

Reserve Active Duty Orders

Introduction

This guide provides the procedures to issue all Reserve Active Duty Orders. Terms used throughout this guide will include Active Duty for Training (**ADT**), which includes IADT, ADT-AT and ADT-OTD orders, and Active Duty for Other Than Training (**ADOT**), which includes ADOS-AC, ADOS-RC, Medical Hold (MEDHOLD), Active Duty Health Care (ADHC) and involuntary recall orders in Direct Access.

Extended Active Duty and Medical hold Orders are authorized by PSC and entered in Direct Access by the SPO using the Reserve Orders link.

References

- (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
 - (b) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (c) [Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\)](#)
 - (d) [Joint Federal Travel Regulations, Volume 1 \(JFTR\), Uniformed Service Members](#)
 - (e) [Recall of Enlisted Reservists to Extended Active Duty, COMDTINST 1141.3 \(series\)](#)
 - (f) [Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 \(series\)](#), Sect. 1.B
 - (g) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#) (as modified by [ALCOAST 519/11](#); SPECIAL LEAVE ACCRUAL PROGRAM UPDATE, R 081406Z NOV 11)
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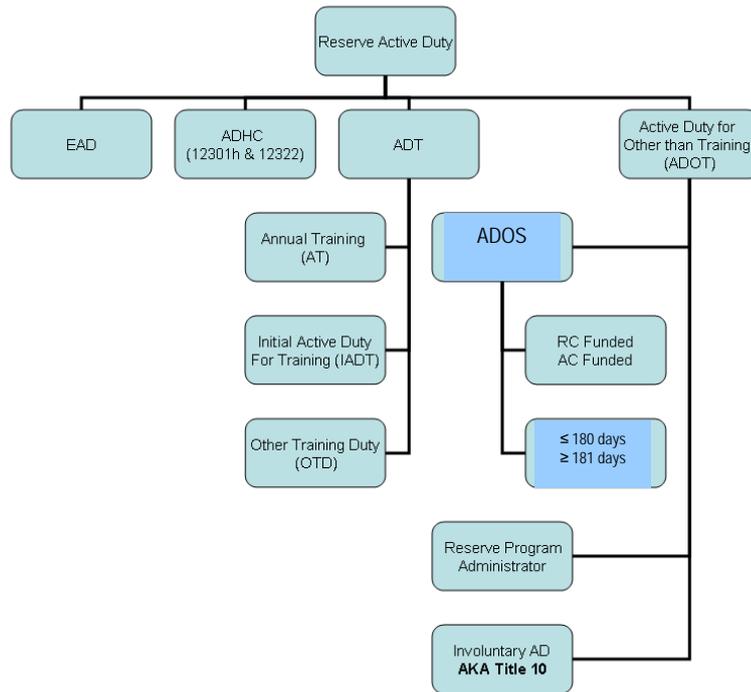
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*Note: Click these links to navigate to the applicable guide.

Key Points

Introduction The following Key Points for issuing, approving or endorsing Reserve Active Duty Orders are outlined below.

Reserve Active Duty Orders Definitions and Type This diagram shows the different categories of Reserve Active Duty. Please see reference (a), for a complete explanation of each duty type.



Obligated Service This transaction authorizes a new Active Duty period. In cases where a Reserve enlisted member does not have sufficient Reserve obligated service to cover the new period of Active Duty authorized, the member must either voluntarily extend, reenlist, or be involuntarily retained as appropriate, to ensure sufficient obligated service. In cases where a Reserve officer does not have sufficient Reserve obligated service to cover the new period of Active Duty authorized, contact CGPSC (rpm). It will be necessary for CGPSC (rpm) to submit an Officer Personnel Change Form in Direct Access to update the officer's Reserve obligation.

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Key Points, Continued

Lump Sum Leave

When a Reserve member's period of Active Duty of 30 or more consecutive days ends, they may sell leave earned while on Active Duty.

Leave earned on Active Duty served in support of a national defense contingency operation is not subject to the 60-day career limitation for selling accrued leave.

Leave earned on consecutive Active Duty periods (other than in support of a national defense contingency operation), the total of which is not in excess of 365 days combined, is not subject to the 60-day career limitation for selling accrued leave.

Reservists being released from Active Duty, without immediate reentry onto Active Duty within 24 hours, are allowed to carry a leave balance forward for use or payment at a later time. See Reference (g).

Basic Allowance for Housing (BAH) Policy

Refer to Section 3.G.11 of reference (b), for policy on BAH entitlements for Reserve Component members on Active Duty Orders.

BAH and Extensions to Orders

Reserve members called or ordered to Active Duty for 30 days or less are entitled to Basic Allowance for Housing – Reserve Component (**BAH-RC**), except as provided in section 3.G.11.a, b, or c, of reference (b).

If the member receives an order modification or extension of assignment (amendment), and the amount of Active Duty remaining to be served as of the date the member is notified of the modification to the order is 31 days or more, the member becomes entitled to BAH. BAH would start on the date of the notification of the modification using the Place Entered Active Duty (PLEAD) as the locality for the amount.

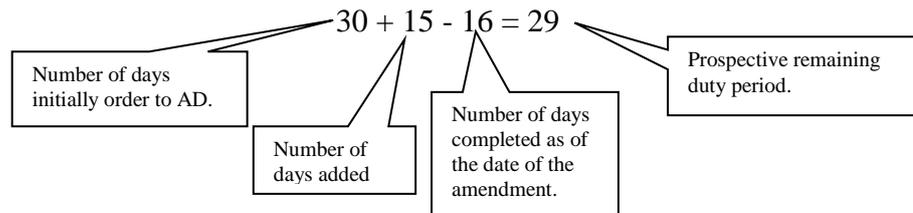
Do not add periods of Active Duty previously served to obtain the 31 day requirement. Only the number of days Active Duty remaining on the date of the amendment can be counted.

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Key Points, Continued

BAH and Extensions - Example 1:

In this example, a Reserve member is ordered to 30 days ADOS, and on day 16 has duty period increased by 15 days in addition to the initial 30 days for a total period of 45 days. The member would remain entitled to BAH-RC since as of the date of the amendment (day 16 of the initial period of duty), the prospective duration of the amended tour of duty was 29 days.

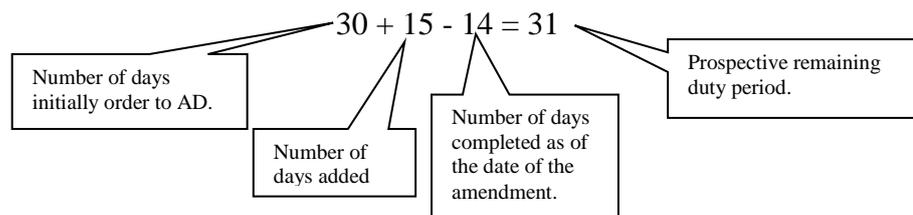


This member would not qualify for BAH and would continue to receive BAH-RC because the prospective remaining duty period is not 31 or more days.

