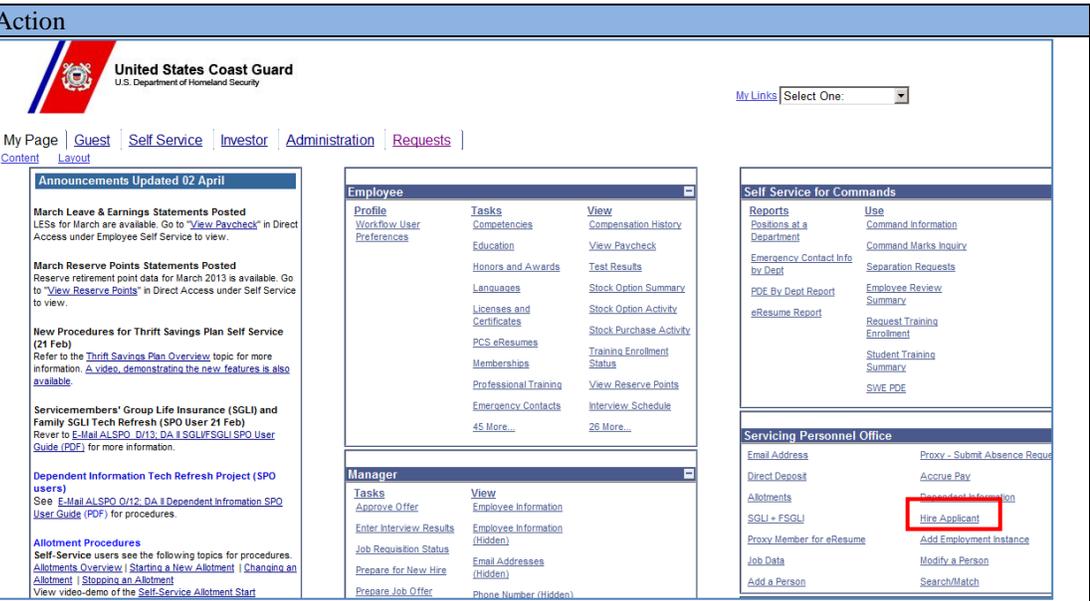
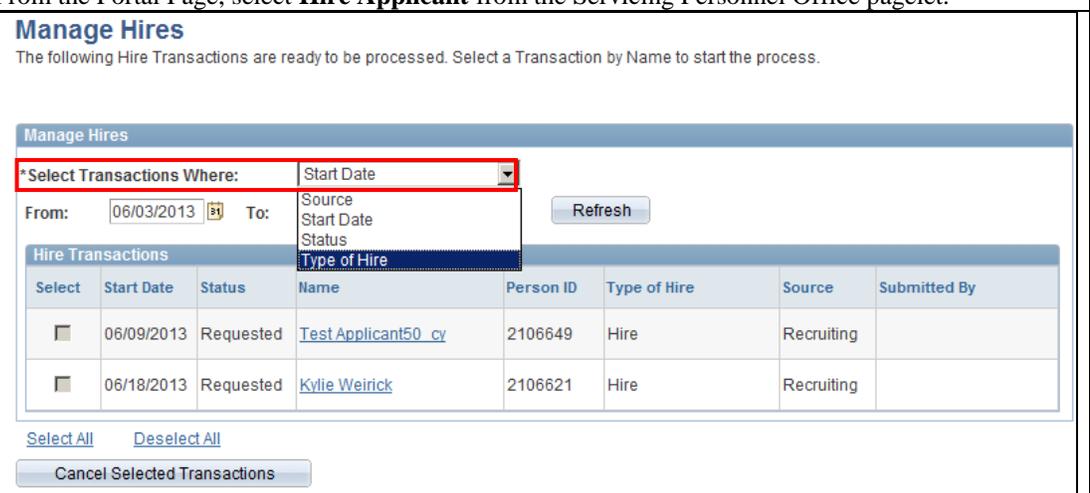


# HIRE - Cape May from CGRC

**Procedure** Follow these steps to process a new accession.

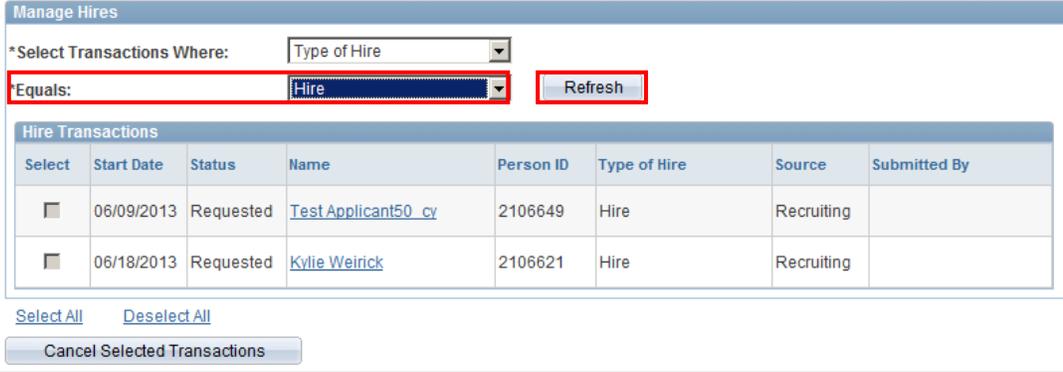
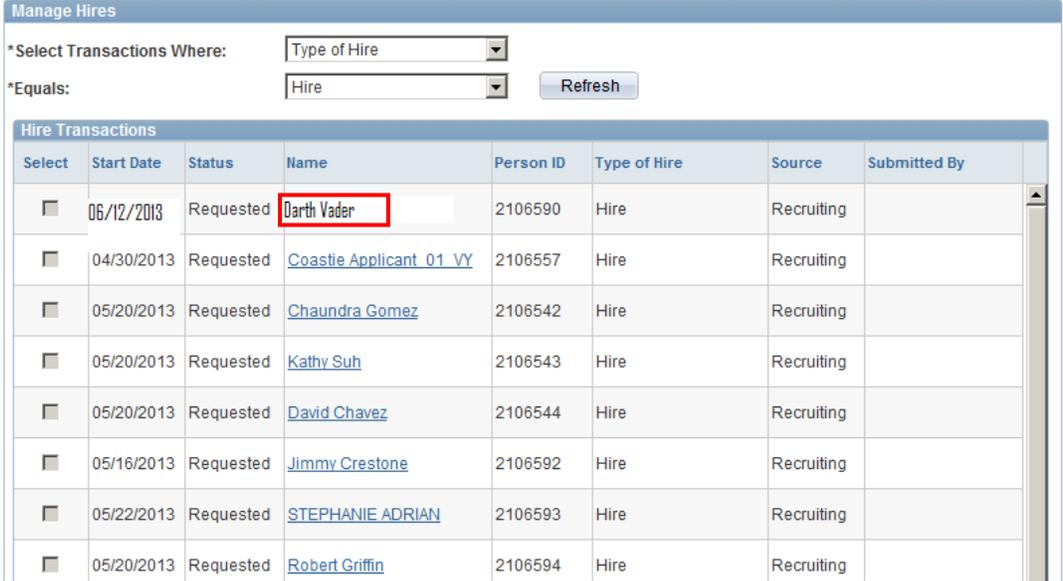
Step	Action																								
1	 <p>The screenshot shows the United States Coast Guard Self-Service portal. The 'Servicing Personnel Office' section contains a 'Hire Applicant' link, which is highlighted with a red box. Other visible links include 'Email Address', 'Direct Deposit', 'Allotments', 'SGLI + FSGLI', 'Proxy Member for eResume', 'Job Data', and 'Add a Person'.</p>																								
2	<p>From the Portal Page, select <b>Hire Applicant</b> from the Servicing Personnel Office pagelet.</p>  <p>The 'Manage Hires' page displays a list of applicants ready for processing. A red box highlights the 'Type of Hire' dropdown menu, which is currently set to 'Type of Hire'. Below the dropdown is a table of hire transactions:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Start Date</th> <th>Status</th> <th>Name</th> <th>Person ID</th> <th>Type of Hire</th> <th>Source</th> <th>Submitted By</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>06/09/2013</td> <td>Requested</td> <td><a href="#">Test Applicant50 cy</a></td> <td>2106649</td> <td>Hire</td> <td>Recruiting</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>06/18/2013</td> <td>Requested</td> <td><a href="#">Kylie Weirick</a></td> <td>2106621</td> <td>Hire</td> <td>Recruiting</td> <td></td> </tr> </tbody> </table> <p>Buttons at the bottom include 'Select All', 'Deselect All', and 'Cancel Selected Transactions'.</p>	Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By	<input type="checkbox"/>	06/09/2013	Requested	<a href="#">Test Applicant50 cy</a>	2106649	Hire	Recruiting		<input type="checkbox"/>	06/18/2013	Requested	<a href="#">Kylie Weirick</a>	2106621	Hire	Recruiting	
Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By																		
<input type="checkbox"/>	06/09/2013	Requested	<a href="#">Test Applicant50 cy</a>	2106649	Hire	Recruiting																			
<input type="checkbox"/>	06/18/2013	Requested	<a href="#">Kylie Weirick</a>	2106621	Hire	Recruiting																			

