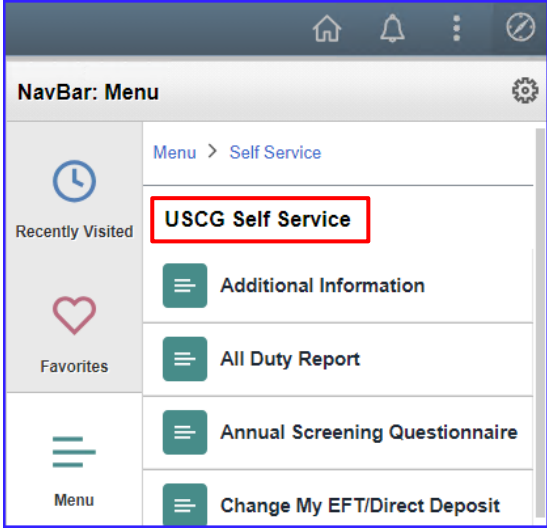



# Member Active Duty Reserve Orders – View Only

**Introduction** This guide provides the procedures for Reserve members to view Pre-FSMS Active Duty Reserve orders in Direct Access (DA).

- References**
- (a) [Reserve Duty Status and Participation Manual, COMDTINST M1001.2](#)
  - (b) [Coast Guard Pay Manual, COMDTINST M7220.29\(series\)](#)
  - (c) [Activation of the Reserve Component, COMDTINST 3061.2A](#)

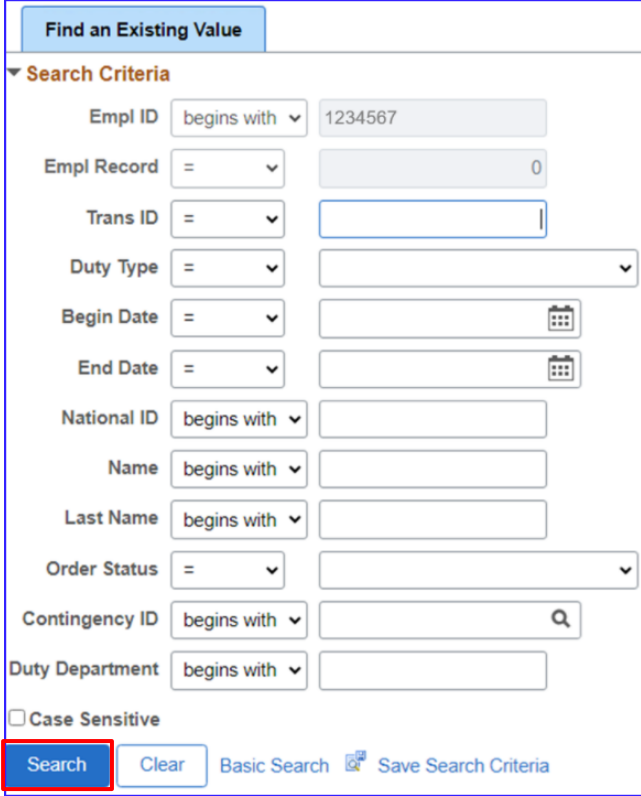
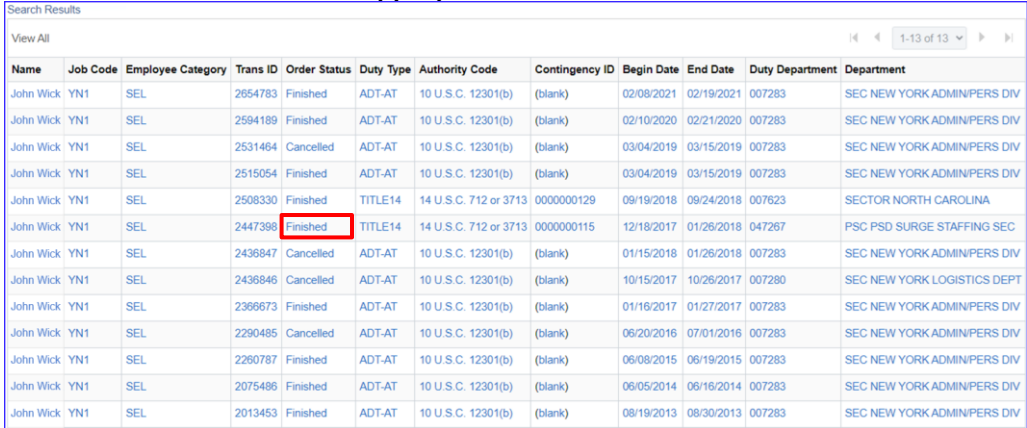
**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Navigate to NavBar icon &gt; Menu &gt; Self Service (the first one) &gt; <b>USCG Self Service</b>.</p> 
<p><b>2</b></p>	<p>Scroll to <b>My Reserve Orders</b> option.</p> 

*Continued on next page*

## Member Active Duty Reserve Orders – View Only, Continued

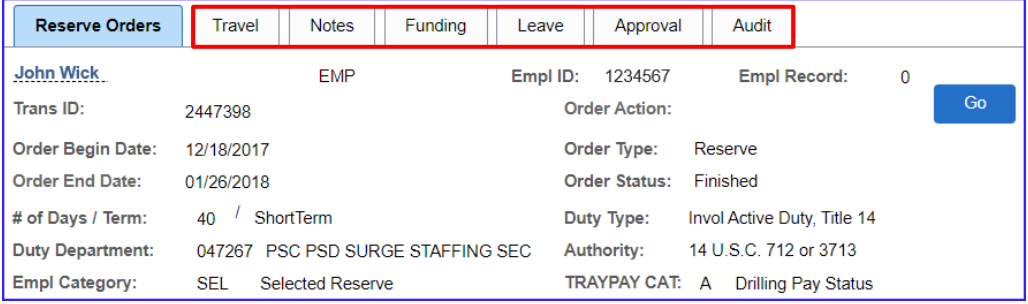
Procedures,  
continued

Step	Action																																																																																																																																																																								
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4	<p>All <b>Pre-FSMS Reserve AD Orders</b> will be displayed with either a Finished or Cancelled status. Select the appropriate Order.</p>  <table border="1"> <thead> <tr> <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>John Wick</td> <td>YN1</td> <td>SEL</td> <td>2654783</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>(blank)</td> <td>02/08/2021</td> <td>02/19/2021</td> <td>007283</td> <td>SEC NEW YORK ADMIN/PERS DIV</td> </tr> <tr> <td>John Wick</td> <td>YN1</td> <td>SEL</td> <td>2594189</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>(blank)</td> <td>02/10/2020</td> <td>02/21/2020</td> <td>007283</td> <td>SEC NEW YORK ADMIN/PERS DIV</td> </tr> <tr> <td>John Wick</td> <td>YN1</td> <td>SEL</td> <td>2531464</td> <td>Cancelled</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>(blank)</td> <td>03/04/2019</td> 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## Member Active Duty Reserve Orders – View Only, Continued

Procedures,  
continued

Step	Action
<p><b>4</b></p>	<p>The Reserve Orders tab will display with all the Basic Information. Select any of the remaining <b>tabs</b> to view more details.</p> 
<p><b>5</b></p>	<ul style="list-style-type: none"> <li>• <b>Go</b> – No longer available for use.</li> <li>• <b>Return to Search</b> – Click to return to the main search page.</li> <li>• <b>Next in List</b> – Use this to scroll to the next set of orders in your list.</li> <li>• <b>Previous in List</b> – Use this to view the previous set of orders in your list.</li> </ul> 