the 'Date Authorized' field.</p>

Continued on next page

# Job Requisition Numbers

## Reopening a Job Requisition, Continued

Procedure (continued)

Step	Action																																																
7	<p data-bbox="553 457 1321 491"><b>Add a Row in the Job Requisition Status and set it to <b>Open</b>.</b></p> <p data-bbox="553 499 1079 516"><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Job Requisition Data</a></p> <p data-bbox="553 533 1321 558"> <a href="#">Requisition Data</a>   <a href="#">Job Details</a>   <a href="#">Job Posting</a>   <a href="#">Basic Eligibility</a>   <a href="#">Educ/Experience</a>   <a href="#">Comps/Accomps</a>   <a href="#">Hire</a> </p> <p data-bbox="553 571 1218 592"> <b>Job Requisition #:</b> 048856    <b>Status:</b> Open    <b>Status Date:</b> 09/13/2006         </p> <hr/> <p data-bbox="553 625 722 651"><b>*Target Openings:</b> <input type="text" value="1"/></p> <p data-bbox="553 655 787 680"><b>Date Authorized:</b> 08/25/2004 <input type="button" value="BT"/></p> <p data-bbox="553 684 922 709"><b>Approval Status:</b> All Approved <input type="button" value="BT"/></p> <hr/> <p data-bbox="553 735 808 760"><b>Originator ID:</b> <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="553 764 808 789"><b>Authorization ID:</b> <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="553 793 808 819"><b>Recruiter ID:</b> <input type="text"/> <input type="button" value="Q"/></p> <hr/> <p data-bbox="553 840 1279 1096"> <b>Requisition Status</b>    View 2    First <input type="button" value="◀"/> 1-7 of 7 <input type="button" value="▶"/> Last         </p> <table border="1" data-bbox="568 861 1117 1096"> <thead> <tr> <th data-bbox="568 861 592 886"></th> <th data-bbox="592 861 917 886">*Job Requisition Status</th> <th data-bbox="917 861 1031 886">*Effective Date</th> <th data-bbox="1031 861 1055 886"></th> <th data-bbox="1055 861 1079 886"></th> <th data-bbox="1079 861 1104 886"></th> </tr> </thead> <tbody> <tr> <td data-bbox="568 886 592 911">1</td> <td data-bbox="592 886 917 911">Open</td> <td data-bbox="917 886 1031 911">09/13/2006</td> <td data-bbox="1031 886 1055 911"><input type="button" value="BT"/></td> <td data-bbox="1055 886 1079 911"><input type="button" value="+"/></td> <td data-bbox="1079 886 1104 911"><input type="button" value="-"/></td> </tr> <tr> <td data-bbox="568 911 592 936">2</td> <td data-bbox="592 911 917 936">Filled</td> <td data-bbox="917 911 1031 936">09/12/2006</td> <td data-bbox="1031 911 1055 936"><input type="button" value="BT"/></td> <td data-bbox="1055 911 1079 936"><input type="button" value="+"/></td> <td data-bbox="1079 911 1104 936"><input type="button" value="-"/></td> </tr> <tr> <td data-bbox="568 936 592 961">3</td> <td data-bbox="592 936 917 961">Open</td> <td data-bbox="917 936 1031 961">09/07/2006</td> <td data-bbox="1031 936 1055 961"><input type="button" value="BT"/></td> <td data-bbox="1055 936 1079 961"><input type="button" value="+"/></td> <td data-bbox="1079 936 1104 961"><input type="button" value="-"/></td> </tr> <tr> <td data-bbox="568 961 592 987">4</td> <td data-bbox="592 961 917 987">Filled</td> <td data-bbox="917 961 1031 987">08/01/2006</td> <td data-bbox="1031 961 1055 987"><input type="button" value="BT"/></td> <td data-bbox="1055 961 1079 987"><input type="button" value="+"/></td> <td data-bbox="1079 961 1104 987"><input type="button" value="-"/></td> </tr> <tr> <td data-bbox="568 987 592 1012">5</td> <td data-bbox="592 987 917 1012">Open</td> <td data-bbox="917 987 1031 1012">12/29/2005</td> <td data-bbox="1031 987 1055 1012"><input type="button" value="BT"/></td> <td data-bbox="1055 987 1079 1012"><input type="button" value="+"/></td> <td data-bbox="1079 987 1104 1012"><input type="button" value="-"/></td> </tr> <tr> <td data-bbox="568 1012 592 1037">6</td> <td data-bbox="592 1012 917 1037">Filled</td> <td data-bbox="917 1012 1031 1037">07/28/2005</td> <td data-bbox="1031 1012 1055 1037"><input type="button" value="BT"/></td> <td data-bbox="1055 1012 1079 1037"><input type="button" value="+"/></td> <td data-bbox="1079 1012 1104 1037"><input type="button" value="-"/></td> </tr> <tr> <td data-bbox="568 1037 592 1062">7</td> <td data-bbox="592 1037 917 1062">Filled</td> <td data-bbox="917 1037 1031 1062">08/25/2004</td> <td data-bbox="1031 1037 1055 1062"><input type="button" value="BT"/></td> <td data-bbox="1055 1037 1079 1062"><input type="button" value="+"/></td> <td data-bbox="1079 1037 1104 1062"><input type="button" value="-"/></td> </tr> </tbody> </table> <p data-bbox="1193 714 1339 835" style="border: 1px solid red; padding: 5px; color: black;">Click the + button to insert a new row.</p> <p data-bbox="553 1146 1396 1213">Be sure to set the Effective Date to a date prior to the Hire/Rehire Date.</p>		*Job Requisition Status	*Effective Date				1	Open	09/13/2006	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	2	Filled	09/12/2006	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	3	Open	09/07/2006	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	4	Filled	08/01/2006	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	5	Open	12/29/2005	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	6	Filled	07/28/2005	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	7	Filled	08/25/2004	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
	*Job Requisition Status	*Effective Date																																															
1	Open	09/13/2006	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>																																												
2	Filled	09/12/2006	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>																																												
3	Open	09/07/2006	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>																																												
4	Filled	08/01/2006	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>																																												
5	Open	12/29/2005	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>																																												
6	Filled	07/28/2005	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>																																												
7	Filled	08/25/2004	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>																																												
8	<p data-bbox="553 1222 1380 1327">Click Save. If you are not able to resolve any errors that occur when attempting to save, click <b>Add</b> and create a new requisition (the procedure is on the next page).</p>																																																

# Job Requisition Numbers

## Creating a New Job Requisition

**Introduction** This section provides the procedure for creating a job requisition number.

**Procedure** Start Internet Explorer, sign into Direct Access and follow these steps to complete this procedure.

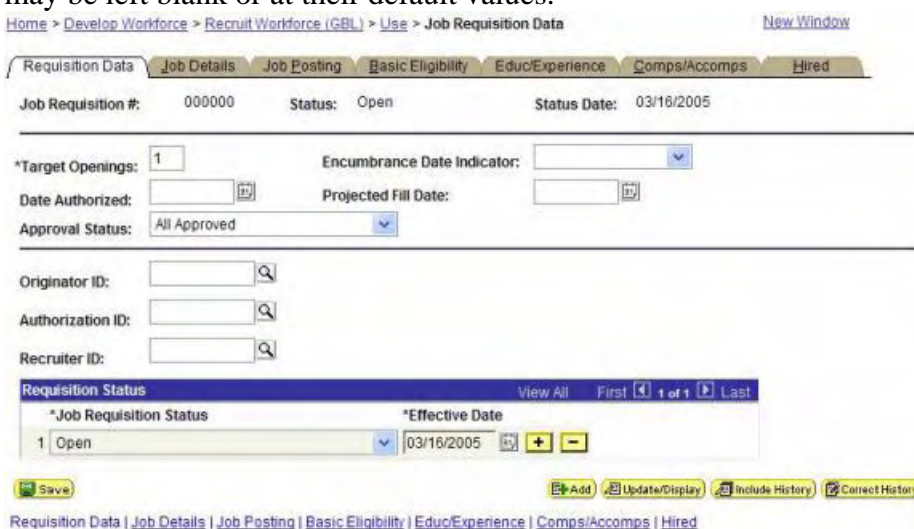
Step	Action
1	Select menu items in the following order:  <a href="#">Home</a> > <a href="#">Develop Workforce</a> > <a href="#">Recruit Workforce (GBL)</a> > <a href="#">Use</a> > <a href="#">Job Requisition Data</a>
2	The Find an Existing Value page will display. Click the " <a href="#">Add A New Value</a> " link at the bottom of the search page to create a new requisition. <small><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Job Requisition Data</a></small>  <b>Job Requisition Data</b> <hr/> <b>Find an Existing Value</b>  Job Requisition #: <input type="text"/> Job Requisition Status: <input type="text" value="▼"/> Position Number: <input type="text"/> <input type="button" value="🔍"/> Business Unit: <input type="text"/> <input type="button" value="🔍"/> Job Code: <input type="text"/> <input type="button" value="🔍"/> Department: <input type="text"/> <input type="button" value="🔍"/> Originator ID: <input type="text"/> <input type="button" value="🔍"/> Authorization ID: <input type="text"/> <input type="button" value="🔍"/> Recruiter ID: <input type="text"/> <input type="button" value="🔍"/> <input type="checkbox"/> Include History <input type="checkbox"/> Correct History  <input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a>  <a href="#">Add a New Value</a> 

*Continued on next page*

# Job Requisition Numbers

## Creating a New Job Requisition, Continued

Procedure (continued)


Step	Action				
3	<p>Click the Add button (after clicking the Add a New Value link in step 2 above).</p> <ul style="list-style-type: none"> <li>Leave the Job Requisition # field at its default value. It will be updated by the system when you save the new requisition.</li> </ul> <p><b>Job Requisition Data</b></p> <p><b>Add a New Value</b></p> <p>Job Requisition #: <input type="text" value="000000"/></p> <p><input type="button" value="Add"/></p> <p><a href="#">Find an Existing Value</a></p>				
4	<p>The Requisition Data page will display. There are several tabs. However only the first tab "<b>Requisition Data</b>" second tab "<b>Job Details</b>" need to have data entered in order to generate the Requisition number. The remaining fields/tabs may be left blank or at their default values.</p>  <p>The screenshot shows the 'Job Requisition Data' page with the following details:</p> <ul style="list-style-type: none"> <li>Navigation: Home &gt; Develop Workforce &gt; Recruit Workforce (GBL) &gt; Use &gt; Job Requisition Data</li> <li>Buttons: New Window, Save, Add, Update/Display, Include History, Correct History</li> <li>Fields: Job Requisition #: 000000, Status: Open, Status Date: 03/16/2005</li> <li>Target Openings: 1, Encumbrance Date Indicator: [dropdown]</li> <li>Date Authorized: [text], Projected Fill Date: [text]</li> <li>Approval Status: All Approved [dropdown]</li> <li>Originator ID, Authorization ID, Recruiter ID: [text with search icons]</li> <li>Requisition Status Table:           <table border="1"> <thead> <tr> <th>*Job Requisition Status</th> <th>*Effective Date</th> </tr> </thead> <tbody> <tr> <td>1 Open</td> <td>03/16/2005</td> </tr> </tbody> </table> </li> </ul> <p>1. Change the Effective Date field in the Requisition Status to a date equal or prior to the date the member will be accessed into the Coast Guard. The field defaults to today's date.</p>	*Job Requisition Status	*Effective Date	1 Open	03/16/2005
*Job Requisition Status	*Effective Date				
1 Open	03/16/2005				

*Continued on next page*

# Job Requisition Numbers

## Creating a New Job Requisition, Continued

Procedure (continued)

Step	Action														
<b>5</b>	<p>Click on the Job Details tab label to proceed.</p>  <p>Complete the following fields:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Field</th> <th>Enter</th> </tr> </thead> <tbody> <tr> <td>Position Number</td> <td>The Position Number</td> </tr> <tr> <td>Business Unit</td> <td>"AUSCG"</td> </tr> <tr> <td>Department</td> <td>The department ID number for the unit where the position is assigned. Click the lookup icon to perform a search if you do not know the code.</td> </tr> <tr> <td>Job Code</td> <td>The code for the rank/rate of the position. Click the lookup icon to perform a search if you do not know the code.</td> </tr> <tr> <td>Salary Administration</td> <td>Enter OFF for Officer, ENL for enlisted, OFE for an officer with over 4 years active duty enlisted time.</td> </tr> <tr> <td>From Grade</td> <td>Enter the paygrade.</td> </tr> </tbody> </table>	Field	Enter	Position Number	The Position Number	Business Unit	"AUSCG"	Department	The department ID number for the unit where the position is assigned. Click the lookup icon to perform a search if you do not know the code.	Job Code	The code for the rank/rate of the position. Click the lookup icon to perform a search if you do not know the code.	Salary Administration	Enter OFF for Officer, ENL for enlisted, OFE for an officer with over 4 years active duty enlisted time.	From Grade	Enter the paygrade.
Field	Enter														
Position Number	The Position Number														
Business Unit	"AUSCG"														
Department	The department ID number for the unit where the position is assigned. Click the lookup icon to perform a search if you do not know the code.														
Job Code	The code for the rank/rate of the position. Click the lookup icon to perform a search if you do not know the code.														
Salary Administration	Enter OFF for Officer, ENL for enlisted, OFE for an officer with over 4 years active duty enlisted time.														
From Grade	Enter the paygrade.														

*Continued on next page*

# Job Requisition Numbers

## Creating a New Job Requisition, Continued

Procedure (continued)

Step	Action
<p><b>6</b></p>	<p>Click the Save button. The screen will refresh and the <b>Job Requisition #</b> field (at the top of the page beneath the tab labels will be update to show the system generated number.</p>  <p>The screenshot shows the 'Job Requisition Data' form with the following details:</p> <ul style="list-style-type: none"> <li>Job Requisition #: 133310 (circled in red)</li> <li>Status: Open</li> <li>Status Date:</li> <li>Position Number: 00074924 (with search icon)</li> <li>Regulatory Region: (empty)</li> <li>Company: CGA (with search icon)</li> <li>*Business Unit: AUSCG (with search icon)</li> <li>Department: 006888 (with search icon)</li> <li>Location Code: HI0016 (with search icon)</li> <li>Job Code: 436094 (with search icon)</li> <li>Regular Shift: (dropdown menu)</li> <li>Salary Administration Plan: ENL (with search icon)</li> <li>From Grade/Step: E5 (with search icon)</li> <li>To Grade/Step: (empty)</li> </ul> <p>Annotations in the screenshot:</p> <ul style="list-style-type: none"> <li>A callout box points to the Job Requisition # field: "The Requisition number will display here after you enter the data and save the page."</li> <li>A callout box points to the Department, Location Code, and Job Code fields: "These fields should auto-fill based on the department ID and Job Code you enter."</li> </ul> <p>Buttons: Save, Add, and a refresh icon are visible at the bottom.</p>

**Error on save?**

If you receive an error (Example: "Data Conflicts With Existing Data...") when you save, but the Requisition number changes from all zeros, please contact PSC Customer Care. Provide them with the requisition number shown when you attempted to save and reference this guide (page 2-A-8).

The error occurs when an automated process creates an invalid job requisition and prevents DA from generating any new requisition numbers.

PSC Customer Care will create a trouble ticket, with the offending "bad" job requisition number, and route it to PSC (sdm) for database correction.

No new requisition numbers can be generated when this error condition exists.

# Chapter 2-B

## Applicant ID Numbers

### Chapter Overview

---

**Introduction** This section provides the procedure for generating an applicant ID number.

---

**Discussion** All accessions, including those for members who are changing components or receiving a commission, require a new applicant ID number.

---

**Timing / Responsibility** This is the second step in any Direct Access accession. Normally, the first step is creating a job requisition number. See section 2-A of this guide for more information.

Applicant IDs will be generated by Coast Guard Recruiting Command (CGRC) for civilian and other military service officer candidates and for those selected for a direct commission program. IDs generated by CGRC only include minimal information in the Applicant Data section. For example, the Job Requisition number may not be available at the time the number is generated. Therefore the SPO completing the accession must review the applicant data pages for all accessions and enter any missing information.

The SPO, responsible for entering the accession, will generate the applicant ID number for other accession types.

---

**DA user roles for accessions** The CG Applicant Data (CGAPPL) user role is now required in order to generate an applicant ID and enter applicant data. The ability to perform these actions has been removed from the SPO Technician (CGHRS) and SPO Supervisor (CGHRSUP) user role permission lists.

---

*Continued on next page*



# Applicant ID Numbers

---

## Chapter Overview, Continued

---

**DA user roles for accessions**  
(cont'd)

The following user roles are required for accession processing:

<b>Role(s)</b>	<b>Responsibility/Access</b>
CGHRS with the CGAPPL add on	1. Generates Applicant ID number and job requisition number, if necessary. 2. Enters/Verifies applicant data: <ul style="list-style-type: none"> <li>• Identification data</li> <li>• Education and test results</li> <li>• Contract data (type of accession, pay grade/rate/rating, term, service dates, prior service dates, etc.)</li> </ul>
CGHRSUP	Hires Applicant
CGHRS*	Completes post hire processing (e.g.): <ul style="list-style-type: none"> <li>• Tax Withholding</li> <li>• Payment Option Election</li> <li>• Reserve Orders and/or Endorsements on orders</li> <li>• Pay Entitlements</li> <li>• SGLI/FSGLI Elections</li> </ul>

*\*CGHRSUP or CGHRS w/ CGAPPL is not prohibited from completing post hire processing.*

---

**Before you begin**

The following is the minimum information is necessary to generate the applicant ID:

- Applicant's Full name
- Applicant's SSN
- Applicant's Date of Birth
- Applicant's Place of Birth
- Applicant's Gender
- Applicant's Contact information\*
  - Home Address
  - Mailing Address
- Date the accession will be effective
- Job Requisition Number or the Position number (See Chap 2-A if you need to create or reopen a job requisition).

\*You may also enter the applicant's email address and phone number when creating the applicant ID if you have them available, however, it they are not required in order to generate the ID.

---

**In this section**

The following topic is covered in this section.

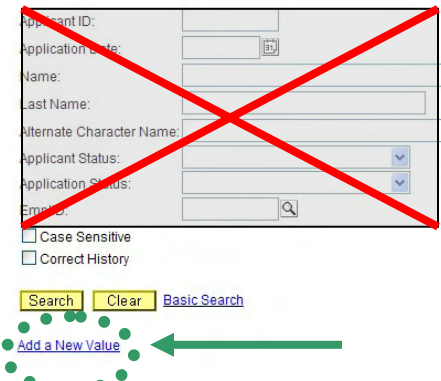
<b>Topic</b>	<b>See Page</b>
Generating an Applicant ID Number	2-B-3

---

# Applicant ID Numbers

## Generating an Applicant ID Number

**Procedure** Follow these steps to generate an applicant ID number.

Step	Action
1	Select the following menu items:  Develop Workforce> Recruit Workforce (GBL)> Use> Applicant Data
2	The Find an Existing Value page will display. Click the <b>Add a New Value</b> link at the bottom of the page. <a href="#">Home &gt; Develop Workforce &gt; Recruit Workforce (GBL) &gt; Use &gt; Applicant Data</a>  <b>Applicant Data</b> <b>Find an Existing Value</b>  <p>When initially generating an Applicant ID do not enter any information on this page. This could cause you to bring up an existing ID from the member's previous enlistment/ CG affiliation. Each new accession must begin with a new applicant ID.</p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <a href="#">Add a New Value</a>

*Continued on next page*

# Applicant ID Numbers

## Generating an Applicant ID Number, Continued

Procedure (continued)

Step	Action
3	<p>The <b>Add a New Value</b> page will display. The Applicant ID field will default to “NEW” and the Application Date field will pre-fill with the current date.</p> <p><b>Applicant Data</b></p> <hr style="width: 20%; margin-left: 0;"/> <p><b>Add a New Value</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Applicant ID: <input type="text" value="NEW"/> </p> <p>Application Date: <input type="text" value="08/16/2004"/> </p> <p>EmplID: <input type="text"/> </p> <p style="text-align: center;"><input type="button" value="Add"/></p> </div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: 0;"> <p>Do not change. Leave as “NEW”. The system will generate the ID number when this procedure is complete.</p> </div>
4	<p>Complete the <b>Application Date</b> field. This date will actually convert to the accession date later on in the process.</p> <p>Click the Calendar icon next to the <b>Application Date</b> to select a Date or just type in a date.</p> <ul style="list-style-type: none"> <li>• <b>For Officer Accessions:</b> Enter the date the Oath of Office was administered.</li> <li>• <b>For Enlisted Accessions:</b> Enter the date of the enlistment contract DD-4-1.</li> </ul>
5	<p>Complete the <b>EmplID</b> (Employee ID Number) field.</p> <p>If you know the person you are generating the Applicant ID number for has an Employee ID number from previous Coast Guard, NOAA, Auxiliary or Civilian employee service, then enter the employee ID number in the EmplID field.</p> <p>If you do not know the number or you are not sure if the person has a previous affiliation, <b>you must search for an existing employee ID number.</b></p> <p>Click the  icon next to the <b>EmplID</b> field.</p>

*Continued on next page*

# Applicant ID Numbers

## Generating an Applicant ID Number, Continued

Procedure (continued)

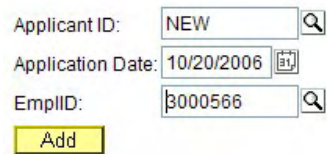

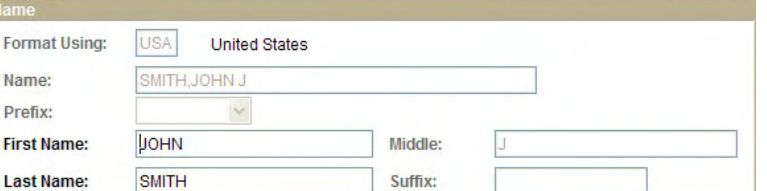
Step	Action
5	<p>The <b>Lookup EmplID</b> page will display:</p> <p style="text-align: center;"><b>Lookup EmplID</b></p> <p style="text-align: center;">EmplID: <input type="text"/> Name: <input type="text"/> Last Name: <input type="text"/></p> <p>Complete at least <b>one</b> of the three fields:</p> <p>EmplID: <input type="text" value="1234567"/></p> <p>Or,</p> <p>Name: <input type="text" value="Flintson, Frederick A"/></p> <p>Or</p> <p>Last Name: <input type="text" value="FLINTSONE"/></p> <p>And click the <b>Lookup</b> button.</p>
6	<p>Review the search results. If any matches are found you will need to perform additional research to determine if the person you are generating the applicant ID for already has an employee ID. You can find out more about the people listed in the search results by clicking the <b>New Window</b> link, navigating to <b>Administer Workforce &gt; Use &gt; Personal Data</b> and entering the employee IDs you located in the previous step. Compare the SSNs or birth dates with those of your applicant to ensure the applicant doesn't already have an employee ID.</p> <p>Repeat step 5, using less restrictive search criteria if necessary, until you are sure the person doesn't have an employee ID already.</p>

*Continued on next page*

# Applicant ID Numbers

## Generating an Applicant ID Number, Continued

Procedure (continued)


Step	Action
7	<p>If you do not locate a positive match, click the <b>Cancel</b> button. If you locate a positive match, select the employee ID from the search results on the Lookup Employee ID page.</p> <p>This will return you to the Add a New Value page.</p> <p><b>Add a New Value</b></p> 
8	<p>Click the <b>Add</b> button. The Applicant data page will display.</p> <p><i>The Applicant Data Page -- Name Tab for a person without an existing employee ID number</i></p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Applicant Data</a></p>  <p><i>The Applicant Data Page -- Name Tab for a person with an existing employee ID number</i></p> <p>Applicant ID: NEW</p> <p>Applicant Status: Employee      3000566      Application Date: 10/20/2006</p> 

*Continued on next page*

# Applicant ID Numbers

## Generating an Applicant ID Number, Continued

Procedure (continued)






Step	Action
9	<p data-bbox="560 457 1393 562">Enter (or, in the case of an applicant with an existing EmplID, verify) member's <b>First Name</b>, <b>Middle Name</b>, and <b>Last Name</b> in the appropriate fields. Also, select and enter Suffix if applicable.</p> <p data-bbox="560 604 1055 636"><i>The Applicant Data Page -- Name Tab</i></p> <p data-bbox="560 640 1144 661"><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Applicant Data</a></p> <div data-bbox="560 682 1356 1018"></div> <p data-bbox="560 1060 1404 1197"><b>NOTE</b> Do not enter any spaces in any of the name fields. Any letters after blank spaces are not recognized when the name data is loaded into the pay system (JUMPS).</p> <p data-bbox="560 1239 682 1270">Examples:</p> <ul data-bbox="560 1276 1404 1570" style="list-style-type: none"><li>• De Roche (comes across as De) Should be DeRoche when entering in DA so it will come across as DEROCHE.</li><li>• Mc Tee (comes across as Mc) Should be McTee when entering in DA so it will come across as MCTEE.</li><li>• De Vergers (comes across as De) Should be DeVergers when entering DA so it will come across as DEVERGERS.</li><li>• Van Delden (comes across as Van) Should be VanDelden when entering in DA so it will come across as VANDELLEN.</li></ul>

Continued on next page

# Applicant ID Numbers

## Generating an Applicant ID Number, Continued

Procedure (continued)

Step	Action															
10	<p>Click the <b>Address</b> Tab. This is the member's <b>Home of Record Address</b>. Enter the address in the <b>Address 1</b> field. Enter the City, County and State in the appropriate fields. Click on the  to view valid State Codes.</p> <p><i>The Applicant Data Page -- Address Tab.</i></p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Applicant Data</a></p>  <p style="text-align: center;"><a href="#">Mailing Address</a> <a href="#">Email</a> <a href="#">Phones</a></p>															
10	<p>Click on the <a href="#">Mailing Address</a> link.</p> <p>Enter the <b>current</b> mailing address:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Country</td> <td>Enter "USA" for U. S. Addresses.</td> </tr> <tr> <td>Address 1</td> <td>The member's address (e.g. "123 Main Street, Apt 12" or "P.O.Box 12").</td> </tr> <tr> <td>Address 2</td> <td rowspan="2">Not used, leave blank (data in these fields will not be passed to JUMPS, Segment 66, when updating the member's mailing address).</td> </tr> <tr> <td>Address 3</td> </tr> <tr> <td>City</td> <td>Enter the City</td> </tr> <tr> <td>County</td> <td>County, if known</td> </tr> <tr> <td>State</td> <td>Enter the standard two-letter state abbreviation code. Click the  icon to perform a lookup of codes if necessary.</td> </tr> <tr> <td>Postal</td> <td>Zip or Postal code.</td> </tr> </table>	Country	Enter "USA" for U. S. Addresses.	Address 1	The member's address (e.g. "123 Main Street, Apt 12" or "P.O.Box 12").	Address 2	Not used, leave blank (data in these fields will not be passed to JUMPS, Segment 66, when updating the member's mailing address).	Address 3	City	Enter the City	County	County, if known	State	Enter the standard two-letter state abbreviation code. Click the  icon to perform a lookup of codes if necessary.	Postal	Zip or Postal code.
Country	Enter "USA" for U. S. Addresses.															
Address 1	The member's address (e.g. "123 Main Street, Apt 12" or "P.O.Box 12").															
Address 2	Not used, leave blank (data in these fields will not be passed to JUMPS, Segment 66, when updating the member's mailing address).															
Address 3																
City	Enter the City															
County	County, if known															
State	Enter the standard two-letter state abbreviation code. Click the  icon to perform a lookup of codes if necessary.															
Postal	Zip or Postal code.															

*Continued on next page*

# Applicant ID Numbers

## Generating an Applicant ID Number, Continued

Procedure (continued)

Step	Action				
10	<p><i>Postal Address Page, accessed by clicking on the <b>Mailing Address</b> link on the Applicant Data Page -- Address Tab.</i></p> <p><b>Postal Address</b></p> <p>Country: <input type="text" value="USA"/> United States</p> <p>Address 1: <input type="text" value="123 ANY STREET APT 12"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text" value="TEST"/></p> <p>County: <input type="text" value="TEST"/> Postal: <input type="text" value="66614"/></p> <p>State: <input type="text" value="KS"/> Kansas</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>				
11	<p>Click <input type="button" value="OK"/>. The Postal (Mailing) Address Page will close and you will be returned to the Address Tab of the Applicant Data page.</p>				
12	<p>Click the <input type="button" value="Email"/> link. The Applicant E-Mail Address page will display.</p> <p><small>Home &gt; Develop Workforce &gt; Recruit Workforce (GBL) &gt; Use &gt; Applicant Data</small></p> <p><b>Email Addresses</b></p> <p>View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Email Type</th> <th>*Email Address</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>Enter any available e-mail address information.</p>	*Email Type	*Email Address	1	
*Email Type	*Email Address				
1					
13	<p>Click <input type="button" value="OK"/>. The E-Mail Address Page will close and you will be returned to the Address Tab of the Applicant Data page.</p>				
14	<p>Click the Phones link. The Applicant Phones page will display.</p> <p><small>Home &gt; Develop Workforce &gt; Recruit Workforce (GBL) &gt; Use &gt; Applicant Data</small></p> <p>Last,First Middle      Applicant ID: NEW</p> <p>Applicant Status:      Application Date: 07/15/2004</p> <p><b>Phone</b></p> <table border="1"> <thead> <tr> <th>*Phone Type</th> <th>Contact # or Address</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>Enter any available phone number information.</p>	*Phone Type	Contact # or Address	1	
*Phone Type	Contact # or Address				
1					

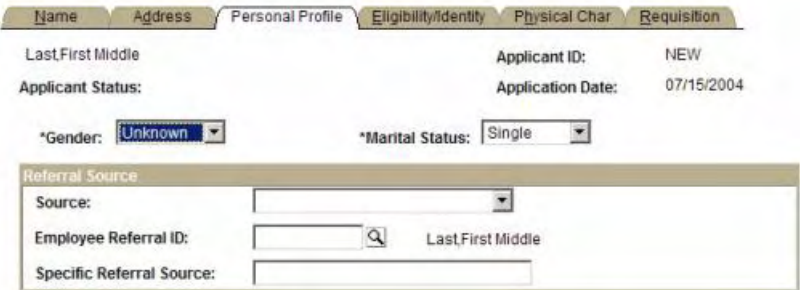
*Continued on next page*



# Applicant ID Numbers

## Generating an Applicant ID Number, Continued

Procedure (continued)

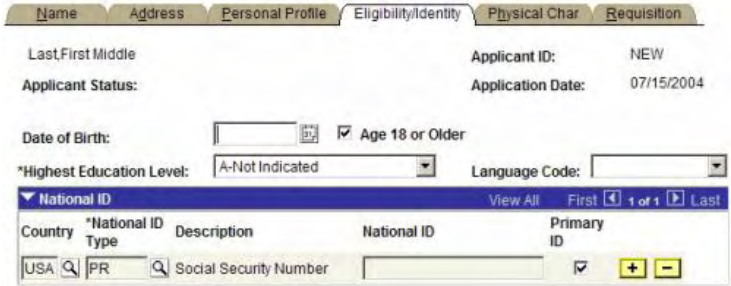

Step	Action
15	Click <b>OK</b> . The Applicant Phones page will close and you will be returned to the Address Tab of the Applicant Data page.
16	<p>Click on the <b>Personal Profile</b> tab.</p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Applicant Data</a></p>  <p>a. Click the <b>Gender</b> list box. <b>Unknown</b>. Select Male or Female.</p> <p>b. Select Marital Status list box <b>*Marital Status: Single</b> and select the correct status from the drop-down menu.</p> <p>c. <i>Source, Employee Referral ID</i> and <i>Specific Referral Source</i> are optional fields. They can be left blank. The information can be entered if it is available.</p>

*Continued on next page*

# Applicant ID Numbers

## Generating an Applicant ID Number, Continued

Procedure (continued)





Step	Action
17	<p>Click the <b>Eligibility/Identity</b> tab.</p>  <ol style="list-style-type: none"> <li>1. Enter the member's <b>Date of Birth</b> <input type="text"/>.</li> <li>2. Put a Check in the block <input checked="" type="checkbox"/> Age 18 or Older if the member is age 18 or older.</li> <li>3. Enter the member's <b>Education Level at time of entry into the service..</b> <input type="text" value="A-Not Indicated"/>. (Select from drop-down menu).</li> <li>4. Select the <b>Language Code</b> from the drop-down menu. (Note: This is the member's primary language, not an indicator of any foreign language skills.)</li> <li>5. In the <b>National ID</b> block enter the member's SSN. Ensure the <b>Primary ID</b> block has a check in it.</li> </ol> 

*Continued on next page*

# Applicant ID Numbers

## Generating an Applicant ID Number, Continued

Procedure (continued)

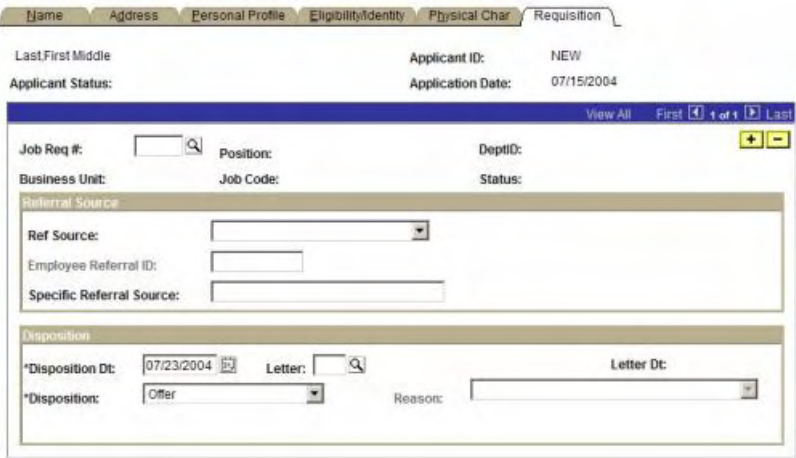

Step	Action																																			
18	<p>Click on the ▼  USA button.</p> <p>Enter the member's</p> <ol style="list-style-type: none"> <li>1. Ethnic Group,</li> <li>2. Military Status, and</li> <li>3. Ethnic Category.</li> </ol> <p>Make selections from the drop-down menus.</p> <p>Ensure Eligible to Work in U.S. has a check mark in it.</p> <div style="border: 1px solid black; padding: 5px;"> <p>▼  USA</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Ethnic Group:</td> <td style="width: 40%;">Identification Pending</td> <td style="width: 10%; text-align: right;">▼</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Military Status:</td> <td></td> <td style="text-align: right;">▼</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Eligible to Work in U.S.</td> </tr> <tr> <td>Ethnic Category:</td> <td></td> <td style="text-align: right;">▼</td> <td colspan="2"></td> </tr> </table> </div> <p>The codes are explained on the reverse side of the <a href="#">Ethnicity and Race Self-Reporting Worksheet, CG PSC-5200</a> (<a href="http://www.uscg.mil/hq/psc/forms/psc5200.pdf">http://www.uscg.mil/hq/psc/forms/psc5200.pdf</a>).</p> <p>If a completed worksheet isn't available from the member, set the Ethnic Group to "Identification Pending" and continue.</p>	Ethnic Group:	Identification Pending	▼			Military Status:		▼	<input checked="" type="checkbox"/>	Eligible to Work in U.S.	Ethnic Category:		▼																						
Ethnic Group:	Identification Pending	▼																																		
Military Status:		▼	<input checked="" type="checkbox"/>	Eligible to Work in U.S.																																
Ethnic Category:		▼																																		
19	<p>Click on the ▼  <b>US Federal</b> button. Enter the member's Birth Location, Birth Country, and Birth State.</p> <div style="border: 1px solid black; padding: 5px;"> <p>▼  US Federal</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p style="text-align: center; font-weight: bold; font-size: small;">Additional Birth Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Birth Location:</td> <td style="width: 40%;">Topeka</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Birth Country:</td> <td>USA</td> <td style="text-align: right;">▼</td> <td colspan="2"></td> </tr> <tr> <td>Birth State:</td> <td>Kansas</td> <td style="text-align: right;">▼</td> <td colspan="2"></td> </tr> </table> </div> </div> <p>The <i>Veterans Information</i> and <i>Other Information</i> fields should be left blank or at their default values.</p>	Birth Location:	Topeka				Birth Country:	USA	▼			Birth State:	Kansas	▼																						
Birth Location:	Topeka																																			
Birth Country:	USA	▼																																		
Birth State:	Kansas	▼																																		
20	<p>Click on the <b>Physical Char</b> tab. Enter the member's Height, Weight, Frame Size, Hair Color and Eye Color.</p> <div style="border: 1px solid gray; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Name</td> <td style="text-align: center;">Address</td> <td style="text-align: center;">Personal Profile</td> <td style="text-align: center;">Eligibility/Identity</td> <td style="text-align: center;">Application 1</td> <td style="text-align: center;">Physical Char</td> <td style="text-align: right;">▶</td> </tr> <tr> <td colspan="2">SMITH,JOHN J</td> <td colspan="2">Applicant ID:</td> <td colspan="3">A0006600</td> </tr> <tr> <td colspan="2">Applicant Status: Employee</td> <td colspan="2">3000566</td> <td colspan="2">Application Date:</td> <td>10/20/2006</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">Height:</td> <td style="border: 1px solid black; padding: 5px;">72.0</td> <td style="border: 1px solid black; padding: 5px;">Weight:</td> <td style="border: 1px solid black; padding: 5px;">165.0</td> <td style="border: 1px solid black; padding: 5px;">Frame Size:</td> <td colspan="2" style="border: 1px solid black; padding: 5px;">(C) Male 6 1/2 to &lt; 6 3/4 ▼</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">Hair Color:</td> <td style="border: 1px solid black; padding: 5px;">Brown ▼</td> <td style="border: 1px solid black; padding: 5px;">Eye Color:</td> <td style="border: 1px solid black; padding: 5px;">Brown ▼</td> <td colspan="3" style="border: 1px solid black; padding: 5px;"><input type="checkbox"/> Colorblindness</td> </tr> </table> </div>	Name	Address	Personal Profile	Eligibility/Identity	Application 1	Physical Char	▶	SMITH,JOHN J		Applicant ID:		A0006600			Applicant Status: Employee		3000566		Application Date:		10/20/2006	Height:	72.0	Weight:	165.0	Frame Size:	(C) Male 6 1/2 to < 6 3/4 ▼		Hair Color:	Brown ▼	Eye Color:	Brown ▼	<input type="checkbox"/> Colorblindness		
Name	Address	Personal Profile	Eligibility/Identity	Application 1	Physical Char	▶																														
SMITH,JOHN J		Applicant ID:		A0006600																																
Applicant Status: Employee		3000566		Application Date:		10/20/2006																														
Height:	72.0	Weight:	165.0	Frame Size:	(C) Male 6 1/2 to < 6 3/4 ▼																															
Hair Color:	Brown ▼	Eye Color:	Brown ▼	<input type="checkbox"/> Colorblindness																																

*Continued on next page*

# Applicant ID Numbers

## Generating an Applicant ID Number, Continued

Procedure (continued)

Step	Action
21	<p>Click on the <b>Requisition</b> tab.</p>  <p>Enter the Job Req# - Examples: 132673 or 133156 for recruit training, 133044 for officer candidate (regular OCS), <b>135274</b> for reserve officer candidate <b>(ROCI) or DCO</b>, or click on the</p> <p>Job Req #: <input type="text"/> <input type="button" value="🔍"/> Magnifying glass.</p> <ol style="list-style-type: none"> <li>Enter the member's position number for their post-accession assignment (available from their orders).</li> <li>Click <b>Lookup</b>. A Results screen will appear as below:</li> </ol>  <ol style="list-style-type: none"> <li> <p><b>Once you click on the line item, the Job Req# will be auto-filled.</b></p> </li> <li>The Referral Source and Disposition sections of this tab should be left blank or at their default values.</li> </ol> <p>Note: If a search for the Job Requisition number returns "No Matching Values Found", you will need to create or re-open a requisition number. The procedures can be found in the <a href="#">Create a Job Requisition</a> (Section 2-A of this guide) topic.</p>

*Continued on next page*


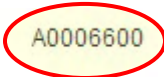
# Applicant ID Numbers

---

## Generating an Applicant ID Number, Continued

---

Procedure (continued)

Step	Action
22	<p data-bbox="548 457 1382 527">Click the  button. You have completed the Applicant Data Section of the Accession.</p> <p data-bbox="548 569 1321 638">The Applicant ID field will change from “NEW” to the next available system-generated number:</p> <p data-bbox="548 688 954 743"><b>Applicant ID:</b> </p> <p data-bbox="548 785 1354 890">Make note of the system-generated number (<a href="#">enter it on the Checklist for Accessions, which can be found in enclosure (2) to this guide</a>), you will need it to complete the remaining steps.</p> <p data-bbox="548 932 1406 1209"><b>Note:</b> You may receive a warning message informing you that a member with the same name already exists in the system. You may dismiss the message, by clicking OK, if you are confident you are not entering a duplicate. If you're not sure, click the Cancel button (which will return you to the Applicant Data page), and use the New Window link to search the system and find the record with the same name. Then compare the records to ensure you are not adding the same member twice.</p>

# Chapter 3

## Hire Processing

### Chapter Overview

---

**Introduction** This chapter provides the procedures for entering an accession into Direct Access.

---

**Before you begin** Please review Enclosure (3), Accession Tips, Problems and Error Messages, and Enclosure (4), Case Studies, before you attempt to process a unique accession. The procedures in this chapter are generic and do not provide the level of detail necessary for some accession scenarios.

---

**In this chapter** The following topics are covered in the chapter.

Topic	See Page
Enter/Verify Applicant Data	3-3
Enter Applicant Identification Data	3-13
Enter Education Data	3-15
Enter Test Results	3-18
Enter Applicant Contract Data	3-22
Hire Applicant	3-37
Delay in Reporting	3-50

---

**Assistance** Anytime you encounter a problem, have an accession related question, or receive an error prior to hiring the member, contact Pam Flewelling, PPC (ADV- Personnel Data Integrity) at 785-339-3402 or send an e-mail to Pamela.R.Flewelling@uscg.mil. I will be happy to answer any questions or troubleshoot any error.

---

*Continued on next page*

# Hire Processing

---

## Chapter Overview, Continued

---

**What to do if  
an error is  
discovered after  
accession is  
completed**


Once the SPO has reviewed and approved the Accession, it is imperative that ALL data be verified correct on the same day.

- If erroneous data is discovered, submit a PPC Customer Care Trouble Ticket immediately, annotating what data fields are incorrect and what the data fields should read. Once you have received the auto confirmation e-mail with your ticket number, call Customer Care so that immediate action can be taken.
  - Reviewing the data and alerting PPC of errors on the same day is important because PPC can correct the accession prior to the data loading into JUMPS. If errors are discovered after the Accession has processed into JUMPS, corrections are much more difficult and will lead to several weeks of pay problems for the member.
-

# Hire Processing

## Enter/Verify Applicant Data

**Procedure** Follow these steps to enter verify or enter Applicant Data

Step	Action
1	<p>Proceed to the following path: Develop Workforce&gt; Recruit Workforce (GBL)&gt; Use&gt; Applicant Data</p> <p><i>The CGHRS Role User completes:</i></p> <ul style="list-style-type: none"><li>• Applicant Data</li><li>• Identification Data</li><li>• Education</li><li>• Test Results</li><li>• Applicant Contract Data</li></ul> <p>The CGHRSUP Role User reviews the above items and then completes the Hire Applicant portion to finalize the Accession.</p>
2	<p>If the person already has an applicant ID (see note below), enter it in the Applicant ID field and click the search button. If you suspect the person has an applicant ID, but you do not know what it is, provide some search criteria (such as the last name) and click the search button.</p> <p> <b>Warning:</b> Do not enter an existing Employee ID in the Applicant ID field. This will cause the system to bring up the member's existing applicant and contract data, which will cause the ReHire transaction to fail.</p> <p>Follow the procedures in Chapter 2-B of this guide if the person does not already have an applicant ID.</p>



*Continued on next page*



# Hire Processing

## Enter/Verify Applicant Data, Continued

### Procedure (cont'd)


Step	Action
2	<p data-bbox="354 470 1040 493"><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; Applicant Data</p> <p data-bbox="354 527 516 550"><b>Applicant Data</b></p> <hr/> <p data-bbox="354 583 683 611"><b>Find an Existing Value</b></p> <p data-bbox="354 653 727 676">Applicant ID: <input type="text"/></p> <p data-bbox="354 695 732 718">Application Date: <input type="text"/> </p> <p data-bbox="354 737 1073 760">Name: <input type="text"/></p> <p data-bbox="354 779 938 802">Last Name: <input type="text"/></p> <p data-bbox="354 821 1073 844">Alternate Character Name: <input type="text"/></p> <p data-bbox="354 863 915 886">Applicant Status: <input type="text"/></p> <p data-bbox="354 905 915 928">Application Status: <input type="text"/></p> <p data-bbox="354 947 760 970">EmpID: <input type="text"/> </p> <p data-bbox="354 989 516 1012"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="354 1031 516 1054"><input type="checkbox"/> Correct History</p> <p data-bbox="354 1073 683 1096"><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a></p> <p data-bbox="354 1125 505 1148"><a href="#">Add a New Value</a></p> <p data-bbox="354 1167 1365 1308"><b>Note:</b> For DCOs and Prior Service members the assignment officer will complete the Applicant ID portion of the accession process. This is done so the assignment officer may create PCS or EAD orders assigning the member to their PDS.</p> <ul data-bbox="391 1356 1360 1709" style="list-style-type: none"><li>• When the Applicant Data module is saved an Applicant ID number is created. When accessing a DCO or prior service member, if you do not know the member's Applicant ID, you must search for it using the member's name under Applicant Data.</li><li>• If you approve an accession transaction, in the Hire module, using an Applicant ID other than the one the assignment officer created, you will not be able to access the PCS or EAD orders. This is because the PCS orders were issued under a different Applicant ID. In that case you must contact PPC (CCB) to get the Applicant ID changed to the one created by the assignment officer.</li></ul>

*Continued on next page*

# Hire Processing

## Enter/Verify Applicant Data, Continued

### Procedure (cont'd)





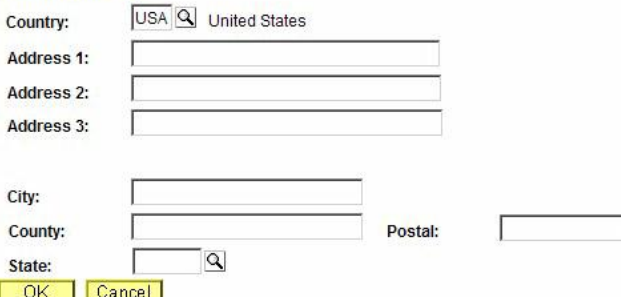
Step	Action
3	<p>Enter member's <b>First Name</b>, <b>Middle Name</b>, and <b>Last Name</b> in the appropriate fields.</p> <p><i>The Applicant Data Page -- Name Tab</i></p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Applicant Data</a></p>  <p><b>NOTE</b> Do not enter any spaces in any of the name fields. Any letters after blank spaces are not recognized when the name change data is loaded into the pay system (JUMPS). Examples:</p> <ul style="list-style-type: none"><li>• De Roche (comes across as De) Should be DeRoche when entering in DA so it will come across as DEROCHE.</li><li>• Mc Tee (comes across as Mc) Should be McTee when entering in DA so it will come across as MCTEE.</li><li>• De Vergers (comes across as De) Should be DeVergers when entering DA so it will come across as DEVERGERS.</li><li>• Van Delden (comes across as Van) Should be VanDelden when entering in DA so it will come across as VANDELLEN.</li></ul>

*Continued on next page*

# Hire Processing

## Enter/Verify Applicant Data, Continued

### Procedure (cont'd)



Step	Action
4	<p>Click the <b>Address</b> Tab. This is the member's <b>Home of Record Address</b>. Enter the address in the <b>Address 1</b> field. Enter the City, County and State in the appropriate fields. Click on the  to view valid State Codes.</p> <p><i>The Applicant Data Page -- Address Tab.</i></p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Applicant Data</a></p>  <p><a href="#">Mailing Address</a> <a href="#">Email</a> <a href="#">Phones</a></p>
5	<p>Click on the <a href="#">Mailing Address</a> link.</p> <p>Enter the <b>current</b> mailing address in the <b>Address 1</b> field. . Enter the City, County, and State in the appropriate fields. Click on the  to view valid State Codes.</p> <p><i>Postal Address Page, accessed by clicking on the Mailing Address link on the Applicant Data Page -- Address Tab.</i></p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Applicant Data</a></p> <p><b>Postal Address</b></p> 

Continued on next page

# Hire Processing

## Enter/Verify Applicant Data, Continued

**Procedure  
(cont'd)**


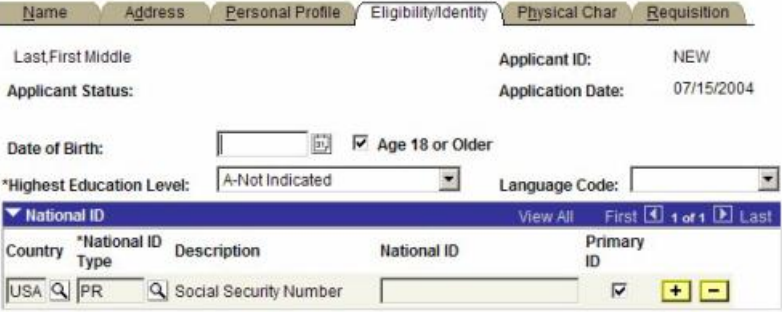
Step	Action
6	Click <b>OK</b> . The Postal (Mailing) Address Page will close and you will be returned to the Address Tab of the Applicant Data page.
7	<p>Click the <b>Email</b> link. The Applicant E-Mail Address page will display.</p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Applicant Data</a></p> <p><b>Email Addresses</b></p>  <p>Enter any available e-mail address information, per the instructions in the Employee Marital Status, Address, Phone and E-Mail Change topic.</p>
8	Click <b>OK</b> . The E-Mail Address Page will close and you will be returned to the Address Tab of the Applicant Data page.
9	<p>Click the Phones link. The Applicant Phones page will display.</p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Applicant Data</a></p> <p>Last,First Middle                      Applicant ID:                      NEW Applicant Status:                      Application Date:                      07/15/2004</p>  <p>Enter any available phone number information, per the instructions in the Employee Marital Status, Address, Phone and E-Mail Change topic.</p>
10	Click <b>OK</b> . The Applicant Phones page will close and you will be returned to the Address Tab of the Applicant Data page.

*Continued on next page*

# Hire Processing

## Enter/Verify Applicant Data, Continued

### Procedure (cont'd)

Step	Action										
<p><b>11</b></p>	<p>Click on the <b>Personal Profile</b> tab.</p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; Applicant Data</p>  <p>a. Click the <b>Gender</b> list box. <b>Unknown</b>. Select Male or Female.</p> <p>b. Select Marital Status list box <b>*Marital Status: Single</b> and select the correct status from the drop-down menu.</p> <p>c. <i>Source, Employee Referral ID</i> and <i>Specific Referral Source</i> are optional fields. They can be left blank. The information can be entered if it is available.</p>										
<p><b>12</b></p>	<p>Click the <b>Eligibility/Identity</b> tab.</p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; Applicant Data</p>  <table border="1"> <thead> <tr> <th>Country</th> <th>*National ID Type</th> <th>Description</th> <th>National ID</th> <th>Primary ID</th> </tr> </thead> <tbody> <tr> <td>USA</td> <td>PR</td> <td>Social Security Number</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Country	*National ID Type	Description	National ID	Primary ID	USA	PR	Social Security Number		<input checked="" type="checkbox"/>
Country	*National ID Type	Description	National ID	Primary ID							
USA	PR	Social Security Number		<input checked="" type="checkbox"/>							

*Continued on next page*

# Hire Processing

## Enter/Verify Applicant Data, Continued

**Procedure  
(cont'd)**


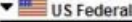
Step	Action													
13	<p>a. Enter the member's <b>Date of Birth</b> <input type="text"/> </p> <p>b. Put a Check in the block <input checked="" type="checkbox"/> <b>Age 18 or Older</b> if the member is age 18 or older.</p> <p>c. Enter the member's <b>Education Level at time of entry into the service.</b> <input type="text" value="A-Not Indicated"/> (Select from drop-down menu).</p> <p>d. Select the <b>Language Code</b> from the drop-down menu. (Note: This is the member's primary language, not an indicator of any foreign language skills.)</p> <p>e. In the <b>National ID</b> block enter the member's SSN. Ensure the <b>Primary ID</b> block has a check in it.</p> <div style="margin-left: 40px;"> <table style="border: none;"> <tr> <td style="border: none;">National ID</td> <td style="border: none; padding-left: 100px;">Primary ID</td> </tr> <tr> <td style="border: none;"><input type="text"/></td> <td style="border: none;"> <input checked="" type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/> </td> </tr> </table> </div> <p>f. Click on the  <b>USA</b> button. Enter the member's <b>Ethnic Group</b>, <b>Military Status</b>, and <b>Ethnic Category</b>. Make a selection from the drop-down menus. Ensure <b>Eligible to Work in U.S.</b> has a check mark in it.</p> <div style="margin-left: 40px; border: 1px solid black; padding: 5px; width: fit-content;"> <table style="border: none; width: 100%;"> <tr> <td style="border: none;">Ethnic Group:</td> <td style="border: none;"><input type="text" value="AS/BK/AA/NH/PI/Wh"/></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Military Status:</td> <td style="border: none;"><input type="text" value="Inactive Reserve"/></td> <td style="border: none;"><input checked="" type="checkbox"/> Eligible to Work in U.S.</td> </tr> <tr> <td style="border: none;">Ethnic Category:</td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"></td> </tr> </table> </div>	National ID	Primary ID	<input type="text"/>	<input checked="" type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/>	Ethnic Group:	<input type="text" value="AS/BK/AA/NH/PI/Wh"/>		Military Status:	<input type="text" value="Inactive Reserve"/>	<input checked="" type="checkbox"/> Eligible to Work in U.S.	Ethnic Category:	<input type="text"/>	
National ID	Primary ID													
<input type="text"/>	<input checked="" type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/>													
Ethnic Group:	<input type="text" value="AS/BK/AA/NH/PI/Wh"/>													
Military Status:	<input type="text" value="Inactive Reserve"/>	<input checked="" type="checkbox"/> Eligible to Work in U.S.												
Ethnic Category:	<input type="text"/>													

*Continued on next page*

# Hire Processing

## Enter/Verify Applicant Data, Continued

**Procedure  
(cont'd)**

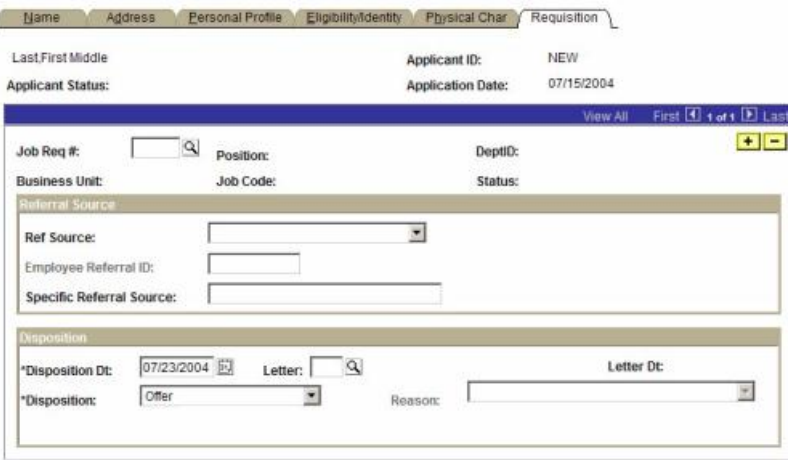

Step	Action
14	<p>Click on the  button. Enter the member's <b>Birth Location, Birth Country, and Birth State.</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p> US Federal</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Additional Birth Information</b></p> <p>Birth Location: <input style="width: 150px;" type="text"/></p> <p>Birth Country: <input style="width: 150px;" type="text"/></p> <p>Birth State: <input style="width: 150px;" type="text"/></p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>Veterans Information</b></p> <p>Veterans Preference: <input type="text" value="None"/> <input type="checkbox"/> Military Service Verified: <input type="checkbox"/></p> <p>Veterans Status: <input style="width: 100px;" type="text"/> Notify Military Pay Center: <input type="checkbox"/></p> <p>Reserve Category: <input style="width: 100px;" type="text"/> Veterans Preference RIF: <input type="checkbox"/></p> <p>Uniformed Service: <input style="width: 100px;" type="text"/> <b>Disabled Veteran</b>: <input type="checkbox"/></p> <p>Military Separation Status: <input style="width: 100px;" type="text"/> Military Grade: <input style="width: 50px;" type="text"/></p> <p>Military Service Start Date: <input style="width: 80px;" type="text"/> Military Service End Date: <input style="width: 80px;" type="text"/> Creditable Military Service: <input type="checkbox"/></p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>Other Information</b></p> <p>Disability Code: <input style="width: 30px;" type="text" value="05"/> <input type="button" value="Q"/></p> </div> </div> <p>The <i>Veterans Information</i> and <i>Other Information</i> fields should be left blank or at their default values.</p>
15	<p>Click on the <b>Physical Char</b> tab. Enter the member's <b>Height, Weight, Frame Size, Hair Color and Eye Color.</b></p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Applicant Data</a></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"> <span style="border: 1px solid black; padding: 2px;">Name</span> <span style="border: 1px solid black; padding: 2px;">Address</span> <span style="border: 1px solid black; padding: 2px;">Personal Profile</span> <span style="border: 1px solid black; padding: 2px;">Eligibility/Identity</span> <span style="border: 1px solid black; padding: 2px; background-color: #e0e0e0;">Physical Char</span> <span style="border: 1px solid black; padding: 2px;">Requisition</span> </p> <p>Last,First Middle <span style="float: right;">Applicant ID: NEW</span></p> <p>Applicant Status: <span style="float: right;">Application Date: 07/15/2004</span></p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Height: <input style="width: 50px;" type="text"/> Weight: <input style="width: 50px;" type="text"/> Frame Size: <input style="width: 100px;" type="text"/></p> <p>Hair Color: <input style="width: 100px;" type="text"/> Eye Color: <input style="width: 100px;" type="text"/> <input type="checkbox"/> Colorblindness</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Overweight <input type="checkbox"/> Weight Date: <input style="width: 80px;" type="text"/> Weight Over: <input type="checkbox"/></p> </div> </div>

*Continued on next page*

# Hire Processing

## Enter/Verify Applicant Data, Continued

### Procedure (cont'd)

Step	Action
15	<p>Click on the <b>Requisition</b> tab.</p>  <p>a. Enter the Job Req# - Examples: 132673 or 133156 for recruit training, 133044 for officer candidate (regular OCS), <b>135274</b> for officer candidate <b>(ROCI)</b>, or click on the <input type="text"/> <input type="button" value="Magnifying glass"/> Magnifying glass.</p> <p>b. Enter the member's position number</p> <p>c. Click <input type="button" value="Lookup"/>. A Results screen will appear as below:</p>  <p>d. <b>Once you click on the line item, the Job Req# will be auto-filled.</b></p> <p>e. The Referral Source and Disposition sections of this tab should be left blank or at their default values.</p>



*Continued on next page*



# Hire Processing

## Enter/Verify Applicant Data, Continued

### Procedure (cont'd)

Step	Action
15	<p>Note: If a search for the Job Requisition number returns "No Matching Values Found", you can create a requisition number. Procedures can be found in the <a href="#">Create a Job Requisition on page 2-A-5 of this guide</a>.</p> <p> The Job Code field will default to the code associated with the position number the member is initially assigned to. For most Reserve accessions, the Job Code will be <i>4105096-Seaman</i>, as most Reservists are assigned to "<i>unbudgeted reserve positions</i>", which are all E3s.</p> <p>Be sure to change the default code, if necessary, on the <b>Career Information</b> tab of the <a href="#">Contract Data</a> page. Accessions processed with the incorrect Job Code can only be corrected by PPC.</p>
16	<p>Click the  button. You have completed the Applicant Data Section of the Accession.</p> <p>Note: You may receive a <b>warning</b> message informing you that a member with the same name already exists in the system. You may dismiss the message, by clicking OK, if you are confident you are not entering a duplicate. If you're not sure, click the Cancel button (which will return you to the Applicant Data page), and use the <b>New Window</b> link to search the system and find the record with the same name. Then compare the records to ensure you are not adding the same member twice.</p>

# Hire Processing

## Enter Applicant Identification Data

**Introduction** This section provides procedures for using PeopleSoft to record an applicant's citizenship status.

**Before You Begin** If a member is a nonresident alien (defined as a citizen of a foreign country who has not applied for U. S. Citizenship) a tax information transaction must be submitted showing that the member is a resident alien (defined as a member who has applied for U. S. Citizenship) prior to submitting a citizenship status change.

