

# Disciplinary Actions

## Overview

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### Introduction

The Disciplinary Actions component is used to submit Non Judicial Punishment (NJP) results from a Captain's Mast or Court-Martial conviction on a member. This component is also used to make a Correction, Deletion or if a suspended punishment is being Vacated, Modified or Affirmed. The Disciplinary Actions component should not be used if the charges are dismissed or dismissed with warning. Approved Disciplinary Actions will be integrated with the JOB record and Global Payroll elements to implement the changes to the HR and Pay records.

See the [Knowledge Base](#) for policy and Disciplinary Action-specific information.

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### Historical Data

In the new Disciplinary Action component, historical data is now viewed by using the Find an Existing Value tab. Simply enter a member's Empl ID or Name, click Search and any Disciplinary Action that was entered on that member will appear below in the Search Results. This is also the path to enter an Affirmation, Correction, Deletion, Modification and Vacation.

Empl ID	Reported Date	Disciplinary Type	Name	Last Name	First Name
1234567	08/25/2015	A	Joe Coastie	Coastie	Joe
1234567	11/01/2015	F	Joe Coastie	Coastie	Joe

### Calculating Forfeitures

If a Disciplinary Action includes both reduction in grade and forfeiture of pay, the forfeiture must be based on the grade to which the member has been reduced. This is true even if the reduction is suspended. When calculating forfeitures, do not include any future pay raises. All punishments awarded are based on the pay entitlements that are in effect on the date of the Disciplinary Action.

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### Contents

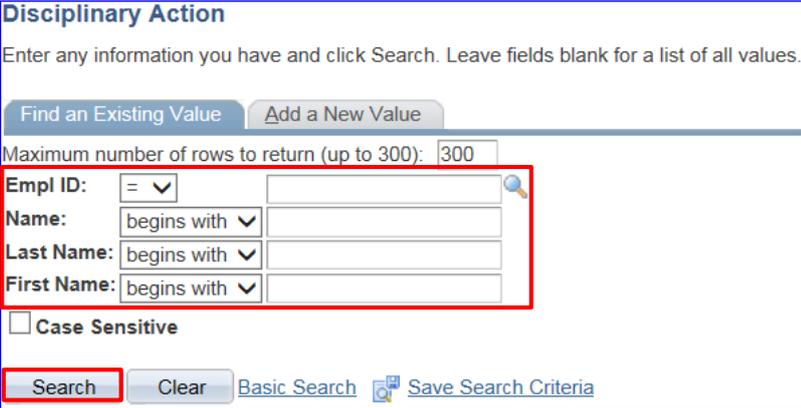
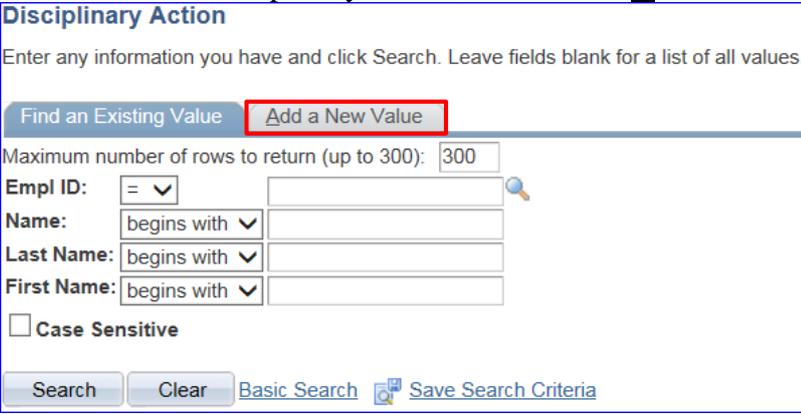
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# Entering a Disciplinary Action

**Introduction** This guide provides the procedures on entering a Disciplinary Action in Direct Access.

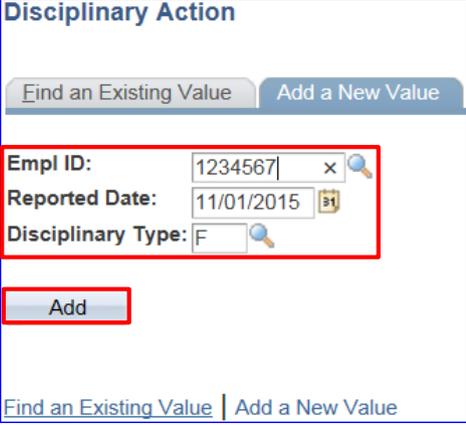
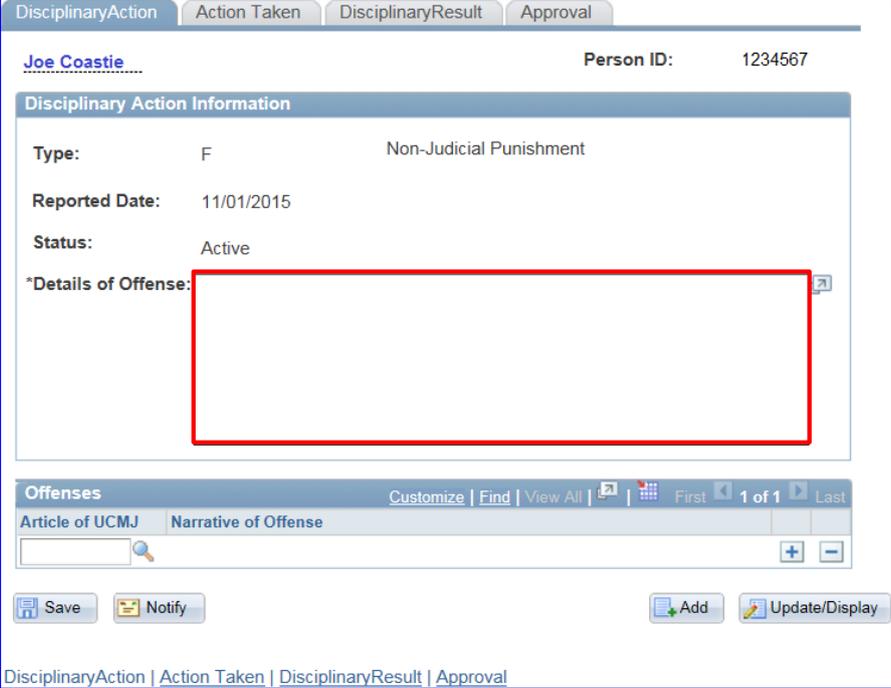
**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Click on the <b>Disciplinary Actions</b> link located in the Core HR pagelet.</p>  <p>The screenshot shows a 'Core HR' menu with several options: Job Data, Emergency Contact, Statement of Creditable Svc, Disciplinary Actions (highlighted in red), Person Profiles, Personal Data, Identification Data, and Disciplinary Action Report.</p>
<p><b>2</b></p>	<p>To view a <b>previously</b> entered Disciplinary Action, enter the member's Empl ID or Name, then click <b>Search</b>.</p>  <p>The screenshot shows the 'Disciplinary Action' search form. It includes a search instruction, two tabs ('Find an Existing Value' and 'Add a New Value'), a 'Maximum number of rows to return (up to 300): 300' field, and search criteria for Empl ID, Name, Last Name, and First Name. The 'Search' button is highlighted in red.</p>
<p><b>3</b></p>	<p>To enter a <b>new</b> Disciplinary Action, click on the <b>Add a New Value</b> tab.</p>  <p>The screenshot shows the 'Disciplinary Action' search form. The 'Add a New Value' tab is highlighted in red. The search criteria fields and the 'Search' button are visible but not highlighted.</p>

