

# OCS – Hire to IRR

Step	Action																						
1	<div data-bbox="324 401 1352 1037"><p><b>Accessions</b></p><table border="0"><tr><td><a href="#">Add New Applicant</a></td><td><a href="#">Find Applicants</a></td></tr><tr><td><a href="#">Applicant Lists</a></td><td><a href="#">Find Job Openings</a></td></tr><tr><td><a href="#">Interview Calendar</a></td><td><a href="#">Pending CAD Report</a></td></tr><tr><td><a href="#">Add Applicant</a></td><td><a href="#">Recruiter-In-Charge Workspace</a></td></tr><tr><td><a href="#">Recruiter Workspace</a></td><td><a href="#">Reservations Workspace</a></td></tr><tr><td><a href="#">Search Applicants</a></td><td><a href="#">View Recruiting Plan</a></td></tr><tr><td><a href="#">Import Plan Data</a></td><td><a href="#">Load Zip codes</a></td></tr><tr><td><a href="#">Accession Program</a></td><td><a href="#">Accessions Forms</a></td></tr><tr><td><a href="#">Accessions Forms Fields</a></td><td><a href="#">Recruiting Locations</a></td></tr><tr><td><a href="#">Question Set Definition</a></td><td><a href="#">Question Definition</a></td></tr><tr><td><a href="#">Job Opening Maintenance</a></td><td><a href="#">Hire Applicant</a></td></tr></table><p><b>Add a Person</b></p></div> <p>From the Portal Page, select <b>Add a Person</b> from the Accessions pagelet. Note: You may not have all of these hyperlinks due to your role assignment.</p>	<a href="#">Add New Applicant</a>	<a href="#">Find Applicants</a>	<a href="#">Applicant Lists</a>	<a href="#">Find Job Openings</a>	<a href="#">Interview Calendar</a>	<a href="#">Pending CAD Report</a>	<a href="#">Add Applicant</a>	<a href="#">Recruiter-In-Charge Workspace</a>	<a href="#">Recruiter Workspace</a>	<a href="#">Reservations Workspace</a>	<a href="#">Search Applicants</a>	<a href="#">View Recruiting Plan</a>	<a href="#">Import Plan Data</a>	<a href="#">Load Zip codes</a>	<a href="#">Accession Program</a>	<a href="#">Accessions Forms</a>	<a href="#">Accessions Forms Fields</a>	<a href="#">Recruiting Locations</a>	<a href="#">Question Set Definition</a>	<a href="#">Question Definition</a>	<a href="#">Job Opening Maintenance</a>	<a href="#">Hire Applicant</a>
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<a href="#">Search Applicants</a>	<a href="#">View Recruiting Plan</a>																						
<a href="#">Import Plan Data</a>	<a href="#">Load Zip codes</a>																						
<a href="#">Accession Program</a>	<a href="#">Accessions Forms</a>																						
<a href="#">Accessions Forms Fields</a>	<a href="#">Recruiting Locations</a>																						
<a href="#">Question Set Definition</a>	<a href="#">Question Definition</a>																						
<a href="#">Job Opening Maintenance</a>	<a href="#">Hire Applicant</a>																						
2	<div data-bbox="324 1155 1393 1549"><p><b>United States Coast Guard</b> U.S. Department of Homeland Security</p><p>Home Add to My Links Worklist</p><p>My Links Select One: ▾</p><p>My Page Guest Self Service Investor Administration Requests</p><p>New Window Help Customize Page</p><p><b>Add a Person</b></p><p>Person ID: <input type="text" value="NEW"/></p><p><b>Add Person</b></p><p><a href="#">Search for Matching Persons</a></p></div> <p>Click the <b>Add Person</b> button.</p>																						

3

Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID: NEW

Name | Find | View All | First | 1 of 1 | Last

\*Effective Date: 07/17/2014

\*Format Type: English

Display Name: Add Name

Biographic Information

Date of Birth: 0 Years 0 Months

Birth Country: USA United States

Birth State:

Birth Location:  Waive Data Protection

Biographical History | Find | View All | First | 1 of 1 | Last

\*Effective Date: 07/17/2014

\*Gender: Unknown

\*Highest Education Level: A-Not Indicated

\*Marital Status: Unknown As of:

Language Code:

Alternate ID:  Full-Time Student

National ID | Customize | Find | View All | First | 1 of 1 | Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number		<input checked="" type="checkbox"/>

The Effective Date will default to the current date. You may edit to a previous date.

Click on the Add Name button.

4

Edit Name

English Name Format

Prefix:

First Name: Alexis

Middle Name: Bohorquez

Last Name: Arguello

Suffix:

Display Name:

Formal Name:

Name:

Refresh Name

OK Cancel Refresh

Enter member's complete name, when completed click the **OK** button.

Note: With respect to the middle name, do not use the traditional **NMN** for those members with no middle name: this will cause the issuance of a government travel card with a middle initial of "N" and cause a subsequent denial of its use for a member so identified. Leave blank.

You will return to the Biographical Details Tab.

5

The Effective Date defaults to the current date. It may be edited to reflect the actual hire date. It cannot currently be future dated.

- Date of Birth: Enter the member’s date of birth.
- Birth Country: Defaults to USA, if incorrect, select the lookup and select the correct Birth Country. If selecting other than USA, other fields may be displayed.
- Birth Location: City/Town of birth.
- Gender: Click the dropdown and select appropriate gender.
- Highest Education Level: Click the dropdown and select education level.
- Marital Status: Click the dropdown and select applicable status.
- Language Code: Click the dropdown and select English.
- National ID: Enter the member’s Social Security Number.

When completed, select the **Contact Information Tab**.

6

The system defaults the first address as Home and the As Of Date is the date of hire.

Select the **Add Address Detail** link.

7

Address History

Address Type: Home

Address History Find First 1 of 1 Last

*Effective Date:	07/17/2014	Address:	
Country:	USA		
*Status:	A		

[Add Address](#)

OK Cancel Refresh

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.

Select the **Add Address** link.

8

Edit Address

Country: United States

Address 1: 1 Lynch Lane

Address 2:

Address 3:

City: Manchester State: NH New Hampshire

Postal: 03801

County: Hillsoboro

OK Cancel

Address 1: Number/street name

Address 2: Not used

Address 3: Not used

City: Enter address city

State: Enter Address state

Postal: Enter Postal Zip code

County: Enter county (if known)

Click the **OK** button.

9

Address History

Address Type: Home

Address History Find First 1 of 1 Last

\*Effective Date: 07/17/2014 Address: 1 Lynch Lane  
Manchester NH 03801

Country: USA

\*Status: A

Add Address

OK Cancel Refresh

The address will display as entered.

