

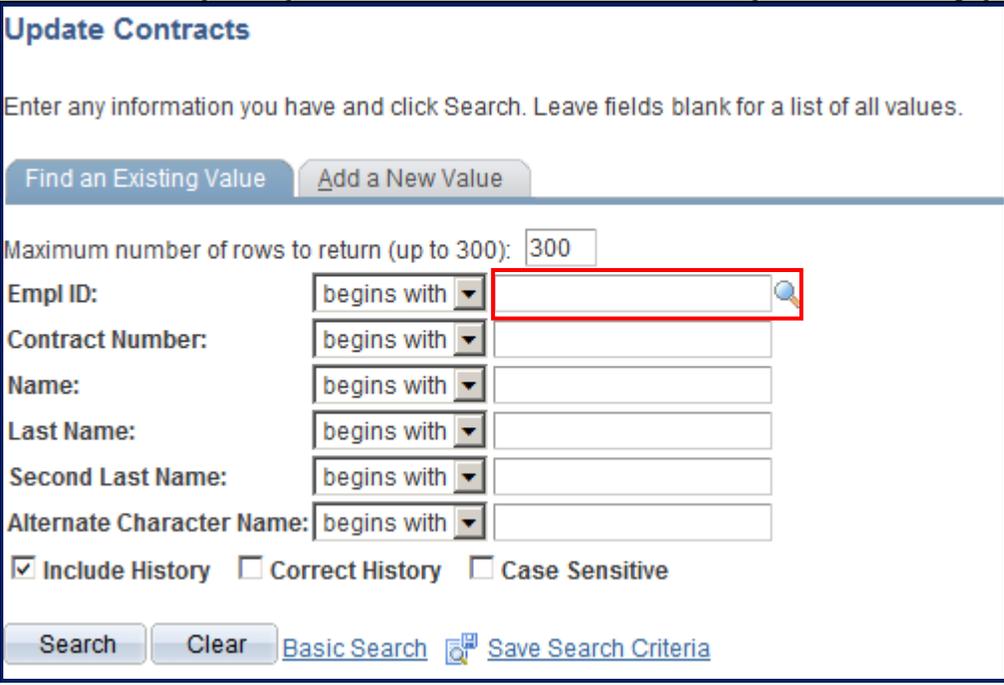
Contract Data – Reenlistment

Introduction

This section provides the procedure for completing the contract of a member who is extending his/her enlistment.

Procedure

Follow these steps to complete the contract.

Step	Action
1	 <p>From the Portal Page, navigate to Contract Data found on the Servicing Personnel Office pagelet.</p>
2	 <p>Enter member's EMPLID and click Search; ensure you are in Find an Existing Value</p>

