PPC SPO Manual

Part VII – Reserve Unique Transactions

Overview

Introduction

This part provides procedures for transactions that are unique to members of the Reserve Component.

Contents

This part contains the following topics.

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PPC SPO Manual,

Part VII, Reserve Unique Transaction

Chapter 1, Reserve Status Changes

Overview

Introduction

This transaction is used to change a member's reserve category, classification and training/pay status. The member's anniversary date can also be corrected using this page. However, only users at PPC have access to change the anniversary date.

Important Information about this transaction

All requests for and tracking of Reserve Status changes are done offline. Some Reserve Status changes inherently include a department change. At this time, this is a two-step process. Change the status as described here and then change the department per the Reserve PCS procedure (no cost).

Status changes into RET-2 must be done by PPC(RAS) because automated systems do not store all the data necessary to determine eligibility (> 20 good years for Reserve retirement purposes).

Reference

CG Reserve Policy Manual, COMDTINST M1001.28(series), Chapter 1, Sections C, D and E

JUMPS Effect

The Reserve Status Change transaction creates an R910 transaction which updates Segment 57 in JUMPS.

Release from Active Duty

Use the Reserve Status tab in the separations component if submitting this transaction for a member being Released from Active Duty. See Part VII, Chapter 6 of this manual for RELAD procedures.

Contents

Procedure

Introduction

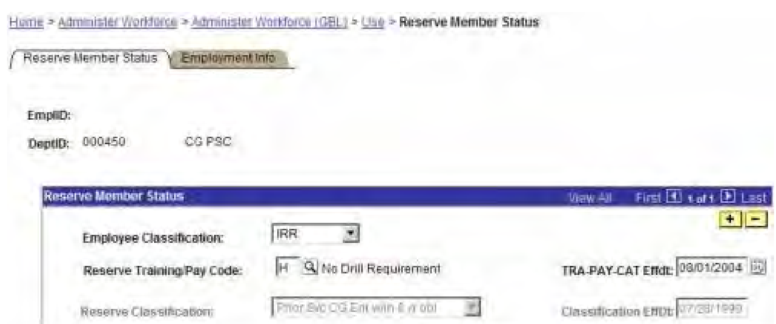
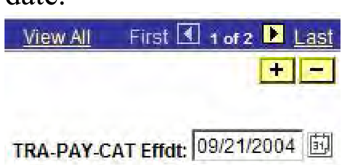
This section provides the procedure for creating a Reserve Status Change.

Procedure

Follow these steps to complete this procedure.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Select menu items in the following order:

Home > Administer Workforce > Administer Workforce (GBL) > Use > Reserve Member Status

A search page will appear. Enter the member's employee ID number or other search criteria (see Employee ID Search Tips) and click the Search button to select the member you wish to display.</td></tr>
<tr><td>2</td><td>The first tab - Reserve Member Status - will display.

</td></tr>
<tr><td>3</td><td>Click the + button to insert a new a row if necessary (any changes to an existing row equate to a correction).
The row count will increase by one and the effective date field will show the current date.

</td></tr>
</table>

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Procedure, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>If changing the member's classification (e. g. IRR to SELRES) click the drop-down menu in the Employee Classification field and select the new classification.</td></tr>
<tr><td>5</td><td>Click the lookup icon in the Reserve Training/Pay Code field and select the new code.

Note: Training/Pay Codes available in the lookup are limited by the Employee Classification selected in the previous step.

<table>
<tr><th>Empl_Class</th><th>Reserve Training Pay Code</th></tr>
<tr><td>Active Duty (Regular)</td><td>Blank</td></tr>
<tr><td>Selected Reserve (SELRES) (including members being ordered to long-term active duty)</td><td>A = Drilling Pay Status
B = IMA w/ Selected Service
C = RK in Interphase (between training)
D = Reserve Flag Officers
F = RP, RK & RL on IADT</td></tr>
<tr><td>Individual Ready Reserve (IRR) (Includes IRR members who regularly drill for no pay Assigned to drilling Dept)</td><td>H = No drill requirement
E = Drill Requirement w/o IDT unit
P = Awaiting IADT
J = RSV Enl wait/attend OCS/ROCI</td></tr>
<tr><td>Active Standby Reserve (ASL)</td><td>G = Key Federal Employee
N = All Other Active Standby</td></tr>
<tr><td>Inactive Standby Reserve (ISL)</td><td>I= Inactive Standby Reserve</td></tr>
<tr><td>Reserve Retired (RET-1)</td><td>Blank</td></tr>
<tr><td>Reserve Retired Waiting Pay (RET-2)</td><td>Z= Reserve Retired Waiting Pay</td></tr>
</table>
</td></tr>
<tr><td>6</td><td>Enter the date the Classification, Training/Pay code change is effective in the TRA-PAY-CAT Effdt field.</td></tr>
</table>

Continued on next page

Procedure, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>Users with the CGHRSUP role (SPO Supervisors) will have access to the classification and classification effective date fields. All reservists have a Reserve Classification, it describes the program that brought them into the USCGR. Therefore, the Effective Date of Reserve Classification is the same as the day they enlisted in the USCGR or the date they became a member of the reserve component following completion of active obligated service. Only HRS Supervisors and PPC staff will be able to change the Reserve Classification Effective Date.


Use the drop-down menu to correct the member's classification as necessary:
<table>
<tr><th>Reserve Classification</th><th>Classification Code</th></tr>
<tr><td>Enl non-prior svc REBI/A Sch</td><td>A</td></tr>
<tr><td>Inact Du Officer w/in 8 yr obl</td><td>I</td></tr>
<tr><td>Prior Svc CG Enl w/in 8 yr obl</td><td>J</td></tr>
<tr><td>Enl Stdnt w/split IADT</td><td>K</td></tr>
<tr><td>Enl P/K failed to compl IADT</td><td>L</td></tr>
<tr><td>Stdnt Maritime Acd Res Trng Pr</td><td>M</td></tr>
<tr><td>w/Svc Oblig not in another Cla</td><td>N</td></tr>
<tr><td>Enl Rqrd Attnd Rcrt Trng A Sch</td><td>P</td></tr>
<tr><td>Mbr w/o a Statutory Obligation</td><td>Q</td></tr>
<tr><td>Enl Mbr Cmplts 4 mos IADT</td><td>S</td></tr>
<tr><td>Enl non-prior svc direct PO</td><td>X</td></tr>
<tr><td>Enl Attds Rcrt Trng/30 dy OJT</td><td>Y</td></tr>
</table>
</td></tr>
</table>

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Procedure, Continued

Procedure (continued)

Step	Action
8	Users at the Pay & Personnel Center (PPC) can also use this page to correct a member's Anniversary Date. Click the Employment Info tab to access the Anniversary Date field. The date used to determine the anniversary year is established by the date the member entered into active service or into active status in a Reserve component.  SPOs must notify PPC (via a Customer Care Web Ticket - http://www.uscg.mil/ppc/ccb) if a member's Anniversary Date field is blank or needs to be changed.
9	Click the Save button to save the transaction.

Corrections

Introduction

This section provides the procedure for making corrections to Reserve Status Changes.

Discussion

The following fields can be corrected. Any other changes require deleting and resubmitting the transaction.

- Employee Classification
- Reserve Training/Pay Code
- Reserve Classification
- Classification EffDt

Procedure

Follow these steps to correct a Reserve Status Change.

