

MARGRAD – Hire 30 Years (Maritime Academy Graduate)

Step	Action
1	 <p>Accessions</p> <ul style="list-style-type: none">Add New ApplicantApplicant ListsInterview CalendarAdd ApplicantRecruiter WorkspaceSearch ApplicantsImport Plan DataAccession ProgramAccessions Forms FieldsQuestion Set DefinitionJob Opening MaintenanceAdd a PersonFind ApplicantsFind Job OpeningsPending CAD ReportRecruiter-In-Charge WorkspaceReservations WorkspaceView Recruiting PlanLoad Zip codesAccessions FormsRecruiting LocationsQuestion DefinitionHire Applicant
2	 <p>United States Coast Guard 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>Add a Person</p> <p>Person ID: <input type="text" value="NEW"/></p> <p><input type="button" value="Add Person"/></p> <p>Search for Matching Persons</p>

From the Portal Page, select **Add a Person** from the Accessions pagelet.

Click the **Add Person** button.

3

The screenshot shows the 'Biographical Details' tab of a system interface. At the top, there are navigation tabs: 'Biographical Details', 'Contact Information', 'Regional', and 'Organizational Relationships'. Below these, the 'Name' section is active, showing 'Person ID: NEW'. The 'Effective Date' is set to '08/04/2014' and is highlighted with a red box. The 'Format Type' is set to 'English'. Below this, the 'Add Name' button is highlighted with a red box. The 'Biographic Information' section below contains fields for 'Date of Birth', 'Birth Country' (USA), 'Birth State', and 'Birth Location'. The 'Biographical History' section contains fields for 'Effective Date' (08/04/2014), 'Gender' (Unknown), 'Highest Education Level' (A-Not Indicated), 'Marital Status' (Unknown), 'Language Code', and 'Alternate ID'. At the bottom, the 'National ID' section shows 'Country' (USA) and 'National ID Type' (Social Security Number).

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

Click on the Add Name button.

4

The screenshot shows the 'Edit Name' dialog box. It has a title bar 'Edit Name' and a subtitle 'English Name Format'. The form contains the following fields: 'Prefix' (dropdown), 'First Name' (text box with 'William'), 'Middle Name' (text box with 'Harrison'), 'Last Name' (text box with 'Dempsey'), and 'Suffix' (dropdown). Below these are labels for 'Display Name', 'Formal Name', and 'Name'. A 'Refresh Name' button is located at the bottom of the form. At the very bottom of the dialog, there are three buttons: 'OK', 'Cancel', and 'Refresh'. The 'OK' button is highlighted with a red box.

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 be returned to the Biographical Details Tab.

5

Biographical Details | Contact Information | Regional | Organizational Relationships

William Dempsey Person ID: NEW

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

*Effective Date: 08/04/2014 + -

*Format Type: English

Display Name: William Dempsey Edit Name

Biographic Information

Date of Birth: 06/24/1982 32 Years 1 Months

Birth Country: USA United States

Birth State: CO Colorado

Birth Location: Manassa Waive Data Protection

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

*Effective Date: 08/04/2014 + -

*Gender: Male

*Highest Education Level: Master's Level Degree

*Marital Status: Single As of:

Language Code: English

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	897-22-6666	<input checked="" type="checkbox"/>

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

Biographical Details | Contact Information | Regional | Organizational Relationships

William Dempsey Person ID: NEW

Current Addresses Customize | Find | View All | First | 1 of 1 | Last

Address Type	As Of Date	Status	Address
Home	08/04/2014	A	

Add Address Detail + -

Phone Information Customize | Find | View All | Edit/View Address Detail

*Phone Type	Telephone	Extension	Preferred
			<input type="checkbox"/>

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

Email Type	Email Address	Preferred
		<input type="checkbox"/>

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

*Network ID	*IM Protocol	*IM Domain	Preferred
			<input type="checkbox"/>

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:	08/04/2014	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: 1927 Gene Tunney Ave

Address 2:

Address 3:

City: Manassas State: CO Colorado

Postal: 81141

County: Conejos

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: 08/04/2014 By Address: 1927 Gene Tunney Ave
 Manassas CO 81141

Country: USA Search

*Status: A Search

[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	
Home	08/04/2014	A	1927 Gene Tunney Ave Manassas CO 81141	Edit/View Address Detail + -

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

11

William Dempsey Person ID: NEW

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

Address Type	As Of Date	Status	Address	
Home	08/04/2014	A	1927 Gene Tunney Ave Manassas CO 81141	Edit/View Address Detail + -
Mailing				Add Address Detail + -

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: 08/04/2014 By Address: + -

Country: USA Search

*Status: A Search

Add Address

OK Cancel Refresh

Click the Add Address link.

13

Edit Address

Country: United States

Address 1: 1927 Gene Tunney Ave

Address 2:

Address 3:

City: Manassas State: CO Search Colorado

Postal: 81141

County: Conejos

OK Cancel

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

14

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

15

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

16

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

Select the **Regional** Tab.

17

Click the Ethnic Group lookup and select the appropriate category. All other data fields are left blank.