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# Entering a Disciplinary Action, Continued

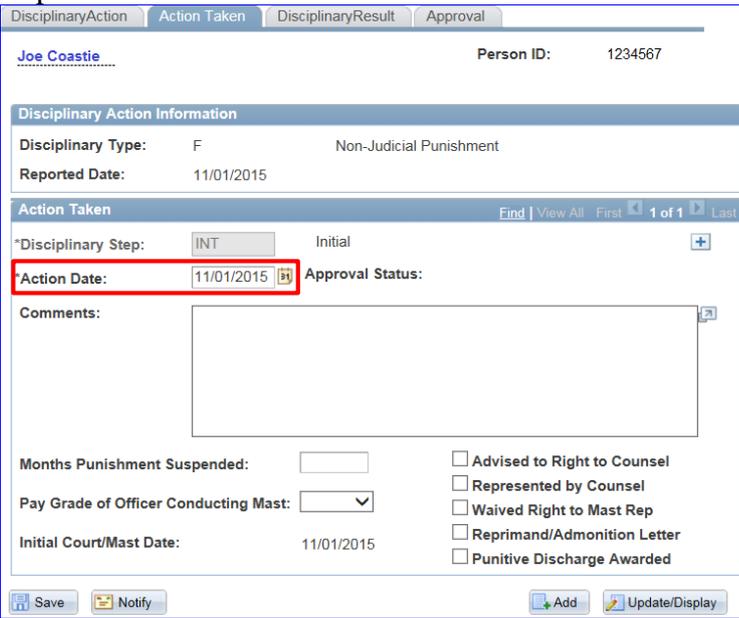
Procedures,  
continued

Step	Action
4	<p>Enter the member's <b>Empl ID</b> and the <b>Reported Date</b> (this date will be defaulted as the Initial Mast/Court date for this action and <b>cannot</b> be modified inside the component) of the Disciplinary Action. The Reported Date may be 14 days earlier than the Action Date for a Court-Martial. Then use the lookup to select the appropriate <b>Disciplinary Type</b>. When finished, click <b>Add</b>.</p>  <p><b>Disciplinary Action</b></p> <p>Find an Existing Value   Add a New Value</p> <p>Empl ID: 1234567 x</p> <p>Reported Date: 11/01/2015</p> <p>Disciplinary Type: F</p> <p>Add</p> <p>Find an Existing Value   Add a New Value</p>
5	<p>In the <b>Details of Offense</b> field, give a full description of the offense(s), including the time(s) and date(s) as stated on the CG-4910.</p>  <p>DisciplinaryAction   Action Taken   DisciplinaryResult   Approval</p> <p>Joe Coastie Person ID: 1234567</p> <p><b>Disciplinary Action Information</b></p> <p>Type: F Non-Judicial Punishment</p> <p>Reported Date: 11/01/2015</p> <p>Status: Active</p> <p>*Details of Offense:</p> <p>Offenses Customize   Find   View All   First 1 of 1 Last</p> <p>Article of UCMJ Narrative of Offense</p> <p>Save Notify Add Update/Display</p> <p>DisciplinaryAction   Action Taken   DisciplinaryResult   Approval</p>

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## Entering a Disciplinary Action, Continued

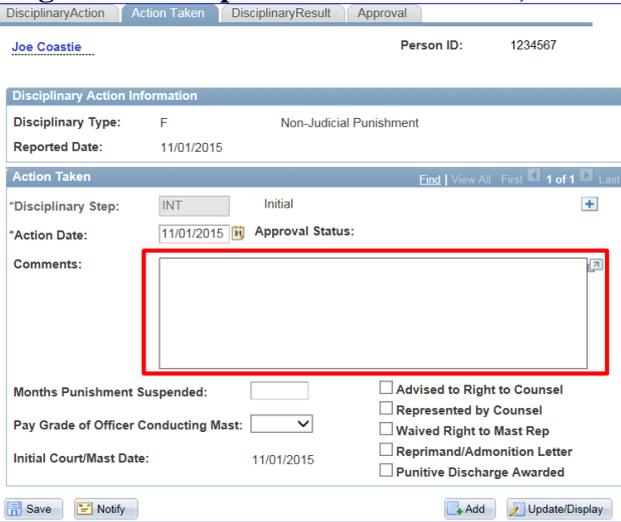
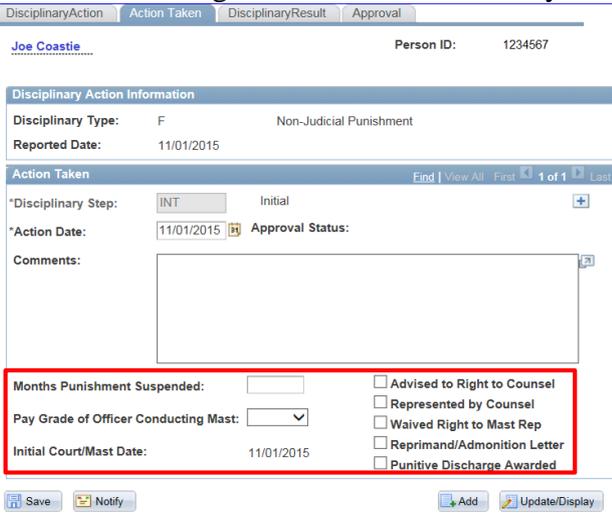
Procedures,  
continued

Step	Action
6	<p>Use the lookup to select the appropriate Offense Code(s). Use the plus and minus buttons to add or delete codes.</p> 
7	<p>Next click on the <b>Action Taken</b> tab. The Disciplinary Step will default to <b>Initial (INT)</b> for first time entries. The <b>Action Date</b> defaults to the Reported Date. If entering a Court-Martial, the Action Date may be 14 days later than the Reported Date.</p>  <p><b>Note:</b> For the Initial step of action, the Action Date should be the same as the Reported Date. On subsequent steps, a new row will be added with a new Action Date.</p>

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# Entering a Disciplinary Action, Continued

