

## SPO TASK LIST

Work ID	Work Title	Major Accomplishment	Work Frequency	Finished Workload (Hours per Week)
MPM.01	Remediate leave transaction	Leave Transactions Expertise	Monthly	0.17
MPM.02	Process Direct Access User reports	Supervisor/Auditor entitlement actions	Quarterly	0.01
MPM.03	Process offline special payments	Bonus, special and incentive pay entitlements	Monthly	1.30
MPM.04	Audit FSA	Bonus, special and incentive pay entitlements	Monthly	2.60
MPM.05	Audit meal allowances	Bonus, special and incentive pay entitlements	Quarterly	0.36
MPM.06	Review, audit, and rework Exception Reports	Supervisor/Auditor entitlement actions	Monthly	9.72
MPM.07	Audit incoming SPO PDRs and EI-PDR	PCS transfer of AD personnel	Annually	18.12
MPM.08	Mail SPO PDRs	PCS transfer of AD personnel	Annually	5.98
YN.ACC01.T03	Process prior service determination	Member in CG Component	Annually	2.13
YN.ACC01.T04	Complete accession transaction for a hire	Member in CG Component	Annually	11.51
YN.ACC01.T05	Approve accession transaction for a hire	Member in CG Component	Annually	10.86
YN.ACC01.T06	Complete accession transaction for a rehire	Member in CG Component	Annually	4.66
YN.ACC01.T07	Approve accession transaction for a rehire	Member in CG Component	Annually	2.99
YN.ACC01.T08	Correct errors	Member in CG Component	Annually	0.08
YN.ACC01.T09	Complete post hire processing	Member in CG Component	Annually	11.89
YN.ASI01.T04	Complete additional obligated service process for member	Determination that member meets transfer requirements	Annually	21.40
YN.ASI05.T01	Cancel PCS orders if current status is approved or ready	Cancellation of PCS orders	Annually	0.32
YN.ASI05.T02	Cancel PCS orders if current status is enroute or finished	Cancellation of PCS orders	Annually	0.30
YN.ASI07.T02	Complete overseas PCS orders	PCS transfer of AD personnel overseas	Annually	9.50
YN.ASI10.T02	Approve PCS orders - SELRES	PCS transfer of SELRES to IRR, ISL, ASI	Annually	0.79
YN.ASI12.T05	Approve PCS orders - Involuntary transfer SELRES	Involuntary transfer/recall of SELRES	Annually	0.89
YN.ASI13.T01	Initiate EAD PCS process	PCS transfer of EAD personnel	Annually	0.14
YN.ASI13.T02	Complete EAD PCS orders	PCS transfer of EAD personnel	Annually	0.12
YN.ASI13.T03	Receive EAD PCS personnel	PCS transfer of EAD personnel	Annually	0.13
YN.ASI14.T03	Complete entitlements - ADT orders	Reserve orders	Annually	19.20
YN.ASI14.T06	Complete ADOS orders	Reserve orders	Annually	2.70
YN.ASI14.T12	Complete ADOS departure data entry	Reserve orders	Annually	1.79
YN.ASI14.T16	Endorse back-to-back AD order	Reserve orders	Annually	5.13
YN.ASI14.T17	Verify P192 transaction	Reserve orders	Annually	2.20
YN.ASI14.T18	Cancel orders	Reserve orders	Annually	2.16
YN.ASI19.T02	Complete recall of retired reserve transaction	Retired reserve recall for mobilization	Annually	0.00
YN.ASI20.T04	Complete Title 10 mobilization transactions	Reserve mobilization	Annually	1.54
YN.ASI20.T05	Complete Title 14 mobilization transactions	Reserve mobilization	Annually	0.15
YN.ASI21.T01	Extend reservist under involuntary Title 10 orders transaction	Continuance of reservist on active duty	Annually	0.10
YN.ASI21.T02	Extend reservist under voluntary Title 10 orders (ADOS)	Continuance of reservist on active duty	Annually	0.28
YN.ASI21.T03	Release reservist from Title 10 orders-placed under a different set of	Continuance of reservist on active duty	Annually	0.77
YN.ASI21.T04	Release reservist from Title 10 orders-placed under orders < 181 days	Continuance of reservist on active duty	Annually	1.16