Select the **Organizational Relationship** Tab.

18

Check the **Employee** box and 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 HR Data Shortcuts 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 Personal Information 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 Position Number **provided by the order issuing authority** then Tab. For this example 00062541.

Position Entry Date: Date of Hire.

Enter appropriate Reserve Class Code (in this case "N")

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: OFFCG
- Department: 002817
- Department Entry Date: Date of Hire
- Location: Default with data matching Department entered.

Position Number: 00062541 RESERVE UNBUDGETED POSITION
Use Position Data
Position Entry Date: 08/04/2014
 Position Management Record
*Regulatory Region: RSV Reservists
Company: ACG Active CG
*Business Unit: OFFCG Officer CG
*Department: 002817 RESERVE PERS MGMT
Department Entry Date: 08/04/2014
*Location: VA0323 PERSONNEL SERVICE CENTER
Establishment ID:

Work Location Job Information Job Labor Payroll Salary Plan Compensation
William Dempsey Empl ID: 5555555
Employee Empl Record: 0
Military Service:
Work Location Find First 1 of 1 Last
*Effective Date: 08/04/2014 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: 00062541 RESERVE UNBUDGETED POSITION
Use Position Data
Position Entry Date: 08/04/2014
 Position Management Record
*Regulatory Region: RSV Reservists
Company: ACG Active CG
*Business Unit: OFFCG Officer CG
*Department: 002817 RESERVE PERS MGMT
Department Entry Date: 08/04/2014
*Location: VA0323 PERSONNEL SERVICE CENTER
Establishment ID: Date Created: 08/04/2014
Last Start Date: 08/04/2014
Expected Job End Date:
Military
Reserve Class Code: N w/Svc Oblig not in another Cla
Component Category: N Not Applicable

Click on the **Job Information** Tab.

20

William Dempsey
Employee

Empl ID: 5555555
Empl Record: 0

Military Service: [Dropdown]

Job Information

Effective Date: 08/04/2014
Effective Sequence: 0
HR Status: Active
Payroll Status: Active

Action: Hire
Reason: New Position
Job Indicator: Primary Job

*Job Code: 000098 Ensign
Entry Date: 08/04/2014
Supervisor Level: [Dropdown]
Supervisor ID: 111111 Louis Erno
Reports To: [Dropdown]

*Regular/Temporary: Regular
*Full/Part: Full-Time
Empl Class: IRR
*Officer Code: None
*Regular Shift: N/A
Shift Rate: [Dropdown]
*Classified Ind: Classified
Shift Factor: [Dropdown]

Standard Hours
Standard Hours: 240.00
Work Period: M Monthly
FTE: 1.000000

Adds to FTE Actual Count? Encumbrance Override

Job Code: Enter the appropriate Job Code. For this example 000098 (hire as Ensign) and Tab.

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

William Dempsey
Employee

Empl ID: 5555555
Empl Record: 0

Military Service: [Dropdown]

Job Labor

Effective Date: 08/04/2014
Effective Sequence: 0
HR Status: Active
Payroll Status: Active

Action: Hire
Reason: New Position
Job Indicator: Primary Job

Bargaining Unit: [Dropdown]
Labor Agreement: OFF Reserve Component Off and Warr
Labor Agreement Entry Dt: 08/04/2014
Employee Category: IRR Individual Ready Reserve
Employee Subcategory: H No Drill Requirement
Employee Subcategory 2: [Dropdown]

Position Management Record

Union Code: [Dropdown]
Union Seniority Date: [Dropdown]
Works Council ID: [Dropdown]
Labor Facility ID: [Dropdown]
Entry Date: [Dropdown]

Stop Wage Progression
 Pay Union Fee
 Exempt from Layoff Reason: [Dropdown]

Labor Agreement: Click on the lookup icon and select **OFF**.

The **Labor Agreement Entry Dt** will default to date of hire

Employee Category: Enter appropriate Employee Category (in this case IRR)

Employee Subcategory: Enter appropriate Training Pay Code (in this case H).

Work Location Job Information Job Labor Payroll Salary Plan Compensation

William Demsey Empl ID: 5555555
Employee Empl Record: 0

Military Service:

Labor Information Find First 1 of 1 Last

Effective Date: 08/04/2014 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: OFF Reserve Component Off and Warr
Labor Agreement Entry Dt: 08/04/2014
Employee Category:
Employee Subcategory:
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 View All First 1-23 of 23 Last

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		<input type="text"/>	<input type="text"/>	<input type="text"/>