Select the **OK** button.

10

Current Addresses Customize Find View All First 1 of 1 Last

Address Type	As Of Date	Status	Address	Edit/View Address Detail
Home	07/17/2014	A	1 Lynch Lane Manchester NH 03801	+

The Home address has been recorded. Click the “+” to add a Mailing Address.

11

Current Addresses Customize Find View All First 1-2 of 2 Last

Address Type	As Of Date	Status	Address	Edit/View Address Detail
Mailing	07/17/2014	A	1 Lynch Lane Manchester NH 03801	+

Click the Address Type drop down and select **Mailing**. Then click the **Add Address Detail** link.

12

Address History

Address Type: Mailing

Address History Find First 1 of 1 Last

\*Effective Date: 07/17/2014 Address:

Country: USA

\*Status: A

Add Address

OK Cancel Refresh

Click the Add Address link.

13

Edit Address

Country: United States

Address 1: 1 Lynch Lane

Address 2:

Address 3:

City: Manchester State: NH New Hampshire

Postal: 03801

County: Hillsboro

OK Cancel

Enter Mailing Address. Address line 2 and 3 are not used. When completed, click the **OK** button.

14

**Address History**

Address Type: Mailing

Address History Find First 1 of 1 Last

\*Effective Date: 07/17/2014 Address: 1 Lynch Lane  
Manchester NH 03801

Country: USA

\*Status: A

Add Address

OK Cancel Refresh

The Mailing address will be listed as entered. Click the OK button.

15

**Current Addresses** Customize | Find | View All | First 1-2 of 2 Last

Address Type	As Of Date	Status	Address	Edit/View Address Detail	
Home	07/17/2014	A	1 Lynch Lane Manchester NH 03801	Edit/View Address Detail	+ -
Mailing	07/17/2014	A	1 Lynch Lane Manchester NH 03801	Edit/View Address Detail	+ -

Click the “+” and repeat steps 10, 11 and 12 to enter a Home of Record as identified on the DD4.

16

Biographical Details Contact Information **Regional** Organizational Relationships

Alexis Arguello Person ID: NEW

**Current Addresses** Customize | Find | View All | First 1-3 of 3 Last

Address Type	As Of Date	Status	Address	Edit/View Address Detail	
Home	07/17/2014	A	1 Lynch Lane Manchester NH 03801	Edit/View Address Detail	+ -
Mailing	07/17/2014	A	1 Lynch Lane Manchester NH 03801	Edit/View Address Detail	+ -
Home of Record	07/17/2014	A	1 Lynch Drive Manchester NH 03801	Edit/View Address Detail	+ -

**Phone Information** Customize | Find | View All | First 1 of 1 Last

\*Phone Type Telephone Extension Preferred

**Email Addresses** Customize | Find | View All | First 1 of 1 Last

Email Type Email Address Preferred

**Instant Message IDs** Customize | Find | View All | First 1 of 1 Last

\*Network ID \*IM Protocol \*IM Domain Preferred

The Phone Information, Email Address and Instant Message IDs are left blank.

Select the **Regional** Tab.

17

Biographical Details Contact Information Regional **Organizational Relationships**

Alexis Arguello Person ID: NEW

Ethnic Group

Regulatory Region: USA United States

Ethnic Group: Black or African American

Primary

**History** Find | View All | First 1 of 1 Last

Effective Date: Military Status:

Date Entitled to Medicare: Military Discharge Date: Edit Discharge Date

Citizenship (Proof 1): Citizenship (Proof 2):

Eligible to Work in U.S.

**Smoker History** Customize | Find | View All | First 1 of 1 Last

\*Smoker \*As of

Click the Ethnic Group lookup and select the appropriate category. If member claims other than one ethnic group, click the “+” button and add Hispanic or Non-Hispanic or for any additional group designation. All other data fields are left blank.

Select the **Organizational Relationship** Tab.

18

Check the **Employee** box, then click the Add Relationship button.

The Employee ID number will be generated and you will automatically navigate to Job Data.

19

You should record the Employee ID number for future reference. If for any reason you do not complete this accession during this session, you use the **Add Employee Instance** link in the SPO pagelet. Enter the Employee ID number and you will be returned to member's Job Data. All previous Job Data entries will have been deleted and will need to be reentered.

**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 Modify a Person or Job Data links.**

The effective date defaults to the current date. This date may be future dated to reflect actual hire date.

Reason: Click the drop down and select New Position.

Enter the appropriate Position Number. For hire as SAOC into the IRR enter 00095687. You may click on the lookup button to search for other position numbers.

Position Entry Date: Date of Hire.

Click the **Override Position Data** button.

19  
cont.

The Regulatory Region, Company, Business Unit, Department, Department Entry Date and Location should default as shown. If they do not, click the lookup button and set them to:

- Regulatory Region: RSV
- Company: ACG
- Business Unit: ENLCG
- Department: 002817
- Department Entry Date: Date of Hire
- Location: Default with data matching Department entered.

Position Number: 00095687 Officer Candidate  
Override Position Data

Position Entry Date: 07/17/2014  
Position Management Record

Regulatory Region: RSV Reservists  
Company: ACG Active CG  
Business Unit: ENLCG Enlisted CG  
Department: 002817 RESERVE PERS MGMT  
Department Entry Date: 07/17/2014  
Location: VA0323 PERSONNEL SERVICE CENTER  
Establishment ID:

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Alexis Arguello Employee Empl ID: 111111 Empl Record: 0

Military Service:

Work Location Find First 1 of 1 Last  
\*Effective Date: 07/17/2014 Go To Row + -  
Effective Sequence: 0 \*Action: Hire  
HR Status: Active Reason: New Position  
Payroll Status: Active \*Job Indicator: Primary Job  
Calculate Status and Dates Current

Position Number: 00095687 Officer Candidate  
Override Position Data

Position Entry Date: 07/17/2014  
Position Management Record

Regulatory Region: RSV Reservists  
Company: ACG Active CG  
Business Unit: ENLCG Enlisted CG  
Department: 002817 RESERVE PERS MGMT  
Department Entry Date: 07/17/2014  
Location: VA0323 PERSONNEL SERVICE CENTER  
Establishment ID: Date Created: 07/17/2014

Last Start Date: 07/17/2014  
Expected Job End Date:

Military  
Reserve Class Code: N w/Svc Oblig not in another Cla  
Component Category: N Not Applicable

Reserve Class Code: Click on the lookup icon and select the appropriate Reserve Class Code. In this example N.

