

Reserve Active Duty Orders Processing

Overview

Introduction

This guide provides the procedures for the Servicing Personnel Office (SPO) to process Reserve Active Duty Orders in Direct Access.

There are separate procedures in processing Reserve Active Duty Orders:

- Processing Authorized orders to a Ready Status
 - Processing Departing/Reporting Travel Endorsements/starting applicable entitlements
-

Basic Allowance for Housing (BAH)

Once the member reports for Active Duty, start the correct BAH Qtr Status in Direct Access using the [Starting BAH for Reserve Members](#) user guide.

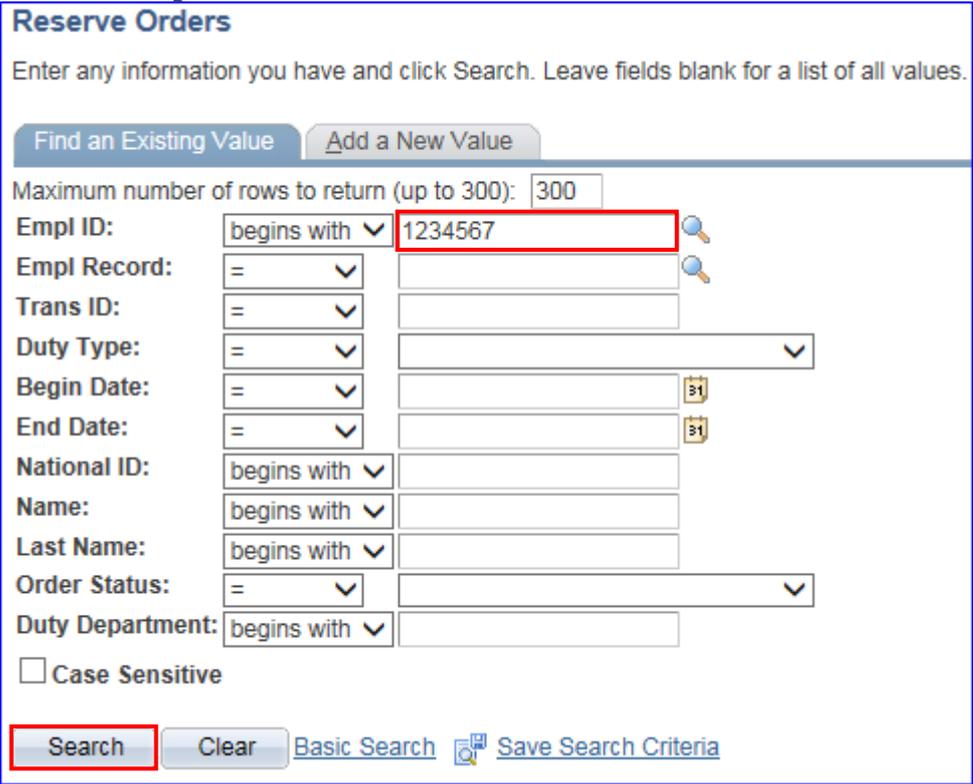
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Post Authorization

Introduction When orders have been **Authorized** (by the dxr) and the TONO/LOA has been entered, the SPO must set the **Order Status** to Ready.

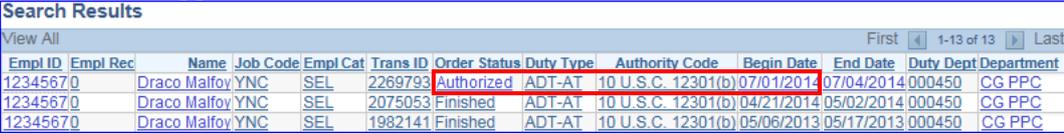
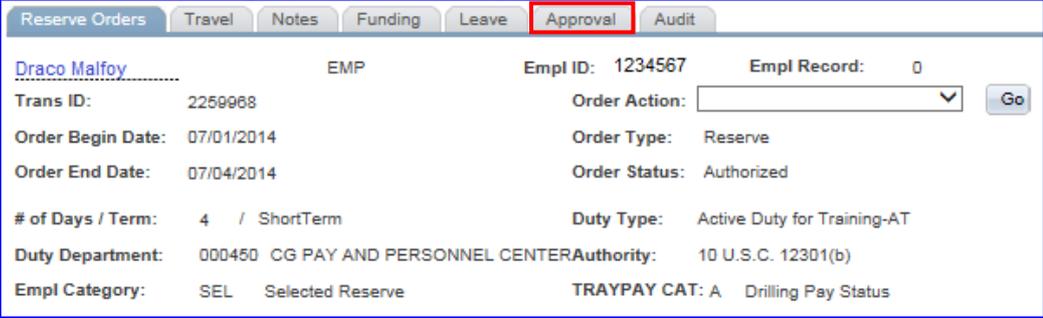
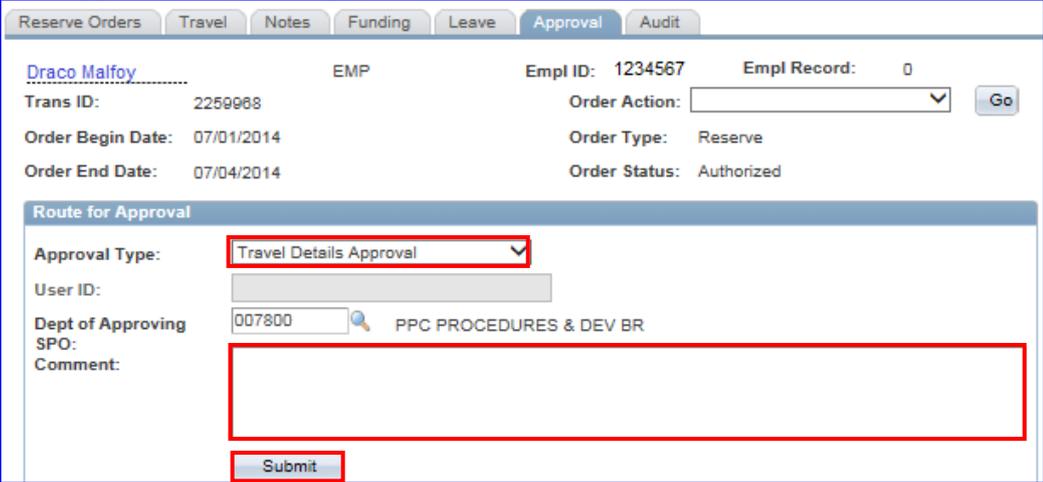
Procedures See below.

