

U.S. Coast Guard Reserve Activities User Guide



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1.0 Introduction

This user guide contains essential information for Reserve personnel to fully utilize the reserve components in 9.1 Direct Access. Included are detailed descriptions of the system's functions and capabilities, step-by-step procedures for utilizing the system, screen shots of the step-by-step procedures and tables of field descriptions.

2.0 Annual Screening Questionnaire (ASQ)

2.1 ASQ – Self-Service

SELRES and IRR members are required by law to fill out the ASQ on an annual basis or as their information changes.

1. Access the Annual Screening Questionnaire by navigating to the following menu path from the portal homepage - Employee > Tasks > Annual Screening Questionnaire.

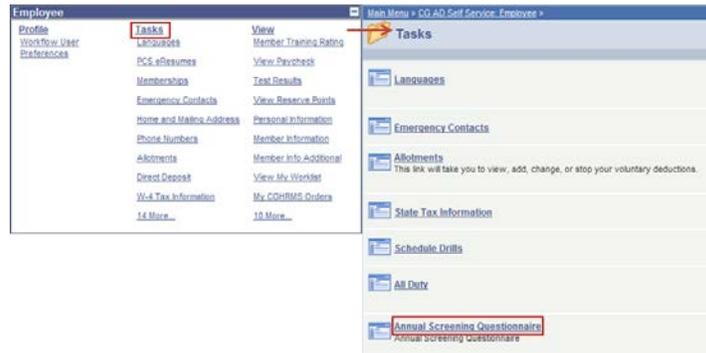


Figure 1: Annual Screening Questionnaire Link

2. Read the Annual Screening Questionnaire Acknowledgment section.
3. In the Member’s Response section, select the radio button for one of the statements.

Annual Screening Questionnaire

Empl ID: 1234567 Name: TEST EMPLOYEE

Annual Screening Questionnaire Acknowledgement

As a member of the Coast Guard Reserve, I understand and willingly accept the following obligations:

(1) I am subject to involuntary recall and that I may be required to report with as little as 48 hours notice. Failure to report as directed is punishable under Article 86 of the Uniform Code of Military Justice (UCMJ) and a court-martial may direct punishment up to and including: dishonorable discharge, forfeiture of all pay and allowances, and/or confinement for up to one year.

(2) I must comply with the requirements of Chapter 4 (Participation Standards) of the Reserve Personnel Manual (COMDTINST M1001.28A) and failure to comply with these standards may result in disciplinary or administrative action including involuntary recall to active duty or separation from the service.

(3) I shall plan for contingencies in the care and support of my dependent family members and develop a family care plan if, I am a single parent, a dual-member couple with dependents, or married with custody or joint custody of a child whose non-custodial biological or adoptive parent is not my current spouse, or I otherwise bear sole responsibility for the care of children under the age of 19 or for others unable to care for themselves in my absence, or I am primarily responsible for dependent family members. Failure to have a family care plan may subject me to disciplinary or administrative action that can result in my separation from service and is not justification to avoid involuntarily recall.

(4) If my deployability becomes impaired due to employment, family, medical, or any other condition (s), or if I am to be out of the country for greater than 30 days, I shall notify my command immediately in writing. I will work to resolve such issues through my chain-of-command, in accordance with Coast Guard policy, and understand that long-term issues that prevent my deployability can result in my transfer to the Individual Ready Reserve (IRR), the Standby Reserve, or administrative separation from the service.

Member's Response

I understand and accept I do not understand or do not accept

Figure 2: Annual Screening Questionnaire Acknowledgement

! A response of 'I do not understand or do not accept' will require a supervisor's EmplID in the Reserve Recall Availability section for further consultation since selecting this response can lead to discharge from the Reserve or transfer to the IRR.

4. Click the First Responder Description link to read the description. Upon completion, select one of the two radio buttons.

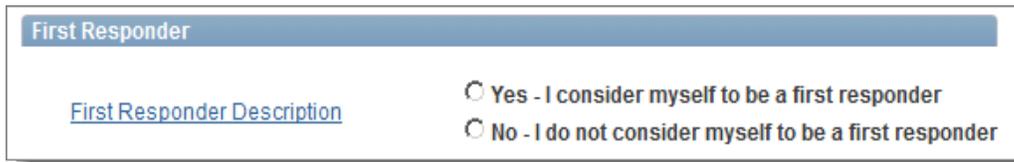


Figure 3: First Responder Section

5. In the Reserve Recall Availability section the Date Notified field will default to the current date.
6. The Date Signed field will default to the current date.
7. From the *Recall Status drop down, select one of the following selections – Available for Recall, Community of Family Hardship, Critical Civilian Occupation, Key Employee or Govt Official or Other.

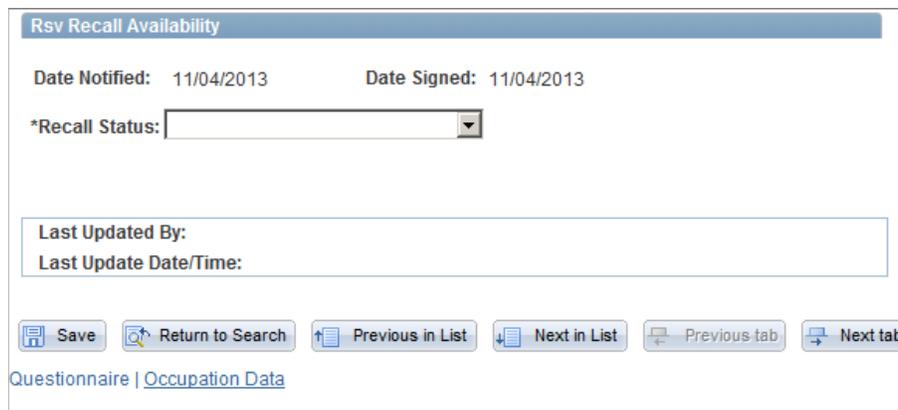


Figure 4: Reserve Recall Availability Section

! Selecting a Recall Status of anything other than Available will require a supervisor's EmplID for further consultation since selecting this response can lead to discharge from the Reserve or transfer to the IRR.

8. To enter a Supervisor's EmplID, click the look up icon. If the EmplID is known, it can be entered directly. Entering an EmplID other than a supervisor will not allow the ASQ to be routed correctly.

9. Click the Occupation Data link to navigate to the next tab of the ASQ.

Rsv Recall Availability

Date Notified: 11/04/2013 Date Signed: 11/04/2013

*Recall Status: Available for Recall

Supervisor ID:

Last Updated By:
Last Update Date/Time:

Save Return to Search Previous in List Next in List Previous tab Next tab

Questionnaire | [Occupation Data](#)

Figure 5: Supervisor ID

The Occupation Data tab captures all of the member's current job information. Fields marked with an * are required fields.

Questionnaire Occupation Data

Occupational Data

Empl ID: 1234567 Test Employee

Current Civilian Employer

For Civilian Occupation Information, to select your Standard Occupational Code click the magnifying glass. In the description field you can search with a wildcard (%), for example: Typing in %welder will bring up a list of welders.

*SOC Code:

My SOC Code is valid: As Of Date: 04/17/2014

*Position Title:

*Position Start Dt: 04/17/2014

*Employer: *Work Phone:

*Supv Name: Supv Phone:

*Employment Status: Self-Employed:

Address 1:

Address 2:

Address 3:

City: State:

Postal: Country: USA

Last updated by:
Last Update Date/Time:

Save Previous tab Next tab Refresh

Figure 6: Occupation Data Tab

10. Enter the SOC Code by utilizing the look up tool.

 **Members that are unemployed or are students, SOC code 434061 should be utilized.**

11. Enter the Position Title.

12. Enter the Position Start Date.
13. Enter the Employer.
14. Enter the Work Phone.
15. Enter the Supervisor's Name.
16. Select an Employment Status from the drop down.
17. Check the My SOC Code is Valid checkbox.
18. Click Save.
19. The Last updated by and Last updated Date/Time fields will display the name of the member who completed the ASQ and the date/time it was saved. This information is read only and is used for tracking purposes. The ASQ form will be saved up to a year from when the form was last saved, once a year has passed, the form will default to blank values.

2.2 ASQ – SPO

The SPO can access the Annual Screening Questionnaire by navigating to the following menu path from the portal homepage – Reserve Administration > Annual Screening Questionnaire.



Figure 7: Annual Screening Questionnaire Link

1. Enter the member’s EmplID for which the ASQ needs to be filled out for. Refer to section [2.1 Annual Screening Questionnaire](#) and [2.1 Occupation Data Tab](#) for instructions on how to fill out these two tabs.
2. When a member selects ‘I do not understand or accept’ or a recall status of anything other than ‘Available’ an email will be sent to their supervisor.
3. Upon accessing the member’s ASQ via the link in the email notification, the member will then be counseled. Once the counseling has been completed the member will then return to the ASQ, make the necessary corrections and re-submit it.

 **The Supervisor must not make any changes to the member’s ASQ. The member must update the ASQ after the SPO consultation.**

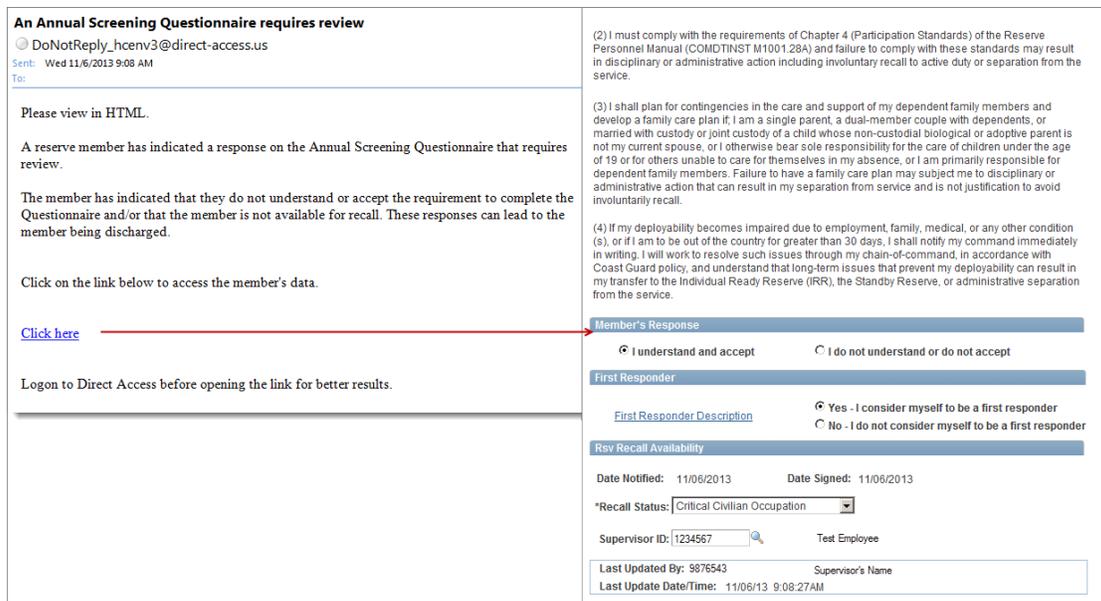


Figure 8: Email Notification

3.0 Member Training Rating

The Member Training Rating component allows SPO users to assign, extend or remove a reserve member's training rating. Self-Service reserve members can view current training ratings via the Self-Service link.

3.1 Member Training Rating - Self-Service

1. From the portal homepage, in the Employee pagelet click View > Member Training Rating.

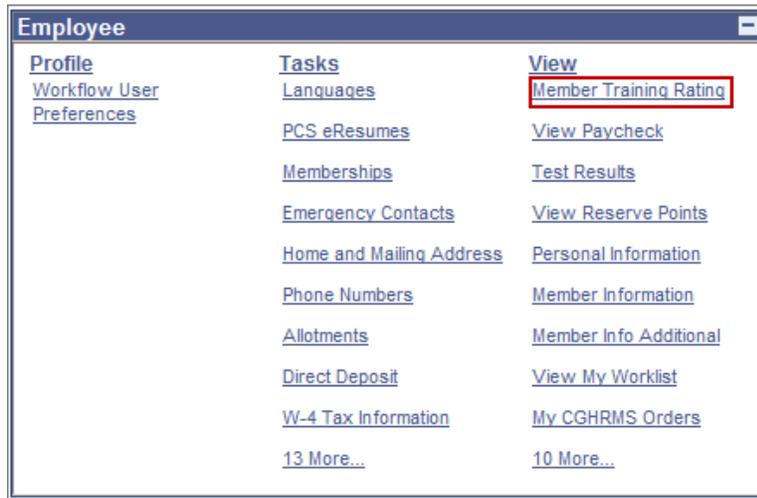


Figure 9: Member Training Rating Self-Service Link

2. The training rating page will display.

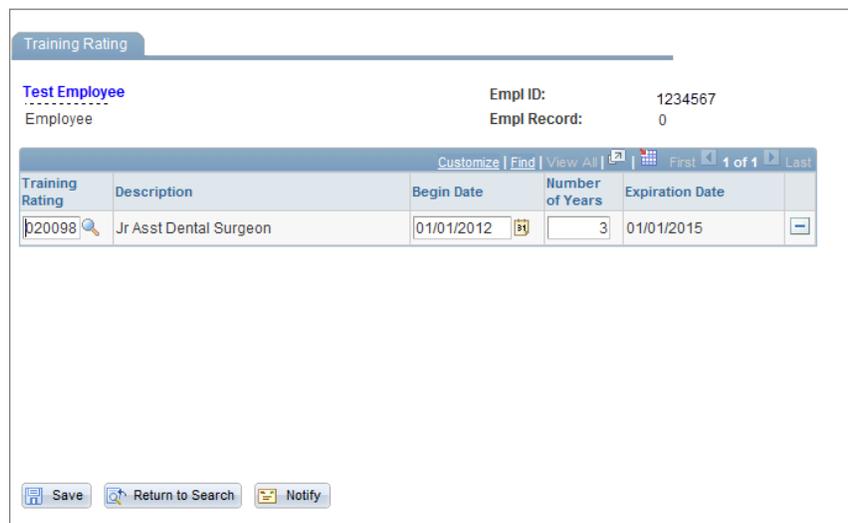


Figure 10: Self Service Member Training Rating

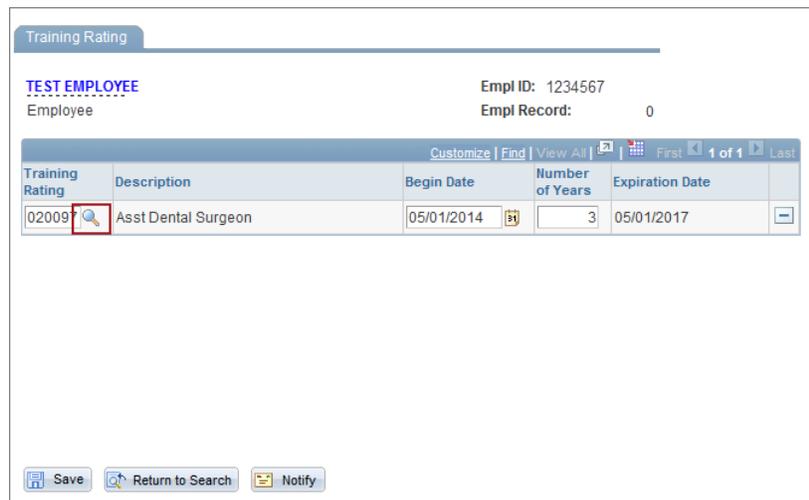
3.2 Add Member Training Rating - SPO

The Member Training Rating can be accessed by navigating to the following menu path from the portal homepage – Reserve Administration > Member Training Rating.



Figure 11: Member Training Rating Link

1. On the search page enter the member's EmplID and click Search.
2. Select the member from the search page to display the Training Rating page. To view the member's department, current rating and rank, mouse over the Member's name.
3. To add a new training rating, click on the lookup tool and select a training rating from the list. The Description will auto populate.
4. Enter the Begin Date using the calendar icon.
5. Enter the Number of Years and hit the tab key, this will auto populate the Expiration Date field.
6. Click Save.

A screenshot of the "Training Rating" form. The form has a blue header with the text "Training Rating". Below the header, there is a section for "TEST EMPLOYEE" with "Employee" and "Empl ID: 1234567" and "Empl Record: 0". Below this is a table with columns: "Training Rating", "Description", "Begin Date", "Number of Years", and "Expiration Date". The table has one row with the following data: "02009", "Asst Dental Surgeon", "05/01/2014", "3", and "05/01/2017". The "Training Rating" cell has a magnifying glass icon. Below the table are buttons for "Save", "Return to Search", and "Notify".

Training Rating	Description	Begin Date	Number of Years	Expiration Date
02009	Asst Dental Surgeon	05/01/2014	3	05/01/2017

Figure 12: Member Training Rating

 **This page does not retain history of the training ratings.**

3.3 Extending Training Rating

1. Access the Member Training Rating page by navigating to the following menu path from the portal homepage – Reserve Administration > Member Training Rating.
2. Search for the member’s EmplID and select the member from the search results to display the Training Rating page.

Member Training Rating

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Empl ID: begins with

Empl Record: =

Name: begins with

Last Name: begins with

Second Last Name: begins with

Alternate Character Name: begins with

Middle Name: begins with

Business Unit: begins with

Department Set ID: begins with

Department: begins with

Regulatory Region: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Figure 13: Member Training Rating Search Page

3. Existing training rating may only be extended for one year. Enter 1 in the number of Years field then press the tab key to update expiration date.
4. Click Save.

Training Rating

TEST EMPLOYEE Empl ID: 1234567
Employee Empl Record: 0

Training Rating	Description	Begin Date	Number of Years	Expiration Date
020097	Asst Dental Surgeon	05/01/2014	1	05/01/2015

Save Return to Search Notify

Figure 14: Extending Member Training Rating

3.4 Remove Member's Training Rating

When a member has completed the training rating requirements the supervisor will then delete the training rating. Navigate to the Member Training Rating via the portal homepage – Reserve Administration > Member Training Rating.



Figure 15: Member Training Rating Link

1. Enter the search criteria for the member whose training rating needs to be changed.

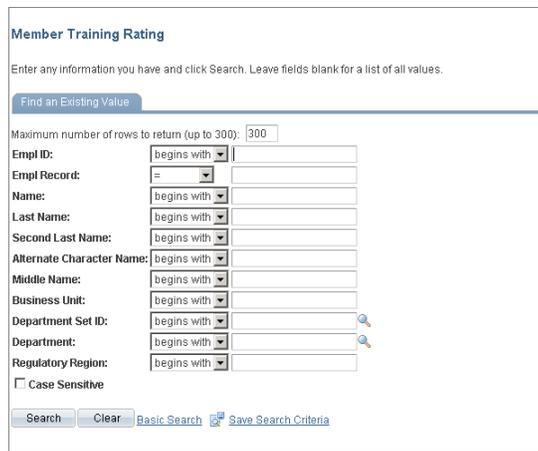
A screenshot of the "Member Training Rating" search page. The page has a title "Member Training Rating" and a subtitle "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a "Find an Existing Value" section with a "Maximum number of rows to return (up to 300):" field set to "300". There are several search criteria fields: "Empl ID:", "Empl Record:", "Name:", "Last Name:", "Second Last Name:", "Alternate Character Name:", "Middle Name:", "Business Unit:", "Department Set ID:", "Department:", and "Regulatory Region:". Each field has a dropdown menu with "begins with" selected. At the bottom, there are "Search", "Clear", "Basic Search", and "Save Search Criteria" buttons.

Figure 16: Member Training Rating Search Page

2. On the 'Member Training Rating' page, click on the '-' to delete a training rating and click 'Save'.

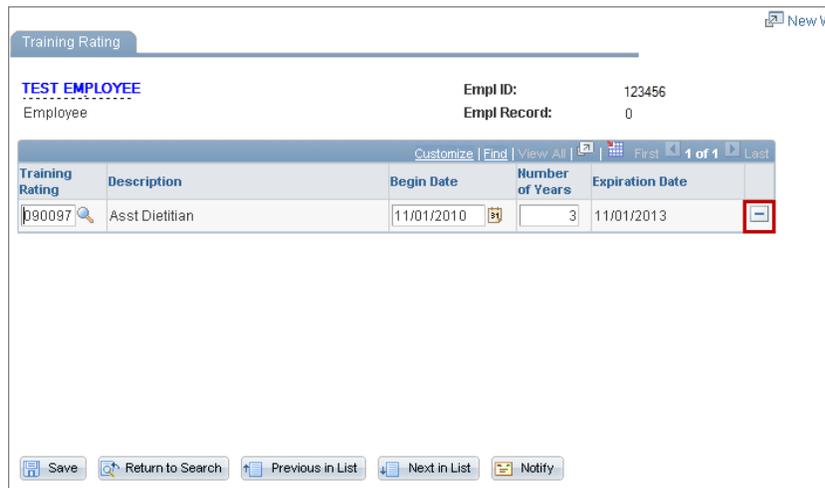
A screenshot of the "Training Rating" page for "TEST EMPLOYEE". The page shows the employee's name and ID (123456) and a table of training ratings. The table has columns for "Training Rating", "Description", "Begin Date", "Number of Years", and "Expiration Date". There is one row with "090097" as the rating, "Asst Dietitian" as the description, "11/01/2010" as the begin date, "3" as the number of years, and "11/01/2013" as the expiration date. A red box highlights a minus sign (-) in the rightmost column of this row. At the bottom of the page, there are buttons for "Save", "Return to Search", "Previous in List", "Next in List", and "Notify".

Figure 17: Delete Member Training Rating

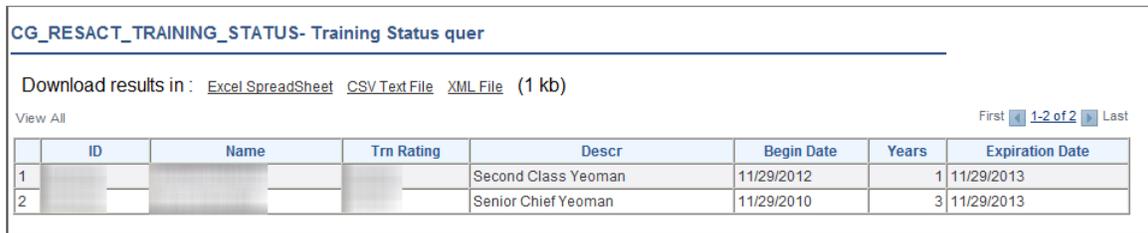
3.5 Training Status Report

1. To run the Training Status report, from the portal homepage click the Training Status link in the Reserve Administration section.



Figure 18: Training Status Report

2. The report will display a list of members whose training rating will be expiring within 30 days from the current date.

A screenshot of a web application showing the results of a query. The title is "CG_RESACT_TRAINING_STATUS- Training Status quer". Below the title, there are download options: "Excel Spreadsheet", "CSV Text File", and "XML File (1 kb)". There is a "View All" link and a pagination control showing "First 1-2 of 2 Last". Below this is a table with 8 columns: ID, Name, Trn Rating, Descr, Begin Date, Years, and Expiration Date. The table contains two rows of data.

	ID	Name	Trn Rating	Descr	Begin Date	Years	Expiration Date
1				Second Class Yeoman	11/29/2012	1	11/29/2013
2				Senior Chief Yeoman	11/29/2010	3	11/29/2013

Figure 19: Training Status Report Results

4.0 Member Status Change

The Member Status Change can be accessed by navigating to the following menu path from the portal homepage in the Reserve Administration pagelet.



Figure 20: Member Status Change

1. On the search page enter the search criteria for the member.

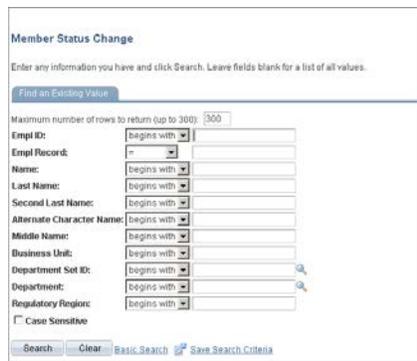
A screenshot of the "Member Status Change" search page. The page has a title "Member Status Change" and a subtitle "Enter any information you have and click Search. Leave fields blank for a list of all values." Below the subtitle is a search bar with the text "Find an Existing Value". There is a dropdown menu for "Maximum number of rows to return (up to 300):" with the value "300" selected. Below this are several search criteria fields, each with a "begins with" dropdown menu: "Empl ID:", "Empl Record:", "Name:", "Last Name:", "Second Last Name:", "Alternate Character Name:", "Middle Name:", "Business Unit:", "Department Set ID:", "Department:", and "Regulatory Region:". There is a "Case Sensitive" checkbox which is unchecked. At the bottom of the search criteria are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Figure 21: Reserve Member Status Change Search Page

2. Select the member from the search results.
3. The Member Status Change page displays the member's current status and effective date. To change the status, enter the new Effective Date using the calendar icon.
4. Enter the Employee Category and the TRAPAY CAT using the lookup tool.
5. Once all of the information has been entered, click Save.