The Manage Hires page displays a list of applicants that are ready to be processed. This list can be sorted by selecting **Type of Hire** from the **Select Transactions Where** pull down menu.

*Continued on next page*

# HIRE - Cape May from CGRC, Continued

Procedure (continued)

Step	Action
3	<p><b>Manage Hires</b> The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.</p>  <p>The <b>Equals</b> pull down should default to <b>Hire</b>, if not, select <b>Hire</b>.</p> <p>Once the selections are made, click the <b>Refresh</b> button to update the list of <b>Hire Transactions</b>.</p>
4	<p><b>Manage Hires</b> The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.</p>  <p>To process a <b>Hire Transaction</b> click on the <b>Name</b> link to be navigated to the <b>Manage Hires Detail</b> page.</p>

*Continued on next page*

# HIRE - Cape May from CGRC, Continued

Procedure (continued)

Step	Action																										
5	<div data-bbox="363 426 545 457" data-label="Section-Header"> <p><a href="#">Manage Hires</a></p> </div> <div data-bbox="363 470 704 506" data-label="Section-Header"> <p><b>Manage Hires Detail</b></p> </div> <div data-bbox="363 520 472 554" data-label="Text"> <p>Darth Vader</p> </div> <p data-bbox="354 611 1122 636">The Start Date entered on this page will be used as the Effective Date for Job.</p> <div data-bbox="363 674 1419 1255" data-label="Form"> <table border="1"> <thead> <tr> <th colspan="2">Job</th> </tr> </thead> <tbody> <tr> <td>Recruiter Name:</td> <td></td> </tr> <tr> <td>Job Opening ID:</td> <td>152041</td> </tr> <tr> <td>Job Opening:</td> <td>Regular Non-Prior Service</td> </tr> <tr> <td>Position:</td> <td>BASIC RECRUIT</td> </tr> <tr> <td>Job Code:</td> <td>Seaman Recruit</td> </tr> <tr> <td>Business Unit:</td> <td>Enlisted CG</td> </tr> <tr> <td>Department:</td> <td></td> </tr> <tr> <td>Applicant Type:</td> <td></td> </tr> <tr> <td>*Type of Hire:</td> <td>Hire</td> </tr> <tr> <td>*Desired Start Date:</td> <td>06/12/2013 </td> </tr> <tr> <td>Empl ID:</td> <td><input type="text"/> <a href="#">View Person Org Summary</a></td> </tr> <tr> <td colspan="2">Employee ID Not Verified</td> </tr> </tbody> </table> </div> <p data-bbox="334 1262 1435 1323">The <b>Manage Hires Detail</b> page displays the applicant's job information which has been filled in by the recruiter. The fields marked with an asterisk are required fields.</p> <p data-bbox="334 1356 1105 1381"><b>Type of Hire:</b> should be defaulted to <b>Hire</b> for non prior CG employees.</p> <p data-bbox="334 1415 1435 1476"><b>Desired Start Date:</b> This should be defaulted to the date of hire. If not, it may be changed by using the calendar icon.</p> <p data-bbox="334 1509 1338 1570"><b>EMPLID:</b> This field is blank and will be generated once the <b>Manage Hires</b> process has been completed.</p>	Job		Recruiter Name:		Job Opening ID:	152041	Job Opening:	Regular Non-Prior Service	Position:	BASIC RECRUIT	Job Code:	Seaman Recruit	Business Unit:	Enlisted CG	Department:		Applicant Type:		*Type of Hire:	Hire	*Desired Start Date:	06/12/2013 	Empl ID:	<input type="text"/> <a href="#">View Person Org Summary</a>	Employee ID Not Verified	
Job																											
Recruiter Name:																											
Job Opening ID:	152041																										
Job Opening:	Regular Non-Prior Service																										
Position:	BASIC RECRUIT																										
Job Code:	Seaman Recruit																										
Business Unit:	Enlisted CG																										
Department:																											
Applicant Type:																											
*Type of Hire:	Hire																										
*Desired Start Date:	06/12/2013 																										
Empl ID:	<input type="text"/> <a href="#">View Person Org Summary</a>																										
Employee ID Not Verified																											

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# HIRE - Cape May from CGRC, Continued

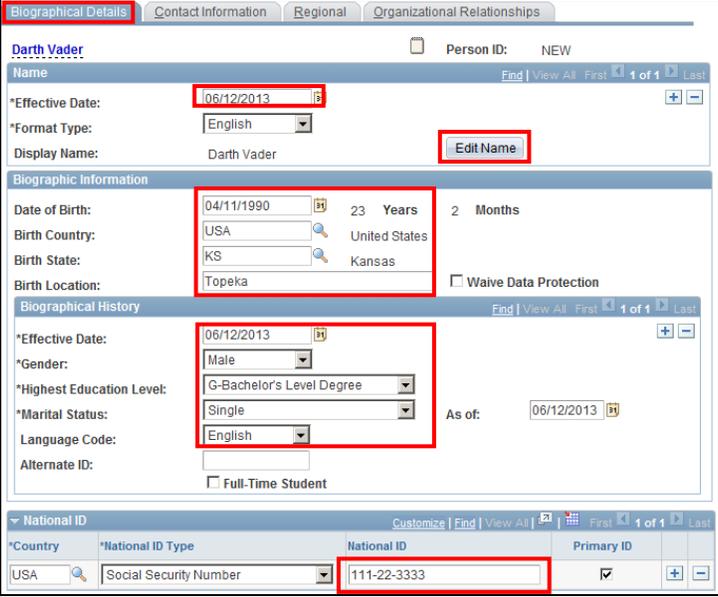
Procedure (continued)

