

DCO Hire

Introduction

This section provides the procedure for completing the accession of a Direct Commission Officer (DCO) with or without prior service.

Procedural Warning

Any DCO in receipt of EAD orders to the DC area will need a **different position number, department and location** than reflected in this guide: their position number is a RSV unbudgeted position at RPM with a location in the DC area.

Additional note: in some rare cases a DCO entering from another service (inter service transfer) may be hired onto active duty vice RSV IRR (TBD by OPM-1). This will necessitate a Regulatory Region of AD vice RSV and should properly import with the position number.

One final note: Remember: If a person possesses an EMPLID you are rehiring, not hiring. **Please see the Rehire guide.**

Procedure

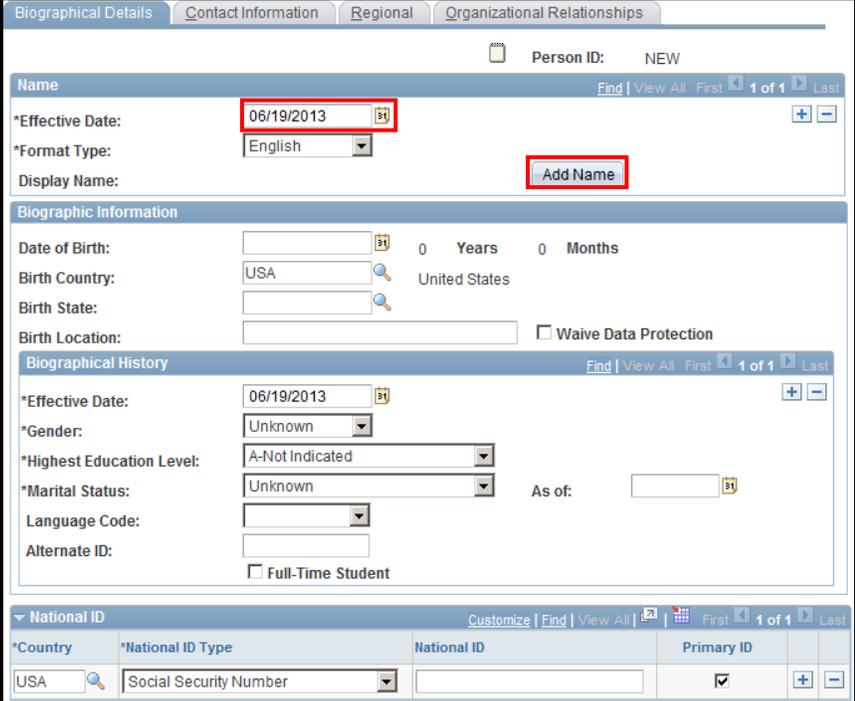
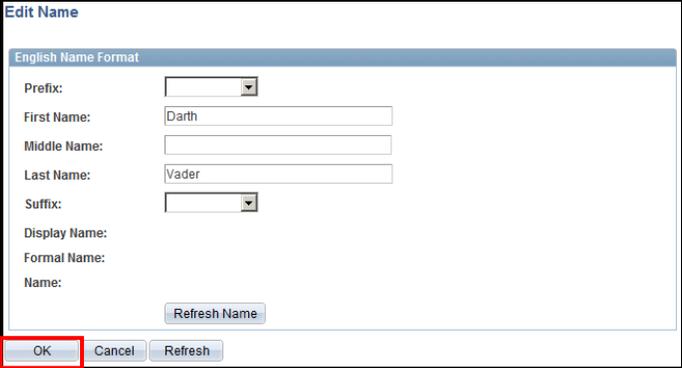
Follow these steps to complete the accession of a DCO.

Step	Action
1	 <p>From the Portal Page, select Add a Person from the Accessions pagelet.</p>
2	 <p>Click the Add Person button.</p>

Continued on next page

DCO Hire, Continued

Procedure (continued)

Step	Action
3	 <p>The Effective Date will default to the current date. You may edit to a previous date.</p> <p>Click on the Add Name button.</p>
4	 <p>Enter member's complete name, when completed click the OK button.</p> <p>You will return to the Biographical Details Tab.</p>

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DCO Hire, Continued

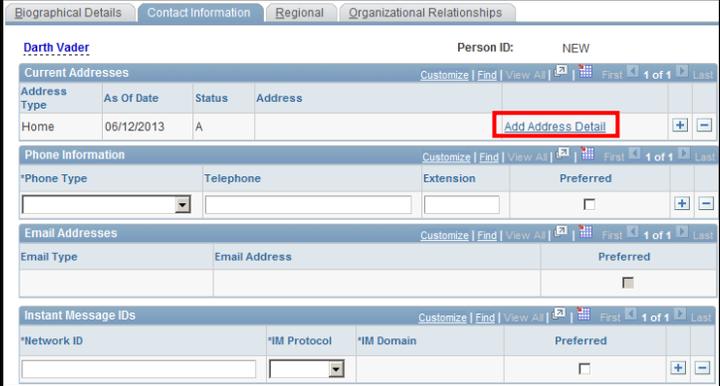
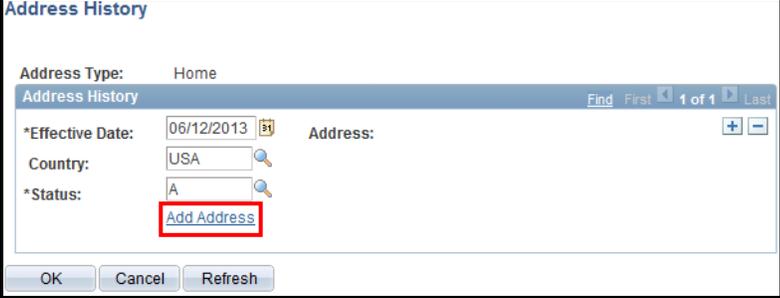
Procedure (continued)

Step	Action
5	<div data-bbox="332 493 1088 1123" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows a web interface with several tabs: Biographical Details, Contact Information, Regional, and Organizational Relationships. The 'Name' section has 'Person ID: NEW' and 'Effective Date: 06/19/2013'. The 'Biographic Information' section includes 'Date of Birth: 04/11/1990', 'Birth Country: USA', 'Birth State: KS', and 'Birth Location: Topeka'. The 'Biographical History' section shows 'Effective Date: 06/19/2013', 'Gender: Male', 'Highest Education Level: G-Bachelor's Level Degree', 'Marital Status: Unknown', and 'Language Code: English'. The 'National ID' section shows 'Country: USA', 'National ID Type: Social Security Number', and 'National ID: 000-00-0000'.</p> </div> <p>The Effective Date defaults to the current date. It may be edited to reflect the actual hire date. It cannot currently be future dated.</p> <ul style="list-style-type: none"> • 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 State: State where DCO was born • 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. <p>When completed, select the Contact Information Tab.</p>

Continued on next page

DCO Hire, Continued

Procedure (continued)

Step	Action
6	 <p>The system defaults the first address as Home and the As Of Date is the date of hire.</p> <p>Select the Add Address Detail link.</p>
7	 <p>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.</p> <p>Select the Add Address link.</p>

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DCO Hire, Continued

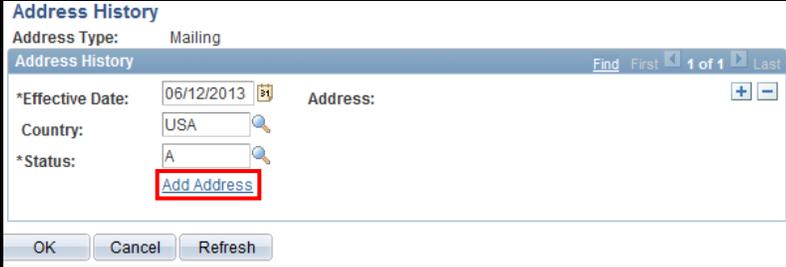
Procedure (continued)

Step	Action
8	<div data-bbox="337 499 1117 947"><p>Edit Address</p><p>Country: United States</p><p>Address 1: <input type="text" value="1 Starship Lane"/></p><p>Address 2: <input type="text"/></p><p>Address 3: <input type="text"/></p><p>City: <input type="text" value="Topeka"/> State: <input type="text" value="KS"/>  Kansas</p><p>Postal: <input type="text" value="12345"/></p><p>County: <input type="text" value="Shawnee"/></p><p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div> <p>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)</p> <p>Click the OK button.</p>

Continued on next page

DCO Hire, Continued

Procedure (continued)

Step	Action
9	 <p>The address will display as entered.</p> <p>Select the OK button.</p>
10	 <p>The Home address has been recorded. Click the “+” to add a Mailing Address.</p>
11	 <p>Click the Address Type drop down and select Mailing. Then click the Add Address Detail link.</p>
12	 <p>Click the Add Address link.</p>