Click on the **Job Information Tab**.

20

Job Code: Should default to 451097 (OSC hire to IRR as SAOC).

Supervisor ID: Enter the Employee ID for the CGHRSUP that will be approving the accession.

Employee Class: Click on the drop-down and select **IRR**.

Click on the **Job Labor Tab**.

21

Labor Agreement: Click on the lookup icon and select **ENL**.  
The **Labor Agreement Entry Dt** will default to date of hire.

Select the Employee Category (in this case IRR)  
Select the Employee Subcategory (TRAYPAY Code J in this example)

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Alexis Arquello Empl ID: 111111  
Employee Empl Record: 0

Military Service:

Labor Information Find First 1 of 1 Last

Effective Date: 07/17/2014 Go To Row  
Effective Sequence: 0 Action: Hire  
HR Status: Active Reason: New Position  
Payroll Status: Active Job Indicator: Primary Job

Current

Bargaining Unit:   
Labor Agreement: ENL Reserve Component Enlisted  
Labor Agreement Entry Dt: 07/17/2014  
Employee Category: IRR Individual Ready Reserve  
Employee Subcategory: J Res Enlisted wait/attend OCS  
Employee Subcategory 2:   
 Position Management Record

Union Code:   
Union Seniority Date:   
Works Council ID:   
Labor Facility ID:   
Entry Date:   
 Stop Wage Progression  
 Pay Union Fee  
 Exempt from Layoff Reason:

Assigned Seniority Dates Customize Find View All First 1-5 of 22 Last

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE				

Scroll down the page to **Assigned Seniority Dates** and select **View All**.

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE			<input type="checkbox"/>	
AD PAY SCALE DATE		07/17/2014	<input type="checkbox"/>	
DEP DATE			<input type="checkbox"/>	
CMA DATE		07/17/2014	<input type="checkbox"/>	
DIEMS DATE		07/17/2014	<input type="checkbox"/>	
RSV DRILL OBLIGATION DATE		07/16/2022	<input type="checkbox"/>	
EXPECTED LOSS DATE		07/16/2022	<input type="checkbox"/>	
JOB FAMILY ENTRY DATE		07/17/2014	<input type="checkbox"/>	
MIL OBLIGATION COMPL DATE		07/16/2022	<input type="checkbox"/>	
PAY ALLOWANCE DATE		07/17/2014	<input type="checkbox"/>	
POINTS SWE DATE			<input type="checkbox"/>	
PAY BASE DATE		07/17/2014	<input type="checkbox"/>	
DATE OF RANK	451097	07/17/2014	<input type="checkbox"/>	
RSV COMP SBP ELECT DATE			<input type="checkbox"/>	
ROTATION DATE			<input type="checkbox"/>	
RSRV ACCESSION CLASS DATE		07/17/2014	<input type="checkbox"/>	
RSV ANNIVERSARY DATE		07/17/2014	<input type="checkbox"/>	
RSV ELIGIBILITY DATE			<input type="checkbox"/>	
RSV INITIATION DATE		07/17/2014	<input type="checkbox"/>	
RESERVE LETTER DATE			<input type="checkbox"/>	
RTB ELIGIBILITY DATE			<input type="checkbox"/>	
RTB LETTER DATE			<input type="checkbox"/>	
RTB LETTER RESPONSE DATE			<input type="checkbox"/>	

Only enter dates as indicated. All other fields are blank.

- Active duty Base Date: Leave Blank
- AD Pay Scale Date: Date of Enlistment Contract
- CMA Date: (Per situation IAW Ch 3 PAYMAN)
- DIEMS Date: Date Initial Entry Military Service (any component)
- RSV Drill Obligation: Not applicable
- Expected Loss Date: 8 years from DIEMS (minus 1 day)
- Job Family Entry Date: Date of Enlistment Contract
- Mil Obligation Completion date: 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP)
- Pay Allowance Date: Date of Enlistment Contract
- Pay Base Date: Date member departs on RSV IADT orders to OCS. If rehiring without a break in service, use the existing PBD from previous job row. If rehiring with a break in service: Date of Oath of Office. A Statement of Creditable Service (SOCS) request must be sent to PPC (ADV). Any necessary adjustments will take place via the SOCS process (see Email ALSPO B/15)
- Date of Rank: Date of Enlistment Contract
- RSV Anniversary Date: Date of Enlistment Contract (or date of initial entry if continuous military service)
- RSV Initiation Date: Date of Enlistment Contract

**If member has prior military service:**

- Expected Loss Date may be 4-7 years (minus 1 day). If prior Officer (non Warrant Officer), loss date will be less any prior commission time served in any branch or component.
- Reserve Anniversary date will be original military entry date if there is NO break in military service.
- Military Obligation Completion date: Completion date if member has no MSO remaining)

Click on the **Payroll Tab**.

24

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Alexis Arguello  
Employee

Empl ID: 1111111  
Empl Record: 0

Military Service:

Payroll Information Find First 1 of 1 Last  
Go To Row

Effective Date: 07/17/2014  
Effective Sequence: 0 Action: Hire  
HR Status: Active Reason: New Position  
Payroll Status: Active Job Indicator: Primary Job Current

Payroll System: Global Payroll

Global Payroll  
Pay Group: USCG STG USCG AD Staging Paygroup

Setting  
 Use Pay Group Eligibility  
 Use Pay Group Rate Type  
 Use Pay Group As Of Date

Holiday Schedule:  
Eligibility Group:  
Exchange Rate Type:  
Use Rate As Of:

Should default to USCG STG, if not, click the Pay Group lookup icon and select USCG STG.

Click on the **Salary Plan** Tab.

25

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Alexis Arguello  
Employee

Empl ID: 1111111  
Empl Record: 0

Military Service:

Salary Plan Find View All First 1 of 1 Last  
Go To Row

Effective Date: 07/17/2014  
Effective Sequence: 0 Action: Hire  
HR Status: Active Reason: New Position  
Payroll Status: Active Job Indicator: Primary Job Current

Rank: Rank Entry Date: [5]  
Worn Rank:  
Worn Rank Type:  
Skill Grade:

Salary Admin Plan: ENL  
Grade: E2 Grade Entry Date: 07/17/2014 [5]  
Step: 1 Step Entry Date: 07/17/2014 [5]

Includes Wage Progression Rule

Salary Admin Plan: Should default to **ENL**. If not, click on the lookup icon and select ENL.

Grade: Defaults to Pay Grade based on Job Code entered on the Job Information Tab. If member is being accessed at a different grade, click the lookup icon and select the appropriate Grade. In this example E2 based on SAOC Job Code.

