

Reserve Rehire

Overview

Introduction

This guide provides the procedures for completing the Rehire of a member with prior Coast Guard or Coast Guard Reserve service into the Reserves as well as the Contract Data and Approval processes.

Contents

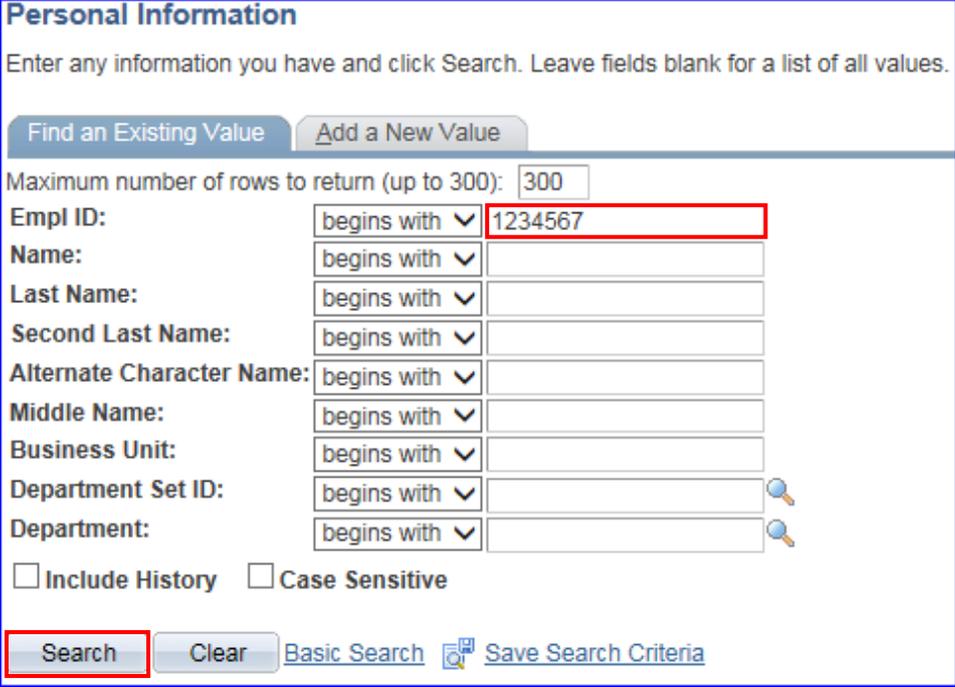
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Reserve Rehire

Introduction This guide provides the procedures for completing the Rehire of a member with prior Coast Guard or Coast Guard Reserve service into the Reserves.

Before you begin Reservists, unlike Active Duty Rehires, are hired **directly into their position number**, so you must have the position number before completing the Rehire.

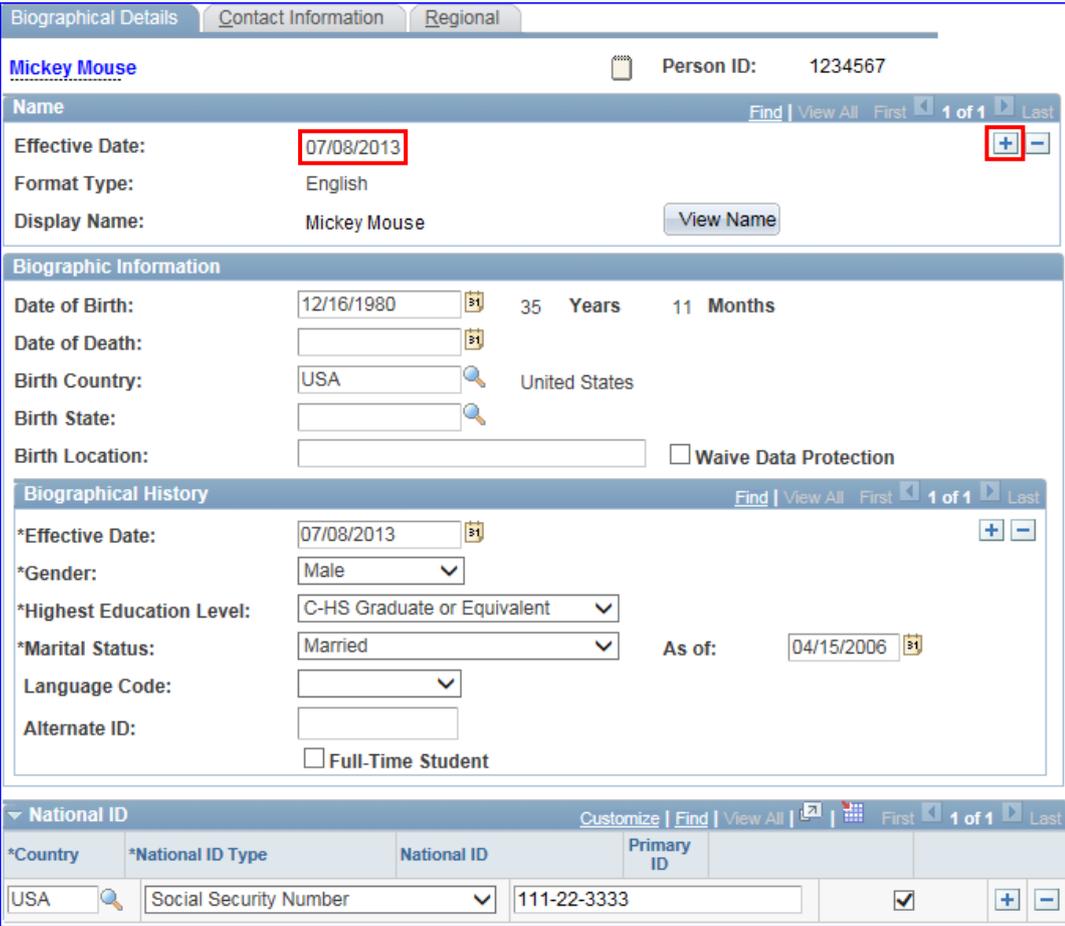
Procedures See below.

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>Select Personal Information from the HR Data Shortcuts pagelet.</p>  <p>Note: Should the Personal Information block be missing from the pagelet, navigate to the Enterprise Menu/Workforce Administration/Personal Information/Modify a Person.</p> |
| 2 | <p>Enter the Empl ID and click Search.</p>  |

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Reserve Rehire, Continued

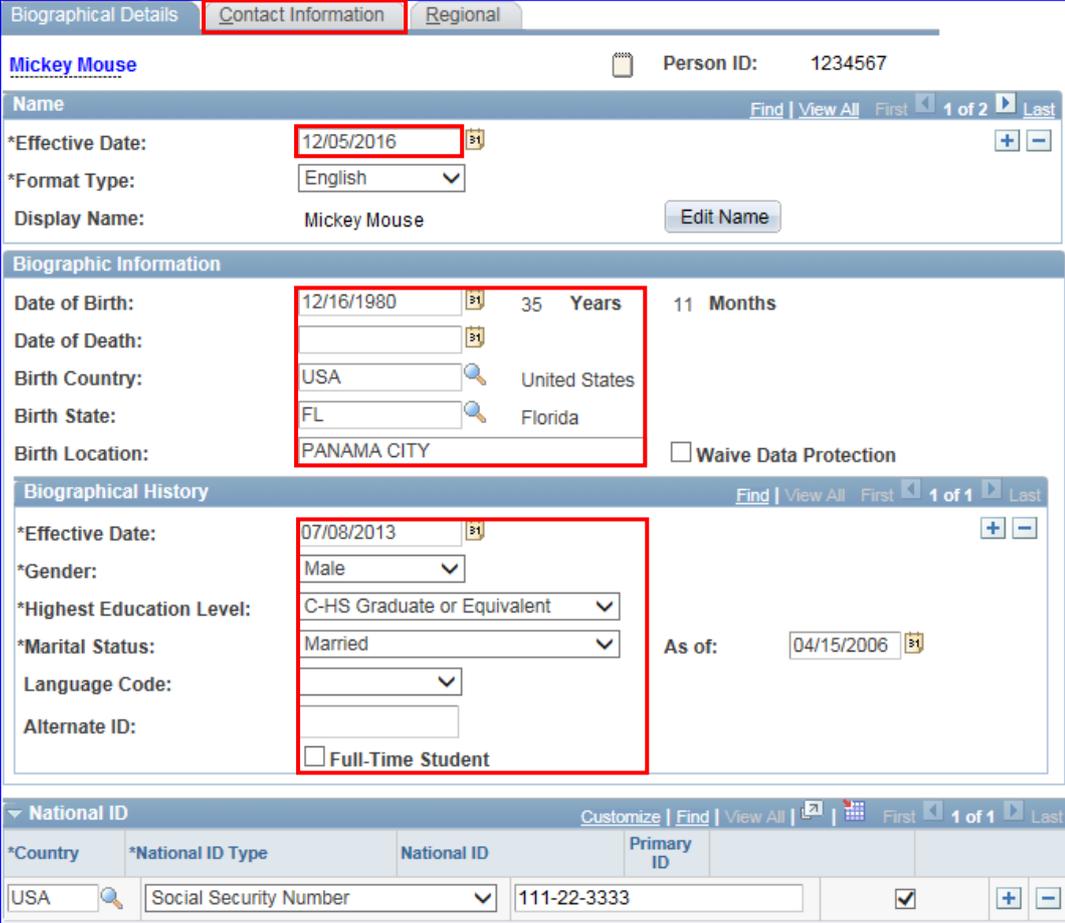
Procedures,
continued

| Step | Action |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>3</p> | <p>The member's Biographical Details will display. The Effective Date defaults to the previous accession effective date and all associated data. Do NOT change anything before inserting a new row. Click the Plus button to add a new row.</p>  |
| <p>4</p> | <p>Inserting a row will update the counter from "1 of 1" to "1 of 2" as shown.</p>  |

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Reserve Rehire, Continued

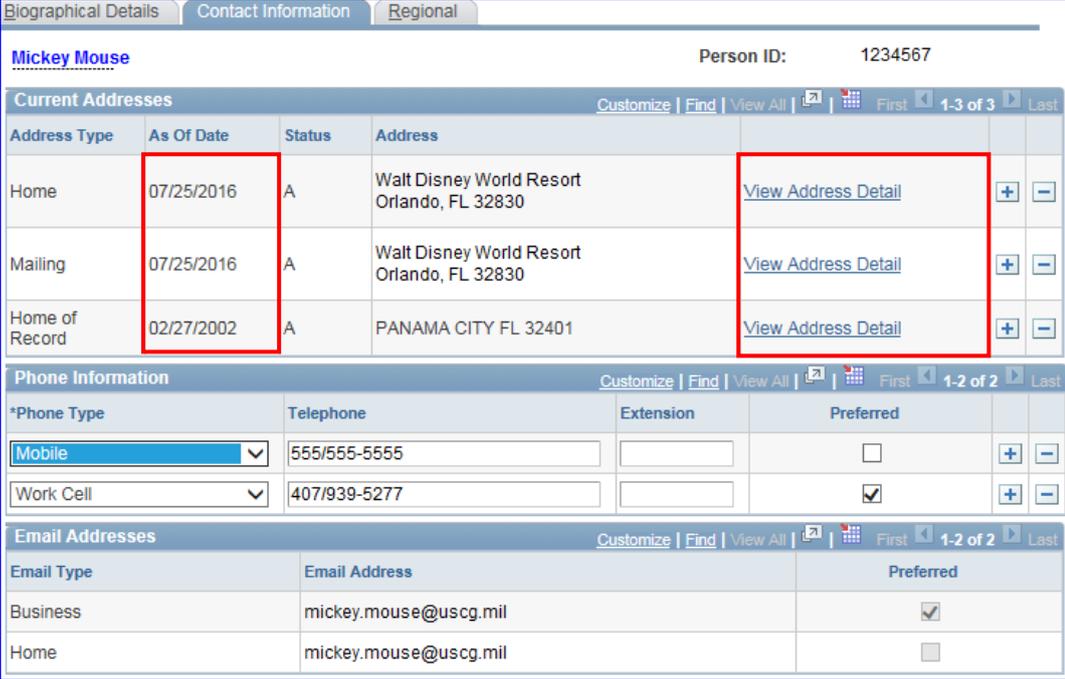
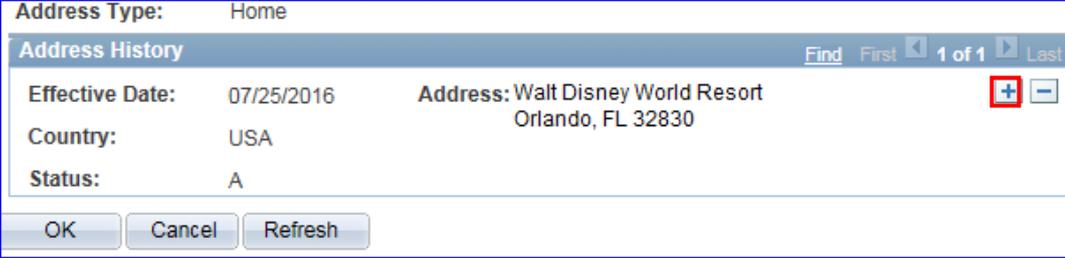
Procedures,
continued

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | <p>On the new row, change the Effective Date to the Rehire date. If the Birth State or Birth Location do not populate, you MUST enter them. Update any other Biographical History data (if needed). When completed, click the Contact Information tab.</p>  <p>The screenshot displays a user profile for Mickey Mouse (Person ID: 1234567). The 'Contact Information' tab is selected. The 'Effective Date' is 12/05/2016. The 'Biographic Information' section includes: Date of Birth: 12/16/1980 (35 Years, 11 Months); Date of Death: (empty); Birth Country: USA (United States); Birth State: FL (Florida); Birth Location: PANAMA CITY. The 'Biographical History' section includes: Effective Date: 07/08/2013; Gender: Male; Highest Education Level: C-HS Graduate or Equivalent; Marital Status: Married (As of: 04/15/2006); Language Code: (empty); Alternate ID: (empty); Full-Time Student: (unchecked). The 'National ID' section includes: Country: USA; National ID Type: Social Security Number; National ID: 111-22-3333.</p> |