**Menu Path** Select the following menu items to begin this transaction:  
[Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > **Identification Data**

1. Enter the applicant in Find an Existing Value page.
2. Click the search button to continue.

**Data Entry** The Citizenship/Passport page will display.

- This page does not have an effective date; it is not necessary to insert a new row before entering the citizenship status.
- The Passport Information section of the page is not used in this procedure. However, you may enter the Passport data (number, dates, etc. ) if available.



The screenshot shows the 'Citizenship/Passport' page in PeopleSoft. The breadcrumb trail is 'Home > Administer Workforce > Administer Workforce (GBL) > Use > Identification Data'. The page title is 'Citizenship/Passport'. The 'Country' field is set to 'USA' and 'United States'. The 'Citizenship Status' field is set to '3' and 'Alien Permanent'. A red circle highlights the 'Citizenship Status' field. A red callout box points to the 'Country' field with the text: 'The Country field should be changed to reflect the country of citizenship/birth'. A blue callout box points to the 'Look up Citizenship Status' dialog box, which shows a search for 'USA' and lists results: 'Naturalized', 'Alien Permanent', 'Alien Temporary', and 'Not Indicated'. The 'Look up Citizenship Status' dialog box has buttons for 'Look up', 'Clear', 'Cancel', and 'Basic'. The main page has buttons for 'Save' and 'Return to Search'.

*Continued on next page*

## Hire Processing

### Enter Applicant Identification Data, Continued

**Procedure  
(cont'd)**

Step	Action																		
1	Click the lookup icon [  Country field to display a list of valid country codes. Select the country of the member's birth.																		
2	Click the lookup icon [  Citizenship Status field to display a list of valid entries.																		
3	Select the correct status from the list. <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: left;">Status Description</th> <th style="text-align: left;">Use When Member is a</th> </tr> </thead> <tbody> <tr> <td>Native</td> <td>Native U. S. Citizen</td> </tr> <tr> <td>Naturalized</td> <td>Naturalized U. S. Citizen</td> </tr> <tr> <td>Alien Permanent</td> <td>Resident Alien</td> </tr> <tr> <td>Alien Temporary</td> <td>Non-resident Alien</td> </tr> </tbody> </table>	Status Description	Use When Member is a	Native	Native U. S. Citizen	Naturalized	Naturalized U. S. Citizen	Alien Permanent	Resident Alien	Alien Temporary	Non-resident Alien								
Status Description	Use When Member is a																		
Native	Native U. S. Citizen																		
Naturalized	Naturalized U. S. Citizen																		
Alien Permanent	Resident Alien																		
Alien Temporary	Non-resident Alien																		
4	Enter Official Passport Information if available: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: left;">Field</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>Passport Number</td> <td>The number of the passport. Only passport numbers starting with the number 6, 8 and 9 will be entered in Direct Access. DO NOT enter tourist passport information into Direct Access</td> </tr> <tr> <td>Issue Date</td> <td>Date the passport was issued</td> </tr> <tr> <td>Expiration Date</td> <td>Date the passport expires</td> </tr> <tr> <td>County</td> <td>County the passport is issued by (defaults to USA).</td> </tr> <tr> <td>State</td> <td>Enter <b>DC</b> (District of Columbia. All official and diplomatic passports are processed in the District of Columbia.</td> </tr> <tr> <td>City</td> <td>Enter Washington.</td> </tr> <tr> <td>Authority</td> <td>Enter MBR (member), DEP (dependent) or CIV (Civilian employees).</td> </tr> <tr> <td>Comment</td> <td>Comments. Only indicate dependent's name in the comment block.</td> </tr> </tbody> </table>	Field	Description	Passport Number	The number of the passport. Only passport numbers starting with the number 6, 8 and 9 will be entered in Direct Access. DO NOT enter tourist passport information into Direct Access	Issue Date	Date the passport was issued	Expiration Date	Date the passport expires	County	County the passport is issued by (defaults to USA).	State	Enter <b>DC</b> (District of Columbia. All official and diplomatic passports are processed in the District of Columbia.	City	Enter Washington.	Authority	Enter MBR (member), DEP (dependent) or CIV (Civilian employees).	Comment	Comments. Only indicate dependent's name in the comment block.
Field	Description																		
Passport Number	The number of the passport. Only passport numbers starting with the number 6, 8 and 9 will be entered in Direct Access. DO NOT enter tourist passport information into Direct Access																		
Issue Date	Date the passport was issued																		
Expiration Date	Date the passport expires																		
County	County the passport is issued by (defaults to USA).																		
State	Enter <b>DC</b> (District of Columbia. All official and diplomatic passports are processed in the District of Columbia.																		
City	Enter Washington.																		
Authority	Enter MBR (member), DEP (dependent) or CIV (Civilian employees).																		
Comment	Comments. Only indicate dependent's name in the comment block.																		
5	Click the Save button. The Applicant Identification Data entry is now complete.																		

# Hire Processing

---

## Enter Education Data

---

**Introduction** This section provides the procedures required for entering an applicant's degree information in the system. This includes the level of education, type of degree/major, average grade, date acquired and major code.

---

**Reference** Refer to the following directives for additional information about recording degree and education information.

- [Training and Education Manual \(Chap 4\), COMDTINST M1500.10\(series\)](#)
- [Personnel and Pay Procedures Manual \(4-C-2\), PPCINST M1000.2\(series\)](#)

---

**Process** Information about an applicant's education and degree(s) should be included in the package received from the recruiting office.

---

**Procedure** Follow the steps below to access, enter and/or modify Education/Degree.

---

Step	Action
<b>1. Menu sequence</b>	Select menu items in the following order. <a href="#">Home</a> > <a href="#">Develop Workforce</a> > <a href="#">Recruit Workforce (GBL)</a> > <a href="#">Use &gt; Education</a>
<b>2. Locate Member</b>	Enter the Applicant ID





---

*Continued on next page*

# Hire Processing

## Enter Education Data, Continued

Procedure (cont'd)

Step	Action
<b>3. Enter, update, or view the appropriate fields</b>	The Education page will display. Click on the <b>Professional Ed. and Training</b> tab to record/update degree(s). The Professional Ed. and Training tab will display. If you are entering the data as part of an accession, the page will open with a blank row displayed. You may enter data in this row. If you are entering additional degrees or viewing existing results the page will display the row of data. You can view the remaining rows by clicking on the links at the top of the table. 
<b>4. Data Entry</b>	If a blank row is not displayed, click  to insert an additional row.
Field	Description/Instructions
<b>Country</b>	Defaults to USA. To change, click on  and enter search criteria in the Lookup Country search dialog box. Valid values are pre-defined in the Table.
<b>*Degree</b> (completion of this field is required)	Enter the Degree <b>and</b> Major (Example: MEE for Masters in Electrical Engineering) or select it from a listing that will be displayed by clicking on  and performing a Lookup in the Degree Table search dialog box. From the Search Results list, you can choose a specific row of data. A single click on any column in that row will take you back to the Education page with the Degree Field filled in.
<b>Date Acquired</b>	Enter the date the degree was acquired.
<b>Average Grade</b>	Enter the Grade Point Average (optional).

*Continued on next page*



# Hire Processing

---

## Enter Education Data, Continued

---

Procedure (cont'd) (continued)

Step	Action
Field	Description/Instructions
<b>Graduated</b>	Click this checkbox on to show the employee has graduated.
<b>Major Code</b>	Enter a Major Code or select it from a listing that will be displayed by clicking on  and entering search criteria in the Major Code search dialog box. Valid values are pre-defined in the Table.
<b>Major</b>	Display only. If Major Code is entered will display Major.
<b>School Code</b>	Not applicable
<b>School</b>	Not applicable
<b>Educator</b>	Not applicable
<b>State</b>	Not applicable
<b>Minority Institution</b>	Not applicable
<b>5. Save</b>	Click  at the bottom of the page to save your work Carefully review the data you have entered before saving this transaction. Be absolutely sure all that all the data is correct and that you have not made any typographical errors. Be sure you entered the correct applicant ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help.

---

# Hire Processing

---

## Enter Test Results

---

**Introduction** This section provides procedures for entering an applicant's AFQT and ASVAB scores in the system.

---

**Reference** Refer to the following directives for additional information about recording ASVAB information.

- [Personnel and Pay Procedures Manual \(Chap 4\), PPCINST M1000.2\(series\)](#)
- [Training and Education Manual \(Chap 4\), COMDTINST M1500.10\(series\)](#)
- [COMDT COGARD WASHINGTON DC//G-W// R 252132Z JUN 04/ALCOAST 318-04](#)

---

**Process** An enlisted member's test results are entered into PeopleSoft as part of the accession process. A member may retake portions of the ASVAB to improve his or her score. The unit may enter re-test results or forward them to the servicing personnel office (SPO) if the unit has limited administrative capabilities.

**Do not enter Coast Guard Institute correspondence courses here.**

Correspondence course completion data is loaded into the system automatically. Manually entering correspondence course completions will result in duplicate entries.

**Do not change, add or remove SWE scores.** The standard score is stored elsewhere in the system, changing SWE scores in the Test Results page will only change what the member sees, not the Final Multiple.




---

*Continued on next page*

# Hire Processing

## Enter Test Results, Continued

**Procedure** Follow the steps below to view, enter and/or modify test results.

Step	Action
<b>1. Menu sequence</b>	Select menu items in the following order. <a href="#">Home</a> > <a href="#">Develop Workforce</a> > <a href="#">Recruit Workforce</a> > <a href="#">Use</a> > <b>Test Results</b>
<b>2. Locate Member</b>	Enter the Applicant ID and press the  button.
<b>3. Enter, update, or view the appropriate fields</b>	The Test Results page displays. If you are entering the data as part of an accession, the page will open with a blank row displayed. You may enter data in this row. If you are entering re-test results or viewing existing results the page will display the first eight rows of data. You can view the remaining rows by clicking on the links at the top of the table. 
<b>4. Data Entry</b>	If a blank row is not displayed, click  to insert an additional row of test result information.  <b>Note</b> – For a retest of an ASVAB/AFQT, <u>do not add an additional row</u> . Locate the previous entry, delete the existing date and score, type in the new score and the date of the retest. To work properly with the Training Administration System (TAS) a new row for a retest must not be inserted. Six months must elapse from the previous test score before a member can retest the entire ASVAB/AFQT or individual sub tests. Retest scores take precedence over scores previously entered, even if the retest scores are lower than the scores previously entered.  <b><u>Do not enter Coast Guard Institute correspondence courses here.</u></b> Correspondence course completion data is loaded into the system automatically. Manually entering correspondence course completions will result in duplicate entries.



*Continued on next page*



# Hire Processing

## Enter Test Results, Continued

### Procedure (cont'd)


Step	Action
Field	Description/Instructions
<b>*Test</b> (completion of this field is required)	<ol style="list-style-type: none"><li>1. Click on the  icon of the blank row to display the Lookup search page.</li><li>2. Click <b>Lookup</b> to display test names.</li><li>3. From the Search Results list, you can choose a specific row of data. A single click on any column in that row will take you back to the Test Results page with the Test Name filled in.</li></ol>
<b>Test Date</b> (completion of this field is required)	Enter the Date the Test or retest was taken. Click the  icon to open a calendar and choose the date. The Test Date is a required field.  If you are viewing existing data: <ul style="list-style-type: none"><li>• The date 01/01/1951 will appear if the test date was not available when the data was originally loaded into the system.</li><li>• 07/01/2004 will be listed if the score was updated per ALCOAST 318/04; ASVAB Renorming</li></ul>
<b>Score</b> (completion of this field is required)	Enter the score of the Test that was taken.
<b>Passed</b>	Click this checkbox to indicate "Passed".

*Continued on next page*

# Hire Processing

## Enter Test Results, Continued

**Procedure** Follow the steps below to view, enter and/or modify test results.

Step	Action
<b>Note</b> (completion of this field is required when entering ASVAB test scores)	Enter the version of the test that was taken In the <b>Note</b> field (e. g. "17A").
<b>5. Save</b>	Click the  button to save you work.  Carefully review the data you have entered before saving this transaction. Be absolutely sure all that all the data is correct and that you have not made any typographical errors. Be sure you entered the correct applicant ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help.

Test Results							View All	First	1-8 of 10	Last
*Test	Descr	Test Date	Score	Passed	Note					
AFQT	Armed Forces Qual Test	07/01/2004	41.00	<input checked="" type="checkbox"/>	17B					
ASVAB_AR	Arithmetic Reasoning	12/18/2002	50.00	<input checked="" type="checkbox"/>	17A					
ASVAB_AS	Auto & Shop Information	07/01/2004	60.00	<input checked="" type="checkbox"/>	17B					
ASVAB_EI	Electronics Information	07/01/2004	59.00	<input checked="" type="checkbox"/>	17B					
ASVAB_GS	General Science	12/18/2002	47.00	<input checked="" type="checkbox"/>	17A					
ASVAB_MC	Mechanical Comprehension	07/01/2004	66.00	<input checked="" type="checkbox"/>	17B					
ASVAB_MK	Mathematics Knowledge	07/01/2004	46.00	<input checked="" type="checkbox"/>	17B					
ASVAB_PC	Paragraph Comprehension	12/18/2002	56.00	<input checked="" type="checkbox"/>	17A					

# Hire Processing

---

## Enter Applicant Contract Data

---

**Introduction** This section provides the procedure for entering Applicant Contract Data. The source of information for this page will be an enlisted member's Enlistment Contract (DD/4-1) or an officer's Oath of Office (CG-9556). You will also need any DD-214's issued for members with prior service.

---

**Submit a Request for Statement of Creditable Service for All Personnel Claiming Prior Service** A Statement of Creditable Service (SOCS) request must be sent to PPC (SES) whenever a member with prior service is accessed into the Coast Guard or Coast Guard Reserve. Prior service data is entered by the SPO as part of the accession process. [Page 5-C-5 of the Personnel and Pay Procedures Manual, PPCINST M1000.2a](#) provides the procedure and lists other times when a SOCS request must be submitted. Also see <http://www.uscg.mil/ppc/ses/socs.asp> for more information on submitting a SOCS/SOCSS request.

---

**Delayed Enlistment Program** Per section 2.B.4, Coast Guard Pay Manual, COMDTINST M7220.29(series), service in the Delayed Enlistment Program (DEP) is not creditable for pay purposes unless the member performs active duty or inactive duty for training prior to attending training. Therefore, when completing service date entries for a member with DEP time, only the **Military Entry Date** and **Date Completed Military Obligation** (normally 8-years after the Military Entry Date) need to be adjusted to reflect the date the member entered into a DEP contact. The Pay Base Date, Active Duty Base Date, Effective Date for Pay & Allowances, etc. should all be completed with the date the member began the current active duty period (e.g. Date member began travel to report for basic training).

---

*Continued on next page*

# Hire Processing

## Enter Applicant Contract Data, Continued

### Rehires

If you are completing this page in connection with a Rehire of a Former Member you can obtain much of the information necessary to complete Steps 4 (the Service Information tab) and 5 (the Prior Service tab) from the member's current record. Go to:

[Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > **Contract Data**

Enter the Employee ID and click the search button. Click the **Service Dates** tab and the **'Prior Svc Info'** button.

### Printing Contracts

You cannot print a contract for an accession. It is assumed that the new member would be arriving from the recruiting office/MEPS with a contract already signed. There is no need to print the contract from the system. However, in the case of a rehire, you may need to produce a contract for the member and enlisting officer to sign. For this reason a PDF (Adobe Acrobat/Forms) version of the form is available - [DD-4 \(http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0004.pdf\)](http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0004.pdf).

### Procedure

Follow these steps to enter Applicant Contract Data:

Step	Action
1	<p>From the Applicant Data page, click on the <b>Use</b> link at the top of the screen. At the menu screen select <b>Applicant Contract Data</b> or, from the home menu, select:</p> <p>Develop Workforce &gt; Recruit Workforce (GBL) &gt; Use &gt; <b>Applicant Contract Data</b></p> <p>Enter the Applicant ID and click the search button.</p>
2	<p>The Applicant Contract Data page will open. The first tab, <b>Contract Status/Content</b> should be displayed (click on the tab to open it if necessary). For most initial enlistments/officer accessions you will only need to set the <b>Contact Number (0001</b> for first accession) and <b>Contract Begin Date</b> field. The Contact Begin Date defaults to the current date. Change it to the date the member enlisted or signed the acceptance of the oath office.</p>

*Continued on next page*

# Hire Processing

## Enter Applicant Contract Data, Continued

Procedure (continued)

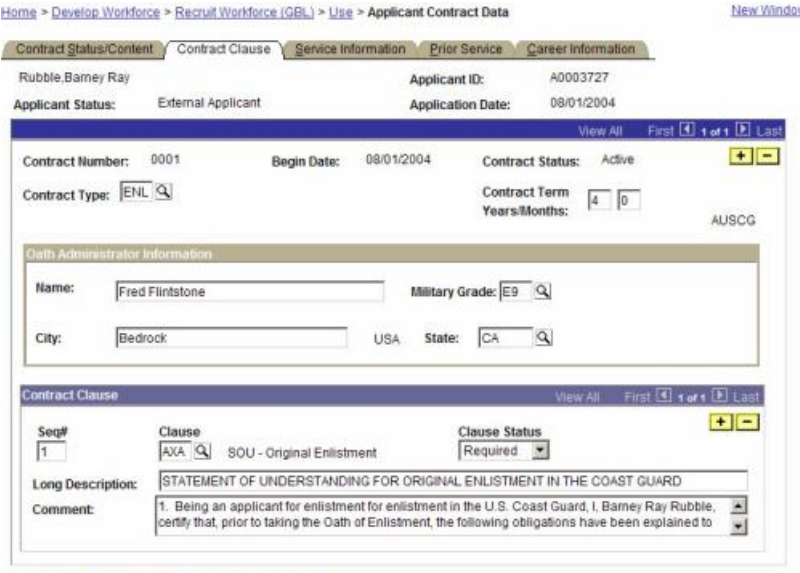
Step	Action														
2	<div style="border: 1px solid black; padding: 5px;"> <p style="font-size: small; margin: 0;">Home &gt; Develop Workforce &gt; Recruit Workforce (GBL) &gt; Use &gt; Applicant Contract Data <span style="float: right;"><a href="#">New Y</a></span></p> <p style="font-size: small; margin: 0;">Contract Status/Content    Contract Clause    Service Information    Prior Service    Career Information</p> <p style="font-size: small; margin: 0;">Flintsonte, Fred William    Applicant ID: A0003722</p> <p style="font-size: small; margin: 0;">Applicant Status: External Applicant    2000957    Application Date: 07/01/2004</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="font-size: x-small; margin: 0; text-align: right;">View All    First    1 of 1    Last</p> <p style="font-size: small; margin: 0;">*Contract Number: <input type="text" value="0001"/>    *Contract Status: <input type="text" value="Active"/> <span style="float: right;">+ -</span></p> <p style="font-size: small; margin: 0;">Contract Begin Date: <input type="text" value="07/01/2004"/>    Contract Expected End Date: <input type="text" value="06/30/2008"/></p> <p style="font-size: small; margin: 0;">Contract End Date: <input type="text"/>    *Regulatory Region: <input type="text" value="USA"/> <span style="float: right;">+</span></p> <p style="font-size: small; margin: 0;">Contract Template ID: <input type="text"/> <span style="float: right;">+</span></p> <p style="font-size: small; margin: 0;"><input type="checkbox"/> Additional Contract    <input type="checkbox"/> More than one year expected</p> <p style="font-size: small; margin: 0;">Comment: <input type="text"/></p> <p style="font-size: small; margin: 0;">Contract Content: <input style="width: 100%;" type="text"/></p> <p style="font-size: x-small; margin: 0; text-align: center;"> <span>Save</span>    <span>Return to Search</span>    <span>Previous Tab</span>    <span>Next Tab</span> </p> <p style="font-size: x-small; margin: 0; text-align: center;"> <a href="#">Contract Status/Content</a>   <a href="#">Contract Clause</a>   <a href="#">Service Information</a>   <a href="#">Prior Service</a>   <a href="#">Career Information</a> </p> <p style="text-align: right; font-size: small; margin: 0;"><a href="#">Initialize Contract</a></p> </div> </div> <p style="margin-top: 10px;">Complete the fields as described below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%; text-align: left;">Field</th> <th style="text-align: left;">Description/Entry</th> </tr> </thead> <tbody> <tr> <td><b>Contract Number</b></td> <td>"0001" indicating first contract with the Coast Guard or Coast Guard Reserve. You must change the number if this is a rehire (View member's previous contract history in Admin Workforce &gt; Use &gt; Contract Data to determine next number)</td> </tr> <tr> <td><b>Contract Begin Date</b></td> <td>Enter the date of enlistment or date the oath of office is effective (commissioning date). <b>(Note this field will default to the current date, you will need to change it).</b>  Note: If the member has no prior service (including time in the Delayed Enlistment Program, which is not creditable service), the <a href="#">Pay Entry Base Date</a> must be equal to the <a href="#">Contract Begin Date</a>, <a href="#">Active Duty Base Date</a> and <a href="#">Effective Date Pay Allowance</a>. For an OCS accession, these dates should be set to the date the candidate, w/no prior service, enlisted.</td> </tr> <tr> <td><b>Contract End Date</b></td> <td>Leave blank (the expiration of enlistment/obligated service is entered on the Service Information tab)</td> </tr> <tr> <td><b>Contract Status</b></td> <td>Should be set to "Active" by default, change it to "Active" if it is not.</td> </tr> <tr> <td><b>Contract Expected End Date</b></td> <td>Leave blank (system will fill in after you complete the Service Information tab and save the contract data)</td> </tr> <tr> <td><b>Regulatory Region</b></td> <td>Should be set to "USA" by default, change it to "USA" if it is not.</td> </tr> </tbody> </table>	Field	Description/Entry	<b>Contract Number</b>	"0001" indicating first contract with the Coast Guard or Coast Guard Reserve. You must change the number if this is a rehire (View member's previous contract history in Admin Workforce > Use > Contract Data to determine next number)	<b>Contract Begin Date</b>	Enter the date of enlistment or date the oath of office is effective (commissioning date). <b>(Note this field will default to the current date, you will need to change it).</b>  Note: If the member has no prior service (including time in the Delayed Enlistment Program, which is not creditable service), the <a href="#">Pay Entry Base Date</a> must be equal to the <a href="#">Contract Begin Date</a> , <a href="#">Active Duty Base Date</a> and <a href="#">Effective Date Pay Allowance</a> . For an OCS accession, these dates should be set to the date the candidate, w/no prior service, enlisted.	<b>Contract End Date</b>	Leave blank (the expiration of enlistment/obligated service is entered on the Service Information tab)	<b>Contract Status</b>	Should be set to "Active" by default, change it to "Active" if it is not.	<b>Contract Expected End Date</b>	Leave blank (system will fill in after you complete the Service Information tab and save the contract data)	<b>Regulatory Region</b>	Should be set to "USA" by default, change it to "USA" if it is not.
Field	Description/Entry														
<b>Contract Number</b>	"0001" indicating first contract with the Coast Guard or Coast Guard Reserve. You must change the number if this is a rehire (View member's previous contract history in Admin Workforce > Use > Contract Data to determine next number)														
<b>Contract Begin Date</b>	Enter the date of enlistment or date the oath of office is effective (commissioning date). <b>(Note this field will default to the current date, you will need to change it).</b>  Note: If the member has no prior service (including time in the Delayed Enlistment Program, which is not creditable service), the <a href="#">Pay Entry Base Date</a> must be equal to the <a href="#">Contract Begin Date</a> , <a href="#">Active Duty Base Date</a> and <a href="#">Effective Date Pay Allowance</a> . For an OCS accession, these dates should be set to the date the candidate, w/no prior service, enlisted.														
<b>Contract End Date</b>	Leave blank (the expiration of enlistment/obligated service is entered on the Service Information tab)														
<b>Contract Status</b>	Should be set to "Active" by default, change it to "Active" if it is not.														
<b>Contract Expected End Date</b>	Leave blank (system will fill in after you complete the Service Information tab and save the contract data)														
<b>Regulatory Region</b>	Should be set to "USA" by default, change it to "USA" if it is not.														

*Continued on next page*

# Hire Processing

## Enter Applicant Contract Data, Continued

Procedure (continued)













Step	Action												
2	<p>(Continued)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Field</th> <th>Description/Entry</th> </tr> </thead> <tbody> <tr> <td><b>Contact Template ID</b></td> <td>Not used. Leave blank.</td> </tr> <tr> <td><b>Addition Contract Checkbox</b></td> <td>Not used. Leave blank.</td> </tr> <tr> <td><b>More than one year Expected Checkbox</b></td> <td>Not used. Leave blank.</td> </tr> <tr> <td><b>Comment</b></td> <td>Not used. Leave blank.</td> </tr> <tr> <td><b>Contract Content</b></td> <td>Not used. Leave blank.</td> </tr> </tbody> </table>	Field	Description/Entry	<b>Contact Template ID</b>	Not used. Leave blank.	<b>Addition Contract Checkbox</b>	Not used. Leave blank.	<b>More than one year Expected Checkbox</b>	Not used. Leave blank.	<b>Comment</b>	Not used. Leave blank.	<b>Contract Content</b>	Not used. Leave blank.
Field	Description/Entry												
<b>Contact Template ID</b>	Not used. Leave blank.												
<b>Addition Contract Checkbox</b>	Not used. Leave blank.												
<b>More than one year Expected Checkbox</b>	Not used. Leave blank.												
<b>Comment</b>	Not used. Leave blank.												
<b>Contract Content</b>	Not used. Leave blank.												
3	<p>Click on the <b>Contract Clause</b> Tab.</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> <li><b>Navigation:</b> Home &gt; Develop Workforce &gt; Recruit Workforce (GBL) &gt; Use &gt; Applicant Contract Data</li> <li><b>Tabs:</b> Contract Status/Content, <b>Contract Clause</b>, Service Information, Prior Service, Career Information</li> <li><b>Applicant Info:</b> Rubble, Barney Ray; Applicant ID: A0003727; Application Date: 08/01/2004; Status: External Applicant</li> <li><b>Contract Info:</b> Contract Number: 0001; Begin Date: 08/01/2004; Contract Status: Active; Contract Type: EHL; Contract Term: 4 Years, 0 Months; AUSCG</li> <li><b>Oath Administrator Information:</b> Name: Fred Flintstone; Military Grade: E9; City: Bedrock; USA; State: CA</li> <li><b>Contract Clause Table:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Seq#</th> <th>Clause</th> <th>Clause Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>AXA - SOU - Original Enlistment</td> <td>Required</td> </tr> </tbody> </table> </li> <li><b>Long Description:</b> STATEMENT OF UNDERSTANDING FOR ORIGINAL ENLISTMENT IN THE COAST GUARD</li> <li><b>Comment:</b> 1. Being an applicant for enlistment for enlistment in the U.S. Coast Guard, I, Barney Ray Rubble, certify that, prior to taking the Oath of Enlistment, the following obligations have been explained to</li> </ul>	Seq#	Clause	Clause Status	1	AXA - SOU - Original Enlistment	Required						
Seq#	Clause	Clause Status											
1	AXA - SOU - Original Enlistment	Required											

*Continued on next page*

# Hire Processing

## Enter Applicant Contract Data, Continued

Procedure (continued)

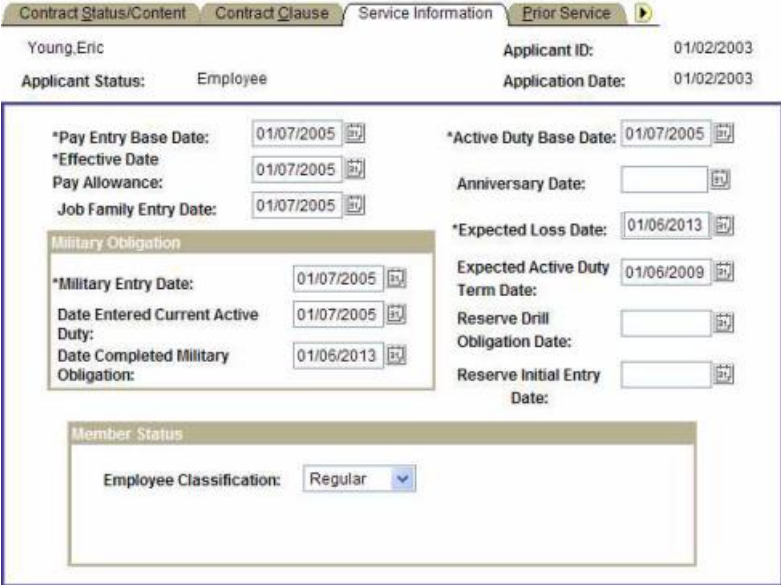
Step	Action																
3	<p>Complete the following fields:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Contract Type</b></td> <td>Based on the Job Requisition number used in the applicant data section this will default to "ENL" for an enlistment or "COM" for an officer accession. Click the  icon to lookup valid codes if necessary. Prompt Button will display a list of valid values.</td> </tr> <tr> <td><b>Contract Term Years/ Months</b></td> <td>Enter the number of years of the Contract (Months are not used). For initial accessions into the Coast Guard Reserve, including OCS candidates with no prior service the term is 8 years and 0 months. DCO - 30 year's commissioned service or 1st day of the month following member's 60th birthday whichever is first.</td> </tr> <tr> <td><b>Oath Administrator Information</b></td> <td>Enter the Oath Administrators Name and Grade, and the City and State the Oath was given.</td> </tr> <tr> <td><b>Seq #</b></td> <td>Pre-filled. Specifies the order in which contract clauses will be listed. 1 will be the first, 2 will be second, etc.</td> </tr> <tr> <td><b>Clause</b></td> <td> <p>Click the  icon to lookup valid codes if necessary. Use "AX" for the clause type when searching.</p> <p><b>Lookup Clause</b></p> <p>Search By: <input type="text" value="Contract Clause"/></p> <p>Contract Clause: <input type="text" value="AX"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Cancel"/> <a href="#">Advanced Lookup</a></p> <p><b>Search Results</b></p> <p>Select the applicable Statement of Understanding agreement from the search results</p> </td> </tr> <tr> <td><b>Clause Status</b></td> <td>If Clause field is used click drop-down and enter Required.</td> </tr> <tr> <td><b>Long Description</b></td> <td>If Clause field is used this is pre-filled.</td> </tr> <tr> <td style="text-align: center;"> </td> <td>Use the Add/Remove buttons to add or remove contract clauses as necessary.</td> </tr> </table>	<b>Contract Type</b>	Based on the Job Requisition number used in the applicant data section this will default to "ENL" for an enlistment or "COM" for an officer accession. Click the  icon to lookup valid codes if necessary. Prompt Button will display a list of valid values.	<b>Contract Term Years/ Months</b>	Enter the number of years of the Contract (Months are not used). For initial accessions into the Coast Guard Reserve, including OCS candidates with no prior service the term is 8 years and 0 months. DCO - 30 year's commissioned service or 1st day of the month following member's 60th birthday whichever is first.	<b>Oath Administrator Information</b>	Enter the Oath Administrators Name and Grade, and the City and State the Oath was given.	<b>Seq #</b>	Pre-filled. Specifies the order in which contract clauses will be listed. 1 will be the first, 2 will be second, etc.	<b>Clause</b>	<p>Click the  icon to lookup valid codes if necessary. Use "AX" for the clause type when searching.</p> <p><b>Lookup Clause</b></p> <p>Search By: <input type="text" value="Contract Clause"/></p> <p>Contract Clause: <input type="text" value="AX"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Cancel"/> <a href="#">Advanced Lookup</a></p> <p><b>Search Results</b></p> <p>Select the applicable Statement of Understanding agreement from the search results</p>	<b>Clause Status</b>	If Clause field is used click drop-down and enter Required.	<b>Long Description</b>	If Clause field is used this is pre-filled.	 	Use the Add/Remove buttons to add or remove contract clauses as necessary.
<b>Contract Type</b>	Based on the Job Requisition number used in the applicant data section this will default to "ENL" for an enlistment or "COM" for an officer accession. Click the  icon to lookup valid codes if necessary. Prompt Button will display a list of valid values.																
<b>Contract Term Years/ Months</b>	Enter the number of years of the Contract (Months are not used). For initial accessions into the Coast Guard Reserve, including OCS candidates with no prior service the term is 8 years and 0 months. DCO - 30 year's commissioned service or 1st day of the month following member's 60th birthday whichever is first.																
<b>Oath Administrator Information</b>	Enter the Oath Administrators Name and Grade, and the City and State the Oath was given.																
<b>Seq #</b>	Pre-filled. Specifies the order in which contract clauses will be listed. 1 will be the first, 2 will be second, etc.																
<b>Clause</b>	<p>Click the  icon to lookup valid codes if necessary. Use "AX" for the clause type when searching.</p> <p><b>Lookup Clause</b></p> <p>Search By: <input type="text" value="Contract Clause"/></p> <p>Contract Clause: <input type="text" value="AX"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Cancel"/> <a href="#">Advanced Lookup</a></p> <p><b>Search Results</b></p> <p>Select the applicable Statement of Understanding agreement from the search results</p>																
<b>Clause Status</b>	If Clause field is used click drop-down and enter Required.																
<b>Long Description</b>	If Clause field is used this is pre-filled.																
 	Use the Add/Remove buttons to add or remove contract clauses as necessary.																

*Continued on next page*

# Hire Processing

## Enter Applicant Contract Data, Continued

Procedure (continued)

Step	Action		
4	<p>Click on the Service Information tab.</p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Applicant Contract Data</a> <a href="#">New Window</a></p>  <p>Complete the fields as described below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;"><b>Pay Entry Base Date</b></td> <td> <p>If the member has no prior service, enter date of enlistment/appointment.</p> <p>If the member has prior service, the Pay Entry Base Date will need to be constructed if there was a break in service. See Appendix (C) of the Personnel and Pay Procedures Manual.</p> <p><b>Note:</b> If the member has no prior service (including time in the Delayed Enlistment Program, which is not creditable service), the <u>Pay Entry Base Date</u> must be equal to the <u>Contract Begin Date</u>, <u>Active Duty Base Date</u> and <u>Effective Date Pay Allowance</u>. For an OCS accession, these dates should be set to the date the candidate, w/no prior service, enlisted.</p> </td> </tr> </table>	<b>Pay Entry Base Date</b>	<p>If the member has no prior service, enter date of enlistment/appointment.</p> <p>If the member has prior service, the Pay Entry Base Date will need to be constructed if there was a break in service. See Appendix (C) of the Personnel and Pay Procedures Manual.</p> <p><b>Note:</b> If the member has no prior service (including time in the Delayed Enlistment Program, which is not creditable service), the <u>Pay Entry Base Date</u> must be equal to the <u>Contract Begin Date</u>, <u>Active Duty Base Date</u> and <u>Effective Date Pay Allowance</u>. For an OCS accession, these dates should be set to the date the candidate, w/no prior service, enlisted.</p>
<b>Pay Entry Base Date</b>	<p>If the member has no prior service, enter date of enlistment/appointment.</p> <p>If the member has prior service, the Pay Entry Base Date will need to be constructed if there was a break in service. See Appendix (C) of the Personnel and Pay Procedures Manual.</p> <p><b>Note:</b> If the member has no prior service (including time in the Delayed Enlistment Program, which is not creditable service), the <u>Pay Entry Base Date</u> must be equal to the <u>Contract Begin Date</u>, <u>Active Duty Base Date</u> and <u>Effective Date Pay Allowance</u>. For an OCS accession, these dates should be set to the date the candidate, w/no prior service, enlisted.</p>		

*Continued on next page*



# Hire Processing

## Enter Applicant Contract Data, Continued

Procedure (continued)

Step	Action				
4	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; vertical-align: top;"><b>Effective Date for Pay Allowance</b></td> <td> <p>If the member has no prior service or a break in service, enter date of enlistment/appointment (<b><i>Contract Begin Date</i></b>).</p> <p>If the member is currently on active duty, this is the date the member entered the current active duty period without a break (carry date over from previous contract).</p> <p>Note: If the member has no prior service (including time in the Delayed Enlistment Program, which is not creditable service), the Effective Date for Pay Allowance must be equal to the Contact Begin Date, Pay Entry Base Date and Active Duty Base Date.</p> </td> </tr> <tr> <td style="vertical-align: top;"><b>Job Family Entry Date</b></td> <td> <p>The Job Family Entry Date field is used to record the member's effective date of rating. Normally, this will be the same as the date of accession if the member has no prior Coast Guard service or in the case of a reserve delayed enlistment the date of first day of active duty.</p> <p>The Job Family Entry Date field is used to record the member's effective date of rating (e. g. Date member <b>first</b> became a BM, GM, MK, etc.). For member's with no prior USCG or USCGR service, this will be the same date as their date of accession.</p> <p>If the member has prior USCG or USCGR service you must change the <b>Job Family Entry Date</b> to the date the member first began serving in the rating in which presently serving. This can be determined by accessing the member's contract data (Administer Workforce &gt; Administer Workforce (GBL) &gt; Use &gt; Contract Data). The Job Family Entry Date is shown on the Service Dates tab.</p> </td> </tr> </table>	<b>Effective Date for Pay Allowance</b>	<p>If the member has no prior service or a break in service, enter date of enlistment/appointment (<b><i>Contract Begin Date</i></b>).</p> <p>If the member is currently on active duty, this is the date the member entered the current active duty period without a break (carry date over from previous contract).</p> <p>Note: If the member has no prior service (including time in the Delayed Enlistment Program, which is not creditable service), the Effective Date for Pay Allowance must be equal to the Contact Begin Date, Pay Entry Base Date and Active Duty Base Date.</p>	<b>Job Family Entry Date</b>	<p>The Job Family Entry Date field is used to record the member's effective date of rating. Normally, this will be the same as the date of accession if the member has no prior Coast Guard service or in the case of a reserve delayed enlistment the date of first day of active duty.</p> <p>The Job Family Entry Date field is used to record the member's effective date of rating (e. g. Date member <b>first</b> became a BM, GM, MK, etc.). For member's with no prior USCG or USCGR service, this will be the same date as their date of accession.</p> <p>If the member has prior USCG or USCGR service you must change the <b>Job Family Entry Date</b> to the date the member first began serving in the rating in which presently serving. This can be determined by accessing the member's contract data (Administer Workforce &gt; Administer Workforce (GBL) &gt; Use &gt; Contract Data). The Job Family Entry Date is shown on the Service Dates tab.</p>
<b>Effective Date for Pay Allowance</b>	<p>If the member has no prior service or a break in service, enter date of enlistment/appointment (<b><i>Contract Begin Date</i></b>).</p> <p>If the member is currently on active duty, this is the date the member entered the current active duty period without a break (carry date over from previous contract).</p> <p>Note: If the member has no prior service (including time in the Delayed Enlistment Program, which is not creditable service), the Effective Date for Pay Allowance must be equal to the Contact Begin Date, Pay Entry Base Date and Active Duty Base Date.</p>				
<b>Job Family Entry Date</b>	<p>The Job Family Entry Date field is used to record the member's effective date of rating. Normally, this will be the same as the date of accession if the member has no prior Coast Guard service or in the case of a reserve delayed enlistment the date of first day of active duty.</p> <p>The Job Family Entry Date field is used to record the member's effective date of rating (e. g. Date member <b>first</b> became a BM, GM, MK, etc.). For member's with no prior USCG or USCGR service, this will be the same date as their date of accession.</p> <p>If the member has prior USCG or USCGR service you must change the <b>Job Family Entry Date</b> to the date the member first began serving in the rating in which presently serving. This can be determined by accessing the member's contract data (Administer Workforce &gt; Administer Workforce (GBL) &gt; Use &gt; Contract Data). The Job Family Entry Date is shown on the Service Dates tab.</p>				

*Continued on next page*

# Hire Processing

## Enter Applicant Contract Data, Continued

Procedure (continued)

Step	Action																
4	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; vertical-align: top;"><b>Active Duty Base Date</b></td> <td> <p>If the member has no prior service, enter date of enlistment/appointment. If the member has prior service, or had a break in service, see Appendix (C) of the Personnel and Pay Procedures Manual (3PM) for computation rules.</p> <p>Note: If the member has no prior service (including time in the Delayed Enlistment Program, which is not creditable service), the Active Duty Base Date must be equal to the Contract Begin Date, Pay Entry Base Date, and Effective Date for Pay Allowance. The ADBD must be filled in on all accessions but is not applicable to reserve personnel.</p> </td> </tr> <tr> <td style="vertical-align: top;"><b>Expected Loss Date</b></td> <td> <p>The <i>Expected Loss Date</i> is the date the member will have no further reserve and/or active duty obligation.</p> <ul style="list-style-type: none"> <li>• For regular and reserve enlisted members this date will be the same as “Date Completed Military Obligation” or the contract end date, <b>whichever is greater</b>.</li> <li>❖ Example 1: Enlistment in the CG Reserve on 1 April 2009 with no prior service (8-year initial service obligation).</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Date Completed Military Obligation</td> <td style="text-align: center;">31 March 2017</td> </tr> <tr> <td>Expiration of Enlistment/ Contract End Date</td> <td style="text-align: center;">31 March 2017</td> </tr> <tr> <td>Expected Loss Date</td> <td style="text-align: center;">31 March 2017</td> </tr> </table> <ul style="list-style-type: none"> <li>❖ Example 2: Four year enlistment in the CG (Active Duty) on 1 April 2009 with 6 years prior service (no break in service, 2-years remaining initial service obligation)</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Date Completed Military Obligation</td> <td style="text-align: center;">31 March 2011</td> </tr> <tr> <td>Expiration of Enlistment/ Expected Active Duty Termination Date/ Contract End Date</td> <td style="text-align: center;">31 March 2013</td> </tr> <tr> <td>Expected Loss Date</td> <td style="text-align: center;">31 March 2013</td> </tr> </table> <ul style="list-style-type: none"> <li>• For regular Coast Guard officers this will be equal to the Expected Active Duty Term Date.</li> <li>• For NOAA officers this will be the day before officer’s 60<sup>th</sup> birthday.</li> <li>• For reserve officers use the same date as Expected End Date of Contract (See <b>Contract Term</b> pg. 25).</li> </ul> </td> </tr> </table>	<b>Active Duty Base Date</b>	<p>If the member has no prior service, enter date of enlistment/appointment. If the member has prior service, or had a break in service, see Appendix (C) of the Personnel and Pay Procedures Manual (3PM) for computation rules.</p> <p>Note: If the member has no prior service (including time in the Delayed Enlistment Program, which is not creditable service), the Active Duty Base Date must be equal to the Contract Begin Date, Pay Entry Base Date, and Effective Date for Pay Allowance. The ADBD must be filled in on all accessions but is not applicable to reserve personnel.</p>	<b>Expected Loss Date</b>	<p>The <i>Expected Loss Date</i> is the date the member will have no further reserve and/or active duty obligation.</p> <ul style="list-style-type: none"> <li>• For regular and reserve enlisted members this date will be the same as “Date Completed Military Obligation” or the contract end date, <b>whichever is greater</b>.</li> <li>❖ Example 1: Enlistment in the CG Reserve on 1 April 2009 with no prior service (8-year initial service obligation).</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Date Completed Military Obligation</td> <td style="text-align: center;">31 March 2017</td> </tr> <tr> <td>Expiration of Enlistment/ Contract End Date</td> <td style="text-align: center;">31 March 2017</td> </tr> <tr> <td>Expected Loss Date</td> <td style="text-align: center;">31 March 2017</td> </tr> </table> <ul style="list-style-type: none"> <li>❖ Example 2: Four year enlistment in the CG (Active Duty) on 1 April 2009 with 6 years prior service (no break in service, 2-years remaining initial service obligation)</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Date Completed Military Obligation</td> <td style="text-align: center;">31 March 2011</td> </tr> <tr> <td>Expiration of Enlistment/ Expected Active Duty Termination Date/ Contract End Date</td> <td style="text-align: center;">31 March 2013</td> </tr> <tr> <td>Expected Loss Date</td> <td style="text-align: center;">31 March 2013</td> </tr> </table> <ul style="list-style-type: none"> <li>• For regular Coast Guard officers this will be equal to the Expected Active Duty Term Date.</li> <li>• For NOAA officers this will be the day before officer’s 60<sup>th</sup> birthday.</li> <li>• For reserve officers use the same date as Expected End Date of Contract (See <b>Contract Term</b> pg. 25).</li> </ul>	Date Completed Military Obligation	31 March 2017	Expiration of Enlistment/ Contract End Date	31 March 2017	Expected Loss Date	31 March 2017	Date Completed Military Obligation	31 March 2011	Expiration of Enlistment/ Expected Active Duty Termination Date/ Contract End Date	31 March 2013	Expected Loss Date	31 March 2013
<b>Active Duty Base Date</b>	<p>If the member has no prior service, enter date of enlistment/appointment. If the member has prior service, or had a break in service, see Appendix (C) of the Personnel and Pay Procedures Manual (3PM) for computation rules.</p> <p>Note: If the member has no prior service (including time in the Delayed Enlistment Program, which is not creditable service), the Active Duty Base Date must be equal to the Contract Begin Date, Pay Entry Base Date, and Effective Date for Pay Allowance. The ADBD must be filled in on all accessions but is not applicable to reserve personnel.</p>																
<b>Expected Loss Date</b>	<p>The <i>Expected Loss Date</i> is the date the member will have no further reserve and/or active duty obligation.</p> <ul style="list-style-type: none"> <li>• For regular and reserve enlisted members this date will be the same as “Date Completed Military Obligation” or the contract end date, <b>whichever is greater</b>.</li> <li>❖ Example 1: Enlistment in the CG Reserve on 1 April 2009 with no prior service (8-year initial service obligation).</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Date Completed Military Obligation</td> <td style="text-align: center;">31 March 2017</td> </tr> <tr> <td>Expiration of Enlistment/ Contract End Date</td> <td style="text-align: center;">31 March 2017</td> </tr> <tr> <td>Expected Loss Date</td> <td style="text-align: center;">31 March 2017</td> </tr> </table> <ul style="list-style-type: none"> <li>❖ Example 2: Four year enlistment in the CG (Active Duty) on 1 April 2009 with 6 years prior service (no break in service, 2-years remaining initial service obligation)</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Date Completed Military Obligation</td> <td style="text-align: center;">31 March 2011</td> </tr> <tr> <td>Expiration of Enlistment/ Expected Active Duty Termination Date/ Contract End Date</td> <td style="text-align: center;">31 March 2013</td> </tr> <tr> <td>Expected Loss Date</td> <td style="text-align: center;">31 March 2013</td> </tr> </table> <ul style="list-style-type: none"> <li>• For regular Coast Guard officers this will be equal to the Expected Active Duty Term Date.</li> <li>• For NOAA officers this will be the day before officer’s 60<sup>th</sup> birthday.</li> <li>• For reserve officers use the same date as Expected End Date of Contract (See <b>Contract Term</b> pg. 25).</li> </ul>	Date Completed Military Obligation	31 March 2017	Expiration of Enlistment/ Contract End Date	31 March 2017	Expected Loss Date	31 March 2017	Date Completed Military Obligation	31 March 2011	Expiration of Enlistment/ Expected Active Duty Termination Date/ Contract End Date	31 March 2013	Expected Loss Date	31 March 2013				
Date Completed Military Obligation	31 March 2017																
Expiration of Enlistment/ Contract End Date	31 March 2017																
Expected Loss Date	31 March 2017																
Date Completed Military Obligation	31 March 2011																
Expiration of Enlistment/ Expected Active Duty Termination Date/ Contract End Date	31 March 2013																
Expected Loss Date	31 March 2013																

*Continued on next page*

# Hire Processing

## Enter Applicant Contract Data, Continued

Procedure (continued)

Step	Action								
4	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;"><b>Expected Active Duty Term Date</b></td> <td style="padding: 5px;">                     Enter the Expected Active Duty Termination Date on the member.                     <ul style="list-style-type: none"> <li>Regular Enlisted -- The member's expected release date from active duty.</li> <li>Reserve Enlisted -- Blank</li> <li>Regular Officer -- The 30 year commission service date (including all commissioned time in an uniformed service)</li> <li>Reserve Officer -- Blank</li> </ul> </td> </tr> <tr> <td style="padding: 5px;"><b>Military Entry Date</b></td> <td style="padding: 5px;">                     If the member has no prior service, enter date of enlistment/appointment or date of entry into the Delayed Enlistment Program (DEP).                       If the member has prior service, this is the date of the member's initial entry into the Armed Forces. Includes both active and inactive service, as well as time spent at military academy, OCS, or Delayed Enlistment.                 </td> </tr> <tr> <td style="padding: 5px;"><b>Date Entered Current Active Duty</b></td> <td style="padding: 5px;">                     Enter the Date of This Enlistment (or Date of Oath) or date of first day of active duty (<b>whichever is later</b>).                 </td> </tr> <tr> <td style="padding: 5px;"><b>Date Completed Military Obligation</b></td> <td style="padding: 5px;">                     Determine and enter the date the member's military obligation will be completed. If the military obligation of the member has expired, enter the date it expired.  <b>Note 1:</b> All members originally enlisting on or after 1 September 1984 have an eight-year military obligation.  <b>Note 2:</b> Military obligation can be fulfilled in one of two ways:                     <ol style="list-style-type: none"> <li>1. By being <b>discharged</b> from a service component (the discharge date would be the Date Completed Military Obligation even if less than 8 years from entry date)</li> <li>2. By serving any combination of active and/or reserve service in any Armed Forces service or reserve component thereof.</li> </ol> </td> </tr> </table>	<b>Expected Active Duty Term Date</b>	Enter the Expected Active Duty Termination Date on the member. <ul style="list-style-type: none"> <li>Regular Enlisted -- The member's expected release date from active duty.</li> <li>Reserve Enlisted -- Blank</li> <li>Regular Officer -- The 30 year commission service date (including all commissioned time in an uniformed service)</li> <li>Reserve Officer -- Blank</li> </ul>	<b>Military Entry Date</b>	If the member has no prior service, enter date of enlistment/appointment or date of entry into the Delayed Enlistment Program (DEP).  If the member has prior service, this is the date of the member's initial entry into the Armed Forces. Includes both active and inactive service, as well as time spent at military academy, OCS, or Delayed Enlistment.	<b>Date Entered Current Active Duty</b>	Enter the Date of This Enlistment (or Date of Oath) or date of first day of active duty ( <b>whichever is later</b> ).	<b>Date Completed Military Obligation</b>	Determine and enter the date the member's military obligation will be completed. If the military obligation of the member has expired, enter the date it expired. <b>Note 1:</b> All members originally enlisting on or after 1 September 1984 have an eight-year military obligation. <b>Note 2:</b> Military obligation can be fulfilled in one of two ways: <ol style="list-style-type: none"> <li>1. By being <b>discharged</b> from a service component (the discharge date would be the Date Completed Military Obligation even if less than 8 years from entry date)</li> <li>2. By serving any combination of active and/or reserve service in any Armed Forces service or reserve component thereof.</li> </ol>
<b>Expected Active Duty Term Date</b>	Enter the Expected Active Duty Termination Date on the member. <ul style="list-style-type: none"> <li>Regular Enlisted -- The member's expected release date from active duty.</li> <li>Reserve Enlisted -- Blank</li> <li>Regular Officer -- The 30 year commission service date (including all commissioned time in an uniformed service)</li> <li>Reserve Officer -- Blank</li> </ul>								
<b>Military Entry Date</b>	If the member has no prior service, enter date of enlistment/appointment or date of entry into the Delayed Enlistment Program (DEP).  If the member has prior service, this is the date of the member's initial entry into the Armed Forces. Includes both active and inactive service, as well as time spent at military academy, OCS, or Delayed Enlistment.								
<b>Date Entered Current Active Duty</b>	Enter the Date of This Enlistment (or Date of Oath) or date of first day of active duty ( <b>whichever is later</b> ).								
<b>Date Completed Military Obligation</b>	Determine and enter the date the member's military obligation will be completed. If the military obligation of the member has expired, enter the date it expired. <b>Note 1:</b> All members originally enlisting on or after 1 September 1984 have an eight-year military obligation. <b>Note 2:</b> Military obligation can be fulfilled in one of two ways: <ol style="list-style-type: none"> <li>1. By being <b>discharged</b> from a service component (the discharge date would be the Date Completed Military Obligation even if less than 8 years from entry date)</li> <li>2. By serving any combination of active and/or reserve service in any Armed Forces service or reserve component thereof.</li> </ol>								

