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.

Action Step Navigate to NavBar icon > Menu > Self Service (the first one) > USCG Self 1 Service. <u>۵</u> \oslash NavBar: Menu ٩ Menu > Self Service USCG Self Service Recently Visited Additional Information ≕ \mathbb{C} = All Duty Report Favorites Annual Screening Questionnaire = _ Menu = Change My EFT/Direct Deposit Scroll to My Reserve Orders option. 2 My Reserve Drills = My Reserve Orders

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Procedures,

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Step						Acti	on				
3	The My Reserve Orders page will display. Click Search.										
	Eind an	Evicting Valu									
	T ind an	Existing valu									
	Search Ci	riteria									
	Em	pl ID begin	s with 🐱	12345	67						
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	Search Results	a status.	Selec	t the a	.ppr	opriate C	Jraer.				
	View All										I
	Name Job Code	Employee Category	Trans ID Or	rder Status Du	ty Type	Authority Code	Contingency ID	Begin Date	End Date	Duty Department	Department
	John Wick YN1	SEL	2654783 Fir	nished AD	T-AT	10 U.S.C. 12301(b)	(blank)	02/08/2021	02/19/2021	007283	SEC NEW YORK ADMIN/PERS DIV
	John Wick YN1	SEL	2594189 Fir	nished AD	T-AT	10 U.S.C. 12301(b)	(blank)	02/10/2020	02/21/2020	007283	SEC NEW YORK ADMIN/PERS DIV
	John Wick YN1	SEL	2531464 Ca	ancelled AD	T-AT	10 U.S.C. 12301(b)	(blank)	03/04/2019	03/15/2019	007283	SEC NEW YORK ADMIN/PERS DIV
	John Wick YN1	SEL	2515054 Fir	nished AD	T-AT	10 U.S.C. 12301(b)	(blank)	03/04/2019	03/15/2019	007283	SEC NEW YORK ADMIN/PERS DIV
	John Wick YN1	SEL	2508330 Fir	nished TI1	LE14	14 U.S.C. 712 or 3713	000000129	09/19/2018	09/24/2018	007623	SECTOR NORTH CAROLINA
	John Wick YN1	SEL	2447398 Fir	nished TI1	LE14	14 U.S.C. 712 or 3713	000000115	12/18/2017	01/26/2018	047267	PSC PSD SURGE STAFFING SEC
	John Wick YN1	SEL	2436847 Ca	ancelled AD	T-AT	10 U.S.C. 12301(b)	(blank)	01/15/2018	01/26/2018	007283	SEC NEW YORK ADMIN/PERS DIV
	John Wick YN1	SEL	2436846 Ca	ancelled AD	T-AT	10 U.S.C. 12301(b)	(blank)	10/15/2017	10/26/2017	007280	SEC NEW YORK LOGISTICS DEPT
	John Wick YN1	SEL	2366673 Fir	nished AD	T-AT	10 U.S.C. 12301(b)	(blank)	01/16/2017	01/27/2017	007283	SEC NEW YORK ADMIN/PERS DIV
	John Wick YN1	SEL	2290485 Ca	ancelled AD	T-AT	10 U.S.C. 12301(b)	(blank)	06/20/2016	07/01/2016	007283	SEC NEW YORK ADMIN/PERS DIV
	John Wick YN1	SEL	2260787 Fir	nished AD	T-AT	10 U.S.C. 12301(b)	(blank)	06/08/2015	06/19/2015	007283	SEC NEW YORK ADMIN/PERS DIV
	John Wick YN1	SEL	2075486 Fir	nished AD	T-AT	10 U.S.C. 12301(b)	(blank)	06/05/2014	06/16/2014	007283	SEC NEW YORK ADMIN/PERS DIV
	John Wick YN1	SEL	2013453 Fir	nished AD	T-AT	10 U.S.C. 12301(b)	(blank)	08/19/2013	08/30/2013	007283	SEC NEW YORK ADMIN/PERS DIV

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continued

Step	Action							
4	The Reserve Orders tab will display with all the Basic Information. Select any							
	of the remaining tabs to view more details.							
	Reserve Orders Travel Notes Funding Leave Approval Audit							
	John Wick EMP Empl ID: 1234567 Empl Record: 0							
	Trans ID: 2447398 Order Action: Go							
	Order Begin Date: 12/18/2017 Order Type: Reserve							
	Order End Date: 01/26/2018 Order Status: Finished							
	# of Days / Term: 40 / ShortTerm Duty Type: Invol Active Duty, Title 14							
	Duty Department: 047267 PSC PSD SURGE STAFFING SEC Authority: 14 U.S.C. 712 or 3713							
	Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status							
	 Keturn to Search – Click to feturn to the main search page. Next in List – Use this to scroll to the next set of orders in your list. Previous in List – Use this to view the previous set of orders in your list. Reserve Orders Travel Notes Funding Leave Approval Audit John Wick EMP Empl ID: 1234567 Empl Record: 0 Trans ID: 2447398 Order Action: Order Begin Date: 12/18/2017 Order Type: Reserve Order End Date: 01/26/2018 Order Status: Finished # of Days / Term: 40 / ShortTerm Duty Type: Invol Active Duty, Title 14 Duty Department: 047267 PSC PSD SURGE STAFFING SEC Authority: 14 U.S.C. 712 or 3713 Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status 							
	Leave Balances Current Leave: 0.500000 AD Leave: 0.00 Reserve Leave: 0.50 AD Leave Sold: 30.000000 AD Sellable Leave: 0.00 Total Sellable Leave: 0.50							
	Total Leave To Sell: 3.0 Save Return to Search Previous in List Next in List							
	Reserve Orders Travel Notes Funding Leave Approval Audit							