

Member: Reserve Active Duty Orders Request

Introduction This guide provides the procedures for viewing or requesting Active Duty (AD) Reserve Orders for yourself in Direct Access (DA).

IMPORTANT When submitting Order for review and approval, ensure the Approval Type is set to **Recommend Order** and **NOT Authorize Order** (for ADT-AT only). All other orders will be required to be vetted and built by your P&A/Admin.

If you save an order that is **not compliant**, you will not be able to route nor cancel it. You will need to contact your P&A Office. Your P&A Office will need to either get the order in compliance or deny the request.

Review for Overlapping Periods Prior to creating and submitting a request for AD Orders, ensure no prior AD Orders or Inactive Duty for Training (IDT) requests already exist in DA or overlap for the same period as the new request. The All Duty Report provides a list of all IDT and AD Orders executed during the Fiscal Year (FY).

AD Order Types The following Orders may be requested in DA:

- Active Duty for Training (ADT)
 - ADT-AT (Annual Training)
 - ADT-OTD (Other Training Duty)
- Active Duty for Other than Training (ADOT)
 - Active Duty Operational Support Active Component (ADOS-AC)
 - Active Duty Operational Support Reserve Component (ADOS-RC)

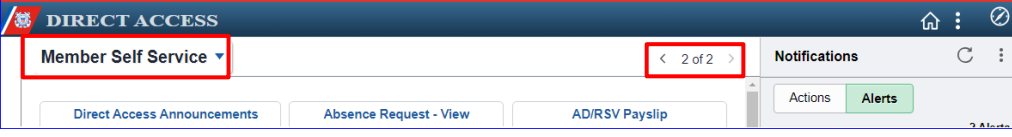
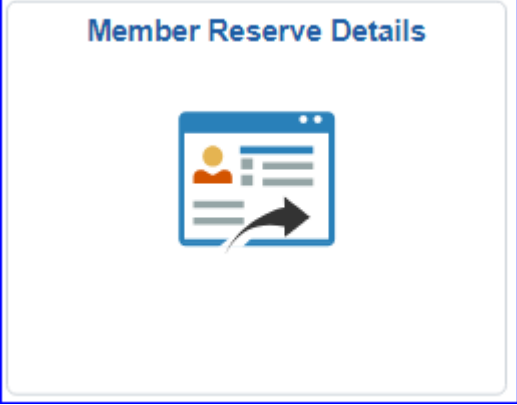
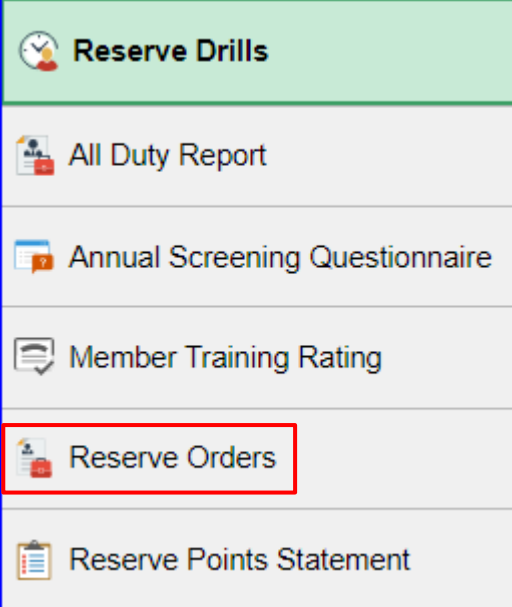
References

- (a) [Reserve Duty Status and Participation Manual, COMDTINST M1001.2 \(series\)](#)
- (b) [Personnel and Pay Procedures Manual \(3PM\), PPCINST M1000.2 \(series\), Chapter 10](#)
- (c) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
- (d) [Active Duty for Operational Support \(ADOS\), COMDTINST 1330.1 \(series\)](#)
- (e) [Joint Travel Regulations](#)

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Member: Reserve Active Duty Orders Request, Continued

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 Member Reserve Details tile.</p> 
3	<p>Select the Reserve Orders option.</p> 

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Member: Reserve Active Duty Orders Request, Continued