YN.AUD01.T01	Audit AD accession transaction	Accession process audit	Annually	17.35
YN.AUD01.T02	Audit reserve accession transaction	Accession process audit	Annually	2.68
YN.AUD02.T01	Audit AD PCS departure transaction	Assignment process audit	Annually	23.04
YN.AUD02.T02	Audit Reserve PCS departure transaction	Assignment process audit	Annually	2.11
YN.AUD02.T03	Audit AD PCS reporting transaction	Assignment process audit	Annually	23.13
YN.AUD02.T04	Audit Reserve PCS reporting transaction	Assignment process audit	Annually	1.68
YN.AUD02.T05	Audit involuntary transfer/recall of SELRES transaction	Assignment process audit	Annually	1.74
YN.AUD02.T06	Audit AD-Reserve transaction	Assignment process audit	Annually	8.00
YN.AUD02.T07	Audit TDY transaction	Assignment process audit	Annually	0.00
YN.AUD02.T08	Audit reserve mobilization transaction	Assignment process audit	Annually	0.76

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Work ID	Work Title	Major Accomplishment	Work Frequency	Workload Finished (Hours per Week)
YN.AUD02.T10	Audit continuance of reservist on active duty transaction	Assignment process audit	Annually	3.26
YN.AUD03.T01	Audit change in rank/rate transaction	Advancement process audit	Annually	8.92
YN.AUD04.T01	Audit Statement of Intent	Career process audit	Annually	15.67
YN.AUD04.T02	Audit involuntary retention transaction	Career process audit	Annually	0.24
YN.AUD04.T03	Audit not recommended for reenlistment transaction	Career process audit	Annually	1.14
YN.AUD04.T04	Audit extension of reserve/retired member on AD transaction	Career process audit	Annually	0.10
YN.AUD04.T05	Audit Career Intention Worksheet	Career process audit	Annually	25.43
YN.AUD04.T06	Audit reenlistment transaction	Career process audit	Annually	5.37
YN.AUD04.T07	Audit extension/reextension transaction	Career process audit	Annually	0.22
YN.AUD04.T08	Audit extension beyond normal expiration of enlistment transaction	Career process audit	Annually	0.17
YN.AUD07.T01	Audit leave transaction	Leave process audit	Annually	132.28
YN.AUD08.T01	Audit transaction as a result of NJP/CM	Discipline process audit	Annually	2.40
YN.AUD08.T02	Audit transaction as a result of confinement	Discipline process audit	Annually	0.12
YN.AUD08.T03	Audit transaction as a result of U/A, desertion	Discipline process audit	Annually	0.04
YN.AUD08.T04	Audit transaction as a result of return from U/A, desertion	Discipline process audit	Annually	0.02
YN.AUD08.T05	Audit transaction as a result of civil arrest/conviction	Discipline process audit	Annually	1.84
YN.AUD09.T01	Audit immediate/priority separation transaction	Separation process audit	Annually	1.21
YN.AUD09.T02	Audit routine separation transaction	Separation process audit	Annually	18.90
YN.AUD09.T03	Audit discharge transaction	Separation process audit	Annually	18.75
YN.AUD09.T04	Audit RELAD transaction	Separation process audit	Annually	5.30
YN.AUD09.T05	Audit retirement transaction	Separation process audit	Annually	4.59
YN.AUD09.T06	Audit DD-214	Separation process audit	Annually	15.62
YN.AUD09.T07	Audit reserve demobilization transaction	Separation process audit	Annually	0.73
YN.AUD10.T01	Audit advance entitlement transaction	Finance process audit	Annually	2.60
YN.AUD10.T02	Audit subsistence entitlement transaction	Finance process audit	Annually	54.88
YN.AUD10.T03	Audit sea pay/time entitlement transaction	Finance process audit	Annually	15.24