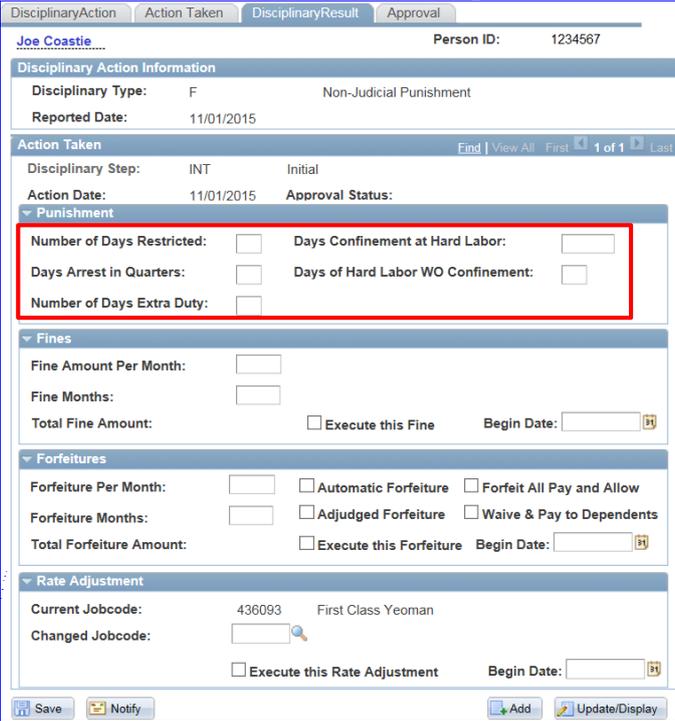
Procedures,  
continued

Step	Action
<p><b>8</b></p>	<p>In the <b>Comments</b> field, give the <b>date</b> and a <b>complete description</b> of the punishment awarded. If any of the punishment is suspended, state and include the terms of the suspension. <b>**Ensure the results are detailed in the comments field. If later doing a vacation of a suspended action and the length of the suspension is not entered, it becomes a legal issue.</b></p>  <p>The screenshot shows the 'Action Taken' tab of the disciplinary action form. The person's name is Joe Coastle (Person ID: 1234567). The disciplinary type is 'F Non-Judicial Punishment' and the reported date is '11/01/2015'. The 'Action Taken' section shows 'Disciplinary Step' as 'INT Initial' and 'Action Date' as '11/01/2015'. The 'Comments' field is a large text area that is highlighted with a red rectangular box. Below the comments field are several checkboxes: 'Months Punishment Suspended' (with an input field), 'Advised to Right to Counsel', 'Represented by Counsel', 'Waived Right to Mast Rep', 'Reprimand/Admonition Letter', and 'Punitive Discharge Awarded'. The 'Initial Court/Mast Date' is '11/01/2015'. At the bottom are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.</p>
<p><b>9</b></p>	<p>If the punishment was <b>suspended</b>, enter the number of month(s) in the field and select the <b>Pay Grade of Officer Conducting Mast</b>. Then check the boxes that are applicable to the Disciplinary Action. The Represented by Counsel and Punitive Discharge Awarded fields are only used for Courts-Martial.</p>  <p>This screenshot is identical to the one above, but the red box highlights the 'Months Punishment Suspended' input field and the 'Pay Grade of Officer Conducting Mast' dropdown menu. The 'Comments' field is now empty.</p>

Continued on next page

# Entering a Disciplinary Action, Continued

Procedures,  
continued

Step	Action
<p><b>10</b></p>	<p>Next click on the <b>DisciplinaryResult</b> tab. Enter the number of days awarded for each <b>Punishment</b> (even if it was suspended). If none, leave blank.</p> 
<p><b>11</b></p>	<p><b>Fines are for a Court-Martial only.</b> If a Fine was imposed on the member, enter the monthly Fine (rounded down to the nearest whole dollar) amount in the <b>Fine Amount Per Month</b> field. If a portion of the fine is suspended and the remaining portion is to be executed, then enter <b>only</b> the amount that is too be executed. Then enter the number of months for repayment in the <b>Fine Months</b> field. If the fine is a onetime debit, then enter 1 in the Fine Months field. Hit tab, and verify the <b>Total Fine Amount</b> is correct. If any or the entire Fine is to be executed, check the <b>Execute this Fine</b> box. The <b>Begin Date</b> will default to the Action Date after the Execute this Fine box is checked. <b>If the entire fine is suspended, DO NOT check the Execute this Fine box.</b></p>  <p><b>Note:</b> The Begin Date cannot be later than the Action Date of the Disciplinary Step.</p>

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## Entering a Disciplinary Action, Continued

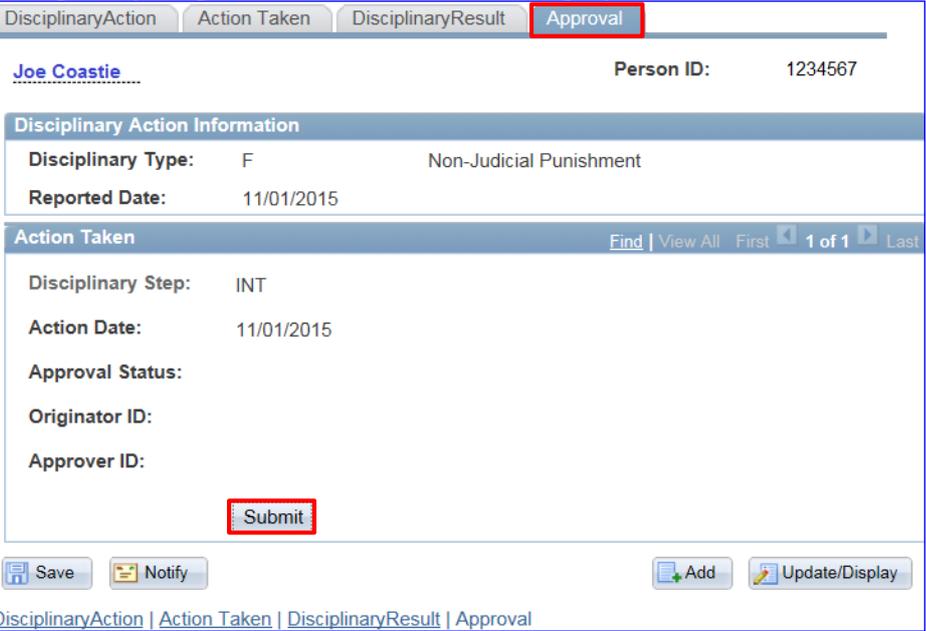
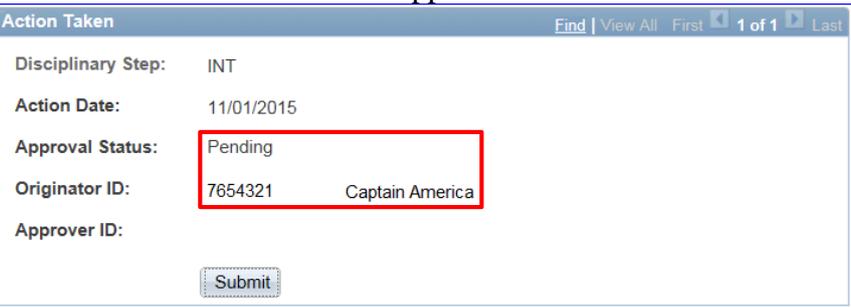
Procedures,  
continued