Step	Action
1	<p>Select the Reserve Orders link from the Reserve Administration pagelet.</p>  <p>The screenshot shows a window titled "Reserve Administration" with a grid of links. The link "Reserve Orders" is highlighted with a red rectangular box.</p>
2	<p>Enter the Empl ID and click Search.</p>  <p>The screenshot shows the "Reserve Orders" search interface. The "Empl ID" field is set to "1234567" and is highlighted with a red box. The "Search" button at the bottom left is also highlighted with a red box. Other fields include Empl Record, Trans ID, Duty Type, Begin Date, End Date, National ID, Name, Last Name, Order Status, and Duty Department.</p>

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Post Authorization, Continued

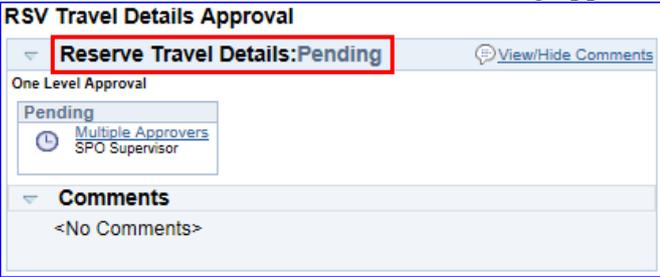
Procedures,
continued

Step	Action
<p>3</p>	<p>The Search Results will display all Reserve Active Duty orders for the member. Click on the applicable order.</p> 
<p>4</p>	<p>The Orders will display. Click the Approval tab.</p> 
<p>5</p>	<p>The Approval tab will display.</p>  <ul style="list-style-type: none"> • From the Approval Type drop-down, select Travel Details Approval. • Enter any Comments for the SPO Auditor. • Click the Submit button.

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Post Authorization, Continued

Procedures,
continued

Step	Action
6	<p>The RSV Travel Details are now Pending approval by the SPO Auditor.</p>  <p>The screenshot shows a web interface titled "RSV Travel Details Approval". At the top, there is a status bar that says "Reserve Travel Details: Pending" in a red box, with a "View/Hide Comments" link to its right. Below this, it indicates "One Level Approval" and "Pending" status. A clock icon is next to the text "Multiple Approvers" and "SPO Supervisor". At the bottom, there is a "Comments" section with the text "<No Comments>".</p>
7	<p>The SPO Auditor must now sign into Direct Access to approve the Reserve Order to change the Order Status to Ready.</p> <p>Click on the View My Requests (all types) link from the Requests tab.</p>  <p>The screenshot shows a navigation bar with three tabs: "My Page", "Self Service", and "Requests". The "Requests" tab is active. Below the tabs is a section titled "Self Service Requests" with a refresh icon and a minus sign. There are two columns of links. The link "View My Requests (all types)" in the second column is highlighted with a red box. Other links include "Submit an Absence Request", "View My Absence Requests", "Submit a Delegation Request", "User Access Request", and "Submit a Drill Request".</p>

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Post Authorization, Continued