Step	Action
1	Select menu items in the following order: Home > Administer Workforce > Administer Workforce (GBL) > Use > **Reserve Member Status**
2	A search page will appear. Enter the member's employee ID number or other search criteria (see Employee ID Search Tips)
3	Mark the "Correct History" checkbox
4	Click the Search button to select the member you wish to display.
5	Refer to the Procedure section of this chapter for guidance on the field(s) you need to correct.
6	Click the Save button to save the transaction.

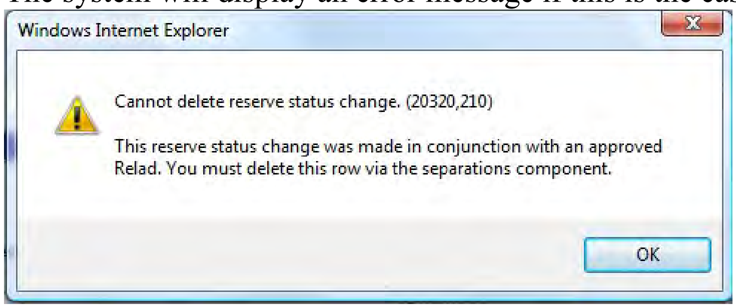
Deletions

Introduction

This section provides the procedure for deleting a Reserve Status Change.

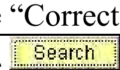
Discussion

Delete this transaction if submitted erroneously. If the original transaction was submitted as part of a Release from Active Duty Transaction (RELAD), you must delete the Reserve Status Change via the separations component. The system will display an error message if this is the case.



Procedure

Follow these steps to delete a Reserve Status Change.

Step	Action
1	Select menu items in the following order: Home > Administer Workforce > Administer Workforce (GBL) > Use > **Reserve Member Status**
2	A search page will appear. Enter the member's employee ID number or other search criteria (see Employee ID Search Tips)
3	Mark the "Correct History" checkbox
4	Click the  button to select the member you wish to display.
5	Locate the row you wish to delete and click the delete row button (minus sign) to remove the row. 
6	Click the  button to save the transaction.

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PPC SPO Manual,

Part VII, Reserve Unique Transactions

Chapter 2, Annual Screening Questionnaire (ASQ)

Overview

Introduction

Federal law requires that all Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) be regularly screened to ensure their availability and fitness for duty if mobilized and submit updated information to their chain of command. Coast Guard reservists will complete the screening annually.

Reserve members serving on EAD contracts are not in the ready reserve and do not need to complete the ASQ. However, they should complete the ASQ as soon as possible following their release from active duty.

Note: Members who have completed a questionnaire within the four months preceding 1 October are not required to submit a new questionnaire for the current year. The questionnaire is designed to be done as often as the information or recall availability changes and anytime of the year.

In this chapter

This guide covers the following topics:

How to Complete the ASQ

Introduction

This section provides the procedure for entering a Reserve Screening Questionnaire. Self-Service and SPO procedures are similar; both are presented here.

Procedure

Start Internet Explorer, sign into the system and follow these steps to complete this procedure.

Step	Action
1	Select menu items in the following order: ➡ **Self-Service ---** Home > Self-Service > Employee > Tasks > **Annual Screening Questionnaire** ➡ **Non Self-Service (SPO) --** Home > Administer Workforce > Administer Workforce (GBL) > Use > **Annual Screening Questionnaire** Non self-service users complete the Employee lookup page, enter the member's employee ID and click Search (see Search Tips for help if necessary). When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.

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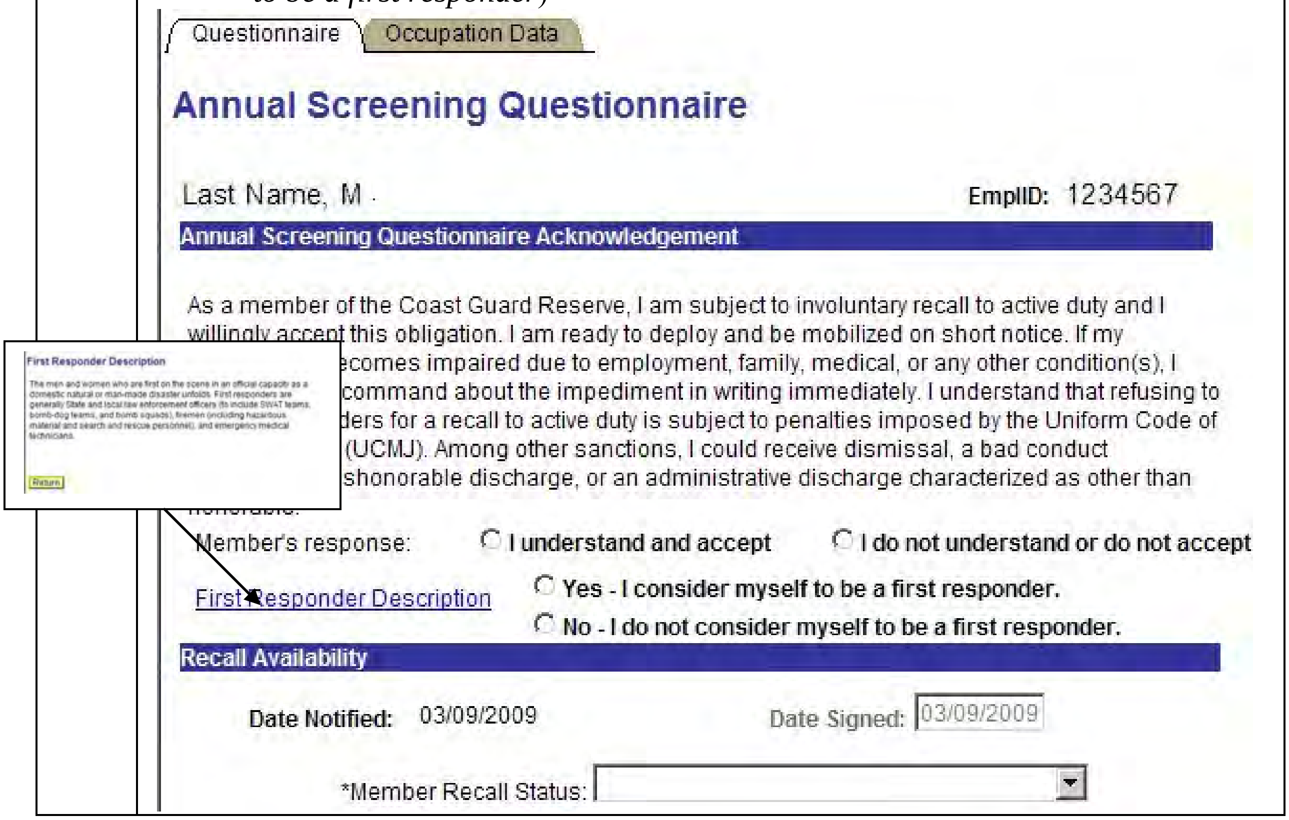
How to Complete the ASQ, Continued

Procedure (continued)

Step	Action
2	The Annual Screening Questionnaire page will display. There are two tabs to complete on this page, the questionnaire tab (which is displayed first) and the occupation data tab. Both tabs must be reviewed before saving any changes. • Read the Annual Screening Questionnaire Acknowledgement and select the response. • Read the First Responder Description (Click the link to open the description page, click the return button to return to the ASQ page) and select the response (*Yes-I consider my self to be a first responder* or *No-I do not consider myself to be a first responder*)



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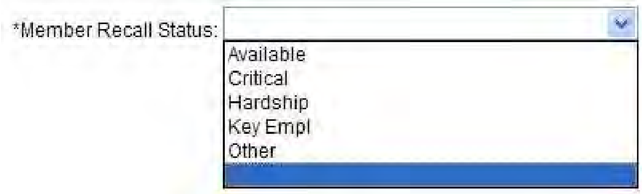
How to Complete the ASQ, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>Complete the Recall Availability section by clicking on the drop-down arrow in the Member Recall Status block and choosing the status.