Step	Action
<p><b>12</b></p>	<p>If a forfeiture was imposed on the member, enter the amount (rounded down to the nearest whole dollar) in the <b>Forfeiture Per Month</b> field. If only a portion of the forfeiture is being executed, then enter <b>only</b> that amount. Then enter the number of months that was imposed in the <b>Forfeiture Months</b> field. Then check the appropriate type of Forfeiture. <b>If selecting Forfeit All Pay and Allow or Waive &amp; Pay to Dependents, submit a Customer Care ticket to PPC.</b> If any or the entire forfeiture is to be executed, then check the <b>Execute this Forfeiture</b> box. <b>DO NOT check this box if the entire amount is suspended.</b> The <b>Begin Date</b> will default to the Action Date.</p> <div data-bbox="352 819 1390 1010" style="border: 1px solid black; padding: 5px;"> <p>▼ Forfeitures</p> <p>Forfeiture Per Month: <input type="text" value="1350"/> <input type="checkbox"/> Automatic Forfeiture <input type="checkbox"/> Forfeit All Pay and Allow</p> <p>Forfeiture Months: <input type="text" value="1"/> <input type="checkbox"/> Adjudged Forfeiture <input type="checkbox"/> Waive &amp; Pay to Dependents</p> <p>Total Forfeiture Amount: <input type="text" value="1350"/> <input checked="" type="checkbox"/> Execute this Forfeiture Begin Date: <input type="text" value="11/01/2015"/> <input type="button" value="BT"/></p> </div> <p><b>Note:</b> The Begin Date cannot be later than the Action Date of the Disciplinary Step.</p>
<p><b>13</b></p>	<p>If the member was awarded a <b>Rate Adjustment</b>, use the lookup button to search and select the new job code (even if it was suspended). If the Rate Adjustment is to be executed, check the <b>Execute this Rate Adjustment</b> box. <b>Do NOT check this box if the Rate Adjustment is suspended.</b> The <b>Begin Date</b> will default to the Action Date. Once the Disciplinary Action is approved, the system inserts a JOB row with an Action/Reason code of DEM/DAC. <b>Verify Global Payroll successfully updated the pay entitlements that correspond with the new jobcode.</b></p> <div data-bbox="352 1413 1390 1603" style="border: 1px solid black; padding: 5px;"> <p>▼ Rate Adjustment</p> <p>Current Jobcode: <input type="text" value="436093"/> First Class Yeoman</p> <p>Changed Jobcode: <input type="text" value="436094"/> <input type="button" value="🔍"/> Second Class Yeoman</p> <p><input checked="" type="checkbox"/> Execute this Rate Adjustment Begin Date: <input type="text" value="11/01/2015"/> <input type="button" value="BT"/></p> </div> <p><b>Note:</b> The Begin Date cannot be later than the Action Date of the Disciplinary Step.</p>

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## Entering a Disciplinary Action, Continued

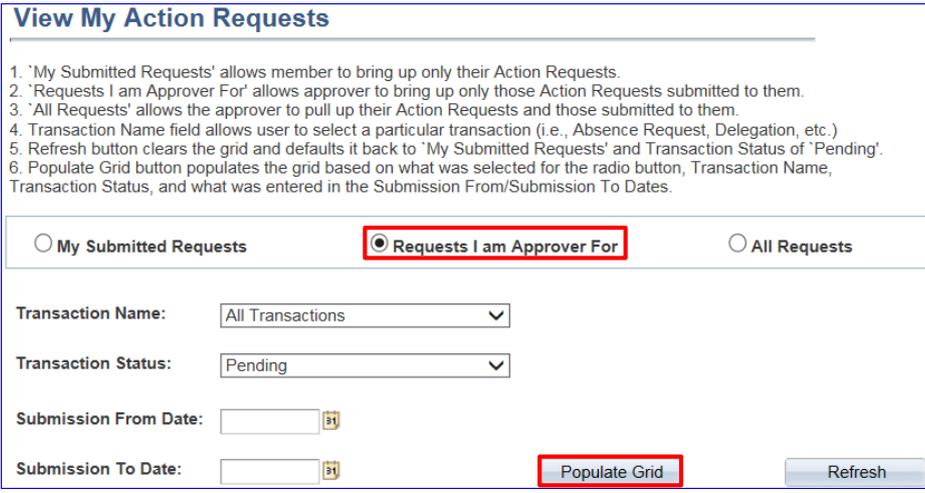
Procedures,  
continued

Step	Action
<p><b>14</b></p>	<p>When finished, click on the <b>Approval</b> tab. Verify approval is intended for the Disciplinary Step and Action Date that is displayed. Then click <b>Submit</b>.</p> 
<p><b>15</b></p>	<p>The Approval Status will update to Pending and the Originator ID will populate. The action is then routed to the approvers in the SPO tree.</p> 

# Approving Disciplinary Actions

**Introduction** This guide provides the procedures for approving a Disciplinary Action in Direct Access.

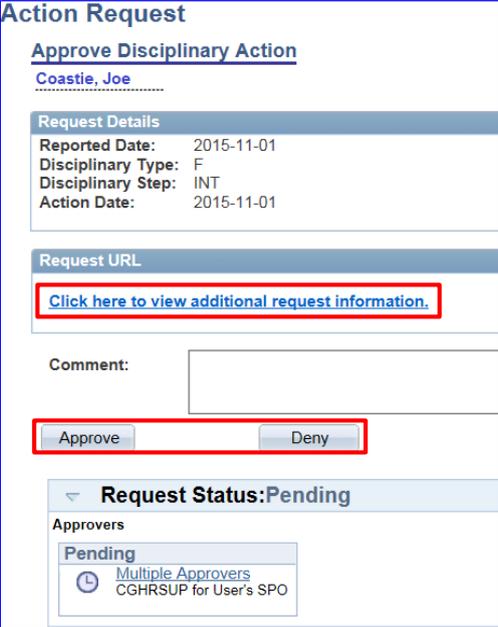
**Procedures** See below.

Step	Action
1	<p>Select the <b>View My Requests</b> link from the Requests tab.</p>  <p>The screenshot shows a navigation menu with 'My Page', 'Self Service', and 'Requests'. Under 'Self Service Requests', there are links for 'Submit an Absence Request', 'Submit a Delegation Request', and 'Submit a Drill Request'. Under 'Payroll Requests', there is a list of links including 'View My Requests' (highlighted), 'Absence Request', 'Civilian Clothing Allowance', 'Officer Uniform Allowance', 'Foreign Language Pay', 'Family Separation Allowance', 'Advance Liquidation Schedule', 'Meal Rate', 'Hostile Fire Pay', 'Career Sea Time Override', 'Hardship Duty Pay', 'Responsibility Pay Override', 'Approved Absence Corrections', 'PHS Installation Special Pay', 'Suppl Clothing Allowance', 'Diving Duty Pay', 'Hazardous Duty Pay', 'Advance Pay', 'SDAP', 'Cadet ICA', 'Combat Tax Exclusion', 'Career Sea Pay Premium', 'Pay Corrections', 'Career Sea Pay on TDY', 'Cadet COMRATS', and 'PHS Monthly Special Pay'.</p>
2	<p>Select the <b>Requests I am Approver For</b> radio button. The Transaction Name and Status can be filtered to specific Action Requests. Then click <b>Populate Grid</b>.</p>  <p>The screenshot shows the 'View My Action Requests' form with the following elements:</p> <ul style="list-style-type: none"> <li>Three radio buttons: 'My Submitted Requests', 'Requests I am Approver For' (selected and highlighted), and 'All Requests'.</li> <li>Transaction Name: All Transactions (dropdown menu)</li> <li>Transaction Status: Pending (dropdown menu)</li> <li>Submission From Date: [ ] (calendar icon)</li> <li>Submission To Date: [ ] (calendar icon)</li> <li>Buttons: 'Populate Grid' (highlighted) and 'Refresh'.</li> </ul> <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>

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# Approving Disciplinary Actions, Continued