*Continued on next page*

# Hire Processing

## Enter Applicant Contract Data, Continued

Procedure (continued)

Step	Action						
4	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;"><b>Anniversary Date</b></td> <td style="padding: 5px;"> <p>If the member is a Reservist, enter the Anniversary Date. Do not complete this field if the member is accessing into the USCG.</p> <ul style="list-style-type: none"> <li>• For reservists without prior service, the Anniversary Date shall be the date of enlistment/appointment.</li> <li>• For reservists with prior service:                             <ol style="list-style-type: none"> <li>1. If there is no break in service, enter the date the member first entered into active service or into active status in a Reserve component. (A break in service is defined as a period greater than 24 hours that the member was in civilian status, on the inactive status list, or in the Retired Reserve.)</li> <li>2. If there is a break in service, enter the date the member is re-entering in the Reserve component.</li> </ol> </li> </ul> </td> </tr> <tr> <td style="padding: 5px;"><b>Reserve Drill Obligation Date</b></td> <td style="padding: 5px;"> <p>The date the member of the Reserve no longer is required to perform inactive duty drills. Do not complete this field if the member is accessing into the USCG. This will normally be specified on the Statement of Understanding for the Reserve Enlistment (For SELRES Direct Commission Candidates use the date 3 years from the projected ROCI class graduation date).</p> </td> </tr> <tr> <td style="padding: 5px;"><b>Initial Reserve Entry Date</b></td> <td style="padding: 5px;"> <p>Date of initial entry into any reserve forces. Do not complete this field in the member is accessing into the USCG.</p> </td> </tr> </table>	<b>Anniversary Date</b>	<p>If the member is a Reservist, enter the Anniversary Date. Do not complete this field if the member is accessing into the USCG.</p> <ul style="list-style-type: none"> <li>• For reservists without prior service, the Anniversary Date shall be the date of enlistment/appointment.</li> <li>• For reservists with prior service:                             <ol style="list-style-type: none"> <li>1. If there is no break in service, enter the date the member first entered into active service or into active status in a Reserve component. (A break in service is defined as a period greater than 24 hours that the member was in civilian status, on the inactive status list, or in the Retired Reserve.)</li> <li>2. If there is a break in service, enter the date the member is re-entering in the Reserve component.</li> </ol> </li> </ul>	<b>Reserve Drill Obligation Date</b>	<p>The date the member of the Reserve no longer is required to perform inactive duty drills. Do not complete this field if the member is accessing into the USCG. This will normally be specified on the Statement of Understanding for the Reserve Enlistment (For SELRES Direct Commission Candidates use the date 3 years from the projected ROCI class graduation date).</p>	<b>Initial Reserve Entry Date</b>	<p>Date of initial entry into any reserve forces. Do not complete this field in the member is accessing into the USCG.</p>
<b>Anniversary Date</b>	<p>If the member is a Reservist, enter the Anniversary Date. Do not complete this field if the member is accessing into the USCG.</p> <ul style="list-style-type: none"> <li>• For reservists without prior service, the Anniversary Date shall be the date of enlistment/appointment.</li> <li>• For reservists with prior service:                             <ol style="list-style-type: none"> <li>1. If there is no break in service, enter the date the member first entered into active service or into active status in a Reserve component. (A break in service is defined as a period greater than 24 hours that the member was in civilian status, on the inactive status list, or in the Retired Reserve.)</li> <li>2. If there is a break in service, enter the date the member is re-entering in the Reserve component.</li> </ol> </li> </ul>						
<b>Reserve Drill Obligation Date</b>	<p>The date the member of the Reserve no longer is required to perform inactive duty drills. Do not complete this field if the member is accessing into the USCG. This will normally be specified on the Statement of Understanding for the Reserve Enlistment (For SELRES Direct Commission Candidates use the date 3 years from the projected ROCI class graduation date).</p>						
<b>Initial Reserve Entry Date</b>	<p>Date of initial entry into any reserve forces. Do not complete this field in the member is accessing into the USCG.</p>						

*Continued on next page*

# Hire Processing

## Enter Applicant Contract Data, Continued

Procedure (continued)

Step	Action																		
<b>4</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 20%; border: 1px solid black; padding: 5px;"> <p><b>Employee Classification</b></p> <p><b>Regular</b>=Active Duty (not a reservist on EAD or an officer with a reserve commission on EAD)  <b>SELRES</b> = Reservists assigned to a unit for IDT  <b>IRR</b> = Reservist not assigned to a unit for IDT and reservist who will be performing EAD (DCOs &amp; OCS w/no prior service; IRR/P)  <b>NOAA</b> = NOAA Officer Corps</p> </div> <div style="width: 75%;"> <p>Enter the Members Status. Select from the Drop-down listing.</p> <p>Employee Classification: <input style="width: 80px;" type="text"/></p> <p>Note: If you select a reserve classification you must also provide the Training/Pay Code and Classification code. Click the lookup icon and select the applicable codes from the lists.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p><b>Member Status</b></p> <p>Employee Classification: <input style="width: 80px;" type="text" value="SELRES"/></p> <p>Reserve Training/Pay Code: <input style="width: 80px;" type="text" value="F"/> <input style="width: 20px;" type="button" value="Q"/> RP, RK, &amp; RL on IADT</p> <p>Reserve Classification Code: <input style="width: 150px;" type="text" value="Enl Rqrd Attnd Rcrtr Trng A Sch"/></p> </div> </div> </div>																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">If Empl_Class is</th> <th style="width: 50%;">The Reserve Training Pay Code can be:</th> </tr> </thead> <tbody> <tr> <td>Active Duty (Regular USCG)</td> <td style="text-align: center;">Blank</td> </tr> <tr> <td>Selected Reserve (SELRES) (including members being ordered to long-term active duty and Direct Commission Officers on EAD)</td> <td> <p><b>A = Drilling Pay Status</b>                      B = IMA w/ Selected Service                      C = RK in Interphase (btwn trng)                      D = Reserve Flag Officers                      F = RP, RK &amp; RL on IADT (and reserve members while at OCS) (Do not use, set by orders only)</p> </td> </tr> <tr> <td>Inactive Ready Reserve (IRR) IRR members who regularly drill for no pay Assigned to drilling Dept</td> <td> <p>H = No drill requirement                      E = Drill Requirement w/o IDT unit                      P = Awaiting IADT                      J = RSV Enl wait/attend OCS/ROCI</p> </td> </tr> <tr> <td>Active Standby Reserve (ASL)</td> <td> <p>G = Key Federal Employee                      N = All Other Active Standby</p> </td> </tr> <tr> <td>Inactive Standby Reserve (ISL)</td> <td>I = Inactive Standby Reserve</td> </tr> <tr> <td>Inactive Ready Reserve (IRR-ASP) Non-participating IRR members</td> <td>H = No drill requirement</td> </tr> <tr> <td>Reserve Retired Waiting Age 60 (RET-2)</td> <td> <p>Z = RET-2                      (not a real Tra-Pay-Cd, but used for technical purposes)</p> </td> </tr> <tr> <td>Reserve Retired (RET-1)</td> <td style="text-align: center;">Blank</td> </tr> </tbody> </table>	If Empl_Class is	The Reserve Training Pay Code can be:	Active Duty (Regular USCG)	Blank	Selected Reserve (SELRES) (including members being ordered to long-term active duty and Direct Commission Officers on EAD)	<p><b>A = Drilling Pay Status</b>                      B = IMA w/ Selected Service                      C = RK in Interphase (btwn trng)                      D = Reserve Flag Officers                      F = RP, RK &amp; RL on IADT (and reserve members while at OCS) (Do not use, set by orders only)</p>	Inactive Ready Reserve (IRR) IRR members who regularly drill for no pay Assigned to drilling Dept	<p>H = No drill requirement                      E = Drill Requirement w/o IDT unit                      P = Awaiting IADT                      J = RSV Enl wait/attend OCS/ROCI</p>	Active Standby Reserve (ASL)	<p>G = Key Federal Employee                      N = All Other Active Standby</p>	Inactive Standby Reserve (ISL)	I = Inactive Standby Reserve	Inactive Ready Reserve (IRR-ASP) Non-participating IRR members	H = No drill requirement	Reserve Retired Waiting Age 60 (RET-2)	<p>Z = RET-2                      (not a real Tra-Pay-Cd, but used for technical purposes)</p>	Reserve Retired (RET-1)	Blank
If Empl_Class is	The Reserve Training Pay Code can be:																		
Active Duty (Regular USCG)	Blank																		
Selected Reserve (SELRES) (including members being ordered to long-term active duty and Direct Commission Officers on EAD)	<p><b>A = Drilling Pay Status</b>                      B = IMA w/ Selected Service                      C = RK in Interphase (btwn trng)                      D = Reserve Flag Officers                      F = RP, RK &amp; RL on IADT (and reserve members while at OCS) (Do not use, set by orders only)</p>																		
Inactive Ready Reserve (IRR) IRR members who regularly drill for no pay Assigned to drilling Dept	<p>H = No drill requirement                      E = Drill Requirement w/o IDT unit                      P = Awaiting IADT                      J = RSV Enl wait/attend OCS/ROCI</p>																		
Active Standby Reserve (ASL)	<p>G = Key Federal Employee                      N = All Other Active Standby</p>																		
Inactive Standby Reserve (ISL)	I = Inactive Standby Reserve																		
Inactive Ready Reserve (IRR-ASP) Non-participating IRR members	H = No drill requirement																		
Reserve Retired Waiting Age 60 (RET-2)	<p>Z = RET-2                      (not a real Tra-Pay-Cd, but used for technical purposes)</p>																		
Reserve Retired (RET-1)	Blank																		


For **OCS & ROCI candidates**, with no prior service who enlist before departing home en route to the Academy use the "IRR" employee classification with the "P" Training/Pay Code. Submit a Reserve Member Status Change transaction on the day the member begins IADT to change the classification to "SELRES" and the Tra/Pay Cat to "A" (Drilling Pay Status).

*Continued on next page*

# Hire Processing

## Enter Applicant Contract Data, Continued

Procedure (continued)

Step	Action																										
<b>4</b>	<p>Reserve Classification Code</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Reserve Classification</th> <th>Classification Code</th> </tr> </thead> <tbody> <tr><td>Enl non-prior svc REBI/A Sch</td><td>A</td></tr> <tr><td>Inact Du Officer w/in 8 yr obl</td><td>I</td></tr> <tr><td>Prior Svc CG Enl w/in 8 yr obl</td><td>J</td></tr> <tr><td>Enl Stdnt w/split IADT</td><td>K</td></tr> <tr><td>Enl P/K failed to compl IADT</td><td>L</td></tr> <tr><td>Stdnt Maritime Acd Res Trng Pr</td><td>M</td></tr> <tr><td>w/Svc Oblig not in another Cla</td><td>N</td></tr> <tr><td>Enl Rqrd Attn Rcrtr Trng A Sch</td><td>P</td></tr> <tr><td>Mbr w/o a Statutory Obligation</td><td>Q</td></tr> <tr><td>Enl Mbr Cmplts 4 mos IADT</td><td>S</td></tr> <tr><td>Enl non-prior svc direct PO</td><td>X</td></tr> <tr><td>Enl Attds Rcrtr Trng/30 dy OJT</td><td>Y</td></tr> </tbody> </table>	Reserve Classification	Classification Code	Enl non-prior svc REBI/A Sch	A	Inact Du Officer w/in 8 yr obl	I	Prior Svc CG Enl w/in 8 yr obl	J	Enl Stdnt w/split IADT	K	Enl P/K failed to compl IADT	L	Stdnt Maritime Acd Res Trng Pr	M	w/Svc Oblig not in another Cla	N	Enl Rqrd Attn Rcrtr Trng A Sch	P	Mbr w/o a Statutory Obligation	Q	Enl Mbr Cmplts 4 mos IADT	S	Enl non-prior svc direct PO	X	Enl Attds Rcrtr Trng/30 dy OJT	Y
Reserve Classification	Classification Code																										
Enl non-prior svc REBI/A Sch	A																										
Inact Du Officer w/in 8 yr obl	I																										
Prior Svc CG Enl w/in 8 yr obl	J																										
Enl Stdnt w/split IADT	K																										
Enl P/K failed to compl IADT	L																										
Stdnt Maritime Acd Res Trng Pr	M																										
w/Svc Oblig not in another Cla	N																										
Enl Rqrd Attn Rcrtr Trng A Sch	P																										
Mbr w/o a Statutory Obligation	Q																										
Enl Mbr Cmplts 4 mos IADT	S																										
Enl non-prior svc direct PO	X																										
Enl Attds Rcrtr Trng/30 dy OJT	Y																										
<b>5</b>	<p>Click on the <b>Prior Service</b> tab at the top of the screen.</p> 																										

*Continued on next page*

# Hire Processing

## Enter Applicant Contract Data, Continued

Procedure (continued)

Step	Action												
5	<p>Complete the fields as described below.</p> <p>Note: All fields on this tab may be left blank if the member has no prior military service.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;"><b>Military Branch</b></td> <td style="padding: 5px;">Enter prior Service Branch of applicant. Click the Search icon  to lookup valid codes if necessary. Click <b>Look Up</b> to display a list of valid values.</td> </tr> <tr> <td style="padding: 5px;"><b>Military Grade</b></td> <td style="padding: 5px;">Enter prior Service grade of applicant. Click the Search icon  to lookup valid codes if necessary. Click <b>Look Up</b> to display a list of valid values.</td> </tr> <tr> <td style="padding: 5px;"><b>Military Service Start Date</b></td> <td style="padding: 5px;">Enter prior Service start date.</td> </tr> <tr> <td style="padding: 5px;"><b>Military Service Stop Date</b></td> <td style="padding: 5px;">Enter prior Service stop date.</td> </tr> <tr> <td style="padding: 5px;"><b>Prior Service Days Leave Sold</b></td> <td style="padding: 5px;">Enter the <b>TOTAL</b> number of leave days sold for all periods of service in the military.</td> </tr> <tr> <td style="padding: 5px;"><b>DD214 Verified Flag</b></td> <td style="padding: 5px;">Click Check Box if DD214 verified prior service. . <b>Note: Enter all periods of prior service by selecting the plus sign (+) and entering a new row for each period of prior service.</b></td> </tr> </table>	<b>Military Branch</b>	Enter prior Service Branch of applicant. Click the Search icon  to lookup valid codes if necessary. Click <b>Look Up</b> to display a list of valid values.	<b>Military Grade</b>	Enter prior Service grade of applicant. Click the Search icon  to lookup valid codes if necessary. Click <b>Look Up</b> to display a list of valid values.	<b>Military Service Start Date</b>	Enter prior Service start date.	<b>Military Service Stop Date</b>	Enter prior Service stop date.	<b>Prior Service Days Leave Sold</b>	Enter the <b>TOTAL</b> number of leave days sold for all periods of service in the military.	<b>DD214 Verified Flag</b>	Click Check Box if DD214 verified prior service. . <b>Note: Enter all periods of prior service by selecting the plus sign (+) and entering a new row for each period of prior service.</b>
<b>Military Branch</b>	Enter prior Service Branch of applicant. Click the Search icon  to lookup valid codes if necessary. Click <b>Look Up</b> to display a list of valid values.												
<b>Military Grade</b>	Enter prior Service grade of applicant. Click the Search icon  to lookup valid codes if necessary. Click <b>Look Up</b> to display a list of valid values.												
<b>Military Service Start Date</b>	Enter prior Service start date.												
<b>Military Service Stop Date</b>	Enter prior Service stop date.												
<b>Prior Service Days Leave Sold</b>	Enter the <b>TOTAL</b> number of leave days sold for all periods of service in the military.												
<b>DD214 Verified Flag</b>	Click Check Box if DD214 verified prior service. . <b>Note: Enter all periods of prior service by selecting the plus sign (+) and entering a new row for each period of prior service.</b>												

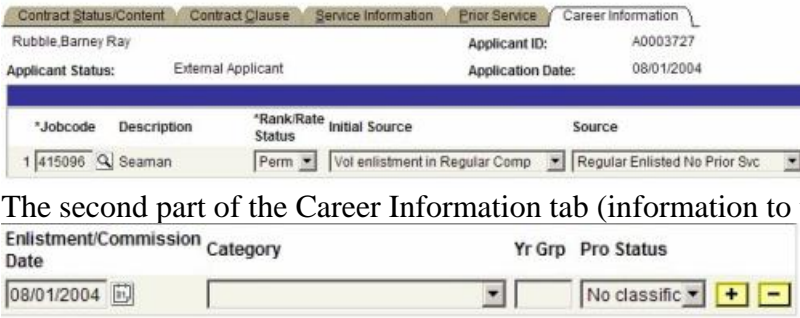






*Continued on next page*

**Reminder!** A Statement of Creditable Service (SOCS) request must be sent to PPC (SES) whenever a member with prior service is accessed into the Coast Guard or Coast Guard Reserve. Prior service data is entered by the SPO as part of the accession process.

# Hire Processing

## Enter Applicant Contract Data, Continued

Procedure (continued)

Step	Action		
6	<p>Click on the <b>Career Information</b> tab at the top of the screen.</p>  <p>The second part of the Career Information tab (information to the right)</p> <table border="1" data-bbox="337 850 1372 1530"> <thead> <tr> <th data-bbox="344 871 487 913">Jobcode</th> <th data-bbox="487 871 1372 976"> <p>Enter the code for the member's rank/rating. Click the Search icon  to lookup valid codes if necessary. Click <b>Look Up</b> to display a list of valid values.</p> <p> This field will default to the code associated with the position number the member is initially assigned to. For most Reserve accessions, the Jobcode will be <i>4105096-Seaman</i>, as most Reservists are assigned to "<i>unbudgeted reserve positions</i>", which are all E3s.</p> <p>Be sure to change the default code, if necessary, before saving the Contract Data page. Accessions processed with the incorrect Jobcode can only be corrected by PPC.</p> <p>Job Codes listing (as of 8/29/06)  <a href="http://www.uscg.mil/ppc/ps/global_workforce_inquiry_solution/job_codes.htm">http://www.uscg.mil/ppc/ps/global_workforce_inquiry_solution/job_codes.htm</a></p> </th> </tr> </thead> </table>	Jobcode	<p>Enter the code for the member's rank/rating. Click the Search icon  to lookup valid codes if necessary. Click <b>Look Up</b> to display a list of valid values.</p> <p> This field will default to the code associated with the position number the member is initially assigned to. For most Reserve accessions, the Jobcode will be <i>4105096-Seaman</i>, as most Reservists are assigned to "<i>unbudgeted reserve positions</i>", which are all E3s.</p> <p>Be sure to change the default code, if necessary, before saving the Contract Data page. Accessions processed with the incorrect Jobcode can only be corrected by PPC.</p> <p>Job Codes listing (as of 8/29/06)  <a href="http://www.uscg.mil/ppc/ps/global_workforce_inquiry_solution/job_codes.htm">http://www.uscg.mil/ppc/ps/global_workforce_inquiry_solution/job_codes.htm</a></p>
Jobcode	<p>Enter the code for the member's rank/rating. Click the Search icon  to lookup valid codes if necessary. Click <b>Look Up</b> to display a list of valid values.</p> <p> This field will default to the code associated with the position number the member is initially assigned to. For most Reserve accessions, the Jobcode will be <i>4105096-Seaman</i>, as most Reservists are assigned to "<i>unbudgeted reserve positions</i>", which are all E3s.</p> <p>Be sure to change the default code, if necessary, before saving the Contract Data page. Accessions processed with the incorrect Jobcode can only be corrected by PPC.</p> <p>Job Codes listing (as of 8/29/06)  <a href="http://www.uscg.mil/ppc/ps/global_workforce_inquiry_solution/job_codes.htm">http://www.uscg.mil/ppc/ps/global_workforce_inquiry_solution/job_codes.htm</a></p>		


Continued on next page



# Hire Processing

## Enter Applicant Contract Data, Continued

Procedure (continued)

Step	Action														
6	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Rate/Rank Status</b></td> <td>Click the Drop Down Button icon to lookup valid codes if necessary Perm (for Permanent) should be selected in most cases, Direct Commission Officers (DCO) may differ</td> </tr> <tr> <td><b>Initial Source</b></td> <td>Enter appropriate Initial Source. Click the Drop Down Button icon to lookup valid codes if necessary</td> </tr> <tr> <td><b>Source</b></td> <td>Enter the applicants appropriate Source. Click the Drop Down Button icon to lookup valid codes if necessary.</td> </tr> <tr> <td><b>Enlistment/Commission Date</b></td> <td>Enter the date the member enlisted or accepted the oath of office. In the case of delayed enlistments in the reserve (to await IADT orders to OCS), use the same date as you used for the Job Family Entry Date on the service info tab.</td> </tr> <tr> <td><b>Category</b></td> <td><b>Officers only.</b> Enter appropriate category for Applicant. Click the Drop Down Button icon to lookup valid codes if necessary</td> </tr> <tr> <td><b>Yr Grp</b></td> <td><b>Officers only.</b> Enter the Officer's year group.</td> </tr> <tr> <td><b>Pro Status</b></td> <td>Not used for applicant.</td> </tr> </table>	<b>Rate/Rank Status</b>	Click the Drop Down Button icon to lookup valid codes if necessary Perm (for Permanent) should be selected in most cases, Direct Commission Officers (DCO) may differ	<b>Initial Source</b>	Enter appropriate Initial Source. Click the Drop Down Button icon to lookup valid codes if necessary	<b>Source</b>	Enter the applicants appropriate Source. Click the Drop Down Button icon to lookup valid codes if necessary.	<b>Enlistment/Commission Date</b>	Enter the date the member enlisted or accepted the oath of office. In the case of delayed enlistments in the reserve (to await IADT orders to OCS), use the same date as you used for the Job Family Entry Date on the service info tab.	<b>Category</b>	<b>Officers only.</b> Enter appropriate category for Applicant. Click the Drop Down Button icon to lookup valid codes if necessary	<b>Yr Grp</b>	<b>Officers only.</b> Enter the Officer's year group.	<b>Pro Status</b>	Not used for applicant.
<b>Rate/Rank Status</b>	Click the Drop Down Button icon to lookup valid codes if necessary Perm (for Permanent) should be selected in most cases, Direct Commission Officers (DCO) may differ														
<b>Initial Source</b>	Enter appropriate Initial Source. Click the Drop Down Button icon to lookup valid codes if necessary														
<b>Source</b>	Enter the applicants appropriate Source. Click the Drop Down Button icon to lookup valid codes if necessary.														
<b>Enlistment/Commission Date</b>	Enter the date the member enlisted or accepted the oath of office. In the case of delayed enlistments in the reserve (to await IADT orders to OCS), use the same date as you used for the Job Family Entry Date on the service info tab.														
<b>Category</b>	<b>Officers only.</b> Enter appropriate category for Applicant. Click the Drop Down Button icon to lookup valid codes if necessary														
<b>Yr Grp</b>	<b>Officers only.</b> Enter the Officer's year group.														
<b>Pro Status</b>	Not used for applicant.														
7	Click  to save the contract.														

# Hire Processing

---

## Hire Applicant

---

**Introduction** This section provides the procedure for completing the Hire Applicant portion of an accession. This page must be completed for both 'New Hires' and 'Rehires'.

---

**Before You Begin** Before you complete the hire applicant process you should review the Applicant Data and Applicant Contract Data pages to ensure all information was entered correctly. Only EmplID, in the Job Information page, Effective date on the Personal data page, Action / Reason and Department Entry Date on the "Job Data" page, Department ID on the "Work Location" page, Salary Administration, Grade and Grade Entry Date" on the "Salary Plan" page and "Effective Date and Benefit Program" on the "Benefit Program Participation" page can be changed in "HIRE". **No other changes can be made in "HIRE". You must return to "Applicant" to make any other corrections.**

Also, be aware there are additional steps required to complete an accession when a member enlists but does not report for duty on the same day as enlistment. In these cases you must change the effective date on the Personal Data page (see step 4 below). Change the Department Entry Date on the Work Location tab (see step 5 below) and account for the travel time on the reporting endorsement on orders transaction. **This does not apply to OCS candidates, DCOs, SELRES ROCI Candidates and delayed entry program recruits, who are accessed in a Reserve Inactive Status to await the start date of their training.**

If the member is a reservist on Initial Active Duty for Training (IADT), you must create IADT orders.

**\*\*\*VERY IMPORTANT\*\*\***

Once the SPO has reviewed and approved the Accession, it is imperative that ALL data be verified correct on the same day.

- If erroneous data is discovered, submit a PPC Customer Care Trouble Ticket immediately, annotating what data fields are incorrect and what the data fields should read. Once you have received the auto confirmation e-mail with your ticket number, call Customer Care so that immediate action can be taken.

Reviewing the data and alerting PPC of errors on the same day is important because PPC can correct the accession prior to the data loading into JUMPS. If errors are discovered after the Accession has processed into JUMPS, corrections are much more difficult and will lead to several weeks of pay problems for the member.

---

*Continued on next page*

# Hire Processing

## Hire Applicant, Continued

### Reminder



*If this member is changing components (e. g. Reservist who is enlisting in the regular Coast Guard), did you remember to approve and save the discharge transaction before you began the Hire Applicant process?*

### Procedure

Follow these steps to complete the hire process.


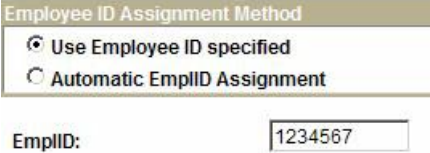

Step	Action															
1	<p>Select menu items in the following order:</p> <p><a href="#">Home</a>&gt; <a href="#">Develop Workforce.</a>&gt;<a href="#">Recruit Workforce (GBL)</a>&gt; <a href="#">Use</a>&gt; <b>Hire Applicant</b></p>															
2	<p>The <b>Add a New Value</b> window displays.</p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Hire Applicant</a></p> <p><b>Hire Applicant</b></p> <hr/> <p><b>Add a New Value</b></p> <p>Applicant ID: <input type="text" value="A0003727"/> </p> <p><input type="button" value="Add"/></p> <p>Enter the Applicant ID number and click the <b>Add</b> button.</p> <p><b>Note:</b> If you receive an “Invalid ID/No Matching Values found” error message, go back through the applicant data sections and ensure all the steps were completed. If you are not able to save the Applicant Contract data, clear all the fields on the Career Information tab with the exception of the Job Code.</p>															
3	<p>The Hire Applicant page displays:</p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Hire Applicant</a></p> <div style="border: 1px solid gray; padding: 5px;"> <p>Applicant</p> <p>Rubble, Barney Ray <span style="float: right;">Applicant ID: A0003727</span></p> <p>Applicant Status: External Applicant <span style="float: right;">Application Date: 08/01/2004</span></p> <hr/> <p>Job Requisition Detail</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Job Req #:</td> <td>555555</td> <td>DeptID:</td> <td>006150</td> <td>RUITTRACEN</td> </tr> <tr> <td>Position:</td> <td>00025052 SR</td> <td>Job Code:</td> <td>415096</td> <td>SN</td> </tr> <tr> <td>Business Unit:</td> <td>AUSCG</td> <td></td> <td></td> <td></td> </tr> </table> <hr/> <p>Employee ID Assignment Method</p> <p><input type="radio"/> Use Employee ID specified</p> <p><input checked="" type="radio"/> Automatic EmpID Assignment</p> <p>EmpID: <input type="text"/></p> <p><a href="#">Personal Data</a> <a href="#">Job Data</a> <a href="#">Employment Data</a> <a href="#">Earnings Distribution</a> <a href="#">Benefits Program Participation</a></p> <p><input type="button" value="Save"/> <span style="float: right;"><input type="button" value="Add"/></span></p> </div>	Job Req #:	555555	DeptID:	006150	RUITTRACEN	Position:	00025052 SR	Job Code:	415096	SN	Business Unit:	AUSCG			
Job Req #:	555555	DeptID:	006150	RUITTRACEN												
Position:	00025052 SR	Job Code:	415096	SN												
Business Unit:	AUSCG															

*Continued on next page*

# Hire Processing

## Hire Applicant, Continued

Procedure (continued)

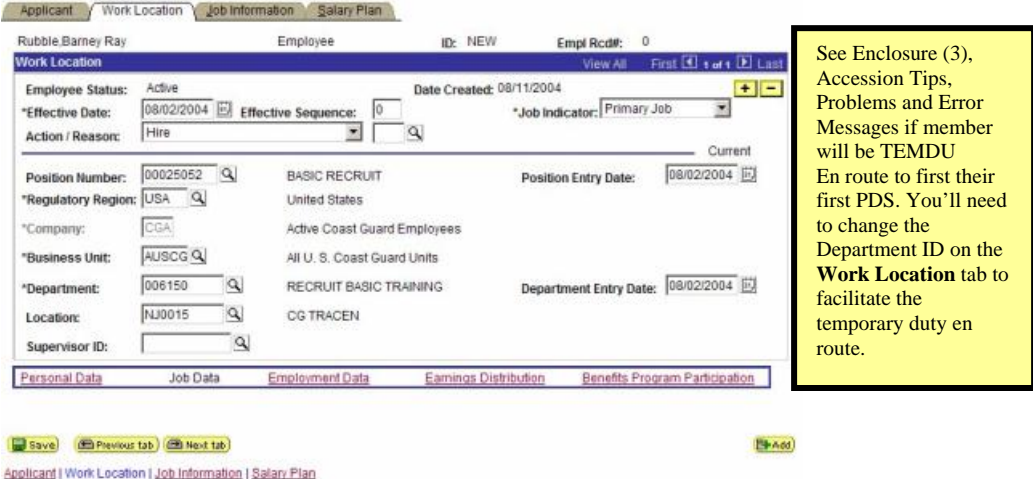
Step	Action
3	<p>Ensure the "<b>Automatic Emplid Assignment</b>" radio button is marked if the applicant has no prior Coast Guard service (active, reserve, civilian or auxiliary). The default setting for this field is "Use Employee ID specified", you will need to change it to "<b>Automatic Emplid Assignment</b>" if the applicant has no prior Coast Guard service (active, reserve, civilian or auxiliary).</p> <p>If the applicant has prior Coast Guard service (active, reserve, civilian or auxiliary), you would leave the "<b>Use Employee ID specified</b>" radio button marked and enter the employee ID number in the Emplid field.</p> <hr style="border: 1px solid red;"/> <p> <b>Warning:</b> If the person you are accessing has ever been a member of the Coast Guard, Coast Guard Reserve, Coast Guard Auxiliary, NOAA Commissioned Officer Corps, or a civilian employee of the U. S. Coast Guard, they already have an Employee ID number. Mark the 'Use Employee ID specified' radio button and enter the person's Employee ID number in the EmplID field.</p>  <p>The screenshot shows a form titled "Employee ID Assignment Method" with two radio buttons: "Use Employee ID specified" (which is selected) and "Automatic EmplID Assignment". Below the radio buttons is a text field labeled "EmplID:" containing the value "1234567".</p>
4	<p>Click on the <a href="#">Personal Data</a> link at the bottom of the page.</p>  <p>The screenshot shows a web application interface for hiring an applicant. The breadcrumb trail is "Home &gt; Develop Workforce &gt; Recruit Workforce (GBL) &gt; USA &gt; Hire Applicant". The page has tabs for "Applicant", "Name", "Address", "Personal Profile", "Eligibility/Identity", and "Physical Char". The "Personal Data" tab is active, showing fields for "Effective Date" (08/11/2004), "Name" (Rubble, Barney Ray), "Prefix", "First Name" (Barney), "Middle" (Ray), "Last Name" (Rubble), and "Suffix". There is also a "Benefits Information" section with a "Marital Status" dropdown set to "Single". At the bottom, there are navigation buttons for "Save", "Previous tab", "Next tab", and "Add".</p>

*Continued on next page*

# Hire Processing

## Hire Applicant, Continued

Procedure (continued)


Step	Action
4	<p>The <b>Personal Data</b> component will display.</p> <p>A. Locate the <b>Effective Date</b> field on the <b>Name</b> tab. You must change this date to the date the member enlisted or signed the oath of office. It will default to the current date or the application date. Additionally, if the date the member reported for duty is not the same as the enlistment/accesion date, and this is not a reserve accesion (which includes OCS, and ROCI candidates), you must change the Department Entry Date (see next step below) and account for the delay in reporting in the endorsement on orders section. See the instructions at the end of this procedure for more information.</p> <p>B. Review the data on each of the five tabs (Name, Address, Personal Profile, Eligibility/Identity and Physical Char.). Keep in mind that no changes can be made (other than the effective date on the name tab). If an error is discovered you must exit the Hire Applicant section (without saving) and return to Applicant Data to make any corrections.</p>
5	<p>After you have reviewed and verified <b>Personal Data</b>, click on the <a href="#">Job Data</a> link at the bottom of the page.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">  </div>

*Continued on next page*

# Hire Processing

## Hire Applicant, Continued

Procedure (continued)



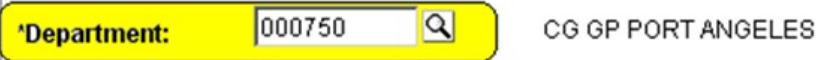
Step	Action
5	<p>The <b>Job Data</b> component will display</p> <p>A. The Effective Date will match the date the member enlisted or signed the oath of office (same as 4a above):</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Work Location</b></p> <p>Employee Status: Active</p> <p>*Effective Date: 10/18/2004 <input type="button" value="EJ"/></p> </div> <p>B. If this is a new hire (The Automatic Employee ID Assignment radio button was checked in Step 1), the "Action/Reason" fields will default to "Hire" for the action and blank for the reason.</p> <p>If this is a Rehire (The Use Employee ID specified radio button was checked in Step 1), The Action/Reason fields will default to "Rehire" and "REH" in the reason field as shown below:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Work Location</b></p> <p>Employee Status: Active <span style="float: right;">Date Created: 10/18/2004</span></p> <p>*Effective Date: 10/18/2004 <input type="button" value="EJ"/> Effective Sequence: 0 <span style="float: right;">*Job Indic</span></p> <p>Action / Reason: Rehire <input type="button" value="REH"/> Rehire</p> </div> <p>C. The Department Entry Date will default to the date of enlistment. <b>If there's a delay in reporting and this is a regular accession (not a reserve accession) change this date to the date the member reported for duty.</b> Failure to correct this date will cause the Endorsement on Orders transaction to be created with the wrong effective date.</p> <p>*Department: 006978 <input type="button" value="Q"/> CG PSU 312</p> <p>Department Entry Date: 10/18/2004 <input type="button" value="EJ"/></p> <p> <b>Note:</b> If you are completing an accession of a Reserve member, into an inactive status, there is no delay in reporting. The member is accessed directly into the Coast Guard Reserve and assigned to a department on the date of accession. Any travel time or other delay in reporting for active duty will be recorded on the Reserve <b>IADT</b> or EAD orders.</p> <p>D. If this is a rehire immediately following a discharge (e. g. Member discharged from Reserve and Enlists in Regular CG next day), change the <b>Effective Sequence</b> number field to 1. The discharge transaction will place a row in job data with the same effective date.</p> <p>Effective Sequence: 1 <input type="button" value="EJ"/></p>

*Continued on next page*

# Hire Processing

## Hire Applicant, Continued

Procedure (continued)

Step	Action
5	<div data-bbox="337 430 1133 541"></div> <p data-bbox="337 577 1409 646">Changing the Effective Sequence number will allow you to save the rehire without this error:</p> <div data-bbox="337 646 1031 1039"></div> <p data-bbox="337 1045 1409 1260">If you continue to receive this error, even after changing the Effective Sequence number, view the member's job data (Administer Workforce &gt; Administer Workforce (GBL) &gt; Use &gt; Job Data) (ensure the "Include History" checkbox is marked) and check the Effective Sequence number on the most recent entry. If there's already a row using number #1, then change the row in this step to #2. If there's already a #2, use #3, etc.</p> <p data-bbox="337 1297 1409 1444">If you are hiring the member to a location other than the unit that's specified on the accession authorization (PCS Orders on the Airport Terminal), (e.g. "TEMDU En route") change the department ID to that of the unit where the member's active duty will begin. See Enclosure (3) for more information.</p> <div data-bbox="349 1453 1161 1512"></div>

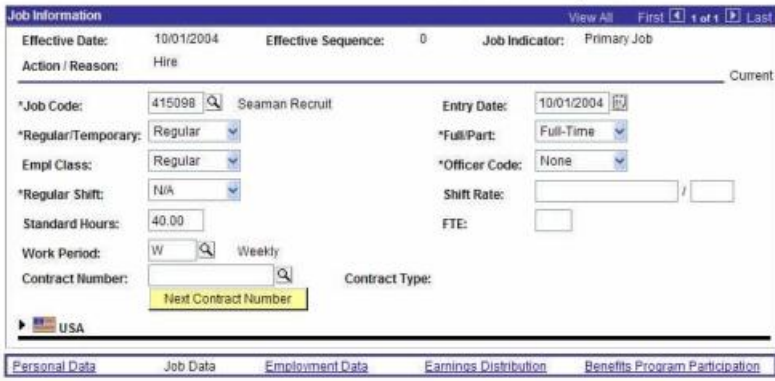


*Continued on next page*



# Hire Processing

## Hire Applicant, Continued

Procedure (continued)

Step	Action
6	<p>After you have reviewed and verified the Work Location tab, click on the <b>Job Information</b> tab.</p>  <p>There are two fields on this tab that will need to be changed from their default values depending on the type of accession:</p> <ol style="list-style-type: none"> <li>1. <b>Job Code</b></li> <li>2 <b>Entry Date</b></li> </ol> <ol style="list-style-type: none"> <li>1. The "<b>Job Code</b>" is used to set the member's rate/rank &amp; paygrade. It will default to the rate/rank associated with the Position ID/Job Requisition number entered on the Requisition Tab of the <a href="#">Applicant Data</a> page. This field will need to be changed to reflect the member's rate/rank at the time of accession (Example: Member is authorized enlistment as a SN/E3 vice SR/E1 or a reservist enlisting under the RX program as a PS2 but assigned to an unbudgeted position, which are all SN/E3 billets). Follow these steps to lookup and enter the correct Job Code:             <ol style="list-style-type: none"> <li>A. Click the lookup icon  next to the Job Code field.</li> <li>B. The Lookup Job code search page will display</li> </ol> </li> </ol> 

*Continued on next page*



# Hire Processing

## Hire Applicant, Continued

2 Entry Date (continued)

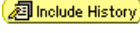
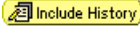
Step	Action																				
6	<p>C. Enter part of the name of the rate in the description field and click the Lookup button.  <b>(Example 1: Searching on the first word of the rate name)</b></p> <p><b>Lookup Job Code</b></p> <p>SetID: AUSCG            Job Code: <input type="text"/>            Description: <input type="text" value="Seaman"/>            Occupational Series: <input type="text"/> <input type="button" value="Q"/>            Official Position Title: <input type="text"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a></p> <p><b>Search Results</b></p> <p style="text-align: right;">View All <span style="float: right;">First <input type="button" value="1"/></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Job Code</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Occupational Series</th> </tr> </thead> <tbody> <tr> <td><a href="#">415096</a></td> <td><a href="#">Seaman</a></td> <td><a href="#">(blank)</a></td> </tr> <tr> <td><a href="#">479097</a></td> <td><a href="#">Seaman Appr Marine Science Te</a></td> <td><a href="#">(blank)</a></td> </tr> <tr> <td><a href="#">415097</a></td> <td><a href="#">Seaman Apprentice</a></td> <td><a href="#">(blank)</a></td> </tr> </tbody> </table> <p><b>(Example 2: Using the % character. See <a href="#">Search Tips</a> for more information).</b></p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Hire</a></p> <p><b>Lookup Job Code</b></p> <p>SetID: AUSCG            Job Code: <input type="text"/>            Description: <input type="text" value="%Jun"/>            Occupational Series: <input type="text"/> <input type="button" value="Q"/>            Official Position Title: <input type="text"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a></p> <p><b>Search Results</b></p> <p style="text-align: right;">View All <span style="float: right;">First <input type="button" value="1"/> 1 of 1</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Job Code</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Occupational Series</th> <th style="text-align: left;">Official Pos</th> </tr> </thead> <tbody> <tr> <td><a href="#">000097</a></td> <td><a href="#">Lieutenant Junior Grade</a></td> <td><a href="#">(blank)</a></td> <td><a href="#">(blank)</a></td> </tr> </tbody> </table>	Job Code	Description	Occupational Series	<a href="#">415096</a>	<a href="#">Seaman</a>	<a href="#">(blank)</a>	<a href="#">479097</a>	<a href="#">Seaman Appr Marine Science Te</a>	<a href="#">(blank)</a>	<a href="#">415097</a>	<a href="#">Seaman Apprentice</a>	<a href="#">(blank)</a>	Job Code	Description	Occupational Series	Official Pos	<a href="#">000097</a>	<a href="#">Lieutenant Junior Grade</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>
Job Code	Description	Occupational Series																			
<a href="#">415096</a>	<a href="#">Seaman</a>	<a href="#">(blank)</a>																			
<a href="#">479097</a>	<a href="#">Seaman Appr Marine Science Te</a>	<a href="#">(blank)</a>																			
<a href="#">415097</a>	<a href="#">Seaman Apprentice</a>	<a href="#">(blank)</a>																			
Job Code	Description	Occupational Series	Official Pos																		
<a href="#">000097</a>	<a href="#">Lieutenant Junior Grade</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>																		

*Continued on next page*

# Hire Processing

## Hire Applicant, Continued

### 2 Entry Date (continued)

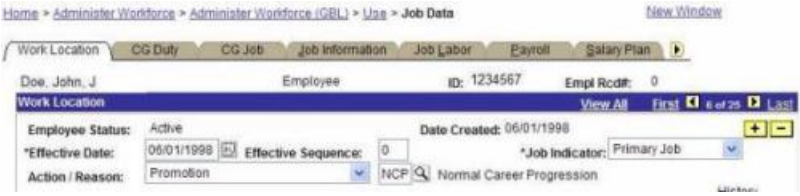

Step	Action
6	<p>D. Select the correct rate/grade from the search results</p> <p>E. You will be returned to the Job Information tab and the Job Code field will reflect the choice you selected from the search results</p> <p style="margin-left: 40px;">*Job Code: <input type="text" value="415096"/> <input type="button" value="Q"/> Seaman</p> <p>F. A listing of Job Codes (as of 8/29/06) is available at <a href="http://www.uscg.mil/ppc/ps/global_workforce_inquiry_solution/job_codes.htm">http://www.uscg.mil/ppc/ps/global_workforce_inquiry_solution/job_codes.htm</a>.</p> <p><b>2. Entry Date:</b></p> <p>A. The <b>Entry Date</b> is used to set the member's effective date of pay grade. The Entry Date defaults to the effective date for the accession as entered in Step 5 above.</p> <p>B. If this is a rehire with no break in service (e.g. Discharge to Immediate Enlistment) you must change the Entry Date to the effective date of advancement to present pay grade for the rating in which presently serving. This can be determined by accessing the member's job data (Administer Workforce &gt; Administer Workforce (GBL) &gt; Use &gt; Job Data) in "<b>Include History</b> (by checking the <input type="checkbox"/> Include History box or clicking  button) " mode and locating the <b>effective date</b> of the most recent row with the <b>Action / Reason</b> of "<b>Promotion / NCP - Normal Career Progression</b>"</p> <p>C. If this is a rehire with a break in service of three months or less. The member retains their date of rate/grade (Job Code entry date) from their previous enlistment in accordance with 5.C.14.b.4.a PERSMAN. Therefore, you must change the Entry Date to the effective date of advancement to present pay grade for the rating in which presently serving. This can be determined by accessing the member's job data (Administer Workforce &gt; Administer Workforce (GBL) &gt; Use &gt; Job Data) in "<b>Include History</b> (by checking the <input type="checkbox"/> Include History box or clicking  button) " mode and locating the <b>effective date</b> of the most recent row with the <b>Action / Reason</b> of "<b>Promotion / NCP - Normal Career Progression</b>".</p> <p>D. For a Reservist, who is enlisting in the Coast Guard (AD), this date must be constructed in accordance with 5. C.14.b PERSMAN.</p>

*Continued on next page*

# Hire Processing

## Hire Applicant, Continued

### 2 Entry Date (continued)

Step	Action
6	<p><i>In the example below, the effective date of the member's advancement was 06/01/1998.</i></p>  <p><i>The pay grade is shown on the Salary Plan tab, make sure it is correct change if necessary!.</i></p> 
7	<p>Click on Salary Plan tab link.</p> <ol style="list-style-type: none"> <li>1. Verify the <b>Salary Administration Plan</b> field: If you are completing an accession on an officer who has four or more years prior enlisted service <b>YOU MUST</b> click on the <b>Salary Plan</b> tab and set the Salary Administration Plan field to "OFE" (Officer with Prior Enlisted Service) and the Grade field to 01E, 02E or 03E (ENS, LTJG or LT with 4 or more years enlisted service).</li> <li>2. Verify the <b>Grade</b> field. It must reflect the member's pay grade. Change it if necessary, then go back to the Job Code field on the previous tab (step 6) and verify you used the correct code. The Job Code field should have set the paygrade correctly for other than officers with prior enlisted service.</li> <li>3. Verify the <b>Grade Entry Date</b> field: The <b>Grade Entry Date</b> will default to the date of the accession unless the <b>Entry Date</b> field on the <b>Job Information</b> tab is changed per the directions in Step 6 above. If this is a rehire with no break in service, change the Entry Date on the Job Information tab before completing this step.</li> </ol>


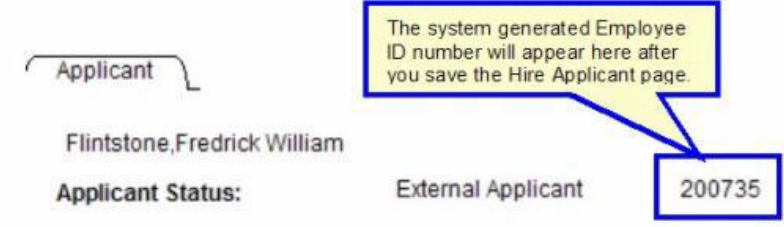
*Continued on next page*



# Hire Processing

## Hire Applicant, Continued

### 2 Entry Date (continued)

Step	Action
9	<p>After you have entered the effective date and benefit program on the <b>Benefit Program</b> tab click the <b>Applicant</b> tab</p> <p> If this member is changing components (e. g. Reservist who is enlisting in the regular Coast Guard), did you remember to approve and save the discharge transaction before you began the Hire Applicant process?</p> <p>A. Click the Save button.</p> <p>B. Click OK to acknowledge the warning message (It is not applicable to enlisted or officer accessions).</p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Hire Applicant</a></p> <p>Warning -- Compensation Rate is zero. (1000,31)</p> <p>Either the action is Hire or the Compensation Rate has been changed to zero.</p> <p>If zero is correct, leave as is. Otherwise, enter a Compensation Rate.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>C. You'll also see a <b>WARNING</b> message regarding the need to account for any delay in reporting on the accession orders. <u>Disregard the warning if you are completing the accession for a Reservist</u> (including OCS candidates, DCOs and delayed entry program recruits, who are accessed in a Reserve Inactive Status to await the start date of their training) or if an active duty member is accessed into the Coast Guard and reports for duty the same day.</p> <p>D. If this is 'New Hire' (e.g. The <b>Automatic Emplid Assignment</b>" radio button was marked.) make note of the Employee ID number assigned to the member.</p> <p></p>

Continued on next page

# Hire Processing

## Hire Applicant, Continued

### 2 Entry Date (continued)

Step	Action
10	<p>If there was a delay in reporting (e.g. Member did not report for duty the same day he or she enlisted ), you must access the endorsement on orders and account for the delay. Continue with the steps below to access the orders and endorsements. <b>If you are completing an accession of a Reserve member, into an inactive status, there is no delay in reporting.</b> The member is accessed directly into the Coast Guard Reserve and assigned to a department on the date of accession. Any travel time or other delay in reporting for active duty will be recorded on the Reserve IADT or EAD orders.</p> <p>If the member is a reservist on IADT, you must create the IADT the orders and enter the accounting data and TONO provided on the member's original recruit travel order. Continue with the steps below to access the reserve orders component.</p> <p>If the member is not a reservist on IADT/EAD or reported for duty on the same day as he or she enlisted or accepted the oath of office, you have completed the Hire process and may exit the application.</p>

### What to do if an error is discovered after completing Hire Applicant

#### \*\*\*VERY IMPORTANT\*\*\*

Once the SPO has reviewed and approved the Accession, it is imperative that ALL data be verified correct on the same day.

- If erroneous data is discovered, submit a PPC Customer Care Trouble Ticket immediately, annotating what data fields are incorrect and what the data fields should read. Once you have received the auto confirmation e-mail with your ticket number, call Customer Care so that immediate action can be taken.

Reviewing the data and alerting PPC of errors on the same day is important because PPC can correct the accession prior to the data loading into JUMPS. If errors are discovered after the Accession has processed into JUMPS, corrections are much more difficult and will lead to several weeks of pay problems for the member.

# Hire Processing


---

## Delay in Reporting

---

**Introduction** This section only applies to members on active duty who may have a delay in reporting to their first unit or training site following enlistment, e.g. Member enlists in Hawaii and reports for recruit training at TRACEN Cape May the day after enlistment. Do not confuse this situation with “TEMDU En route”, which is covered in Enclosure (3). This procedure is only used to account for additional travel time.

---

 Note: If you are completing an accession of a Reserve member, into an inactive status, (including OCS candidates, DCOs and Delayed Entry Program (DEP) recruits, who are accessed in a Reserve Inactive Status to await the start date of their training) there is no delay in reporting. The member is accessed directly into the Coast Guard Reserve and assigned to a department on the date of accession. Any travel time or other delay in reporting for active duty will be recorded on the Reserve IADT or EAD orders.

**Procedure** Follow these steps if the member did not report for duty on the same day as enlisted/accessed: (Note you must also set the correct dates on the Personal Data and Job Data pages as described in Steps 4 and 5 of “Hire Applicant” before completing the endorsement on orders.

**Note:** This procedure must be completed by a user with the CGHRSUP (SPO Supervisor) role. It should be carried out after completing the Hire Applicant procedure.

---

*Continued on next page*

# Hire Processing

## Delay in Reporting, Continued

Step	Action															
<b>1</b>	<p>Navigate to the PCS Orders component, enter the Employee ID number, and click the Search button.</p> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Track Global Assignments (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">PCS Orders</a></p> <p><b>PCS Orders</b></p> <hr/> <p><b>Find an Existing Value</b></p> <p>EmplID: <input type="text" value="2000959"/></p> <p>Empl Rcd Nbr: <input type="text"/></p> <p>Sequence: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>SetID: <input type="text"/></p> <p>Department: <input type="text"/> <input type="button" value="Q"/></p> <p>National ID: <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a></p>															
<b>2</b>	<p>Click the Depart/Report Mbr tab</p> <div style="border: 1px solid black; padding: 5px;"> <p>Travel Orders <b>Depart/Report Mbr</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">EmplID: 2000959</td> <td style="width: 33%;">Guy,New Gene</td> <td style="width: 33%;">Empl Rcd Nbr: 0</td> </tr> <tr> <td>Dept: 006150</td> <td>RECRUIT BASIC TRAINING</td> <td>Empl Class: Regular</td> </tr> <tr> <td>Job Code: 415096</td> <td>SN</td> <td>Sal Plan/Grade: ENL E3</td> </tr> <tr> <td>Location: NJ0015</td> <td>CG TRACEN CAPE MAY</td> <td></td> </tr> <tr> <td>Position: 00025052</td> <td>BASIC RECRUIT</td> <td></td> </tr> </table> </div>	EmplID: 2000959	Guy,New Gene	Empl Rcd Nbr: 0	Dept: 006150	RECRUIT BASIC TRAINING	Empl Class: Regular	Job Code: 415096	SN	Sal Plan/Grade: ENL E3	Location: NJ0015	CG TRACEN CAPE MAY		Position: 00025052	BASIC RECRUIT	
EmplID: 2000959	Guy,New Gene	Empl Rcd Nbr: 0														
Dept: 006150	RECRUIT BASIC TRAINING	Empl Class: Regular														
Job Code: 415096	SN	Sal Plan/Grade: ENL E3														
Location: NJ0015	CG TRACEN CAPE MAY															
Position: 00025052	BASIC RECRUIT															

*Continued on next page*



# Hire Processing

## Delay in Reporting, Continued

Procedure (continued)

Step	Action																
3	<p>Locate the 'Original Departure Information' block and change the <b>Actual Depart Date</b> field to the date of the <b>member's enlistment/accession</b> (it will be filled in with the Effective date you entered on the Name Tab of the Personal Data component in step 4 of the Hire Applicant instructions above).</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #e0e0e0; margin: 0;">Original Departure Information</p> <p style="margin: 5px 0;">Est. Depart Date: 08/02/2004      Est. Report Date: 08/02/2004</p> <p style="margin: 5px 0;">Transfer Authority:      Order:      </p> <p style="margin: 5px 0;">Duty Type: Active Duty</p> <p style="margin: 5px 0;">Departing Department: 006150 RECRUIT BASIC TRAINING</p> <p style="margin: 5px 0;">Actual Depart Date: 08/02/2004 <input type="text"/> <input type="button" value="BT"/>      <a href="#">Departing Approval</a></p> </div> <p>In this example, the member enlisted on 08/01/04 and reported for duty on 8/02/04. The Actual Depart date field defaulted to 8/2/04 (the date the member reported for duty). The correct date should be 08/01/04 (the date the member enlisted), as shown below:</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p style="margin: 5px 0;">Actual Depart Date: 08/01/2004 <input type="text"/> <input type="button" value="BT"/>      <a href="#">Departing Approval</a></p> </div>																
4	<p>Locate the 'Authorized Delay Enroute' block and enter dates and a reason for the delay.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #4a69bd; color: white; margin: 0;">Authorized Delay Enroute <span style="float: right;">First <input type="button" value="◀"/> 1 of 1</span></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid gray;">Begin Date</th> <th style="text-align: left; border-bottom: 1px solid gray;">End Date</th> <th style="text-align: left; border-bottom: 1px solid gray;">Delay Enroute</th> <th style="text-align: left; border-bottom: 1px solid gray;">Days</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid gray;"><input type="text"/></td> <td style="border: 1px solid gray;"><input type="text"/></td> <td style="border: 1px solid gray;"><input type="text"/></td> <td style="border: 1px solid gray; text-align: center;">+ -</td> </tr> </tbody> </table> </div> <p>In this example, the member enlisted on 08/01/04 and reported for duty on 08/02/04. <b>The date of enlistment is a day of duty</b>, we will enter 08/02/04 as a day of travel time to account for the delay.</p> <ul style="list-style-type: none"> <li>The <b>End Date</b> field must always equal the reporting date.</li> </ul> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #4a69bd; color: white; margin: 0;">Authorized Delay Enroute <span style="float: right;">First <input type="button" value="◀"/> 1 of 1</span></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid gray;">Begin Date</th> <th style="text-align: left; border-bottom: 1px solid gray;">End Date</th> <th style="text-align: left; border-bottom: 1px solid gray;">Delay Enroute</th> <th style="text-align: left; border-bottom: 1px solid gray;">Days</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid gray;">08/02/2004 <input type="text"/></td> <td style="border: 1px solid gray;">08/02/2004 <input type="text"/></td> <td style="border: 1px solid gray;">Travel Time</td> <td style="border: 1px solid gray; text-align: center;">1 + -</td> </tr> </tbody> </table> </div> <p>You can use the <input type="button" value="+"/> (add row button) to insert another row for a different type of delay if necessary.</p>	Begin Date	End Date	Delay Enroute	Days	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -	Begin Date	End Date	Delay Enroute	Days	08/02/2004 <input type="text"/>	08/02/2004 <input type="text"/>	Travel Time	1 + -
Begin Date	End Date	Delay Enroute	Days														
<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -														
Begin Date	End Date	Delay Enroute	Days														
08/02/2004 <input type="text"/>	08/02/2004 <input type="text"/>	Travel Time	1 + -														
5	<p>Click <input type="button" value="Save"/>. The system will generate endorsement on orders transactions.</p>																



# Chapter 4

## Post Hire Processing

### Chapter Overview

---

**Introduction** This section provides procedures, primarily for TRACEN SPOs, for completing transactions to record a new accession's pay entitlements. Other SPOs, processing accessions for members with a break in service, can use these procedures as well.