To process this amendment, in Direct Access, the user would enter the new end date in the Travel Tab and change the estimated date on the Seq Nbr 98 and 99 rows of the Reserve Orders.

BAH and Extensions - Example 2:

In this example, a Reserve member is ordered to 30 days ADOS, and on day 14 has their duty period increased by 15 days in addition to the initial 30 days for a total period of 45 days. The prospective remaining duty period would be 31 days and effective the date of the amendment, the member's BAH entitlement would be locality-based (vice BAH-RC) using the Place Entered Active Duty (PLEAD) as the locality for the amount.



To process this amendment in Direct Access, the user must end the current orders on the 13th day (the day prior to the day the amendment was authorized), and issue a new order for the remaining 31 days.

Order Status

Status	Meaning	Description
Proposed	Initial order creation	Initial order request created by member, command or SPO.
Authorized	Authorized by DXR	Indicates financial and command authority. TONO/LOA is established. Order now appears in Airport Terminal.
Ready	Travel details approved by SPO supervisor	Order is ready for member to depart/report for duty, leave approved.
En Route	Depart/report approved by SPO supervisor	Member has departed home unit. Actual depart date entered, departing pay entitlements established and/or stopped. Will be in En route status until reported home.
Finished	Stops automatically upon end date or when the end date is adjusted by the SPO and approved.	Order execution completed. All actual dates completed and approved. No more changes allowed to order. Pay entitlements stopped/started.
Cancelled	Cancel approval by SPO supervisor or DXR	Order cancelled. Pay entitlements cancelled. No more changes to order allowed. TONO still active unless cancelled with order action.

Verifying Prior Active Duty

Introduction This section provides the procedure for estimating the number of years of total combined Active Duty a reserve member has completed.

Discussion Per reference (a), Reservists shall not perform any type of Active Duty (except ADT-AT) if it will result in the member accumulating 16 years or more of combined active service, unless authorized. Reservists shall not perform any type of Active Duty (except ADT-AT) if it will result in the member accumulating 18 years or more but less than 20 years of combined active service, unless authorized.

The Personnel Service Center (PSC) is the approval authority for the waiver requests. Procedures for submitting waiver requests are available online at <http://www.uscg.mil/RPM/RPM1/1618REQUEST.ASP>.

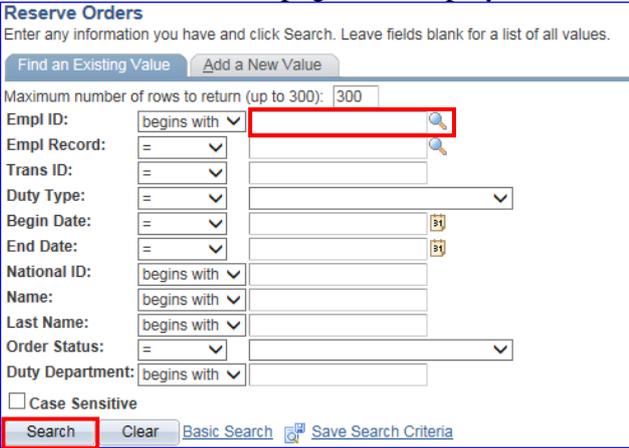
Procedure Years of combined active service are calculated in accordance with Appendix (c) of reference (c), by combining all prior Active Duty days, including prior service in an Active component, ADT and ADOT. Affiliation Points and points earned by performing Inactive Duty or by completion of correspondence courses are not used when calculating combined active service.

From the **Reserve Administration** pagelet, click the **Reserve Member Balance** link, to access the member's points statement. Add up all previous Active Duty points including any recent Active Duty and the points for the number of days (1 point per day) of the proposed new Active Duty period.

If the total is equal to or more than 5840 (16 years) the member shall not perform any type of Active Duty except ADT-AT without prior approval from Commander (CG PSC-RPM). If the total is equal to or more than 6570 (18 years) the member shall not perform any type of Active Duty except ADT-AT without prior approval from Commander (PSC-RPM).

Issuing Orders

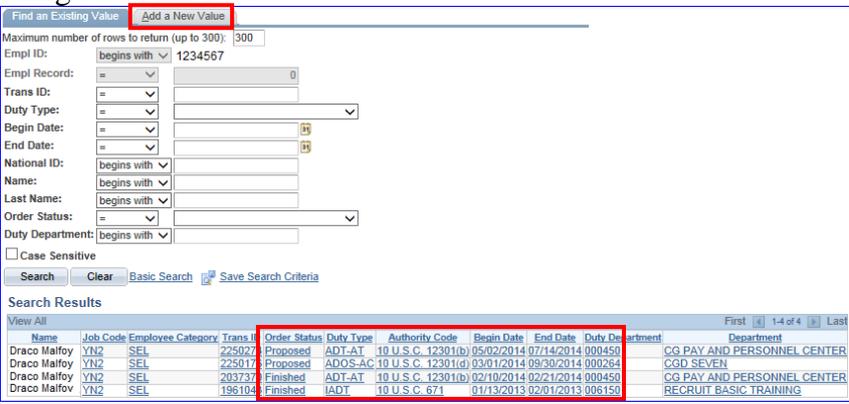
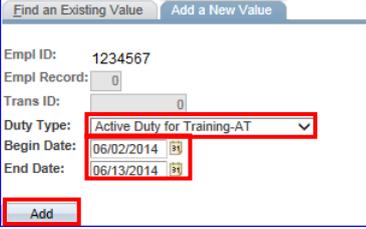
Procedures See below.

Step	Action
<p>1</p>	<p>Prior to creating Active Duty Orders, ensure the orders will not overlap dates with any previously submitted orders or IDTs for the member.</p> <p>To verify if any prior Active Duty orders have been authorized, select the Reserve Orders link from the Reserve Administration pagelet.</p> 
<p>2</p>	<p>The Reserve Orders page will display.</p>  <p>Enter the member's Empl ID and click the Search button.</p>