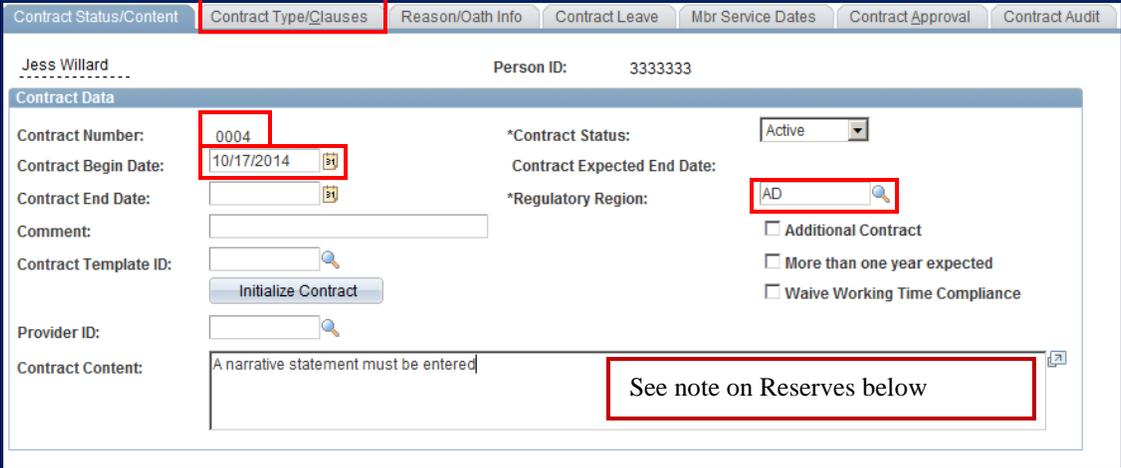
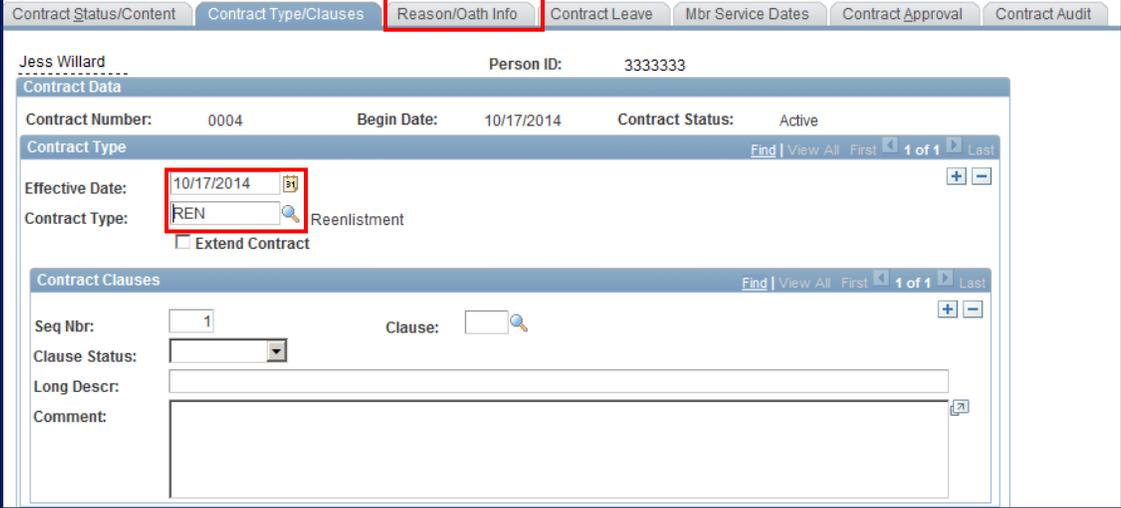
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Contract Data – Reenlistment, Continued

Step	Action																																								
3	<div data-bbox="337 401 1466 989" style="border: 1px solid black; padding: 5px;"> <p>Update Contracts</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Empl ID: <input type="text" value="3333333"/> <input type="button" value="Search"/></p> <p>Contract Number: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Second Last Name: <input type="text"/></p> <p>Alternate Character Name: <input type="text"/></p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> <p>Search Results</p> <p>View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Contract Number</th> <th>Name</th> <th>Second Last Name</th> <th>Last Name</th> <th>Alternate Character Name</th> <th>Contract Begin Date</th> <th>Contract End Date</th> <th>Contract Status</th> </tr> </thead> <tbody> <tr> <td>3333333</td> <td>(blank)</td> <td>0001</td> <td>Jess Willard</td> <td>(blank)</td> <td>Willard</td> <td>(blank)</td> <td>08/13/2002</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>3333333</td> <td>(blank)</td> <td>002</td> <td>Jess Willard</td> <td>(blank)</td> <td>Willard</td> <td>(blank)</td> <td>05/16/2006</td> <td>(blank)</td> <td>Active</td> </tr> <tr style="border: 2px solid red;"> <td>3333333</td> <td>(blank)</td> <td>003</td> <td>Jess Willard</td> <td>(blank)</td> <td>Willard</td> <td>(blank)</td> <td>05/29/2012</td> <td>(blank)</td> <td>Active</td> </tr> </tbody> </table> </div> <p>You will be navigated to Search Results and the above screen will display. You should record the next sequential number (in this case 003). The next Reenlistment contract, in this example, will be 004. Click on Add a New Value</p>	Empl ID	Empl Record	Contract Number	Name	Second Last Name	Last Name	Alternate Character Name	Contract Begin Date	Contract End Date	Contract Status	3333333	(blank)	0001	Jess Willard	(blank)	Willard	(blank)	08/13/2002	(blank)	Active	3333333	(blank)	002	Jess Willard	(blank)	Willard	(blank)	05/16/2006	(blank)	Active	3333333	(blank)	003	Jess Willard	(blank)	Willard	(blank)	05/29/2012	(blank)	Active
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4	<div data-bbox="337 1115 938 1465" style="border: 1px solid black; padding: 5px;"> <p>Find an Existing Value Add a New Value</p> <p>Empl ID: <input type="text" value="3333333"/> <input type="button" value="Search"/></p> <p>Contract Number: <input style="border: 2px solid red;" type="text" value="004"/></p> <p><input type="button" value="Add"/></p> </div> <p>Enter the appropriate Contract Number and click on Add and you will be navigated to Contract Status/Content.</p>																																								

