

Reserve Active Duty Orders – Amend or Cancel

Overview

Introduction This guide provides the procedures to amend and cancel Reserve Active Duty (AD) orders in Direct Access (DA).

Important Information **DO NOT ADD OR DELETE ROWS.** Reserve orders are **NOT** and should **NOT** be used in place of TDY orders. DA only understands sequence numbers 1, 2, 98, and 99. Adding/deleting rows will cause a delay or inaccurately pay a member and may require manual intervention by PPC and/or programmers to correct the orders in DA.

Amend Order Mode

- **The Amend Order Mode is intended for orders in an *En Route* or *Finished* status.**
- Orders in a *Proposed*, *Authorized* or *Ready* status can be **edited directly** without using the Amend Order Mode.
- If the amendment will change the number of days extending the orders from **short term to long term**, the orders should be finished and new orders should be issued.

Changes to Funding/POET If any of the funding lines on DA orders are 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.**

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Amend Reserve Active Duty Orders in an En Route Status

Introduction This section provides the procedures to amend Reserve Active Duty orders that are in an En Route status in DA.

Information Amending an order is different from editing other data on an order because the fields being amended are pay impacting and require approval. When amending orders that impact authorized funding, **SPOs MUST contact the order funding authority.**

NOTE: Roles which allow the creation, editing and approval of Reserve orders permit the editing of other elements of the Reserve order such as order notes and travel information without using the Amend Order mode.

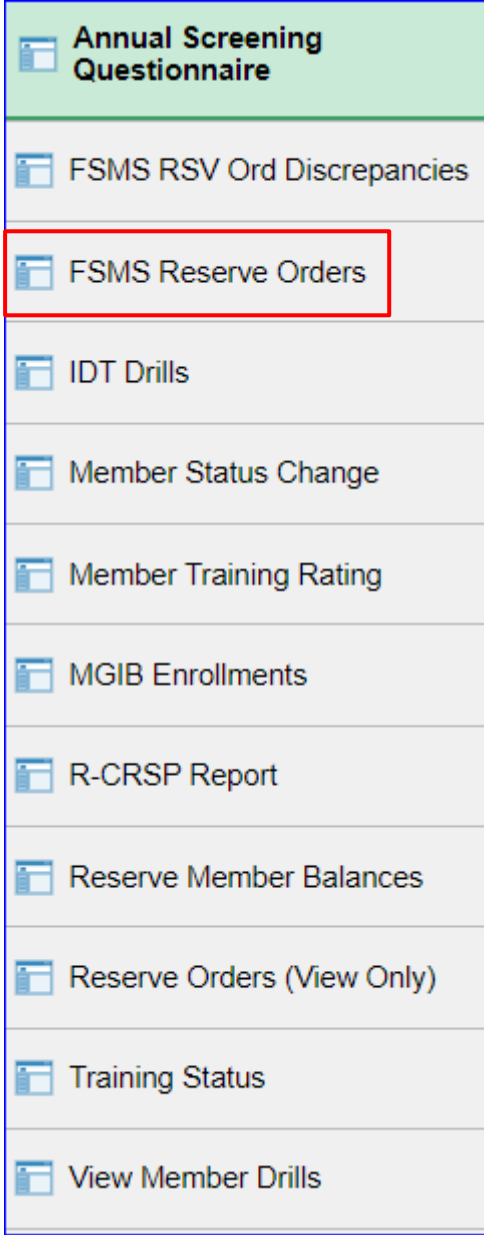
Procedures See below.

Step	Action
1	Click on the Reserve Administration tile.  A screenshot of a software interface showing a tile titled "Reserve Administration". The tile has a light blue background and contains an icon of a person holding a document next to a red location pin on a map. The text "Reserve Administration" is displayed in blue at the top of the tile.

Continued on next page

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,
continued

Step	Action
2	<p>Select the FSMS Reserve Orders option.</p>  <p>The screenshot shows a vertical list of menu items, each with a small icon to its left. The items are: 'Annual Screening Questionnaire' (highlighted in green), 'FSMS RSV Ord Discrepancies', 'FSMS Reserve Orders' (highlighted with a red border), 'IDT Drills', 'Member Status Change', 'Member Training Rating', 'MGIB Enrollments', 'R-CRSP Report', 'Reserve Member Balances', 'Reserve Orders (View Only)', 'Training Status', and 'View Member Drills'.</p>

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Amend Reserve Active Duty Orders in an En Route Status, Continued

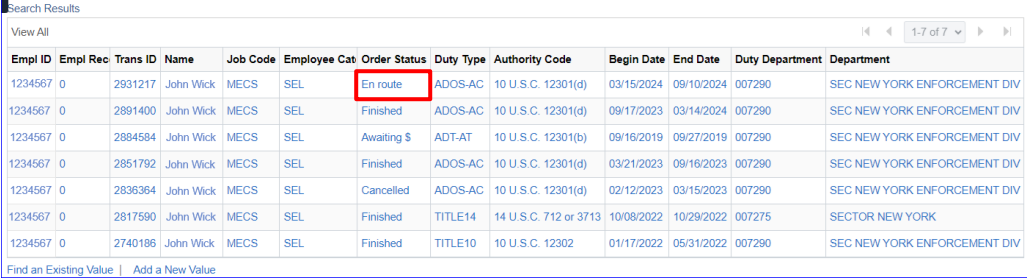
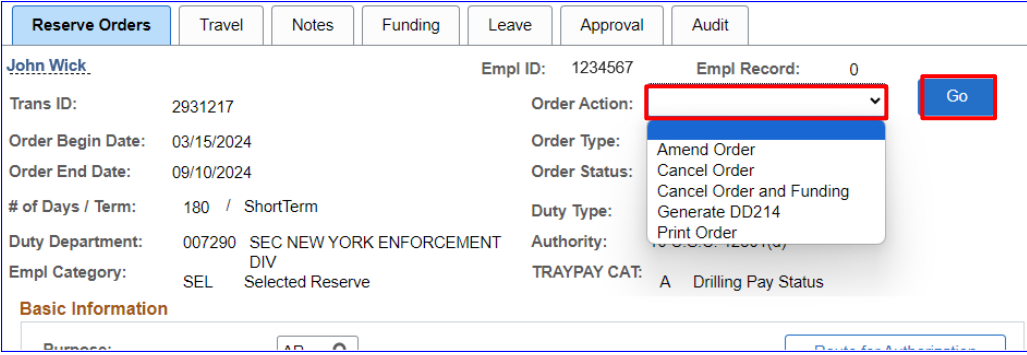
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Search.</p> <div style="border: 1px solid blue; padding: 10px;"> <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="Q"/> </p> <p> Empl Record <input type="text" value="="/> <input type="text"/> <input type="button" value="Q"/> </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="Calendar"/> </p> <p> End Date <input type="text" value="="/> <input type="text"/> <input type="button" value="Calendar"/> </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"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>

Continued on next page

Amend Reserve Active Duty Orders in an En Route Status, Continued

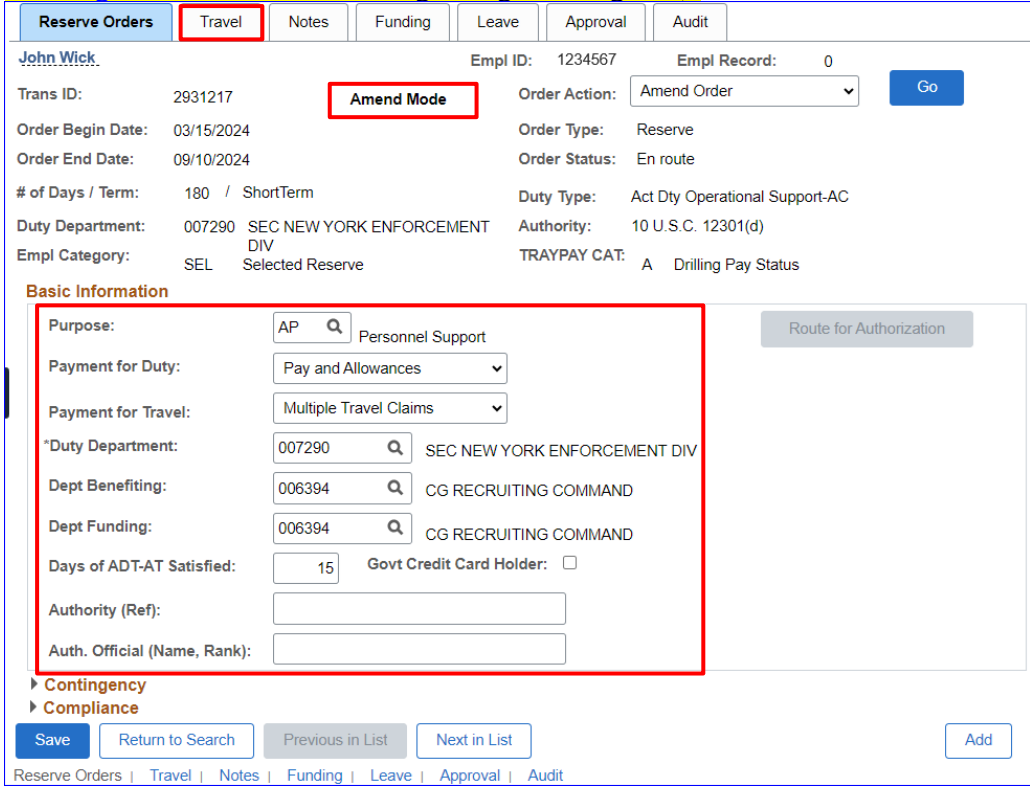
Procedures,
continued

Step	Action																																																																																																								
<p>4</p>	<p>A list of the member's Reserve AD orders will display. Select the Order Status to be amended.</p>  <table border="1" data-bbox="339 539 1369 817"> <thead> <tr> <th>Empl ID</th> <th>Empl Rec</th> <th>Trans ID</th> <th>Name</th> <th>Job Code</th> <th>Employee Cat</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> <td>1234567</td> <td>0</td> <td>2931217</td> <td>John Wick</td> <td>MECS</td> <td>SEL</td> <td>En route</td> <td>ADOS-AC</td> <td>10 U.S.C. 12301(d)</td> <td>03/15/2024</td> <td>09/10/2024</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2891400</td> <td>John Wick</td> <td>MECS</td> <td>SEL</td> <td>Finished</td> <td>ADOS-AC</td> <td>10 U.S.C. 12301(d)</td> <td>09/17/2023</td> <td>03/14/2024</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2884584</td> <td>John Wick</td> <td>MECS</td> <td>SEL</td> <td>Awaiting \$</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>09/16/2019</td> <td>09/27/2019</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2851792</td> <td>John Wick</td> <td>MECS</td> <td>SEL</td> <td>Finished</td> <td>ADOS-AC</td> <td>10 U.S.C. 12301(d)</td> <td>03/21/2023</td> <td>09/18/2023</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2836364</td> <td>John Wick</td> <td>MECS</td> <td>SEL</td> <td>Cancelled</td> <td>ADOS-AC</td> <td>10 U.S.C. 12301(d)</td> <td>02/12/2023</td> <td>03/15/2023</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2817590</td> <td>John Wick</td> <td>MECS</td> <td>SEL</td> <td>Finished</td> <td>TITLE14</td> <td>14 U.S.C. 712 or 3713</td> <td>10/08/2022</td> <td>10/29/2022</td> <td>007275</td> <td>SECTOR NEW YORK</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2740186</td> <td>John Wick</td> <td>MECS</td> <td>SEL</td> <td>Finished</td> <td>TITLE10</td> <td>10 U.S.C. 12302</td> <td>01/17/2022</td> <td>05/31/2022</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> </tbody> </table>	Empl ID	Empl Rec	Trans ID	Name	Job Code	Employee Cat	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department	1234567	0	2931217	John Wick	MECS	SEL	En route	ADOS-AC	10 U.S.C. 12301(d)	03/15/2024	09/10/2024	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2891400	John Wick	MECS	SEL	Finished	ADOS-AC	10 U.S.C. 12301(d)	09/17/2023	03/14/2024	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2884584	John Wick	MECS	SEL	Awaiting \$	ADT-AT	10 U.S.C. 12301(b)	09/16/2019	09/27/2019	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2851792	John Wick	MECS	SEL	Finished	ADOS-AC	10 U.S.C. 12301(d)	03/21/2023	09/18/2023	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2836364	John Wick	MECS	SEL	Cancelled	ADOS-AC	10 U.S.C. 12301(d)	02/12/2023	03/15/2023	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2817590	John Wick	MECS	SEL	Finished	TITLE14	14 U.S.C. 712 or 3713	10/08/2022	10/29/2022	007275	SECTOR NEW YORK	1234567	0	2740186	John Wick	MECS	SEL	Finished	TITLE10	10 U.S.C. 12302	01/17/2022	05/31/2022	007290	SEC NEW YORK ENFORCEMENT DIV
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<p>5</p>	<p>The Reserve Orders tab will display. Using the Order Action drop-down, select Amend Order and click Go.</p> 																																																																																																								