<table>
<tr><th>Status</th><th>Use when...</th></tr>
<tr><td>Available</td><td>Available for recall</td></tr>
<tr><td>Critical</td><td>Not available for recall due to employment in a critical civilian industry or profession. Document the extenuating circumstances that prevent mobilizing. This is an occupation that could be critical to your community at the same time that a mobilization is necessary (police, fire, EMA, local government official).</td></tr>
<tr><td>Hardship</td><td>Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.</td></tr>
<tr><td>Key Empl</td><td>Not available for recall due to employment in key federal position. See appropriate agency (full-time employer of USCGR member) instruction for written designation. USCG's policy to identify its civilian positions is described in COMDTINST 12910.1(series), Screening of Civilian Employees in the Reserve Components.</td></tr>
<tr><td>Other</td><td>Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.</td></tr>
</table></td></tr>
<tr><td>4</td><td>If you answered "I do not understand or do not accept" in the Member's Response section (Step 2 above) or selected anything other than "Available" in the recall status block, you will need to enter a supervisor's Operator ID number and email address so the ASQ can be reviewed by your chain of command.


Click the icon next to the Route to Supervisor block to lookup the Operator ID. The lookup page will open. Enter some search criteria and click the Lookup button.</td></tr>
</table>

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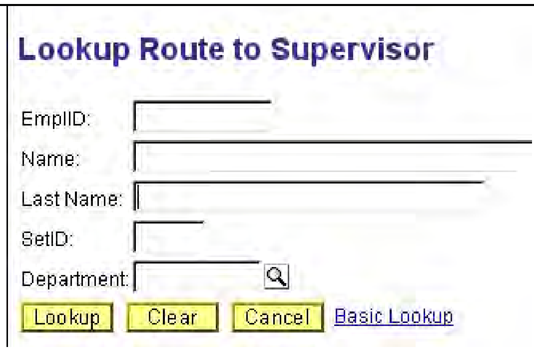
How to Complete the ASQ, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4
(con’t)</td><td>



Click on the supervisor's name to return to the Questionnaire. The Route to Supervisor and email address blocks will be filled in by the system. If your supervisor does not have an email address in the system, you may enter it manually. Be sure to use all lowercase letters and to use the complete email address (e.g. jsmith@domain.uscg.mil).

</td></tr>
<tr><td>5</td><td>

Switch to the Occupation Data tab by clicking the tab name  or using the link (Occupation Data) at the bottom of the page.

- Enter the civilian employment data. Mandatory fields (cannot be left blank) are denoted by an asterisk (*).
- If you have previously entered the required data AND there are no changes, mark the checkbox next to “My SOC Codes are valid”. The system will validate the supplied Occupational Data codes and prompt you to update the **Standard Occupational Code** if necessary (See step 6).

</td></tr>
</table>

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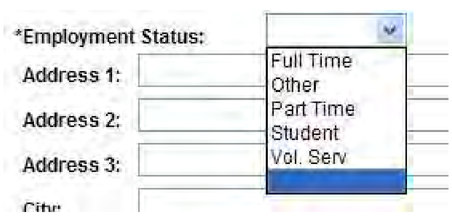
How to Complete the ASQ, Continued

Procedure (continued)

Step	Action: Field	Action: Enter
5 (con't)	**Field**	**Enter**
	***Employer**	Enter the employer's name (e. g. "Bank of America", "Houston Police Dept."). **Students** - Enter name of school. **Not Employed** - Enter "Not Applicable"
	***Supv.Name**	Enter the name of the supervisor. **Students/Not Employed** - Enter the member's name
	***Work Phone**	Enter the telephone number, including the area code, for the member's employer. **Students/Not Employed** - Enter the member's home number.
	Supv Phone	Enter the supervisor's phone number if available (optional field).
	***Employment Status**	Select the applicable status from the drop down menu.  **Not Employed** -Select "Other"
	Self Employed	Check the box in self-employed.
	Address1 **Address2** **Address3**	Enter the Employer's mailing address.
	City	Enter the Employer's mailing city.
	State	Enter the Employer's state
	Postal Code	Enter the Employer's zip code.
	***Country**	Enter the Employer's country (defaults to USA, click the button to lookup and enter a code for another country if necessary).
	+ −	Click the plus sign to add a new row if you have more than one job. Click the minus sign to delete the row if desired. **Note**: You must have at least one employment row entered. You do not need to delete rows if changing employers, simply over type the existing data with the new information. However, you may need to review and update the **Standard Occupational Code** for any previous jobs you have entered. The system will prompt you if updates are necessary when you mark the "My SOC Codes are valid" checkbox.

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How to Complete the ASQ, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6</td><td>
Enter the Civilian Standard Occupation Code(s) and dates.

You can use the Add Delete buttons to add or delete rows. At least one row is required.

<table>
<tr><th>Field</th><th>Enter</th></tr>
<tr><td>*Current Position Start Dt
1</td><td>Enter the date employment started in the current position. If the exact date is unknown provide an estimate. Do not leave blank.</td></tr>
<tr><td>Current Position End Dt</td><td>Enter the calendar date the period of employment ended or provide an estimate if still working (i.e. projected retirement date). May be left blank if still employed in the position.</td></tr>
<tr><td>*Standard Occupational Code</td><td>Enter a Standard Occupational Code.

Click icon to search for a code.
Enter a keyword preceded by the percent (%) character in the Description field and click the Lookup button.
Click on a code or job description in the search results to return to the Occupation tab.
If you are a student, homemaker or unemployed choose the occupational code that best describes your skills.
Click the Add button to add more occupation codes.
The standard occupational code MUST be completed. If you are not able to locate a code to describe your job skill, search for "Unknown" or "Not Applicable" in the description field.</td></tr>
</table>
</td></tr>
</table>

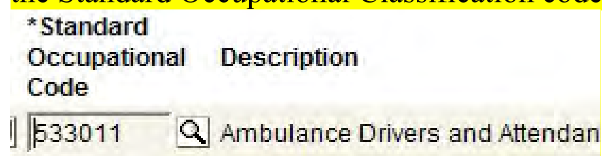
Continued on next page

How to Complete the ASQ, Continued

Procedure (continued)

Step	Action
6 (con't)	Example Occupation Code search and results using the % character.

Note: If multiple codes are listed for what appears to be the same job description, select the first code. The subsequent codes are not actually duplicates, they just provide a more detailed description of the occupation. Due to space limitations the entire description is not displayed.

Field	Enter
Description	This field will auto-fill with the Description of the Standard Occupational Classification code. 
	Enter title for this position (e. g. "Detective" or "Office Manager") do not leave blank. Students - Enter "Student". Not Employed - Enter “Unemployed,” “Homemaker” or “Retired” as applicable.