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		08/04/2014	<input checked="" type="checkbox"/>	
AD PAY SCALE DATE		08/04/2014	<input checked="" type="checkbox"/>	
DEP DATE			<input type="checkbox"/>	
CMA DATE		08/04/2014	<input checked="" type="checkbox"/>	
COMMISSION DATE			<input type="checkbox"/>	
DIEMS DATE		08/04/2014	<input checked="" type="checkbox"/>	
RSV DRILL OBLIGATION DATE		08/04/2014	<input checked="" type="checkbox"/>	
EXPECTED LOSS DATE		08/03/2044	<input checked="" type="checkbox"/>	
JOB FAMILY ENTRY DATE		08/04/2014	<input checked="" type="checkbox"/>	
MIL OBLIGATION COMPL DATE		08/03/2022	<input checked="" type="checkbox"/>	
PAY ALLOWANCE DATE		08/04/2014	<input type="checkbox"/>	
PAY BASE DATE		08/04/2014	<input checked="" type="checkbox"/>	
DATE OF RANK	000098	08/04/2014	<input type="checkbox"/>	
RSV COMP SBP ELECT DATE			<input type="checkbox"/>	
ROTATION DATE			<input type="checkbox"/>	
RSRV ACCESSION CLASS DATE		08/04/2014	<input type="checkbox"/>	
RSV ANNIVERSARY DATE		08/04/2014	<input checked="" type="checkbox"/>	
RSV ELIGIBILITY DATE		08/04/2014	<input checked="" type="checkbox"/>	
RSV INITIATION DATE		08/04/2014	<input checked="" type="checkbox"/>	

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

- Active duty Base Date: Date of Oath of Office and a statement of Creditable Service (SOCS) request must be sent to PPC (ADV) if a member has prior service. Any necessary adjustments will take place via the SOCS process (see Email ALSPO B/15)
- AD Pay Scale Date: Date of Oath of Office
- CMA Date (See Chapter 3 of PAYMAN for correct date)
- DIEMS Date: Date of Initial Entry Military Service (any component)
- RSV Drill Obligation Date: Not applicable
- Expected Loss Date: 30 years from date of Oath of Office (minus 1 day)
- Job Family Entry Date: Date of Oath of Office
- 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 Oath of Office
- Pay Base Date: If rehiring without a break in service, use the existing PBD from previous job row. If rehiring with a break in service, use the Date of Oath of Office and a 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 Oath of Office
- RSRV Accession Class Date: Date of Oath of Office
- Reserve Anniversary Date: Date of Oath of Office
- RSV Eligibility Date: Date of Oath of Office
- RSV Initiation Date: Date of Oath of Office

Click on the **Payroll Tab**.

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

William Dempsey
Employee

Empl ID: 5555555
Empl Record: 0

Military Service:

Payroll Information Find | First | 1 of 1 | Last

Effective Date: 08/04/2014 Go To Row

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active Job Indicator: Primary Job

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:

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

William Dempsey
Employee

Empl ID: 5555555
Empl Record: 0

Military Service:

Salary Plan Find | View All | First | 1 of 1 | Last

Effective Date: 08/04/2014 Go To Row

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active Job Indicator: Primary Job

Military

Rank: Rank Entry Date:

Worn Rank:

Worn Rank Type:

Skill Grade:

Salary Admin Plan: **OFF**

Grade: **O1** Grade Entry Date: 08/04/2014

Step: **1** Step Entry Date: 08/04/2014

Includes Wage Progression Rule

Salary Admin Plan: Should default to **OFF**.

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 O1 based on Ensign Job Code.

Step: Enter 1 and Tab.

Step Entry Date: Will default to date of Hire.

Click on the **Salary Plan** Tab.

26

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

William Dempsey
Employee
Empl ID: 5555555
Empl Record: 0

Military Service:

Compensation Find First 1 of 1 Last

Effective Date: 08/04/2014 Go To Row

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active Job Indicator: Primary Job Current

Compensation Rate: 1,452.60 USD *Frequency: M 1 month

▶ Comparative Information

▶ Pay Rates

Default Pay Components Contract Change Prorate Option

Pay Components Customize | Find | First 1 of 1 Last

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BASIC	0	2,905.200000	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

William Dempsey
Employee
Empl ID: 5555555
Empl Record: 0

Military Service:

Organizational Instance

Organizational Instance Rcd: 0 Original Start Date: Override

Last Start Date: First Start Date:

Termination Date:

Org Instance Service Date: Override Years: 0 Months: 0 Days: 0

Organizational Assignment Data

Instance Record

Last Assignment Start Date: 08/04/2014 First Assignment Start: 08/04/2014

Assignment End Date:

Home/Host Classification: Home Years: 0 Months: 0 Days: 0

Company Seniority Date: Override

Benefits Service Date: Override

Seniority Pay Calc Date: Override

Probation Date:

Professional Experience Date: Last Verification Date:

Business Title: Ensign 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**

There are no entries to be made on this page.
Do not enter Term of Enlistment here: this is now done in **Contract Data**

Click the **Benefits Program Participation** link.

Benefit Program Participation

William Dempsey Empl ID: 5555555
Employee Empl Record: 0

Military Service:

Benefit Status Find First 1 of 1 Last

Benefit Record Number: Go To Row

Effective Date: 08/04/2014

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active Job Indicator: Primary Job

*Benefits System: Base Benefits Current 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: 08/04/2014 Currency Code: USD

*Benefit Program: ACG CG/NOAA Active Deduction Prog

[Job Data](#) [Employment Data](#) Benefits Program Participation

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

Ensure Benefits System reads **Base Benefits**

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.

