

# Amend Reserve Active Duty Orders

## Overview

---

**Introduction** This guide provides the procedures to Amend Reserve Active Duty Orders in Direct Access. Amending an order is a special process that allows the user to change the order travel depart and report information after an order is in an En route status.

---

**Information** Amending an order is different from editing other data on the order because the fields being amended are pay impacting and require approval. Roles which allow creation, editing and approval of reserve orders permit editing other elements of the reserve order such as order notes and travel information without using the Amend Order mode.

Fields that can be edited only in Amend Order mode include:

- Actual Date
- Position
- Department
- Location
- Estimated Date (98 and 99 travel rows)

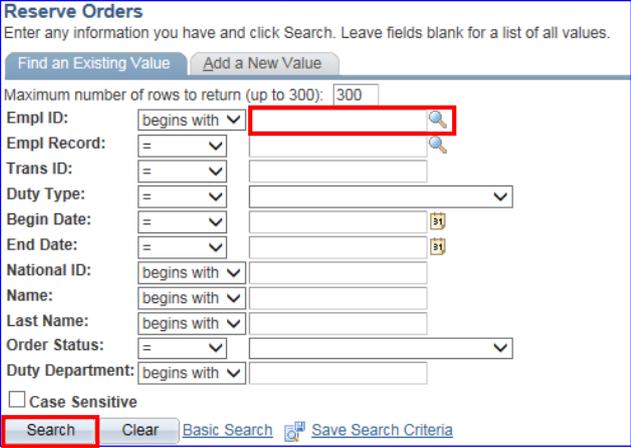
The **Amend Order** mode is intended for orders in an En route or Finished status. Orders in a **Proposed, Authorized** or **Ready** status can be edited directly without using the Amend Order mode.

The Amend Order mode cannot be used if the days you are amending would change the orders from short to long term. In this case, the orders should be finished and new orders should be issued.

---

# Amend Reserve Active Duty Orders

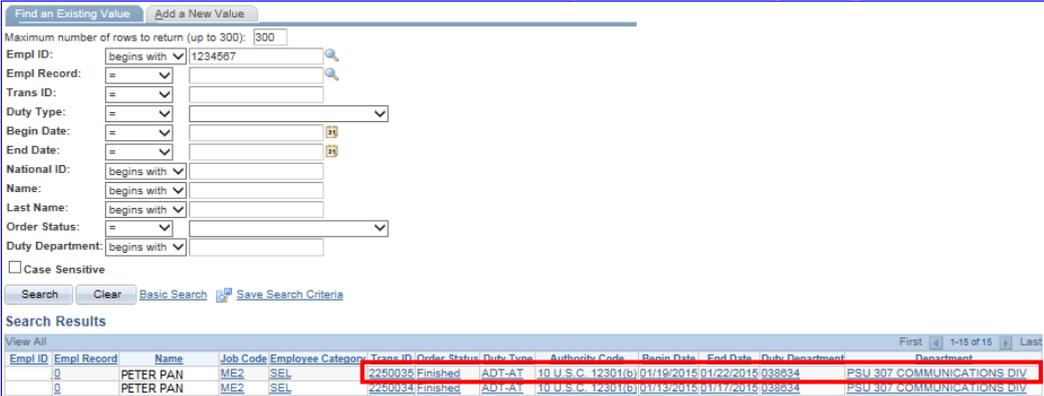
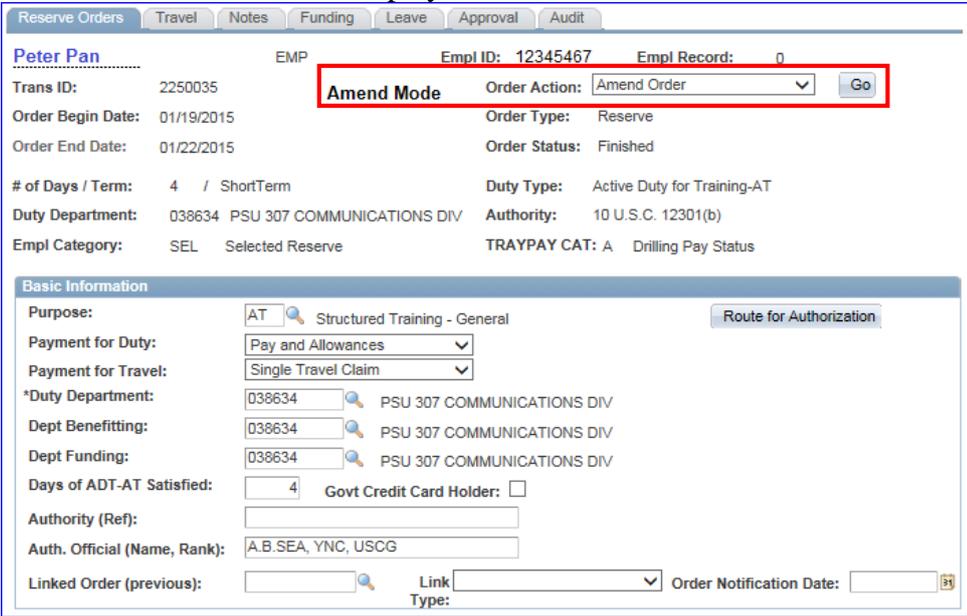
Procedures See below.