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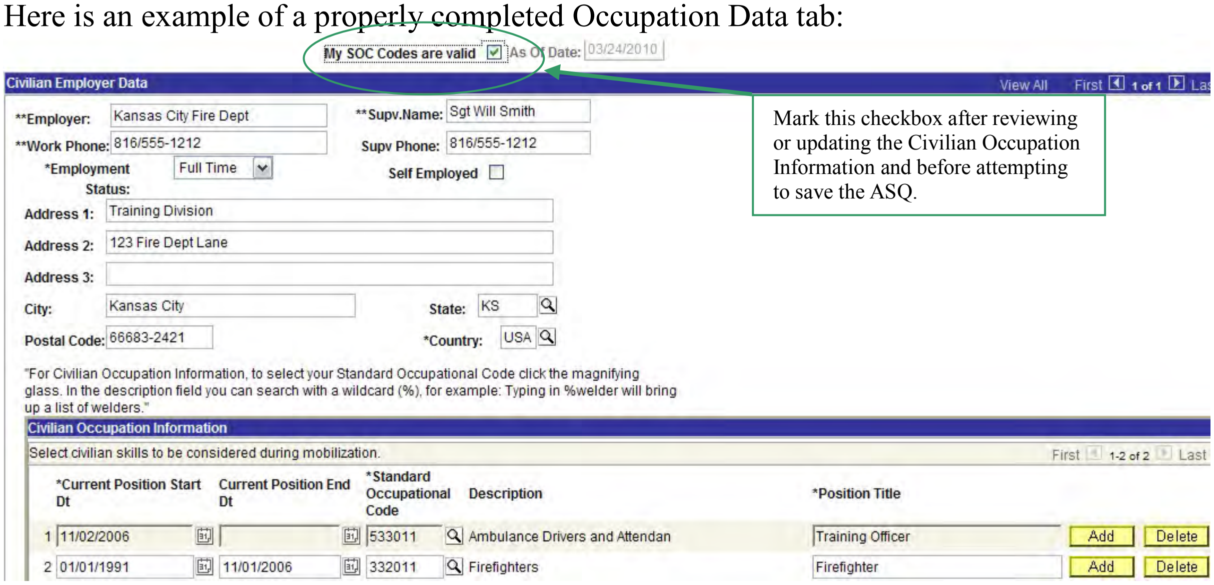
How to Complete the ASQ, Continued

Procedure (continued)

Step	Action
6 (con't)	Here is an example of a properly completed Occupation Data tab:



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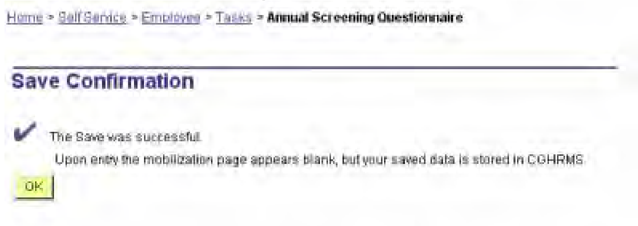
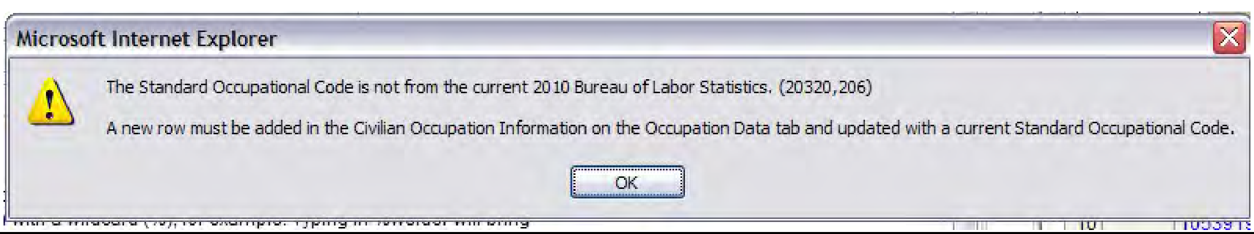
How to Complete the ASQ, Continued

Procedure (continued)

Step	Action
7	Click the Save button to save the questionnaire. Self-Service users will receive the following confirmation message.  Click OK to dismiss the confirmation. **Errors:** If you did not complete all the required fields before attempting to submit the ASQ the following error message will display:  Click OK to dismiss the error. Review the ASQ to ensure you completed all the required fields (those marked with an *). Provide any missing information and click the save button again. This error will appear if any Standard Occupational Codes are not current (see step 6 to update). 

ASQ Status Report

Introduction

Unit Commanding Officers, SPOs, Assignment Officers (District Reserve), CGPSC(rpm), and FORCECOM and HQ personnel access Screening Questionnaire data via a query on a regular basis to identify those members who indicate they are not available for recall so that appropriate follow-up can be made. The same query also identifies those Ready Reservists that have not answered the questionnaire.

Commands also have the ability to monitor their unit's ASQ compliance through the Coast Guard Business Intelligence (CGBI) system.

Unit commanders can then drill down to their unit and personnel to view individuals ASQ compliance.

Procedure

Start Internet Explorer, sign into the system and follow these steps to complete this procedure.

Step	Action
1	Select menu items in the following order: Home > Administer Workforce > Administer Workforce (GBL) > Report > **ASQ Status Report**

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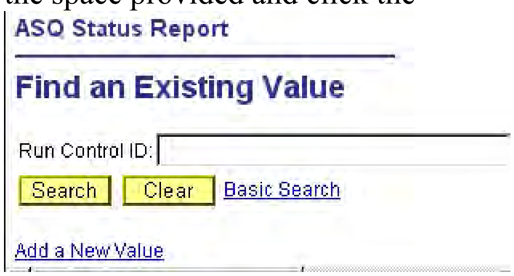
ASQ Status Report, Continued

Procedure (continued)

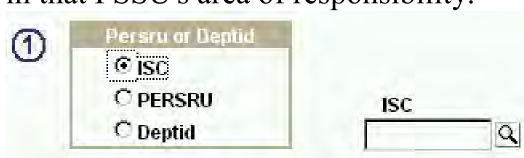
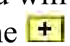
Step	Action
2	If you know the Run Control ID (e. g. You have used this process before), enter it in the space provided and click the Search button.  Or, click the **Add a New Value** link to create a new Run Control ID. Enter a Run Control ID and click the Add button. The Run Control ID can be any name you want to use to identify this report in the future. You can save your report requests and run them again by selecting the Run Control ID you create in this step.
3	 The Run Control for the ASQ Status Report page will display:

Continued on next page

ASQ Status Report, Continued

Procedure (continued)

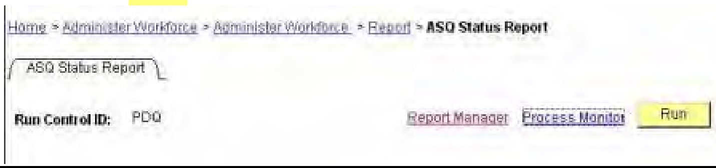
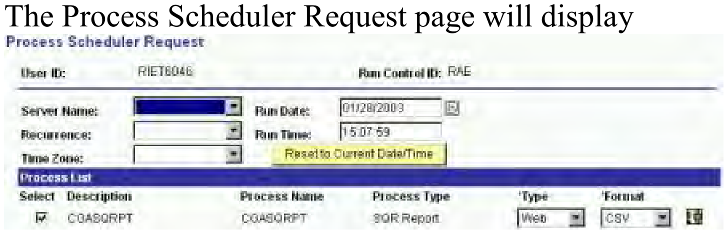
Step	Action
4	Select Unit Relationship type (ISC or PERSRU) or select Deptid to report on an individual department ID number.

