

Reserve Active Duty Orders Processing

Overview

Introduction

This guide provides the procedures for processing Reserve Active Duty (AD) Orders in Direct Access (DA).

Constant communication between all parties involved is critical for this process.

Information

There are separate procedures in processing Reserve AD Orders:

- Setting Authorized Orders to a Ready status
- Setting Orders to an En route status (departing/reporting endorsements)
- Verifying a Job Data row was created
- Setting Orders to a Finished status (departing/reporting endorsements)
- Verifying a Job Data row was created

Reserve Orders Process

Who	What	Timeframe
Member/ P&A Office	Requests/enter Orders	
Command	Approves Request	Within 2 business days
P & A Office	Verifies Orders & routes for funding authorization	Within 2 business days
PAC-13/DOL-1/DXR	Authorizes Orders & notifies P & A	At least 30 days prior to the start date
P & A Office Supervisor (PAO if needed)	Sets the orders to READY	At least 30 prior to the start date
Member	Reports for duty	On start date
P & A Office	Notifies PAO that member reported for duty	Within 2 business days
PAO	Sets the orders to En route	Within 3 business days
P & A Office	Maintains Member's Pay	Length of orders
P & A Office	Notifies PAO that member completed duty	Within 2 business days
PAO	Sets orders to Finished	Within 3 business days

Continued on next page

Overview, Continued

IMPORTANT For **LONG TERM ADOS ORDERS (Non-Contingency)** – The funding tab will populate as shown below. Do **NOT** add any Document# or POET information to the Pay or FICA lines.

Personalize Find View All First 1-3 of 3 Last								
Summary		POET Details						
	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	POET Validation Status
1	New	NEW	NEW	Pay (Local)	\$36,302.63	N/A Locally Funded	N/A Locally Funded	New
2	New	NEW	NEW	FICA(Local)	\$2,777.15	N/A Locally Funded	N/A Locally Funded	New
3	New	NEW	NEW	Travel(Local)	\$0.00	N/A Locally Funded	N/A Locally Funded	New
Total Cost:						\$39,079.78		

Contents

Topic	See Page
Setting Orders to Ready	5
Setting Orders to En route (Reporting for Duty)	12
Verifying a Reserve Order Begin (ROB) Job Row	21
Setting Orders to Finished (Departing to Home)	24
Verifying a Reserve Order End (ROE) Job Row	35
Verifying the Sale of Lump Sum Leave (LSL)	38

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Overview, Continued

Basic Allowance for Housing (BAH) Once the member reports for AD, start the correct BAH Qtr Status in DA using the [Starting BAH for Reserve Members](#) user guide.

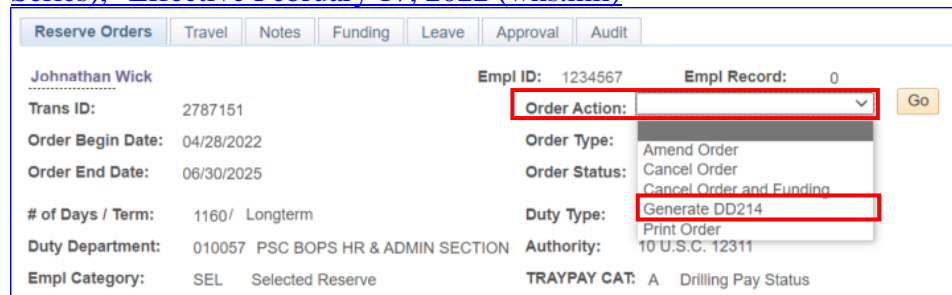
[ACN 089/19](#) discusses the use of the CG-2025 (BAH/Housing Worksheet and the CG-2025B (Member-Married-to-Member BAH Worksheet) when mobilizing Reservists.

Order Notes for Reserve Orders A single order note has been created for each type of Reserve Orders. Use the appropriate Order Note based on the type of orders created.

Order Type	Order Note
Active Duty for Training – Annual Training (ADT/AT)	ADT
Active Duty or Training – Other Training Duty (ADT/OTD)	OTD
Title 10	T10
Title 14	T14
Initial Active Duty for Training (IADT)	IAT
Med Hold/Active Duty for Health Care (ADHC)	MH
Short Term ADOS AC/RC	RSO
Short Term Contingency ADOS AC/RC	STC
Long Term ADOS AC/RC	RLT
Long Term Contingency ADOS AC/RC	LTC

Manual DD-214 for Reserves

All reserves coming off a contingency operation for a period greater than 30 days should be issued a DD-214. The DD-214 functionality is only found in the Reserve Orders tab under the “Order Action” drop-down. [DoDI 1336.01, "Certificate of Uniformed Service \(DD Form 214/5 Series\)," Effective February 17, 2022 \(whs.mil\)](#)



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Overview, Continued

Changes to Funding/POET

If any of the funding lines on DA orders is greater than \$0.00, and the funds for that funding line is not needed, **DO NOT CHANGE IT TO \$0.00**. Doing so will cancel the Document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to \$1.00.**

Example, if the member's Order has the following:

\$1000.00 Member Travel – Document Number 70Z0PCS220032920
\$1000.00 Dependent Travel – Document Number 70Z0PCS220032920
\$1000.00 DLA Dislocation Allowance – Document Number 70Z0PCS220032920

If you change Dependent Travel to \$0.00, it will CANCEL that Document Number. Keep in mind that these three funding lines (above) use the SAME document number. If later you needed to increase any of these funding lines or add Dependent Travel back in, **it WILL error out.**

Stopping Coast Guard Standard Meal Rate (CGSMR)

For members assigned to EUM/ESM/CSP eligible units, the PCS departing endorsement will automatically stop CGSMR deductions the day prior to departure, but **CGSMR MUST BE MANUALLY STOPPED:**

- **The day prior to a Reservist departing an EUM/ESM unit.**
 - The day prior to a galley closure at an EUM/ESM unit (see [SMR Batch Process](#) user guide for stopping/starting SMR for multiple members).
 - The day prior to departure on terminal leave, with no intention of returning to the unit.
 - The day prior to departing to a processing point/permissive orders, with no intention of returning to the unit.
 - During Inclusive dates of TDY **away** from EUM/ESM/CSP eligible unit (and **not** TDY to EUM/ESM/CSP eligible unit, field duty, or group travel).
 - During Inclusive dates of leave.
 - During Inclusive dates of hospitalization.
-

Setting Orders to Ready

Introduction This section provides the procedures for setting the Orders to a **Ready** status after being **Authorized** by the DXR.


IMPORTANT: Do **NOT** change Seq 98 & 99 rows to Seq 3 & 4 rows. This will cause the order to error when processing and will result in the member’s pay, entitlements, and benefits erroneously stopping. DA requires Seq 98 & 99 rows to finish the Orders process.

Important Benefits Information When contingency orders are set to Authorized and the Notification Date is entered, a transaction is created and transmitted to DEERS to start Early E-ID benefits to begin for those that are authorized according to their contingency orders. It is crucial that orders be created and processed in a timely manner to ensure these benefits start on time.

DA User Roles Reserve Active Duty Orders may be set to **Ready** by users with the **CGADMINSUP** or **CGHRSUP** DA user roles.

The CGHRSUP DA user role is required when setting the Order to **En route** or **Finished**.

Procedures See below.

Step	Action												
1	Click on the Reserve Administration Tile. <div data-bbox="304 1200 632 1413" style="border: 1px solid blue; padding: 5px; margin: 10px 0;">  </div>												
1.5	The default FSMS Reserve Orders option will automatically display. <div data-bbox="304 1469 667 1984" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0ffe0;"> <td style="padding: 2px;">FSMS Reserve Orders</td> </tr> <tr> <td style="padding: 2px;">IDT Drills</td> </tr> <tr> <td style="padding: 2px;">Member Training Rating</td> </tr> <tr> <td style="padding: 2px;">Annual Screening Questionnaire</td> </tr> <tr> <td style="padding: 2px;">Reserve Member Balances</td> </tr> <tr> <td style="padding: 2px;">Member Status Change</td> </tr> <tr> <td style="padding: 2px;">Training Status</td> </tr> <tr> <td style="padding: 2px;">View Member Drills</td> </tr> <tr> <td style="padding: 2px;">MGIB Enrollments</td> </tr> <tr> <td style="padding: 2px;">R-CRSP Report</td> </tr> <tr> <td style="padding: 2px;">FSMS RSV Ord Discrepancies</td> </tr> <tr> <td style="padding: 2px;">Reserve Orders (View Only)</td> </tr> </table> </div>	FSMS Reserve Orders	IDT Drills	Member Training Rating	Annual Screening Questionnaire	Reserve Member Balances	Member Status Change	Training Status	View Member Drills	MGIB Enrollments	R-CRSP Report	FSMS RSV Ord Discrepancies	Reserve Orders (View Only)
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Setting Orders to Ready, Continued

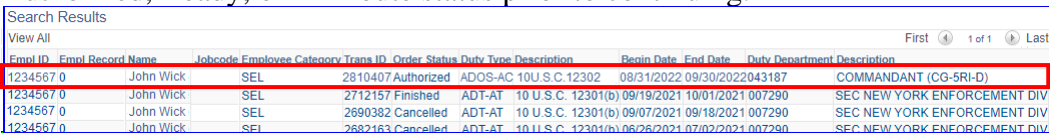
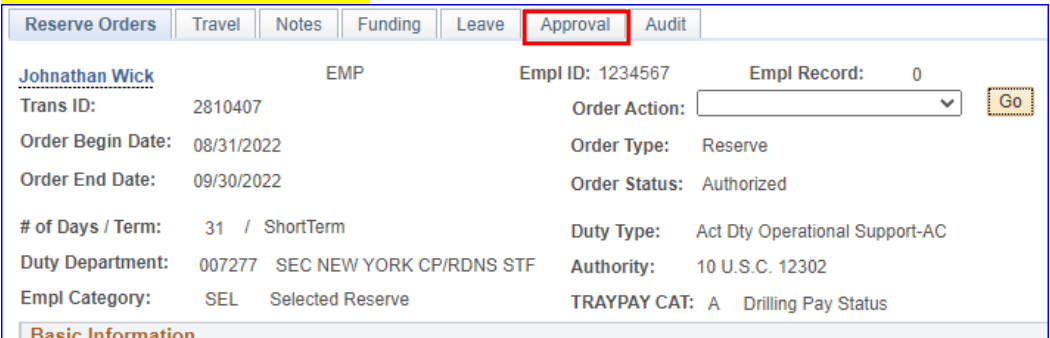
Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="304 474 1279 1352" style="border: 1px solid blue; padding: 5px;"> <p>FSMS Reserve Orders Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="🔍"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/> <input type="button" value="🔍"/></p> <p>Trans ID <input type="text" value="="/> <input type="text"/></p> <p>Duty Type <input type="text" value="="/> <input type="text"/></p> <p>Begin Date <input type="text" value="="/> <input type="text"/> <input type="button" value="📅"/></p> <p>End Date <input type="text" value="="/> <input type="text"/> <input type="button" value="📅"/></p> <p>National ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Order Status <input type="text" value="="/> <input type="text"/></p> <p>Duty Department <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> </div>

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Setting Orders to Ready, Continued

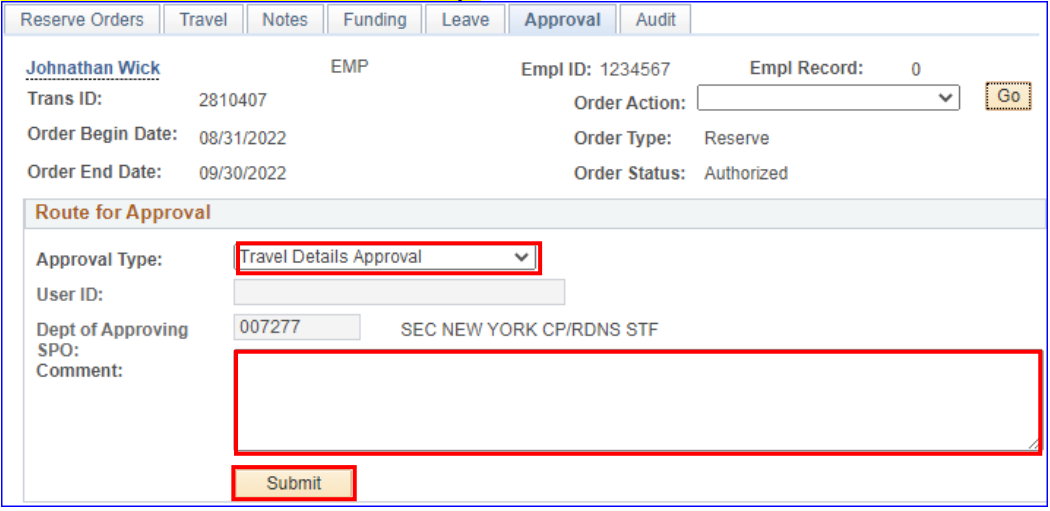
Procedures,
continued

Step	Action
3	<p>If the member has a single Reserve Order, it will open automatically.</p> <p>If the member has multiple Reserve AD Orders, a list of all Reserve AD Orders for the member will display. Select the appropriate Order Status from the Search Results.</p> <p>NOTE: Review all previous order statuses and take action on any orders still in an Authorized, Ready, or En Route status prior to continuing.</p> 
4	<p>The Reserve Orders tab will display. Select the Approval tab.</p> <p>NOTE: Do not set to Ready if any prior orders have not been set to Finished or Cancelled. Not following this rule will cause errors within DEERS and directly affect the member's benefits.</p> 