---

**In this chapter** The following topics are covered in this chapter

Topic	See Page
Tax Data Information	4-2
Payment Option Election	4-18
Creating IADT Orders	4-21
Pay Entitlements for New Hires	4-25

---

# Post Hire Processing

---

## Tax Data Information

---

**Introduction** This section provides procedures for recording employee tax data for new accessions.

---

**About the Tax Data Component** The Employee Tax Data page has five tabs for data entry.



The usage of each tab is described below.

- The **Federal Tax Data 1** tab is used for the input various types of federal tax information including Special Tax Withholding Status, Tax Marital Status, Withholding Allowances and Additional Withholding.
  - The **Federal Tax Data 2** tab is used for Earned Income Credit.
  - The **Federal Tax Data 3** tab is used for the input of Foreign Country for Non Resident Aliens (Coast Guard Academy Cadets only).
  - The **State Tax Data 1** tab holds State of Legal Residence, Special Tax Withholding Status, State Withholding Marital/Tax Status, Withholding Allowances and Additional Withholding.
  - The **State Tax Data 2** tab is used for special rules that apply to Mississippi.
- 

**Timing** Prepare an employee federal tax data transaction when a person:

- Becomes a member of the Coast Guard, Coast Guard Reserve, NOAA Commissioned Officer Corps or is accepted as a cadet at the Coast Guard Academy.
- When submitting this transaction as part of an accession, ensure the effective date is the same as the accession date and the transactions, including a [Payment Option Election](#), are all submitted in the same JUMPS update cycle.

---

*Continued on next page*

# Post Hire Processing

---

## Tax Data Information, Continued

---

### Supporting Documents

Change in State Tax Information must be supported by the following.

1. Employee's Withholding Allowance Certificate (IRS Form W-4).
  2. State of Legal Residence Certificate (DD-2058 (CG)), or DD-2058-2 (for Native American State Tax Exemptions)
  3. Certificate of Nonresident Alien.
  4. Appropriate state tax income tax form.
- 

### Special Reporting to IRS

Regulations, issued by the Treasury Department, eliminated the requirement that employers send copies of potentially questionable Forms W-4, Employee's Withholding Allowance Certificate, to the IRS. The new regulations took effect on April 14, 2005.

In the past, employers had to send to the IRS any Form W-4 claiming more than 10 allowances or claiming complete exemption from withholding if \$200 or more in weekly wages was expected.

Forms W-4 are still subject to review by the IRS. However, employers will no longer have to submit them to the tax agency, unless directed to do so in a written notice to the employer or pursuant to specified criteria set forth in future published guidance.

- Members claiming exemption from federal withholding must file a new IRS Form W-4 each year by **15 February**.
  - Members claiming more than 10 withholding allowances from federal withholding must file a new IRS Form W-4 each year by **15 February**
- 

### State Taxes

The two charts in the [Personnel and Pay Procedures Manual, PCSCINST M1000.2\(series\), State Tax Listing Pages 8-B-3 to 8-B-9](#) are helpful in explaining withholding requirements and providing useful state address information. This table is meant to supplement and add to, not replace, those charts.

The focus of this table is to categorize states by their processing similarities and provide an understanding of how each category should be treated when establishing or changing a member's state income tax information in Direct Access.

---

*Continued on next page*

# Post Hire Processing

## Tax Data Information, Continued

### State Tax Categories:

#### Category 1 -- States With No Income Tax

The following states do not have a state income tax:

Alaska (AK)	South Dakota (SD)
Florida (FL)	Texas (TX)
Nevada (NV)	Washington (WA)
New Hampshire (NH)	Wyoming (WY)

### Direct Access procedures:

When establishing or changing state of legal residency to one of the above states, enter only State Code, ignoring Marital Status and Number of Exemptions fields. Their default values will not be passed to JUMPS. Example Direct Access State Tax Data 1 Page for state with no income tax:

The screenshot shows a web form titled "State Info." for the state of Florida (FL). The form includes the following fields and options:

- State:** FL
- No State Withholding:** Checked
- Resident:** Checked
- Non-Residency Statement Filed:** Unchecked
- UI Jurisdiction:** Unchecked
- Special Tax Status:** Radio buttons for "None" (selected), "Exempt and do not withhold tax", and "Native American". A note below reads: "Maintain gross taxable; SWT will be zero unless specified in 'Additional Withholding' below".
- Marital Status:** 1 (selected), with the text "Single or married claim single".
- Withholding Allowances:** 0
- Additional Amount Adjustment:** Fields for "Amount:" and "Percentage:" with "Increase" and "Decrease" radio buttons.
- Lock-In Details:** "Letter Received" checkbox (unchecked) and "Limit On Allowances:" field (0).

*Continued on next page*

# Post Hire Processing

## Tax Data Information, Continued

**Category 2 --  
States That Do  
Not Have an  
Agreement to  
Withhold**

The following states (and U.S. Territories) have a state income tax but do not have an agreement with the Department of Treasury to withhold state income taxes from a military member's pay:

Illinois (IL)	American Samoa (AS)
Michigan (MI)	Guam (GU)
Tennessee (TN)	Virgin Islands (VI)
West Virginia (WV)	

**Direct Access procedures:**

When establishing or changing state of legal residency to one of the above states, enter only State Code, ignoring Marital Status and Number of Exemptions fields. Their default values will not be passed to JUMPS.

Example Direct Access State Tax Data 1 Page for state with no agreement:

State Info. Find [View All] < 1 of 1 >

State: IL Graduated Tax Tbls-Allowances

Resident  Non-Residency Statement Filed  UI Jurisdiction

Special Tax Status

None  Exempt and do not withhold tax  Native American

Maintain gross taxable; SWT will be zero unless specified in 'Additional Withholding' below

Marital Status: 1 Single or married claim single

*Continued on next page*

# Post Hire Processing

---

## Tax Data Information, Continued

---

**Category 3 --  
States With  
Military  
Exemptions**

The following states (and U.S. Territories) have a state income tax and have an agreement with the Department of Treasury to withhold state income taxes from a military member's pay, but have conditions which allow a member to claim exemption from paying those taxes. See PPM 8-B for an explanation of the required conditions.

Arizona (AZ)	New Jersey (NJ)
California (CA)	New Mexico (NM)
Connecticut (CT)	New York (NY)
Idaho (ID)	Ohio
Minnesota (MN)	Oregon (OR)
Missouri (MO)	Pennsylvania (PA)
Montana (MT)	Puerto Rico (PR)
	Vermont (VT)

**Direct Access procedures:**

When establishing or changing state of legal residency for a member who meets the exemption conditions, enter State Code and indicate "Exempt and do not withhold tax" in the Special Tax Status field on State Tax Data 1 page, ignoring the Marital Status and Number of Exemptions fields. Their default values will not be passed to JUMPS. No state wages or taxes will be reported to JUMPS.

When establishing or changing state of legal residency for a member who does not meet the exemption conditions, enter State Code, Marital Status, and Number of Exemptions. Special Tax Status block on State Tax Data 1 page must indicate "None".

Members who claim one of the above states (for Puerto Rico see special rules) are automatically subject to state income tax when they are stationed inside that state/territory. After a reporting endorsement processes in JUMPS, a Direct Access tax event must be completed (either by member self-service or SPO) if the default values (single and zero) are not acceptable to the member.

---

*Continued on next page*



# Post Hire Processing

## Tax Data Information, Continued

**Category 3 --  
States With  
Military  
Exemptions  
(Cont'd)**

Example State Tax Data 1 Page, member entitled to exemption:

Example State Tax Data 1 Page, member not entitled to exemption:

**Category 4 --  
States With  
Agreements**

The following states have a state income tax and an agreement to withhold state income tax from a CG member's pay:

Alabama (AL)	Indiana (IN)	Massachusetts (MA)	Oklahoma (OK)
Arkansas (AR)	Iowa (IA)	Mississippi (MS)*	Rhode Island (RI)
Colorado (CO)	Kansas (KS)	Nebraska (NE)	South Carolina (SC)
Delaware (DE)	Kentucky (KY)		Utah (UT)
District of Columbia (DC)	Louisiana (LA)	North Carolina (NC)	Virginia (VA)
Georgia (GA)	Maine (ME)	North Dakota (ND)	Wisconsin (WI)
Hawaii (HI)	Maryland (MD)		

*Continued on next page*

# Post Hire Processing

## Tax Data Information, Continued

### Category 4 -- States With Agreements (cont'd)

#### Direct Access procedures:

When establishing or changing state of legal residency, enter State Code, Marital Status and Number of Allowances.

- \* For residents of Mississippi, enter State Code (MS) and ignore the values in the Marital Status and Number of Exemptions fields. Enter a dollar amount in the Annual Exemption Amount block on State Tax Data 2 page.

Example Direct Access State Tax Data 1 Page for State With Agreement to Withhold:

The screenshot shows the 'State Info.' section of a web application. The 'State' is set to 'KS'. There are checkboxes for 'Resident' (checked), 'Non-Residency Statement Filed', and 'UI Jurisdiction'. A 'Special Tax Status' section has radio buttons for 'None' (selected), 'Exempt and do not withhold tax', and 'Native American'. Below this is a note: 'Maintain gross taxable; SWT will be zero unless specified in 'Additional Withholding' below'. The 'Marital Status' is set to '2' (Single Head of Household). The 'Withholding Allowances' is set to '3'.

Example Direct Access State Tax Data 2 Page, member resident of Mississippi:

The screenshot shows the 'States' section of a web application. The 'State' is set to 'MS'. There are input fields for 'Add Allowances', '% of Federal WH: (AZ Only)', and 'Annual Exemption Amt: (MS Only)' which is set to '\$3,000'. There is a dropdown for 'SDI Status' set to 'N/A'. A 'Retirement Plan (PR Only)' checkbox is unchecked. A 'California Wage Plan Code' section has a dropdown for 'Disability/Unemployment Plan' set to 'State/State'. There is a checked checkbox for 'Exempt From SUT'.

*Continued on next page*

# Post Hire Processing

## Tax Data Information, Continued

### Category 5 -- Special State Tax Treatment for Native Americans

There are special procedures for eligible Native American service members who claim exemption from state tax withholding. Exemption is recorded by clicking the Native American tab in the Special Tax Status field on State Tax Data 1 page. The Marital Status and Number of Exemptions fields should not be completed; their default values will not be passed to JUMPS. No state wages or taxes will be reported to JUMPS.

### Category 6 -- Residents of Puerto Rico

Residents of Puerto Rico on active duty are subject to federal or state income tax withholding depending on their assignment in or outside of the 50 United States. The table below shows which tax is to be withheld based on the member's assignment.

If the member is assigned to duty	Then
in the US (one of the 50 states)	only federal income tax is withheld Member is exempt from state tax withholding
outside of the US	only Puerto Rico tax is withheld Member is exempt from federal tax withholding

When a member who claims Puerto Rico as the state of legal residence is stationed outside the United States, the SPO shall:

1. Submit a State Tax transaction. Ensure that "PR" is shown as the State of Legal Residence and that the "Exempt and do not withhold tax" radio button field denoting exemption from state tax is NOT marked (member is not exempt). Ensure the fields for Marital Status and No. State Exemptions Claimed are completed on the transaction.

**Note:** The State Tax Transaction will automatically stop any federal tax withholding the member has. If the member wants both federal and Puerto Rico taxes withheld, the SPO shall submit a federal tax transaction (in addition to the state tax transaction).

When a member who claims Puerto Rico as the state of legal residence is stationed back in the United States, the SPO shall:



1. Submit a State Tax transaction. Ensure that "PR" is shown as the State of Legal Residence and that "Exempt and do not withhold tax" radio button field is marked denoting exemption from state tax.
2. Submit a Federal Tax transaction to begin federal withholding.

*Continued on next page*

# Post Hire Processing

## Tax Data Information, Continued

**Procedure** Follow these steps to record a new member's tax data.

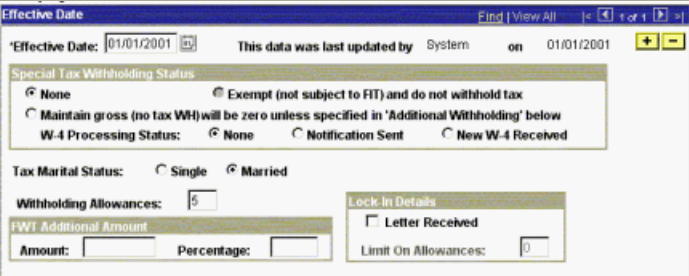
Step	Action
1	Select menu items in the following order: <a href="#">Home</a> > <a href="#">Compensate Employees</a> > <a href="#">Maintain Payroll Data (US)</a> > <a href="#">Use</a> > <b>Employee Tax Data</b>
2	A search page will appear. Enter the member's employee ID number or other search criteria (see Employee ID Search Tips) and click the  button to select the member you wish to display.  <b> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</b>
3	The Employee Tax Data page will open, the <i>Federal Tax Data 1 tab</i> will be displayed. The Federal Tax Data 1 tab is used for the input various types of federal tax information including 'Special Tax Withholding Status', 'Tax Martial Status', 'Withholding Allowances' and 'Additional Withholding'.

*Continued on next page*

# Post Hire Processing

## Tax Data Information, Continued

Procedure (continued)

Step	Action																		
<b>4</b>	Choose the appropriate tab for the type of tax change and complete the fields as described below.																		
<b>F E D E R A L T A X 1</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Field</th> <th style="text-align: left;">Description/Instructions</th> </tr> </thead> <tbody> <tr> <td>Effective date</td> <td>The date defaults to current date. This date may not be future dated</td> </tr> <tr> <td>Special Tax Withholding Status</td> <td>This field defaults to None. Change it to "Maintain gross option if "Exempt" status indicated on Line 7 of Form W-4.</td> </tr> <tr> <td>W-4 Processing status</td> <td>This field defaults to None.</td> </tr> <tr> <td>Tax Marital Status:</td> <td>Tax Marital Status defaults to Single. Click either 'Single' or 'Married'. If member elects 'Married at the Higher Single Rate' on the W-4, click 'Single'.</td> </tr> <tr> <td>Withholding Allowances:</td> <td>Withholding Allowances defaults to zero. Enter the number of allowances claimed by the member on IRS Form W-4.                             <ul style="list-style-type: none"> <li>Nonresident aliens who are not residents of Canada, Mexico or Puerto Rico cannot claim more than ONE allowance on IRS Form W-4.</li> <li>Members who claim more than 10 exemptions must file a new IRS Form W-4 each year by 15 February.</li> </ul> </td> </tr> <tr> <td>Additional Withholding Amount</td> <td>Enter the dollar amount of additional tax to be withheld monthly. This amount must be whole dollars.</td> </tr> <tr> <td>Percentage</td> <td>Not applicable.</td> </tr> <tr> <td>Lock-In Details</td> <td>The fields in this block are not applicable and will not be used by the USCG application.</td> </tr> </tbody> </table>	Field	Description/Instructions	Effective date	The date defaults to current date. This date may not be future dated	Special Tax Withholding Status	This field defaults to None. Change it to "Maintain gross option if "Exempt" status indicated on Line 7 of Form W-4.	W-4 Processing status	This field defaults to None.	Tax Marital Status:	Tax Marital Status defaults to Single. Click either 'Single' or 'Married'. If member elects 'Married at the Higher Single Rate' on the W-4, click 'Single'.	Withholding Allowances:	Withholding Allowances defaults to zero. Enter the number of allowances claimed by the member on IRS Form W-4. <ul style="list-style-type: none"> <li>Nonresident aliens who are not residents of Canada, Mexico or Puerto Rico cannot claim more than ONE allowance on IRS Form W-4.</li> <li>Members who claim more than 10 exemptions must file a new IRS Form W-4 each year by 15 February.</li> </ul>	Additional Withholding Amount	Enter the dollar amount of additional tax to be withheld monthly. This amount must be whole dollars.	Percentage	Not applicable.	Lock-In Details	The fields in this block are not applicable and will not be used by the USCG application.
	Field	Description/Instructions																	
	Effective date	The date defaults to current date. This date may not be future dated																	
	Special Tax Withholding Status	This field defaults to None. Change it to "Maintain gross option if "Exempt" status indicated on Line 7 of Form W-4.																	
	W-4 Processing status	This field defaults to None.																	
	Tax Marital Status:	Tax Marital Status defaults to Single. Click either 'Single' or 'Married'. If member elects 'Married at the Higher Single Rate' on the W-4, click 'Single'.																	
	Withholding Allowances:	Withholding Allowances defaults to zero. Enter the number of allowances claimed by the member on IRS Form W-4. <ul style="list-style-type: none"> <li>Nonresident aliens who are not residents of Canada, Mexico or Puerto Rico cannot claim more than ONE allowance on IRS Form W-4.</li> <li>Members who claim more than 10 exemptions must file a new IRS Form W-4 each year by 15 February.</li> </ul>																	
	Additional Withholding Amount	Enter the dollar amount of additional tax to be withheld monthly. This amount must be whole dollars.																	
Percentage	Not applicable.																		
Lock-In Details	The fields in this block are not applicable and will not be used by the USCG application.																		
																			

*Continued on next page*

# Post Hire Processing

## Tax Data Information, Continued

Procedure (continued)

Step	Action	
F E D E R A L T A X 2	Note: No changes are required on this tab unless the member is requesting advanced payment of Earned Income Credit (EIC).	
	<b>Field</b>	<b>Description/Instructions</b>
	Effective date	Copied from the Federal Tax Data 1 tab.
	Federal tax data last updated by:	Shows the date the member's federal tax data was last updated.
	Exempt From FUT	Direct Access will automatically check this field.
	Use Total Wages for Multi-Stat Employee	Not used.
	Earned Income Credit	<p>Leave default entry of "Not Applicable" unless the member is claiming advance EIC. If the member is entitled to EIC, choose the appropriate filing status from IRS Form W-5.</p> <p>If on the W-5 the member has entered "Yes" in item 1 and item 3 is either blank or "No", choose:</p> <ul style="list-style-type: none"> <li>• Single, or Married without spouse filing</li> </ul> <p>If on the W-5 the member has entered "Yes" in item 1 <b>and</b> item 3, choose:</p> <ul style="list-style-type: none"> <li>• Married with both spouses filing</li> </ul> <p>If item 1 of the W-5 is blank or "No", choose:</p> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
	W-5 Processing Status	Not applicable.
	W-2 Reporting	Not applicable.

*Continued on next page*

# Post Hire Processing

## Tax Data Information, Continued

Procedure (continued)


Step	Action	
<b>F E D E R A L T A X 3</b>	Note:	No changes are required on this tab unless the member is a non-resident alien.
	<b>Field</b>	<b>Description/Instructions</b>
	Effective Date	Copied from the Federal Tax Data 1 tab.
	Country	<b>Enter the member's Country if member is a non-resident alien.</b>
	All other fields on this page	The other fields on this page are not applicable and will not be used in the USCG application.

*Continued on next page*

# Post Hire Processing

## Tax Data Information, Continued

Procedure (continued)

Step	Action												
<b>State Tax Tabs</b>													
<b>S T A T E T A X 1</b>	Note: See the <a href="#">State Tax Withholding Data Entry Procedures</a> , earlier in this topic, for more detailed instructions on completing the State Tax Data tab.												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #0000FF; color: white;">Field</th> <th style="background-color: #0000FF; color: white;">Description/Instructions</th> </tr> </thead> <tbody> <tr> <td>Effective Date</td> <td>Copied from the Federal Tax Data 1 tab.</td> </tr> <tr> <td>State</td> <td>Enter the member's State of Legal Residence. The drop-down menu lists standard two-letter abbreviation codes to choose from.</td> </tr> <tr> <td>Resident</td> <td>Leave this field selected (checked).</td> </tr> <tr> <td>UI Jurisdiction</td> <td>Leave this field blank (unchecked).</td> </tr> <tr> <td>Special Tax Withholding Status</td> <td>Refer to the <a href="#">State Tax Withholding Data Entry Procedures</a>, earlier topic, to complete this field. Choose:                             <ul style="list-style-type: none"> <li>None, if member is not entitled to any exemption from state income tax withholding (e.g. Member's state does not provide an exemption for military personnel who live outside the state or member is currently stationed in their State of Legal Residence)</li> <li>Exempt and do not withhold tax, if member is entitled to an exemption from state income tax withholding (e. g. Member's state exempts income earned by military personnel stationed outside the state).</li> </ul> </td> </tr> </tbody> </table>	Field	Description/Instructions	Effective Date	Copied from the Federal Tax Data 1 tab.	State	Enter the member's State of Legal Residence. The drop-down menu lists standard two-letter abbreviation codes to choose from.	Resident	Leave this field selected (checked).	UI Jurisdiction	Leave this field blank (unchecked).	Special Tax Withholding Status	Refer to the <a href="#">State Tax Withholding Data Entry Procedures</a> , earlier topic, to complete this field. Choose: <ul style="list-style-type: none"> <li>None, if member is not entitled to any exemption from state income tax withholding (e.g. Member's state does not provide an exemption for military personnel who live outside the state or member is currently stationed in their State of Legal Residence)</li> <li>Exempt and do not withhold tax, if member is entitled to an exemption from state income tax withholding (e. g. Member's state exempts income earned by military personnel stationed outside the state).</li> </ul>
	Field	Description/Instructions											
	Effective Date	Copied from the Federal Tax Data 1 tab.											
	State	Enter the member's State of Legal Residence. The drop-down menu lists standard two-letter abbreviation codes to choose from.											
	Resident	Leave this field selected (checked).											
	UI Jurisdiction	Leave this field blank (unchecked).											
Special Tax Withholding Status	Refer to the <a href="#">State Tax Withholding Data Entry Procedures</a> , earlier topic, to complete this field. Choose: <ul style="list-style-type: none"> <li>None, if member is not entitled to any exemption from state income tax withholding (e.g. Member's state does not provide an exemption for military personnel who live outside the state or member is currently stationed in their State of Legal Residence)</li> <li>Exempt and do not withhold tax, if member is entitled to an exemption from state income tax withholding (e. g. Member's state exempts income earned by military personnel stationed outside the state).</li> </ul>												
													


*Continued on next page*



# Post Hire Processing

## Tax Data Information, Continued

Procedure (continued)

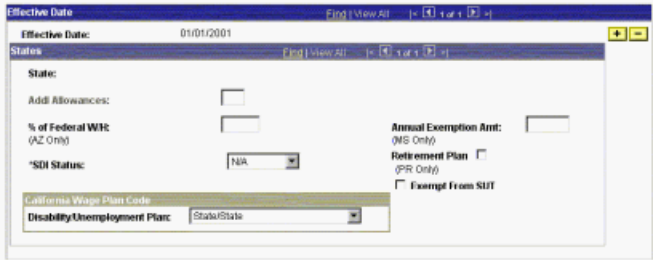
Step	Action										
<b>S T A T E T A X 1</b>	<p>Special Tax Withholding Status</p> <ul style="list-style-type: none"> <li>• <b>Note:</b> States that qualify are AZ, CA, CT, ID, PA, MO, <b>MN</b>, MT, NJ, NY, OR, PR and VT. Puerto Rico (PR) residents: See Federal and State Income Tax Withholding for Residents of Puerto Rico on Active Duty for special rules</li> <li>• Native American, if member is a Native American and meets eligibility requirements. The Department of Defense is working on a new DD Form 2058-2 (Native American Income Tax Exemption Certificate) for eligible Native Americans to sign. Until the DD Form 2058-2 is available, the SPO will have eligible Native Americans sign DD-2058, State of Legal Residence Certificate, and attach a separate page to the DD-2058 stating the following information: <ul style="list-style-type: none"> <li>A. Name of the federally recognized tribe to which the member belongs.</li> <li>B. Name of the federally recognized tribal reservation or Indian country the member claims as their domicile (include the name of the state the reservation is located).</li> </ul> </li> </ul> <p>The "Maintain gross taxable..." option is not used.</p>										
	<p>Marital Status</p> <p>Click the  button and choose the appropriate state marital status code. If exempt from state taxes, leave this field at the default or current status. Do not change it.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">1</td><td>Single or married claim single</td></tr> <tr><td style="text-align: center;">2</td><td>Single Head of Household</td></tr> <tr><td style="text-align: center;">3</td><td>Married, claiming self</td></tr> <tr><td style="text-align: center;">4</td><td>Married, claim self and spouse</td></tr> <tr><td style="text-align: center;">5</td><td>Married filing jointly</td></tr> </table>	1	Single or married claim single	2	Single Head of Household	3	Married, claiming self	4	Married, claim self and spouse	5	Married filing jointly
	1	Single or married claim single									
	2	Single Head of Household									
	3	Married, claiming self									
	4	Married, claim self and spouse									
5	Married filing jointly										
<p>Withholding Allowances</p> <p>Enter the number of allowances claimed by the member for state tax withholding purposes. If exempt from state taxes, leave this field at the default or current number. Do not change it.</p>											
<p>Additional Withholding Amount</p> <p>Enter the whole dollar amount, if any, of additional tax to be withheld monthly.</p>											
<p>Additional Withholding Percentage</p> <p>Not used, leave blank.</p>											
<p>Lock in Details</p> <p>Not used, leave blank.</p>											

*Continued on next page*

# Post Hire Processing

## Tax Data Information, Continued

Procedure (continued)

Step	Action	
<b>S T A T E T A X 2</b>	Note:	No changes are required on this tab unless the member's State of Legal Residence is Mississippi.
	<b>Field</b>	<b>Description/Instructions</b>
	Effective Date	Copied from Federal Tax Data 1 tab
	State	State of Legal Residence, copied from State Tax Data 1 tab.
	Addl Allowances	Not used, leave blank
	% of Federal WH (AZ Only)	Not used, leave blank.
	Annual Exemption Amt (MS Only)	If the member is a resident of Mississippi, enter the Exemption Amount.
	SDI Status	Not used, leave as default "N/A".
	Retirement Plan	Not used, leave blank.
	Exempt From SUT	Not used, leave checked
	California Wage Plan Code	Not used, leave default "State/State".
		

*Continued on next page*

# Post Hire Processing


---

## Tax Data Information, Continued

---

**Procedure  
(cont'd)**

Carefully review the data you have entered before saving this transaction. Be absolutely sure all that all the data is correct and that you have not made any typographical errors. Be sure you entered the correct employee ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help

After completing all applicable fields click  the button.

---

# Post Hire Processing

## Payment Option Election

### Introduction

This section provides procedures for entering Payment Option Election (POE) information into Direct Access.

- SPO and PSC users can create a member's first POE or add a new one when a member wants to change accounts or have their pay accrued at PSC.
- CG Academy and PSC users can use the Cadet Fund option when a cadet has submitted a new POE and subsequently does not graduate.

### Timing

Be sure to submit this transaction when a person becomes a member of the Coast Guard, Coast Guard Reserve, NOAA Commissioned Officer Corps or is accepted as a cadet at the Coast Guard Academy. When submitting this transaction as part of an accession, ensure the effective date is the same as the accession date and the transactions, including a [Employee Tax Data Information](#) transaction, are all submitted in the same JUMPS update cycle.

### Account and Bank Routing/Bank ID Numbers

You can obtain the Account and Bank ID numbers from a voided check (as shown below) or from information provided on the Payment Option Election Worksheet (CG-PSC-2015).

The diagram shows a check with the following fields and callouts:

- 3: NAME OF DEPOSITOR, STREET ADDRESS, CITY, STATE
- 19: DOLLARS
- 4: NAME OF YOUR BANK
- 5: Payable Through Another Bank
- For: 0210010820 123 456 789 0101
- 1: ROUTING NUMBER (0210010820)
- 2: ACCOUNT NUMBER (123 456 789)
- CHECK NUMBER (0101)








1. ROUTING TRANSIT/BANK ID Number. Entered in Direct Access as "021001082"
2. ACCOUNT NUMBER. Entered in Direct Access as "123456789". No spaces are allowed. If dashes are indicated, they may be entered.
3. ACCOUNT TITLE. Must include employee name.
4. FINANCIAL INSTITUTION NAME.
5. If your check or sharedraft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Bank ID number for Direct Deposit processing.

*Continued on next page*

# Post Hire Processing

## Payment Option Election, Continued

**Procedure** Follow these steps to set up a new member's POE




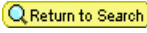
Step	Action			
1	Select menu items in the following order:			
	<a href="#">Home</a> > <a href="#">Compensate Employees</a> > <a href="#">Maintain Payroll Data (US)</a> > <a href="#">Use</a> > <b>Direct Deposit</b>			
2	A search page will appear. Enter the member's employee ID number or other search criteria (see Employee ID Search Tips) and click the  button to select the member you wish to display.  <div style="color: red; font-weight: bold;">  When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.         </div>			
3	The Direct Deposit page will display.			
4	<div style="border: 1px solid gray; padding: 5px;"> <p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Payroll Data (US)</a> &gt; <a href="#">Use</a> &gt; <b>Direct Deposit</b></p> <p>Direct Deposit</p> <p style="text-align: right;">ID:</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Deposit Information <span style="float: right;">Find   View 1   1-2 of 2</span></p> <p>Effective Date: 09/01/2001  Status: Active <span style="float: right;"> </span></p> <p>Distribution Information <span style="float: right;">Find   View All   1 of 1</span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border: 1px solid gray; padding: 2px;"> <p>Payment Option Election</p> <p><input type="radio"/> Direct Deposit</p> <p><input checked="" type="radio"/> Accrue Pay at HRSIC</p> <p><input type="radio"/> Cadet Pay</p> </td> <td style="width: 33%; border: 1px solid gray; padding: 2px;"> <p>Account Type</p> <p><input type="radio"/> Checking</p> <p><input checked="" type="radio"/> Savings</p> </td> <td style="width: 33%;"> <p>Bank ID: <input type="text"/></p> <p>Bank Name: <input type="text"/></p> <p>Account#: <input type="text"/></p> </td> </tr> </table> </div> </div> <p>Click the  button to create a new Direct Deposit. A new row will be inserted.</p>	<p>Payment Option Election</p> <p><input type="radio"/> Direct Deposit</p> <p><input checked="" type="radio"/> Accrue Pay at HRSIC</p> <p><input type="radio"/> Cadet Pay</p>	<p>Account Type</p> <p><input type="radio"/> Checking</p> <p><input checked="" type="radio"/> Savings</p>	<p>Bank ID: <input type="text"/></p> <p>Bank Name: <input type="text"/></p> <p>Account#: <input type="text"/></p>
<p>Payment Option Election</p> <p><input type="radio"/> Direct Deposit</p> <p><input checked="" type="radio"/> Accrue Pay at HRSIC</p> <p><input type="radio"/> Cadet Pay</p>	<p>Account Type</p> <p><input type="radio"/> Checking</p> <p><input checked="" type="radio"/> Savings</p>	<p>Bank ID: <input type="text"/></p> <p>Bank Name: <input type="text"/></p> <p>Account#: <input type="text"/></p>		
5	The effective date field will show the current date, you may change it if necessary, by directly entering the date or choosing one by clicking on the  icon. Refer to the Effective Date discussion above for more information.			

*Continued on next page*

# Post Hire Processing

## Payment Option Election, Continued

**Procedure** (continued)

Step	Action
6	<p>Select the Payment Option Election by clicking the radio button for the option desired. If you choose Direct Deposit, the Account Type, Bank ID and Account # fields will also need to be completed. If you choose either of the other options, these fields will be grayed out.</p> <p>If you selected Accrue Pay at PSC or Cadet Pay, click the  button. If you selected Direct Deposit complete the remaining fields.</p>
7	<p>Enter the 9-digit bank routing number in the <b>Bank ID</b> field. Notes:</p> <ul style="list-style-type: none"> <li>• This entry will be validated when you exit out of the field. The Bank Name field will display the name of the bank corresponding to the ID number you entered.</li> <li>• Only valid entries are allowed.</li> <li>• If for some reason the Bank ID is not in the system, please contact PSC Customer Care at (866) 772-8724 (toll free) or (785) 339-2200, for assistance.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Microsoft Internet Explorer</b></p> <p> Invalid Bank ID number. Entry does not exist in CGHRMS. (20060,77)</p> <p>The value entered in the Bank ID field does not exist in CGHRMS. Verify the number entered against bank documentation, a check or deposit slip. The number entered must be exactly nine characters. If the Bank ID number is correct, contact your PERSRU or the HRSIC Help Desk for further assistance.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>Invalid Bank ID error message.</p>
8	<p>Enter the account number in the <b>Account #</b> field. Notes:</p> <ul style="list-style-type: none"> <li>• This field is limited to 17 alphanumeric characters.</li> <li>• Dashes (-) are allowed.</li> <li>• No spaces are allowed.</li> </ul>
9	<p>Carefully review the data you have entered before saving this transaction. Be absolutely sure all that all the data is correct and that you have not made any typographical errors. Be sure you entered the correct employee ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help.</p> <p>Click the  button.</p> <p>Click the  button if you have more POE transactions to complete or use the menu links to exit the application.</p>

# Post Hire Processing

---

## Creating IADT Orders

---

**Introduction**      If the new member is a reservist on IADT (a reservist who enlisted under the RP, RK, or RL program or a person coming from civilian status and attending OCS), you must create the IADT orders.

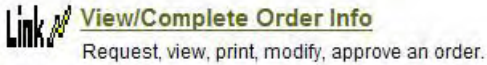
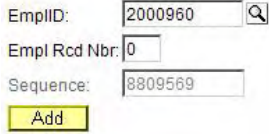
The IADT orders will place the member in an active pay status (simply submitting the accession transactions alone will not place the member on active duty).

---

**Before you begin**      Submit a Reserve Member Status transaction to set the member’s Employee Class to “SELRES” and the Reserve Training Pay Code to “F” (IADT). See [http://www.uscg.mil/hq/psc/ps/reservestatus/reserve\\_status.htm](http://www.uscg.mil/hq/psc/ps/reservestatus/reserve_status.htm) for procedures.

---

**Procedure**            Follow these steps to create the IADT orders.

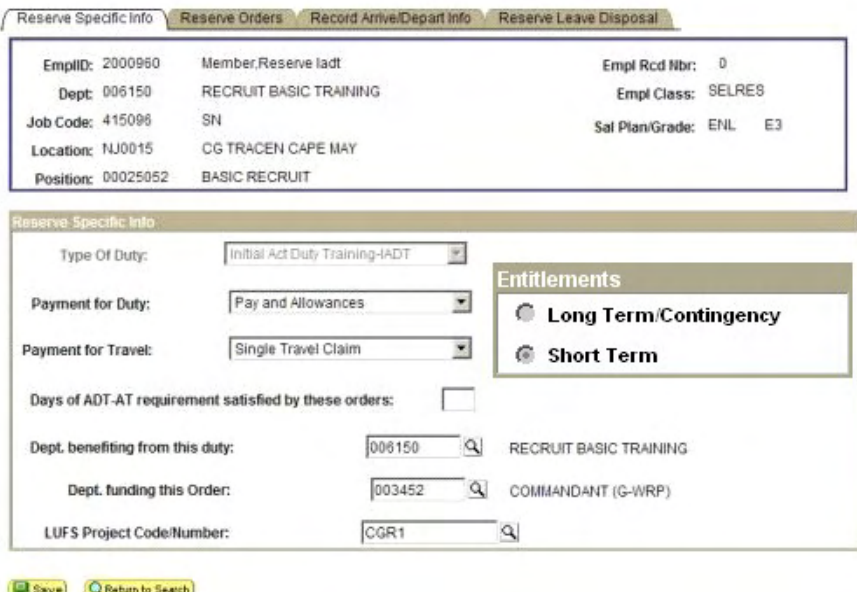
Step	Action
1	<p>Select the following menu items:  <a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Track Global Assignments (GBL)</a> &gt; <a href="#">Use</a> &gt; <b>Reserve Orders</b></p> <p>The reserve orders home page will display. Select the View/Complete Order Info link on</p> 
2	<p>Click the 'Add a New Value' link, enter the Employee ID number and click the Add button.</p>  <p>The Empl Rcd Nbr is now provided for you and will represent the uniformed employee classification.</p>

*Continued on next page*

# Post Hire Processing

## Creating IADT Orders, Continued

Procedure (continued)

Step	Action																
3	<p>The Reserve Orders page will display, click the Reserve Specific Info tab if it is not already open.</p> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Track Global Assignments (GRL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Reserve Orders</a></p>  <p>Complete the following data fields.</p> <table border="1" data-bbox="341 1165 1339 1795"> <thead> <tr> <th>Field</th> <th>Entry</th> </tr> </thead> <tbody> <tr> <td>Type of Duty</td> <td>Select '<b>Initial Act Duty Training - IADT</b>' from the drop-down list</td> </tr> <tr> <td>Payment for Duty</td> <td>Select 'Pay and Allowances' from the drop-down list</td> </tr> <tr> <td>Payment for Travel</td> <td>Select 'Single Travel Claim' from the drop-down list</td> </tr> <tr> <td>Entitlements</td> <td>For IADT in connection with an RK/RP Accession, select the "Long Term" entitlements option, regardless of the actual expected duration of the active duty. Select Short-Term for SELRES DCO/ROCI school IADT orders.</td> </tr> <tr> <td>Dept Benefiting from this duty</td> <td>Completed by system with Department ID of member's current unit (traces back to the requisition number used in the accession), <b>Change it to the ID for the location where the member will be assigned for IADT (Academy or TRACEN Cape May)</b></td> </tr> <tr> <td>Dept. funding this Order</td> <td>Enter '003452'.</td> </tr> <tr> <td>LUFs Project Code</td> <td>Will be filled in by system, no need to change.</td> </tr> </tbody> </table>	Field	Entry	Type of Duty	Select ' <b>Initial Act Duty Training - IADT</b> ' from the drop-down list	Payment for Duty	Select 'Pay and Allowances' from the drop-down list	Payment for Travel	Select 'Single Travel Claim' from the drop-down list	Entitlements	For IADT in connection with an RK/RP Accession, select the "Long Term" entitlements option, regardless of the actual expected duration of the active duty. Select Short-Term for SELRES DCO/ROCI school IADT orders.	Dept Benefiting from this duty	Completed by system with Department ID of member's current unit (traces back to the requisition number used in the accession), <b>Change it to the ID for the location where the member will be assigned for IADT (Academy or TRACEN Cape May)</b>	Dept. funding this Order	Enter '003452'.	LUFs Project Code	Will be filled in by system, no need to change.
Field	Entry																
Type of Duty	Select ' <b>Initial Act Duty Training - IADT</b> ' from the drop-down list																
Payment for Duty	Select 'Pay and Allowances' from the drop-down list																
Payment for Travel	Select 'Single Travel Claim' from the drop-down list																
Entitlements	For IADT in connection with an RK/RP Accession, select the "Long Term" entitlements option, regardless of the actual expected duration of the active duty. Select Short-Term for SELRES DCO/ROCI school IADT orders.																
Dept Benefiting from this duty	Completed by system with Department ID of member's current unit (traces back to the requisition number used in the accession), <b>Change it to the ID for the location where the member will be assigned for IADT (Academy or TRACEN Cape May)</b>																
Dept. funding this Order	Enter '003452'.																
LUFs Project Code	Will be filled in by system, no need to change.																


*Continued on next page*



# Post Hire Processing

## Creating IADT Orders, Continued

### Procedure (continued)



Step	Action												
<b>4</b>	<p>Click the Reserve Orders tab.</p>  <p>Complete the following data fields.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Field</th> <th>Entry</th> </tr> </thead> <tbody> <tr> <td>Purpose</td> <td>Select 'Structured Training-General' from the drop-down list.</td> </tr> <tr> <td>Order Begin Dt</td> <td>Enter the date the member is scheduled to begin travel to the IADT site. This is normally one day prior to the class convening date unless the member is traveling from O'CONUS and more than 1 day of travel time is authorized. Travel via POC is not authorized on accession orders.</td> </tr> <tr> <td>Order End date</td> <td>Enter the date the member will complete IADT and return home. If these are long-term orders (RK/RP) the date must be more than 139 days from the begin date.</td> </tr> <tr> <td>Authorizing Official</td> <td>Enter the name of the person signing the orders.</td> </tr> <tr> <td>Is Travel Authorized...?</td> <td>Mark this checkbox.</td> </tr> </tbody> </table>	Field	Entry	Purpose	Select 'Structured Training-General' from the drop-down list.	Order Begin Dt	Enter the date the member is scheduled to begin travel to the IADT site. This is normally one day prior to the class convening date unless the member is traveling from O'CONUS and more than 1 day of travel time is authorized. Travel via POC is not authorized on accession orders.	Order End date	Enter the date the member will complete IADT and return home. If these are long-term orders (RK/RP) the date must be more than 139 days from the begin date.	Authorizing Official	Enter the name of the person signing the orders.	Is Travel Authorized...?	Mark this checkbox.
Field	Entry												
Purpose	Select 'Structured Training-General' from the drop-down list.												
Order Begin Dt	Enter the date the member is scheduled to begin travel to the IADT site. This is normally one day prior to the class convening date unless the member is traveling from O'CONUS and more than 1 day of travel time is authorized. Travel via POC is not authorized on accession orders.												
Order End date	Enter the date the member will complete IADT and return home. If these are long-term orders (RK/RP) the date must be more than 139 days from the begin date.												
Authorizing Official	Enter the name of the person signing the orders.												
Is Travel Authorized...?	Mark this checkbox.												
<b>5</b>	<p>Complete the Partial Entitlements tab for short-term orders.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Field</th> <th>Enter Code</th> </tr> </thead> <tbody> <tr> <td>BAH RC Entitlement Code</td> <td>Member without dependents – “G” Member with dependents – “L” Member authorized BAH at the With Dependents rate based on payment of child support – “T” Order more than 30 days, member entitled to BAH – “W”. Submit Pay Entitlements transaction to start BAH</td> </tr> <tr> <td>Travel BAS Entitlement</td> <td>“E” Enlisted BAS.</td> </tr> <tr> <td>Duty BAS Entitlement</td> <td>“N” No Entitlements (Per CG PAYMAN, Figure 3-2, rule 10, when an enlisted member is in recruit training or non-prior service member attending OCS, then the BAS entitlement is none.)</td> </tr> </tbody> </table>	Field	Enter Code	BAH RC Entitlement Code	Member without dependents – “G” Member with dependents – “L” Member authorized BAH at the With Dependents rate based on payment of child support – “T” Order more than 30 days, member entitled to BAH – “W”. Submit Pay Entitlements transaction to start BAH	Travel BAS Entitlement	“E” Enlisted BAS.	Duty BAS Entitlement	“N” No Entitlements (Per CG PAYMAN, Figure 3-2, rule 10, when an enlisted member is in recruit training or non-prior service member attending OCS, then the BAS entitlement is none.)				
Field	Enter Code												
BAH RC Entitlement Code	Member without dependents – “G” Member with dependents – “L” Member authorized BAH at the With Dependents rate based on payment of child support – “T” Order more than 30 days, member entitled to BAH – “W”. Submit Pay Entitlements transaction to start BAH												
Travel BAS Entitlement	“E” Enlisted BAS.												
Duty BAS Entitlement	“N” No Entitlements (Per CG PAYMAN, Figure 3-2, rule 10, when an enlisted member is in recruit training or non-prior service member attending OCS, then the BAS entitlement is none.)												
<b>6</b>	<p>Click the Route for Approval button. Click the drop-down menu next to Approval Status and select "Approved". If you do not have access the Approval Status drop-down menu, you must forward the orders to someone with the correct user role. Enter the approver's employee ID in the Forward To block, and their email address in the Email address block and Click OK.</p>												

*Continued on next page*

# Post Hire Processing

## Creating IADT Orders, Continued

Procedure (continued)

Step	Action
7	Click the  button.
8	<p>Click the Record Arrive/Depart Info tab (Note: The remaining steps cannot be completed unless the order's approval status has been set to "Approved" and the order has been saved.)</p>  <p>a. Complete the "<b>Actual Duty Begin Dt</b>" field with the date the member enlisted or was appointed (Same as 'Est Duty Begin Dt').</p> <p>b. Complete the "<b>Actual Duty End Dt</b>" field with the date the IADT orders end.  <b>Note:</b> On Long-Term orders this date is not a <i>'hard'</i> date even though the field is named "<b>Actual Duty End ..</b>", the date you enter here is merely an estimate of when the IADT will end. The Release from Active Duty (RELAD) process will close out the orders and update the field to reflect the real completion of IADT date.</p> <p>c. Complete the "Travel Report and Depart Dates" section by setting the <b>Begin Date</b> and <b>End Date</b> fields to match the Actual Duty Begin Dt/Date of Accession and selection "Home to Duty" from the drop-down menu.</p>
9	Click Save to save the endorsement.

# Post Hire Processing

---

## Pay Entitlements for New Hires

---

**Introduction** The following tables provide guidance for TRACEN Cape May and "A" Schools for managing pay entitlements in conjunction with Accessions / New Hires.

---

**Discussion** The major points that the procedures attempt to address are:

1. For Reserve RP/RK accessions, in addition to the normal accession process, there is a requirement to [Create IADT Orders](#). The IADT orders are necessary to place the member in an active pay status. If the member is accessed but no orders are completed the member will not be in an active pay status.
  2. When a Reserve RP member is transferred from Cape May to "A" School, CGPC (epm) will need to issue PCS orders and the SPOs at the TRACENs will need to complete the endorsements, just like a regular active duty member.
  3. RK members are issued separate IADT orders for completion of Phase II training (OJT/Class "A" School).
- 

**Guidance** The following additional guidance is available:

Topic	See Page
Entitlement Summary for members ordered to active duty of 140 days or more (USCG or USCGR RP) basic training followed by "A" school	4-26
TRACEN Cape May input upon reporting	4-27
TRACEN Cape May input upon graduation for transfer to "A" School	4-28
"A" School SPO input upon reporting to start/update entitlements of newly-hired members assigned to "A" school immediately after basic training	4-29

---

*Continued on next page*

## Post Hire Processing

### Pay Entitlements for New Hires, Continued

**ORDERED TO ACTIVE DUTY OF 140 DAYS OR MORE (USCG or USCGR RP)**  
**BASIC TRAINING FOLLOWED BY "A" SCHOOL**

Entitlement	While at Basic Training		While Enroute From Basic Training to "A" School		While At "A" School		Reference
	Mbrs w/o Deps	Mbrs w/Deps (see note 1)	Mbrs w/o Deps	Mbrs w/ Deps (see note 1)	Mbrs w/o Deps	Mbrs w/ Deps (see note 1)	
Basic Pay	Yes	Yes	Yes	Yes	Yes	Yes	Figure 2-2, Rule 3, CG Pay Manual
BAH	Active Duty - Partial BAH Reserve IADT –BAH w/o at location of perm residence	BAH @ location of the dependents.	Active Duty - BAH @ In-Transit Rate Reserve IADT BAH w/o	BAH @ location of the dependents.	Active Duty - Partial BAH Reserve IADT –BAH w/o at location of perm residence	BAH @ location of the dependents.	Figure 3-7, Rules 1 & 15, and Figure 3-10, Rule 19, CG Pay Manual
CONUS COLA	Yes @ Cape May locale	Yes @ location of the dependents	Yes @ Cape May locale (less travel time)	Yes @ location of the dependents (less travel time)	Yes @ "A" School locale	Yes @ location of the dependents	Section U8012, JFTR
BAS	No	No	Enlisted BAS (ENL BAS)	Enlisted BAS (ENL BAS)	ENL BAS minus DISCOUNT MEAL RATE	ENL BAS minus DISCOUNT MEAL RATE	Figure 3-2, Rule 10, & Figure 3-4, Rules 1 & 3, CG Pay Manual
FSA-T	No	Yes	No	Yes (less leave, proceed time, and nonchargeable absence)	No	Yes, if deps do not relocate to the "A" School site	Figure 3-19, Rule 10, CG Pay Manual
Leave & Non-Chargeable Absence for Hometown Recruiting Program	N/A	N/A	Yes	Yes	N/A	N/A	Articles 7.A.5 & 7.A.10, CG Personnel Manual

Note: 1. If the dependents reside in a non-BAH eligible locale (e.g., Guam or Puerto Rico), then BAH-for the location of the TRACEN is payable. Members without dependents who do not have primary physical custody of a dependent child but are paying child support are entitled to BAH-Child or BAH-Transit Rate-Child.

*Continued on next page*

# Post Hire Processing

## Pay Entitlements for New Hires, Continued

### TRACEN CAPE MAY INPUT

**ORDERED TO ACTIVE DUTY OF 140 DAYS OR MORE (USCG or USCGR RP)**

Entitlement	Direct Access Input for USCG Member	Direct Access Input for USCGR RP Member	JUMPS Results
Basic Pay Start	Develop Workforce > Recruit Workforce (GBL) > Use > Applicant Data / Identification Data / Education / Test Results / Applicant Contract Data / Hire Applicant	Develop Workforce > Recruit Workforce (GBL) > Use > Applicant Data / Identification Data / Education / Test Results / Applicant Contract Data / Hire Applicant	L61A and L68C (rptg) generated. Segment 01 and associated Segments opened.
		Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders	L68C's (dptg & rptg) generated. Segments 00, 57, 81 and 82 updated.
BAH Start	Administer Workforce > Administer Workforce (GBL) > Use > Dependency/Emergency Data	Administer Workforce > Administer Workforce (GBL) > Use > Dependency/Emergency Data	L64 generated to update dependency data. P606 generated to start Partial BAH, BAH, or BAH-In Transit, as applicable. Segment 17 or 19 or 34 opened.
	Compensate Employees > Maintain Entitlements > Use > Employee Entitlements	Compensate Employees > Maintain Entitlements > Use > Employee Entitlements	
CONUS COLA Start	Compensate Employees > Maintain Entitlements > Use > Employee Entitlements	Compensate Employees > Maintain Entitlements > Use > Employee Entitlements	P607 generated to start CONUS COLA at applicable locale. Segment 31 opened.
FSA-T Start (members w/deps)	Compensate Employees > Maintain Entitlements > Use > Employee Entitlements	Compensate Employees > Maintain Entitlements > Use > Employee Entitlements	L6BB generated. Segment 22 opened.

*Continued on next page*

## Post Hire Processing

---

### Pay Entitlements for New Hires, Continued

#### TRACEN CAPE MAY INPUT TO TRANSFER NEWLY-HIRED MEMBERS TO "A" SCHOOL

Entitlement	Direct Access Input for USCG Member	Direct Access Input for USCGR RP Member	JUMPS Results
BAH w/o deps Start	Administer Workforce > Track Global Assignments (GBL) > Use > PCS Orders	Administer Workforce > Track Global Assignments (GBL) > Use > PCS Orders	L68C (dptg) generated. Segment 19 closed. Segment 35 opened for mbrs w/o deps eff date of departure PCS.
BAS Start	Compensate Employees > Maintain Entitlements > Use > Employee Entitlements	Compensate Employees > Maintain Entitlements > Use > Employee Entitlements	P607 generated eff date of graduation. Segment 24 opened.

*Continued on next page*

# Post Hire Processing

## Pay Entitlements for New Hires, Continued

### “A” SCHOOL INPUT

#### TO START/UPDATE ENTITLEMENTS OF NEWLY-HIRED MEMBERS ASSIGNED TO “A” SCHOOL IMMEDIATELY AFTER BASIC TRAINING

BAH-PCS Entitlements for Active Duty* Members Without Dependents									
When	And	Then	Transaction(s) Submitted by						
Completes Recruit, OCS, or Academy training	member has no prior military service	Member is entitled to BAH-In Transit-W/O effective the date of departure until the day prior to reporting. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 25%;">Earn Cd</th> <th style="width: 50%;">Type</th> <th style="width: 25%;">Detail</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">BA2</td> <td style="text-align: center;">BAH-G or BAH-H (if spouse in service)</td> <td style="text-align: center;">Zip '00000'</td> </tr> </tbody> </table>	Earn Cd	Type	Detail	BA2	BAH-G or BAH-H (if spouse in service)	Zip '00000'	Reporting SPO (inputs BAH-In Transit or BAH W/O start effective date of PCS departure, BAH-In Transit or BAH W/O stop effective the day prior to PCS reporting, reporting endorsement and transaction to record BAH entitlement at new PDS)
	Earn Cd	Type	Detail						
BA2	BAH-G or BAH-H (if spouse in service)	Zip '00000'							
member has prior military service	Member is entitled to BAH-W/O at the rate for the PDS they are departing from effective the date of departure until the day prior to reporting.  Note that the reporting SPO must submit transactions for these members. <b>The JUMPS auto-credit does not apply if the member is completing accession training.</b>								

\*Reservists w/o dependents on IADT are authorized BAH if they maintain a primary residence (e. g. Paying rent or own a home) while on orders. They are not considered to be occupying gov't qtrs.

Entitlement	Direct Access Input	JUMPS Results
BAH, CONUS COLA, BAS, & FSA-T Stops. Leave & Non-Chargeable Absence Charges	Administer Workforce > Track Global Assignments (GBL) > Use > PCS Orders	L68C (rptg) needs to be generated to report member aboard & account for leave used and non-chargeable absence. L68C (rptg) will stop segments 17, 19, 22, 31, 34, and 35. L68C will charge leave to segment 74.
BAH Start	Compensate Employees > Maintain Entitlements > Use > Employee Entitlements	P606 needs to be generated to start Partial BAH, BAH, or BAH-In Transit, as applicable, eff the date of reporting to “A” School. Segment 17 or 19 or 34 will be opened.
CONUS COLA Start	Compensate Employees > Maintain Entitlements > Use > Employee Entitlements	P607 needs to be generated to start CONUS COLA at applicable locale eff the date of reporting to “A” School. Segment 31 will be opened.
BAS Start	Compensate Employees > Maintain Entitlements > Use > Employee Entitlements	P607 needs to be generated to start ENL BAS minus DISCOUNT MEAL RATE eff the day after reporting to “A” School. Segments 24 and 27 will be opened.
FSA-T Start (members w/deps)	Compensate Employees > Maintain Entitlements > Use > Employee Entitlements	L6BB is generated eff the date of reporting to “A” School (unless deps relocate to the “A” School locale). Segment 22 will be opened.





# Chapter 5

## Direct Commission Officer (DCO) Processing

### Overview

---

**Introduction** This chapter provides an overview of the steps necessary to process a DCO's accession into the Coast Guard, attendance at DCO School and subsequent transfer to first permanent duty station (PDS).