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Issuing Orders, Continued

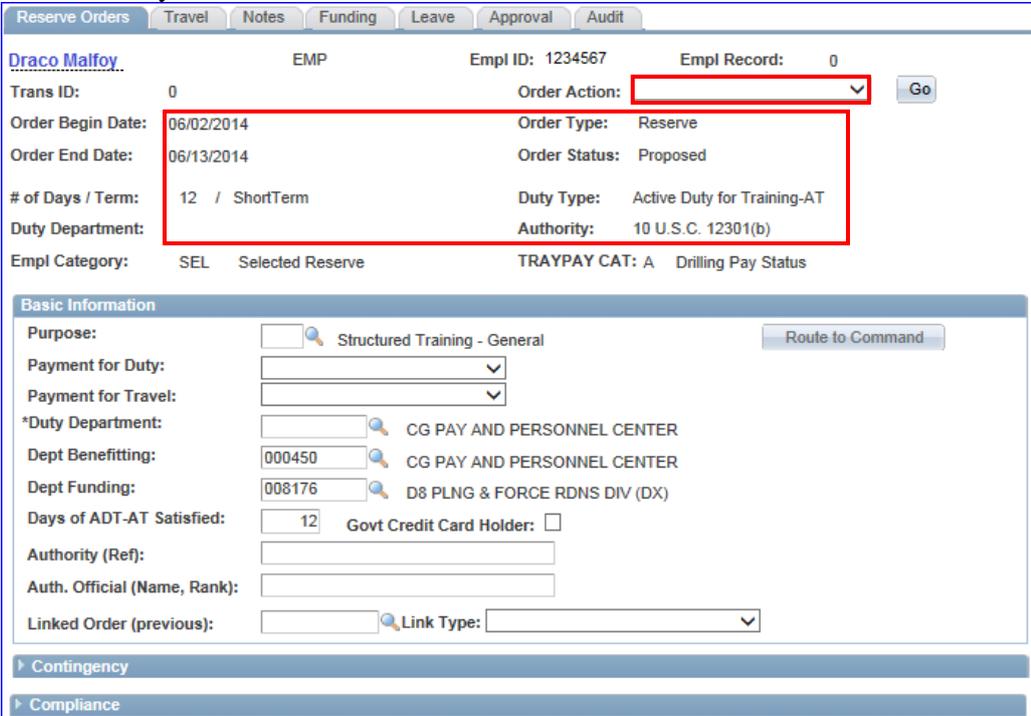
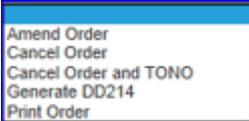
Procedures,
continued

Step	Action
<p>3</p>	<p>All Reserve Active Duty Orders for the member will be display. Ensure any orders already in an “Authorized” or “Finished” status do not overlap a new request for Active Duty orders. There may be several orders with overlapping dates in a “Proposed” status.</p> <p>Once a request for Active Duty orders has been entered and saved, the Duty Type cannot be edited and a new request must be submitted. However, the Begin Date and End Date may be edited at any time prior to the orders status being set to En route.</p>  <p>Click the Add a New Value Tab</p>
<p>4</p>	<p>Click the Duty Type drop-down and make a selection.</p>  <p>Duty Types:</p> <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 <p>Enter the Begin Date and End Date, then click the Add button.</p>

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Issuing Orders, Continued

Procedures,
continued

Step	Action
5	<p>The Reserve Orders page will display with specific order information:</p> <ul style="list-style-type: none"> • Order Begin and End Dates • # of Days/Term • Order Type • Order Status • Duty Type • Authority  <p>Order Action is only used when orders are being amended, canceled or to print a copy of the orders when completed.</p> 

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Issuing Orders, Continued

Procedures,
continued

Step	Action																																																																																																						
6	<p data-bbox="352 495 895 524">Complete the Basic Information Section.</p> <div data-bbox="352 524 1391 936" style="border: 2px solid red; padding: 5px;"> <p>Basic Information</p> <p>Purpose: <input type="text" value="AT"/> STRUCTURED TRAINING - GENERAL <input type="button" value="Route for Authorization"/></p> <p>Payment for Duty: <input type="text" value="Pay and Allowances"/> </p> <p>Payment for Travel: <input type="text" value="Single Travel Claim"/> </p> <p>*Duty Department: <input type="text" value="000450"/> CG PAY AND PERSONNEL CENTER</p> <p>Dept Benefitting: <input type="text" value="000450"/> CG PAY AND PERSONNEL CENTER</p> <p>Dept Funding: <input type="text" value="008178"/> D8 PLNG & FORCE RDNS DIV (DX)</p> <p>Days of ADT-AT Satisfied: <input type="text" value="2"/> Govt Credit Card Holder: <input type="checkbox"/></p> <p>Authority (Ref): <input type="text"/></p> <p>Auth. Official (Name, Rank): <input type="text" value="Severus Snape, YN1, USCG"/></p> <p>Linked Order (previous): <input type="text"/> Link: <input type="text"/> Order Notification Date: <input type="text"/> </p> <p style="text-align: center;">Type:</p> </div> <table border="1" data-bbox="352 972 1391 1010"> <thead> <tr> <th data-bbox="357 978 564 1010">Field</th> <th data-bbox="564 978 1386 1010">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="357 1010 564 1576"> <p data-bbox="363 1016 485 1046">Purpose</p> </td> <td data-bbox="564 1010 1386 1576"> <p data-bbox="576 1016 1369 1084">Click the lookup icon and make a selection. 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DR	DisastResp																																																																																																						
<p data-bbox="363 1583 544 1650">Payment for Duty</p>	<p data-bbox="576 1583 1347 1650">Click the drop-down and make a selection. Defaults to Pay and Allowances for ADT-AT orders and cannot be edited.</p> <div data-bbox="576 1650 873 1724" style="border: 1px solid blue; padding: 5px;"> <p>No Duty Pay (Points Only)</p> <p>Pay and Allowances</p> </div> <ul data-bbox="576 1724 1331 1874" style="list-style-type: none"> No Duty Pay (Points Only) – Used if member is performing Active Duty for retirement points only. Pay and Allowances – Used if member is performing Active Duty for pay/allowances and retirement points. 																																																																																																						

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Issuing Orders, Continued

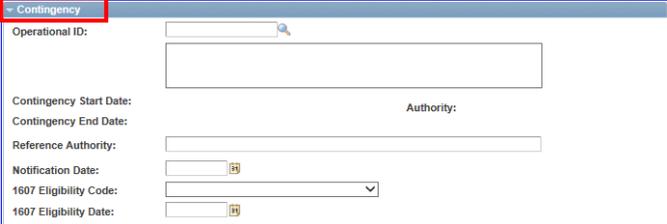
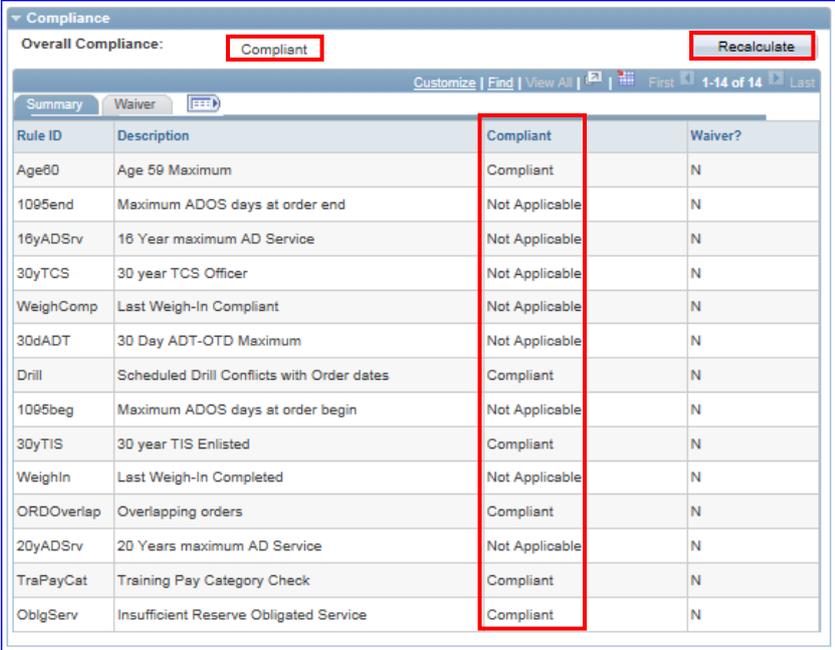
Procedures,
continued