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Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures, continued

Step	Action
6	<p>The orders will now be in Amend Mode (see Note).</p> <p>The Basic Information fields are editable and may be amended if necessary. Click the Travel tab.</p> <p>NOTE: Remember, if editing any POET details on the Funding tab – If the funding Cost Total is currently greater than \$0.00 but the funding line is no longer needed, do NOT change it \$0.00. Changing the Cost Total to \$0.00 will cancel the Document#. Instead, change the Cost Total to \$1.00 (see Changes to Funding/POET section at the beginning of this guide).</p>  <p>The screenshot shows the 'Reserve Orders' system with the 'Travel' tab selected. The 'Amend Mode' button is highlighted in red. The 'Basic Information' section is also highlighted in red, showing the following details:</p> <ul style="list-style-type: none"> Purpose: AP Personnel Support Payment for Duty: Pay and Allowances Payment for Travel: Multiple Travel Claims *Duty Department: 007290 SEC NEW YORK ENFORCEMENT DIV Dept Benefiting: 006394 CG RECRUITING COMMAND Dept Funding: 006394 CG RECRUITING COMMAND Days of ADT-AT Satisfied: 15 Govt Credit Card Holder: <input type="checkbox"/> Authority (Ref): Auth. Official (Name, Rank): <p>At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Add'. Navigation tabs for 'Reserve Orders', 'Travel', 'Notes', 'Funding', 'Leave', 'Approval', and 'Audit' are visible at the very bottom.</p>

Continued on next page

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures, continued

Step	Action																																													
7	<p>In the Travel Orders section, click View All.</p> <p>The screenshot displays the 'Travel Orders' section of a system interface. At the top, there are tabs for 'Reserve Orders', 'Travel', 'Notes', 'Funding', 'Leave', 'Approval', and 'Audit'. The 'Travel' tab is active. Below the tabs, the user's name 'John Wick' is shown along with 'Empl ID: 1234567' and 'Empl Record: 0'. The 'Amend Mode' section includes a dropdown menu set to 'Amend Order' and a blue 'Go' button. The 'Order Action' dropdown is also set to 'Amend Order'. Below this, various order details are listed, including 'Order Begin Date: 03/15/2024', 'Order End Date: 09/10/2024', and 'Order Status: En route'. The 'Itinerary' section is a table with the following data:</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>Approved</td> <td>03/15/2024</td> <td></td> <td>Home</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> <td>BOARDING OFFICER/PWCS</td> <td>CG UNITS-STATEN ISLAND NY</td> </tr> <tr> <td>2</td> <td>Report</td> <td>Approved</td> <td>03/15/2024</td> <td>03/15/2024</td> <td>Duty</td> <td>CG RECRUITING COMMAND</td> <td>BOARDING OFFICER/PWCS</td> <td>DOUGLAS MUNRO BUILDING</td> </tr> <tr> <td>98</td> <td>Depart</td> <td></td> <td>09/10/2024</td> <td></td> <td>Duty</td> <td>CG RECRUITING COMMAND</td> <td>BOARDING OFFICER/PWCS</td> <td>DOUGLAS MUNRO BUILDING</td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>09/10/2024</td> <td></td> <td>Home</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> <td>BOARDING OFFICER/PWCS</td> <td>CG UNITS-STATEN ISLAND NY</td> </tr> </tbody> </table> <p>At the bottom of the screenshot, the 'Travel Orders' section is visible with a search bar and a 'View All' button highlighted with a red box. The 'View All' button is located at the bottom right of the 'Travel Orders' section.</p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	03/15/2024		Home	SEC NEW YORK ENFORCEMENT DIV	BOARDING OFFICER/PWCS	CG UNITS-STATEN ISLAND NY	2	Report	Approved	03/15/2024	03/15/2024	Duty	CG RECRUITING COMMAND	BOARDING OFFICER/PWCS	DOUGLAS MUNRO BUILDING	98	Depart		09/10/2024		Duty	CG RECRUITING COMMAND	BOARDING OFFICER/PWCS	DOUGLAS MUNRO BUILDING	99	Report		09/10/2024		Home	SEC NEW YORK ENFORCEMENT DIV	BOARDING OFFICER/PWCS	CG UNITS-STATEN ISLAND NY
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99	Report		09/10/2024		Home	SEC NEW YORK ENFORCEMENT DIV	BOARDING OFFICER/PWCS	CG UNITS-STATEN ISLAND NY																																						

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Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures, continued

Step	Action
8	<p>In this scenario, the SPO was notified that the member was departing on September 8th, instead of September 10th. Update the Estimated Date on both the Seq Nbr 98 and Seq Nbr 99 rows.</p> <p>Remember: Do NOT add or delete rows.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>*Seq Nbr: 98 Travel Type: Depart Trvl Approval: + -</p> <p>Estimated Date: 09/10/2024 Department: 006394 CG RECRUITING COMMAND</p> <p>Actual Date: Location: DC0019 DOUGLAS MUNRO BUILDING</p> <p>Nature of Duty: Duty Position Number: 00045012 BOARDING OFFICER/PWCS</p> <p>Posn Job Code: 480092 Chief Maritime Enf Spec</p> <p>Other Location: Route for Approval</p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: + -</p> <p>Estimated Date: 09/10/2024 Department: 007290 SEC NEW YORK ENFORCEMENT DIV</p> <p>Actual Date: Location: NY0212 CG UNITS-STATEN ISLAND NY</p> <p>Nature of Duty: Home Position Number: 00045012 BOARDING OFFICER/PWCS</p> <p>Posn Job Code: 480092 Chief Maritime Enf Spec</p> <p>Other Location: Route for Approval</p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p> <p>▶ Delay En route ▶ Dependents Authorized for Travel</p> <p>Save Return to Search Previous in List Next in List Add</p> <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> </div>

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Amend Reserve Active Duty Orders in an En Route Status, Continued

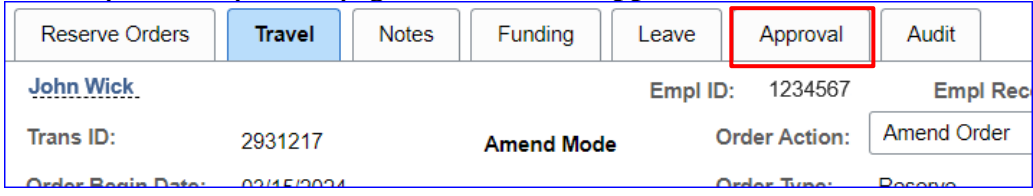
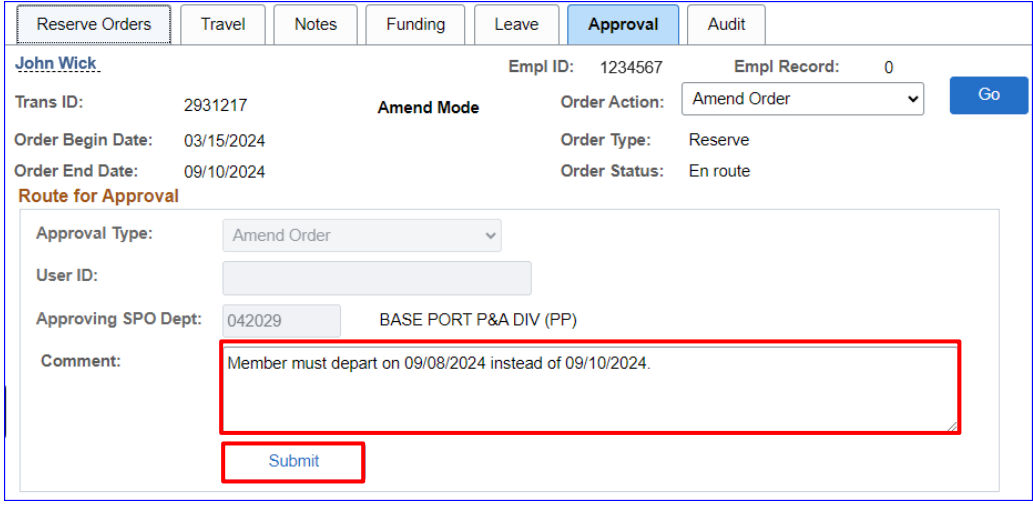
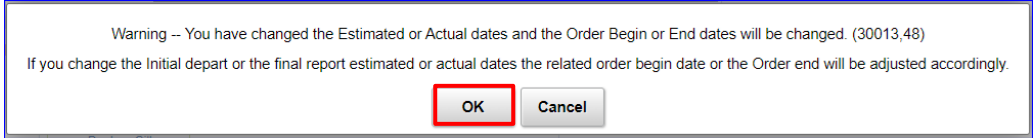
Procedures,
continued