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Contract Data – Reenlistment, Continued

Step	Action
5	 <p>Contract Status/Content will reveal the contract number you entered on the previous screen; in this case, you see the number is 0004.</p> <p>Ensure Contract Begin date equals the date of reenlistment</p> <p>Regulatory Region must be altered from the default of USA to AD/RES</p> <p>Contract Content must be populated with a statement.</p> <p>Important Note: If you are completing a contract on a Reservist, you must add the following comment: <u>Member is enlisting in the Coast Guard Reserve Component</u>. Subsequently, the statement should appear on the contract (8.b/Remarks).</p> <p>Now navigate to Contract Type/Clauses</p>
6	 <p>Ensure Effective Date is correct (date of reenlistment)</p> <p>Enter REN in the Contract Type box</p> <p>Navigate to Reason/Oath Info</p>

Continued on next page

Contract Data – Reenlistment, Continued

Step	Action
7	<div data-bbox="337 340 1432 961"> </div> <p data-bbox="337 970 1432 1165"> Enter Contract Term Years/Months/Days (in this case a 4 year reenlistment) Select the Reason from the drop-down Select Member Signature Date Add Name of Oath Administrator, applicable Military Grade and City/State reflecting Place of Initial Enlistment (unless there is a break in service) Navigate to Contact Leave </p>
8	<div data-bbox="337 1180 1432 1743"> </div> <p data-bbox="337 1751 1432 1837"> Enter number of days leave to sell as outlined in current policy. Check Cumulative Sold Leave to ensure member does not exceed statutory limits. Navigate to Mbr Service Dates </p>

Continued on next page

Contract Data – Reenlistment, Continued

Step	Action																												
9	<div data-bbox="337 338 1146 919"> <table border="1"> <thead> <tr> <th colspan="2">Assigned Seniority Dates</th> </tr> <tr> <th>Seniority Date</th> <th>Labor Seniority Date</th> </tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td>08/13/2002</td></tr> <tr><td>AD PAY SCALE DATE</td><td></td></tr> <tr><td>DEP DATE</td><td></td></tr> <tr><td>CMA DATE</td><td>08/13/2002</td></tr> <tr><td>CURRENT AD DATE</td><td>08/13/2002</td></tr> <tr><td>DIEMS DATE</td><td>08/13/2002</td></tr> <tr><td>EXPECTED AD TERM DATE</td><td>12/28/2014</td></tr> <tr><td>EXPECTED LOSS DATE</td><td>12/28/2014</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>11/01/2003</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>08/01/2010</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>08/13/2002</td></tr> <tr><td>POINTS SWE DATE</td><td>04/30/2014</td></tr> </tbody> </table> </div> <p data-bbox="337 953 1344 1014">Click View All on Assigned Seniority Dates These dates will remain extant and will not update until the HRSUP approves the new contract</p> <p data-bbox="337 1045 683 1073">Navigate to Contract Approval</p>	Assigned Seniority Dates		Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE	08/13/2002	AD PAY SCALE DATE		DEP DATE		CMA DATE	08/13/2002	CURRENT AD DATE	08/13/2002	DIEMS DATE	08/13/2002	EXPECTED AD TERM DATE	12/28/2014	EXPECTED LOSS DATE	12/28/2014	JOB FAMILY ENTRY DATE	11/01/2003	MIL OBLIGATION COMPL DATE	08/01/2010	PAY ALLOWANCE DATE	08/13/2002	POINTS SWE DATE	04/30/2014
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10	<div data-bbox="337 1108 1438 1791"> <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval</p> <p>Jess Willard Person ID: 3333333</p> <p>Contract Data</p> <p>Contract Number: 0004 Begin Date: 10/17/2014 Contract Status: Active</p> <p>Contract Type Find View All First 1 of 1 Last</p> <p>Effective Date: 10/17/2014 Contract Type: REN Reenlistment</p> <p>Route for Approval</p> <p>Approval Type:</p> <p>Approver:</p> <p>Dept of Approving SPO: 000210 CG AIRSTA DETROIT</p> <p>Approval Status:</p> <p>Approval Date:</p> <p>Submit for Approval</p> </div> <p data-bbox="337 1824 1398 1885">Submit contract for approval which will put the contract in a Pending status. See next block for Printing instructions. The contract should not be approved without first viewing a signed copy.</p>																												