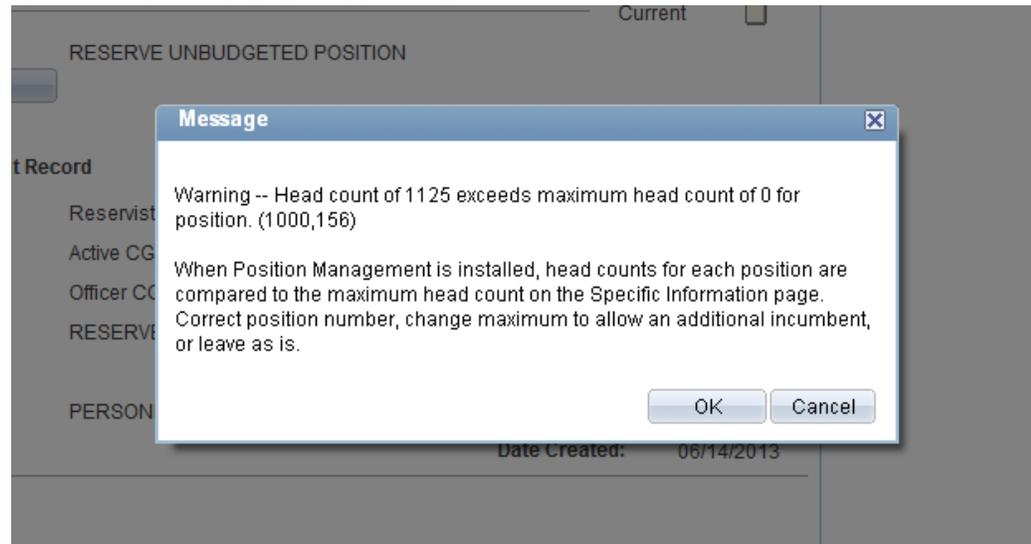
Work Location		Job Information		Job Labor		Payroll		Salary Plan		Compensation	
William Dempsey Employee				Empl ID: 5555555 Empl Record: 0							
Military Service: <input type="text"/>											
Work Location Find First 1 of 1 Last											
*Effective Date: 08/04/2014		Effective Sequence: 0		*Action: Hire		Reason: New Position		*Job Indicator: Primary Job			
HR Status: Active		Payroll Status: Active		Calculate Status and Dates		Current					
Position Number: 00062541		RESERVE UNBUDGETED POSITION									
Position Entry Date: 08/04/2014		Use Position Data									
*Regulatory Region: RSV		Reservists									
Company: ACG		Active CG									
*Business Unit: OFFCG		Officer CG									
*Department: 002817		RESERVE PERS MGMT									
Department Entry Date: 08/04/2014		Position Management Record									
*Location: VA0323		PERSONNEL SERVICE CENTER									
Establishment ID: <input type="text"/>		Date Created: 08/04/2014									
Last Start Date: 08/04/2014		Expected Job End Date: <input type="text"/>									
Military											
Reserve Class Code: N		w/Svc Oblig not in another Cla									
Component Category: N		Not Applicable									
Job Data		Employment Data					Benefits Program Participation				
OK Cancel Apply											

Click the **OK** button.

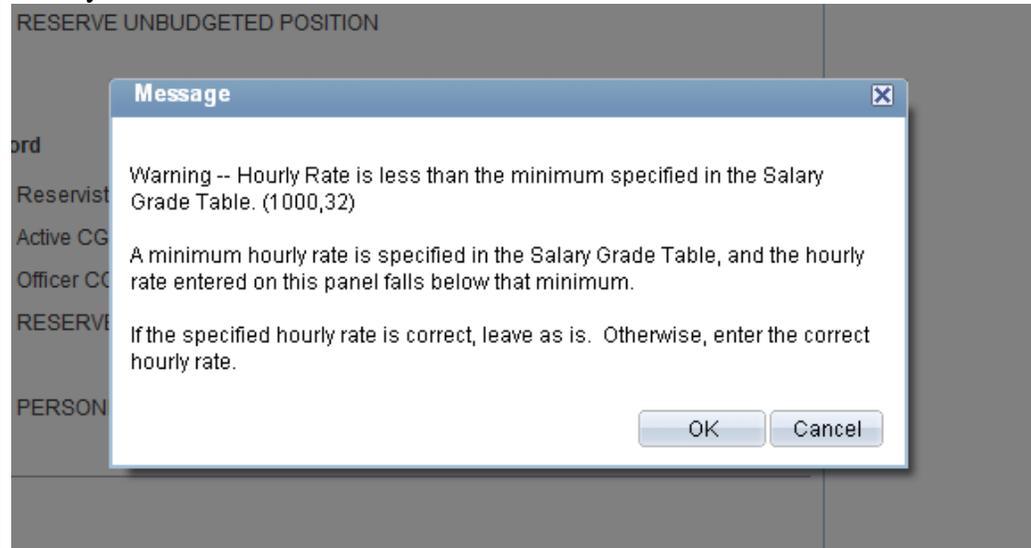
30

You will receive several “Warning” messages:

Head Count – Click the OK button.