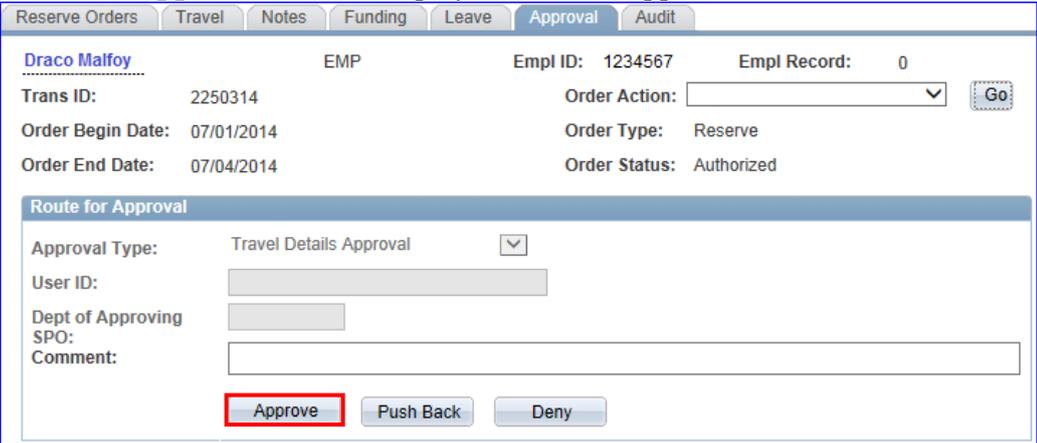
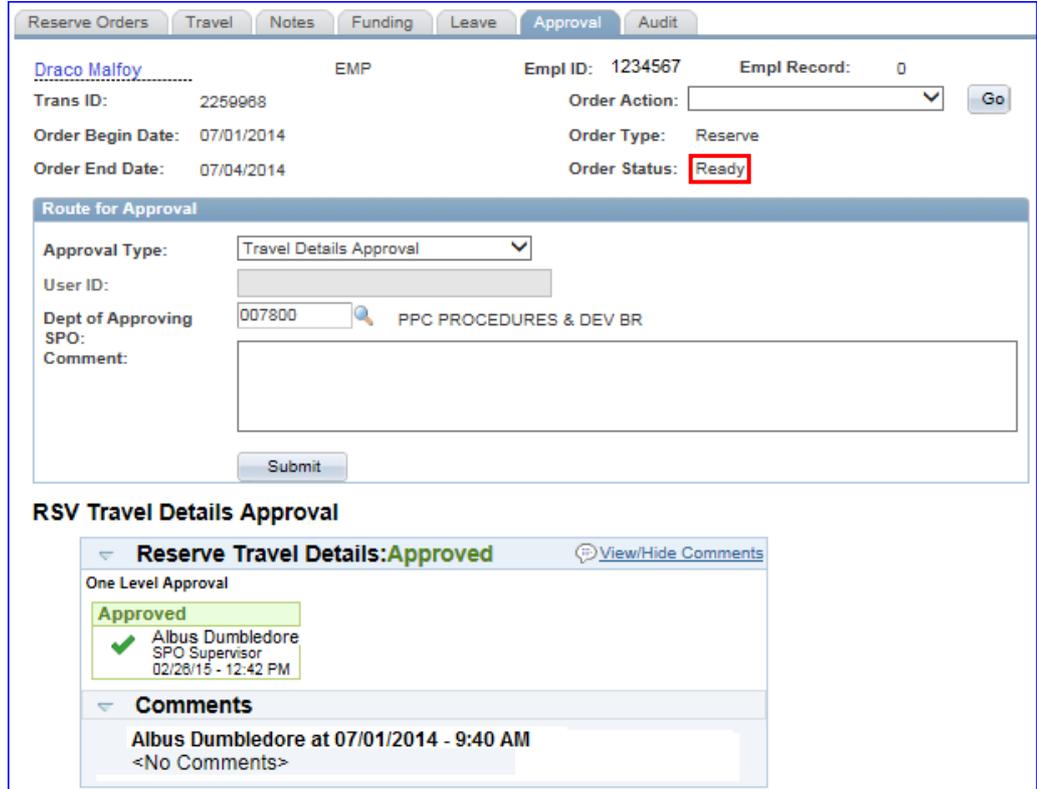
Procedures,
continued

Step	Action																								
<p>8</p>	<p>The View My Action Requests page will display.</p> <div data-bbox="316 524 1353 1021" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <p>Albus Dumbledore</p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: All Transactions</p> <p>Transaction Status: Pending</p> <p>Submission From Date: []</p> <p>Submission To Date: []</p> <p style="text-align: right;"> <input style="border: 1px solid red;" type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div> <ul style="list-style-type: none"> Click on the Requests I am Approver For radio button. Transaction Name: Click the drop-down and make a selection or leave at the All Transactions default. Transaction Status: Click the drop-down and make a selection or leave at the Pending default. Submission From Date/Submission To Date: Narrow the search by selecting a period of inclusive dates. Click the Populate Grid button. 																								
<p>9</p>	<p>The Order Approvals section will populate with all pending orders. Click the Approve/Deny link for the appropriate order.</p> <div data-bbox="316 1438 1380 1581" style="border: 1px solid blue; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="8" style="text-align: left;">Order Approvals</th> </tr> <tr> <th style="text-align: left;">Transaction Name</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Member</th> <th style="text-align: left;">Member's Emplid</th> <th style="text-align: left;">Submitted By</th> <th style="text-align: left;">Approver</th> <th style="text-align: left;">Submission Date</th> <th style="text-align: left;">Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Reserve Travel Details</td> <td>Pending</td> <td>Draco Malfoy</td> <td>1234567</td> <td>Severus Snape</td> <td>Albus Dumbledore</td> <td>07/01/2014</td> <td style="text-align: center;">Approve/Deny</td> </tr> </tbody> </table> </div>	Order Approvals								Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	Reserve Travel Details	Pending	Draco Malfoy	1234567	Severus Snape	Albus Dumbledore	07/01/2014	Approve/Deny
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Post Authorization, Continued

