

## Reserve Orders Processing

**P&A YN:**

Member Name:	EMPLID:	Unit:
Orders Begin Date:	Orders End Date:	Number of days:

REFERENCES: (a) [Reserve Duty Status and Participation, COMDTINST 1001.2 \(series\)](#)

(b) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)

(c) [Joint Travel Regulations \(JTR\)](#)

(d) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

(e) [Personnel & Pay Procedures Manual Chapter 10](#)

(f) [PPC Topeka DA help Guides and Forms](#)

(g) [Certificate of Release or Discharge from Active Duty, DD Form 214, PSCINST 1900.1A](#)

(h) [Coast Guard Military Medals and Awards Manual, COMDTINST M1650.25 \(series\)](#)

(i) [COMDTINST 3061.2A Activation of the Reserve Component](#)

### Order information for completing reserve orders. Use the references above

- Member has GTCC? (Yes) (No) – Does one need to be requested (Yes) (No)
- Member is current in Readiness. (Yes) (No) **Dates:** Medical \_\_\_\_\_ ASQ \_\_\_\_\_ Dental /Class \_\_\_\_\_ / \_\_\_\_\_
- Type of Orders:**  ADT-AT / ADT-OTD w/ travel  ADT-AT / ADT-OTD no travel
  - Contingency  Title 14  Title 10  Long Term ADOS  Short Term ADOS  EAD
- Waivers Needed** -  Short Term ADOS Back to Back *no break*  Over 180 Days  16/18 Yrs AD  Over 60ys old
- Completed /Approved** (Yes) (No)
- ADOS or T-14 selection message received
- Received Reserve ADT orders request form
- Requires a Reserve Calculation worksheet (Yes) (No) **Completed** (Yes) (No)
- Member authorized BAH  Full for home zip code of \_\_\_\_\_  BAH-RC (**less than 30 day orders**)
  - Mbr to Mbr
  - Member authorized COLA/OCOLA home zip code of \_\_\_\_\_
- Member is authorized FSA (Yes) (No) (**Orders 31 days or more and qualifies**)
- Weigh-in required (Yes) (No)  **Completed / Entered**
- Verify if there are IDT scheduled during the Order Dates  Dates have been changed/ Cancelled

### Travel information if travel is authorized

- Travel needed (Yes) (No)
- Travel Authorized (Yes)
- Commercial Lodging (Yes) Commercial Meals (Yes) Rental Car (Yes) (No)
- Government Lodging (Yes) Government Meals (Yes)
- Per diem Standard (Yes) Reduced (Yes) Actual (Yes) (**only if authorized**)
- Assist in Authorization in ETS
- Raise GTCC

### Forms Needed

- Reserve ADT Request
- Selection Message ( If ADOS/ T10/T14/EAD)
- CG-2025 – BAH Housing Worksheet
- CG-2025B -Member -Marries-to -Member BAH Worksheet
- CG-2035 -Family Separation Worksheet Allowance (**If Authorized**)
- CG-2045 Career Intentions Worksheet (**LT/ST Orders / T-14/ EAD**) (**30 days before end of orders**)
- Reserve Calculation worksheet
- Final Approved DD-214 (**When required**)
- Any other forms /Memo's as required by local DXR /LOGCOM /RPM

## Reserve Orders Processing Checklist

**P&A YN:**

Member Name:

EMPLID:

Unit:

Orders Begin Date:

Orders End Date:

Number of days:

### **TO-DO - Using DA Help Guides -PPPM Chapter 10**

#### **Upon receipt of ADOS-T14 selection message / ADT request form /Notification of orders in DA**

- Complete Page 1 verifications and information.
- Enter orders if – ADOS T14 or quick turnaround ADT-AT/OTD, Or if ADMIN takes on that role.
- If orders were “**proposed**” in DA already - Review all tabs of the orders and update the order notes with the proper information.
- AO to review
- Tech / AO send to Funds Authorizing Authority, to mark as “Authorized”
- Funds Authorizing Authority completed and returned (about 1 week)
- Send to AO
- AO/ BYDIR to mark as “READY” and sign orders.
- Signed orders to be emailed to member – Secure PDF and email. Inform member orders are sent.
- Instruct/ council member to complete needed forms prior to start date of orders
- Assist member with ETS Authorizations (if needed)
- Approve ETS Authorizations or follow up with AO they are approved
- Request / verify GTCC limit is raised

**\*\*\* Track Start and Stop dates \*\*\***

### **Orders Start - Using DA Help Guides -PPPM Chapter 10**

- On order begin date date verify member has reported
- Complete travel sequences
- Route to SPO to mark as “ENROUTE”
- Verify and start BAH/ COLA/OCOLA rows
- Route all pay transactions to SPO
- Verify Job Data Rows and Pay Calcs are correct
- Upload documents into iPerms
- On 31 day mark start/stop FSA ( if applicable)

**\*\*\*Monitor OIX/EMAIL for changes in orders including end dates etc for T-14, ADOS \*\***

**NOTES:**

## Reserve Orders Processing Checklist

### P&A YN:

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### **Orders End - Using DA Help Guides -PPPM Chapter 10**

- 30 Days prior to orders ending request CG-2045 Career Intentions Worksheet
- Long Term / Short Term ADOS process RELAD in DA to “Finish” orders
- Long Term non contingency orders may be changed to RELAD mbr to IRR if no new SELRES Assignment is approved.
- Process any Lump Sum Leave requested on CG-2045 in DA or PPC Ticket
- ADT orders verify orders are marked “Finished” in DA by end date or Pay Cut date before orders end, when after pay cut.
- Verify job data and Pay Calcs
- Assist member with ETS Vouchers (if needed)
- Approve ETS Vouchers or follow up with AO they are approved
- Verify any awards need to be entered -AFRM(Armed Forces Reserve Medal) or HSM (Humanitarian Service Medal) IAW Ref (f)
- Draft DD214 ( *if required* )
- Send DD214 to member for review
- Verify member reviews draft DD214 and make any corrections
- Send to Auditor to mark “FINAL”
- Protect document and send to member
- Upload documents into iPerms

### **Additional Important Information**

- TRICARE entitlements start 24-28 hrs after orders are marked as ENROUTE. **Do not delay Processing orders to “ENROUTE”**
- When contingency orders are set to Authorized and the Notification Date is entered, a transaction is created and transmitted to DEERS to start Early E-ID benefits to begin for those that are authorized according to their contingency orders. **It is crucial that orders be created and processed in a timely manner to ensure these benefits start on time.**
- Is a DD214 needed -DD-214 Issuance guidelines: *Non-contingency 90 days or more continuous service ---- Contingency- Any number of days -IAW Reference (i)*
- Use of ADT Request forms and Reserve Calculations Worksheets are highly recommended. Many options can be found in the PPC site and the Official YN Teams Page under Reserve Discussion Board. Local DXR and LOGCOM may also have versions they use.