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Setting Orders to Ready, Continued

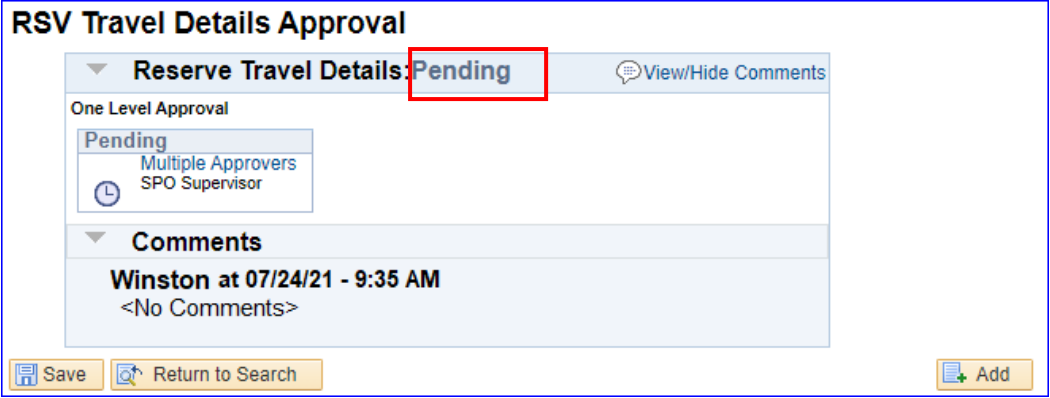
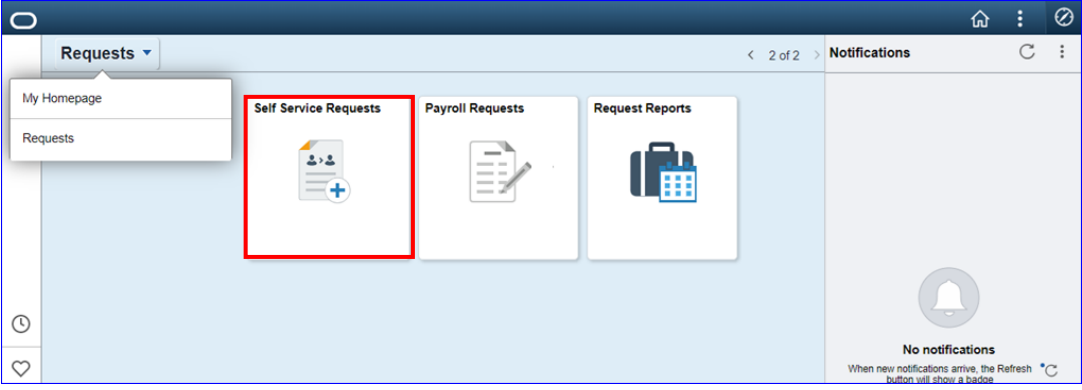
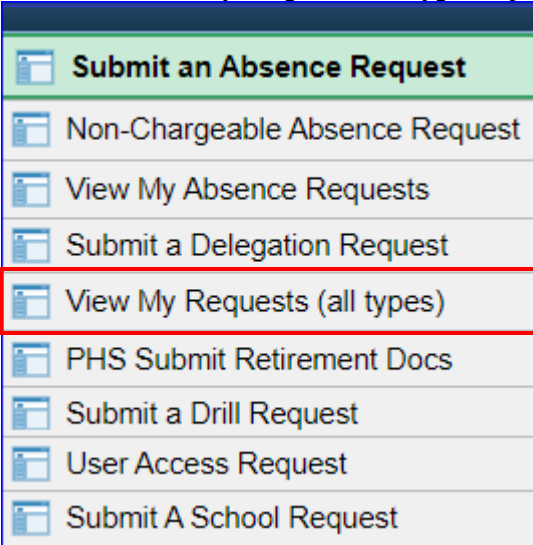
Procedures,
continued

Step	Action
5	<p>Select Travel Details Approval Type from the drop-down. Enter a Comment for the Auditor (if applicable). Click Submit.</p> <p>NOTE: If the P&A has transitioned under the Personnel Support Initiative (PSI), update the Dept of Approving SPO to reflect the Dept ID of the P&A Supervisor who can now set the orders to Ready.</p> 

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Setting Orders to Ready, Continued

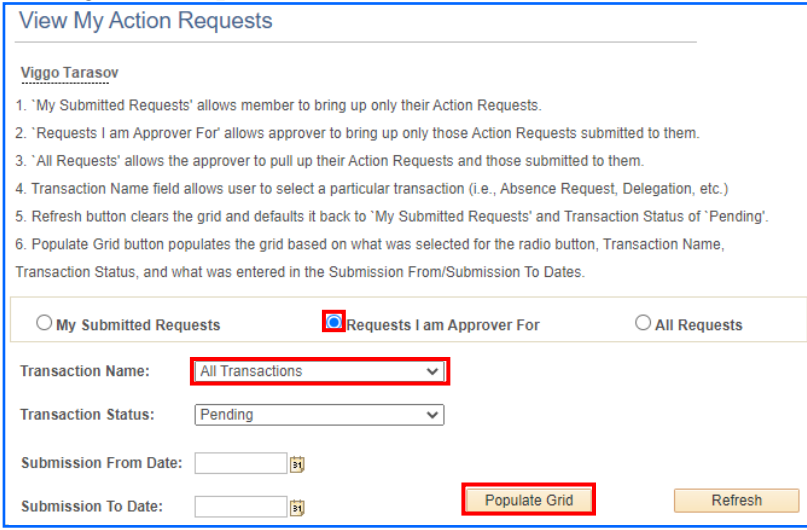

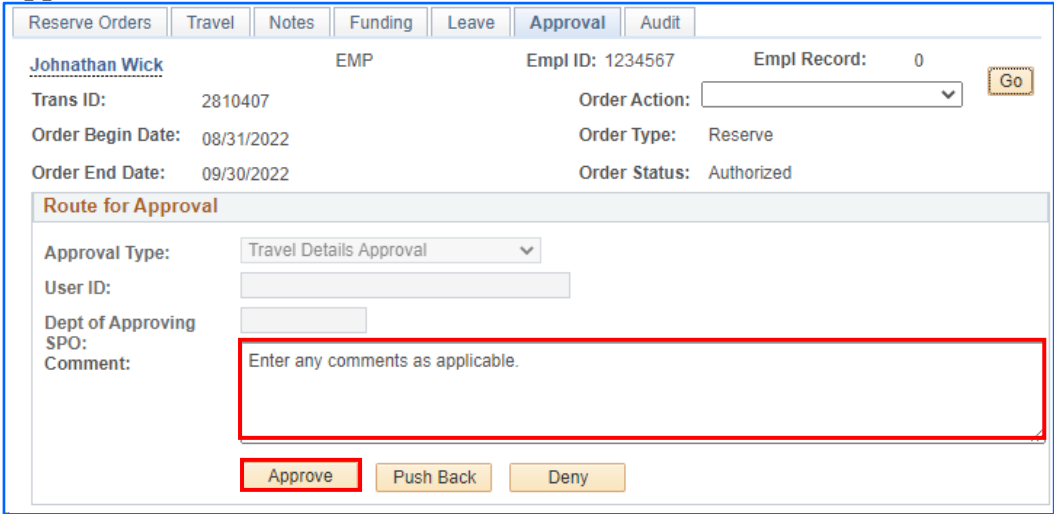
Procedures,
continued

Step	Action
6	<p>The Orders are now Pending approval.</p> 
7	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests Tile.</p> 
7.5	<p>Select the View My Requests (all types) option.</p> 

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Setting Orders to Ready, Continued

Procedures,
continued

Step	Action																																				
8	<p>Select the Requests I am Approver For radio button. Leave the Transaction Status at Pending. Click Populate Grid.</p>  <p>View My Action Requests</p> <p>Viggo Tarasov</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: All Transactions</p> <p>Transaction Status: Pending</p> <p>Submission From Date: <input type="text"/> <input type="text"/></p> <p>Submission To Date: <input type="text"/> <input type="text"/> Populate Grid Refresh</p>																																				
9	<p>Click Approve/Deny for the appropriate Orders displayed in the Order Approvals section.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Order Begin Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Reserve Travel Details</td> <td>Pending</td> <td>Ms. Perkins</td> <td>9876543</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>08/23/2022</td> <td>09/18/22</td> <td>Approve/Deny</td> </tr> <tr> <td>Reserve Travel Details</td> <td>Pending</td> <td>John Wick</td> <td>1234567</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>08/23/2022</td> <td>08/31/22</td> <td style="border: 1px solid red;">Approve/Deny</td> </tr> <tr> <td>Reserve Travel Details</td> <td>Pending</td> <td>Marcus</td> <td>8429535</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>08/23/2022</td> <td>10/01/22</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Order Begin Date	Approve/Deny	Reserve Travel Details	Pending	Ms. Perkins	9876543	Winston	Viggo Tarasov	08/23/2022	09/18/22	Approve/Deny	Reserve Travel Details	Pending	John Wick	1234567	Winston	Viggo Tarasov	08/23/2022	08/31/22	Approve/Deny	Reserve Travel Details	Pending	Marcus	8429535	Winston	Viggo Tarasov	08/23/2022	10/01/22	Approve/Deny
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10	<p>The Approval tab is displayed. Enter a Comment, if applicable, and click Approve.</p>  <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> <p>Johnathan Wick EMP Empl ID: 1234567 Empl Record: 0 Go</p> <p>Trans ID: 2810407 Order Action: <input type="text"/></p> <p>Order Begin Date: 08/31/2022 Order Type: Reserve</p> <p>Order End Date: 09/30/2022 Order Status: Authorized</p> <p>Route for Approval</p> <p>Approval Type: Travel Details Approval</p> <p>User ID: <input type="text"/></p> <p>Dept of Approving SPO: <input type="text"/></p> <p>Comment: Enter any comments as applicable.</p> <p>Approve Push Back Deny</p>																																				

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Setting Orders to Ready, Continued

Procedures,
continued

Step	Action
<p>11</p>	<p>The Orders are now Approved.</p> <div data-bbox="304 443 1361 1037" style="border: 1px solid blue; padding: 10px;"> <p>RSV Travel Details Approval</p> <p>Reserve Travel Details: Approved View/Hide Comments</p> <p>One Level Approval</p> <div style="border: 1px solid green; padding: 5px; margin-bottom: 10px;"> <p>Approved</p> <p>Viggo Tarasov SPO Supervisor - Initial Apprv 08/25/22 - 8:54 AM</p> </div> <p>Comments</p> <p>Viggo Tarasov at 08/25/22 - 8:54 AM Enter any comments as applicable.</p> <hr/> <p>Winston at 08/23/22 - 7:59 AM <No Comments></p> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> </p> </div>
<p>12</p>	<p>The Order Status will be set to Ready and now the travel endorsements can be entered.</p> <div data-bbox="304 1108 1361 1485" style="border: 1px solid blue; padding: 10px;"> <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> <p><u>Johnathan Wick</u> Empl ID: 2096436 Empl Record: 0 <input type="button" value="Go"/></p> <p>Trans ID: 2810407 Order Action: <input type="text"/></p> <p>Order Begin Date: 08/31/2022 Order Type: Reserve</p> <p>Order End Date: 09/30/2022 Order Status: Ready</p> <p># of Days / Term: 31 / ShortTerm Duty Type: Act Dty Operational Support-AC</p> <p>Duty Department: 007277 SEC NEW YORK CP/RDNS STF Authority: 10 U.S.C. 12302</p> <p>Empl Category: DIV TRAYPAY CAT:</p> <p>SEL Selected Reserve A Drilling Pay Status</p> <p><u>Basic Information</u></p> </div>

Setting Orders to En route (Reporting for Duty)

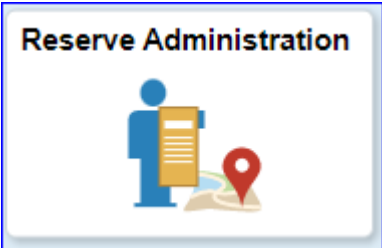
Introduction This section provides the procedures for entering the Departing and Reporting Endorsements in DA when the P&A or SPO is notified that the member reports for duty.

Important Information

NOTE 1: Prior to endorsing a Reserve Order to an En route status, ensure all prior Reserve AD Orders with an Effective Date **PRIOR** to the Reserve AD Orders currently being processed have been processed to a Finished or Cancelled status. **Do not proceed until you have set all previous orders to Finished or Cancelled. Not following this rule with cause errors within DEERS and directly affect the member's benefits.**

NOTE 2: The PAO **MUST** audit the Reserve AD Order prior to setting it to En route. It is important to review the entire Reserve AD Order, including the duty assignment. Many times, a Reserve member has PCS'd or RELAD to a new duty assignment with pending Reserve AD Orders with an incorrect duty assignment.

Procedures See below.