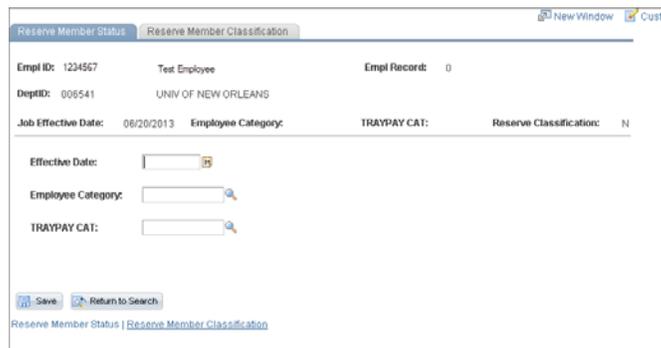
A screenshot of the "Reserve Member Status Change" page. The page has two tabs: "Reserve Member Status" and "Reserve Member Classification". The "Reserve Member Status" tab is active. The page displays the following information: "Empl ID: 1234567", "Test Employee", "Empl Record: 0", "DeptID: 006541", "UNIV OF NEW ORLEANS", "Job Effective Date: 06/20/2013", "Employee Category:", "TRAPAY CAT:", and "Reserve Classification: N". Below this information are three input fields: "Effective Date:" with a calendar icon, "Employee Category:" with a lookup icon, and "TRAPAY CAT:" with a lookup icon. At the bottom of the page are buttons for "Save" and "Return to Search".

Figure 22: Reserve Member Status Change

The table below displays a description of the fields on the Reserve Member Status Change page.

Employee Classification	TRAPAY CAT
Selected Reserve (SELRES) (including members being ordered to long-term active duty)	A, B, C, D, F, M
Individual Ready Reserve (IRR) (Includes IRR members who regularly drill for no pay Assigned to drilling Dept)	E, H, J, P
Active Standby Reserve (ASL)	G, N
Inactive Standby Reserve (ISL)	I

Table 1: Employee Classification

4.1 Reserve Member Classification

The Reserve Member Classification can be accessed by navigating to the following menu path from the portal homepage in the Reserve Administration pagelet.



Figure 23: Reserve Member Classification

1. Search and select the member for who the Reserve Member Classification has to be changed.

A screenshot of the "Member Status Change" search page. The page has a title "Member Status Change" and a subtitle "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a search bar with the text "Find an Existing Value". A dropdown menu for "Maximum number of rows to return (up to 300):" is set to "300". The search criteria section includes fields for "Empl ID:", "Empl Record:", "Name:", "Last Name:", "Second Last Name:", "Alternate Character Name:", "Middle Name:", "Business Unit:", "Department Set ID:", "Department:", and "Regulatory Region:". Each field has a "begins with" dropdown menu. There is a "Case Sensitive" checkbox which is unchecked. At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Figure 24: Reserve Member Status Search Page

2. Click on Reserve Member Classification tab.
3. Click the look up tool and select the new value.
4. Select the date using the calendar tool.
5. Click Save.

A screenshot of the "Reserve Member Classification" tab in a web application. The tab is active and shows the following information: "Empl ID: 2009011", "BRENDAN KELLY", "Empl Record: 0", "DeptID: 000369", "CG STA CAPE COD CANAL", "Job Effective Date: 06/25/2013", "Employee Category: SEL", "Reserve Classification: K", and "Classification Date: 01/17/2006". Below this information are two input fields: "Reserve Classification:" with a search icon and "Classification Date:" with a calendar icon. At the bottom, there are buttons for "Save", "Return to Search", "Previous in List", and "Next in List". A breadcrumb trail at the bottom reads "Reserve Member Status | Reserve Member Classification".

Figure 25: Reserve Member Classification Tab

The table below lists a description of the Reserve Classification values.

Military Service	Service Component	Description	Short Description
CGRSV	A	Enl non-prior svc REBI/A Sch	NonPrsREBI
CGRSV	I	Rsv Officer not on EAD w/in 8 yr obl	Rsvoff8obl
CGRSV	J	Prior Svc CG Enl w/in 8 yr obl	Prisvc8obl
CGRSV	K	Enl Stdnt w/split IADT	EnlStnIADT
CGRSV	N	w/svc oblig not in another Cla	w/SvcOblig
CGRSV	P	Enl Rgrd Attnd Rcrt Trng A Sch	EnlRgAttnd
CGRSV	Q	Mbr w/o a statutory obligation	NoStatObl
CGRSV	X	Enl non-prior svc direct PO	EnlDirectPO

Table 2: Reserve Classification Values

5.0 Montgomery GI Bill - Selected Reserve (MGIB-SR)

5.1 Self-Service MGIB

Self-service members can view their MGIB status on their Member Info Report.

1. To access the Member Info Report click on the Task link in the Employee pagelet from the portal homepage.



Figure 26: Task Link

2. Click on My Member Info.



Figure 27: My Member Info Link

3. Click Create Report.



Figure 28: Create Report Link

4. The MGIB-SR status will be displayed in the Reserve section of the report.

COAST GUARD MEMBER INFORMATION	
Rsv Anniversary Date:	03/03/2008
Rsv Drill Obligation Date:	03/02/2014
Rsv Initiation Date:	03/03/2008
Reserve	
Annual Screening Questionnaire Date:	09/21/2013
RMGIB Eligibility:	Eligible: Member meets all eligibility criteria
AD Base Counter (YYMMDD)	051114

Figure 29: Member Info Report

5.2 MGIB – SPO

5.2.1 Electing MGIB-SR Benefits

The Simple Benefits page is used to elect MGIB-SR benefits for members.

1. To make elections for MGIB-SR, click on the MGIB Enrollment link in the Reserve Administration pagelet from the portal homepage.



Figure 30: MGIB Enrollments Link

2. Enter the search criteria to look up the member and select the member from the search results.

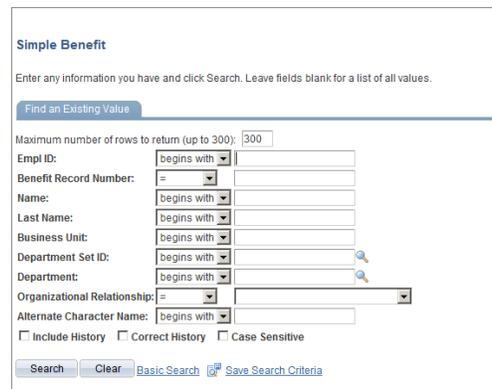
A screenshot of the "Simple Benefit" search interface. It includes a "Find an Existing Value" button and a "Maximum number of rows to return (up to 300):" field set to 300. Search criteria include: "Empl ID:" (begins with), "Benefit Record Number:" (=), "Name:" (begins with), "Last Name:" (begins with), "Business Unit:" (begins with), "Department Set ID:" (begins with), "Department:" (begins with), and "Organizational Relationship:" (=). There are also checkboxes for "Include History", "Correct History", and "Case Sensitive". Buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria" are at the bottom.

Figure 31: Simple Benefit Search

3. The Simple Benefits page will display for the member.

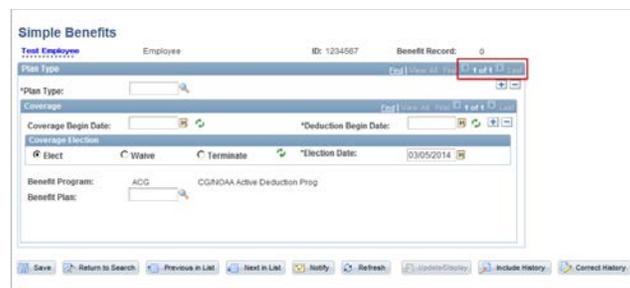
A screenshot of the "Simple Benefits" page for a specific member. The member's ID is 1294567 and the Benefit Record is 0. The "Plan Type" field is highlighted with a red box. Below, the "Coverage Election" section shows options for "Elect", "Waive", and "Terminate", with an "Election Date" of 03/05/2014. The "Benefit Program" is listed as "ACG CGRNOAA Active Deduction Prog". At the bottom, there are navigation buttons like "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Refresh", "Include History", and "Correct History".

Figure 32: MGIB-SR Simple Benefits

4. If there is no current election for the member, the Plan Type record will display 1 of 1 and the fields on the record will be blank (Figure 28). The Election Date field will default to the current date.

- If there is a current Plan for the member, the fields will be filled out. Click on  to insert a new row.

 **Users must not click the  button. Doing so will permanently delete the row which cannot be restored. Permanently deleting rows directly impacts records being sent to DMDC and VA.**

- Select the Plan Type for MGIB-SR. The plan type for MGIB-SR will always be A4.
- The Coverage Begin Date, Deduction Date and Election Date will all be the same date. Enter the date the member's MGIB-SR eligibility is effective. The system cannot have multiple rows with the same effective date.
- Select 'Elect' from the 'Coverage Elections' section.
- The 'Benefit Program' is automatically populated.
- Click the lookup tool to select the best code which describes the member's eligibility. For most elections, BA will most likely be the appropriate code.
- Click Save.

The table below lists all of the Eligibility Codes and a description of code.

Eligibility Code	Eligibility Code Description
AA	Ineligible: Has not executed a 6 yr obligation after 30-JUN-85.
AB	Ineligible: Has not completed IADT.
AC	Ineligible: No high school diploma or equivalent.
AD	Eligibility Terminated: Correction of erroneous report of eligibility.
BA	Eligible: Meets all eligibility criteria.
BB	Eligible: Member serving subsequent qualifying period of eligibility.
BC	Eligibility Condition Retained: Non qualify position/unit involuntary removal from qualify positn.
BD	Eligibility Retained: Serving position/unit completion of oblig for initial benefit eligibility.
BE	Eligible: Member separated because of disability.
BF	Eligible: Member separated because of inactivation or reduction.
CA	Ineligible: Member has completed course of instruction required for BA or equivalent.
CB	Eligibility Suspended: Granted period of authorization non-availability- all other-not to exceed 3 yrs.
CC	Eligibility Suspended: Granted period of authorized non-availability-missionary up to 3years.
CD	Eligibility Suspended: Being processed for unsatisfactory participation.
CE	Eligibility Suspended: Voluntarily depart from a qualifying position.
CF	Ineligible: Member on long-term orders.
CG	Eligibility Terminated: In receipt of ROTC scholarship.
DA	Eligibility Terminated: Member failed to reaffiliate within the required time

Eligibility Code	Eligibility Code Description
	limit.
DB	Eligibility Terminated: Member discharged without be granted a period of non-availability.
DC	Eligibility Terminated: Member deceased.
DD	Eligibility Terminated: Member determined to be unsatisfactory participant.
DE	Eligibility Terminated: Has failed to participate satisfactory prior to completing required service.

Table 3: Election Benefit Plan Codes

The table below lists the fields on the Simple Benefits page along with a description of what data each field requires.

Field Name	Field Description
Employee	This displays the name of the member.
ID	This displays the EmplID of the member.
Benefit Record	This field will display the Empl Record.
Plan Type	This section displays the plan type that is currently elected or can be elected.
Plan Type	This is used to select the type of plan using the lookup tool.
Coverage	This displays the type of coverage the member has or will be elected for.
Coverage Begin Date	This is the date the member is eligible for MGIB-SR.
Deduction Begin Date	This is the effective date for the plan/coverage being selected.
Coverage Election	This section displays what type of coverage the member has or will be elected for along with the date it is effective.
Elect	This is selected when members are being elected for coverage.
Waive	This button will not be used.
Terminate	Selecting this radio button will permanently delete the MGIB record. This button will not be used.
Election Date	This the date the coverage/plan is selected.
Benefit Program	This is derived from the member's Job Data.
Benefit Plan	This is the plan that the member is currently elected for or will be elected for.
Save	This Saves the updates made to the plan.
Return to Search	This will return to the search page.
Previous In List	This will display the member previous member in the list of search results.
Next in List	This will display the next member in the list of search results.
Notify	This allows the user to send a link to the Simple Benefit page via email.
Refresh	This refreshes the page.
Update/Display	This will update the page to include any changes that have been made.
Include History	This will include the history for the member.
Correct History	This will allow the user to update the member's benefits.

Table 4: Simple Benefits Plan Fields

5.2.2 Terminating MGIB-SR Benefits

1. To terminate MGIB-SR elections for a member, click on the MGIB Enrollment link in the Reserve Administration pagelet from the portal homepage.



Figure 33: MGIB Enrollments Link

2. Enter the search criteria to look up the member. Select the member from the search results.

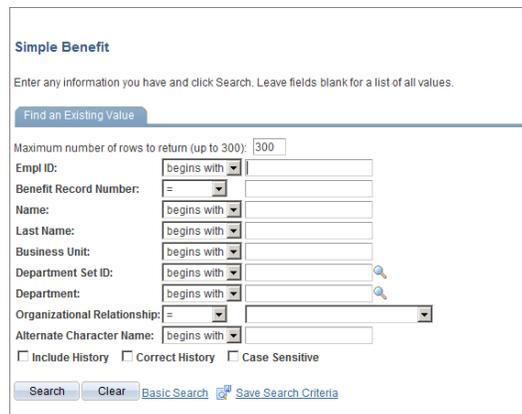
A screenshot of a search form titled "Simple Benefit". It includes a search bar with the text "Find an Existing Value". Below the search bar are several input fields: "Maximum number of rows to return (up to 300):" with a value of 300; "Empl ID:" with a dropdown menu set to "begins with"; "Benefit Record Number:" with a dropdown menu set to "="; "Name:" with a dropdown menu set to "begins with"; "Last Name:" with a dropdown menu set to "begins with"; "Business Unit:" with a dropdown menu set to "begins with"; "Department Set ID:" with a dropdown menu set to "begins with"; "Department:" with a dropdown menu set to "begins with"; "Organizational Relationship:" with a dropdown menu set to "="; and "Alternate Character Name:" with a dropdown menu set to "begins with". There are also checkboxes for "Include History", "Correct History", and "Case Sensitive". At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Figure 34: Simple Benefit Search

3. The Simple Benefits plan page will display for the member.

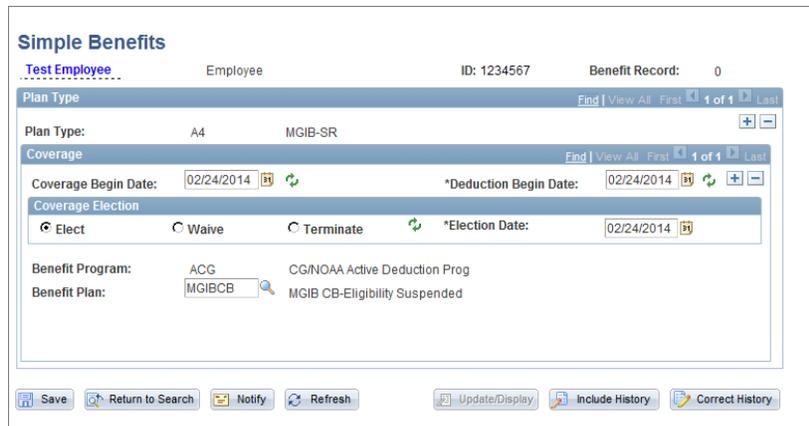
A screenshot of the "Simple Benefits" page for a member. The page displays the member's name "Test Employee", employee ID "1234567", and "Benefit Record: 0". The "Plan Type" section shows "A4" and "MGIB-SR". The "Coverage" section shows "Coverage Begin Date: 02/24/2014" and "*Deduction Begin Date: 02/24/2014". The "Coverage Election" section shows "Elect" selected, "Waive", and "Terminate" options, along with "*Election Date: 02/24/2014". The "Benefit Program" section shows "ACG" and "CG/NOAA Active Deduction Prog". The "Benefit Plan" section shows "MGIBCB" and "MGIB CB-Eligibility Suspended". At the bottom, there are buttons for "Save", "Return to Search", "Notify", "Refresh", "Update/Display", "Include History", and "Correct History".

Figure 35: Simple Benefits Plan

4. Click the Correct History button on the bottom of the page.

- Prior to inserting a new row, validate that the Plan Type row is A4 since that is the plan type of the record being terminated. A new Plan Type row will not be inserted.
- In the Coverage heading click  to insert a new row.

 **Users must not click the  click this button. Doing so will permanently delete the row and cannot be restored. Permanently deleting rows will directly impact records being sent to DMDC and VA.**

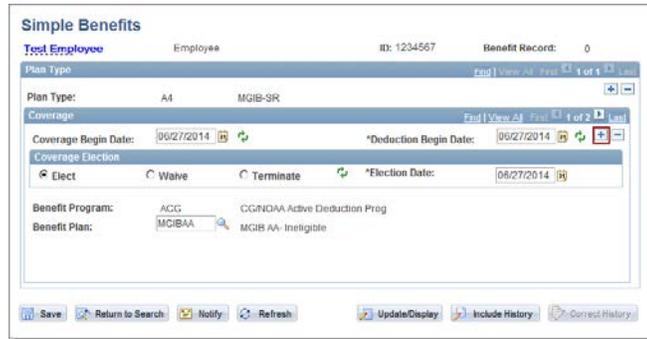


Figure 36: Plan Type

- The Coverage Begin Date, Deduction Date and Election Date will all be the same date. Enter the date that the eligibility change is effective.

The date being entered in these fields is required to fit the following criteria:

- This date cannot be prior to when the member initially became eligible for MGIB-SR.

- Rows with duplicate effective dated rows are not allowed.
- Select the Elect radio button. Selecting Terminate will delete the record permanently.
- Select the Benefit Plan using the lookup tool.

Eligibility Code	Eligibility Code Description
DA	Eligibility Terminated: Member failed to reaffiliate within the required time limit.
DB	Eligibility Terminated: Member discharged without being granted a period of unavailability.
DC	Eligibility Terminated: Member Deceased
DD	Eligibility Terminated: Member determined to be an unsatisfactory participant.
DE	Eligibility Terminated: Has failed to participate satisfactory prior to completing required service.

Table 5: Terminated MGIB-SR Codes

- Click Save.

5.2.3 Suspending MGIB-SR Benefits

1. To suspend MGIB-SR elections for a member, click on the MGIB Enrollment link in the Reserve Administration pagelet from the portal homepage.



Figure 37: MGIB Enrollments Link

2. Enter the search criteria to look up the member. Select the member from the search results.

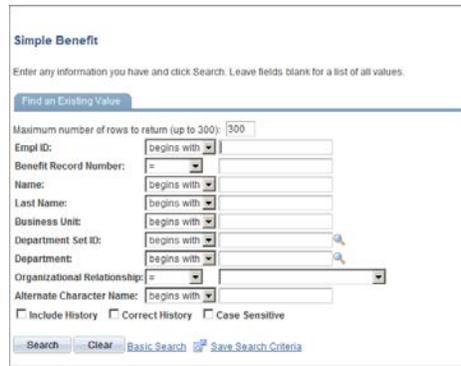


Figure 38: Simple Benefit Search

3. The Simple Benefits plan page will display for the member.

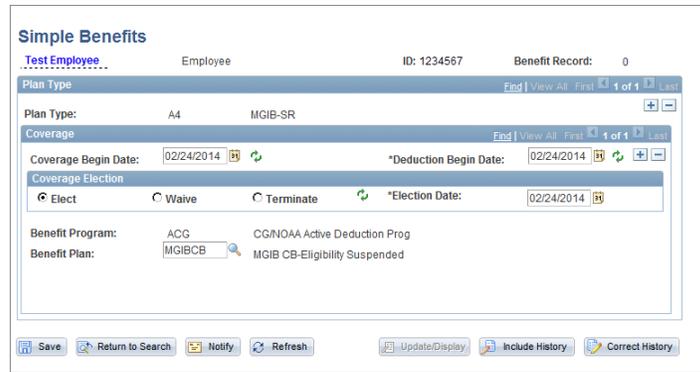


Figure 39: Simple Benefits Plan

4. Click the Correct History button on the bottom of the page.
5. Prior to inserting a new row, validate that the Plan Type row is A4 since that is the plan type of the record being suspended. In the Coverage heading click on  to insert a new row.

 **Users must not click . Doing so will permanently delete the row and cannot be restored. Permanently deleting rows directly impacts records being sent to DMDC and VA.**

Figure 40: Plan Type

6. The Coverage Begin Date, Deduction Date and Election Date will all be the same date. Enter the date the member’s eligibility is suspended.

The date being entered in these fields is required to fit the following criteria:

- This date cannot be prior to when the member established eligibility.

7. Duplicate effective dated rows are not allowed.

8. Select the Elect radio button. Selecting the Terminate button will permanently delete the record.

9. Select the Benefit Plan using the lookup tool.

10. Click Save.

Eligibility Code	Eligibility Code Description
CA*	Ineligible: Member has completed course of instruction required for BA or equivalent.
CB	Eligibility Suspended: Granted period of authorized non-availability-all other not-to-exceed-3yrs.
CC	Eligibility Suspended: Granted period of authorized non-availability-missionary-up to 3 yrs.
CD	Eligibility Suspended: Being processed for unsatisfactory participation.
CE	Eligibility Suspended: Voluntarily depart from a qualifying position.
CF	Ineligible: Member on long-term orders.
CG	Eligibility Terminated: In receipt of ROTC Scholarship.

Table 6: Suspend MGB-SR Codes

 **Eligibility CA code is not used.**

5.2.4 Reinstating/Restoring MGIB-SR Benefits

1. To reinstate/restore MGIB-SR elections for a member, click on the MGIB Enrollment link in the Reserve Administration pagelet from the portal homepage.



Figure 41: MGIB Enrollments Link

2. Enter the search criteria to look up the member. Select the member from the search results.

A screenshot of a "Simple Benefit" search form. It includes a "Find an Existing Value" button, a "Maximum number of rows to return (up to 500): 300" field, and several search criteria fields: "Empl ID", "Benefit Record Number", "Name", "Last Name", "Business Unit", "Department Set ID", "Department", "Organizational Relationship", and "Alternate Character Name". Each field has a "begins with" dropdown menu. There are also checkboxes for "Include History", "Correct History", and "Case Sensitive". At the bottom, there are "Search", "Clear", "Basic Search", and "Save Search Criteria" buttons.

Figure 42: Simple Benefit Search

3. The Simple Benefits plan page will display for the member.

A screenshot of the "Simple Benefits" page for an employee. The page shows the employee's ID (1234567) and Benefit Record (0). It displays a table with columns for "Plan Type", "Coverage", and "Coverage Election". The "Plan Type" is A4, MGIB-SR. The "Coverage" section shows "Coverage Begin Date" and "Deduction Begin Date" both set to 02/24/2014. The "Coverage Election" section shows "Elect" as the selected option and "Election Date" set to 02/24/2014. Below the table, there are fields for "Benefit Program" (ACG, CG/NOAA Active Deduction Prog) and "Benefit Plan" (MGIBCB, MGIB CB-Eligibility Suspended). At the bottom, there are buttons for "Save", "Return to Search", "Notify", "Refresh", "Update/Display", "Include History", and "Correct History".

Figure 43: Simple Benefits Plan

4. Click the Correct History button on the bottom of the page.

Prior to inserting a new row, validate that the Plan Type row is A4 since that is the plan type of the record being reinstated. In the Coverage heading click  to insert a new row.

 **Users must not click the  button. Doing so will permanently delete the row and cannot be restored. Permanently deleting rows will directly impact records being sent to DMDC and VA.**

The screenshot displays the 'Simple Benefits' interface for a test employee. The 'Plan Type' section shows 'A4' and 'MGIB-SR'. The 'Coverage' section has 'Coverage Begin Date' and '*Deduction Begin Date' both set to '06/27/2014'. The 'Coverage Election' section has the 'Elect' radio button selected, with an '*Election Date' of '06/27/2014'. The 'Benefit Program' is 'ACG' and 'CG/NOAA Active Deduction Prog', and the 'Benefit Plan' is 'MGIBAA' and 'MGIB AA- Ineligible'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

Figure 44: Plan Type

5. Select the Plan Type for MGIB-SR. The plan type for MGIB-SR will always be A4.
6. The Coverage Begin Date, Deduction Date and Election Date will all be the same date. Enter the date the member’s eligibility is reinstated.

The date being entered in these fields is required to fit the following criteria:

- This date cannot be prior to when the member’s eligibility was suspended.

7. Duplicate effective dated rows are not allowed.
8. Select the Elect radio button.
9. Select the Benefit Plan using the lookup tool.
10. Click Save.

Eligibility Code	Eligibility Code Description
BA	Eligible: Member meets all eligibility criteria.
BB	Eligible: Member serving subsequent qualifying period of eligibility.
BC	Eligibility Conditional Retained: Non-qualifying position/unit involuntary removal from qualifying position.
BD	Eligibility Retained: Serving position/unit completion of oblig for initial benefit eligibility.
BE	Eligible: Member separated because of disability.
BF	Eligible: Member separated because of inactivation or reduction.

Table 7: Reinstate/Restore MGIB-SR Codes

6.0 Inactive Duty Training (IDT)

The IDT component allows members to submit drill requests.

6.1 Self-Service IDT

1. For Self-Service members to schedule IDT from the portal homepage click on the Request link, then click Submit a Drill Request.



Figure 45: IDT Link

2. The IDT Action Request page will display.

The image shows a screenshot of the 'Submit Schedule Drills' form in the United States Coast Guard portal. The form is titled 'Submit Schedule Drills' and has a 'Test Employee' section. Below this, there are instructions for submitting a drill request, numbered 1 through 9. The form contains several input fields: 'Drill Date' (with a calendar icon), 'Start/End Time' (with a time picker), 'Drill Type' (a dropdown menu), 'Meal Eligibility' (a dropdown menu), 'Department' (with a search icon), 'Duty Purpose 1' (a dropdown menu), 'Duty Purpose 2' (a dropdown menu), and 'Pay Code' (a dropdown menu). There are also buttons for 'Get Details', 'Submit', 'Previous', and 'Withdraw'. The form is divided into sections: 'Request Details', 'Request Information', and 'Request Approver'.

Figure 46: IDT Action Request

3. Select Drill Date.
4. Enter Start/End Time for the drill in the format HH24:MI/HH24:MI (e.g. For a drill starting at 08:15am and ending at 04:45pm, enter 08:15/16:45).
5. Select the Drill Type from the drop down list.
6. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types.