Step	Action
1	<p>Select the <b>Reserve Orders</b> link located in the <b>Reserve Administration</b> pagelet.</p>  <p>The screenshot shows a 'Reserve Administration' pagelet with a dark blue header. Below the header are several links: 'IDT Drills', 'Annual Screening Questionnaire', 'Member Status Change', 'View Member Drills', 'MGIB Enrollments', 'Member Training Rating', 'Reserve Member Balances', 'Training Status', and 'Reserve Orders'. The 'Reserve Orders' link is highlighted with a red rectangular box.</p>
2	<p>The <b>Reserve Orders</b> page will display.</p>  <p>The screenshot shows the 'Reserve Orders' search page. It includes a search criteria form with fields for Empl ID, Empl Record, Trans ID, Duty Type, Begin Date, End Date, National ID, Name, Last Name, Order Status, and Duty Department. Each field has a dropdown menu. The 'Empl ID' field has a red box around its input area. At the bottom of the form, there is a 'Search' button, a 'Clear' button, a 'Basic Search' link, and a 'Save Search Criteria' link. The 'Search' button is highlighted with a red rectangular box.</p> <p>Enter the members <b>Empl ID</b> and click the <b>Search</b> button.</p>

*Continued on next page*

# Amend Reserve Active Duty Orders, Continued

Procedures,  
continued

Step	Action
<p><b>3</b></p>	<p><b>All Reserve Active Duty Orders will be displayed. A request for Active Duty orders in an <b>En route</b> or <b>Finished</b> status may be amended by this process.</b></p>  <p>Select the Order to be amended.</p>
<p><b>4</b></p>	<p><b>The Reserve Order will be displayed.</b></p>  <p>To amend an order:</p> <ul style="list-style-type: none"> <li>• Click the <b>Order Action</b> drop-down</li> <li>• Select <b>Amend Order</b></li> <li>• Click the <b>Go</b> button.</li> </ul> <p>The Orders will display in the <b>Amend Mode</b>.</p>