Step	Action												
1	Click on the Reserve Administration Tile. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>												
1.5	The default FSMS Reserve Orders option will automatically display. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0f2f1;"> <td style="padding: 2px 5px;"> FSMS Reserve Orders</td> </tr> <tr> <td style="padding: 2px 5px;"> IDT Drills</td> </tr> <tr> <td style="padding: 2px 5px;"> Member Training Rating</td> </tr> <tr> <td style="padding: 2px 5px;"> Annual Screening Questionnaire</td> </tr> <tr> <td style="padding: 2px 5px;"> Reserve Member Balances</td> </tr> <tr> <td style="padding: 2px 5px;"> Member Status Change</td> </tr> <tr> <td style="padding: 2px 5px;"> Training Status</td> </tr> <tr> <td style="padding: 2px 5px;"> View Member Drills</td> </tr> <tr> <td style="padding: 2px 5px;"> MGIB Enrollments</td> </tr> <tr> <td style="padding: 2px 5px;"> R-CRSP Report</td> </tr> <tr> <td style="padding: 2px 5px;"> FSMS RSV Ord Discrepancies</td> </tr> <tr> <td style="padding: 2px 5px;"> Reserve Orders (View Only)</td> </tr> </table> </div>	FSMS Reserve Orders	IDT Drills	Member Training Rating	Annual Screening Questionnaire	Reserve Member Balances	Member Status Change	Training Status	View Member Drills	MGIB Enrollments	R-CRSP Report	FSMS RSV Ord Discrepancies	Reserve Orders (View Only)
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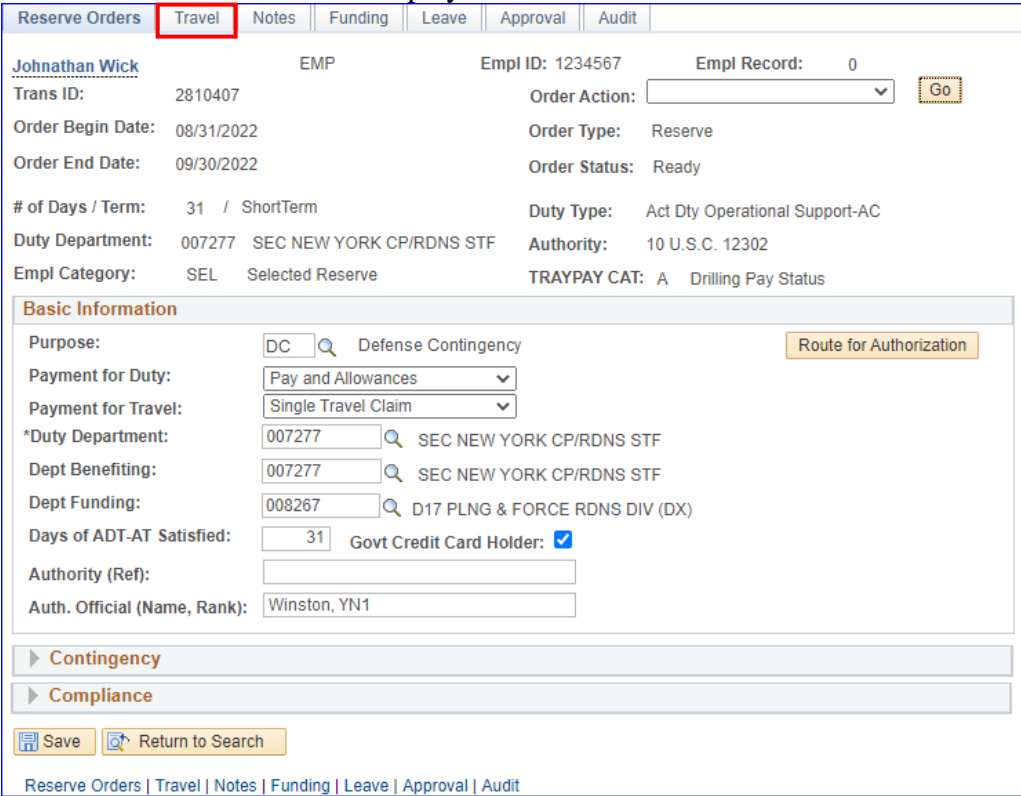
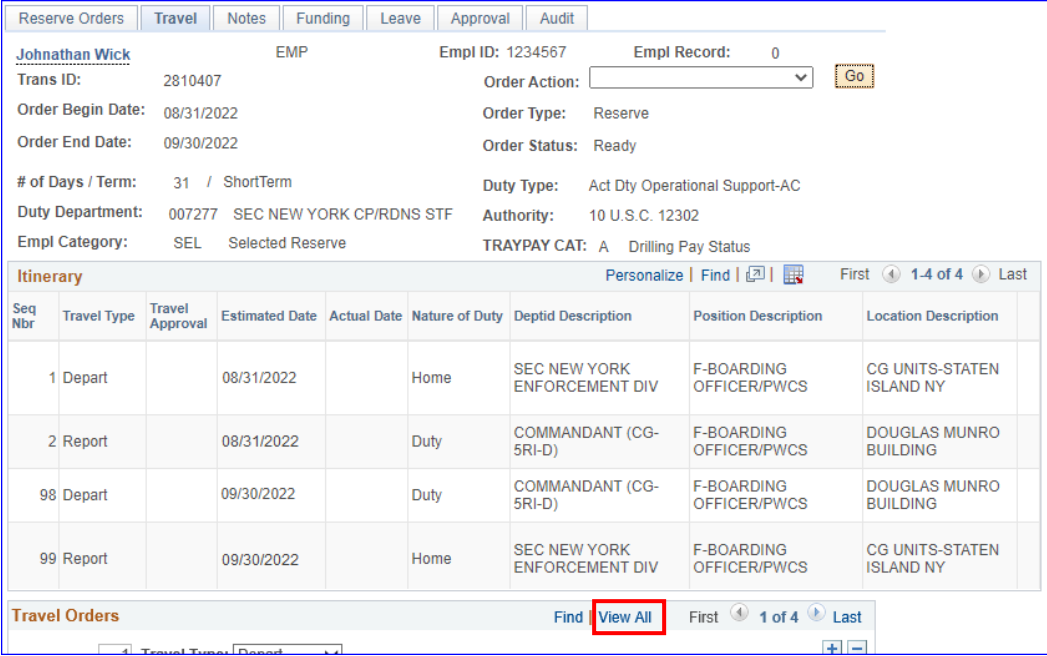
Procedures,
continued

Step	Action																																																																														
2	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="312 472 1182 1261" style="border: 1px solid blue; padding: 5px;"> <p>FSMS Reserve Orders Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567 🔍</p> <p>Empl Record = ▼ <input type="text"/> 🔍</p> <p>Trans ID = ▼ <input type="text"/></p> <p>Duty Type = ▼ <input type="text"/></p> <p>Begin Date = ▼ <input type="text"/> 📅</p> <p>End Date = ▼ <input type="text"/> 📅</p> <p>National ID begins with ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Order Status = ▼ <input type="text"/></p> <p>Duty Department begins with ▼ <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search 🔍 Save Search Criteria</p> </div>																																																																														
3	<p>If the member has a single Reserve Order, it will open automatically.</p> <p>If the member has multiple Reserve AD Orders, a list of all Reserve AD Orders for the member will display. Select the appropriate Order Status from the Search Results.</p> <p>NOTE: The Search Results will display all Reserve AD Orders for the member. Ensure the member has no other Active Duty Orders (i.e. En-route) in DA. This will display for members on back-to-back ADOS Orders. If so, the previous orders must be placed in a Finished status prior to reporting a member for duty on new AD Orders using the Setting Orders to Finished procedures in this user guide and verifying the Reserve Order End job row displays Finished.</p> <div data-bbox="304 1733 1358 1883" style="border: 1px solid blue; padding: 5px;"> <p>Search Results</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Trans ID</th> <th>Name</th> <th>Job Code</th> <th>Employee Category</th> <th>Order Status</th> <th>Duty Type</th> <th>Authority Code</th> <th>Begin Date</th> <th>End Date</th> <th>Duty Department</th> <th>Department</th> </tr> </thead> <tbody> <tr style="border: 1px solid red;"> <td>1234567</td> <td>0</td> <td>2797207</td> <td>John Wick</td> <td>MST2</td> <td>SEL</td> <td>Ready</td> <td>ADT-OTD</td> <td>10 U.S.C. 12301(d)</td> <td>08/22/2022</td> <td>08/26/2022</td> <td>043187</td> <td>COMMANDANT (CG-5RI-D)</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2797166</td> <td>John Wick</td> <td>MST2</td> <td>SEL</td> <td>Cancelled</td> <td>ADT-OTD</td> <td>10 U.S.C. 12301(d)</td> <td>08/22/2022</td> <td>08/26/2022</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2797163</td> <td>John Wick</td> <td>MST2</td> <td>SEL</td> <td>Finished</td> <td>ADT-OTD</td> <td>10 U.S.C. 12301(d)</td> <td>07/18/2022</td> <td>07/21/2022</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2783911</td> <td>John Wick</td> <td>MST2</td> <td>SEL</td> <td>Finished</td> <td>ADOS-AC</td> <td>10 U.S.C. 12301(d)</td> <td>05/02/2022</td> <td>06/15/2022</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2774026</td> <td>John Wick</td> <td>MST2</td> <td>SEL</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(d)</td> <td>03/21/2022</td> <td>04/01/2022</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Trans ID	Name	Job Code	Employee Category	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department	1234567	0	2797207	John Wick	MST2	SEL	Ready	ADT-OTD	10 U.S.C. 12301(d)	08/22/2022	08/26/2022	043187	COMMANDANT (CG-5RI-D)	1234567	0	2797166	John Wick	MST2	SEL	Cancelled	ADT-OTD	10 U.S.C. 12301(d)	08/22/2022	08/26/2022	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2797163	John Wick	MST2	SEL	Finished	ADT-OTD	10 U.S.C. 12301(d)	07/18/2022	07/21/2022	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2783911	John Wick	MST2	SEL	Finished	ADOS-AC	10 U.S.C. 12301(d)	05/02/2022	06/15/2022	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2774026	John Wick	MST2	SEL	Finished	ADT-AT	10 U.S.C. 12301(d)	03/21/2022	04/01/2022	007290	SEC NEW YORK ENFORCEMENT DIV
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Setting Orders to En route (Reporting for Duty), Continued

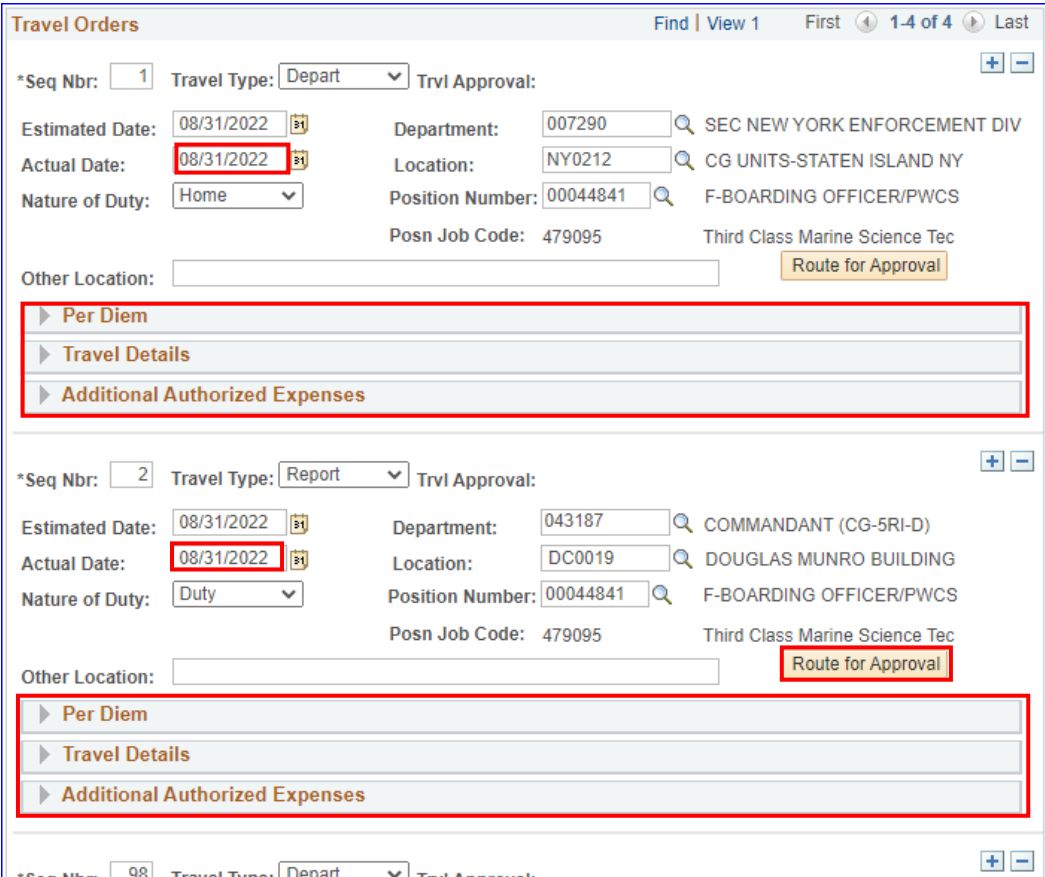
Procedures,
continued

Step	Action
4	<p>The Reserve Orders tab will display. Select the Travel tab.</p> 
5	<p>Click View All in the Travel Orders section.</p> 