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Reserve Rehire, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------|-----------------------------------------|---------|-----------------|------------|------------|--------------------------------------------|--------------------------------------------|-----------------------------------------|---------|------------|---------|--------------------------------------------|-----------------------------------------|----------------|------------|---|----------------------|-----------------------------------------|
| 6 | <p>The As of Date defaults to the previous date and may be edited to reflect the correct date of the rehire. This date can NOT be future dated. Click on the View Address Detail link to update the addresses (if needed).</p>  <p>The screenshot shows a user profile for Mickey Mouse (Person ID: 1234567) with three current addresses. The 'As Of Date' column is highlighted with a red box, showing dates 07/25/2016 and 02/27/2002. The 'View Address Detail' links are also highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>07/25/2016</td> <td>A</td> <td>Walt Disney World Resort Orlando, FL 32830</td> <td>View Address Detail + -</td> </tr> <tr> <td>Mailing</td> <td>07/25/2016</td> <td>A</td> <td>Walt Disney World Resort Orlando, FL 32830</td> <td>View Address Detail + -</td> </tr> <tr> <td>Home of Record</td> <td>02/27/2002</td> <td>A</td> <td>PANAMA CITY FL 32401</td> <td>View Address Detail + -</td> </tr> </tbody> </table> | Address Type | As Of Date | Status | Address | Action | Home | 07/25/2016 | A | Walt Disney World Resort Orlando, FL 32830 | View Address Detail + - | Mailing | 07/25/2016 | A | Walt Disney World Resort Orlando, FL 32830 | View Address Detail + - | Home of Record | 02/27/2002 | A | PANAMA CITY FL 32401 | View Address Detail + - |
| Address Type | As Of Date | Status | Address | Action | | | | | | | | | | | | | | | | | |
| Home | 07/25/2016 | A | Walt Disney World Resort Orlando, FL 32830 | View Address Detail + - | | | | | | | | | | | | | | | | | |
| Mailing | 07/25/2016 | A | Walt Disney World Resort Orlando, FL 32830 | View Address Detail + - | | | | | | | | | | | | | | | | | |
| Home of Record | 02/27/2002 | A | PANAMA CITY FL 32401 | View Address Detail + - | | | | | | | | | | | | | | | | | |
| 7 | <p>Click on the Plus sign to begin updating the address.</p>  <p>The screenshot shows the 'Address History' dialog box for a Home address. The 'Effective Date' is 07/25/2016, 'Country' is USA, and 'Status' is A. The 'Address' is Walt Disney World Resort Orlando, FL 32830. A red box highlights the plus sign in the top right corner.</p> <table border="1"> <tr> <td>Address Type:</td> <td colspan="3">Home</td> </tr> <tr> <td>Effective Date:</td> <td>07/25/2016</td> <td>Address:</td> <td>Walt Disney World Resort Orlando, FL 32830</td> </tr> <tr> <td>Country:</td> <td>USA</td> <td></td> <td></td> </tr> <tr> <td>Status:</td> <td>A</td> <td></td> <td></td> </tr> </table> <p>Buttons: OK, Cancel, Refresh</p> | Address Type: | Home | | | Effective Date: | 07/25/2016 | Address: | Walt Disney World Resort Orlando, FL 32830 | Country: | USA | | | Status: | A | | | | | | |
| Address Type: | Home | | | | | | | | | | | | | | | | | | | | |
| Effective Date: | 07/25/2016 | Address: | Walt Disney World Resort Orlando, FL 32830 | | | | | | | | | | | | | | | | | | |
| Country: | USA | | | | | | | | | | | | | | | | | | | | |
| Status: | A | | | | | | | | | | | | | | | | | | | | |

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Reserve Rehire, Continued

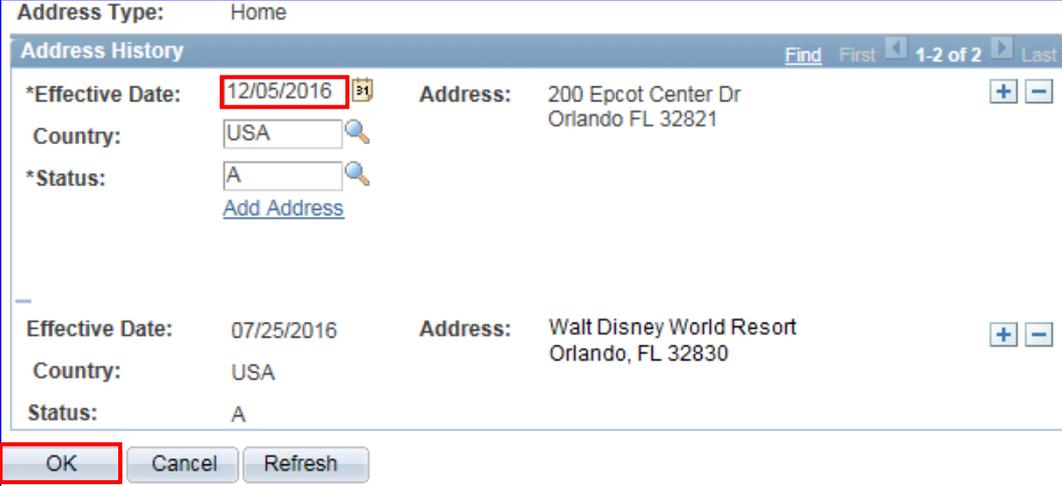
Procedures,
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| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------|----------|-----------------------------------------------|----------|----------------------------------|--|--|----------|--------------------------------|--|--|-----------------|------------|----------|-----------------------------------------------|----------|-----|--|--|---------|---|--|--|
| 8 | <p>The address block will now show the current date. Click on the Add Address link.</p> <div data-bbox="300 517 1369 958"><p>Address Type: Home</p><p>Address History Find First 1-2 of 2 Last</p><table border="0"><tr><td>*Effective Date:</td><td><input type="text" value="12/07/2016"/></td><td>Address:</td><td>Walt Disney World Resort Orlando, FL 32830</td></tr><tr><td>Country:</td><td><input type="text" value="USA"/></td><td></td><td></td></tr><tr><td>*Status:</td><td><input type="text" value="A"/></td><td></td><td></td></tr></table><p style="text-align: center;">Add Address</p><hr/><table border="0"><tr><td>Effective Date:</td><td>07/25/2016</td><td>Address:</td><td>Walt Disney World Resort Orlando, FL 32830</td></tr><tr><td>Country:</td><td>USA</td><td></td><td></td></tr><tr><td>Status:</td><td>A</td><td></td><td></td></tr></table></div> | *Effective Date: | <input type="text" value="12/07/2016"/> | Address: | Walt Disney World Resort Orlando, FL 32830 | Country: | <input type="text" value="USA"/> | | | *Status: | <input type="text" value="A"/> | | | Effective Date: | 07/25/2016 | Address: | Walt Disney World Resort Orlando, FL 32830 | Country: | USA | | | Status: | A | | |
| *Effective Date: | <input type="text" value="12/07/2016"/> | Address: | Walt Disney World Resort Orlando, FL 32830 | | | | | | | | | | | | | | | | | | | | | | |
| Country: | <input type="text" value="USA"/> | | | | | | | | | | | | | | | | | | | | | | | | |
| *Status: | <input type="text" value="A"/> | | | | | | | | | | | | | | | | | | | | | | | | |
| Effective Date: | 07/25/2016 | Address: | Walt Disney World Resort Orlando, FL 32830 | | | | | | | | | | | | | | | | | | | | | | |
| Country: | USA | | | | | | | | | | | | | | | | | | | | | | | | |
| Status: | A | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | <p>Enter the new address, then click OK.</p> <div data-bbox="300 1032 1129 1554"><p>Edit Address</p><p>Country: United States</p><p>Address 1: <input type="text" value="200 Epcot Center Dr"/></p><p>Address 2: <input type="text"/></p><p>Address 3: <input type="text"/></p><p>City: <input type="text" value="Orlando"/> State: <input type="text" value="FL"/> Florida</p><p>Postal: <input type="text" value="32821"/></p><p>County: <input type="text"/></p><p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div> | | | | | | | | | | | | | | | | | | | | | | | | |

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Reserve Rehire, Continued

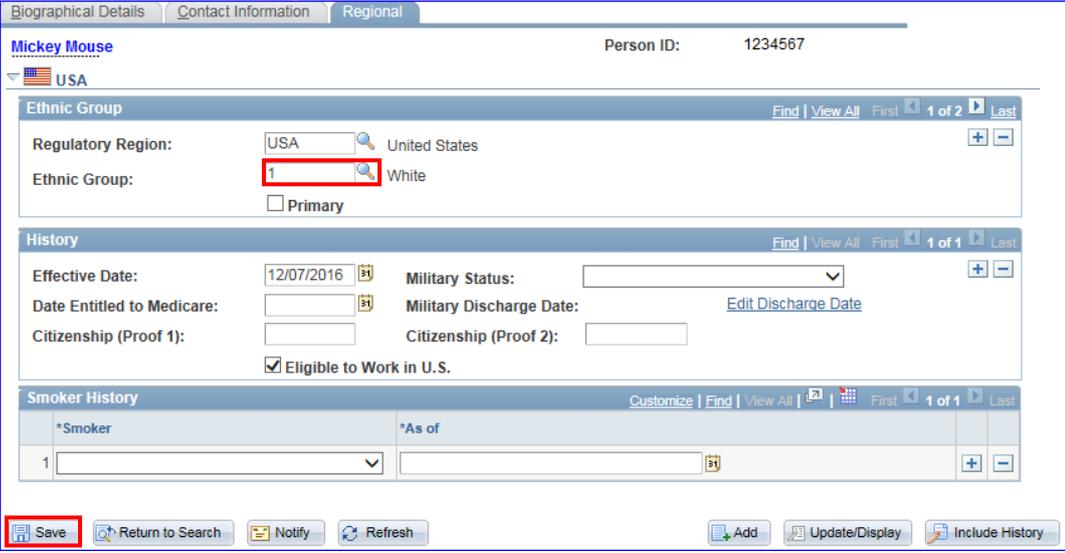
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------|--------------------------|---------|--|--|------|------------|---|--------------------------------------|--------------------------|-----|---------|------------|---|--------------------------------------|--------------------------|-----|----------------|------------|---|----------------------|---------------------|-----|
| 10 | <p>The effective date defaults to the current date and may be edited to reflect the correct date of hire. This date currently cannot be future dated. Click OK.</p>  <p>Address Type: Home</p> <p>Address History Find First 1-2 of 2 Last</p> <p>*Effective Date: 12/05/2016 Address: 200 Epcot Center Dr Orlando FL 32821</p> <p>Country: USA</p> <p>*Status: A</p> <p>Add Address</p> <p>Effective Date: 07/25/2016 Address: Walt Disney World Resort Orlando, FL 32830</p> <p>Country: USA</p> <p>Status: A</p> <p>OK Cancel Refresh</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | <p>Repeat steps 6 thru 10 to update the member’s Mailing and Home of Record addresses (if necessary). If there is no Home of Record row identified, click the Plus button to add the Home of Record as recorded on the DD4. You must enter a minimum of the Home and Mailing Addresses for the rehire to be approved.</p>  <p>Current Addresses Customize Find View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>12/05/2016</td> <td>A</td> <td>200 Epcot Center Dr Orlando FL 32821</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td>Mailing</td> <td>12/05/2016</td> <td>A</td> <td>200 Epcot Center Dr Orlando FL 32821</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td>Home of Record</td> <td>02/27/2002</td> <td>A</td> <td>PANAMA CITY FL 32401</td> <td>View Address Detail</td> <td>+ -</td> </tr> </tbody> </table> | Address Type | As Of Date | Status | Address | | | Home | 12/05/2016 | A | 200 Epcot Center Dr Orlando FL 32821 | Edit/View Address Detail | + - | Mailing | 12/05/2016 | A | 200 Epcot Center Dr Orlando FL 32821 | Edit/View Address Detail | + - | Home of Record | 02/27/2002 | A | PANAMA CITY FL 32401 | View Address Detail | + - |
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| Home of Record | 02/27/2002 | A | PANAMA CITY FL 32401 | View Address Detail | + - | | | | | | | | | | | | | | | | | | | | |
| 12 | <p>When completed, click the Regional Tab.</p>  <p>Biographical Details Contact Information Regional</p> <p>Mickey Mouse Person ID: 1234567</p> <p>Current Addresses Customize Find View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>12/05/2016</td> <td>A</td> <td>200 Epcot Center Dr Orlando FL 32821</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td>Mailing</td> <td>12/05/2016</td> <td>A</td> <td>200 Epcot Center Dr Orlando FL 32821</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td>Home of Record</td> <td>02/27/2002</td> <td>A</td> <td>PANAMA CITY FL 32401</td> <td>View Address Detail</td> <td>+ -</td> </tr> </tbody> </table> | Address Type | As Of Date | Status | Address | | | Home | 12/05/2016 | A | 200 Epcot Center Dr Orlando FL 32821 | Edit/View Address Detail | + - | Mailing | 12/05/2016 | A | 200 Epcot Center Dr Orlando FL 32821 | Edit/View Address Detail | + - | Home of Record | 02/27/2002 | A | PANAMA CITY FL 32401 | View Address Detail | + - |
| Address Type | As Of Date | Status | Address | | | | | | | | | | | | | | | | | | | | | | |
| Home | 12/05/2016 | A | 200 Epcot Center Dr Orlando FL 32821 | Edit/View Address Detail | + - | | | | | | | | | | | | | | | | | | | | |
| Mailing | 12/05/2016 | A | 200 Epcot Center Dr Orlando FL 32821 | Edit/View Address Detail | + - | | | | | | | | | | | | | | | | | | | | |
| Home of Record | 02/27/2002 | A | PANAMA CITY FL 32401 | View Address Detail | + - | | | | | | | | | | | | | | | | | | | | |

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Reserve Rehire, Continued

Procedures, continued

| Step | Action |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>13</p> | <p>Click the Ethnic Group lookup icon and select the appropriate category (if necessary). When completed, click the Save button.</p>  <p>You should be automatically navigated to the member's Job Data. If you do not, click the Home link at the top of the page and follow steps 14 and 15.</p> |
| <p>14</p> | <p>Click on the Job Data link from the HR Data Shortcuts pagelet.</p>  <p>Note: Do not use the Add Employee Instance if you had previously entered and saved Job Data. Any edits after initial save should be made using the Modify a Person or Job Data links.</p> |

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Reserve Rehire, Continued

Procedures,
continued

| Step | Action |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>15</p> | <p>Enter the member's Empl ID, check the Correct History box and click the Search button.</p> <p>Note: If you forget to check Correct History, this may cause you to start over later on.</p> <div data-bbox="304 674 1134 1308" style="border: 1px solid blue; padding: 5px;"> <p>Job Data</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Empl ID: <input type="text" value="begins with"/> <input type="text" value="1234567"/></p> <p>Empl Record: <input type="text" value="="/> <input type="text"/></p> <p>Name: <input type="text" value="begins with"/></p> <p>Last Name: <input type="text" value="begins with"/></p> <p>Second Last Name: <input type="text" value="begins with"/></p> <p>Alternate Character Name: <input type="text" value="begins with"/></p> <p>Middle Name: <input type="text" value="begins with"/></p> <p>Business Unit: <input type="text" value="begins with"/></p> <p>Department Set ID: <input type="text" value="begins with"/> </p> <p>Department: <input type="text" value="begins with"/> </p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div> |
| <p>16</p> | <p>The member's OLD Job Data will display (typically this will be a Termination row). Click on the Plus button to generate a new Job Data row.</p> <p>Note: Without this step, the Rehire will fail.</p> <div data-bbox="304 1491 1370 1783" style="border: 1px solid blue; padding: 5px;"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>Mickey Mouse Empl ID: 1234567 Employee Empl Record: 0</p> <p>Military Service:</p> <p>Work Location Find First 1 of 26 Last</p> <p>*Effective Date: 05/19/2015 <input type="button" value="Go To Row"/> <input checked="" type="button" value="+"/> <input type="button" value="-"/></p> <p>Effective Sequence: 0 *Action: Termination</p> <p>HR Status: Inactive Reason: Discharge</p> <p>Payroll Status: Terminated *Job Indicator: Primary Job</p> </div> |

