

Reserve Active Duty Orders-Issuing

Overview

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

Active Duty Terms Terms used throughout this guide will include:

- Active Duty for Training (ADT)
 - IADT
 - ADT-AT
 - ADT-OTD orders
- Active Duty for Other Than Training (ADOT)
 - ADOS-AC
 - ADOS-RC
- Medical Hold (MEDHOLD)
- Active Duty Health Care (ADHC)

Defense Enrollment Eligibility Reporting System (DEERS) and involuntary recall orders in Direct Access (DA).

Extended Active Duty (EAD) and Medical Hold Orders are authorized by PSC and entered in DA by the P&A and SPO using the FSMS Reserve Orders link.

Continued on next page

Overview, Continued

References

- (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
 - (b) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (c) [Personnel & Pay Procedures Manual, PPCINST M1000.2 \(series\)](#)
 - (d) [Activation of the Reserve Component, COMDTINST 3061.2A](#)
 - (e) [Reserve Duty Status and Participation Manual, COMDTINST M1001.2 \(series\)](#)
 - (f) [Joint Travel Regulations](#)
 - (g) [CG Supplement to JTR](#)
 - (h) [Back-to-Back Short-Term ADOS TDY periods over 180 days - Process Guide.pdf \(afpims.mil\)](#)
 - (i) [Military Assignments and Authorized Absences. COMDTINST M1000.8A](#)
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Overview, Continued

Basic Allowance for Housing (BAH)

Once a member reports for AD, start the correct BAH Qtr Status in Direct Access 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.

Reserve PCS

When processing Reserve PCS Orders in DA, do NOT depart and report a member on the same day (Seq Nbr 1 and Seq Nbr 99 must be different dates). Doing so causes pay issues in DA with two of the more common errors being Career Sea Pay and CGSMR. If a member is transferring to a co-located unit, depart the member on one date and report the member the following day. The Departure date must be the last day of duty at the old PDS, and the Reporting date must be recorded as the “Actual Day of Report”.

The purpose of the Reserve PCS Order is to ‘move’ the Reserve member from one Dept ID/Position Number to another. Aside from a RELAD, this is the only way a Reserve member may be reassigned to a new Dept ID/Position number.

For more information on processing a PCS Order, see the PCS Orders user guide: [PCS Orders.pdf \(uscg.mil\)](#).

NOTE: Generally, Reserve PCS Orders are simply to reassign a member to a new Dept ID/Position number; therefore, Entitlements, Dependent Travel, and Delay En route are not authorized. Cost Totals on the Funding tab should be left at \$0.00.

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

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Overview, Continued

Changes to Funding

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, member's orders have 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**.

Key Points

Introduction

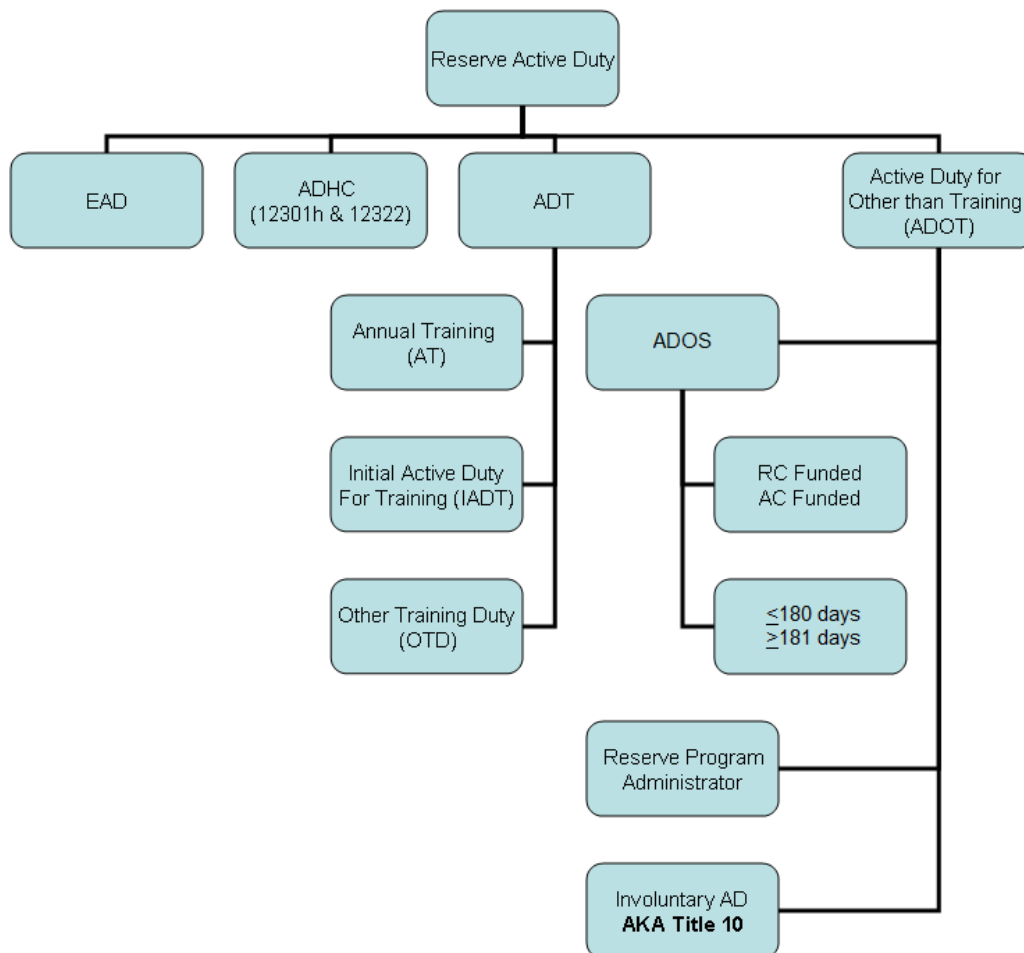
The following Key Points for issuing, approving, or endorsing Reserve AD Orders are outlined below.

Important

- SPOs and P&A Shops are responsible for running the Reserve Order Discrepancies Report at least weekly to identify and correct any discrepancies.
 - Please see: [Reserve Order Discrepancy Report.pdf](#) for running this report.
-

Definitions and Types

This diagram shows the different categories of Reserve Active Duty. Please see reference (a) for a complete explanation of each duty type.



Continued on next page

Key Points, Continued

Obligated Service

This transaction authorizes a new AD period. In cases where a Reserve enlisted member does not have sufficient Reserve obligated service to cover the new period of AD authorized, the member's orders will be entered through their EOE until the member can extend, reenlist, or be involuntarily retained as appropriate, to ensure sufficient obligated service. In cases where a Reserve officer does not have sufficient Reserve obligated service to cover the new period of AD authorized, contact CGPSC (rpm). It will be necessary for CGPSC (rpm) to submit an Officer Personnel Change in DA to update the officer's Reserve obligation.

B2B Short-Term ADOS Requirements

- Per reference (d), Short-term ADOS is TDY and must not exceed 180 total consecutive days whether as a single set of orders or multiple sets of orders. Multiple sets of consecutive short-term non-contingency ADOS orders, totalling 181 days or more, require a 31-day break in service or a waiver in accordance with Reference (f), Joint Travel Regulations.
 - Per reference (d), Reservists who receive multiple sets of consecutive short-term ADOS orders totalling 181 days or more, must be required to vacate their SELRES position unless waived by Commander (CG PSC-RPM) or if all the ADOS is performed at the same unit where they are permanently assigned. A 31-day break in service waiver does not constitute an exemption from this Section.
 - Per reference (h), In accordance with art. 010206.B of reference (a), a TDY at one location may not exceed 180 consecutive days except when authorized by the appropriate authority. In addition, art. 010206.C reference (a) states: "Violation of 180-Day Rule. Issuing a TDY order for 180 or fewer consecutive days, followed by a brief return to the PDS and then another TDY order for return to the same location, is a violation of the 180- consecutive-day policy if the known, or reasonably anticipated, TDY duration exceeded 180 days when the initial order was issued."
-

Lump Sum Leave

- When a Reserve member's period of AD of 30 or more consecutive days ends, they may sell leave earned while on AD.
 - Leave earned on AD served in support of a national defense contingency operation is not subject to the 60-day career limitation for selling accrued leave.
 - Leave earned during consecutive active duty periods, not exceeding a total of 365 days and unrelated to a national defense contingency operation, is exempt from the 60-day career limit for selling accrued leave.
 - In accordance with Reference (i) section 2.A.20.a Reservists being released from AD are allowed to carry a leave balance forward for use or payment at a later time.
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**Basic Allowance
for Housing
(BAH) Policy**

Refer to Section 3.G.9 of reference (b), for policy on BAH entitlements for Reserve Component members on AD Orders.

[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.