Continued on next page

Setting Orders to En route (Reporting for Duty), Continued

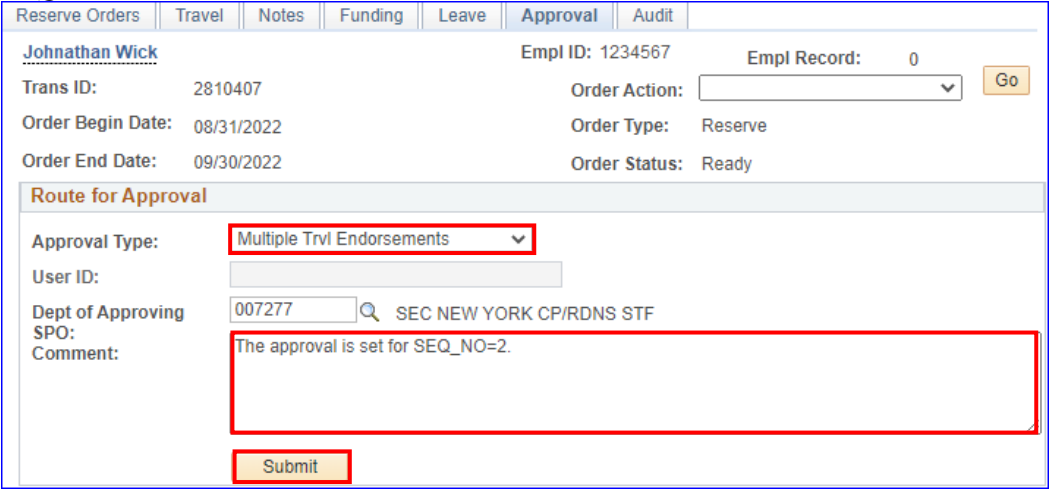
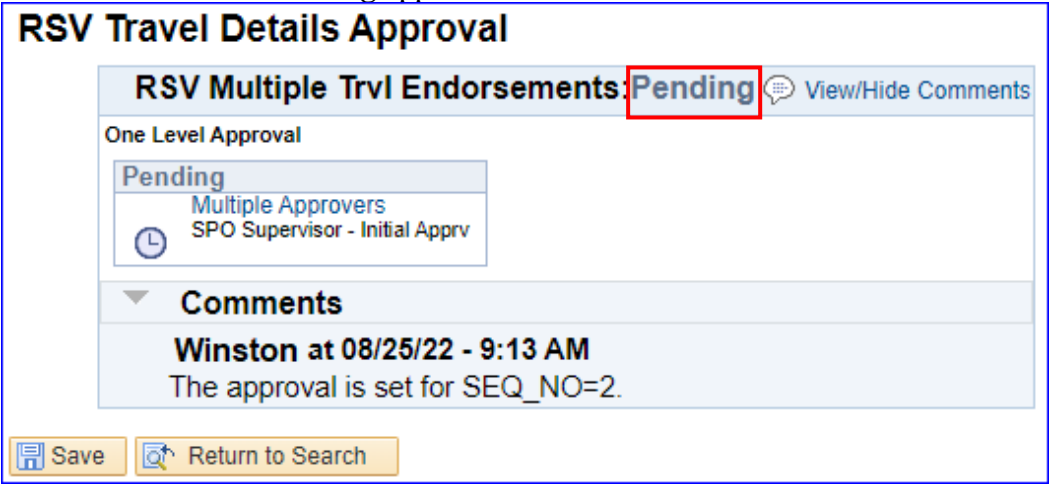
Procedures,
continued

Step	Action
6	<p>Complete the following:</p> <ul style="list-style-type: none"> – Seq Nbr 1 – Actual Date – Enter the date the member departed home for duty. – Seq Nbr 2 – Actual Date – Enter the date the member reported for duty. In most cases these will be the same unless authorized Delay En route. – Per Diem, Travel Details and Additional Authorized Expenses – Click the arrow for each section and verify/enter applicable data for each endorsement. – Delay En route and Dependents Authorized for Travel – Click the arrow for each section and verify/enter applicable data. <p>After all data has been verified/entered, click the Route for Approval button from the Seq Nbr 2 endorsement (this ensures that the 1 and 2 endorsements will be approved at the same time). If selecting the Seq Nbr 1 endorsement, only the 1 endorsement will be approved and the member will NOT be reported for duty. NOTE: DO NOT ADD OR DELETE ROWS. These are not TDY Orders. DA is not designed to understand sequence numbers other than 1, 2, 98, and 99 for Reserve Orders.</p> 

Continued on next page

Setting Orders to En route (Reporting for Duty), Continued

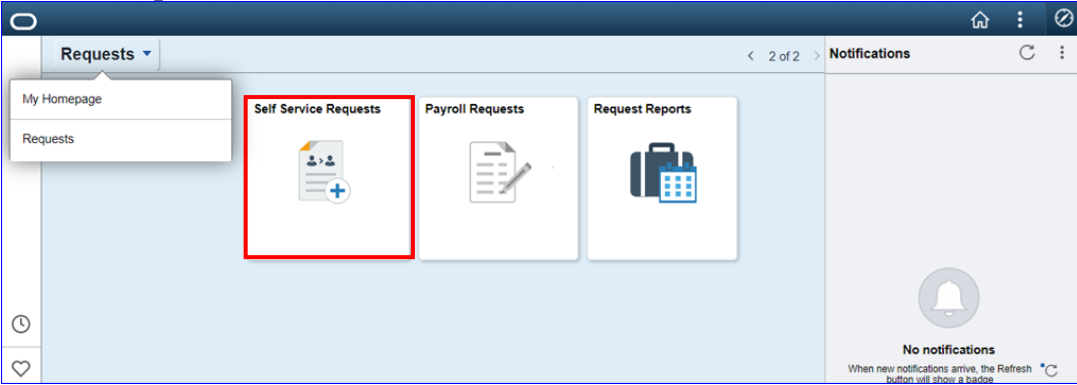
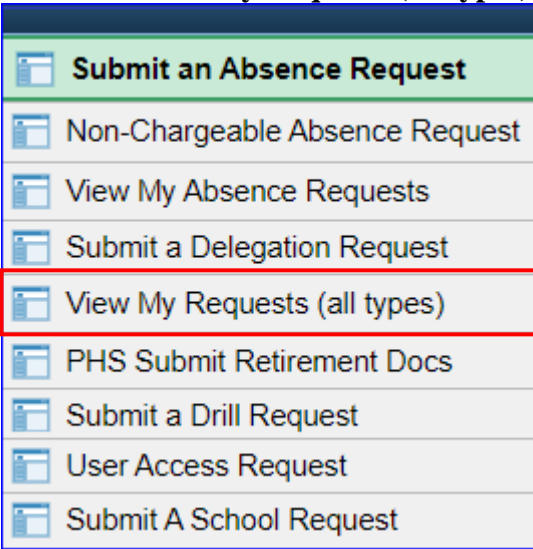
Procedures,
continued

Step	Action
7	<p>The Approval tab will display. The Approval Type is set for Multiple Trvl Endorsements and the Comment section should display <i>The approval is set for SEQ_NO=2</i>. Click Submit.</p> 
8	<p>The Orders are now Pending approval.</p> 

Continued on next page

Setting Orders to En route (Reporting for Duty), Continued

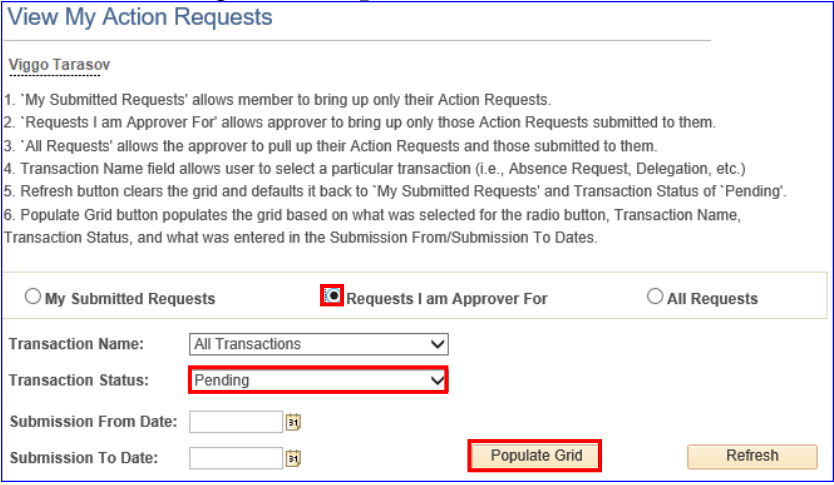

Procedures,
continued

Step	Action
<p>9</p>	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests Tile.</p> 
<p>9.5</p>	<p>Select the View My Requests (all types) option.</p> 

Continued on next page

Setting Orders to En route (Reporting for Duty), Continued

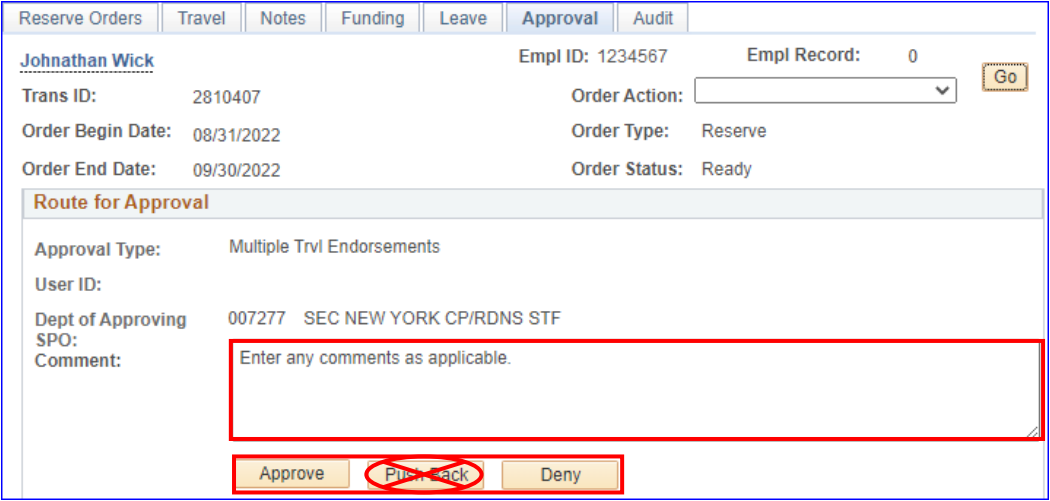
Procedures,
continued

Step	Action																																				
<p>10</p>	<p>Select the Requests I am Approver For radio button. Leave the Transaction Status at Pending. Click Populate Grid.</p>  <p>View My Action Requests</p> <p>Viggo Tarasov</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: All Transactions</p> <p>Transaction Status: Pending</p> <p>Submission From Date: [] []</p> <p>Submission To Date: [] []</p> <p>Populate Grid Refresh</p>																																				
<p>11</p>	<p>Click Approve/Deny for the appropriate Order displayed in the Order Approvals section.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Order Begin Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>RSV Multiple Trvl Endorsements</td> <td>Pending</td> <td>Ms. Perkins</td> <td>9876543</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>08/25/2022</td> <td>09/18/22</td> <td>Approve/Deny</td> </tr> <tr> <td>RSV Multiple Trvl Endorsements</td> <td>Pending</td> <td>John Wick</td> <td>1234567</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>08/23/2022</td> <td>08/31/22</td> <td>Approve/Deny</td> </tr> <tr> <td>RSV Multiple Trvl Endorsements</td> <td>Pending</td> <td>Marcus</td> <td>8429535</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>08/23/2022</td> <td>10/01/22</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Order Begin Date	Approve/Deny	RSV Multiple Trvl Endorsements	Pending	Ms. Perkins	9876543	Winston	Viggo Tarasov	08/25/2022	09/18/22	Approve/Deny	RSV Multiple Trvl Endorsements	Pending	John Wick	1234567	Winston	Viggo Tarasov	08/23/2022	08/31/22	Approve/Deny	RSV Multiple Trvl Endorsements	Pending	Marcus	8429535	Winston	Viggo Tarasov	08/23/2022	10/01/22	Approve/Deny
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Setting Orders to En route (Reporting for Duty), Continued

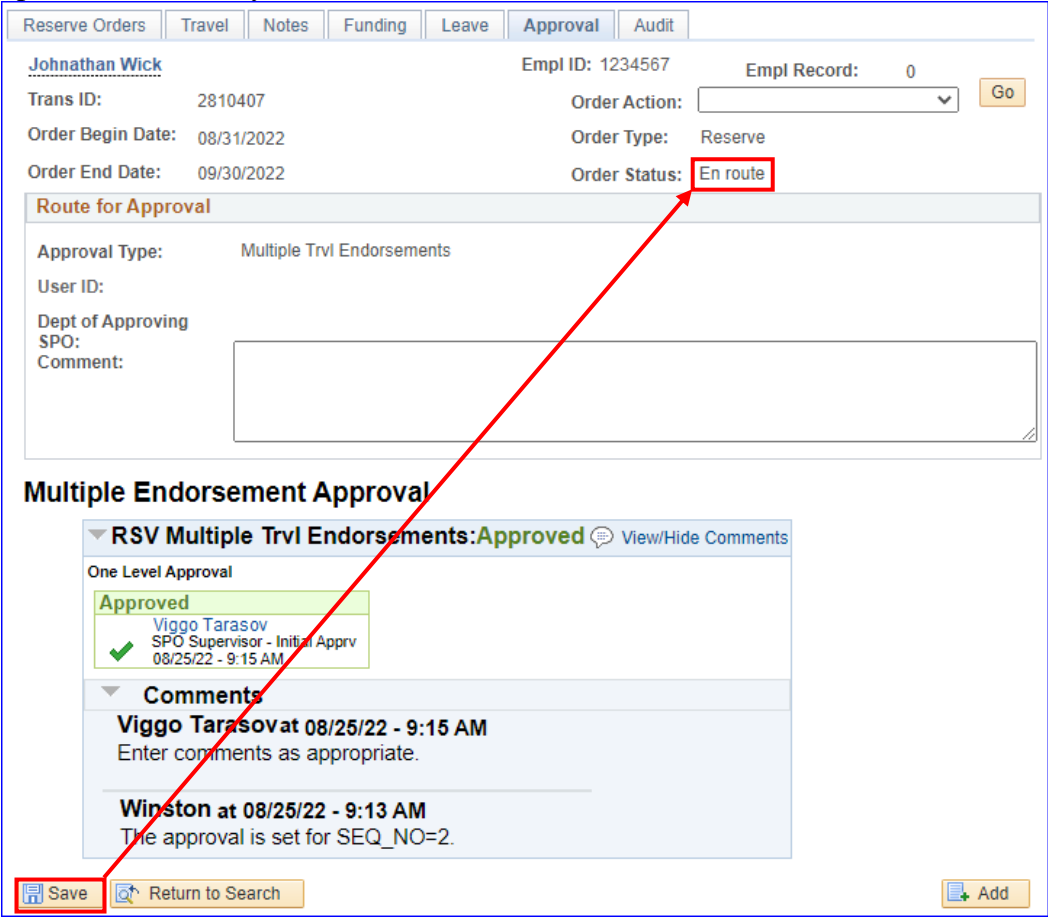
Procedures,
continued

Step	Action
12	<p>Enter Comments, if needed.</p> <p>Select one of the three options:</p> <ul style="list-style-type: none"> – Approve – Sets the status to Approved. – Push Back – Sets the status to On Hold and returns the Orders to the submitter ONLY. (NOT RECOMMENDED) – Deny – Sets the status to Denied and the Orders are available for anyone to edit/resubmit. 