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Reserve Rehire, Continued

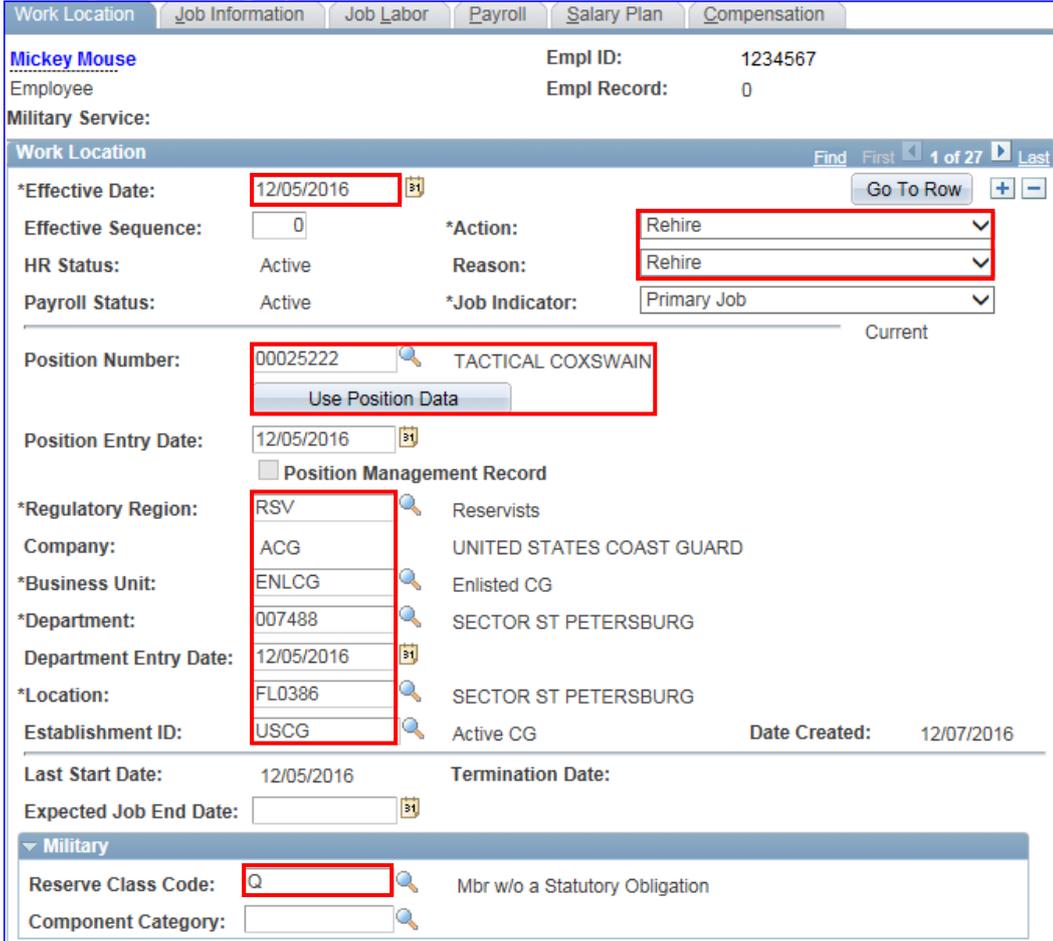
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | |
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| 17 | <p>If this member is a Discharge/Rehire with no break in service, include this step. If there WAS a break in service, skip to step 18.</p> <p>If the member was discharged the day prior to the date of rehire, you must change the Effective Sequence field from “0” to “1”. This condition creates two job rows with the same effective date. Changing the sequence number on the Rehire Job row is necessary to save the data.</p> <p>Update the Action and Reason to Rehire.</p> <div data-bbox="300 817 1369 1025" style="border: 1px solid blue; padding: 5px;"> <p>Military Service:</p> <p>Work Location Find First 1 of 27 Last</p> <table border="0"> <tr> <td>*Effective Date:</td> <td><input type="text" value="05/19/2015"/></td> <td><input type="button" value="Go To Row"/></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>Effective Sequence:</td> <td><input type="text" value="1"/></td> <td>*Action:</td> <td colspan="2"><input type="text" value="Rehire"/></td> </tr> <tr> <td>HR Status:</td> <td>Active</td> <td>Reason:</td> <td colspan="2"><input type="text" value="Rehire"/></td> </tr> <tr> <td>Payroll Status:</td> <td>Active</td> <td>*Job Indicator:</td> <td colspan="2"><input type="text" value="Primary Job"/></td> </tr> </table> </div> | *Effective Date: | <input type="text" value="05/19/2015"/> | <input type="button" value="Go To Row"/> | <input type="button" value="+"/> | <input type="button" value="-"/> | Effective Sequence: | <input type="text" value="1"/> | *Action: | <input type="text" value="Rehire"/> | | HR Status: | Active | Reason: | <input type="text" value="Rehire"/> | | Payroll Status: | Active | *Job Indicator: | <input type="text" value="Primary Job"/> | |
| *Effective Date: | <input type="text" value="05/19/2015"/> | <input type="button" value="Go To Row"/> | <input type="button" value="+"/> | <input type="button" value="-"/> | | | | | | | | | | | | | | | | | |
| Effective Sequence: | <input type="text" value="1"/> | *Action: | <input type="text" value="Rehire"/> | | | | | | | | | | | | | | | | | | |
| HR Status: | Active | Reason: | <input type="text" value="Rehire"/> | | | | | | | | | | | | | | | | | | |
| Payroll Status: | Active | *Job Indicator: | <input type="text" value="Primary Job"/> | | | | | | | | | | | | | | | | | | |

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Reserve Rehire, Continued

Procedures,
continued

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18 | <p>Update the following fields:</p> <ul style="list-style-type: none"> • Effective Date: Enter the Date of Rehire. • Action: Select Rehire from the drop-down. • Reason: Select Rehire from the drop-down. • Position Number: Enter the Position Number provided by the issuing authority, then click Tab to populate additional information. • Click the Override Position Data button. • Regulatory Region: Change to RSV. • Company, Business Unit, Department, Department Entry Date, Location: Update if necessary. • Establishment ID: Leave at default. • Reserve Class Code: Click the lookup icon and select the appropriate code. • Component Category: Leave blank.  <p>When completed, click the Job Information tab.</p> |

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Reserve Rehire, Continued

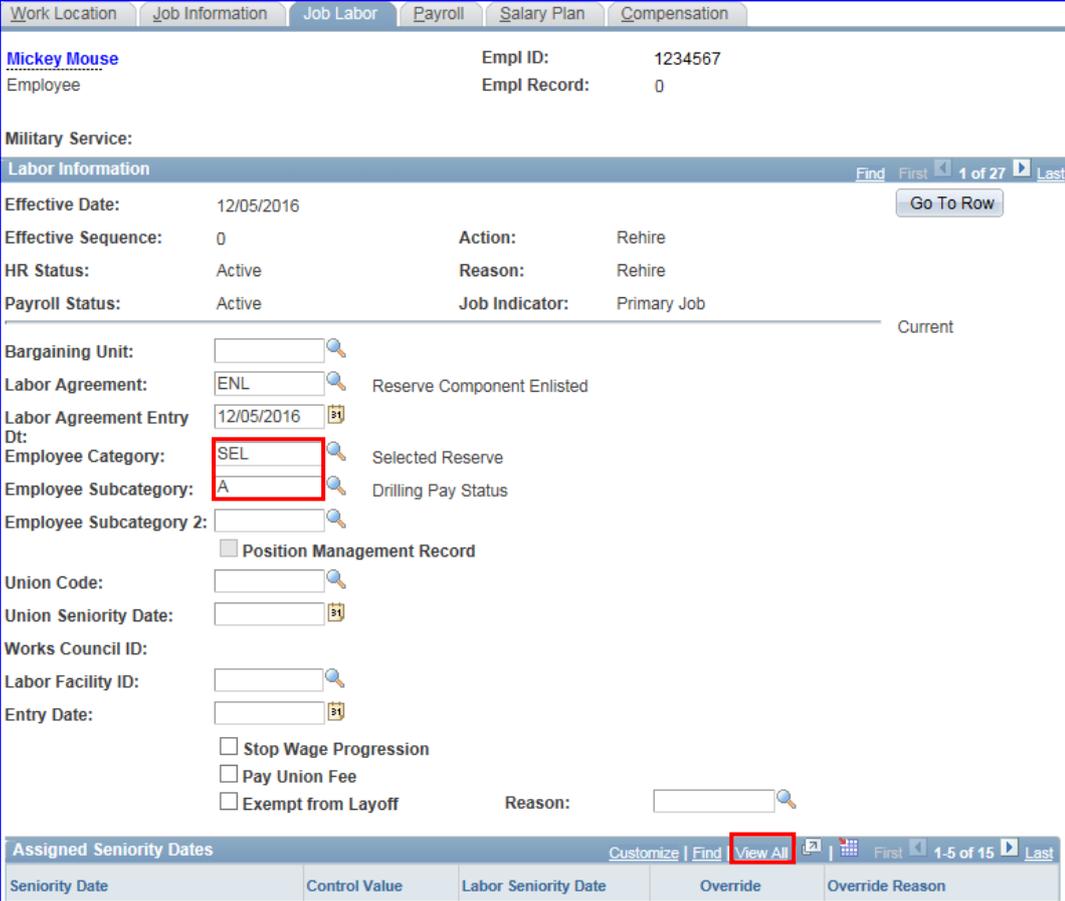
Procedures,
continued

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19 | <p>Enter the Supervisor ID for the person who will be approving the Rehire. Click on the Empl Class drop down and select the appropriate class. (In this example, the member will be a drilling reservist so SELRES was selected.)</p> <p>When finished, click the Job Labor tab.</p> <div data-bbox="300 667 1369 1579" style="border: 1px solid black; padding: 5px;"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>Mickey Mouse Empl ID: 1234567 Employee Empl Record: 0</p> <p>Military Service:</p> <p>Job Information Find First 1 of 27 Last</p> <p>Effective Date: 12/05/2016 Go To Row</p> <p>Effective Sequence: 0 Action: Rehire</p> <p>HR Status: Active Reason: Rehire</p> <p>Payroll Status: Active Job Indicator: Primary Job Current</p> <hr/> <p>*Job Code: 410094 Second Class Boatswain's Mate</p> <p>Entry Date: 12/05/2016</p> <p>Supervisor Level: <input type="text"/></p> <p>Supervisor ID: 7654321 Donald Duck</p> <p>Reports To: <input type="text"/></p> <p>*Regular/Temporary: Regular *Full/Part: Full-Time</p> <p>Empl Class: SELRES *Officer Code: None</p> <p>*Regular Shift: N/A Shift Rate: <input type="text"/></p> <p>*Classified Ind: Unclassifd Shift Factor: <input type="text"/></p> <hr/> <p>Standard Hours</p> <p>Standard Hours: 160.00 Work Period: M Monthly</p> <p>FTE: 0.000000</p> <p><input checked="" type="checkbox"/> Adds to FTE Actual Count? <input type="checkbox"/> Encumbrance Override</p> <hr/> <p>Contract Number</p> <p>Contract Number: <input type="text"/> Next Contract Number</p> <p>Contract Type: <input type="text"/></p> <hr/> <p>Military</p> <p><input type="checkbox"/> USA</p> </div> |

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Reserve Rehire, Continued

Procedures,
continued

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20 | <p>Update the following fields:</p> <ul style="list-style-type: none"> • Labor Agreement Entry Dt: Defaults to previous accession date, edit to date of rehire. • Employee Category: Select the appropriate code. (In this example, SEL.) • Employee Subcategory: Select the appropriate TRAPAYCAT. (In this example, A.) <p>In the Assigned Seniority Dates section, click View All.</p>  |