**BAH and
Extensions to
Orders**

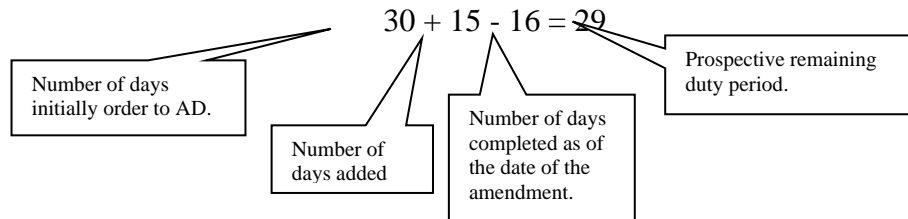
- Reserve members called or ordered to AD for 30 days or less are entitled to Basic Allowance for Housing – Reserve Component (BAH-RC), except as provided in section 3.G.9.a, b, or c, of reference (b).
 - If the member receives an order modification or extension of assignment (amendment), and the amount of AD remaining to be served as of the notification date is 31 days or more, the member becomes entitled to BAH. BAH would start on the date of the notification of the modification using the Place Entered Active Duty (PLEAD) as the locality for the amount.
 - Do not add periods of AD previously served to obtain the 31 day requirement. Only the number of days AD remaining on the date of the amendment can be counted.
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Key Points, Continued

BAH and Extensions – Example 1:

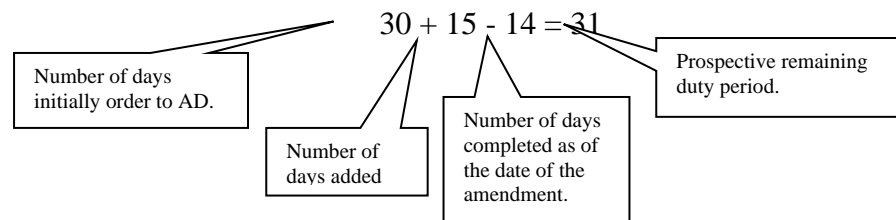
- In this example, a Reserve member is ordered to 30 days ADOS, and on day 16 has duty period increased by 15 days in addition to the initial 30 days for a total period of 45 days. The member would remain entitled to BAH-RC since as of the date of the amendment (day 16 of the initial period of duty), the prospective duration of the amended tour of duty was 29 days.



- This member **would not** qualify for BAH and would continue to receive BAH-RC because the prospective remaining duty period is not 31 or more days.
- To process this amendment, in DA, the user would enter the new end date in the Travel Tab and change the estimated date on the Seq Nbr 98 and 99 rows of the Reserve Orders.

BAH and Extensions – Example 2:

- In this example, a Reserve member is ordered to 30 days ADOS, and on day 14 has their duty period increased by 15 days in addition to the initial 30 days for a total period of 45 days. The prospective remaining duty period would be 31 days and effective the date of the amendment, the member's BAH entitlement would be locality-based (vice BAH-RC) using the Place Entered Active Duty (PLEAD) as the locality for the amount.



- To process this amendment in DA, the user must end the current orders on the 13th day (the day prior to the day the amendment was authorized) and issue a new order for the remaining 31 days.

Continued on next page

Key Points, Continued

**Direct Access
(DA) Order
Status**

Status	Meaning	Description
Proposed	Initial order creation	Initial order request created by member, command or P&A Office.
Authorized	Authorized by DXR	<ul style="list-style-type: none"> Indicates financial and command authority. POET is established. Order now appears in Airport Terminal. Early Alert Period transaction is automatically sent to DEERS.
Ready	Travel details approved by PAO	<ul style="list-style-type: none"> Order is ready for member to depart/report for duty, leave approved.
En Route	Depart/report rows, Seq #1 & 2, approved by PAO All previous orders must be closed out before setting a new set of orders to "En Route" to avoid transaction issues with DEERS.	<ul style="list-style-type: none"> Member has departed home unit. Actual depart date entered, departing pay entitlements established and/or stopped. Will be in an En route status until reported home. A begin transaction is automatically sent to DEERS to begin order benefits.
Finished	An End Date is entered or when the End Date is adjusted by the PAO and approved.	<ul style="list-style-type: none"> Order execution completed. All actual dates completed and approved. No more changes are allowed to order. Pay entitlements stopped/started. A finished transaction is automatically sent to DEERS to end order benefits
Cancelled	Cancel approval by PAO or DXR	<ul style="list-style-type: none"> Order cancelled. Pay entitlements cancelled. No more changes to order allowed. POET still active unless cancelled with order action. A cancel transaction is automatically sent to DEERS to cancel the order benefits.

NOTE: Orders whose end date have passed, are required to be either Finished or Cancelled.

Verifying Prior Active Duty

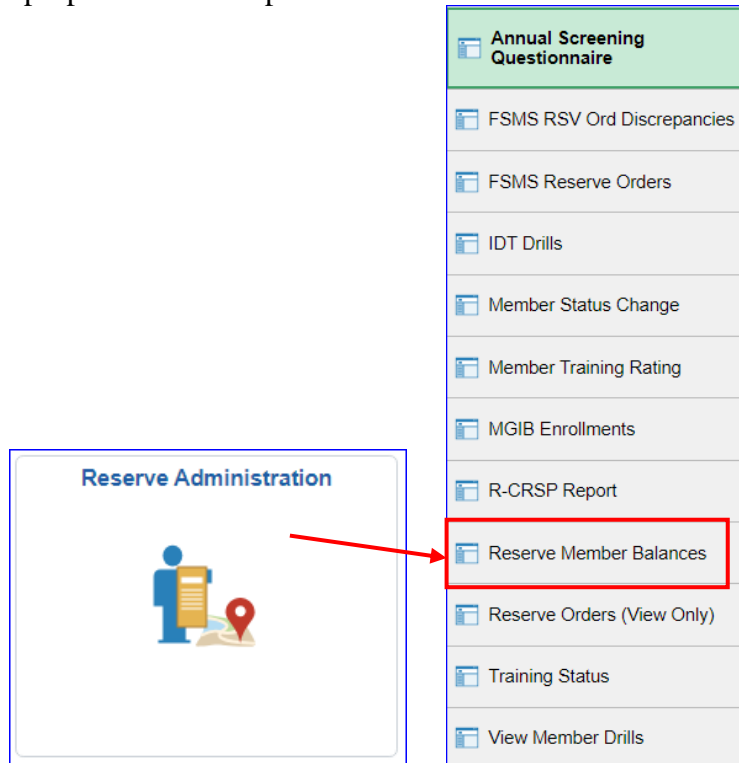
Introduction This section provides the procedure for estimating the number of years of total combined AD a Reserve member has completed.

Information Per reference (d), Reservists must not perform AD (except ADT-AT) if the reservist has accrued, or will accumulate due to the length of ADOS assigned any of the following:

- a. Over 16 years total AD. Waiver request packages (including endorsements with comments) must be forwarded through the chain of command to Commander (CG PSC-RPM) for consideration, prior to the commencement of orders.
- b. Over 18 years total AD (sanctuary). Reservists on AD (except ADT-AT) who accumulate 18 years of cumulative AD must not be involuntarily released (other than for physical disability or for cause) from that duty until they have accrued 20 years of AD and become entitled to a regular retirement in accordance with Reference (d), Title 10 U.S.C. §12686. Waiver request packages must be forwarded through Office of Resource Management, Pay and Benefits Division (CG-832) to receive written authorization from Commander (CG PSCRPM), prior to the commencement of orders.

Procedure

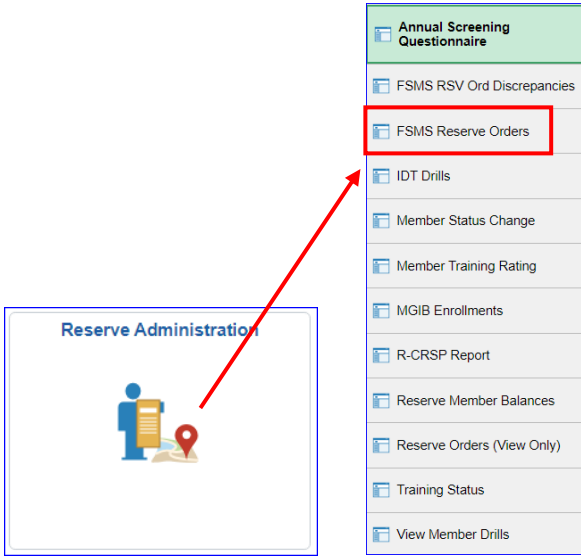
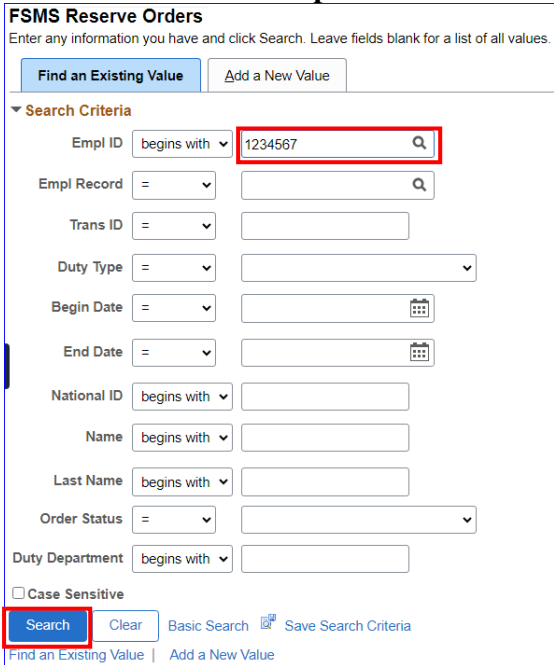
- Years of combined active service are calculated in accordance with reference (c), by combining all prior AD days, including prior service in an Active component, ADT and ADOT. Affiliation Points and points earned by performing Inactive Duty or by completion of correspondence courses are not used when calculating combined active service.
- From the **Reserve Administration** Tile, select the **Reserve Member Balance** option (see the [Reserve Member Balance Guide](#)), to access the member's points statement. Add up all previous AD points including any recent AD and the points for the number of days (1 point per day) of the proposed new AD period.