Relationship Type	Will Report ASQ Status of all reservists assigned to units
ISC	in that PSSU's area of responsibility. 
PERSRU	in that SPO's area of responsibility. 
Deptid	to the Department ID number entered. Report **<u>will not</u>** include members assigned to sub-departments. If you select this option you will need to add the sub-department ID numbers by clicking the  in department ID field. 

Continued on next page

ASQ Status Report, Continued

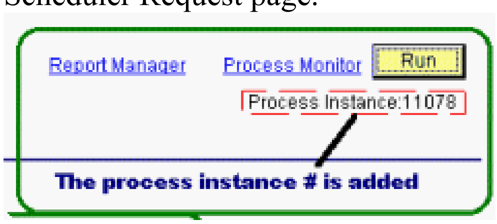
Procedure (continued)

Step	Action
5	Enter the department ID number for the PSSU, SPO or department you want to report on. If you selected the **Deptid** unit relationship in the previous step, you will have a [+] available to insert additional department ID numbers to include in the report. NOTE Report **<u>will not</u>** include members assigned to sub-departments. If you select this option you will need to add the sub-department ID numbers in manually by clicking the [+] in department ID field. Use the button to perform a lookup of valid ISC, PERSRU or department ID numbers. The lookup will not locate sub-department ID numbers.
6	Click the **Run** button. 
7	The Process Scheduler Request page will display 
8	Select **Web** from the Process Type drop down menu.  Warning: Do not use a non USCG.MIL/DHS.GOV/.EDU address as your **business** email address or in the Email Address List field of the Process Scheduler Request. Directing system-generated emails to personal accounts hosted by internet service providers is prohibited. To ensure compliance, always select "Web" from the **Type** menu.

Continued on next page

ASQ Status Report, Continued

Procedure (continued)

Step	Action
9	Select the file format. Not all file formats are supported by all reports, CSV is the most reliable. Note: The CSV format is the only working file format. Recent changes to the report included the addition of several columns of occupational data. The PDF and HTM file formats cannot accommodate the additional data. • CSV = Readable by MS Excel, text editors, other spreadsheet programs and database applications. • HTM = Web page • PDF = Adobe Acrobat
10	Click the OK button to launch the process and return to the Process Scheduler Request page.
11	Click the Process Monitor link in the upper right-hand corner of the Process Scheduler Request page. 
12	The Process Monitor page will display. Click the Refresh button periodically until the **Run Status** shows "*Success*" and the Details link is active. It could take some time for the status to change if you are running a large report or the system is heavily loaded. 

Continued on next page

ASQ Status Report, Continued

Procedure (continued)

Step	Action
13	Click the Details link. The Process Detail Page will display. Click the View Log/Trace link. 

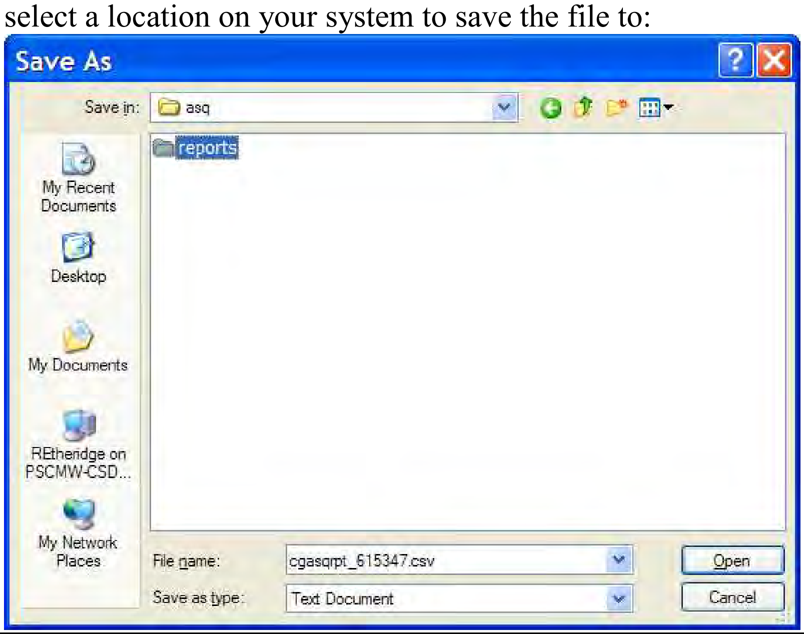
Continued on next page

ASQ Status Report, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>14</td><td>
The Report Log Viewer page will open in a new window. Access your report by right-clicking the link with the report name and number in it (In the example below, cgasqrpt_615427.csv is the link to the report) and selecting "Save Target As...".

Note: When you right mouse click and select "Save Target As" you will be asked to select a location on your system to save the file to:

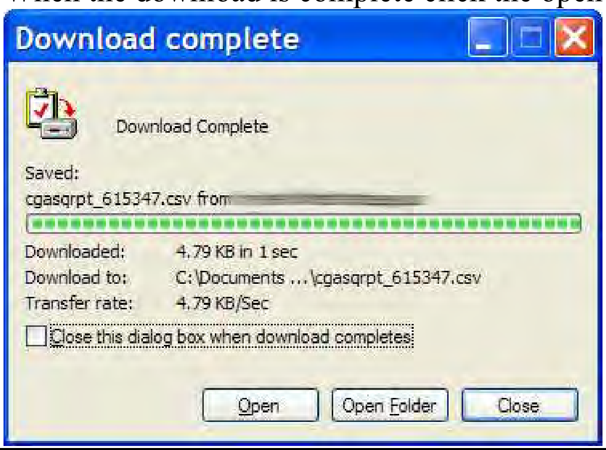
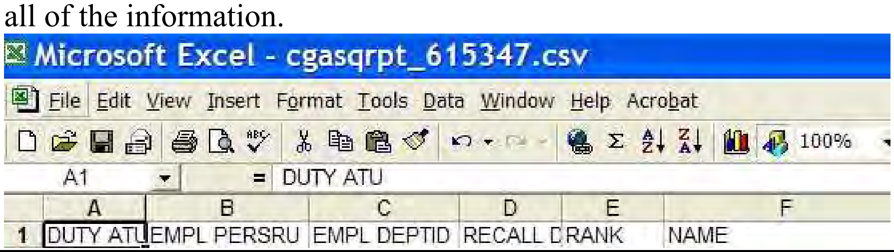


</td></tr>
</table>

Continued on next page

ASQ Status Report, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>15</td><td>When the download is complete click the open button:

</td></tr>
<tr><td>16</td><td>The report will open in MS Excel. You will need to adjust the column widths to view all of the information.