---

**References** The following directives provide additional information about the DCO program:

- (a) [CG Personnel Manual, COMDTINST M1000.6\(series\), Sec. 1-B-1.b](#)
- (b) [Reserve Policy Manual, COMDTINST M10001.28\(series\), Sec. 1.E.3.a.](#)
- (c) [CG Recruiting Manual, COMDTINST M1100.2\(series\)](#)

---

**Contents** The following topics are covered in this chapter:

Topic	See Page
The Process	5-2
Completing the Accession	5-5
Accessions into the IRR	5-6
Extended Active Duty Orders – Assignment Officer Procedure	5-8
Extended Active Duty Orders – SPO Procedure	5-11
Pay Entitlements	5-18

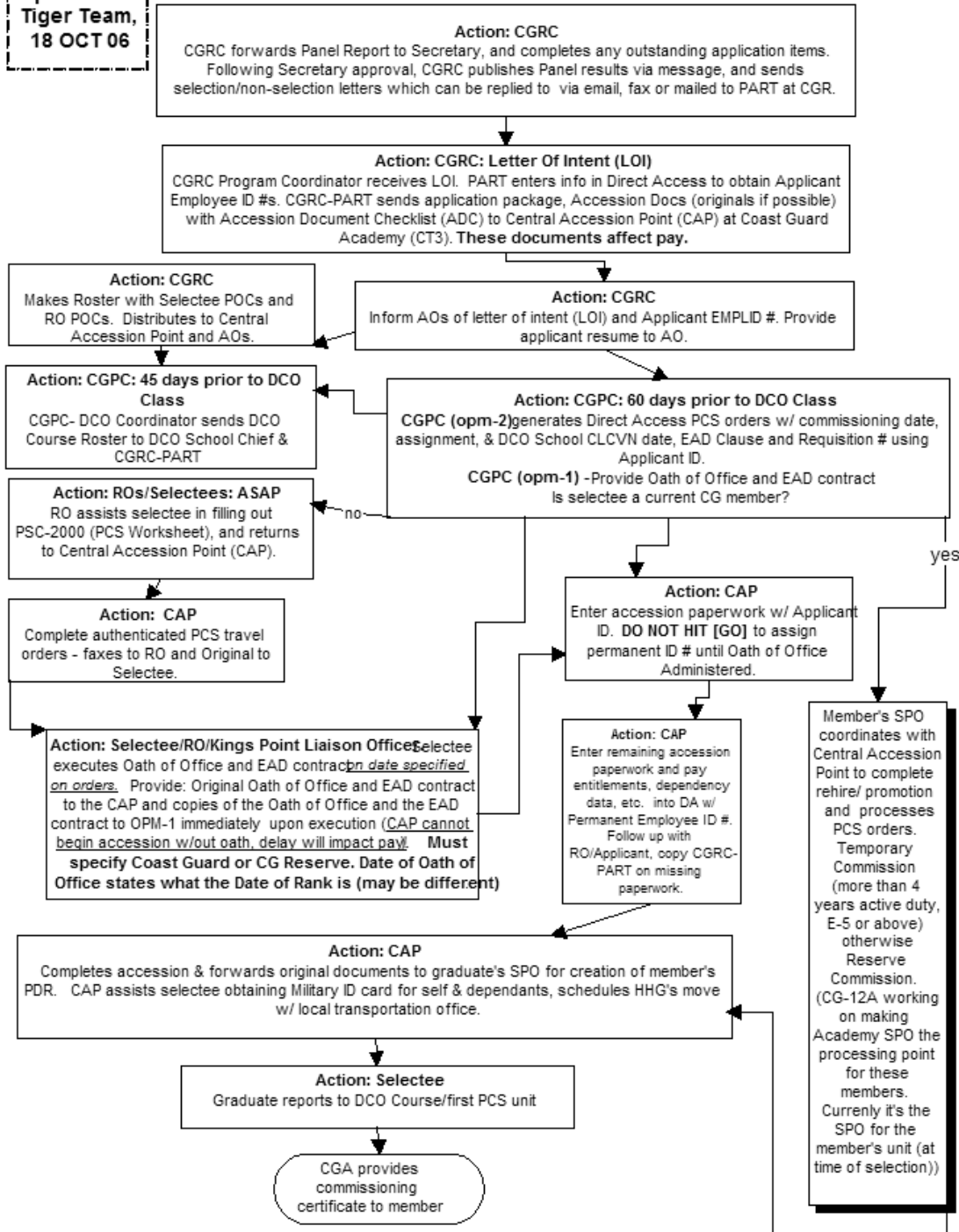
---

# Direct Commission Officer (DCO)

## The Process

Update with Tiger Team, 18 OCT 06

### SELECTEES REPORTING DIRECT TO DCO TRAINING



Continued on next page

# Direct Commission Officer (DCO)

## The Process, Continued

**DCO Process** This table provides an overview of the DCO process.

Stage	What	When	Who	
1	Announcement of Selection Panel Schedule for the next fiscal year. <b>Example:</b> <a href="#">ALCGRECRUITING 009/05</a>	July	CGRC	
2	Submit packages	By deadline for program as announced	Applicants (via local recruiter for non-CG members or via unit ESO for CG members)	
3	Selection panels meet and message announcing selectees and alternateness released <b>Example:</b> <a href="#">ALCGRECRUITING 001/05</a>	As announced is schedule	CGRC	
4	Sends letter with additional commissioning requirements to primary selectees (This includes the Letter of Intent (LOI), which must be signed and returned)	Upon release of message.	CGRC	
4	Completes commissioning requirements (including the LOI)	As directed by CGRC (date is on the ltr).	Primary selectees.	
5	Adds selectee to DA as an Applicant.	Upon receipt of the LOI	CGRC	
	Schedules selectees for DCO class in DA	Upon notification by CGRC (e. g. Appointment accepted)	CGPC (opm-2) (DCO Coordinator) and AO	
	Issues PCS/EAD orders in DA			
	Sends Oath of Office and EAD Contract		CGPC (opm-1)	
6	Completes Oath of Office and other documents (e.g. EAD contract)	Upon receipt	Selectee	
7	If	Then	Upon signing	Selectee
	Current CG/CGR Member (other than IRR)	Takes oath and other paperwork to current SPO		
	Civilian or prior (non-CG) service or CGR (IRR)	Sends oath and other paperwork to Academy SPO (aka CAP)		
8	Completes accession and EAD orders	Upon receipt of documents from selectee	SPO	

*Continued on next page*

## Direct Commission Officer (DCO)

---

### The Process, Continued

---

#### Processing Point

DCO accessions are completed the Academy SPO. However, if the applicant is currently a member of the USCG or USCGR, their current SPO completes the discharge/accession.

From civilian status:

1. Accession as an officer with a reserve commission. Effective date of rank that is on the oath (which is pre-filled by CGPC) (not more than 30 days before CCLVN date).  
Note: See process on page 5-6 for these types of accessions.
2. *What unit to use for accession?* CGPC (rpm/IRR) (Job Req #135274, department ID #002817 and position #00062025), this will prevent system from charging for SGLI.
3. EAD Orders from date member departs home enroute to Academy (within reason for mode of travel) through end of EAD contract (Engineering Officers, Lawyers, Aviators, can be different).
4. *Date military obligation completed field?* For members with no prior service - 8 years from date of oath. If prior service, carry date forward from original accession.

From USCGR status:

1. Discharge
2. Accession
3. EAD

From Active Duty status: Current SPO completes:

1. Discharge
2. Accession (Employee Classification on Service Info tab of Contract Data: Regular=Temporary Commission or SELRES/IRR if Reserve Commission)
3. TDY to Academy
4. EAD (if Reserve Commission)/PCS if Temporary Commission)
5. Research possible entitlement to saved pay.

Note: If member is currently an active duty CWO, accepting a temporary commission, you must contact CGPC (opm) and have them enter the separation authorization before you can complete the discharge. SPOs cannot initiate separations on officers.

---

# Direct Commission Officer (DCO)

---

## Completing the Accession

---

**Introduction** This section covers the intricacies of completing an accession for a DCO.

---

**Before You Begin** If the DCO is currently a member of the CG or CGR, you must complete a discharge effective the day prior to the date the oath of office is effective. For the discharge use:

- SPD code:
  - **KGM**—“Accept Commission or warrant in same branch of service” (reserve member/reserve commission) or
  - **KGN**—“Accept Commission or warrant in another branch of service” (active duty member/reserve commission)
- Reason: Convenience of the Government.
- Type: Honorable
- Status: Accept Appointment as Officer

Note: If member is currently an active duty CWO, accepting a temporary commission, you must contact CGPC (opm) and have them enter the separation authorization before you can complete the discharge. SPOs cannot initiate separations on officers.

---

**Accession Notes** Complete DCO accessions as prescribed in Chapters 2 and 3 of this guide. When completing the accession keep these important points in mind:

- If the DCO has prior CG, CGR, PHS, CG Auxiliary or CG civilian employment USE THE EXISTING EMPLOYEE ID NUMBER (a.k.a “Rehire”).
  - Active Duty members will be accessed at their current unit and the EAD orders will “transfer” them to their new PDS as officers.
  - Be sure to set the pay grade using the correct “Job Code” in **Step 6 of the Hire Applicant directions**.
  - If you are completing an accession on an officer who has more than four years prior active duty enlisted service **YOU MUST** click on the **Salary Plan** tab and set the Salary Administration Plan field to “OFE” (Officer with Prior Enlisted Service) and set the Grade field to 01E, 02E or 03E (ENS, LTJG or LT with more than 4 years enlisted service).
- 

See “Accession into the IRR” on the following page for officers who complete the Oath of Office before reporting for training.

# Direct Commission Officer (DCO)

---

## Accession into the IRR

---

### Introduction

DCO Program selectees, not on active duty, may execute the Oath of Office up to 30 days before reporting for training/commencing EAD. These officers are assigned to the IRR (Individual Ready Reserve) during the time between completing the Oath of Office and departing home on EAD orders, en route to the Academy, for DCO school.

---

### Data Entry Notes

Keep these key points in mind when completing the accession for an officer who completes the Oath of Office 30 or less days prior to reporting for training:

#### Applicant Data Panel:

- Application date – Use the date of the Oath of Office.
- Requisition – Use Requisition number #135274. This is for Position number 00062025 at CGPC (rpm) (department ID #002817), for personnel assigned to the IRR.

#### Applicant Contract Data Panel:

**Note:** Be aware that *Contract Data* does not reflect or imply EAD contract information. EAD is a type of Reserve Active Duty, not an enlistment contract.

- Contract Begin Date – Date of the Oath of Office.
- Contract Type – “COM” (Commission).
- Contract Term – Date of 30 years commissioned service or the date of first day of the month following officer’s 60<sup>th</sup> Birthday whichever is first.

**Note:** All personnel incur an initial 8-year military obligation upon their first military affiliation.

---

*Continued on next page*

## Direct Commission Officer (DCO)

---

### Accession into the IRR, Continued

---

#### Data Entry Notes (cont'd)

#### Applicant Contract Data Panel (continued from previous page):

- Service Dates – Complete in accordance with Chapter 3 of this guide. For an officer with no prior service, most of the service dates will be the date of rank as listed on the oath of office. This includes the **Pay Base** date. The **Active Duty Base** will be the day prior to the DCO class convening (day of travel from home to school). Expected loss date will be the day prior to the officer's 60<sup>th</sup> birthday. Expected Active Duty Termination date will be blank (set later by EAD orders). The **Effective date for Pay & Allowances** must be the same as the **Contract Begin Date**.
- Employee Classification – If accession and EAD begin dates are the same, set the Employee Classification to “*SELRES*” and set the Reserve/Training Pay Code to “A”. If the member doesn't report for active duty on the same date as the accession, set the Employee Classification field “*Individual Ready Reserve (IRR)*”. Set the Reserve/Training Pay Code to “*P=Awaiting IADT*”. Select the appropriate Classification Code describing the officer's military obligation (e.g. “*Inact Du Officer w/in 8 yr obl*” for an officer with no prior, or less than 8 years prior, service).

#### Hire Applicant Panel:

- All dates will be equal to the date of rank on the Oath of Office.
  - **Do not make any adjustments for “*Delay in Reporting*”.** **There is no travel or delay associated with this type of accession. The officer's EAD orders will be used to record travel time from home and from the Academy to the first PDS.**
  - Be sure to correctly set the codes for “Job Code” and “Pay Grade” on the Job Data page.
  - Position and Department entry dates will also be the date of the Oath of Office.
-

# Direct Commission Officer (DCO)

---

## EAD Orders – Assignment Officer Procedure

---

**Introduction** DCOs who are appointed with Reserve Commissions (versus those who appointed with Temporary Regular commissions) receive Extended Active Duty Orders.

---

**Discussion** EAD orders in Direct-Access serve two important functions, they:

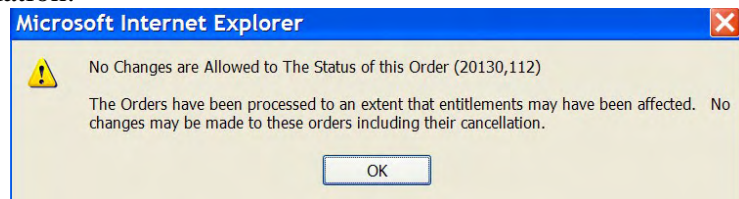
1. Bring the member onto active duty thereby entitling them to pay and allowances.
2. Provide authorization to make a PCS move from the place from which ordered to active duty to the new permanent duty station.

Previously two sets of orders were required to place the member on EAD and make the PCS transfer. First, a PCS order was issued, and then a separate EAD order was issued. This procedure combines the PCS and EAD orders into a single EAD authorization.

---

**Correcting Existing PCS Orders**

This procedure can also be used to correct an existing set of orders. However, corrections must be made before the SPO records the depart/report information. If changes are necessary after the depart/report information is entered by the SPO, the orders must be cancelled and new orders issued. This error will appear if changes are attempted after the SPO has completed the depart/report information:



**Procedure** After a decision is made to authorize EAD follow the normal [Make Assignment](#) (Succession Planning) process in Direct-Access.

- The EAD orders process is essentially the same as the active duty PCS process. There is one small **but important** difference – You must change the Action/Reason code on the orders page to “RSV”.

A step-by-step overview of the process begins on the next page.

---

*Continued on next page*



## Direct Commission Officer (DCO)

---

### EAD Orders – Assignment Officer Procedure, Continued

Step	Action
1	Create a Succession Plan for the Position the Reservist is going to fill. Note: If correcting a set of orders, access the original succession plan in lieu of creating a new one.
2	Enter the applicant ID or, for current CG member's the employee ID number on the Candidates tab. (Note: If the employee ID field is not active (grayed out), click the Initialize button.)
3	Click the <b>Orders</b> button. The orders page will open in a new window.
4	<p>Locate the Action/Reason field.</p> <ul style="list-style-type: none"> <li>• It will normally default to “<b>DPT</b>” as shown below:  <div style="font-family: monospace; font-size: small;">Action:    Transfer    <span style="border: 1px solid black; padding: 2px;">DPT</span>     PCS Depart</div> </li> <li>• Change the Reason Code to “<b>RSV</b>” for Reserve Active Duty Assignment. You can click the lookup icon to search for and select the code or just enter in the space.</li> <li>• When completed the Action / Reason section will look like this: Action:    Transfer    <span style="border: 1px solid black; padding: 2px;">RSV</span>     RSV Duty</li> </ul>
5	Enter the date the EAD commences in the <b>Est. Depart Date</b> field. <div style="font-family: monospace; font-size: small;">Est Depart Dt: <span style="border: 1px solid black; padding: 2px;">06/01/2005</span> </div>
6	Change the <b>Est. Report Date</b> to the date the EAD contract ends. <i>It will default to 30 days after the depart date.</i> <div style="font-family: monospace; font-size: small;">Est Report Dt: <span style="border: 1px solid black; padding: 2px;">05/31/2007</span> </div>
7	Set the * <b>Status</b> field to “ <i>Apvd Std</i> ” to approve the orders.

*Continued on next page*

# Direct Commission Officer (DCO)

## EAD Orders – Assignment Officer Procedure, Continued

**Procedure** (continued)

Step	Action
8	Add any required order notes (Note: Use “EAD” and “DCO” order notes.) and set the print sequence number(s) per existing EAD and PCS procedures. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="background-color: #4a7ebb; color: white; padding: 2px;"><b>Order Notes</b></p> <p>*Clause <input type="text" value="Two (2) year extended active duty contract."/> <input type="text" value="EAD"/> <input type="button" value="Q"/></p> <p>*Seq. Nbr. <input type="text" value="01"/></p> </div>
9	Click the OK button.
10	You will be returned to the Succession Plan Page. Click Save to create the orders.

*Example Completed Succession Plan Orders Page for EAD*

[Home](#) > [Develop Workforce](#) > [Plan Successions \(GBL\)](#) > [Use](#) > [Succession Plan](#)

Orders

---

Member: Short YN2Name: Employee Classification: Regular Gender: Female

Curr Unit/Posn: 00012404 DUTY

---

To Position: 00030405 DUTY 436094 Second Class Yeoman

To DeptID: 000001 CGC GALLATIN Military

Action: Transfer RSV  RSV Duty Act Date: 04/19/2005

Est Depart Dt: 05/01/2005  Curr Rotat: AO CD:

Est Report Dt: 04/30/2007  Next Rotat: 04/20/2005 Completed:

Status:   PE:

LUF S Proj:

TONO:

Pipeline Trng  Spec Need:

---

Order Notes Find | View All  1 of 1

Clause

Seq. Nbr.

# Direct Commission Officer (DCO)

---

## EAD – SPO Procedures

---

**Introduction** This section provides the user at the SPO with the procedure for completing Extended Active Duty Orders.

---

**Discussion** Coast Guard Personnel Command will issue the orders following the procedure in Assignment Processing instructions. The orders will be available via the Airport Terminal and the Reserve Orders Menu. Once properly completed and endorsed the orders will:

- Place the reservist on active duty for a specific period.
  - Authorize PCS transfer to the EAD unit.
- 

**Reference** The following references provide additional information about PCS entitlements and regulations.

- [Personnel Manual, COMDTINST M1000.6 \(series\), Chap 4](#)
  - [Joint Federal Travel Regulations, Volume 1](#)
  - [Personnel and Pay Procedures Manual, PSCINST M1000.2 \(series\), Chap 2\)](#)
- 

**Members Currently on Reserve Active Duty Orders** The SPO for the member's current unit must complete the following actions before finalizing EAD orders for a member who is already on another type of Reserve active duty:

1. Short-term of 139 days ADT or 181 days ADOT or less
    - Sets current Reserve Duty Order **Actual Duty End Date** to the day prior to the EAD begin date.
  2. Long-term of 140 days ADT or 181 days ADOT or more.
    - Inputs/approves a RELAD transaction effective the day prior to the EAD begin date.
- 

*Continued on next page*

# Direct Commission Officer (DCO)

## EAD – SPO Procedures, Continued

**Departing Procedure**      The SPO, for the unit the member is departing from, must complete these steps when a member is authorized EAD orders.

Step	Action																		
1	<p>Locate the member’s orders on the unit’s Airport Terminal, or, by using the following menu items:</p> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Track Global Assignments (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Reserve Orders</a></p> <p>Enter the member’s employee ID number on the Find an Existing Value page and click the search button.</p> <p>Select the orders from the search results. Note that the <i>Duty Type</i> will be EAD and the status will be “<i>Appvd Standard</i>” indicating that this is new set orders. The newest orders always appear at the top of the search results.</p> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #000080; color: white;"> <thead> <tr> <th style="text-align: left;">EmplID</th> <th style="text-align: left;">Empl Rcd Nbr</th> <th style="text-align: left;">Estimated Depart Date</th> <th style="text-align: left;">Estimated Report Date</th> <th style="text-align: left;">Sequence</th> <th style="text-align: left;">Coast Guard Duty Type</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Short Name</th> <th style="text-align: left;">Empl Cl</th> </tr> </thead> <tbody> <tr> <td><a href="#">1070750</a></td> <td><a href="#">0</a></td> <td><a href="#">05/01/2005</a></td> <td><a href="#">04/30/2007</a></td> <td><a href="#">1043748</a></td> <td><a href="#">EAD</a></td> <td><a href="#">Appvd Standard</a></td> <td><a href="#">YN2</a></td> <td><a href="#">Re</a></td> </tr> </tbody> </table>	EmplID	Empl Rcd Nbr	Estimated Depart Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Name	Empl Cl	<a href="#">1070750</a>	<a href="#">0</a>	<a href="#">05/01/2005</a>	<a href="#">04/30/2007</a>	<a href="#">1043748</a>	<a href="#">EAD</a>	<a href="#">Appvd Standard</a>	<a href="#">YN2</a>	<a href="#">Re</a>
EmplID	Empl Rcd Nbr	Estimated Depart Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Name	Empl Cl											
<a href="#">1070750</a>	<a href="#">0</a>	<a href="#">05/01/2005</a>	<a href="#">04/30/2007</a>	<a href="#">1043748</a>	<a href="#">EAD</a>	<a href="#">Appvd Standard</a>	<a href="#">YN2</a>	<a href="#">Re</a>											
2	<p>The Reserve Orders Page will display. There are no editable fields on the first tab -- <i>Reserve Specific Info</i>.</p> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Track Global Assignments (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Reserve Orders</a></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; font-weight: bold; margin: 0;">Reserve Specific Info   Reserve Orders   Record Arrive/Depart Info   Reserve Leave Disposal</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">EmplID:</td> <td style="width: 25%;">CG PSC</td> <td style="width: 25%;">Empl Rcd Nbr: 0</td> </tr> <tr> <td>Dept: 000450</td> <td>CG PSC</td> <td>Empl Class: Regular</td> </tr> <tr> <td>Job Code: 436094</td> <td>YN2</td> <td>Sal Plan/Grade: ENL E5</td> </tr> <tr> <td>Location: KS0001</td> <td>CG PSC</td> <td></td> </tr> <tr> <td>Position:</td> <td></td> <td></td> </tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; font-weight: bold; margin: 0;">Reserve Specific Info</p> <p>Type Of Duty: <span style="border: 1px solid #ccc; padding: 2px;">Extended Active Duty</span>      SetID: AUSCG</p> <p>Payment for Duty: <span style="border: 1px solid #ccc; padding: 2px;">Pay and Allowances</span></p> <p>Payment for Travel: <span style="border: 1px solid #ccc; padding: 2px;">Single Travel Claim</span></p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <p style="font-weight: bold; margin: 0;">Entitlements</p> <p><input checked="" type="radio"/> Long Term/Contingency</p> <p><input type="radio"/> Short Term</p> </div> <p>Days of ADT-AT requirement satisfied by these orders: <input type="checkbox"/></p> <p>Dept. benefiting from this duty: <span style="border: 1px solid #ccc; padding: 2px;">000001</span>      CGC GALLATIN</p> <p>Dept. funding this Order: <span style="border: 1px solid #ccc; padding: 2px;">003452</span>      COMMANDANT (G-WRP)</p> <p>LUFS Project Code/Number: <span style="border: 1px solid #ccc; padding: 2px;">RA3</span> <input type="button" value="Q"/></p> <p style="font-size: small; margin-top: 5px;"> <input type="button" value="Save"/>                <input type="button" value="Return to Search"/>                <input type="button" value="Previous tab"/>                <input type="button" value="Next tab"/> </p> <p style="font-size: x-small; margin-top: 5px;"> <a href="#">Reserve Specific Info</a>   <a href="#">Reserve Orders</a>   <a href="#">Record Arrive/Depart Info</a>   <a href="#">Reserve Leave Disposal</a> </p> </div>	EmplID:	CG PSC	Empl Rcd Nbr: 0	Dept: 000450	CG PSC	Empl Class: Regular	Job Code: 436094	YN2	Sal Plan/Grade: ENL E5	Location: KS0001	CG PSC		Position:					
EmplID:	CG PSC	Empl Rcd Nbr: 0																	
Dept: 000450	CG PSC	Empl Class: Regular																	
Job Code: 436094	YN2	Sal Plan/Grade: ENL E5																	
Location: KS0001	CG PSC																		
Position:																			
3	<p>Click the <b>Reserve Orders</b> tab.</p>																		

*Continued on next page*

## Direct Commission Officer (DCO)

---

### EAD – SPO Procedures, Continued

---

#### Departing Procedure (continued)

Step	Action
4	<p>Review the <i>Order End Dt</i> and <i>Order End Dt</i> fields in the <b>Basic Information</b> block, these fields must match the dates the member's EAD contract begins and ends. It is permissible for the SPO to change/correct these fields. However, changes which differ from the term of the EAD contract must be approved by CGPC (epm/opm).</p> <p>Order Begin Dt: <input type="text" value="05/01/2005"/> <input type="button" value="E1"/> Order End Dt: <input type="text" value="04/30/2007"/> <input type="button" value="E1"/></p>
5	<p>Locate the <i>Authorizing Official (Name, Rate/Rank)</i> field in the <b>Basic Information</b> block and enter the name and title of the person who will be signing the orders.</p>
6	<p>Complete the <i>Mode of Travel</i>, <i>Reimbursable Expenses</i>, and <i>Orders Notes</i> fields per procedures for an Active Duty PCS transfer. Refer to the <a href="#">PCS Order</a> topic in the <a href="#">Direct-Access Online Manual</a> and the references cited at the beginning of this section for guidance.</p> <p>⚠ <b>Warning:</b> Do not make any entries in the <i>Authorized Delay</i> area at this time. This information will be entered on the next tab.</p>
7	<p>Route the order for approval, or approve the order, (see next page) and click save.</p>

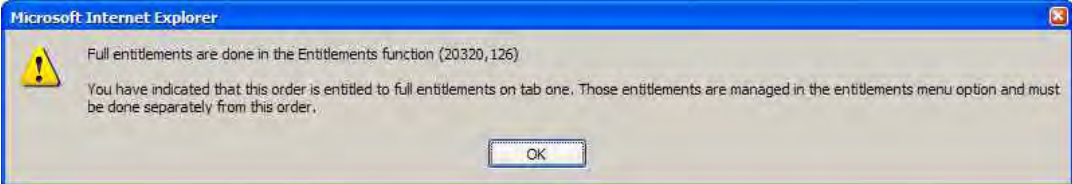
---

*Continued on next page*

# Direct Commission Officer (DCO)

## EAD – SPO Procedures, Continued

**Approving EAD Orders**      After the initial travel information is entered, a user with the CGHRSUP role must approve the travel order.

Step	Action						
1	<p>Click the <span style="border: 1px solid black; padding: 2px;">Route For Approval</span> button.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: left;">If you are</th> <th style="text-align: left;">Then</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">The approving official (SPO Supervisor/ CGHRSUP Rule User)</td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> <li>1. Click the drop-down menu in the Approval status field and select “approved”</li> <li>2. Click OK.</li> <li>3. Click Save when returned to the reserve orders page.</li> </ol> </td> </tr> <tr> <td style="vertical-align: top;">Not the approving official</td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> <li>1. Enter the approving official’s employee ID number in the Forward To field.</li> <li>2. Click OK.</li> <li>3. Click Save when returned to the reserve orders page.</li> </ol> </td> </tr> </tbody> </table> <p>Saving the orders will return several warning and informational messages. Note the reminder that pay entitlements for long-term reserve orders must be administered through the Employee Entitlements module.</p> 	If you are	Then	The approving official (SPO Supervisor/ CGHRSUP Rule User)	<ol style="list-style-type: none"> <li>1. Click the drop-down menu in the Approval status field and select “approved”</li> <li>2. Click OK.</li> <li>3. Click Save when returned to the reserve orders page.</li> </ol>	Not the approving official	<ol style="list-style-type: none"> <li>1. Enter the approving official’s employee ID number in the Forward To field.</li> <li>2. Click OK.</li> <li>3. Click Save when returned to the reserve orders page.</li> </ol>
If you are	Then						
The approving official (SPO Supervisor/ CGHRSUP Rule User)	<ol style="list-style-type: none"> <li>1. Click the drop-down menu in the Approval status field and select “approved”</li> <li>2. Click OK.</li> <li>3. Click Save when returned to the reserve orders page.</li> </ol>						
Not the approving official	<ol style="list-style-type: none"> <li>1. Enter the approving official’s employee ID number in the Forward To field.</li> <li>2. Click OK.</li> <li>3. Click Save when returned to the reserve orders page.</li> </ol>						

*Continued on next page*

## Direct Commission Officer (DCO)

### EAD – SPO Procedures, Continued



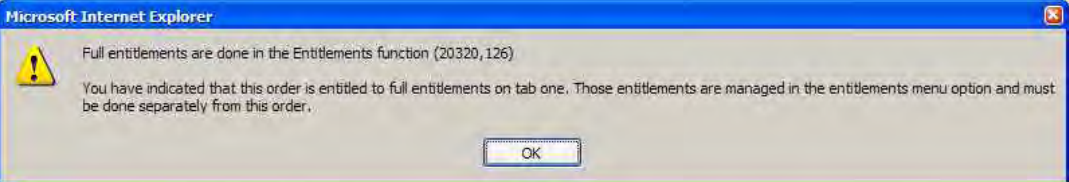
**Completing the Record Arrive/Depart Info Tab** This section must be completed after the orders have been approved and saved.

Step	Action																
1	Path to <a href="#">Home</a> > <a href="#">Administer Workforce</a> > <a href="#">Track Global Assignments (GBL)</a> > <a href="#">Use</a> > <a href="#">Reserve Orders</a>																
2	Enter the member’s employee ID number on the Find an Existing Value page and click the search button.																
3	<p>Select the orders from the search results. Note that the <i>Duty Type</i> will read “EAD” and the <i>Status</i> will show ‘Ready for Member to Execute’, indicating the orders have been approved, but the Actual Duty dates (Endorsements) have not yet been completed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th style="text-align: left;">EmplID</th> <th style="text-align: left;">Empl Rcd Nbr</th> <th style="text-align: left;">Estimated Depart Date</th> <th style="text-align: left;">Estimated Report Date</th> <th style="text-align: left;">Sequence</th> <th style="text-align: left;">Coast Guard Duty Type</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Short Em Name Cla</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">.....0</td> <td style="text-align: left;">0</td> <td style="text-align: left;">05/01/2001</td> <td style="text-align: left;">04/30/2002</td> <td style="text-align: left;">1043748</td> <td style="text-align: left;">EAD</td> <td style="text-align: left;">Ready for Member to Execute</td> <td style="text-align: left;">YN2 Re</td> </tr> </tbody> </table>	EmplID	Empl Rcd Nbr	Estimated Depart Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Em Name Cla	.....0	0	05/01/2001	04/30/2002	1043748	EAD	Ready for Member to Execute	YN2 Re
EmplID	Empl Rcd Nbr	Estimated Depart Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Em Name Cla										
.....0	0	05/01/2001	04/30/2002	1043748	EAD	Ready for Member to Execute	YN2 Re										
4	<p>Click on the <span style="background-color: #d9ead3; padding: 2px;">Record Arrive/Depart Info</span> tab and locate the <span style="background-color: #4a7ebb; color: white; padding: 2px;">Actual Report and Depart Dates</span> section.</p> <ol style="list-style-type: none"> <li>1. Complete the <i>Actual Duty Begin Dt</i> field using the date the member’s EAD contract begins (same as the <i>Est. Duty Begin Dt</i>, which appears below the data entry field). <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center;">Actual Report and Depart Dates</div> <div style="margin-top: 5px;"> <p><b>Actual Duty Begin Dt:</b> <input type="text" value="06/01/2005"/> </p> <p><b>Est Duty Begin Dt:</b> 06/01/2005</p> </div> </div> </li> <li>2. Complete <i>Actual Duty End Dt</i> field using the date the member’s EAD contract ends (same as the <i>Est. Duty End Dt</i>, which appears below the data entry field). <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center;">View All</div> <div style="margin-top: 5px;"> <p><b>Actual Duty End Dt:</b> <input type="text" value="05/31/2007"/> </p> <p><b>Est Duty End Dt:</b> 05/31/2007</p> </div> </div> </li> </ol> <p>Note: Both the <i>Actual Report</i> and <i>Actual Depart</i> date fields must be completed by the SPO for the unit the member is departing from.</p>																

*Continued on next page*

## Direct Commission Officer (DCO)

### EAD – SPO Procedures, Continued

Step	Action
5	<p>Locate the <b>Travel Report and Depart Dates</b> section.</p> <ol style="list-style-type: none"> <li>1. The first entry must be a “<i>Home to Duty</i>” row. The begin and end dates must span any authorized delay, such as leave, proceed time, and travel time, which will be listed after the Home to Duty row.</li> <li>2. After entering the Home to Duty row, click the add row button (+) and insert additional rows for each type of delay.</li> </ol> 
6	<p>When complete click the  button. This creates the appropriate endorsement on orders transactions.</p> <p><i>Reminder:</i> Saving the orders will return several warning and informational messages. Note the reminder that pay entitlements for long-term reserve orders must be administered through the Employee Entitlements module.</p> 

*Continued on next page*



# Direct Commission Officer (DCO)

## EAD – SPO Procedures, Continued

**Reporting Procedure**

The SPO for the member’s new PDS must complete the following steps after the member reports.

Step	Action												
1	Record entitlements (BAH, BAS, CSP, SDAP, etc.) as appropriate for the new PDS, effective the date the member reports.												
2	<p>If member reported early, adjust “Home to Duty” and other itinerary dates.</p> <p>The screenshot displays two sections: 'Actual Report and Depart' and 'Travel Report and Depart Dates'. The 'Actual Report and Depart' section shows 'Actual Duty Begin Dt: 12/17/2004' and 'Actual Duty End Dt: 12/18/2010'. The 'Travel Report and Depart Dates' section is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>12/17/2004</td> <td>01/06/2005</td> <td>Home to Duty</td> </tr> <tr> <td>12/18/2004</td> <td>12/21/2004</td> <td>Travel Time</td> </tr> <tr> <td>12/22/2004</td> <td>01/06/2005</td> <td>Leave INCONUS</td> </tr> </tbody> </table> <p>Callouts in the screenshot point to specific dates: 'Date EAD begins (departs enroute to new PDS)' points to 12/17/2004; 'Date EAD ends. Not date reported to new PDS' points to 12/18/2010; and 'Date will report or date reported to new PDS' points to 12/22/2004.</p>	Begin Date	End Date	Description	12/17/2004	01/06/2005	Home to Duty	12/18/2004	12/21/2004	Travel Time	12/22/2004	01/06/2005	Leave INCONUS
Begin Date	End Date	Description											
12/17/2004	01/06/2005	Home to Duty											
12/18/2004	12/21/2004	Travel Time											
12/22/2004	01/06/2005	Leave INCONUS											

## Direct Commission Officer (DCO)

### Pay Entitlements of Newly Hired Officers Attending DCO School

Entitlement	Newly Accessed Officers Attending DCO		While Enroute from Academy New Duty Station after DCO School		Reference
	Mbrs w/o Deps	Mbrs w/Deps	Mbrs w/o Deps	Mbrs w/ Deps	
<b>Basic Pay</b>	Yes @ O-1, O-1E, O-2, O-2E, O3 or O3E, rate as appropriate				Article 1-B-5,j, CG Personnel Manual; Figure 2-2, Rules 3 & 6, CG Pay Manual
<b>BAH</b>	Partial BAH (“D”)	BAH-With (“L”)@ location of dependents. If dependents reside in a non-BAH eligible locale (e.g., Guam or Puerto Rico), then BAH-In Transit is payable instead of BAH.	Member with prior service - BAH-W/O (“G”)@ New London locale. No prior service – BAH-In Transit Rate W/O	BAH-With (“L”) @ location paid while at DCO School (location of dependents)	Figure 3-7, Rules 1 & 15, and Figure 3-10, Rules 1 & 19, CG Pay Manual
<b>CONUS COLA</b> <b>Note: Transaction must be submitted even if no \$ ent.</b>	No (unless New London, CT becomes an eligible locale)	Yes @ location of the dependents if that is an eligible locale	No (unless New London, CT becomes an eligible locale)	Yes @ location paid while at OCS (location of dependents or permanent unit if eligible locale)	Sections U8002, U8011, & U8012, JFTR
<b>BAS</b>	Officer BAS	Officer BAS	Officer BAS	Officer BAS	Section 3.A.1, Figure 3-2, Rule 10, & Figure 3-4, Rules 1 & 3, CG Pay Manual
<b>FSA-T</b>	No	Yes starts on 30 <sup>th</sup> day.	No	Yes (for travel time only, not for proceed time or leave)	Figure 3-19, Rule 10, CG Pay Manual
<b>Clothing Allowance</b>	\$400 Initial (+\$200 Additional for Reserve commission)	\$400 Initial (+ \$200 Additional for Reserve commission)			Sections 3-I and 3-K, CG Pay Manual (exceptions in sections 3.K.2, 3.K.3, 3.K.5)
<b>Career Sea Pay</b>	No	No	No	No	Figure 4-7, Rule 4, CG Pay Manual
<b>Hardship Duty Pay – Location</b>	No	No	No	No	Figure 4-3, Rule 5, CG Pay Manual

DLA, Advance Pay, Proceed Time, & TLE – They are different for people with no break in service.

# Chapter 6

## OCS Accession/Graduation Processing

### Chapter Overview

---

**Introduction** This chapter provides references to procedures for the user at the Academy OCS SPO to complete transactions in Direct Access for an enlisted member who has graduated from OCS and is commissioned as an officer in the U. S. Coast Guard or U. S. Coast Guard Reserve.

---

**In this chapter** The following topics are covered in this chapter.

Topic	See Page
OCS Accession Process	6-1
Graduation Process Overview	6-5
Transaction Notes/References	6-6
Pay Entitlements	6-11

---

*Continued on next page*

---

# OCS Accession/Graduation Processing

---

## OCS Accession Processing

---

**Introduction** This section highlights some key points for processing accessions of OCS candidates for Reserve Commissions from civilian status.

---

**Discussion** Applicants accepted for OCS, who will graduate with Reserve Commissions, are often enlisted in the Coast Guard Reserve prior to their class convening (CCLVN) date.

- OCS attendees (from civilian status) are enlisted in the Reserve Component (*See 4.D.1.c, CG Recruiting Manual for enlistment terms and rates*) issued IADT orders to OCS. They are commissioned upon graduation and issued EAD orders to fulfill their active duty service obligation. They remain affiliated with the Reserve Component unless they integrate into the Regular Coast Guard or are discharged upon completion of their initial military service obligation. .

---

*Continued on next page*

# OCS Accession/Graduation Processing

## OCS Accession Processing, Continued

**Processing OCS-DEP Accessions** Follow the procedures in Chapter 3 for completing the initial accession. Refer this table to determine the correct dates to use for the various date fields on the Applicant Contract Data pages.

Stage	Event	Event Sets the
1	<p>Recruiter effects enlistment with CGRC authorization IAW 4.D.1.c CG Recruiting Manual.</p> <p>Note: If enlisting prior to the 1<sup>st</sup> of the month, in which they will depart for OCS, enter a decline of SGLI coverage, this will prevent the member being charged for SGLI while in a DEP status. Remember to start SGLI coverage (and family coverage, if applicable) the date the member start their IADT.</p>	<ol style="list-style-type: none"> <li>1. <b><u>Contract Begin Date</u></b>. Use date from block 5 DD-4/1 (Date of Enlistment).</li> <li>2. <b><u>Contract Term</u></b> (8 years or 4 years if prior service).</li> <li>3. <b><u>Job Code</u></b> 451097/Rate. SAOC (E2) or prior CG rate (non CG prior service members are enlisted as SAOC/E2, ref 1.B.5.J CGPERSMAN)</li> <li>4. <b><u>Effective Date for Pay &amp; Allowances</u></b></li> <li>5. <b><u>Military Entry Date</u></b> (Date Military Obligation Incurred) and <b><u>Date Completed Military Obligation</u></b> (8-year span).</li> <li>6. <b><u>Expected Loss Date</u></b> (8 or 4 years after date of enlistment)</li> <li>7. <b><u>Anniversary Date</u></b></li> <li>8. <b><u>Initial Reserve Entry Date</u></b></li> <li>9. <b><u>Employee Classification</u></b> (IRR)</li> <li>10. <b><u>TRA/PAY Cat</u></b> (P = Awaiting IADT)</li> <li>11. <b><u>Active Duty Base Date</u></b></li> <li>12. <b><u>Pay Base Date</u></b></li> <li>13. <b><u>Date Entered Current Active Duty Period</u></b></li> <li>14. <b><u>Job Family Entry Date</u></b></li> </ol>
2	<p>Member departs for OCS, normally 1-day prior to CCLVN date.</p>	<p>Reserve Member Status Change (SELRES/Cat-A) Begin date for the IADT orders.</p>

*Continued on next page*

# OCS Accession/Graduation Processing

---

## OCS Accession Processing, Continued

---

### Processing OCS-DEP Accessions (continued)

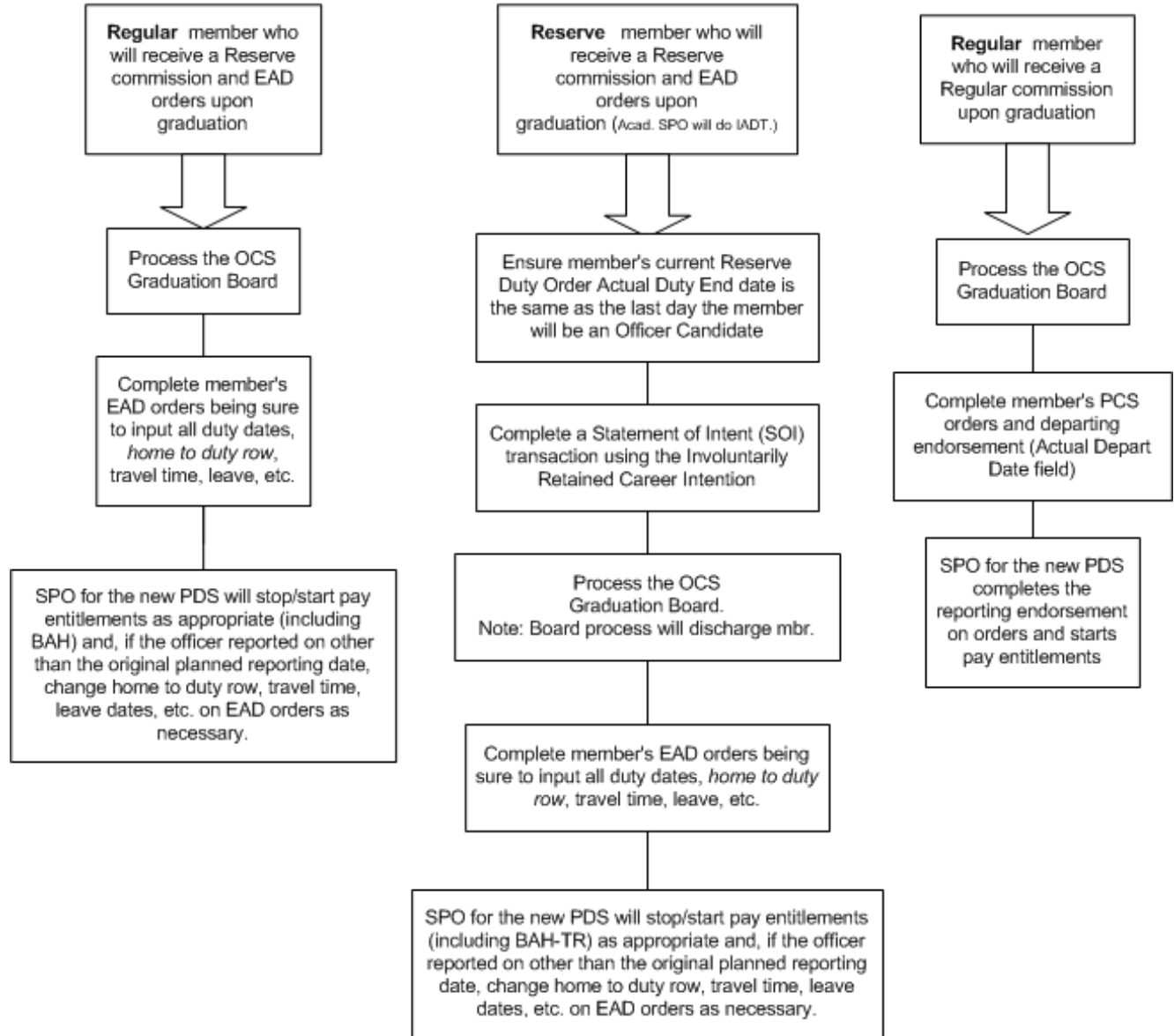
Stage	Event	Event Sets the
3	Member reports to OCS.	<p>For members without any prior CG service or with prior CG service who were enlisted below paygrade E-5: Advancement to Job Code 451094/OCUI2 (E5).</p> <p><b>Note:</b> There is problem with the way the advancement to OCUI2 (E5) works through JUMPS. If you prepare and approve the accession and the advancement on the same day, the member's accession will reflect E5 not E2 in JUMPS. This is true even if you date the advancement the day after the accession (which is correct, member is paid as SAOCUI while en route to OCS and advanced when class starts).</p> <p>To avoid this problem, please be sure to enter the advancement to OCUI2 <b>one JUMPS update cycle after the accession is approved.</b> A future update to DA and/or JUMPS will correct this problem and this note will be removed.</p>
4	Member Graduates OCS	Follow the procedures beginning on the next page.

---

# OCS Accession/Graduation Processing

## Graduation Process Overview

OCS Graduation Process Differs Based on Candidate's Coast Guard Affiliation and Type of Commission

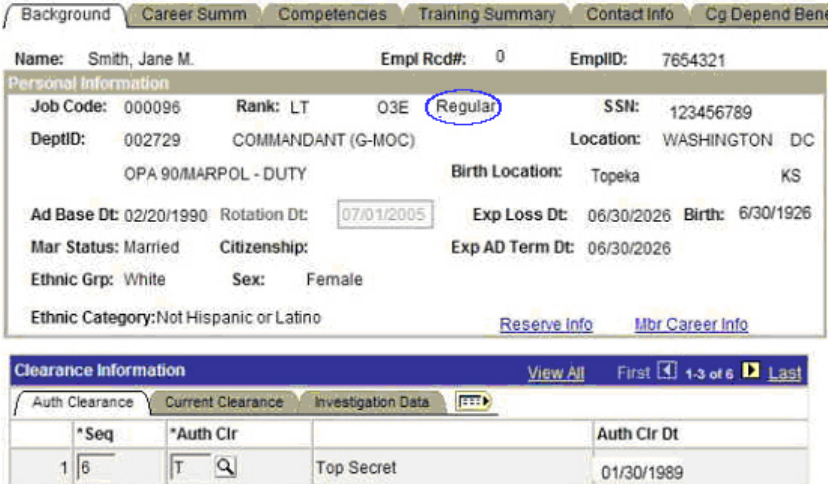


# OCS Accession/Graduation Processing

## Transaction Notes/References

### Determining Coast Guard Affiliation

You must know what type of Coast Guard affiliation the Officer Candidate currently has before beginning the OCS graduation process. The affiliation is determined by the member's employee class (empl\_class) in Direct-Access. Follow these steps to lookup the employee class:

Step	Action
1	Click on the following menu items: <a href="#">Home</a> > <a href="#">Develop Workforce</a> > <a href="#">Plan Careers</a> > <a href="#">Use</a> > CG Member Info
2	Enter the employee ID and press <b>Enter</b> or click search.
3	The CG Member Information page will display. The employee class is shown on the Background tab between the Rank and SSN fields. <a href="#">Home</a> > <a href="#">Develop Workforce</a> > <a href="#">Plan Careers</a> > <a href="#">Use</a> > CG Member Info 

### View/Change Reserve Order Actual Duty End Date

If the member is a Reservist, ensure the current Reserve Duty Order Actual Duty End date is the same as the last day the member will be an Officer Candidate. The procedures for viewing and changing (if necessary) duty end date are available in the Direct-Access Online Manual.

1. Access the Online Manual at <http://www.uscg.mil/ppc/ps/>.
2. Click the Reserve Orders book icon in the table of contents.
3. Click the *Amend Active Duty Termination Date for a Reservist topic*.
4. Follow the directions on the page to view a tutorial of the process or to access the online guide.

*Continued on next page*



# OCS Accession/Graduation Processing

## Transaction Notes/References, Continued

**Statement of Intent for a Reserve Officer Continuing on EAD Orders**

A Statement of Intent (SOI) transaction must be submitted for all Reserve members who will be continuing on EAD orders following graduation from OCS. Follow the procedures in the in the Direct-Access Online Manual to complete an “SOI”.

1. Access the Online Manual at <http://www.uscg.mil/ppc/ps/>.
2. Click the SPO Transactions book icon in the table of contents.
3. Click the *Statement of Intent* topic.

Follow the directions on the page to complete to complete the data entry for an **Involuntarily Retained** type SOI.

**PCS Transfer Orders for a Regular Officer**

Here are the references for issuing, completing and endorsing orders for a Regular officer.


Action	See						
Assignment Officer must issue PCS orders.	The Make Assignment topic in the Direct-Access Online Manual. 1. Access the Online Manual at <a href="http://www.uscg.mil/ppc/ps/">http://www.uscg.mil/ppc/ps/</a> . 2. Click the Assignment Processing book icon in the table of contents. 3. Click the <i>Make Assignment</i> topic.						
SPO must complete the PCS orders tab and the Depart / Report Member Info. tab	The PCS Transfer topic in the Direct-Access Online Manual for guidance. 1. Access the Online Manual at <a href="http://www.uscg.mil/ppc/ps/">http://www.uscg.mil/ppc/ps/</a> . 2. Click the SPO Transactions book icon in the table of contents. 3. Click PSC Orders book icon. 4. Click the <i>PSC Travel Order</i> topic for information on completing the PCS Orders tab. 5. Click on the Click the PCS Departing Endorsement on Orders topic for information on completing the Depart / Report Member Info tab.						
	<table border="1"> <thead> <tr> <th data-bbox="472 1507 824 1564">Depart/Report Member Tab (Endorsements)</th> <th data-bbox="824 1507 1227 1564">Completed by</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 1564 824 1591">Actual Depart Date</td> <td data-bbox="824 1564 1227 1591">Academy SPO</td> </tr> <tr> <td data-bbox="472 1591 824 1617">Actual Report Date</td> <td data-bbox="824 1591 1227 1617">SPO for the member's new PDS</td> </tr> </tbody> </table>	Depart/Report Member Tab (Endorsements)	Completed by	Actual Depart Date	Academy SPO	Actual Report Date	SPO for the member's new PDS
Depart/Report Member Tab (Endorsements)	Completed by						
Actual Depart Date	Academy SPO						
Actual Report Date	SPO for the member's new PDS						

Continued on next page

# OCS Accession/Graduation Processing

## Transaction Notes/References, Continued

**PCS Transfer / EAD Orders for a Reserve Officer (Including a Regular Member who Graduates with a Reserve Commission)** Here are the references for issuing, completing and endorsing orders for a Reserve officer who will be performing Extended Active Duty following graduation from OCS.

Action	See									
Assignment Officer must issue PCS-EAD orders	<p>The Make Assignment topic in the Direct-Access Online Manual.</p> <ol style="list-style-type: none"> <li>1. Access the Online Manual at <a href="http://www.uscg.mil/ppc/ps/">http://www.uscg.mil/ppc/ps/</a>.</li> <li>2. Click the Assignment Processing book icon in the table of contents.</li> <li>3. Click the <i>Make Assignment</i> topic.</li> </ol> <p>Note: The Action / Reason section must be completed with the Reserve Duty Type code "RSV".</p> <p>Action:      Transfer        RSV         RSV Duty</p>									
<ol style="list-style-type: none"> <li>1. Academy SPO must complete the Reserve Specific Info. and Reserve Orders tabs.</li> <li>2. Academy SPO must complete the Record Arrive / Depart Info tab <b>AFTER</b> the Board process is complete.</li> </ol>	<p>The EAD Orders topic in the Direct-Access Online Manual.</p> <ol style="list-style-type: none"> <li>1. Access the Online Manual at <a href="http://www.uscg.mil/ppc/ps/">http://www.uscg.mil/ppc/ps/</a>.</li> <li>2. Click the Reserve Orders book icon in the table of contents.</li> <li>3. Click the <i>Extended Active Duty Orders</i> topic.</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Record Arrive/Depart Info Tab (Endorsements)</th> <th style="text-align: left;">Completed by</th> <th style="text-align: left;">Use</th> </tr> </thead> <tbody> <tr> <td>Actual Duty Begin Date</td> <td>Academy SPO</td> <td>Date of graduation/departure from OCS (EAD start date)</td> </tr> <tr> <td>Actual Duty End Date</td> <td>Academy SPO</td> <td>Date EAD ends.</td> </tr> </tbody> </table>	Record Arrive/Depart Info Tab (Endorsements)	Completed by	Use	Actual Duty Begin Date	Academy SPO	Date of graduation/departure from OCS (EAD start date)	Actual Duty End Date	Academy SPO	Date EAD ends.
Record Arrive/Depart Info Tab (Endorsements)	Completed by	Use								
Actual Duty Begin Date	Academy SPO	Date of graduation/departure from OCS (EAD start date)								
Actual Duty End Date	Academy SPO	Date EAD ends.								

*Continued on next page*

# OCS Accession/Graduation Processing

## Transaction Notes/References, Continued

### Early Reporting of Reserve Officers

If a reserve officer reports to his/her new duty station earlier than the end date of the “*Home to Duty*” row as recorded by Academy SPO on the *Record Arrive/Depart Info* tab of the EAD orders, the officer's new SPO shall record the early arrival by adjusting the dates. The end date of the Home to Duty row must be changed to reflect the officer’s reporting date and the leave, travel time, and other delay enroute dates adjusted accordingly.

The screenshot displays the 'Actual Report and Depart' tab of an EAD order. It shows the 'Actual Duty Begin Dt' as 12/17/2004 and the 'Actual Duty End Dt' as 12/16/2010. A callout box labeled 'Dates for EAD orders:' points to the 'Date of graduation / departure from OCS' field. Below this, the 'Travel Report and Depart Dates' table is visible, with three rows: 'Home to Duty' (12/17/2004 to 01/06/2005), 'Travel Time' (12/18/2004 to 12/21/2004), and 'Leave INCONUS' (12/22/2004 to 01/06/2005). A callout box labeled 'Date reported to new PDS' points to the 'End Date' of the 'Home to Duty' row, which is 01/06/2005. Another callout box labeled 'Date EAD ends. Not date reported to new PDS' points to the 'Actual Duty End Dt' field, which is 12/16/2010.

If the officer has no dependents, the officer's new SPO shall also adjust the officers BAH w/o deps entitlement while enroute from the Academy to the new duty station (see the [Pay Entitlements](#) section on the following page).

### Board Process

Boards and Panels are convened to process officer appointments, promotion, retention and selection for advanced training. The PeopleSoft Career Management module is used to setup and manage Boards. Refer to the Boards topic in the Direct-Access Online Manual for guidance.

1. Access the Online Manual at <http://www.uscg.mil/ppc/ps/>.
2. Click the Career Management book icon in the table of contents.
3. Click the Boards topic.

Note: The Board Process must be completed before orders are endorsed.

*Continued on next page*

# OCS Accession/Graduation Processing

---

## Transaction Notes/References, Continued

---

**Pay  
Entitlements**

The chart on the following page summarizes pay entitlements of members while attending OCS and enroute to their new PDS.

---

# OCS Accession/Graduation Processing

## Pay Entitlements of Members Attending OCS (other than Reservists on short-term active duty for ROCI)

Entitlement	Newly Accessed Members Attending OCS		Current USCG or USCGR Members Ordered to OCS		While Enroute from OCS to New Duty Station after OCS		Reference
	Mbrs w/o Deps	Mbrs w/Deps	Mbrs w/o Deps	Mbrs w/ Deps	Mbrs w/o Deps	Mbrs w/ Deps	
Basic Pay	Yes (as E-2)	Yes (as E-2)	Yes @ pay grade prior to OCS; if < E-5 prior to OCS, then receive E-5 rate at OCS.	Yes @ pay grade prior to OCS; if < E-5 prior to OCS, then receive E-5 rate at OCS.	Yes @ O-1, O-1E, O-2, or O-2E rate as appropriate	Yes @ O-1, O-1E, O-2, or O-2E rate as appropriate	Article 1-B-5.j, CG Personnel Manual; Figure 2-2, Rules 3 & 6, CG Pay Manual
BAH	Partial BAH or (for Reserve on IADT) BAH W/O @ location of permanent residence location at the time ordered to active duty provided member maintains a residence and continues to be responsible for rent or owns the residence	BAH @ location of dependents. If dependents reside in a non-BAH eligible locale (e.g., Guam or Puerto Rico), then BAH-L is payable using the zip code for the training center	Partial BAH	BAH @ location of permanent unit prior to OCS (unless dependents reside in government quarters).	See <a href="#">SPO Manual, Vol II, Chapter 10 (BAH), Table 1: BAH-PCS Entitlements for Active Duty Members Without Dependents</a>	See <a href="#">SPO Manual, Vol II, Chapter 10 (BAH), Table 2: BAH-PCS Entitlements for Active Duty Members With Dependents</a>	Figure 3-7, Rules 1 & 15, and Figure 3-10, Rules 1 & 19, CG Pay Manual
CONUS COLA	No (unless New London, CT becomes an eligible locale)	Yes @ location of the dependents if that is an eligible locale	No (unless New London, CT becomes an eligible locale)	Yes @ location of permanent unit (prior to OCS) if that is an eligible locale	No (unless New London, CT becomes an eligible locale)	Yes @ location paid while at OCS (location of dependents or permanent unit if eligible locale)	Sections U8002, U8011, & U8012, JFTR
BAS	No	No	Enlisted BAS minus Discount Meal Rate	Enlisted BAS minus Discount Meal Rate	Officer BAS	Officer BAS	Section 3.A.1, Figure 3-2, Rule 10, & Figure 3-4, Rules 1 & 3, CG Pay Manual
FSA-T	No	Yes	No	Yes	No	Yes (for travel time only, not for proceed time or leave)	Figure 3-19, Rule 10, CG Pay Manual
Clothing Allowance	No	No	Yes (BMA or SMA)	Yes (BMA or SMA)	\$400 Initial (+\$200 Additional if Reserve commission)	\$400 Initial (+ \$200 Additional if Reserve commission)	Sections 3-I and 3-K, CG Pay Manual (exceptions in sections 3.K.2, 3.K.3, 3.K.5)
Career Sea Pay	No	No	No	Yes (for first 30 days of TDY if permanent unit prior to OCS was a vessel)	No	No	Figure 4-7, Rule 4, CG Pay Manual
Hardship Duty Pay – Location	No	No	No	Yes (if permanent unit prior to OCS was an HDP-L eligible unit)	No	No	Figure 4-3, Rule 5, CG Pay Manual

This page left blank intentionally

# Chapter 7

## Academy Graduation Processing

### Chapter Overview

---

**Introduction** This section will guide you through the process of creating and processing Academy graduation boards. For general information on using the "Maintain Boards" page, you should review the boards topic in the Direct Access Online Help at:  
[http://www.uscg.mil/hq/psc/ps/career\\_management/boards/overview.htm](http://www.uscg.mil/hq/psc/ps/career_management/boards/overview.htm).