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DCO Hire, Continued

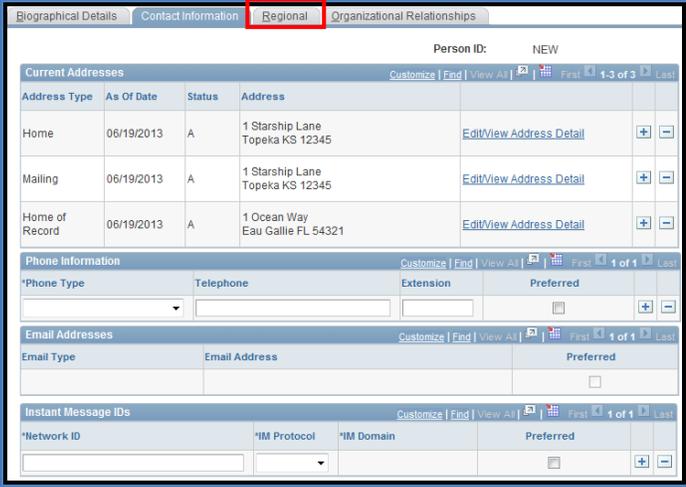
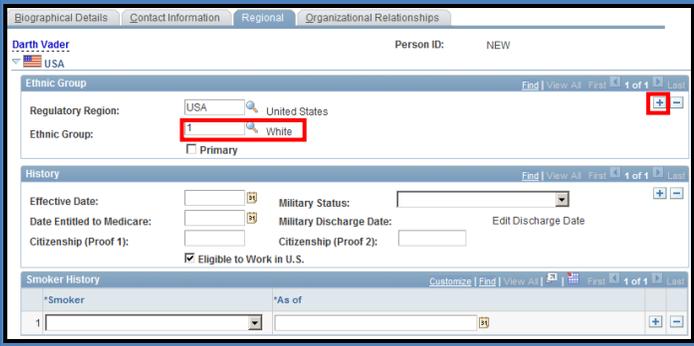
Procedure (continued)

Step	Action
13	 <p>Enter Mailing Address. Address line 2 and 3 are not used. When completed, click the OK button.</p>
14	 <p>The Mailing address will be listed as entered. Click the OK button.</p>
15	 <p>Click the “+” and repeat steps 10, 11 and 12 to enter a Home of Record as identified on the DD4.</p>

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DCO Hire, Continued

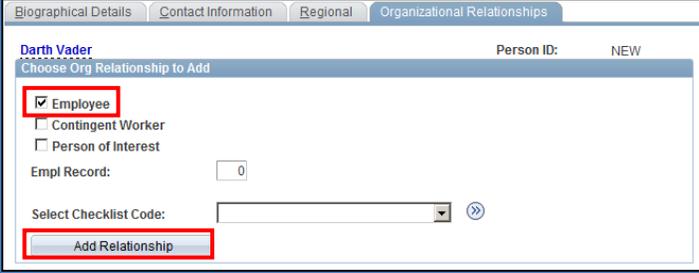
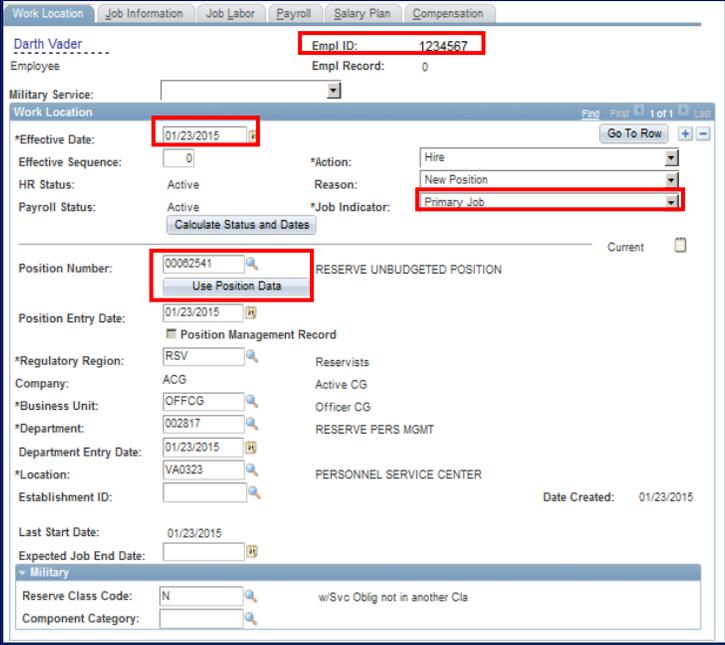
Procedure (continued)

Step	Action
16	 <p>The Phone Information, Email Address and Instant Message IDs are left blank.</p> <p>Select the Regional Tab.</p>
17	 <p>Click the Ethnic Group lookup and select the appropriate category. All other data fields are left blank. Note: After selecting the member's self-identified primary Ethnic Group, click the plus sign and select Hispanic or non-Hispanic. Should the member identify with several Ethnic Groups, they may be entered in this same manner.</p> <p>Select the Organizational Relationship Tab.</p>

Continued on next page

DCO Hire, Continued

Procedure (continued)

Step	Action
18	 <p>Check the Employee box, and then click the Add Relationship button.</p> <p>The Employee ID number is generated and will automatically navigate to Job Data.</p>
19	 <p>The effective date defaults to the <u>current date</u>. Remember to use the current hire date.</p>

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DCO Hire, Continued

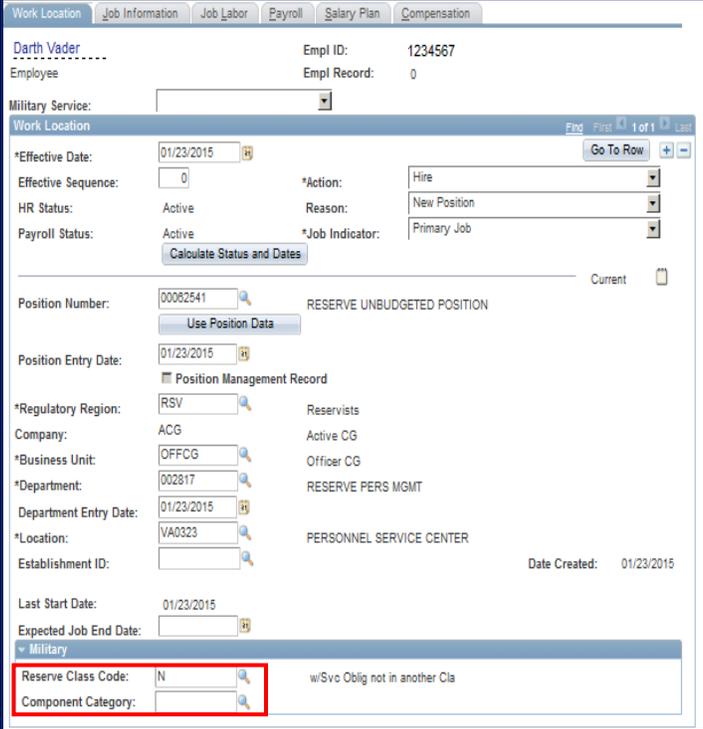
Procedure (continued)

Step	Action
19 cont.	<p>Reason: Click the drop down and select <u>New Position</u>.</p> <p>Enter the appropriate Position Number that is provided by the order issuing authority with the accession authorization. In this example we use 00062541. You may click on the lookup button to search for other position numbers.</p> <p>Important note: Please see the Knowledge Base for the <u>current DCO position number</u> and verify with what information you have been provided by the order-issuing activity.</p> <p>Position Entry Date: Date of Hire.</p> <p>Click the Override Position Data button.</p> <p>The Regulatory Region, Company, Business Unit, Department, Department Entry Date and Location information will default to the data identified with the position number entered. You may need to change data depending on the type accession you are completing.</p> <ul style="list-style-type: none"> • Regulatory Region: RSV • Company: ACG • Business Unit: OFFCG or click the lookup icon and select OFECG for an officer who may qualify for Special Rate of Basic Pay (O1E, O2E or O3E), See Pay manual Chapter 2.A.10. • Department: Enter the department number for member as authorized by the accession authority. • Department Entry Date: Date of Hire • Location: Default with data matching Department entered. <div data-bbox="337 1087 873 1495" style="border: 1px solid black; padding: 5px;"> <p>Position Number: 00062541 <input type="button" value="Use Position Data"/> RESERVE UNBUDGETED POSITION</p> <p>Position Entry Date: 01/23/2015 <input type="button" value="Position Management Record"/></p> <p>*Regulatory Region: RSV <input type="button" value="Reservists"/> RESERVISTS</p> <p>Company: ACG <input type="button" value="Active CG"/> ACTIVE CG</p> <p>*Business Unit: OFFCG <input type="button" value="Officer CG"/> OFFICER CG</p> <p>*Department: 002817 <input type="button" value="RESERVE PERS MGMT"/> RESERVE PERS MGMT</p> <p>Department Entry Date: 01/23/2015 <input type="button" value="PERSONNEL SERVICE CENTER"/></p> <p>*Location: VA0323 <input type="button" value="PERSONNEL SERVICE CENTER"/></p> <p>Establishment ID: <input type="button" value="PERSONNEL SERVICE CENTER"/></p> </div> <div data-bbox="1149 1033 1523 1474" style="border: 1px solid black; padding: 5px;"> <p>If you are completing an accession of an officer who qualifies for Special Rate of Basic pay, set the Business Unit field to "OFECG" (Officer Prior Enlisted Service CG), acknowledge the warning message regarding the Job Code field (Click OK to dismiss). Set the Job Code field on the Job Information tab (Step 20) to the code corresponding to ENS, LTJG or LT. Ensure the paygrade (O1E, O2E or O3E) is set correctly on the Salary Plan tab (Step 25).</p> <p>Immediately submit a PPC Customer Care Help Ticket notifying PPC you have accessed a member eligible for Special Rate of Basic Pay.</p> </div>