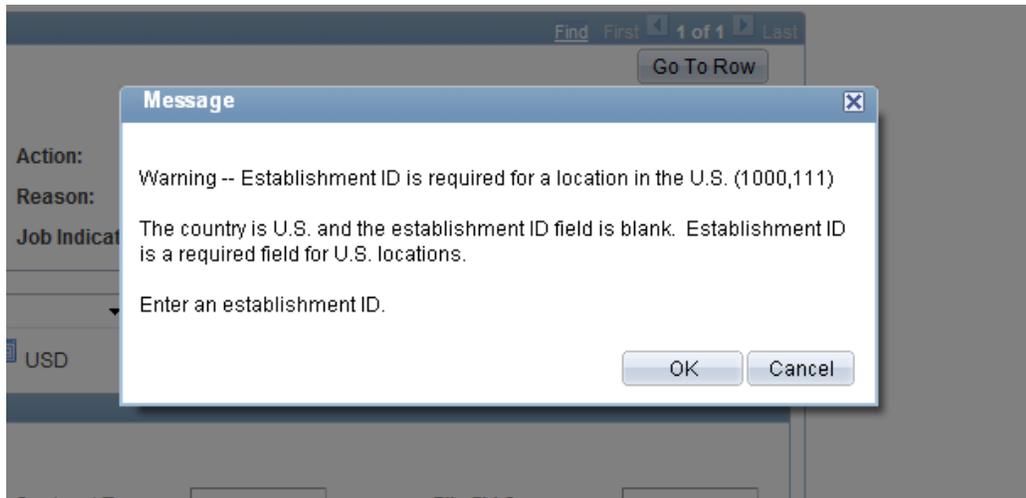


Hourly Rate – Click the OK button.



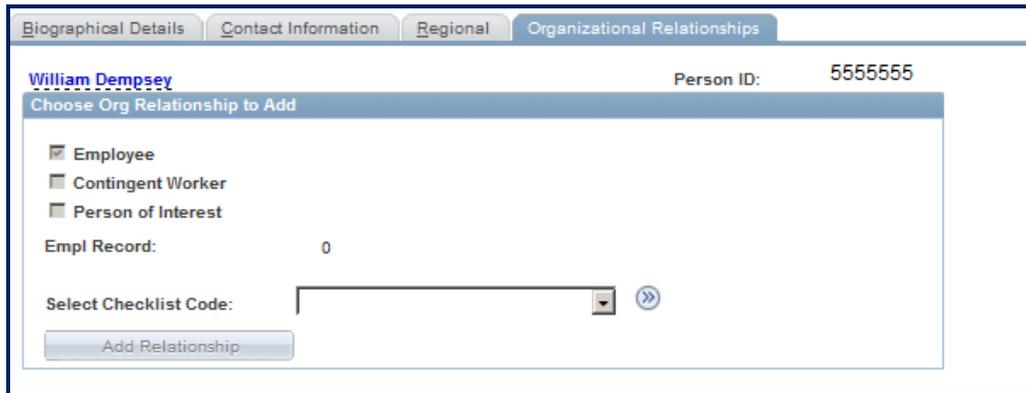
30
cont.

Establishment ID Click the OK button.



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



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.

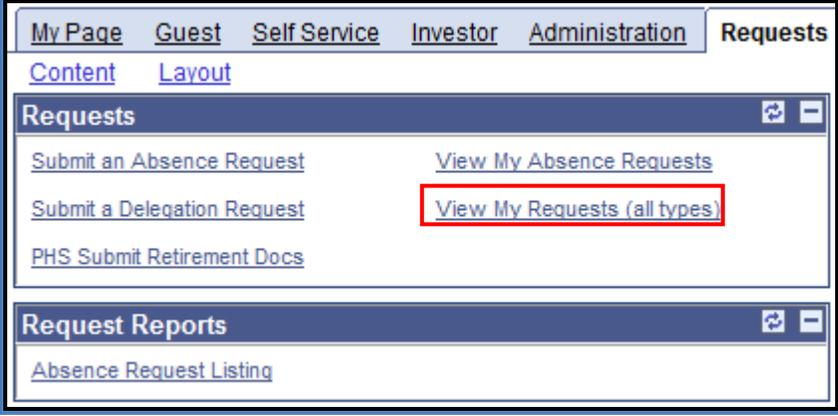
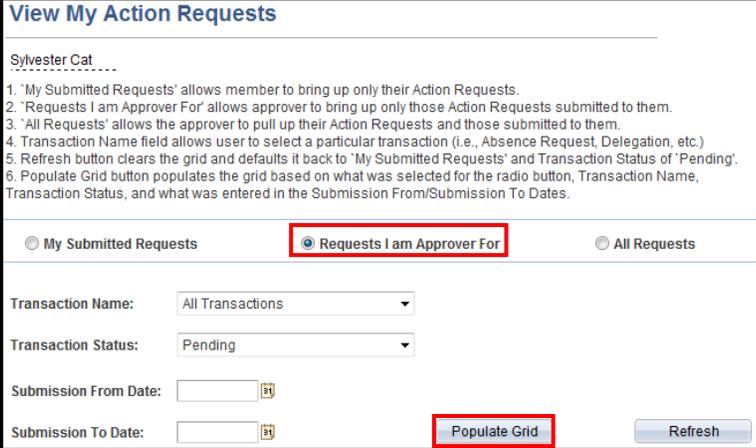
Procedure Follow these steps to approve an accession.