Step	Action	
6 (cont)	Field	Description
	Payment for Travel	Click the drop-down and make a selection. <div data-bbox="738 591 1070 696" style="border: 1px solid blue; padding: 2px; margin: 5px 0;"> Multiple Travel Claims No Travel Pay Single Travel Claim </div> <ul style="list-style-type: none"> • Multiple Travel Claims – Used if member will be on extended orders and authorized to submit multiple claims. • No Travel Pay – Used if travel payment in accordance with JFTR is not authorized. • Single Travel Claim – Used if member will be submitting a single claim upon completion of orders.
	Duty Department	Enter the department ID where the duty will be performed.
	Dept Benefitting	Defaults to member's permanent duty assignment.
	Dept Funding	Defaults to the department associated with the Dept Benefitting.
	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 and cannot be edited.
	Govt Credit Card Holder	Click the check box if member hold a Govt Credit Card.
	Authority	May be left blank or enter the authority announcing the Active Duty.
	Auth. Official (Name, Rank)	Enter the unit member authorized to approve the orders.
Linked Order (previous)	Usually left blank. If used, click the lookup icon and select the applicable previous orders to be linked. For Medical Hold orders, the TONO and LOA will be carried over to the new orders Funding tab. For ADHC orders, the funding will be entered by the DXR.	
Link Type	Usually left blank, used in conjunction with Linked Order field and when requested orders are to be performed for: <ul style="list-style-type: none"> • Back-to-Back • Medical Hold (also used for ADHC orders) 	