*Continued on next page*

# Amend Reserve Active Duty Orders, Continued

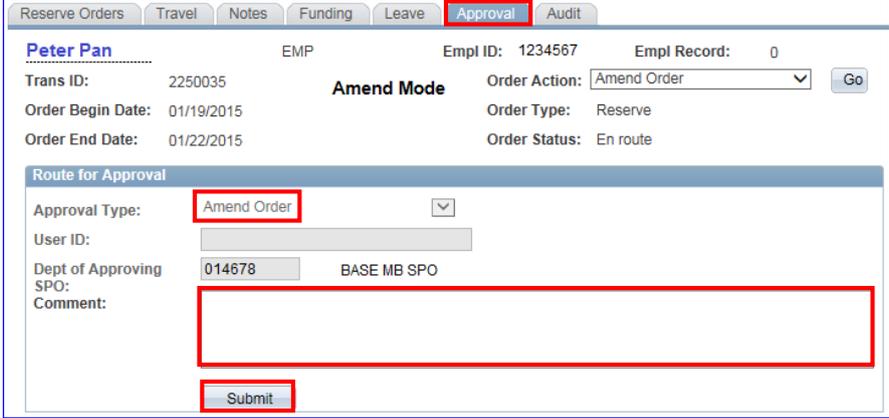
Procedures,  
continued

Step	Action
5	<p>Only the highlighted fields can be changed. Make all necessary changes.</p> <div data-bbox="359 526 1388 1904"> <p><b>Travel Orders</b> Find   View 1 First 1-4 of 4 Last</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 01/19/2015 Department: 038634 PSU 307 COMMUNICATIONS DIV            Actual Date: 01/19/2015 Location: FL0089 CG PSU 307            Nature of Duty: Home Position Number: 00044016 TACTICAL CREWMAN/GUNNER            Posn Job Code: 480095 Third Class Maritime Enf Spec</p> <p>Other Location: <input type="text"/> <input type="button" value="Route for Approval"/></p> <p>▶ Per Diem            ▶ Travel Details            ▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 2 Travel Type: Report Trvl Approval: Approved</p> <p>Estimated Date: 01/19/2015 Department: 038634 PSU 307 COMMUNICATIONS DIV            Actual Date: 01/19/2015 Location: FL0089 CG PSU 307            Nature of Duty: Duty Position Number: <input type="text"/>            Posn Job Code: <input type="text"/></p> <p>Other Location: <input type="text"/> <input type="button" value="Route for Approval"/></p> <p>▶ Per Diem            ▶ Travel Details            ▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 98 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 01/22/2015 Department: 038634 PSU 307 COMMUNICATIONS DIV            Actual Date: 01/22/2015 Location: FL0089 CG PSU 307            Nature of Duty: Duty Position Number: <input type="text"/>            Posn Job Code: <input type="text"/></p> <p>Other Location: <input type="text"/> <input type="button" value="Route for Approval"/></p> <p>▶ Per Diem            ▶ Travel Details            ▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: Approved</p> <p>Estimated Date: 01/22/2015 Department: 038634 PSU 307 COMMUNICATIONS DIV            Actual Date: 01/22/2015 Location: FL0089 CG PSU 307            Nature of Duty: Home Position Number: 00044016 TACTICAL CREWMAN/GUNNER            Posn Job Code: 480095 Third Class Maritime Enf Spec</p> <p>Other Location: <input type="text"/> <input type="button" value="Route for Approval"/></p> </div>

Continued on next page

## Amend Reserve Active Duty Orders, Continued

Procedures, continued

Step	Action
6	<p>Amended orders must be submitted to the SPO Auditor for approval.</p>  <p>Click the <b>Approval</b> tab. The <b>Approval Type</b> will default to <b>Amend Order</b>. Enter any Comments for the approver, then click the <b>Submit</b> button.</p>
7	<p><b>The amended fields will be saved, however the order begin/end dates will not be updated and job/payroll integration will not occur until the amended order is approved.</b></p> <p>If the amendments are denied by the approver, the prior actual dates and location, department and position will be restored to the previous entries.</p> <p>Upon approval of the amendments:</p> <ul style="list-style-type: none"> <li>• The Actual Dates will update the Begin and End Date</li> <li>• Recalculate the duration, term and eligibility of the order</li> <li>• Amend Mode does <b>NOT</b> update members Job Data record and Payroll eligibility. SPOs must submit a PPC trouble ticket to have Job rows updated in DA.</li> <li>• Member may become Non-Compliant due to date and duration changes. Compliance issue must be resolved prior to approval.</li> </ul> <p>Limitations of the Amend Mode:</p> <ul style="list-style-type: none"> <li>• You cannot remove a departure or reporting date in Amend mode, you can only change the actual dates.</li> <li>• You cannot change an actual date to a future date</li> <li>• You cannot amend orders in proposed, authorized, ready or cancelled status.</li> </ul> <p>To exit Amend Mode without submitting for approval, exit the page. Changes will not be saved unless an approval request has been submitted. Orders will stay in Amend Mode until it has been approved, denied or withdrawn.</p>