Step	Action
1	 <p>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>As approver you should review/audit the accession process prior to approval.</p> <p>From the Portal Page you click the Personal Information and Job Data links for review/audit. Once you have completed review, follow the procedures below for approval.</p> <p>From the Portal Page, select Requests located at the top of the page.</p>

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action
2	 <p>Click the View My Requests (all types) 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 Populate Grid button.</p>

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action																																
4	<div data-bbox="365 527 1393 1102"> <p>View My Action Requests</p> <p>Sylvester Cat</p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 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.</p> <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=""/></p> <p>Submission To Date: <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>Approve/Deny</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>Approve/Deny</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>Approve/Deny</td> </tr> </tbody> </table> </div> <p>A listing of all accessions you have been identified for approval will be displayed.</p> <p>Select Approve/Deny 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	Approve/Deny	AccessionHire	Pending	Brad Majors	1112223	Goofy Dog	Sylvester Cat	05/24/2013	Approve/Deny	AccessionHire	Pending	Janet Weiss	2223334	Daffy Duck	Sylvester Cat	05/23/2013	Approve/Deny
Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny																										
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Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action								
5	<div data-bbox="358 558 1373 1423" style="border: 1px solid black; padding: 10px;"> <p>Action Request</p> <p><u>Approval/SOD for Accessions</u></p> <p>Darth Vader</p> <ul style="list-style-type: none"> Review hire data in the Request Information box. To approve a Hire Request, press the Approve button. To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. After a Hire Request has been approved, data will be pushed to DA 8.0. <table border="1" data-bbox="402 804 1369 877"> <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="402 894 1369 968"> <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; width: 500px; height: 30px;" type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Accessions Hire Approval</p> <div data-bbox="412 1150 1122 1423" style="border: 1px solid gray; padding: 5px;"> <p>Delegation Approval Process: Pending View/Hide Comments</p> <p>One Approval level</p> <div data-bbox="428 1220 711 1310" style="border: 1px solid gray; padding: 2px;"> <p>Pending</p> <p> Sylvester Cat Initial Approve Action Request</p> </div> <p>Comment History</p> <p>Mickey Mouse at 05/18/2013 - 2:55 PM View History</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 Approve or Deny.</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

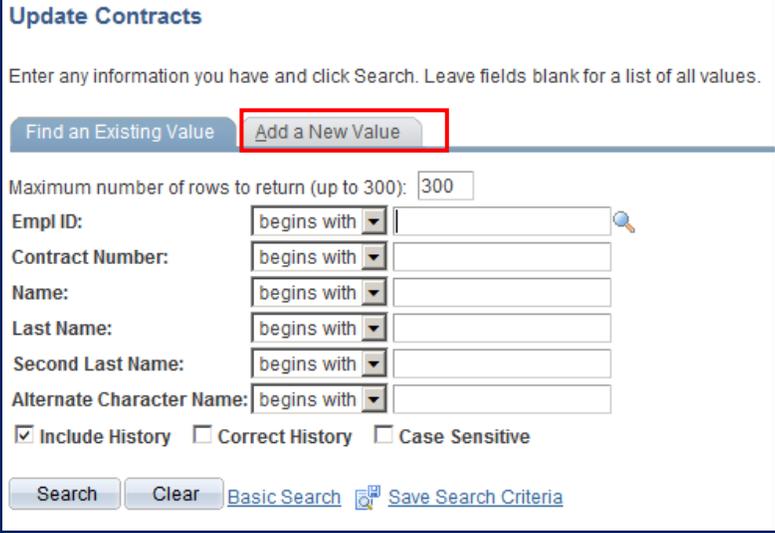
Procedure (continued)

Step	Action
6	<div data-bbox="360 520 1230 1255"> <p>Action Request</p> <p><u>Approval/SOD for Accessions</u></p> <p>Darth Vader</p> <ul style="list-style-type: none"> Review hire data in the Request Information box. To approve a Hire Request, press the Approve button. To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. After a Hire Request has been approved, data will be pushed to DA 8.0. <p>Request Details</p> <p>Employee ID: 1234567</p> <p>Request Approvers</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>Accessions Hire Approval</p> <p>Delegation Approval Process: Approved</p> <p>One Approval level</p> <p>Approved</p> <p>✓ Sylvester Cat Initial Approve Action Request 06/24/13 - 12:39 PM</p> <p>Comment History</p> <p>Mickey Mouse at 05/18/2013 - 2:55 PM View History</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