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Issuing Orders, Continued

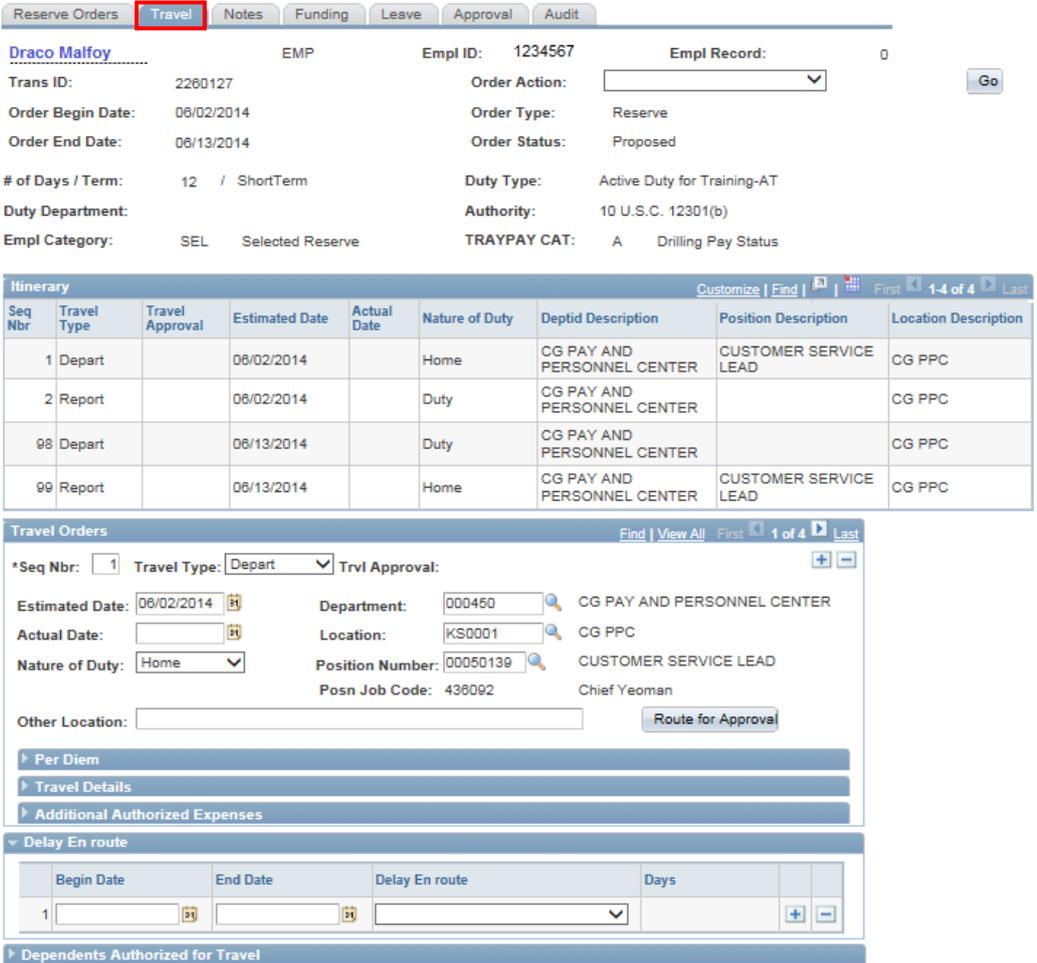
Procedures,
continued

Step	Action																																																												
7	<p>The Contingency section is collapsed for orders not requiring a contingency.</p>  <ul style="list-style-type: none"> • If required, click the expansion arrow to open and enter the Contingency data provided by the order issuing authority. • Click the lookup icon to search and select a specific contingency. • If entering contingency data, you must complete the Reference Authority and Notification Date. 																																																												
8	<p>The Compliance section is collapsed at all times. Click the expansion arrow to validate the member is in compliance with order eligibility requirements.</p> <p>Orders cannot be routed for authorization when member is in a non-compliant status.</p> <p>Once the compliant discrepancy has been corrected, click the Recalculate button and orders can then be forwarded for authorization.</p>  <table border="1"> <thead> <tr> <th>Rule ID</th> <th>Description</th> <th>Compliant</th> <th>Waiver?</th> </tr> </thead> <tbody> <tr> <td>Age80</td> <td>Age 59 Maximum</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>1095end</td> <td>Maximum ADOS days at order end</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>16yADSRv</td> <td>16 Year maximum AD Service</td> <td>Not Applicable</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>WeighComp</td> <td>Last Weigh-In Compliant</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>1095beg</td> <td>Maximum ADOS days at order begin</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>30yTIS</td> <td>30 year TIS Enlisted</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>WeighIn</td> <td>Last Weigh-In Completed</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>Not Applicable</td> <td>N</td> </tr> <tr> <td>TraPayCat</td> <td>Training Pay Category Check</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>After verifying compliance section, click the Save button.</p>	Rule ID	Description	Compliant	Waiver?	Age80	Age 59 Maximum	Compliant	N	1095end	Maximum ADOS days at order end	Not Applicable	N	16yADSRv	16 Year maximum AD Service	Not Applicable	N	30yTCS	30 year TCS Officer	Not Applicable	N	WeighComp	Last Weigh-In Compliant	Not Applicable	N	30dADT	30 Day ADT-OTD Maximum	Not Applicable	N	Drill	Scheduled Drill Conflicts with Order dates	Compliant	N	1095beg	Maximum ADOS days at order begin	Not Applicable	N	30yTIS	30 year TIS Enlisted	Compliant	N	WeighIn	Last Weigh-In Completed	Not Applicable	N	ORDOverlap	Overlapping orders	Compliant	N	20yADSRv	20 Years maximum AD Service	Not Applicable	N	TraPayCat	Training Pay Category Check	Compliant	N	ObligServ	Insufficient Reserve Obligated Service	Compliant	N
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Issuing Orders, Continued

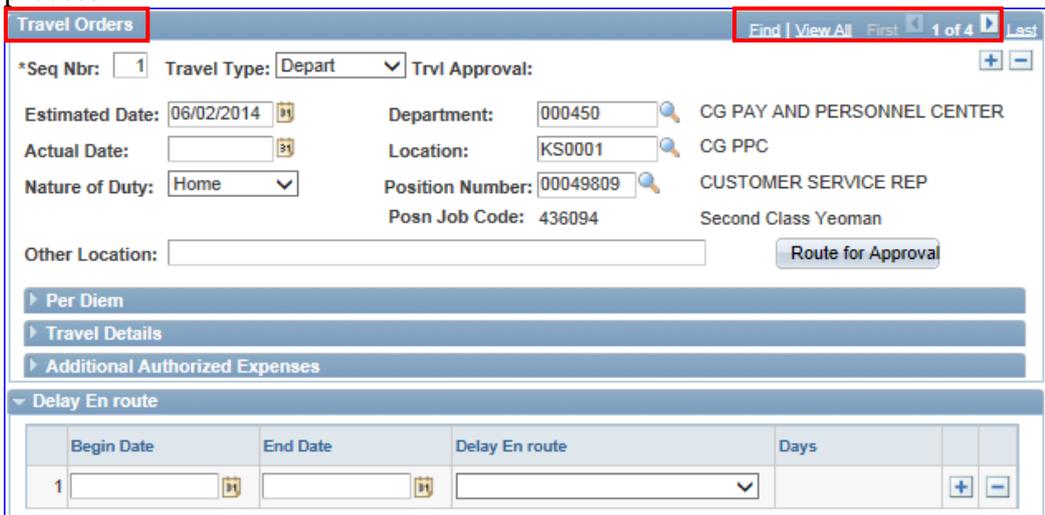
Procedures,
continued

Step	Action
9	<p>Click on the Travel Tab.</p> <p>The information entered on the Reserve Orders tab will be displayed on the Travel tab.</p> 