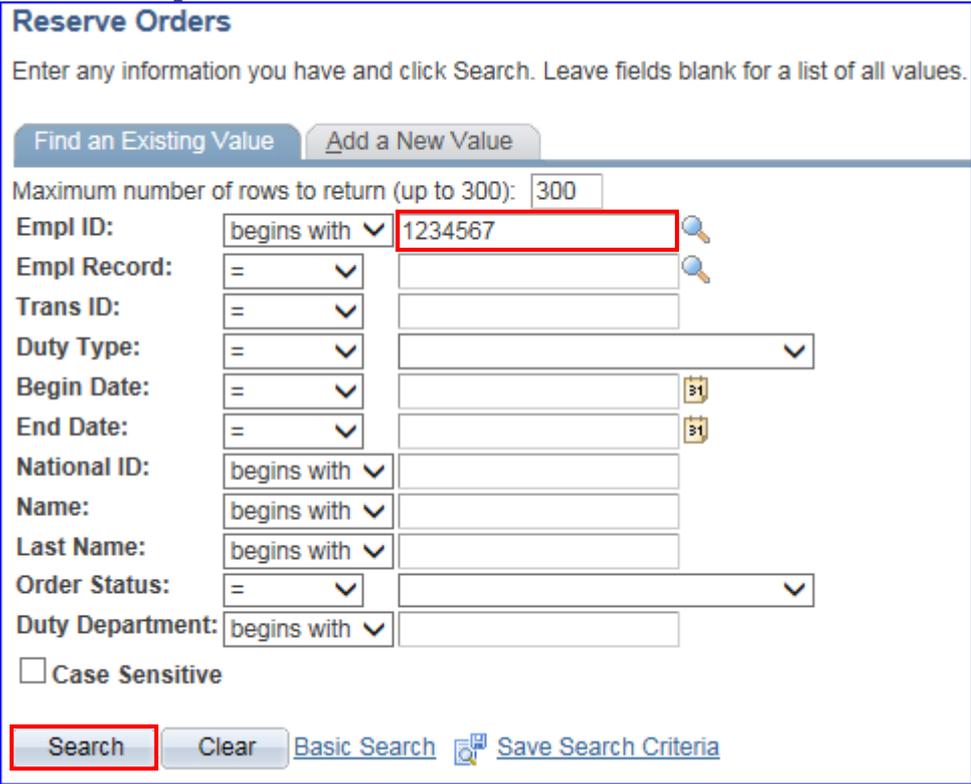
Procedures,
continued

Step	Action
<p>10</p>	<p>The order Approval tab will display. Select the Approve button.</p> 
<p>11</p>	<p>After Approval, the Order Status will set to Ready. The orders are now ready to be executed and the travel endorsements can be entered.</p> 

Departing/Reporting Endorsements

Introduction When the SPO is notified that a member has reported for duty, the SPO must enter the Departing and Reporting Endorsements.

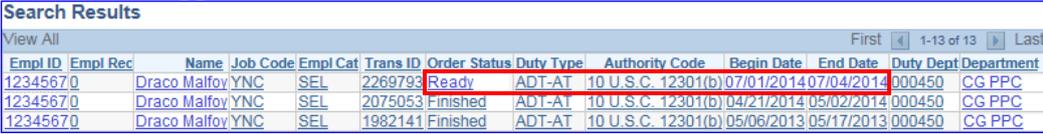
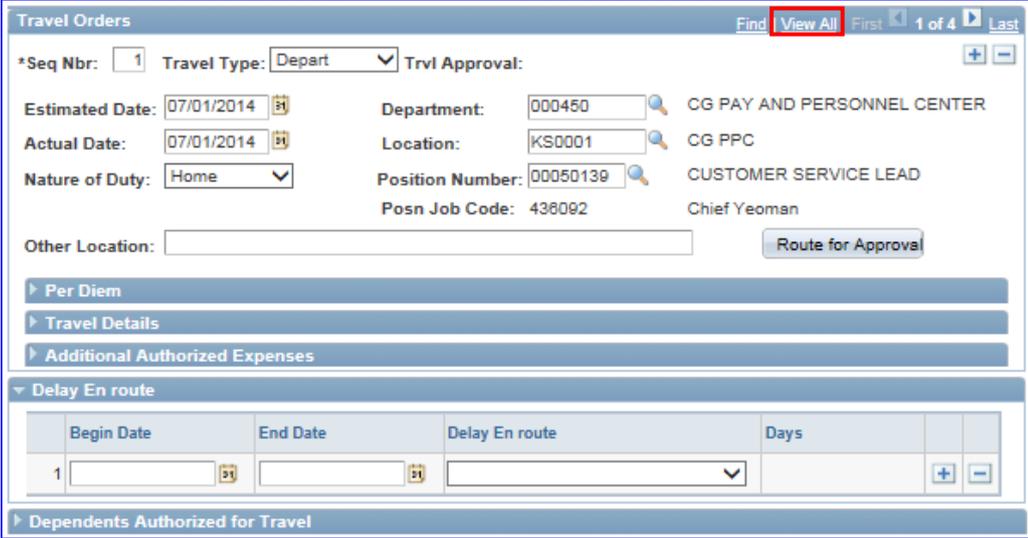
Procedures See below.