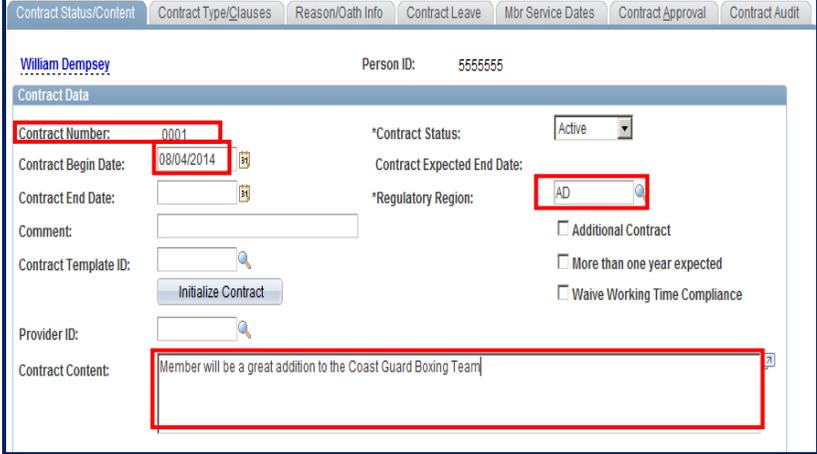
Introduction This section provides the procedure for completing the contract of a Maritime Academy Graduate

Procedure Follow these steps to complete the contract of a MARGRAD

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

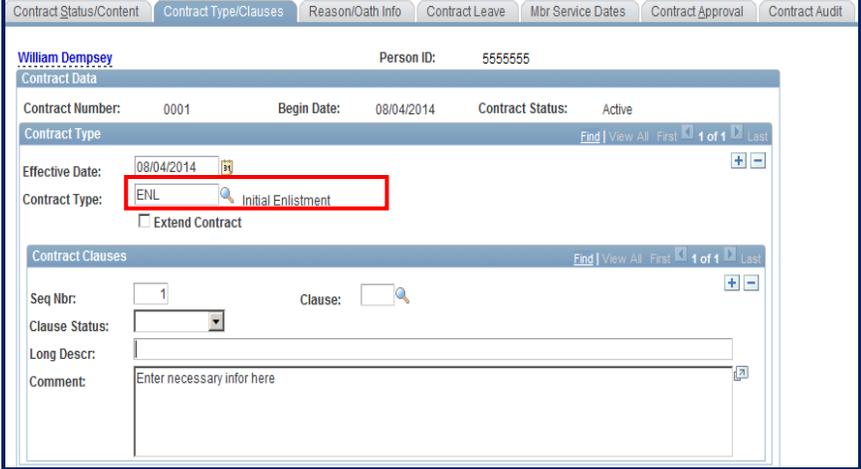
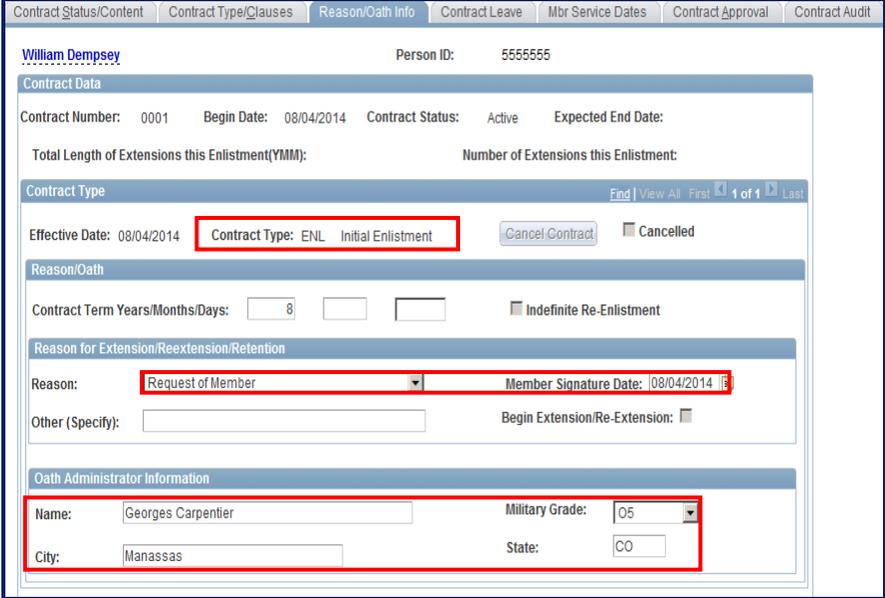
Continued on next page

Accessions – Contract Data, Continued

Step	Action
3	<div data-bbox="386 346 984 772"></div> <p data-bbox="375 814 1114 911">Enter EMPLID and Contract Number (First contract = 0001) Click Add You will be navigated to Contract Status/Content</p>
4	<div data-bbox="375 919 1192 1373"></div> <p data-bbox="358 1415 1317 1545">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) <u>A Contract Content statement is required</u></p> <p data-bbox="358 1583 789 1608">Navigate to Contract Type/Clauses</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 Clause status (optional/required) and enter any contractual specific comments Navigate to Reason/Oath Info</p>
6	 <p>Enter Contract Term Years/Months/Days (in this case 6 years) Select a Reason from the drop-down and Select Member Signature Date (date contract signed) Add Name of Oath Administrator and applicable Military Grade and City/State where contract was administered. Navigate to Contract Leave tab</p>