- If the total is equal to or more than 5840 (16 years) the member shall not perform any type of AD (except ADT-AT) without prior waiver authorization. If the total is equal to or more than 6570 (18 years) the member shall not perform any type of AD except ADT-AT without prior waiver authorization.
-

Issuing Orders

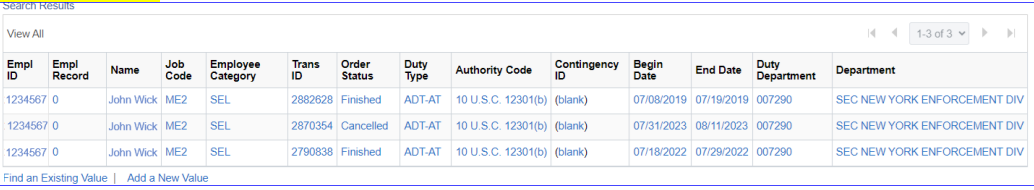

Procedures See below.

Step	Action
<p>1</p>	<p>Prior to creating AD Orders, ensure the orders will not overlap dates with any previously submitted orders or submitted IDTs for the member. To verify if any prior AD orders have been authorized, select the FSMS Reserve Orders option after clicking on the Reserve Administration tile.</p> 
<p>2</p>	<p>Enter the member's Empl ID and click Search.</p> 

Continued on next page

Issuing Orders, Continued

Procedures,
continued

Step	Action																																																								
3	<p>All Reserve AD Orders for the member will display. Before you begin, ensure there are no other AD orders or IDT requests that may overlap the new orders other than in a "Cancelled" status. Also ensure all previous orders are set to "Finished" or "Cancelled" prior to setting the new orders to "En Route".</p> <p>NOTE: Once a request for AD Orders has been entered and saved, the Duty Type, Begin Date and End Date cannot be edited. If information in those fields is incorrect, the current request must be Cancelled and a new request submitted with the correct information.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Job Code</th> <th>Employee Category</th> <th>Trans ID</th> <th>Order Status</th> <th>Duty Type</th> <th>Authority Code</th> <th>Contingency ID</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>John Wick</td> <td>ME2</td> <td>SEL</td> <td>2882628</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>(blank)</td> <td>07/08/2019</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>John Wick</td> <td>ME2</td> <td>SEL</td> <td>2870354</td> <td>Cancelled</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>(blank)</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>John Wick</td> <td>ME2</td> <td>SEL</td> <td>2790838</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>(blank)</td> <td>07/18/2022</td> <td>07/29/2022</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Job Code	Employee Category	Trans ID	Order Status	Duty Type	Authority Code	Contingency ID	Begin Date	End Date	Duty Department	Department	1234567	0	John Wick	ME2	SEL	2882628	Finished	ADT-AT	10 U.S.C. 12301(b)	(blank)	07/08/2019	07/19/2019	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	John Wick	ME2	SEL	2870354	Cancelled	ADT-AT	10 U.S.C. 12301(b)	(blank)	07/31/2023	08/11/2023	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	John Wick	ME2	SEL	2790838	Finished	ADT-AT	10 U.S.C. 12301(b)	(blank)	07/18/2022	07/29/2022	007290	SEC NEW YORK ENFORCEMENT DIV
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4	<p>Click the Add a New Value Tab and select a Duty Type from the drop-down. Enter the Begin Date and End Date, then click Add.</p>  <p>The screenshot shows the "FSMS Reserve Orders" form with the following fields and annotations:</p> <ul style="list-style-type: none"> Find an Existing Value and Add a New Value tabs are at the top. Empl ID: 1234567 Empl Record: 0 Trans ID: 0 Duty Type: Active Duty for Training-AT (dropdown menu) Begin Date: 05/06/2024 End Date: 05/11/2024 Add button is at the bottom. An annotation box with an arrow points to the date fields, containing the text: "Enter days of applicable travel". 																																																								

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Issuing Orders, Continued

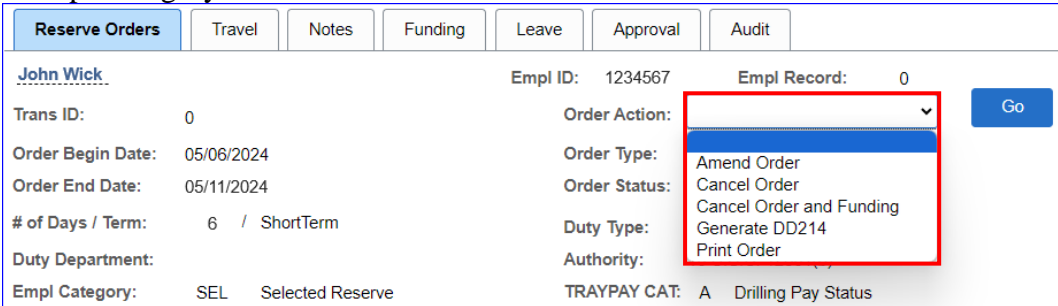
Procedures,
Continued

Step	Travel Days Guidance
4 Cont.	RSV members cannot travel unless they are in a paid status, if a member is entitled to a travel day to be able to report at the required time, you must include that day when building the order. DXR authorization is required for all travel days. Once determined, you must enter the travel day(s) into the Begin Date and End Date , to ensure the dates are populated on the Open Authorization in ETS.

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Issuing Orders, Continued

Procedures,
continued

Step	Action
5	<p>The Reserve Orders page will display with specific order information:</p> <ul style="list-style-type: none"> • Order Action is only used when orders are being amended, cancelled, or to print a copy of the orders when completed. • Order Begin and End Dates • # of Days/Term • Order Type • Order Status • Duty Type • Authority • Empl Category and TRAYPAY CAT  <p>The screenshot shows the 'Reserve Orders' page for John Wick. The page includes tabs for Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The main content area displays order information for John Wick (Empl ID: 1234567, Empl Record: 0). The 'Order Action' dropdown menu is open, showing options: Amend Order, Cancel Order, Cancel Order and Funding, Generate DD214, and Print Order. A 'Go' button is visible to the right of the dropdown.</p>

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Issuing Orders, Continued

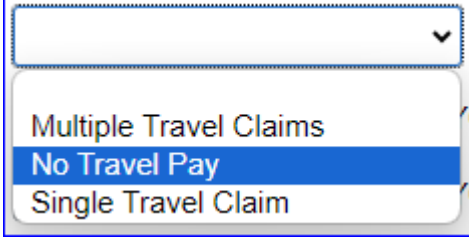
Procedures,
continued

Step	Action										
<p>6</p>	<p>Complete the Basic Information Section. See explanation of fields below.</p> <div data-bbox="268 521 1321 976" style="border: 1px solid black; padding: 5px;"> <p>Basic Information</p> <p>Purpose: <input type="text" value="PBC"/> <input type="button" value="Q"/> POSITION BASED COMPETENCY TRAINING <input type="button" value="Route for Authorization"/></p> <p>Payment for Duty: <input type="text" value="Pay and Allowances"/> <input type="button" value="v"/></p> <p>Payment for Travel: <input type="text" value="Single Travel Claim"/> <input type="button" value="v"/></p> <p>*Duty Department: <input type="text" value="007290"/> <input type="button" value="Q"/> SEC NEW YORK ENFORCEMENT DIV</p> <p>Dept Benefiting: <input type="text" value="007290"/> <input type="button" value="Q"/> SEC NEW YORK ENFORCEMENT DIV</p> <p>Dept Funding: <input type="text" value="008144"/> <input type="button" value="Q"/> D1 PLNG & FORCE RDNS DIV (DX)</p> <p>Days of ADT-AT Satisfied: <input type="text" value="6"/> <input type="checkbox"/> Govt Credit Card Holder:</p> <p>Authority (Ref): <input type="text"/></p> <p>Auth. Official (Name, Rank): <input type="text"/></p> </div>										
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AB	Pub Affair										
AC	Conf Base										
	<p>Payment for Duty</p> <p>Click the drop-down and select. Defaults to Pay and Allowances for ADT-AT orders and cannot be edited.</p> <div data-bbox="512 1563 986 1783" style="border: 1px solid black; padding: 5px;"> <p><input type="text" value="Pay and Allowances"/> <input type="button" value="v"/></p> <p>No Duty Pay (Points Only)</p> <p>Pay and Allowances</p> <p>007290 <input type="button" value="Q"/> SEC NEW YORK</p> </div> <ul style="list-style-type: none"> • No Duty Pay (Points Only) – Used if member is performing AD for retirement points only. • Pay and Allowances – Used if member is performing AD for pay/allowances and retirement points. 										