Step	Action
5	<div data-bbox="354 405 1414 1039"><p><b>Org Instance</b></p><p><input checked="" type="radio"/> Create new Org Instance      0</p><p><input type="radio"/> Use existing Org Instance</p><hr/><p><b>Employment Record</b></p><p><input checked="" type="radio"/> Create New Assignment      0</p><p><input type="radio"/> Use Existing Assignment</p><hr/><p><b>Hire Information</b></p><p>Hire Comments:</p><hr/><p><b>Add Person</b></p><p>Select this button in order to pull the person's personal data information from Recruiting Solutions. <span data-bbox="1182 892 1382 951" style="border: 2px solid red; padding: 2px;"><b>Add Person</b></span></p><hr/><p><a href="#">Return to Manage Hires</a></p></div> <p>All other data fields are defaulted or left blank.</p> <p><b>Add Person:</b> Clicking on <b>Add Person</b> will navigate the user to the <b>Personal Data</b> component (Biographical Details, etc.)</p>

*Continued on next page*

# HIRE - Cape May from CGRC, Continued

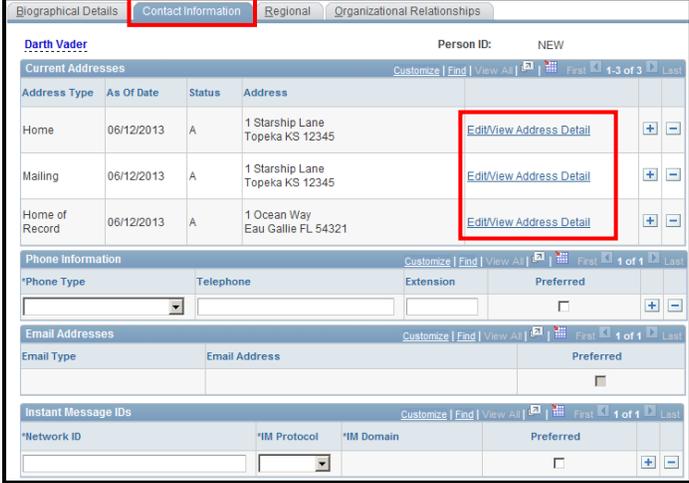
Procedure (continued)

Step	Action
6	 <p>The screenshot shows a web application interface for a person named 'Darth Vader'. The interface has several tabs: 'Biographical Details', 'Contact Information', 'Regional', and 'Organizational Relationships'. The 'Biographical Details' tab is active. The form contains the following fields and values:</p> <ul style="list-style-type: none"> <li><b>Name:</b> Darth Vader</li> <li><b>Person ID:</b> NEW</li> <li><b>*Effective Date:</b> 06/12/2013</li> <li><b>*Format Type:</b> English</li> <li><b>Display Name:</b> Darth Vader</li> <li><b>Biographic Information:</b> <ul style="list-style-type: none"> <li><b>Date of Birth:</b> 04/11/1990 (23 Years, 2 Months)</li> <li><b>Birth Country:</b> USA (United States)</li> <li><b>Birth State:</b> KS (Kansas)</li> <li><b>Birth Location:</b> Topeka</li> <li><input type="checkbox"/> Waive Data Protection</li> </ul> </li> <li><b>Biographical History:</b> <ul style="list-style-type: none"> <li><b>*Effective Date:</b> 06/12/2013</li> <li><b>*Gender:</b> Male</li> <li><b>*Highest Education Level:</b> G-Bachelor's Level Degree</li> <li><b>*Marital Status:</b> Single</li> <li><b>Language Code:</b> English</li> <li><b>As of:</b> 06/12/2013</li> <li><input type="checkbox"/> Full-Time Student</li> </ul> </li> <li><b>National ID:</b> <ul style="list-style-type: none"> <li><b>*Country:</b> USA</li> <li><b>*National ID Type:</b> Social Security Number</li> <li><b>National ID:</b> 111-22-3333</li> <li><b>Primary ID:</b> <input checked="" type="checkbox"/></li> </ul> </li> </ul> <p>The fields marked with an asterisk are required fields. Although the fields are defaulted they still can be edited as needed.</p> <p>Note: If language code does not populate, select English</p> <p>When completed, select the <b>Contact Information Tab</b>.</p> <p><b>NOTE:</b> While filling out the information on these tabs <b>DO NOT</b> click on <b>OK</b> or <b>Apply</b> since this will result in saving the applicant and will not allow the pay record to the applicant.</p>

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# HIRE - Cape May from CGRC, Continued

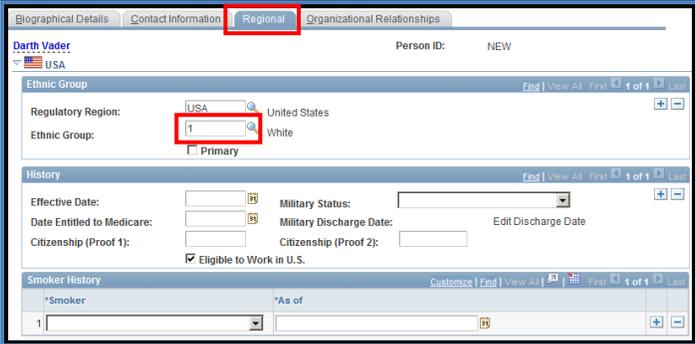
Procedure (continued)

Step	Action
7	 <p>Although the fields are defaulted they still can be edited as needed.</p> <p><b>Address Type:</b> The <b>Home</b>, <b>Mailing</b>, and <b>Home of Record</b> are required.</p> <p>All other fields...<b>Phone Information</b>, <b>Email Address</b>, and <b>Instant Message IDs</b> are left blank.</p> <p>When completed, select the <b>Regional</b> Tab.</p> <p><b>NOTE:</b> While filling out the information on these tabs <b>DO NOT</b> click on <b>OK</b> or <b>Apply</b> since this will result in saving the applicant and will not allow the pay record to the applicant.</p>

*Continued on next page*

# HIRE - Cape May from CGRC, Continued

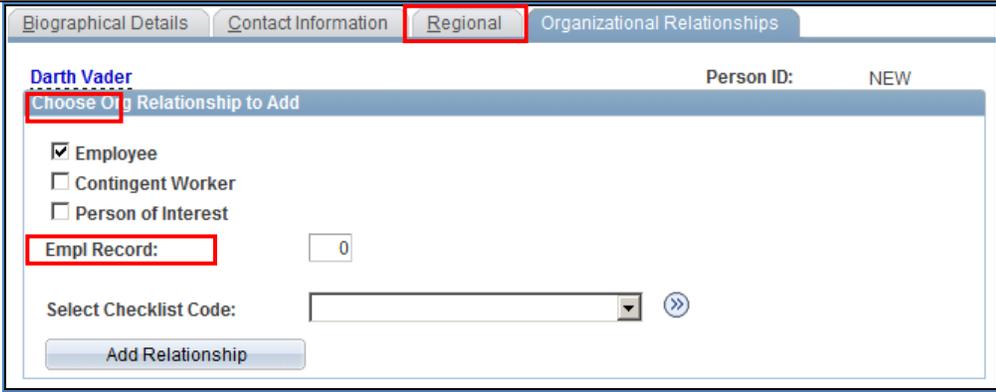
Procedure (continued)

Step	Action
8	<div data-bbox="360 466 1055 810"></div> <p><b>Ethnic Group:</b> If not defaulted, click the lookup and select the appropriate category. All other data fields are left blank.</p> <p>Select the <b>Organizational Relationship</b> Tab.</p> <p><b>NOTE:</b> While filling out the information on these tabs <b>DO NOT</b> click on <b>OK</b> or <b>Apply</b> since this will result in saving the applicant and will not allow the pay record to the applicant.</p>