Step: Enter the appropriate step.

Grade Entry Date: Will default to date of hire

Step Entry Date: Will default to date of hire.

If Prior Military Service: Click on the Step lookup icon and select the appropriate step. The step corresponds to a member's longevity for pay purposes. In this example 1 = less than 2 years military service, then Tab.

Click on the **Compensation** Tab.

26

Work Location Job Information Job Labor Payroll Salary Plan Compensation

**Alexis Arguello**  
Employee  
Empl ID: 1111111  
Empl Record: 0

Military Service: [Dropdown]

Compensation Find First 1 of 1 Last  
Go To Row

Effective Date: 07/17/2014  
Effective Sequence: 0 Action: Hire  
HR Status: Active Reason: New Position  
Payroll Status: Active Job Indicator: Primary Job Current

Compensation Rate: 1,716.90 USD \*Frequency: M Monthly

Comparative Information

Pay Rates

**Default Pay Components** Contract Change Prorate Option

Pay Components Customize Find First 1 of 1 Last

Amounts	Controls	Changes	Conversion	FFR					
*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group		
1 BASIC	0	1,716.900000	USD	M					

Calculate Compensation

Job Data **Employment Data** Benefits Program Participation

Click on the **Default Pay Components** button. This will update the **Compensation Rate** data.

Click the **Employment Data** link.

27

Employment Information

**Alexis Arguello**  
Employee  
Empl ID: 1111111  
Empl Record: 0

Military Service: [Dropdown]

Organizational Instance

Organizational Instance Rod: 0 Original Start Date: [ ] Override  
Last Start Date: [ ] First Start Date: [ ]  
Termination Date: [ ] Years Months Days  
Org Instance Service Date: [ ] Override 0 0 0

Organizational Assignment Data

Instance Record

Last Assignment Start Date: 07/17/2014 First Assignment Start: 07/17/2014  
Assignment End Date: [ ]  
Home/Host Classification: Home Years Months Days  
Company Seniority Date: [ ] Override 0 0 0  
Benefits Service Date: [ ] Override 0 0 0  
Seniority Pay Calc Date: [ ] Override 0 0 0  
Probation Date: [ ]  
Professional Experience Date: [ ] Last Verification Date: [ ]  
Business Title: Officer Candidate Position Phone: [ ]

Military

USA

Owns 5% (or More) of Company  
Appointment End Date: [ ] Term of Enlistment: [ ]  
 Accrue Tenure Services FTE for Tenure Accrual: [ ]  
Sponsor Code: [ ] FTE for Flex Service Accrual: [ ]

Job Data Employment Data **Benefits Program Participation**

This is an information-only page: do not enter Term of Enlistment (this will be accomplished in **Contract Data**).

Click the **Benefits Program Participation** link.

28

**Benefit Program Participation**

Alexis Arguello  
Employee

Empl ID: 1111111  
Empl Record: 0

Military Service:

**Benefit Status** Find First 1 of 1 Last

Benefit Record Number: 0

Effective Date: 07/17/2014

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active Job Indicator: Primary Job

\*Benefits System: Not Managed in PeopleSoft Benefits Employee Status: Active

Annual Benefits Base Rate:  USD

**Benefits Administration Eligibility**

BAS Group ID:

Elig Fld 1:  Elig Fld 2:  Elig Fld 3:

Elig Fld 4:  Elig Fld 5:  Elig Fld 6:

Elig Fld 7:  Elig Fld 8:  Elig Fld 9:

**Benefit Program Participation** Find View All First 1 of 1 Last

\*Effective Date: 07/17/2014  Currency Code: USD

\*Benefit Program: ACG  CG/NOAA Active Deduction Prog

Benefit Program: Click the lookup icon and select **ACG**.

Effective Date: If you are completing the Job Data **AFTER** the effective date of hire, you need to change the date to the date of hire.

Click the **Job Data** link.

29

**Work Location** Job Information Job Labor Payroll Salary Plan Compensation

Alexis Arguello  
Employee

Empl ID: 1111111  
Empl Record: 0

Military Service:

**Work Location** Find First 1 of 1 Last

\*Effective Date: 07/17/2014

Effective Sequence: 0 \*Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active \*Job Indicator: Primary Job

Position Number: 00095687  Officer Candidate

Position Entry Date: 07/17/2014

Position Management Record

Regulatory Region: RSV Reservists

Company: ACG Active CG

Business Unit: ENL CG Enlisted CG

Department: 002817 RESERVE PERS MGMT

Department Entry Date: 07/17/2014

Location: VA0323 PERSONNEL SERVICE CENTER

Establishment ID:  Date Created: 07/17/2014

Last Start Date: 07/17/2014

Expected Job End Date:

**Military**

Reserve Class Code: N  w/Svc Oblig not in another Cla

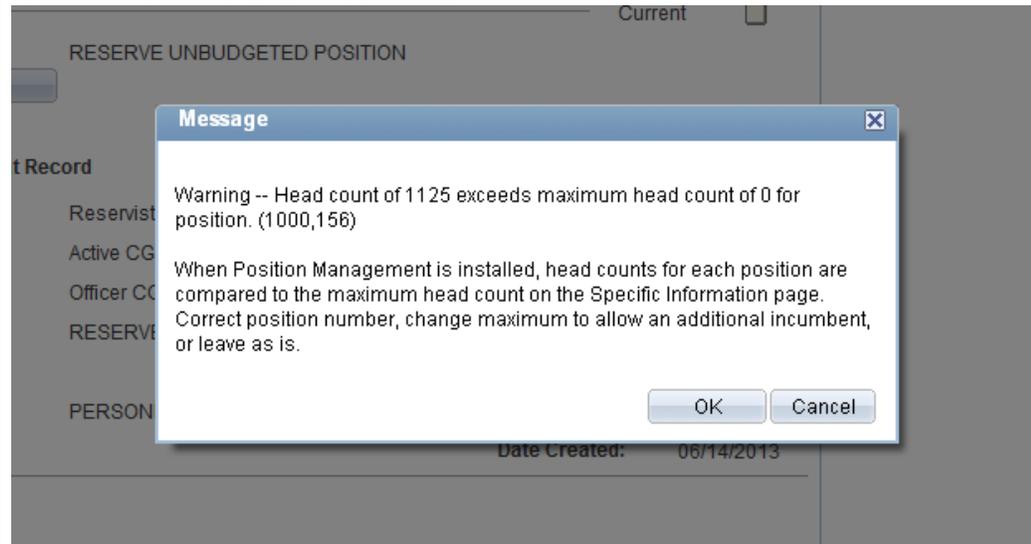
Component Category: N  Not Applicable

Click the **OK** button.