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Issuing Orders, Continued

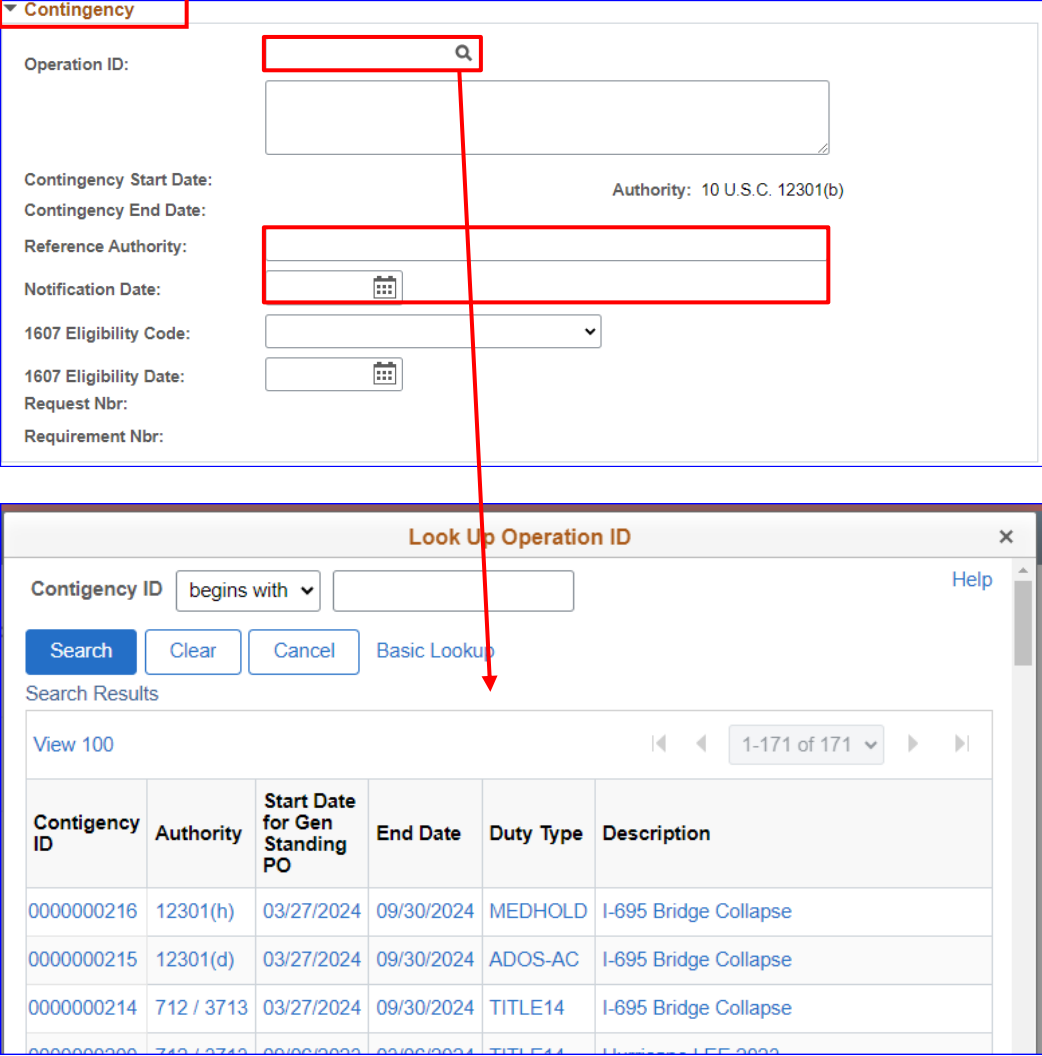
Procedures,
continued

Step	Action	
6 cont.	Field	Description
	Payment for Travel	<p>Click the drop-down and make a selection.</p>  <ul style="list-style-type: none"> • Multiple Travel Claims – Used if member will be on extended orders and authorized to submit multiple claims. • No Travel Pay – Used if travel payment in accordance with JTR is not authorized. • Single Travel Claim – Used if member will be submitting a single claim upon completion of orders.
	Duty Department	Enter the member's current PDS. Do NOT change for short-term ADOS or Involuntary Orders. Only update for those member's issued long-term ADOS, EAD, or IADT orders.
	Dept Benefitting	Defaults to member's permanent duty assignment but may be changed to the department ID where the duty will be performed.
	Dept Funding	Defaults to the department associated with the Dept Benefitting but may be changed to the actual department providing funding.
	Days of ADT-AT Satisfied	Defaults to the number of days these orders may be used to satisfy the ADT-AT requirement (up to 15).
	Govt Credit Card Holder	Click the check box if the member holds a Govt Credit Card.
	Authority (Ref)	May be left blank or enter the authority announcing the AD.
Auth. Official (Name, Rank)	Enter the unit member authorized to approve the orders.	

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Issuing Orders, Continued

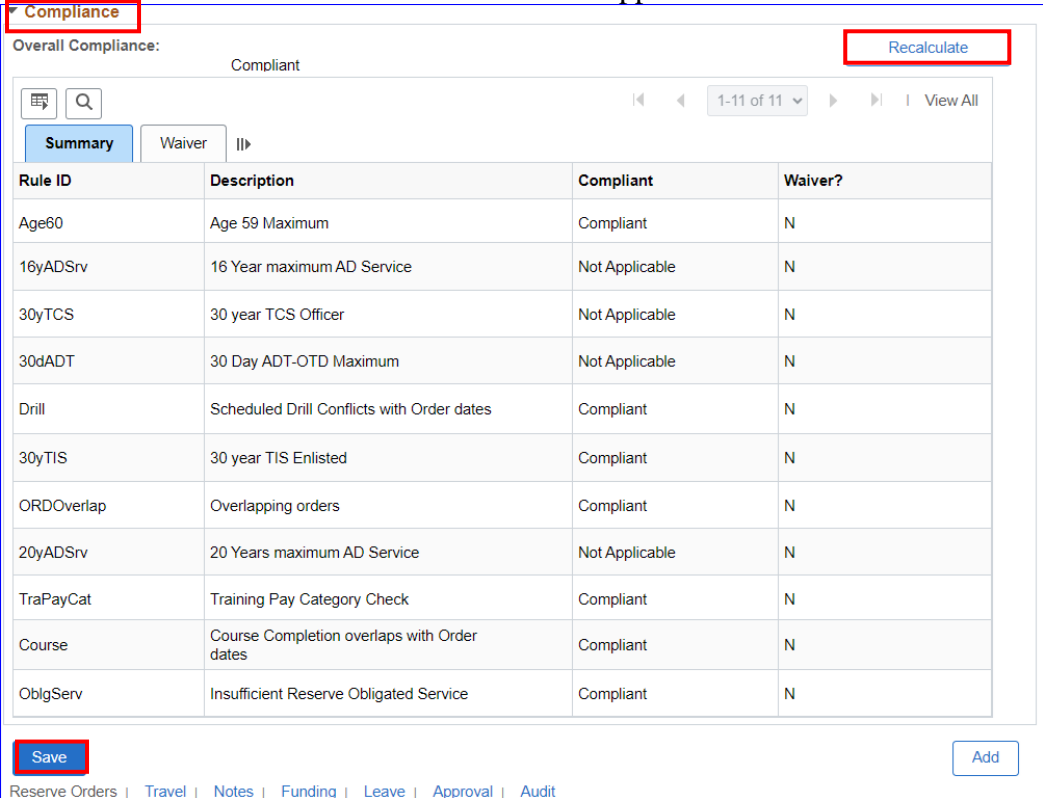
Procedures,
continued

Step	Action																								
7	<p>The Contingency section is collapsed for orders not requiring a contingency. If required:</p> <ul style="list-style-type: none"> • Click the expansion arrow to open and enter the data provided by the order issuing authority. • Click the Operation ID lookup icon to search and select a specific contingency. • If entering contingency data, you must complete the Reference Authority and Notification Date. This date must be after the end date of any previous orders.  <p>The screenshot shows two parts of the interface. The top part is a form titled 'Contingency' with fields for: Operation ID (with a search icon), Contingency Start Date, Contingency End Date, Reference Authority, Notification Date (with a calendar icon), 1607 Eligibility Code (dropdown), 1607 Eligibility Date (with a calendar icon), Request Nbr, and Requirement Nbr. The bottom part is a 'Look Up Operation ID' dialog box. It has a search bar with a dropdown set to 'begins with', a 'Search' button, and a 'Basic Lookup' button. Below the search bar is a table of search results:</p> <table border="1"> <thead> <tr> <th>Contingency ID</th> <th>Authority</th> <th>Start Date for Gen Standing PO</th> <th>End Date</th> <th>Duty Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0000000216</td> <td>12301(h)</td> <td>03/27/2024</td> <td>09/30/2024</td> <td>MEDHOLD</td> <td>I-695 Bridge Collapse</td> </tr> <tr> <td>0000000215</td> <td>12301(d)</td> <td>03/27/2024</td> <td>09/30/2024</td> <td>ADOS-AC</td> <td>I-695 Bridge Collapse</td> </tr> <tr> <td>0000000214</td> <td>712 / 3713</td> <td>03/27/2024</td> <td>09/30/2024</td> <td>TITLE14</td> <td>I-695 Bridge Collapse</td> </tr> </tbody> </table>	Contingency ID	Authority	Start Date for Gen Standing PO	End Date	Duty Type	Description	0000000216	12301(h)	03/27/2024	09/30/2024	MEDHOLD	I-695 Bridge Collapse	0000000215	12301(d)	03/27/2024	09/30/2024	ADOS-AC	I-695 Bridge Collapse	0000000214	712 / 3713	03/27/2024	09/30/2024	TITLE14	I-695 Bridge Collapse
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Continued on next page