*Continued on next page*

# HIRE - Cape May from CGRC, Continued

Procedure (continued)

Step	Action
9	 <p>Check the <b>Employee</b> box (if not already checked) and then click the <b>Add Relationship</b> button.</p> <p>The Employee ID number will be generated and you will automatically navigate to <b>Job Data</b>.</p>

*Continued on next page*

# HIRE - Cape May from CGRC, Continued

Procedure (continued)

Step	Action
10	<div data-bbox="358 495 1386 1297" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <span style="border: 1px solid red; padding: 2px;">Work Location</span>   Job Information   Job Labor   Payroll   Salary Plan   Compensation         </div> <p>Darth Vader <span style="float: right;">Empl ID: <span style="border: 1px solid red; padding: 2px;">2106650</span></span>          Employee <span style="float: right;">Empl Record: 0</span></p> <p>Military Service:</p> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <span style="border: 1px solid red; padding: 2px;">*Effective Date:</span> <span style="border: 1px solid red; padding: 2px;">06/12/2013</span> <span style="font-size: small;">31</span> <span style="float: right; font-size: x-small;">Go To Row + -</span> </div> <p>Effective Sequence: <span style="border: 1px solid red; padding: 2px;">0</span> <span style="float: right;">*Action: <span style="border: 1px solid red; padding: 2px;">Hire</span></span>          HR Status: Active <span style="float: right;">Reason: <span style="border: 1px solid red; padding: 2px;">New Position</span></span>          Payroll Status: Active <span style="float: right;">*Job Indicator: <span style="border: 1px solid red; padding: 2px;">Primary Job</span></span></p> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <span style="border: 1px solid red; padding: 2px;">Position Number:</span> <span style="border: 1px solid red; padding: 2px;">00025052</span> <span style="font-size: x-small;">BASIC RECRUIT</span>  <span style="border: 1px solid red; padding: 2px; display: inline-block; text-decoration: underline;">Override Position Data</span> </div> <p>Position Entry Date: <span style="border: 1px solid red; padding: 2px;">06/12/2013</span>  <input type="checkbox"/> Position Management Record</p> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <span style="border: 1px solid red; padding: 2px;">Regulatory Region:</span> <span style="border: 1px solid red; padding: 2px;">AD</span> <span style="float: right;">Active Duty</span> </div> <p>Company: ACG <span style="float: right;">Active CG</span>          Business Unit: ENLCG <span style="float: right;">Enlisted CG</span>          Department: 006150 <span style="float: right;">RECRUIT BASIC TRAINING</span>          Department Entry Date: <span style="border: 1px solid red; padding: 2px;">06/12/2013</span>          Location: NJ0015 <span style="float: right;">CG TRACEN CAPE MAY</span>          Establishment ID: <input type="text"/> <span style="float: right;">Date Created: 04/17/2014</span></p> <p>Last Start Date: <span style="border: 1px solid red; padding: 2px;">06/12/2013</span>          Expected Job End Date: <input type="text"/> <span style="font-size: x-small;">31</span></p> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <span style="border: 1px solid red; padding: 2px;">Military</span> </div> <p>Reserve Class Code: <input type="text"/> <span style="font-size: x-small;">31</span>          Component Category: <input type="text"/> <span style="font-size: x-small;">31</span></p> </div>
<p><b>Note:</b> You should record the Employee ID number for future reference. If for any reason you do not complete the accession during this session, you will use the <b>Add Employee Instance</b> link in the SPO pagelet to navigate to <b>Job Data</b>.</p>	
<p><b>Effective Date:</b> This should default to the date of hire. If not, it may be changed by using the calendar icon.</p>	

*Continued on next page*

## HIRE - Cape May from CGRC, Continued

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Procedure (continued)

Step	Action
10 Cont'd	<p data-bbox="358 470 1284 497"><b>Reason:</b> Using the pull down menu, select <b>New Position</b> for non prior CG employees.</p> <p data-bbox="358 529 1370 590"><b>Position Number:</b> This should default to position number 00025052 for Basic Recruit. If not, click on the lookup button to add or change position number as applicable.</p> <p data-bbox="358 621 805 648">Click the <b>Override Position Data</b> button.</p> <p data-bbox="358 680 857 707"><b>Regulatory Region:</b> AD or RSV as applicable</p> <p data-bbox="358 739 1097 766">Enter <b>Reserve Class Code</b> and <b>Component Category</b> as appropriate</p> <p data-bbox="358 798 857 825">All other data fields are defaulted or left blank.</p> <p data-bbox="358 856 740 884">Click on the <b>Job Information Tab</b>.</p> <p data-bbox="358 915 1352 976"><b>NOTE:</b> <b>DO NOT</b> click on <b>OK / Apply</b> since this will result in saving the employee and not being able to add a pay record.</p>

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*Continued on next page*

# HIRE - Cape May from CGRC, Continued

Procedure (continued)

Step	Action
11	<div data-bbox="358 436 1385 1360" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <span style="border: 1px solid red; padding: 2px;">Job Information</span> <span style="margin-left: 10px;">Job Labor</span> <span style="margin-left: 10px;">Payroll</span> <span style="margin-left: 10px;">Salary Plan</span> <span style="margin-left: 10px;">Compensation</span> </div> <p>Darth Vader      Empl ID: 2106650  Employee      Empl Record: 0</p> <p>Military Service: <input type="text"/></p> <div style="border: 1px solid blue; padding: 2px; margin-bottom: 5px;"> <b>Job Information</b> <span style="float: right;">Find First 1 of 1 Last</span> </div> <p>Effective Date: 06/12/2013 <span style="float: right;">Go To Row</span>  Effective Sequence: 0      Action: Hire  HR Status: Active      Reason: New Position  Payroll Status: Active      Job Indicator: Primary Job</p> <hr/> <p><span style="border: 1px solid red; padding: 2px;">*Job Code:</span> <input type="text" value="415098"/> <input type="button" value="Lookup"/> Seaman Recruit</p> <p>Entry Date: <input type="text" value="06/12/2013"/> <input type="button" value="By"/></p> <p>Supervisor Level: <input type="text"/></p> <p><span style="border: 1px solid red; padding: 2px;">Supervisor ID:</span> <input type="text" value="1010101"/> <input type="button" value="Lookup"/> Supervisor's Name</p> <p>Reports To: <input type="text"/></p> <p>*Regular/Temporary: <input type="text" value="Regular"/>      *Full/Part: <input type="text" value="Full-Time"/></p> <p><span style="border: 1px solid red; padding: 2px;">Empl Class:</span> <input type="text" value="AD"/>      *Officer Code: <input type="text" value="None"/></p> <p>*Regular Shift: <input type="text" value="N/A"/>      Shift Rate: <input type="text"/></p> <p>*Classified Ind: <input type="text" value="Unclassifd"/>      Shift Factor: <input type="text"/></p> <div style="border: 1px solid blue; padding: 2px; margin-top: 5px;"> <b>Standard Hours</b> <p>Standard Hours: <input type="text" value="160.00"/>      Work Period: <input type="text" value="M"/> Monthly</p> <p>FTE: <input type="text" value="0.000000"/></p> <p><input checked="" type="checkbox"/> Adds to FTE Actual Count?      <input type="checkbox"/> Encumbrance Override</p> </div> <div style="border: 1px solid blue; padding: 2px; margin-top: 5px;"> <b>Contract Number</b> <p>Contract Number: <input type="text"/> <input type="button" value="Next Contract Number"/></p> <p>Contract Type: <input type="text"/></p> </div> <p><span style="border: 1px solid blue; padding: 2px;">Military</span></p> <p><span style="border: 1px solid blue; padding: 2px;">USA</span></p> </div> <p><b>Job Code:</b> This should default to the correct Job Code. If not, click on the lookup button to add or change position number as applicable.</p> <p><b>Supervisor ID:</b> Enter the Employee ID for the CGHRSUP that will be approving the accession.</p> <p><b>Employee Class:</b> Using the pull down menu select <b>AD</b> or <b>SELRES</b>, as applicable.</p> <p>Click on the <b>Job Labor Tab</b>.</p>