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DCO Hire, Continued

Procedure (continued)

Step	Action
19 cont.	 <p>The screenshot shows a HR system interface with the following details:</p> <ul style="list-style-type: none"> Employee: Darth Vader, Empl ID: 1234567, Empl Record: 0 Military Service: [Dropdown] Work Location: [Dropdown] *Effective Date: 01/23/2015 Effective Sequence: 0 HR Status: Active Payroll Status: Active *Action: Hire Reason: New Position *Job Indicator: Primary Job Position Number: 00062541 (RESERVE UNBUDGETED POSITION) Position Entry Date: 01/23/2015 *Regulatory Region: RSV (Reservists) Company: ACG (Active CG) *Business Unit: OFFCG (Officer CG) *Department: 002817 (RESERVE PERS MGMT) Department Entry Date: 01/23/2015 *Location: VA0323 (PERSONNEL SERVICE CENTER) Last Start Date: 01/23/2015 Expected Job End Date: [Dropdown] Military Section: <ul style="list-style-type: none"> Reserve Class Code: N Component Category: w/Svc Oblig not in another Cla
<p>If this is a Reserve Commission, you will need to select the appropriate Reserve Classification Code describing the officer’s military obligation (e.g. “<i>Inact Du Officer w/in 8 yr obl</i>” for an officer with no prior (or less than 8 years prior) service or “<i>w/Svc Oblig not in another Class</i>” for a prior service officer).</p> <p>Click on the Job Information Tab.</p>	

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DCO Hire, Continued

Procedure (continued)

Step	Action
20	<p>Job Code: Will default with data applicable to Position Number entered or it will be blank if you changed the Business Unit field in the previous step. If hiring to different rank or if it is blank, click the lookup icon and select the applicable code.</p> <p>Supervisor ID: Enter the Employee ID for the CGHRSUP who will be approving the accession.</p> <p>Employee Class: Click on the drop-down and select the appropriate entry; typically, this will be IRR</p> <p>Click on the Job Labor Tab.</p>

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DCO Hire, Continued

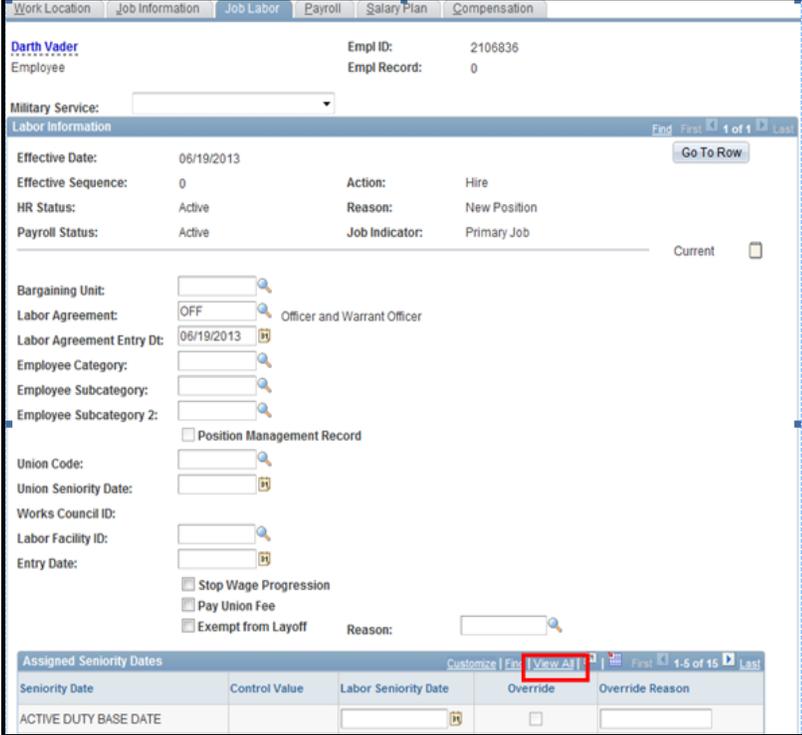
Procedure (continued)

Step	Action
21	<p>The screenshot shows the HR system interface for employee Darth Vader. The 'Labor Information' section is highlighted with a red box. The fields shown are:</p> <ul style="list-style-type: none"> Labor Agreement: OFF (with a lookup icon and the text 'Reserve Component Off and Warr') Labor Agreement Entry Dt: 01/23/2015 (with a calendar icon) Employee Category: IRR (with a lookup icon and the text 'Individual Ready Reserve') Employee Subcategory: H (with a lookup icon and the text 'No Drill Requirement') <p>Other visible fields include: Effective Date: 01/23/2015, Effective Sequence: 0, HR Status: Active, Payroll Status: Active, Action: Hire, Reason: New Position, Job Indicator: Primary Job, Bargaining Unit, Union Code, Union Seniority Date, Works Council ID, Labor Facility ID, Entry Date, Stop Wage Progression, Pay Union Fee, Exempt from Layoff, and Reason.</p> <p>Labor Agreement: Click on the lookup icon and select OFF. Labor Agreement Entry Dt: Will default to date of hire.</p> <p>Select the appropriate Employee Category For DCOs the appropriate Employee Category should be: IRR Employee Subcategory should read (TRAPAY code) H</p>

Continued on next page

DCO Hire, Continued

Procedure (continued)

Step	Action										
22	 <p>The screenshot shows the HR system interface for employee Darth Vader (Empl ID: 2106836). The 'Assigned Seniority Dates' table is visible at the bottom, with the 'View All' button highlighted in red. The table has the following structure:</p> <table border="1"> <thead> <tr> <th>Seniority Date</th> <th>Control Value</th> <th>Labor Seniority Date</th> <th>Override</th> <th>Override Reason</th> </tr> </thead> <tbody> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Scroll down the page to Assigned Seniority Dates and select View All. Note: You may find it necessary to click on Recalculate Seniority Dates to open all fields; you may also find it necessary to be in Correct History mode.</p>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE			<input type="checkbox"/>	
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason							
ACTIVE DUTY BASE DATE			<input type="checkbox"/>								

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DCO Hire, Continued

Procedure (continued)