YN.AUD10.T04	Audit clothing/uniform allowance entitlement transaction	Finance process audit	Annually	0.83
YN.AUD10.T05	Audit COLA entitlement transaction	Finance process audit	Annually	32.25
YN.AUD10.T06	Audit housing allowance entitlement transaction	Finance process audit	Annually	21.18
YN.AUD10.T07	Audit bonus, special, incentive pay entitlement transaction	Finance process audit	Annually	24.50
YN.AUD10.T08	Audit TDY entitlement transaction	Finance process audit	Annually	30.97
YN.AUD10.T09	Audit state/federal withholding transaction	Finance process audit	Annually	6.05
YN.AUD10.T10	Audit PCS entitlement transaction	Finance process audit	Annually	15.28
YN.CAR04.T01	Complete involuntary retention SOI	Involuntary retention of member	Annually	0.20
YN.CAR04.T02	Approve SOI	Involuntary retention of member	Annually	0.07
YN.CAR05.T01	Complete recall SOI	Extension of reserve or retired member on active duty	Annually	1.22
YN.CAR05.T02	Complete SOI transmittal	Extension of reserve or retired member on active duty	Annually	0.69
YN.CAR06.T01	Complete reenlistment request SOI	Member reenlistment	Annually	6.20
YN.CAR06.T02	Approve SOI	Member reenlistment	Annually	3.51
YN.CAR06.T04	Process reenlistment transaction	Member reenlistment	Annually	6.47
YN.CAR06.T05	Route contract for signature	Member reenlistment	Annually	5.27
YN.CAR06.T06	Approve reenlistment transaction	Member reenlistment	Annually	3.68
YN.CAR06.T07	Distribute reenlistment contract	Member reenlistment	Annually	2.72
YN.CAR07.T01	Complete extension/re-extension of enlistment SOI	Member extension/re-extension of enlistment	Annually	4.57
YN.CAR07.T02	Approve SOI	Member extension/re-extension of enlistment	Annually	2.90
YN.CAR07.T04	Process extension/re-extension of enlistment transactions	Member extension/re-extension of enlistment	Annually	7.50
YN.CAR07.T05	Route contract for signature	Member extension/re-extension of enlistment	Annually	4.09

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Work ID	Work Title	Major Accomplishment	Work Frequency	Workload Finished (Hours per Week)
YN.CAR07.T06	Approve extension/re-extension of enlistment transaction	Member extension/re-extension of enlistmen	Annually	5.14
YN.CAR07.T07	Distribute extension/re-extension contract/documentati	Member extension/re-extension of enlistmen	Annually	3.39
YN.CAR07.T08	Print a Begin Service Report	Member extension/re-extension of enlistmen	Annually	4.19
YN.CAR07.T09	Process begin extension/re-extension of enlistment transaction	Member extension/re-extension of enlistmen	Annually	3.67
YN.CAR07.T10	Complete SOI transmittal	Member extension/re-extension of enlistmen	Annually	3.18
YN.CAR08.T01	Delete a pending extension/re-extension transaction	Extension/re-extension of enlistment modification	Annually	0.16
YN.CAR08.T02	Delete an approved extension/re-extension transaction before the begin	Extension/re-extension of enlistment modification	Annually	0.17
YN.CAR09.T01	Research Expected Active Duty Termination Date (EXP-AD-TERM-DT)	Member on active duty beyond their normal expiration of	Annually	1.74
YN.CAR09.T02	Complete retention transaction	Member on active duty beyond their normal expiration of	Annually	3.16
YN.CAR09.T03	Approve retention transaction	Member on active duty beyond their normal expiration of	Annually	0.86
YN.DIS02.T01	Process to confinement for 90 days or less with no punitive discharge	Confinement status	Annually	0.02
YN.DIS02.T02	Process return from confinement for 90 days or less with no punitive	Confinement status	Annually	0.02