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Issuing Orders, Continued

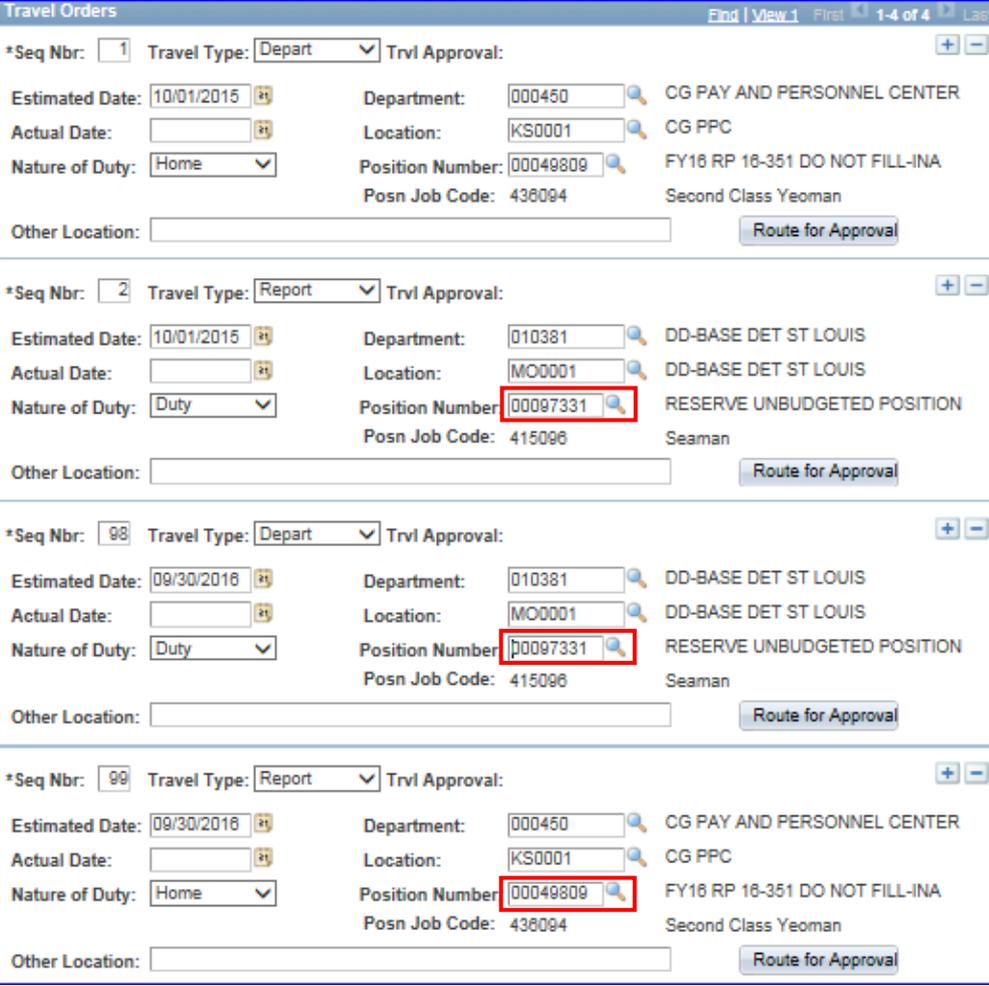
Procedures,
continued

Step	Action																																																							
<p data-bbox="231 488 316 564">9 (cont)</p>	<p data-bbox="351 488 1396 600">The Itinerary section will display the Estimated Dates entered on the Reserve Orders tab. This section will be completed when endorsements to orders are entered and approved.</p> <div data-bbox="351 600 1396 891">  <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td></td> <td>06/02/2014</td> <td></td> <td>Home</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>CUSTOMER SERVICE REP</td> <td>CG PPC</td> </tr> <tr> <td>2</td> <td>Report</td> <td></td> <td>06/02/2014</td> <td></td> <td>Duty</td> <td>CG PAY AND PERSONNEL CENTER</td> <td></td> <td></td> </tr> <tr> <td>98</td> <td>Depart</td> <td></td> <td>06/13/2014</td> <td></td> <td>Duty</td> <td>CG PAY AND PERSONNEL CENTER</td> <td></td> <td></td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>06/13/2014</td> <td></td> <td>Home</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>CUSTOMER SERVICE REP</td> <td>CG PPC</td> </tr> </tbody> </table> </div> <p data-bbox="351 896 1149 929">Seq Nbr – The sequence number rows are labeled as follows:</p> <ul data-bbox="351 929 694 1075" style="list-style-type: none"> 1 - Departing from home 2 - Reporting for duty 98 - Departing from duty 99 - Reporting to home <p data-bbox="351 1108 1396 1254">Travel Orders section - There are separate endorsements required for each leg of the orders. The Travel orders section will be completed when member reports for duty (Seq Nbr 1 and 2) and will be discussed in more detail later in this process.</p> <div data-bbox="351 1254 1396 1769">  <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: [+ -]</p> <p>Estimated Date: 06/02/2014 Department: 000450 CG PAY AND PERSONNEL CENTER</p> <p>Actual Date: [] Location: KS0001 CG PPC</p> <p>Nature of Duty: Home Position Number: 00049809 CUSTOMER SERVICE REP</p> <p>Posn Job Code: 436094 Second Class Yeoman</p> <p>Other Location: [] [Route for Approval]</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <p>▼ Delay En route</p> <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>[]</td> <td>[]</td> <td>[]</td> <td>[+ -]</td> </tr> </tbody> </table> </div> <p data-bbox="351 1780 965 1814">Click the View All to display all endorsements.</p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart		06/02/2014		Home	CG PAY AND PERSONNEL CENTER	CUSTOMER SERVICE REP	CG PPC	2	Report		06/02/2014		Duty	CG PAY AND PERSONNEL CENTER			98	Depart		06/13/2014		Duty	CG PAY AND PERSONNEL CENTER			99	Report		06/13/2014		Home	CG PAY AND PERSONNEL CENTER	CUSTOMER SERVICE REP	CG PPC		Begin Date	End Date	Delay En route	Days	1	[]	[]	[]	[+ -]
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1	[]	[]	[]	[+ -]																																																				

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Issuing Orders, Continued

Procedures,
continued

Step	Action
<p>9 (cont)</p>	<p>Travel Orders section.</p>  <p>The screenshot displays the 'Travel Orders' section with four entries. Each entry includes fields for Seq Nbr, Travel Type, Trvl Approval, Estimated Date, Actual Date, Nature of Duty, Department, Location, Position Number, and Posn Job Code. The Position Number field is highlighted with a red box in entries 2, 3, and 99.</p> <ul style="list-style-type: none"> Entry 1: Seq Nbr: 1, Travel Type: Depart, Trvl Approval: [], Estimated Date: 10/01/2015, Actual Date: [], Nature of Duty: Home, Department: 000450 (CG PAY AND PERSONNEL CENTER), Location: KS0001 (CG PPC), Position Number: 00049809 (FY16 RP 16-351 DO NOT FILL-INA, Second Class Yeoman), Posn Job Code: 438094. Entry 2: Seq Nbr: 2, Travel Type: Report, Trvl Approval: [], Estimated Date: 10/01/2015, Actual Date: [], Nature of Duty: Duty, Department: 010381 (DD-BASE DET ST LOUIS), Location: MO0001 (DD-BASE DET ST LOUIS), Position Number: 00097331 (RESERVE UNBUDGETED POSITION, Seaman), Posn Job Code: 415096. Entry 3: Seq Nbr: 98, Travel Type: Depart, Trvl Approval: [], Estimated Date: 09/30/2016, Actual Date: [], Nature of Duty: Duty, Department: 010381 (DD-BASE DET ST LOUIS), Location: MO0001 (DD-BASE DET ST LOUIS), Position Number: 00097331 (RESERVE UNBUDGETED POSITION, Seaman), Posn Job Code: 415096. Entry 99: Seq Nbr: 99, Travel Type: Report, Trvl Approval: [], Estimated Date: 09/30/2016, Actual Date: [], Nature of Duty: Home, Department: 000450 (CG PAY AND PERSONNEL CENTER), Location: KS0001 (CG PPC), Position Number: 00049809 (FY16 RP 16-351 DO NOT FILL-INA, Second Class Yeoman), Posn Job Code: 438094. <p>If performing Long Term Active Duty.</p> <ul style="list-style-type: none"> • Seq Nbr 2 and 3 - Enter the Position Number the member will be performing the duty. • Seq Nbr 99 – Enter the Position Number the member will be returning to after completion of the Long Term Active Duty. In some cases the member may not be returning to the same position prior to the issuance of the orders. Contact PSC (RPM) for determination. <p>If performing Short Term Active Duty.</p> <ul style="list-style-type: none"> • The Department will default to unit identified on the Reserve Orders tab. • The Position Numbers will default to the members permanent duty assignment.