Step	Action																																																																																																																			
23	<div data-bbox="342 464 1008 1472"> <table border="1"> <thead> <tr> <th>Seniority Date</th> <th>Control Value</th> <th>Labor Seniority Date</th> <th>Override</th> <th>Override Reason</th> </tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td></td><td>01/23/2015</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>AD PAY SCALE DATE</td><td></td><td>01/23/2015</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>DEP DATE</td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr> <tr><td>COMMISSION DATE</td><td></td><td>01/23/2015</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>DIEMS DATE</td><td></td><td>01/23/2015</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>RSV DRILL OBLIGATION DATE</td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr> <tr><td>EXPECTED LOSS DATE</td><td></td><td>01/07/2042</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td></td><td>01/23/2015</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td></td><td>01/22/2023</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>PAY ALLOWANCE DATE</td><td></td><td>01/23/2015</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>PAY BASE DATE</td><td></td><td>01/23/2015</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>DATE OF RANK</td><td>000096</td><td>01/23/2015</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>RSV COMP SBP ELECT DATE</td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr> <tr><td>ROTATION DATE</td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr> <tr><td>RSRV ACCESSION CLASS DATE</td><td></td><td>01/23/2015</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>RSV ANIVERSARY DATE</td><td></td><td>01/23/2015</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>RSV ELIGIBILITY DATE</td><td></td><td>01/23/2015</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>RSV INITIATION DATE</td><td></td><td>01/23/2015</td><td><input type="checkbox"/></td><td></td></tr> <tr><td>RESERVE LETTER DATE</td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr> <tr><td>RTB ELIGIBILITY DATE</td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr> <tr><td>RTB LETTER DATE</td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr> <tr><td>RTB LETTER RESPONSE DATE</td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr> </tbody> </table> <p>Recalculate Seniority Dates</p> </div> <p>Do not enter any information in the Reserve data fields <u>if hiring an active duty officer</u>. Only enter dates as indicated. All other fields are blank.</p> <ul style="list-style-type: none"> • Active duty Base Date: First day of official travel in conjunction with the Extended Active duty orders. • AD Pay Scale Date: Date of Oath of Office • Commission Date: Date of Oath of Office 	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		01/23/2015	<input type="checkbox"/>		AD PAY SCALE DATE		01/23/2015	<input type="checkbox"/>		DEP DATE			<input type="checkbox"/>		COMMISSION DATE		01/23/2015	<input type="checkbox"/>		DIEMS DATE		01/23/2015	<input type="checkbox"/>		RSV DRILL OBLIGATION DATE			<input type="checkbox"/>		EXPECTED LOSS DATE		01/07/2042	<input type="checkbox"/>		JOB FAMILY ENTRY DATE		01/23/2015	<input type="checkbox"/>		MIL OBLIGATION COMPL DATE		01/22/2023	<input type="checkbox"/>		PAY ALLOWANCE DATE		01/23/2015	<input type="checkbox"/>		PAY BASE DATE		01/23/2015	<input type="checkbox"/>		DATE OF RANK	000096	01/23/2015	<input type="checkbox"/>		RSV COMP SBP ELECT DATE			<input type="checkbox"/>		ROTATION DATE			<input type="checkbox"/>		RSRV ACCESSION CLASS DATE		01/23/2015	<input type="checkbox"/>		RSV ANIVERSARY DATE		01/23/2015	<input type="checkbox"/>		RSV ELIGIBILITY DATE		01/23/2015	<input type="checkbox"/>		RSV INITIATION DATE		01/23/2015	<input type="checkbox"/>		RESERVE LETTER DATE			<input type="checkbox"/>		RTB ELIGIBILITY DATE			<input type="checkbox"/>		RTB LETTER DATE			<input type="checkbox"/>		RTB LETTER RESPONSE DATE			<input type="checkbox"/>	
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DCO Hire, Continued

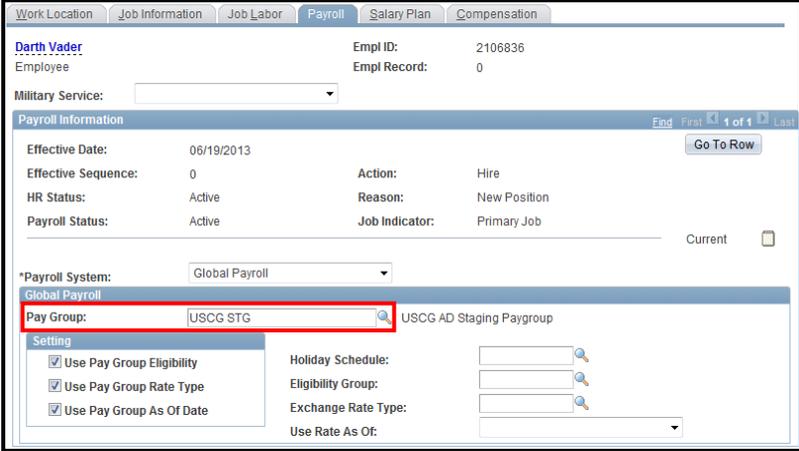
Procedure (**continued**)

Step	Action
23 cont.	<ul style="list-style-type: none"> • DIEMS Date: Date Initial Entry Military Service (any component) • Expected AD Term Date: 30 years from Oath or date before 60th date of birth (for a Reserve Commission leave blank) • Expected Loss Date: 30 years from Oath or date before 60th date of birth. If prior-service officer (non Warrant Officer), loss date will be less any prior commission time served in any branch or component. • 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: Date of Oath of Office. Submit a request to PPC (ADV) for a Statement of Creditable Service (SOCS) in the case of prior military service. Any necessary adjustments will take place via the SOCS process (see Email ALSPO B/15) • Date of Rank: Date of Oath of Office • <u>Reserve Fields:</u> • Reserve Anniversary Date: Date of Oath of Office • RSV Eligibility Date: Date of Oath of Office • RSV Initiation Date: Date of Oath of Office Other unpopulated fields should be left blank Click on the Payroll Tab.

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DCO Hire, Continued

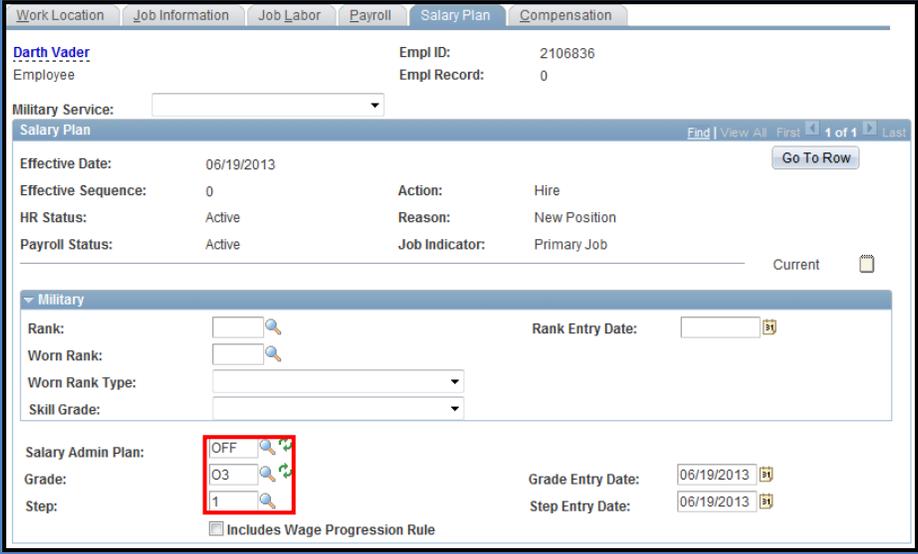
Procedure (continued)

Step	Action
24	 <p>The Pay Group should default to USCG STG. If not, click on the lookup icon and select USCG STG.</p> <p>Click on the Salary Plan Tab.</p>

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DCO Hire, Continued

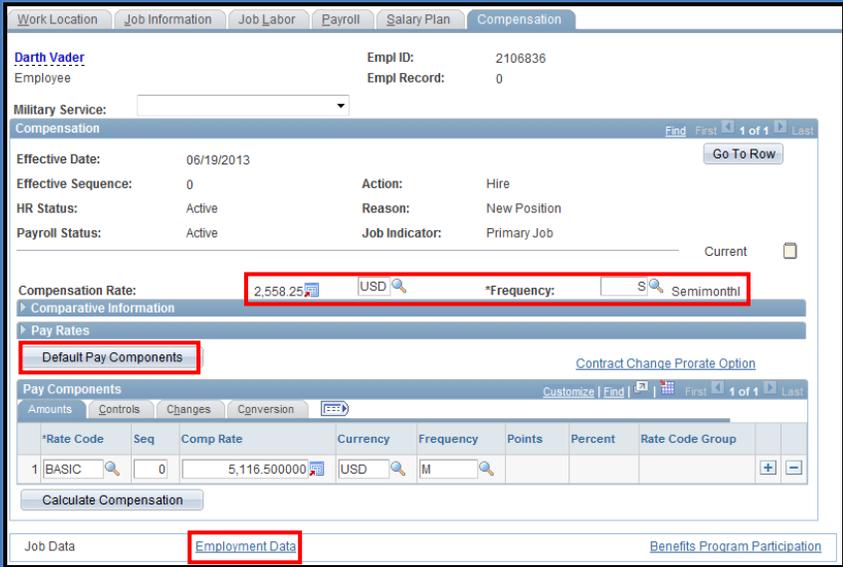
Procedure (continued)

Step	Action
25	 <p>Salary Admin Plan: Should default to OFF or OFE for an officer with more than four years prior enlisted service.</p> <p>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 O3 based on the Job Code.</p> <p>Step: The step corresponds to a member's longevity for pay purposes. Click on the Step lookup icon and select the appropriate step. In this example 1 = less than 2 years of military service, then Tab.</p> <p>Step Entry Date: Will default to date of Hire.</p> <p>Click on the Compensation Tab.</p>