Procedures,  
continued

Step	Action																														
3	<p>Select the <b>Approve/Deny</b> link for the Disciplinary Action that needs approval.</p>  <table border="1" data-bbox="352 734 1390 817"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Disciplinary Action Approval</td> <td>Pending</td> <td>Joe Coastie</td> <td>Coastie</td> <td>1234567</td> <td>007800</td> <td>Captain America</td> <td>Denzel Washington</td> <td>12/04/2015</td> <td><a href="#">Approve/Deny</a></td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Barry Manilow</td> <td>Manilow</td> <td>9876543</td> <td>044032</td> <td>Captain America</td> <td>Denzel Washington</td> <td>08/19/2015</td> <td><a href="#">Approve/Deny</a></td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny	Disciplinary Action Approval	Pending	Joe Coastie	Coastie	1234567	007800	Captain America	Denzel Washington	12/04/2015	<a href="#">Approve/Deny</a>	Contract Approval	Pending	Barry Manilow	Manilow	9876543	044032	Captain America	Denzel Washington	08/19/2015	<a href="#">Approve/Deny</a>
Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny																						
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Contract Approval	Pending	Barry Manilow	Manilow	9876543	044032	Captain America	Denzel Washington	08/19/2015	<a href="#">Approve/Deny</a>																						
4	<p>Click the <b>hyperlink</b> to view the Disciplinary Action details. This will open the Disciplinary Action in a <b>new</b> window. After reviewing the transaction, return to the window with the Action Request. Click the <b>Approve</b> button if the information entered was accurate. Click the <b>Deny</b> button if changes need to be made.</p>  <p><b>Action Request</b></p> <p><u>Approve Disciplinary Action</u> Coastie, Joe</p> <p><b>Request Details</b>      Reported Date: 2015-11-01      Disciplinary Type: F      Disciplinary Step: INT      Action Date: 2015-11-01</p> <p><b>Request URL</b>  <a href="#">Click here to view additional request information.</a></p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p><b>Request Status: Pending</b></p> <p><b>Approvers</b>      Pending      Multiple Approvers      CGHRSUP for User's SPO</p>																														

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## Approving Disciplinary Actions, Continued

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Procedures,  
continued

Step	Action
5	<p>The Request Status will update after Approve or Deny has been selected. Following approval, the system performs integration with the JOB record and Global Payroll/EABP.</p> <div data-bbox="352 600 826 1021"><p><u>Action Request</u></p><p><a href="#">Approve Disciplinary Action</a> Coastie, Joe</p><hr/><p><b>Request Details</b></p><p>Reported Date: 2015-11-01 Disciplinary Type: F Disciplinary Step: INT Action Date: 2015-11-01</p><hr/><p><b>Request URL</b></p><p><a href="#">Click here to view additional request information.</a></p><hr/><p>Comment: <input type="text"/></p><p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p><hr/><p><b>Request Status: Approved</b></p><p>Approvers</p><p><b>Approved</b></p><p>✓ Denzel Washington CCHRSUP for User's SPO 12/04/15 - 11:59 AM</p></div>

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# Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action

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**Introduction** This guide provides the procedures on adding a Disciplinary Step to an Initial Disciplinary Action.

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**Disciplinary Steps** Use the table below for guidance when adding a new Disciplinary Step.

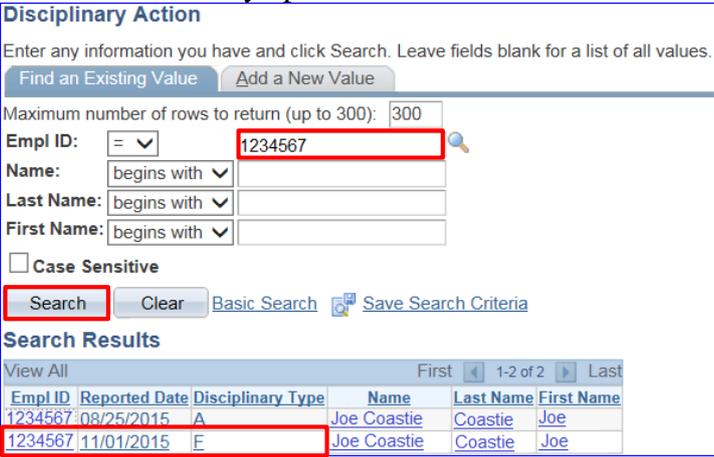
<b>Step</b>	<b>Usage</b>
<b>Affirm (AFM)</b>	<p>The Affirm step is used for Courts-Martial only. It should be used when either of the following circumstances occur:</p> <ul style="list-style-type: none"> <li>• The officer exercising General Court-Martial jurisdiction or an Article 69 UCMJ examination approves the findings and sentence without modification.</li> <li>• The member’s findings and sentence are affirmed without modification and the conviction becomes final and conclusive after review by the U.S. Coast Guard Court of Criminal Appeals and, if applicable, the U.S. Court of Appeals for the Armed Forces and/or the U.S. Supreme Court.</li> </ul>
<b>Correction (COR)</b>	<p>The Correction step is used when a transaction has been submitted with erroneous data, or was incomplete.</p>
<b>Deletion (DEL)</b>	<p>The Deletion step is used when a higher reviewing authority sets aside the entire conviction or the transaction was submitted on the wrong member.</p>
<b>Initial (INT)</b>	<p>The Initial step is the first time submission of a Disciplinary Action.</p>
<b>Modified (MOD)</b>	<p>The Modified step is used when a superior officer acts favorably on an appeal and authorizes a change to the punishment originally awarded. Punishment modifications can include a remission of the remaining punishment, a reduction in the severity of the punishment through mitigation, or the punishment set aside in whole or in part.</p>
<b>Vacation (VAC)</b>	<p>The Vacation step is used when a previous punishment was suspended and now is to be executed.</p>

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# Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

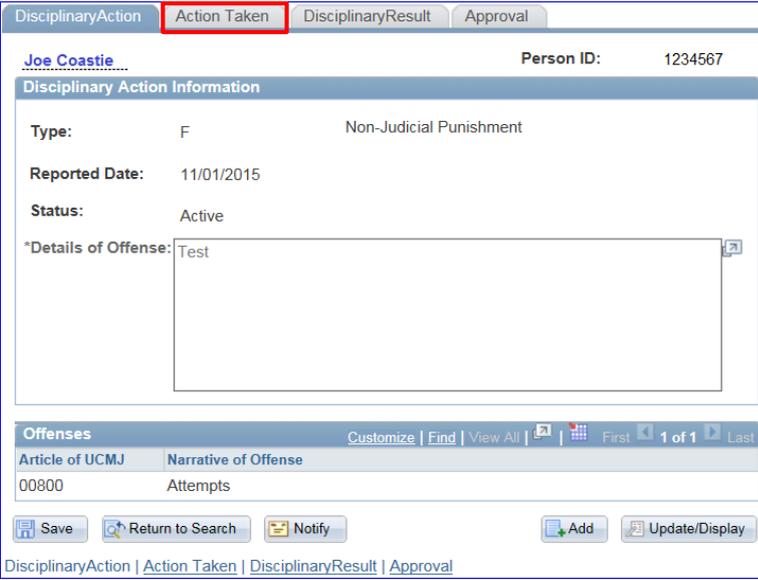
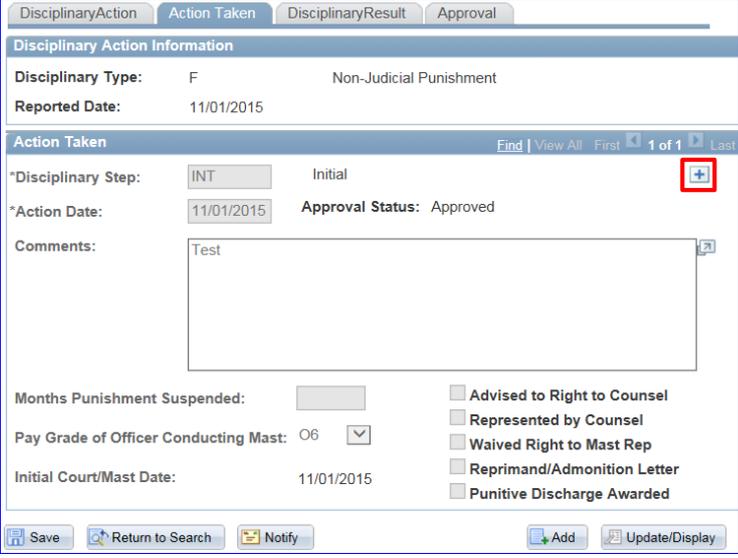
Procedures See below.