7. Enter Department only if the drill is to be performed at another department.
8. Select Duty Purpose 1 for all Drill Types.
9. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only.
10. Select the Pay Code: No-Pay for Points only drills; Half' for 1 days pay; Full for 2 days pay.
11. Click 'Get Details' button to request information on Paid IDT Cap and # of Completed Drills
12. Look up and select Approver; enter any Comments and click Submit.

6.2 View My Request

1. To view the status of drill request, from the portal homepage click Request then click View My Request.



Figure 47: View My Request (All Types)

2. This will display the View My Action Request page. On this page members can use the radio buttons and drop downs to filter which request to display.



Figure 48: View My Action Request

The table below provides a description of the fields and buttons on the 'View My Action Request' page.

Field Name	Description
My Submitted Request	This will display the Request that were submitted by the member.
Request I am Approver For	This will display the request that the member is an approver for.
All Request	This will display all request.
Transaction Name	This is the name of the transaction that the user wants to display.
Transaction Status	This is the status of the transaction that the user wants to display.
Submission From Date	This is the date that the request was submitted from.
Submission To Date	This is the date that the request was submitted till.
Refresh	This button clears the grid and defaults it back to 'My Submitted Request'.
Populate Grid	Populates the grid based on radio button selections. (Transaction Name, Transaction Status, Submission To Dates

Table 8: View My Action Request Field Descriptions

3. Select My Submitted Request.
4. From the Transaction Name select Schedule Drills.
5. From the Transaction Status select Pending.
6. Enter the Submission From Date.
7. Enter the Submission End Date.
8. Click Populate Grid to display the results.

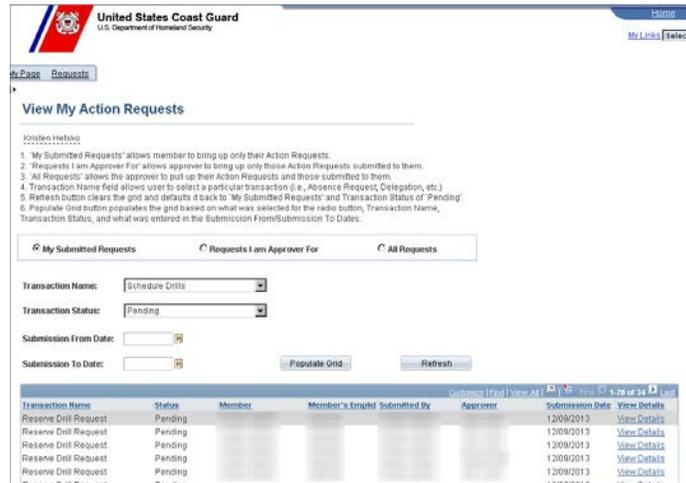


Figure 49: Self-Service View My Action Request

- Click on View Details of the request. This will display the details of the request in a new window. The member can Cancel the request or make any changes to the request and click Resubmit. Enter any necessary details in the Comment box when making changes.

The screenshot shows a web application window titled "My Page - Requests". At the top, there is a navigation bar with "My Page" and "Requests" tabs. Below the navigation bar, there is a sub-header "Request Details" with a small instruction: "Look up and select approver, enter any comments and click 'submit'". The form contains several fields: "Drill Date" (2/27/2013), "Start/End Time" (09:00:00), "Meal Eligibility" (None), "Department" (009104), "Duty Purpose 1" (Personnel), "Duty Purpose 2" (), and "Pay Code" (Half). Below these fields are "Get Details" and "Request Information" sections. The "Request Information" section shows "Paid DT Cap: 60" and "# of Paid Drills: 0". The "Request Approver" section has an "Approver:" field and a "Comment:" text area. At the bottom of this section are "Submit", "Resubmit", and "Withdraw" buttons. Below the "Request Approver" section is a "Reserve Drill Approval" section with a "Reserve Drill Request: Pending" status and a "One Approval Level" section containing a "Pending" status and an "Initial Approve Action Request" button.

Figure 50: Update Drill Request

- Close the window once the changes have been made. Clicking Refresh will clear the grid and default to Transaction Name of All Transactions and a Transaction Status of Pending.



Members that have been denied a drill request will receive an email notification.

6.3 Change a Current Drill Request

Changes can be made to a drill request that has already been submitted.

1. From the View My Request page, select the drill that requires the change.

View My Action Requests

TEST EMPLOYEE

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.

My Submitted Requests Requests I am Approver For All Requests

Transaction Name:

Transaction Status:

Submission From Date:

Submission To Date:

Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	View Details
Reserve Drill Request	Pending	TEST EMPLOYEE	1234567	TEST EMPLOYEE	SPO SUPERVISOR	06/17/2014	View Details

Figure 51: View My Request

2. Make the necessary changes and enter comments.

Drill Date:

Start/End Time:

Drill Type:

Meal Eligibility:

Department:

Duty Purpose 1:

Duty Purpose 2:

Pay Code:

Request Information

Paid IDT Cap:

of Paid Drills:

Request Approvers

Approver: 9876543 SPO Supervisor

Comment:

Reserve Drill Approval

Reserve Drill Request: Pending [View/Hide Comments](#)

One Approval Level

Pending

SPO Supervisor
Initial Approve Action Request

Comments

TEST EMPLOYEE at 06/17/2014 2:23 PM
User Guide

Figure 52: Drill Changes

3. Click Resubmit. The AWE will update displaying the new status of the drill request.

The screenshot displays the 'Reserve Drill Approval' interface. At the top, it shows the title 'Reserve Drill Approval' and a status bar indicating 'Reserve Drill Request: Pending' with a 'View/Hide Comments' link. Below this, it states 'One Approval Level' and shows a 'Pending' status with a clock icon, 'SPO Supervisor' as the approver, and 'Initial Approve Action Request' as the action. The 'Comments' section shows a comment from 'Test Employee' at '06/17/2014 at 2:23 PM' with the text 'Resubmitting with changes.' The 'Comment History' section shows the same comment and includes a 'View History' link.

Figure 53: Updated AWE Status

6.4 Withdraw a Submitted Drill Request

If a member schedules a drill and needs to cancel the drill for any reason, the member must withdraw the drill request in order to cancel it.

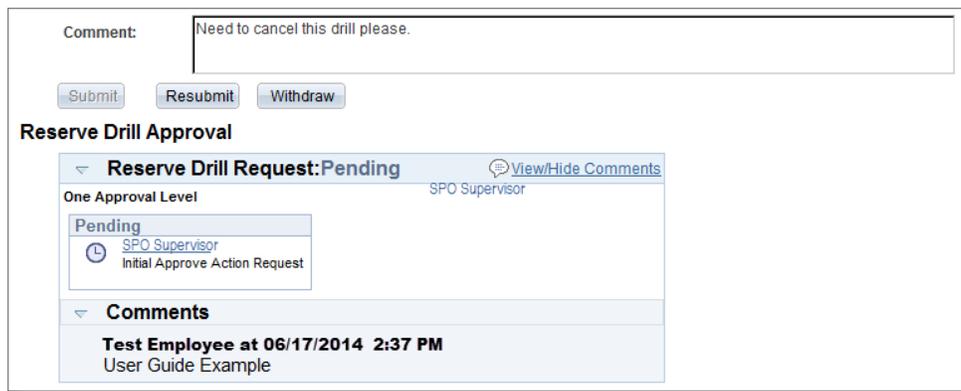
1. From the My Request page select the drill that is to be cancelled.



Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	View Details
Reserve Drill Request	Pending					06/17/2014	View Details
Reserve Drill Request	Pending	Test Employee	1234567	Test Employee	SPO Supervisor	06/17/2014	View Details

Figure 54: View My Request

2. Enter any comments and click Withdraw.



Comment:

Reserve Drill Approval

Reserve Drill Request: Pending [View/Hide Comments](#)

One Approval Level

Pending

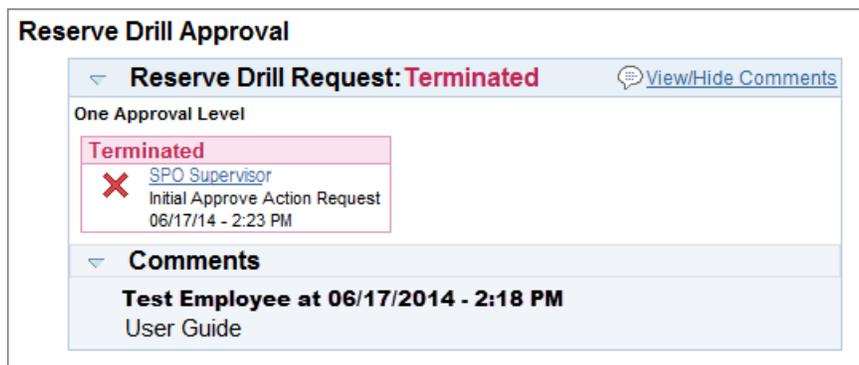
SPO Supervisor
Initial Approve Action Request

Comments

Test Employee at 06/17/2014 2:37 PM
User Guide Example

Figure 55: Withdraw Request

3. Exit the page and return to the drill request, the AWE will now show as terminated.



Reserve Drill Approval

Reserve Drill Request: Terminated [View/Hide Comments](#)

One Approval Level

Terminated

SPO Supervisor
Initial Approve Action Request
06/17/14 - 2:23 PM

Comments

Test Employee at 06/17/2014 - 2:18 PM
User Guide

Figure 56: Terminated Drill Request

6.5 Administrative IDT Tasks

Administrative tasks include scheduling drills, viewing scheduled drills, changing the status of drills, approving drills and denying drills and cancelling paid drills.

6.3.1 Schedule Drills

1. To schedule drills for members, from the portal homepage click on IDT Drills from the Reserve Administration box.



Figure 57: Reserve Drills

2. The Reserve Drills page is displayed.

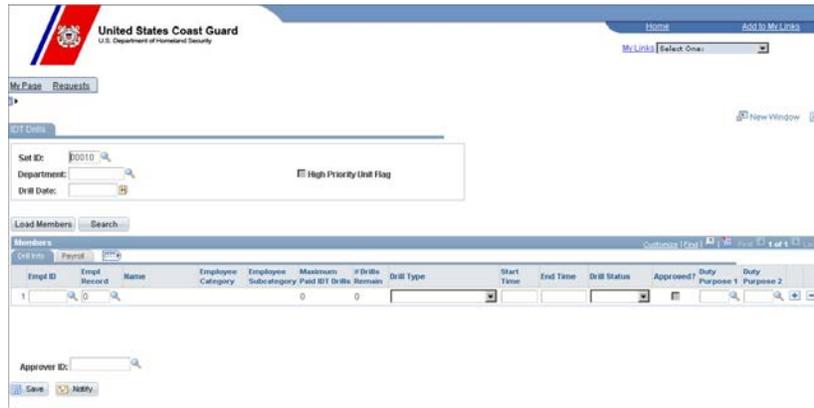


Figure 58: Drill Request Page

The table below lists a description of the fields on this page.

Field Name	Description
EmplID	This is the EmplID of the member.
Empl Record	This is the same as Employee Instance.
Name	This is the name of the member.
Employee Category	This is the category for the member.
Employee Subcategory	This displays the member's TRAYPAY CAT.
Maximum Paid IDT Drills	This is the amount of maximum paid IDT the member is allowed.
# of Drills Remain	This is the remaining amount of drills the member has.
Drill Type	This is the type of drill the member is going to perform.
Start Time	This is the start time for the member's drill.

Field Name	Description
End Time	This is the end time for the member's drill.
Dill Status	This is the status of the members drill. Cancelled = Does not count as an absence Completed= Completed drill Scheduled = A scheduled drill Unexcused = Counts as an absence and cannot be made up.
Approved	Checked = approved for pay Unchecked = not approved for pay
Duty Purpose 1	Reason for drill.
Duty Purpose 2	Reason for multiple drills.
	Insert a new row to schedule additional drills for the member.
	Delete a member to which no drill is being scheduled for.
Pay Code	The pay type for the drill: Full, Half, No Pay
Meal Eligibility	The meal allowance for the drill.
SDAP	Special Duty Assignment Pay code for which the member will receive payment for.  Member cannot receive SDAP and FLP for the same drill.
FLP Code	Foreign Language Pay Code is the language that the member is going to receive the bonus for.  Member cannot receive FLP and SDAP for the same drill. FHD and non-paid drills are not eligible for FLP.
Proficiency	This the language proficiency at which the member is rated.

Table 9: Reserve Drills Field Descriptions

3. The SetID will be defaulted.
4. Enter the Department by using the magnifying lookup tool or by entering it directly.
5. Enter the Drill Date by using the calendar tool or by entering it directly.
6. Click Load Members to load all of the members from that department.
7. For members which drills are not being scheduled, click  to remove them from the list. Members that are not removed from the list and no drill has been schedule, an error message will generate upon saving.
8. To schedule drills for the remaining members, fill out the fields and click 'Save'.
9. The same user cannot schedule and approve the drills.

6.3.2 View Scheduled Drills

To view scheduled drills, follow steps 1 -2 from [Section 6.3.1](#) to access the Reserve Drills page seen below.

United States Coast Guard
U.S. Department of Homeland Security

Home Add to My Links
My Links Select One

My Page Requests

IDT Drills

Set ID: 00010
Department:
Drill Date: High Priority Unit Flag

Load Members Search

Members

Empl ID	Empl Record	Name	Employee Category	Employee Subcategory	Maximum Paid IDT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2
1	0				0	0					<input type="checkbox"/>		

Approver ID:

Save Notify

Figure 59: Reserve Drills

1. The Set ID is defaulted.
2. Enter the 'Department' for which to view scheduled drills for.
3. Enter the 'Drill Date' for which to view scheduled drills for.
4. Click 'Search'.
5. This will display a list of members who have scheduled drills for the specified drill date.

6.3.3 Changing Drill Statuses

To change the status of the scheduled drills, follow steps 1 - 2 from [Section 6.3.1](#) to access the Reserve Drills page seen below.



Figure 60: Reserve Drills

1. The Set ID will be defaulted.
2. Enter the 'Department'.
3. Enter the 'Drill Date'.
4. Click 'Load Members'. This will display all of the members in the specified department who have scheduled drills for the specified drill date.
5. Select the 'Drill Status' for the drop down.
6. Enter the 'Approver's ID'.
7. Click 'Save'.
8. To send a notification to the Approver, click 'Notify'. Fill out the form displayed and click 'Ok' to send the notification.

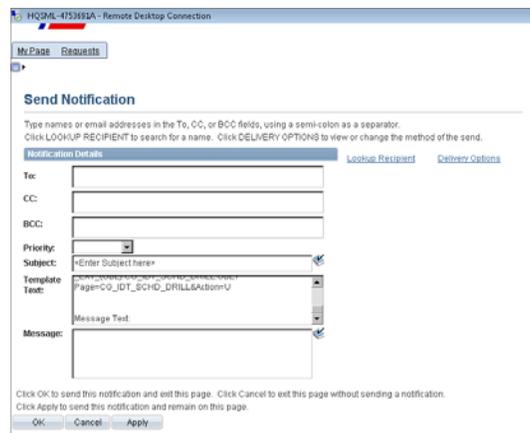


Figure 61: Send Notification

6.3.4 Approving and Denying Drills

To approve or deny drills, refer to [Section 6.2](#) to access the 'View My Request (all types)' page.



Figure 62: View My Request

1. Select 'Request I am Approver For'.
2. Select 'Approve Drills' as the 'Transaction Name' from the drop down.
3. Select 'Pending' from 'Transaction Status' drop down.
4. Select the 'Submission From Date'.
5. Select the 'Submission to Date'.
6. Click 'Populate Grid' to display the request that the member is an approver for.
7. Click the 'Approve/Deny' link for the request.
8. A new window will open to Approve/Deny the request.

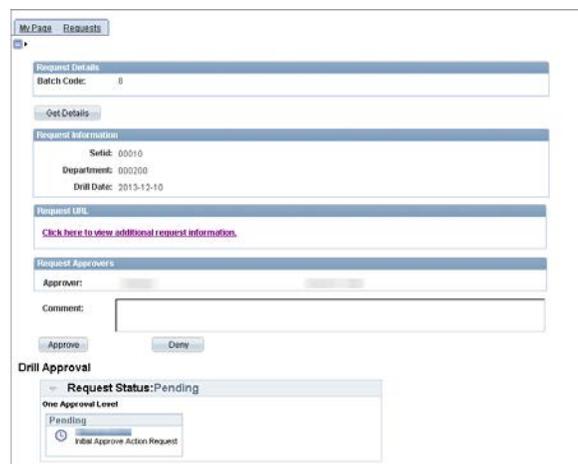


Figure 63: Approve/Deny Request

Each request has a unique 'Batch Code'.

Members can click on the 'Get Details' button to display the Department and Drill Date in the 'Request Information' box.

The 'Click here to view additional request information' will open a new window that will list all of the details of the drill.

CG_IDT_DRILLS_BY_BATCH_CODE

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(6 kb\)](#)

[View All](#)

	Empl ID	Empl Rcd	Name	Drill Date	Drill Type	Paid ID Cap	# Paid Drills	Start Time	End Time	Drill Status	Approved	Duty Purpose	Description	Duty Purpose 2	Description	Pay Code	Meal Elig	SDAP	Description	Lang Cd	Description	Level	Description	Se
1		0		12/10/2013	ATP - Single	60	0	9:00:00.000000AM	1:00:00.000000PM	Completed	Y	AB	Pub Affair			Half	None							00
2		0		12/10/2013	ATP - Single	60	0	9:00:00.000000AM	1:00:00.000000PM	Completed	Y	AC	ContnPrep			Half	None							00
3		0		12/10/2013	ATP - Single	60	0	9:00:00.000000AM	1:00:00.000000PM	Completed	Y	AB	Pub Affair			Half	None							00
4		0		12/10/2013	ATP - Single	60	0	9:00:00.000000AM	1:00:00.000000PM	Completed	Y	AC	ContnPrep			Half	None							00
5		0		12/10/2013	ATP - Single	60	0	9:00:00.000000AM	1:00:00.000000PM	Completed	Y	AB	Pub Affair			Half	None							00
6		0		12/10/2013	ATP - Single	60	0	9:00:00.000000AM	1:00:00.000000PM	Completed	Y	AB	Pub Affair			Half	None							00

Figure 64: Additional Request Information

If the drill request requires any corrections, use the 'Comment' section for details and click 'Deny'. The system will route the request to the requester and no payments will be generated.

If no corrections are required on the request, use the 'Comment' section for any details and click 'Approve'. The system will mark each drill as 'Approved', save them and generate a Positive Input Transactions for Global Payroll. The 'Request Status' will update to 'Approved'.

My Page Requests

Request Details
Batch Code: 8

[Get Details](#)

Request Information
Setid: 00010
Department: 000200
Drill Date: 2013-12-10

Request URL
[Click here to view additional request information.](#)

Request Approvers
Approver: [Redacted]

Comment: [Text Area]

[Approve](#) [Deny](#)

Drill Approval
Request Status: **Approved**
One Approval Level
Approved
Initial Approve Action Request
12/10/13 - 4:47 PM

Figure 65: Approved Request

6.3.5 Cancelling Paid Drills

To cancel a paid drill, follow steps 1 -2 from [Section 6.3.1](#) to access the Reserve Drills page seen below.

The screenshot shows the 'Member Drills Page' interface. At the top, there are tabs for 'My Page' and 'Requests'. Below that, the 'Reserve Drills' section contains input fields for 'Set ID: 00010', 'Department: 002471', and 'Drill Date: 03/01/2014'. There is also a checkbox for 'High Priority Unit Flag'. Below this is a 'Load Members' button and a search bar. The main part of the page is a table with columns: Emp ID, Emp Record, Name, Reserve Category, Training Pay Category, Maximum Paid DT Drills, # Drills Remain, Drill Type, Start Time, End Time, Drill Status, Approved?, Duty Purpose 1, and Duty Purpose 2. The table contains five rows of data, all with a 'Cancelled' status. At the bottom, there is an 'Approver ID' field with the value '9876543'.

Emp ID	Emp Record	Name	Reserve Category	Training Pay Category	Maximum Paid DT Drills	# Drills Remain	Drill Type	Start Time	End Time	Drill Status	Approved?	Duty Purpose 1	Duty Purpose 2
1	1234567	Hannum, Krystina A.	SEL	A	48	33	IDT - Single	8:00AM	5:00PM	Cancelled	<input type="checkbox"/>	AF	
2	2345678	Tyrrell, Kevin M.	SEL	A	0	0	RMP	8:00AM	5:00PM	Cancelled	<input type="checkbox"/>	ADM	
3	3456789	Gorden, AnnMarie	SEL	A	0	0	IDT Single + Funeral	8:00AM	5:00PM	Cancelled	<input type="checkbox"/>	AI	
4	7654321	Mitchell, Amber A.	SEL	A	0	0	Funeral Duty	8:00AM	5:00PM	Cancelled	<input type="checkbox"/>		
5	8765432	Robertson, Jennifer Anne	SEL	A	0	0	IDT - Multiple	8:00AM	5:00PM	Cancelled	<input type="checkbox"/>	AE	AE

Figure 66: Member Drills Page

1. Select Cancelled from the Drill Status drop down for cancelling payment to members.
2. Enter the Approver ID and click Save. The Approver will receive a notification

6.3.6 Approving Cancelled Paid Drills

To approve or deny drills, refer to [Section 6.2](#) to access the ‘View My Request (all types)’ page.

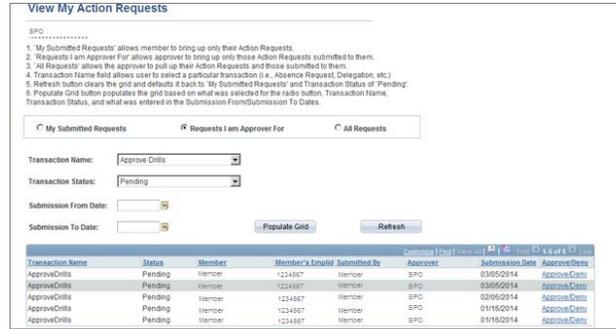


Figure 67: View My Request

1. Select ‘Request I am Approver For’.
2. Select ‘Approve Drills’ as the ‘Transaction Name’ from the drop down.
3. Select ‘Pending’ from ‘Transaction Status’ drop down.
4. Select the ‘Submission From Date’.
5. Select the ‘Submission To Date’.
6. Click ‘Populate Grid’ to display the request that the member is an approver for.
7. Click the ‘Approve/Deny’ link for the request.
8. A new window will open to Approve/Deny the request.
9. Enter any comments and click Approve. The paid drills have now been cancelled.

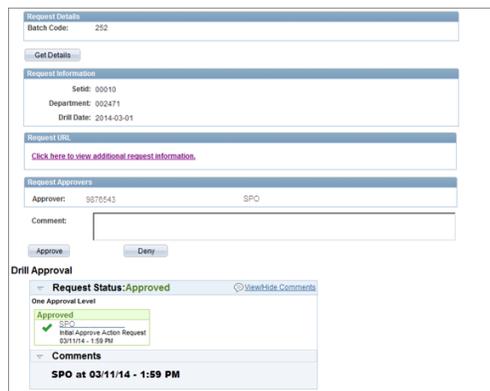


Figure 68: Approval Page

10. To view the cancelled drills, from the portal homepage access the IDT Drills page.
11. Enter the Department.
12. Enter the Drill Date.
13. Click Load Members.
14. The Approved checkbox will be checked representing the approved cancelled paid drills.

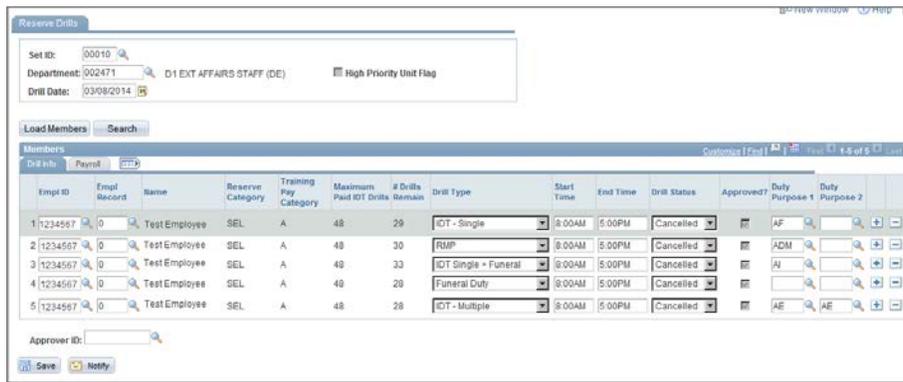


Figure 69: Approved Cancelled Paid Drills

6.6 View Member Drills Report

The View Member Drills Report displays a member's scheduled drills for the past, present and future. To access the report click on the View Member Drills link in the Reserve Administration pagelet from the portal homepage.



Figure 70: View Member Drills Link

1. Click on the View Member Drills link.
2. Enter the EmplID of the member.



Figure 71: View Member Drills Report

3. Click View Results. A list of drills for the member is displayed.

CG_IDT_MBR_DRILLS

Empl Id: 1234567

View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (183 kb)

[View All](#)

	Empl ID	Empl Record	Name	Drill Date	Drill Type	Start Time	End Time	Drill Status	Approved	Duty Purpose 1	Description	Duty Purpose 2	Description	Pay Code	Meal Elig	SDAP	Description	Lang Cd	Description	Level	Description	Se
1	2009225	0	JOHN RAFFA	06/09/2006	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Completed	Y	AT	Tmg Gen	AT	Tmg Gen	Full			Breakfast, Lunch Supper	IN				00
2	2009225	0	JOHN RAFFA	06/10/2006	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Completed	Y	AT	Tmg Gen	AT	Tmg Gen	Full			Lunch & Supper	IN				00
3	2009225	0	JOHN RAFFA	06/11/2006	IDT - Multiple	7:00:00.000000AM	4:00:00.000000PM	Completed	Y	AT	Tmg Gen	AT	Tmg Gen	Full			Breakfast, Lunch Supper	IN				00

Figure 72: View Member Drill Report Results

6.7 Member All Duty Report

The Member All Duty Report displays a member's . To access the report click on the Member All Duty Report link in the Employee pagelet under Tasks from the portal homepage.