Procedures,
continued

Step	Action
4	<p>The FSMS My Reserve Orders page will display. Click Add a New Value.</p> <p>NOTE: It is important to review for any existing or overlapping AD Orders (see Important Information section). You may also click Search and review the Search Results for any existing or overlapping AD Orders.</p> <div data-bbox="287 667 1332 1892" style="border: 1px solid black; padding: 10px;"> <p>FSMS RSV Orders</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Find an Existing Value Add a New Value </div> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Empl Record = ▼ 0</p> <p>Trans ID = ▼ </p> <p>Duty Type = ▼ ▼</p> <p>Begin Date = ▼ <input type="text"/> </p> <p>End Date = ▼ <input type="text"/> </p> <p>National ID begins with ▼ </p> <p>Name begins with ▼ </p> <p>Last Name begins with ▼ </p> <p>Order Status = ▼ ▼</p> <p>Contingency ID begins with ▼ <input type="text"/> </p> <p>Duty Department begins with ▼ </p> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Search Clear Basic Search Save Search Criteria </div> <p style="font-size: small; margin-top: 5px;">Find an Existing Value Add a New Value</p> </div>

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Member: Reserve Active Duty Orders Request, Continued

Procedures,
continued

Step	Action
<p>5</p>	<p>Using the Duty Type drop-down, select the appropriate duty type.</p> <div data-bbox="287 526 1252 1086"> <p>FSMS RSV Orders</p> <p>Find an Existing Value Add a New Value</p> <p>Empl ID: 1234567</p> <p>Empl Record: 0</p> <p>Trans ID: 0</p> <p>Duty Type: ▼</p> <p>Begin Date: <input type="text"/></p> <p>End Date: <input type="text"/></p> <p>Add</p> <p>Find an Existing Value Add a New Value</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> Act Dty Operational Support-AC Act Dty Operational Support-RC Active Duty for Health Care Active Duty for Training-AT Active Duty for Training-OTD Extended Active Duty Initial Act Duty Training-IADT Invol Active Duty, Title 10 Invol Active Duty, Title 14 Medical Hold Recall for Discipline </div> </div>
<p>6</p>	<p>Enter a Begin Date and End Date for the Order, then click Add.</p> <div data-bbox="287 1153 1396 1937"> <p>FSMS RSV Orders</p> <p>Find an Existing Value Add a New Value</p> <p>Empl ID: 1234567</p> <p>Empl Record: 0</p> <p>Trans ID: 0</p> <p>Duty Type: Act Dty Operational Support-AC ▼</p> <p>Begin Date: 05/01/2024 <input type="text"/></p> <p>End Date: 05/31/2024 <input type="text"/></p> <p>Add</p> <p>Find an Existing Value Add a New Value</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px; display: inline-block;"> <p>Include travel dates (see next page).</p> </div> </div>

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Procedures,
Continued

Step	Action
6 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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Procedures,
continued

Step	Action												
7	<p>The Reserve Orders page will pre-populate with the following information based on the member's status and information entered in Steps 4 & 5:</p> <table border="1" data-bbox="288 562 1329 801"> <tr> <td>• Trans ID</td> <td>• Order Type</td> </tr> <tr> <td>• Order Begin Date</td> <td>• Order Status</td> </tr> <tr> <td>• Order End Date</td> <td>• Duty Type</td> </tr> <tr> <td>• # of Days / Term</td> <td>• Authority</td> </tr> <tr> <td>• Duty Department</td> <td>• TRAYPAY CAT</td> </tr> <tr> <td>• Empl Category</td> <td></td> </tr> </table> <p>Complete the Basic Information section (refer to Step 9 for a description of each of the fields).</p> <div data-bbox="284 913 1417 1832"> <p>The screenshot shows the 'Reserve Orders' form for John Wick. The form is pre-populated with the following information:</p> <ul style="list-style-type: none"> Empl ID: 1234567, Empl Record: 0 Trans ID: 0 Order Begin Date: 05/01/2024, Order End Date: 05/31/2024 # of Days / Term: 31 / ShortTerm Duty Department: SEL Selected Reserve Order Action: (dropdown), Order Type: Reserve, Order Status: Proposed Duty Type: Act Dty Operational Support-AC, Authority: 10 U.S.C. 12301(d), TRAYPAY CAT: A Drilling Pay Status <p>The 'Basic Information' section is highlighted with a red box and contains the following fields:</p> <ul style="list-style-type: none"> Purpose: (searchable dropdown) Payment for Duty: (dropdown) Payment for Travel: (dropdown) *Duty Department: (searchable dropdown) Dept Benefiting: 007289 SEC NEW YORK INCIDENT MGT DIV Dept Funding: 008144 D1 PLNG & FORCE RDNS DIV (DX) Days of ADT-AT Satisfied: 15, Govt Credit Card Holder: <input type="checkbox"/> Authority (Ref): (text field) Auth. Official (Name, Rank): (text field) <p>Buttons for 'Save' and 'Add' are visible at the bottom of the form.</p> </div>	• Trans ID	• Order Type	• Order Begin Date	• Order Status	• Order End Date	• Duty Type	• # of Days / Term	• Authority	• Duty Department	• TRAYPAY CAT	• Empl Category	
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Procedures,
continued