YN.DIS02.T03	Process 90 days or more confinement or confinement with an unsuspended	Confinement status	Annually	0.03
YN.DIS02.T04	Respond to upgrade of discharge by convening authority	Confinement status	Annually	2.05
YN.DIS02.T05	Process member transfer to confinement facility	Confinement status	Annually	0.08
YN.DIS02.T06	Complete PCS endorsements	Confinement status	Annually	0.08
YN.DIS02.T07	Transfer member from confinement into appellate leave	Confinement status	Annually	0.07
YN.DIS10.T03	Process transactions - UA	Civil arrest/conviction status	Annually	0.10
YN.FIN02.T01	Effect advance BAH transaction	Advance entitlements	Annually	0.48
YN.FIN02.T02	Effect advance OHA transaction	Advance entitlements	Annually	0.06
YN.FIN02.T03	Effect advance pay transaction	Advance entitlements	Annually	2.30
YN.FIN02.T04	Effect change liquidation schedule transaction	Advance entitlements	Annually	0.05
YN.FIN03.T01	Effect single entry BAS transaction	Subsistence allowance	Annually	27.02
YN.FIN03.T02	Effect multiple entry BAS transactions	Subsistence allowance	Annually	75.36
YN.FIN03.T03	Effect a refund of DMR transaction	Subsistence allowance	Annually	8.32
YN.FIN04.T01	Effect single entry CSP entitlement transaction	Sea pay and time	Annually	12.08
YN.FIN04.T02	Effect multiple entry CSP entitlement transaction	Sea pay and time	Annually	1.97
YN.FIN04.T03	Effect CSPP entitlement transaction	Sea pay and time	Annually	15.77
YN.FIN05.T01	Effect civilian clothing monetary allowance transaction	Clothing and uniform allowance entitlements	Annually	0.16
YN.FIN05.T02	Effect maternity uniform allowance transaction	Clothing and uniform allowance entitlements	Annually	0.17
YN.FIN05.T03	Effect Officer uniform allowance transaction	Clothing and uniform allowance entitlements	Annually	1.14
YN.FIN05.T04	Effect supplemental CMA transaction	Clothing and uniform allowance entitlements	Annually	0.52
YN.FIN05.T05	Effect small store checkage transaction	Clothing and uniform allowance entitlements	Annually	45.25
YN.FIN06.T02	Effect OUTCONUS COLA transaction (w/o dependents)	COLA entitlements	Annually	4.04
YN.FIN06.T03	Effect OUTCONUS COLA transaction (w/dependents)	COLA entitlements	Annually	1.70
YN.FIN07.T01	Effect BAH transaction	Housing allowance entitlements	Annually	64.40
YN.FIN07.T02	Effect OHA transaction	Housing allowance entitlements	Annually	1.46
YN.FIN07.T03	Effect OHA-IQA transaction	Housing allowance entitlements	Annually	0.09
YN.FIN07.T04	Effect inadequate quarters rental charge transaction	Housing allowance entitlements	Annually	12.39
YN.FIN07.T05	Effect interim OHA transaction	Housing allowance entitlements	Annually	0.20
YN.FIN08.T01	Effect ACIP transaction	Bonus, special and incentive pay entitlements	Annually	0.01
YN.FIN08.T02	Effect Aviation Crew HDIP transaction	Bonus, special and incentive pay entitlements	Annually	0.23
YN.FIN08.T03	Effect high pressure chamber HDIP transaction	Bonus, special and incentive pay entitlements	Annually	0.02
YN.FIN08.T04	Effect HDIP-VBSS transaction	Bonus, special and incentive pay entitlements	Annually	0.54
YN.FIN08.T05	Effect Imminent Danger - Hostile Fire Pay transaction	Bonus, special and incentive pay entitlements	Annually	8.50
YN.FIN08.T06	Effect personal money allowance transaction	Bonus, special and incentive pay entitlements	Annually	0.01
YN.FIN08.T07	Effect responsibility pay transaction	Bonus, special and incentive pay entitlements	Annually	0.11