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# HIRE - Cape May from CGRC, Continued

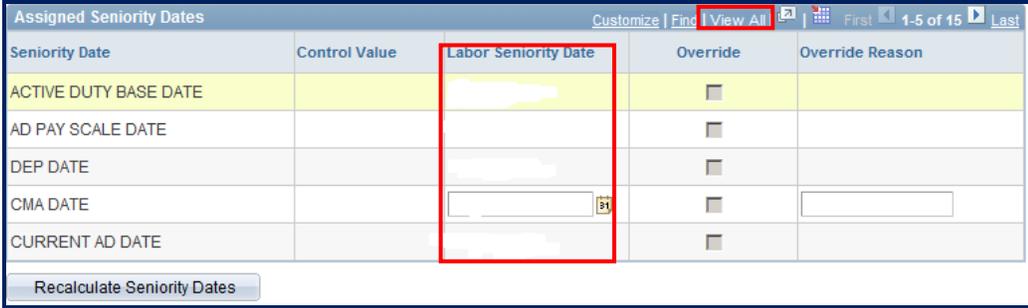
Procedure (continued)

Step	Action
12	<div data-bbox="360 499 1356 1270" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <span style="border: 1px solid red; padding: 2px;">Job Labor</span> <span style="margin-left: 10px;">Payroll</span> <span style="margin-left: 10px;">Salary Plan</span> <span style="margin-left: 10px;">Compensation</span> </div> <p><b>Darth Vader</b> Employee      Empl ID: 2106650 Empl Record: 0</p> <p>Military Service: <input type="text"/></p> <p><b>Labor Information</b> <span style="float: right;">Find First 1 of 1 Last</span></p> <p>Effective Date: 06/12/2013 <span style="float: right;">Go To Row</span></p> <p>Effective Sequence: 0      Action: Hire</p> <p>HR Status: Active      Reason: New Position</p> <p>Payroll Status: Active      Job Indicator: Primary Job</p> <hr/> <p>Bargaining Unit: <input type="text"/></p> <p><span style="border: 1px solid red; padding: 2px;">Labor Agreement: ENL</span> <span style="margin-left: 10px;">Reserve Component Enlisted</span></p> <p><span style="border: 1px solid red; padding: 2px;">Labor Agreement Entry Dt: 06/12/2013</span></p> <p>Employee Category: <input type="text"/></p> <p>Employee Subcategory: <input type="text"/></p> <p>Employee Subcategory 2: <input type="text"/></p> <p><input type="checkbox"/> Position Management Record</p> <p>Union Code: <input type="text"/></p> <p>Union Seniority Date: <input type="text"/></p> <p>Works Council ID: <input type="text"/></p> <p>Labor Facility ID: <input type="text"/></p> <p>Entry Date: <input type="text"/></p> <p><input type="checkbox"/> Stop Wage Progression</p> <p><input type="checkbox"/> Pay Union Fee</p> <p><input type="checkbox"/> Exempt from Layoff      Reason: <input type="text"/></p> </div> <p><b>Labor Agreement:</b> Click on the lookup icon and select <b>ENL</b> (if not defaulted). The <b>Labor Agreement Entry Dt</b> will default to date of hire.</p> <p>Select the <b>Employee Category</b> (SEL/IRR, etc) as appropriate</p> <p>Select the <b>Employee Subcategory</b> (TRAYPAY Code) as appropriate</p>

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# HIRE - Cape May from CGRC, Continued

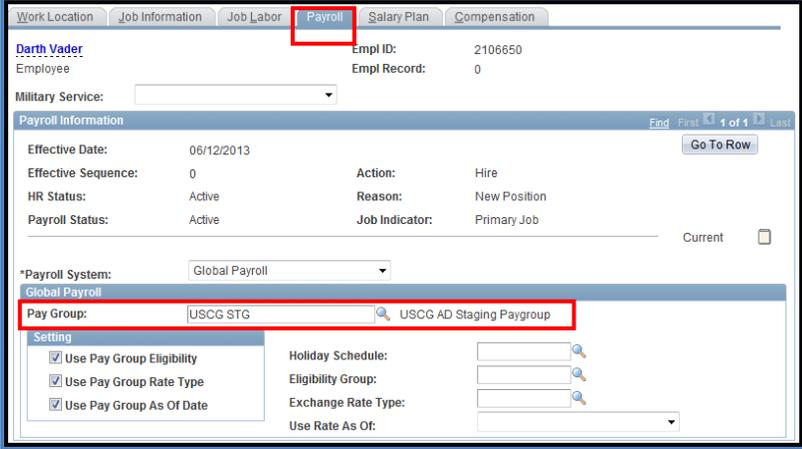
Procedure (continued)

Step	Action
<p>12 Cont'd</p>	<p>Scroll down the page to <b>Assigned Seniority Dates</b> and select <b>View All</b>.</p>  <p>Assigned Seniority Dates &gt; <b>Labor Seniority Date</b>: Enter dates as applicable <u>if not defaulted</u>. The following information is provided for guidance:</p> <ul style="list-style-type: none"> <li>• Active Duty Base Date: Date of Enlistment Document (DD Form 4/1 or 4/3) if delayed entry. <b>For Reserves – Leave Blank.</b></li> <li>• AD Pay Scale: Date of Enlistment Contract</li> <li>• CMA Date: (see Chapter 3 of PAYMAN for correct date)</li> <li>• DIEMS Date: Date Initial Entry Military Service (any component)</li> <li>• RSV Drill Obligation: Active Duty – Not applicable Reserve – 6 years in a drilling status (SELRES)</li> <li>• Expected AD Term Date: Date of Enlistment Contract (remember to minus 1 day)</li> <li>• Expected Loss Date: 8 years from DIEMS (minus 1 day)</li> <li>• Job Family Entry Date: Date of Enlistment Contract</li> <li>• Mil Obligation Completion Date: 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP)</li> <li>• Pay Allowance Date: Date of Enlistment Contract</li> <li>• Pay Base Date: Active Duty – Date of Enlistment Document (DD Form 4/1 or 4/3 if delayed entry) Reserve – Date member departs on RSV IADT orders to Basic Training</li> <li>• Date of Rank: Date of Enlistment Contract</li> </ul> <p><u>Reserve only:</u></p> <ul style="list-style-type: none"> <li>• RSRV Accession Class Date: Date of Enlistment Contract</li> <li>• RSV Anniversary Date: Date of Enlistment Contract</li> <li>• RSV Initiation Date: Date of Enlistment Contract</li> </ul> <p>Note: The following Seniority Dates should be left blank: RSV Comp SBP Elect Date, Rotation Date, Reserve Letter Date, RTB Eligibility Date, RTB Letter Date and RTB Letter Response Date.</p> <p>Click on the <b>Payroll Tab</b>.</p>