Step	Action
<p>9</p>	<p>Click Save.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>*Seq Nbr: <input type="text" value="98"/> Travel Type: <input type="text" value="Depart"/> Trvl Approval: <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Estimated Date: <input type="text" value="09/08/2024"/> <input type="button" value="📅"/> Department: <input type="text" value="006394"/> <input type="button" value="🔍"/> CG RECRUITING COMMAND</p> <p>Actual Date: <input type="text"/> <input type="button" value="📅"/> Location: <input type="text" value="DC0019"/> <input type="button" value="🔍"/> DOUGLAS MUNRO BUILDING</p> <p>Nature of Duty: <input type="text" value="Duty"/> Position Number: <input type="text" value="00045012"/> <input type="button" value="🔍"/> BOARDING OFFICER/PWCS</p> <p>Posn Job Code: 480092 Chief Maritime Enf Spec</p> <p>Other Location: <input type="text"/> <input type="button" value="Route for Approval"/></p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: <input type="text" value="99"/> Travel Type: <input type="text" value="Report"/> Trvl Approval: <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Estimated Date: <input type="text" value="09/08/2024"/> <input type="button" value="📅"/> Department: <input type="text" value="007290"/> <input type="button" value="🔍"/> SEC NEW YORK ENFORCEMENT DIV</p> <p>Actual Date: <input type="text"/> <input type="button" value="📅"/> Location: <input type="text" value="NY0212"/> <input type="button" value="🔍"/> CG UNITS-STATEN ISLAND NY</p> <p>Nature of Duty: <input type="text" value="Home"/> Position Number: <input type="text" value="00045012"/> <input type="button" value="🔍"/> BOARDING OFFICER/PWCS</p> <p>Posn Job Code: 480092 Chief Maritime Enf Spec</p> <p>Other Location: <input type="text"/> <input type="button" value="Route for Approval"/></p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <p>▶ Delay En route</p> <p>▶ Dependents Authorized for Travel</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Add"/></p> <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> </div>
<p>10</p>	<p>This message will display. Click OK.</p> <div style="border: 1px solid blue; padding: 10px; text-align: center;"> <p>You must submit for an Amend Approval when in Amend Mode, or there is an Approval Pending. (30013.29) Please resolve the pending transaction first, or select 'Submit' from the Order Approval Page to request an approval.</p> <p><input type="button" value="OK"/></p> <p><small>SECURITY DIV</small></p> </div>

Continued on next page

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,
continued

Step	Action
11	<p>Scroll up to the top of the page and select the Approval tab.</p> 
12	<p>The Approval Type will default to Amend Order. Enter Comments describing the reason for the amended orders. Click Submit.</p> 
13	<p>This message will display. Click OK.</p> 

Continued on next page

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures, continued

Step	Action
14	<p>The Reserve Order Amend will update to a Pending status.</p> <div data-bbox="339 501 1369 943" style="border: 1px solid blue; padding: 5px;"> <p>Reserve Order Amend Approval</p> <p>Reserve Order Amend: Pending View/Hide Comments</p> <p>One Level Approval</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <p>Pending</p> <p>Multiple Approvers</p> <p>SPO Supervisor - Initial Apprv</p> </div> <p>Comments</p> <p>Marcus at 04/02/24 - 2:06 PM Member must depart on 09/08/2024 instead of 09/10/2024.</p> <p>Save Return to Search Previous in List Next in List Add</p> <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> </div>
15	<p>Once Approved, the Order End Date will update, and these orders can now be picked up by the Reserve Orders Integration process.</p> <div data-bbox="339 1050 1369 1861" style="border: 1px solid blue; padding: 5px;"> <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> <p><u>John Wick</u> Empl ID: 1234567 Empl Record: 0 Go</p> <p>Trans ID: 2931217 Amend Mode Order Action:</p> <p>Order Begin Date: 03/15/2024 Order Type: Reserve</p> <p>Order End Date: 09/08/2024 Order Status: En route</p> <p>Route for Approval</p> <p>Approval Type: Amend Order</p> <p>User ID:</p> <p>Approving SPO Dept:</p> <p>Comment:</p> <hr/> <p>Reserve Order Amend Approval</p> <p>Reserve Order Amend: Approved View/Hide Comments</p> <p>One Level Approval</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <p>Approved</p> <p>Winston</p> <p>SPO Supervisor - Initial Apprv</p> <p>04/02/24 - 2:10 PM</p> </div> <p>Comments</p> <p>Winston at 04/02/24 - 2:10 PM Approved for early departure.</p> <p>Marcus at 04/02/24 - 2:06 PM Member must depart on 09/08/2024 instead of 09/10/2024.</p> <p>Save Return to Search Add</p> <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> </div>


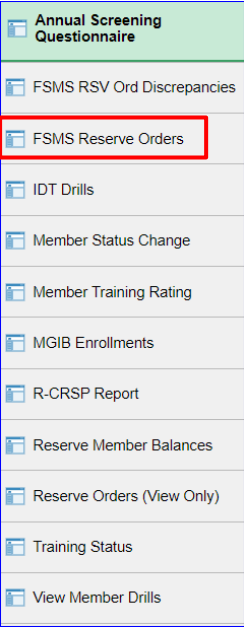
Amend Reserve Active Duty Orders in a Finished Status

Introduction This section provides the procedures to amend Reserve AD orders that are in a finished status in DA.

Information Amending an order is different from editing other data on an order because the fields being amended are pay impacting and require approval. When amending orders that impact authorized funding, **SPOs MUST contact the order funding authority.**

NOTE: Roles which allow the creation, editing and approval of Reserve orders permit the editing of other elements of the Reserve order such as order notes and travel information without using the Amend Order mode.

Procedures See below.

Step	Action
1	<p>Click on the Reserve Administration tile.</p>  <p>The image shows a square tile with a blue border. At the top, it says "Reserve Administration" in blue text. Below the text is an icon of a person in a blue uniform holding a clipboard, with a red location pin and a map fragment below them.</p>
2	<p>Select the FSMS Reserve Orders option.</p>  <p>The image shows a vertical list of menu items. The item "FSMS Reserve Orders" is highlighted with a red rectangular border. The other items are: Annual Screening Questionnaire, FSMS RSV Ord Discrepancies, IDT Drills, Member Status Change, Member Training Rating, MGIB Enrollments, R-CRSP Report, Reserve Member Balances, Reserve Orders (View Only), Training Status, and View Member Drills.</p>

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Amend Reserve Active Duty Orders in a Finished Status, Continued

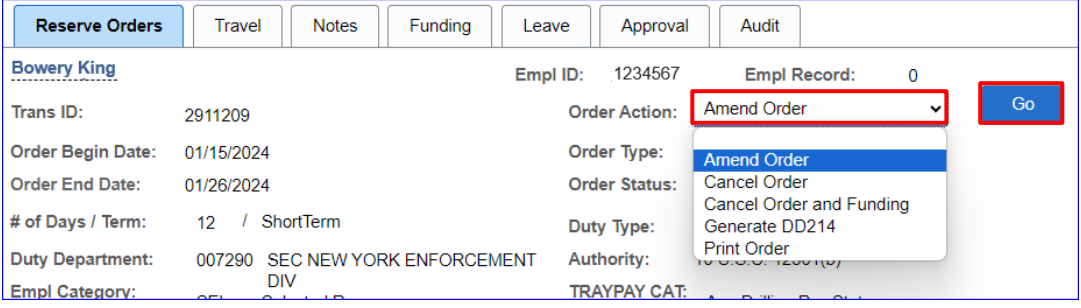
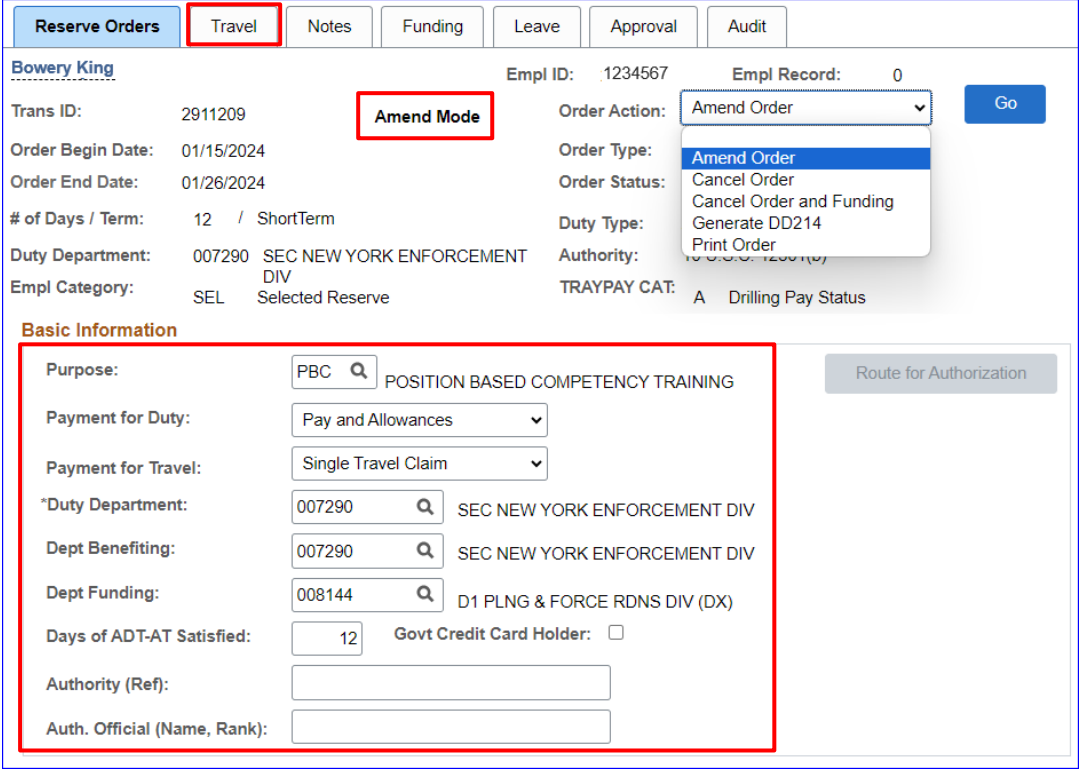
Procedures,
continued

Step	Action																																																				
3	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="325 501 1174 1518" style="border: 1px solid black; 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 ▼ <input type="text" value="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> <p>Find an Existing Value Add a New Value</p> </div>																																																				
4	<p>A list of the member's Reserve AD orders will display. Select the Order Status to be amended.</p> <div data-bbox="316 1630 1398 1818" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All 1-3 of 3</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rec</th> <th>Trans ID</th> <th>Name</th> <th>Job Code</th> <th>Employee Cat</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> <td>1234567</td> <td>0</td> <td>2913527</td> <td>Bowery King</td> <td>ENS</td> <td>SEL</td> <td>En route</td> <td>ADOS-AC</td> <td>10 U.S.C. 12301(d)</td> <td>01/31/2024</td> <td>04/30/2024</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2911209</td> <td>Bowery King</td> <td>ENS</td> <td>SEL</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>01/15/2024</td> <td>01/26/2024</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2870699</td> <td>Bowery King</td> <td>ENS</td> <td>SEL</td> <td>Finished</td> <td>IADT</td> <td>10 U.S.C. 12301(d)</td> <td>06/06/2023</td> <td>07/12/2023</td> <td>004750</td> <td>OFFICER CANDIDATE SCHOOL</td> </tr> </tbody> </table> <p>Find an Existing Value Add a New Value</p> </div>	Empl ID	Empl Rec	Trans ID	Name	Job Code	Employee Cat	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department	1234567	0	2913527	Bowery King	ENS	SEL	En route	ADOS-AC	10 U.S.C. 12301(d)	01/31/2024	04/30/2024	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2911209	Bowery King	ENS	SEL	Finished	ADT-AT	10 U.S.C. 12301(b)	01/15/2024	01/26/2024	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2870699	Bowery King	ENS	SEL	Finished	IADT	10 U.S.C. 12301(d)	06/06/2023	07/12/2023	004750	OFFICER CANDIDATE SCHOOL
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Amend Reserve Active Duty Orders in a Finished Status, Continued

