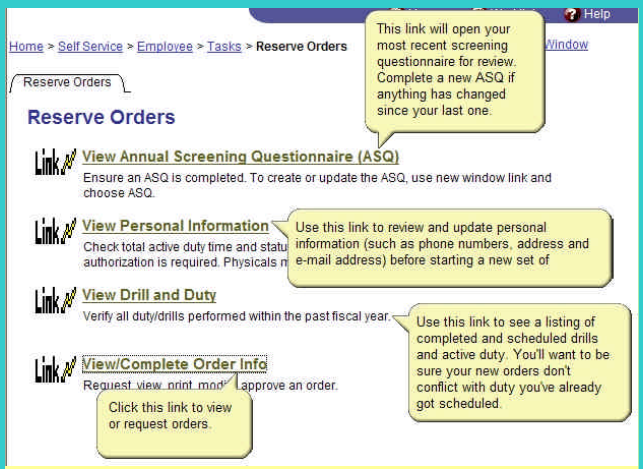
Request for Reserve Orders Goes Online

Beginning in October 2004, reservists will be able to submit requests for reserve orders electronically using PeopleSoft. The system is accessible from any Internet connected computer (Coast Guard Standard Workstation, your home PC, library, etc.). The electronic request eliminates the need to submit the CG-3453 form, the ROARS processing, and combines the request, the routing and approval process, the orders and several behind-the-scenes payroll transactions into a single event. See http://www.uscg.mil/hq/psc/ps/ for more information.

Access the Reserve Orders page using this menu path:

Self Service > Employee > Tasks > **Reserve Orders**

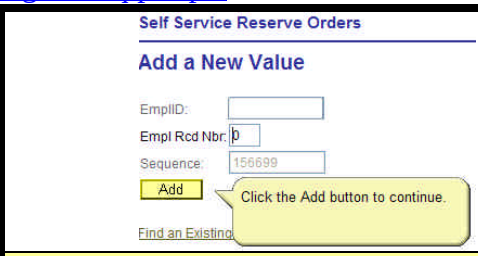
The reserve orders home page will display.



View and update information in items 1 through 3 as applicable. Click the View/Complete Order Info link (item 4) to begin the request for reserve orders

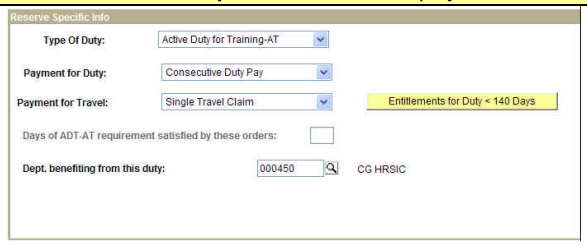
Click on **View/Complete Order Info** (above)
Then, click on **Add a New Value** when the page below displays.

Note: The Search button can be used to bring up and resume work on a request that has already been started or to view and print other requests or orders.



The orders request page has two tabbed sections.

The **Reserve Specific Info** tab is displayed first.



Type of Duty. Click the drop-down menu and select the duty type (e. g. Active Duty for Training-AT).

Payment for Duty. Click the drop-down menu and select payment option (consecutive duty w/pay or non-pay.

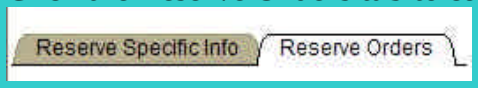
Payment for Travel. Click the drop-down menu and select single, or multiple travel claims, or no travel pay if all duty is to be performed locally. Multiple travel claims would be used if you intend to submit a travel claim monthly for for for some long-term orders (over 30 days)

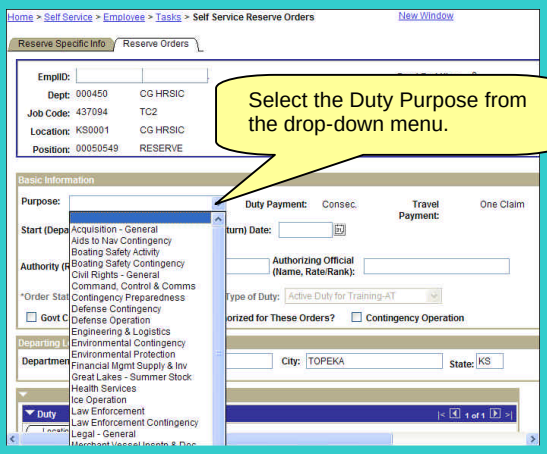
Dep. benefiting from this duty. Enter the department ID number of the unit who most benefits from the duty. This field will be pre-filled with your current unit's ID. There's no need to change it if you're performing the duty at the same unit you drill at. See the Search Tips section of the online help (http://www.uscg.mil/hq/psc/ps/) for help in using the search function to locate the unit's department ID number.