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Reserve Rehire, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------|-------------------------------------|----------------------|--|--|----------------|---------------|----------------------|----------|-----------------|-----------------------|--|---------------------------------|-------------------------------------|----------------------|-------------------|--|--|--------------------------|--|----------|--|--|--------------------------|--|----------|--|---------------------------------|-------------------------------------|----------------------|-----------------|--|---------------------------------|-------------------------------------|----------------------|------------|--|---------------------------------|-------------------------------------|----------------------|-----------------------|--|---------------------------------|-------------------------------------|----------------------|--------------------|--|---------------------------------|-------------------------------------|----------------------|-----------------------|--|---------------------------------|-------------------------------------|----------------------|---------------------------|--|---------------------------------|-------------------------------------|----------------------|--------------------|--|---------------------------------|-------------------------------------|----------------------|------------------|--|---------------------------------|-------------------------------------|----------------------|---------------|--|---------------------------------|-------------------------------------|----------------------|--------------|--------|---------------------------------|--------------------------|----------------------|---------------|--|---------------------------------|-------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------|--|--|--|--|
| 21 | Click on the Recalculate Seniority Dates button to set the fields to be completed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th colspan="5" data-bbox="288 535 1374 562">Assigned Seniority Dates</th> </tr> <tr> <th data-bbox="288 568 639 595">Seniority Date</th> <th data-bbox="644 568 791 595">Control Value</th> <th data-bbox="796 568 975 595">Labor Seniority Date</th> <th data-bbox="979 568 1086 595">Override</th> <th data-bbox="1091 568 1374 595">Override Reason</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 602 639 629">ACTIVE DUTY BASE DATE</td> <td data-bbox="644 602 791 629"></td> <td data-bbox="796 602 975 629">08/14/2000 <input type="text"/></td> <td data-bbox="979 602 1086 629"><input checked="" type="checkbox"/></td> <td data-bbox="1091 602 1374 629"><input type="text"/></td> </tr> <tr> <td data-bbox="288 636 639 663">AD PAY SCALE DATE</td> <td data-bbox="644 636 791 663"></td> <td data-bbox="796 636 975 663"></td> <td data-bbox="979 636 1086 663"><input type="checkbox"/></td> <td data-bbox="1091 636 1374 663"></td> </tr> <tr> <td data-bbox="288 672 639 698">DEP DATE</td> <td data-bbox="644 672 791 698"></td> <td data-bbox="796 672 975 698"></td> <td data-bbox="979 672 1086 698"><input type="checkbox"/></td> <td data-bbox="1091 672 1374 698"></td> </tr> <tr> <td data-bbox="288 705 639 732">CMA DATE</td> <td data-bbox="644 705 791 732"></td> <td data-bbox="796 705 975 732">08/14/2000 <input type="text"/></td> <td data-bbox="979 705 1086 732"><input checked="" type="checkbox"/></td> <td data-bbox="1091 705 1374 732"><input type="text"/></td> </tr> <tr> <td data-bbox="288 741 639 768">CURRENT AD DATE</td> <td data-bbox="644 741 791 768"></td> <td data-bbox="796 741 975 768">08/14/2000 <input type="text"/></td> <td data-bbox="979 741 1086 768"><input checked="" type="checkbox"/></td> <td data-bbox="1091 741 1374 768"><input type="text"/></td> </tr> <tr> <td data-bbox="288 777 639 804">DIEMS DATE</td> <td data-bbox="644 777 791 804"></td> <td data-bbox="796 777 975 804">08/14/2000 <input type="text"/></td> <td data-bbox="979 777 1086 804"><input checked="" type="checkbox"/></td> <td data-bbox="1091 777 1374 804"><input type="text"/></td> </tr> <tr> <td data-bbox="288 813 639 840">EXPECTED AD TERM DATE</td> <td data-bbox="644 813 791 840"></td> <td data-bbox="796 813 975 840">05/18/2015 <input type="text"/></td> <td data-bbox="979 813 1086 840"><input checked="" type="checkbox"/></td> <td data-bbox="1091 813 1374 840"><input type="text"/></td> </tr> <tr> <td data-bbox="288 848 639 875">EXPECTED LOSS DATE</td> <td data-bbox="644 848 791 875"></td> <td data-bbox="796 848 975 875">05/18/2015 <input type="text"/></td> <td data-bbox="979 848 1086 875"><input checked="" type="checkbox"/></td> <td data-bbox="1091 848 1374 875"><input type="text"/></td> </tr> <tr> <td data-bbox="288 884 639 911">JOB FAMILY ENTRY DATE</td> <td data-bbox="644 884 791 911"></td> <td data-bbox="796 884 975 911">09/01/2002 <input type="text"/></td> <td data-bbox="979 884 1086 911"><input checked="" type="checkbox"/></td> <td data-bbox="1091 884 1374 911"><input type="text"/></td> </tr> <tr> <td data-bbox="288 920 639 947">MIL OBLIGATION COMPL DATE</td> <td data-bbox="644 920 791 947"></td> <td data-bbox="796 920 975 947">08/01/2008 <input type="text"/></td> <td data-bbox="979 920 1086 947"><input checked="" type="checkbox"/></td> <td data-bbox="1091 920 1374 947"><input type="text"/></td> </tr> <tr> <td data-bbox="288 956 639 983">PAY ALLOWANCE DATE</td> <td data-bbox="644 956 791 983"></td> <td data-bbox="796 956 975 983">08/14/2000 <input type="text"/></td> <td data-bbox="979 956 1086 983"><input checked="" type="checkbox"/></td> <td data-bbox="1091 956 1374 983"><input type="text"/></td> </tr> <tr> <td data-bbox="288 992 639 1019">POINT START DATE</td> <td data-bbox="644 992 791 1019"></td> <td data-bbox="796 992 975 1019">08/14/2000 <input type="text"/></td> <td data-bbox="979 992 1086 1019"><input checked="" type="checkbox"/></td> <td data-bbox="1091 992 1374 1019"><input type="text"/></td> </tr> <tr> <td data-bbox="288 1028 639 1055">PAY BASE DATE</td> <td data-bbox="644 1028 791 1055"></td> <td data-bbox="796 1028 975 1055">08/14/2000 <input type="text"/></td> <td data-bbox="979 1028 1086 1055"><input checked="" type="checkbox"/></td> <td data-bbox="1091 1028 1374 1055"><input type="text"/></td> </tr> <tr> <td data-bbox="288 1064 639 1090">DATE OF RANK</td> <td data-bbox="644 1064 791 1090">410094</td> <td data-bbox="796 1064 975 1090">02/01/2007 <input type="text"/></td> <td data-bbox="979 1064 1086 1090"><input type="checkbox"/></td> <td data-bbox="1091 1064 1374 1090"><input type="text"/></td> </tr> <tr> <td data-bbox="288 1099 639 1126">ROTATION DATE</td> <td data-bbox="644 1099 791 1126"></td> <td data-bbox="796 1099 975 1126">07/01/2017 <input type="text"/></td> <td data-bbox="979 1099 1086 1126"><input checked="" type="checkbox"/></td> <td data-bbox="1091 1099 1374 1126"><input type="text"/></td> </tr> <tr> <td colspan="5" data-bbox="288 1135 1374 1234"> <div style="border: 1px solid red; display: inline-block; padding: 2px;">Recalculate Seniority Dates</div> </td> </tr> </tbody> </table> | | Assigned Seniority Dates | | | | | Seniority Date | Control Value | Labor Seniority Date | Override | Override Reason | ACTIVE DUTY BASE DATE | | 08/14/2000 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | AD PAY SCALE DATE | | | <input type="checkbox"/> | | DEP DATE | | | <input type="checkbox"/> | | CMA DATE | | 08/14/2000 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | CURRENT AD DATE | | 08/14/2000 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | DIEMS DATE | | 08/14/2000 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | EXPECTED AD TERM DATE | | 05/18/2015 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | EXPECTED LOSS DATE | | 05/18/2015 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | JOB FAMILY ENTRY DATE | | 09/01/2002 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | MIL OBLIGATION COMPL DATE | | 08/01/2008 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | PAY ALLOWANCE DATE | | 08/14/2000 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | POINT START DATE | | 08/14/2000 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | PAY BASE DATE | | 08/14/2000 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | DATE OF RANK | 410094 | 02/01/2007 <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | ROTATION DATE | | 07/01/2017 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | <div style="border: 1px solid red; display: inline-block; padding: 2px;">Recalculate Seniority Dates</div> | | | | |
| Assigned Seniority Dates | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Seniority Date | Control Value | Labor Seniority Date | Override | Override Reason | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACTIVE DUTY BASE DATE | | 08/14/2000 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AD PAY SCALE DATE | | | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DEP DATE | | | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CMA DATE | | 08/14/2000 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CURRENT AD DATE | | 08/14/2000 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DIEMS DATE | | 08/14/2000 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPECTED AD TERM DATE | | 05/18/2015 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPECTED LOSS DATE | | 05/18/2015 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JOB FAMILY ENTRY DATE | | 09/01/2002 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MIL OBLIGATION COMPL DATE | | 08/01/2008 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PAY ALLOWANCE DATE | | 08/14/2000 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| POINT START DATE | | 08/14/2000 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PAY BASE DATE | | 08/14/2000 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DATE OF RANK | 410094 | 02/01/2007 <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ROTATION DATE | | 07/01/2017 <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid red; display: inline-block; padding: 2px;">Recalculate Seniority Dates</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

Reserve Rehire, Continued

Procedures,
continued

| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22 | <p>Update the following fields, which may be in a different order:</p> <ul style="list-style-type: none"> • Active Duty Base Date: Leave at default. • AD Pay Scale Date: Date of Enlistment Contract (rehire). • CMA Date: See Chapter 3 of PAYMAN for correct date. • DIEMs Date: Date Initial Entry Military Service (any component) • RSV Drill Obligation Date: Term of obligation (minus 1 day) if the member has a drill obligation; otherwise, leave blank. • Expected Loss Date: Term of Service from the Enlistment Contract (minus 1 day). • Job Family Entry Date: The date member first became rated in current rating (i.e. SNBM, AET3...). Use the existing Job Family Entry Date. • Mil Obligation Compl Date: 8 years from original DIEMS date unless prior discharge authorized under an approved program (i.e. VOLSEP). • Pay Allowance Date: Date of Enlistment Contract (rehire). • Point Start Date: This date may only be adjusted by PPC (ADV) or use the existing Point Start Date. • Pay Base Date: If rehiring without a break in service, use the existing PBD. If rehiring with a break in service, use the Date of Enlistment Contract and a Statement of Creditable Service (SOCS) must be submitted to PPC (ADV). Any necessary adjustments will take place via the SOCS process (see Email ALSPO B/15). • Date of Rank: If rehiring without a break in service, use the existing DOR. If rehiring with a break in service, use the Date of Enlistment Contract. • RSV Anniversary Date: If continuous military service, enter the date of initial entry into military. If a break in service, enter the Date of Enlistment Contract. • Reserve Eligibility Date: Date of Enlistment Contract. • RSV Initiation Date: Date of Enlistment Contract. <p>When completed, click on the Payroll Tab.</p> |

Continued on next page

Reserve Rehire, Continued

Procedures,
continued

| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23 | <p>Verify that the Pay Group defaulted to USCG STG. Then click on the Salary Plan tab.</p>  <p>The screenshot shows a web interface with several tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan (highlighted), and Compensation. Below the tabs, the employee name 'Mickey Mouse' is displayed. To the right, 'Empl ID: 1234567' and 'Empl Record: 0' are shown. A 'Military Service' section is empty. The 'Payroll Information' section shows 'Effective Date: 12/05/2016', 'Effective Sequence: 0', 'HR Status: Active', and 'Payroll Status: Active'. The 'Action' is 'Rehire' and the 'Reason' is 'Rehire'. The 'Payroll System' is 'Global Payroll'. The 'Global Payroll' section shows 'Pay Group: USCG STG' (highlighted) and 'USCG AD Staging Paygroup'. A 'Setting' box contains three checked options: 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. Other settings include 'Holiday Schedule: CGWIDE', 'Eligibility Group: CG Wide Holiday Schedule', 'Exchange Rate Type:', and 'Use Rate As Of:'.</p> |

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Reserve Rehire, Continued

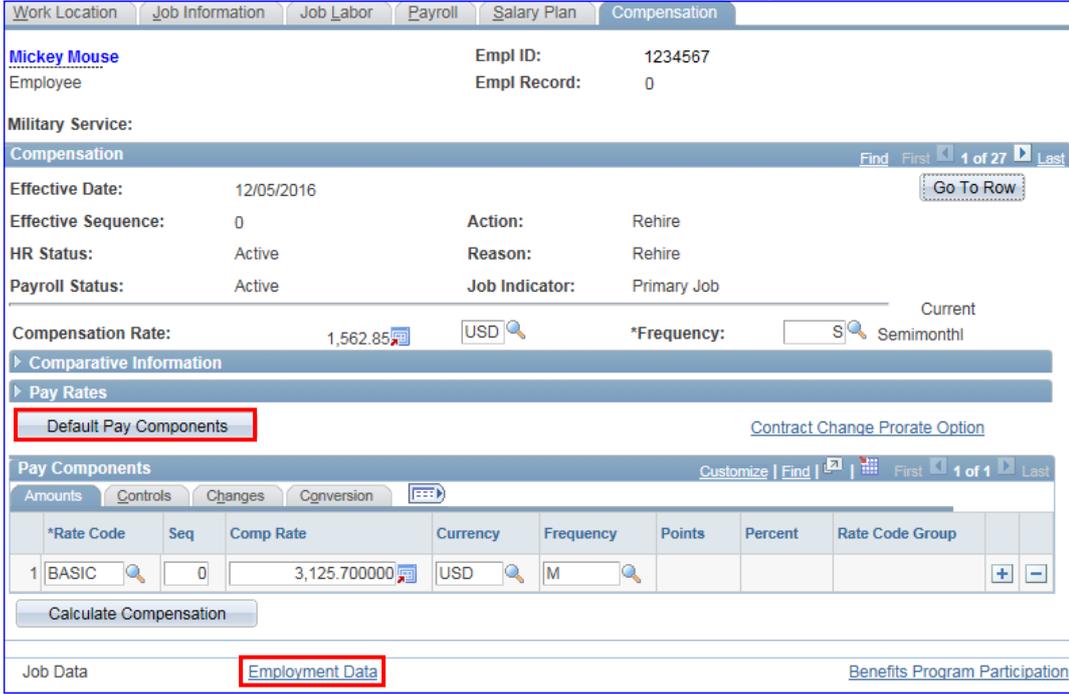
Procedures,
continued

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24 | <p>Update the following fields (if necessary):</p> <ul style="list-style-type: none"> • Salary Admin Plan: Should default to ENL. • Grade: Defaults to Pay Grade based on the Job Code entered on the Job Information Tab. If member is being Rehired at a different grade, click the lookup icon and select the appropriate Grade. • Step: The step corresponds to a member's longevity for pay purposes. Click on the Step lookup icon and select the appropriate step. In this example, we left it at the default. • Step Entry Date: Will default to date of Rehire. <p>When completed, click on the Compensation tab.</p> |

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Reserve Rehire, Continued

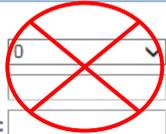
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------|-----------|----------|-----------|-----------------|---------|-----------------|---------|---|--------------|-----|---|--|--|--|
| 25 | <p>Click on the Default Pay Components button. This will automatically update the Compensation Rate data. When finished, click the Employment Data link.</p>  <p>The screenshot displays the 'Compensation' tab for employee Mickey Mouse (Empl ID: 1234567). Key elements include:</p> <ul style="list-style-type: none"> Employee Information: Mickey Mouse, Employee, Empl ID: 1234567, Empl Record: 0. Military Service: Section header. Compensation Summary: Effective Date: 12/05/2016, Effective Sequence: 0, Action: Rehire, HR Status: Active, Payroll Status: Active, Reason: Rehire, Job Indicator: Primary Job. Compensation Rate: 1,562.85 USD, *Frequency: Semimonthly. Buttons: 'Default Pay Components' (highlighted in red), 'Go To Row', 'Contract Change Prorate Option'. Pay Components Table: <table border="1"> <thead> <tr> <th>*Rate Code</th> <th>Seq</th> <th>Comp Rate</th> <th>Currency</th> <th>Frequency</th> <th>Points</th> <th>Percent</th> <th>Rate Code Group</th> </tr> </thead> <tbody> <tr> <td>1 BASIC</td> <td>0</td> <td>3,125.700000</td> <td>USD</td> <td>M</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> Bottom Navigation: 'Job Data', 'Employment Data' (highlighted in red), 'Benefits Program Participation'. | *Rate Code | Seq | Comp Rate | Currency | Frequency | Points | Percent | Rate Code Group | 1 BASIC | 0 | 3,125.700000 | USD | M | | | |
| *Rate Code | Seq | Comp Rate | Currency | Frequency | Points | Percent | Rate Code Group | | | | | | | | | | |
| 1 BASIC | 0 | 3,125.700000 | USD | M | | | | | | | | | | | | | |