Procedures,
continued

Step	Action
<p>5</p>	<p>The Reserve Orders tab will display. Using the Order Action drop-down, select Amend Order and click Go.</p>  <p>The screenshot shows a web interface with tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The 'Reserve Orders' tab is active. Below the tabs, there is a header for 'Bowery King' with fields for Empl ID (1234567) and Empl Record (0). A 'Go' button is visible. The 'Order Action' dropdown menu is open, showing options: Amend Order (highlighted), Cancel Order, Cancel Order and Funding, Generate DD214, and Print Order. Other fields include Trans ID (2911209), Order Begin Date (01/15/2024), Order End Date (01/26/2024), # of Days / Term (12 / ShortTerm), Duty Department (007290 SEC NEW YORK ENFORCEMENT DIV), and Empl Category (SEL).</p>
<p>6</p>	<p>The orders will now be in Amend Mode. The Basic Information fields are editable and may be amended if necessary. Select the Travel tab.</p>  <p>The screenshot shows the same interface as in step 5, but the 'Travel' tab is now selected and highlighted with a red box. The 'Order Action' dropdown menu is still open. A red box highlights the 'Amend Mode' text in the top right area. Below the main form, a section titled 'Basic Information' is highlighted with a red box. This section contains several fields: Purpose (PBC POSITION BASED COMPETENCY TRAINING), Payment for Duty (Pay and Allowances), Payment for Travel (Single Travel Claim), *Duty Department (007290 SEC NEW YORK ENFORCEMENT DIV), Dept Benefiting (007290 SEC NEW YORK ENFORCEMENT DIV), Dept Funding (008144 D1 PLNG & FORCE RDNS DIV (DX)), Days of ADT-AT Satisfied (12), Govt Credit Card Holder (checkbox), Authority (Ref), and Auth. Official (Name, Rank). A 'Route for Authorization' button is also visible.</p>

Continued on next page

Amend Reserve Active Duty Orders in a Finished Status, Continued

Procedures,
continued

Step	Action																																													
7	<p>In the Travel Orders section, click View All.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Reserve Orders Travel Notes Funding Leave Approval Audit </div> <p>Bowery King Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2911209 Amend Mode Order Action: Amend Order Go</p> <p>Order Begin Date: 01/15/2024 Order Type: Reserve</p> <p>Order End Date: 01/26/2024 Order Status: Finished</p> <p># of Days / Term: 12 / ShortTerm Duty Type: Active Duty for Training-AT</p> <p>Duty Department: 007290 SEC NEW YORK ENFORCEMENT DIV Authority: 10 U.S.C. 12301(b)</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> <p>Itinerary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>Approved</td> <td>01/15/2024</td> <td>01/15/2024</td> <td>Home</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> <td>NF-ENFORCEMENT MGMT-OFF</td> <td>CG UNITS-STATEN ISLAND NY</td> </tr> <tr> <td>2</td> <td>Report</td> <td>Approved</td> <td>01/15/2024</td> <td>01/15/2024</td> <td>Duty</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> <td>NF-ENFORCEMENT MGMT-OFF</td> <td>CG UNITS-STATEN ISLAND NY</td> </tr> <tr> <td>98</td> <td>Depart</td> <td>Approved</td> <td>01/26/2024</td> <td>01/26/2024</td> <td>Duty</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> <td>NF-ENFORCEMENT MGMT-OFF</td> <td>CG UNITS-STATEN ISLAND NY</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>01/26/2024</td> <td>01/26/2024</td> <td>Home</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> <td>NF-ENFORCEMENT MGMT-OFF</td> <td>CG UNITS-STATEN ISLAND NY</td> </tr> </tbody> </table> <p style="margin-top: 5px;">Travel Orders View All</p> <p><small>*Seq Nbr: 1 Travel Type: Depart Travel Approval: Approved</small></p> </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	01/15/2024	01/15/2024	Home	SEC NEW YORK ENFORCEMENT DIV	NF-ENFORCEMENT MGMT-OFF	CG UNITS-STATEN ISLAND NY	2	Report	Approved	01/15/2024	01/15/2024	Duty	SEC NEW YORK ENFORCEMENT DIV	NF-ENFORCEMENT MGMT-OFF	CG UNITS-STATEN ISLAND NY	98	Depart	Approved	01/26/2024	01/26/2024	Duty	SEC NEW YORK ENFORCEMENT DIV	NF-ENFORCEMENT MGMT-OFF	CG UNITS-STATEN ISLAND NY	99	Report	Approved	01/26/2024	01/26/2024	Home	SEC NEW YORK ENFORCEMENT DIV	NF-ENFORCEMENT MGMT-OFF	CG UNITS-STATEN ISLAND NY
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Amend Reserve Active Duty Orders in a Finished Status, Continued

Procedures,
continued

Step	Action
8	<p>Only the fields outlined in red may be amended. Amended orders must be submitted to the SPO Auditor for approval. Once all changes have been made, click the Approval tab at the top of the orders. Do NOT add or delete rows.</p> <div data-bbox="316 562 1262 1888" style="border: 1px solid black; padding: 5px;"> <p>Travel Orders View 1</p> <hr/> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved ✗</p> <p>Estimated Date: 01/15/2024 Department: 007290 SEC NEW YORK ENFORCEMENT DIV</p> <p>Actual Date: 01/15/2024 Location: NY0212 CG UNITS-STATEN ISLAND NY</p> <p>Nature of Duty: Home Position Number: 00044811 NF-ENFORCEMENT MGMT-OFF</p> <p>Posn Job Code: 000096 Lieutenant</p> <p>Other Location: <input type="text"/> Route for Approval</p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 2 Travel Type: Report Trvl Approval: Approved ✗</p> <p>Estimated Date: 01/15/2024 Department: 007290 SEC NEW YORK ENFORCEMENT DIV</p> <p>Actual Date: 01/15/2024 Location: NY0212 CG UNITS-STATEN ISLAND NY</p> <p>Nature of Duty: Duty Position Number: 00044811 NF-ENFORCEMENT MGMT-OFF</p> <p>Posn Job Code: 000096 Lieutenant</p> <p>Other Location: <input type="text"/> Route for Approval</p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 98 Travel Type: Depart Trvl Approval: Approved ✗</p> <p>Estimated Date: 01/26/2024 Department: 007290 SEC NEW YORK ENFORCEMENT DIV</p> <p>Actual Date: 01/26/2024 Location: NY0212 CG UNITS-STATEN ISLAND NY</p> <p>Nature of Duty: Duty Position Number: 00044811 NF-ENFORCEMENT MGMT-OFF</p> <p>Posn Job Code: 000096 Lieutenant</p> <p>Other Location: <input type="text"/> Route for Approval</p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: Approved ✗</p> <p>Estimated Date: 01/26/2024 Department: 007290 SEC NEW YORK ENFORCEMENT DIV</p> <p>Actual Date: 01/26/2024 Location: NY0212 CG UNITS-STATEN ISLAND NY</p> <p>Nature of Duty: Home Position Number: 00044811 NF-ENFORCEMENT MGMT-OFF</p> <p>Posn Job Code: 000096 Lieutenant</p> <p>Other Location: <input type="text"/> Route for Approval</p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses ▶ Delay En route ▶ Dependents Authorized for Travel</p> <p>Save Return to Search Previous in List Next in List Add</p> </div>

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Amend Reserve Active Duty Orders in a Finished Status, Continued

Procedures,
continued

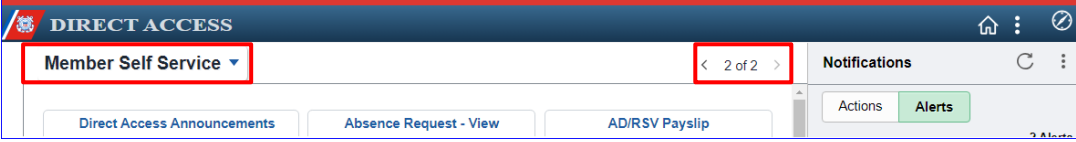
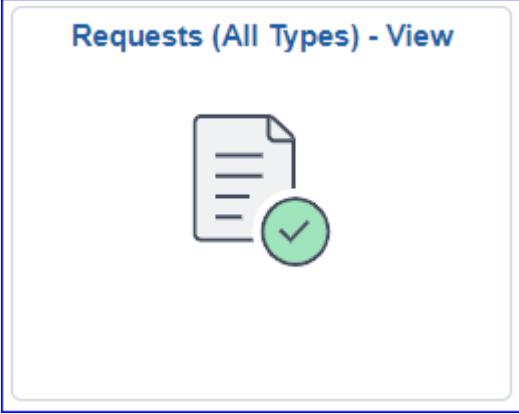
Step	Action
<p>9</p>	<p>The Approval Type will default to Amend Order. Enter Comments describing the reason for the amended orders. Click Submit.</p> <div data-bbox="316 539 1396 1070" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Reserve Orders Travel Notes Funding Leave Approval Audit </div> <p>Bowery King Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2911209 Amend Mode Order Action: Amend Order Go</p> <p>Order Begin Date: 01/15/2024 Order Type: Reserve</p> <p>Order End Date: 01/26/2024 Order Status: Finished</p> <p>Route for Approval</p> <p>Approval Type: Amend Order</p> <p>User ID: <input type="text"/></p> <p>Approving SPO Dept: 007299 SEC MARYLAND-NCR ADMIN DIV</p> <p>Comment: <div style="border: 2px solid red; padding: 5px; min-height: 30px;">Enter Comments describing reasons for the amendment.</div></p> <p style="text-align: center;">Submit</p> </div>

Approving Amended Reserve Active Duty Orders

Introduction This section provides the procedures to approve amended Reserve Active Duty orders in Direct Access (DA).

Job Data & Pay Groups It is important to review the Job Data rows after approving the amended Reserve AD orders to ensure the orders processed in the correct Pay Group. If the Pay Group is not correct (see the [Job Data](#) section of this guide), the SPO **MUST** submit a PPC Customer Care ticket to have the Job Data row and Pay Group corrected so the member will receive payment for the AD period.

Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p>  <p>The screenshot shows the top navigation bar of the DIRECT ACCESS system. A red box highlights the 'Member Self Service' dropdown menu. Another red box highlights the page navigation arrows showing '< 2 of 2 >'. Below the navigation bar, there are several tiles: 'Direct Access Announcements', 'Absence Request - View', and 'AD/RSV Payslip'. On the right side, there are 'Actions' and 'Alerts' buttons.</p>
2	<p>Click on the Requests (All Types) - View tile.</p>  <p>The screenshot shows a single tile titled 'Requests (All Types) - View'. The tile contains a document icon with a green checkmark, indicating that the requests have been approved or are ready for review.</p>

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Approving Amended Reserve Active Duty Orders, Continued

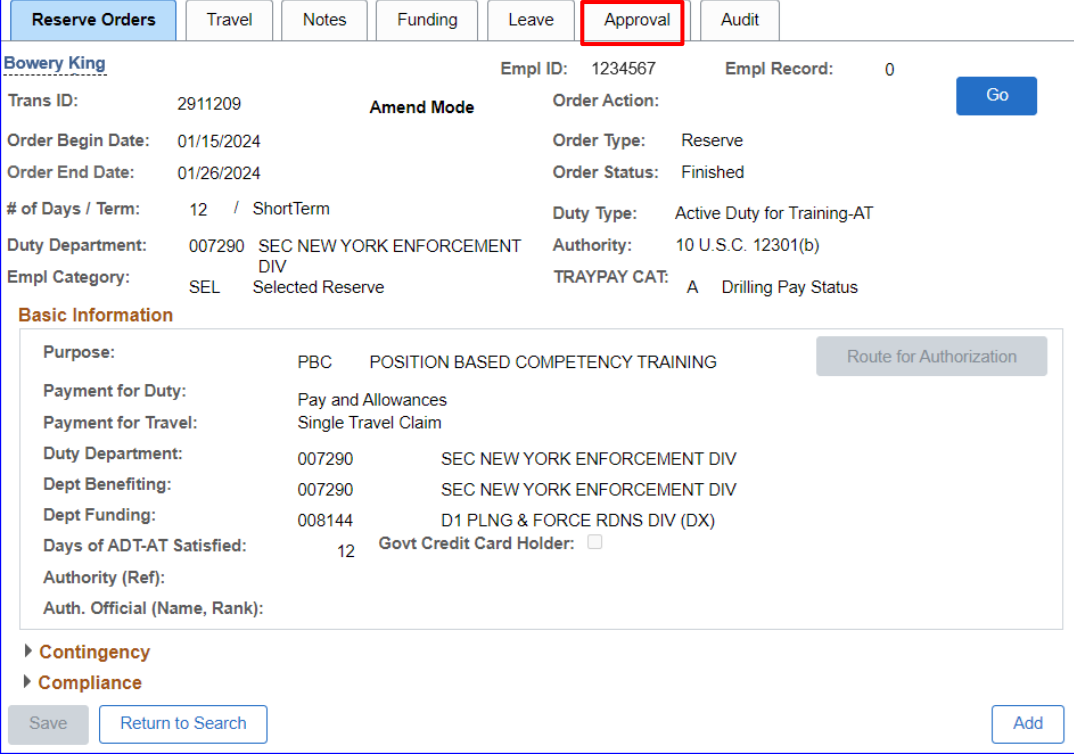
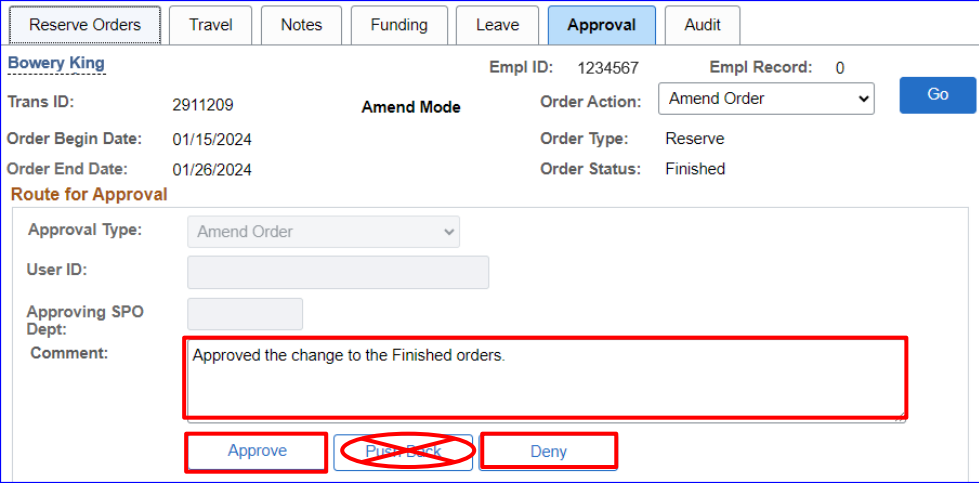
Procedures,
continued

Step	Action																																				
<p>3</p>	<p>Select the Requests I am Approver For radio button. Select Reserve Order Amend from the Transaction Name drop-down and leave Transaction Status as Pending. Click Populate Grid.</p> <div data-bbox="316 577 1396 1093" style="border: 1px solid black; padding: 5px;"> <p>View My Action Requests</p> <p>Charon...</p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</p> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: Reserve Order Amend ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: <input type="text"/> </p> <p>Submission To Date: <input type="text"/> </p> <p style="text-align: right;"> Populate Grid Refresh </p> </div>																																				
<p>4</p>	<p>Locate the appropriate Reserve Order Amend under Order Approvals and click Approve/Deny.</p> <div data-bbox="316 1200 1396 1442" style="border: 1px solid black; padding: 5px;"> <p>Order Approvals</p> <p> <input type="text"/> <input type="text"/> 1-20 of 25 View All </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 Order Amend</td> <td>Pending</td> <td>Bowery King</td> <td>1122334</td> <td>Winston</td> <td>Charon</td> <td>04/02/2024</td> <td>01/15/24</td> <td style="border: 1px solid red;">Approve/Deny</td> </tr> <tr> <td>Reserve Order Amend</td> <td>Pending</td> <td>John Wick</td> <td>1234567</td> <td>Winston</td> <td>Charon</td> <td>04/01/2024</td> <td>03/03/24</td> <td>Approve/Deny</td> </tr> <tr> <td>Reserve Order Amend</td> <td>Pending</td> <td>Aurelio</td> <td>1112223</td> <td>Winston</td> <td>Charon</td> <td>04/01/2024</td> <td>03/04/24</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	Reserve Order Amend	Pending	Bowery King	1122334	Winston	Charon	04/02/2024	01/15/24	Approve/Deny	Reserve Order Amend	Pending	John Wick	1234567	Winston	Charon	04/01/2024	03/03/24	Approve/Deny	Reserve Order Amend	Pending	Aurelio	1112223	Winston	Charon	04/01/2024	03/04/24	Approve/Deny
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Approving Amended Reserve Active Duty Orders, Continued

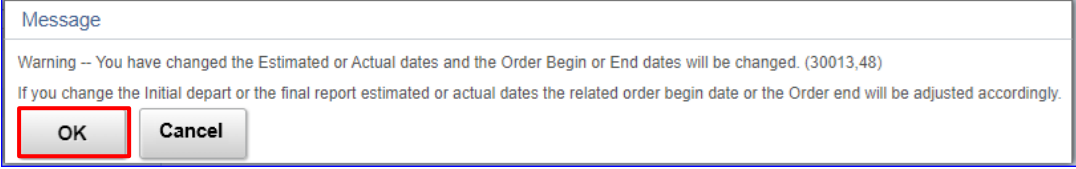
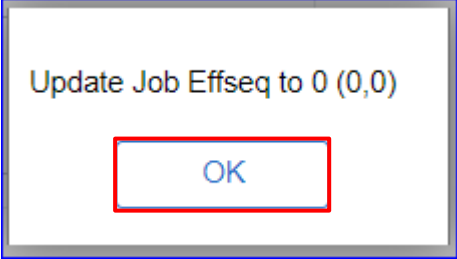
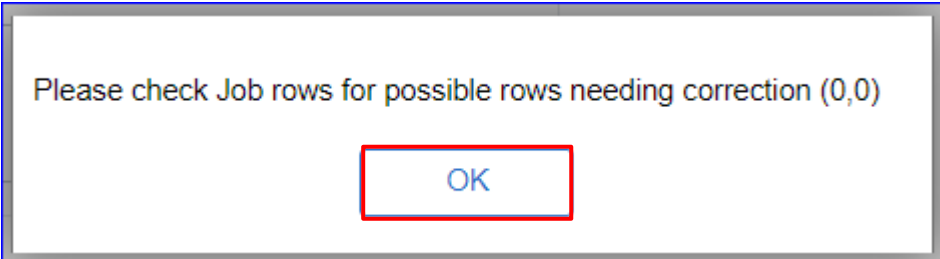
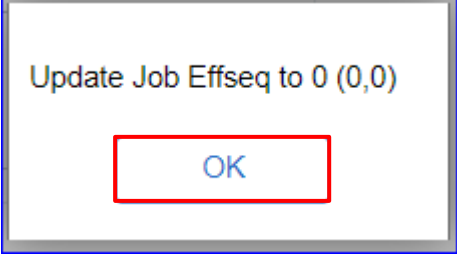
Procedures,
continued

Step	Action
<p>5</p>	<p>Review each tab of the orders to ensure all information is correct. Select the Approval tab.</p> 
<p>6</p>	<p>Enter Comments as appropriate and select Approve or Deny.</p> <p>NOTE: Push Back is NOT recommended. This option limits access to the orders to only the submitter and no one else will be able to access the orders in their place.</p> 

Continued on next page

Approving Amended Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action
7	<p>If Approve was selected, a warning message will display notifying the approver that dates have been changed. Click OK.</p> 
8	<p>A second warning message will display, indicating the Job sequence in Job Data is being updated. Click OK.</p> 
9	<p>A third warning message will display notifying the approver they should review the Job Data rows for the amended Reserve orders to ensure they processed correctly. Click OK.</p> 
10	<p>The second warning message will display again. Click OK.</p> 

Continued on next page

Approving Amended Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action
11	<p>The amended Reserve orders are now in an Approved status. It is recommended to review Job Data rows to ensure the amended orders processed are in the correct Pay Group.</p> <div data-bbox="316 539 1398 1048" style="border: 1px solid blue; padding: 5px;"> <p>Reserve Order Amend Approval</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Reserve Order Amend Approved View/Hide Comments</p> <p>One Level Approval</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="background-color: #e0f0e0; padding: 2px;">Approved</p> <p>Charon SPO Supervisor - Initial Apprv 04/02/24 - 2:31 PM</p> </div> <p>Comments</p> <p>Charon at 04/02/24 - 2:31 PM Approved the change to the Finished orders.</p> <p>Winston at 04/02/24 - 2:23 PM Enter Comments describing reasons for the amendment.</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Return to Search Add </div> <p style="font-size: small; margin-top: 5px;">Reserve Orders Travel Notes Funding Leave Approval Audit</p> </div>

Job Data

Introduction

This section discusses Job Data rows and Pay Groups and provides the procedures to view and verify the Job Data rows and Pay Groups in DA.

Job Data Rows & Pay Groups

- After approving the amended orders, SPOs **MUST** review the Payroll tab for the **Reserve Order Begin** Job Data row to ensure it reflects the member is in the USCG (USCG Active Duty) Pay Group and the Use Pay Group Eligibility checkbox is **not** checked (see Example 1).
- If the Pay Group indicates **USCG RSV** for the Reserve Order Begin Job Data row and/or the Use Pay Group Eligibility **is** checked (see Example 2), SPOs **MUST** submit a [PPC Customer Care ticket](#) for manual adjustment.