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Work ID	Work Title	Major Accomplishment	Work Frequency	Workload Finished (Hours per Week)
YN.FIN08.T08	Effect SDAP transaction	Bonus, special and incentive pay entitlements	Annually	2.36
YN.FIN08.T09	Effect single entry combat SGLI allowance transaction	Bonus, special and incentive pay entitlements	Annually	0.16
YN.FIN08.T10	Effect multiple entry combat SGLI allowance transaction	Bonus, special and incentive pay entitlements	Annually	2.68
YN.FIN08.T11	Effect single entry combat tax exclusion transaction	Bonus, special and incentive pay entitlements	Annually	0.86
YN.FIN08.T12	Effect multiple entry combat tax exclusion transaction	Bonus, special and incentive pay entitlements	Annually	1.66
YN.FIN08.T13	Effect single entry Family Separation Allowance (FSA) transaction	Bonus, special and incentive pay entitlements	Annually	7.18
YN.FIN08.T14	Effect multiple entry FSA transaction	Bonus, special and incentive pay entitlements	Annually	32.28
YN.FIN08.T15	Effect Flight Deck HDIP transaction	Bonus, special and incentive pay entitlements	Annually	0.61
YN.FIN08.T16	Effect FLPP transaction	Bonus, special and incentive pay entitlements	Annually	0.20
YN.FIN08.T17	Effect hardship duty pay-location transaction	Bonus, special and incentive pay entitlements	Annually	0.34
YN.FIN08.T18	Effect diving duty pay transaction	Bonus, special and incentive pay entitlements	Annually	0.14
YN.FIN08.T19	Effect bonus maintenance transaction	Bonus, special and incentive pay entitlements	Annually	0.12
YN.FIN09.T01	Effect BAS/DMR transaction	TDY entitlements	Annually	72.43
YN.FIN09.T02	Effect CSP entitlement transaction - member TDY from a non-CSP unit to	TDY entitlements	Annually	0.78
YN.FIN09.T03	Effect CSP entitlement transaction - member TDY from a CSP unit to a	TDY entitlements	Annually	0.76
YN.FIN11.T01	Effect PCS pay transaction - automatically stopped upon departing	PCS entitlements	Annually	18.49
YN.FIN11.T02	Effect PCS pay transaction - automatically started upon departing	PCS entitlements	Annually	17.86
YN.FIN11.T03	Effect PCS pay transaction - automatically stopped upon reporting	PCS entitlements	Annually	19.40
YN.FIN12.T01	Approve DA entitlement transaction in DA	Supervisor/Auditor entitlement actions	Annually	2.52
YN.FIN12.T02	Approve DA entitlement transaction using screen print	Supervisor/Auditor entitlement actions	Annually	2.28
YN.FIN12.T03	Override pay edit	Supervisor/Auditor entitlement actions	Annually	17.85
YN.SEP02.T02	Complete separation process - Immediate Separation	Immediate separation of a member	Annually	1.57
YN.SEP03.T02	Complete separation process - Priority Separation	Priority separation of a member	Annually	12.46
YN.SEP04.T04	Review of career intentions worksheet information	Routine separation of a member documentation	Annually	9.05
YN.SEP06.T01	Enter separations information - RELAD transaction	RELAD transaction	Annually	3.48
YN.SEP06.T02	Enter separations pay information - RELAD transaction	RELAD transaction	Annually	2.02
YN.SEP06.T03	Enter reserve status information	RELAD transaction	Annually	2.02
YN.SEP06.T04	Enter release from active duty separations for officers with reserve	RELAD transaction	Annually	2.04
YN.SEP06.T05	Create orders	RELAD transaction	Annually	3.27
YN.SEP06.T06	Access RELAD transaction for correction/deletion	RELAD transaction	Annually	0.07
YN.SEP06.T07	Correct/delete RELAD transaction	RELAD transaction	Annually	0.07
YN.SEP06.T08	Approve RELAD transactions	RELAD transaction	Annually	1.26