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Reserve Rehire, Continued

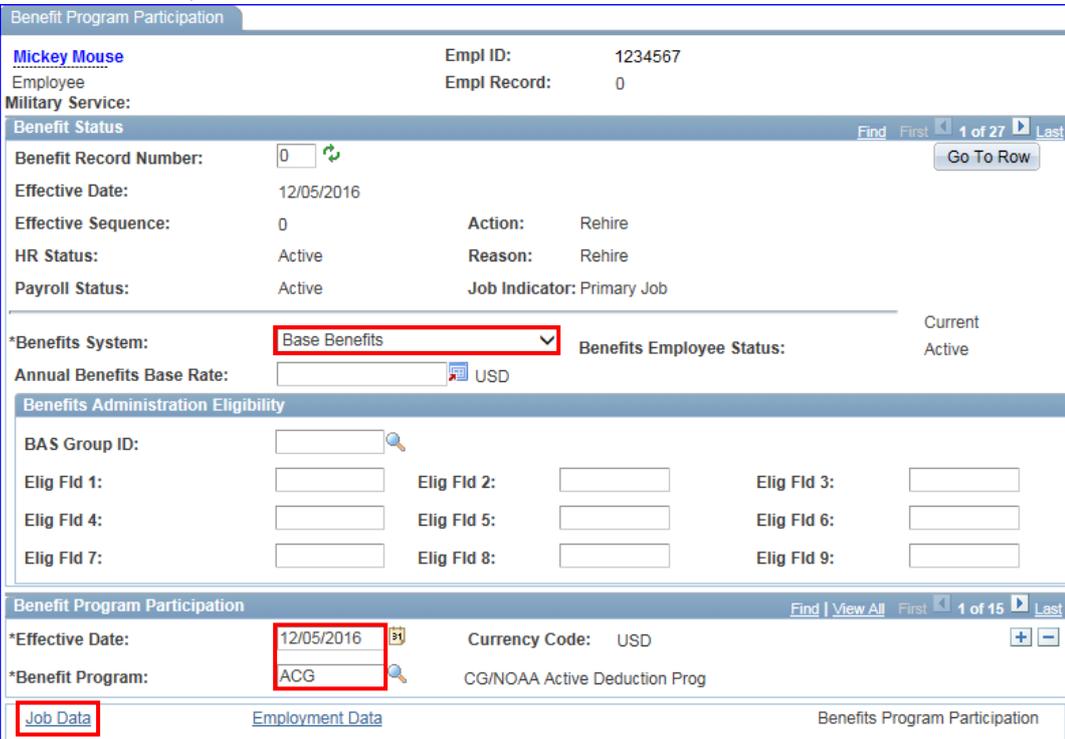
Procedures,
continued

| Step | Action |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26 | <p>Do NOT enter a Term of Enlistment here, this is now done in Contract Data. Click the Benefits Program Participation link.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Employment Information</p> <p><u>Mickey Mouse</u> Empl ID: 1234567 Employee Empl Record: 0</p> <p>Military Service:</p> <p>Organizational Instance</p> <p>Organizational Instance Rcd: 0 Original Start Date: 08/14/2000 <input type="checkbox"/> Override Last Start Date: 08/14/2000 First Start Date: 08/14/2000 Termination Date: 05/18/2015 Years Months Days Org Instance Service Date: 08/14/2000 <input type="checkbox"/> Override 14 9 5</p> <p>Organizational Assignment Data</p> <p>Instance Record</p> <p>Last Assignment Start Date: 12/05/2016 First Assignment Start: 08/14/2000 Assignment End Date: Home/Host Classification: Home Years Months Days Company Seniority Date: 08/14/2000 <input type="checkbox"/> Override 16 3 24 Benefits Service Date: 08/14/2000 <input type="checkbox"/> Override 16 3 24 Seniority Pay Calc Date: 08/14/2000 <input type="checkbox"/> Override 16 3 24 Probation Date: <input type="text"/> [BT] Professional Experience Date: <input type="text"/> [BT] Last Verification Date: <input type="text"/> [BT] Business Title: TACTICAL COXSWAIN Position Phone: <input type="text"/></p> <p>Military</p> <p><input type="checkbox"/> Owns 5% (or More) of Company</p> <p>Appointment End Date: <input type="text"/> [BT] Term of Enlistment: <input type="text"/> 0 <input type="checkbox"/> [BT]  <input type="checkbox"/> Accrue Tenure Services FTE for Tenure Accrual: Sponsor Code: <input type="text"/> [BT] FTE for Flex Service Accrual: <input type="text"/></p> <p>Job Data Employment Data Benefits Program Participation</p> </div> |

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Reserve Rehire, Continued

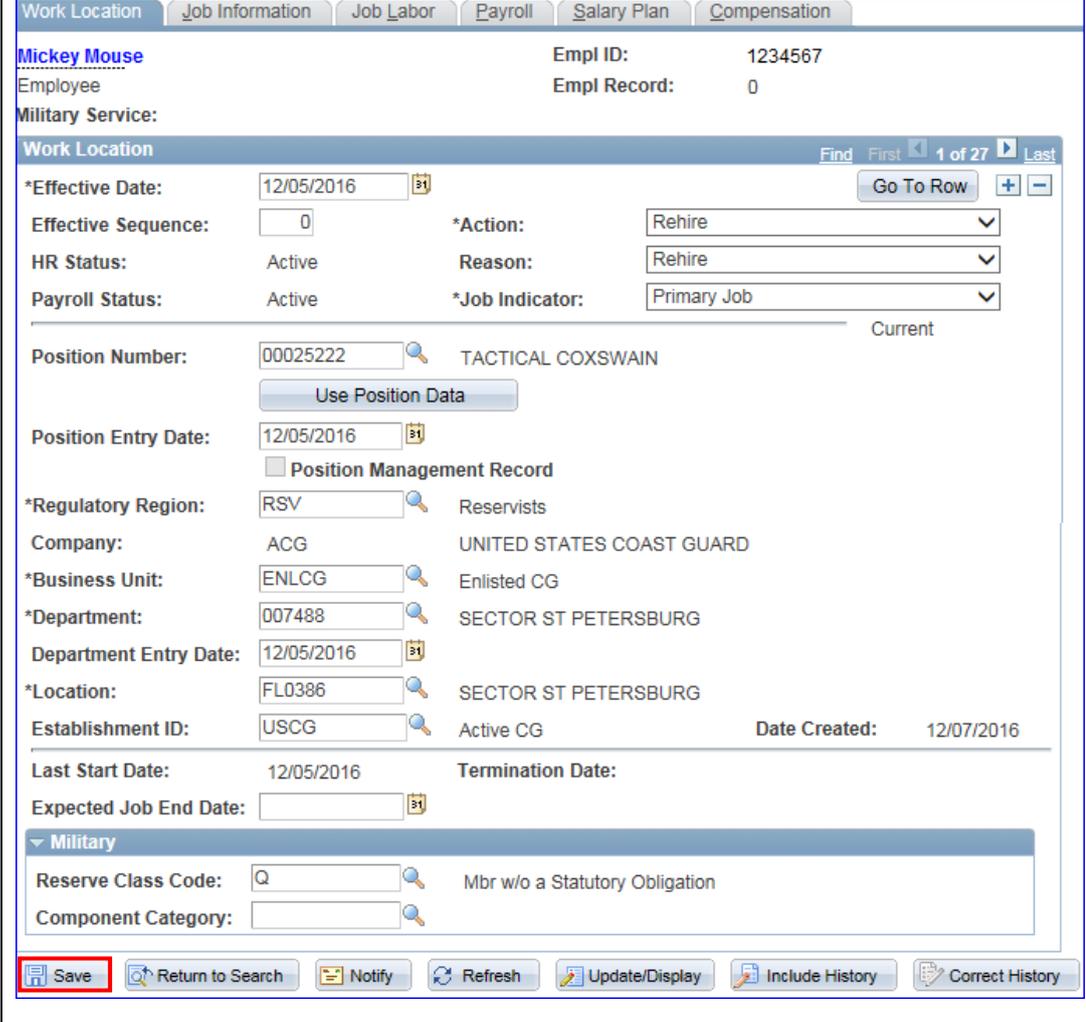
Procedures,
continued

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 27 | <p>Update the following fields:</p> <ul style="list-style-type: none"> • Benefits System: Ensure Base Benefits appears. • Benefit Program: Should default to ACG. If not, use the lookup to select it. • Effective Date: Ensure date of Rehire appears here. <p>When finished, click the Job Data link.</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> Employee: Mickey Mouse, Empl ID: 1234567, Empl Record: 0 Benefit Status: Benefit Record Number: 0, Effective Date: 12/05/2016, Effective Sequence: 0, HR Status: Active, Payroll Status: Active. Action: Rehire, Reason: Rehire, Job Indicator: Primary Job. Benefits System: Base Benefits (highlighted in red) Benefits Employee Status: Current Active Benefits Administration Eligibility: BAS Group ID, Elig Fld 1-9 (all empty) Benefit Program Participation: Effective Date: 12/05/2016 (highlighted in red), Currency Code: USD, Benefit Program: ACG (highlighted in red), CG/NOAA Active Deduction Prog. Navigation: Job Data (highlighted in red), Employment Data, Benefits Program Participation |

Continued on next page

Reserve Rehire, Continued

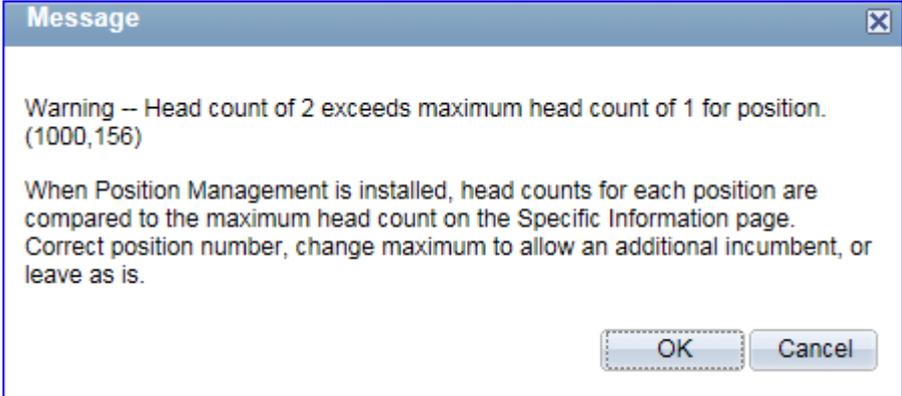
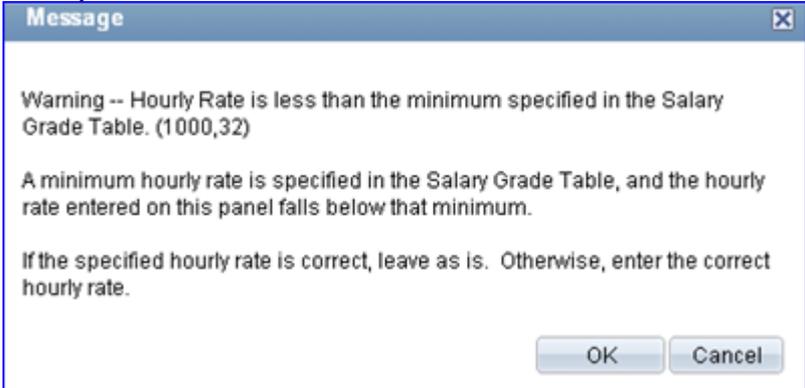
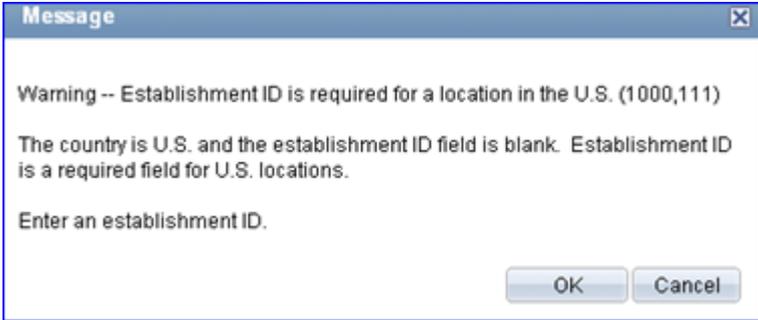
Procedures,
continued

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 28 | <p>Click the Save button.</p>  <p>The screenshot displays a web application interface for managing employee work locations. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Work Location' tab is active, showing details for an employee named Mickey Mouse (Empl ID: 1234567, Empl Record: 0). The interface includes a 'Go To Row' control showing '1 of 27' rows. Key fields include: <ul style="list-style-type: none"> *Effective Date: 12/05/2016 Effective Sequence: 0 HR Status: Active Payroll Status: Active *Action: Rehire Reason: Rehire *Job Indicator: Primary Job Position Number: 00025222 (Tactical Coxswain) Position Entry Date: 12/05/2016 Regulatory Region: RSV (Reservists) Company: ACG (United States Coast Guard) Business Unit: ENLCG (Enlisted CG) Department: 007488 (Sector St Petersburg) Location: FL0386 (Sector St Petersburg) Establishment ID: USCG (Active CG) Last Start Date: 12/05/2016 Expected Job End Date: (empty) Reserve Class Code: Q (Mbr w/o a Statutory Obligation) At the bottom, a toolbar contains buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'. The 'Save' button is highlighted with a red box. </p> |

Continued on next page

Reserve Rehire, Continued

Procedures,
continued

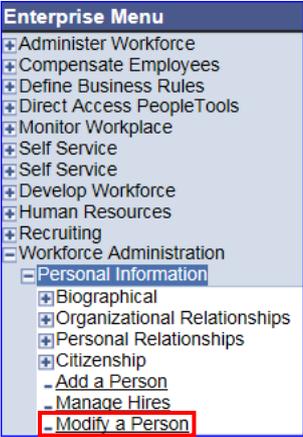
| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 29 | <p>You may receive several “Warning” messages. Click OK to bypass them.</p> <p>Head Count:</p>  <p>Hourly Rate:</p>  <p>Establishment ID:</p>  |
| 30 | The Rehire is now ready for review and approval. |

Rehire Approval

Introduction This section provides the procedures for approving a Reserve rehire.