Continued on next page

Accessions – Contract Data, Continued

Step	Action
7	<div data-bbox="326 344 1219 840"><p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval</p><p>William Dempsey Person ID: 5555555</p><p>Contract Data</p><p>Contract Number: 0001 Begin Date: 08/04/2014 Contract Status: Active</p><p>Leave Balances</p><p>Leave Balance: Cumulative Sold Leave: As of:</p><p>Contract Type End View All First 1 of 1 Last</p><p>Effective Date: 08/04/2014</p><p>Contract Type: ENL Initial Enlistment</p><p>Leave Disposition View All First Last</p><p>Total Leave to Sell (Days): <input type="text"/></p></div> <p>Enter any leave to be sold Navigate to Mbr Service Dates</p>

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Assigned Seniority Dates	
Customize View 12 First 1-23 of 23 Last	
Seniority Date	Labor Seniority Date
ACTIVE DUTY BASE DATE	08/04/2014
AD PAY SCALE DATE	08/04/2014
DEP DATE	
CMA DATE	08/04/2014
COMMISSION DATE	
DIEMS DATE	08/04/2014
RSV DRILL OBLIGATION DATE	08/04/2014
EXPECTED LOSS DATE	08/03/2044
JOB FAMILY ENTRY DATE	08/04/2014
MIL OBLIGATION COMPL DATE	08/03/2022
PAY ALLOWANCE DATE	08/04/2014
PAY BASE DATE	08/04/2014
DATE OF RANK	08/04/2014
RSV COMP SBP ELECT DATE	
ROTATION DATE	
RSRV ACCESSION CLASS DATE	08/04/2014
RSV ANNIVERSARY DATE	08/04/2014
RSV ELIGIBILITY DATE	08/04/2014
RSV INITIATION DATE	08/04/2014
RESERVE LETTER DATE	
RTB ELIGIBILITY DATE	
RTB LETTER DATE	
RTB LETTER RESPONSE DATE	

Click **View All** on **Assigned Seniority Dates**

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 **Contract Approval**

Continued on next page

Accessions – Contract Data, Continued

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

[William Dempsey](#) Person ID: 5555555

Contract Data

Contract Number: 0001 Begin Date: 08/04/2014 Contract Status: Active

Contract Type Find | View All First 1 of 1 Last

Effective Date: 08/04/2014 Contract Type: ENL Initial Enlistment

Route for Approval

Approval Type:

Approver:

Dept of Approving SPO: CG AIRSTA DETROIT

Approval Status:

Approval Date:

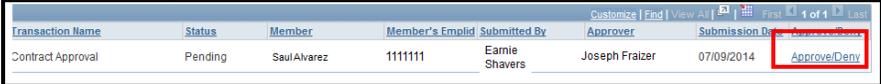
Click on **Submit for Approval** and approval will be routed to **Approving SPO**

Contract Approval

Introduction This section provides the procedure for approving a contract.

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 Requests I am Approver For and Populate Grid</p>
4	 <p>Click on Approve/Deny</p>

Continued on next page

Contract Approval, Continued

Step	Action																				
5	<div data-bbox="553 373 1209 863"> <p>Action Request</p> <p>Contract Approval Alvarez, Saul C</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>Request Details</p> <table border="1"> <tr> <td>Contract Number: 0001</td> <td>Contract Type: ENL</td> </tr> <tr> <td>Contract Status: A</td> <td>Contract Effdt: 07/07/2014</td> </tr> <tr> <td>Contract Begin Dt: 07/07/2014</td> <td></td> </tr> <tr> <td>Expected End Dt: 07/06/2020</td> <td></td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <table border="1"> <tr> <td>Contract Term: 8 Years</td> <td>Mbr Signature Date: 07/07/2014</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: 07/06/2020</td> <td>Expected Loss Date: 07/06/2022</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" value="Welcome to the USCG"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Contract Approval</p> <p>Contract Approval: Pending</p> <p>One Level Approval</p> <p>Pending</p> <p>Joseph H. Fraizer SPO Approvers Deptid</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: 07/07/2014	Contract Begin Dt: 07/07/2014		Expected End Dt: 07/06/2020		Contract Term: 8 Years	Mbr Signature Date: 07/07/2014	Reason: Request of Member	SRB Entitlement:	Num Extensions: 0	EXT Tour Length:	Expect AD TermDt: 07/06/2020	Expected Loss Date: 07/06/2022	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="553 926 1209 1220"> <p>Contract Approval</p> <p>Contract Approval: Approved View/Hide Comments</p> <p>One Level Approval</p> <p>Approved</p> <p>✓ Joseph H. Fraizer SPO Approvers Deptid 07/09/14 - 4:38 PM</p> <p>Comments</p> <p>Joseph H. Fraizer at 07/09/14 - 4:38 PM Welcome to the USCG</p> </div> <p>Contract is approved. Member is fully Accessed into USCG</p>																				