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Issuing Orders, Continued

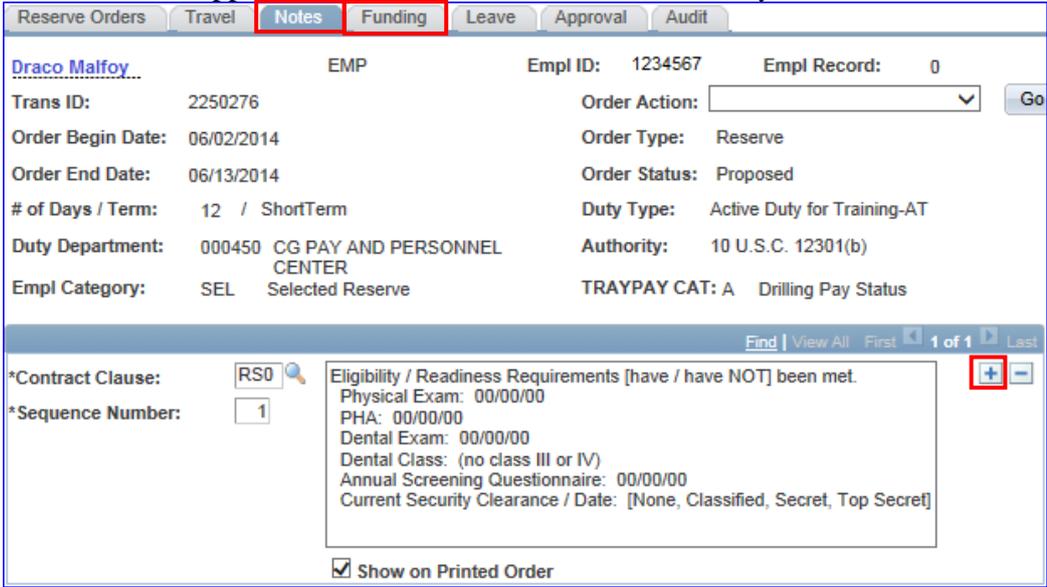
Procedures,
continued

Step	Action								
<p>9 (cont)</p>	<p>Each endorsement will have several sections.</p> <div data-bbox="354 526 1396 1041" style="border: 1px solid blue; padding: 5px;"> <p>Travel Orders Find View All First 1 of 4 Last</p> <p>*Seq Nbr: <input type="text" value="1"/> Travel Type: <input type="text" value="Depart"/> Trvl Approval: <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Estimated Date: <input type="text" value="06/02/2014"/> Department: <input type="text" value="000450"/> CG PAY AND PERSONNEL CENTER</p> <p>Actual Date: <input type="text"/> Location: <input type="text" value="KS0001"/> CG PPC</p> <p>Nature of Duty: <input type="text" value="Home"/> Position Number: <input type="text" value="00049809"/> CUSTOMER SERVICE REP</p> <p>Posn Job Code: 436094 Second Class Yeoman</p> <p>Other Location: <input type="text"/> <input type="button" value="Route for Approval"/></p> <div style="border: 2px solid red; padding: 2px;"> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> </div> <p>▼ Delay En route</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>1 <input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div> <p>Per Diem, Travel Details and Additional Authorized Expenses sections – If required, click the arrows to expand the sections and enter the applicable data.</p> <div data-bbox="354 1153 1396 1646" style="border: 1px solid blue; padding: 5px;"> <p>▼ Per Diem</p> <p>Current Messing Entitlement <input type="text"/></p> <p>Messing and Quarters</p> <p>Messing: <input type="text"/> CIV Reduced Per Diem Amt: <input type="text"/></p> <p>Govt Rate: <input type="text"/> Govt Reduced Per Diem Amt: <input type="text"/></p> <p>Lodging Rate Factor: <input type="text"/> Actual Expense Amount: <input type="text"/></p> <p>Lodging Rate: <input type="text"/> IAW CMDT LTR of: <input type="text"/></p> <p>Per Diem MIE Rate: <input type="text"/></p> <p>Per Diem City: <input type="text"/></p> <p>Per Diem Quarters: <input type="text"/> Amount: <input type="text"/> <input type="checkbox"/> Contracted</p> <p>Travel at TDY Site</p> <p><input type="checkbox"/> Rental Car <input type="checkbox"/> Upgrade Authorization Upgrade to Size: <input type="text"/></p> <p><input type="checkbox"/> Local Travel (Includes taxi, bus, metro & oth Public Trans)</p> </div>	Begin Date	End Date	Delay En route	Days	1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Begin Date	End Date	Delay En route	Days						
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						

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Issuing Orders, Continued

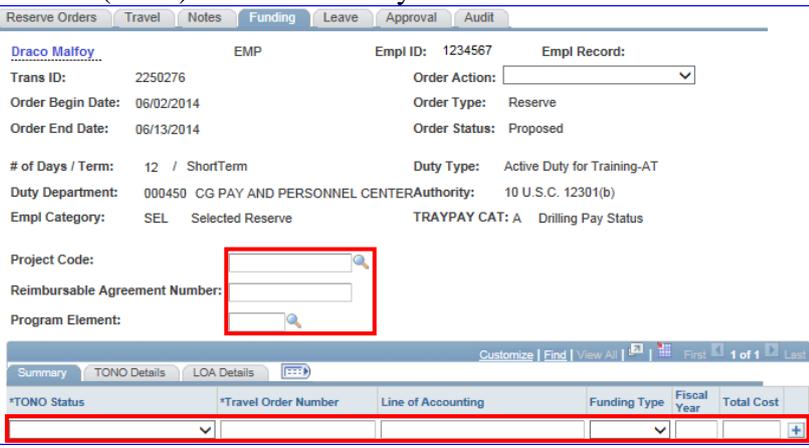
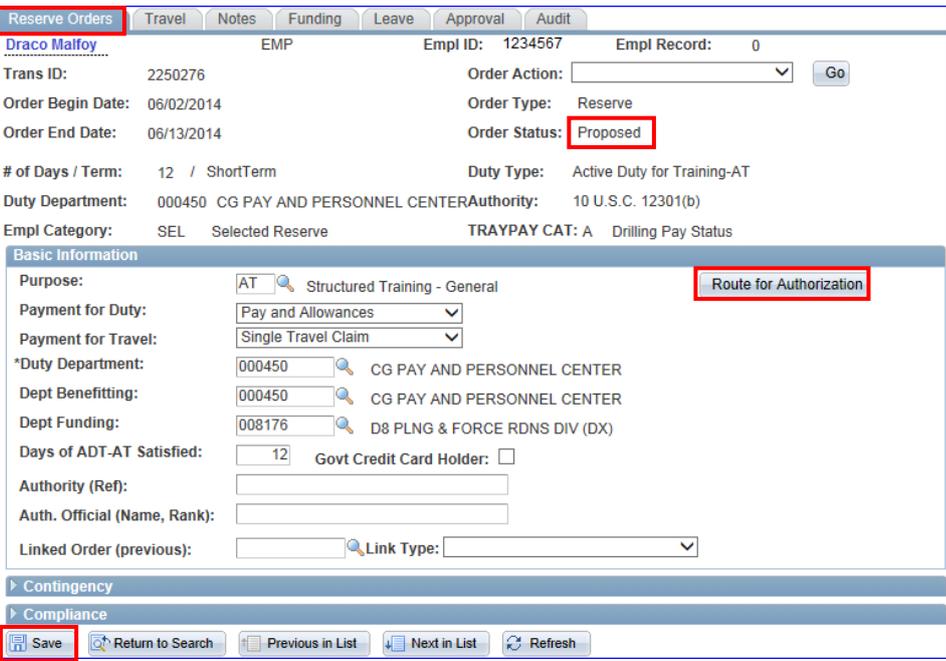
Procedures,
continued