Continued on next page

Setting Orders to En route (Reporting for Duty), Continued


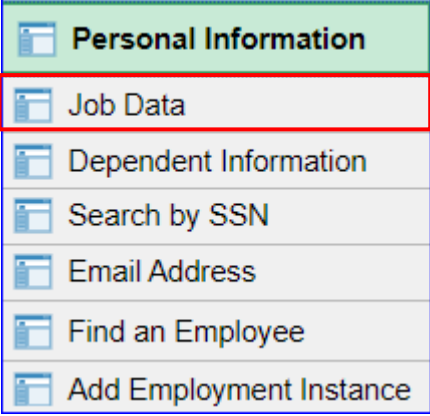
Procedures,
continued

Step	Action
13	<p>When approved, click Save and the Order Status will display En route. Job Data updates immediately for verification.</p>  <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> Employee: Johnathan Wick, Empl ID: 1234567, Empl Record: 0 Order Details: Trans ID: 2810407, Order Begin Date: 08/31/2022, Order End Date: 09/30/2022, Order Type: Reserve, Order Status: En route Approval Section: Route for Approval, Approval Type: Multiple Trvl Endorsements Approval History: RSV Multiple Trvl Endorsements: Approved. One Level Approval: Approved by Viggo Tarasov (SPO Supervisor - Initial Apprv) on 08/25/22 at 9:15 AM. Comments: Viggo Tarasov at 08/25/22 - 9:15 AM: Enter comments as appropriate. Winston at 08/25/22 - 9:13 AM: The approval is set for SEQ_NO=2. Buttons: Save, Return to Search, Add

Verifying a Reserve Order Begin (ROB) Job Row

Introduction This section provides the procedures for verifying that the Reserve AD Orders processed correctly in DA.

Procedures See below.

Step	Action
<p>1</p>	<p>Click on the HR Data Shortcuts Tile.</p> 
<p>1.5</p>	<p>Select the Job Data option.</p> 

Continued on next page

Verifying a Reserve Order Begin (ROB) Job Row, Continued

Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID, check the Include History box, and click Search.</p> <div data-bbox="304 443 1193 1442" style="border: 1px solid black; padding: 5px;"> <p>Job Data Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Keyword Search"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p> <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> </div>

Continued on next page

Verifying a Reserve Order Begin (ROB) Job Row, Continued

Procedures,
continued

Step	Action
3	<p>Verify that the Reserve Order Begin (ROB) Job row was created to ensure that the Orders have begun, and the member’s pay will begin timely.</p> <p>Review the Position Number and Department to ensure they reflect the information provided in the Reserve Order.</p> <div data-bbox="300 589 1358 1272" style="border: 1px solid black; padding: 5px;"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>Johnathan Wick Empl ID 1234567 Employee Military Service Empl Record 0</p> <p>Work Location Details ⓘ 🔍 ⏪ ⏩ 1 of 43 ⏪ ⏩</p> <p>*Effective Date 08/31/2022 📅 Go To Row + -</p> <p>Effective Sequence <input type="text" value="0"/> *Action Transfer ▼</p> <p>HR Status Active Reason Reserve Order Begin ▼</p> <p>Payroll Status Active *Job Indicator Primary Job ▼</p> <hr/> <p>Position Number 00044841 🔍 F-BOARDING OFFICER/PWCS Current <input type="checkbox"/></p> <p style="text-align: center;">Use Position Data</p> <p>Position Entry Date <input type="text" value="03/30/2021"/> 📅</p> <p><input type="checkbox"/> Position Management Record</p> <p>*Regulatory Region RSV 🔍 Reservists</p> <p>Company ACG UNITED STATES COAST GUARD</p> <p>*Business Unit ENLCG 🔍 Enlisted CG</p> <p>*Department 007277 🔍 SEC NEW YORKCP/RDNS STF</p> <p>Department Entry Date <input type="text" value="10/12/2021"/> 📅</p> <p>*Location NY0212 🔍 CG UNITS-STATEN ISLAND NY</p> <p>Establishment ID USCG 🔍 Active CG Date Created 09/01/2022</p> </div>

Setting Orders to Finished (Departing to Home)

Introduction This section provides the procedures for entering the Departing and Reporting Endorsements in DA when the P&A is notified that the member departs to home.

- IMPORTANT**
- All Long-Term Reserve Orders to include all Long-Term and Short-Term Title 10 orders require a RELAD to complete the Reserve orders. All Long-Term Reserve Orders should be RELAD to the IRR except for Involuntary Title 10 orders and members attached to a PSU (unless they applied and received an assignment from RPM-2 IAW the current assignment year (AY) kickoff message). See Chapter 5.D of the [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#) for additional information.
 - **FSMS Reserve Order Discrepancy Report:** Administrative Offices, SPOs, P&As, District (dxr), RFRS Staffs, DOL, and PAC-13 should run this report to ensure complete and timely processing of all Reserve AD Orders.
 - Reserve AD orders need either the order to be finished through Seq 98 and Seq 99 rows in the Reserve Order component OR a RELAD completed through the Separation component, not both. (Rule: Short-Term orders (not including Short-Term Title 10 orders, auto-close through the Orders Integration process.)
-

Orders Integration Process

The Orders Integration Process runs nightly and grabs all orders in an *En Route* status and puts them into a *Finished* status if the date has already passed. It is also run manually at PPC, the day after the SPO Data Entry Cut-off each pay cycle. This process grabs all orders with an end date through the end of the pay cycle and puts them in a *Finished* status. However, it doesn't work 100% of the time, so follow this guide to ensure the orders are processed correctly.

SPO and P&A personnel are responsible for verifying that orders are set to a Finished status. Do not rely on the Orders Integration Process to close out orders as it does not work 100% of the time.

Known Issue

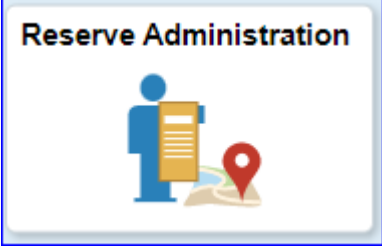
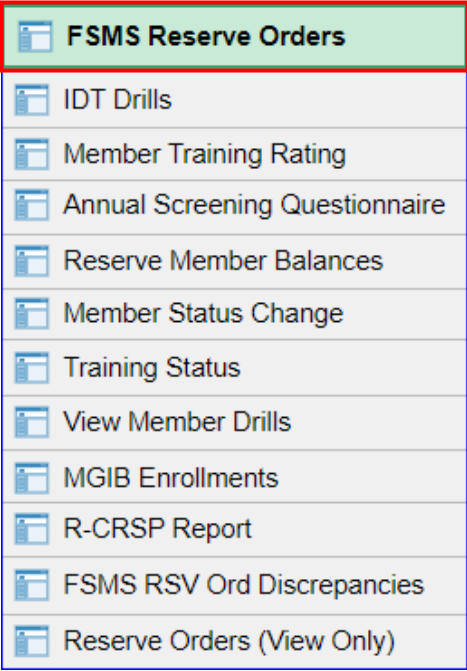
DA does not credit 2.5 days of leave if the Orders are exactly 30 days or the member is on back to back or consecutive Orders where each order is less than 30 days individually but combined equal 30 days.

P&As will need to submit a ticket to PPC so it can be adjusted. When submitting the tickets, MAS requests that they use the *Leave Actions* template found on the [PPC \(MAS\)](#) portal page.

Continued on next page

Setting Orders to Finished (Departing to Home), Continued

Procedures See below.

Step	Action
1	<p>Click on the Reserve Administration Tile.</p> 
1.5	<p>The default FSMS Reserve Orders option will automatically display.</p> 

Continued on next page

Setting Orders to Finished (Departing to Home), Continued

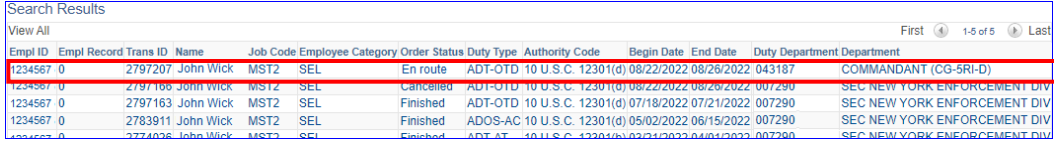
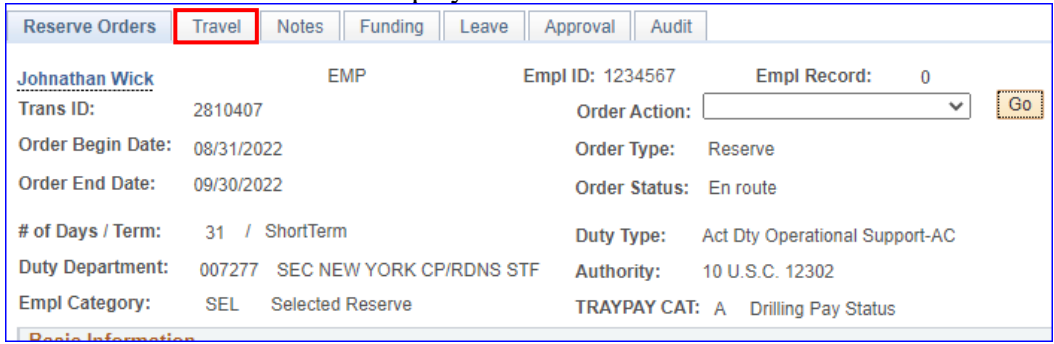
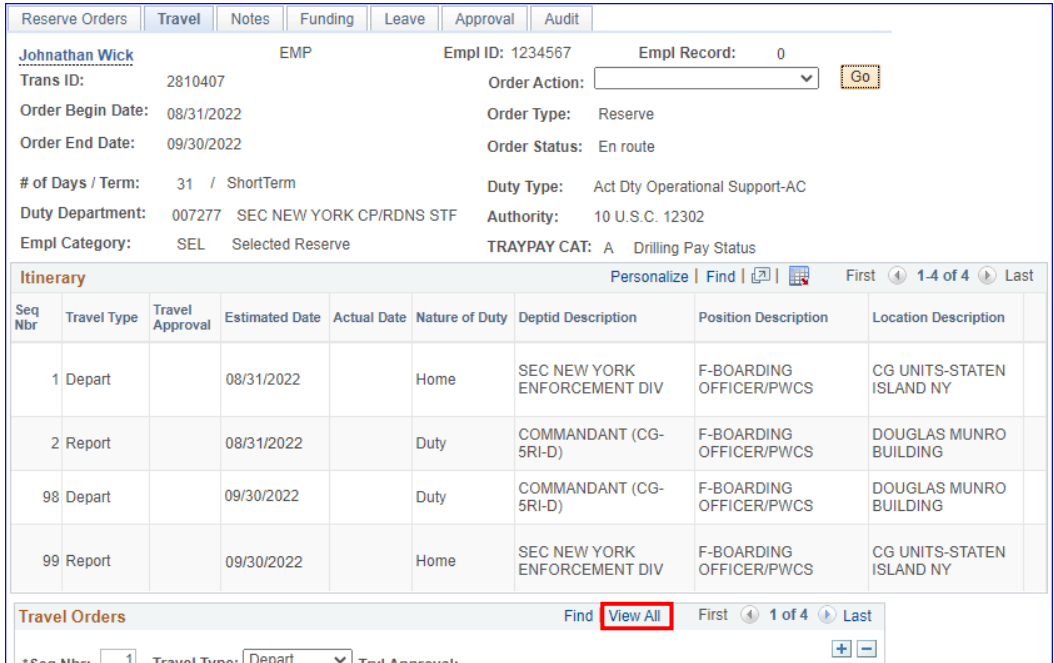
Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="312 443 1289 1323" style="border: 1px solid blue; padding: 5px;"> <p>FSMS Reserve Orders Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="🔍"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/> <input type="button" value="🔍"/></p> <p>Trans ID <input type="text" value="="/> <input type="text"/></p> <p>Duty Type <input type="text" value="="/> <input type="text"/></p> <p>Begin Date <input type="text" value="="/> <input type="text"/> <input type="button" value="📅"/></p> <p>End Date <input type="text" value="="/> <input type="text"/> <input type="button" value="📅"/></p> <p>National ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Order Status <input type="text" value="="/> <input type="text"/></p> <p>Duty Department <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="📌"/> <input type="button" value="Save Search Criteria"/> </p> </div>