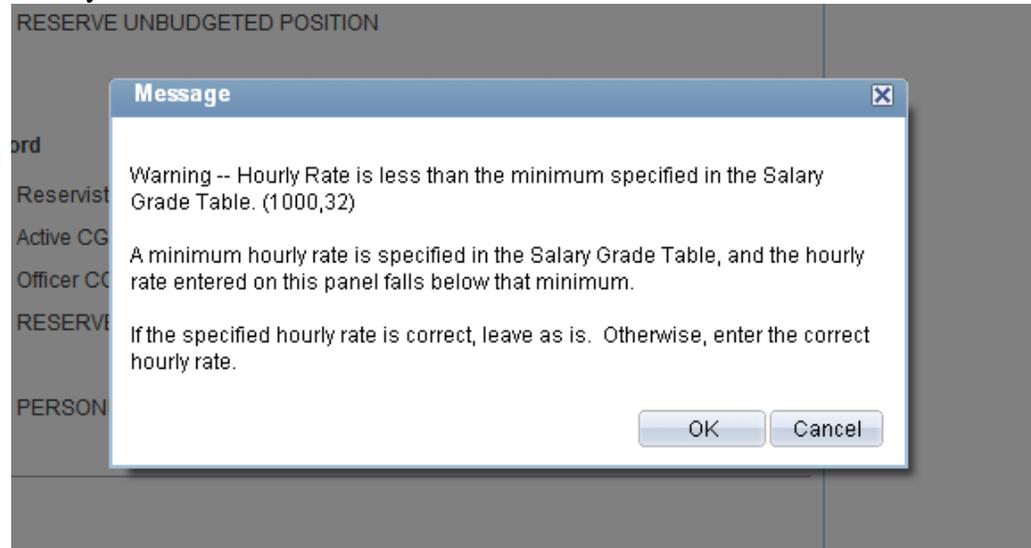
30

You will receive several “Warning” messages:

Head Count – Click the OK button.

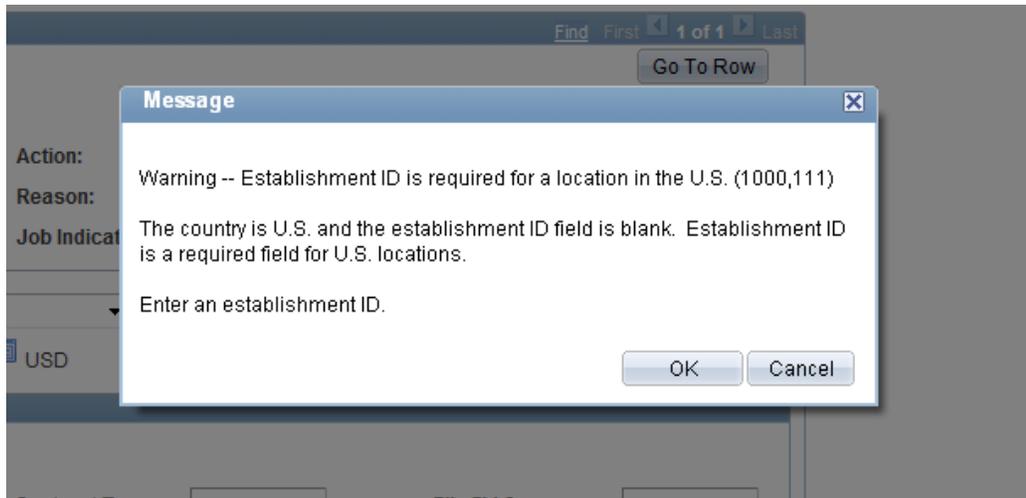


Hourly Rate – Click the OK button.



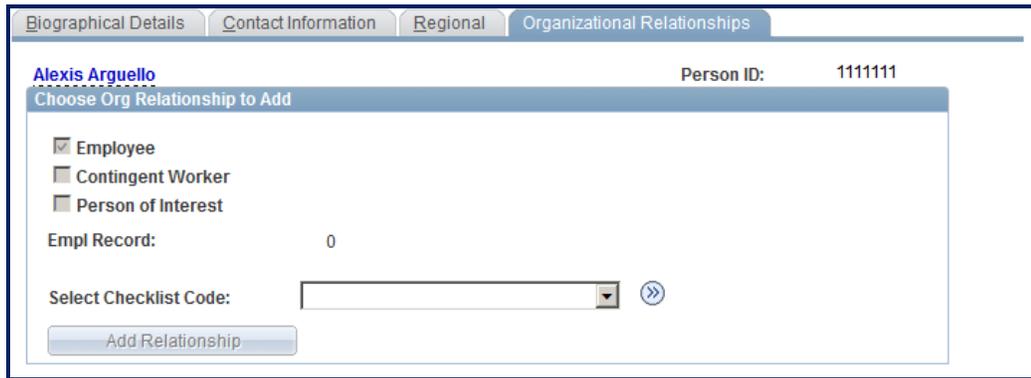
30  
cont.

Establishment ID Click the OK button.



31

After a successful Save you will be returned to the Organizational Relationships Tab.



# Accession Approval

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**Introduction** This section provides the procedure for approving an accession.

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**Discussion** SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession.