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

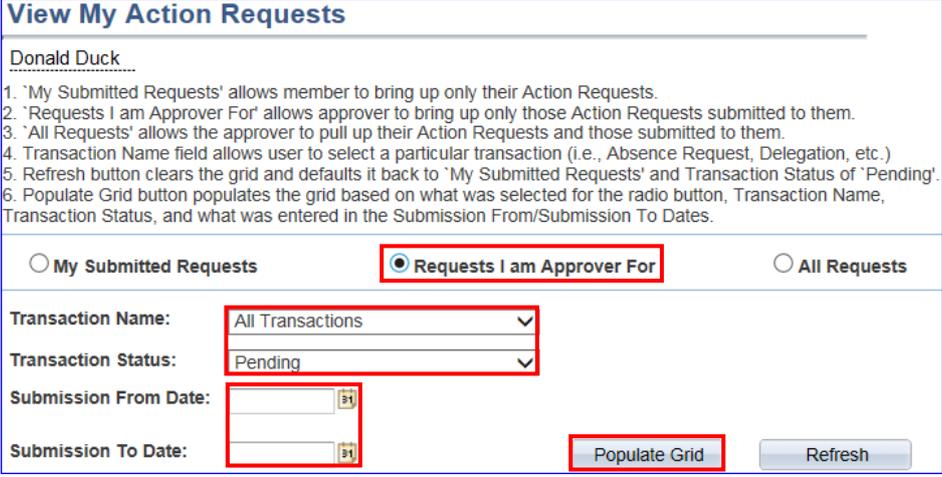
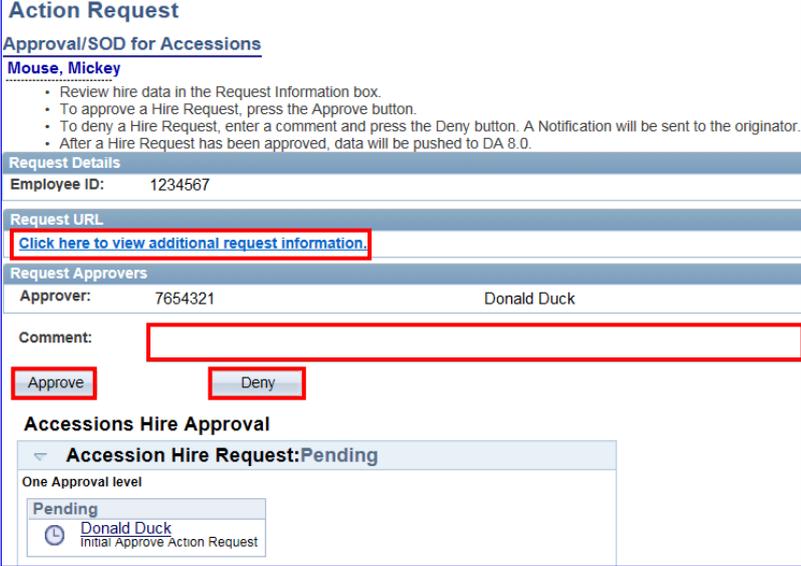
Procedure See below.

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>Review the rehire process prior to approval. To review/audit the rehire in the Enterprise Menu, select Workforce Administration, Personal Information, and Modify a Person.</p>  |
| 2 | <p>Review the information in the Job Data link in the HR Data Shortcuts pagelet.</p>  |
| 3 | <p>Once the review is complete, return to the Home page under the Requests tab. Select the View My Requests (all types) link from the Self Service Requests pagelet.</p>  |

Continued on next page

Rehire Approval, Continued

Procedure,
continued

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | <p>Select the Requests I am Approver For radio button. Leave the Transaction name and Transaction Status as defaults. The Submission Dates can be used to filter requests. Click Populate Grid.</p>  |
| 5 | <p>Select the Approve/Deny link for the member you are approving.</p>  |
| 6 | <p>The Approval /SOD for Accessions Request page will display. The Request URL link will take you back to Job Data for any additional auditing. Enter any Comments if needed and select Approve or Deny.</p>  |

Continued on next page

Rehire Approval, Continued

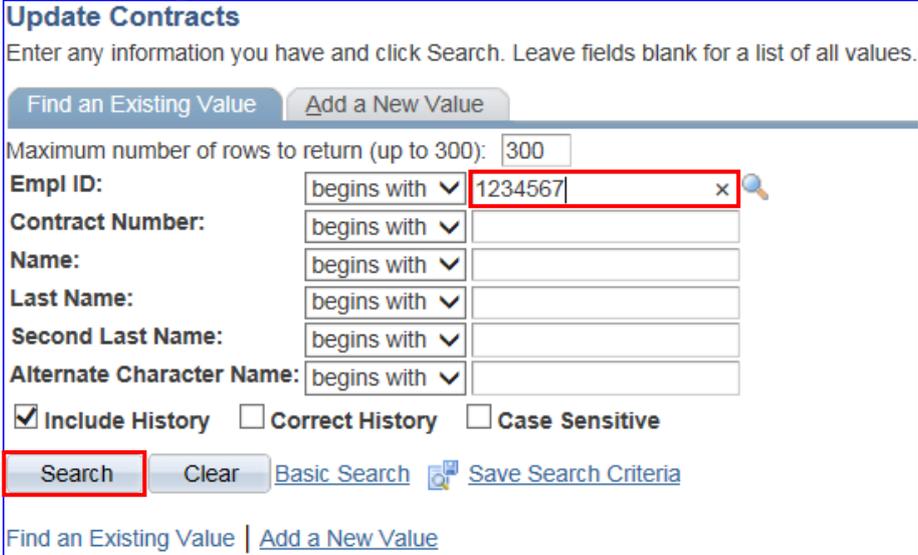
Procedure,
continued

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | <p>Once Approved the buttons will be greyed out and the Accessions Hire Approval Process will show Approved.</p> <div data-bbox="325 562 1010 920" style="border: 1px solid blue; padding: 10px;"><p style="text-align: center;"><input type="button" value="Approve"/> <input type="button" value="Deny"/></p><p>Accessions Hire Approval</p><p>▼ Accession Hire Request: Approved</p><p>One Approval level</p><div style="border: 1px solid green; padding: 5px;"><p><b style="color: green;">Approved</p><p> Donald Duck Initial Approve Action Request 12/08/16 - 10:58 AM</p></div></div> |

Contract Data

Introduction This section provides the procedures for completing the contract of a Reservist Rehire.

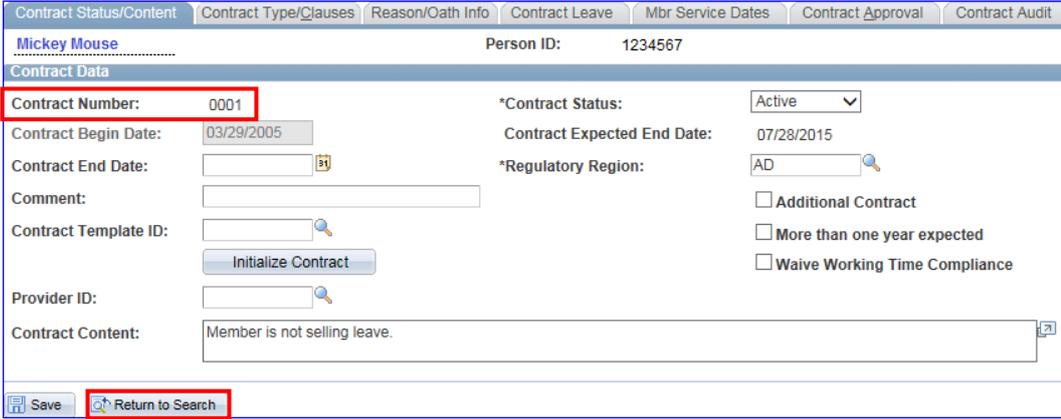
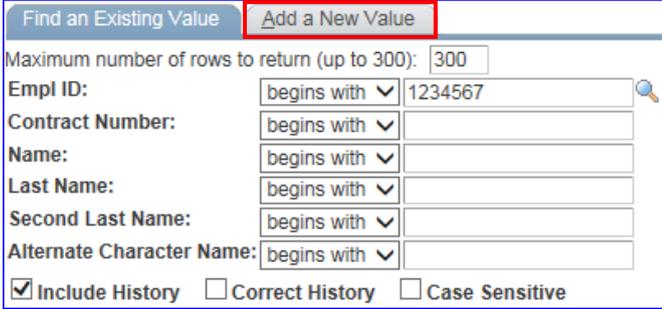
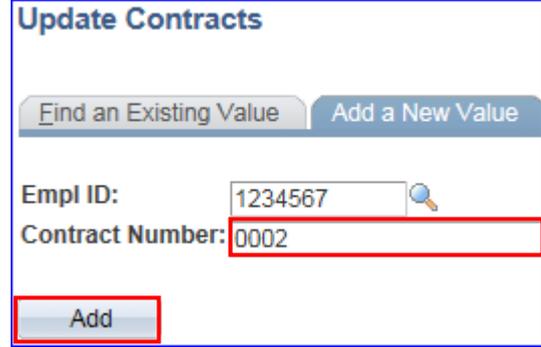
Procedures See below.

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>Select the Contract Data link from the Career Management pagelet.</p>  <p>The screenshot shows a window titled "Career Management" with a list of links. The link "Contract Data" is highlighted with a red rectangular box. Other visible links include "Obligated Service Report", "DD-4 Enlistment/Reenlistment", "Ext/Rext within 30 days Report", "Extensions not Executed", "Agreement to Extend/Reextend", "AD 6th or 10th Yr Anniversary", and "Board Images".</p> |
| 2 | <p>Enter the Empl ID and click on Search.</p>  <p>The screenshot shows the "Update Contracts" search interface. It includes a "Find an Existing Value" button and an "Add a New Value" button. A text input field for "Empl ID" contains the value "1234567" and is highlighted with a red box. Below this are several dropdown menus for "Contract Number", "Name", "Last Name", "Second Last Name", and "Alternate Character Name", each with a "begins with" dropdown. There are also checkboxes for "Include History" (checked), "Correct History", and "Case Sensitive". At the bottom, the "Search" button is highlighted with a red box, along with "Clear", "Basic Search", and "Save Search Criteria" buttons.</p> |

Continued on next page

Contract Data, Continued

Procedure,
continued

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | <p data-bbox="325 495 1326 562">If only one contract exists in Direct Access, the system will display the initial Contract Data. Click the Return to Search button.</p> <div data-bbox="325 562 1386 981">  <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit</p> <p>Mickey Mouse Person ID: 1234567</p> <p>Contract Data</p> <p>Contract Number: 0001 *Contract Status: Active</p> <p>Contract Begin Date: 03/29/2005 Contract Expected End Date: 07/28/2015</p> <p>Contract End Date: [] *Regulatory Region: AD</p> <p>Comment: []</p> <p>Contract Template ID: []</p> <p>Initialize Contract</p> <p>Provider ID: []</p> <p>Contract Content: Member is not selling leave.</p> <p>Save Return to Search</p> </div> <p data-bbox="325 1021 746 1055">Click the Add a New Value tab.</p> <div data-bbox="325 1055 987 1364">  <p>Find an Existing Value Add a New Value</p> <p>Maximum number of rows to return (up to 300): 300</p> <p>Empl ID: begins with 1234567</p> <p>Contract Number: begins with</p> <p>Name: begins with</p> <p>Last Name: begins with</p> <p>Second Last Name: begins with</p> <p>Alternate Character Name: begins with</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> </div> <p data-bbox="325 1404 1117 1438">Enter the next sequential Contract Number, then click Add.</p> <div data-bbox="325 1438 866 1785">  <p>Update Contracts</p> <p>Find an Existing Value Add a New Value</p> <p>Empl ID: 1234567</p> <p>Contract Number: 0002</p> <p>Add</p> </div> |