---

**Responsibility** This process is completed by the Academy SPO only.

---

**User Roles** Your DA user account will need the following roles added in order to complete this procedure:

Role	Description
PROM	Promotion
CGCRMGBD	Career Management Boards

Submit a [DA User Access form \(PSC-7421/2\)](#) to PSC Customer Care to have the above roles added to your account.

---

**Discussion** This process will create the necessary JUMPS transactions to establish the graduate as an officer in the Coast Guard. The Applicant/Hire processes are not necessary when this process is used. However, you should ensure that an Employee Tax Data and Payment Option Election are submitted for each graduate. See chapter 4 for procedures.

---

**In this chapter** The following topic is covered in this chapter.

Topic	See Page
Academy Graduation Boards	7-2

---

# Academy Graduation Processing


## Academy Graduation Boards

### Before you begin

If possible, have the Board Type Code. Academy boards will be created with the code ACAD. However, if you do not know the Board Type Code value, you may perform a lookup as follows and select the code from the available list returned.

### Procedure

Follow these steps to process an Academy Graduation board.

Step	Description												
1	<p>Select from the home menu bar <i>Develop Workforce&gt;</i>, <i>Career Management&gt;</i>, <i>Setup&gt;</i>, and <i>Maintain Boards</i>.</p> <ul style="list-style-type: none"><li>Alternate path: Select from the home menu bar <i>Develop Workforce&gt;</i>, <i>Career Management&gt;</i>, <i>Setup&gt;</i>, and <i>Board/Panel Setup Home</i>. Select the <a href="#">Maintain Boards and Panels</a> link.</li></ul> <p>Enter a Board Type Code, Sequence Number, or Active Duty Reserve Indicator and press the <i>Search</i> button. Select the Board Type Code from the available list.</p> <p>Note: <b>For each new class session</b>, you must press the <a href="#">Add a New Value</a> link to generate a new instance of that board type. Enter the Board Type Code or use the lookup and enter the description '%ACAD%' then press <i>Search</i>. Select from the available list. Enter "<i>Active Duty</i>" for the Active Duty Reserve Indicator. Once all the values are complete, press the <i>Add</i> button. On the new page, you will enter the data and press the <i>Save</i> button. The Sequence Number is updated automatically when the page is saved.</p>  <table border="1"><thead><tr><th>Board Type Code</th><th>Active Duty Reserve Indicator</th><th>Sequence Number</th><th>Start Date</th></tr></thead><tbody><tr><td>ACAD</td><td>Active</td><td>2</td><td>2003-05-01</td></tr><tr><td>ACAD</td><td>Active</td><td>1</td><td>2003-07-15</td></tr></tbody></table>	Board Type Code	Active Duty Reserve Indicator	Sequence Number	Start Date	ACAD	Active	2	2003-05-01	ACAD	Active	1	2003-07-15
Board Type Code	Active Duty Reserve Indicator	Sequence Number	Start Date										
ACAD	Active	2	2003-05-01										
ACAD	Active	1	2003-07-15										

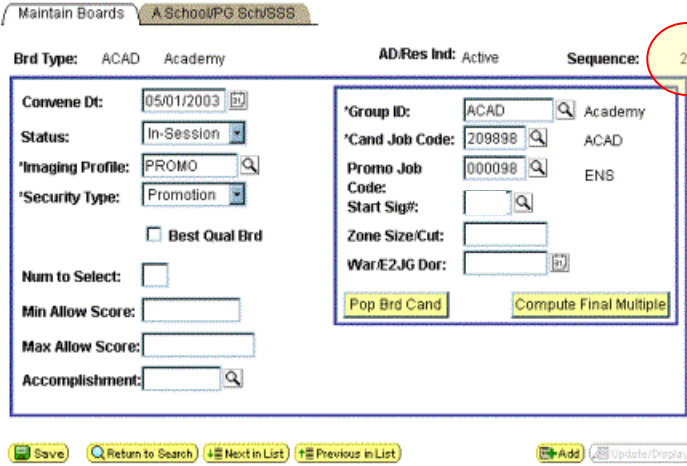
Continued on next page



# Academy Graduation Processing

## Academy Graduation Boards, Continued

### Procedure



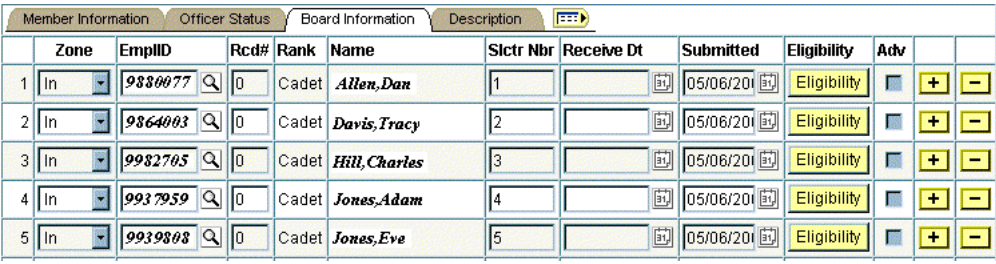
Step	Description
2	<p>On the "Maintain Boards" page, complete the fields as follows: Enter the Graduation Date of the Academy Class.</p> <ol style="list-style-type: none"> <li>1. Set the Status to <i>'In-Session'</i>.</li> <li>2. Select <i>'PROMO'</i> for the Imaging Profile.</li> <li>3. Select <i>'Promotion'</i> for the Security Type</li> <li>4. Select <i>'ACAD'</i> for the Group ID.</li> <li>5. The Cand Job Code should be the <i>primary</i> jobcode of the members who are graduating from the academy (The most common value will be: 209898 ACAD). If graduating personnel have multiple jobcodes for that school session, you should select the jobcode held by the majority of the class.</li> <li>6. The Promo Jobcode should be the jobcode that class will be advanced to. Use the magnifying glass to look-up the appropriate jobcode. (The most common value will be: 000098 ENS.)</li> <li>7. Leave the Start Sig# blank. This number does not pertain to Academy advancements.</li> </ol> <p>Sample graphic:  <a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Career Management</a> &gt; <a href="#">Setup</a> &gt; <a href="#">Maintain Boards</a> <a href="#">New Window</a></p>  <p>Press the <i>Save</i> button.</p> <p>Note the Sequence number in the upper right-hand corner of the page. This is your ID number for this board.</p>

*Continued on next page*

# Academy Graduation Processing

## Academy Graduation Boards, Continued

### Procedure

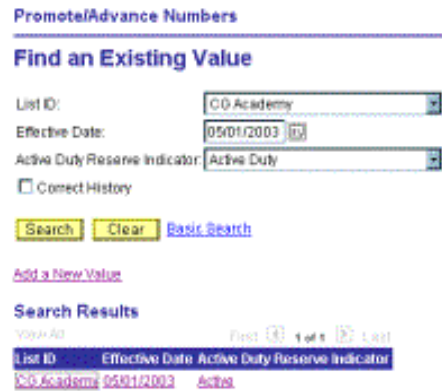

Step	Action
3	<p>To add the board candidates, select from the home menu bar <i>Develop Workforce</i>&gt;, <i>Career Management</i>&gt;, <i>Use</i>&gt;, and <i>Board Candidates</i>. Look up the board that was created in Step 2.</p> <p>Sample lookup:</p>  <p>Add the candidates.</p>  <p>The candidates are initially populated and sequenced in alphabetical order. Therefore, <u>press the <i>Board Information</i> tab and use this page to sequence the candidates</u> in precedence order based on their class rank for processing/signal number assignment.</p>  <p>This ordering is established through manipulating the Slctr Nbr (selector number) field. Cadet administration will also have to manually manipulate any cadets who will not be graduating and/or will be graduating late.</p>

*Continued on next page*

# Academy Graduation Processing

## Academy Graduation Boards, Continued

**Procedure (cont'd)**


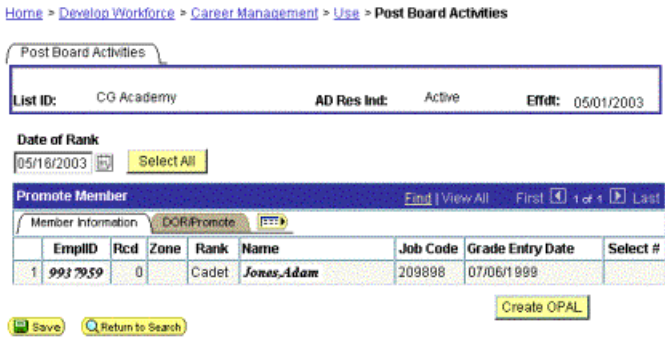

Step	Action																
3	<p><i>(continued from previous page)</i> To manually add candidates from the list, you may do so by pressing the <b>Plus Symbol</b> button. This will add a row and allow you to enter a candidate's information. Pressing the <b>Minus Symbol</b> button will allow you to delete a row. In order for the candidate to be processed for advancement, the candidate <b>MUST</b> be saved with a <b>Cand Status</b> of "<b>Select</b>". Press the <b>Save</b> button when all changes, additions, and deletions are complete.</p>																
4	<p>Select from the home menu bar <b>Develop Workforce&gt;, Career Management&gt;, Setup&gt;</b>, and <b>Promote/Advance Numbers</b>. Select the List ID (<b>CG Academy</b>), Effective Date (<b>05/01/2003</b>), and the Active Duty Reserve Indicator ("<b>Active Duty</b>" or "Reserve – Active Component," as appropriate). Press <b>Search</b> and select from the list returned. (sample of list options shown below)</p>  <p>The screenshot shows the 'Promote/Advance Numbers' page with search criteria: List ID: CG Academy, Effective Date: 05/01/2003, Active Duty Reserve Indicator: Active Duty. The search results table is as follows:</p> <table border="1"> <thead> <tr> <th>List ID</th> <th>Effective Date</th> <th>Active Duty Reserve Indicator</th> </tr> </thead> <tbody> <tr> <td>CG Academy</td> <td>05/01/2003</td> <td>Active</td> </tr> </tbody> </table> <p>On the "Promote/Advance Numbers" page, enter the Group ID of "<b>ACAD</b>" and the Job Code of "<b>000098</b>". Press the <b>Save</b> button. <b>It is not necessary to add a number in the Advance/Promote Number field</b> (This field is for enlisted advancements from advancement lists. Refer to the instructions for the "Board Information" tab, in Step 2 above, if you need to set the rank order of candidates). All the candidates on the board will populate the "Post Board Activities" page (the next step).</p>  <p>The second screenshot shows the 'Promote/Adv Nbrs' page with search criteria: List ID: CG Academy, Effdt: 05/01/2003, AD Res Ind: Active. The table below shows the search results:</p> <table border="1"> <thead> <tr> <th>* Group ID</th> <th>Job Code</th> <th>Description</th> <th>Advance/Promote Nbr</th> <th>Nbr Selected</th> </tr> </thead> <tbody> <tr> <td>1 ACAD</td> <td>000098</td> <td>Ensign</td> <td></td> <td>1</td> </tr> </tbody> </table>	List ID	Effective Date	Active Duty Reserve Indicator	CG Academy	05/01/2003	Active	* Group ID	Job Code	Description	Advance/Promote Nbr	Nbr Selected	1 ACAD	000098	Ensign		1
List ID	Effective Date	Active Duty Reserve Indicator															
CG Academy	05/01/2003	Active															
* Group ID	Job Code	Description	Advance/Promote Nbr	Nbr Selected													
1 ACAD	000098	Ensign		1													

*Continued on next page*

# Academy Graduation Processing

## Academy Graduation Boards, Continued

Procedure (cont'd) (continued)

Step	Action
5	<p>Select from the home menu bar <i>Develop Workforce&gt;, Career Management&gt;, Use&gt;</i>, and <i>Post Board Activities</i>. Select the List ID (<i>CG Academy</i>), Effective Date (<i>05/01/2003</i>), and the Active Duty Reserve Indicator (“<i>Active Duty</i>” or “<i>Reserve – Active Component</i>,” as appropriate). Press <i>Search</i> and select from the list returned. (sample of list options shown below)</p> <p>Sample of Post Board Activities search for board set up in Step 2:</p> 
6	<p>This takes you to the "Post Board Activities" page. This pulls all selected candidates from the board session.</p>  <p>Press the <i>DOR/Promote</i> tab. Enter the Date of Rank (DOR) for the promotion and press the <i>Select All</i> button. This will populate the Rank/Contract date field for each member. The AD Base Date and Pay Entry Base Date will default to the graduation date. You may manually override these dates at the individual member level simply by typing it in.</p> 

*Continued on next page*

# Academy Graduation Processing

---

## Academy Graduation Boards, Continued

---

Procedure (cont'd) (continued)

Step	Action
7	<p>The Promo Job Code will default to the Promo Jobcode entered on the "Maintain Boards" page from Step 2 above. You may override the Promo Jobcode at the individual member level simply by typing in a new jobcode.</p> <p>When you are satisfied that all information on the page is correct, press the <i>Save</i> button. The advancement transaction is created when the page is saved.</p>
8	<p>To repeat this function, select <i>Return to Search</i>. To perform another function, choose from the menu. To exit, press the <a href="#">Sign Out</a> link located at the top of the page.</p>

---



# Chapter 8

## Component Changes

### Chapter Overview

---

**Introduction** The chapter provides the procedures for separating an enlisted member from active duty and enlisting them in the Reserve Component with no break in service. This chapter also provides the procedures for separating regular officers from active duty and accessing them into the Coast Guard Reserve.

---

**In this chapter** The following topics are covered in this chapter.

Topic	See Section
Discharge to Immediate Enlistment	8-A
Regular to Reserve Officer Commission	8-B

---

# Chapter 8-A

## Discharge to Immediate Enlistment

### Section Overview

---

**Introduction** This section provides the procedure for separating a member from one service component (Reserve or Regular) and enlisting them in the other with no break in service.

---

**In this chapter** The following topics are covered in this chapter

Topic	See Page
Discharge Procedure	8-A-2
Accession Procedure	8-A-5

---

**Warning** Do not use this procedure for a member who is reenlisting in the same service component. See the [Reenlistment Contract](#) topic in the Direct Access Online Help for the procedure for these members.

---



# Discharge to Immediate Enlistment

---



## Discharge Procedure

---

**Introduction**      A component change is preceded by a discharge, effective the day before the accession.

---

**Procedure**        Start Internet Explorer, sign into Direct Access and follow these steps to complete this procedure.

Step	Action																
1	<p>Select menu items in the following order  <b><u>Home</u></b> &gt; <b><u>Administer Workforce</u></b> &gt; <b><u>Administer Workforce (GBL)</u></b> &gt; <b><u>Use</u></b> &gt; <b>Separations</b></p> <p>Enter the member's employee ID number in the EmplID field and click the search button</p>  <p>When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>																
2	<p>The Separations component will open.</p> <ul style="list-style-type: none"> <li>Click the  (add a new row icon) to insert a new blank separation if necessary.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Field</th> <th style="text-align: left;">Entry</th> </tr> </thead> <tbody> <tr> <td><b>Type</b></td> <td>A - Discharge</td> </tr> <tr> <td><b>Termination Date</b></td> <td>Date. <b>Must be the day before the date of (new) enlistment.</b></td> </tr> <tr> <td><b>SPD</b></td> <td>Separation Program Designator Code. KHC - Immediate Enlistment or reenlistment is used in this <b>example</b>. <b>Check the SPD Code Handbook for a complete listing of codes and their correct usage.</b></td> </tr> <tr> <td><b>Reenlistment Eligibility Code</b></td> <td>RE1</td> </tr> <tr> <td><b>Reason</b></td> <td>Convenience of the Government</td> </tr> <tr> <td><b>Type</b></td> <td>Honorable</td> </tr> <tr> <td><b>Status</b></td> <td>"Rcmed Reenl Change Component" - Recommend for reenlistment or change of service component.</td> </tr> </tbody> </table>	Field	Entry	<b>Type</b>	A - Discharge	<b>Termination Date</b>	Date. <b>Must be the day before the date of (new) enlistment.</b>	<b>SPD</b>	Separation Program Designator Code. KHC - Immediate Enlistment or reenlistment is used in this <b>example</b> . <b>Check the SPD Code Handbook for a complete listing of codes and their correct usage.</b>	<b>Reenlistment Eligibility Code</b>	RE1	<b>Reason</b>	Convenience of the Government	<b>Type</b>	Honorable	<b>Status</b>	"Rcmed Reenl Change Component" - Recommend for reenlistment or change of service component.
Field	Entry																
<b>Type</b>	A - Discharge																
<b>Termination Date</b>	Date. <b>Must be the day before the date of (new) enlistment.</b>																
<b>SPD</b>	Separation Program Designator Code. KHC - Immediate Enlistment or reenlistment is used in this <b>example</b> . <b>Check the SPD Code Handbook for a complete listing of codes and their correct usage.</b>																
<b>Reenlistment Eligibility Code</b>	RE1																
<b>Reason</b>	Convenience of the Government																
<b>Type</b>	Honorable																
<b>Status</b>	"Rcmed Reenl Change Component" - Recommend for reenlistment or change of service component.																

*Continued on next page*



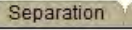

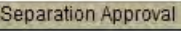


# Discharge to Immediate Enlistment

---

## Discharge Procedure, Continued

---

**Procedure** (continued)

Step	Action
4	<p>Click the  tab. Locate the links section at the bottom of the page:</p> <p style="margin-left: 40px;"> <a href="#">Entitlements</a>   <a href="#">Orders</a>   <a href="#">DD214</a> </p> <ul style="list-style-type: none"> <li>• Select the Orders link.</li> </ul>
5	<p>The Separation travel order will open in a new window. Normally, no action is required. However, the system may not permit you to save the separation transaction without first viewing the separation travel order. Close the travel order window to continue.</p>
6	<p>Click the DD244 link. The DD214 worksheet will open in a new window. Complete the worksheet (see the <a href="#">DD-214</a> instructions for details), save it and close the window.</p>
7	<p>Return to the separation window and click the  button. Acknowledge the following warning message by clicking the <b>OK</b> button.</p> <p style="margin-left: 40px;"> <a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Administer Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Separations</a> <span style="float: right;"><a href="#">New Window</a></span> </p> <p style="margin-left: 40px;">Warning -- WorkFlow Reminder (20050.43)</p> <p style="margin-left: 40px;">You saved the Separation Transaction. When you are completely finished remember to Workflow the Transaction to your Supervisor for Approval.</p> <p style="margin-left: 40px;"> <input type="button" value="OK"/>   <input type="button" value="Cancel"/> </p>
8	<p>Click the  tab.</p> <ul style="list-style-type: none"> <li>• If you are a CGHRSUP (<b>SPO Supervisor</b>) role user, click the drop-down menu in the status block and select "approved"</li> </ul> <p style="margin-left: 40px;">Approval Status:  Approval Date: 12/20/2004</p> <ul style="list-style-type: none"> <li>• If you are not a CGHRSUP (SPO Supervisor) role user, enter the employee ID of the approving official in the route to block.</li> </ul> <p style="margin-left: 40px;">Note: The SPO supervisor must approve and save the separation transaction before the accession can be initiated.</p>
9	<p>Return to the separation window and click the  button. Acknowledge any warning messages by clicking the OK button.</p>

---


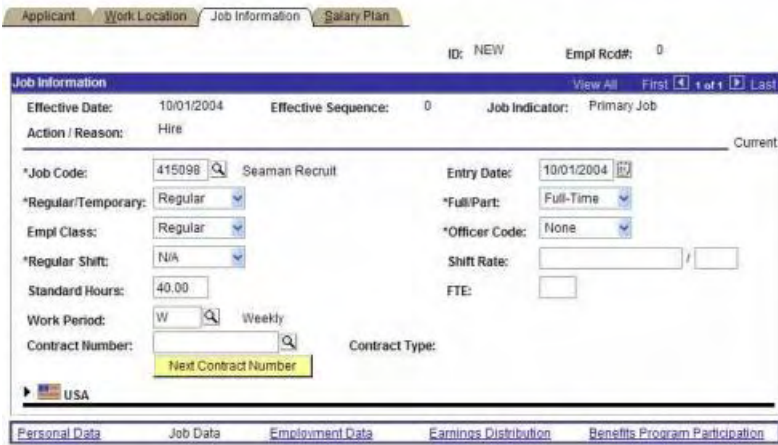




# Discharge to Immediate Enlistment

## Accession Procedure, Continued

Procedure (continued)

Step	Action
5	<p>Failure to adjust the Effective Sequence number will result in this error when attempting the save the accession:</p> 
6	<p>Also, be sure to correctly enter the member's effective date of pay grade on the Job Information tab as described in Step 6 of the Hire Applicant procedure.</p> 

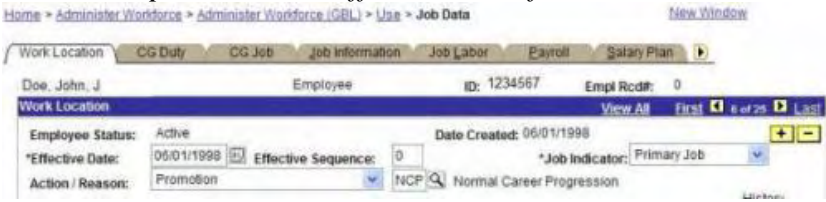
*Continued on next page*



# Discharge to Immediate Enlistment

## Accession Procedure, Continued

Procedure (continued)


Step	Action
7	<p>There are two fields on the Job Information tab that will need to be changed from their default values depending on the type of accession:</p> <p>The "<b>Job Code</b>" is used to set the member's rate/rank &amp; paygrade. It will default to the rate/rank associated with the Position ID/Job Requisition number entered on the Requisition Tab of the Applicant Data page. This field will need to be changed to reflect the member's rate/rank at the time of accession (Example: Member is authorized enlistment as a SN/E3 vice SR/E1 or a reservist enlisting under the RX program as a PS2 but assigned to an unbudgeted position, which are all SN/E3 billets).</p> <p>The <b>Entry Date</b> is used to set the member's effective date of pay grade. The Entry Date defaults to the effective date for the accession as entered in Step 5 above. If this is a rehire with no break in service (e.g. Discharge to Immediate Enlistment) you must change the Entry Date to the effective date of advancement to present pay grade for the rating in which presently serving. This can be determined by accessing the member's job data (Administer Workforce &gt; Administer Workforce (GBL) &gt; Use &gt; Job Data) in "<b>Include History</b>" mode and locating the <b>effective date</b> of the most recent row with the <b>Action / Reason</b> of "<b>Promotion / NCP - Normal Career Progression</b>"</p> <p><i>In the example below, the effective date of the member's advancement was 06/01/1998.</i></p> 

*Continued on next page*

# Discharge to Immediate Enlistment

## Accession Procedure, Continued

Procedure (continued)

Step	Action
7	<p><i>The pay grade is shown on the Salary Plan tab.</i></p>  <p>The screenshot shows a web interface with a breadcrumb trail: Home &gt; Administer Workforce &gt; Administer Workforce (GBL) &gt; Use &gt; Job Data. A 'New Window' link is visible. The main content area has tabs for Work Location, CG Duty, CG Job, Job Information, Job Labor, Payroll, and Salary Plan. The 'Salary Plan' tab is active, showing details for employee 'Doe, John, J' with ID 1234567 and Empl Rcd#: 0. The 'Salary Plan' section includes 'Effective Date: 06/01/1998', 'Effective Sequence: 0', 'Job Indicator: Primary Job', and 'Action / Reason: Promotion'. Below this is a 'History' section with input fields for 'Salary Administration Plan: ENL', 'Grade: EB', 'Grade Entry Date: 06/01/1998', 'Step', and 'Step Entry Date: 06/01/1998'.</p>
8	<p>If the member is transitioning from the Reserve Component to the Active Component, after saving the Hire Applicant page, go to <a href="#">Employee Entitlements</a> and start BAH, BAS, Career Sea Pay and other pay and allowances the member is entitled to.</p>



# Chapter 8-B

## Regular to Reserve Officer Commission

### Section Overview

---

**Introduction** This section provides the procedure for separating an officer from the Regular Component and accessing them into the Reserve Component with no break in service.

---

**Responsibility** The SPO for the officer's current [active duty] unit completes this process.

---

**In this chapter** The following topics are covered in this chapter

Topic	See Page
Discharge Procedure	8-B-2
Accession Procedure	8-B-6

---

**Key points** For the SPO, the Regular to Reserve Officer Commission process has four stages. Each stage must be completed in order:

Stage	Description
1	Statement of Intent transaction, 45 days prior the discharge
2	The Discharge, effective the last day of active duty
3	The Accession, effective the day after the last day of active duty
4	Reserve PCS Orders. <b>Never</b> approve/endorse the order, assigning the member to a reserve position, before completing the discharge and accession.

---

# Regular to Reserve Officer Commission

## Discharge Procedure

### Introduction

A component change is preceded by a discharge, **effective the day before the accession**. The type of separation, termination date, separation program designator (SPD) code and separation pay type are entered by Coast Guard Personnel Command (opm-1) when the separation is authorized.

### Detailed guidance

This section only summarizes some of the key steps the SPO needs to complete in order to process the separation of an officer who will be immediately accessed into the Coast Guard Reserve. SPOs should use the information in this section along with the detailed guidance in the [Discharge Procedural Guide](#), which is available in the Direct Access Online Manual at <http://www.uscg.mil/hq/psc/ps> (Select *SPO Transactions | Separations | Discharge*, from the links in the contents section of the online manual).

Units, members and SPOs must also refer to [Chapter 3-B of the Personnel and Pay Procedures Manual, PSCINST M1000.6\(series\)](#) for separation process timelines and checklists.

**Reminder:** A [Discharge-type Statement of Intent \(SOI\)](#) transaction must be submitted by the SPO 45 days prior to the separation effective date. Effective 26 November 2006 severance pay for officers separating due to non-selection was discontinued. Officers may receive separation pay instead. Leave the fields pertaining to severance pay on the SOI blank.

*Example SOI transaction screens:*

Effective Date: 10/24/2007 SOI's Submitted: 1 Process Action: Statement Of Intent

\*Career Intentions: Discharge

Honorable Service

Separation Date: 03/16/2008

Type code: Discharge

Severance pay object code:

Disability Sev Pay Code:

Lump Sum Readjustment Code:

Reserve Separation Pay Code:

Date Approved: Approval Status: Pending

Comments:  
SNO requested and was granted a reserve commission as announced in ALPERSCOM 123/07.

**Sell Leave**

Effective Date: 10/24/2007 Career intentions: Discharge

Days of Regular Leave to Sell: 30.5 Days of Saved Leave to Sell: Member Not Selling Leave

**Leave Request** Leave must also be authorized on a leave authorization (CG-2519). Please follow normal leave authorization procedures including completion of the (CG-2519).


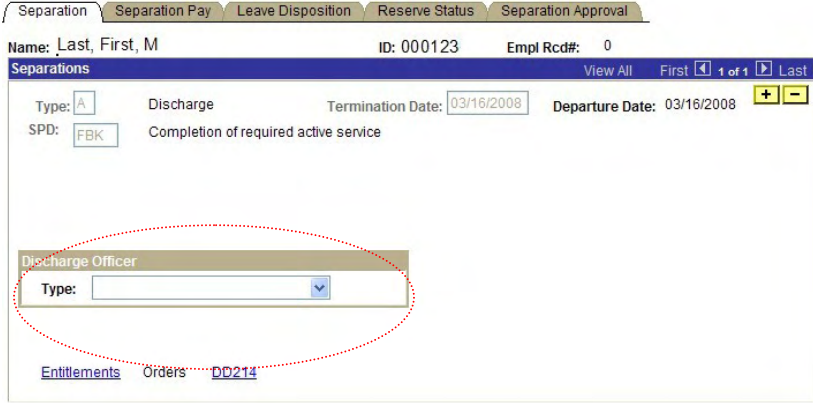
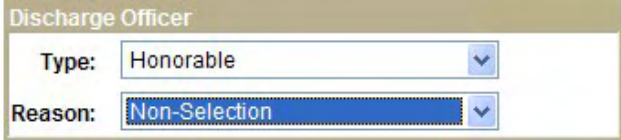
*From Date	*To Date	*Leave Type	
11/24/2007	11/24/2007	Leave Inconus	Add
12/24/2007	01/04/2008	Leave Inconus	Add

*Continued on next page*

# Regular to Reserve Officer Commission

## Discharge Procedure, Continued

**Procedure** Start Internet Explorer, sign into Direct Access and follow these steps to complete this procedure.

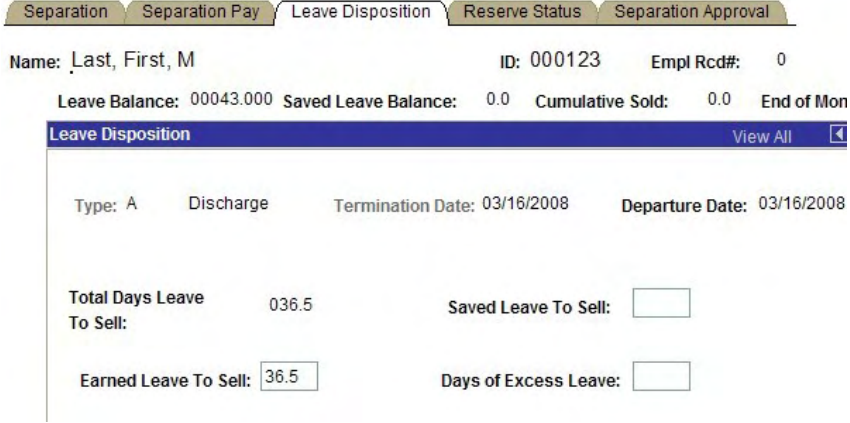

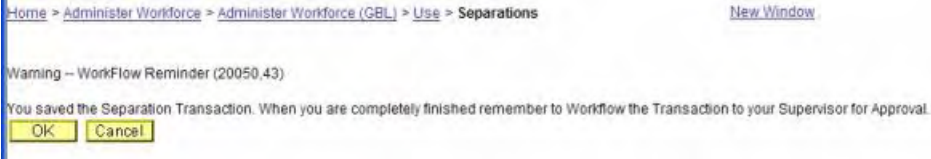
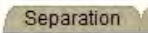
Step	Action
1	<p>Select menu items in the following order  <b><u>Administer Workforce</u></b> &gt; <b><u>Administer Workforce (GBL)</u></b> &gt; <b><u>Use</u></b> &gt; <b><u>Separations</u></b></p> <p>Enter the officer's employee ID number in the EmplID field and click the search button</p>  <p>When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>
2	<p>The Separations component will open. The CGPC (opm-1) discharge authorization should already be present in the system. If the page is blank (new blank row with the current date or an old separation appears, contact CGPC (opm-1) for assistance).</p> <p><i>Example CGPC entered separation authorization:</i></p>  <p>If it is blank, select the <b>Type</b> and <b>Reason</b> from the <i>Discharge Officer</i> drop-down menu. Note: In some cases (officer resignations) this field is completed by CGPC (opm) and does not need to be changed.</p> 

*Continued on next page*

# Regular to Reserve Officer Commission

## Discharge Procedure, Continued

Procedure (continued)

Step	Action
3	<p>Click the Leave Disposition Tab.</p> <ul style="list-style-type: none"> <li>Enter any earned or saved leave to be sold or number of excess days to be charged.</li> </ul> 
4	<p>Click the  button. Acknowledge the following warning message by clicking the <b>OK</b> button.</p> 
5	<p>Click the  tab. Locate the links section at the bottom of the page:</p> <p><a href="#">Entitlements</a>   <a href="#">Orders</a>   <a href="#">DD214</a></p> <ul style="list-style-type: none"> <li>Select the Orders link.</li> </ul>
6	<p>The Separation travel order will open in a new window. Normally, no action is required. However, the system may not permit you to save the separation transaction without first viewing the separation travel order. Close the travel order window to continue.</p>
7	<p>Click the DD244 link. The DD214 worksheet will open in a new window. Complete the worksheet (see the <a href="#">DD-214</a> instructions for details), save it and close the window.</p>

*Continued on next page*


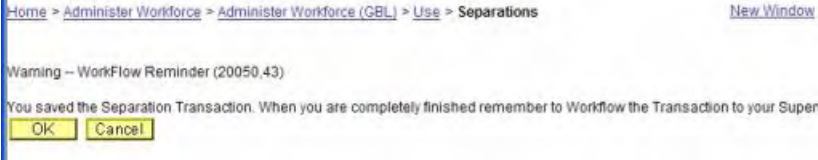
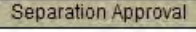


# Regular to Reserve Officer Commission

---

## Discharge Procedure, Continued

---

**Procedure** (continued)

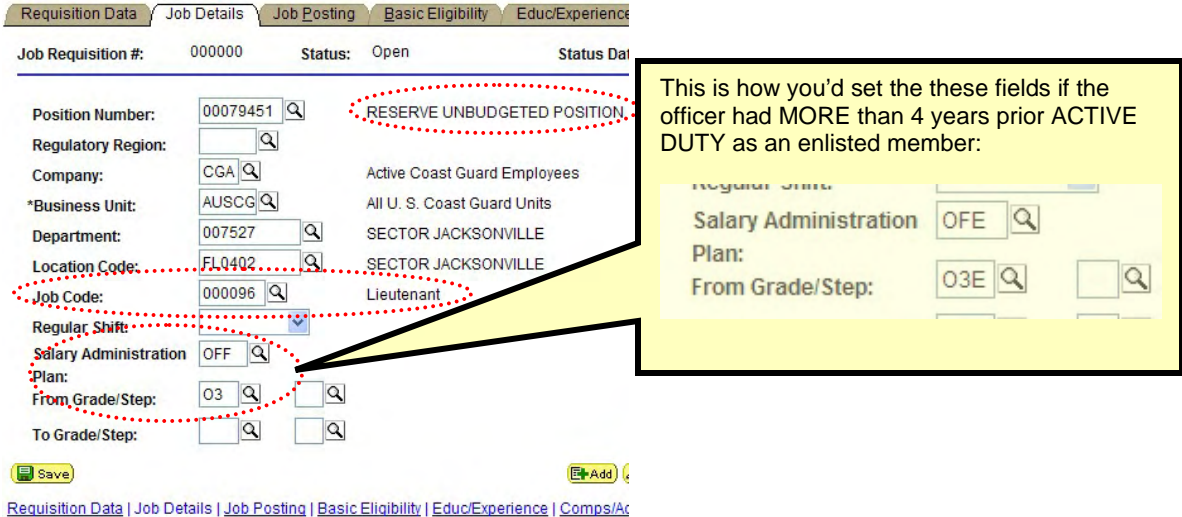
Step	Action
<b>8</b>	<p>Return to the separation window and click the  button. Acknowledge the following warning message by clicking the <b>OK</b> button.</p> 
<b>9</b>	<p>Click the  tab.</p> <ul style="list-style-type: none"> <li>If you are a CGHRSUP (<b>SPO Supervisor</b>) role user, click the drop-down menu in the status block and select "approved"</li> </ul> <p>Approval Status:  Approval Date: 12/20/2004</p> <p><b>Note:</b> The separation cannot be approved more than 14 days prior to the effective date of the separation.</p> <ul style="list-style-type: none"> <li>If you are not a CGHRSUP (SPO Supervisor) role user, enter the employee ID of the approving official in the route to block.</li> </ul> <p><b>Note:</b> The SPO supervisor must approve and save the separation transaction before the "Hire Applicant" portion of the accession can be completed. However, the other steps in the accession process may be entered with the separation still in a "Pending" status.</p>
<b>10</b>	<p>Click the  button. If the approval status was not set to "approved" acknowledge any warning messages by clicking the OK button. Do not forget to return to the Separations Component and change the status to <i>Approved</i> prior to the separation effective date.</p>

# Regular to Reserve Officer Commission

## Accession Procedure

**Introduction** This section supplements the procedures in Chapters 2 and 3 for completing the accession of an officer who is changing from the Regular to the Reserve Component.

**Procedure** Follow these steps to complete the accession.


Step	Action
1	<p>Create a “<b>Job Requisition</b>” number.</p> <ul style="list-style-type: none"> <li>• Contact the ISC (pf/fot) for the unit where the officer will be assigned to drill and obtain the Position number. If the specific Position number isn’t available the generic “Unbudgeted Reserve Position Number” at the unit can be used. The ISC (pf/fot) can then issue a Reserve PCS Order (IAW the procedures at <a href="http://www.uscg.mil/hq/psc/ps/reserve_orders/reserve_pcs_change_of_drilling_unit.htm">http://www.uscg.mil/hq/psc/ps/reserve_orders/reserve_pcs_change_of_drilling_unit.htm</a>)</li> </ul> <p><b>Warning:</b> Do not approve/endorse the Reserve PCS before completing the discharge and accession stages of this process.</p> <ul style="list-style-type: none"> <li>• The process for creating the “<b>Job Requisition</b>” number can be found in Chapter 2-A of this guide. Be sure to follow the guidance on page 2-A-7, and create the requisition with the Rank and Grade for the officer’s reserve appointment. This will save you the trouble of changing it during the Hire Applicant process.</li> </ul> <p><i>A Requisition- Job Details screen, this is where you set the unit and paygrade info</i></p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Job Requisition Data</a></p>  <p><a href="#">Save</a> <a href="#">Add</a></p> <p><a href="#">Requisition Data</a>   <a href="#">Job Details</a>   <a href="#">Job Posting</a>   <a href="#">Basic Eligibility</a>   <a href="#">Educ/Experience</a>   <a href="#">Comps/Ar</a></p>

Continued on next page

# Regular to Reserve Officer Commission

## Accession Procedure, Continued

Procedure (continued)

Step	Action
2	<p>Generate a <b><u>new Applicant ID number</u></b> for this accession.</p> <ul style="list-style-type: none"> <li>The process for generating an applicant ID number is provided in Chapter 2-B of this guide.</li> <li>The “<b>Application Date</b>” should be the same as the accession date, which is one day after the last day of active duty.</li> <li>Be sure to associate officer’s employee ID with the applicant ID by entering the employee ID before clicking the “Add” button.</li> </ul> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Applicant Data</a></p> <p><b>Applicant Data</b></p> <hr/> <p><b>Add a New Value</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>Applicant ID: <input type="text" value="NEW"/> <input type="button" value="Q"/></p> <p>Application Date: <input type="text" value="10/25/2007"/> <input type="button" value="E"/></p> <p>EmplID: <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p style="text-align: center;"><input type="button" value="Add"/></p> </div> <p style="margin-left: 40px;">Always “NEW”.</p> <p style="margin-left: 40px;">Always the day after the discharge date</p> <p style="margin-left: 40px;">Never blank. Always the current Employee ID.</p>
3	<p>Complete the Applicant Data Page (it appears right after you click the Add button to generate the Applicant ID. Follow the procedures beginning on page 2-B-6 of this guide. Since this is a ‘re-hire’, some data, such as the officer’s name and address, will already be present. However, you need to click on each tab of the Applicant Data page and review and, if necessary, make corrections.</p>
4	<p>Click the  button. The Applicant ID field will change from “NEW” to the next available system-generated number:</p> <p>Applicant ID: <span style="border: 2px solid red; border-radius: 50%; padding: 2px 10px;">A0006600</span></p> <p>Make note of the system-generated number (<a href="#">enter it on the Checklist for Accessions, which can be found in enclosure (2) to this guide</a>), you will need it to complete the remaining steps.</p>

*Continued on next page*



# Regular to Reserve Officer Commission

## Accession Procedure, Continued

Procedure (continued)

Step	Action
5	<p>Enter the Applicant Contract Data, per the procedures beginning on page 3-21 of this guide.</p> <p>Here are some tips to supplement the general instructions found in chapter 3 of this guide:</p> <p><b><u>Contract Status/Content Tab:</u></b></p> <ul style="list-style-type: none"><li>• “<b>Contract Number</b>” -- You must view officer’s previous contract history in Admin Workforce &gt; Use &gt; Contract Data to determine next number.</li><li>• “<b>Contract Begin Date</b>” – Use the accession date (day after last day of active duty) for this field. <b>Do not</b> use the date the oath was administered.</li></ul> <p><b><u>Contract Clause Tab:</u></b></p> <ul style="list-style-type: none"><li>• “<b>Contract Type</b>”: Select “COM” for Commissioned Officer.</li><li>• “<b>Contract Term</b>”: Determine and enter the number of years and months remaining until the officer’s 60<sup>th</sup> birthday.</li></ul> <p><b><u>Service Information Tab:</u></b></p> <ul style="list-style-type: none"><li>• Since this is a Rehire you can obtain much of the information necessary to complete Service Information tab and 5 (the Prior Service tab) from the officer’s current record. Go to:  <a href="#">Administer Workforce</a> &gt; <a href="#">Administer Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <b>Contract Data</b></li></ul> <ul style="list-style-type: none"><li>• Enter the Employee ID and click the search button. Click the <b>Service Dates</b> tab and the '<b>Prior Svc Info</b>' button.</li><li>• You should also refer to JUMPS Segment 00 (Fixed data) to obtain/verify service dates.</li></ul>

*Continued on next page*



# Regular to Reserve Officer Commission

## Accession Procedure, Continued

### Procedure (continued)

#### The Service Information Tab annotated for Regular to Reserve Officer Commission

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > [Applicant Contract Data](#)

Contract Status/Content   Contract Clause   Service Information   Prior Service ▶

Applicant Status: Employee   Applicant ID:   Application Date: 07/01/2007

\*Pay Entry Base Date: 05/24/1995   \*Active Duty Base Date: 05/24/1995

\*Effective Date: 05/24/1995   Anniversery Date: 05/24/1995

Pay Allowance:   \*Expected Loss Date: 06/30/2025

Job Family Entry Date: 11/24/1999

**Military Obligation**

\*Military Entry Date: 05/24/1995   Expected Active Duty Term Date:   Reserve Drill Obligation Date:   Reserve Initial Entry Date: 07/01/2007

Date Entered Current Active Duty: 07/01/2007

Date Completed Military Obligation: 05/23/2003

**Member Status**

Employee Classification: SELRES   Reserve Training/Pay Code: A   Drilling Pay Status   Reserve Classification Code: Mbr w/o a Statutory Obligation

Since there's no break in service, these dates carryover from the current JUMPS and DA data.

Date, one day prior to the officer's 60<sup>th</sup> birthday.

Date of Accession into CGR

Date of rank for current paygrade. Exception: If a different date is specified as the date of rank by CGPC (rpm), then use the later date.



Classification and Tra/Pay Cat are always SELRES /A. The Reserve Class Code can be as shown or "I" if the officer is still within their initial 8-year military service obligation

Continued on next page

# Regular to Reserve Officer Commission

## Accession Procedure, Continued

Procedure (continued)

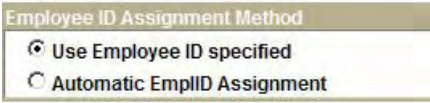


Step	Action
5	<p><b><u>Prior Service Tab:</u></b></p> <ul style="list-style-type: none"> <li>The Military Service End Date field on the Prior Service tab of the Contract Data page should be the date immediately before the effective date the accession.</li> </ul>  <p><b>Career Information Tab:</b></p> <ul style="list-style-type: none"> <li>Verify the Job Code field (should display rank for this accession) and the Commission date should display the date of this accession.</li> </ul> 

*Continued on next page*

# Regular to Reserve Officer Commission

## Accession Procedure, Continued

Procedure (continued)

Step	Action
6	<p>Complete the steps in the <b>Hire Applicant</b> topic (Chapter 3, page 36).</p> <ul style="list-style-type: none"><li>• Enter the Officer's employee ID number in the field on the first tab.</li></ul>  <p>Employee ID Assignment Method</p> <p><input checked="" type="radio"/> Use Employee ID specified <input type="radio"/> Automatic EmpID Assignment</p> <p>EmpID: <input type="text" value="1234567"/></p> <ul style="list-style-type: none"><li>• Ensure the effective date entered is the day immediately following the effective date of the member's discharge.</li><li>• Pay particular attention to the requirement in Step 5.D of the Hire Applicant topic to <b>change the Effective Sequence number of the Job Data</b> entry:<ul style="list-style-type: none"><li>• This is a rehire immediately following a discharge, change the <b>Effective Sequence</b> number field to 1. The discharge transaction will place a row in job data with the same effective date.</li></ul></li></ul> <p>Effective Sequence: <input type="text" value="1"/></p>  <p>Work Location</p> <p>Employee Status: Active Date Created: 12/20/2004</p> <p>*Effective Date: 12/15/2004 Effective Sequence: 1 *Job Indicator: Primary Job</p> <p>Action / Reason: Rehire REH Rehire</p> <p>Failure to adjust the Effective Sequence number will result in this error when attempting the save the accession:</p>  <p>Microsoft Internet Explorer</p> <p>Data being added conflicts with existing data. (18,2)</p> <p>When adding a new item to the database, the system found a conflicting item already exists.</p> <p>This problem can happen if another user has entered similar information at the same time as you. Note the changes you have made, cancel the page, then retry your changes.</p> <p>If the problem persists, it may be because of an application or other programming error and should be reported to technical support staff.</p> <p>This error occurs when the keys on the record being inserted match a record that is already in the database. The application must ensure that each inserted record has unique keys.</p> <p>OK</p>

Continued on next page

# Regular to Reserve Officer Commission

## Accession Procedure, Continued

Procedure (continued)

Step	Action
7	<p>Also, be sure to correctly enter the officer's effective date of pay grade on the <b>Job Information tab</b> as described in Step 6 of the Hire Applicant procedure.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div>
8	<p>Review the <b>Salary Plan tab</b> to ensure the Salary Administration Plan (OFF for officer or OFE for officer w/more than 4 yrs. AD enlisted time), Grade and Grade Entry Date (date of rank) are all correct. These fields can be corrected at this time in the <b>Hire Applicant</b> component (the example below is from a finished accession).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div>
9	<p><b>After</b> successfully saving the <b>Hire Applicant</b> page, you can endorse the Reserve PCS order if one was issued by the ISC (pf/fot).</p> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Track Global Assignments (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">PCS Orders</a></p>

# Discharge to Immediate Enlistment/Accession

---



## Discharge Procedure

---

**Introduction**      A component change is preceded by a discharge, effective the day before the accession.

---

**Procedure**        Start Internet Explorer, sign into Direct Access and follow these steps to complete this procedure.

Step	Action																
1	<p>Select menu items in the following order  <b><u>Home</u></b> &gt; <b><u>Administer Workforce</u></b> &gt; <b><u>Administer Workforce (GBL)</u></b> &gt; <b><u>Use</u></b> &gt; <b>Separations</b></p> <p>Enter the member's employee ID number in the EmplID field and click the search button</p> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>																
2	<p>The Separations component will open.</p> <ul style="list-style-type: none"> <li>Click the  (add a new row icon) to insert a new blank separation if necessary.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Field</th> <th style="text-align: left;">Entry</th> </tr> </thead> <tbody> <tr> <td><b>Type</b></td> <td>A - Discharge</td> </tr> <tr> <td><b>Termination Date</b></td> <td>Date. <b>Must be the day before the date of (new) enlistment.</b></td> </tr> <tr> <td><b>SPD</b></td> <td>Separation Program Designator Code. KHC - Immediate Enlistment or reenlistment is used in this <b>example</b>. <b>Check the SPD Code Handbook for a complete listing of codes and their correct usage.</b></td> </tr> <tr> <td><b>Reenlistment Eligibility Code</b></td> <td>RE1</td> </tr> <tr> <td><b>Reason</b></td> <td>Convenience of the Government</td> </tr> <tr> <td><b>Type</b></td> <td>Honorable</td> </tr> <tr> <td><b>Status</b></td> <td>"Rcmed Reenl Change Component" - Recommend for reenlistment or change of service component.</td> </tr> </tbody> </table>	Field	Entry	<b>Type</b>	A - Discharge	<b>Termination Date</b>	Date. <b>Must be the day before the date of (new) enlistment.</b>	<b>SPD</b>	Separation Program Designator Code. KHC - Immediate Enlistment or reenlistment is used in this <b>example</b> . <b>Check the SPD Code Handbook for a complete listing of codes and their correct usage.</b>	<b>Reenlistment Eligibility Code</b>	RE1	<b>Reason</b>	Convenience of the Government	<b>Type</b>	Honorable	<b>Status</b>	"Rcmed Reenl Change Component" - Recommend for reenlistment or change of service component.
Field	Entry																
<b>Type</b>	A - Discharge																
<b>Termination Date</b>	Date. <b>Must be the day before the date of (new) enlistment.</b>																
<b>SPD</b>	Separation Program Designator Code. KHC - Immediate Enlistment or reenlistment is used in this <b>example</b> . <b>Check the SPD Code Handbook for a complete listing of codes and their correct usage.</b>																
<b>Reenlistment Eligibility Code</b>	RE1																
<b>Reason</b>	Convenience of the Government																
<b>Type</b>	Honorable																
<b>Status</b>	"Rcmed Reenl Change Component" - Recommend for reenlistment or change of service component.																

*Continued on next page*

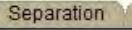

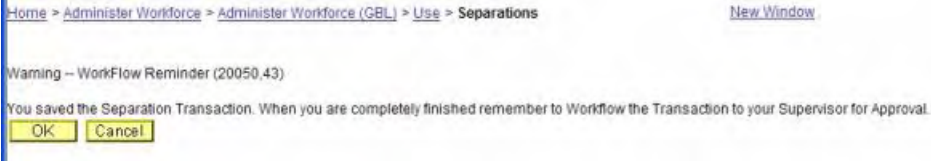
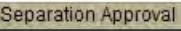






# Discharge to Immediate Enlistment/Accession

## Discharge Procedure, Continued

**Procedure** (continued)

Step	Action
4	<p>Click the  tab. Locate the links section at the bottom of the page:</p> <p style="margin-left: 40px;"> <a href="#">Entitlements</a>   <a href="#">Orders</a>   <a href="#">DD214</a> </p> <ul style="list-style-type: none"> <li>• Select the Orders link.</li> </ul>
5	<p>The Separation travel order will open in a new window. Normally, no action is required. However, the system may not permit you to save the separation transaction without first viewing the separation travel order. Close the travel order window to continue.</p>
6	<p>Click the DD244 link. The DD214 worksheet will open in a new window. Complete the worksheet (see the <a href="#">DD-214</a> instructions for details), save it and close the window.</p>
7	<p>Return to the separation window and click the  button. Acknowledge the following warning message by clicking the <b>OK</b> button.</p> 
8	<p>Click the  tab.</p> <ul style="list-style-type: none"> <li>• If you are a CGHRSUP (<b>SPO Supervisor</b>) role user, click the drop-down menu in the status block and select "approved"</li> </ul> <p style="margin-left: 40px;">         Approval Status:  Approval Date: 12/20/2004     </p> <ul style="list-style-type: none"> <li>• If you are not a CGHRSUP (SPO Supervisor) role user, enter the employee ID of the approving official in the route to block.              Note: The SPO supervisor must approve and save the separation transaction before the accession can be initiated.</li> </ul>
9	<p>Return to the separation window and click the  button. Acknowledge any warning messages by clicking the OK button.</p>

# Discharge to Immediate Enlistment/Accession

## Accession Procedure

**Introduction** This section supplements the procedures in Chapter 2 and 3 for completing the accession of a member who is changing components or being commissioned outside of the OCS or Academy Board processes.

**Procedure** Follow these steps to complete the accession.

Step	Action
1	Complete the steps in Chapter 2, Pre-Accession Processes, to add the member as an applicant and in Chapter 3, Hire Processing, to complete the enlistment contract (Contract Data page).
2	Ensure the effective date entered for the accession is the day immediately following the effective date of the member's discharge.
3	<p>Also, remember to correctly set the member's pay base date, active duty base date, job family entry data, and other date fields on the Service Information tab of the Contract Data page.</p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Applicant Contract Data</a> <a href="#">New Window</a></p>



*Continued on next page*



# Discharge to Immediate Enlistment/Accession

## Accession Procedure, Continued

Procedure (continued)

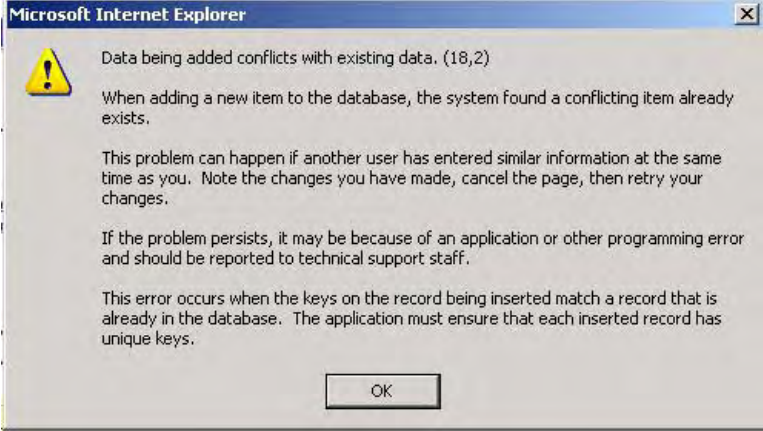

Step	Action
4	<p>The Military Service End Date field on the Prior Service tab of the Contract Data page should be the date immediately before the effective date the accession.</p> <p><a href="#">Home</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Recruit Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Applicant Contract Data</a> <a href="#">New Window</a></p>  <p><a href="#">Contract Status/Content</a>   <a href="#">Contract Clause</a>   <a href="#">Service Information</a>   <a href="#">Prior Service</a>   <a href="#">Career Information</a></p>
5	<p>Complete the steps in the Hire Applicant topic (Chapter 3, page 36). Again, ensure the effective date entered is the day immediately following the effective date of the member's discharge.</p> <p>Pay particular attention to the requirement in Step 5.D of the Hire Applicant topic to change the Effective Sequence number of the Job Data entry:</p> <ul style="list-style-type: none"> <li>If this is a rehire immediately following a discharge (e. g. Member discharged from Reserve and Enlists in Regular CG next day), change the <b>Effective Sequence</b> number field to 1. The discharge transaction will place a row in job data with the same effective date.</li> </ul> <p>Effective Sequence: <input style="width: 50px;" type="text" value="1"/></p> 

*Continued on next page*

# Discharge to Immediate Enlistment/Accession

## Accession Procedure, Continued

**Procedure** (continued)

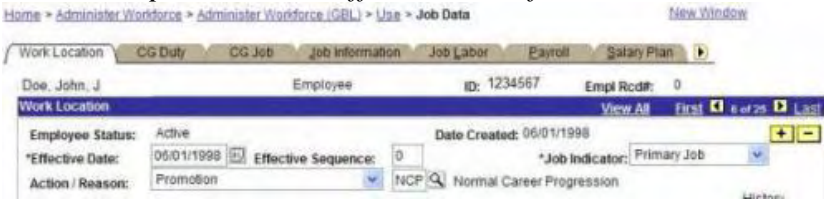
Step	Action
5	<p>Failure to adjust the Effective Sequence number will result in this error when attempting the save the accession:</p> 
6	<p>Also, be sure to correctly enter the member's effective date of pay grade on the Job Information tab as described in Step 6 of the Hire Applicant procedure.</p> <p><small>Home &gt; Develop Workforce &gt; Recruit Workforce (GBL) &gt; Use &gt; Hire Applicant</small></p> 

*Continued on next page*

# Discharge to Immediate Enlistment/Accession

## Accession Procedure, Continued

Procedure (continued)

Step	Action
7	<p>There are two fields on the Job Information tab that will need to be changed from their default values depending on the type of accession:</p> <p>The "<b>Job Code</b>" is used to set the member's rate/rank &amp; paygrade. It will default to the rate/rank associated with the Position ID/Job Requisition number entered on the Requisition Tab of the <a href="#">Applicant Data</a> page. This field will need to be changed to reflect the member's rate/rank at the time of accession (Example: Member is authorized enlistment as a SN/E3 vice SR/E1 or a reservist enlisting under the RX program as a PS2 but assigned to an unbudgeted position, which are all SN/E3 billets).</p> <p>The <b>Entry Date</b> is used to set the member's effective date of pay grade. The Entry Date defaults to the effective date for the accession as entered in Step 5 above. If this is a rehire with no break in service (e.g. Discharge to Immediate Enlistment) you must change the Entry Date to the effective date of advancement to present pay grade for the rating in which presently serving. This can be determined by accessing the member's job data (Administer Workforce &gt; Administer Workforce (GBL) &gt; Use &gt; Job Data) in "<b>Include History</b>" mode and locating the <b>effective date</b> of the most recent row with the <b>Action / Reason</b> of "<b>Promotion / NCP - Normal Career Progression</b>"</p> <p><i>In the example below, the effective date of the member's advancement was 06/01/1998.</i></p>  <p>The screenshot shows a web application interface for 'Job Data'. At the top, there are navigation tabs: 'Work Location', 'CG Duty', 'CG Job', 'Job Information', 'Job Labor', 'Payroll', and 'Salary Plan'. Below the tabs, the employee's name 'Doe, John, J' is displayed along with 'Employee ID: 1234567' and 'Empl Rcd#: 0'. The 'Effective Date' is set to '06/01/1998' and the 'Effective Sequence' is '0'. The 'Action / Reason' is 'Promotion' and 'NCP - Normal Career Progression' is selected. The 'Date Created' is '06/01/1998'.</p>

*Continued on next page*


# Discharge to Immediate Enlistment/Accession

---

## Accession Procedure, Continued

---

Procedure (continued)

Step	Action
7	<p><i>The pay grade is shown on the Salary Plan tab.</i></p> 
8	<p>After saving the Hire Applicant page, go to <a href="#">Employee Entitlements</a> and start BAH, BAS, Career Sea Pay and other pay and allowances the member is entitled to.</p>

---



# Chapter 9

## Resumption of Enlisted/CWO Status Upon Termination as a Temporary Officer

### Chapter Overview

---

**Introduction** This chapter describes the process used to complete an accession of an officer into enlisted or warrant officer status whose temporary commission is terminated.