</td></tr>
</table>

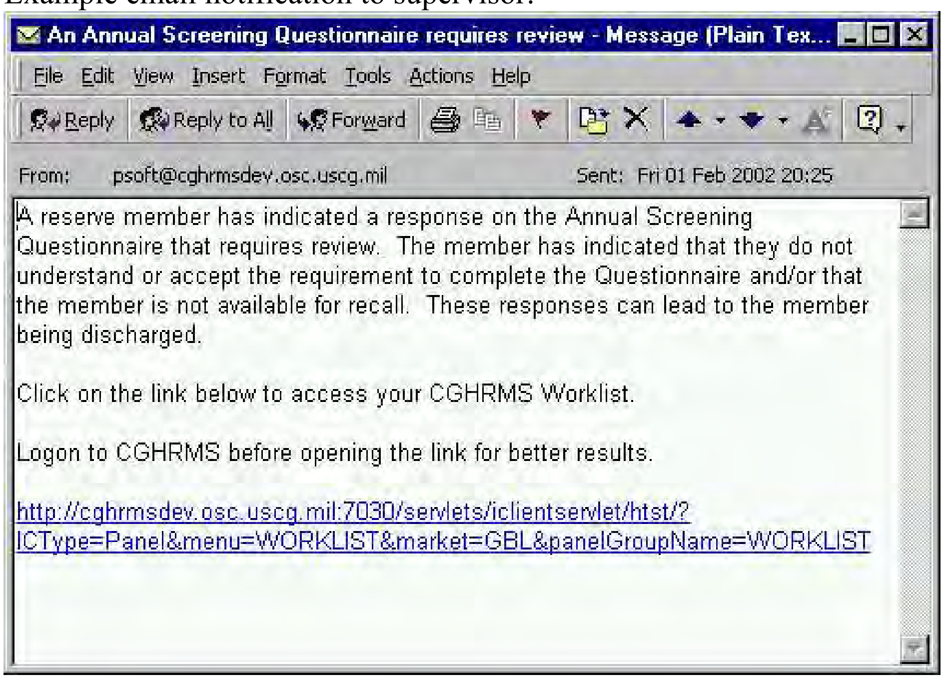
Supervisor Notification

General Information

When members indicate on the Annual Screening Questionnaire they are not available for recall or do not understand their mobilization requirement the system prompts them for a supervisor's Operator ID for follow-up counseling or action (transfer to IRR or discharge). The email function to supervisor is only active when the reservist chooses "do not accept/understand mobilization requirement" or any selection other than "available for mobilization." A view-only link of the reservist's Annual Screening Questionnaire is added to the supervisor's worklist.
You must provide the system with your business email address for this function to work as intended. Procedures for entering and changing your email address can be found in the Self-Service section.

This view is only accessible from the link provided in your worklist. You cannot navigate the system menus to access it.

Example email notification to supervisor:

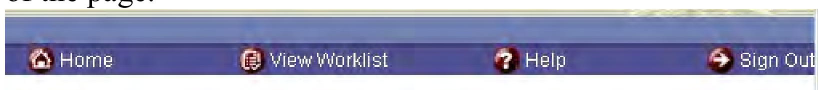


Continued on next page

Supervisor Notification, Continued

Worklist

Use the link provided in the email message or follow these steps to access.

Step	Action
1	Start Internet Explorer and sign in to the system.
2	Click on the "View Worklist" link in the navigation bar at the top of the page. 
3	If the navigation bar isn't available, follow these steps to access your worklist via the menus.
4	Click on Self Service
5	Choose Employee from the menu that displays on the right.
6	Choose View from the menu that displays on the right.
7	Choose View My Worklist from the menu that displays on the right
8	Your Worklist page will display any ASQs assigned to you for review. Click on the member's name in the link column to view the ASQ for that member.

PPC SPO Manual,

Part VII, Reserve Unique Transaction

Chapter 3, Inactive Duty for Training (IDT)

Overview

Introduction

This module initiates creditable service and payment for Reserve Inactive Duty for Training (IDT) drills, Funeral Honors Duty (FHD), and Readiness Management Periods (RMP).

Duty which can be scheduled in Direct-Access:

- IDT
- Readiness Management Period (RMP)/formerly Appropriate Duty
- Funeral Duty

Contents

This publication contains the following topics.

Member Initiated Process

Introduction Members may request IDT Drills using DA Self-Service.

Procedures The following table outlines the process for requesting IDT Drills.

Stage	Who Does It	What Happens
1	Member	Enters desired drill types, dates and times using the Scheduling IDT Drills (self-service) page.
2	Supervisor	Reviews member's requests and authorizes drills by changing the status to "Pending" on the Schedule Drills (Commands) page.
3	Member	Performs drills as scheduled or requests changes by modifying Pending drills
4	Supervisor	Changes drill status to "Complete" if member performs drill as scheduled, authorizes changes to drills by changing the status to "Pending".

Note: The Supervisor must be an authorized "Reserve IDT or Command User" to view/enter/approve IDT drills.

Schedule Drills (Commands and SPOs)

Introduction

This section provides the procedure for scheduling and approving IDT drills. Commands (members with the *IDT or Command User* role) use this process to approve drill requests submitted by assigned reserve members. Commands can also use this process to schedule drills for reservists who do not have access to PeopleSoft self-service. SPOs can use this process to enter and approve drills for commands that cannot access PeopleSoft.

Discussion

- The reservist, supervisor (with Reserve IDT access role) or SPO may schedule, or edit a drill up to and including the drill date. After the drill date, only the supervisor or SPO may schedule, edit, un-excuse or cancel the drill. Reservists, supervisors and SPOs may also schedule drills for future dates.
- When a reservist schedules a drill the status will be "Mbr Requested". (This is the only status available to reservists.)
- Supervisors "authorize" a drill by changing the status to "Pending". Supervisors may schedule a drill for the reservist and set the status to "Pending" indicating it is "authorized".
- If a reservist changes a drill date after it is "authorized", the status returns to "Mbr Requested". (Note: The supervisor may need to "authorize" the drill after the reservist edits the drill, but it's not required.)
- After the drill period, the supervisor or SPO may change the drill status to "Completed". This will generate a pay transaction (R985) to allow payment of the drill(s) through JUMPS.
- Before scheduling a drill, verify that the drill date(s) do not conflict/overlap with the starting or ending dates of any ADT period (R990) that the member will start/will complete. Jumps will not allow the IDT drill to process if the proposed drills conflict with any other reserve orders.

Corrections/ Deletions

Drill information can be corrected any time before the status is changed to "Completed". Simply correct the field and save the entry.

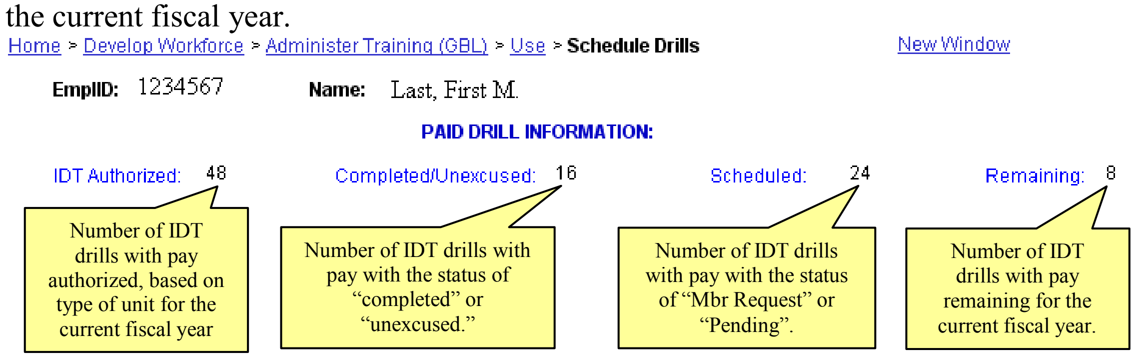
Drills cannot be deleted. If a drill is authorized but not performed the status should be set to Cancelled or Unexcused as appropriate.