Continued on next page

Contract Data, Continued

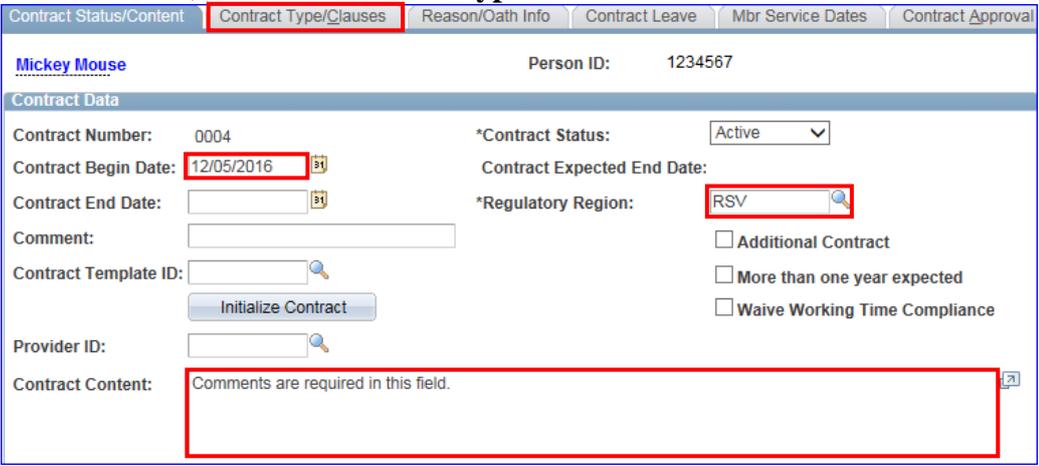
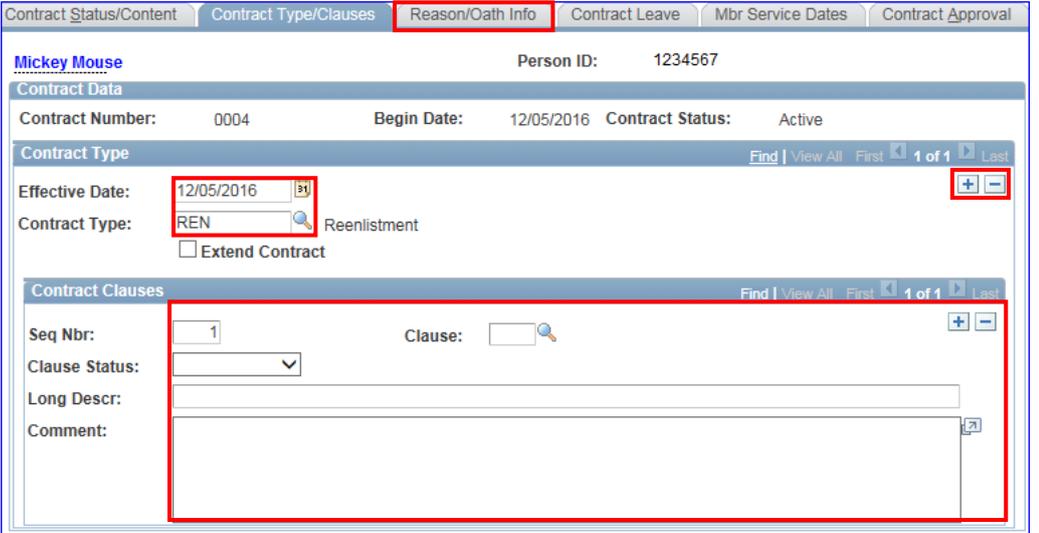
Procedure,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|-----------------|----------------------------|-------------------|------------------------|-------------------|-----------------|-------------------------|---------|------|------------|-------|----------------------------|---------|------------------------|-------------------------|---------|------|------------|-------|----------------------------|---------|------------------------|-------------------------|---------|------|------------|-------|----------------------------|---------|------------------------|
| 4 | <p data-bbox="327 495 1369 633">If previous contracts exist in Direct Access, identify the most recent contract number. You will add a new contract with the next sequential number. (In this example, the most recent is contract 0003, so we will add contract 0004). Click the Add a New Value tab.</p> <div data-bbox="327 633 1388 1279" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="331 640 544 667">Update Contracts</p> <p data-bbox="331 667 1145 689">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="336 696 783 730" style="border: 1px solid blue; padding: 2px;"> Find an Existing Value Add a New Value </div> <p data-bbox="331 741 831 763">Maximum number of rows to return (up to 300): <input data-bbox="778 741 831 763" type="text" value="300"/></p> <p data-bbox="331 775 1015 797">Empl ID: <input data-bbox="600 775 986 797" type="text" value="begins with"/> <input data-bbox="751 775 986 797" type="text" value="1234567"/> </p> <p data-bbox="331 808 986 831">Contract Number: <input data-bbox="600 808 986 831" type="text" value="begins with"/></p> <p data-bbox="331 842 986 864">Name: <input data-bbox="600 842 986 864" type="text" value="begins with"/></p> <p data-bbox="331 875 986 898">Last Name: <input data-bbox="600 875 986 898" type="text" value="begins with"/></p> <p data-bbox="331 909 986 931">Second Last Name: <input data-bbox="600 909 986 931" type="text" value="begins with"/></p> <p data-bbox="331 943 986 965">Alternate Character Name: <input data-bbox="600 943 986 965" type="text" value="begins with"/></p> <p data-bbox="336 976 919 999"> <input checked="" data-bbox="336 976 360 999" type="checkbox"/> Include History <input data-bbox="544 976 568 999" type="checkbox"/> Correct History <input data-bbox="743 976 767 999" type="checkbox"/> Case Sensitive </p> <p data-bbox="336 1021 935 1043"> <input data-bbox="336 1021 440 1043" type="button" value="Search"/> <input data-bbox="464 1021 568 1043" type="button" value="Clear"/> <a data-bbox="576 1021 695 1043" href="#">Basic Search  <a data-bbox="751 1021 935 1043" href="#">Save Search Criteria </p> <p data-bbox="331 1066 512 1088">Search Results</p> <p data-bbox="331 1099 1388 1122">View All First  1-4 of 4  Last</p> <table border="1" data-bbox="331 1133 1388 1245"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Contract Number</th> <th>Name</th> <th>Last Name</th> <th>Contract Begin Date</th> <th>Contract End Date</th> <th>Contract Status</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>(blank)</td> <td>0001</td> <td>Mick Mouse</td> <td>Mouse</td> <td>08/14/2000</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>1234567</td> <td>(blank)</td> <td>0002</td> <td>Mick Mouse</td> <td>Mouse</td> <td>05/07/2007</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>1234567</td> <td>(blank)</td> <td style="border: 2px solid red;">0003</td> <td>Mick Mouse</td> <td>Mouse</td> <td>05/19/2009</td> <td>(blank)</td> <td>Active</td> </tr> </tbody> </table> <p data-bbox="331 1256 719 1279">Find an Existing Value Add a New Value</p> </div> <p data-bbox="327 1317 1118 1350">Enter the next sequential Contract Number, then click Add.</p> <div data-bbox="327 1350 855 1693" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="331 1357 576 1384">Update Contracts</p> <div data-bbox="336 1447 839 1480" style="border: 1px solid blue; padding: 2px;"> Find an Existing Value Add a New Value </div> <p data-bbox="331 1536 751 1559">Empl ID: <input data-bbox="544 1536 751 1559" type="text" value="1234567"/> </p> <p data-bbox="331 1570 855 1603">Contract Number: <input data-bbox="544 1570 855 1603" style="border: 2px solid red;" type="text" value="0004"/></p> <div data-bbox="331 1648 472 1693" style="border: 2px solid red; padding: 2px; display: inline-block; margin-top: 10px;"> <input data-bbox="336 1648 472 1693" type="button" value="Add"/> </div> </div> | Empl ID | Empl Record | Contract Number | Name | Last Name | Contract Begin Date | Contract End Date | Contract Status | 1234567 | (blank) | 0001 | Mick Mouse | Mouse | 08/14/2000 | (blank) | Active | 1234567 | (blank) | 0002 | Mick Mouse | Mouse | 05/07/2007 | (blank) | Active | 1234567 | (blank) | 0003 | Mick Mouse | Mouse | 05/19/2009 | (blank) | Active |
| Empl ID | Empl Record | Contract Number | Name | Last Name | Contract Begin Date | Contract End Date | Contract Status | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1234567 | (blank) | 0001 | Mick Mouse | Mouse | 08/14/2000 | (blank) | Active | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1234567 | (blank) | 0002 | Mick Mouse | Mouse | 05/07/2007 | (blank) | Active | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1234567 | (blank) | 0003 | Mick Mouse | Mouse | 05/19/2009 | (blank) | Active | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Contract Data, Continued

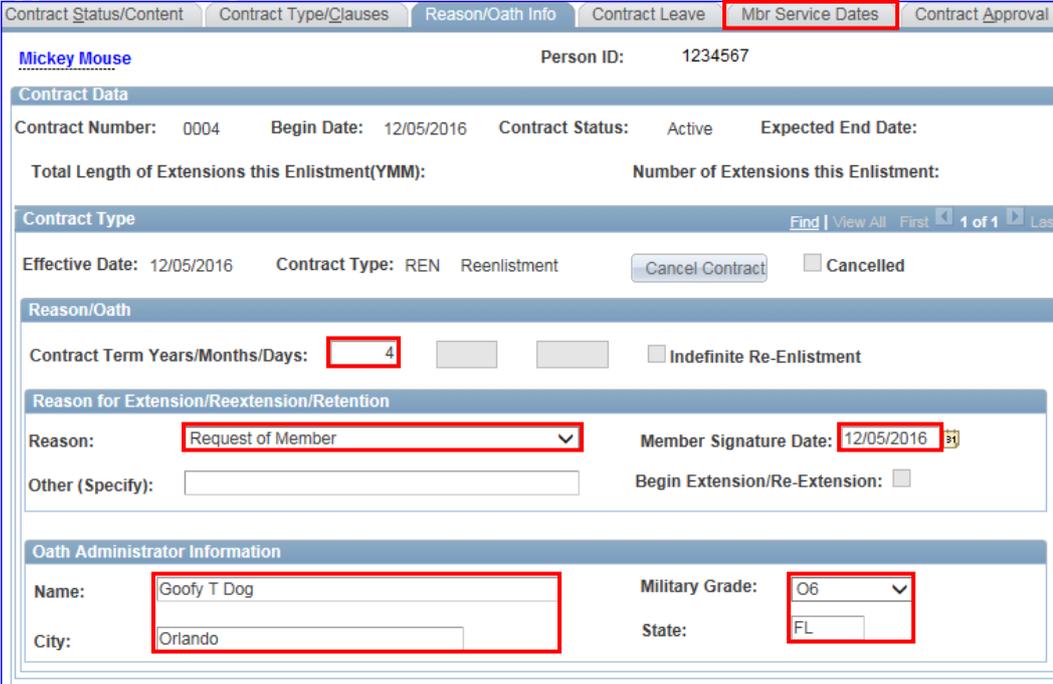
Procedure,
continued

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | <p>The Contract Status/Content tab will display. Update the following fields:</p> <ul style="list-style-type: none"> • Contract Begin Date: Update to the date of the Rehire. • Regulatory Region: Update from USA to RSV. (IMPORTANT STEP!) • Contract Content: Comments are required in this field. <p>When finished, click the Contract Type/Clauses tab.</p>  <p>The screenshot shows the 'Contract Data' section with the following fields: Contract Number (0004), Contract Begin Date (12/05/2016), Contract End Date, Comment, Contract Template ID, Provider ID, Contract Content (with a red box around it and the text 'Comments are required in this field.'). The 'Contract Status' is set to 'Active' and the 'Regulatory Region' is set to 'RSV'. There are also checkboxes for 'Additional Contract', 'More than one year expected', and 'Waive Working Time Compliance'.</p> |
| 6 | <p>The Effective Date should default to the Rehire date. Select the appropriate Contract Type from the drop-down. Under Contract Clauses you may select the Clause Status (optional/required) and enter any contractual specific comments (i.e. guaranteed school, etc.). Use the Plus/Minus buttons to add or delete clauses. Then click the Reason/Oath Info tab.</p>  <p>The screenshot shows the 'Contract Clauses' section with the following fields: Effective Date (12/05/2016), Contract Type (REN - Reenlistment), and a table for Contract Clauses. The table has columns for Seq Nbr (1), Clause, Clause Status, Long Descr, and Comment. The 'Reason/Oath Info' tab is selected.</p> |

Continued on next page

Contract Data, Continued

Procedure,
continued

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | <p>Update the following fields:</p> <ul style="list-style-type: none"> • Contract Term Years/Months/Days: Enter number of Years. • Reason: Select appropriate reason from the drop-down. • Member Signature Date: Date of Rehire. • Name of Oath Administrator: Enter name. • Military Grade of Oath Administrator: Select from drop-down. • City/State: Enter the city/state where the oath was administered. <p>Once completed, click the Mbr Service Dates tab. (Contract Leave is not applicable to this process.)</p>  <p>The screenshot shows a web application interface with the following elements:</p> <ul style="list-style-type: none"> Navigation Tabs: Contract Status/Content, Contract Type/Clauses, Reason/Oath Info, Contract Leave, Mbr Service Dates (highlighted), Contract Approval. User Profile: Mickey Mouse, Person ID: 1234567. Contract Data: Contract Number: 0004, Begin Date: 12/05/2016, Contract Status: Active, Expected End Date: [blank]. Contract Type: Effective Date: 12/05/2016, Contract Type: REN Reenlistment, [Cancel Contract] button, [Cancelled] checkbox. Reason/Oath: Contract Term Years/Months/Days: 4 (highlighted), [blank] [blank], [Indefinite Re-Enlistment] checkbox. Reason for Extension/Reextension/Refention: Reason: Request of Member (highlighted), Member Signature Date: 12/05/2016 (highlighted), [Other (Specify): [blank]], [Begin Extension/Re-Extension: [blank]]. Oath Administrator Information: Name: Goofy T Dog (highlighted), Military Grade: O6 (highlighted), City: Orlando (highlighted), State: FL (highlighted). |