CUSTOMER SUPPORT

Customer Care: 866-PSC-USCG (772-8724)
Email: PSCCustomerCare@hrsic.uscg.mil
On-line Help/Tutorials: http://www.uscg.mil/hq/psc

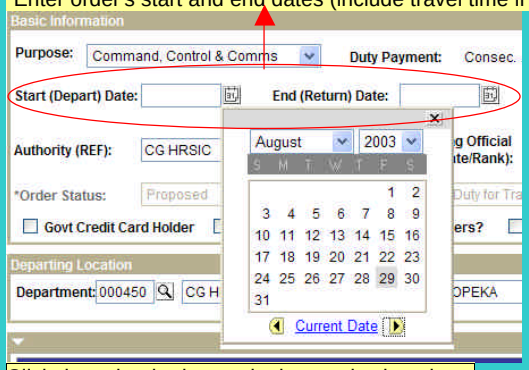
Click the Reserve Orders tab to continue.



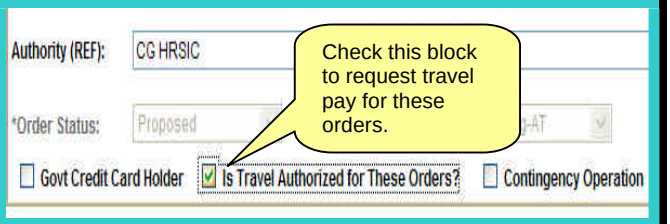


Select the Duty Purpose from the drop-down menu.

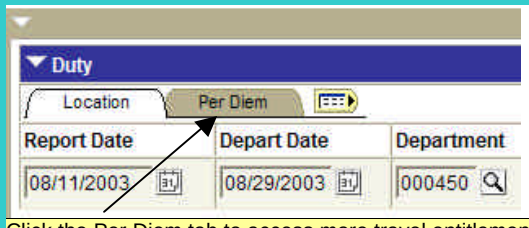
Enter order's start and end dates (include travel time if necessary).



Click the calendar icon to lookup and select dates.



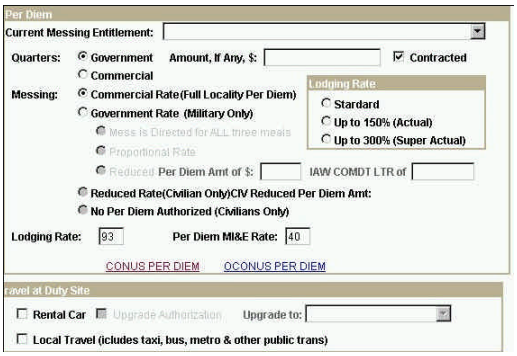
Check this block to request travel pay for these orders.



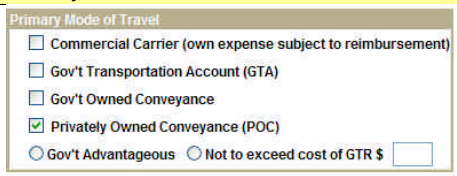
Click the Per Diem tab to access more travel entitlements

The Per Diem page is used to indicate whether or not government quarters or messing will be available and to request a rental car or local transportation.

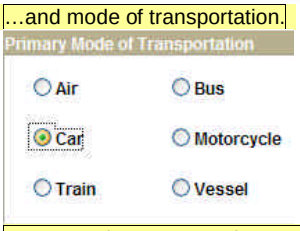
This page will be completed by the PERSRU or ISC (fot/pf) in many cases.