NOTE: The Use Pay Group Eligibility checkbox will be checked when the member's default Pay Group is displayed. For instance:

- AD members – are assigned to the **USCG (Active Duty)** Pay Group. Because USCG is the default Pay Group for all AD members, the **Use Pay Group Eligibility checkbox will be checked** for any transactions processed using this assigned Pay Group.
- Reserve members – are assigned to the **USCG RSV** Pay Group. Because USCG RSV is the default Pay Group for all Reserve members, the **Use Pay Group Eligibility checkbox will be checked** for all transactions processed using this assigned Pay Group.
- When a Reservist is ordered to AD, the **AD orders are processed under the USCG (Active Duty) Pay Group**.
- **Because the USCG Pay Group is not the Reservist's default Pay Group, the Use Pay Group Eligibility checkbox should not be checked.**

Continued on next page

Job Data, Continued

Job Data Rows & Pay Groups, continued

Example 1: Correct Job Data Row

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
John Wick, Employee		Military Service		Empl ID 1234567	Empl Record 0
Payroll Information					
Effective Date	01/31/2024	Effective Sequence	0	Action	Transfer
HR Status	Active	Payroll Status	Active	Reason	Reserve Order Begin
Payroll System	Global Payroll	Job Indicator	Primary Job	Go To Row	
Global Payroll					
Pay Group	USCG	USCG Active Duty			
Setting					
<input type="checkbox"/> Use Pay Group Eligibility	Holiday Schedule	CGWIDE	CG Wide Holiday Schedule		
<input type="checkbox"/> Use Pay Group Rate Type	Eligibility Group	RSV SHORT2	ADT <140 days, ADOT <181 days		
<input type="checkbox"/> Use Pay Group As Of Date	Exchange Rate Type	Use Rate As Of			
Job Data	Employment Data	Benefits Program Participation			
Save	Return to Search	Notify	Refresh	Update/Display	Include History
			Correct History		


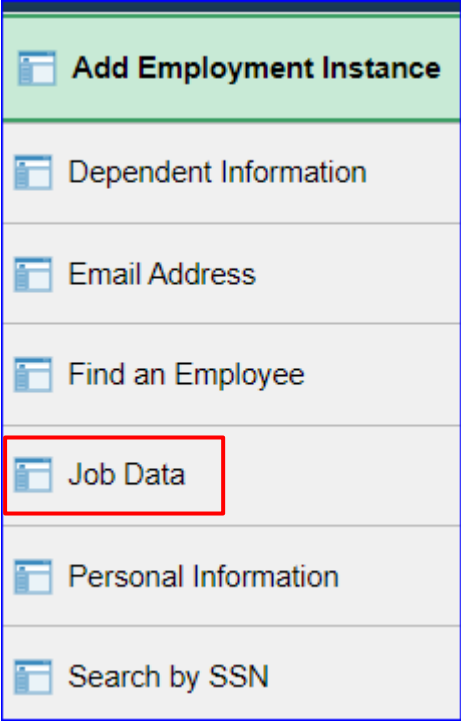
Example 2: Incorrect Job Data Row (submit a PPC Customer Care ticket)

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
John Wick, Employee		Military Service		Empl ID 1234567	Empl Record 0
Payroll Information					
Effective Date	01/31/2024	Effective Sequence	0	Action	Transfer
HR Status	Active	Payroll Status	Active	Reason	Reserve Order Begin
Payroll System	Global Payroll	Job Indicator	Primary Job	Go To Row	
Global Payroll					
Pay Group	USCG RSV	USCG Reservist			
Setting					
<input checked="" type="checkbox"/> Use Pay Group Eligibility	Holiday Schedule	CGWIDE	CG Wide Holiday Schedule		
<input type="checkbox"/> Use Pay Group Rate Type	Eligibility Group	RSV SHORT2	ADT <140 days, ADOT <181 days		
<input type="checkbox"/> Use Pay Group As Of Date	Exchange Rate Type	Use Rate As Of			
Job Data	Employment Data	Benefits Program Participation			
Save	Return to Search	Notify	Refresh	Update/Display	Include History
			Correct History		

Continued on next page

Job Data, Continued

Procedures See below.

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

Continued on next page

Job Data, Continued

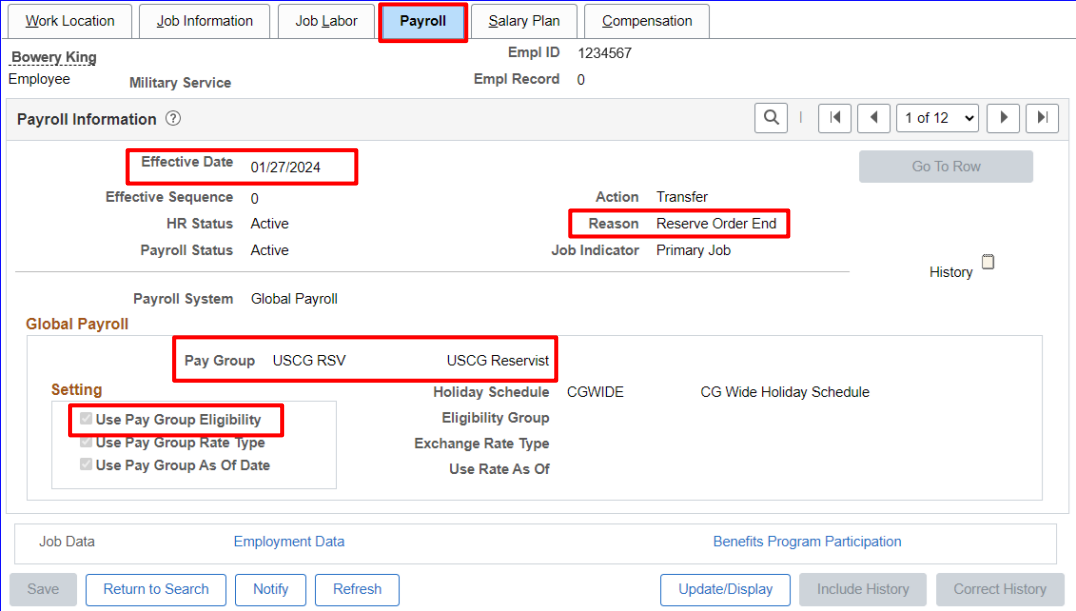
Procedures,
continued

Step	Action
3	<p data-bbox="316 434 1326 501">Enter the member's Empl ID, select the Include History checkbox, and click Search.</p> <div data-bbox="316 501 1396 1702" style="border: 1px solid blue; padding: 10px;"> <p data-bbox="331 510 483 544">Job Data</p> <p data-bbox="331 555 1385 589">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="352 607 975 667"> Find an Existing Value Keyword Search </div> <p data-bbox="331 685 571 719">▼ Search Criteria</p> <p data-bbox="564 734 1222 779">Empl ID begins with ▼ 1234567</p> <p data-bbox="501 815 1222 860">Empl Record = ▼ <input style="width: 100%;" type="text"/></p> <p data-bbox="596 904 1222 949">Name begins with ▼ <input style="width: 100%;" type="text"/></p> <p data-bbox="533 994 1222 1039">Last Name begins with ▼ <input style="width: 100%;" type="text"/></p> <p data-bbox="437 1084 1222 1128">Second Last Name begins with ▼ <input style="width: 100%;" type="text"/></p> <p data-bbox="341 1173 1222 1218">Alternate Character Name begins with ▼ <input style="width: 100%;" type="text"/></p> <p data-bbox="501 1263 1222 1308">Middle Name begins with ▼ <input style="width: 100%;" type="text"/></p> <p data-bbox="485 1352 1222 1397">Business Unit begins with ▼ <input style="width: 100%;" type="text"/></p> <p data-bbox="437 1442 1270 1487">Department Set ID begins with ▼ <input style="width: 100%;" type="text"/> 🔍</p> <p data-bbox="517 1532 1270 1576">Department begins with ▼ <input style="width: 100%;" type="text"/> 🔍</p> <p data-bbox="331 1576 1062 1610"> <input checked="" style="border: 2px solid red;" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <div data-bbox="331 1626 1117 1686"> Search Clear Basic Search 📄 Save Search Criteria </div> </div>

Continued on next page

Job Data, Continued

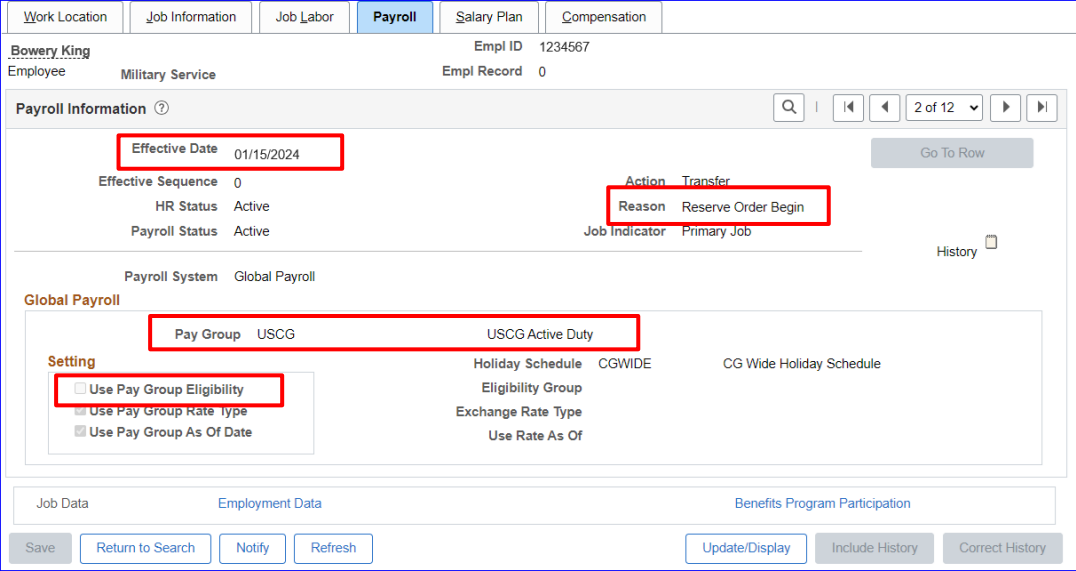
Procedures,
continued

Step	Action
4	<p>After selecting the Payroll tab. Locate the Job Data row for the Reserve Order End. Ensure the Effective Date updated per the amended orders, the Pay Group reflects USCG RSV, and the Use Pay Group Eligibility checkbox is checked.</p> <p>NOTE: If the Reserve Order End Job Data row does not reflect the correct Effective Date, Pay Group, and/or the Use Pay Group Eligibility checkbox is not checked, submit a PPC Customer Care ticket for corrections.</p>  <p>The screenshot shows the 'Payroll' tab selected for employee Bowery King. The 'Payroll Information' section includes: Effective Date: 01/27/2024; Effective Sequence: 0; HR Status: Active; Payroll Status: Active; Reason: Reserve Order End; Action: Transfer; Job Indicator: Primary Job. The 'Global Payroll' section shows: Pay Group: USCG RSV; USCG Reservist; Holiday Schedule: CGWIDE; CG Wide Holiday Schedule. Under 'Setting', the 'Use Pay Group Eligibility' checkbox is checked, while 'Use Pay Group Rate Type' and 'Use Pay Group As Of Date' are unchecked. Navigation buttons at the bottom include Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.</p>

Continued on next page

Job Data, Continued

Procedures,
continued

Step	Action
5	<p>Scroll to the Reserve Order Begin Job Data row and verify the Effective Date matches the amended orders, the Pay Group reflects USCG (Active Duty), and the Use Pay Group Eligibility checkbox is not checked.</p> <p>NOTE: If the pay group for the Reserve Order Begin does not reflect the correct Effective Date, Pay Group, and/or the Use Pay Group Eligibility checkbox is checked, submit a PPC Customer Care ticket for corrections.</p>  <p>The screenshot displays the 'Payroll Information' section for employee Bowery King. Key details include:</p> <ul style="list-style-type: none"> Effective Date: 01/15/2024 Pay Group: USCG Reason: Reserve Order Begin Use Pay Group Eligibility: <input type="checkbox"/> (unchecked) Global Payroll: USCG Active Duty Setting: <ul style="list-style-type: none"> Use Pay Group Eligibility: <input type="checkbox"/> Use Pay Group Rate Type: <input checked="" type="checkbox"/> Use Pay Group As Of Date: <input checked="" type="checkbox"/>

Cancel Reserve Active Duty Orders

Introduction This section provides the procedures to cancel Reserve AD Orders in DA.