---

**Reference** (a) Coast Guard Personnel Manual, COMDTINST M1000.6(series), Article:

- 1.A.3.c
- 12.A.5.g
- 12.A.12.b

---

**In this chapter** The following topic is covered in this chapter.

Topic	See Page
Process Overview	9-2

---

# Resumption of Enlisted/CWO Status Upon Termination as a Temporary Officer

---

## Process Overview

---

**Introduction** This section provides an overview of the steps required to effect the Resumption of Enlisted/CWO status upon termination as a temporary officer.

---

**Process** This is an overview of the process used for an officer who is authorized to revert to enlisted or CWO status when appointment as a temporary officer is terminated or vacated.


Stage	Description
1	<p>CGPC (OPM-1):</p> <ol style="list-style-type: none"> <li>1. Issues memo authorizing reversion to permanent grade. Copy provided to SPO.</li> <li>2. Enters and approves the separation authorization in Direct-Access. An approved separation authorization is required in order for the SPO to effect the Discharge/Rehire stages.</li> </ol> <p>Here are example screen shots of the separation authorization data entry in Direct Access (Note: Actual Request Types and SBD codes are determined by CGPC (OPM-1) following established procedures, these exhibits are demonstration purposes only).</p> <p><b><i>Exhibit 1: The Separation Request panel.</i></b></p>

*Continued on next page*

# Resumption of Enlisted/CWO Status Upon Termination as a Temporary Officer

## Process Overview, Continued

Process (continued)

Stage	Description
1	<p><b><i>Exhibit 2: The Separation Information panel.</i></b></p> 
2	<p>SPO (for the officer's current unit) creates:</p> <ol style="list-style-type: none"> <li>1. Job Requisition Number for the officer's current position number (the officer will be "rehired" into their current department/position. CGPC will issue separate PCS orders to effect changes to unit assignments after the reversion has been recorded in the system. This is to ensure the new PCS orders are issued with the correct grade/rate information). The procedure for creating a Job Requisition number can be found in <a href="#">Chapter 2-A this guide</a>.</li> <li>2. Applicant ID Number. A new applicant ID is required in order process the re-accession. The procedure for creating an Applicant ID number can be found in <a href="#">Chapter 2-B of this guide</a>.</li> </ol>



*Continued on next page*



# Resumption of Enlisted/CWO Status Upon Termination as a Temporary Officer

## Process Overview, Continued

Process (continued)

Stage	Description
3	<p>SPO (for the officer's current unit) enters and approves Discharge transaction in Direct Access using the appointment termination date as the effective separation date. Procedures for entering the Discharge transaction can be found in <a href="#">Chapter 8 of this guide</a>.</p> <p><b>Note:</b> In order to reveal the CGPC approved separation, the SPO must insert a new separation row. When first accessing the separation component, the most recent completed separation will be shown. Click the add a new row button <b>+</b> to begin a new separation.</p> <p style="text-align: center;"><b>Exhibit 3: Separation Component before inserting new row.</b></p>  <p style="text-align: center;"><b>Exhibit 4: Separation Component after inserting new row.</b></p> 

*Continued on next page*

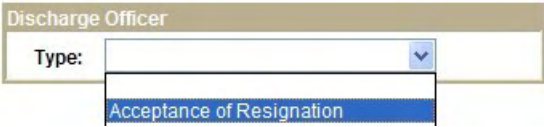
# Resumption of Enlisted/CWO Status Upon Termination as a Temporary Officer

---

## Process Overview, Continued

---

Process (continued)

Stage	Description
3	<p><b><i>Exhibit 5: Setting the Discharge Officer field.</i></b></p>  <p>The screenshot shows a form field titled 'Discharge Officer'. Below the title is a 'Type:' label followed by a dropdown menu. The dropdown menu is open, showing 'Acceptance of Resignation' as the selected option.</p>
4	<p>SPO (for the officer's current unit) enters the accession. Procedures for entering the Accession transaction can be found in <a href="#">Chapter 8 of this guide</a>.</p> <p>Notes: Keep the following key points in mind when entering the rehire transaction (procedures are illustrated in the procedures referenced above):</p> <ul style="list-style-type: none"> <li>• When completing the <b>Applicant Contract Data Contract Clause</b> tab be sure to: <ol style="list-style-type: none"> <li>1. Use the next available contract number (0002, 0003, etc).</li> <li>2. Use <b>Contract Type</b> of "COM" for reversion to CWO or "ENL" for reversion to enlisted status.</li> <li>3. Enter Years and Months of service remaining until the member reaches their 30th anniversary of active duty service in the <b>Contract Term field</b>.</li> </ol> </li> <li>• When completing the <b>Applicant Contract Data Service Information</b> tab be sure to: <ol style="list-style-type: none"> <li>1. Copy dates from <a href="http://www.uscg.mil/hq/psc/ps/administer_workforce/statement_of_creditable_svc.htm">the member's Statement of Creditable Service page</a> (<a href="http://www.uscg.mil/hq/psc/ps/administer_workforce/statement_of_creditable_svc.htm">http://www.uscg.mil/hq/psc/ps/administer_workforce/statement_of_creditable_svc.htm</a>) page with the exception of: <ol style="list-style-type: none"> <li>2. <b>Job Family Entry Date</b> - This will be the member's date of rank for the grade/rate reverting to.</li> <li>3. <b>Expected Loss Date</b> and <b>Expected Termination Date</b> - Last day of the month of the member's 30th year of active duty.</li> <li>4. Set the <b>Employee Classification</b> to "Regular" for active duty personnel.</li> </ol> </li> </ol> </li> </ul>

*Continued on next page*

# Resumption of Enlisted/CWO Status Upon Termination as a Temporary Officer

---

## Process Overview, Continued

---

Process (continued)

Stage	Description
4	<ul style="list-style-type: none"> <li>• When completing the <b>Applicant Contract Data Contract Data Prior Service</b> tab be sure to:               <ol style="list-style-type: none"> <li>1. Enter the grade of the member's temporary appointment in the <b>Military Grade Field</b>.</li> <li>2. Use the Commissioning and Resignation dates for the Begin and End Service Dates</li> <li>3. Mark the DD-214 verified field (Note: No DD-214 will be issued).</li> </ol> </li>   <li>• When completing the <b>Applicant Contract Data Career Information</b> tab be sure to:               <ol style="list-style-type: none"> <li>1. Set the <b>Job Code</b> field to reflect the grade/rate the member is resuming.</li> <li>2. Set the <b>Enlistment/Commission</b> date to the date of rank (same as Job Family Entry Date on Service Information tab).</li> </ol> </li>   <li>• When completing the <b>Hire Applicant</b> section be sure to:               <ol style="list-style-type: none"> <li>1. Confirm that the "<b>Use Employee ID Specified</b>" option is selected and that the employee ID is correct.</li> <li>2. Click the <b>Job Data</b> link and:</li> <li>3. Change the <b>Effective Sequence</b> to "1" (Default is "0", this will conflict with the separation transaction and prevent you from saving the rehire).</li> <li>4. Change the <b>Job Code</b> and <b>Entry Date</b> fields on the <b>Job Information</b> tab to reflect the grade/rate the member is reverting to and the date of rank.</li> <li>5. Change the <b>Pay Grade</b> and <b>Grade Entry Date</b> on the <b>Salary Plan</b> tab reflect the grade/rate the member is reverting to and the date of rank.</li> </ol> </li> </ul>

*Continued on next page*

# Resumption of Enlisted/CWO Status Upon Termination as a Temporary Officer

---

## Process Overview, Continued

---

Process (continued)

Stage	Description
5	CGPC (OPM-2) issues PCS orders to effect department or position number changes.
6	PCS is processed IAW established procedures (see PPPM Chapter 2-A) and the following topics in this help file: <ul style="list-style-type: none"><li>• <a href="http://www.uscg.mil/hq/psc/ps/pcs/pcs_travel_order.htm">PCS Travel Order</a> (<a href="http://www.uscg.mil/hq/psc/ps/pcs/pcs_travel_order.htm">http://www.uscg.mil/hq/psc/ps/pcs/pcs_travel_order.htm</a>)</li><li>• <a href="http://www.uscg.mil/hq/psc/ps/pcs/pcs_departing_endorsement.htm">PCS Departing Endorsement</a> (<a href="http://www.uscg.mil/hq/psc/ps/pcs/pcs_departing_endorsement.htm">http://www.uscg.mil/hq/psc/ps/pcs/pcs_departing_endorsement.htm</a>)</li><li>• <a href="http://www.uscg.mil/hq/psc/ps/pcs/pcs_reporting_endorsement_on_orders.htm">PCS Reporting Endorsement on Orders</a> (if department ID/PDS change is directed) (<a href="http://www.uscg.mil/hq/psc/ps/pcs/pcs_reporting_endorsement_on_orders.htm">http://www.uscg.mil/hq/psc/ps/pcs/pcs_reporting_endorsement_on_orders.htm</a>)</li></ul>

---



# Chapter 10

## SELRES Direct Commissions/ ROCI

### Overview

---

**Introduction** This chapter highlights problematic areas SPOs may encounter when completing accessions into the Coast Guard Reserve for SELRES Direct Commission candidates.

---

**References**

- (a) CG Recruiting Command R 261805Z APR 07, ALCGRECRUITING 04/07
- (b) Personnel Manual, COMDTINST M1000.6(series), Chap 1-C.
- (c) Recruiting Manual, COMDTINST M1100.2(series)

---

**Discussion** Reference (a) is an example of an annual message, which announced SELRES Direct Commission primary and alternate candidates. CGRC will notify candidates of any pending requirements and coordinate enlistments with the recruiting offices.

A review of the available references for this program did not reveal the remaining steps in the accession/orders process. Reference (b) does state, in 1.C.3.d, “*Orders to ROCI will be coordinated with local [the] PERSRU.*” Since candidates coming from civilian status must first be accessioned into the Coast Guard Reserve before orders can be issued, that responsibility falls to the local SPO.

---

# SELRES Direct Commissions/ ROCI

---

## Accession Procedures

---

**Introduction** This section supplements chapter 3 of this manual. It provides information on completing accessions for SELRES DCO candidates.

---

**Accession Reference Table** Keep the following key points in mind when processing accessions for SRDC selectees who are not currently in the Coast Guard Reserve.

Item	Non Prior Service	Prior Service	Ref
Job Requisition Number	135274 (CGPC/IRR)		Enlisting into any other department ID number will result in charges for SGLI accruing. The ISC will need to issue a Reserve PCS order, after the Officer completes ROCI to effect transfer to the SELRES unit/position.

---

*Continued on next page*

# SELRES Direct Commissions/ ROCI

## Accession Procedures, Continued

Accession Reference Table (continued)

Item	Non Prior Service	Prior Service	Ref
Enlistment pay grade	See Exhibit 10-1, COMDT (CG-131) memo 1001 of 3 Jul 2008 (Page 10-8 of this guide)		
Enlistment term	8 years	4 Years	Recruiting Manual 4.C.10.d.3
Pay Entry Base Date	<u>Pay Entry Base Date</u> must be equal to the <u>Contract Begin Date</u> , <u>Active Duty Base Date</u> and <u>Effective Date Pay Allowances</u> .	Compute IAW Appendix C of the Personnel and Pay Procedures Manual.	Section 2.B.4, Coast Guard Pay Manual, COMDTINST M7220.29(series)

*Continued on next page*



# SELRES Direct Commissions/ ROCI

---

## Accession Procedures, Continued

---

Accession Reference Table (continued)

Item	Non Prior Service	Prior Service	Ref
<b>Active Duty Base Date</b>	Reservists don't have an active duty base date. However, an entry in this field is required to complete the accession in DA. Use the contract begin date as the ADBD.		
<b>Effective Date for Pay Allowances</b>	Date of accession (same as contract begin date)	Date of accession	
<b>Job Family Entry Data</b>	Date of accession	Date of accession	
<b>Expected Loss Date</b>	For reserve-enlisted members, this will be the expiration of enlistment (8 years if no prior service).	For reserve-enlisted members, this will be the expiration of enlistment (4 years if prior service).	
<b>Expected Active Duty Term Date</b>	Reserve Enlisted -- Blank	Reserve Enlisted -- Blank	
<b>Military Entry Date</b>	Date of accession	Date of the member's initial entry into the Armed Forces. Includes both active and inactive service, as well as time spent at military academy, OCS, or Delayed Enlistment.	

*Continued on next page*

## SELRES Direct Commissions/ ROCI

### Accession Procedures, Continued

Accession Reference Table (continued)

Item	Non Prior Service	Prior Service	Ref
<b>Date Entered Current Active Duty</b>	Date of accession		
<b>Date Completed Military Obligation</b>	Determine and enter the date the member's military obligation will be completed	If the military obligation of the member has expired, enter the date it expired.	
<b>Anniversary Date</b>	The Anniversary Date shall be the date of enlistment/appointment.	If there is no break in service, enter the date the member first entered into active service or into active status in a Reserve component. (A break in service is defined as a period greater than 24 hours that the member was in civilian status, on the inactive status list, or in the Retired Reserve.) If there is a break in service, enter the date the member is re-entering in the Reserve component.	
<b>Reserve Drill Obligation Date</b>	This will normally be specified on the Statement of Understanding for the Reserve Enlistment (For SELRES Direct Commission Candidates use the date 3 years from the projected ROCI class graduation date).		
<b>Initial Reserve Entry Date</b>	Accession date	Date of initial entry into any reserve forces.	
<b>Employee Classification</b>	Inactive Ready Reserve (IRR) Category J = RSV Enl wait/attend OCS/ROCI		A reserve member status change must be submitted to change to SELRES/A upon first day of AD.

*Continued on next page*

## SELRES Direct Commissions/ ROCI

---

### Accession Procedures, Continued

---

**Reserve Orders Reference Table**      Key these key points in mind when completing the Reserve Orders (R990) transaction for SRDC selectees.

---

Field	Entry
<b>Reserve Specific Info Tab:</b>	
Type of Duty	Select ' <b>Act Duty Training - AT</b> ' from the drop-down list Note: Previously we recommend IADT orders. However, CG-1222 advises that ADT is the correct choice. ROCI is not a pipeline training program for the SELRES but is simply a three-week ADT-AT program.
Payment for Duty	Select 'Pay and Allowances' from the drop-down list
Payment for Travel	Select 'Single Travel Claim' from the drop-down list
Entitlements	Select Short-Term for SELRES DCO/ROCI school ADT orders.
Dept Benefiting from this duty	Completed by system with Department ID of member's current unit (traces back to the requisition number used in the accession), Change it to the ID for the location where the member will be assigned for ADT (004750 OFFICER CAND SCHOOL)
Dept. funding this Order	Enter '003452' - COMMANDANT (G-WRP)
LUFS Project Code	Will be filled in by system, no need to change.
<b>Reserve Orders tab:</b>	
Purpose	Select 'Structured Training-General' from the drop-down list.
Order Begin Dt	Enter the date the member is scheduled to begin travel to the ADT site. This is normally one day prior to the class convening date unless the member is traveling from O'CONUS and more than 1 day of travel time is authorized. Travel via POC is not authorized on accession orders.
Order End date	Enter the date the member will complete ADT and return home.
Authorizing Official	Enter the name of the person signing the orders.
Is Travel Authorized...?	Mark this checkbox.

*Continued on next page*

# SELRES Direct Commissions/ ROCI

## Accession Procedures, Continued

### Reserve Orders Reference Table (continued)

Field	Entry												
<b>Partial Entitlements Tab</b>													
BAH RC Entitlement Code	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Entitlement</th> <th style="text-align: left;">Non Prior Service</th> <th style="text-align: left;">Prior Service</th> </tr> </thead> <tbody> <tr> <td>Member without dependents</td> <td><b>D</b> (Without depns; CG owned single quarters)</td> <td><b>G</b> ( Without depns and mbr not assigned govt quarters)</td> </tr> <tr> <td>Member with dependents</td> <td><b>L</b> (With depns; Mbr &amp; depns not assigned govt qtrs)</td> <td><b>L</b> (With depns; Mbr &amp; depns not assigned govt qtrs)</td> </tr> <tr> <td>Member authorized BAH at the With Dependents rate based on payment of child support</td> <td><b>T</b> (W/depns; payment of child support; mbr not assigned govt qtrs)</td> <td><b>T</b> (W/depns; payment of child support; mbr not assigned govt qtrs)</td> </tr> </tbody> </table>	Entitlement	Non Prior Service	Prior Service	Member without dependents	<b>D</b> (Without depns; CG owned single quarters)	<b>G</b> ( Without depns and mbr not assigned govt quarters)	Member with dependents	<b>L</b> (With depns; Mbr & depns not assigned govt qtrs)	<b>L</b> (With depns; Mbr & depns not assigned govt qtrs)	Member authorized BAH at the With Dependents rate based on payment of child support	<b>T</b> (W/depns; payment of child support; mbr not assigned govt qtrs)	<b>T</b> (W/depns; payment of child support; mbr not assigned govt qtrs)
	Entitlement	Non Prior Service	Prior Service										
	Member without dependents	<b>D</b> (Without depns; CG owned single quarters)	<b>G</b> ( Without depns and mbr not assigned govt quarters)										
	Member with dependents	<b>L</b> (With depns; Mbr & depns not assigned govt qtrs)	<b>L</b> (With depns; Mbr & depns not assigned govt qtrs)										
Member authorized BAH at the With Dependents rate based on payment of child support	<b>T</b> (W/depns; payment of child support; mbr not assigned govt qtrs)	<b>T</b> (W/depns; payment of child support; mbr not assigned govt qtrs)											
Travel BAS Entitlement	"E" Enlisted BAS.												
Duty BAS Entitlement	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Non Prior Service</th> <th style="text-align: left;">Prior Service</th> </tr> </thead> <tbody> <tr> <td><b>N</b> - No Entitlements (Per CG PAYMAN, Figure 3-2, rule 10, when an enlisted member is in recruit training or non-prior service member attending OCS/ROCI, then the BAS entitlement is none.)</td> <td><b>M</b> (Enl BAS minus Discount Meal Rate) -- Essential Messing Unit</td> </tr> </tbody> </table>	Non Prior Service	Prior Service	<b>N</b> - No Entitlements (Per CG PAYMAN, Figure 3-2, rule 10, when an enlisted member is in recruit training or non-prior service member attending OCS/ROCI, then the BAS entitlement is none.)	<b>M</b> (Enl BAS minus Discount Meal Rate) -- Essential Messing Unit								
	Non Prior Service	Prior Service											
<b>N</b> - No Entitlements (Per CG PAYMAN, Figure 3-2, rule 10, when an enlisted member is in recruit training or non-prior service member attending OCS/ROCI, then the BAS entitlement is none.)	<b>M</b> (Enl BAS minus Discount Meal Rate) -- Essential Messing Unit												

### Officer Uniform Allowance

The initial uniform allowance of \$400.00 for Reserve officers is authorized, per chapter 3.K.2 of the CG Pay Manual, when the officer:

- (a) first reports to active duty in **excess of 90 days**,
- (b) completes 14 days of active duty [as an officer?], or
- (c) completes 14 drills.

SPO should not submit the Officer Uniform Allowance claim until one of the above conditions is met. They must ensure they've established a tracking system for recent ROCI gradates to ensure they do submit the claim as soon as the officer is eligible.

# SELRES Direct Commissions/ ROCI

Exhibit 10-1: Enlistment Paygrades

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commandant  
United States Coast Guard

1900 Half Street SW  
Washington, DC 20593-0001  
Staff Symbol: CG-1311  
Phone: (202) 475-5449  
Fax: (202) 475-5912  
Email: Richard.J.Lavigne2@uscg.mil

1001

## MEMORANDUM

JUL - 3 2008

From: *Andrea L. Contratto*  
Andrea L. Contratto, CAPT  
COMDT (CG-131)

Reply to: LT Richard Lavigne  
Attn of: 202-475-5449

To: PSC (ADV)

Subj: CLASSIFICATION OF SELECT RESERVE DIRECT COMMISSION (SRDC)  
STUDENTS AS OFFICER CANDIDATES

Ref: (a) Coast Guard Personnel Manual, COMDTINST M1000.6A  
(b) Coast Guard Recruiting Manual, COMDTINST M1100.2E

1. After careful review of refs (a) and (b), the Office of Reserve Affairs, Policy and Plans Division (CG-1311), has determined the policy for accessing Select Reserve Direct Commission (SRDC) candidates and paying these candidates while attending Reserve Officer Candidate Indoctrination (ROCI) is unclear resulting in gaps. Members selected through the SRDC program shall be considered Officer Candidates. SRDC members with no prior military service, active or inactive, shall be accessed into the Individual Ready Reserve (IRR) as a Seaman Apprentice (Officer Candidate) IAW ref (a) 1.B.5.j for the purpose of accession and transit to ROCI. All Officer Candidates, including civilians with no prior military service or a former enlisted person of any other service attending ROCI, serving in pay grade up to E-4 shall be temporarily advanced to OCUI2 (Pay grade E-5) while they are Officer Candidates undergoing instruction IAW ref (a) 1.B.5.j.3. Coast Guard members selected to attend this program will hold the rate held at time of discharge if greater than E-5.

2. CG-1311 will ensure that refs (a) and (b) are updated during the next scheduled revisions to reflect this clarification of existing policy. If you have any questions or concerns, LT Richard Lavigne has been assigned as the action officer for this and can be reached at [Richard.j.lavigne2@uscg.mil](mailto:Richard.j.lavigne2@uscg.mil) or 202-475-5449.

#

Copy: CGRC  
CGPC-rpm  
CGA

# Enclosure (1)

## New Accession Documents Checklist

---

- Original Orders
  - Copy of Social Security Card
  - Copy of Driver's License
  - Copy of Birth Certificate
  - Proof of residency status or naturalization, if applicable
  - Copy of Enlistment/Reenlistment Document (DD-4).
  - Copy of Officer Candidate School Agreement (CG-3211 or CG-3211A) *OCS only*
  - Copy of Certificate of Release or Discharge from Active Duty (DD Form 214), if applicable.
  - Conditional release from other service, if applicable
  - Pay Delivery Worksheet (CG PSC 2015) ***WITH VOIDED CHECK!***
  - W-4 Tax Form for Fed taxes
  - W-4 Tax Form or appropriate State form for State Taxes
  - State of Legal Residence Form (DD 2058)
  - SGLI Election and Certificate (SGLV 8286)
  - SGLI Family Coverage Election (SGLV 8286A), if applicable
  - Designation of Beneficiaries (CG PSC 2020D)
  - Dependency Worksheet (CG PSC 2020)
  - Certified copies of documentary evidence of dependents (marriage certificate, birth certificates and SSN cards), if applicable.
  - One copy of Statement of Financial Obligation/Spouse's Consent (CG-4891), if applicable. The reverse side of this form must be completed and signed by recruiter or notary and spouse.
  - Emergency Contact Sheet (local form)
  - Personal Information Form (local form)
- MEDICAL FORMS NEEDED and OPTIONAL DOCUMENTS:**
- Chronological Record of Service (CG-4057).
  - Health Record Cover (CG-3443).
  - Copy of Report of Medical Examination (DD 2808).
  - Copy of Report of Medical History (DD 2807-1).
  - Immunization Record.
  - Copy of College Transcript (optional)



## Enclosure (2)

---

### Checklists for Accessions

---

**Introduction** These checklists are provided to assist the Servicing Personnel Office (SPO) in completing all necessary Direct Access transactions required to complete an accession event on an active duty member or reserve member.

---

**Before You Begin** The Job Requisition Number is a required in order to complete an accession in Direct Access (in addition to the member identifying data like date of birth, place of birth, SSN, etc.). TRACEN Cape May and the Academy will normally use a generic Job Requisition Number for their specific program (e.g. Enlisted recruit training, OCS, etc.). If you know the Position Number for the billet the member will be assigned to, you can search for the Job Requisition Number when entering Applicant Data. For field units, who are accessing members at their first duty station, the Position Number will be provided by the CGPC Assignment Officer.

---

**Discharges and Orders for Rehires** When conducting a REHIRE, the Discharge must be completed first. The normal progression when completing REHIREs is Discharge, REHIRE and Transfer. A REHIRE must be completed in that order. Also, the Assignment Officer will normally issue transfer orders prior to REHIRE, it is important that you do NOT approve these orders prior to the REHIRE as the orders will default to member's current Employee Class (e.g. If completing a Reserve Integration, the PCS orders will be treated like a Reserve unit change and you will not be able to complete the endorsements). You'll want to approve them AFTER the REHIRE has been complete.

---

*Continued on next page*



## Enclosure (2)

### Checklists for Accessions, Continued

**Checklist-1**      The data entry technician at the SPO (CGHRS Role User) completes the following items:

Step	Action	See Topic ... In online help	<input checked="" type="checkbox"/>
<b>1</b>	Enter Applicant Data	Applicant Data Also see: <ul style="list-style-type: none"> <li>• Diversity Data Overview</li> <li>• Physical Characteristics/Height Weight Frame Size Measurement</li> </ul>	
Upon saving the Applicant Data page, the system will generate the Applicant ID Number. Write the member's Applicant ID number in the space below.			
<b>2</b>	Enter Identification Data	Citizenship Status Changes	
<b>3</b>	Enter Education	Education (Degree(s))	
<b>4</b>	Enter Test Results (ASVAB Scores)	Test Results	
<b>5</b>	Enter Applicant Contract Data	Applicant Contract Data	
<b>6</b>	Forward package to supervisor (CGHRSUP Role User) to complete the "Hire Applicant" section		
Name:		<b>Applicant ID #</b>	

*Continued on next page*

## Enclosure (2)

### Checklists for Accessions, Continued

**Checklist-2**      The supervisor at the SPO (CGHRSUP Role User) completes the following items:

Step	Action	See topic .... in online help	<input checked="" type="checkbox"/>
<b>1</b>	Complete the Hire Applicant Process <b>Warning:</b> If the person you are accessing has ever been a member of the Coast Guard, Coast Guard Reserve, Coast Guard Auxiliary, NOAA Commissioned Officer Corps, or a civilian employee of the U. S. Coast Guard, they already have an Employee ID number. The Hire Applicant process is used only when the applicant does not have an Employee ID number. Please use the Rehire a Former Member process, as described in the Direct-Access online manual, to complete the accession for anyone that has previously been affiliated with the Coast Guard or NOAA Corps.	Hire Applicant (Be aware of the date changes you'll need to make if the member did not report for duty the same day as accessed into the Coast Guard)	
For new hires: Upon Saving the Hire Applicant Page the system will generate the <b>Employee ID Number</b> . Write the member's Employee ID number in the space below.			
<b>2</b>	Return package to technician (CGHRS Role User) to complete the remaining checklists.		
Name:		<b>Employee ID #</b>	

**Checklist-3**      The data entry technician at the SPO (CGHRS Role User) completes the following items to finish building the member's personnel a pay records:

Note: You have to wait 24 hours after completing the Hire Applicant before the system will allow you access to the new member's entitlements. There is a process, which runs every night, that automatically updates the member's status in DA (adds member to the "PS Job" table).

Step	Action	See topic .... in online help	<input checked="" type="checkbox"/>
<b>1</b>	Enter Tax Withholding (Federal and State)	Employee Tax Data Information	
<b>2</b>	Enter Direct-Deposit Information	Payment Option Election (Non Self-Service)	
<b>3</b>	Enter MGIB Allotment Election	Start a New Allotment	
<b>4</b>	Enter Family Members/Dependents	Dependency/Emergency Data Activity Guide	
<b>5</b>	Enter Emergency Contacts	Change Emergency Contacts (Non Self-Service)	
<b>6</b>	Enter SGLI Election	Elections and Beneficiaries	
<b>7</b>	Enter Family SGLI Election	Elections and Beneficiaries	
<b>8</b>	Endorse PCS Orders	PCS	

*Continued on next page*

## Enclosure (2)

### Checklists for Accessions, Continued

**Checklist-3** (Continued from previous page)

Step	Action	See topic ... in online help	<input checked="" type="checkbox"/>
<b>9</b>	Start Entitlements (check applicable entitlements) <ul style="list-style-type: none"> <li><input type="checkbox"/> BAH</li> <li><input type="checkbox"/> BAS</li> <li><input type="checkbox"/> Bonus (Enlistment)</li> <li><input type="checkbox"/> COLA</li> <li><input type="checkbox"/> Career Sea Pay</li> <li><input type="checkbox"/> Officer Uniform Allowance</li> <li><input type="checkbox"/> Aviation Pay</li> <li><input type="checkbox"/> Diving Duty Pay</li> <li><input type="checkbox"/> Hardship Duty Pay Location</li> <li><input type="checkbox"/> Hazardous Duty Incentive Pay</li> <li><input type="checkbox"/> FSA/FSH</li> <li><input type="checkbox"/> SDAP</li> <li><input type="checkbox"/> OHA/OCOLA</li> <li><input type="checkbox"/> Imminent Danger/Hostile Fire Pay</li> <li><input type="checkbox"/> Combat Tax Exclusion</li> <li><input type="checkbox"/> Advances (BAH/OHA/COLA)</li> <li><input type="checkbox"/> Saved Pay (if applicable)</li> </ul>	Employee Entitlements, Basic Navigation	
Name:		Employee ID #	

## **Enclosure (3) Accession Tips, Problems and Error Messages**

### **Table of Contents**

---

Enclosure (3) Accession Tips, Problems and Error Messages .....	1
Overview.....	2
Before you begin.....	2
Discussion.....	2
General Information Regarding Accessions .....	3
Menu path .....	3
Discharges and Orders for Rehires .....	3
About Applicant Data .....	3
About Applicant Contract Date .....	4
Hire Applicant.....	5
Common Problems with Rehires .....	6
1. Requisition Numbers .....	6
2. TEMDU En route to first PDS.....	9
3. Unable to Process Reporting Endorsement.....	10
4. Transaction Completed? .....	10
5. Status is “Terminated” in Job Data.....	11
6. Date of rank.....	11
Troubleshooting errors while completing the Rehire and Hire process .....	13
1. Data Conflicts Error.....	13
2. Expected Loss Error.....	19
3. Member must be Discharged Error (For REHIRES).....	20
4. No Matching Values error when entering Applicant ID in Hire Applicant.	20
Rehire/Hire Checklist.....	21

---

# Accession Tips, Problems and Error Messages

---

## Overview

---

### **Before you begin**

This guide is designed to help assist you in the completion of your Hire or REHIRE. It is not going to teach you how to complete a Hire or REHIRE. For that, it is recommended you review the Accession procedures and online tutorial located on the PSC website: <http://www.uscg.mil/hq/psc/pd.asp>.

---

### **Discussion**

This guide will help troubleshoot problems you are experiencing with your Hire or Rehire and assist you with the Hire or Rehire process. This guide also provides a checklist to assist you in the documents and actions you will need to complete when completing a Hire or REHIRE. As well as helpful information on certain actions which need to be complete when completing a Hire or Rehire.

---

# Accession Tips, Problems and Error Messages

---

## General Information Regarding Accessions

---

**Menu path** All Hires and Rehires require 3 separate components for completion and must be completed in the below order. All 3 of these components are accessible by going: Home>Develop Workforce>Recruit Workforce>Use>

---

**Discharges and Orders for Rehires** When conducting a REHIRE, the Discharge must be completed first. The normal progression when completing REHIREs is Discharge, REHIRE and Transfer. A REHIRE must be completed in that order. Also, the Assignment Officer will normally issue transfer orders prior to REHIRE, it is important that you do NOT approve these orders prior to REHIRE as the orders will default to member's current EMPL Class. You'll want to approve them AFTER the REHIRE has been complete.

---

**About Applicant Data** In the Applicant Data section you will establish an Application ID. This is not to be confused with an Employee ID. For REHIREs, you normally place the EMPLID in the bottom box of the Add a New Value screen. However, there are personnel, when you try to Rehire them that will show they have an existing APP ID and it will be the EMPLID. You CANNOT hire anyone using their EMPLID as their APP ID. It simply will not work.

You will need to click the Add a New Value button. If member has an existing APP ID, ensure it says Active next to it vice Hired and verify the application status date next to it. If it says Hired you cannot use this App ID and you need to verify if member was not already Hired if the Application Status Date matches the actual Hire Date. For new Hires the Application Status date is not important, for Rehires the app status date must be the same as the actual Hire date.

---

*Continued on next page*

# Accession Tips, Problems and Error Messages

---

## General Information Regarding Accessions, Continued

---

**About Applicant Data**  
(continued)

This function can be completed by the HRS or HRS SUP.


[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > [Applicant Data](#)

### Applicant Data

---

#### Find an Existing Value

Applicant ID:

Application Date:  


Name:

Last Name:

Alternate Character Name:

Applicant Status:  ▼

Application Status:  ▼

EmplID:  

Case Sensitive

Correct History

[Basic Search](#)

[Add a New Value](#)

**About Applicant Contract Date**

In the Applicant Contract section you will establish the member's contract term and dates of service. The date of the contract is the date the member is officially signing a document affiliating with the US Coast Guard. It is very common for DCOs to sign their Oath of Office's a month in advance of attending DCO school. The date of the contract must match the date specified in their acceptance letter.

This function can be completed by the HRS or HRS SUP.

*Continued on next page*

# Accession Tips, Problems and Error Messages

---

## General Information Regarding Accessions, Continued

---

**Hire Applicant** The Hire Applicant function is the final step of the Hire process. It will submit the Hire Reporting Endorsement on Orders transaction (8c) and contract data to JUMPS as well as update all the individual components of Direct Access. All data must be correct in the first 2 steps (Applicant Data & Applicant Contract Data) in order for this step to be completed Successfully.

This function can be completed by the HRS SUP only and is NOT viewable to the HRS. All HRS personnel must notify their HRS SUP to complete the Hire Applicant portion of the REHIRE/HIRE.

---



# Accession Tips, Problems and Error Messages

---

## Common Problems with Rehires

---

### 1. Requisition Numbers

1. Obtaining a job requisition number or when the search for a job requisition number returns with “No Matching Values”.

Verify first with the issuing auth that the position number/Job requisition is correct.

After that, if the position/requisition number is correct the HRS SUP must complete the following steps as the HRS will not have access to this area of Direct Access to open the Job Requisition.

To open a Job req number, here are the steps:

Step 1. Navigate to the following path:

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > Job Requisition Data

Step 2. Input the Position number in the Search Screen and click the “Correct History” checkbox before hitting Search.

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > [Job Requisition Data](#)

#### Job Requisition Data

---

#### Find an Existing Value

Job Requisition #:	<input type="text"/>
Job Requisition Status:	<input type="text"/>
Position Number:	<input type="text" value="00035070"/> <input type="button" value="Q"/>
Business Unit:	<input type="text"/> <input type="button" value="Q"/>
Job Code:	<input type="text"/> <input type="button" value="Q"/>
Department:	<input type="text"/> <input type="button" value="Q"/>
Originator ID:	<input type="text"/> <input type="button" value="Q"/>
Authorization ID:	<input type="text"/> <input type="button" value="Q"/>
Recruiter ID:	<input type="text"/> <input type="button" value="Q"/>
<input type="checkbox"/> Include History	<input checked="" type="checkbox"/> Correct History
<input type="button" value="Search"/>	<input type="button" value="Clear"/> <a href="#">Basic Search</a>

*Continued on next page*

# Accession Tips, Problems and Error Messages

## Common Problems with Rehires, Continued

### 1. Requisition Numbers (continued)

**In Review.** From here you will notice in the below screen shot that the upper left hand corner of the Requisition tab shows this member's current job req number is 048856 and the status is Filled.

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > [Job Requisition Data](#)

Requisition Data | Job Details | Job Posting | Basic Eligibility | Educ/Experier

**Job Requisition #:** 048856      **Status:** Filled      **Status I**

**\*Target Openings:**

**Step 3.** To set the status of this to open, there are several things that need to be done. First ensure the Date Authorized matches the oldest Requisition Status. If it does not, you will need to ensure it matches this.

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > [Job Requisition Data](#)

Requisition Data | Job Details | Job Posting | Basic Eligibility | Educ/Experience | Comps/Accomps | Hired

**Job Requisition #:** 048856      **Status:** Filled      **Status Date:** 09/12/2006

**\*Target Openings:**

**Date Authorized:**

**Approval Status:** All Approved

**Originator ID:**

**Authorization ID:**

**Recruiter ID:**

Requisition Status		View 2		First	1-6 of 6	Last
*Job Requisition Status	*Effective Date					
1 Filled	09/12/2006	<input type="button" value="Go"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		
2 Open	09/07/2006	<input type="button" value="Go"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		
3 Filled	08/01/2006	<input type="button" value="Go"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		
4 Open	12/29/2005	<input type="button" value="Go"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		
5 Filled	07/28/2005	<input type="button" value="Go"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		
6 Filled	08/25/2004	<input type="button" value="Go"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		

*Continued on next page*

# Accession Tips, Problems and Error Messages

## Common Problems with Rehires, Continued

### 1. Requisition Numbers (continued)

**Step 4.** In the above picture, the date auth would be changed to 08/25/2004 the oldest requisition status.

Next, you will need to add a Row in the Job Requisition Status and set it to Open. You want to be sure to set the status date prior to the Hire/Rehire Date (I usually give myself a 30 day buffer in this case I used 09/13/2006). Then click SAVE.

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > **Job Requisition Data**

Requisition Data	Job Details	Job Posting	Basic Eligibility	Educ/Experience	Comps/Accomps	Hire
<b>Job Requisition #:</b>	048856	<b>Status:</b>	Open	<b>Status Date:</b>	09/13/2006	
<b>*Target Openings:</b>	<input type="text" value="1"/>	<b>Date Authorized:</b>	<input type="text" value="08/25/2004"/>	<b>Approval Status:</b>	All Approved	
<b>Originator ID:</b>	<input type="text"/>	<b>Authorization ID:</b>	<input type="text"/>	<b>Recruiter ID:</b>	<input type="text"/>	
<b>Requisition Status</b> <span style="float: right;">View 2 First 1-7 of 7 Last</span>						
<b>*Job Requisition Status</b>		<b>*Effective Date</b>				
1	Open	09/13/2006	+	-	Main Content	
2	Filled	09/12/2006	+	-		
3	Open	09/07/2006	+	-		
4	Filled	08/01/2006	+	-		
5	Open	12/29/2005	+	-		
6	Filled	07/28/2005	+	-		
7	Filled	08/25/2004	+	-		

**In Review.** Notice in the above screen shot, after clicking SAVE, the member's Status in the above left changed from Filled to Open. You may now use req number 048856 in your Hire/Rehire.

*Continued on next page*

# Accession Tips, Problems and Error Messages

## Common Problems with Rehires, Continued

### 2. TEMDU En route to first PDS

2. The position given is for member's new unit, yet the member still needs to be Hired at the current location. How to do this.

**Example.** Member is a Reservist integrating into Active duty. Current unit is Sector Houston/Galveston and his new unit is ISC Kodiak. I have the member's new position number of which to be hired to and it is defaulting member's unit to the new position at ISC Kodiak. However, I need to Hire member to this unit, Sector Houston/Galveston, in order to complete member's PCS orders and account for delay enroute.

This happens quite frequently, and you may use the member's new position number as the Hire. However, the department will default to member's position, so the HRS SUP will want to modify the department and position in the Hire Applicant component, specifically the Job Data portion. Please see the below screen shot for where to change. You will want to use member's previous position number from SEC Houston/Galveston of which you can obtain in member's Job Data (NOTE: You will want to use the position on the Job Row prior to the Termination).

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > [Hire Applicant](#)

Applicant		Work Location		Job Information		Salary Plan	
Employee		ID:		Empl Rcd#:		View All	
<b>Work Location</b>		Employee Status: Active		Date Created: 09/22/2006			
*Effective Date:	09/22/2006	Effective Sequence:	0	*Job Indicator:	Prime		
Action / Reason:	Rehire		REH	Rehire			
Position Number:	00049279	BOAT CREW	Position Entry Date:				
*Regulatory Region:	USA	United States					
*Company:	CGA	Active Coast Guard Employees					
*Business Unit:	AUSCG	All U. S. Coast Guard Units					
*Department:	000750	CG GP PORT ANGELES	Department Entry D:				
Location:	WA0032	CG GP PORT					
Supervisor ID:							
<a href="#">Personal Data</a>	<a href="#">Job Data</a>	<a href="#">Employment Data</a>	<a href="#">Earnings Distribution</a>	<a href="#">Benefits F</a>			

Continued on next page

# Accession Tips, Problems and Error Messages

## Common Problems with Rehires, Continued

### 3. Unable to Process Reporting Endorsement

3. The Rehire is completed and now the member needs to be transferred. The orders show Reserve w/out Duty and I can't report member in.

The PCS orders were issued and Approved by the SPO prior to completing the REHIRE. Therefore, the member's orders defaulted to the member's prior empl class, normally in most cases it's Reserve. The system will not allow you to adjust this, only programming intervention can correct. This is more of a reminder to not Approve or Process the member's PCS orders prior to completing the REHIRE.

Report Date	Depart Date	Department	Description	City	State	Country	Nature Duty	Per Diem	Position Number	Revisit Flag	Cost SubTotal
10/23/2006	10/23/2006	005978	TISCOM IS SW ENG DIV	ALEXANDRIA	VA	USA	Reserve PCS w/o Duty	Yes	00035070		

### 4. Transaction Completed?

4. [How to tell if your REHIRE has been completed.](#)

The easiest way to tell if an Accession is complete is through Job Data, look for the "HIRE" or "REHIRE" job row. The below screen shot is an example of what this should look like.

[Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > [Job Data](#)

Work Location   CG Duty   CG Job   Job Information   Job Labor   Payroll   Salary Plan

Employee   ID:   Empl Rcd

**Work Location** [View /](#)

**Employee Status:** Active   **Date Created:** 09/12/2006

**\*Effective Date:** 08/19/2006   **Effective Sequence:** 1   **\*Job Indicator:** F

**Action / Reason:** Rehire   REH   Rehire

---

**Position Number:** 00035070   **IC STAN WORKSTATION ENG**

*Continued on next page*

# Accession Tips, Problems and Error Messages

## Common Problems with Rehires, Continued

### 5. Status is “Terminated” in Job Data

### 5. The REHIRE has been completed, but member still shows Terminated in Job Data.

You’ll want to “View All” under Job Data and ensure your REHIRE was indeed completed. See step 4 on what a REHIRE job row should look like. In most cases, the terminated job row is because the member’s transfer was processed out of sequence from the REHIRE. In other words, it was processed prior to the completion of the REHIRE. To fix, you will need to back out the departing/reporting 8c’s. SAVE. And then, re-enter the 8c’s.

The affect of this will be the removal of the terminated PCS job row and re-insert an active PCS job row.

### 6. Date of rank

### 6. Inputting a member’s Date of Rank. Where it goes.

A member’s Date of Rank is very important. For REHIREs, you should familiarize yourself with the Date of Rank computation. A member’s Date of Rank should be inputted in the Job Data portion of the Hire Applicant. There two spots within the Job Data to input this, both of which are show in the below screen shots.

First spot is the Job Information tab of the Job Data in the Hire Applicant portion of the REHIRE. You will input it in the Entry Date box.

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > [Hire Applicant](#)

The screenshot shows the 'Job Information' tab of the Hire Applicant system. The 'Entry Date' field is highlighted in yellow and contains the date 09/15/2006. Other fields include 'Effective Date: 09/15/2006', 'Effective Sequence: 1', 'Job Indicator: Primary Job', 'Action / Reason: Rehire', 'Job Code: 410094', 'Regular/Temporary: Regular', 'Empl Class: SELRES', 'Regular Shift: N/A', 'Full/Part: Full-Time', and 'Officer Code: None'.

*Continued on next page*

# Accession Tips, Problems and Error Messages

## Common Problems with Rehires, Continued

**6. Date of rank** (continued) Second spot is the Salary Plan tab of the Job Data in the Hire Applicant portion of the REHIRE. You will input it in the Grade Entry Date box.

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > [Hire Applicant](#)

Applicant Work Location Job Information Salary Plan

Employee ID: ..... Empl Rcd#: 0

Salary Plan		View All	First	1 of 1	Last
Effective Date:	09/15/2006	Effective Sequence:	1	Job Indicator:	Primary Job
Action / Reason:	Rehire		Rehire		Current
Salary Administration Plan:	<input type="text" value="ENL"/> <input type="button" value="Q"/>	Grade:	<input type="text" value="E5"/> <input type="button" value="Q"/>	Grade Entry Date	<input type="text" value="09/15/2006"/> <input type="button" value="BT"/>
		Step:	<input type="text"/> <input type="button" value="Q"/>	Step Entry Date	<input type="text"/> <input type="button" value="BT"/>

# Accession Tips, Problems and Error Messages

## Troubleshooting errors while completing the Rehire and Hire process

### 1. Data Conflicts Error

The below is a screen shot of the error, the most common, and the below instructions and screen shots explain how to troubleshoot the error.



A. For REHIREs, check the Application Status date in relation to member's actual Hire date. The Application Date cannot be later than the Hire date. Contact PSC Customer Care if you run into this problem. The easiest spot to check this is under the Applicant Data component of the REHIRE.

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > [Applicant Data](#)

Name	Address	Personal Profile	Eligibility/Identity	Application 1	Physical Char	▶
<b>Applicant ID:</b>	A0016763					
<b>Applicant Status:</b>	Employee		<b>Application Date:</b>	09/15/2006		
<b>Name</b>						
<b>Format Using:</b>	USA	United States				
<b>Name:</b>	<input type="text"/>					
<b>Prefix:</b>	<input type="text"/>					
<b>First Name:</b>	<input type="text"/>	<b>Middle:</b>	<input type="text"/>			
<b>Last Name:</b>	<input type="text"/>	<b>Suffix:</b>	<input type="text"/>			

**NOTE:** in the above picture the Application Date is good.

*Continued on next page*



# Accession Tips, Problems and Error Messages

## Troubleshooting errors while completing the Rehire and Hire process, Continued

### 1. Data Conflicts Error (continued)

B. Under the Applicant Data component, ensure the Disposition under the Requisition tab shows Offer Accepted, this sometimes gets changed to Offer.

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > **Applicant Data**

◀ Eligibility/Identity Application 1 Physical Char Application 2 Resume Text Requisition

**Applicant Status:** Employee **Applicant ID:** A0016763  
**Application Date:** 09/15/2006

[View All](#)

**Job Req #:** 055113 **Position:** 00049279 BM2 **DeptID:** 000750  
**Business Unit:** AUSCG **Job Code:** 410094 BM2 **Status:** Open

**Referral Source**

**Ref Source:** Unknown  
**Employee Referral ID:**  
**Specific Referral Source:**

**Disposition**

**\*Disposition Dt:** 09/22/2006 **Letter:**  **Letter**  
**\*Disposition:** Offer **Reason:**

**NOTE:** In the above picture you will want to adjust the disposition to Offer Accepted.

*Continued on next page*

# Accession Tips, Problems and Error Messages

## Troubleshooting errors while completing the Rehire and Hire process, Continued

### 1. Data Conflicts Error (continued)

C. For REHIRES, under the Applicant Contract Data component, ensure the contract number has the correct sequential corresponding contract number.

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > [Applicant Contract Data](#)

Contract Status/Content   Contract Clause   Service Information   Prior Service   Career Information

Applicant ID: A0016763  
Applicant Status: Employee   Application Date: 09/15/2006

Main Content   View All   First 1 of 1 Last

\*Contract Number: 0001   \*Contract Status: Active + -  
Contract Begin Date: 09/15/2006   Contract Expected End Date: 09/14/2009  
Contract End Date:   \*Regulatory Region: USA  
Contract Template ID:   Initialize Contract  
 Additional Contract    More than one year expected  
Comment:  
Contract Content: MBR IS NOT SELLING LEAVE. MBR IS NOT ELIBILE FOR A SRB. MBR IS NOW A MEMBER OF THE SELRES.

**NOTE:** In the above screen shot the contract number should be 002 in the Applicant contract date. You can verify by going to contract data in Administer Workforce: [Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > [Contract Data](#)

Contract Status/Content   Contract Type/Clauses   Contract Leave   Service Dates

Employee ID: 1

Contract Data

Contract Number: 0001   \*Contract Status:  
Contract Begin Date: 09/15/1999   Contract Expected End Date:  
Contract End Date: 09/14/2006   \*Regulatory Region:

*Continued on next page*

# Accession Tips, Problems and Error Messages

## Troubleshooting errors while completing the Rehire and Hire process, Continued

### 1. Data Conflicts Error (continued)

D. For REHIRES, under the Hire Applicant component, the Job Data portion ensure the job sequence is changed to the next sequential number in member's current Job starting with "0".

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > [Hire Applicant](#)

Applicant Work Location Job Information Salary Plan

Employee ID:

**Work Location**

Employee Status: Active Date Created: 09/22/2006

\*Effective Date: 09/22/2006 Effective Sequence: 0 \*Job

Action / Reason: Rehire REH Rehire

Position Number: 00049279 BOAT CREW Pos

\*Regulatory Region: USA United States

\*Company: CGA Active Coast Guard Employees

\*Business Unit: AUSCG All U. S. Coast Guard Units

\*Department: 000750 CG GP PORT ANGELES Dep

**NOTE:** In the above screen shot the Effective Sequence should be changed to "1". You can verify the correct number by navigating to the member's JOB DATA, a screen shot is provided below (the number 1 will denote the 2<sup>nd</sup> record in JOB with the same date). Notice the already existing Job Data for this member on the same date, "0" is already present:

[Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > [Job Data](#)

Work Location CG Duty CG Job Job Information Job Labor Payroll Salary Plan

Employee ID: Empl Rcd#:

**Work Location** View All

Employee Status: Terminated Date Created: 09/15/2006

\*Effective Date: 09/15/2006 Effective Sequence: 0 \*Job Indicator: Prima

Action / Reason: Termination DSC Discharge

Position Number: 00012093 MLB STAND TEAM Position Entry Date:

\*Regulatory Region: AUSCG US Coast Guard

*Continued on next page*

# Accession Tips, Problems and Error Messages

## Troubleshooting errors while completing the Rehire and Hire process, Continued

- 1. Data Conflicts Error** (continued) E. For REHIRES, under the Hire Applicant component, the Personal Data portion ensure the member does not have a current Personal Data Effective Date that matches the Hire/Rehire Date.

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > **Hire Applicant**

The screenshot shows the 'Hire Applicant' interface. At the top, there are tabs for 'Applicant', 'Name', 'Address', 'Personal Profile', 'Eligibility/Identity', and 'Physical Char'. Below these is the 'ID: Employee' field. The 'Personal Data' section is highlighted in blue with a 'View All' link on the right. The 'Effective Date' field is highlighted in yellow and contains the date '09/15/2006' with a calendar icon. Below this is the 'Name' section, which includes a 'Format Using:' dropdown set to 'USA' with a search icon and the text 'United States', and an empty 'Name:' input field.

**NOTE:** In the above screen shot the member's effective date is fine, you can verify by checking member's Personal Data, a screen shot is provided below:

[Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > **Personal Data**

The screenshot shows the 'Administer Workforce' interface. At the top, there are tabs for 'Name', 'Address', 'Personal Profile', 'Eligibility/Identity', and 'Physical Char'. Below these is the 'ID: Employee' field. The 'Personal Data' section is highlighted in blue. The 'Effective Date' field is highlighted in yellow and contains the date '07/17/2003' with a calendar icon. Below this is the 'Name' section, which includes a 'Format Using:' dropdown set to 'USA' with a search icon and the text 'United States', and an empty 'Name:' input field.

In the event the two dates match, change the member's existing Personal Data to the day prior and SAVE.

*Continued on next page*

# Accession Tips, Problems and Error Messages

## Troubleshooting errors while completing the Rehire and Hire process, Continued


**1. Data Conflicts Error (continued)** F. For REHIRES, ensure member does not have 2 active Applicant ID's. To check this, you will want to enter the EMPLID of the member in the Search box for the Applicant Contract Data.

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > **Applicant Contract Data**

### Applicant Contract Data

#### Find an Existing Value

Applicant ID:

Application Date:  


Name:

Last Name:

Alternate Character Name:

Applicant Status:

Application Status:

EmplID:  

Case Sensitive

[Basic Search](#)

#### Search Results

[View All](#) [Main Content](#) [First](#)

Applicant ID	Application Date	Name	Last Name	Alternate Character Name	Applicant Status	Applica
<a href="#">A0016763</a>	<a href="#">09/15/2006</a>			(blank)	<a href="#">Employee</a>	<a href="#">Active</a>
<a href="#">A0016764</a>	<a href="#">09/15/2006</a>			(blank)	<a href="#">Employee</a>	<a href="#">Active</a>

**NOTE:** In the above screen shot, the member has 2 App ID's both for the same date, both Application Status' show **Active**. One must be removed, only programming intervention can assist. You will want to submit a PSC Customer Care ticket for assistance.

*Continued on next page*

# Accession Tips, Problems and Error Messages

## Troubleshooting errors while completing the Rehire and Hire process, Continued

### 2. Expected Loss Error.



A. Under the Applicant Contract Data component, check the Service Information tab, checking the Effective Date of pay and allowances (needs to be same date as the REHIRE) and Expected Loss Date (date needs to be the date of Hire plus contract term, unless member is a new service member under initial obligated service, which is 8 years for any new member.)

Home > Develop Workforce > Recruit Workforce (GBL) > Use > Applicant Contract Data

Contract Status/Content | Contract Clause | Service Information | Prior Service

Applicant ID: A0016763  
Applicant Status: Employee | Application Date: 09/15/2006

*Pay Entry Base Date:	03/21/1978	*Active Duty Base Date:	04/13/1996
*Effective Date	09/15/2006	Anniversary Date:	
Pay Allowance:		*Expected Loss Date:	09/14/2006
Job Family Entry Date:	09/15/2006	Expected Active Duty Term Date:	09/14/2006

**Military Obligation**

*Military Entry Date:	03/21/1978	Reserve Drill Obligation Date:	09/15/2006
Date Entered Current Active Duty:	09/15/2006	Reserve Initial Entry Date:	
Date Completed Military Obligation:	09/14/2006		

**Member Status**

Employee Classification:	SELRES
Reserve Training/Pay Code:	F RP, RK, & RL on IADT
Reserve Classification Code:	Prior Svc CG Enl w/in 8 yr obl

**NOTE:** In the above picture the Expected Loss is incorrect and should be 09/14/2009. Member's contract was for 09/15/2006 for 03 years. Member had already completed initial obligated service, and contract goes beyond it. Therefore, Exp Loss should be expected contract end date.