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Setting Orders to Finished (Departing to Home), Continued

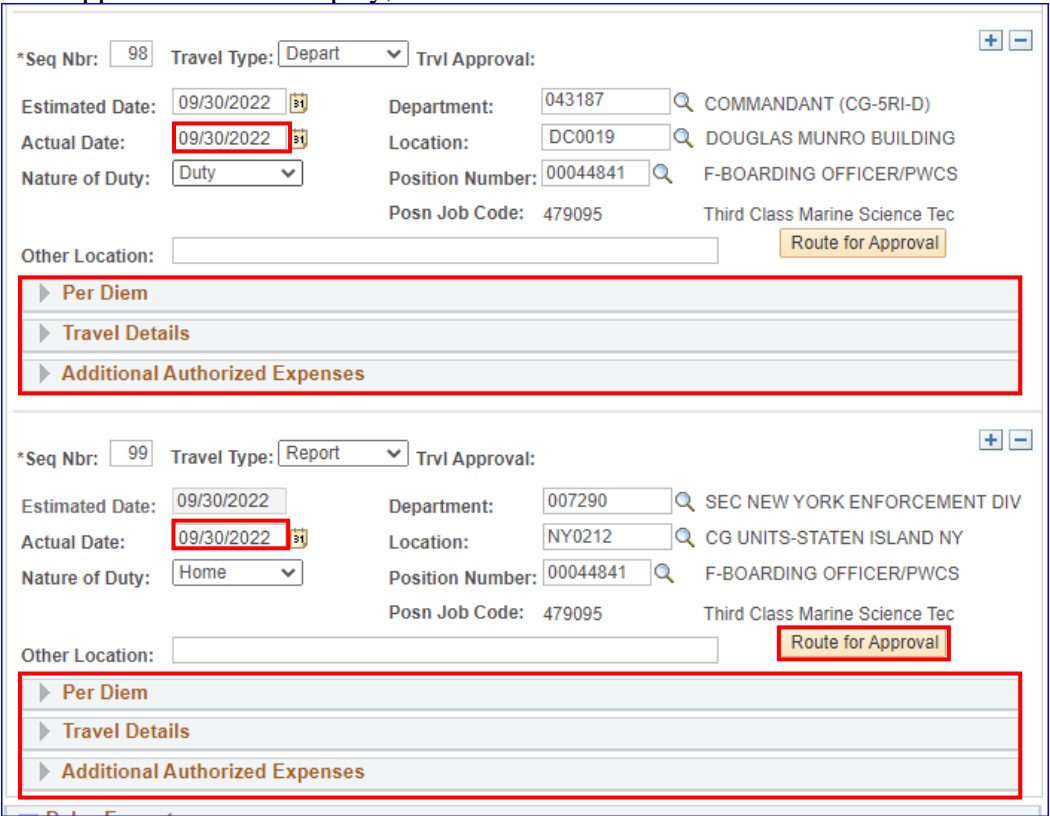
Procedures,
continued

Step	Action																																																																														
3	<p>If the member has a single Reserve Order, it will open automatically.</p> <p>If the member has multiple Reserve AD Orders, a list of all Reserve AD Orders for the member will display. Select the appropriate Order Status from the Search Results.</p>  <p>Search Results</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Trans ID</th> <th>Name</th> <th>Job Code</th> <th>Employee Category</th> <th>Order Status</th> <th>Duty Type</th> <th>Authority Code</th> <th>Begin Date</th> <th>End Date</th> <th>Duty Department</th> <th>Department</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>1234567</td> <td>0</td> <td>2797207</td> <td>John Wick</td> <td>MST2</td> <td>SEL</td> <td>En route</td> <td>ADT-OTD</td> <td>10 U.S.C. 12301(d)</td> <td>08/22/2022</td> <td>08/26/2022</td> <td>043187</td> <td>COMMANDANT (CG-5RI-D)</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2797166</td> <td>John Wick</td> <td>MST2</td> <td>SEL</td> <td>Cancelled</td> <td>ADT-OTD</td> <td>10 U.S.C. 12301(d)</td> <td>08/22/2022</td> <td>08/26/2022</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2797163</td> <td>John Wick</td> <td>MST2</td> <td>SEL</td> <td>Finished</td> <td>ADT-OTD</td> <td>10 U.S.C. 12301(d)</td> <td>07/18/2022</td> <td>07/21/2022</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2783911</td> <td>John Wick</td> <td>MST2</td> <td>SEL</td> <td>Finished</td> <td>ADOS-AC</td> <td>10 U.S.C. 12301(d)</td> <td>05/02/2022</td> <td>06/15/2022</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2774036</td> <td>John Wick</td> <td>MST2</td> <td>SEL</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(d)</td> <td>02/21/2022</td> <td>04/04/2022</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> </tbody> </table>	Empl ID	Empl Record	Trans ID	Name	Job Code	Employee Category	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department	1234567	0	2797207	John Wick	MST2	SEL	En route	ADT-OTD	10 U.S.C. 12301(d)	08/22/2022	08/26/2022	043187	COMMANDANT (CG-5RI-D)	1234567	0	2797166	John Wick	MST2	SEL	Cancelled	ADT-OTD	10 U.S.C. 12301(d)	08/22/2022	08/26/2022	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2797163	John Wick	MST2	SEL	Finished	ADT-OTD	10 U.S.C. 12301(d)	07/18/2022	07/21/2022	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2783911	John Wick	MST2	SEL	Finished	ADOS-AC	10 U.S.C. 12301(d)	05/02/2022	06/15/2022	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2774036	John Wick	MST2	SEL	Finished	ADT-AT	10 U.S.C. 12301(d)	02/21/2022	04/04/2022	007290	SEC NEW YORK ENFORCEMENT DIV
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4	<p>The Reserve Orders tab will display. Select the Travel tab.</p>  <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> <p>Johnathan Wick EMP Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2810407 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 08/31/2022 Order Type: Reserve</p> <p>Order End Date: 09/30/2022 Order Status: En route</p> <p># of Days / Term: 31 / ShortTerm Duty Type: Act Dty Operational Support-AC</p> <p>Duty Department: 007277 SEC NEW YORK CP/RDNS STF Authority: 10 U.S.C. 12302</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> <p>Basic Information</p>																																																																														
5	<p>Click View All.</p>  <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> <p>Johnathan Wick EMP Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2810407 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 08/31/2022 Order Type: Reserve</p> <p>Order End Date: 09/30/2022 Order Status: En route</p> <p># of Days / Term: 31 / ShortTerm Duty Type: Act Dty Operational Support-AC</p> <p>Duty Department: 007277 SEC NEW YORK CP/RDNS STF Authority: 10 U.S.C. 12302</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> <p>Itinerary Personalize Find <input type="button" value="View All"/> First 1-4 of 4 Last</p> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td></td> <td>08/31/2022</td> <td></td> <td>Home</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> <td>F-BOARDING OFFICER/PWCS</td> <td>CG UNITS-STATEN ISLAND NY</td> </tr> <tr> <td>2</td> <td>Report</td> <td></td> <td>08/31/2022</td> <td></td> <td>Duty</td> <td>COMMANDANT (CG-5RI-D)</td> <td>F-BOARDING OFFICER/PWCS</td> <td>DOUGLAS MUNRO BUILDING</td> </tr> <tr> <td>98</td> <td>Depart</td> <td></td> <td>09/30/2022</td> <td></td> <td>Duty</td> <td>COMMANDANT (CG-5RI-D)</td> <td>F-BOARDING OFFICER/PWCS</td> <td>DOUGLAS MUNRO BUILDING</td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>09/30/2022</td> <td></td> <td>Home</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> <td>F-BOARDING OFFICER/PWCS</td> <td>CG UNITS-STATEN ISLAND NY</td> </tr> </tbody> </table> <p>Travel Orders Find View All First 1 of 4 Last</p> <p>Seq Nbr: 1 Travel Type: Depart Travel Approval: <input type="button" value="+"/> <input type="button" value="-"/></p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart		08/31/2022		Home	SEC NEW YORK ENFORCEMENT DIV	F-BOARDING OFFICER/PWCS	CG UNITS-STATEN ISLAND NY	2	Report		08/31/2022		Duty	COMMANDANT (CG-5RI-D)	F-BOARDING OFFICER/PWCS	DOUGLAS MUNRO BUILDING	98	Depart		09/30/2022		Duty	COMMANDANT (CG-5RI-D)	F-BOARDING OFFICER/PWCS	DOUGLAS MUNRO BUILDING	99	Report		09/30/2022		Home	SEC NEW YORK ENFORCEMENT DIV	F-BOARDING OFFICER/PWCS	CG UNITS-STATEN ISLAND NY																																	
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Setting Orders to Finished (Departing to Home), Continued

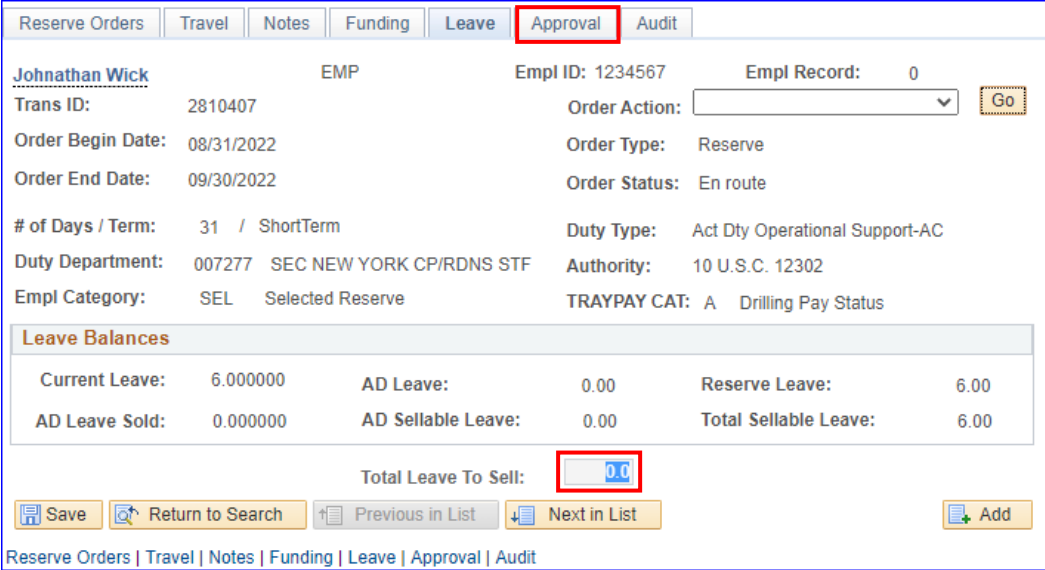
Procedures,
continued

Step	Action
6	<p>Complete the following:</p> <ul style="list-style-type: none"> • Seq Nbr 98 – Actual Date – Enter the date the member departed from duty. • Seq Nbr 99 – Actual Date – Enter the date the member reported home. In most cases these will be the same unless authorized Delay En route. • Per Diem, Travel Details and Additional Authorized Expenses – Click the arrow for each section and verify/enter applicable data for each endorsement. • Delay En route and Dependents Authorized for Travel – Click the arrow for each section and verify/enter applicable data. <p>After all data has been verified/entered, click the Route for Approval button from the Seq Nbr 99 endorsement (this ensures that the 98 and 99 endorsements will be approved at the same time). If selecting the Seq Nbr 98 endorsement, only the 98 endorsement will be approved, the Reserve Order End Job Data Row will NOT be created, and the member will not be reported home.</p> <p>The Approval tab will display, select the Leave tab.</p> 

Continued on next page

Setting Orders to Finished (Departing to Home), Continued

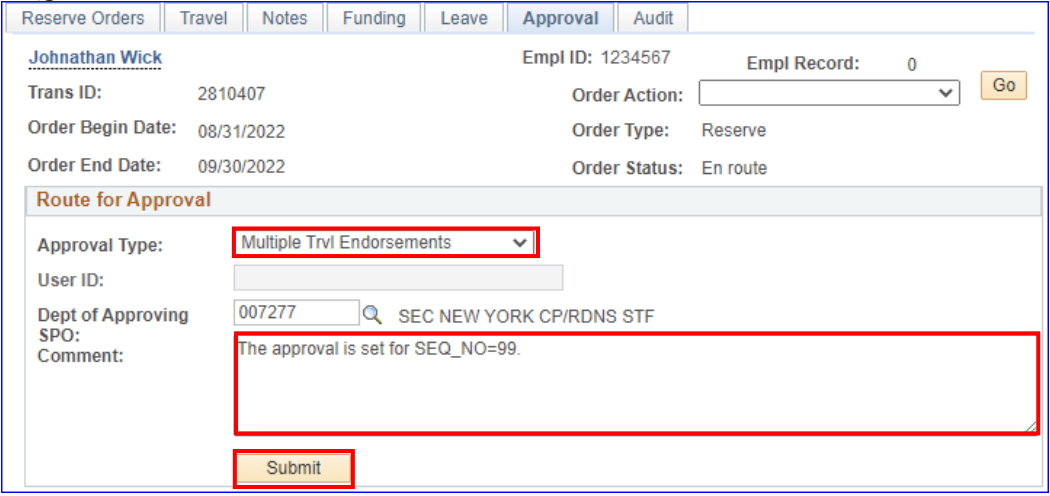

Procedures,
continued

Step	Action
7	<p>Enter the Total Leave to Sell. Reservists are authorized to sell earned leave when completing an AD period of 30 days or greater. Be aware of the known issue at the beginning of the guide.</p> <p>Only use the Leave tab for payment of Lump Sum Leave (LSL) for Short Term AD Orders. Enter any leave authorized to sell AND verify that it sold in the Pay Calculations the following day. If the leave did not sell correctly, submit a PPC Customer Care Help Ticket. PPC will manually process the LSL payment. When completing any Long Term AD Orders, LSL is processed via the Separation (RELAD) Orders.</p> <p>Review the CG Pay Manual, COMDTINST M7220.29 (series), to validate members' eligibility to sell any leave before entering any accrued leave to sell.</p> <p>Select the Approval tab.</p> 