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DCO Hire, Continued

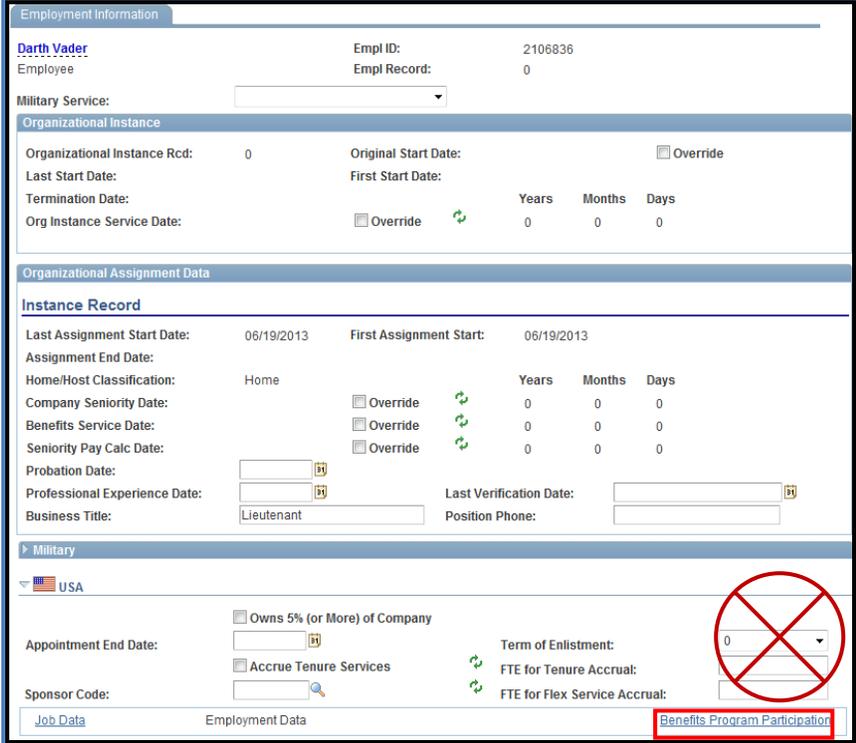
Procedure (continued)

Step	Action
26	 <p>Click on the Default Pay Components button. This will automatically update the Compensation Rate data.</p> <p>Click the Employment Data link.</p>

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DCO Hire, Continued

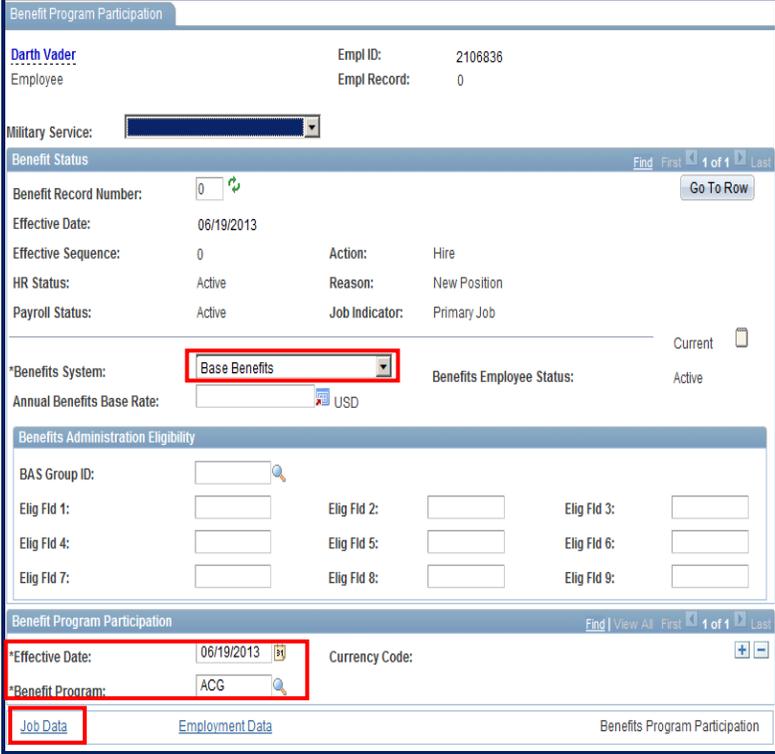
Procedure (continued)

Step	Action
27	 <p>The screenshot shows the 'Employment Information' form for an employee named Darth Vader. The form is divided into several sections: 'Employment Information', 'Organizational Instance', 'Organizational Assignment Data', and 'Military'. In the 'Organizational Instance' section, there are fields for 'Organizational Instance Rcd', 'Original Start Date', 'Last Start Date', 'First Start Date', 'Termination Date', and 'Org Instance Service Date'. The 'Organizational Assignment Data' section includes an 'Instance Record' with fields for 'Last Assignment Start Date', 'Assignment End Date', 'Home/Host Classification', 'Company Seniority Date', 'Benefits Service Date', and 'Seniority Pay Calc Date'. The 'Military' section has a dropdown for 'USA' and fields for 'Appointment End Date', 'Sponsor Code', 'Term of Enlistment', 'FTE for Tenure Accrual', and 'FTE for Flex Service Accrual'. A red 'X' is drawn over the 'Term of Enlistment' dropdown menu. At the bottom right of the form, the 'Benefits Program Participation' link is highlighted with a red box.</p>
<p>There are no entries to be made on this page. Note: <u>Do not enter Term of Enlistment</u> here; this is now down in Contract Data. Click the Benefits Program Participation link.</p>	

Continued on next page

DCO Hire, Continued

Procedure (continued)

Step	Action
28	 <p>Benefit Program Participation</p> <p>Darth Vader Empl ID: 2106836 Employee Empl Record: 0</p> <p>Military Service: <input type="text"/></p> <p>Benefit Status Find First 1 of 1 Last</p> <p>Benefit Record Number: <input type="text" value="0"/> Go To Row</p> <p>Effective Date: 06/19/2013</p> <p>Effective Sequence: 0 Action: Hire</p> <p>HR Status: Active Reason: New Position</p> <p>Payroll Status: Active Job Indicator: Primary Job</p> <p>*Benefits System: Base Benefits Benefits Employee Status: Active</p> <p>Annual Benefits Base Rate: <input type="text"/> USD</p> <p>Benefits Administration Eligibility</p> <p>BAS Group ID: <input type="text"/></p> <p>Elig Fld 1: <input type="text"/> Elig Fld 2: <input type="text"/> Elig Fld 3: <input type="text"/></p> <p>Elig Fld 4: <input type="text"/> Elig Fld 5: <input type="text"/> Elig Fld 6: <input type="text"/></p> <p>Elig Fld 7: <input type="text"/> Elig Fld 8: <input type="text"/> Elig Fld 9: <input type="text"/></p> <p>Benefit Program Participation Find View All First 1 of 1 Last</p> <p>*Effective Date: 06/19/2013 Currency Code: <input type="text"/></p> <p>*Benefit Program: ACG</p> <p>Job Data Employment Data Benefits Program Participation</p> <p>Ensure <u>Benefits System</u> reads Base Benefits</p> <p>Benefit Program: Click the lookup icon and select ACG.</p> <p>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.</p> <p>Click the Job Data link.</p>

Continued on next page

DCO Hire, Continued

Procedure (continued)