YN.SEP06.T09	Correct invalid RELAD selection error	RELAD transaction	Annually	0.20
YN.SEP07.T01	Enter separations information - Discharge	Discharge transaction	Annually	10.99
YN.SEP07.T02	Enter separations pay information - Discharge	Discharge transaction	Annually	9.46
YN.SEP07.T03	Create orders	Discharge transaction	Annually	11.89
YN.SEP07.T04	Correct/delete unapproved discharge transaction	Discharge transaction	Annually	0.56
YN.SEP07.T05	Correct/delete approved discharge transaction	Discharge transaction	Annually	0.20
YN.SEP08.T01	Prepare for retirement	Retirement transaction	Annually	2.36
YN.SEP08.T02	Enter reserve status information	Retirement transaction	Annually	1.48
YN.SEP08.T03	Process members for retirement	Retirement transaction	Annually	2.32
YN.SEP08.T04	Create orders	Retirement transaction	Annually	2.31

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Work ID	Work Title	Major Accomplishment	Work Frequency	Workload Finished (Hours per Week)
YN.SEP09.T03	Enter worksheet data	DD-214 worksheet	Annually	12.05
YN.SEP09.T04	Enter primary specialty information	DD-214 worksheet	Annually	6.02
YN.SEP09.T05	Enter decorations, medals and badges information	DD-214 worksheet	Annually	7.76
YN.SEP09.T06	Enter military education information	DD-214 worksheet	Annually	9.35
YN.SEP09.T07	Enter special additional information	DD-214 worksheet	Annually	5.75
YN.SEP09.T08	Enter dates of time lost during this period information	DD-214 worksheet	Annually	6.45
YN.SEP10.T01	Make changes to DD-214	Separations approval	Annually	2.97
YN.SEP10.T02	Enter leave disposition information	Separations approval	Annually	1.59
YN.SEP10.T03	Complete separations transaction - after PSC approval	Separations approval	Annually	1.67
YN.SEP10.T04	Approve separations transaction - after PSC approval	Separations approval	Annually	2.37
YN.SEP10.T05	Deny separations transaction	Separations approval	Annually	0.15
YN.SEP10.T06	Delay approval of separations transaction	Separations approval	Annually	0.02
YN.SEP10.T07	Complete orders	Separations approval	Annually	2.28
YN.SEP10.T08	Complete DD-214	Separations approval	Annually	2.83
YN.SPO01.T01	Provide expertise on ACDO accession transactions	Accession Transactions Expertise	Monthly	0.99
YN.SPO01.T02	Provide expertise on Reserve accession transactions	Accession Transactions Expertise	Monthly	1.02
YN.SPO02.T01	Provide expertise on ACDO advancement transactions	Advancement Transactions Expertise	Monthly	0.79
YN.SPO02.T02	Provide expertise on Reserve advancement transactions	Advancement Transactions Expertise	Monthly	0.50
YN.SPO03.T01	Provide expertise on ACDO assignment transactions	Assignment Transactions Expertise	Monthly	1.16
YN.SPO03.T02	Provide expertise on Reserve assignment transactions	Assignment Transactions Expertise	Monthly	0.61
YN.SPO04.T01	Provide expertise on ACDO career transactions	Career Transactions Expertise	Monthly	2.18
YN.SPO04.T02	Provide expertise on Reserve career transactions	Career Transactions Expertise	Monthly	2.27
YN.SPO05.T01	Provide expertise on ACDO discipline transactions	Discipline Transactions Expertise	Monthly	0.44
YN.SPO05.T02	Provide expertise on Reserve discipline transactions	Discipline Transactions Expertise	Monthly	1.23
YN.SPO06.T01	Provide expertise on ACDO evaluation transactions	Evaluation Transactions Expertise	Monthly	1.94
YN.SPO06.T02	Provide expertise on Reserve evaluation transactions	Evaluation Transactions Expertise	Monthly	1.67