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## Procedure

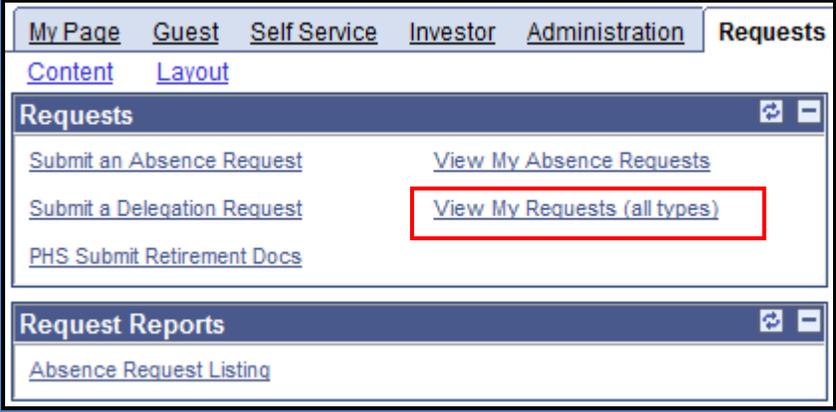
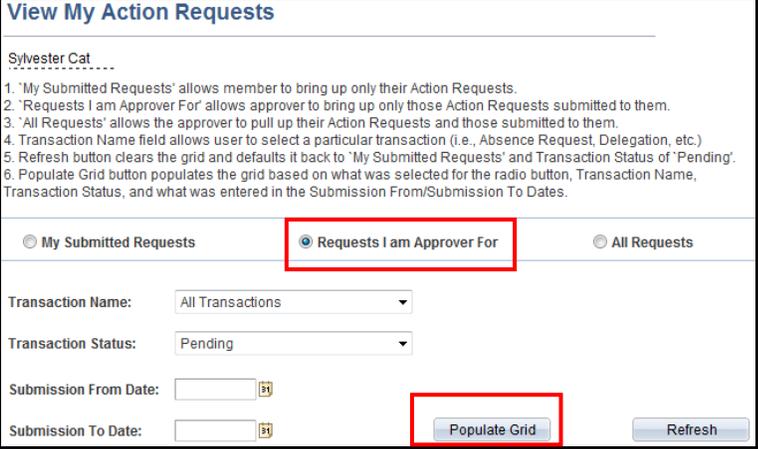
Step	Action
1	 <p>The screenshot shows a window titled "HR Data Shortcuts" with a dark blue header. Below the header, there are two columns of links. The first column contains "Personal Information", "Dependent Information", "Email Address", and "Add Employment Instance". The second column contains "Job Data", "Search by SSN", and "Find an Employee". The "Personal Information" and "Job Data" links are highlighted with red boxes.</p> <p><b>As approver you should review/audit the accession process prior to approval.</b></p> <p>From the Portal Page you click the <b>Personal Information</b> and <b>Job Data</b> links for review/audit. Once you have completed review, follow the procedures below for approval.</p> <p>From the Portal Page, select <b><u>Requests</u></b> located at the top of the page.</p>

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*Continued on next page*

# Accession Approval, Continued

Discussion (continued)

Step	Action
2	 <p>Click the <b>View My Requests (all types)</b> link.</p>
3	 <p>Select the Requests I am Approval For radio button.</p> <p>The Transaction Name and Transaction Status defaults for all pending transactions. You may click the drop down to narrow your search parameters.</p> <p>Click the <b>Populate Grid</b> button.</p>

Continued on next page

# Accession Approval, Continued

## Discussion (continued)

Step	Action																																
4	<div data-bbox="349 562 1375 1144"> <h3>View My Action Requests</h3> <p>Sylvester Cat</p> <ol style="list-style-type: none"> <li>1. 'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <input type="radio"/> My Submitted Requests              <input checked="" type="radio"/> Requests I am Approver For              <input type="radio"/> All Requests         </div> <p>Transaction Name: <input type="text" value="All Transactions"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text" value=""/></p> <p>Submission To Date: <input type="text" value=""/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/>              <input type="button" value="Refresh"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>AccessionHire</td> <td>Pending</td> <td>Eusebio Pedroza</td> <td>1234567</td> <td>Mickey Mouse</td> <td>Sylvester Cat</td> <td>06/18/2013</td> <td><a href="#">Approve/Deny</a></td> </tr> <tr> <td>AccessionHire</td> <td>Pending</td> <td>Brad Majors</td> <td>1112223</td> <td>Goofy Dog</td> <td>Sylvester Cat</td> <td>05/24/2013</td> <td><a href="#">Approve/Deny</a></td> </tr> <tr> <td>AccessionHire</td> <td>Pending</td> <td>Janet Weiss</td> <td>2223334</td> <td>Daffy Duck</td> <td>Sylvester Cat</td> <td>05/23/2013</td> <td><a href="#">Approve/Deny</a></td> </tr> </tbody> </table> </div> <p>A listing of all accessions you have been identified for approval will be displayed.</p> <p>Select <b>Approve/Deny</b> for the member you are approving.</p>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	AccessionHire	Pending	Eusebio Pedroza	1234567	Mickey Mouse	Sylvester Cat	06/18/2013	<a href="#">Approve/Deny</a>	AccessionHire	Pending	Brad Majors	1112223	Goofy Dog	Sylvester Cat	05/24/2013	<a href="#">Approve/Deny</a>	AccessionHire	Pending	Janet Weiss	2223334	Daffy Duck	Sylvester Cat	05/23/2013	<a href="#">Approve/Deny</a>
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# Accession Approval, Continued

Discussion (continued)

Step	Action
5	<div data-bbox="337 562 1347 1423"> <h3>Action Request</h3> <p><b>Approval/SOD for Accessions</b></p> <p>Darth Vader</p> <ul style="list-style-type: none"> <li>Review hire data in the Request Information box.</li> <li>To approve a Hire Request, press the Approve button.</li> <li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li> <li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Request Details</b></p> <p>Employee ID: 1234567</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Request Approvers</b></p> <p>Approver: 7654321 Sylvester Cat</p> </div> <p>Comment: <input style="width: 400px; height: 20px;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> </p> <p><b>Accessions Hire Approval</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Delegation Approval Process: Pending <a href="#">View/Hide Comments</a></p> <p>One Approval level</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p> Sylvester Cat Initial Approve Action Request</p> </div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Comment History</p> <p><b>Mickey Mouse at 05/18/2013 - 2:55 PM</b></p> <p><a href="#">View History</a></p> </div> </div>
	<p>You can now either Approve or Deny the accession. You may enter any comments for the review by the person who submitted the accession for approval.</p> <p>Select either <b>Approve</b> or <b>Deny</b>.</p>

*Continued on next page*

# Accession Approval, Continued

Discussion (continued)

Step	Action
6	<div data-bbox="360 562 1230 1291"> <p><b>Action Request</b></p> <p><u>Approval/SOD for Accessions</u></p> <p>Darth Vader</p> <ul style="list-style-type: none"> <li>Review hire data in the Request Information box.</li> <li>To approve a Hire Request, press the Approve button.</li> <li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li> <li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li> </ul> <p><b>Request Details</b></p> <p>Employee ID: 1234567</p> <p><b>Request Approvers</b></p> <p>Approver: 7654321 Sylvester Cat</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p><b>Accessions Hire Approval</b></p> <p>Delegation Approval Process: <b>Approved</b></p> <p>One Approval level</p> <p><b>Approved</b></p> <p>✓ Sylvester Cat Initial Approve Action Request 06/24/13 - 12:39 PM</p> <p><b>Comment History</b></p> <p>Mickey Mouse at 05/18/2013 - 2:55 PM <a href="#">View History</a></p> </div> <p>If Approved, the Approve/Deny buttons will gray out after system saves the approval.</p> <p>You can now click on the “X” at the top of the document to close this page and repeat the process for the next accession.</p>