Figure 73: Member All Duty Report

Enter the year for which the report is to be run and click View Results.

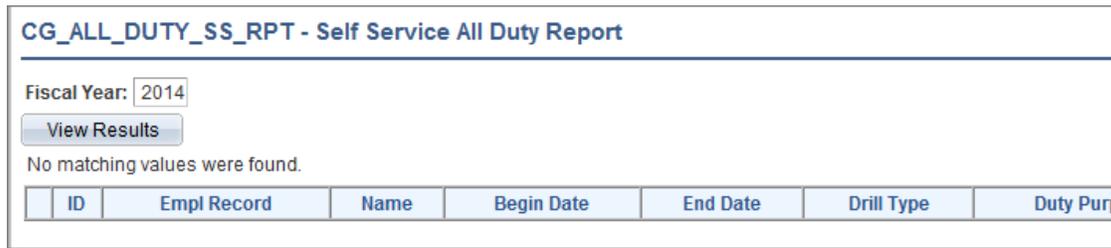
A screenshot of a web form titled "CG_ALL_DUTY_SS_RPT - Self Service All Duty Report". The form includes a "Fiscal Year:" label with a text input field containing "2014". Below this is a "View Results" button. A message states "No matching values were found." At the bottom, there is a table header with the following columns: ID, Empl Record, Name, Begin Date, End Date, Drill Type, and Duty Purp.

Figure 74: Member All Duty Report Results

6.8 Reserve Drills

The Reserve Drills page displays points the member has accumulated for drills, allows the administrator to set the paid IDT cap and the paid RMP cap for the member.

1. To access this page from the portal homepage click on the Reserve Member Balances link in the Reserve Administration pagelet.



Figure 75: Reserve Member Balances Link

2. Enter the search criteria for the member and click Search.

The screenshot shows a search form titled "Cg Rsv Accum". It includes a search bar with the text "Find an Existing Value". Below the search bar, there is a field for "Maximum number of rows to return (up to 300):" with the value "300". The "Search by:" dropdown is set to "Empl ID" and the search criteria is "begins with 1234567". There is an "Include History" checkbox which is unchecked. At the bottom, there are "Search" and "Advanced Search" buttons.

Figure 76: Reserve Member Balances Search Page

3. This page displays the member's point balances.

The screenshot shows the "Reserve Drills" page for member "TEST EMPLOYEE" (ID: 1234567). The page displays a table of drill accumulation data for the "Employee's Anniversary Year". The table has columns for "From", "Through", "Paid IDT Cap", "# Drills", "# Paid Drills", "# Unexcused", "# ATP", "Paid RMP Cap", "# RMP", "# Paid RMP", and "# FHD".

From	Through	Paid IDT Cap	# Drills	# Paid Drills	# Unexcused	# ATP	Paid RMP Cap	# RMP	# Paid RMP	# FHD
01/10/2014	01/09/2015	0	0	0	0	0	0	0	0	0
01/10/2013	01/09/2014	0	36	40	0	0	0	1	1	0
01/10/2012	01/09/2013	0	50	48	0	0	0	2	2	0
01/10/2011	01/09/2012	0	52	48	0	0	0	1	1	0
01/10/2010	01/09/2011	0	50	50	0	0	0	1	1	0
01/10/2009	01/09/2010	0	47	47	0	0	0	0	0	0
01/10/2008	01/09/2009	0	48	48	0	0	0	1	1	0
01/10/2007	01/09/2008	0	48	48	0	0	0	0	0	0
01/10/2006	01/09/2007	0	36	36	0	0	0	0	0	0

Figure 77: Reserve Drills Page

4. Make any necessary adjustments to the member's Paid IDT Cap and or the Paid RMP Cap and click save.

7.0 Retirement Points

7.1 Administrator View

1. Administrators can access Retirement Points from the portal homepage by clicking on the Reserve Member Balances link in the Reserve Administration pagelet.



Figure 78: Reserve Member Balances

2. Enter the search criteria and click search.

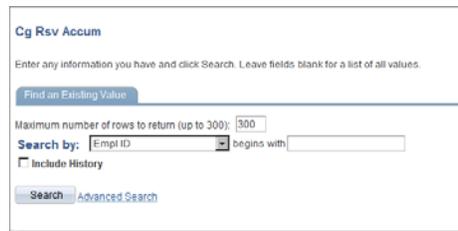


Figure 79: Reserve Member Balances Search Page

3. From the search results select the member. To view the member's department, current rating and rank, mouse over the Member's name.

On the Reserve Points tab the Total Qualifying Years of Service and Career-to-Date Points are listed.

Coast Guard points are displayed based on two views: Fiscal Year or Anniversary Year. To switch between the two views, click on the left or right arrows.



Figure 80: Toggle Views



Only Coast Guard retirement points can be adjusted on this page. Adjustments to non-Coast Guard prior service retirement points must be done the on the Prior Service page within the Statement of Creditable Service (SOCS) component.

From	Through	Qualifying Year	IDT	ATP	RMP	Course	Membership	FHD	REG AD	RSV AD	Total Adjusted	Total NonAdjusted
01/10/2014	01/09/2015	<input type="checkbox"/>	0	0	0	0	0	0	0	0	0	0
01/10/2013	01/09/2014	<input checked="" type="checkbox"/>	36	0	1	0	13	0	0	12	62	62
01/10/2012	01/09/2013	<input checked="" type="checkbox"/>	50	0	2	0	15	0	0	12	79	79
01/10/2011	01/09/2012	<input checked="" type="checkbox"/>	52	0	1	0	15	0	0	12	80	80
01/10/2010	01/09/2011	<input checked="" type="checkbox"/>	50	0	1	7	15	0	0	74	147	147
01/10/2009	01/09/2010	<input checked="" type="checkbox"/>	47	0	0	18	15	0	0	119	199	199
01/10/2008	01/09/2009	<input checked="" type="checkbox"/>	48	0	1	0	15	0	0	12	76	76
01/10/2007	01/09/2008	<input checked="" type="checkbox"/>	48	0	0	0	15	0	0	12	75	75
01/10/2006	01/09/2007	<input checked="" type="checkbox"/>	36	0	0	26	15	0	0	166	243	243

Figure 81: Retirement Points

The Points section displays the history of the member’s points accumulation based on an anniversary year or fiscal year. Any anniversary year that meets the requirement of a qualifying year is marked with a check in the Qualifying Year checkbox. The From/Through fields and Qualifying Year checkbox is system assigned and cannot be edited.

The following points can be edited:

- **IDT** - displays points earned for inactive duty training drills. One point for each authorized single IDT drill performed in a pay or a non-pay status. Two points for each authorized multiple IDT drill performed in a pay or non-pay status.
- **ATP** - displays points earned for additional training drills. One point for each authorized single ATP drill performed in a pay or a non-pay status. Two points for each authorized multiple ATP drill performed in a pay or non-pay status.
- **RMP** - displays points earned for readiness management periods (RMP). One point for each authorized RMP performed in a pay or a non-pay status.

- **Course** - displays points earned for completion of approved correspondence or distance learning courses.
- **Membership** - displays points earned for membership in an active status. 15 points for each anniversary year. Pro-rated in the case of less than a fully AY.
- **FHD** - displays points earned for funeral honors duty. One point for each authorized FHD period performed in a pay on a non-pay status.
- **REG AD** - displays points earned as a member of the active component. One point per day active duty.
- **RES AD** - displays points earned for performance of active duty (Includes EAD, ADT, ADOS and recalls to AD under Title 10 or 14 U.S.C). One point per day of active duty.

The following points are calculated by the system and cannot be edited:

- **Total Adjusted** - displays the adjusted total of non-active duty and non-FHD duty points creditable for retirement pay calculation purposes. The maximum points are:
 - 60 for any AY ending prior to 23 Sep 1996
 - 75 for any AY beginning on or after 23 Sep 1996 and ending prior to 30 Oct 2000
 - 90 for any AY beginning on or after 30 Oct 2000 and ending prior to 30 Oct 2007
 - 130 for any AY beginning on or after 30 Oct 2007.
- **Total Non-Adjusted** - displays the raw total of all points.

Changes made on the fiscal year view do not update the points in Anniversary Year view or the Total Qualifying Service Years and Career-To-Date points.



Any points that are manually adjusted may cause retirement points to be out-of-sync with supporting data. For example, if points were manually added for Correspondence Course, there will not be data in the system to support the points. Whenever possible, supporting data should be added to Direct Access so that the system automatically awards the points. Under no circumstances should supporting data be added AND the corresponding points manually adjusted.

7.2 Administrator Update

1. Click on the Reserve Member Balances link.



Figure 82: Reserve Member Balances

2. Enter the search criteria and click search.

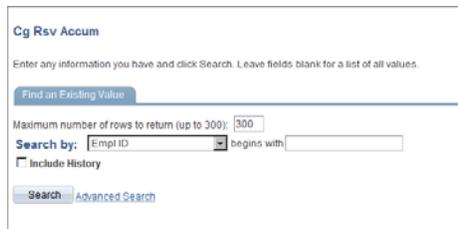
A screenshot of a search page titled "Cg Rsv Accum". The page contains a search form with the following elements: a "Find an Existing Value" button, a text input field for "Enter any information you have and click Search. Leave fields blank for a list of all values.", a "Maximum number of rows to return (up to 300):" label with a value of "300" in a text box, a "Search by:" dropdown menu set to "Empty ID", a "begins with:" text input field, an "Include History" checkbox, and "Search" and "Advanced Search" buttons.

Figure 83: Reserve Member Balances Search Page

3. From the search results select the member. To view the member's department, current rating and rank, mouse over the Member's name.
4. Update the points for the appropriate column and fiscal year.
5. Click Save.
6. The Total Adjusted and Total Non Adjusted columns will automatically update.

7.3 Self-Service

To view Retirement Points as a Self Service member, from the Portal Homepage click on the View My Reserve Points Statement link in the Employee pagelet.



Figure 84: Self-Service Reserve Points Statement

A view only page displays the member’s Reserve Points Statement.

Reserve Points

Test Employee EMP ID: 1234567 Empl Record: 0

Total Qualifying Service Years: 11 Career-To-Date Points: 988.000

Accumulation Period: Employee's Anniversary Year

From	Through	Qualifying Year	IDT	ATP	RMP	Course	Membership	FHD	REG AD	RSV AD	Total Adjusted	Total NonAdjusted
07/01/2013	06/01/2014	13	38	0	0	0	0	0	0	0	17	55
07/01/2012	06/30/2013	12	48	0	2	0	15	0	0	0	13	78
07/01/2011	06/30/2012	11	48	0	0	0	15	0	0	0	8	71
07/01/2010	06/30/2011	10	41	0	1	0	15	0	0	0	65	122
07/01/2009	06/30/2010	9	52	0	1	0	15	0	0	0	12	80
07/01/2008	06/30/2009	8	44	0	1	0	15	0	0	0	19	79
07/01/2007	06/30/2008	7	40	0	0	0	15	0	0	0	14	69
07/01/2006	06/30/2007	6	45	0	0	0	15	0	0	0	24	84
07/01/2005	06/30/2006	5	50	0	2	34	15	0	0	0	0	90
07/01/2004	06/30/2005	4	52	0	0	11	15	0	0	0	43	121

Prior Service

From	Through	Branch	Grade	Qualifying Year	IDT	ATP	RMP	Course	Membership	FHD	REG AD	RSV AD

Figure 85: Self-Service Reserve Points Statement

8.0 Reserve Orders

8.1 Summary

Below is a chart that displays that an order's status and process flow

Status	Trigger to set status	Description
Proposed	RSV – initial order creation	Initial order request created by member, supervisor or SPO.
Authorized	RSV – authorized by DXR	Indicates financial and command authority. Order now appears in airport terminal
Ready	RSV –travel details approved by SPO supervisor	Order is ready for member to depart. Funding established. Leave approved
En Route	RSV – departs/reports approved by SPO supervisor	Member has departed home unit, Actual depart date entered, departing pay entitlements established and/or stopped
Finished	RSV – ST automatic upon end date	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 or other integrations backed out (Automatically or Manually). No more changes to order allowed. TONO still active unless cancelled with order action

Figure 86: Order Status

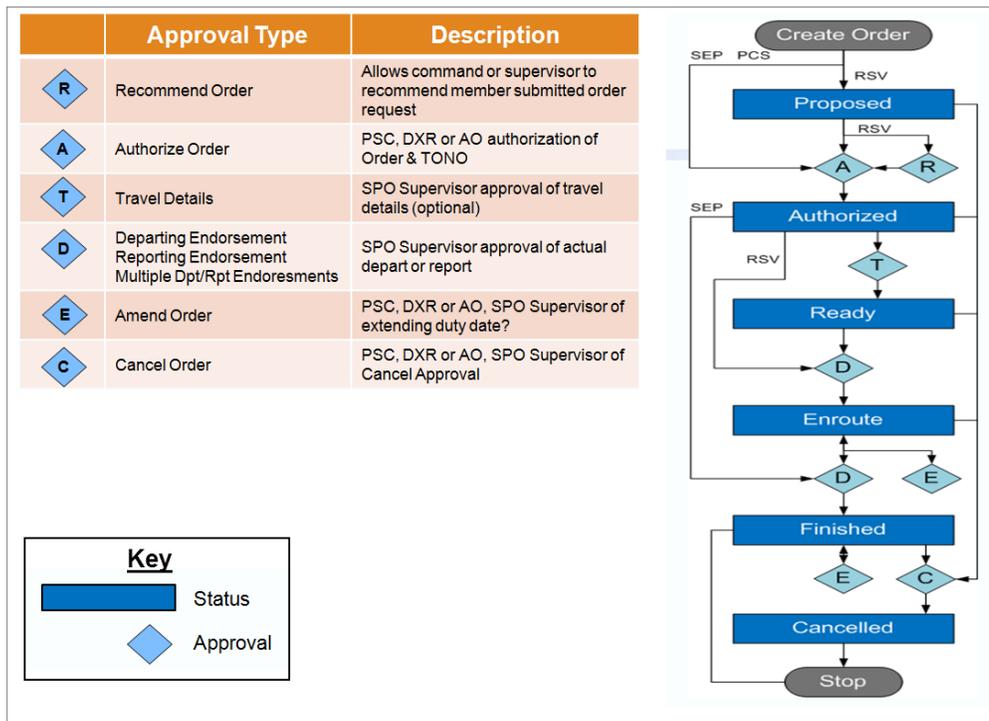


Figure 87: Approval Flows

8.2 Member Self-Service

8.2.1 Submit an Order to Command for Recommendation

Self-Service members that would like to recommend themselves for an order can follow the steps below to do so.

1. To access the Reserve Orders page from the portal homepage click on Tasks in the Employee pagelet.



Figure 88: Self-Service Reserve Orders

2. Click My Reserve Orders.

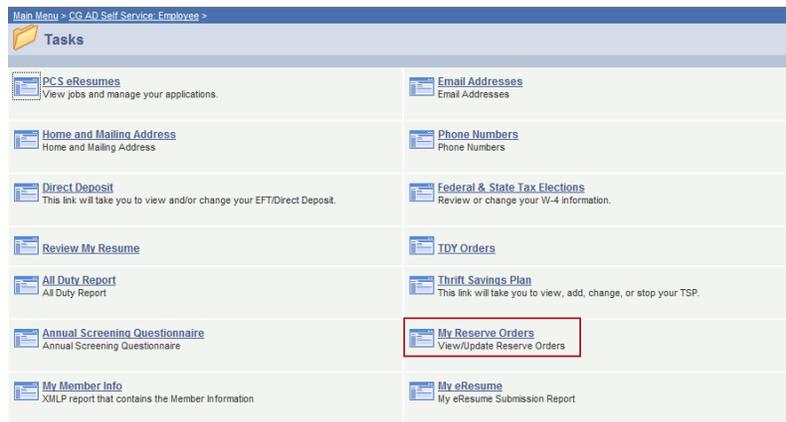


Figure 89: Reserve Orders Link

3. Click Add a New Value. All of the fields on this page are required.
4. For this example, a Short Term ADT-AT order with a Single Travel Claim will be created. All of the fields on this tab are required to be filled out to add a new order.
5. Click Add a New Value tab and enter the member's EmplID.

6. The Empl Rcd and Trans ID are defaulted to 0.
7. Select the Duty Type from the drop down.
8. Use the calendar tool to select a Begin Date.
9. Use the calendar tool to select an End Date.
10. Click Add.

Figure 90: Add New Reserve Order

11. The Reserve Order page will display. The Trans ID will display 0 since the order has not been created. The order will be created once the fields have been filled, the order has been saved and the Trans ID has been generated. The Route for Authorization button will become available once the order has been saved.

Figure 91: Reserve Order Page

12. Select a Purpose using the lookup tool.
13. The Payment for Duty for an ADT-AT order is defaulted to Pay and Allowances and cannot be changed. This is different for each order type.
14. For Payment for Travel select Single Travel Claim.
15. Select a Duty Department using the lookup tool.
16. The Department Benefitting is defaulted to the member's current department from Job Data.
17. Select a Department Funding using the lookup tool.
18. The Days of ADT-AT Satisfied will be defaulted.
19. Enter a valid Authority Ref.
20. Enter a valid Authority Official.
21. The Contingency section is collapsed for orders not requiring a contingency.
22. The Compliance section is collapsed at all times, click on the section to validate that the order is compliant. Orders that are non-compliant cannot be routed for authorization.
23. Click Save. The Trans ID will generate.

The screenshot shows a web application interface for creating a reserve order. At the top, there are tabs for 'Reserve Orders', 'Travel', 'Notes', 'Funding', 'Leave', 'Approval', and 'Audit'. The main content area is titled 'Test Employee' and shows the following information:

- EMP ID: 1234567, Empl Record: 0
- Trans ID: 2250370
- Order Action: [Dropdown], [Go]
- Order Type: Reserve
- Order Status: Proposed
- Order Begin Date: 04/21/2014
- Order End Date: 05/02/2014
- # of Days / Term: 12 / ShortTerm
- Duty Type: Act Dty Operational Support-AC
- Duty Department: [Dropdown]
- Authority: 10 U.S.C. 12301(d)
- Empl Category: SEL Selected Reserve
- TRAYPAY CAT: C RK in Interphase (btwn IADT)

The 'Basic Information' section contains the following fields:

- Purpose: AH Civil Rights - General [Route to Command]
- Payment for Duty: Pay and Allowances [Dropdown]
- Payment for Travel: No Travel Pay [Dropdown]
- Duty Department: 000001 CGC GALLATIN [Lookup]
- Dept Benefitting: 000158 CG STA SAN FRANCISCO [Lookup]
- Dept Funding: 008210 D11 PLNG & FORCE RDNS DIV (DX) [Lookup]
- Days of ADT-AT Satisfied: 12 [Text]
- Authority (Ref): [Text]
- Auth. Official (Name, Rank): [Text]

At the bottom, there are collapsed sections for 'Contingency' and 'Compliance', and a 'Save' button.

Figure 92: Saved Reserve Order

24. Click Route to Command.

Reserve Orders Travel Notes Funding Leave Approval Audit

[Test Employee](#) EMP Empl ID: 1234567 Empl Record: 0

Trans ID: 2250370 Order Action: [dropdown] Go

Order Begin Date: 04/21/2014 Order Type: Reserve

Order End Date: 05/02/2014 Order Status: Proposed

Route for Approval

Approval Type: Recommend Order

User ID: [input] 🔍

Dept of Approving SPO: 000158 CG STA SAN FRANCISCO

Comment: [text area]

Submit

Figure 93: Route to Command

25. Enter the user ID of the Commanding Officer using the lookup tool. The name matching the EmpID will generate.
26. Enter comments. An order cannot be submitted for authorization or approval without comments.
27. Click Submit. The AWE will be created and the approval status of the order will be displayed along with any comments.

8.2.2 Review My Reserve Orders

- To view orders, from the portal homepage navigate using the following path: Home > Employee > Tasks > My Reserve Orders.



Figure 94: My Reserve Orders

- Click Search.

Figure 95: Self-Service Member Orders Search

- A list of search results will display which lists all of the orders regardless of status that are for the member.

Search Results										
View All										First 1-6 of 6 Last
Name	Job Code	Employee Category	Trans ID	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department
Test Employee	SA	SEL	2250107	Cancelled	ADT-OTD	10 U.S.C. 12301(d)	04/01/2014	04/30/2014	000015	CG STA SAN DIEGO
Test Employee	SA	SEL	2250108	Cancelled	ADT-OTD	10 U.S.C. 12301(d)	04/01/2014	04/30/2014	000015	CG STA SAN DIEGO
Test Employee	SA	SEL	2250110	Cancelled	ADT-OTD	10 U.S.C. 12301(d)	03/01/2014	03/30/2014	000001	CGC GALLATIN
Test Employee	SA	SEL	2250111	Cancelled	ADT-OTD	10 U.S.C. 12301(d)	03/01/2014	03/31/2014	000001	CGC GALLATIN
Test Employee	SA	SEL	2250113	En route	ADT-AT	10 U.S.C. 12301(b)	03/01/2014	03/31/2014	000015	CG STA SAN DIEGO
Test Employee	SA	SEL	2250125	Proposed	ADT-OTD	10 U.S.C. 12301(d)	04/01/2014	04/30/2014	000015	CG STA SAN DIEGO

Figure 96: Member's Orders

8.3 Order Process for Command

8.3.1 Approve Recommendation Request for an Order

The Reserve Orders page can be accessed by navigating to the following menu path from the portal homepage in the Reserve Administration pagelet.

1. To authorize an order and TONO, click on Requests from the Portal Homepage.



Figure 97: Requests

2. Click on View My Requests (all types).



Figure 98: View My Requests

3. Select the radio button for Request I am Approver for and click Populate Grid.

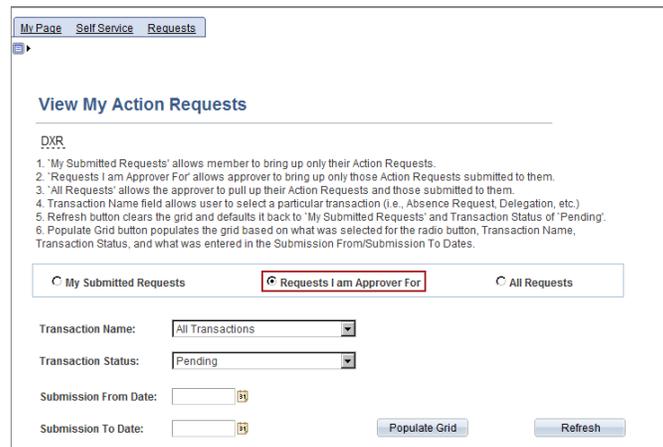


Figure 99: Populate Grid

- The grid will display a list of all transactions that require approvals. Click on the Approve/Deny link.

View My Action Requests

DXR

- 'My Submitted Requests' allows member to bring up only their Action Requests.
- 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.
- 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.
- Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)
- Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.
- 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.

My Submitted Requests
 Requests I am Approver For
 All Requests

Transaction Name:

Transaction Status:

Submission From Date:

Submission To Date:

Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
Reserve Authorize Order	Pending	Test Employee	1234567	SPO	DXR	04/11/2014	Approve/Deny

Figure 100: Transaction List

- The order page will display. Enter comments and click Approve.

Reserve Orders | Travel | Notes | Funding | Leave | **Approval** | Audit

Test Employee EMP Empl ID: 1234567 Empl Record: 0

Trans ID: 2250293 Order Action:

Order Begin Date: 04/07/2014 Order Type: Reserve

Order End Date: 04/18/2014 Order Status: Proposed

Route for Approval

Approval Type:

User ID:

Dept of Approving SPO:

Comment:

Approve Order

Reserve Authorize Order: Pending

One level Approval

Pending

Approver from USERID field

Comments

SPO at 04/11/14 - 8:52 AM
User Guide Short Term ADT-AT order requires approval.

Reserve Orders | Travel | Notes | Funding | Leave | **Approval** | Audit

Figure 101: Approving Recommended Order

- Once the order and TONO has been approved, the Order Status field will update to Authorized. The AWE will update with the new approved status.