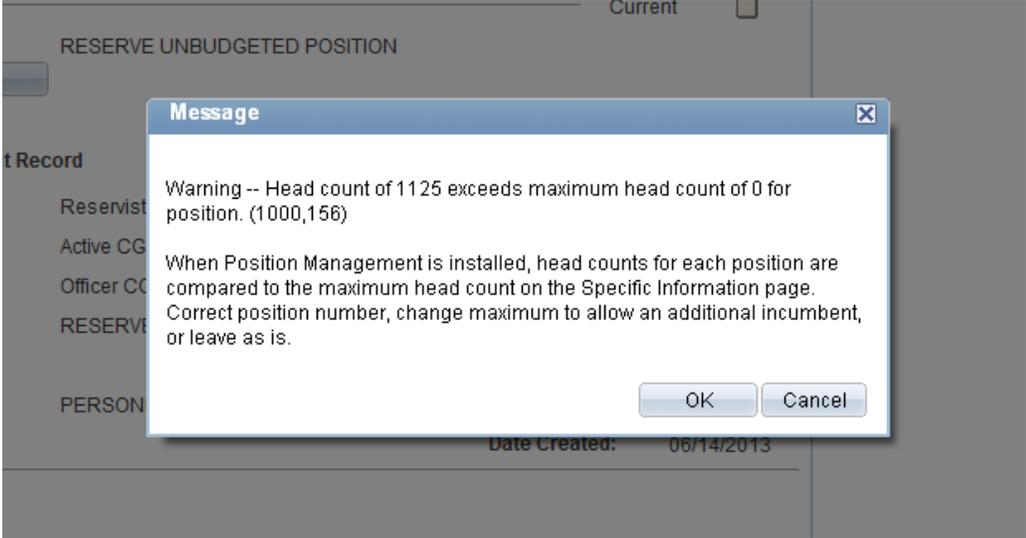
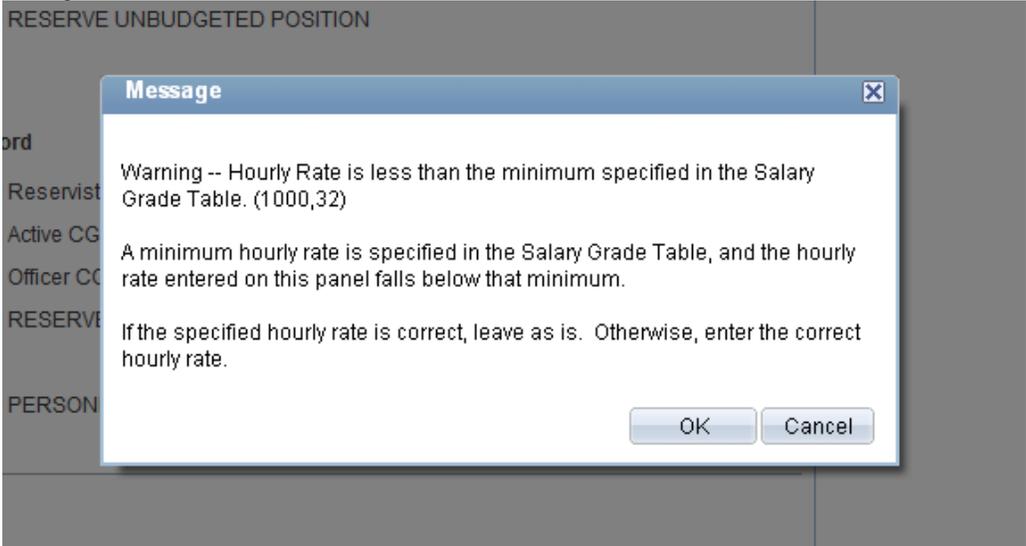
Step	Action
29	<div data-bbox="342 470 1224 1423"><p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p><p>Darth Vader Empl ID: 2110173 Employee Empl Record: 0</p><p>Military Service: <input type="text"/></p><p>Work Location Find First 1 of 1 Last</p><p>*Effective Date: 06/19/2013 <input type="text"/> <input type="button" value="Go To Row"/> <input type="button" value="+"/> <input type="button" value="-"/></p><p>Effective Sequence: 0 *Action: Hire</p><p>HR Status: Active Reason: New Position</p><p>Payroll Status: Active *Job Indicator: Primary Job</p><p><input type="button" value="Calculate Status and Dates"/></p><p>Current <input type="button" value="📄"/></p><p>Position Number: 00003102 <input type="text"/> INTEL- DUTY <input type="button" value="Use Position Data"/></p><p>Position Entry Date: 06/19/2013 <input type="text"/> <input type="checkbox"/> Position Management Record</p><p>*Regulatory Region: AD <input type="text"/> Active Duty *Company: ACG <input type="text"/> Active CG *Business Unit: OFFCG <input type="text"/> Officer CG *Department: 002294 <input type="text"/> ICC MARITIME SMUGGLING BR Department Entry Date: 06/19/2013 <input type="text"/> *Location: DC0001 <input type="text"/> CG ICC Establishment ID: <input type="text"/> Date Created: 06/19/2013</p><p>Last Start Date: 06/19/2013 Expected Job End Date: <input type="text"/> <input type="text"/></p><p>Military</p><p>Reserve Class Code: <input type="text"/> <input type="text"/> Component Category: <input type="text"/> <input type="text"/></p><p>Job Data Employment Data Benefits Program Participation</p><p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/></p></div>

Click the **OK** button.

Continued on next page

DCO Hire, Continued

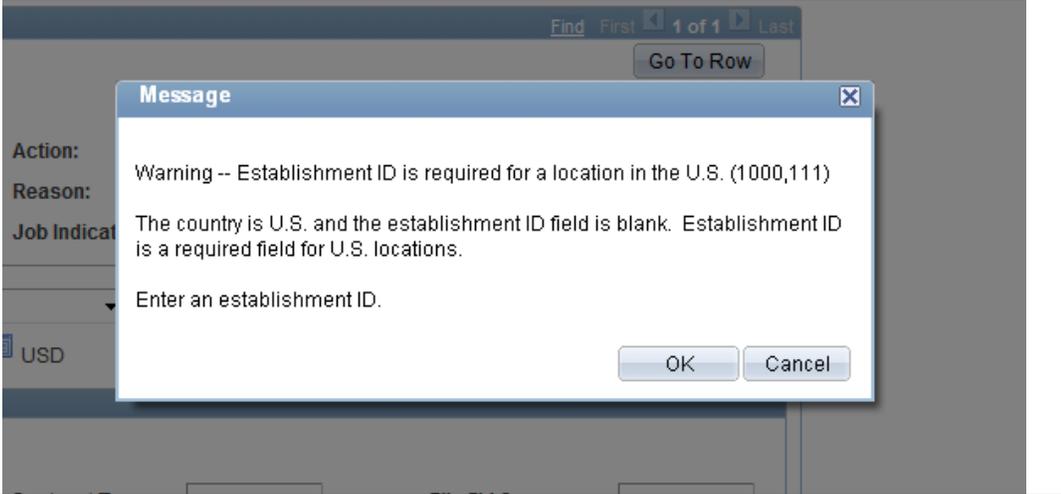
Procedure (continued)

Step	Action
30	<p>You will receive several “Warning” messages:</p> <p>Head Count – Click the OK button.</p>  <p>Hourly Rate – Click the OK button.</p> 

Continued on next page

DCO Hire, Continued

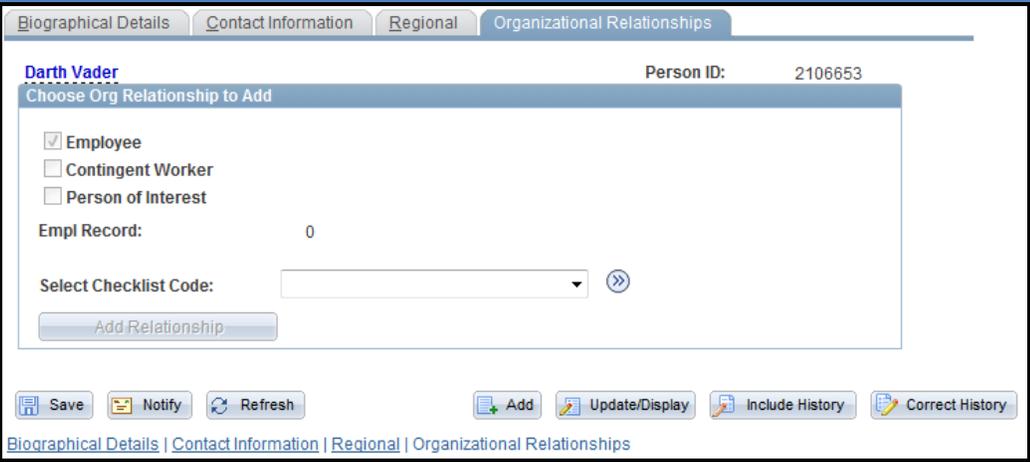
Procedure (continued)

Step	Action
30 cont.	<p data-bbox="334 470 756 497">Establishment ID Click the OK button.</p>  <p data-bbox="334 636 415 663">Action:</p> <p data-bbox="334 678 427 705">Reason:</p> <p data-bbox="334 720 451 747">Job Indicat</p> <p data-bbox="334 842 399 869">USD</p>

Continued on next page

DCO Hire, Continued

Procedure (continued)

Step	Action
31	<p>After a successful Save you will be returned to the Organizational Relationships Tab.</p>  <p>The accession is now ready for review and approval (see next page).</p>

Note: For specific information with respect to processes and entitlements, please visit our DA website at:

<http://www.uscg.mil/ppc/gp/>

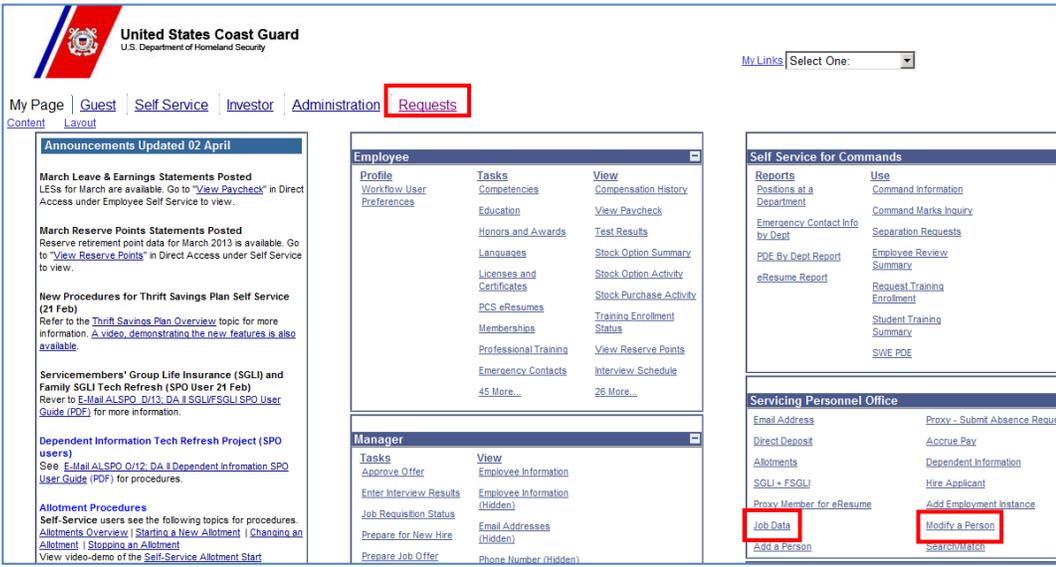
You may wish to make liaison with the DEERS representative to ensure information is passed to the DMDC.

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 the United States Coast Guard Self-Service portal. The 'Requests' link in the top navigation bar is highlighted with a red box. In the 'Servicing Personnel Office' section, the 'Job Data' and 'Modify a Person' links are also 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 Modify a Person 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>The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'My Page', 'Guest', 'Self Service', 'Investor', 'Administration', and 'Requests'. Below the navigation bar are links for 'Content' and 'Layout'. The main content area features a 'Requests' section with a blue header and a list of links: 'Submit an Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)', and 'PHS Submit Retirement Docs'. The 'View My Requests (all types)' link is highlighted with a red rectangular box. Below this section is a 'Request Reports' section with a blue header and a link for 'Absence Request Listing'.</p>

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

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action
3	<div data-bbox="363 470 1117 919"><h3>View My Action Requests</h3><p>Sylvester Cat</p><ol style="list-style-type: none">'My Submitted Requests' allows member to bring up only their Action Requests.'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.'All Requests' allows the approver to pull up their Action Requests and those submitted to them.Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.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><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"/> <input type="text" value="31"/></p><p>Submission To Date: <input type="text"/> <input type="text" value="31"/> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/></p></div> <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	<p data-bbox="370 474 634 499">View My Action Requests</p> <p data-bbox="370 527 456 546">Sylvester Cat</p> <p data-bbox="370 556 1088 674"> 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> <div data-bbox="370 688 1107 926"> <p data-bbox="383 703 1107 730"> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p data-bbox="370 762 768 785">Transaction Name: All Transactions</p> <p data-bbox="370 804 768 827">Transaction Status: Pending</p> <p data-bbox="370 846 630 869">Submission From Date: <input type="text"/></p> <p data-bbox="370 888 1101 911">Submission To Date: <input type="text"/> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/></p> </div> <table border="1" data-bbox="370 934 1393 1052"> <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> <p data-bbox="358 1058 1230 1085">A listing of all accessions you have been identified for approval will be displayed.</p> <p data-bbox="358 1117 971 1144">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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AccessionHire	Pending	Janet Weiss	2223334	Daffy Duck	Sylvester Cat	05/23/2013	Approve/Deny																										

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action								
5	<div data-bbox="358 499 1372 1360" style="border: 1px solid black; padding: 10px;"> <p>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="402 741 1367 814"> <thead> <tr> <th colspan="2">Request Details</th> </tr> </thead> <tbody> <tr> <td>Employee ID:</td> <td>1234567</td> </tr> </tbody> </table> <table border="1" data-bbox="402 835 1367 909"> <thead> <tr> <th colspan="2">Request Approvers</th> </tr> </thead> <tbody> <tr> <td>Approver:</td> <td>7654321 Sylvester Cat</td> </tr> </tbody> </table> <p>Comment: <input style="border: 2px solid red;" type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Accessions Hire Approval</p> <div data-bbox="414 1087 1123 1354" style="border: 1px solid gray; padding: 5px;"> <p>Delegation Approval Process: Pending View/Hide Comments</p> <p>One Approval level</p> <div data-bbox="425 1161 711 1249" style="border: 1px solid gray; padding: 2px;"> <p>Pending</p> <p> Sylvester Cat Initial Approve Action Request</p> </div> <p>Comment History</p> <div data-bbox="425 1291 893 1348" style="border: 1px solid gray; padding: 2px;"> <p>Mickey Mouse at 05/18/2013 - 2:55 PM</p> <p>View History</p> </div> </div> </div> <p>You can now either Approve or Deny the accession. You may enter any comments for the review by the person who submitted the accession for approval.</p> <p>Select either 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

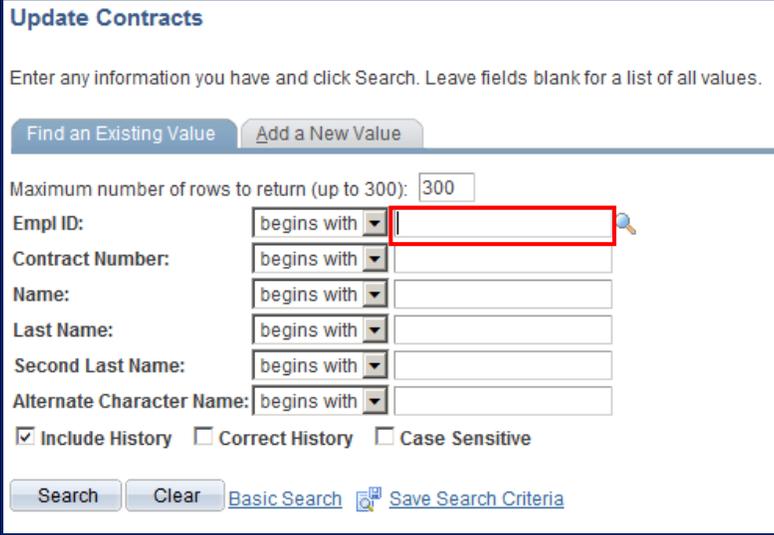
Procedure (continued)

Step	Action
6	<div data-bbox="362 468 1230 1199" style="border: 1px solid black; padding: 5px;"> <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> <div style="border: 1px solid gray; padding: 5px;"> <p>Delegation Approval Process: Approved</p> <p>One Approval level</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;"> <p>Approved</p> <p>✓ Sylvester Cat Initial Approve Action Request 06/24/13 - 12:39 PM</p> </div> <p>Comment History</p> <p>Mickey Mouse at 05/18/2013 - 2:55 PM</p> <p>View History</p> </div> </div> <p>If Approved, the Approve/Deny buttons will gray out after system saves the approval.</p> <p>You can now click on the “X” at the top of the document to close this page and repeat the process for the next accession.</p>

Accessions – Contract Data

Introduction This section provides the procedure for completing a contract of a Direct Commission Officer (DCO)

Procedure Follow these steps to approve the contract

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

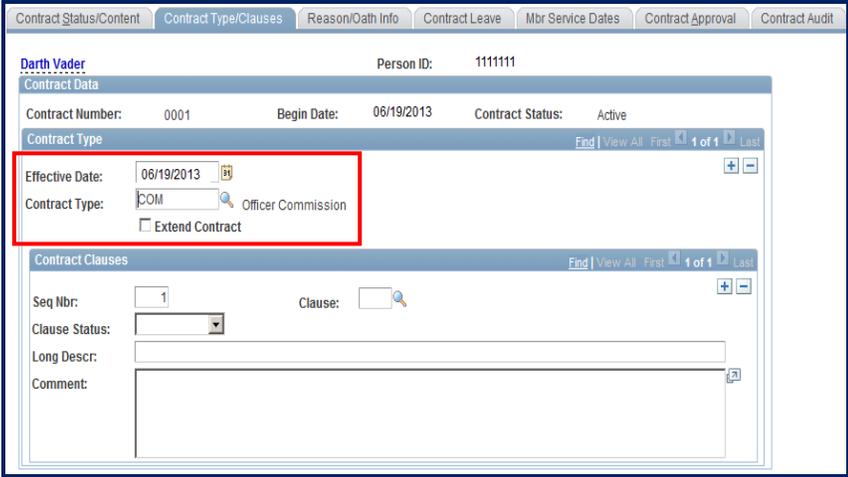
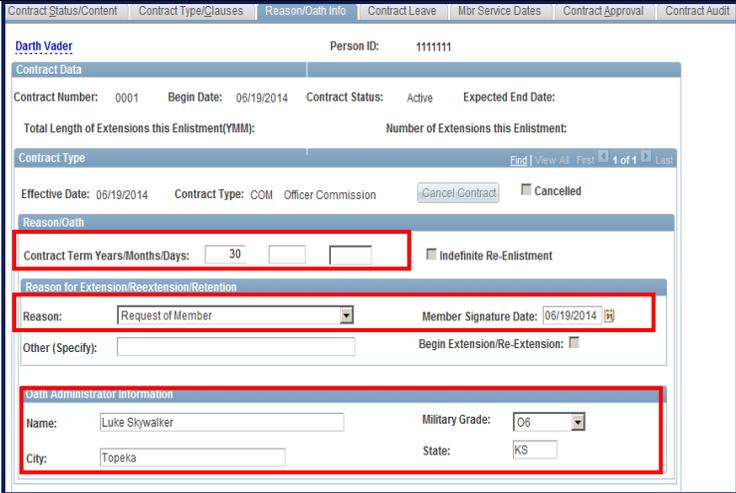
Continued on next page