# Accessions – Contract Data

**Introduction** This section provides the procedure for completing the contract of an OCS member

**Procedure** Follow these steps to complete the contract of an OCS member

Step	Action
1	 <p>From the portal Page, navigate to Contract Data found on the Career Management pagelet</p>
2	 <p>Click on <b>Add a New Value</b></p>

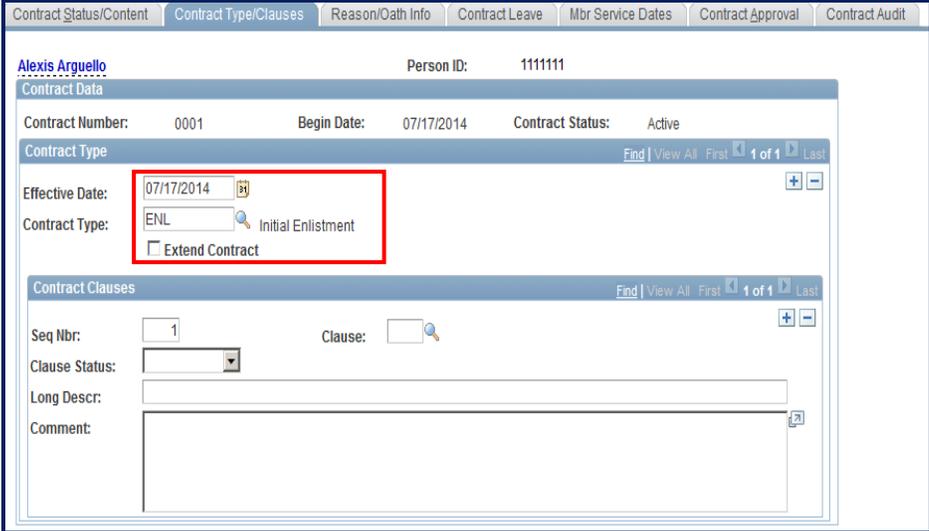
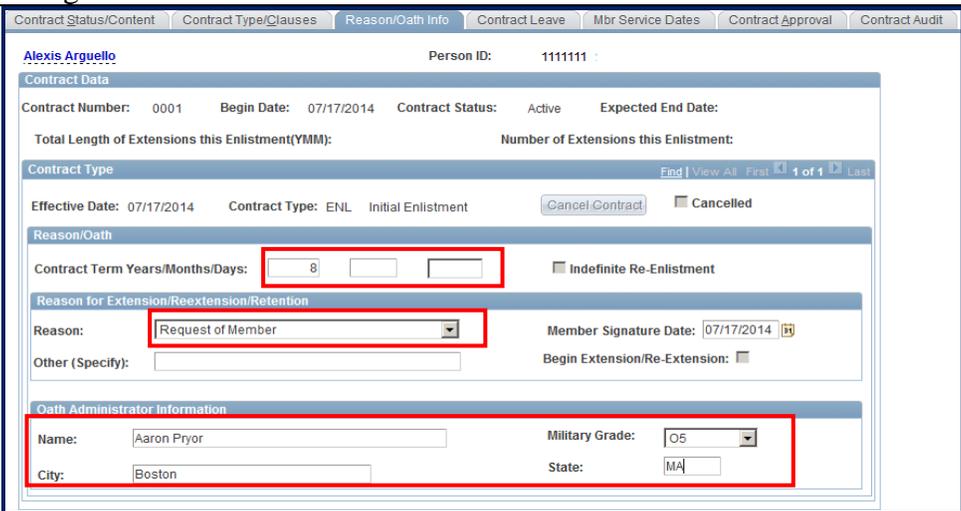
*Continued on next page*

## Accessions – Contract Data, Continued

Step	Action
3	<div data-bbox="386 386 984 814" data-label="Form"> </div> <p data-bbox="375 856 1114 951">Enter <b>EMPLID</b> and <b>Contract Number</b> (First contract = 0001) Click <b>Add</b> You will be navigated to <b>Contract Status/Content</b></p>
4	<div data-bbox="375 957 1174 1444" data-label="Form"> </div> <p data-bbox="358 1482 1318 1642">Contract Status/Content page will appear with Contract Number (in this case 001) Ensure Contract Begin Date is appropriate date Alter Regulatory Region to appropriate region (in this case AD) <b>A Contract Content statement is required</b> Navigate to <b>Contract Type/Clauses</b></p>

*Continued on next page*

## Accessions – Contract Data, Continued

Step	Action
5	 <p>Enter appropriate Contract Type from the drop-down            Effective date should default correctly            Under Contract Clauses you may select <b>Clause status (optional/required)</b> and            Enter any contractual specific comments            Navigate to <b>Reason/Oath Info</b></p>
6	 <p>Enter Contract Term Years/Months/Days (in this case 8 years)            Select a <b>Reason</b> from the drop-down and Select <b>Member Signature Date</b> (date contract signed) Add <b>Name of Oath Administrator</b> and applicable <b>Military Grade</b> and <b>City/State</b> where contract was administered.            Navigate to <b>Contract Leave</b> tab</p>