Step	Action																		
1	<p>Click on the <b>Disciplinary Actions</b> link located in the Core HR pagelet.</p>  <p>The screenshot shows a 'Core HR' menu with several links: Job Data, Emergency Contact, Statement of Creditable Svc, Disciplinary Actions (highlighted), Person Profiles, Personal Data, Identification Data, and Disciplinary Action Report.</p>																		
2	<p>Enter the members <b>Empl ID</b>, click <b>Search</b> and then select the appropriate <b>Disciplinary Action</b>. If the member has had only one Disciplinary Action, then it will automatically open.</p>  <p>The screenshot shows the 'Disciplinary Action' search interface. It includes a search bar with 'Find an Existing Value' and 'Add a New Value' buttons. The 'Empl ID' field is set to '1234567'. There are also fields for Name, Last Name, and First Name, each with a 'begins with' dropdown. A 'Case Sensitive' checkbox is present. The 'Search' button is highlighted. Below the search bar is a 'Search Results' table with the following data:</p> <table border="1" data-bbox="352 1285 975 1361"> <thead> <tr> <th>Empl ID</th> <th>Reported Date</th> <th>Disciplinary Type</th> <th>Name</th> <th>Last Name</th> <th>First Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>08/25/2015</td> <td>A</td> <td>Joe Coastie</td> <td>Coastie</td> <td>Joe</td> </tr> <tr> <td>1234567</td> <td>11/01/2015</td> <td>E</td> <td>Joe Coastie</td> <td>Coastie</td> <td>Joe</td> </tr> </tbody> </table>	Empl ID	Reported Date	Disciplinary Type	Name	Last Name	First Name	1234567	08/25/2015	A	Joe Coastie	Coastie	Joe	1234567	11/01/2015	E	Joe Coastie	Coastie	Joe
Empl ID	Reported Date	Disciplinary Type	Name	Last Name	First Name														
1234567	08/25/2015	A	Joe Coastie	Coastie	Joe														
1234567	11/01/2015	E	Joe Coastie	Coastie	Joe														

*Continued on next page*

# Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

Procedures,  
continued

Step	Action
<p data-bbox="261 544 284 575">3</p>	<p data-bbox="347 544 1358 611">Changes cannot be made to the DisciplinaryAction tab. Proceed to the <b>Action Taken</b> tab.</p> 
<p data-bbox="261 1232 284 1263">4</p>	<p data-bbox="347 1232 1370 1339">Click the plus button to add a new Disciplinary Step. The information from the Initial Step will populate. <b>Only</b> make changes to the fields that are relevant to the new step.</p> 

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# Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

Procedures,  
continued

Step	Action														
5	<p>Use the lookup to select the appropriate <b>Disciplinary Step</b> from the Search Results.</p> <div data-bbox="352 613 1161 1037"> <p><b>Action Taken</b> Find   View All First 1 of 2 Last</p> <p>*Disciplinary Step: <input type="text"/> </p> <p>*Action Date: 12/10/2015 Approval Status:</p> <p>Comments: <input type="text" value="Test"/></p> <p>Months Punishment Suspended: <input type="text"/></p> <p>Pay Grade of Officer Conducting Mast: O6</p> <p>Initial Court/Mast Date: 11/01/2015</p> <p><input type="checkbox"/> Advised to Right to Counsel  <input type="checkbox"/> Represented by Counsel  <input type="checkbox"/> Waived Right to Mast Rep  <input type="checkbox"/> Reprimand/Admonition Letter  <input type="checkbox"/> Punitive Discharge Awarded</p> </div> <div data-bbox="352 1070 788 1494"> <p><b>Look Up</b></p> <p><b>Look Up Disciplinary Step</b></p> <p>Disciplinary Step: begins with <input type="text"/></p> <p>Description: begins with <input type="text"/></p> <p>Look Up Clear Cancel Basic Lookup</p> <p><b>Search Results</b></p> <p>View 100 First 1-6 of 6 Last</p> <table border="1"> <thead> <tr> <th>Disciplinary Step</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>AFM</td> <td>Affirm</td> </tr> <tr> <td>COR</td> <td>Correction</td> </tr> <tr> <td>DEL</td> <td>Deletion</td> </tr> <tr> <td>INT</td> <td>Initial</td> </tr> <tr> <td>MOD</td> <td>Modified</td> </tr> <tr> <td>VAC</td> <td>Vacation</td> </tr> </tbody> </table> </div>	Disciplinary Step	Description	AFM	Affirm	COR	Correction	DEL	Deletion	INT	Initial	MOD	Modified	VAC	Vacation
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*Continued on next page*

# Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

Procedures,  
continued

Step	Action
6	<p>The <b>Action Date</b> will default from the Initial Step. This date should remain the same when entering a Correction. Enter the new Action Date for other Disciplinary Steps. In the <b>Comments</b> field, add the description of the changes that are being made. Then make the necessary changes, if any, to the fields below.</p>  <p>The screenshot shows a web-based form for adding a disciplinary step. The form is titled "Disciplinary Action Information" and "Action Taken". It includes the following fields and options:</p> <ul style="list-style-type: none"> <li><b>Disciplinary Type:</b> F (Non-Judicial Punishment)</li> <li><b>Reported Date:</b> 11/01/2015</li> <li><b>Action Taken:</b> Find   View All   First   1 of 2   Last</li> <li><b>*Disciplinary Step:</b> COR (Correction)</li> <li><b>*Action Date:</b> 11/01/2015</li> <li><b>Approval Status:</b> (empty)</li> <li><b>Comments:</b> Test 2</li> <li><b>Months Punishment Suspended:</b> (empty)</li> <li><b>Pay Grade of Officer Conducting Mast:</b> O6</li> <li><b>Initial Court/Mast Date:</b> 11/01/2015</li> <li><b>Checkboxes:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advised to Right to Counsel</li> <li><input type="checkbox"/> Represented by Counsel</li> <li><input type="checkbox"/> Waived Right to Mast Rep</li> <li><input type="checkbox"/> Reprimand/Admonition Letter</li> <li><input type="checkbox"/> Punitive Discharge Awarded</li> </ul> </li> </ul>