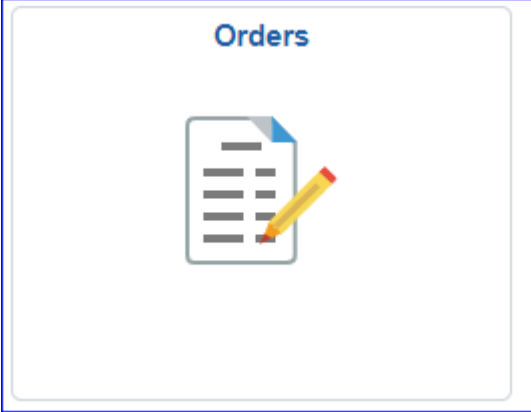
Important Information There are two options for cancelling Reserve AD Orders:

- **Cancel Order** – Cancels the orders but the funding remains active
- **Cancel Order and Funding** – Cancels the orders and the POET

Orders that may be cancelled:

- Orders in a **Proposed** status can be cancelled without routing through an approval process.
- All other orders can be cancelled BUT must be routed for approval.
- When orders in an **En route** status are cancelled, the Pay Group will automatically change to **CG RSV**, which will terminate any AD pay or allowances.
- All leave associated with a cancelled order will also be cancelled.
- SPOs **MUST** contact the order issuing authority when cancelling any orders.
- If the Actual Begin Date needs to be changed and the orders are in an enroute status, the orders must be cancelled and reissued.

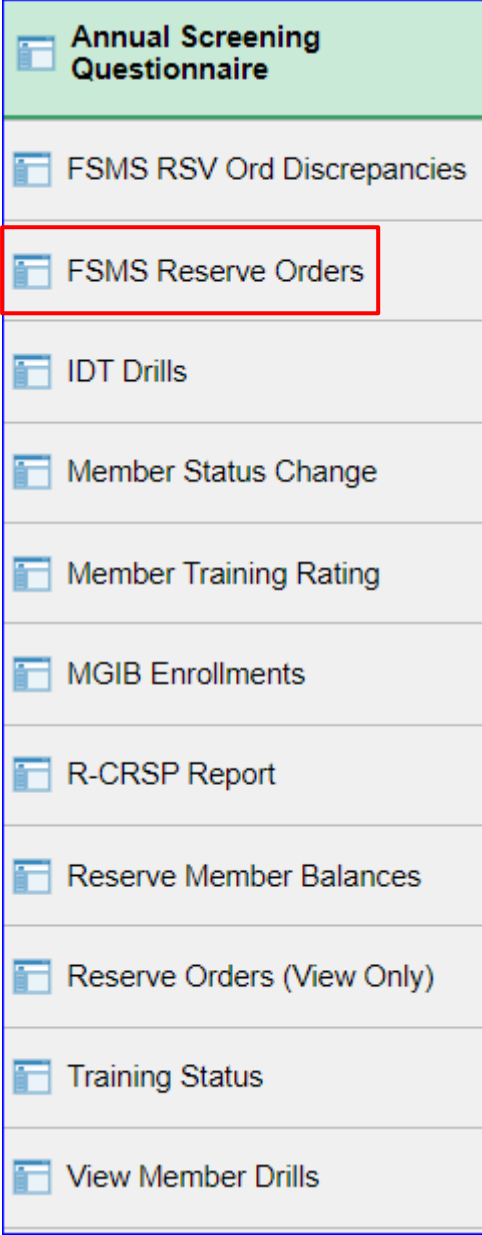
Procedures See below.

Step	Action
1	Click on the Orders tile. <div style="border: 1px solid blue; padding: 10px; margin: 10px 0;">  </div>

Continued on next page

Cancel Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action
2	<p>Select the FSMS Reserve Orders option.</p>  <p>The screenshot shows a vertical list of menu items, each with a folder icon on the left. The items are: Annual Screening Questionnaire (highlighted in green), FSMS RSV Ord Discrepancies, FSMS Reserve Orders (highlighted with a red border), IDT Drills, Member Status Change, Member Training Rating, MGIB Enrollments, R-CRSP Report, Reserve Member Balances, Reserve Orders (View Only), Training Status, and View Member Drills.</p>

Continued on next page

Cancel Reserve Active Duty Orders, Continued

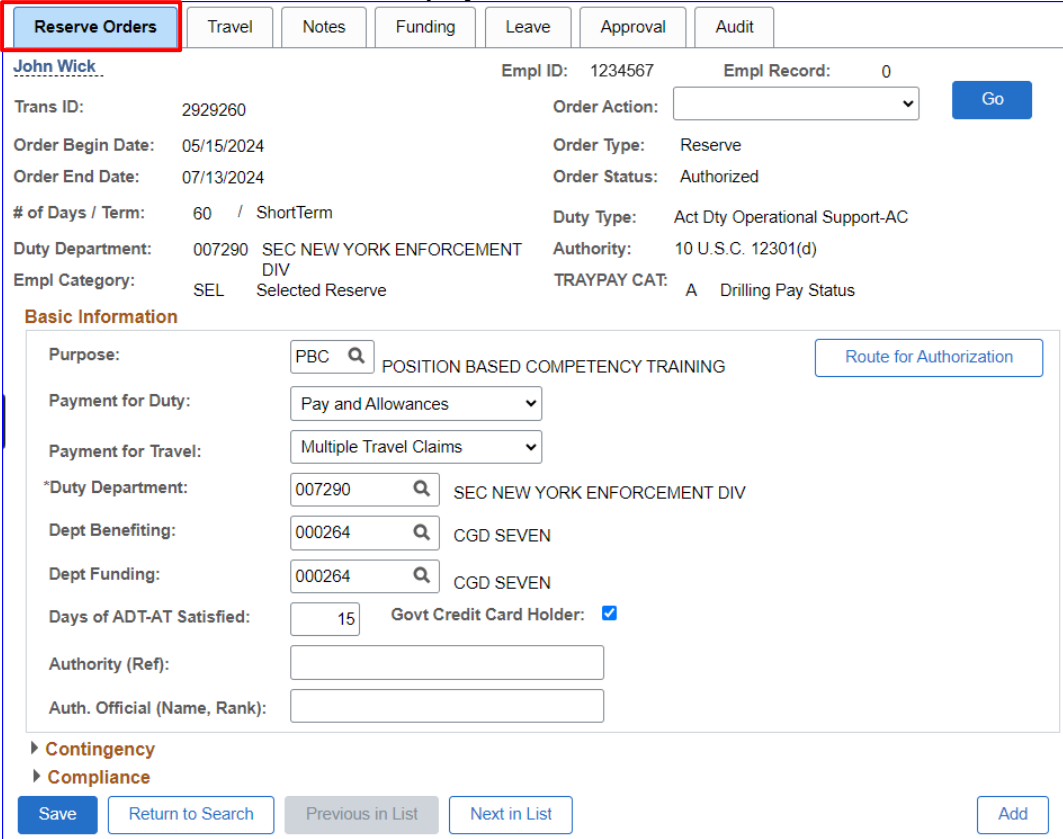
Procedures,
continued

Step	Action																																																																	
<p>3</p>	<p>Enter the member's Empl ID and click Search.</p> <div style="border: 1px solid black; padding: 5px;"> <p>FSMS Reserve Orders</p> <p>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 begins with <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Empl Record = <input type="text"/> <input type="button" value="Q"/></p> <p>Trans ID = <input type="text"/></p> <p>Duty Type = <input type="text"/></p> <p>Begin Date = <input type="text"/> <input type="button" value="Calendar"/></p> <p>End Date = <input type="text"/> <input type="button" value="Calendar"/></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> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>																																																																	
<p>4</p>	<p>Select the appropriate orders to be cancelled if it does not automatically open.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All 1-4 of 4</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>2929260</td> <td>John Wick</td> <td>ME2</td> <td>SEL</td> <td>Authorized</td> <td>ADOS-AC</td> <td>10 U.S.C. 12301(d)</td> <td>05/15/2024</td> <td>07/13/2024</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2884158</td> <td>John Wick</td> <td>ME2</td> <td>SEL</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>07/07/2019</td> <td>07/19/2019</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2869815</td> <td>John Wick</td> <td>ME2</td> <td>SEL</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>07/31/2023</td> <td>08/11/2023</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2800852</td> <td>John Wick</td> <td>ME2</td> <td>SEL</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>07/17/2022</td> <td>07/29/2022</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> </tbody> </table> <p> Find an Existing Value Add a New Value </p> </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	2929260	John Wick	ME2	SEL	Authorized	ADOS-AC	10 U.S.C. 12301(d)	05/15/2024	07/13/2024	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2884158	John Wick	ME2	SEL	Finished	ADT-AT	10 U.S.C. 12301(b)	07/07/2019	07/19/2019	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2869815	John Wick	ME2	SEL	Finished	ADT-AT	10 U.S.C. 12301(b)	07/31/2023	08/11/2023	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	2800852	John Wick	ME2	SEL	Finished	ADT-AT	10 U.S.C. 12301(b)	07/17/2022	07/29/2022	007290	SEC NEW YORK ENFORCEMENT DIV
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Cancel Reserve Active Duty Orders, Continued