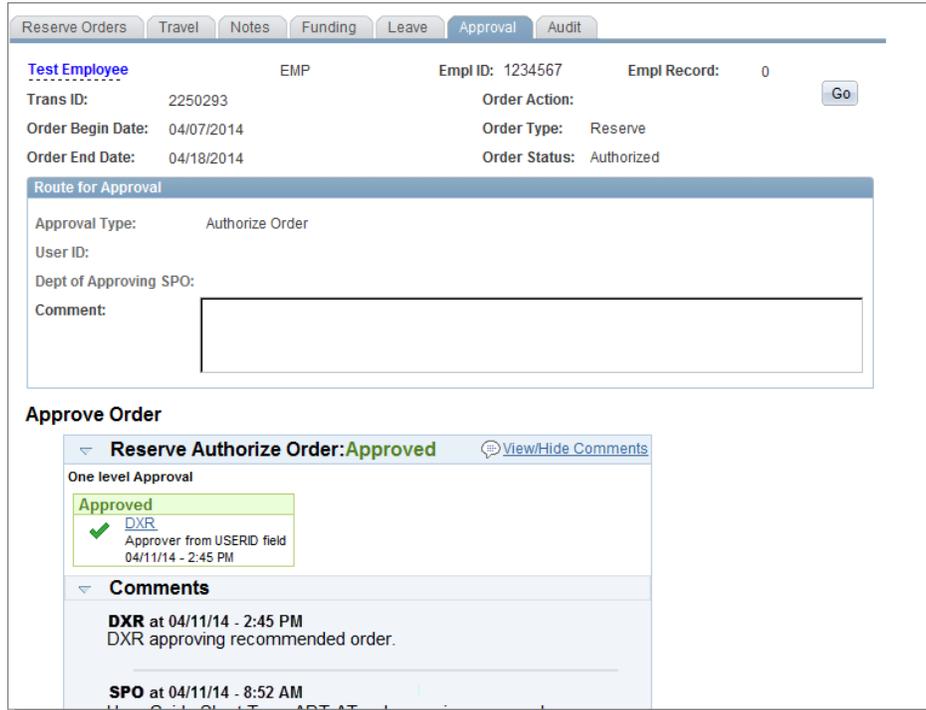


Figure 102: Approved Recommended Order

- Click on the Funding tab to view the generated and approved TONO details.

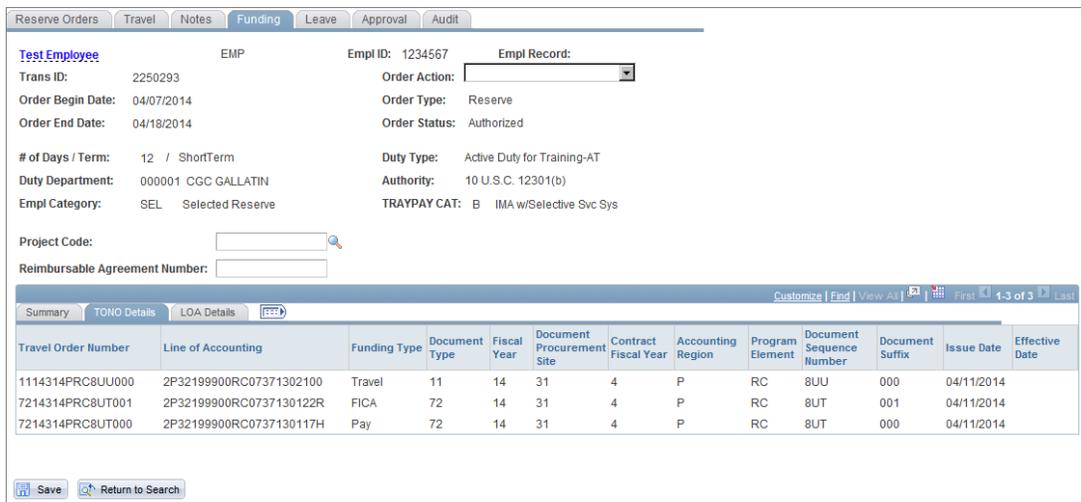


Figure 103: TONO Details

8.3.2 Submit Order for Authorization

1. To submit an order for authorization, from the portal homepage navigate to the Reserve Orders page using the following path: Home> Reserve Administration> Reserve Orders.



Figure 104: Reserve Orders

2. Enter the TransID of the order requiring authorization and click Search.

A screenshot of the "Reserve Orders" search page. The page has a title "Reserve Orders" and a subtitle "Enter any information you have and click Search. Leave fields blank for a list of all values." Below the subtitle are two tabs: "Find an Existing Value" (selected) and "Add a New Value". A text input field for "Maximum number of rows to return (up to 300):" contains the value "300". The search criteria section includes: "Empl ID:" with a "begins with" dropdown and an empty text field; "Empl Record:" with an "=" dropdown and an empty text field; "Trans ID:" with an "=" dropdown and a text field containing "2250293"; "Duty Type:" with an "=" dropdown and a dropdown menu; "Begin Date:" with an "=" dropdown and a date input field; "End Date:" with an "=" dropdown and a date input field; "National ID:" with a "begins with" dropdown and an empty text field; "Name:" with a "begins with" dropdown and an empty text field; "Last Name:" with a "begins with" dropdown and an empty text field; "Order Status:" with an "=" dropdown and a dropdown menu; "Duty Department:" with a "begins with" dropdown and an empty text field. There is a "Case Sensitive" checkbox which is unchecked. At the bottom are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Figure 105: Reserve Orders Search Page

3. The order will display. Click Route for Authorization.

Figure 106: Saved Order

4. Enter the user ID of the approving SPO using the lookup tool. The name matching the EmpID will generate.
5. Enter comments. An order cannot be submitted for authorization or approval without comments.
6. Click Submit. The AWE will be created and the approval status of the order will be displayed along with any comments.

To review an Order, refer to section [8.6.1 Find/Review and Order \(Including Audit\)](#).

Figure 107: Route for Authorization ADT-AT

8.4 Order Process for DXR

8.4.1 Authorize Order

1. To authorize an order and TONO, click on Requests from the Portal Homepage.



Figure 108: Requests

2. Click on View My Requests (all types).



Figure 109: View My Requests

3. Select the radio button for Request I am Approver for and click Populate Grid.

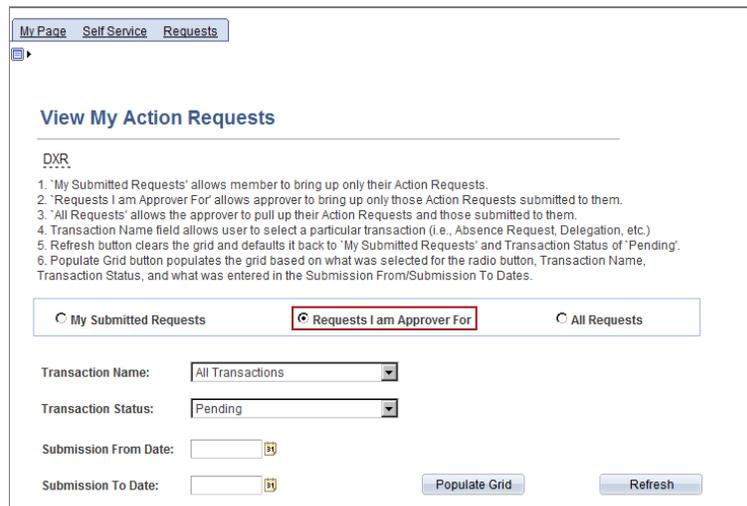


Figure 110: Populate Grid

- The grid will display a list of all transactions that require approvals. Click on the Approve/Deny link.

View My Action Requests

DXR

- 'My Submitted Requests' allows member to bring up only their Action Requests.
- 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.
- 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.
- Transaction Name field allows user to select a particular transaction (i.e. Absence Request, Delegation, etc.)
- Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.
- 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.

My Submitted Requests
 Requests I am Approver For
 All Requests

Transaction Name:

Transaction Status:

Submission From Date:

Submission To Date:

Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
Reserve Authorize Order	Pending	Test Employee	1234567	SPO	DXR	04/11/2014	Approve/Deny

Figure 111: Transaction List

- The order page will display. Review the other tabs as necessary. Enter comments and click Approve.

Reserve Orders | Travel | Notes | Funding | Leave | **Approval** | Audit

Test Employee EMP Empl ID: 1234567 Empl Record: 0

Trans ID: 2250293 Order Action:

Order Begin Date: 04/07/2014 Order Type: Reserve

Order End Date: 04/18/2014 Order Status: Proposed

Route for Approval

Approval Type:

User ID:

Dept of Approving SPO:

Comment:

Approve Order

Reserve Authorize Order: Pending [View/Hide Comments](#)

One level Approval

Pending

Approver from USERID field

Comments

SPO at 04/11/14 - 8:52 AM
User Guide Short Term ADT-AT order requires approval.

[Reserve Orders](#) | [Travel](#) | [Notes](#) | [Funding](#) | [Leave](#) | [Approval](#) | [Audit](#)

Figure 112: Approving Recommended Order

- Once the order and TONO has been approved, the Order Status field will update to Authorized. The AWE will update with the new approved status.

Reserve Orders | Travel | Notes | Funding | Leave | **Approval** | Audit

[Test Employee](#) EMP Empl ID: 1234567 Empl Record: 0

Trans ID: 2250293 Order Action:

Order Begin Date: 04/07/2014 Order Type: Reserve

Order End Date: 04/18/2014 Order Status: Authorized

Route for Approval

Approval Type: Authorize Order

User ID:

Dept of Approving SPO:

Comment:

Approve Order

Reserve Authorize Order: Approved [View/Hide Comments](#)

One level Approval

Approved
 [DXR](#)
 Approver from USERID field
 04/11/14 - 2:45 PM

Comments

DXR at 04/11/14 - 2:45 PM
 DXR approving recommended order.

SPO at 04/11/14 - 8:52 AM

Figure 113: Approved Recommended Order

- Click on the Funding tab to view the generated and approved TONO details.

Reserve Orders | Travel | Notes | **Funding** | Leave | Approval | Audit

[Test Employee](#) EMP Empl ID: 1234567 Empl Record:

Trans ID: 2250293 Order Action:

Order Begin Date: 04/07/2014 Order Type: Reserve

Order End Date: 04/18/2014 Order Status: Authorized

of Days / Term: 12 / ShortTerm Duty Type: Active Duty for Training-AT

Duty Department: 000001 CGC GALLATIN Authority: 10 U.S.C. 12301(b)

Empl Category: SEL Selected Reserve TRAYPAY CAT: B IMA w/Selective Svc Sys

Project Code:

Reimbursable Agreement Number:

Summary | **TONO Details** | LOA Details | [FEED](#)

Travel Order Number	Line of Accounting	Funding Type	Document Type	Fiscal Year	Document Procurement Site	Contract Fiscal Year	Accounting Region	Program Element	Document Sequence Number	Document Suffix	Issue Date	Effective Date
1114314PRC8UU000	2P32199900RC07371302100	Travel	11	14	31	4	P	RC	8UU	000	04/11/2014	
7214314PRC8UT001	2P32199900RC0737130122R	FICA	72	14	31	4	P	RC	8UT	001	04/11/2014	
7214314PRC8UT000	2P32199900RC0737130117H	Pay	72	14	31	4	P	RC	8UT	000	04/11/2014	

Figure 114: TONO Details

To review an Order, refer to section [8.6.1 Find/Review and Order \(Including Audit\)](#).

8.5 Reserve Order Processes for SPO

8.5.1 Create an Order (Short Term)

The Reserve Orders page can be accessed by navigating to the following menu path from the portal homepage in the Reserve Administration pagelet.

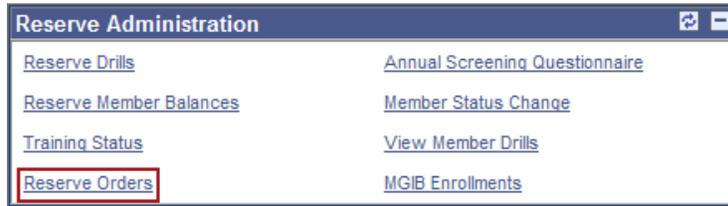


Figure 115: Reserve Orders Link

1. For this example, a Short Term ADT-AT order with a Single Travel Claim will be created. All of the fields on this tab are required to be filled out to add a new order.
2. Click Add a New Value tab and enter the member's EmplID.
3. The Empl Rcd and Trans ID are defaulted to 0.
4. Select the Duty Type from the drop down.
5. Use the calendar tool to select a Begin Date.
6. Use the calendar tool to select an End Date.
7. Click Add.

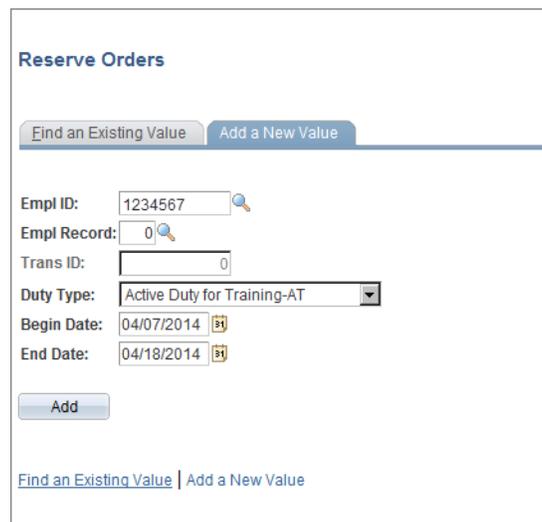
A screenshot of the "Reserve Orders" form. At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being selected. Below the tabs, there are several input fields: "Empl ID:" with the value "1234567", "Empl Record:" with the value "0", "Trans ID:" with the value "0", "Duty Type:" with a dropdown menu showing "Active Duty for Training-AT", "Begin Date:" with the value "04/07/2014", and "End Date:" with the value "04/18/2014". Each date field has a small calendar icon to its right. At the bottom of the form, there is an "Add" button and a footer with the text "Find an Existing Value | Add a New Value".

Figure 116: Add a New Value

8. The Reserve Order page will display. The Trans ID will display 0 since the order has not been created. The order will be created once the fields have been filled, the order has been saved and the Trans ID has been generated. The Route for Authorization button will become available after the order has been saved.

Figure 117: Reserve Orders Page

9. Select a Purpose using the lookup tool.
10. The Payment for Duty for an ADT-AT order is defaulted to Pay and Allowances and cannot be changed. This is different for each order type.
11. For Payment for Travel select Single Travel Claim.
12. Select a Duty Department using the lookup tool.
13. The Department Benefiting is defaulted to the member's current department from Job Data.
14. Select a Department Funding using the lookup tool.
15. The Days of ADT-AT Satisfied will be defaulted.
16. Enter a valid Authority Ref.

17. Enter a valid Authority Official.
18. The Contingency section is collapsed for orders not requiring a contingency.
19. The Compliance section is collapsed at all times, click on the section to validate that the order is compliant. Orders that are non-compliant cannot be routed for authorization.
20. Click Save. The Trans ID will generate.

The screenshot displays the 'Reserve Orders' application interface. At the top, there are navigation tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The main content area shows the following details:

- Employee Information:** EMP, Empl ID: 1234567, Empl Record: 0
- Order Details:** Trans ID: 2250293, Order Action: [Dropdown], Order Begin Date: 04/07/2014, Order End Date: 04/18/2014, Order Type: Reserve, Order Status: Proposed
- Additional Info:** # of Days / Term: 12 / ShortTerm, Duty Type: Active Duty for Training-AT, Authority: 10 U.S.C. 12301(b), Empl Category: SEL Selected Reserve, TRAYPAY CAT: B IMA w/Selective Svc Sys
- Basic Information Section:**
 - Purpose: AH Civil Rights - General (with a 'Route for Authorization' button)
 - Payment for Duty: Pay and Allowances
 - Payment for Travel: Single Travel Claim
 - Duty Department: 000001 CGC GALLATIN
 - Dept Benefitting: 007499 SEC ST PETE INSPECTIONS DIV
 - Dept Funding: 008073 D7 PLNG & FORCE RDNS DIV (DX)
 - Days of ADT-AT Satisfied: 12
 - Authority (Ref): [Empty Field]
 - Auth. Official (Name, Rank): [Empty Field]
- Collapsible Sections:** Contingency and Compliance (both collapsed)
- Buttons:** Save (bottom left), Go (top right)

Figure 118: Saved Order

21. Click on the Travel tab and review the travel itinerary and make any updates to travel and click Save.
22. Click on the Notes tab, refer to section X. Make any changes and click Save.

8.5.2 Create an Order with Contingency

1. To submit an order request for a long term ADOS-AC order with a contingency, navigate to the order page from the portal homepage using the Reserve Order link in the Reserve Administration pagelet.



Figure 119: Reserve Orders Link

2. Click on Add a New Value.

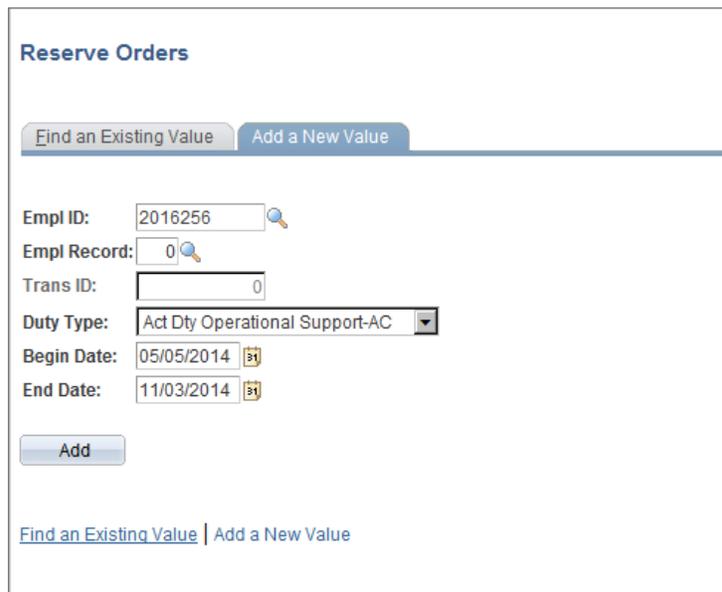
A screenshot of the "Reserve Orders" form. The "Add a New Value" tab is selected. The form contains the following fields: "Empl ID:" with the value "2016256" and a search icon; "Empl Record:" with the value "0" and a search icon; "Trans ID:" with the value "0"; "Duty Type:" with a dropdown menu showing "Act Dty Operational Support-AC"; "Begin Date:" with the value "05/05/2014" and a calendar icon; "End Date:" with the value "11/03/2014" and a calendar icon. Below the fields is an "Add" button. At the bottom, there are links for "Find an Existing Value" and "Add a New Value".

Figure 120: Add a New Value

3. Click Add a New Value tab and enter the member's EmplID.
4. The Empl Rcd and Trans ID are defaulted to 0.
5. Select the Duty Type from the drop down.
6. Use the calendar tool to select a Begin Date.
7. Use the calendar tool to select an End Date.
8. Click Add.

Figure 121: ADOS-AC Reserve Order

9. The Reserve Order page will display. The Trans ID will display 0 since the order has not been created. The order will be created once the fields have been filled, the order has been saved and the Trans ID has been generated. The Route for Authorization button will become available after the order has been saved.
10. Select a Purpose using the lookup tool.
11. The Payment for Duty for an ADT-AT order is defaulted to Pay and Allowances and cannot be changed. This is different for each order type.
12. For Payment for Travel select Single Travel Claim.
13. Select a Duty Department using the lookup tool.
14. The Department Benefitting is defaulted to the member's current department from Job Data.
15. Select a Department Funding using the lookup tool.
16. The Days of ADT-AT Satisfied will be defaulted.
17. Enter a valid Authority Ref.
18. Enter a valid Authority Official.
19. Expand the Contingency section.

Figure 122: Contingency

20. Select an Operational ID using the lookup tool.
21. The remainder fields will auto-generate upon selecting an operational ID.
22. The Contingency Start Date is the effective date for the contingency.
23. The Contingency End Date is the date until which the contingency is effective till.
24. Enter the Reference Authority.
25. Enter the Notification Date.
26. The 1607 Eligibility Code displays if the member is eligible for this contingency.
27. The 1607 Eligibility Date is the date until which the member is eligible for this contingency which is the end date of the order.
28. The Compliance section is collapsed at all times, click on the section to validate that the order is compliant. Orders that are non-compliant cannot be routed for authorization.
29. Click Save. The Trans ID will generate.

Figure 123: Saved Order

8.5.3 Create an EAD Order Using Member Form

1. To create an EAD order using the Member Form from Assignments, for the portal homepage click on the Member Form link in the Assignments pagelet.

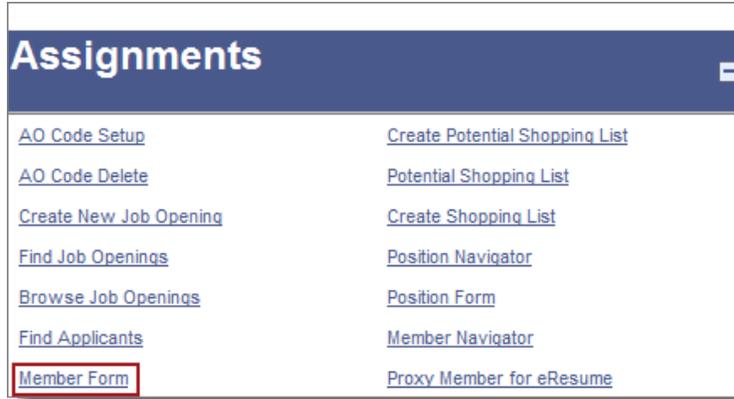


Figure 124: Member Form

2. Enter the EmplID of the member for whom the EAD order is to be created. The member must be in a Proposed Status in order to create the EAD order.

The screenshot shows the "Member Form" search page. At the top, it says "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a section titled "Find an Existing Value" with a blue background. A text input field for "Maximum number of rows to return (up to 300):" contains the value "300". Below this are several search criteria fields, each with a dropdown menu and a search icon: "Empl ID:" (dropdown: "begins with"), "Member SL Status:" (dropdown: "="), "Job Family:" (dropdown: "begins with"), "Regulatory Region:" (dropdown: "begins with"), "Salary Grade:" (dropdown: "begins with"), "Position Number:" (dropdown: "begins with"), and "Department:" (dropdown: "begins with"). At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Figure 125: Member Form Search Page

3. Click on the Make Assignment link on the Member Form.

The screenshot shows a web application interface for a member form. At the top, there are tabs for 'Member Form', 'Member Comments', 'Employee Reviews', 'Member Tags', and 'Record Reads'. The main area contains a form with various fields: Empl ID (1234567), Name (Test Employee), Tot Sea Tm (2.11), Rate Sea Tm (3.00), Spec Needs (COLO, USCG), Posn Nbr (00028193), Position Title (YN SCHOOL - INSTRUCTOR), Department Name (TRACEN PET YN SCHOOL), Mbr SL Status (Proposed), and a table for Board 1, 2, and 3. At the bottom, there is a table with columns for Job Opening ID, Date Entered, Choice, Posn SL Stat, Position Nbr, Posn Rank, Posn Title, Dept ID, Department Name, City, State, Posn Postal, AO Code, Hide, Tag, and Proposed. The 'Make Assignment' link is highlighted in a red box.

Figure 126: Make Assignment Link

4. Scroll over and click Add Order.

The screenshot shows a table with columns: member contacted, Unit Contacted, Program Contacted, Over, Acsn, No Cost, Fit Up, Ext, Regional, Outside RCD, EAD, Recall, and Add Order. The 'Add Order' column has a button with the value '2100613' and another button labeled 'Add Order' which is highlighted in a red box.

Figure 127: Add Order

5. This will navigate to the Reserve Orders component where the EAD order will be created.

The screenshot shows the 'Reserve Orders' component. It has two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. Below are input fields for Empl ID (1234567), Empl Record (0), Trans ID (0), Duty Type (Extended Active Duty), Begin Date, and End Date. There is an 'Add' button at the bottom. At the very bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

Figure 128: Reserve Orders Component

8.5.4 Submit an Order to DXR for Authorization

1. To submit an order for authorization, from the portal homepage navigate to the Reserve Orders page using the following path: Home> Reserve Administration> Reserve Orders.



Figure 129: Reserve Orders

2. Enter the TransID of the order requiring authorization and click Search.

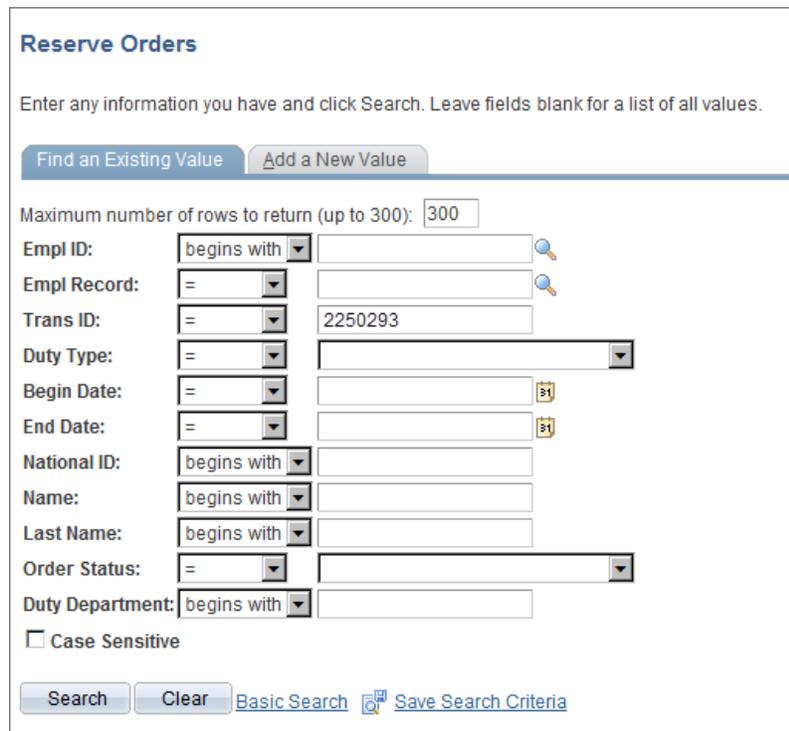
A screenshot of the "Reserve Orders" search page. The page has a title "Reserve Orders" and a subtitle "Enter any information you have and click Search. Leave fields blank for a list of all values." Below the subtitle are two tabs: "Find an Existing Value" (selected) and "Add a New Value". A text box for "Maximum number of rows to return (up to 300):" contains the value "300". The search criteria section includes: "Empl ID:" with a dropdown set to "begins with" and an empty text box; "Empl Record:" with a dropdown set to "=" and an empty text box; "Trans ID:" with a dropdown set to "=" and a text box containing "2250293"; "Duty Type:" with a dropdown set to "=" and a dropdown menu; "Begin Date:" with a dropdown set to "=" and an empty text box with a calendar icon; "End Date:" with a dropdown set to "=" and an empty text box with a calendar icon; "National ID:" with a dropdown set to "begins with" and an empty text box; "Name:" with a dropdown set to "begins with" and an empty text box; "Last Name:" with a dropdown set to "begins with" and an empty text box; "Order Status:" with a dropdown set to "=" and a dropdown menu; "Duty Department:" with a dropdown set to "begins with" and an empty text box. There is a checkbox for "Case Sensitive" which is unchecked. At the bottom are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Figure 130: Reserve Orders Search Page

3. The order will display. Click Rout for Authorization.

Figure 131: Saved Order

4. Enter the user ID of the approving SPO using the lookup tool. The name matching the EmpID will generate.
5. Enter comments. An order cannot be submitted for authorization or approval without comments.
6. Click Submit. The AWE will be created and the approval status of the order will be displayed along with any comments.