Step	Action
1	<p>Select the Reserve Orders link from the Reserve Administration pagelet.</p>  <p>The screenshot shows a window titled "Reserve Administration" with a grid of links. The "Reserve Orders" link is highlighted with a red rectangular box. Other links include IDT Drills, Annual Screening Questionnaire, Member Status Change, View Member Drills, MGIB Enrollments, Member Training Rating, Reserve Member Balances, Training Status, and RSV Order Discrepancies.</p>
2	<p>Enter the Empl ID and click Search.</p>  <p>The screenshot shows the "Reserve Orders" search interface. It includes a search bar with "Find an Existing Value" selected and "Add a New Value" as an option. Below the search bar, there are several search criteria fields: "Empl ID" (set to "begins with" and "1234567"), "Empl Record", "Trans ID", "Duty Type", "Begin Date", "End Date", "National ID", "Name", "Last Name", "Order Status", and "Duty Department". Each field has a dropdown menu for the search type. The "Search" button is highlighted with a red rectangular box. Other buttons include "Clear", "Basic Search", and "Save Search Criteria".</p>

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Departing/Reporting Endorsements, Continued

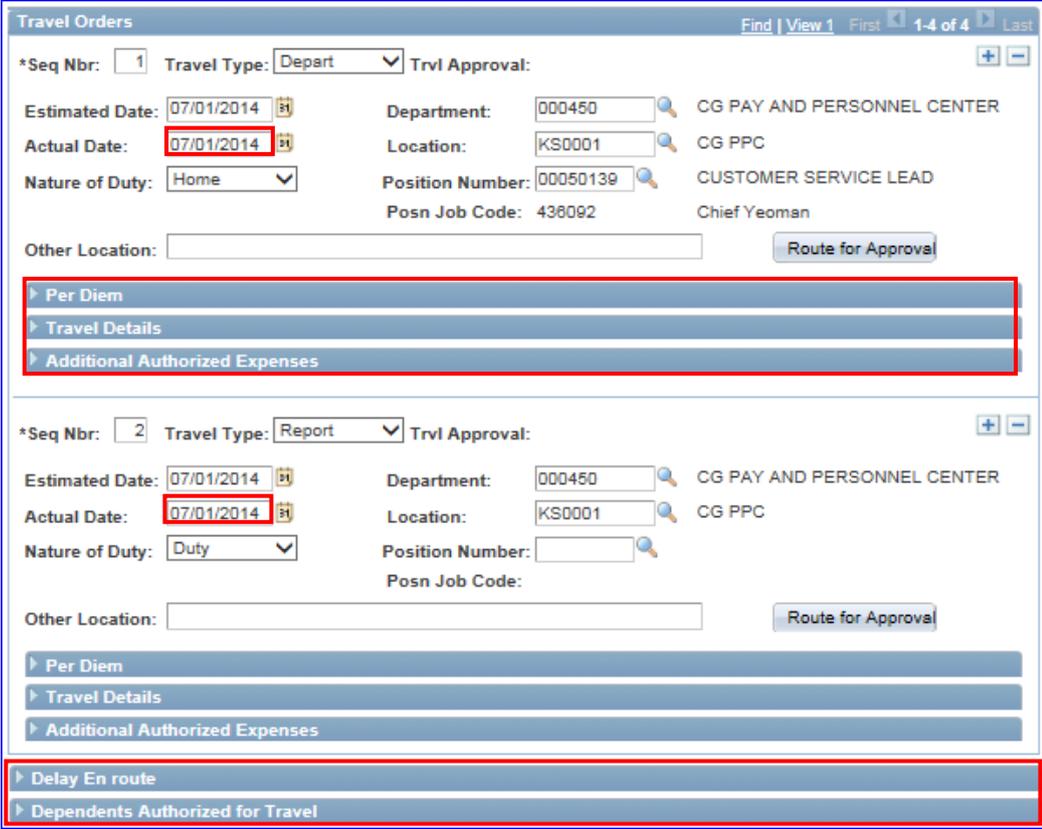
Procedures,
continued

Step	Action
3	<p>The Search Results will display all Reserve Active Duty orders for the member. Click on the applicable order.</p> 
4	<p>The Reserve Orders will appear. Click the Travel tab.</p> 
5	<p>The Travel page will display. Click on the View All link in the Travel Orders section.</p> 

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Departing/Reporting Endorsements, Continued