Contract Data – Reenlistment, Continued

11	 <p>To print a copy of the The Enlistment/Reenlistment contract navigate to the Career Management pagelet and select DD-4 Enlistment/Reenlistment</p>
12	 <p>Once the DD-4 Enlistment/Reenlistment Form appears enter the appropriate information: Empl ID, Contract Number and Effective date. Then select Create Report.</p>
13	 <p>A copy of the DD-4 will appear, pre-filled with information entered in Contract Data. This process should be completed prior to the HRSUP approving the REN.</p> <p>To print the paper contract you may use File/Print, Ctrl/P or the printer icon.</p>

The REN contract will print off with 4 pages. The 4th page is solely for the Delayed Enlistment Program (DEP) during initial enlistment, and is not necessary for REN contract purposes. SPO techs need only to print out the first 3 pages of a REN contract.

Contract Data - Approval

Step	Action																
	<p>Attention, HRSUP: Do not approve the contract without first having viewed a signed copy of the DD-4.</p> <p>Use the following steps to approve:</p>																
1	<p>My Page Self Service Requests</p> <p>Approver should select Requests</p>																
2	 <p>Select View My Requests (all types)</p>																
3	 <p>Select Request I am Approver For and select Populate Grid</p>																
4	 <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>Contract Approval</td> <td>Pending</td> <td>Eusebio Pedroza</td> <td>1234567</td> <td>Carlos Monzon</td> <td>Miguel Cotto</td> <td>06/18/2014</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	Contract Approval	Pending	Eusebio Pedroza	1234567	Carlos Monzon	Miguel Cotto	06/18/2014	Approve/Deny
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Contract Data - Approval

5

Action Request

Contract Approval

Pedroza, Eusebio

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

Request Details			
Contract Number:	0002	Contract Type:	REN
Contract Status:	A	Contract Effdt:	05/29/2014
Contract Begin Dt:	05/29/2014		
Expected End Dt:	05/28/2018		

Request Information			
Contract Term:	4 Years	Mbr Signature Date:	05/29/2014
Reason:	Request of Member	SRB Entitlement:	
Num Extensions:	0	EXT Tour Length:	
Expect AD TermDt:		Expected Loss Date:	05/28/2018
Leave Balance:	0	Cumulative Sold:	0
Total Leave Sell:			

Comment: Good job, Man! Keep punching. Mantenga punzonado!

Contract Approval

Contract Approval: Pending

One Level Approval

Pending
 Miguel H. Cotto SPO Approvers Deptid

Enter Comments and click Approve or Deny. Note: selecting Deny returns contract to HRS user where process must begin again.

Continued on next page

Contract Data, Continued

Procedure (continued)

Step	Action
6	<div data-bbox="337 338 1414 793" style="border: 2px solid blue; padding: 10px;"> <p>Contract Approval</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Contract Approval: View/Hide Comments </div> <p>One Level Approval</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="background-color: #e0ffe0; padding: 2px;">Approved</p> <div style="display: flex; align-items: center;"> ✓ <div> <p>Miguel H. Cotto :</p> <p>SPO Approvers Deptid</p> <p>06/18/14 - 3:55 PM</p> </div> </div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Comments</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Miguel H. Cotto at 06/18/14 - 3:55 PM</p> <p>Good job, man!</p> </div> </div> </div> <p>The above-listed screen shot indicates contract has been approved.</p> <p>Note: The HRSUP should navigate to Mbr Service Dates once the approval is confirmed and ensure the dates (Expected AD Term Date, Expected Loss Date) have updated correctly.</p>