Issuing Orders, Continued

Procedures,
continued

Step	Action																																																
8	<p>The Compliance section is always collapsed. Click the expansion arrow to validate the member is compliant with order eligibility requirements.</p> <p>Click Save.</p> <p>NOTE: Orders cannot be routed for authorization/approval when the member is in a non-compliant status.</p> <p>Once the compliant discrepancy has been corrected, click the Recalculate button and orders can then be forwarded for authorization/approval.</p>  <table border="1" data-bbox="279 974 1264 1527"> <thead> <tr> <th>Rule ID</th> <th>Description</th> <th>Compliant</th> <th>Waiver?</th> </tr> </thead> <tbody> <tr> <td>Age60</td> <td>Age 59 Maximum</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>16yADSrv</td> <td>16 Year maximum AD Service</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>30yTCS</td> <td>30 year TCS Officer</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>30dADT</td> <td>30 Day ADT-OTD Maximum</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>Drill</td> <td>Scheduled Drill Conflicts with Order dates</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>30yTIS</td> <td>30 year TIS Enlisted</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>ORDOverlap</td> <td>Overlapping orders</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>20yADSrv</td> <td>20 Years maximum AD Service</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>TraPayCat</td> <td>Training Pay Category Check</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>Course</td> <td>Course Completion overlaps with Order dates</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>ObligServ</td> <td>Insufficient Reserve Obligated Service</td> <td>Compliant</td> <td>N</td> </tr> </tbody> </table>	Rule ID	Description	Compliant	Waiver?	Age60	Age 59 Maximum	Compliant	N	16yADSrv	16 Year maximum AD Service	Not Applicable	N	30yTCS	30 year TCS Officer	Not Applicable	N	30dADT	30 Day ADT-OTD Maximum	Not Applicable	N	Drill	Scheduled Drill Conflicts with Order dates	Compliant	N	30yTIS	30 year TIS Enlisted	Compliant	N	ORDOverlap	Overlapping orders	Compliant	N	20yADSrv	20 Years maximum AD Service	Not Applicable	N	TraPayCat	Training Pay Category Check	Compliant	N	Course	Course Completion overlaps with Order dates	Compliant	N	ObligServ	Insufficient Reserve Obligated Service	Compliant	N
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Issuing Orders, Continued

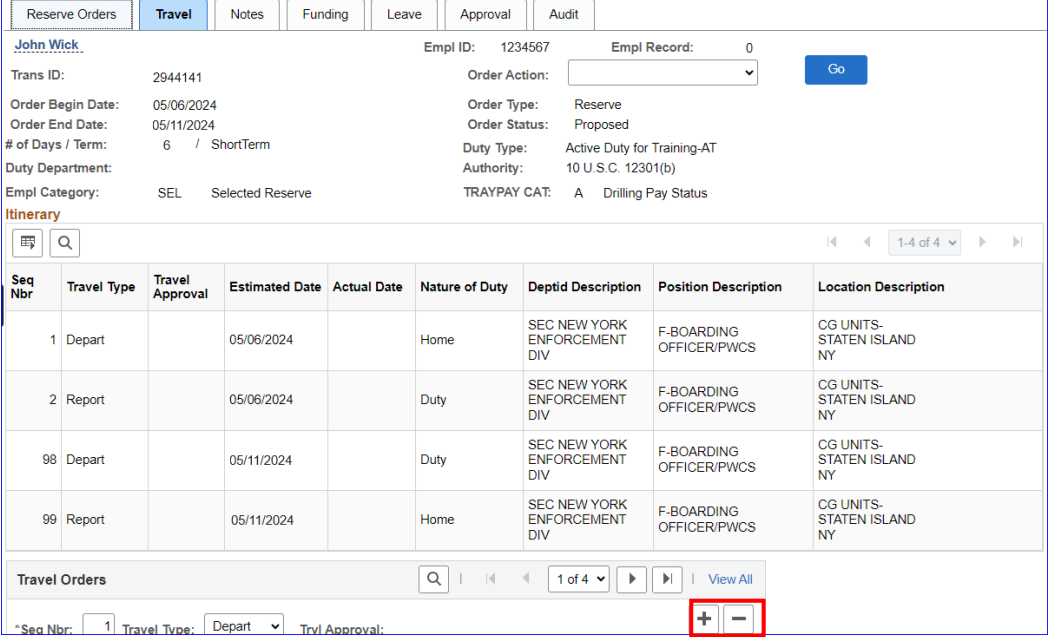
Procedures,
continued

Step	Action
9	<p>Select the Travel tab.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Reserve Orders Travel Notes Funding Leave Approval Audit </div> <p><u>John Wick</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2944141 Order Action: <input type="text"/> Go</p> <p>Order Begin Date: 05/06/2024 Order Type: Reserve</p> <p>Order End Date: 05/11/2024 Order Status: Proposed</p> <p># of Days / Term: 6 / ShortTerm Duty Type: Active Duty for Training-AT</p> <p>Duty Department: Authority: 10 U.S.C. 12301(b)</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> <p>Basic Information</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Purpose: <input type="text" value="PBC"/> POSITION BASED COMPETENCY TRAINING Route for Authorization</p> <p>Payment for Duty: <input type="text" value="Pay and Allowances"/></p> <p>Payment for Travel: <input type="text" value="Single Travel Claim"/></p> <p>*Duty Department: <input type="text" value="007290"/> SEC NEW YORK ENFORCEMENT DIV</p> <p>Dent Benefiting: <input type="text" value="007290"/> SEC NEW YORK ENFORCEMENT DIV</p> </div> </div>

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Issuing Orders, Continued

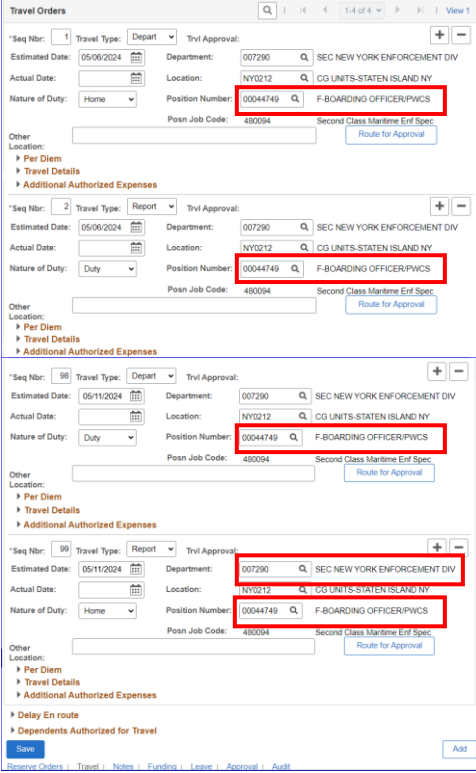
Procedures,
continued

Step	Action
<p>10</p>	<p>Scroll down to the Travel Orders section and click View All to view all the travel rows.</p> <p>There are separate endorsements required for each leg of the orders. The Travel orders section will be completed by the P&A when the member reports for duty (Seq Nbr 1 and 2).</p> <p>NOTE: DO NOT ADD OR DELETE ROWS. THESE ORDERS ARE NOT AND SHOULD NOT BE USED IN PLACE OF TDY ORDERS. DA is not currently designed to understand sequence numbers other than 1, 2, 98 and 99. Adding/inserting rows can cause a delay or not accurately pay a member and may require manual intervention by PPC and/or programmers to correct the system.</p> 

Continued on next page

Issuing Orders, Continued

Procedures,
continued

Step	Action
11	<p>If performing Long Term (LT) AD:</p> <ul style="list-style-type: none"> • Seq Nbr 2 and 98 - Enter the Position Number the member will be performing the duty. • Seq Nbr 99 – Always goes to the IRR. The billet is lost when going to the IRR, and must request a new billet using the ALCOAST guidance for RSV billets. The RELAD will place them in a new billet NOT the SEQ 99. <p>You must enter the IRR Department ID 002817 and Position #00062025 and the Member will follow fiscal year guidance for requesting a reserve billet outside the IRR. NOTE: This does NOT apply to Contingency INVOL T10 Orders.</p> <p>If performing Short Term AD.</p> <ul style="list-style-type: none"> • SEQ Nbr 99 – • The Department will default to unit identified on the Reserve Orders tab. • The Position Numbers will default to the members permanent duty assignment.  <p>The screenshot shows the 'Travel Orders' interface with four entries. Each entry has the following fields: Seq Nbr, Travel Type, Depart, Trvl Approval, Estimated Date, Department, Actual Date, Location, Nature of Duty, Position Number, and Posn Job Code. The Position Number field is highlighted in red in each entry, showing the value 00044749. The Department field is 007290 and the Location field is NY0212. The Nature of Duty field is 'Home' for Seq Nbr 1 and 99, and 'Duty' for Seq Nbr 2 and 98. The Posn Job Code is 480094. The interface also includes expandable sections for 'Other Location', 'Per Diem', 'Travel Details', and 'Additional Authorized Expenses'.</p>