*Continued on next page*

# Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

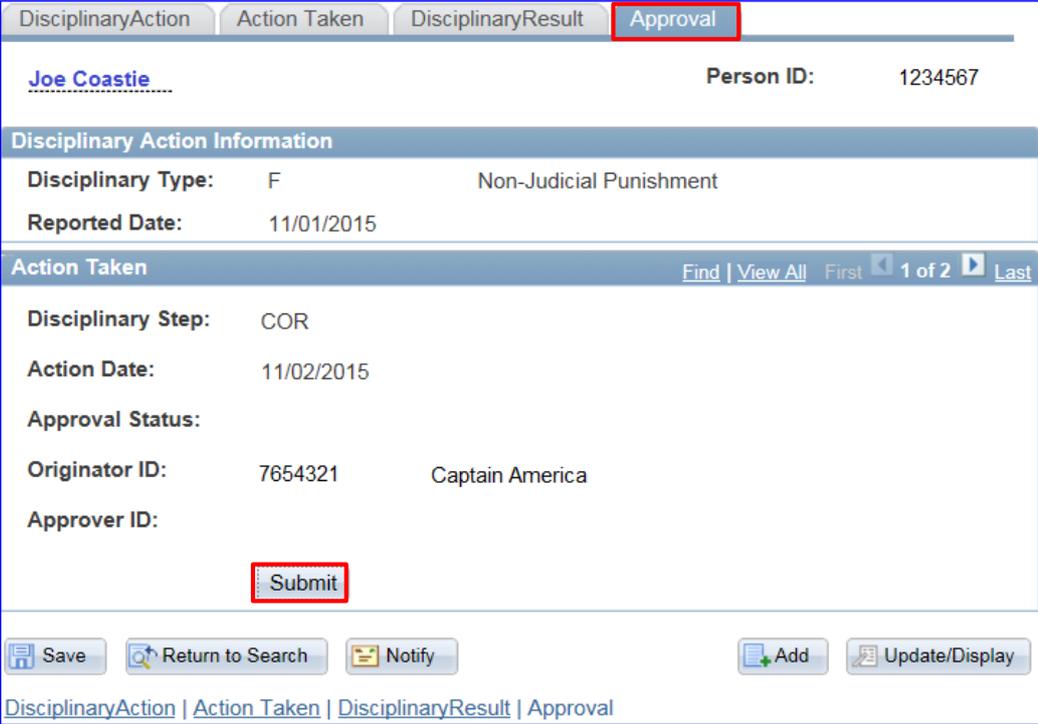
Procedures,  
continued

Step	Action
7	<p>Next click on the <b>DisciplinaryResult</b> tab. Follow the procedures listed in the <a href="#">Entering a Disciplinary Action</a> guide to make the necessary changes (if any).</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>DisciplinaryAction</span> <span>Action Taken</span> <span style="border: 1px solid #ccc; padding: 2px;">DisciplinaryResult</span> <span>Approval</span> </div> <p><a href="#">Joe Coastie</a> <span style="float: right;">Person ID: 1234567</span></p> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 5px;">Disciplinary Action Information</div> <p>Disciplinary Type: F Non-Judicial Punishment Reported Date: 11/01/2015</p> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 5px;">Action Taken <span style="float: right;">Find   View All First 1 of 2 Last</span></div> <p>Disciplinary Step: COR Correction Action Date: 11/01/2015 Approval Status: Approved</p> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 5px;">Punishment</div> <p>Number of Days Restricted: <input type="text" value="45"/> Days Confinement at Hard Labor: <input type="text"/> Days Arrest in Quarters: <input type="text"/> Days of Hard Labor WO Confinement: <input type="text"/> Number of Days Extra Duty: <input type="text"/></p> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 5px;">Fines</div> <p>Fine Amount Per Month: <input type="text"/> Fine Months: <input type="text"/> Total Fine Amount: <input type="text"/> <input type="checkbox"/> Execute this Fine Begin Date: <input type="text"/> </p> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 5px;">Forfeitures</div> <p>Forfeiture Per Month: <input type="text"/> <input type="checkbox"/> Automatic Forfeiture <input type="checkbox"/> Forfeit All Pay and Allow Forfeiture Months: <input type="text"/> <input type="checkbox"/> Adjudged Forfeiture <input type="checkbox"/> Waive &amp; Pay to Dependents Total Forfeiture Amount: <input type="text"/> <input type="checkbox"/> Execute this Forfeiture Begin Date: <input type="text"/> </p> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 5px;">Rate Adjustment</div> <p>Current Jobcode: 436093 First Class Yeoman Changed Jobcode: <input type="text"/>  <input type="checkbox"/> Execute this Rate Adjustment Begin Date: <input type="text"/> </p> </div>

*Continued on next page*

# Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

Procedures,  
continued

Step	Action
8	<p>Verify the information entered on all tabs is correct, then proceed to the <b>Approval</b> tab and click <b>Submit</b>. The Disciplinary Action will be routed to the SPO tree.</p>  <p>The screenshot shows a web application interface with the following elements:</p> <ul style="list-style-type: none"> <li><b>Tabs:</b> DisciplinaryAction, Action Taken, DisciplinaryResult, <b>Approval</b> (highlighted with a red box).</li> <li><b>User Information:</b> Joe Coastie, Person ID: 1234567.</li> <li><b>Disciplinary Action Information:</b> <ul style="list-style-type: none"> <li>Disciplinary Type: F (Non-Judicial Punishment)</li> <li>Reported Date: 11/01/2015</li> </ul> </li> <li><b>Action Taken:</b> <ul style="list-style-type: none"> <li>Disciplinary Step: COR</li> <li>Action Date: 11/02/2015</li> <li>Approval Status: Pending</li> <li>Originator ID: 7654321 (Captain America)</li> <li>Approver ID: (blank)</li> </ul> </li> <li><b>Buttons:</b> A <b>Submit</b> button is highlighted with a red box. Other buttons include Save, Return to Search, Notify, Add, and Update/Display.</li> <li><b>Navigation:</b> Find   View All   First   1 of 2   Last</li> <li><b>Footer:</b> DisciplinaryAction   Action Taken   DisciplinaryResult   Approval</li> </ul>

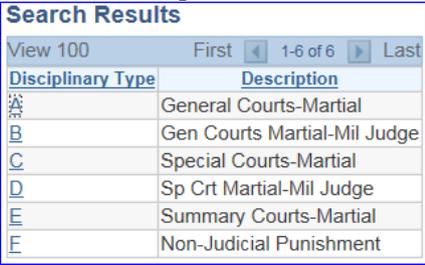
# Disciplinary Action Report (Court Memorandum)

**Introduction** This guide provides the procedures on viewing and printing the Disciplinary Action Report.

**Before you begin** The following information must be obtained in order for the report to populate:

- Empl ID
- Reported Date
- Disciplinary Type
- Disciplinary Step

**Procedures** See below.

Step	Action														
1	<p>Click the <b>Disciplinary Action Report</b> link in the Core HR pagelet.</p> 														
2	<p>Enter the member's <b>Empl ID</b> and the <b>Reported Date</b> of the Disciplinary Action.</p> 														
3	<p>Use the lookup to select the <b>Disciplinary Type</b>.</p>  <table border="1" data-bbox="352 1630 777 1895"> <thead> <tr> <th data-bbox="357 1697 507 1720">Disciplinary Type</th> <th data-bbox="592 1697 692 1720">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="357 1727 368 1749">A</td> <td data-bbox="512 1727 715 1749">General Courts-Martial</td> </tr> <tr> <td data-bbox="357 1756 368 1778">B</td> <td data-bbox="512 1756 772 1778">Gen Courts Martial-Mil Judge</td> </tr> <tr> <td data-bbox="357 1785 368 1807">C</td> <td data-bbox="512 1785 715 1807">Special Courts-Martial</td> </tr> <tr> <td data-bbox="357 1814 368 1836">D</td> <td data-bbox="512 1814 724 1836">Sp Crt Martial-Mil Judge</td> </tr> <tr> <td data-bbox="357 1843 368 1865">E</td> <td data-bbox="512 1843 724 1865">Summary Courts-Martial</td> </tr> <tr> <td data-bbox="357 1872 368 1895">F</td> <td data-bbox="512 1872 735 1895">Non-Judicial Punishment</td> </tr> </tbody> </table>	Disciplinary Type	Description	A	General Courts-Martial	B	Gen Courts Martial-Mil Judge	C	Special Courts-Martial	D	Sp Crt Martial-Mil Judge	E	Summary Courts-Martial	F	Non-Judicial Punishment
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*Continued on next page*