Accessions – Contract Data, Continued

Step	Action
3	<div data-bbox="383 369 984 800" data-label="Form"> </div> <p data-bbox="370 835 1110 932">Enter EMPLID and Contract Number (First contract = 0001) Click Add You will be navigated to Contract Status/Content</p>
4	<div data-bbox="358 932 1045 1415" data-label="Form"> </div> <p data-bbox="358 1451 1317 1612">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 RSV) A Contract Content statement is required Navigate to Contract Type/Clauses</p>

Continued on next page

Accessions – Contract Data, Continued

Step	Action
5	 <p>Enter appropriate Contact Type from the drop-down Effective date should default correctly Under Contract Clauses you may select Clause status (optional/required) and Enter any contractual specific comments Navigate to Reason/Oath Info</p>
6	 <p>Contract Term Years: Enter the number of whole years of commission minus prior service years: for non-prior service you would enter 30. Enter whole years only rounded to next highest year. Should you be accessing a member whose contract term years will place them past their 60th birthday, use the appropriate number of whole years and then submit a Customer Care ticket to PPC to effect adjustment of the Expected AD term and Loss dates.</p> <p>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 using place of initial enlistment.</p> <p>Navigate to Contract Leave tab</p>

Accessions – Contract Data, Continued

Step	Action																																														
7	<div data-bbox="321 338 998 831" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">Person ID: 1111111</p> <p>Darth Vader</p> <p>Contract Data</p> <p>Contract Number: 0001 Begin Date: 06/19/2013 Contract Status: Active</p> <p>Leave Balances</p> <p>Leave Balance: Cumulative Sold Leave: As of:</p> <p>Contract Type Find View All First 1 of 1 Last</p> <p>Effective Date: 06/19/2013</p> <p>Contract Type: COM Officer Commission</p> <p>Leave Disposition View All First 1 Last</p> <div style="border: 2px solid red; padding: 2px; width: fit-content;"> Total Leave to Sell (Days): <input type="text"/> </div> </div> <p>Enter any leave to be sold Navigate to Mbr Service Dates</p>																																														
8	<div data-bbox="321 894 873 1640" style="border: 1px solid black; padding: 5px;"> <p>Assigned Seniority Dates Customize View 1? First 1-22 of 22 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Seniority Date</th> <th style="text-align: left;">Labor Seniority Date</th> </tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td>12/08/2014</td></tr> <tr><td>AD PAY SCALE DATE</td><td>12/08/2014</td></tr> <tr><td>DEP DATE</td><td></td></tr> <tr><td>COMMISSION DATE</td><td>12/08/2014</td></tr> <tr><td>DIEMS DATE</td><td>12/08/2014</td></tr> <tr><td>RSV DRILL OBLIGATION DATE</td><td></td></tr> <tr><td>EXPECTED LOSS DATE</td><td>12/07/2044</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>12/08/2014</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>12/07/2022</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>12/08/2014</td></tr> <tr><td>PAY BASE DATE</td><td>12/08/2014</td></tr> <tr><td>DATE OF RANK</td><td>12/08/2014</td></tr> <tr><td>RSV COMP SBP ELECT DATE</td><td></td></tr> <tr><td>ROTATION DATE</td><td>12/29/2014</td></tr> <tr><td>RSRV ACCESSION CLASS DATE</td><td>12/09/2014</td></tr> <tr><td>RSV ANNIVERSARY DATE</td><td>12/08/2014</td></tr> <tr><td>RSV ELIGIBILITY DATE</td><td>12/08/2014</td></tr> <tr><td>RSV INITIATION DATE</td><td>12/08/2014</td></tr> <tr><td>RESERVE LETTER DATE</td><td></td></tr> <tr><td>RTB ELIGIBILITY DATE</td><td></td></tr> <tr><td>RTB LETTER DATE</td><td></td></tr> <tr><td>RTB LETTER RESPONSE DATE</td><td></td></tr> </tbody> </table> </div> <p>Click 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 <u>verify the dates entered during the ACCESSION process</u> are entered correctly (see Expected Loss Date note on Step 6). Navigate to Contract Approval</p>	Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE	12/08/2014	AD PAY SCALE DATE	12/08/2014	DEP DATE		COMMISSION DATE	12/08/2014	DIEMS DATE	12/08/2014	RSV DRILL OBLIGATION DATE		EXPECTED LOSS DATE	12/07/2044	JOB FAMILY ENTRY DATE	12/08/2014	MIL OBLIGATION COMPL DATE	12/07/2022	PAY ALLOWANCE DATE	12/08/2014	PAY BASE DATE	12/08/2014	DATE OF RANK	12/08/2014	RSV COMP SBP ELECT DATE		ROTATION DATE	12/29/2014	RSRV ACCESSION CLASS DATE	12/09/2014	RSV ANNIVERSARY DATE	12/08/2014	RSV ELIGIBILITY DATE	12/08/2014	RSV INITIATION DATE	12/08/2014	RESERVE LETTER DATE		RTB ELIGIBILITY DATE		RTB LETTER DATE		RTB LETTER RESPONSE DATE	
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RTB LETTER RESPONSE DATE																																															

Accessions – Contract Data, Continued

9

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

Darth Vader Person ID: 1111111

Contract Data

Contract Number: 0001 Begin Date: 06/19/2013 Contract Status: Active

Contract Type Find | View All First 1 of 1 Last

Effective Date: 06/19/2013 Contract Type: COM Officer Commission

Route for Approval

Approval Type:

Approver:

Dept of Approving SPO: 000210 CG AIRSTA DETROIT

Approval Status:

Approval Date:

Submit for Approval

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

Contract Approval

Introduction This section provides the procedure for approving a contract.

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

Procedure Follow these steps to approve a contract

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

Contract Approval, Continued

Step	Action																				
5	<p>Action Request</p> <p>Contract Approval Arguello, Alexis Bohorquez</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: 07/17/2014</td></tr><tr><td>Contract Begin Dt: 07/17/2014</td><td></td></tr><tr><td>Expected End Dt: 07/16/2022</td><td></td></tr></table> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <table border="1"><tr><td>Contract Term: 8 Years</td><td>Mbr Signature Date: 07/17/2014</td></tr><tr><td>Reason: Request of Member</td><td>SRB Entitlement:</td></tr><tr><td>Num Extensions: 0</td><td>EXT Tour Length:</td></tr><tr><td>Expect AD TermDt:</td><td>Expected Loss Date: 07/16/2022</td></tr><tr><td>Leave Balance: 0</td><td>Cumulative Sold: 0</td></tr><tr><td>Total Leave Sell:</td><td></td></tr></table> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Enter comments and click Approve or Deny Note: selecting Deny returns contract to HRS user</p>	Contract Number: 0001	Contract Type: ENL	Contract Status: A	Contract Effdt: 07/17/2014	Contract Begin Dt: 07/17/2014		Expected End Dt: 07/16/2022		Contract Term: 8 Years	Mbr Signature Date: 07/17/2014	Reason: Request of Member	SRB Entitlement:	Num Extensions: 0	EXT Tour Length:	Expect AD TermDt:	Expected Loss Date: 07/16/2022	Leave Balance: 0	Cumulative Sold: 0	Total Leave Sell:	
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6	<p>Contract Approval</p> <p>Contract Approval: Approved</p> <p>One Level Approval</p> <p>Approved Edwin C. Rosario SPO Approvers Deptid 07/18/14 - 10:53 AM</p> <p>Contract is approved. Member is fully Accessed into USCG</p>																				