Step	Action																																																
8	<p data-bbox="284 495 1394 524">Scroll down to the Compliance section. Verify you are Compliant before proceeding.</p> <div data-bbox="284 524 1417 1368" style="border: 1px solid black; padding: 5px;"> <p data-bbox="292 530 419 551">▼ Compliance</p> <p data-bbox="292 568 464 589">Overall Compliance: Compliant Recalculate</p> <p data-bbox="309 629 395 658"> <input type="checkbox"/> <input type="checkbox"/> </p> <p data-bbox="309 674 416 703">Summary Waiver ></p> <table border="1" data-bbox="292 712 1374 1272"> <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>Compliant</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>Not Applicable</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>Compliant</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> <p data-bbox="292 1301 376 1330">Save Add</p> <p data-bbox="292 1339 823 1359">Reserve Orders Travel Notes Funding Leave Approval</p> </div>	Rule ID	Description	Compliant	Waiver?	Age60	Age 59 Maximum	Compliant	N	16yADSRv	16 Year maximum AD Service	Compliant	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	Not Applicable	N	ORDOverlap	Overlapping orders	Compliant	N	20yADSRv	20 Years maximum AD Service	Compliant	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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Member: Reserve Active Duty Orders Request, Continued

Procedures,
continued

Step	Action	
9	Field	Description
	Purpose	Using the Lookup, select the Purpose of Duty or reason for the Order.
	Payment for Duty	Using the drop-down, select the payment type: <ul style="list-style-type: none"> • No Duty Pay (Points Only) – used if performing AD for retirement points only. • Pay and Allowances – used if performing AD for pay/allowances.
	Payment for Travel	Using the drop-down, select the appropriate payment for travel: <ul style="list-style-type: none"> • Multiple Travel Claims – used if you will be on extended orders and authorized to submit multiple travel claims. • Single Travel Claim – used if you will be submitting a single travel claim upon completion of orders. • No Travel Pay – used if a travel payment is not authorized IAW the JTR.
	*Duty Department	For Short-term Orders (short-term ADOS or Involuntary Orders), enter the Department ID of your current permanent duty station (PDS). For Long-term Orders (long-term ADOS or EAD Orders), enter the Department ID where the Duty will be performed.
	Dept Benefitting	Defaults to the member’s PDS. Enter the Department ID where the Duty will be performed (if different than PDS).
	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 days).
	Gov’t Credit Card Holder	Check the box if you hold a Government Travel 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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Procedures,
continued

Step	Action						
<p>10</p>	<p>Upon completion of the Basic Information section, click Save.</p> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0; text-align: center;">Reserve Orders</td> <td style="text-align: center;">Travel</td> <td style="text-align: center;">Notes</td> <td style="text-align: center;">Funding</td> <td style="text-align: center;">Leave</td> <td style="text-align: center;">Approval</td> </tr> </table> <p><u>John Wick</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 0 Order Action: <input type="text" value=""/> Go</p> <p>Order Begin Date: 05/01/2024 Order Type: Reserve</p> <p>Order End Date: 05/31/2024 Order Status: Proposed</p> <p># of Days / Term: 31 / ShortTerm Duty Type: Act Dty Operational Support-AC</p> <p>Duty Department: Authority: 10 U.S.C. 12301(d)</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> <p>Basic Information</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Purpose: <input type="text" value="DR"/> <input type="button" value="Q"/> DISASTER RESPONSE OPERATIONS & SUPPORT <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="Multiple Travel Claims"/> <input type="button" value="v"/></p> <p>*Duty Department: <input type="text" value="007289"/> <input type="button" value="Q"/> SEC NEW YORK INCIDENT MGT DIV</p> <p>Dept Benefiting: <input type="text" value="007289"/> <input type="button" value="Q"/> SEC NEW YORK INCIDENT MGT 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="15"/> Govt Credit Card Holder: <input type="checkbox"/></p> <p>Authority (Ref): <input type="text"/></p> <p>Auth. Official (Name, Rank): <input type="text" value="Winston, YN1"/></p> <p>▶ Contingency</p> <p>▶ Compliance</p> <p style="text-align: center;">Save Add</p> </div> <p style="font-size: small; text-align: center;">Reserve Orders Travel Notes Funding Leave Approval</p> </div>	Reserve Orders	Travel	Notes	Funding	Leave	Approval
Reserve Orders	Travel	Notes	Funding	Leave	Approval		

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Member: Reserve Active Duty Orders Request, Continued