Once a drill is marked "Completed" and saved the pay/points transaction will be sent to JUMPS for processing. If the drill completion was submitted in error changing the drill status to "Cancelled" will delete the transaction from JUMPS.

Continued on next page

Schedule Drills (Commands and SPOs), Continued

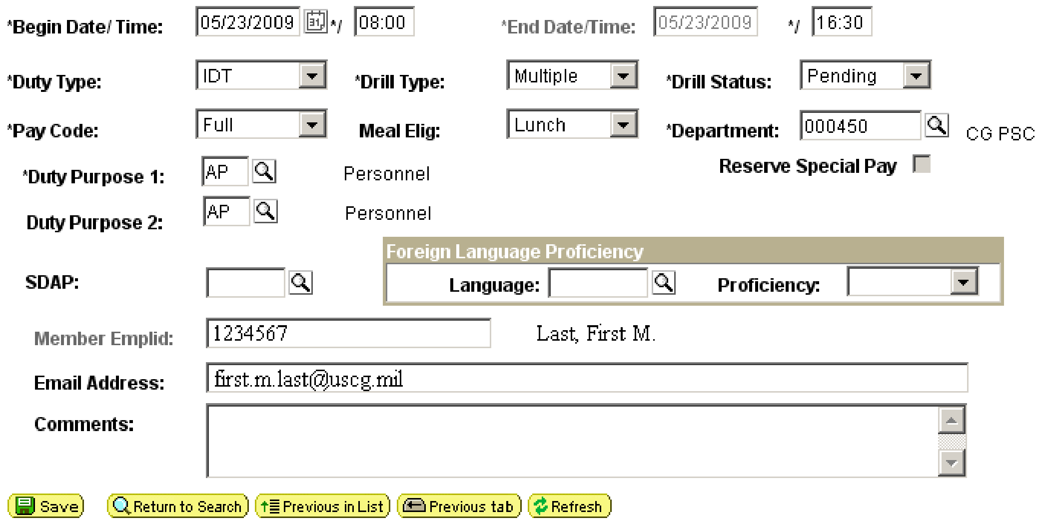
Procedure Start Internet Explorer, sign into Direct Access and follow these steps to complete this procedure.

Step	Action
1	Select menu items in the following order: Command Users: Home > Self Service > Manager > Tasks >**Schedule Drills** HRS/SPO Users: Home > Develop Workforce > Administer Training (GBL) > Use > **Schedule Drills**
2	Enter the member's employee ID and click the Search button. **Note: When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.**
3	The Schedule Drills page will display. This page shows the member's drill activity for the current fiscal year. 
4	Click the Add/Schedule New Drill button to schedule a drill or click the Edit button to view information on a previously scheduled drill.

Continued on next page

Procedure (continued)

Step	Action
5	Complete or update the **Schedule Drills Detail** page to schedule/edit a drill.



Complete the fields as described in this table.

<table>
<tr><th>Field</th><th>Description/Entry</th></tr>
<tr><td>Begin Date/Time</td><td>Enter date. Display a calendar by clicking on the calendar button. Enter the time using military format (ex. 0800). (Note: Time is for display purposes only).</td></tr>
<tr><td>End Date/Time</td><td>The end date will default to the same date as the begin date. Enter the time using military format (ex. 1600).
Single IDT -- 4 or more hours
Multiple IDT -- 8 or more hours
Readiness Management Period -- 3 -- 24 hours
Funeral Honor Guard Duty -- 2 or more hours</td></tr>
<tr><td>Duty Type</td><td>Click the and select the duty type from the list.
<table>
<tr><th>Code</th><th>Purpose</th></tr>
<tr><td>RMP</td><td>Readiness Management Period (formerly Appropriate Duty)
Note: When selecting this duty type you will receive a warning message, informing you of the requirements and limitations for appropriate duty/RMP drills. Click "OK" to dismiss the message after you have read it.</td></tr>
<tr><td>Funeral Dt.</td><td>Funeral Honors Duty</td></tr>
<tr><td>IDT</td><td>Inactive Duty for Training</td></tr>
</table></td></tr>
<tr><td>Drill Type</td><td>Click the and select the drill type from the list. Note: Only selectable when the Duty Type (above) is set to IDT all other types are set to Single Drill type.
<table>
<tr><th>Code</th><th>Purpose</th></tr>
<tr><td>+Funeral</td><td>Represents the combination of an IDT Single Drill and a Funeral Honors Duty Drill performed on the same day.</td></tr>
<tr><td>Single</td><td>A single drill</td></tr>
<tr><td>Multiple</td><td>Two single drills performed on the same day.</td></tr>
</table></td></tr>
</table>

Continued on next page

Schedule Drills (Commands and SPOs), Continued

Procedure (continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td></td><td>Field</td><td>Description/Entry</td></tr>
<tr><td></td><td>Drills Status</td><td>Click the and select the drill status from the list.
<table>
<tr><td>Status</td><td>Use When</td></tr>
<tr><td>Cancelled</td><td>The scheduled drill is cancelled.(Note: Changing the status from Completed to Cancelled will DELETE the pay/points transaction from JUMPS).</td></tr>
<tr><td>Completed</td><td>The drill has been completed and is approved for payment (if applicable) and points.</td></tr>
<tr><td>Mbr Rqst</td><td>The drill date and time were schedule by the member using self-service.</td></tr>
<tr><td>Pending</td><td>Drill has not been completed yet. Indicates a drill has been scheduled and the supervisor has authorized the drill.</td></tr>
<tr><td>Unexcused</td><td>Member does not report for a scheduled drill.</td></tr>
</table></td></tr>
<tr><td></td><td>Pay Code</td><td>Click the and select the pay code from the list.
<table>
<tr><td>Code</td><td>Purpose</td></tr>
<tr><td>Full</td><td>Pay is authorized for both periods of a multiple drill.</td></tr>
<tr><td>Half</td><td>Pay is authorized for a single drill or, when the Drill Type is Multiple, pay is authorized for only one period (e.g. A non-pay and paid drill performed on the same day).</td></tr>
<tr><td>None</td><td>A single or multiple drill is performed for points only.</td></tr>
</table></td></tr>
<tr><td></td><td>Meal Elig</td><td>Click the and select the meal eligibility type from the list (only selectable when the Drill Type is Multiple).
<table>
<tr><td>Code</td><td>Purpose</td></tr>
<tr><td>*All Meals</td><td>Authorized payment for all three meals</td></tr>
<tr><td>*Breakfast</td><td>Authorized payment for breakfast only</td></tr>
<tr><td>*Brk & Lnch</td><td>Authorized payment for breakfast and lunch only</td></tr>
<tr><td>*Lnch & Sup</td><td>Authorized payment for lunch and supper only</td></tr>
<tr><td>*Lunch</td><td>Authorized payment for lunch only</td></tr>
<tr><td>*Mess Avail</td><td>Government messing is available for authorized meals during this drill period. (See ALCOAST below.)</td></tr>
<tr><td>None</td><td>Not authorized payment for meals</td></tr>
<tr><td>*Supper</td><td>Authorized payment for supper only</td></tr>
</table>
(*) Enlisted personnel only.