Step	Action
<p>9 (cont)</p>	<p>Delay En route and Dependents Authorized for Travel sections – Click the arrow to expand the section and complete if applicable.</p>  <p>When completed click the Notes Tab.</p>
<p>10</p>	<p>The Notes page will display below the Order information. Click the plus (+) button to enter applicable orders notes and edit as necessary.</p>  <p>When completed, click the Funding Tab.</p>

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Issuing Orders, Continued

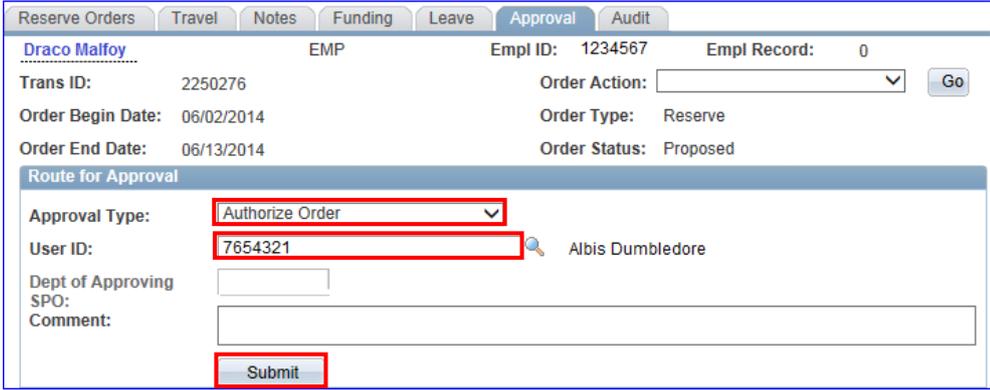
Procedures,
continued

Step	Action
<p>11</p>	<p>The Funding tab will display. Only members with CGRSVISC role can enter or edit the Funding tab. The TONO and LOA will auto populate for all Reserve Orders, except for Short Term ADOS-AC, when orders are authorized by District (DXR). Commands shall forward Short Term ADOS funding data to District (DXR) for manual entry into Direct Access.</p> 
<p>12</p>	<p>Click on the Reserve Orders tab.</p> <p>Click the Save button. The orders are now set in the Proposed status. Click the Route for Authorization button.</p> 

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Issuing Orders, Continued

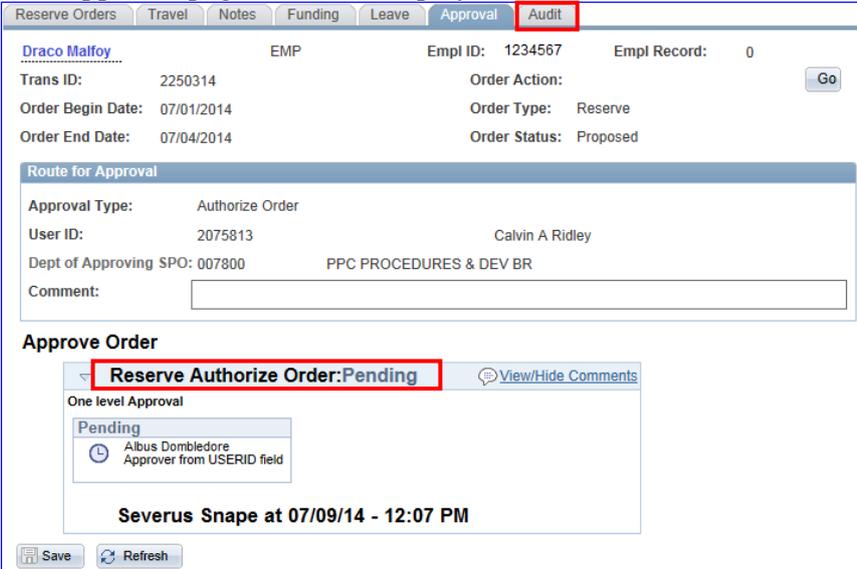
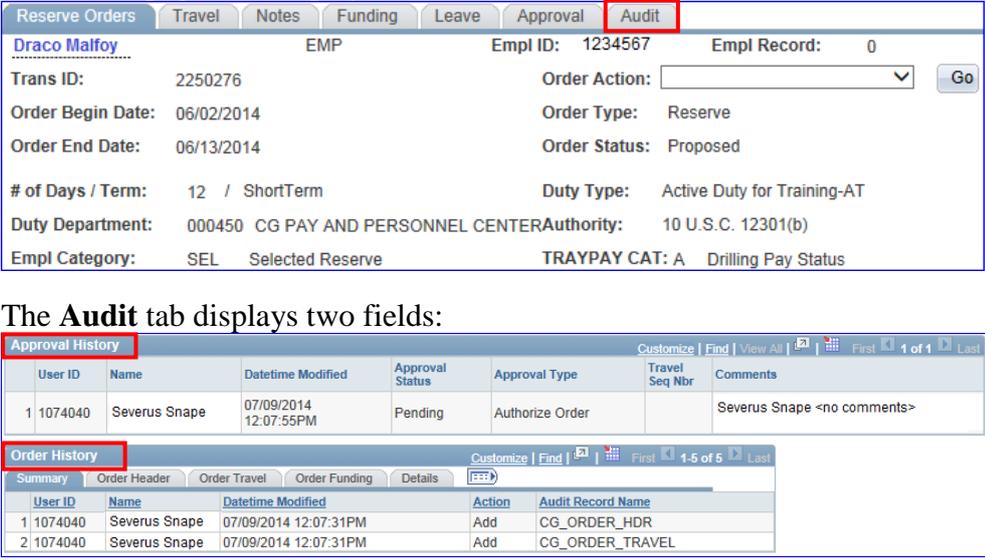
Procedures,
continued

Step	Action
13	<p>The Approval page will display.</p>  <ul style="list-style-type: none"> • Approval Type: Will default to Authorize Order. If forwarding to the District (DXR) for authorization, leave the approval type as Authorize Order. If forwarding to anyone other than District (DXR), change the Approval Type to Recommend Order. <ul style="list-style-type: none"> Amend Order Authorize Order Cancel Order Departing Endorsement Multiple Trvl Endorsements Recommend Order Reporting Endorsement Travel Details Approval • User ID: Enter the Empl ID the orders are being routed to. • Comments: Enter any comments. • Click the Submit button.

Continued on next page

Issuing Orders, Continued

Procedures,
continued

Step	Action
<p>15</p>	<p>The Approval page will now display Reserve Authorized Order: Pending.</p>  <p>Click on the Audit tab.</p>
<p>16</p>	<p>The Audit page will display.</p>  <p>The Audit tab displays two fields:</p> <ul style="list-style-type: none"> • Approval History – An audit trail of who has approved the orders in sequence. • Order History - Displays who created or made any edits to the orders. <p>Orders are now complete and pending Authorization.</p>