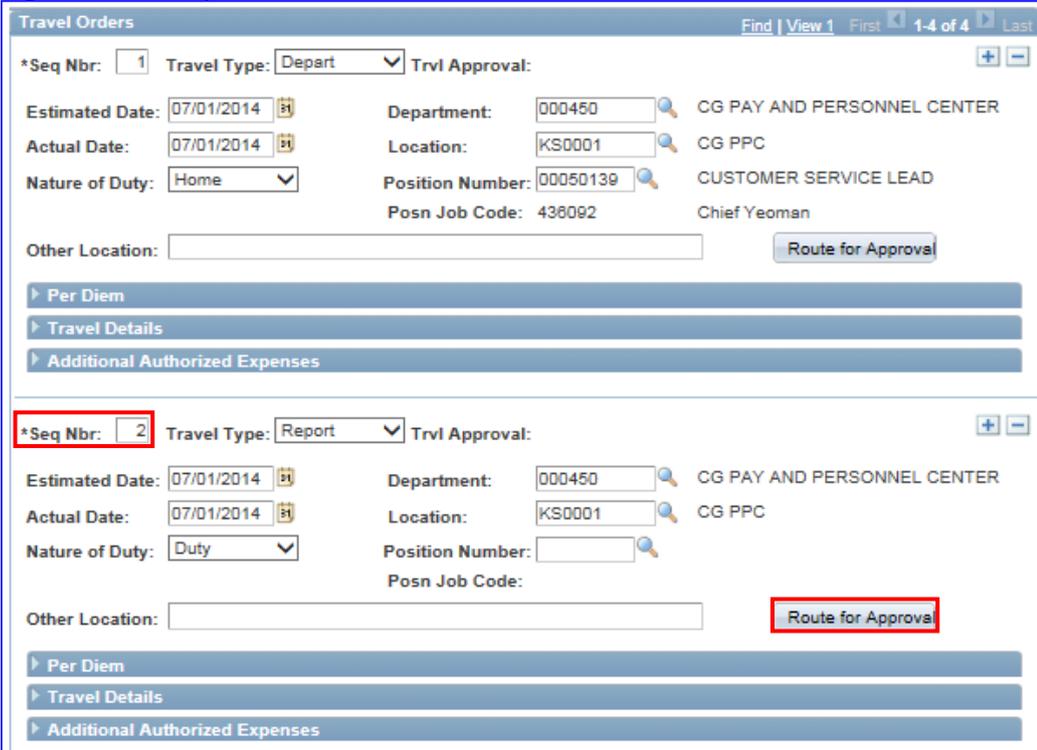
Procedures,
continued

Step	Action
6	<p>The Travel Orders section now displays all endorsement sections.</p>  <p>The screenshot shows the 'Travel Orders' interface with two endorsement entries. The first entry (Seq Nbr 1) is for a 'Depart' travel type with an actual date of 07/01/2014. The second entry (Seq Nbr 2) is for a 'Report' travel type with an actual date of 07/01/2014. Red boxes highlight the 'Actual Date' fields and the endorsement sections: 'Per Diem', 'Travel Details', and 'Additional Authorized Expenses' for Seq Nbr 1; and 'Delay En route' and 'Dependents Authorized for Travel' for Seq Nbr 2.</p> <ul style="list-style-type: none"> • Seq Nbr 1 - Actual Date: Enter the date member departed home for duty. • Seq Nbr 2 – Actual Date: Enter the date member reported for duty. In most cases these will be the same date unless authorized delay en route. • Per Diem, Travel Details and Additional Authorized Expenses – Click the arrow for each section and verify/enter applicable data for each endorsement. • Delay En route and Dependents Authorized for Travel – Click the arrow for each section and verify/enter applicable data.

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Departing/Reporting Endorsements, Continued

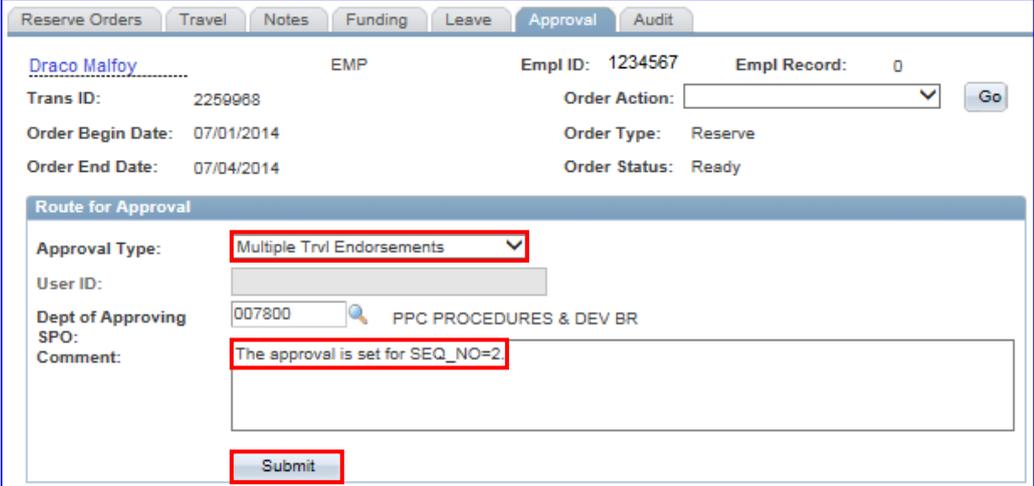
Procedures,
continued

Step	Action
<p>6 (cont.)</p>	<p>When all data has been verified/entered, click the Route for Approval button from the Seq Nbr 2 endorsement. Both the 1 and 2 endorsements will be approved when submitting from Seq Nbr 2 row. If selecting the Seq Nbr 1 endorsement, only Seq Nbr 1 will be approved and the member will not be reported for duty.</p>  <p>The screenshot shows the 'Travel Orders' interface with two rows of endorsement data:</p> <ul style="list-style-type: none"> Seq Nbr 1: Travel Type: Depart, Nature of Duty: Home, Department: 000450, Location: KS0001, Position Number: 00050139, Posn Job Code: 436092. The 'Route for Approval' button is visible. Seq Nbr 2: Travel Type: Report, Nature of Duty: Duty, Department: 000450, Location: KS0001. The 'Route for Approval' button is highlighted with a red box.