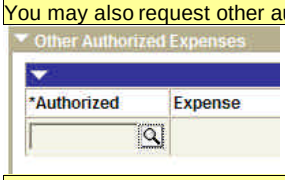
Click the OK button to return to the orders page. Select your mode of travel…



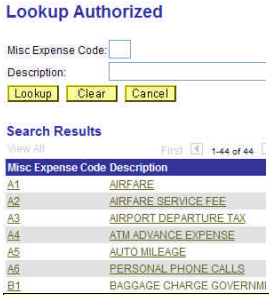
…and mode of transportation.



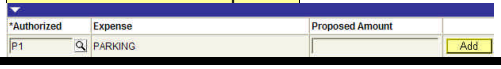
You may also request other authorized expenses.



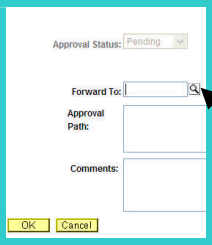
Click the lookup icon (magnifying glass) to select from a list of common travel expenses.



Click the Add button and repeat the lookup process to add more authorized expenses



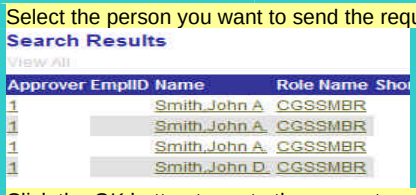
Click the Route For Approval button



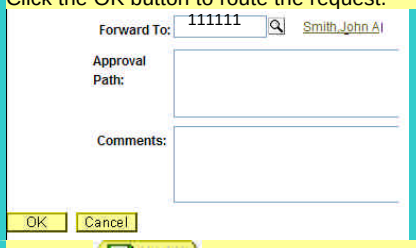
Enter your supervisor's employee ID number in the "Forward To" block. You can use the lookup icon (magnifying glass) to search for the employee ID number if necessary.

Enter all or part of your supervisor's name (e. g. Smith,John), and the department ID number, if known, then click the lookup button.

Select the person you want to send the request to.



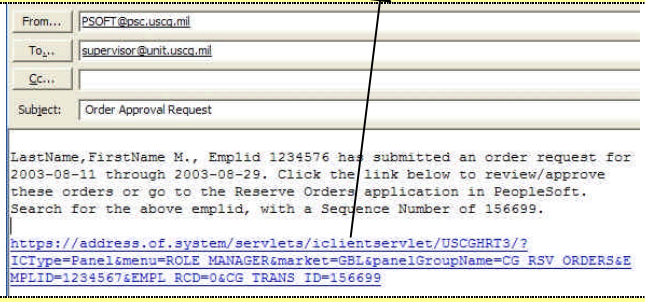
Click the OK button to route the request.



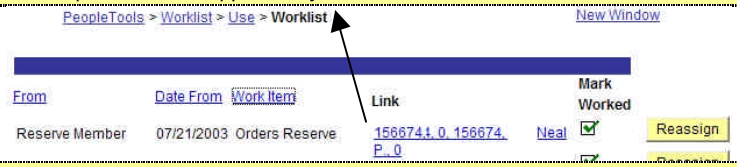
Click the Save button to save your request.

Supervisor Approval Process

If the reservist requested the orders using self-service, you'll receive and email like the one below. Click the link in the email message to access the request.



The request will also appear on your worklist



The following menu path can also be used to access requests.
Self-Service > Manager > Tasks > **Reserve Orders**

1. Verify information in all four links of the Reserve Orders Home Page is correct.
2. Verify/Complete the first two tabs of Orders, "**Reserve Specific Info**" and "**Reserve Orders**"
3. If ADSW-AC orders, enter accounting.
4. On tab "**Reserve Order**", click Route For Approval button & put ISC contact in "Forward To" field. Add comments if desired.
5. Press Save. An email will be sent to ISC contact.

Email Printable Order

Email an Adobe Acrobat (.pdf) copy of the Reserve Order. It will read "Not Ready for Execution" until the ISC authorizes the Reserve Order

Limitations

- ISC(pf) approves all Reserve Orders, including ADSW-AC orders that have AFC-30 accounting.
- Accounting is generated by the system and cannot be changed. To preserve the integrity and uniqueness of the system-generated TONOs and accounting lines, fields and values that affect accounting are no longer accessible to users once an order is authorized and accounting is generated.