*Continued on next page*

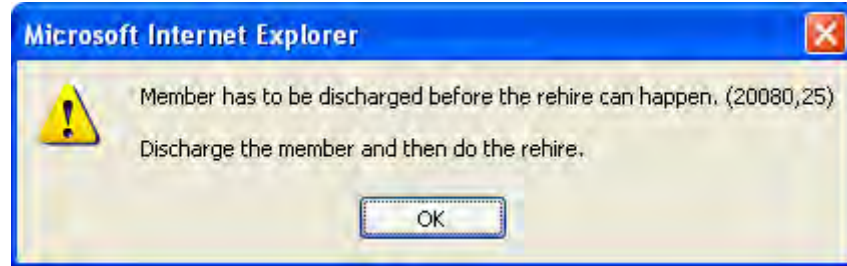
## Accession Tips, Problems and Error Messages

---

### Troubleshooting errors while completing the Rehire and Hire process, Continued

---

#### 3. Member must be Discharged Error (For REHIRES)



A. Check the separations component to see if the discharge status has been set to “Approved”.

#### 4. No Matching Values error when entering Applicant ID in Hire Applicant

If you receive an “Invalid ID/No Matching Values found” error message, when trying to add an applicant ID in the Hire Applicant component, go back through the applicant data sections and ensure all the steps were completed (Contract Data, Identification Data, Citizenship, etc.). If you are not able to save the Applicant Contract data, clear all the fields on the Career Information tab with the exception of the Job Code.

# Accession Tips, Problems and Error Messages

---

## Rehire/Hire Checklist

A checklist designed to help assist you with your Hire/REHIRE.

- \_\_\_\_\_ Organize Accession documents and create PDR, IAW PDR instruction
- \_\_\_\_\_ Print Orders out of Direct Access or Use member's hardcopy (For REHIREs do NOT approve the Orders in DA yet).
- \_\_\_\_\_ For REHIREs, Print off Service Dates from the SOCS page
- \_\_\_\_\_ For REHIREs, complete the Discharge
- \_\_\_\_\_ Complete Hire/Rehire documents
- \_\_\_\_\_ For REHIREs, approve orders in Direct Access (*Note: You must complete the Hire Applicant step before you endorse the orders!*)
- \_\_\_\_\_ **24 hours after approval** of Hire/Rehire complete Tax Info
- \_\_\_\_\_ **24 hours after approval of Hire/Rehire** complete Entitlements
- \_\_\_\_\_ Submit request for Statement of Credible Service (SOCS)  
**NOTE:** This is for ALL prior Service personnel regardless of DD214 present or not. Remember if member is supposed to be O1E, you can request interim pay adjustment. For consecutive active duty with no break, remember you can request Leave carryover from prior service/component.
- \_\_\_\_\_ Enter ASVAB scores for member in Direct Access Test Results.  
**NOTE:** If ASVAB scores not present request a copy from CG Institute



**This page left blank intentionally**

# Enclosure (4) Case Studies

## Overview

---

**Introduction** This section provides examples of unique accession situations taken from real-life scenarios.

---

**In this enclosure** The following scenarios are presented in this enclosure.

<b>Topic</b>	<b>See Page</b>
Reservist Enlisting in the Regular Coast Guard	E-4-1

---



## Case Studies

### Reservist Enlisting in the Regular Coast Guard, Continued

#### Process Overview

Stage	Description	Exhibit
5	Member completed Career Intentions Worksheet (CIW), CG PSC-2045. <a href="http://www.uscg.mil/hq/psc/forms/psc2045.pdf">http://www.uscg.mil/hq/psc/forms/psc2045.pdf</a> .	<b>6</b>
6	Unit CO endorsed CIW and the unit admin forwarded it to the SPO along with the CG-3307 entry and a copy of the DD-2366 (the original was sent to CGPC (epm-1) IAW the enlistment authorization message).	
7	SPO entered a Statement of Intent transaction in Direct-Access	<b>7</b>
8	SPO prepared an Enlistment Contract, DD Form-4/1 from: <a href="http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0004.pdf">http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0004.pdf</a> (Note: DA Cannot be used to prepare printable enlistment contracts) and sent to unit for completion of the Certification of Acceptance and Confirmation of Enlistment.	<b>8</b>
9	SPO entered preliminary information in DA for the discharge and rehire transactions. This included: <ul style="list-style-type: none"> <li>• Creating a Job Requisition Number</li> <li>• Creating an Applicant ID Number</li> <li>• Entering the Discharge (<i>but not approving it yet</i>, if the member did not enlist in the Coast Guard, the discharge could have been changed to a release from active duty to transfer the member back to the SELRES upon completion of his EAD contract.)</li> <li>• Completing the Applicant Contract Data (which required the SPO to compute the member's date of rank, active duty base date, pay base date etc.)</li> </ul>	<b>9</b>  <b>10</b>
10	Unit administered enlistment oath on day of enlistment. The member and the officer administering the oath signed the contract and the form was returned to the SPO. The unit also faxed a copy of the signed contract back to the SPO, so they could complete the pay transactions on time.	
11	When the SPO had confirmation that the member executed the oath of enlistment, they entered final approval on the member's discharge and rehire transactions in Direct-Access. The also restarted BAH, COLA and BAS as these entitlements were stopped as part of the discharge process.	
12	PSC (MAS) computed the member's SRB entitlement	

# Case Studies

---

## Exhibit 1 - Program Guidance

---

**Description** This exhibit shows the ALCOAST message announcing the *Reserve Enlisted Active Duty Integration Opportunity* program. It was important to look up this reference because it provided important information about setting the member's date of rank (see para. 5).

---

R 211643Z FEB 02 ZUI ASN-A00052000043 ZOJ1  
FM COMDT COGARD WASHINGTON DC//G-W//  
TO ALCOAST  
BT  
UNCLAS //N01100// VOL CCN  
ALCOAST 080/02  
COMDTNOTE 1100  
SUBJ: RESERVE ENLISTED ACTIVE DUTY INTEGRATION OPPORTUNITY  
A. COMDT COGARD WASHINGTON DC 241503Z OCT 01, ALCOAST 483/01  
B. PERSONNEL MANUAL, COMDTINST M1000.6A  
C. RECRUITING MANUAL, COMDTINST M1100.2C  
D. MEDICAL MANUAL, COMDTINST M6001.C  
E. RECALL OF ENLISTED RESERVISTS TO EXTENDED ACTIVE DUTY, COMDTINST 1141.3B  
F. MONTGOMERY G.I. BILL (MGIB), SELECTED RESERVE EDUCATION ASSISTANCE PROGRAM, COMDTINST 1001.30 (SERIES)  
G. MONTGOMERY G.I. BILL (MGIB), ACTIVE DUTY EDUCATION ASSISTANCE PROGRAM, COMDTINST 1760.9 (SERIES)  
1. THE COAST GUARD HAS AN IMMEDIATE NEED TO GROW ITS ENLISTED WORKFORCE TO MEET THE CHALLENGES ASSOCIATED WITH HOMELAND SECURITY. REF (A) ANNOUNCED VARIOUS ACTIONS TO FILL OUR IMMEDIATE AND LONG-TERM PERSONNEL NEEDS. THIS ALCOAST ANNOUNCES THE IMPLEMENTATION OF ONE OF THOSE ACTIONS: THE OPPORTUNITY FOR RESERVE MEMBERS CURRENTLY SERVING ON ACTIVE DUTY TO BE CONSIDERED FOR IMMEDIATE INTEGRATION INTO THE REGULAR COAST GUARD. THIS OFFER WILL TERMINATE ON 30 SEP 2002, OR EARLIER, IF RATINGS ARE FILLED. FUTURE SOLICITATIONS FOR RESERVISTS SERVING ON ACTIVE DUTY AND/OR SELRES WILL BE ANNOUNCED VIA SEPARATE CORRESPONDENCE, BASED ON THE WORKFORCE NEEDS OF THE SERVICE.  
2. APPLICATIONS FOR INTEGRATION WILL BE CONSIDERED FROM ENLISTED RESERVISTS WHO ARE CURRENTLY SERVING ON EXTENDED ACTIVE DUTY (EAD) OR WHO WERE CALLED UP DURING THE RECENT MOBILIZATION EFFORT AND MEET THE FOLLOWING:  
A. ARE SERVING IN ONE OF THE FOLLOWING RATES: BM1, BM2, BM3, EM1, EM2, EM3, ET2, ET3, FS1, FS2, FS3, FT2, FT3, GM2, GM3, MK2, MK3, QM1, QM2, QM3, RD2, RD3, TC2, TC3, TT2, TT3. (APPLICATIONS WILL BE CONSIDERED FROM OTHER RATINGS ON A CASE BY CASE BASIS. THIS INCLUDES RESERVISTS SERVING IN EMERGENCY RATINGS (I.E., PS, IV) AND OTHERS WITH SPECIALTY SKILLS OUTSIDE THEIR RATING (E.G., A COXSWAIN QUALIFIED YN). ALSO, APPLICATIONS WILL BE CONSIDERED FROM MEMBERS IN HIGHER PAY GRADES, WHO MEET SPECIFIC SERVICE NEEDS, ON A CASE BY CASE BASIS.)  
B. HAVE LESS THAN 11 YEARS ACTIVE SERVICE.

*Continued on next page*

# Case Studies

---

## Exhibit 1 - Program Guidance, Continued

---

3. APPLICATIONS FOR INTEGRATION MUST BE SUBMITTED USING A REQUEST FOR EXTENDED ACTIVE DUTY, FORM CG-3472. IN THE BLOCK "REASON FOR REQUEST" ENTER:

- A. REQUEST TO INTEGRATE INTO THE REGULAR COAST GUARD.
- B. ASSIGNMENT OR GEOGRAPHIC PREFERENCE.
- C. A DAYTIME TELEPHONE NUMBER FOR ASSIGNMENT OFFICER USE.
- D. A STATEMENT ACKNOWLEDGING THE IMPACT OF INTEGRATION ON MONTGOMERY G.I. BILL (MGIB) ENTITLEMENTS.

FORM CG-3472 MUST BE ENDORSED BY THE MEMBERS COMMANDING OFFICER, AND A COPY OF FORM CG-3472 MUST BE SENT TO THE SERVICING PERSRU AND ISC (PF).

4. SUBMISSION OF AN APPLICATION IS NOT A GUARANTEE THAT THE MEMBER WILL BE INTEGRATED. SERVICE NEED, MEMBER QUALIFICATIONS AND PERFORMANCE WILL BE USED TO DETERMINE WHICH PERSONNEL ARE OFFERED INTEGRATION.

5. ENLISTED RESERVISTS WHO ARE APPROVED FOR INTEGRATION MUST PARTICIPATE IN THE ACTIVE DUTY SERVICEWIDE EXAM (SWE) COMPETITION FOR FUTURE ADVANCEMENTS. AS AN INCENTIVE FOR THIS OFFERING, PROVISIONS OF REF B ARE AMENDED AS FOLLOWS:

A. ARTICLE 5.C.3.B. IS AMENDED TO APPLY ALL RESERVE TIME IN PAY GRADE IN PRESENT RATING (TIR) TO ACTIVE DUTY TIR AS CREDIT TOWARD THE FINAL MULTIPLE CALCULATION. SINCE ARTICLE 5.C.14.B DOES NOT NORMALLY PROVIDE FOR A TRANSFER OF RESERVE TIR WHEN A RESERVIST SERVES ON ACTIVE DUTY VIA OTHER PROGRAMS, THIS CHANGE WILL ALLOW MEMBERS TO RECEIVE FULL CREDIT FOR RESERVE AND REGULAR TIR TOWARD THEIR FINAL MULTIPLE CALCULATION FOR ADVANCEMENT.

B. THE MEMBERS COMMANDING OFFICER MAY CONSIDER PREVIOUS ENLISTED EVALUATIONS (IN CURRENT PAY GRADE) AND CONDUCT A SPECIAL EVALUATION IN ACCORDANCE WITH ARTICLE 5.C.6.C. FOR THE PURPOSE OF QUALIFYING A MEMBER FOR THE SWE COMPETITION. ARTICLE 5.C.6.B. ESTABLISHES THE STANDARD TIME PERIOD FOR WHICH ENLISTED PERFORMANCE IN A PAY GRADE WILL BE CONSIDERED IN DEVELOPING THE PERFORMANCE FACTOR QUALIFYING A MEMBER FOR SWE COMPETITION. THIS GUIDANCE BALANCES THE NEED FOR COMMANDING OFFICERS TO DIRECTLY OBSERVE MEMBERS UNDER THEIR COMMAND WHO DESIRE TO PARTICIPATE IN THE SERVICEWIDE WHILE ENCOURAGING THE USE OF A SPECIAL EVALUATION FOR MEMBERS WHOSE DUTY AND PERFORMANCE MERITS SUCH CONSIDERATION.

C. ARTICLE 5.C.14.A IS AMENDED TO CREDIT MEMBERS WITH THEIR RESERVE TIR FOR ELIGIBILITY TO ADVANCE.

6. RESERVISTS WHO INTEGRATE INTO THE REGULAR COAST GUARD WILL BE REMOVED FROM THE RESERVE ADVANCEMENT LIST EFFECTIVE UPON THEIR INTEGRATION.

7. CGPC (EPM) WILL IDENTIFY ACTIVE DUTY POSITIONS AVAILABLE TO QUALIFYING RESERVISTS. APPLICANTS MUST BE AVAILABLE FOR WORLDWIDE ASSIGNMENT IN DUTIES OF THE POSITION THEY ARE FILLING, INCLUDING SEA AND ISOLATED DUTY, BASED ON THE NEEDS OF THE SERVICE. INTERESTED MEMBERS MAY CONTACT CGPC (EPM-2) TO DISCUSS ASSIGNMENT OPPORTUNITIES.

---

*Continued on next page*

## Case Studies

---

### Exhibit 1 - Program Guidance, Continued

---

8. CGPC-EPM WILL REVIEW ALL REQUESTS FOR INTEGRATION. UPON APPROVAL, CGPC(EPM) WILL:  
(1) NOTIFY MEMBERS BY MESSAGE, (2) AUTHORIZE THE MEMBER TO ENLIST/REENLIST INTO THE  
REGULAR COAST GUARD FOR A PERIOD OF 4 YEARS AND (3) TRANSMIT PCS ORDERS CONDITIONAL TO  
EXECUTION OF AN ENLISTMENT/REENLISTMENT CONTRACT. SERVICING PERSRU MUST ENSURE THAT A  
CURRENT APPROVED PHYSICAL EXAMINATION IS ON FILE BEFORE THE MEMBER IS INTEGRATED.  
APPLICANTS MUST MEET PHYSICAL STANDARDS FOR ACTIVE DUTY SERVICE IAW ARTICLE 3-C-10 OF  
REF C AND REF D.

9. IF SELECTED FOR INTEGRATION, ENLISTED RESERVISTS CURRENTLY MOBILIZED WILL NOT BE  
ALLOWED TO INTEGRATE UNTIL THEIR SERVICES ARE NO LONGER REQUIRED OR A REPLACEMENT IS  
MOBILIZED.

10. RESERVISTS ARE ENCOURAGED TO REVIEW REFS (E) THROUGH (G), WHICH ADDRESS MONTGOMERY  
G. I. BILL (MGIB) EDUCATIONAL BENEFITS.

11. FOR VACANT POSITION OPPORTUNITIES PLEASE CONTACT THE APPROPRIATE ASSIGNMENT  
OFFICER USING THE CGPC-EPM TELEPHONE DIRECTORY LINK AVAILABLE AT THE FOLLOWING  
WEBSITE:WWW.USCG.MIL/HQ/CGPC/EPM/DEFAULT.HTML. FOR THOSE WHO DO NOT HAVE ACCESS TO  
THE INTERNET, PLEASE CALL CGPC-EPM AT (202)267-1041.

12. INTERNET RELEASE AUTHORIZED.


13. RADM F. L. AMES, ASSISTANT COMMANDANT FOR HUMAN RESOURCES, SENDS.

---

# Case Studies

## Exhibit 2 – Member’s Application

**Description** This exhibit shows the member’s completed CG-3472. Although this form is titled “*Request for Extended Active Duty*”, it can be used to submit integration requests per ALCOAST 080/02. Note how the member used the “Summary of Military Service...” section to list his Reserve active duty history, this is to show that he is currently on active duty and is eligible for the program.

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-3472 (Rev. 6-04)		<b>REQUEST FOR EXTENDED ACTIVE DUTY</b>			
NOTE: Submit in duplicate through official channels					
LAST NAME - FIRST NAME - MIDDLE INITIAL Ricardo, Ricky, Lee			SSN 123-45-6789		RATE BM2
NAME AND LOCATION OF ORGANIZED UNIT TO WHICH ATTACHED (if applicable)  Commanding Officer U. S. Coast Guard Some Kind of Unit or Cutter 123 Any Street San Diego, CA 98124			DATE OF CURRENT ENLISTMENT  20 JUN 2000		
			DATE ASSIGNED TO ORGANIZED UNIT  18 AUG 2000		
1. I hereby request active service and training pursuant to Section 4(c)(2) of the Universal Military Training and Service Act for a period of 24 months, unless sooner released by the Commandant of the Coast Guard. To commence <u>30 SEP 06</u> , <u>30 OCT 06</u> , or <u>30 NOV 06</u> . 2. It is understood that acceptance of this application will create a binding agreement on my part to serve 24 months on extended active duty in the Coast Guard unless sooner released by the Commandant. 3. If necessary, I agree to extend my enlistment in the Coast Guard Reserve for one or two full years in order to allow an active duty period of 24 months. 4. I understand that, in order to be considered for assignment to advanced training, I may have to extend my period of active duty service in order to comply with the provisions of current instructions.					
REASON FOR REQUEST A. REQUEST TO INTEGRATE INTO THE REGULAR COAST GUARD. B. ASSIGNMENT OR GEOGRAPHIC PREFERENCE - A unit in Sector San Diego. C. A DAYTIME TELEPHONE NUMBER: 619-555-1212 D. I am not a participant in SELRES MGIB program.					
SUMMARY OF MILITARY SERVICE PRIOR TO CURRENT ENLISTMENT (if none, so state)					
ACTIVE SERVICE			INACTIVE SERVICE		
BRANCH OF SERVICE	FROM (Mo -day-yr)	TO (Mo -day-yr)	BRANCH OF SERVICE	FROM (Mo -day-yr)	TO (Mo -day-yr)
USOGR (Title 10)&(EAD)	07/19/04	Current			
USOGR (Title 10)	02/10/2003	01/25/2004			
USOGR (ADSW-AC)	10/14/2001	12/19/2001			
DATE		SIGNATURE			
06 September 2006					
FIRST ENDORSEMENT  From: Commanding Officer, CG Unit San Diego.  Forwarded recommending approval. BM2 Ricardo has been an asset to this unit since being recalled to Active Duty and volunteering for Extended Active Duty. If this request is approved, request BM2 Ricardo be assigned to this unit to fill current billet.  06 September 2006, R.A.JONES, LCDR, USCG					



# Case Studies

## Exhibit 3 – Approval Message

**Discussion** This exhibit shows CGPC's approval of the request. It provides several important pieces of information:

1. Authority/Program for the enlistment
2. Date of discharge/enlistment
3. Rate authorized for enlistment
4. Allows member to select number of years
5. Member's assignment

FM COMCOGARD PERSCOM ARLINGTON VA//EPM-1/EPM-2//  
TO COGARD MSST 91109 SAN DIEGO CA  
INFO COGARD PSC TOPEKA KS//MAS//  
COMCOGARD PERSCOM ARLINGTON VA//RPM-2//  
COMDT COGARD WASHINGTON DC//CG-12A/CG-101//  
COGARD INTSUPRTCOM ALAMEDA CA//PF//  
COMCOGARD SECTOR SAN DIEGO CA//SPO//  
UNCLAS //N01430//  
SUBJ: ENLISTMENT IN THE REGULAR COAST GUARD OF BM2 RICKY L. RICARDO 1234567, USCGR  
A. BM2 RICARDO'S CG-3472 OF 6 SEP 06  
B. **COMDT COGARD WASHINGTON DC 211643Z FEB 02, ALCOAST 080/02**  
C. MONTGOMERY G.I. BILL (MGIB) - ACTIVE DUTY EDUCATION ASSISTANCE PROGRAM, COMDTDTINST 1760.1  
1. IN REF A, **BM2 RICARDO** REQUESTED TO ENLIST IN THE REGULAR COAST GUARD. AUTHORITY IS GRANTED TO DISCH **SNM** FROM USCGR AND ENL BM2 RICARDO IN THE REGULAR COAST GUARD ON **30 NOV 06** AS A **BM2** FOR A **TERM OF ENLISTMENT AS PROVIDED FOR IN ART 1.G.2.A OF THE PERSMAN** AND PROVIDED BM2 RICARDO IS FULLY QUALIFIED.  
2. BM2 RICARDO MUST MEET THE PHYSICAL STANDARDS FOR ACTIVE DUTY.  
3. BM2 RICARDO WILL REMAIN AT HIS **CURRENT UNT IN POSN NBR 0073832**.  
4. IF BM2 RICARDO DECLINES THIS ENLISTMENT OPPORTUNITY, CGPC-EPM-1 MUST BE NOTIFIED ASAP BY THE MOST EXPEDITE MEANS.  
5. ENSURE BM2 RICARDO IS COUNSELED ON THE PROVISIONS OF SRB ELIGIBILITY AND APPROPRIATE SERVICE RECORD DOCUMENTATION PREPARED. PAY PARTICULAR ATTENTION TO CONTINUOUS ACTIVE SERVICE REQUIREMENTS AND ACTIVE DUTY BASE DATE WHEN ESTABLISHING SRB ELIGIBILITY DETERMINATIONS. SRB ELIGIBILITY IN QUESTIONABLE CASES SHOULD BE VERIFIED WITH THE SERVICING PERSONNEL OFFICE AND PSC AS NECESSARY.  
6. THIS ENLISTMENT IN THE REGULAR COAST GUARD MAY ENTITLE BM2 RICARDO TO PARTICIPATE IN THE MGIB EDUCATION ASSISTANCE PROGRAM. PLEASE ENSURE THAT A COPY OF REF C, WHICH IS AVAILABLE ON THE WEB AT [HTTP://WWW.USCG.MIL/CCS/CIT/CIM/DIRECTIVES/CI.HTML](http://www.uscg.mil/ccs/cit/cim/directives/ci.html), IS PROVIDED TO BM2 RICARDO AND THAT BM2 RICARDO IS COUNSELED THAT A DECISION TO PARTICIPATE OR NOT TO PARTICIPATE MUST BE MADE WITHIN THE FIRST TWO WEEKS AFTER THIS ENLISTMENT. IN ADDITION, ENSURE BM2 RICARDO UNDERSTANDS THAT FAILURE TO MAKE THIS DECISION WITHIN THE REQUIRED TIME FRAME WILL RESULT IN AUTOMATIC PARTICIPATION, IF ELIGIBLE, THRU PAYROLL REDUCTION. THE MONTGOMERY G.I. BILL ACT OF 1984 (MGIB) - BASIC ENROLLMENT FORM, DD FORM 2366, WILL NEED TO BE COMPLETED AND MAILED TO CGPC-EPM-1 BY BM2 RICARDO. THIS DD FORM 2366 IS AVAILABLE ON THE WEB AT [HTTP://WWW.USCG.MIL/CCS/CIT/CIM/FORMS/FORMMGMT.HTM](http://www.uscg.mil/ccs/cit/cim/forms/formmgmt.htm).  
7. A COPY OF THIS MSG SHALL BE GIVEN TO SNM AND A COPY PLACED IN BM2 RICARDO'S PDR.  
8. POC FOR THIS INTEGRATION IS MR. DEZI ARNEZ AT 202-493-0000.  
POC FOR MGIB IS MCPO MERTZ AT 202-493-1111.

# Case Studies

## Exhibit 4 – Selective Reenlistment Bonus Page 7

**Description** This exhibit shows the CG-3307 entry that was completed to show the member was counseled on his SRB entitlement.

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-3307 (Rev. 3-03)	<b>ADMINISTRATIVE REMARKS</b>
<p>Entry Type: Selective Reenlistment Bonus (SRB-1) Reference: COMDTINST M1000.6(series), 3-C Responsible Level: Unit Entry: 06NOV2006: I have been advised that my current Selective Reenlistment Bonus (SRB) multiple is <u>2.5</u> and is listed in ALCOAST 283/06, which has been made available to me. I am eligible to reenlist/extend my enlistment up to a maximum of <u>six (06)</u> years. My SRB will be computed based on <u>72</u> months of newly obligated service. I hereby acknowledge that I have read and fully understand the contents and explanation of COMDTINST M1000.6 (SERIES) 3-C. I have also been counseled on the opportunity to have my SRB payment contributed to the Thrift Savings Plan (TSP).</p> <p style="text-align: center;"><u>RICKY L RICARDO, 06 Nov 2006</u> (Signature of Member/Date)</p> <p style="text-align: center;"><u>A. B. SEE, YNC, USCG, BY DIRECTION</u> (Signature of Counselor)</p>	

# Case Studies

## Exhibit 5 – MGIB Counseling

**Description** Per the enlistment authorization message, the member must be counseled on the MGIB program and informed that he can elect to not enroll. The member did not complete Section 5 – Statement of Disenrollment, so he will automatically be enrolled. The form must be sent to CGPC (epm-1) per Para. 6 of the message.

1. SERVICE MEMBER DATA			
a. NAME (LAST, First, Middle Initial) Ricardo, Ricky, Lee		b. SOCIAL SECURITY NUMBER (SSN) 123-45-6789	
2. STATEMENT OF UNDERSTANDING FOR <u>INELIGIBLE</u> MEMBERS			
I am NOT eligible for the MGIB because (a) I am a service academy graduate, or (b) I am an ROTC scholarship graduate who received more than the current minimum amount allowed for enrollment in MGIB, or (c) I am a prior service member who disenrolled during my previous term of active duty.			
a. SERVICE MEMBER SIGNATURE		b. RANK/GRADE	c. DATE SIGNED (YYYYMMDD)
3. STATEMENT OF UNDERSTANDING FOR ALL <u>ELIGIBLE</u> MEMBERS			
(1) I am automatically enrolled unless I exercise the option to <b>DISENROLL</b> by signing Item 5 below. (2) <b>UNLESS I DISENROLL</b> from the MGIB, my basic pay will be reduced \$100 per month, or the current monthly rate until \$1,200 has been deducted; this basic pay reduction <b>CANNOT</b> be <b>REFUNDED, SUSPENDED OR STOPPED</b> , this is an <b>IRREVOCABLE DECISION</b> . (3) I must complete 36 months of active duty service (24 months if my enlistment is for less than 36 months) before I am entitled to the current rate of monthly benefits. The MGIB provides benefits for a period of 36 months. (4) I understand I am eligible for an increased monthly benefit by contributing an additional amount, not to exceed \$600 while on active duty. Once I separate, I cannot contribute. (5) I must receive an <b>HONORABLE</b> discharge for service establishing entitlement to the MGIB. This <b>DOES NOT</b> include "under honorable conditions". (6) I must complete the requirements of a secondary school diploma or equivalency certification, or successfully complete the equivalent of 12 semester hours in a program of education leading to a standard college degree before applying for benefits with the Department of Veterans' Affairs. (7) I have 10 years from date of last discharge from active duty to use MGIB benefits. (8) If I die while on active duty, or within one year after discharge or release from active duty if service related, my designated beneficiary(ies) will receive the unused balance of the money reduced from my basic pay for the MGIB. This death benefit will be paid by the Department of Veterans' Affairs (DVA). (9) I cannot receive any combination of DVA educational benefits in excess of 48 months. (10) I must complete at least 24 months of a 3 year active duty service obligation and if my obligation is 2 years I may join and serve honorably in the Selected Reserve for a minimum of 48 months to qualify for the current active duty benefit rate. A (one) period of service <b>CANNOT</b> qualify me for both active and reserve MGIB benefits.			
a. SERVICE MEMBER SIGNATURE RICKY LEE RICARDO		b. RANK/GRADE BM2/E5	c. DATE SIGNED (YYYYMMDD) 2006NOV06
4. SERVICE UNIQUE EDUCATION ASSISTANCE OPTIONS			
NONE			
5. STATEMENT OF DISENROLLMENT			
I <b>DO NOT</b> desire to participate in MGIB. I understand the benefits of the MGIB program and that I <b>WILL NOT</b> be able to enroll at a later date.			
a. DATE SIGNED (YYYYMMDD)	b. RANK/GRADE	c. SERVICE MEMBER SIGNATURE	
6. CERTIFYING OFFICIAL			
a. TYPED OR PRINTED NAME (LAST, First, Middle Initial) SEE, ALPHA, B	b. RANK/GRADE YNC/E7	c. SIGNATURE	d. DATE SIGNED (YYYYMMDD) 2006NOV06

# Case Studies

## Exhibit 6 – Career Intentions Worksheet

**Description** This worksheet, which is completed by the member, and signed by the unit Commanding Officer, is sent to the SPO along with other forms (the CG-3307 for SRB and a copy of the MGIB acknowledgment). The SPO will use the information from this worksheet to prepare the Statement of Intent transaction and to prepare the enlistment contract.

Department of Homeland Security U. S. Coast Guard CG PSC-2045 (Rev. 08/06)		<h3 style="margin: 0;">Career Intentions Worksheet</h3>	
1. EMPLID	2. Name (Last, First, MI)	3. Permanent Unit (Dept ID)	
1234567	Ricardo, Ricky, L	009933/CG Unit San Diego	
PURPOSE: Use this form to convey career intentions to the SPO. If you wish to remain with the service, complete Extension/Reenlistment and Leave sections. If your intentions are to separate from the service, complete Separation and Leave sections. Complete a Preseparation Counseling Checklist (DD-2648), also.			
4. Answer these questions. If you answer no to these questions, contact your career counselor or unit administrative staff/SPO			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   Has your unit conducted a 6-month predischarge interview and completed a Preseparation Counseling Checklist (DD-2648)? (Required if separating)			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   Have you been advised on the subject of SRB eligibility?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   Are you a U. S. Citizen? (If no, you cannot reenlist or extend without authority from CGPC) (Note: Per 1.G.5.5., CG PERSMAN, this does not apply to a member who enlisted from the Republic of the Philippines)			
<b>EXTENSION/REENLISTMENT SECTION</b>			
5. I plan to.... <input type="checkbox"/> extend <input checked="" type="checkbox"/> reenlist	6. For # of yrs (Note: if reenlisting, the minimum is 3 years) Note: Members with at least 10 years active service will be reenlisted indefinitely <input type="checkbox"/> 2yrs <input type="checkbox"/> 3yrs <input checked="" type="checkbox"/> 4yrs <input type="checkbox"/> 5yrs <input type="checkbox"/> 6yrs <input type="checkbox"/> Other: ____	7. Effective date of Extension/Reenlistment 12/01/06	
8. Person administering the oath for extension agreement/reenlistment: Name: <u>Richard A. Jones</u> Rank: <u>LCDR</u> Title: <u>Commanding Officer, CG Unit San Diego</u>			
9. CO's recommendation signature: <i>Richard A. Jones</i> (Certifies member is eligible (IAW Chap 1-G of the CG PERSMAN) and is recommend for reenlistment/extension)			
10. REASON FOR EXTENSION/REEXTENSION OF ENLISTMENT:			
<input type="checkbox"/> REQUEST OF INDIVIDUAL		<input type="checkbox"/> AUTHORIZED BY COMMANDER CGPC	
<input type="checkbox"/> SCHOOL TRAINING REQUIREMENT		<input type="checkbox"/> OBLIGATED SERVICE FOR ADVANCEMENT	
<input type="checkbox"/> OBLIGATED SERVICE FOR TRANSFER		<input type="checkbox"/> OBLIGATED SERVICE FOR SRB BONUS	
<input type="checkbox"/> PARTICIPATION IN TUITION ASSISTANCE PROGRAM		<input type="checkbox"/> COMPLETION OF DEPLOYMENT ABOARD VESSEL	
<input type="checkbox"/> OBLIGATED SERVICE FOR RETIREMENT		<input checked="" type="checkbox"/> OTHER (SPECIFY): <u>Reserve Integration</u>	
<b>SEPARATION SECTION</b>			

*Continued on next page*

# Case Studies

---

## Exhibit 6 – Career Intentions Worksheet, Continued

---

**Description**  
(cont'd)

The reverse side of the worksheet shows the member desires to sell 10 days leave. Since the leave is being sold following active duty of more than 365 days, it counts towards the member's career total of 60 days lump sum leave entitlement.

Reverse of CG PSC-2045 (Rev. 07/05)

**22. LEAVE SECTION**

If your leave plans change after completing this worksheet, immediately notify your SPO. **Failure to do so may result in an overpayment for which you will be responsible.**

I plan to:  sell 10 days of leave (Note: You are only authorized to sell a TOTAL of 60 days leave during your career.)

take terminal leave starting \_\_\_\_\_

take leave prior to my separation for periods listed below

Note: If you are entering into an indefinite reenlistment this will be the last opportunity to sell leave before you retire or are discharged.

Enter inclusive leave dates (continue on separate page if necessary):

---

# Case Studies

## Exhibit 7— Statement of Intent

**Description** Upon receipt of the Career Intentions Worksheet (but not later 30 to 45 days prior to the effective date of the enlistment), the SPO creates a Statement of Intent transaction in Direct-Access.

View All First 1 of 2 Last

Effective Date: 11/07/2006 SOI's Submitted: 1 Process Action: Statement Of Intent + -

\*Career Intentions: Re-enlistment

Reason for retention: Authorized By MPC (epm)

Retention date: 12/01/2006 First day of the newly obligated service period. (Normally day after Expected Active Duty Date.)

\*Retention Years: 4 New Date of Separation: 11/30/2010

SRB Eligible  Check box if Indefinite Reenlistment

Honorable Service

Date Approved: 11/07/2006 Approval Status: Approved

Comments:

Member authorized to integrate into the regular Coast Guard per CGP (epm-1)(emp-2) message R 031620Z NOV 06. Member's current EAD contract ends 30 Nov 2006. SRB authorized. Member has 17 months prior continuous AD. IAW ALCOAST 283/06, effective 1 JUL 2006, SRB multiple is 2.5 (2.0 for BM2 plus .5 for coxswain competency).

View All First 1 of 2 Last

### Sell Leave

Effective Date: 11/07/2006 Career Intentions: Re-enlistment

Days of Regular Leave to Sell: 10.0 Days of Saved Leave to Sell:  Member Not Selling Leave

---

### Leave Request

Leave must also be authorized on a leave authorization (CG-2519). Please follow normal leave authorization procedures including completion of the (CG-2519).

*From Date	*To Date	*Leave Type
+ <span style="float: right;">View All &lt; 1 of 1 &gt;</span>		



# Case Studies

## Exhibit 8 – Enlistment Contract

**Description** The Enlistment Contract is prepared by the SPO upon receipt of the member's Career Intentions Worksheet (CIW).

The CIW provided them with:

- number of years of the enlistment,
- name and rank of the officer administering the oath,
- and the date.

ENLISTMENT/REENLISTMENT DOCUMENT ARMED FORCES OF THE UNITED STATES						
<b>PRIVACY ACT STATEMENT</b>						
AU 10 63  PRI mil act  RO the  DIS	The SPO used member's Direct Access/JUMPS records to calculate the member's total prior active service and inactive service.					's ht  to
<b>A. ENLISTEE/REENLISTEE IDENTIFICATION DATA</b>						
1. NAME (Last, First, Middle)			2. SOCIAL SECURITY NUMBER			
Ricardo, Ricky, Lee			123-45-6789			
3. HOME OF RECORD (Street, City, State, ZIP Code)			4. PLACE OF ENLISTMENT/REENLISTMENT (Mil. Installation, City, State)			
133 Any Street #12 San Diego, CA 98124			U.S. Coast Guard Unit, 456 Any Street, San Diego, CA			
5. DATE OF ENLISTMENT/ REENLISTMENT (YYYYMMDD)	6. DATE OF BIRTH (YYYYMMDD)	7. PREV MIL SVC UPON ENL/REENLIST		YEARS	MONTHS	DAYS
20061201	19820601	a. TOTAL ACTIVE MILITARY SERVICE		03	08	20
		b. TOTAL INACTIVE MILITARY SERVICE		02	08	21
<b>B. AGREEMENTS</b>						
8. I am enlisting/reenlisting in the United States (list branch of service) <u>Coast Guard</u> this date for <u>4</u> years and <u>0</u> weeks beginning in pay grade <u>E5</u> . The additional details of my enlistment/reenlistment are in Section C and Annex(es)						

*Continued on next page*

# Case Studies

## Exhibit 8 – Enlistment Contract, Continued

NAME OF ENLISTEE/REENLISTEE (Last, First, Middle) Ricardo, Ricky, Lee		SOCIAL SECURITY NO. OF ENLISTEE/REENLISTEE 123-45-6789	
<b>D. CERTIFICATION AND ACCEPTANCE</b>			
<p>13a. My acceptance for enlistment is based on the information I have given in my application for enlistment. If any of that information is false or incorrect, this enlistment may be voided or terminated administratively by the Government or I may be tried by a Federal, civilian, or military court and, if found guilty, may be punished.</p> <p>I CERTIFY THAT I HAVE CAREFULLY READ THIS DOCUMENT. ANY QUESTIONS I HAD WERE EXPLAINED TO MY SATISFACTION. I FULLY UNDERSTAND THAT ONLY THOSE AGREEMENTS IN SECTION B OF THIS DOCUMENT OR RECORDED ON THE ATTACHED ANNEX(ES) WILL BE HONORED. ANY OTHER PROMISES OR GUARANTEES MADE TO ME BY ANYONE ARE WRITTEN BELOW: (If none, X "NONE" and initial.) <input type="checkbox"/> NONE <u>RLR</u> (Initials of enlistee/reenlistee)</p> <p>In accordance with ALCOAST message 283/06, entitled to Selective Reenlistment Bonus (SRB) multiple of 2.5 for 48 months of newly obligated service.</p>			
b. SIGNATURE OF ENLISTEE/REENLISTEE <i>Ricky Lee Ricardo</i>		c. DATE SIGNED (YYYYMMDD) 20061201	
<b>14. SERVICE REPRESENTATIVE CERTIFICATION</b>			
<p>a. On behalf of the United States (list branch of service) <u>Coast Guard</u>, I accept this applicant for enlistment. I have witnessed the signature in item 13b to this document. I certify that I have explained that only those agreements in Section B of this form and in the attached Annex(es) will be honored, and any other promises made by any person are not effective and will not be honored.</p>			
b. NAME (Last, First, Middle) JONES, RICHARD, A		c. PAY GRADE O4	d. UNIT/COMMAND NAME CG Unit San Diego
e. SIGNATURE <i>Richard A. Jones</i>		f. DATE SIGNED (YYYYMMDD) 20061201	g. UNIT/COMMAND ADDRESS (City, State, ZIP Code) 123 Any Street, San Diego, CA 98124-0021
<b>E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT</b>			
<p>15. IN THE ARMED FORCES EXCEPT THE NATIONAL GUARD (ARMY OR AIR): I, <u>Ricky Lee Ricardo</u>, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.</p> <p>16. IN THE NATIONAL GUARD (ARMY OR AIR): I, <u>N/A</u>, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of <u>N/A</u> against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of <u>N/A</u> and the orders of the officers appointed over me, according to law and regulations. So help me God.</p> <p>17. IN THE NATIONAL GUARD (ARMY OR AIR): I do hereby acknowledge to have voluntarily enlisted/reenlisted this <u>N/A</u> day of <u>N/A</u>, <u>N/A</u> in the <u>N/A</u> National Guard and as a Reserve of the United States (list branch of service) <u>N/A</u> with membership in the <u>N/A</u> National Guard of the United States for a period of <u>N/A</u> years, <u>N/A</u> months, <u>N/A</u> days, under the conditions prescribed by law, unless sooner discharged by proper authority.</p>			
18.a. SIGNATURE OF ENLISTEE/REENLISTEE <i>Ricky Lee Ricardo</i>		b. DATE SIGNED (YYYYMMDD) 20061201	
<b>19. ENLISTMENT/REENLISTMENT OFFICER CERTIFICATION</b>			
<p>a. The above oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.</p>			
b. NAME (Last, First, Middle) Jones, Richard A		c. PAY GRADE O4	d. UNIT/COMMAND NAME CG Unit San Diego
e. SIGNATURE <i>Richard A. Jones</i>		f. DATE SIGNED (YYYYMMDD) 20061201	g. UNIT/COMMAND ADDRESS (City, State, ZIP Code) 123 Any Street, San Diego, CA 98124-0021

DD FORM 4/2, JAN 2001

PREVIOUS EDITION MAY BE USED.



# Case Studies

## Exhibit 9 – Direct Access Data Entry

**Description** The SPO entered the member’s discharge and accession in Direct Access using the procedures in chapters 2, 3, 4 and 8 of this guide.

**1. Requisition Number** Their first step, per chapter 2-A of this guide, was to create a Job Requisition number for the position the member will be assigned.

The SPO obtained the position number from CGPC’s approval/enlistment authorization message (exhibit 3 of this enclosure).

3. BM2 RICARDO WILL REMAIN AT HIS CURRENT UNT IN POSN NBR 00073832.

When creating the requisition they ensured that the Job Code was set to the correct number for “BM2” and the grade was set to E5.

Home > Develop Workforce > Recruit Workforce (GBL) > Use > Job Requisition Data

Requisition Data Job Details Job Posting Basic Eligibility Educ/Exper

Job Requisition #: 133955 Status:

Position Number: 00073832

Regulatory Region: [ ]

Company: CGA

\*Business Unit: AUSCG

Department: 007038

Location Code: CA0422

Job Code: 410094

Regular Shift: [ ]

Salary Administration Plan: ENL

From Grade/Step: E5

To Grade/Step: [ ]

Save

Lookup Position Number

Position Number: 00073832

Description: [ ]

Business Unit: AUSCG

Department: [ ]

Job Code: [ ]

Position Status: [ ]

Reports To Position Number: [ ]

Lookup Clear Cancel

Lookup Job Code

SetID: AUSCG

Job Code: [ ]

Description: %Boatswain'S Mate

Occupational Series: [ ]

Official Position Title: [ ]

Lookup Clear Cancel Basic L

Search Results

Job Code	Description
410082	Chief Boatswain'S Mate
410093	First Class Boatswain'S Mate
410090	Master Chief Boatswain'S Mate
410098	Seaman Boatswain'S Mate
410094	Second Class Boatswain'S Mate
410091	Senior Chief Boatswain'S Mate
410095	Third Class Boatswain'S Mate

# Case Studies

## Exhibit 9 – Direct Access Data Entry, Continued

### 2. Generate Applicant ID

The SPO followed the procedures in chapter 2-B of this guide to generate a new applicant ID. They made sure to set the application date to match the date the member will enlist in the Coast Guard ① and to associate the member's current Employee ID with the Applicant ID ②.

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > [Applicant Data](#)

### Applicant Data

#### Add a New Value

Applicant ID:

① Application Date:

② EmplID:

After clicking the Add button, they clicked the [Requisition](#) link on the Applicant Data page and entered the Job Requisition number they created in the previous step. They verified the requisition data (Department ID and Job Code) before clicking the Save button and generating the Applicant ID.

				View A		
Job Req #:	<input type="text" value="133955"/>	Position:	00073832	BM2	DeptID:	007038
Business Unit:	AUSCG	Job Code:	410094	BM2	Status:	Open

*Continued on next page*

# Case Studies

## Exhibit 9 – Direct Access Data Entry, Continued

**3. Applicant Contract Data** The SPO followed the procedures in chapter 3 of this guide to complete the Contract Data.

To complete the first tab **“Contract Status/Content”**, they obtained the contract number by going to the member’s current contract data (Administer Workforce > Administer Workforce (GBL) > Use > Contract Data) to see what the next number would be. The member only had one prior contract (his original enlistment in the reserve) so they assigned **“0002”** for this enlistment contract.

\*Contract Number: 0002  
Contract Begin Date: 12/01/2006

They set the **Contract Begin Date** to match the date of this enlistment. The field pre-filled with the current date, so the accession would have failed to process if they didn’t change the Contract Begin Date.

They used the information from the Career Intentions Worksheet (Exhibit 6 of this enclosure) to complete the Contract/Clause tab.

Contract Status/Content | Contract Clause | Service Information | Prior Service | Career Information

Applicant ID: A0006604  
Applicant Status: Employee  
Application Date: 12/01/2006

Contract Number: 0002    Begin Date: 12/01/2006    Contract Status: Active  
Contract Type: ENL    Contract Term Years/Months: 04 00    AUSCG

Oath Administrator Information  
Name: Richard A. Jones    Military Grade: 04  
City: San Diego    USA    State: CA

Contract Clause  
Seq#: 1    Clause: Q63 MISC SPECIAL NOTES    Clause Status: Required  
Long Description: MISC SPECIAL NOTES  
Comment: SRB Multi 2.5 IAW ALCOAST 283/06.

*Continued on next page*

# Case Studies

## Exhibit 9 – Direct Access Data Entry, Continued

The SPO had to draw on several resources to complete the Service Information tab.

Field	Data Source(s)
Pay Entry Base Date	Copied from SOCS page. Member hasn't had a break in service.
Effective Date for Pay & Allowances	Copied from the SOCS page. Member hasn't had a break in active duty service since this date.
Job Family Entry Date	Per the instructions for this field (chapter 3) the SPO needed to determine when the member first became a member of the BM rating. When researching this in the member's Job Data (the CG Job tab) they noted the member had previously been a QM and changed to BM as part of the JRR. These members keep their original rating date. The SPO selected the date the member was first assigned a QM designator.
Military Entry Date	Copied from SOCS page.
Date Entered Current Active Duty Period	Used date for this enlistment.
Date Completed Military Obligation	Computed by adding 8 years to the member's Military Entry Date. Could have copied from the SOCS page, but it had 01 June, which is less than 8 years from the Military Entry Date of 20 June.
Employee Classification	The SPO set this to "Regular" as the member is enlisting in the Regular Coast Guard

*Continued on next page*



# Case Studies

## Exhibit 9 – Direct Access Data Entry, Continued

### Completing the Service Information Tab (cont'd)

Begin Date	End Date	Coast Guard Duty Type
3/20/2000	3/11/2000	Initial Act Duty Training-IADT
7/01/2000	3/11/2000	Initial Act Duty Training-IADT
3/06/2001	3/17/2001	Active Duty for Training-AT
10/14/2001	12/18/2001	Active Duty Special Work-AC
2/10/2003	2/28/2003	Active Duty Special Work-AC
3/01/2003	1/25/2004	Invol Active Duty, Title 10
7/19/2004	1/30/2004	Invol Active Duty, Title 10
2/01/2004		Extended Active Duty

Field	Data Source(s)
Active Duty Base Date	The SPO computed the Active Duty Base Date, in accordance with Appendix (C) of the PPPM, by adding up all prior active duty and subtracting the total from date of the most recent entry onto active duty (The member has been on continuous AD since 7/19/2004). The SPO obtained the listing of prior active duty periods from the member's current Job Data (CG Duty tab) and they also verified that the member had no additional prior active duty by viewing the member's point statement in JUMPS.
Anniversary Date	This field can be left blank on a regular enlistment
Expected Loss Date	These dates are the expiration of the new enlistment. 1 December 2006 + 4 years – 1 day.
Expected Active Duty Term Date	
Reserve Drill Obligation Date	Left blank as member doesn't have any remaining drill obligation.
Reserve Initial Entry Date	Carried over from member's original enlistment in the CGR.

The **Prior Service** and **Career Information** tabs were completed per the instructions on chapter 3 of this guide.

Military Branch	Military Grade	Military Service Start Date	Military Service End Date	Prior Service Days Leave Sold	DD214 Verified Flag
1 CV	E5	06/20/2000	11/30/2006	10.0	<input checked="" type="checkbox"/>

*Jobcode	Description	Rank/Rate Status	Initial Source	Source	Enlistment Date
1 410094	Class Boatwain's Mate	Enlisted	Vol enlistment in Regular Comp	Regular Enlistment w/Prior Svc	12/01/2006

*Continued on next page*

# Case Studies

## Exhibit 9 – Direct Access Data Entry, Continued

### Entering the Discharge

The SPO entered the discharge per the instructions in chapter 8 of this guide. Nothing special was required other than to ensure the termination date was 30 Nov 2006, the day prior to the enlistment date of 1 Dec 2006.

[Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > [Separations](#)

Separation Pay   Leave Disposition   Reserve Status   Separation Approval

Name: ID: Empl Rcd#: 0

Separations View All First 1 of 2 Last

Type: A Discharge Termination Date: 11/30/2006 Departure Date: 11/30/2006 + -

SPD: KHC Immediate Enlistment or reenlistment Reenlistment Eligibility: RE1 Eligible for Reenlistment

Discharge Enlisted

Reason: Convenience of Government

Type: Honorable

Status: Rcmd Reenl Change Componen

### Approving the Discharge

Once confirmation of the member's enlistment was received from the unit, the SPO went in a approved the member's discharge.

Separations Approval View All 1 of 2

Type: A Discharge Termination Date: 11/30/2006 Departure Date: 11/30/2006

Enter the Approver's Emplid: [ ]

Workflow/Approval History:

Approval Status: Approved Approval Date:

They immediately completed the Hire Applicant and Entitlements transactions to ensure all transactions were submitted and processed in the same JUMPS payroll cycle.

*Continued on next page*

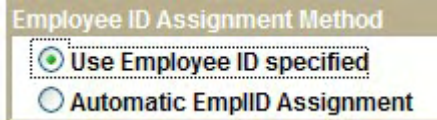
## Case Studies

### Exhibit 9 – Direct Access Data Entry, Continued

#### Completing the Hire Applicant

The SPO followed the procedures in chapter 3 of this guide to complete the accession.

Ensuring the Use Employee ID specified option was selected and the Hire Applicant page displayed the correct Employee ID Number.

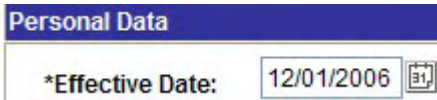


Employee ID Assignment Method

Use Employee ID specified

Automatic EmplID Assignment

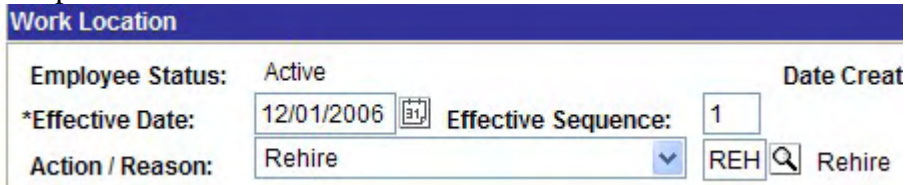
Changed the date on the Personal Data component to match the enlistment date.



Personal Data

\*Effective Date: 12/01/2006

Changed the Effective Sequence number to “1” on the Work Location tab of the Job Data Component so the accession would save without conflicting with the separation row, with the same date, that was added by the discharge component.



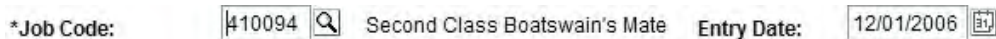
Work Location

Employee Status: Active Date Creat

\*Effective Date: 12/01/2006 Effective Sequence: 1

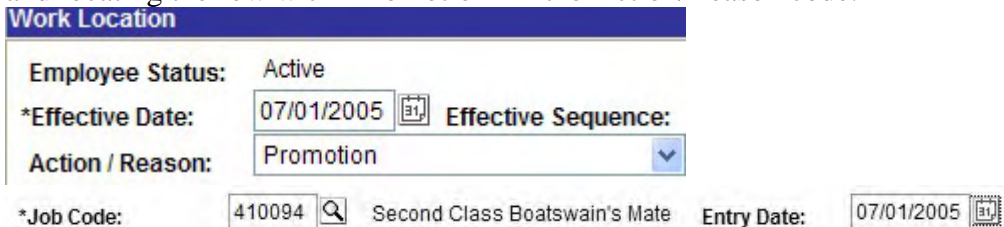
Action / Reason: Rehire REH

Corrected “Entry Date” field on the Job Information tab to show the member’s date of rank. Per the program guidance (exhibit 1), the member’s date of rate doesn’t change. Although, in this case the member advanced to BM2 while on Active Duty and would keep that date of rank because there’s no break in service.



\*Job Code: 410094 Second Class Boatswain's Mate Entry Date: 12/01/2006

They determined the date of rank by viewing the member’s Job Data history and locating the row with “Promotion” in the Action/Reason code.



Work Location

Employee Status: Active

\*Effective Date: 07/01/2005 Effective Sequence:

Action / Reason: Promotion

\*Job Code: 410094 Second Class Boatswain's Mate Entry Date: 07/01/2005

*Continued on next page*

# Case Studies

## Exhibit 9 – Direct Access Data Entry, Continued

### Completing the Hire Applicant (continued)

They also needed to enter the member's pay grade and date of rank (**Grade Entry Date** field) on the Salary Plan tab of the Job Data component.

Salary Plan				View All	First
Effective Date:	12/01/2006	Effective Sequence:	1	Job Indicator:	Primary Job
Action / Reason:	Rehire		Rehire		
Salary Administration	<input type="text" value="ENL"/>	Grade:	<input type="text"/>	Grade Entry Date	<input type="text"/>

Salary Plan				View All	First
Effective Date:	12/01/2006	Effective Sequence:	1	Job Indicator:	Primary Job
Action / Reason:	Rehire		Rehire		
Salary Administration	<input type="text" value="ENL"/>	Grade:	<input type="text" value="E5"/>	Grade Entry Date	<input type="text" value="07/01/2005"/>

The final step, before saving the Hire Applicant page, was to enter a new row in Benefit Program Participation component using the enlistment date as the effective date.

Benefit Program Participation	
*Effective Date	*Benefit Program
<input type="text" value="12/01/2006"/>	<input type="text" value="CGA"/> CG/NOAA

*Continued on next page*



# Case Studies

## Exhibit 9 – Direct Access Data Entry, Continued

### Restarting Pay Entitlements

After completing and successfully saving the Hire Applicant page, the SPO went to the member’s Entitlements page to restart BAH, BAS, CCOLA and any special pays or allowances the member was receiving. The discharge transaction automatically stops all pay entitlements after it is approved and saved. The auto-stop is indicated by the word “Discharge” in Earnings Process Type column of the entitlement row. The entitlement stop date will be the same as the discharge date.

#### BAH Auto-Stop:

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Pr
1 12/01/2004	2527	11/30/2006	9904	BAH-G	Without Depns; mbr not assigned govt quarters	A	<input type="checkbox"/>	Detail	Approve	Discharge

The SPO inserted a new row for each entitlement that was stopped by the discharge transaction. They used the enlistment date for the start date (which must be one day after the discharge date) and copied the zip codes from the detail screens of the BAH and CCOLA entries to the new rows since this member did not PCS in connection with this enlistment.

#### BAH Restart:

1 12/01/2006	2546		0000	BAH-G	Without Depns; mbr not assigned govt quarters	A	<input type="checkbox"/>	Detail	Approve	
--------------	------	--	------	-------	-----------------------------------------------	---	--------------------------	--------	---------	--

#### BAS and CCOLA rows (showing auto-stop and manual restart):

*Earnings Code: BAS Subsistence <span style="float: right;">+</span>										
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Pro
1 12/01/2006	2547		0000	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>			
2 01/01/2005	0001	11/30/2006	9904	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>			Discharge
*Earnings Code: ICC CONUS COLA <span style="float: right;">-</span>										
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Pro
1 12/01/2006	2548		0000	COLAWO	CONUS COLA Without DEPNS	A	<input type="checkbox"/>	Detail		
2 12/01/2004	2529	11/30/2006	9904	COLAWO	CONUS COLA Without DEPNS	A	<input type="checkbox"/>	Detail		Discharge