## Accessions – Contract Data, Continued

Step	Action																																																
7	<div data-bbox="324 346 1209 871" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Contract Status/Content    Contract Type/Clauses    Reason/Oath Info    <b>Contract Leave</b>    Mbr Service Dates    Contract Approval</p> <p>Alexis Arguello <span style="float: right;">Person ID: 1111111</span></p> <p><b>Contract Data</b></p> <p>Contract Number: 0001    Begin Date: 07/17/2014    Contract Status: Active</p> <p><b>Leave Balances</b></p> <p>Leave Balance:    Cumulative Sold Leave:    As of:</p> <p><b>Contract Type</b> <span style="float: right;">Find   View All   First 1 of 1 Last</span></p> <p>Effective Date: 07/17/2014</p> <p>Contract Type: ENL    Initial Enlistment</p> <p><b>Leave Disposition</b> <span style="float: right;">View All   First Last</span></p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>Total Leave to Sell (Days): <input type="text"/></p> </div> </div> <p>Enter any leave to be sold                      Navigate to Mbr Service Dates</p>																																																
8	<div data-bbox="324 945 876 1648" style="border: 1px solid black; padding: 5px;"> <p><b>Assigned Seniority Dates</b> <span style="float: right;">Customize   View 12   1-23 of 23   First Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Seniority Date</th> <th style="text-align: left;">Labor Seniority Date</th> </tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td></td></tr> <tr><td>AD PAY SCALE DATE</td><td>07/17/2014</td></tr> <tr><td>DEP DATE</td><td></td></tr> <tr><td>CMA DATE</td><td>07/17/2014</td></tr> <tr><td>DIEMS DATE</td><td>07/17/2014</td></tr> <tr><td>RSV DRILL OBLIGATION DATE</td><td>07/16/2022</td></tr> <tr><td>EXPECTED LOSS DATE</td><td>07/16/2022</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>07/17/2014</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>07/16/2022</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>07/17/2014</td></tr> <tr><td>POINTS SWE DATE</td><td></td></tr> <tr><td>PAY BASE DATE</td><td>07/17/2014</td></tr> <tr><td>DATE OF RANK</td><td>07/17/2014</td></tr> <tr><td>RSV COMP SBP ELECT DATE</td><td></td></tr> <tr><td>ROTATION DATE</td><td></td></tr> <tr><td>RSRV ACCESSION CLASS DATE</td><td>07/17/2014</td></tr> <tr><td>RSV ANNIVERSARY DATE</td><td>07/17/2014</td></tr> <tr><td>RSV ELIGIBILITY DATE</td><td></td></tr> <tr><td>RSV INITIATION DATE</td><td>07/17/2014</td></tr> <tr><td>RESERVE LETTER DATE</td><td></td></tr> <tr><td>RTB ELIGIBILITY DATE</td><td></td></tr> <tr><td>RTB LETTER DATE</td><td></td></tr> <tr><td>RTB LETTER RESPONSE DATE</td><td></td></tr> </tbody> </table> </div> <p>Click <b>View All</b> on <b>Assigned Seniority Dates</b>                      Note: these dates should concur with dates set during the ACCESSION process; if not, return to Job Data and <u>verify the dates entered during the ACCESSION process</u> are entered correctly.                      Navigate to <b>Contract Approval</b></p>	Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE		AD PAY SCALE DATE	07/17/2014	DEP DATE		CMA DATE	07/17/2014	DIEMS DATE	07/17/2014	RSV DRILL OBLIGATION DATE	07/16/2022	EXPECTED LOSS DATE	07/16/2022	JOB FAMILY ENTRY DATE	07/17/2014	MIL OBLIGATION COMPL DATE	07/16/2022	PAY ALLOWANCE DATE	07/17/2014	POINTS SWE DATE		PAY BASE DATE	07/17/2014	DATE OF RANK	07/17/2014	RSV COMP SBP ELECT DATE		ROTATION DATE		RSRV ACCESSION CLASS DATE	07/17/2014	RSV ANNIVERSARY DATE	07/17/2014	RSV ELIGIBILITY DATE		RSV INITIATION DATE	07/17/2014	RESERVE LETTER DATE		RTB ELIGIBILITY DATE		RTB LETTER DATE		RTB LETTER RESPONSE DATE	
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# Accessions – Contract Data, Continued

9

Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | **Contract Approval**

[Alexis Arguello](#) Person ID: 1111111

**Contract Data**

Contract Number: 0001      Begin Date: 07/17/2014      Contract Status: Active

**Contract Type** [Find](#) | [View All](#) | First **1 of 1** Last

Effective Date: 07/17/2014      Contract Type: ENL      Initial Enlistment

**Route for Approval**

Approval Type:

Approver:

Dept of Approving SPO: 000210  CG AIRSTA DETROIT

Approval Status:

Approval Date:

Click on **Submit for Approval** and approval will be routed to **Approving SPO**

# Contract Approval

**Introduction** This section provides the procedure for approving a contract.

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

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**Procedure** Follow these steps to approve a contract

Step	Action
1	 <p>Approver should select Requests</p>
2	 <p>Select View My Requests (all types)</p>
3	 <p>Select <b>Requests I am Approver For</b> and <b>Populate Grid</b></p>
4	 <p>Click on <b>Approve/Deny</b></p>

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*Continued on next page*

# Contract Approval, Continued

Step	Action																				
5	<div data-bbox="552 445 1255 966"> <p><b>Action Request</b></p> <p><b>Contract Approval</b></p> <p><a href="#">Arguello, Alexis Bohorquez</a></p> <p>1. Please verify the contract data and leave disposition information.                  2. If Changes are needed, enter details about changes in the Comments field.                  3. Click Approve or Deny button</p> <p><b>Request Details</b></p> <table border="0"> <tr> <td>Contract Number: 0001</td> <td>Contract Type: ENL</td> </tr> <tr> <td>Contract Status: A</td> <td>Contract Effdt: 07/17/2014</td> </tr> <tr> <td>Contract Begin Dt: 07/17/2014</td> <td></td> </tr> <tr> <td>Expected End Dt: 07/16/2022</td> <td></td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p><b>Request Information</b></p> <table border="0"> <tr> <td>Contract Term: 8 Years</td> <td>Mbr Signature Date: 07/17/2014</td> </tr> <tr> <td>Reason: Request of Member</td> <td>SRB Entitlement:</td> </tr> <tr> <td>Num Extensions: 0</td> <td>EXT Tour Length:</td> </tr> <tr> <td>Expect AD TermDt:</td> <td>Expected Loss Date: 07/16/2022</td> </tr> <tr> <td>Leave Balance: 0</td> <td>Cumulative Sold: 0</td> </tr> <tr> <td>Total Leave Sell:</td> <td></td> </tr> </table> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> </div> <p>Enter comments and click Approve or Deny                      Note: selecting Deny returns contract to HRS user</p>	Contract Number: 0001	Contract Type: ENL	Contract Status: A	Contract Effdt: 07/17/2014	Contract Begin Dt: 07/17/2014		Expected End Dt: 07/16/2022		Contract Term: 8 Years	Mbr Signature Date: 07/17/2014	Reason: Request of Member	SRB Entitlement:	Num Extensions: 0	EXT Tour Length:	Expect AD TermDt:	Expected Loss Date: 07/16/2022	Leave Balance: 0	Cumulative Sold: 0	Total Leave Sell:	
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Leave Balance: 0	Cumulative Sold: 0																				
Total Leave Sell:																					
6	<div data-bbox="552 1060 1198 1360"> <p><b>Contract Approval</b></p> <p>Contract Approval: <b>Approved</b></p> <p>One Level Approval</p> <div data-bbox="600 1197 803 1339" style="border: 1px solid red; padding: 5px;"> <p><b>Approved</b></p> <p>✓ Edwin C. Rosario</p> <p>SPO Approvers Deptid</p> <p>07/18/14 - 10:53 AM</p> </div> </div> <p>Contract is approved. Member is fully Accessed into USCG</p>																				