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Contract Data, Continued

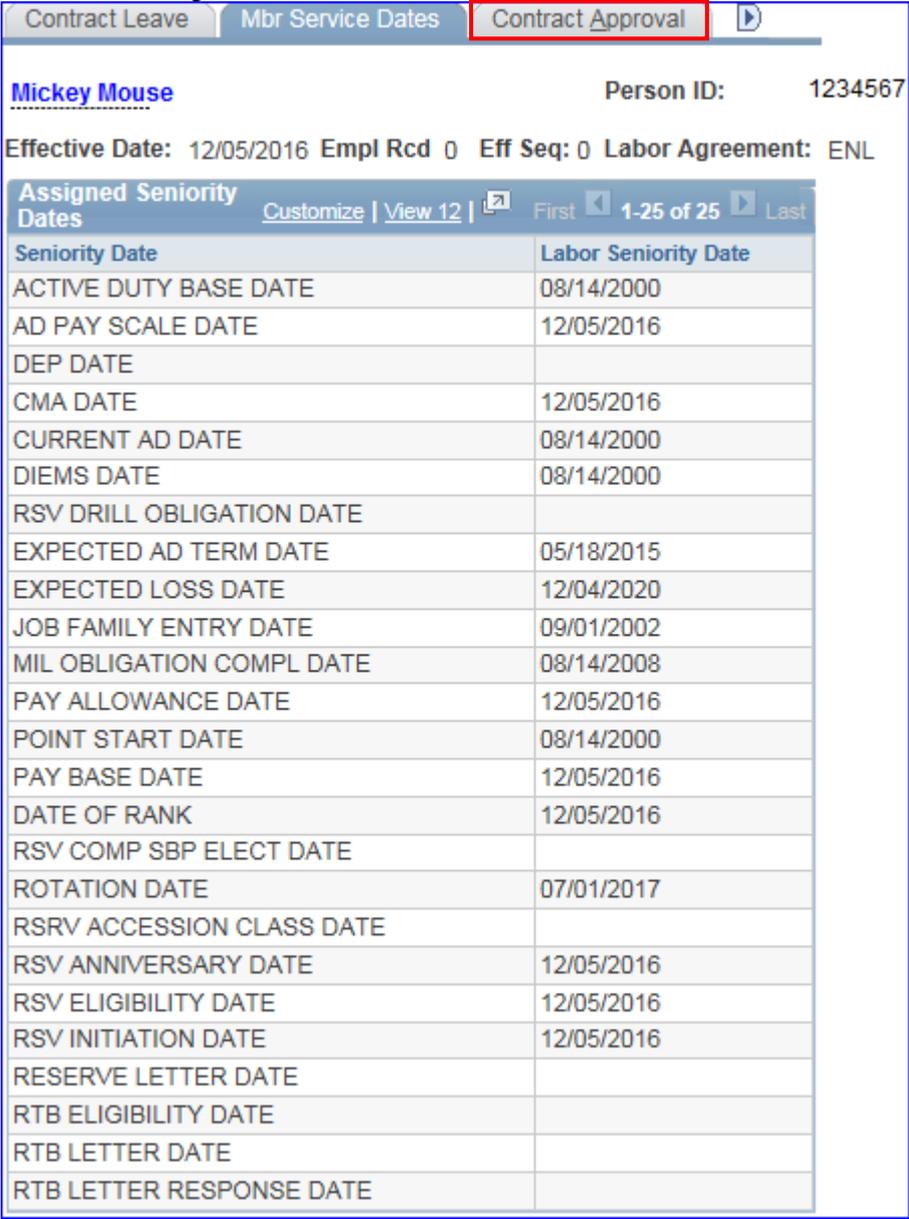
Procedure,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--|----------------|----------------------|-----------------------|------------|-------------------|------------|----------|--|----------|------------|-----------------|------------|------------|------------|---------------------------|--|-----------------------|------------|--------------------|------------|-----------------------|------------|---------------------------|------------|--------------------|------------|
| 8 | <p>Click View All on Assigned Seniority Dates.</p> <div data-bbox="327 562 1369 1288" style="border: 1px solid black; padding: 5px;"> <p>Contract <u>S</u>tatus/Content Contract Type/<u>C</u>lauses Reason/Oath Info Contract Leave</p> <p>Mickey Mouse Person ID: 1234567</p> <p>Effective Date: 12/05/2016 Empl Rcd 0 Eff Seq: 0 Labor Agreement: ENL</p> <table border="1" data-bbox="336 734 1141 1279"> <thead> <tr> <th colspan="2" data-bbox="336 734 1141 790">Assigned Seniority Dates</th> </tr> <tr> <th data-bbox="336 790 863 824">Seniority Date</th> <th data-bbox="863 790 1141 824">Labor Seniority Date</th> </tr> </thead> <tbody> <tr><td data-bbox="336 824 863 857">ACTIVE DUTY BASE DATE</td><td data-bbox="863 824 1141 857">08/14/2000</td></tr> <tr><td data-bbox="336 857 863 891">AD PAY SCALE DATE</td><td data-bbox="863 857 1141 891">12/05/2016</td></tr> <tr><td data-bbox="336 891 863 925">DEP DATE</td><td data-bbox="863 891 1141 925"></td></tr> <tr><td data-bbox="336 925 863 958">CMA DATE</td><td data-bbox="863 925 1141 958">12/05/2016</td></tr> <tr><td data-bbox="336 958 863 992">CURRENT AD DATE</td><td data-bbox="863 958 1141 992">08/14/2000</td></tr> <tr><td data-bbox="336 992 863 1025">DIEMS DATE</td><td data-bbox="863 992 1141 1025">08/14/2000</td></tr> <tr><td data-bbox="336 1025 863 1059">RSV DRILL OBLIGATION DATE</td><td data-bbox="863 1025 1141 1059"></td></tr> <tr><td data-bbox="336 1059 863 1093">EXPECTED AD TERM DATE</td><td data-bbox="863 1059 1141 1093">05/18/2015</td></tr> <tr><td data-bbox="336 1093 863 1126">EXPECTED LOSS DATE</td><td data-bbox="863 1093 1141 1126">12/04/2020</td></tr> <tr><td data-bbox="336 1126 863 1160">JOB FAMILY ENTRY DATE</td><td data-bbox="863 1126 1141 1160">09/01/2002</td></tr> <tr><td data-bbox="336 1160 863 1193">MIL OBLIGATION COMPL DATE</td><td data-bbox="863 1160 1141 1193">08/14/2008</td></tr> <tr><td data-bbox="336 1193 863 1227">PAY ALLOWANCE DATE</td><td data-bbox="863 1193 1141 1227">12/05/2016</td></tr> </tbody> </table> </div> | Assigned Seniority Dates | | Seniority Date | Labor Seniority Date | ACTIVE DUTY BASE DATE | 08/14/2000 | AD PAY SCALE DATE | 12/05/2016 | DEP DATE | | CMA DATE | 12/05/2016 | CURRENT AD DATE | 08/14/2000 | DIEMS DATE | 08/14/2000 | RSV DRILL OBLIGATION DATE | | EXPECTED AD TERM DATE | 05/18/2015 | EXPECTED LOSS DATE | 12/04/2020 | JOB FAMILY ENTRY DATE | 09/01/2002 | MIL OBLIGATION COMPL DATE | 08/14/2008 | PAY ALLOWANCE DATE | 12/05/2016 |
| Assigned Seniority Dates | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Seniority Date | Labor Seniority Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACTIVE DUTY BASE DATE | 08/14/2000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AD PAY SCALE DATE | 12/05/2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DEP DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CMA DATE | 12/05/2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CURRENT AD DATE | 08/14/2000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DIEMS DATE | 08/14/2000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RSV DRILL OBLIGATION DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPECTED AD TERM DATE | 05/18/2015 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPECTED LOSS DATE | 12/04/2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JOB FAMILY ENTRY DATE | 09/01/2002 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MIL OBLIGATION COMPL DATE | 08/14/2008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PAY ALLOWANCE DATE | 12/05/2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

Contract Data, Continued

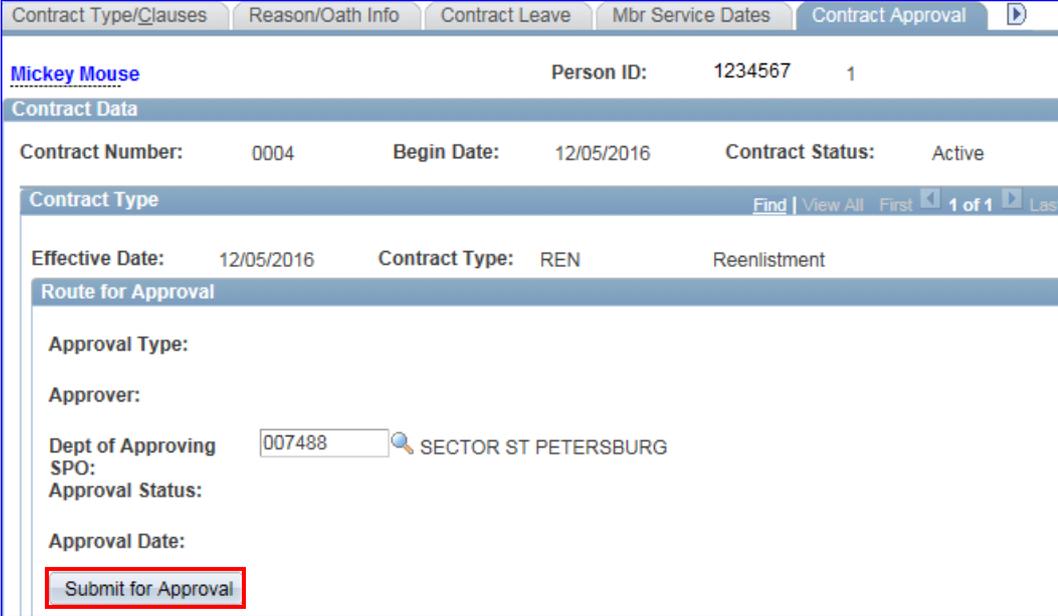
Procedure,
continued

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9 | <p>These dates should concur with the dates set during the Rehire process; if not, return to Job Data and edit the appropriate dates.</p> <p>After reviewing the dates, click on the Contract Approval tab.</p>  |

Continued on next page

Contract Data, Continued

Procedure,
continued

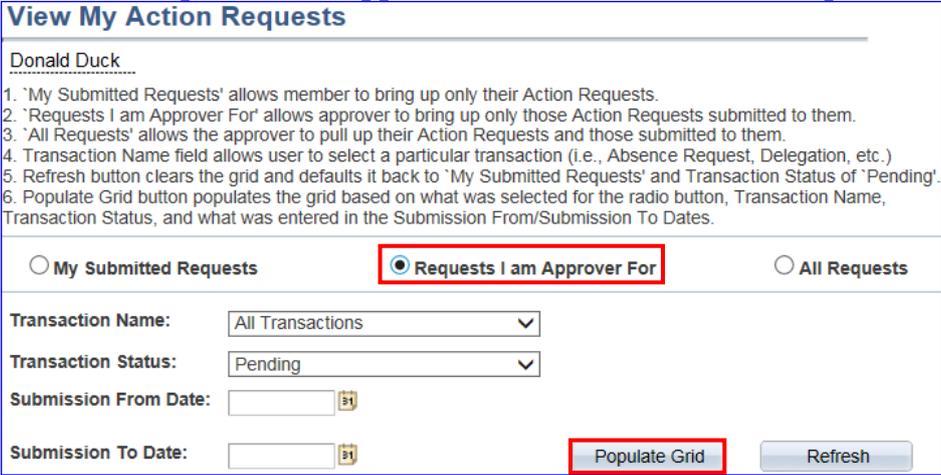
| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 | <p>Click the Submit for Approval button to route it to the SPO tree for approval.</p>  |

Contract Approval

Introduction This section provides the procedures for approving a contract for a Reserve Rehire.

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

Procedure See below.

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>Select the View My Requests (all types) link from the Self Service Requests pagelet on the Requests tab.</p>  |
| 2 | <p>Select the Requests I am Approver For radio button. Click Populate Grid.</p>  |
| 3 | <p>Click on the Approve /Deny link.</p>  |

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Contract Approval, Continued

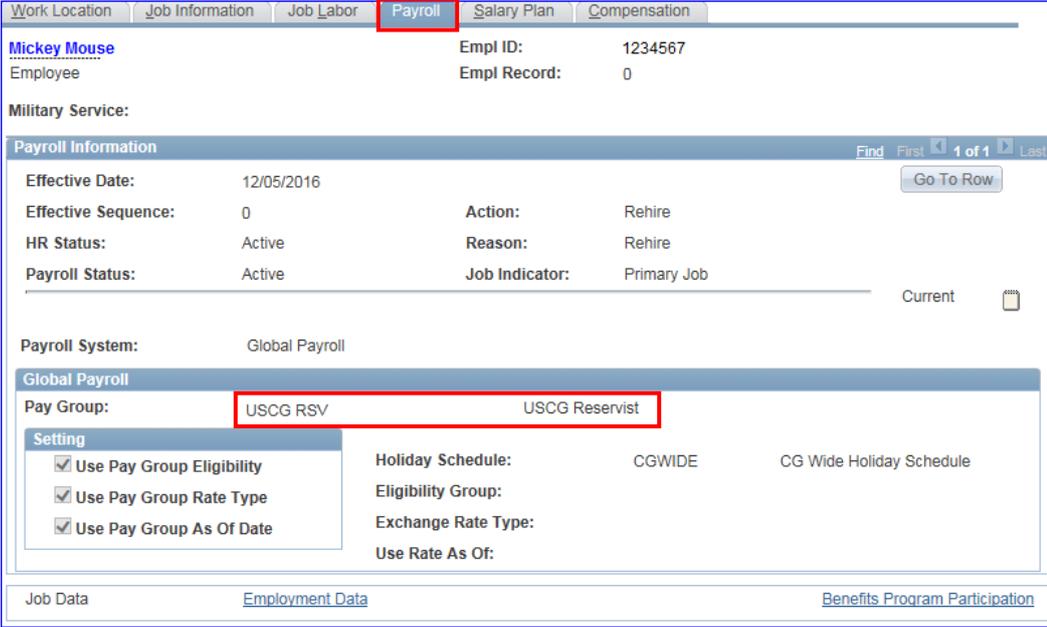
Procedure,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4 | <p>Enter any Comments if needed and select Approve or Deny. Note: Selecting Deny will return the contract to the HRS user.</p> <div data-bbox="327 533 1147 1516" style="border: 1px solid blue; padding: 5px;"> <p>Contract Approval</p> <p>Mouse, Mickey</p> <ol style="list-style-type: none"> Please verify the contract data and leave disposition information. If Changes are needed, enter details about changes in the Comments field. Click Approve or Deny button <table border="1" data-bbox="336 701 1147 842"> <thead> <tr> <th colspan="4">Request Details</th> </tr> </thead> <tbody> <tr> <td>Contract Number:</td> <td>00004</td> <td>Contract Type:</td> <td>REN</td> </tr> <tr> <td>Contract Status:</td> <td>A</td> <td>Contract Effdt:</td> <td>12/05/2016</td> </tr> <tr> <td>Contract Begin Dt:</td> <td>12/05/2016</td> <td></td> <td></td> </tr> <tr> <td>Expected End Dt:</td> <td>12/04/2020</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">Get Details</p> <table border="1" data-bbox="336 902 1147 1189"> <thead> <tr> <th colspan="4">Request Information</th> </tr> </thead> <tbody> <tr> <td>Contract Term:</td> <td>4 Years</td> <td>Mbr Signature Date:</td> <td>12/05/2016</td> </tr> <tr> <td>Reason:</td> <td>Request of Member</td> <td>SRB Entitlement:</td> <td></td> </tr> <tr> <td>Num Extensions:</td> <td>0</td> <td>EXT Tour Length:</td> <td></td> </tr> <tr> <td>Expect AD TermDt:</td> <td>05/18/2015</td> <td>Expected Loss Date:</td> <td>12/04/2020</td> </tr> <tr> <td>Leave Balance:</td> <td>0</td> <td>Cumulative Sold:</td> <td>0</td> </tr> <tr> <td>Total Leave Sell:</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Comment: <input style="border: 2px solid red;" type="text"/></p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="Approve"/> <input style="border: 2px solid red;" type="button" value="Deny"/> </p> <p>Contract Approval</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Contract Approval: Pending</p> <p>One Level Approval</p> <p>Pending</p> <p> Multiple Approvers Contract Approvers</p> </div> </div> | Request Details | | | | Contract Number: | 00004 | Contract Type: | REN | Contract Status: | A | Contract Effdt: | 12/05/2016 | Contract Begin Dt: | 12/05/2016 | | | Expected End Dt: | 12/04/2020 | | | Request Information | | | | Contract Term: | 4 Years | Mbr Signature Date: | 12/05/2016 | Reason: | Request of Member | SRB Entitlement: | | Num Extensions: | 0 | EXT Tour Length: | | Expect AD TermDt: | 05/18/2015 | Expected Loss Date: | 12/04/2020 | Leave Balance: | 0 | Cumulative Sold: | 0 | Total Leave Sell: | | | |
| Request Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract Number: | 00004 | Contract Type: | REN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract Status: | A | Contract Effdt: | 12/05/2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract Begin Dt: | 12/05/2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expected End Dt: | 12/04/2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Request Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract Term: | 4 Years | Mbr Signature Date: | 12/05/2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reason: | Request of Member | SRB Entitlement: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Num Extensions: | 0 | EXT Tour Length: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expect AD TermDt: | 05/18/2015 | Expected Loss Date: | 12/04/2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Leave Balance: | 0 | Cumulative Sold: | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Leave Sell: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <p>The contract is now approved and the member is fully Rehired into the USCG Reserves.</p> <div data-bbox="327 1626 794 1904" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> </p> <p>Contract Approval</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Contract Approval: Approved</p> <p>One Level Approval</p> <p style="background-color: #e0ffe0; padding: 2px;">Approved</p> <p> Donald Duck Contract Approvers 12/08/16 - 12:00 PM</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Contract Approval, Continued

Procedure,
continued

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 | <p>Once approved, return to Job Data to ensure the Pay Group has been updated under the Payroll tab.</p>  <p>The screenshot shows the 'Payroll' tab selected. The 'Pay Group' is 'USCG RSV' (USCG Reservist). The 'Setting' dropdown is open, showing three checked options: 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. Other visible fields include 'Effective Date: 12/05/2016', 'HR Status: Active', and 'Payroll Status: Active'.</p> |