Continued on next page

Setting Orders to Finished (Departing to Home), Continued

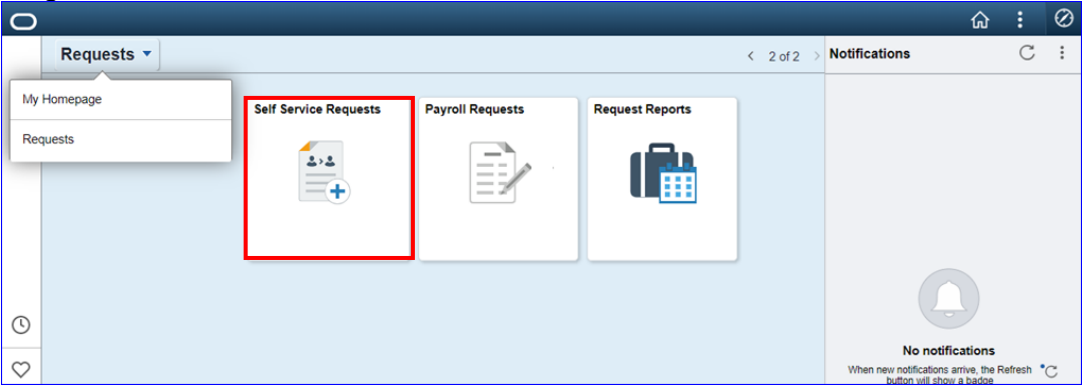
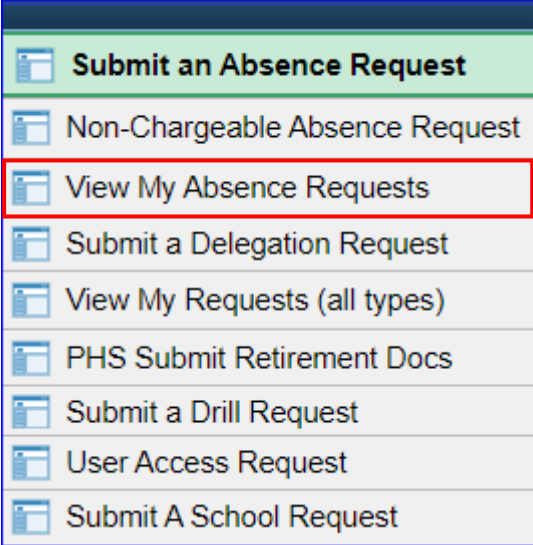
Procedures,
continued

Step	Action
8	<p>The Approval tab will display. The Approval Type is set for Multiple Trvl Endorsements and the Comment section should display <i>The approval is set for SEQ_NO=99</i>. Click Submit.</p> 
9	<p>The Orders are now Pending approval.</p> 

Continued on next page

Setting Orders to Finished (Departing to Home), Continued

Procedures,
continued

Step	Action
<p>10</p>	<p>The PAO must now approve the Order to change the status to Finished. After selecting Requests from the My Homepage drop-down, click on the Self Service Requests Tile.</p> 
<p>10.5</p>	<p>Select the View My Requests (all types) option.</p> 

Continued on next page

Setting Orders to Finished (Departing to Home), Continued

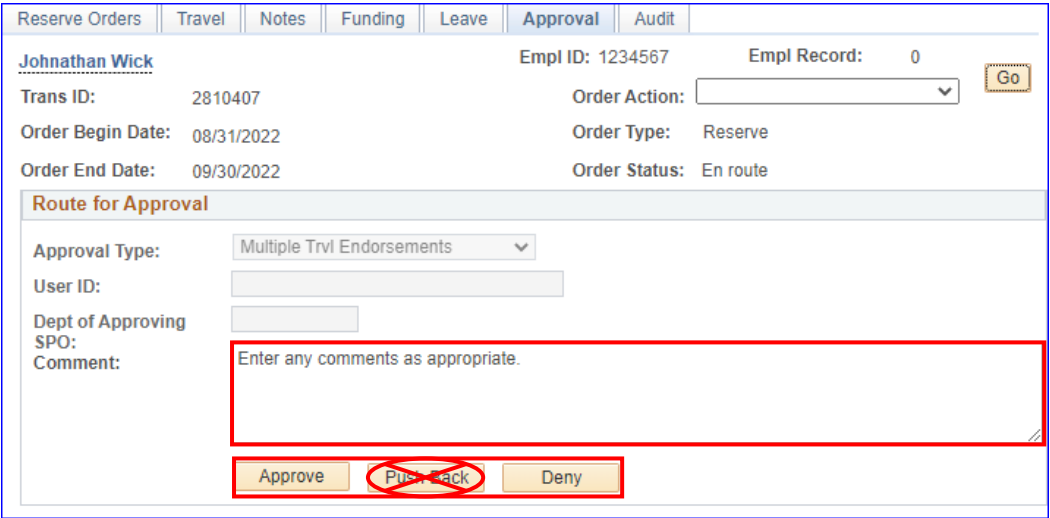
Procedures,
continued

Step	Action																																				
<p>11</p>	<p>Select the Requests I am Approver For radio button. Leave the Transaction Status at Pending. Click Populate Grid.</p> <div data-bbox="304 479 1302 1122" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Viggo Tarasov</u></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. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <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"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div>																																				
<p>12</p>	<p>Click Approve/Deny for the appropriate Order displayed in the Order Approvals section.</p> <div data-bbox="304 1227 1358 1413" style="border: 1px solid #ccc; padding: 5px;"> <p>Order Approvals Personalize Find View 100 First 21-40 of 390 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>Order Begin Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>RSV Multiple Trvl Endorsements</td> <td>Pending</td> <td>Ms. Perkins</td> <td>9876543</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>08/25/2022</td> <td>09/18/22</td> <td>Approve/Deny</td> </tr> <tr> <td>RSV Multiple Trvl Endorsements</td> <td>Pending</td> <td>John Wick</td> <td>1234567</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>08/23/2022</td> <td>08/31/22</td> <td>Approve/Deny</td> </tr> <tr> <td>RSV Multiple Trvl Endorsements</td> <td>Pending</td> <td>Marcus</td> <td>8429535</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>08/23/2022</td> <td>10/01/22</td> <td>Approve/Deny</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Order Begin Date	Approve/Deny	RSV Multiple Trvl Endorsements	Pending	Ms. Perkins	9876543	Winston	Viggo Tarasov	08/25/2022	09/18/22	Approve/Deny	RSV Multiple Trvl Endorsements	Pending	John Wick	1234567	Winston	Viggo Tarasov	08/23/2022	08/31/22	Approve/Deny	RSV Multiple Trvl Endorsements	Pending	Marcus	8429535	Winston	Viggo Tarasov	08/23/2022	10/01/22	Approve/Deny
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Setting Orders to Finished (Departing to Home), Continued

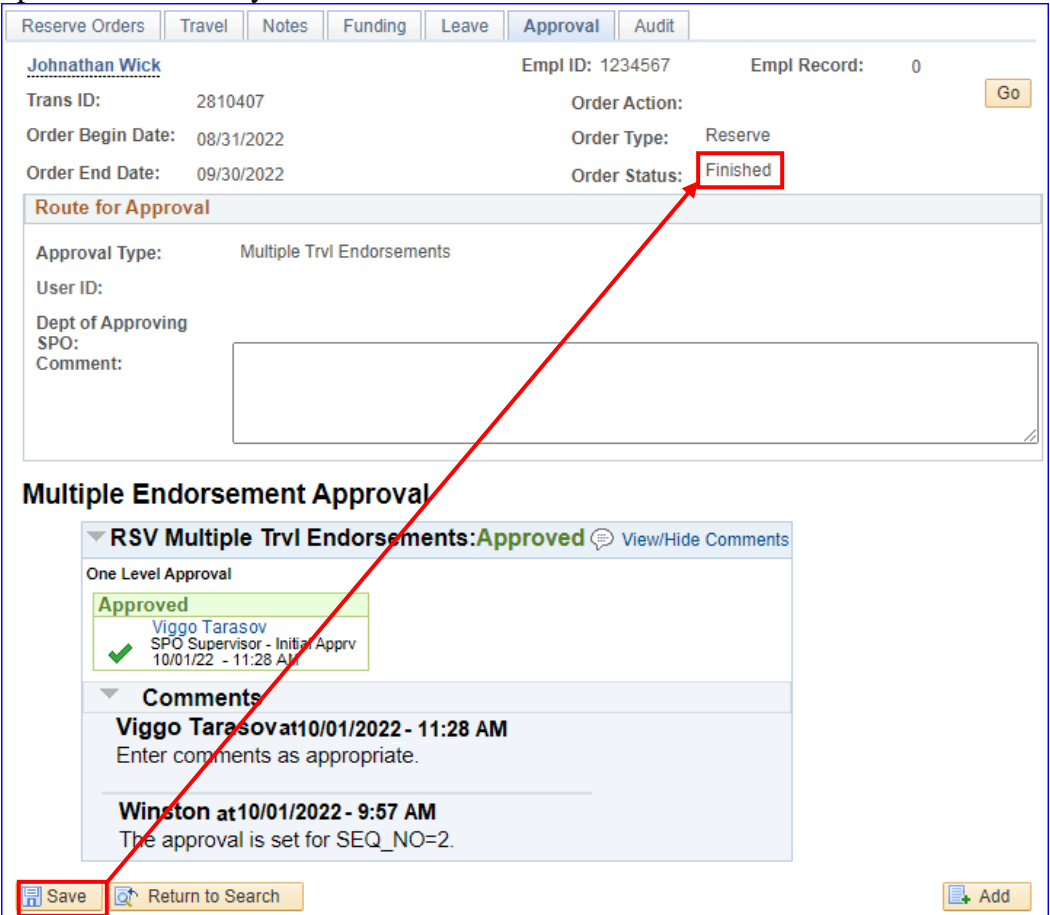
Procedures,
continued

Step	Action
13	<p>Enter Comments, if needed.</p> <p>Select one of the three options:</p> <ul style="list-style-type: none"> – Approve – Sets the status to Approved – Push Back – Sets the status to On Hold and returns the Orders to the submitter ONLY. (NOT RECOMMENDED) – Deny – Sets the status to Denied and the Orders are available for anyone to edit/resubmit. 

Continued on next page

Setting Orders to Finished (Departing to Home), Continued


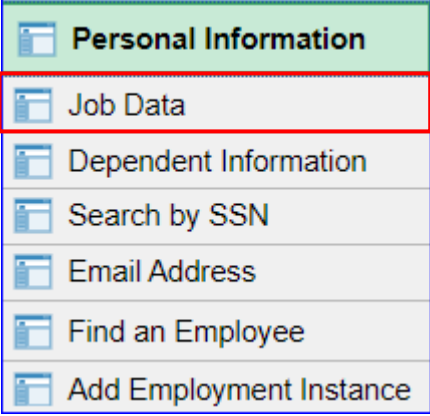
Procedures,
continued

Step	Action
14	<p>When approved, click Save and the Order Status will update to Finished. Job Data updates immediately for verification.</p>  <p>The screenshot displays a web interface with several sections:</p> <ul style="list-style-type: none"> Navigation: Reserve Orders, Travel, Notes, Funding, Leave, Approval, Audit User Info: Johnathan Wick, Empl ID: 1234567, Empl Record: 0, Go button Order Details: <ul style="list-style-type: none"> Trans ID: 2810407, Order Action: [Go] Order Begin Date: 08/31/2022, Order Type: Reserve Order End Date: 09/30/2022, Order Status: Finished Route for Approval: <ul style="list-style-type: none"> Approval Type: Multiple Trvl Endorsements User ID: [] Dept of Approving: [] SPO: [] Comment: [] Multiple Endorsement Approval: <ul style="list-style-type: none"> RSV Multiple Trvl Endorsements: Approved (View/Hide Comments) One Level Approval: <ul style="list-style-type: none"> Approved (Viggo Tarasov, SPO Supervisor - Initial Apprv, 10/01/22 - 11:28 AM) Comments: <ul style="list-style-type: none"> Viggo Tarasov at 10/01/2022 - 11:28 AM: Enter comments as appropriate. Winston at 10/01/2022 - 9:57 AM: The approval is set for SEQ_NO=2. Buttons: Save, Return to Search, Add

Verifying a Reserve Order End (ROE) Job Row

Introduction This section provides the procedures for verifying that Reserve AD Orders are finished correctly in DA.

Procedures See below.