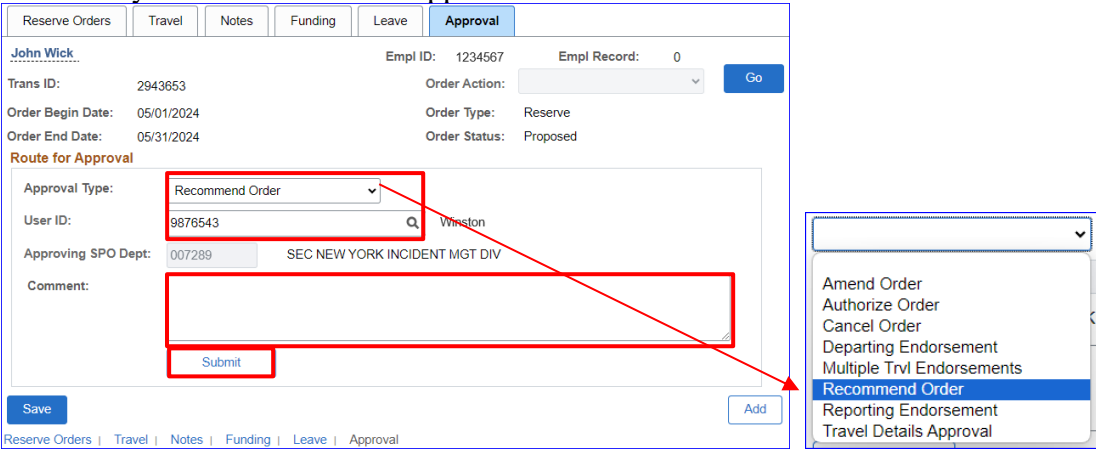
Procedures,
continued

Step	Action
11	<p>Upon saving, a Trans ID will populate, and the Route for Authorization button will unlock. Select the Approval tab.</p> <div data-bbox="284 595 1417 1514" 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 </div> <p>John Wick Empl ID: 1234567 Empl Record: 0</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>Trans ID: 2943653</p> <p>Order Begin Date: 05/01/2024</p> <p>Order End Date: 05/31/2024</p> <p># of Days / Term: 31 / ShortTerm</p> <p>Duty Department:</p> <p>Empl Category: SEL Selected Reserve</p> </div> <div style="width: 45%;"> <p>Order Action: <input type="text" value=""/> Go</p> <p>Order Type: Reserve</p> <p>Order Status: Proposed</p> <p>Duty Type: Act Dty Operational Support-AC</p> <p>Authority: 10 U.S.C. 12301(d)</p> <p>TRAYPAY CAT: A Drilling Pay Status</p> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Basic Information</p> <p>Purpose: <input type="text" value="DR"/> <input type="text" value="DISASTER RESPONSE OPERATIONS & SUPPORT"/> Route for Authorization</p> <p>Payment for Duty: <input type="text" value="Pay and Allowances"/></p> <p>Payment for Travel: <input type="text" value="Multiple Travel Claims"/></p> <p>*Duty Department: <input type="text" value="007289"/> <input type="text" value="SEC NEW YORK INCIDENT MGT DIV"/></p> <p>Dept Benefiting: <input type="text" value="007289"/> <input type="text" value="SEC NEW YORK INCIDENT MGT DIV"/></p> <p>Dept Funding: <input type="text" value="008144"/> <input type="text" value="D1 PLNG & FORCE RDNS DIV (DX)"/></p> <p>Days of ADT-AT Satisfied: <input type="text" value="15"/> Govt Credit Card Holder: <input type="checkbox"/></p> <p>Authority (Ref): <input type="text"/></p> <p>Auth. Official (Name, Rank): <input type="text" value="Winston, YN1"/></p> <p>▶ Contingency</p> <p>▶ Compliance</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Add </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px; font-size: small;"> Reserve Orders Travel Notes Funding Leave Approval </div> </div>

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Member: Reserve Active Duty Orders Request, Continued

Procedures,
continued

Step	Action
12	<ul style="list-style-type: none"> • Select Recommend Order from the Approval Type drop-down. • The User ID field will become editable to enter the Employee ID or use the Lookup icon to locate the command representative authorized to approve the Order. • Enter any Comments for the Approver. 

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Step	Action
12	<p>The request for Orders is now Pending and will be forwarded for approval.</p> <p>Please monitor your orders through all the statuses, Authorized, Ready (you should get a signed copy from Admin) then to Enroute and Finished (See NOTE).</p> <p>NOTE: On the first and last day of your orders it is recommended that you contact your Yeoman to ensure your orders are set to a En Route status at the beginning of your orders and a Finished status at the end of your orders in DA to avoid any issues or delays with your DEERS benefits.</p> <div data-bbox="284 815 1417 1711"> </div>