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Departing/Reporting Endorsements, Continued

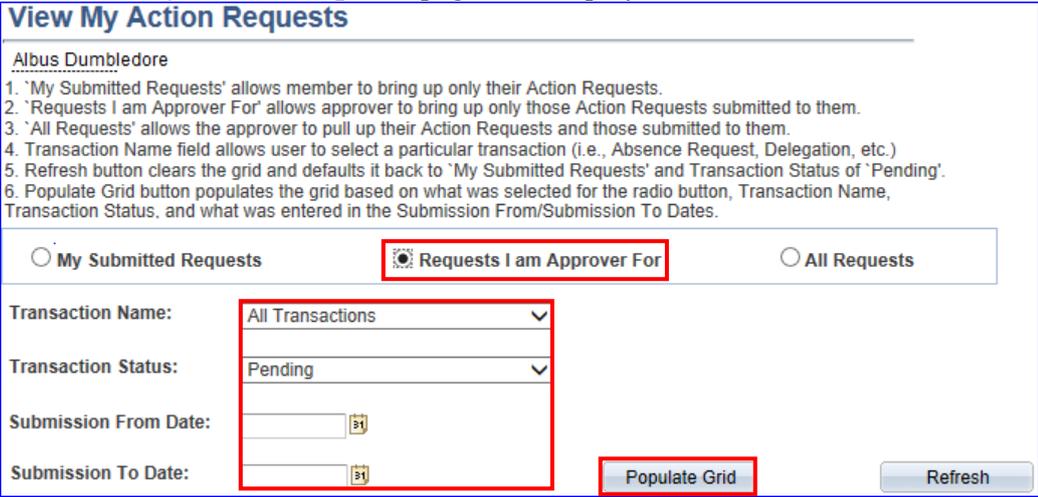
Procedures,
continued

Step	Action
7	<p>The Order Approval tab will display. The Approval Type is set for Multiple Trvl Endorsements and the Comment section identifies the approval is set for SEQ_NO=2. Click the Submit button.</p> 
8	<p>The orders are now pending SPO Auditor Approval.</p> 
9	<p>The SPO Auditor must now approve the endorsements. Approval of the orders does not auto start entitlements.</p> <p>After order endorsements are approved by SPO Auditor, entitlements must be entered and approved.</p> <p>Click the View My Requests (all types) link in the Requests tab.</p> 

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Departing/Reporting Endorsements, Continued

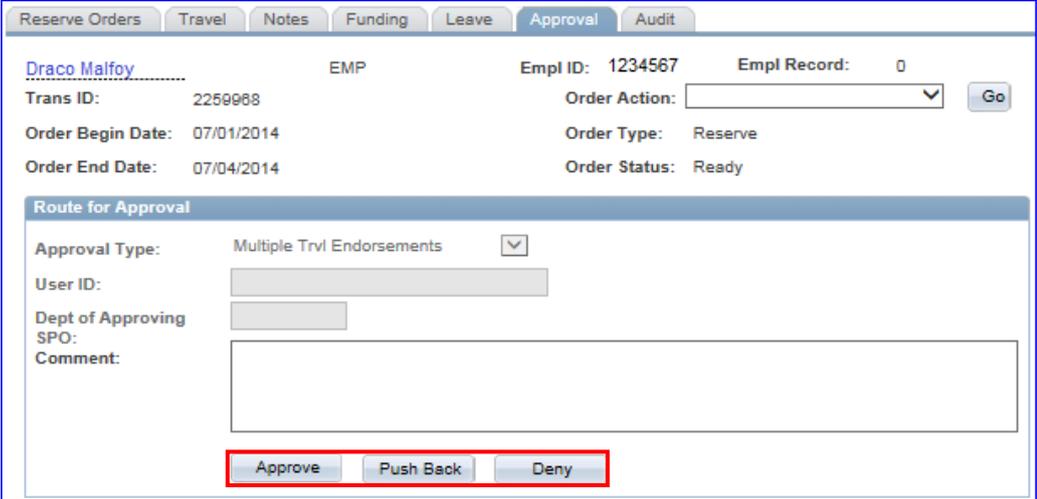
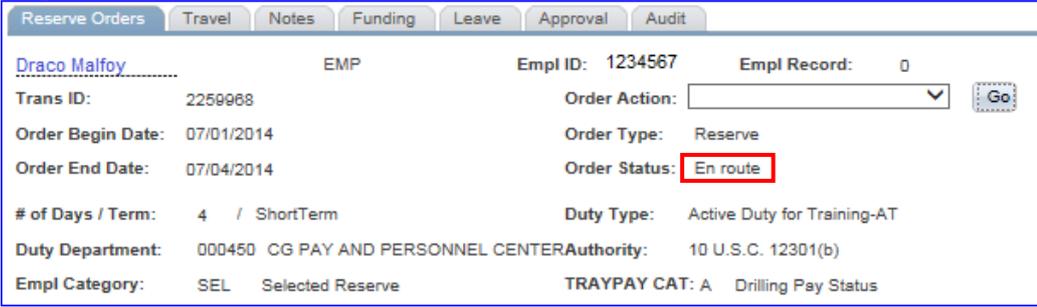
Procedures,
continued

Step	Action																
<p>10</p>	<p>The View My Action Requests page will display.</p>  <ul style="list-style-type: none"> • Click on the Requests I am Approver For radio button. • Transaction Name: Click the drop-down and make a selection or leave at the All Transactions default. • Transaction Status: Click the drop-down and make a selection or leave at the Pending default. • Submission From Date/Submission To Date: Narrow the search by selecting a period of inclusive dates. • Click the Populate Grid button. 																
<p>11</p>	<p>Select the applicable Reserve Order.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>RSV Multiple Trvl Endorsements</td> <td>Pending</td> <td>Draco Malfoy</td> <td>1234567</td> <td>Severus Snape</td> <td>Albus Dumbledore</td> <td>07/01/2014</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	RSV Multiple Trvl Endorsements	Pending	Draco Malfoy	1234567	Severus Snape	Albus Dumbledore	07/01/2014	Approve/Deny
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Departing/Reporting Endorsements, Continued