# Disciplinary Action Report (Court Memorandum), Continued

Procedures,  
continued

Step	Action														
4	<p>Use the lookup to select the <b>Disciplinary Step</b>. If there is more than one step on a Disciplinary Action, each step must be ran individually (ie: run the Initial step first, then run a Correction, Deletion, etc.).</p> <div data-bbox="352 600 746 902" style="border: 1px solid black; padding: 5px;"> <p><b>Search Results</b></p> <p>View 100 First 1-6 of 6 Last</p> <table border="1"> <thead> <tr> <th>Disciplinary Step</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>AFM</td> <td>Affirm</td> </tr> <tr> <td>COR</td> <td>Correction</td> </tr> <tr> <td>DEL</td> <td>Deletion</td> </tr> <tr> <td>INT</td> <td>Initial</td> </tr> <tr> <td>MOD</td> <td>Modified</td> </tr> <tr> <td>VAC</td> <td>Vacation</td> </tr> </tbody> </table> </div>	Disciplinary Step	Description	AFM	Affirm	COR	Correction	DEL	Deletion	INT	Initial	MOD	Modified	VAC	Vacation
Disciplinary Step	Description														
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5	<p>When finished, click <b>Create Report</b>. The report will open in a new window.</p> <div data-bbox="352 976 933 1346" style="border: 1px solid black; padding: 5px;"> <p>Disciplinary Report</p> <p><b>Disciplinary Action Report</b></p> <p>Empl ID: <input type="text" value="1234567"/> Joe Coastie</p> <p>Reported Date: <input type="text" value="11/01/2015"/></p> <p>Disciplinary Type: <input type="text" value="F"/> Non-Judicial Punishment</p> <p>Disciplinary Step: <input type="text" value="INT"/> Initial</p> <p style="text-align: center;"><b>Create Report</b></p> </div>														

*Continued on next page*

# Disciplinary Action Report (Court Memorandum), Continued

Procedures,  
continued

Step	Action																						
<b>6</b>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">12/17/15 <span style="float: right;">COURT MEMORANDUM</span></p> <hr/> <p>Type of Proceeding : F                      Non-Judicial Punishment                      Effective Date : 11/01/2015  Employee ID : 1234567 Joe Coastie                      Entry Type : INT  Pay Grade : E6                      Permanent Unit :</p> <hr/> <p>Date of Court/Mast : 11/01/2015  Pay Grade of Officer Conducting Mast : O6                      Mast Representative Waived :  Member advised of right to confer with Counsel and voluntarily consented to this proceeding:  Represented by Counsel :</p> <hr/> <p>Coded Offenses :</p> <p>00800 Attempts</p> <hr/> <p>Offense Narrative:  Test</p> <p>Sentence Narrative:  Test</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 50%;">FINES</th> <th style="text-align: left; width: 50%;">FORFEITURES</th> </tr> </thead> <tbody> <tr> <td>Fine Amount: 0</td> <td>Forfeiture per Month: 0</td> </tr> <tr> <td>Fine Months: 0</td> <td>Forfeiture Months: 0</td> </tr> <tr> <td>Total Fine Amount: 0</td> <td>Total Forfeiture Amount: 0</td> </tr> <tr> <td>Execute this Fine:</td> <td>Execute this Forfeiture:</td> </tr> <tr> <td></td> <td>Forfeit All Pay and Allowance:</td> </tr> <tr> <td></td> <td>Return Unexecuted Portion:</td> </tr> <tr> <td></td> <td>Return All Forfeitures:</td> </tr> </tbody> </table> <hr/> <p>Changed Jobcode:                      Execute Rate Adjustment:</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Days Restricted: 0</td> <td>Days Extra Duty: 0</td> </tr> <tr> <td>Correctional Custody: 0</td> <td>Days Confinement/w Hard Labor: 0</td> </tr> <tr> <td>Arrest in Quarters: 0</td> <td>Hard Labor W/O Confinement: 0</td> </tr> </tbody> </table> </div>	FINES	FORFEITURES	Fine Amount: 0	Forfeiture per Month: 0	Fine Months: 0	Forfeiture Months: 0	Total Fine Amount: 0	Total Forfeiture Amount: 0	Execute this Fine:	Execute this Forfeiture:		Forfeit All Pay and Allowance:		Return Unexecuted Portion:		Return All Forfeitures:	Days Restricted: 0	Days Extra Duty: 0	Correctional Custody: 0	Days Confinement/w Hard Labor: 0	Arrest in Quarters: 0	Hard Labor W/O Confinement: 0
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	<p><b>Note:</b> Use the Adobe PDF tools to print, email or save the report.</p>																						

# Disciplinary Action Effects in Global Pay

**Introduction** The chart below describes the effects that each Disciplinary Step has on JOB data and EABP.

<b>Step</b>	<b>HR Entry in Discip Action 9.1</b>	<b>Rate Adjustment: Integration to JOB</b>	<b>9.1 Process: Integration with Pay</b>
<b>INT - Initial</b>	Create the Disciplinary Step 'INT' on the Action Taken page. Submit and approve the Disciplinary Action.	If a Changed JobCode/Begin Date is entered and executed, the system inserts a new JOB row with an Action/Reason of DEM/DAC. The Eff Dt = Begin Date.	FINE: EABP row created with FINE element details, to collect monthly. FORFEITURE: EABP row created with FORF element details, to collect monthly.
<b>AFM - Affirm</b>	When an AFM step is added to the Action Taken page and is submitted and approved, it only effects HR.	There are no changes to JOB. Any rate adjustment to JobCode imposed on the Initial step is already in effect in JOB.	Any fines/forfeitures imposed on the Initial step are already in effect.
<b>COR - Correction</b>	When a COR step is added to the Action Taken page, only update the incorrect data. Then submit for approval.	A COR only records any updates to Rate Adjustment/JobCode in Disciplinary Action, but there is no integration to the JOB row. <b>A trouble ticket must be submitted to PPC so they can manually update JOB.</b>	FINE: There is no integration to EABP for a Correction. <b>A trouble ticket must be submitted to PPC so they can manually update EABP.</b>  FORF: For a COR, the system sets the initial EABP row to 'Inactive.' Then the system creates a new, Active EABP row with updated information from the COR step.
<b>DEL - Delete</b>	When a DEL step is added to the Action Taken page, it must be submitted for approval.	There is no integration to JOB. <b>A trouble ticket must be submitted to PPC so they can manually update JOB.</b>	FINE or FORF: For a DEL, the system sets the initial EABP row to 'Inactive.'
<b>MOD - Modification</b>	When a MOD step is added to the Action Taken page, the punishment data must be updated and submitted for approval.	If MOD results in a re-promote to a higher rate, enter the new JobCode in Disciplinary Action. There is no integration to JOB. <b>A trouble ticket must be submitted to PPC so they can manually update JOB.</b>	There is no integration to EABP for a MOD. <b>A trouble ticket must be submitted to PPC so they can manually update EABP.</b>
<b>VAC - Vacation</b>	When a VAC step is added to the Action Taken page, review the punishment data which will now be imposed. Submit for approval.	If a Rate Adjustment will be applied with the VAC, the system inserts a new JOB row with an Action/Reason of DEM/DAC. The Eff Dt = Begin Date.	FINE: EABP row created with FINE element details, to collect monthly. FORF: EABP row created with FORF element details, to collect monthly.