Continued on next page

# HIRE - Cape May from CGRC, Continued

Procedure (continued)

Step	Action
13	<div data-bbox="360 470 1162 919"></div> <p data-bbox="360 953 1162 982">Click the Pay Group lookup icon and select <b>USCG STG</b> (if not defaulted).</p> <p data-bbox="360 1014 686 1043">Click on the <b>Salary Plan Tab</b>.</p>

*Continued on next page*

# HIRE - Cape May from CGRC, Continued

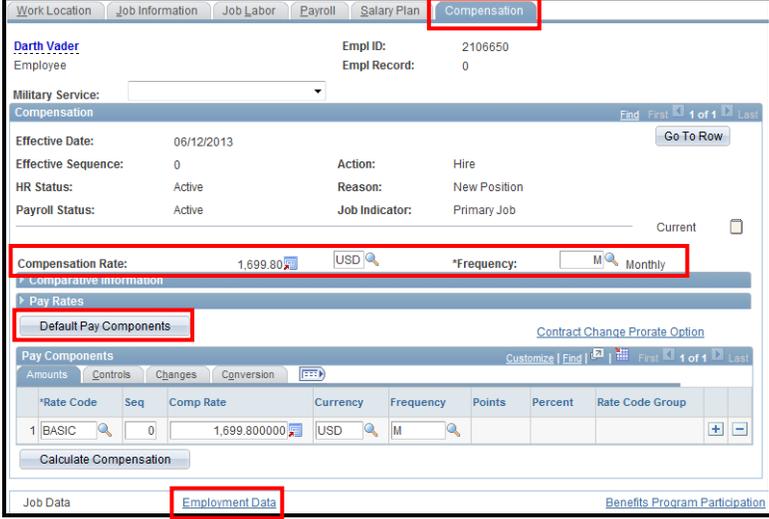
Procedure (continued)

Step	Action
14	<p>The screenshot shows the 'Salary Plan' tab for employee Darth Vader. The 'Salary Admin Plan' field is highlighted with a red box and contains the value 'ENL'. Other fields include 'Grade' (E2), 'Step' (1), 'Effective Date' (06/12/2013), and 'Action' (Hire). The 'Military' section is also visible with fields for Rank, Worn Rank, and Skill Grade.</p> <p><b>Salary Admin Plan:</b> Should default to <b>ENL</b>.</p> <p><b>Grade:</b> Should default to correct Pay Grade based on Job Code entered on the Job Information Tab.</p> <p><b>Step:</b> Enter 1 and Tab .</p> <p><b>Step Entry Date:</b> Will default to date of Hire.</p> <p>Click on the <b>Compensation</b> Tab.</p>

*Continued on next page*

# HIRE - Cape May from CGRC, Continued

Procedure (continued)

Step	Action
15	 <p>Click on the <b>Default Pay Components</b> button. This will update the <b>Compensation Rate</b> data.</p> <p>You may check current pay scale to ensure correct amount.</p> <p>Click the <b>Employment Data</b> link.</p>
16	 <p>This is an info-only page and may be skipped</p> <p>Click the <b>Benefits Program Participation</b> link</p>

*Continued on next page*

# HIRE - Cape May from CGRC, Continued

Procedure (continued)

17

**Benefit Program Participation**

**Darth Vader**      Empl ID: 2106650  
Employee      Empl Record: 0

**Military Service:**

**Benefit Status**      Find First 1 of 1 Last  
Benefit Record Number: 0      Go To Row  
Effective Date: 06/12/2013  
Effective Sequence: 0      Action: Hire  
HR Status: Active      Reason: New Position  
Payroll Status: Active      Job Indicator: Primary Job

**Benefits System:** Base Benefits      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: 06/12/2013      Currency Code: USD  
\*Benefit Program: ACG      CG/NOAA Active Deduction Prog

**Job Data**      Employment Data      Benefits Program Participation

Ensure Benefits System is set to **Base Benefits**

**Benefit Program:** Click the lookup icon and select **ACG** (if not defaulted).

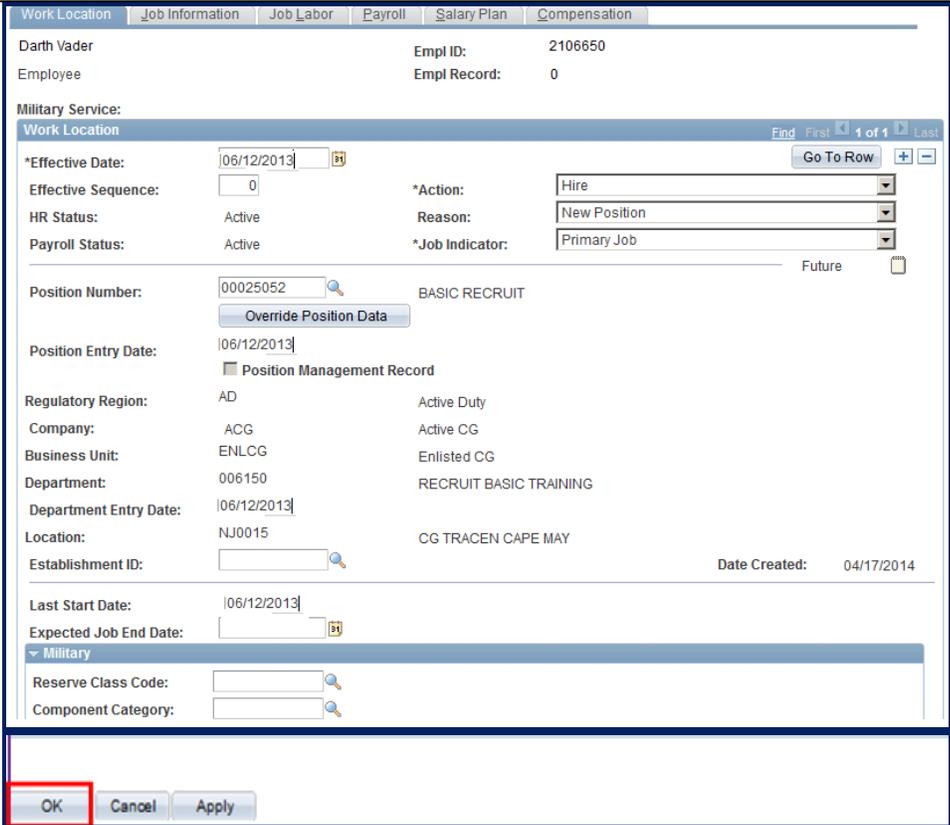
**Effective Date:** If you are completing the Job Data AFTER the effective date of hire, you need to change the date to the date of hire.

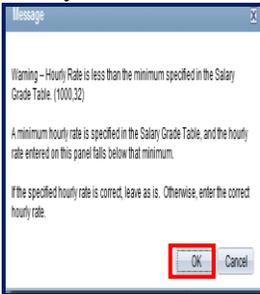
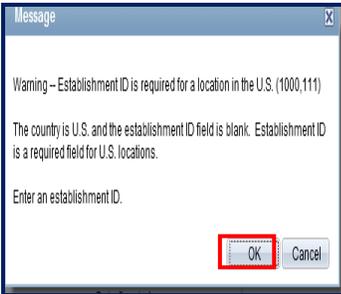
Click the **Job Data** link.