Figure 132: Route for Authorization ADT-AT

8.5.5 Submit Travel details

▼ Per Diem

Current Messing Entitlement:

Messing and Quarters

Messing:
 Govt Rate:
 Lodging Rate Factor:
 Lodging Rate:
 Per Diem MIE Rate:
 Per Diem City:
 Per Diem Quarters: Amount: Contracted

CIV Reduced Per Diem Amt:
 Govt Reduced Per Diem Amt:
 Actual Expense Amount:
 IAW CMTD LTR of:

Travel at TDY Site

Rental Car
 Upgrade Authorization
 Upgrade to Size:

 Local Travel (Includes taxi, bus, metro & oth Public Trans)

Travel at TDY Site

Rental Car
 Upgrade Authorization
 Upgrade to Size:

 Local Travel (Includes taxi, bus, metro & oth Public Trans)

▼ Travel Details
 Combat Zone
 Commercial Carrier (own expense subject to reimbursement)
 Gov't Owned Conveyance
 Gov't Transportation Account (GTA)
 Privately Owned Conveyance (POC)

 Mode of Transportation:
 POC Type: \$:

 RON Days:
 RON Locality:

 Medical Travel:
 Medical Escort:
▼ Additional Authorized Expenses
▼ Delay En route

Figure 133: Travel Details

8.5.6 Depart/Report Endorsements

1. Navigate to the Reserve Orders link and access the order.

The screenshot displays the Reserve Orders system interface. At the top, there are tabs for Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The main area shows employee information for 'Test Employee' (EMP) with Empl ID: 1234567 and Empl Record: 0. Key details include Trans ID: 2250293, Order Begin Date: 04/07/2014, Order End Date: 04/18/2014, and Order Type: Reserve. The duty type is 'Active Duty for Training-AT' and the authority is '10 U.S.C. 12301(b)'. The TRAYPAY CAT is 'B IMA w/Selective Svc Sys'.

Below this is an 'Itinerary' table with columns: Seq Nbr, Travel Type, Travel Approval, Estimated Date, Actual Date, Nature of Duty, Deptid Description, Position Description, and Location Description. The table contains four rows: a 'Depart' row (Seq 1, Date 04/07/2014, Nature Home, Location SEC ST PETE INSPECTIONS DIV), a 'Report' row (Seq 2, Date 04/07/2014, Nature Duty, Location CGC GALLATIN), another 'Depart' row (Seq 98, Date 04/18/2014, Nature Duty, Location CGC GALLATIN), and a final 'Report' row (Seq 99, Date 04/18/2014, Nature Home, Location SEC ST PETE INSPECTIONS DIV).

The 'Travel Orders' section is expanded for sequence number 1. It shows a 'Travel Type' of 'Depart' and a 'Trvl Approval' field. The 'Estimated Date' is 04/07/2014. The 'Actual Date' field is currently empty. The 'Nature of Duty' is 'Home'. The 'Department' is '007499 SEC ST PETE INSPECTIONS DIV', 'Location' is 'FL0387 CG SECTOR PREVENTION COMMAND', and 'Position Number' is '00051859 FACILITY INSP'. The 'Posn Job Code' is '479094 Second Class Marine Science Te'. There is a 'Route for Approval' button.

Below the travel order form is a 'Delay En route' table with columns: Begin Date, End Date, Delay En route, and Days. The first row has a '1' in the 'Begin Date' column and empty fields for the others.

At the bottom, there are 'Save' and 'Return to Search' buttons, and a navigation bar with links for Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit.

Figure 134: Order Depart

2. In the Travel Orders section for sequence number 1, enter the actual date which the member departed. Verify the Nature of Duty, Department, Location and Position Number for the Depart row.
3. Click Route for Approval.

Reserve Orders | Travel | Notes | Funding | Leave | **Approval** | Audit

Test Employee EMP Empl ID: 1234567 Empl Record: 0

Trans ID: 2250293 Order Action:

Order Begin Date: 04/07/2014 Order Type: Reserve

Order End Date: 04/18/2014 Order Status: Ready

Route for Approval

Approval Type: Departing Endorsement

User ID:

Dept of Approving SPO: 041675 BASE MB SPO (PS)

Comment:

Approve Reserve Travel Depart

Reserve Departing Endorsement: Pending [View/Hide Comments](#)

One Level Approval

Pending

SPO Supervisor

Comments

SPO at 04/14/14 - 1:57 PM
Member departed on 4.7.14. User guide example.

[Reserve Orders](#) | [Travel](#) | [Notes](#) | [Funding](#) | [Leave](#) | [Approval](#) | [Audit](#)

Figure 135: Depart Endorsement Approval

4. Enter comments.
5. Click Submit. The depart endorsement is now awaiting approval from the SPO Supervisor.

To submit Report endorsement, repeat the steps 1 – 3 for Submit Depart Endorsement.

8.5.7 Multiple Endorsements

This can be used to report a member when (Row 1) Departure and (Row 2) Report have not been submitted. The SPO can submit a multiple endorsement in lieu of submitting an endorsement for depart and report separately. This will allow the SPO Supervisor to approve row 1 and row 2 of the travel order in one transaction.

1. Navigate to the Reserve Orders link and access the order.
2. Fill out row 1 and 2 of the travel orders.
3. Click Route for Approval on row 2 or the maximum row submitting for approval.

The screenshot displays the 'Reserve Orders' interface. At the top, there are tabs for 'Reserve Orders', 'Travel', 'Notes', 'Funding', 'Leave', 'Approval', and 'Audit'. The main area shows details for a travel order: 'Test Employee' (EMP), 'Empl ID: 1234567', 'Empl Record: 0', 'Trans ID: 2250293', 'Order Action: [dropdown]', 'Order Begin Date: 04/07/2014', 'Order End Date: 04/18/2014', 'Order Type: Reserve', 'Order Status: Ready', '# of Days / Term: 12 / ShortTerm', 'Duty Type: Active Duty for Training-AT', 'Duty Department: 000001 CGC GALLATIN', 'Authority: 10 U.S.C. 12301(d)', 'Empl Category: DEL Selected Reserve', and 'TRAVPAY CAT: B BBA w/Selective Sec Sys'. Below this is a table with columns: 'Seq No.', 'Travel Type', 'Travel Approval', 'Estimated Date', 'Actual Date', 'Nature of Duty', 'Dept/Id Description', 'Position Description', and 'Location Description'. The table contains four rows: 1 Depart, 2 Report, 00 Depart, and 99 Report. Below the table is the 'Travel Orders' section with fields for 'Seq No.', 'Travel Type', 'Travel Approval', 'Estimated Date', 'Actual Date', 'Nature of Duty', 'Department', 'Location', 'Position Number', and 'Pose Job Code'. There is a 'Route for Approval' button. At the bottom, there is a 'Delay En Route' section with 'Begin Date', 'End Date', 'Delay En Route', and 'Days' fields, and a 'Dependents Authorized for Travel' section.

Figure 136: Multiple Endorsements Report to Duty

4. The Comment box will display a comment on the sequence number that requires approval. Click Submit.

The screenshot shows the 'Route for Approval' dialog box. It has tabs for 'Reserve Orders', 'Travel', 'Notes', 'Funding', 'Leave', 'Approval', and 'Audit'. The main area shows details for a travel order: 'Test Employee' (EMP), 'Empl ID: 1234567', 'Empl Record: 0', 'Trans ID: 2250293', 'Order Action: [dropdown]', 'Order Begin Date: 04/07/2014', 'Order End Date: 04/18/2014', 'Order Type: Reserve', and 'Order Status: Ready'. Below this is the 'Route for Approval' section with fields for 'Approval Type: Multiple Trvl Endorsements', 'User ID: [input]', 'Dept of Approving SPO: 041675 BASE MB SPO (PS)', and 'Comment: The approval is set for SEQ_NO=2'. There is a 'Submit' button at the bottom.

Figure 137: SEQ_NO 2 Approval

Once the SPO Supervisor approves the multiple endorsements, the order status will update to Enroute.

This method can also be applied to when the member report to the final home location, the SPO can request a multiple endorsement which will allow the SPO Supervisor to approve rows 1 – 4 for travel orders.

5. Navigate to the Reserve Orders link and access the order.
6. Fill out lines 1 and 2 of the travel orders.
7. Click Route for Approval.

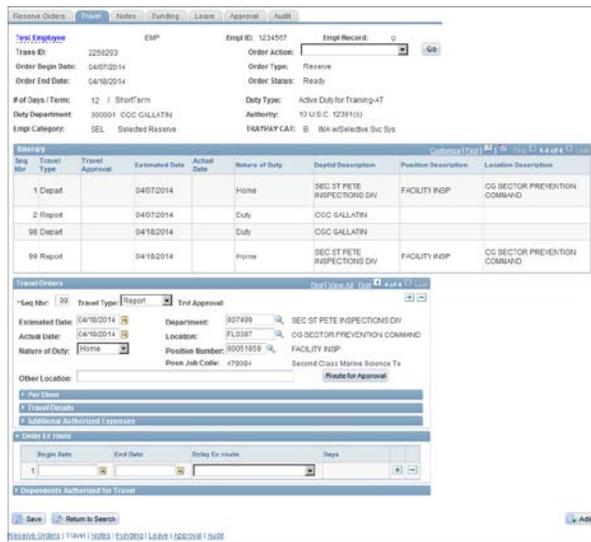


Figure 138: Multiple Endorsement Line 99

8. The Comment box will display a comment on the sequence number that requires approval. Click Submit.

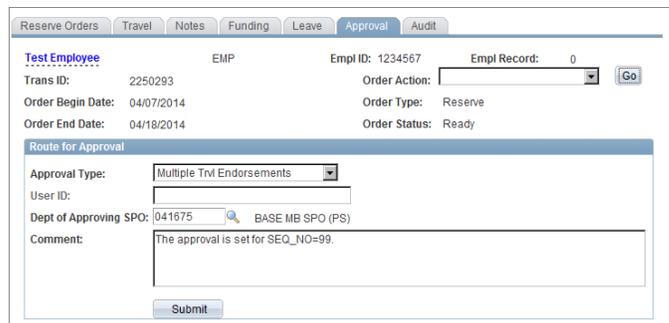


Figure 139: Approval for SEQ NO 99

Once the SPO Supervisor approves the multiple endorsements, the order status will update to Finished.

8.5.8 SPO Supervisor Approving Request

1. To approve an endorsement, click on Requests from the Portal Homepage.



Figure 140: Requests

2. Click on View My Requests (all types).



Figure 141: View My Requests

3. Select the radio button for Request I am Approver for and click Populate Grid.

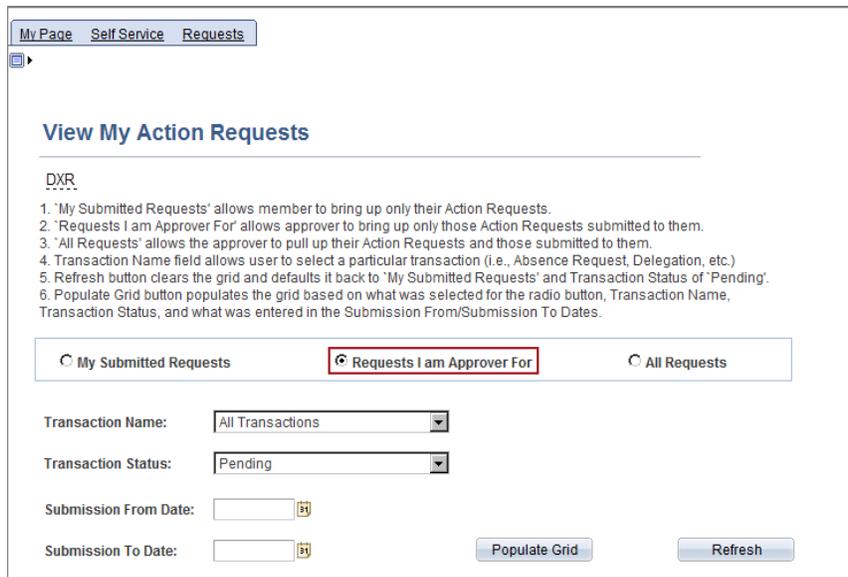


Figure 142: Populate Grid

- The grid will display a list of all transactions that require approvals. Click on the Approve/Deny link.

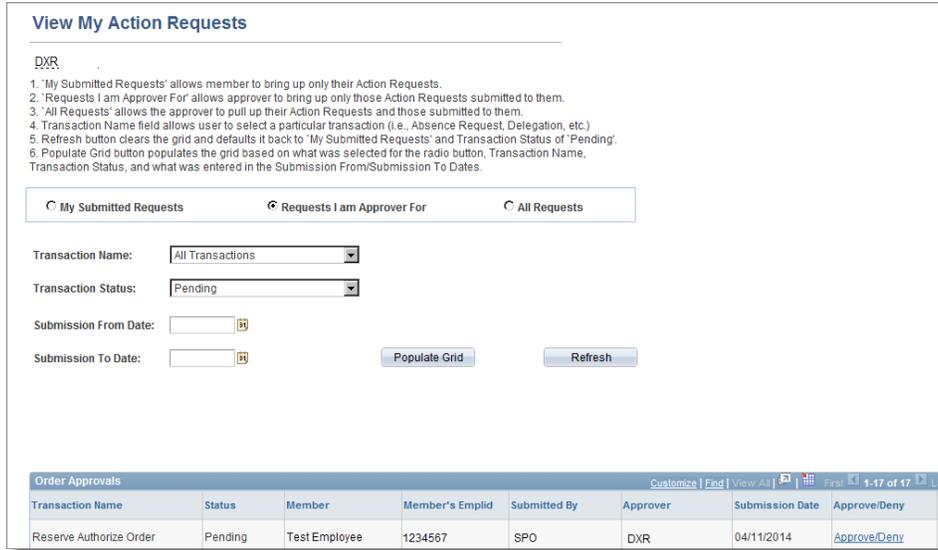


Figure 143: Transaction List

- The order page will display. Enter comments and click Approve.

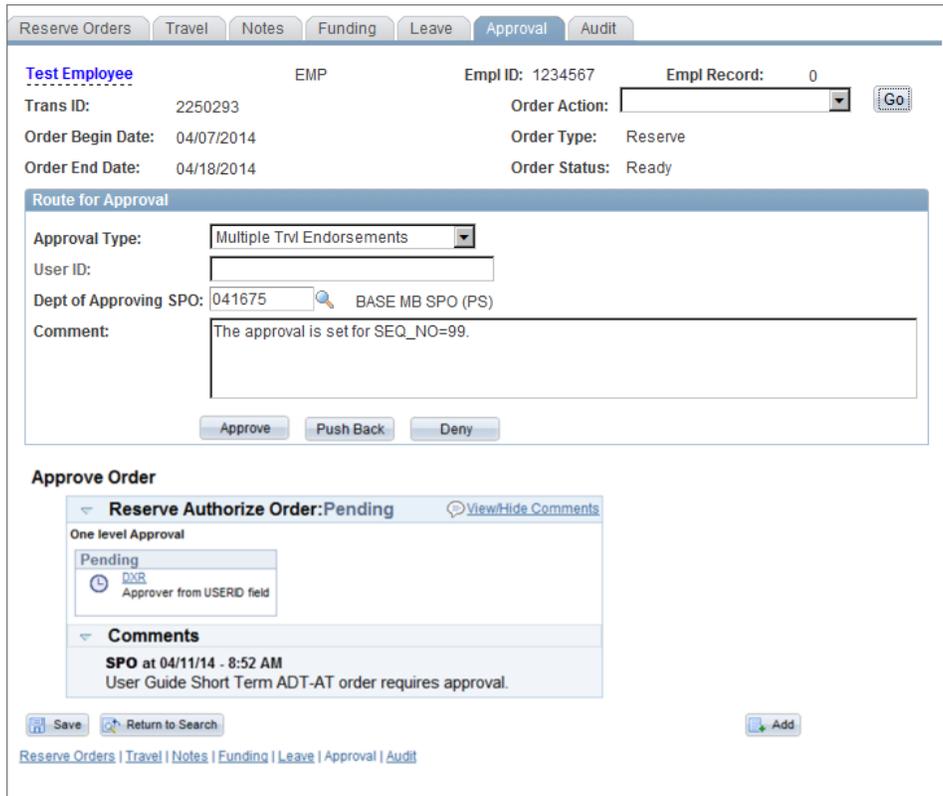


Figure 144: Approving Recommended Order

- Once the order and TONO has been approved, the Order Status field will update to Authorized. The AWE will update with the new approved status. The order will now be displayed in the Airport Terminal.

The screenshot displays a software interface with a navigation bar at the top containing tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval (selected), and Audit. Below the navigation bar, the following information is shown:

- Test Employee** EMP Empl ID: 1234567 Empl Record: 0
- Trans ID: 2250293 Order Action:
- Order Begin Date: 04/07/2014 Order Type: Reserve
- Order End Date: 04/18/2014 Order Status: En Route

A section titled "Route for Approval" contains the following fields:

- Approval Type: Multiple Trvl Endorsements
- User ID:
- Dept of Approving SPO:
- Comment:

Below this is the "Approve Order" section, which shows a summary of the approval process:

- Reserve Authorize Order: Approved** [View/Hide Comments](#)
- One level Approval
- Approved** (highlighted in green)
- SPO**
Approver from USERID field
04/11/14 - 2:45 PM
- Comments**
- DXR** at 04/11/14 - 2:45 PM
DXR approving recommended order.
- SPO** at 04/11/14 - 8:52 AM

Figure 145: Approved Recommended Order

8.5.9 Finish an Order

There are three methods used to finish an order which are Manual, RELAD and Order Processing App Engine.

The Manual method is used to finish short term orders and back to back orders. To manually finish an order the following actions must be completed.

- All travel rows must be approved
- All actual dates must be filled in
- Order status is set to finish

All long term orders, except for those that are back to back, must use Separation Order with RELAD to be marked finished.

To finish a Long Term order using the RELAD method the Separation component will run a daily batch process and pick up the Long Term orders and mark the Order Finished by performing the following actions:

- Use the Trans ID on the Long Term order to create a RELAD with the same TransID
- It will set the Order End Date on the Long Term order to the Separation Order
- It will set the date of the last report row to the Separation Date
- For any other report rows, the system will set the actual dates to estimated dates
- On the Long Term order travel page it will set the location, department and position to the one that is listed on the Separation order
- It will mark all Unapproved travel rows to Approved
- Finally, it will set the Long Term order status to Finished and create an Audit record for the Long Term order

The Order Processing App Engine run on a nightly basis and sets orders with an end date equal to or less than the current system date to finish. All of the travel rows are set to approve and the travel dates are filled in.

8.5.10 Amend an Order

Amending an order allows the SPO to change the order travel rows which include the order begin and end dates. Orders in a Proposed status cannot be amended.

To amend an order, search the order to be amended.

Reserve Orders

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300):

Empl ID:

Empl Record:

Trans ID:

Duty Type:

Begin Date:

End Date:

National ID:

Name:

Last Name:

Order Status:

Duty Department:

Case Sensitive

[Basic Search](#)

Figure 146: Search Order to Amend

Select the order action to Amend Order and click Go.

Reserve Orders [Travel](#) [Notes](#) [Funding](#) [Leave](#) [Approval](#) [Audit](#)

[Test Employee](#) EMP Empl ID: 1234567 Empl Record: 0

Trans ID: 1776460 **Amend Mode** Order Action:

Order Begin Date: 07/01/2011 Order Type: Reserve

Order End Date: 06/30/2014 Order Status: En route

of Days / Term: 1096/ Longterm Duty Type: Extended Active Duty

Duty Department: 010091 PSC RPM-2 Authority: 10 U.S.C. 12311

Empl Category: TRAYPAY CAT

Figure 147: Amend Order

The fields that are allowed to be amended are now editable. Make the necessary changes. Making changes to the Actual Dates will update the order Begin Date /End Date, recalculate the duration of the order, the term and eligibility of the order.

The changes will not be saved until the approval request has not been submitted.

8.5.11 Cancel an Order

All orders can be cancelled and will need to go through an approval process upon doing so.

- Orders in a Proposed status can be cancelled but do not have to go through an approval process and will be cancelled immediately.
- Orders with an Enroute status when cancelled will have their pay group automatically changed.
- All leave associated with a cancelled order will be cancelled.

8.5.10.1 Cancel Order Without TONO

1. To cancel an order without TONO, search for the order to be cancelled.
2. In the Order Action drop down select Cancel Order and click Go.

The screenshot shows the 'Reserve Orders' interface with the 'Approval' tab selected. The main form displays order details for 'Test Employee' (EMP) with Empl ID: 123456 and Empl Record: 0. The 'Order Action' dropdown is set to 'Cancel Order' and the 'Go' button is visible. Below this, the 'Basic Information' section is expanded, showing fields for Purpose (AH - Civil Rights - General), Payment for Duty (Pay and Allowances), Payment for Travel (No Travel Pay), Duty Department (000005 - CG STA YANKEETOWN), Dept Benefitting (007181 - SEC MIAMI ADMINPERS DIV), Dept Funding (008073 - D7 PLNG & FORCE RDNS DIV (DX)), Days of ADT-AT Satisfied (15), Authority (Ref), and Auth. Official (Name, Rank). A 'Route for Authorization' button is also present.

Figure 148: Cancel an Order

3. The Approval page is display. Enter comments and click Submit. The Order will be routed to approvers for cancellation.

The screenshot shows the 'Route for Approval' section of the 'Reserve Orders' interface. The 'Approval Type' dropdown is set to 'Cancel Order'. The 'User ID' field is empty. The 'Dept of Approving SPO' is set to 'BASE MB SPO (PS)'. The 'Comment' field contains the text 'Cancel please.'. A 'Submit' button is located at the bottom of the form.

Figure 149: Cancelling an Order

- The approver will then access the request from Request page and enter any comments and approve the request to cancel the order.

Figure 150: Approve Cancellation

- Once the cancellation has been approved the AWE status and the Order Status will reflect the changes.

Figure 151: Cancelled Order

8.5.10.2 Cancel order With TONO

1. To cancel an Order with TONO, search and select the Order. In the Order Action drop down select Cancel Order with TONO and click Go.

The screenshot shows a web interface with tabs for Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The 'Reserve Orders' tab is active. The main content area displays details for a 'Test Employee' (EMP) with Empl ID: 1234567 and Empl Record: 0. A 'Go' button is visible. The 'Order Action' dropdown menu is open, showing options: Amend Order, Cancel Order, Cancel Order and TONO (highlighted), Generate DD214, and Print Order. Other fields include Trans ID: 2100984, Order Begin Date: 04/11/2014, Order End Date: 04/17/2015, # of Days / Term: 372 / Longterm, Duty Department, Authority: 10 U.S.C. 12301(d), and TRAYPAY CAT: I Inactive Standby Reserve.

Figure 152: Cancel Order with TONO

2. The Approval page will display. Enter comments in the comments box. This Order will then be routed to the SPO to be processed for cancellation.

The screenshot shows the 'Approval' page for the same 'Test Employee' (EMP) with Empl ID: 1234567 and Empl Record: 0. The 'Order Action' is set to 'Cancel Order and TONO'. The 'Route for Approval' section shows 'Approval Type: Cancel Order', 'User ID:', 'Dept of Approving SPO: 007181 SEC MIAMI ADMIN/PERS DIV', and a 'Comment:' field. Below this is the 'RSV Order Cancel Approval' section, which is currently 'Pending'. It shows a 'Skipped' status by the 'SPO Supervisor' on 08/26/14 at 12:52 PM. The 'Comments' section contains the text: 'SPO at: 08/26/14 - 12:52 PM Cancel Order with TONO.'

Figure 153: Submit Order with TONO for Cancellation

- The Approving SPO will then access the order cancellation request by using the following navigation path: Home> Request> View My Request (all types).

On this page select Request I am Approver for and click Populate.

View My Action Requests

Test Employee

- 'My Submitted Requests' allows member to bring up only their Action Requests.
- 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.
- 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.
- Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)
- Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.
- 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.

My Submitted Requests
 Requests I am Approver For
 All Requests

Transaction Name:

Transaction Status:

Submission From Date:

Submission To Date:

Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
RSV Order Cancel	Pending	JONATHAN MOSS	2001521	Anthony Suco	Trisha Nattal	08/26/2014	Approve/Deny

Figure 154: Select Order Cancellation Approval

- On this page enter comments and click Approve.