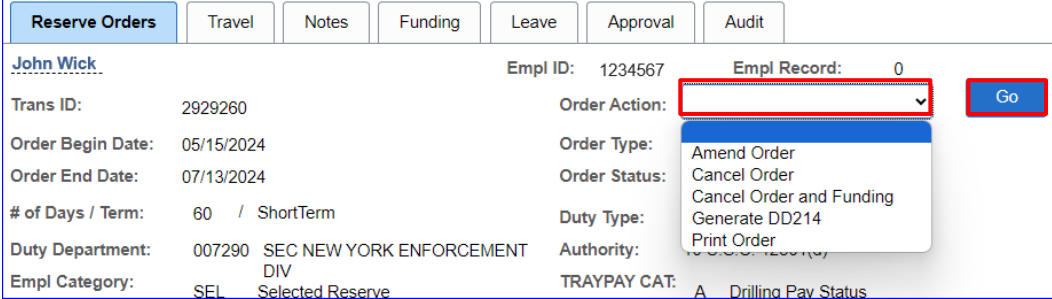
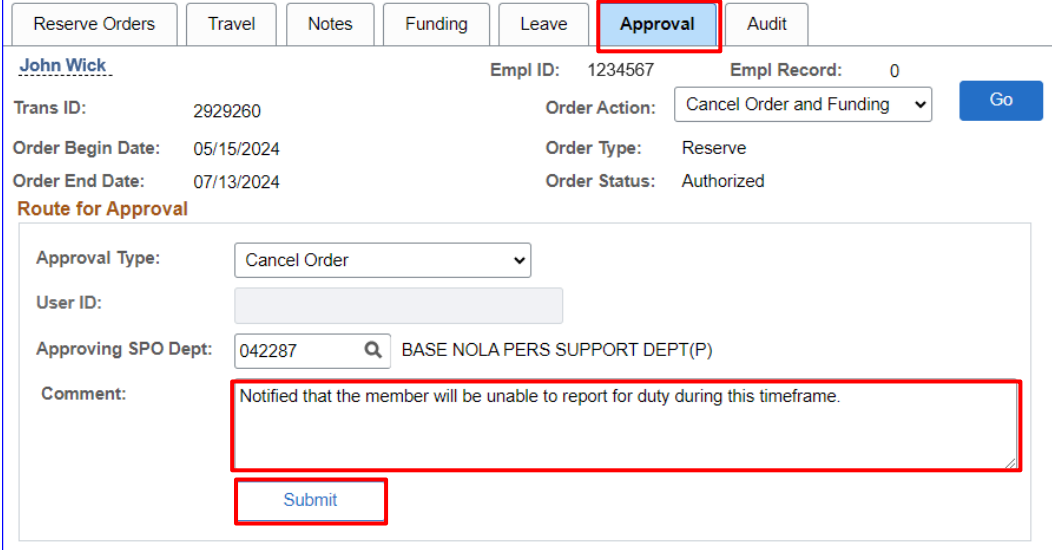
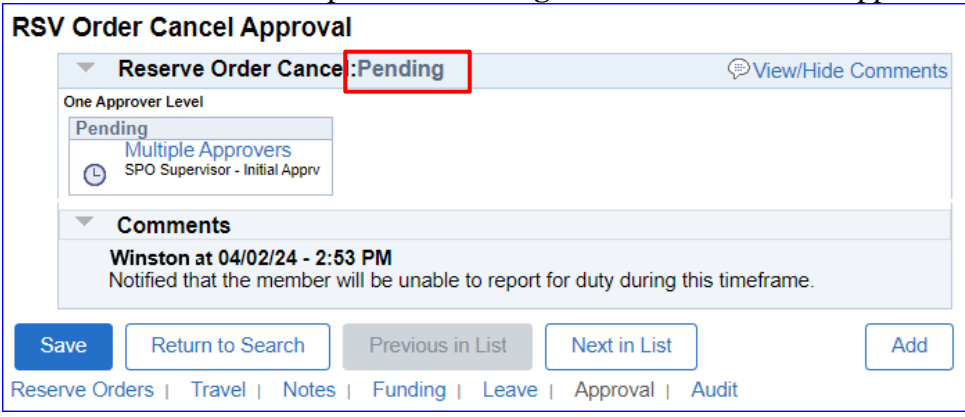
Procedures,
continued

Step	Action
5	<p>The Reserve Orders tab will display.</p> 

Continued on next page

Cancel Reserve Active Duty Orders, Continued

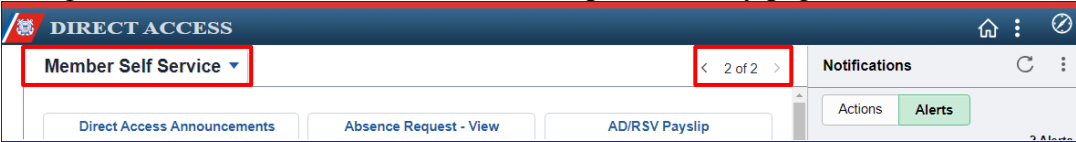
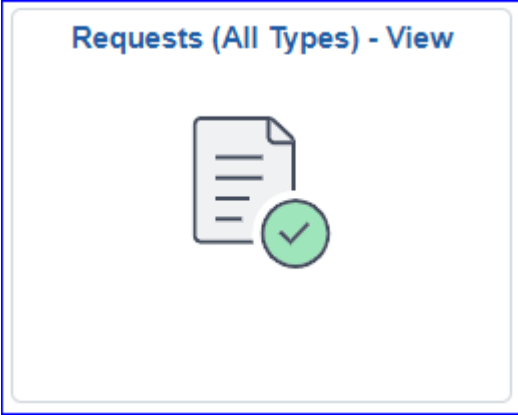
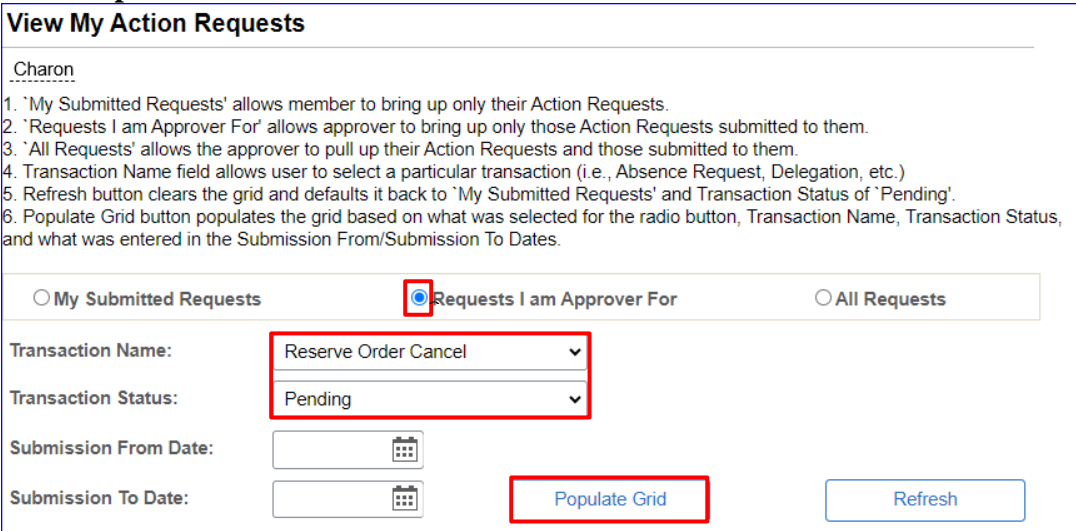
Procedures,
continued

Step	Action
<p>6</p>	<p>Select the appropriate Order Action from the drop-down. For this example, the Orders and the Funding are being cancelled. Click Go.</p> 
<p>7</p>	<p>The Approval tab will display. Enter the reason for the cancellation in the Comment block and click Submit.</p> 
<p>8</p>	<p>The Reserve Order will update to Pending and will be routed for approval.</p> 

Approving Cancelled Reserve Active Duty Orders

Introduction This section provides the procedures for approving the cancellation of Reserve AD Orders in DA.

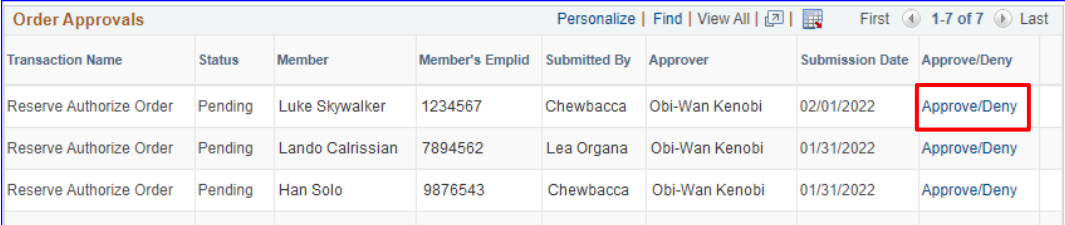
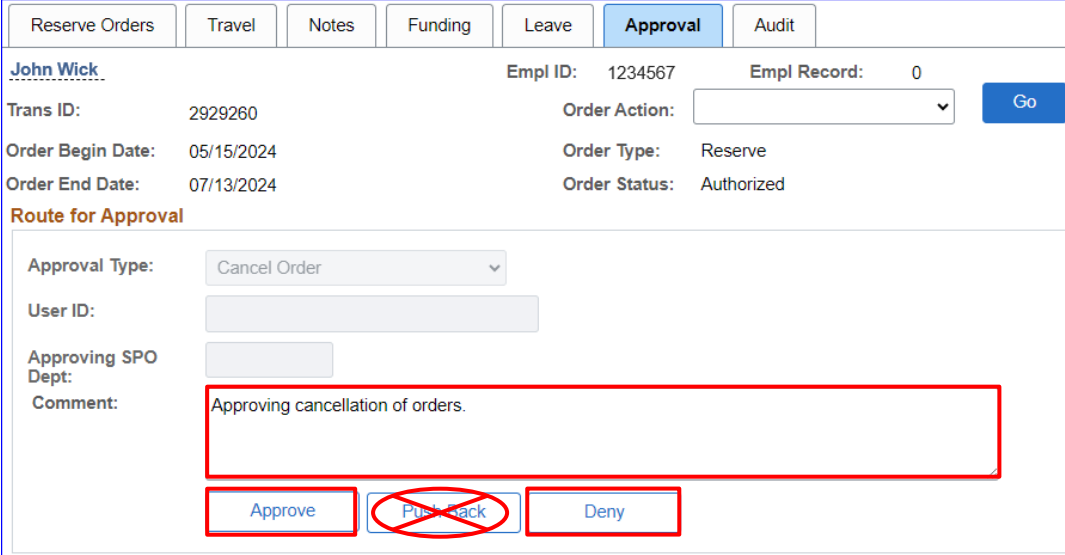
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the Requests (All Types) - View tile.</p> 
3	<p>Select the Requests I am Approver For radio button.</p> <ul style="list-style-type: none"> • Transaction Name – Select Reserve Order Cancel from the drop-down. • Transaction Status – Leave as Pending. <p>Click Populate Grid.</p>  <p>View My Action Requests</p> <p>Charon</p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</p> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: Reserve Order Cancel</p> <p>Transaction Status: Pending</p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p>Populate Grid Refresh</p>

Continued on next page

Approving Cancelled Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action																																
<p>4</p>	<p>Under Order Approvals, locate the appropriate Order and click Approve/Deny.</p>  <table border="1" data-bbox="316 465 1385 689"> <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>Reserve Authorize Order</td> <td>Pending</td> <td>Luke Skywalker</td> <td>1234567</td> <td>Chewbacca</td> <td>Obi-Wan Kenobi</td> <td>02/01/2022</td> <td>Approve/Deny</td> </tr> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Lando Calrissian</td> <td>7894562</td> <td>Lea Organa</td> <td>Obi-Wan Kenobi</td> <td>01/31/2022</td> <td>Approve/Deny</td> </tr> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Han Solo</td> <td>9876543</td> <td>Chewbacca</td> <td>Obi-Wan Kenobi</td> <td>01/31/2022</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	Reserve Authorize Order	Pending	Luke Skywalker	1234567	Chewbacca	Obi-Wan Kenobi	02/01/2022	Approve/Deny	Reserve Authorize Order	Pending	Lando Calrissian	7894562	Lea Organa	Obi-Wan Kenobi	01/31/2022	Approve/Deny	Reserve Authorize Order	Pending	Han Solo	9876543	Chewbacca	Obi-Wan Kenobi	01/31/2022	Approve/Deny
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Reserve Authorize Order	Pending	Lando Calrissian	7894562	Lea Organa	Obi-Wan Kenobi	01/31/2022	Approve/Deny																										
Reserve Authorize Order	Pending	Han Solo	9876543	Chewbacca	Obi-Wan Kenobi	01/31/2022	Approve/Deny																										
<p>5</p>	<p>Enter Comments as appropriate and select Approve or Deny.</p> <p>NOTE: If denying, comments should be provided.</p> <p>NOTE: Push Back is NOT recommended. This option limits access to the orders to only the submitter and no one else will be able to access the orders in their place.</p> 																																
<p>6</p>	<p>The cancelled Orders are now in an Approved status.</p> 