Continued on next page

Issuing Orders, Continued

Procedures,
continued

Step	Action										
12	<p>Each endorsement will have several sections. Per Diem, Travel Details and Additional Authorized Expenses sections – If required, click the arrows to expand the sections and enter the applicable data.</p> <div data-bbox="268 595 1321 1025" style="border: 1px solid blue; padding: 5px;"> <p>Travel Orders 1-4 of 4 View 1</p> <p>*Seq Nbr: <input type="text" value="1"/> 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="05/06/2024"/> Department: <input type="text" value="007290"/> SEC NEW YORK ENFORCEMENT DIV</p> <p>Actual Date: <input type="text"/> Location: <input type="text" value="NY0212"/> CG UNITS-STATEN ISLAND NY</p> <p>Nature of Duty: <input type="text" value="Home"/> Position Number: <input type="text" value="00044749"/> F-BOARDING OFFICER/PWCS</p> <p>Other Location: <input type="text"/> Posn Job Code: 480094 Second Class Maritime Enf Spec <input type="button" value="Route for Approval"/></p> <p> <input type="button" value="Per Diem"/> <input type="button" value="Travel Details"/> <input type="button" value="Additional Authorized Expenses"/> </p> </div> <div data-bbox="268 1048 1098 1525" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Per Diem</p> <p>Current Messing Entitlement: <input type="text"/></p> <p>Messing and Quarters</p> <p>Messing: <input type="text"/> CIV Reduced Per Diem Amt: <input type="text"/></p> <p>Govt Rate: <input type="text"/> Govt Reduced Per Diem Amt: <input type="text"/></p> <p>Lodging Rate Factor: <input type="text"/> Actual Expense Amount: <input type="text"/></p> <p>Lodging Rate: <input type="text"/> IAW CMDT LTR of: <input type="text"/></p> <p>Per Diem MIE Rate: <input type="text"/></p> <p>Per Diem City: <input type="text"/></p> <p>Per Diem Quarters: <input type="text"/> Amount: <input type="text"/> <input type="checkbox"/> Contracted</p> <p>Travel at TDY Site</p> <p><input type="checkbox"/> Rental Car <input type="checkbox"/> Upgrade Authorization Upgrade to Size: <input type="text"/></p> <p><input type="checkbox"/> Local Travel (Includes taxi, bus, metro & oth Public Trans)</p> </div> <div data-bbox="268 1547 1098 1771" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Travel Details</p> <p><input type="checkbox"/> Combat Zone <input type="checkbox"/> Commercial Carrier (own expense subject to reimbursement) <input type="checkbox"/> Gov't Owned Conveyance</p> <p><input type="checkbox"/> Gov't Transportation Account (GTA) <input type="checkbox"/> Privately Owned Conveyance (POC)</p> <p>Mode of Transportation: <input type="text"/> POC Type: <input type="text"/> \$: <input type="text"/></p> <p>RON Days: <input type="text"/> RON Locality: <input type="text"/></p> <p>Medical Travel: <input type="text"/> Medical Escort: <input type="text"/></p> </div> <div data-bbox="268 1794 1098 1935" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Additional Authorized Expenses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Additional Expense Code</th> <th style="width: 40%;">Expense</th> <th style="width: 20%;">Proposed Amount</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> </div>	Additional Expense Code	Expense	Proposed Amount			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
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Issuing Orders, Continued

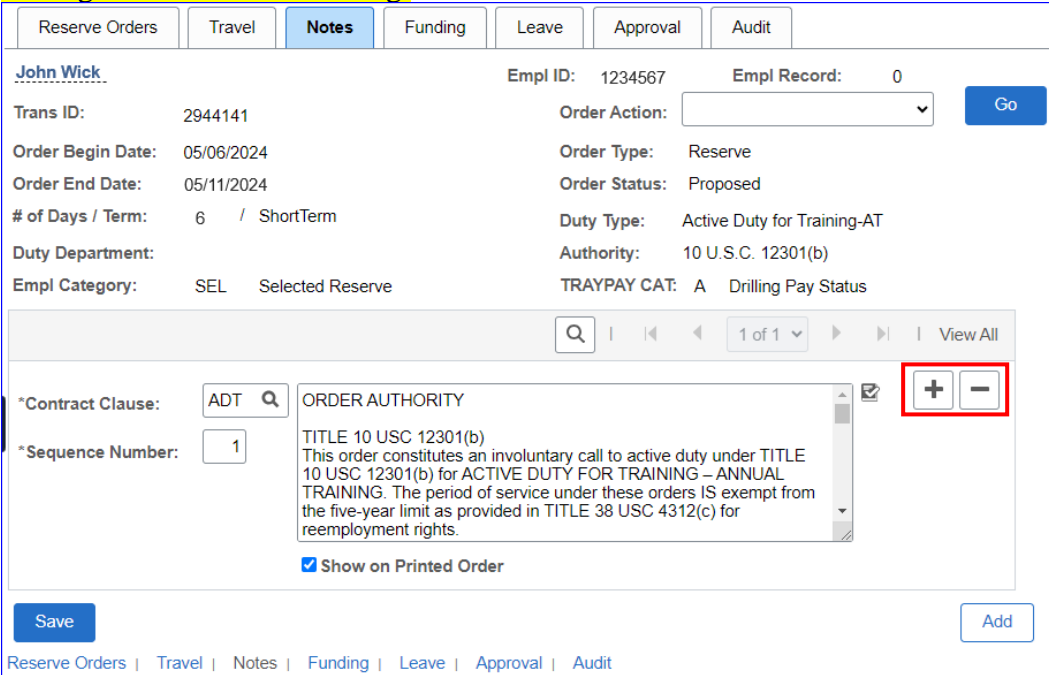
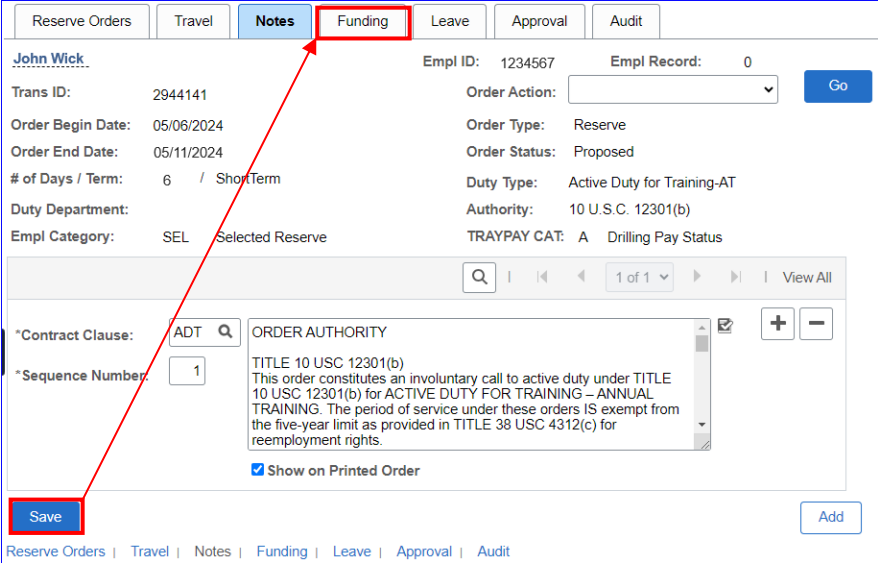
Procedures,
continued

Step	Action																																
<p>13</p>	<p>Delay En route and Dependents Authorized for Travel sections – Click the arrow to expand the section and complete if applicable.</p> <div style="border: 1px solid black; padding: 5px;"> <p>▼ Delay En route</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Begin Date</th> <th style="width: 20%;">End Date</th> <th style="width: 30%;">Delay En route</th> <th style="width: 15%;">Days</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>▼ Dependents Authorized for Travel</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Auth for Travel</th> <th style="width: 10%;">Dep/Benef</th> <th style="width: 15%;">Name</th> <th style="width: 10%;">Relation</th> <th style="width: 10%;">Marital Status</th> <th style="width: 10%;">Marital Status Date</th> <th style="width: 5%;">Student</th> <th style="width: 10%;">Date of Birth</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Add"/></p> <p><small>Reserve Orders Travel Notes Funding Leave Approval Audit</small></p> </div>	Begin Date	End Date	Delay En route	Days			1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth			1	<input type="checkbox"/>	<input type="text"/>						<input type="text"/>	<input type="text"/>
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<p>14</p>	<p>Select the Notes tab.</p> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Reserve Orders</td> <td style="width: 15%;">Travel</td> <td style="width: 15%;">Notes</td> <td style="width: 15%;">Funding</td> <td style="width: 15%;">Leave</td> <td style="width: 15%;">Approval</td> <td style="width: 15%;">Audit</td> </tr> </table> <p>John Wick Empl ID: 1234567</p> <p>Trans ID: 2944141 Order Action: <input type="text"/></p> <p>Order Begin Date: 05/06/2024 Order Type: Reser</p> <p>Order End Date: 05/11/2024 Order Status: Probo</p> </div>	Reserve Orders	Travel	Notes	Funding	Leave	Approval	Audit																									
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Issuing Orders, Continued

Procedures,
continued

Step	Action
<p>15</p>	<p>See the Overview for Order Notes for Reserve Orders. The Contract Clause <i>should</i> display with the correct order note, but if not, click the minus button to delete the incorrect note and then click the plus button to add the required note per the order type.</p> <p>DXR NOTE: YN need to enter data in the order note template itself before routing to the DXR for funding.</p> 
<p>16</p>	<p>Click Save, then select the Funding Tab.</p> 