Reserve Orders | Travel | Notes | Funding | Leave | **Approval** | Audit

Test Employee EMP Empl ID: 1234567 Empl Record: 0

Trans ID: 2100984 Order Action:

Order Begin Date: 04/11/2014 Order Type: Reserve

Order End Date: 04/17/2015 Order Status: Authorized

Route for Approval

Approval Type:

User ID:

Dept of Approving SPO:

Comment:

Figure 155: Approve Order Cancellation Request

The updated AWE status will display.

The screenshot shows the 'Approval' tab of a software interface. At the top, there are navigation tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval (selected), and Audit. Below the tabs, the following information is displayed:

- Test Employee** EMP Empl ID: 1234567 Empl Record: 0
- Trans ID: 2100984 Order Action:
- Order Begin Date: 04/11/2014 Order Type: Reserve
- Order End Date: 04/17/2015 Order Status: Cancelled

Below this information is a section titled 'Route for Approval' with the following fields:

- Approval Type: Cancel Order
- User ID:
- Dept of Approving SPO:
- Comment:

Underneath is a section titled 'RSV Order Cancel Approval' with a dropdown menu showing 'RSV Order Cancel: **Approved**' and a 'View/Hide Comments' link. Below the dropdown is a list of approver levels:

- One Approver Level**
- Approved** (with a green checkmark icon): SPO Supervisor, SPO Supervisor, 08/26/14 - 1:23 PM
- Skipped** (with a yellow warning icon): SPO Supervisor, SPO Supervisor, 08/26/14 - 12:52 PM

At the bottom of this section is a 'Comments' area with the text: **SPO Supervisor at: 08/26/2014 - 1:23 PM** Order with TONO now cancelled.

Figure 156: Updated SWE Status

The order will reflect the new order status.

The screenshot shows the 'Approval' tab of a software interface. At the top, there are navigation tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval (selected), and Audit. Below the tabs, the following information is displayed:

- Test Employee** EMP Empl ID: 1234567 Empl Record: 0
- Trans ID: 2100984 Order Action:
- Order Begin Date: 04/11/2014 Order Type: Reserve
- Order End Date: 04/17/2015 Order Status: Cancelled
- # of Days / Term: 372 / Longterm Duty Type: Invol Active Duty, Title 10
- Duty Department: Authority: 10 U.S.C. 12301(d)
- Empl Category: ISL Inactive Standby List TRAYPAY CAT: I Inactive Standby Reserve

Figure 157: Cancelled Order with TONO

8.5.12 Linking an Order

A member who is currently on long term orders and has a new long term order be authorized immediately after the current order, they can be linked.

To link these types of order, create and authorize the order to be linked. Open the order. For the Linked Order (previous) use the lookup tool and select the previous order. In the Link Type drop down, select Back to Back. Click Save.

The screenshot displays the 'Reserve Orders' system interface. At the top, there are tabs for 'Reserve Orders', 'Travel', 'Notes', 'Funding', 'Leave', 'Approval', and 'Audit'. The main content area shows details for a 'Test Employee' (EMP) with 'Empl ID: 1234567' and 'Empl Record: 0'. Key fields include 'Trans ID: 2101244', 'Order Begin Date: 08/27/2014', 'Order End Date: 09/30/2014', and 'Order Status: Authorized'. The 'Basic Information' section is expanded, showing 'Purpose: AC Contingency Preparedness', 'Payment for Duty: Pay and Allowances', and 'Payment for Travel: Single Travel Claim'. The 'Link Type' dropdown is set to 'Back to back'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', and 'Next in List'.

Figure 158: Link New Long Term Order

8.6 Common Order Processes

8.6.1 Find/Review an Order (Including Audit)

This section reviews each tab of the order and provides a description of the contents of each tab.

Reserve Orders		Travel	Notes	Funding	Leave	Approval	Audit
Test Employee		EMP	Empl ID: 1234567		Empl Record: 0		
Trans ID:	864080	Order Action:	[dropdown]		Go		
Order Begin Date:	04/25/1994	Order Type:	Reserve				
Order End Date:	05/06/1994	Order Status:	Finished				
# of Days / Term:	12 /	Duty Type:	Active Duty for Training-AT				
Duty Department:	000651	Authority:					
Empl Category:	SEL Selected Reserve	TRAYPAY CAT:	A Drilling Pay Status				

Figure 159: Reserve Order Tab

The Reserve Orders tab contains two headers, the order header and the reserve header. All of the fields in these two headers are view only. The order header is displayed on all of the order tabs while the order header is not.

The Order Action drop down menu allows users five different options. Users can print orders with the status of Authorized, Ready, En route and Finished. Orders with a status of Proposed and Cancelled cannot be printed.

The Order Action drop down also allows users to Amend an order, cancelled an Order and the TONO for an order can be cancelled.

The Basic Information section is where the details of the order are entered.

Purpose:	OO	Route for Authorization
Payment for Duty:	[dropdown: Pay and Allowances]	
Payment for Travel:	[dropdown: Single Travel Claim]	
*Duty Department:	000651	
Dept Benefitting:	001518	
Dept Funding:	003452	
Days of ADT-AT Satisfied:	12	
Authority (Ref):		
Auth. Official (Name, Rank):		
Linked Order (previous):		Link Type: [dropdown]

Figure 160: Basic Information

The Contingency section is where the order contingency is entered.

Figure 161: Contingency

The Compliance section displays a list of compliance rules that are required to be compliant before the order can be routed for authorization.

Rule ID	Description	Compliant	Waiver?
TraPayCat	Training Pay Category Check	Compliant	N
Age60	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
ObligServ	Insufficient Reserve Obligated Service	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	Compliant	N

Figure 162: Compliance

The Waiver tab of the compliance section displays any waivers that applicable to any of the compliance rules.

The screenshot shows the 'Compliance' section with the 'Waiver' tab selected. The overall compliance status is 'Compliant'. A table lists various waiver rules with columns for Rule ID, Waiver Code, Description, Grant Date, and Expiration Date. The table is currently empty.

Rule ID	Waiver Code	Description	Grant Date	Expiration Date
TraPayCat				
Age60				
1095end				
16yADSV				
30yTCS				
WeighComp				
30dADT				
Drill				
OblgServ				
1095beg				
30yTIS				
WeighIn				
ORDOverlap				
20yADSV				

Figure 163: Waiver Tab

The Travel tab contains the Itinerary for the order.

The screenshot shows the 'Itinerary' tab with a table of travel events. Below the table is a 'Travel Orders' section with input fields for sequence number, travel type, approval, dates, department, location, and position. There are also expandable sections for 'Per Diem', 'Travel Details', 'Additional Authorized Expenses', and 'Delay En route'.

Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	DeptId Description	Position Description	Location Description
1	Depart	Approved	04/25/1994	04/25/1994	Training			
2	Report	Approved	04/25/1994	04/25/1994	Training			
98	Depart	Approved	05/06/1994	05/06/1994	Training			
99	Report	Approved	05/06/1994	05/06/1994	Training			

Travel Orders

*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved

Estimated Date: 04/25/1994 Department: 001518

Actual Date: 04/25/1994 Location: ME0025

Nature of Duty: Training Position Number: Posn Job Code: Other Location: CGRU M & RDET PORTLAND

▶ Per Diem

▶ Travel Details

▶ Additional Authorized Expenses

▼ Delay En route

	Begin Date	End Date	Delay En route	Days
1				

▶ Dependents Authorized for Travel

Figure 164: Travel Tab

Per Diem

Current Messing Entitlement: [Dropdown]

Messing and Quarters

Messing: [Dropdown] CIV Reduced Per Diem Amt: [Text]

Govt Rate: [Dropdown] Govt Reduced Per Diem Amt: [Text]

Lodging Rate Factor: [Dropdown] Actual Expense Amount: [Text]

Lodging Rate: [Text] IAW CMDT LTR of: [Text]

Per Diem MIE Rate: [Text]

Per Diem City: [Text]

Per Diem Quarters: [Dropdown] Amount: [Text] Contracted

Travel at TDY Site

Rental Car Upgrade Authorization Upgrade to Size: [Dropdown]

Local Travel (Includes taxi, bus, metro & oth Public Trans)

Travel Details

Combat Zone

Commercial Carrier (own expense subject to reimbursement) Gov't Owned Conveyance

Gov't Transportation Account (GTA) Privately Owned Conveyance (POC)

Mode of Transportation: [Dropdown] POC Type: [Dropdown] \$: [Text]

RON Days: [Text] RON Locality: [Text]

Medical Travel: [Dropdown] Medical Escort: [Text]

Additional Authorized Expenses

Addl Exp Code	Expense	Proposed Amount

Figure 165: Travel Details

The Notes tab displays the clauses that are associated with the order.

Reserve Orders Travel **Notes** Funding Leave Approval Audit

[Test Employee](#) EMP Empl ID: 1234567 Empl Record: 0

Trans ID: 864080 Order Action: [Dropdown]

Order Begin Date: 04/25/1994 Order Type: Reserve

Order End Date: 05/06/1994 Order Status: Finished

of Days / Term: 12 / Duty Type: Active Duty for Training-AT

Duty Department: 000651 Authority:

Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status

Find | View All | First | 1 of 1 | Last

*Contract Clause: [RS0] Eligibility / Readiness Requirements [have / have NOT] been met.

*Sequence Number: [1] Physical Exam: 00/00/00

PHA: 00/00/00

Dental Exam: 00/00/00

Dental Class: (no class III or IV)

Annual Screening Questionnaire: 00/00/00

Current Security Clearance / Date: [None, Classified, Secret, Top Secret]

Show on Printed Order

[Reserve Orders](#) | [Travel](#) | [Notes](#) | [Funding](#) | [Leave](#) | [Approval](#) | [Audit](#)

Figure 166: Notes Tab

The Funding tab displays the of the TONO and LOA details.

Reserve Orders | Travel | Notes | **Funding** | Leave | Approval | Audit

[Test Employee](#) EMP Empl ID: 1234567 Empl Record:

Trans ID: 2250293 Order Action:

Order Begin Date: 04/07/2014 Order Type: Reserve

Order End Date: 04/18/2014 Order Status: Authorized

of Days / Term: 12 / ShortTerm Duty Type: Active Duty for Training-AT

Duty Department: 000001 CGC GALLATIN Authority: 10 U.S.C. 12301(b)

Empl Category: SEL Selected Reserve TRAYPAY CAT: B IMA w/Selective Svc Sys

Project Code:

Reimbursable Agreement Number:

Summary | **TONO Details** | LOA Details |

Travel Order Number	Line of Accounting	Funding Type	Document Type	Fiscal Year	Document Procurement Site	Contract Fiscal Year	Accounting Region	Program Element	Document Sequence Number	Document Suffix	Issue Date	Effective Date
1114314PRC8UU000	2P32199900RC07371302100	Travel	11	14	31	4	P	RC	8UU	000	04/11/2014	
7214314PRC8UT001	2P32199900RC0737130122R	FICA	72	14	31	4	P	RC	8UT	001	04/11/2014	
7214314PRC8UT000	2P32199900RC0737130117H	Pay	72	14	31	4	P	RC	8UT	000	04/11/2014	

Figure 167: Funding Tab

The Leave tab displays the leave balance for the member.

Reserve Orders | Travel | Notes | Funding | **Leave** | Approval | Audit

[Test Employee](#) EMP Empl ID: 1234567 Empl Record: 0

Trans ID: 864080 Order Action:

Order Begin Date: 04/25/1994 Order Type: Reserve

Order End Date: 05/06/1994 Order Status: Finished

of Days / Term: 12 / Duty Type: Active Duty for Training-AT

Duty Department: 000651 Authority:

Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status

Leave Balances					
Current Leave:	10.000000	AD Leave:	10.00	Reserve Leave:	0.00
AD Leave Sold:	0.000000	AD Sellable Leave:	10.00	Total Sellable Leave:	10.00

Total Leave To Sell:

[Reserve Orders](#) | [Travel](#) | [Notes](#) | [Funding](#) | [Leave](#) | [Approval](#) | [Audit](#)

Figure 168: Leave Tab

The Approval tab displays the approval history for the order. The reserve header is not displayed on the Approval tab.

Figure 169: Approval Tab

The Audit tab displays the history of changes for the order. This page is read only.

User ID	Name	Datetime Modified	Approval Status	Approval Type	Travel Seq Nbr	Comments
1 9876543	SPO	05/05/2014 1:04:59PM	Pending	Multiple Travel Approvals		System : Requester (9876543) is approver on step number 1, path 1, stage 10, which 2 has self-approval disabled! (18081,1031) SPO: The approval is set for SEQ_NO=2.

User ID	Name	Datetime Modified	Action	Audit Record Name
1 9876543	SPO	05/05/2014 1:04:58PM	Change	CG_ORDER_TRAVEL
2 9876543	SPO	05/05/2014 1:04:58PM	Change	CG_ORDER_TRAVEL
3 9876543	SPO	05/05/2014 1:04:58PM	Change	CG_ORDER_TRAVEL

Figure 170: Audit Tab

8.6.2 Entering Order Notes

The order Notes tab displays any clauses for the order. Additional notes may be added to the order using this page.

Reserve Orders | Travel | **Notes** | Funding | Leave | Approval | Audit

Test Employee EMP Empl ID: 1234567 Empl Record: 0

Trans ID: 2250293 Order Action: Order Type: Reserve

Order Begin Date: 04/07/2014 Order Status: Ready

Order End Date: 04/18/2014 Duty Type: Active Duty for Training-AT

of Days / Term: 12 / ShortTerm Authority: 10 U.S.C. 12301(b)

Duty Department: 000001 CGC GALLATIN TRAYPAY CAT: B IMA w/Selective Svc Sys

Empl Category: SEL Selected Reserve

Find | View All | First | 1 of 1 | Last

*Contract Clause: Eligibility / Readiness Requirements [have / have NOT] been met

*Sequence Number: Physical Exam: 00/00/00

PHA: 00/00/00

Dental Exam: 00/00/00

Dental Class: (no class III or IV)

Annual Screening Questionnaire: 00/00/00

Current Security Clearance / Date: [None, Classified, Secret, Top Secret]

Show on Printed Order

[Reserve Orders](#) | [Travel](#) | [Notes](#) | [Funding](#) | [Leave](#) | [Approval](#) | [Audit](#)

Figure 171: Order Notes Tab

1. To add additional clauses to an order, click .
2. Use the lookup tool to add a Contract Clause.
3. Enter a sequence number.
4. To prevent a clause from showing on the printed order check the Show on Printed Order check box for the associating clause. This change can be made at anytime.
5. Click Save.

8.6.3 Selling Leave

Reserve Orders | Travel | Notes | Funding | **Leave** | Approval | Audit

[Test Employee](#) EMP Empl ID: 1234567 Empl Record: 0

Trans ID: 2250293 Order Action:

Order Begin Date: 04/07/2014 Order Type: Reserve

Order End Date: 04/18/2014 Order Status: Ready

of Days / Term: 12 / ShortTerm Duty Type: Active Duty for Training-AT

Duty Department: 000001 CGC GALLATIN Authority: 10 U.S.C. 12301(b)

Empl Category: SEL Selected Reserve TRAYPAY CAT: B IMA w/Selective Svc Sys

Leave Balances			
Current Leave:	0.000000	AD Leave:	0.00
		Reserve Leave:	0.00
AD Leave Sold:	0.000000	AD Sellable Leave:	0.00
		Total Sellable Leave:	0.00

Total Leave To Sell: 0.0

[Reserve Orders](#) | [Travel](#) | [Notes](#) | [Funding](#) | [Leave](#) | [Approval](#) | [Audit](#)

Figure 172: Leave Tab

- The balances are as of current date and do not include forecasted leave for end of order.
- The system will not allow the user to enter more leave to be sold than the Total Sellable Leave.
- Total Leave to sell is disabled for LongTerm orders. To sell leave the order type must be RELAD.

The fields on this page are listed below in the table along with a description.

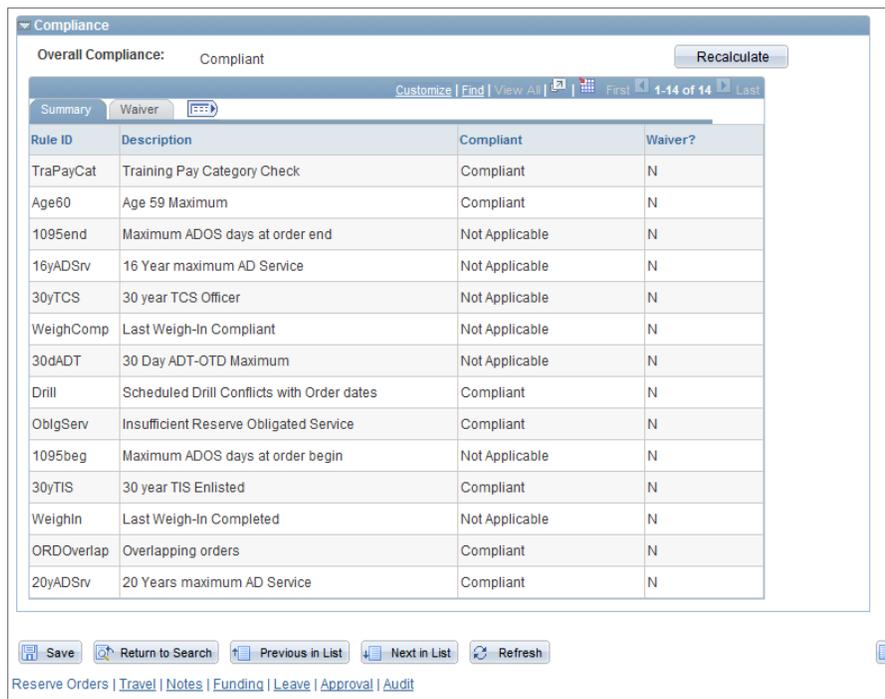
Field Name	Description
Current Leave	Global Pay accumulator of cumulative leave days available
Reserve Leave	Global Pay accumulator of reserve leave balance
AD Leave Sold	Global Pay accumulator of Active duty leave days sold
AD Leave	Current Leave minus Reserve Leave
AD Sellable Leave	lesser of (60 days minus Reserve Leave) OR (AD Leave)
Total Sellable Leave	AD Sellable Leave plus Reserve Leave

Table 10: Leave Fields

8.6.4 Order Compliance

Below is the Order Compliance page which displays the following:

- A list of each compliance rule and if it is compliant, non-compliant or not applicable.
- Displays the overall compliance of an order if it is compliant, non-compliant or non-compliant with waiver based on the compliance of all rules combined.
- Displays the waiver status as Y for yes if a rule has a waiver in the member's person profile.
- Not all rules can be waived.
- An error message will display if a request for approval (in any status) is made and the overall compliance is non-compliant.
- Compliance is calculated upon save and when the recalculate button is pressed.
- Compliance is enforced throughout the life of an order, including if the order has been amended (begin or end dates have been changed).



The screenshot shows a web application interface for 'Compliance'. At the top, it displays 'Overall Compliance: Compliant' and a 'Recalculate' button. Below this is a table with columns for 'Rule ID', 'Description', 'Compliant', and 'Waiver?'. The table lists 14 rules, with their compliance status and waiver status. At the bottom of the interface, there are navigation buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Refresh'. There are also links for 'Reserve Orders', 'Travel', 'Notes', 'Funding', 'Leave', 'Approval', and 'Audit'.

Rule ID	Description	Compliant	Waiver?
TraPayCat	Training Pay Category Check	Compliant	N
Age60	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
ObligServ	Insufficient Reserve Obligated Service	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	Compliant	N

Figure 173: Compliance

Below is the Waiver tab which displays the following:

- If there is a valid waiver, the system will display the waiver code, description, grant date and expiration date.
- Waiver grant date must be before or equal to the order begin date.
- Expiration date must be greater than or equal to the order end date.
- The compliance will be marked “Non-Compliant with Waiver”.

Compliance

Overall Compliance: Compliant Recalculate

Summary Waiver Customize | Find | View All | First | 1-14 of 14 | Last

Rule ID	Waiver Code	Description	Grant Date	Expiration Date
TraPayCat				
Age60				
1095end				
16yADSRv				
30yTCS				
WeighComp				
30dADT				
Drill				
ObligServ				
1095beg				
30yTIS				
WeighIn				
ORDOverlap				
20yADSRv				

Save Return to Search Previous in List Next in List Refresh

[Reserve Orders](#) | [Travel](#) | [Notes](#) | [Funding](#) | [Leave](#) | [Approval](#) | [Audit](#)

Figure 174: Waiver Tab

8.6.5 Create/Submit Reserve Waiver

1. To create and submit a Reserve Waiver for a member, locate the member's Person Profile record.

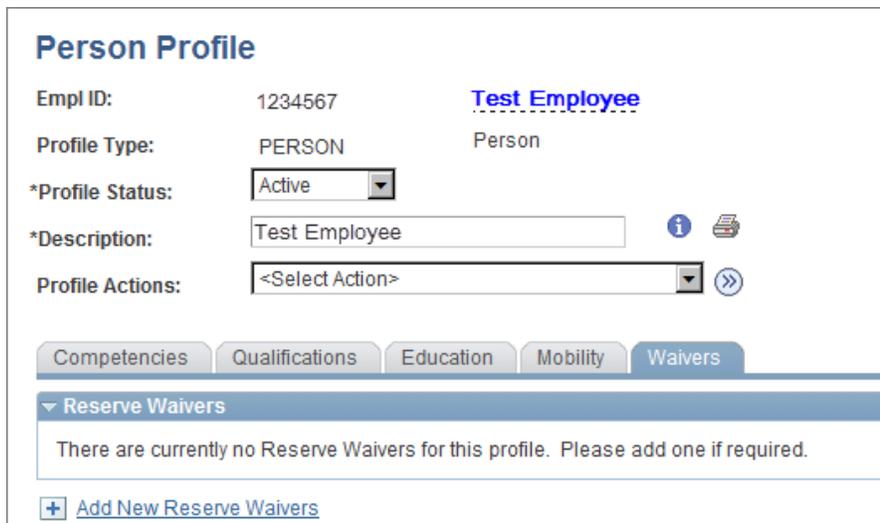


The screenshot shows the 'Person Profile' page for an employee with ID 1234567. The profile type is 'PERSON' and the status is 'Active'. The description is 'Test Employee'. Below the profile information are tabs for 'Competencies', 'Qualifications', 'Education', 'Mobility', and 'Waivers'. The 'Waivers' tab is highlighted with a red box. Below the tabs is a table with the following data:

ID	Competency	Content Type	*Effective Date
APX118	APX-118 Maint Techn	COMPETENCY	05/19/2006

Figure 175: Person Profile

2. Click on the Wavier tab and click Add New Waiver.



The screenshot shows the 'Person Profile' page with the 'Waivers' tab selected. The 'Reserve Waivers' section is expanded, showing a message: 'There are currently no Reserve Waivers for this profile. Please add one if required.' Below this message is a button labeled '+ Add New Reserve Waivers'.

Figure 176: Waiver Tab

3. The Waiver page will display.

Person Profile
Add New Reserve Waivers

Empl ID: 1234567 Test Employee
Profile Type: PERSON Person

Add item details. Select OK to apply changes and return. Select Cancel to return. Select Apply and Add to continue adding additional items.

Details Find | View All First 1 of 1 Last

*Issue Date: 08/15/2014 +
*Waiver Code: 🔍
*Status: Active ▾
Waiver Status: ▾
 Waiver Aviation Flag
Request Date: 📅
Renewal Date: 📅
Expiration Date: 📅
Physician: 📝
Description: 📝

OK Cancel Apply and Add Another

Figure 177: Add New Waiver

- Issue Date: This the effective date of the waiver which must be on or before the order end date to apply.
- Waiver Code: Is selected when creating the waiver. This is assigned to a rule on the compliance setup page.
- Status: This is where the waiver can be activated to be applied to the order or deactivated so it does not apply to the order.
- Expiration Date: This is when the waiver expires. It must be on or after the order begin date to apply.
- Remaining fields are not applicable to reserve orders

8.6.6 Add/Update Member Weigh-In Information

1. To add Member Weigh-In information for a member, click on the Mobility tab on the Person Profiles page and select Add New Weigh-In Information.

The screenshot shows the 'Person Profile' page for 'Test Employee' (Empl ID: 1234567). The 'Mobility' tab is selected. Below the tabs, there is a table for 'Physical Characteristics' with one entry: 'PHYSCHAR' with 'Physical Characteristics' as the Content Item ID, 'PHYSCHAR' as the Content Type, and 'Brown' as the Eye Color. Below this table is a section for 'Weigh-In Information' which is currently empty, with a message: 'There are currently no Weigh-In Information for this profile. Please add one if required.' A red box highlights the 'Add New Weigh-In Information' link. Other tabs include Competencies, Qualifications, Education, and Waivers. A 'Save' button is at the bottom.

Figure 178: Member Weigh-In Information

2. Fill out the required fields marked with an * since those are required fields.



If the member is overweight, the Overweight check box will have to be checked, if this box is not checked for an overweight member, then when the Reserve Orders component validates the member's weigh-in information it will check out ok and not be marked non-compliant.

8.6.7 DD214

For Long Term Reserve Orders the DD214 is generated with a RELAD. To generate a DD214 for a Short Term Reserve Order refer to the Separations User Guide section 11.10 Generating a DD214 for Short Term Reserve Orders.

8.7 Order Setup and Configuration

8.7.1 Contingency Setup

1. To setup a new contingency or modify an existing contingency, from the portal homepage on the Enterprise menu, click Reserve Activities, Setup, and Contingency Ops.