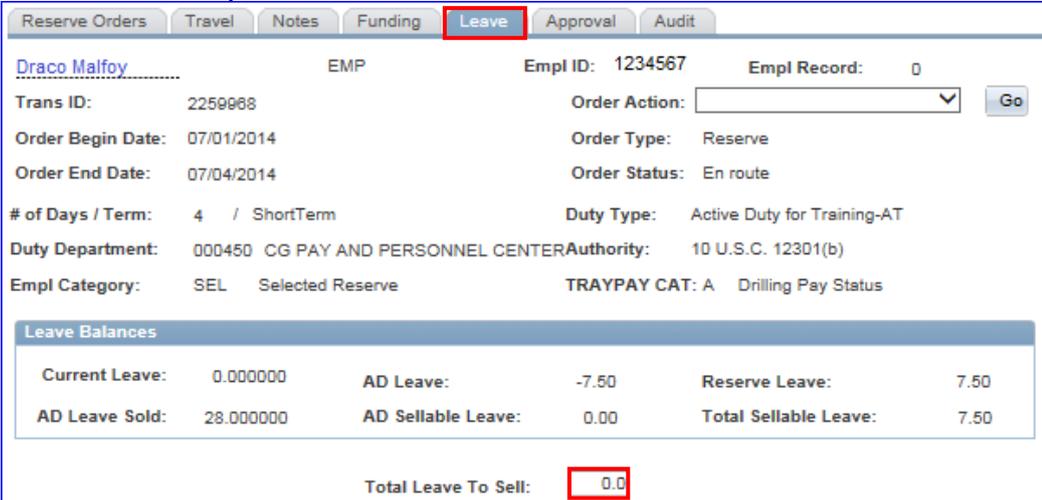
Procedures,
continued

Step	Action
<p>12</p>	<p>The Reserve Orders Approval tab will display.</p>  <p>The SPO Auditor can select one of three options:</p> <ul style="list-style-type: none"> • Approve – Sets status to Approved. • Push Back – Sets the status to On Hold and returns the orders to the submitter with any comments for edit/resubmission. (DO NOT USE!) • Deny – Sets status to Denied, orders are available for anyone to edit/resubmit. • Click Approve, Push Back or Deny button.
<p>13</p>	<p>After approval, the Order Type will set to En route (or Finished if completing Seq 98 and 99 rows).</p> 

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Departing/Reporting Endorsements, Continued

Procedures,
continued

Step	Action												
14	<p>Repeat Step 3-12 to complete Seq 98 and 99 rows (depart duty for home).</p> <p>Important: Do NOT complete the Seq 98 and 99 rows if the Orders are Long Term. The SPO must complete a RELAD. Completing the RELAD will set the reserve orders to a Finished status.</p> <p>Before routing for approval, you may need to click the Leave tab and enter any earned leave the member wishes to sell. Reservists are authorized to sell earned leave when completing an active duty period of 30 days or greater.</p> <p>Only use the Leave tab for payment of LSL for Short Term AD orders. Enter any leave authorized to sell AND submit a PPC Customer Care Help Ticket. PPC will manually process the LSL payment. When completing any Long Term AD orders, LSL is processed via the Separation (RELAD) orders.</p> <p>Review the References below, to validate members' eligibility to sell any leave, before entering any accrued leave to sell:</p> <ul style="list-style-type: none"> • Pay Manual, COMDTINST M7220.29(series) and • Reserve Policy Manual COMDTINST M1001.28(series)  <p>The screenshot shows a web application interface with the following elements:</p> <ul style="list-style-type: none"> Navigation tabs: Reserve Orders, Travel, Notes, Funding, Leave (highlighted), Approval, Audit. Member Name: Draco Malfoy EMP ID: 1234567 Empl Record: 0 Trans ID: 2259968 Order Action: [Dropdown menu] Order Type: Reserve Order Begin Date: 07/01/2014 Order End Date: 07/04/2014 Order Status: En route # of Days / Term: 4 / ShortTerm Duty Type: Active Duty for Training-AT Duty Department: 000450 CG PAY AND PERSONNEL CENTER Authority: 10 U.S.C. 12301(b) Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status Leave Balances Table: <table border="1"> <tr> <td>Current Leave:</td> <td>0.000000</td> <td>AD Leave:</td> <td>-7.50</td> <td>Reserve Leave:</td> <td>7.50</td> </tr> <tr> <td>AD Leave Sold:</td> <td>28.000000</td> <td>AD Sellable Leave:</td> <td>0.00</td> <td>Total Sellable Leave:</td> <td>7.50</td> </tr> </table> Total Leave To Sell: 0.0 (highlighted in red) 	Current Leave:	0.000000	AD Leave:	-7.50	Reserve Leave:	7.50	AD Leave Sold:	28.000000	AD Sellable Leave:	0.00	Total Sellable Leave:	7.50
Current Leave:	0.000000	AD Leave:	-7.50	Reserve Leave:	7.50								
AD Leave Sold:	28.000000	AD Sellable Leave:	0.00	Total Sellable Leave:	7.50								