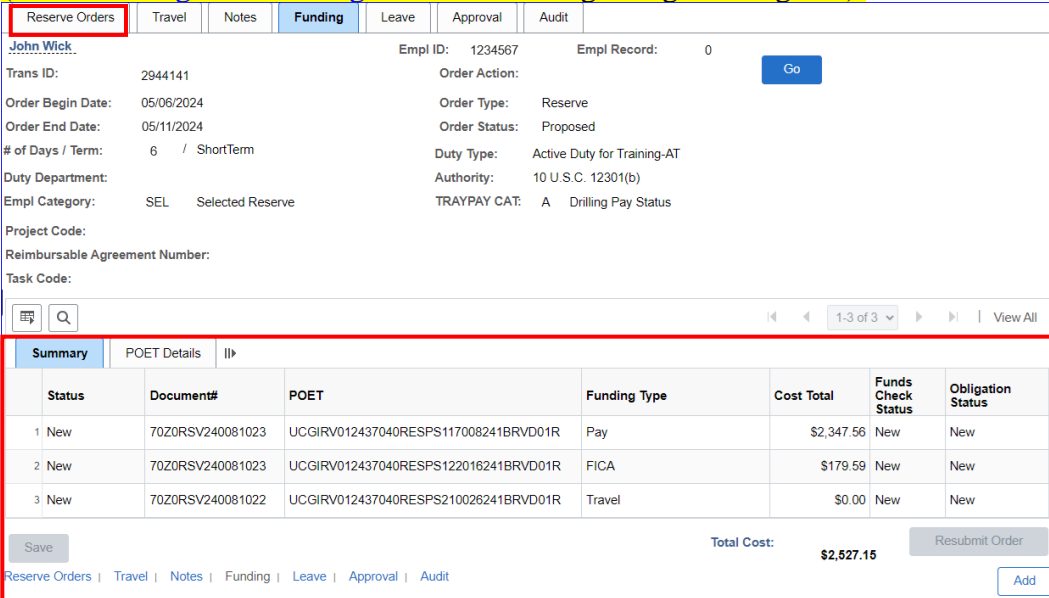
11 February 2025

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Issuing Orders, Continued

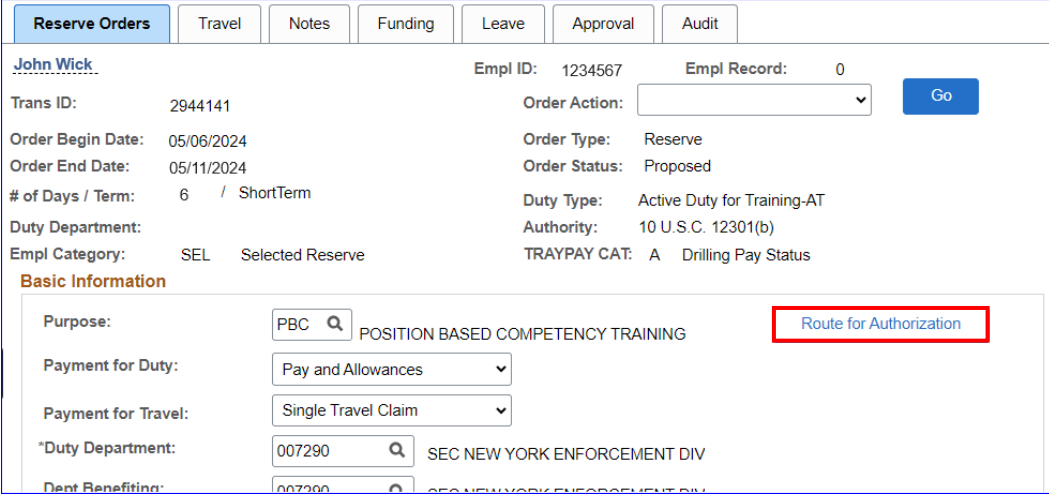
Procedures,
continued

Step	Action																												
17	<ul style="list-style-type: none"> Only members with CGRSVISC role can enter or edit the Funding tab. The Summary and POET Details will auto populate for all Reserve Orders except for Short Term ADOS-AC, when orders are authorized by District (DXR/LOGCOM/PAC-13). Commands shall forward Short Term ADOS funding data via the Order Notes to the District (DXR/LOGCOM/PAC-13) for manual entry into DA. Select the Reserve Orders tab. <p>IMPORTANT: For Long-Term ADOS Orders (Non-Contingency), do NOT add any Document# or POET information to the Pay and FICA lines (see the IMPORTANT note at the beginning of this guide).</p> <p>WARNING: If any funding lines on the Order are greater than \$0.00 and that 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 the Changes to Funding section at the beginning of this guide).</p>  <p>The screenshot shows the 'Reserve Orders' interface with the 'Funding' tab selected. It displays order details for John Wick, including Trans ID, dates, and funding lines. A summary table is highlighted with a red border, showing three funding lines: Pay (\$2,347.56), FICA (\$179.59), and Travel (\$0.00). The total cost is \$2,527.15.</p> <table border="1" data-bbox="268 1413 1321 1592"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> </tr> </thead> <tbody> <tr> <td>1 New</td> <td>70Z0RSV240081023</td> <td>UCGIRV012437040RESPS117008241BRVD01R</td> <td>Pay</td> <td>\$2,347.56</td> <td>New</td> <td>New</td> </tr> <tr> <td>2 New</td> <td>70Z0RSV240081023</td> <td>UCGIRV012437040RESPS122016241BRVD01R</td> <td>FICA</td> <td>\$179.59</td> <td>New</td> <td>New</td> </tr> <tr> <td>3 New</td> <td>70Z0RSV240081022</td> <td>UCGIRV012437040RESPS210026241BRVD01R</td> <td>Travel</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> </tbody> </table>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	70Z0RSV240081023	UCGIRV012437040RESPS117008241BRVD01R	Pay	\$2,347.56	New	New	2 New	70Z0RSV240081023	UCGIRV012437040RESPS122016241BRVD01R	FICA	\$179.59	New	New	3 New	70Z0RSV240081022	UCGIRV012437040RESPS210026241BRVD01R	Travel	\$0.00	New	New
Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status																							
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2 New	70Z0RSV240081023	UCGIRV012437040RESPS122016241BRVD01R	FICA	\$179.59	New	New																							
3 New	70Z0RSV240081022	UCGIRV012437040RESPS210026241BRVD01R	Travel	\$0.00	New	New																							

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Issuing Orders, Continued

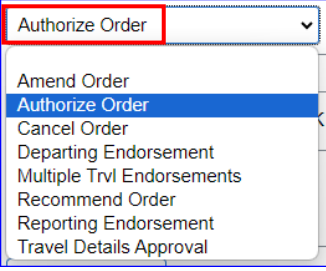
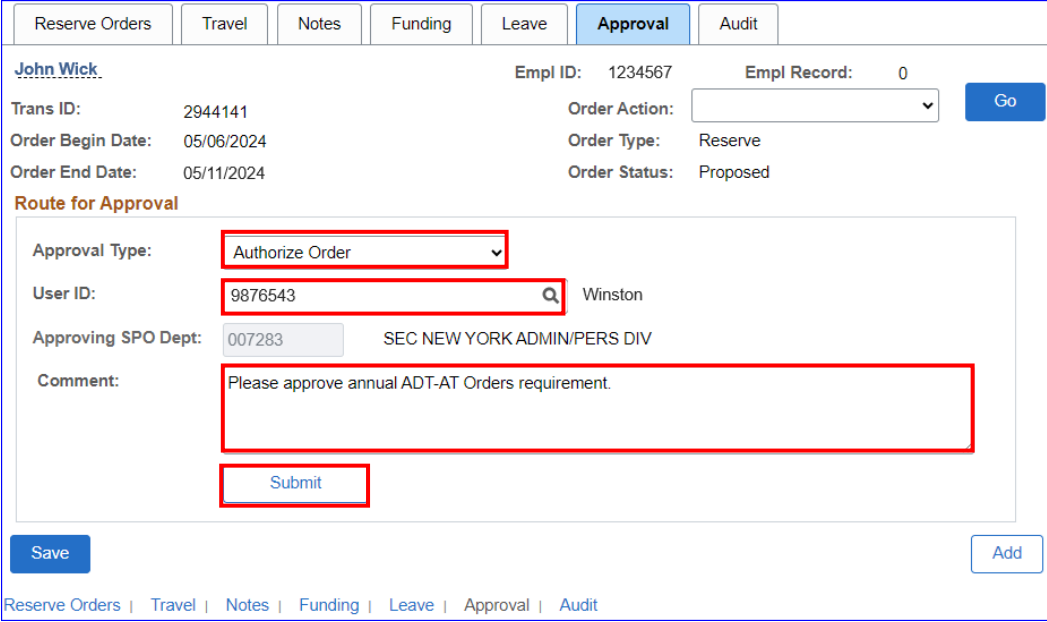
Procedures,
continued

Step	Action
18	<p>Click the Route for Authorization button.</p>  <p>The screenshot displays a web application interface for issuing orders. At the top, there are tabs for 'Reserve Orders', 'Travel', 'Notes', 'Funding', 'Leave', 'Approval', and 'Audit'. The 'Reserve Orders' tab is active. Below the tabs, the user's name 'John Wick' is displayed, along with 'Empl ID: 1234567' and 'Empl Record: 0'. There is a 'Go' button next to the 'Empl Record' field. The main section contains order details: 'Trans ID: 2944141', 'Order Begin Date: 05/06/2024', 'Order End Date: 05/11/2024', '# of Days / Term: 6 / ShortTerm', 'Duty Department:', 'Empl Category: SEL Selected Reserve', 'Order Action:' (a dropdown menu), 'Order Type: Reserve', 'Order Status: Proposed', 'Duty Type: Active Duty for Training-AT', 'Authority: 10 U.S.C. 12301(b)', and 'TRAYPAY CAT: A Drilling Pay Status'. Below this is a 'Basic Information' section with fields for '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), and 'Dent Benefiting:' (007290 SEC NEW YORK ENFORCEMENT DIV). A blue button labeled 'Route for Authorization' is highlighted with a red rectangular box.</p>