Step	Action
<p>1</p>	<p>Click on the HR Data Shortcuts Tile.</p> 
<p>1.5</p>	<p>Select the Job Data option.</p> 

Continued on next page

Verifying a Reserve Order End (ROE) Job Row, Continued

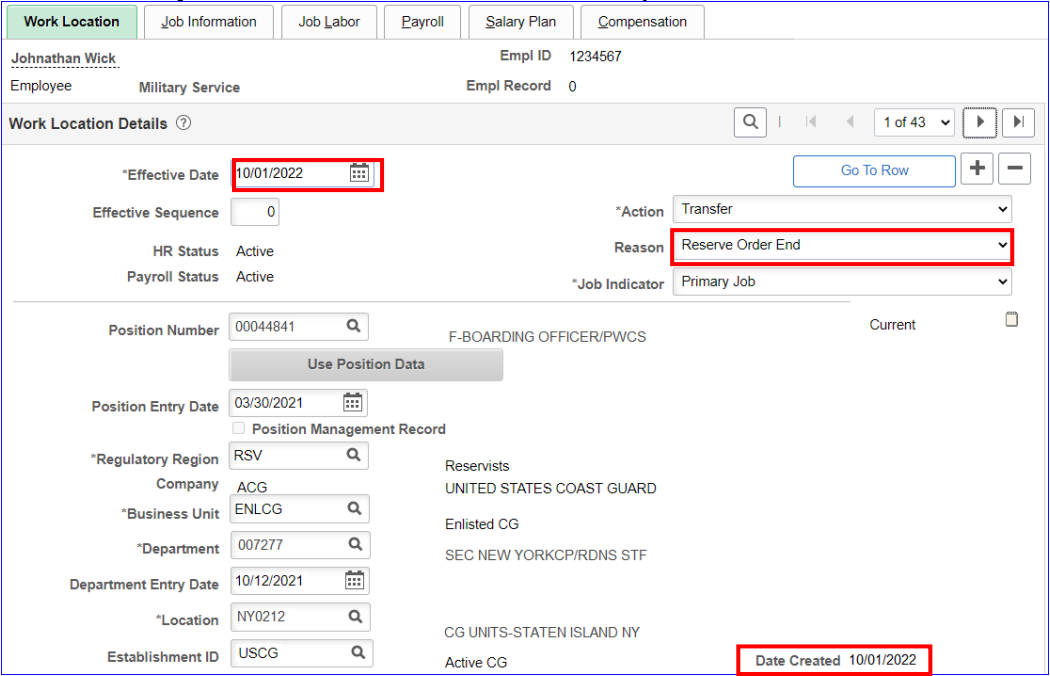
Procedures,
continued

Step	Action
2	<p data-bbox="304 414 1342 448">Enter the member's Empl ID, check the Include History box, and click Search.</p> <div data-bbox="304 448 1294 1433" style="border: 1px solid black; padding: 5px;"> <p data-bbox="316 454 459 488">Job Data</p> <p data-bbox="316 499 1289 528">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="347 544 922 600"> Find an Existing Value Keyword Search </div> <p data-bbox="316 618 539 651">▼ Search Criteria</p> <p data-bbox="531 663 1139 703">Empl ID begins with ▼ 1234567</p> <p data-bbox="472 725 1139 766">Empl Record = ▼ 0</p> <p data-bbox="555 792 1139 833">Name begins with ▼ </p> <p data-bbox="499 860 1139 900">Last Name begins with ▼ </p> <p data-bbox="408 927 1139 967">Second Last Name begins with ▼ </p> <p data-bbox="323 994 1139 1034">Alternate Character Name begins with ▼ </p> <p data-bbox="472 1061 1139 1102">Middle Name begins with ▼ </p> <p data-bbox="459 1128 1139 1169">Business Unit begins with ▼ </p> <p data-bbox="411 1196 1182 1236">Department Set ID begins with ▼ 🔍</p> <p data-bbox="488 1263 1182 1303">Department begins with ▼ 🔍</p> <p data-bbox="323 1317 991 1350"> <input checked="" data-bbox="323 1317 347 1350" type="checkbox"/> Include History <input data-bbox="555 1317 579 1350" type="checkbox"/> Correct History <input data-bbox="786 1317 810 1350" type="checkbox"/> Case Sensitive </p> <div data-bbox="316 1361 1046 1417"> Search Clear Basic Search 🔖 Save Search Criteria </div> </div>

Continued on next page

Verifying a Reserve Order End (ROE) Job Row, Continued

Procedures,
continued












Step	Action
3	<p>Verify that the Reserve Order End (ROE) Job row was created for the following day to ensure that the Orders have finished.</p> <p>NOTE: DO NOT RELY ON THE ORDERS INTEGRATION PROCESS. It does not always work and members could be overpaid.</p>  <p>The screenshot displays the 'Work Location' details for Johnathan Wick (Empl ID: 1234567). The 'Effective Date' is 10/01/2022. The 'Reason' for the job row is 'Reserve Order End'. The 'Date Created' is 10/01/2022. Other details include Position Number 00044841, Position Entry Date 03/30/2021, and Establishment ID USCG.</p>

Verifying the Sale of Lump Sum Leave (LSL)

Introduction This section provides the procedures for verifying that the leave entered in the Orders to sell, sold correctly in DA.

Information If the leave did not sell correctly, submit a PPC Customer Care Help Ticket. PPC will manually process the LSL payment.

Procedures See below.

Step	Action																
1	Click on the Pay Processing Shortcuts Tile. <div data-bbox="312 703 724 936" style="border: 1px solid blue; padding: 5px; margin: 10px 0;">  </div>																
1.5	The default Pay Calculation Results option will automatically display. <div data-bbox="312 1016 802 1205" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f2f1;"> Pay Calculation Results</td> </tr> <tr> <td> Element Assignment By Payee</td> </tr> <tr> <td> One Time (Positive Input)</td> </tr> </table> </div>	 Pay Calculation Results	 Element Assignment By Payee	 One Time (Positive Input)													
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 Element Assignment By Payee																	
 One Time (Positive Input)																	
2	Enter the member's Empl ID and click Search . <div data-bbox="312 1279 1353 1863" style="border: 1px solid blue; padding: 10px; margin: 10px 0;"> <p>Results by Calendar Group</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; background-color: #e0f2f1; text-align: center;"> Find an Existing Value </div> <p>▼ Search Criteria</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Empl ID</td> <td style="width: 15%;">begins with ▼</td> <td style="width: 30%; border: 1px solid red;"><input type="text" value="1234567"/></td> <td style="width: 40%;"></td> </tr> <tr> <td>Empl Record</td> <td>= ▼</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Calendar Group ID</td> <td>begins with ▼</td> <td><input type="text"/></td> <td style="text-align: right;">🔍</td> </tr> <tr> <td>Name</td> <td>begins with ▼</td> <td><input type="text"/></td> <td></td> </tr> </table> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="border: 1px solid red; padding: 5px 15px; background-color: #e0f2f1; text-align: center;">Search</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #f5f5f5; text-align: center;">Clear</div> <div style="text-align: center;"> Basic Search  Save Search Criteria </div> </div> </div>	Empl ID	begins with ▼	<input type="text" value="1234567"/>		Empl Record	= ▼	<input type="text"/>		Calendar Group ID	begins with ▼	<input type="text"/>	🔍	Name	begins with ▼	<input type="text"/>	
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Verifying the Sale of Lump Sum Leave (LSL), Continued

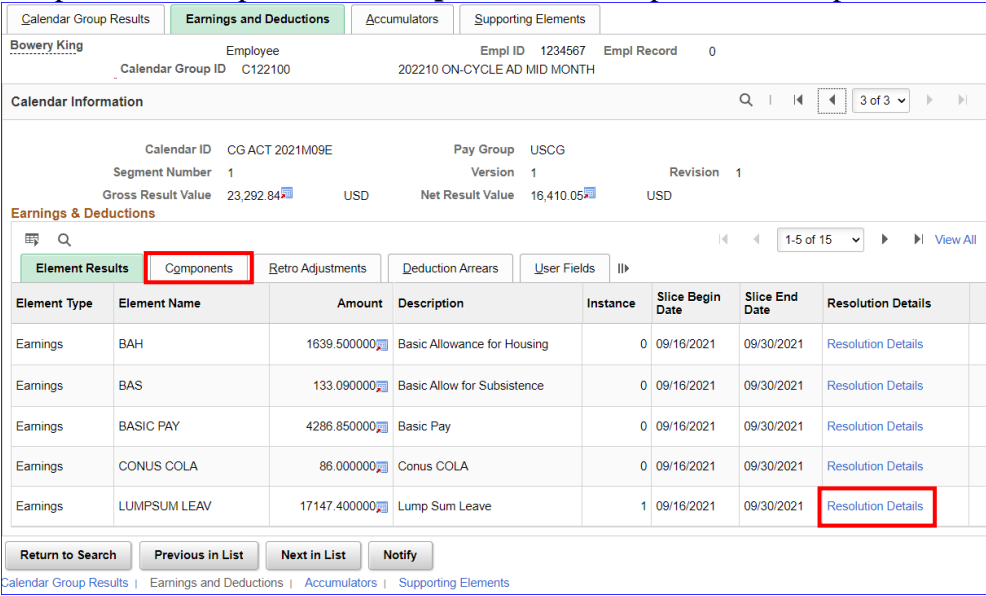
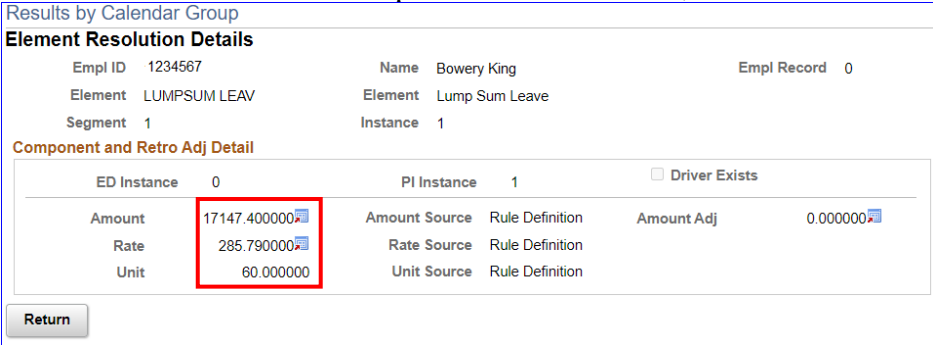
Procedures,
continued

Step	Action																																																
3	<p>Select the most current Calendar.</p>  <p>Search Results</p> <p>View All 1-50 of 50</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>10/14/2022</td> <td>C122100</td> <td>Bowery King</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>09/30/2022</td> <td>C122091</td> <td>Bowery King</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>09/15/2022</td> <td>C122090</td> <td>Bowery King</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>09/01/2022</td> <td>C122081</td> <td>Bowery King</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>09/15/2022</td> <td>C122080</td> <td>Bowery King</td> </tr> </tbody> </table>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	1234567	0	10/14/2022	C122100	Bowery King	1234567	0	09/30/2022	C122091	Bowery King	1234567	0	09/15/2022	C122090	Bowery King	1234567	0	09/01/2022	C122081	Bowery King	1234567	0	09/15/2022	C122080	Bowery King																		
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4	<p>Select the Earnings and Deductions tab.</p>  <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p>Bowery King Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C122100 202210 ON-CYCLE AD MID MONTH</p>																																																
5	<p>Locate the correct Calendar Information using the Arrows and click View all (if necessary). Verify the Lump Sum Leave amount is displaying in the calendar for pay.</p>  <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p>Bowery King Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C122100 202210 ON-CYCLE AD MID MONTH</p> <p>Calendar Information 3 of 3</p> <p>Calendar ID CG ACT 2021M09E Pay Group USCG Segment Number 1 Version 1 Revision 1 Gross Result Value 23,292.84 USD Net Result Value 16,410.05 USD</p> <p>Earnings & Deductions View All</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>1639.500000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>09/16/2021</td> <td>09/30/2021</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>133.090000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>09/16/2021</td> <td>09/30/2021</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>4286.850000</td> <td>Basic Pay</td> <td>0</td> <td>09/16/2021</td> <td>09/30/2021</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CONUS COLA</td> <td>86.000000</td> <td>Conus COLA</td> <td>0</td> <td>09/16/2021</td> <td>09/30/2021</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>LUMPSUM LEAV</td> <td>17147.400000</td> <td>Lump Sum Leave</td> <td>1</td> <td>09/16/2021</td> <td>09/30/2021</td> <td>Resolution Details</td> </tr> </tbody> </table> <p>Return to Search Previous in List Next in List Notify</p> <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	1639.500000	Basic Allowance for Housing	0	09/16/2021	09/30/2021	Resolution Details	Earnings	BAS	133.090000	Basic Allow for Subsistence	0	09/16/2021	09/30/2021	Resolution Details	Earnings	BASIC PAY	4286.850000	Basic Pay	0	09/16/2021	09/30/2021	Resolution Details	Earnings	CONUS COLA	86.000000	Conus COLA	0	09/16/2021	09/30/2021	Resolution Details	Earnings	LUMPSUM LEAV	17147.400000	Lump Sum Leave	1	09/16/2021	09/30/2021	Resolution Details
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Verifying the Sale of Lump Sum Leave (LSL), Continued

Procedures,
continued

Step	Action
6	<p>If you want to verify the number of days sold, click on the Resolution Details link and proceed to Step 7 or the Components tab and proceed to Step 8.</p> 
7	<p>Element Resolution Details opens in a new window, as shown below.</p> 
8	<p>Components tab displays the data in the Rate and Unit columns, as shown below.</p> 