Figure 179: Contingency Setup

2. Click Add a New Value for a new contingency and click Add.

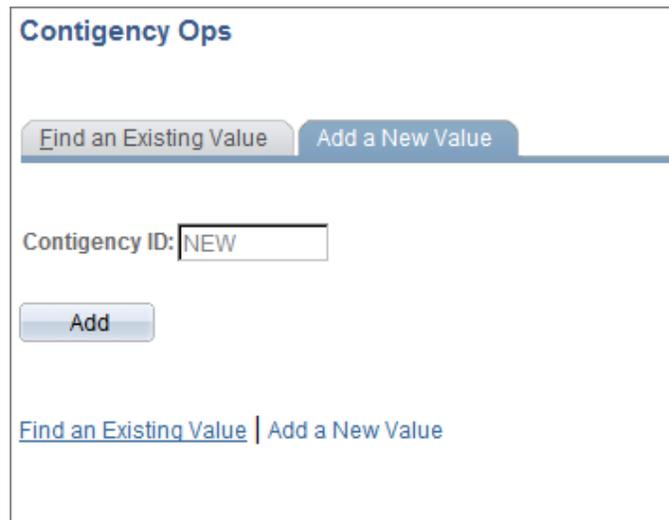
A screenshot of a web form titled 'Contingency Ops'. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs, there is a text input field labeled 'Contingency ID:' containing the text 'NEW'. Below the input field is an 'Add' button. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Figure 180: Add a New Value

3. The Operation Begin Date, Authority Code and Short Description are required fields. Click Save. The Operational ID will generate.

The screenshot shows a web-based form titled "Contingency Operations Setup". At the top, the "Operational ID" is displayed as "0000000004". Below this, there are several input fields and dropdown menus:

- Operation Begin Date:** A date picker set to "04/01/2014".
- Operation End Date:** An empty date picker.
- Named Contingency Code:** An empty text input field.
- Accounting Cost Center:** An empty text input field.
- Program Element:** An empty text input field with a magnifying glass icon.
- TONO Program Element:** A section containing three dropdown menus:
 - Event Type:** An empty dropdown menu.
 - Authority:** A dropdown menu with "10 U.S.C. 12301(a)" selected.
 - Duty Type:** An empty dropdown menu.
- Activation Authority:** An empty text input field.
- Short Description:** A text input field containing "User Guide".
- Description:** A large, empty text area.

At the bottom of the form, there are two buttons: "Save" on the left and "Add" on the right.

Figure 181: Contingency Operations Setup

8.7.1.1 Modify an Existing Contingency

- To modify an existing contingency, navigate to the contingency page ([Contingency Setup 7.6](#)). Contingencies can be searched for with or without entering any search criteria.

Contingency Ops

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300):

Search by: Contingency ID begins with

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 182: Modify Existing Contingency

- From the search results list select the contingency to modify.

Contingency Ops

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300):

Search by: Contingency ID begins with

[Search](#) [Advanced Search](#)

Search Results

View All First 1-61 of 61 Last

Contingency ID	Authority	Start Date for Gen Standing PO	End Date	Duty Type	Description
00000000.00	12306	03/20/2014	03/27/2014	(blank)	a
0000000002	12301(h)	04/01/2014	04/30/2014	ADOS-AC	Test Contingency
0000000003	12301(a)	04/01/2014	04/30/2014	ADHC	User Guide
0000000004	12301(a)	04/01/2014	(blank)	(blank)	User Guide
0000001.00	12301(d)	09/11/2001	(blank)	ADOS-AC	Operation Noble Eagle
0000003.00	12301(d)	09/11/2001	09/30/2005	ADOS-AC	MTSA
0000004.00	12301(d)	09/11/2001	(blank)	ADOS-AC	Expeditionary SPOE
0000005.00	12301(d)	08/30/2005	(blank)	ADOS-AC	Hurricane Katrina
0000006.00	712	08/30/2005	(blank)	ADOS-AC	Hurricane Rita
0000007.00	712	08/30/2005	(blank)	TITLE14	Hurricane Katrina
0000008.00	12301(d)	09/24/2005	(blank)	ADOS-AC	Hurricane Wilma
0000009.00	712	10/21/2005	(blank)	TITLE14	Hurricane Wilma
0000011.00	12301(a)	09/11/2001	(blank)	TITLE10	Operation Noble Eagle
0000012.00	12302	09/11/2001	(blank)	TITLE10	Operation Noble Eagle
0000013.00	12302	09/11/2001	(blank)	TITLE10	Expeditionary SPOE
0000014.00	12301(b)	08/30/2005	(blank)	ADT-AT	Hurricane Rita
0000015.00	12301(h)	08/30/2005	(blank)	ADHC	Hurricane Rita
0000016.00	12302	09/11/2001	09/30/2005	TITLE10	MTSA

Figure 183: Contingency Search Results

3. Make any necessary changes and click Save.

The screenshot shows a web-based form titled "Contingency Operations Setup". The form contains the following fields and values:

- Operational ID: 0000000004
- Operation Begin Date: 04/01/2014
- Operation End Date: 04/30/2014
- Named Contingency Code: UG
- Accounting Cost Center: A1
- Program Element: 10
- TONO Program Element: 10
- Event Type: Contingency Event
- Authority: 10 U.S.C. 12301(a)
- Duty Type: ADHC
- Activation Authority: 123
- Short Description: User Guide
- Description: (Empty text area)

At the bottom of the form, there are five buttons: "Save", "Return to Search", "Previous in List", "Next in List", and "Add".

Figure 184: Contingency Changes

8.7.2 Accounting Setup

To access accounting setup, from the portal homepage on the Enterprise menu click Reserve Activities then click Setup. From here, click on the appropriate link depending on what is being setup – Program Element Budget, Department Accounting or Order Funding Project Code.

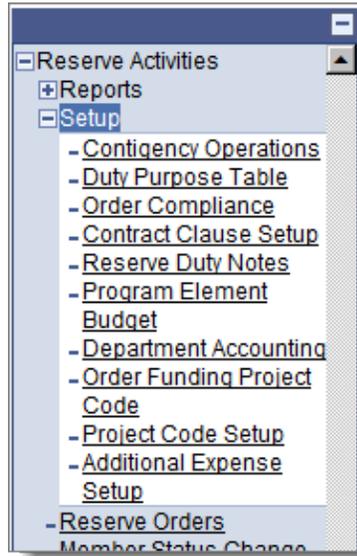


Figure 185: Accounting Setup

8.7.2.1 Add a New Program Element Budget

The Program Element Budget requires annual setup of PE per fiscal year and Used to lookup TONO/LOA fields for Reserve.

1. To setup a new Program Element Budget, click on Add a New Value. Using the look up tool select the Budget Period and Program Element and click Add.

A screenshot of a web form titled 'Program Element Budget'. The form has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there are two input fields: 'Budget Period:' and 'Program Element:'. Each field has a magnifying glass icon to its right, indicating a search or lookup function. Below the input fields is an 'Add' button. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Figure 186: Program Element Budget

2. Fill out all fields below and click Save.

- Accounting Appropriation
- Accounting Allotment Fund Code
- Accounting Allotment Level
- Document Sequence Number

The screenshot shows a form titled "PE Budget". At the top, it displays "Budget Period: 15" and "2015 Fiscal Year 2015". Below that, "Program Element: A9" and "NAPS" are shown. The form contains several input fields: "Point of Contact" (text box with search icon), "*Accounting Region" (dropdown menu), "*Accounting Appropriation" (text box), "*Accounting Appropriation Limit" (text box), "*Accounting Allotment Fund Code" (text box), "*Accounting Allotment Level" (text box), "*Accounting Cost Center" (text box), "Document Sequence Number: 000" (text box), and "Estimate:" (text box). A "Save" button is located at the bottom left.

Figure 187: Add PE Budget

8.7.2.2 Edit an Existing Program Element Budget

1. To edit an existing Program Element, enter the search criteria and click Search. Select the Program Element that requires editing.

The screenshot shows the "Program Element Budget" search interface. It includes a search bar with "Find an Existing Value" and "Add a New Value" tabs. Below the search bar, there are fields for "Maximum number of rows to return (up to 300): 300", "Budget Period: begins with" (dropdown), and "Program Element: begins with" (dropdown). There are "Search", "Clear", "Basic Search", and "Save Search Criteria" buttons. Below the search bar, there is a "Search Results" section with a table showing the results.

Budget Period	Program Element
13	10
13	A5
13	A7

Figure 188: Search Existing Program Element Budget

2. Make the necessary edits and click Save.

PE Budget

Budget Period: 13 2013 Fiscal Year 2013

Program Element: 10 P/A & FICA for non Rsv-funded

Point of Contact: 1069533 Montreville Holcombe

*Accounting Region: K

*Accounting Appropriation: 301

*Accounting Appropriation Limit: 299

*Accounting Allotment Fund Code: 10

*Accounting Allotment Level: 0

*Accounting Cost Center: 70098

Document Sequence Number: 2BK

Estimate: 3000.00

Save Return to Search Previous in List Next in List

Figure 189: PE Budget Edits

8.7.2.3 Update Department Accounting

1. To update Department Accounting, enter the values for the department to be edited and click search. Select the department to be edited.

Department Accounting

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Set ID: begins with

Department: begins with

Description: begins with

Company: begins with

Location Set ID: begins with

Location Code: begins with

Manager ID: begins with

Budget with Department: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

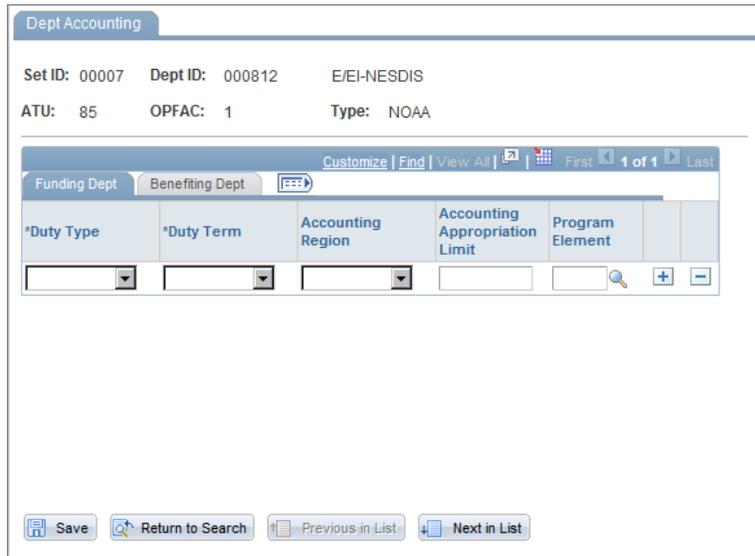
Only the first 300 results of a possible 17149 can be displayed. Enter more search key information and search again to

[View All](#) First 1-100 of 300 Last

Set ID	Department	Description	Company	Location Set ID	Location Code	Manager ID
00007	000812	E/EI-NESDIS	ANO	00010	MD0016	(blank)
00007	000813	R/ED R/PDC R/RTA	ANO	00010	MD0017	(blank)
00007	000814	NOAA. QGP	ANO	00010	MD0018	(blank)
00007	000815	R/E/PM/OER	ANO	00010	OR0021	(blank)

Figure 190: Department Accounting Search

2. Fill out all of the fields on this page. To insert a new row click on the  and fill out all of the fields and click Save.



Dept Accounting

Set ID: 00007 Dept ID: 000812 E/EI-NESDIS
ATU: 85 OPFAC: 1 Type: NOAA

Customize Find View All First 1 of 1 Last

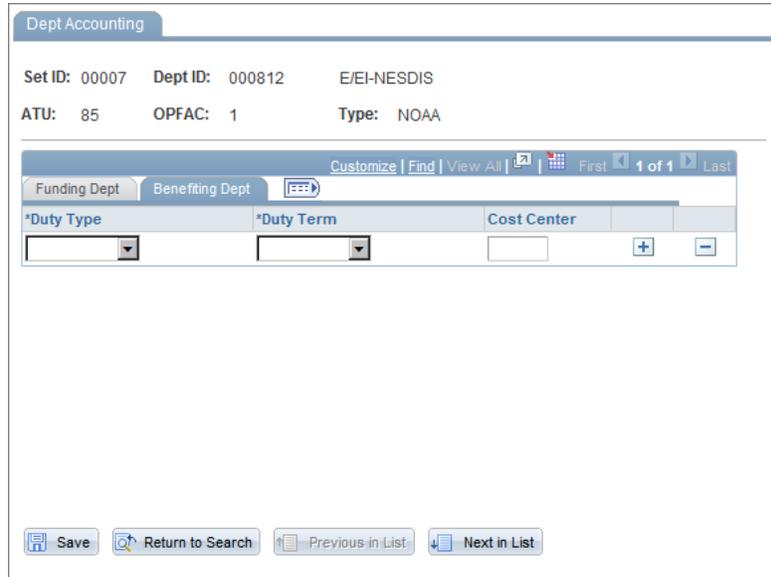
Funding Dept Benefiting Dept

*Duty Type	*Duty Term	Accounting Region	Accounting Appropriation Limit	Program Element

Save Return to Search Previous in List Next in List

Figure 191: Department Accounting Edit

3. Select the Benefiting Dept tab. Fill out the fields and click Save.



Dept Accounting

Set ID: 00007 Dept ID: 000812 E/EI-NESDIS
ATU: 85 OPFAC: 1 Type: NOAA

Customize Find View All First 1 of 1 Last

Funding Dept Benefiting Dept

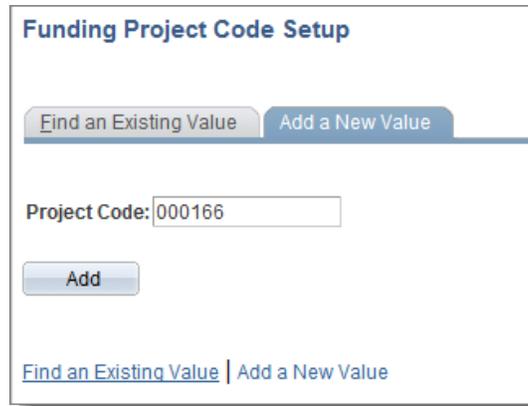
*Duty Type	*Duty Term	Cost Center

Save Return to Search Previous in List Next in List

Figure 192: Benefiting Dept

8.7.2.4 Add a New Order Funding Project Code

1. To add a new Funding Project Code, enter the project code and click Add.



Funding Project Code Setup

Find an Existing Value | Add a New Value

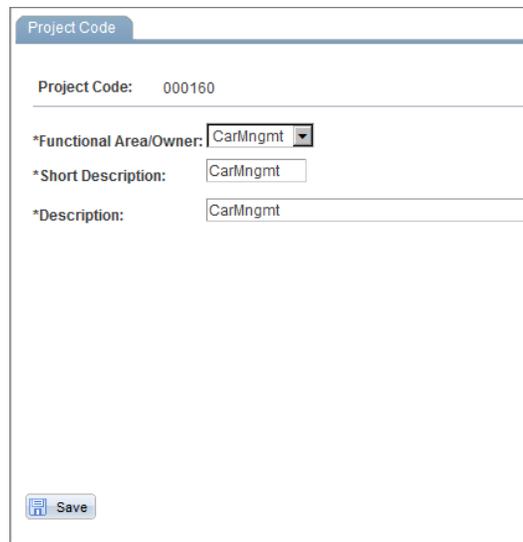
Project Code: 000166

Add

Find an Existing Value | Add a New Value

Figure 193: Add Funding Project Code

2. Fill out the fields and click Save.



Project Code

Project Code: 000160

*Functional Area/Owner: CarMngmt

*Short Description: CarMngmt

*Description: CarMngmt

Save

Figure 194: Save Project Code

8.7.2.5 Edit an Existing Order Funding Project Code

1. To edit an existing Order Funding Project Code, enter the search criteria and click search. Select the Project Code to be edited from the search results.

Funding Project Code Setup

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

Project Code: begins with 000166

Functional Area/Owner: =

Description: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Only the first 300 results of a possible 2896 can be displayed. Enter more search key information.

[View All](#) First 1-100 of 300 Last

Project Code	Functional Area/Owner	Description
000166	-	Investigator, First Class (IV1)
000180	-	Information Systems Technician, First Class (IT1)

Figure 195: Edit Existing Project Code

2. Make the necessary edits and click Save.

Project Code

Project Code: 000166

*Functional Area/Owner: AD Payslip

*Short Description: Investigat

*Description: Investigator, First Class (IV1)

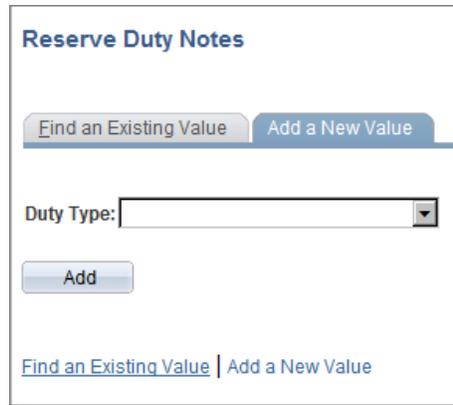
Save Return to Search Previous in List Next in List Add Update/Display

Figure 196: Existing Project Code Edit

8.7.3 Order Notes

To setup Order Notes, from the portal homepage, navigate using the Enterprise Menu following this navigation path: Reserve Activities> Setup> Reserve Duty Notes.

1. To add a new order note, click Add a Value. Leave the Duty Type blank and click Add.



The screenshot shows a web interface titled "Reserve Duty Notes". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being selected. Below the tabs is a "Duty Type:" label followed by a dropdown menu. Underneath the dropdown is an "Add" button. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

Figure 197: Add New Order Note

2. Enter a Seq Nbr.
3. Select a Contract Clause.
4. Select if you want a Contingency associated with this note.
5. The comments are pre-generated. Click Save.



The screenshot shows the "Reserve Duty Notes" form with a completed entry. The "Duty Type:" field is empty. Below it is a table titled "Order Notes" with a search bar and pagination controls. The table contains one row with the following data: "Seq Nbr: 3", "Contract Clause: 00S SEP-ENL", and "Contingency?: ". Below the table is a "Comment" field containing the text: "THIS SEPARATION ACTION HAS BEEN AUTHORIZED PURSUANT TO CGPSC-EPM WRITTEN DECISION AND IS ISSUED BY S. MATADOBRA, CDR, CHIEF, ADVANCEMENT AND SEPARATIONS BRANCH - BY DIRECTION OF COMMANDER, COAST GUARD PERSONNEL SERVICE CENTER." At the bottom of the form are "Save" and "Notify" buttons.

Figure 198: New Order Note

8.7.3.1 Edit Existing Order Note

1. To edit an existing Order Note, select the Duty Type from the drop down and click Search.

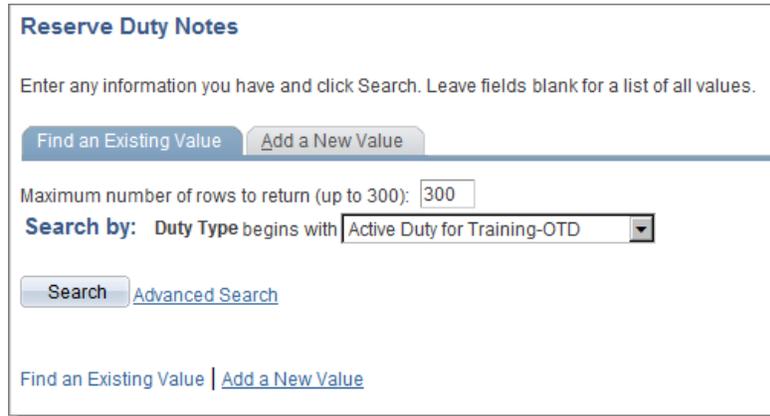


Figure 199: Edit Existing Order Note

2. All of the Order Notes associated with the Duty Type will be displayed in a collapsed view. To view all of the notes, click View All.

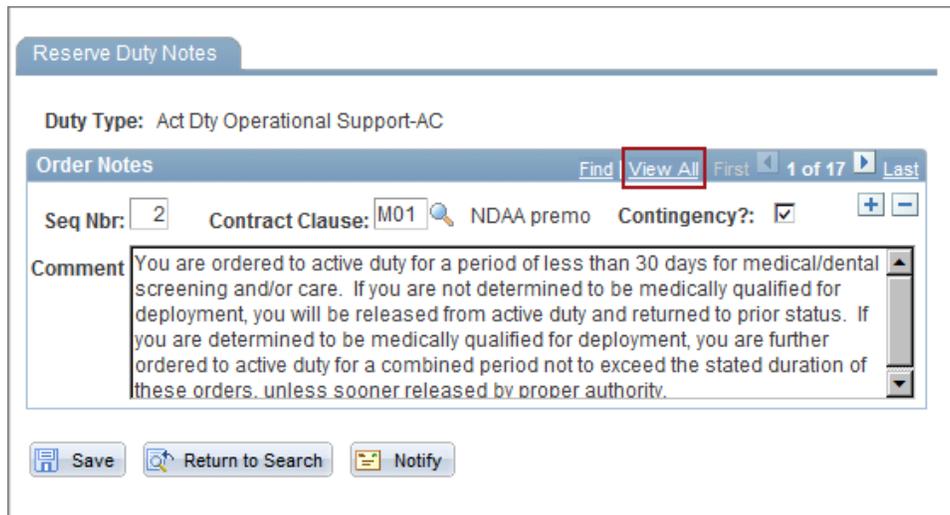


Figure 200: View All Order Notes

This page allows the user to edit the Contingency and wording of the Contract Clause. After making any changes, click Save.

On this page users may also re-order the clauses in which they will be displayed by editing the Seq Nbr.

8.8 Reserve Order Reports

The following reports are associated with Reserve Orders:

- Reserve Orders Extract
- RSV Orders w/Invalid Accounting
- Unfinished Reserve Orders
- Amended Reserve Orders

8.8.1 Reserve Orders Extract Report

This report displays orders for a member. Enter the EmplID, Begin Date not less than and the End Date not greater than and click View Results.

CG_RSV_ORDERS_EXTRACT - Reserve Orders Information

Empl ID:

Order Status:

Duty Type:

Begin Date not less than:

End Date not greater than:

Duty Department:

Budget Dept:

Contingency ID:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#)

	Trans ID	Empl ID	Empl Record	Order Type	Order Status	Order Begin Date	Order End Date	Alternate	Term of Orders	Duty Type	Authority	Du Purp
1	2250431		0	Reserve	Cancelled	06/03/2014	06/27/2014		ShortTerm	ADOS-AC	10 U.S.C. 12301(d)	AH
2	2250423		0	Reserve	Finished	07/01/2014	07/21/2014		ShortTerm	ADOS-RC	10 U.S.C. 12301(d)	AE

Figure 201: Reserve Orders Extract Report

8.8.2 Reserve Orders with Invalid Accounting Report

This report displays all of the orders that have invalid accounting. Enter the EmplID, Begin Date not less than and End Date not greater than and click View Results.

CG_RSV_ORDERS_INVALIDACCT - Reserve Orders Invalid Account

Empl ID:

Order Status:

Duty Type:

Begin Date not less than: 01/01/2014

End Date not greater than: 07/21/2014

Duty Department:

Budget Dept:

Contingency ID:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(3 kb\)](#)

[View All](#) [Main Content](#)

	Trans ID	Empl ID	Empl Record	Order Type	Order Status	Order Begin Date	Order End Date	Alternate	Term of Orders	Duty Type	Authority	Duty Purpose	Pay for
1	2026763		0	Reserve	Finished	01/06/2014	01/17/2014	RSV_CONV	ShortTerm	ADT-AT	10 U.S.C. 12301(b)	AT	Pay/
2	2250431		0	Reserve	Cancelled	06/03/2014	06/27/2014		ShortTerm	ADOS-AC	10 U.S.C. 12301(d)	AH	Pay/

Figure 202: Reserve Orders with Invalid Accounting

8.8.3 Unfinished Reserve Orders

This report displays all of the orders that are not yet finished. This is a real time report which will run once the link is clicked on.

CG_RSV_ORDERS_UNFINISHED- Reserve Orders Unfinished

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1862 kb\)](#)

[View All](#)

	Trans ID	Empl ID	Empl Record	Order Type	Order Status	Order Begin Date	Order End Date	Alternate	Term of Orders	Duty Type	Authority	Duty Purpose	Payment for Duty	Payment for Travel	De
1	2056239		0	Reserve	Ready	07/08/2014	07/19/2014	RSV_CONV	ShortTerm	ADT-AT	10 U.S.C. 12301(b)	AT	Pay/Allow	One Claim	04202
2	2058975		0	Reserve	Ready	07/13/2014	07/19/2014	RSV_CONV	ShortTerm	ADT-AT	10 U.S.C. 12301(b)	AB	Pay/Allow	One Claim	00855
3	2250422		0	Reserve	En route	07/06/2014	07/18/2014		ShortTerm	ADOS-AC	10 U.S.C.	AT	Pay/Allow	One Claim	00045

Figure 203: Unfinished Reserve Orders

8.8.4 Amended Reserve Orders

This report displays all of the orders that have been amended. Enter the EmplID, Begin Date less than, End Date not greater than and click View Results.

CG_RSV_ORDERS_AMENDED - Reserve Orders Amended

Empl ID:

Order Status:

Duty Type:

Begin Date not less than:

End Date not greater than:

Duty Department:

Budget Dept:

Contingency ID:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#)

	Trans ID	Empl ID	Empl Record	Order Type	Order Status	Order Begin Date	Order End Date	Alternate	Term of Orders	Duty Type	Authority	Duty Purpose	Payment for Duty	P
1	2250431		0	Reserve	Cancelled	06/03/2014	06/27/2014		ShortTerm	ADOS-AC	10 U.S.C. 12301(d)	AH	Pay/Allow	N
										ADOS-	10			

Figure 204: Reserve Orders Amended