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Issuing Orders, Continued

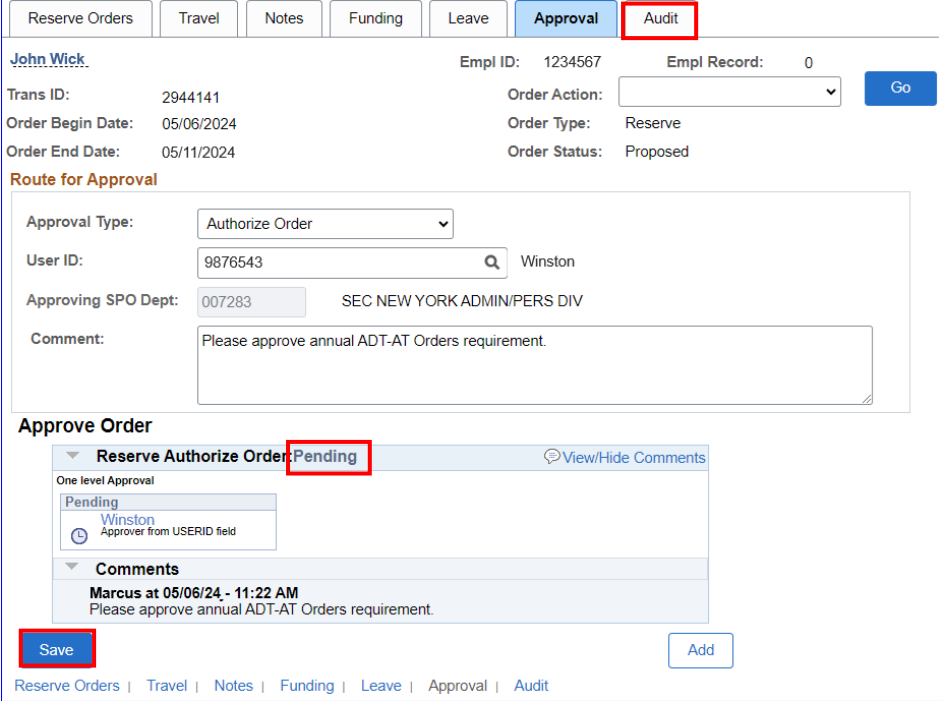
Procedures,
continued

Step	Action
19	<p>Enter the following:</p> <ul style="list-style-type: none"> • Approval Type: Will default to Authorize Order for forwarding to the District (DXR) or LOGCOM for authorization.  <ul style="list-style-type: none"> • User ID: Enter the Empl ID of the Orders approver. Hit tab to populate the name. • Comments: Enter any comments. <p>Click the Submit button.</p> 

Continued on next page

Issuing Orders, Continued

Procedures,
continued

Step	Action
20	<p>The Approval tab will now display the Reserve Orders as Pending. Click Save. Orders are now complete and pending Authorization. Select the Audit tab.</p>  <p>The screenshot displays a web application interface for managing orders. At the top, there are navigation tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The 'Approval' tab is currently selected, and the 'Audit' tab is highlighted with a red box. Below the tabs, the user's name 'John Wick' is shown along with their Employee ID (1234567) and record count (0). The order details include Trans ID: 2944141, Order Begin Date: 05/06/2024, Order End Date: 05/11/2024, Order Action: (dropdown), Order Type: Reserve, and Order Status: Proposed. A 'Go' button is present next to the Order Action dropdown. The 'Route for Approval' section contains an 'Approval Type' dropdown set to 'Authorize Order', a 'User ID' field with '9876543' and 'Winston', an 'Approving SPO Dept' field with '007283' and 'SEC NEW YORK ADMIN/PERS DIV', and a 'Comment' text area with the text 'Please approve annual ADT-AT Orders requirement.' Below this is the 'Approve Order' section, which shows a 'Reserve Authorize Order' status as 'Pending' (highlighted with a red box) and a 'View/Hide Comments' link. Underneath, there is a 'One level Approval' section showing a 'Pending' status with 'Winston' as the approver from the 'USERID field'. A 'Comments' section shows a comment from 'Marcus at 05/06/24 - 11:22 AM' with the text 'Please approve annual ADT-AT Orders requirement.' At the bottom of the 'Approve Order' section, there is a 'Save' button (highlighted with a red box) and an 'Add' button. At the very bottom of the interface, there is a breadcrumb trail: Reserve Orders Travel Notes Funding Leave Approval Audit.</p>

Continued on next page

Issuing Orders, Continued

Procedures,
continued

Step	Action																																																																																
21	<p>The Audit page will display with two fields:</p> <ul style="list-style-type: none"> • Approval History – An audit trail of who has approved the orders in sequence. • Order History – Displays who created or made any edits to the orders. <div data-bbox="268 600 1072 1146" style="border: 1px solid black; padding: 5px;"> <p>Approval History</p> <table border="1"> <thead> <tr> <th>User ID</th> <th>Name</th> <th>Datetime Modified</th> <th>Approval Status</th> <th>Approval Type</th> <th>Travel Seq Nbr</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1122233</td> <td>Marcus</td> <td>05/06/2024 11:22:26AM</td> <td>Pending</td> <td>Reserve Order Authorize</td> <td></td> </tr> <tr> <td>2</td> <td>1122233</td> <td>Marcus</td> <td>05/06/2024 11:22:26AM</td> <td>Pending</td> <td>Reserve Order Authorize</td> <td>Marcus: Please approve annual ADT-AT Orders requirement.</td> </tr> </tbody> </table> <p>Order History</p> <table border="1"> <thead> <tr> <th>User ID</th> <th>Name</th> <th>Datetime Modified</th> <th>Action</th> <th>Audit Record Name</th> </tr> </thead> <tbody> <tr><td>1</td><td>1122233</td><td>Marcus</td><td>05/06/2024 11:02:45AM</td><td>Add</td><td>CG_FMS_ORD_HDR</td></tr> <tr><td>2</td><td>1122233</td><td>Marcus</td><td>05/06/2024 11:02:45AM</td><td>Add</td><td>CG_FMS_FUNDING</td></tr> <tr><td>3</td><td>1122233</td><td>Marcus</td><td>05/06/2024 11:02:45AM</td><td>Add</td><td>CG_FMS_FUNDING</td></tr> <tr><td>4</td><td>1122233</td><td>Marcus</td><td>05/06/2024 11:02:45AM</td><td>Add</td><td>CG_FMS_FUNDING</td></tr> <tr><td>5</td><td>1122233</td><td>Marcus</td><td>05/06/2024 11:02:45AM</td><td>Add</td><td>CG_FMS_ORD_TRVL</td></tr> <tr><td>6</td><td>1122233</td><td>Marcus</td><td>05/06/2024 11:02:45AM</td><td>Add</td><td>CG_FMS_ORD_TRVL</td></tr> <tr><td>7</td><td>1122233</td><td>Marcus</td><td>05/06/2024 11:02:45AM</td><td>Add</td><td>CG_FMS_ORD_TRVL</td></tr> <tr><td>8</td><td>1122233</td><td>Marcus</td><td>05/06/2024 11:02:45AM</td><td>Add</td><td>CG_FMS_ORD_TRVL</td></tr> <tr><td>9</td><td>1122233</td><td>Marcus</td><td>05/06/2024 11:02:45AM</td><td>Add</td><td>CG_FMS_ORD_RSV</td></tr> </tbody> </table> </div>	User ID	Name	Datetime Modified	Approval Status	Approval Type	Travel Seq Nbr	Comments	1	1122233	Marcus	05/06/2024 11:22:26AM	Pending	Reserve Order Authorize		2	1122233	Marcus	05/06/2024 11:22:26AM	Pending	Reserve Order Authorize	Marcus: Please approve annual ADT-AT Orders requirement.	User ID	Name	Datetime Modified	Action	Audit Record Name	1	1122233	Marcus	05/06/2024 11:02:45AM	Add	CG_FMS_ORD_HDR	2	1122233	Marcus	05/06/2024 11:02:45AM	Add	CG_FMS_FUNDING	3	1122233	Marcus	05/06/2024 11:02:45AM	Add	CG_FMS_FUNDING	4	1122233	Marcus	05/06/2024 11:02:45AM	Add	CG_FMS_FUNDING	5	1122233	Marcus	05/06/2024 11:02:45AM	Add	CG_FMS_ORD_TRVL	6	1122233	Marcus	05/06/2024 11:02:45AM	Add	CG_FMS_ORD_TRVL	7	1122233	Marcus	05/06/2024 11:02:45AM	Add	CG_FMS_ORD_TRVL	8	1122233	Marcus	05/06/2024 11:02:45AM	Add	CG_FMS_ORD_TRVL	9	1122233	Marcus	05/06/2024 11:02:45AM	Add	CG_FMS_ORD_RSV
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