YN.SPO07.T01	Provide expertise on ACDO experience transactions	Experience Transactions Expertise	Monthly	8.21
YN.SPO07.T02	Provide expertise on Reserve experience transactions	Experience Transactions Expertise	Monthly	2.41
YN.SPO08.T01	Provide expertise on ACDO financial transactions	Financial Transactions Expertise	Monthly	4.83
YN.SPO08.T02	Provide expertise on Reserve financial transactions	Financial Transactions Expertise	Monthly	1.89
YN.SPO09.T01	Provide expertise on ACDO leave transactions	Leave Transactions Expertise	Monthly	6.25
YN.SPO09.T02	Provide expertise on Reserve leave transactions	Leave Transactions Expertise	Monthly	0.80
YN.SPO10.T01	Provide expertise on ACDO separations transactions	Separations Transactions Expertise	Monthly	1.91
YN.SPO10.T02	Provide expertise on Reserve separations transactions	Separations Transactions Expertise	Monthly	0.72
YN.FIN06.T01	Effect CONUS COLA transaction	COLA entitlements	Annually	8.28

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Work ID	Work Title	Major Accomplishment	Work Frequency	Workload Finished (Hours per Week)
<b>Active Duty Member</b>				
YN.ASI04.T01	Complete permanent change of station (PCS) orders	PCS orders	Annually	0.01
YN.ASI04.T03	Complete PCS orders	PCS orders	Annually	0.01
YN.ASI06.T02	Complete PCS reporting endorsement	PCS receipt of AD personnel	Annually	0.01
YN.ASI15.T06	Process pay entitlements	Member departs on TDY	Annually	0.01
YN.FIN03.T01	Effect single entry BAS transaction	Subsistence allowance	Annually	0.01
YN.FIN03.T02	Effect multiple entry BAS transactions	Subsistence allowance	Annually	0.03
YN.FIN07.T01	Effect BAH transaction	Housing allowance entitlements	Annually	0.03
YN.FIN11.T01	Effect PCS pay transaction - automatically stopped upon departing	PCS entitlements	Annually	0.01
YN.FIN11.T02	Effect PCS pay transaction - automatically started upon departing	PCS entitlements	Annually	0.01
YN.FIN11.T03	Effect PCS pay transaction - automatically stopped upon reporting	PCS entitlements	Annually	0.01
YN.ASI04.T02	Complete orders for interoffice transfer	PCS orders	Annually	0.00
YN.ASI04.T04	Approve PCS orders	PCS orders	Annually	0.01
YN.ASI04.T06	Approve PCS departing endorsement	PCS orders	Annually	
YN.ASI06.T03	Approve PCS reporting endorsement	PCS receipt of AD personnel	Annually	0.01
<b>Reserve Member</b>				
YN.ASI04.T01	Complete permanent change of station (PCS) orders *	PCS orders	Annually	0.01
YN.ASI04.T03	Complete PCS orders *	PCS orders	Annually	0.00
YN.ASI06.T02	Complete PCS reporting endorsement	PCS receipt of Reserve personnel	Annually	0.01
YN.ASI14.T04	Complete ADT/ADOT orders	Reserve orders	Annually	0.04
YN.ASI14.T11	Complete ADT/ADOT departure data entry	Reserve orders	Annually	0.03
YN.ASI14.T13	Amend reserve orders	Reserve orders	Annually	0.02
YN.ASI14.T15	Create new reserve orders	Reserve orders	Annually	0.01
YN.ASI14.T18	Cancel orders	Reserve orders	Annually	0.01
YN.ASI15.T06	Process pay entitlements	Member departs on TDY	Annually	0.00
YN.ASI04.T04	Approve PCS orders	PCS orders	Annually	0.00
YN.ASI04.T06	Approve PCS departing endorsement	PCS orders	Annually	0.00
YN.ASI06.T03	Approve PCS reporting endorsement	PCS receipt of Reserve personnel	Annually	0.00
YN.ASI08.T02	Approve PCS orders	PCS transfer of junior reserve officer and senior enlisted selected	Annually	* included
YN.ASI08.T04	Approve PCS departing endorsement	PCS transfer of junior reserve officer and senior enlisted selected	Annually	* included
YN.ASI14.T05	Complete IADT orders	Reserve orders	Annually	0.00