Continued on next page

# HIRE - Cape May from CGRC, Continued

Procedure (continued)

Step	Action
18	 <p>Click the <b>OK</b> button.</p>

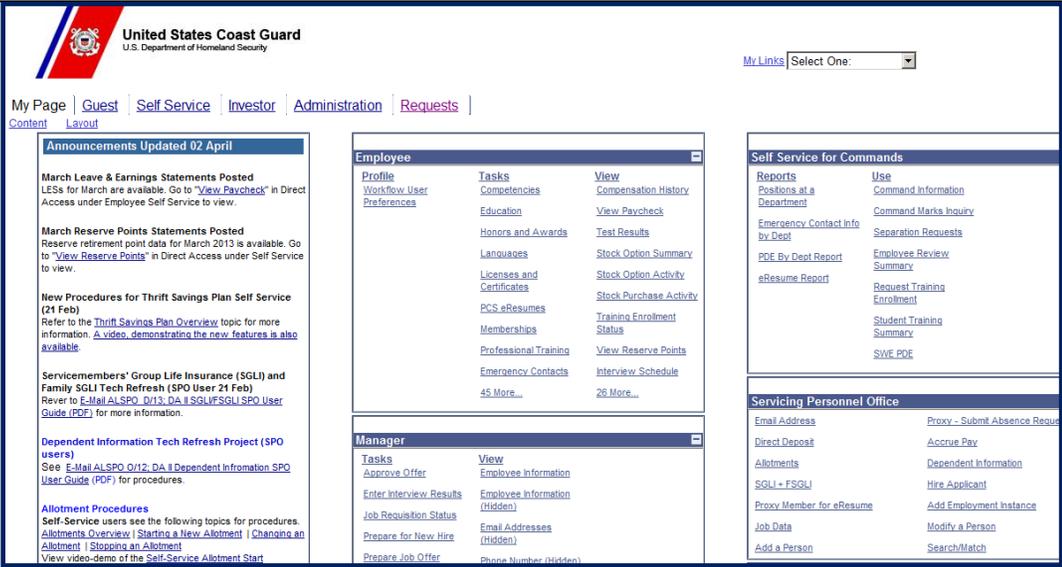
19	<p>Ignore the following warnings (click OK)</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="358 1417 651 1738"> <p><b>Head Count</b></p>  </div> <div data-bbox="678 1417 938 1738"> <p><b>Hourly Rate</b></p>  </div> <div data-bbox="982 1417 1323 1738"> <p><b>Establishment ID</b></p>  </div> </div> <p>Note: You should be returned to <b>Managed Hires</b> and may continue accessing</p>
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# Accession Approval

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

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

**Procedure** Follow these steps to approve an accession.

Step	Action
1	 <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>Modify a Person</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>Requests</b> located at the top of the page.</p>

*Continued on next page*

# Accession Approval, Continued

Procedure (continued)

Step	Action
2	 <p>The screenshot shows a web application interface. At the top, there is a navigation bar with tabs: 'My Page', 'Guest', 'Self Service', 'Investor', 'Administration', and 'Requests'. Below this, there are links for 'Content' and 'Layout'. A 'Requests' section is highlighted with a blue header and contains the following links: 'Submit an Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)', and 'PHS Submit Retirement Docs'. Below this is a 'Request Reports' section with a blue header and a link for 'Absence Request Listing'. The link 'View My Requests (all types)' is highlighted with a red rectangular box.</p>

Click the **View My Requests (all types)** link.

*Continued on next page*

# Accession Approval, Continued

## Procedure (continued)

Step	Action
3	<div data-bbox="363 470 1117 919"><p><b>View My Action Requests</b></p><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><p><input type="radio"/> My Submitted Requests    <input checked="" type="radio"/> <b>Requests I am Approver For</b>    <input type="radio"/> All Requests</p><p>Transaction Name: <input type="text" value="All Transactions"/></p><p>Transaction Status: <input type="text" value="Pending"/></p><p>Submission From Date: <input type="text"/> <input type="button" value="B1"/></p><p>Submission To Date: <input type="text"/> <input type="button" value="B1"/>    <input type="button" value="Populate Grid"/>    <input type="button" value="Refresh"/></p></div> <p>Select the <b>Requests I am Approval For</b> 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

## Procedure (continued)

Step	Action																																
4	<div data-bbox="365 472 1393 1050"> <p><b>View My Action Requests</b></p> <p>Sylvester Cat</p> <ol style="list-style-type: none"> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</li> </ol> <p> <input type="radio"/> My Submitted Requests              <input checked="" type="radio"/> Requests I am Approver For              <input type="radio"/> All Requests         </p> <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=""/> <input type="text" value=""/></p> <p>Submission To Date: <input type="text" value=""/> <input type="text" value=""/></p> <p><input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/></p> <table border="1"> <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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*Continued on next page*

# Accession Approval, Continued

Procedure (continued)

Step	Action								
5	<div data-bbox="358 499 1372 1360" style="border: 1px solid black; padding: 10px;"> <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> <table border="1" data-bbox="402 741 1367 814"> <thead> <tr> <th colspan="2">Request Details</th> </tr> </thead> <tbody> <tr> <td>Employee ID:</td> <td>1234567</td> </tr> </tbody> </table> <table border="1" data-bbox="402 835 1367 909"> <thead> <tr> <th colspan="2">Request Approvers</th> </tr> </thead> <tbody> <tr> <td>Approver:</td> <td>7654321 Sylvester Cat</td> </tr> </tbody> </table> <p>Comment: <input style="border: 2px solid red;" type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p><b>Accessions Hire Approval</b></p> <div data-bbox="414 1087 1123 1354" style="border: 1px solid gray; padding: 5px;"> <p>Delegation Approval Process: Pending <a href="#">View/Hide Comments</a></p> <p>One Approval level</p> <div data-bbox="425 1161 711 1249" style="border: 1px solid gray; padding: 2px;"> <p>Pending</p> <p> Sylvester Cat Initial Approve Action Request</p> </div> <p><b>Comment History</b></p> <div data-bbox="425 1291 893 1348" style="border: 1px solid gray; padding: 2px;"> <p>Mickey Mouse at 05/18/2013 - 2:55 PM</p> <p><a href="#">View History</a></p> </div> </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>	Request Details		Employee ID:	1234567	Request Approvers		Approver:	7654321 Sylvester Cat
Request Details									
Employee ID:	1234567								
Request Approvers									
Approver:	7654321 Sylvester Cat								

*Continued on next page*

# Accession Approval, Continued

Procedure (continued)

Step	Action
6	<div data-bbox="362 468 1230 1199" style="border: 1px solid black; padding: 5px;"> <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> <div style="border: 1px solid gray; padding: 5px;"> <p>Delegation Approval Process: <b>Approved</b></p> <p>One Approval level</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;"> <p><b>Approved</b></p> <p>✓ Sylvester Cat Initial Approve Action Request 06/24/13 - 12:39 PM</p> </div> <p><b>Comment History</b></p> <p>Mickey Mouse at 05/18/2013 - 2:55 PM</p> <p><a href="#">View History</a></p> </div> </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 a contract of a Cape May Recruit.

## Procedure

Follow these steps to approve the contract

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>

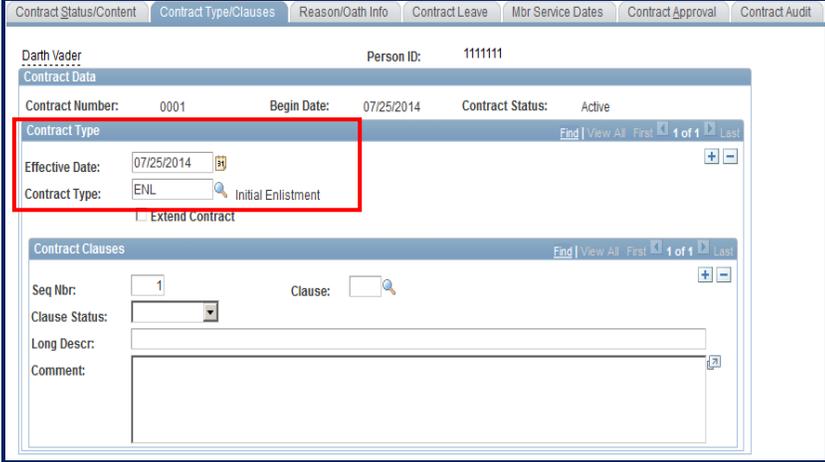
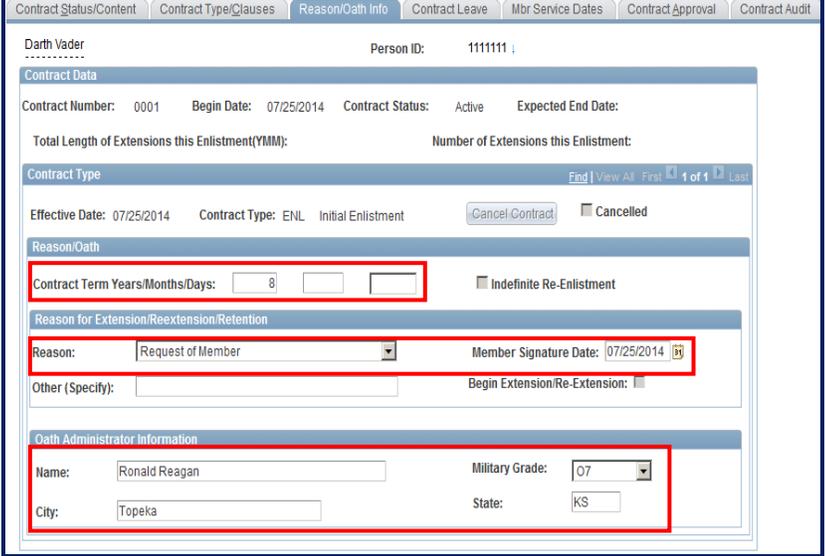
*Continued on next page*

## Accessions – Contract Data, Continued

Step	Action
3	<div data-bbox="386 306 984 737" data-label="Form"> </div> <p data-bbox="370 768 1110 863">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="358 867 1024 1339" data-label="Form"> </div> <p data-bbox="354 1373 1321 1535">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><u>A Contract Content statement is required</u></b> Navigate to <b>Contract Type/Clauses</b></p>

*Continued on next page*

## Accessions – Contract Data, Continued

Step	Action
5	 <p>Enter appropriate Contact 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>Contract Term Years: Enter the number of whole years of the individual's enlistment.</p> <p>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.</p> <p>Navigate to <b>Contract Leave tab</b></p>

*Continued on next page*

## Accessions – Contract Data, Continued

Step	Action																																
7	<div data-bbox="324 336 1096 835" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Action</b></p> <p>Contract Status/Content   Contract Type/Clauses   Reason/Oath Info   <b>Contract Leave</b>   Mbr Service Dates   Contract Approval</p> <hr/> <p>Darth Vader <span style="float: right;">Person ID: 1111111</span></p> <p><b>Contract Data</b></p> <p>Contract Number: 0001    Begin Date: 07/25/2014    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: 07/25/2014</p> <p>Contract Type: ENL                      Initial Enlistment</p> <p><b>Leave Disposition</b> <span style="float: right;">View All   First   Last</span></p> <p>Total Leave to Sell (Days): <input style="width: 50px;" type="text"/></p> </div> <p>Enter any leave to be sold            Navigate to Mbr Service Dates</p>																																
8	<div data-bbox="324 898 893 1579" style="border: 1px solid black; padding: 5px;"> <p><b>Assigned Seniority Dates</b> <span style="float: right;">Customize   View 12   First 1-15 of 15   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>07/25/2014</td></tr> <tr><td>AD PAY SCALE DATE</td><td>07/25/2014</td></tr> <tr><td>DEP DATE</td><td>03/26/2013</td></tr> <tr><td>CMA DATE</td><td>07/25/2014</td></tr> <tr><td>CURRENT AD DATE</td><td>07/25/2014</td></tr> <tr><td>DIEMS DATE</td><td>03/26/2013</td></tr> <tr><td>EXPECTED AD TERM DATE</td><td>07/24/2018</td></tr> <tr><td>EXPECTED LOSS DATE</td><td>03/25/2021</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>07/25/2014</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>03/25/2021</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>07/25/2014</td></tr> <tr><td>POINTS SWE DATE</td><td>07/25/2014</td></tr> <tr><td>PAY BASE DATE</td><td>07/25/2014</td></tr> <tr><td>DATE OF RANK</td><td>07/25/2014</td></tr> <tr><td>ROTATION 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 verify the dates entered during the ACCESSION process are entered correctly.            Navigate to <b>Contract Approval</b></p>	Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE	07/25/2014	AD PAY SCALE DATE	07/25/2014	DEP DATE	03/26/2013	CMA DATE	07/25/2014	CURRENT AD DATE	07/25/2014	DIEMS DATE	03/26/2013	EXPECTED AD TERM DATE	07/24/2018	EXPECTED LOSS DATE	03/25/2021	JOB FAMILY ENTRY DATE	07/25/2014	MIL OBLIGATION COMPL DATE	03/25/2021	PAY ALLOWANCE DATE	07/25/2014	POINTS SWE DATE	07/25/2014	PAY BASE DATE	07/25/2014	DATE OF RANK	07/25/2014	ROTATION DATE	
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DATE OF RANK	07/25/2014																																
ROTATION 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**

Darth Vader   Person ID: 1111111

**Contract Data**

Contract Number: 0001   Begin Date: 07/25/2014   Contract Status: Active

**Contract Type**   Find | View All   First 1 of 1 Last

Effective Date: 07/25/2014   Contract Type: ENL   Initial Enlistment

**Route for Approval**

Approval Type:

Approver:

Dept of Approving SPO: 000210   CG AIRSTA DETROIT

Approval Status:

Approval Date:

**Submit for Approval**

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.

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

**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>

*Continued on next page*

# Contract Approval, Continued

Step	Action																																								
5	<div data-bbox="552 373 1255 892"> <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="1"> <tr> <td>Contract Number:</td> <td>0001</td> <td>Contract Type:</td> <td>ENL</td> </tr> <tr> <td>Contract Status:</td> <td>A</td> <td>Contract Effdt:</td> <td>07/17/2014</td> </tr> <tr> <td>Contract Begin Dt:</td> <td>07/17/2014</td> <td></td> <td></td> </tr> <tr> <td>Expected End Dt:</td> <td>07/16/2022</td> <td></td> <td></td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p><b>Request Information</b></p> <table border="1"> <tr> <td>Contract Term:</td> <td>8 Years</td> <td>Mbr Signature Date:</td> <td>07/17/2014</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></td> <td>Expected Loss Date:</td> <td>07/16/2022</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> </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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6	<div data-bbox="552 982 1255 1291"> <p><b>Contract Approval</b></p> <p><b>Contract Approval: Approved</b></p> <p>One Level Approval</p> <div data-bbox="600 1123 803 1270"> <p>Approved</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>																																								