Note: ALCOAST 337/03 provides policy regarding payment of Commuted Rations to members on IDT</td></tr>
</table>

Continued on next page

Procedure (continued)

Step	Action	
	Field	**Description/Entry**
5	Meal Elig (cont.)	R 171816Z JUL 03 ALCOAST 337/03 COMDTNOTE 7220 SUBJ: SUBSISTENCE POLICY FOR INACTIVE DUTY FOR TRAINING (IDT) A. RESERVE POLICY MANUAL, COMDTINST M1001.28A, PARA 2.B.7 B. USCG PAY MANUAL, COMDTINST M7220.29A, PARA 12-E-4 1. PURPOSE. TO SET NEW IDT SUBSISTENCE POLICY. 2. BACKGROUND. REF A CURRENTLY AUTHORIZES ENLISTED SELECTED RESERVISTS (SELRES) WHO SERVE FOR EIGHT OR MORE HOURS PER DAY ON IDT ORDERS WITH PAY MAY BE PROVIDED WITH SUBSISTENCE-IN-KIND (SIK) WITHOUT CHARGE TO THE MEMBER. IDT MEALS ARE CHARGED TO THE RT APPROPRIATION. IF SIK IS NOT AVAILABLE, ENLISTED SELRES MEMBERS MAY BE PAID COMMUTED RATIONS (COMRATS). AUTHORIZATION FOR COMRATS, IF APPLICABLE, ARE CERTIFIED BY COMMANDS WHEN REPORTING DRILLS FOR PAY. NON-PAY ENLISTED RESERVISTS AND RESERVE OFFICERS WHO SERVE FOR EIGHT OR MORE HOURS PER DAY ON IDT MAY BE SUBSISTED IN KIND AS ABOVE, BUT NOT AUTHORIZED COMRATS. 3. POLICY. A. EFFECTIVE 01 OCT 2003, SIK BY APPROPRIATED FUND (APF) DINING FACILITIES (COAST GUARD, OTHER UNIFORMED SERVICES), NON-APPROPRIATED FUNDS ACTIVITY (NAFA) OR BY CONTRACTED COMMERCIAL SOURCES IS NO LONGER AUTHORIZED FOR RESERVISTS PERFORMING IDT WITH PAY EXCEPT UNDER THE FOLLOWING CIRCUMSTANCES: **(1) ENLISTED RESERVISTS PERFORMING IDT WITH PAY ON A CAREER SEA PAY-ELIGIBLE VESSEL WITH AN APF DINING FACILITY ABOARD SHALL RECEIVE SIK.** (2) ENLISTED RESERVISTS MAY RECEIVE SIK WHENEVER A UNIT HAS AN APPROVED WAIVER TO THIS POLICY. WAIVER AUTHORITY IS DELEGATED TO THE COGNIZANT INTEGRATED SUPPORT COMMAND (ISC). WAIVERS SHALL ONLY BE GRANTED WHEN THERE ARE UNUSUAL AND COMPELLING CIRCUMSTANCES AT UNITS WHERE THERE ARE NO APF DINING FACILITY FOR PAY-AS-YOUGO(PAYGO), NAFA, OR COMMERCIAL FOOD SERVICE ALTERNATIVES REASONABLY AVAILABLE, OR WHERE UNIT TRAINING WILL BE DEGRADED WITHOUT SIK. (3) RESERVE OFFICERS AND ENLISTED PERSONNEL PERFORMING NON-PAY IDT MAY BE PROVIDED SIK IF THE IDT SITE HAS AN APF DINING FACILITY. SIK FOR NON-PAY PERSONNEL FROM CONTRACTED COMMERCIAL SOURCES IS NOT AUTHORIZED UNLESS THE UNIT HAS AN APPROVED WAIVER PER SUBPARAGRAPH 3.A.(2) ABOVE. B. ENLISTED PERSONNEL PERFORMING IDT WITH PAY SHALL NORMALLY BE AUTHORIZED COMRATS PER REFS A AND B EXCEPT WHEN PROVIDED SIK PER SUBPARAGRAPH 3.A. ABOVE. IDT PERSONNEL SHALL NOT CONCURRENTLY RECEIVE COMRATS AND SIK. C. PERSONNEL AUTHORIZED COMRATS MAY PURCHASE THEIR IDT MEALS ON A PAYGO BASIS AT APF DINING FACILITIES, NAFA, OR COMMERCIAL SOURCES. D. RESERVE OFFICERS PERFORMING IDT WITH PAY ARE NOT AUTHORIZED COMRATS OR SIK. 4. REF A WILL BE AMENDED TO REFLECT THIS POLICY CHANGE. 5. QUESTIONS AND CONCERNS MAY BE SUBMITTED VIA E-MAIL TO COMDT (G-WTR-3), DRANSOM(AT)COMDT.USCG.MIL. 6. INTERNET RELEASE AUTHORIZED. 7. RADM R. J. PAPP JR., DIRECTOR OF RESERVE AND TRAINING, SENDS.

Continued on next page

Schedule Drills (Commands and SPOs), Continued

Procedure (continued)

Step	Action
	(nested table below)

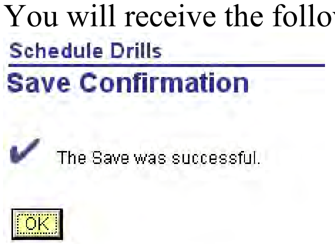
Field	Description/Entry
Department	Enter the department ID of the unit where the drill will be performed. IT defaults to the member's currently assigned department. Use the button to look up other department IDs. Note: Do not choose DeptID = 002037 (Unknown Unit).
Duty Purpose 1	Click the and select the duty purpose code from the list. Click here to see a list of valid codes.
Duty Purpose 2	Click the and select the duty purpose code from the list Note: This field only needs to be completed if the drill type is Multiple.
Reserve Special Pay	A check mark will appear in this field if the mbr is assigned to a unit that has been designated by COMDT (CG-131) as eligible for Reserve Special Pay.
SDAP	**Special Duty Assignment Pay**. Effective 1 October 2003 SDAP may be paid to qualified reservists for IDT/RMP drills. Enter the SDAP Earnings Type Code in the SDAP field to authorize payment. Click the to locate valid codes. **Note:** A member cannot be entitled to both SDAP and Foreign Language Proficiency Pay for the same drill.
Foreign Language Proficiency Pay	**Per ALCOAST 585/05**, a Reserve component member, drilling at an eligible FLP unit, who meets the FLP criteria and is designated as an interpreter by his or her command, is eligible for an FLP bonus (FLPB). The bonus will be equal to 1/30th of the active component FLPP monthly amount at the proficiency level of the language for which approved, multiplied by the number of regular inactive duty training (IDT) periods with pay for the SELRES member. FLPB will be paid in equal installments for each authorized paid IDT period performed, not to exceed the number of authorized paid periods per fiscal year. **Funeral Honors Duty periods are not eligible** for FLPB payments. **Non-pay duty of any kind is not eligible for FLPB payments**. To authorized FLPB: 1. Click the to locate valid qualifying language codes. If no matching values are found, the member does not have an approved/eligible Language Skill entry. The member must obtain a passing score on a Defense Language Proficiency Test (DLPT) and the unit ESO (with CGFTESO Role) must update the member's Foreign Language Test Results for the member to be eligible for FLPB. 2. Click the drop-down menu next to the Proficiency field and select the proficiency. Select the FLP Proficiency Code that matches the member's Proficiency Level (Except in the case of a member with a Linguist 1 or Linguist 2 proficiency level who filling a unit Interpreter allocation, select "Intrptr4" for these members). Refer to the procedures in Part II, Pay Entitlements, Chapter 11, Special and Incentive Pay, Sec. H, FLPP, for more information. **Note:** A member cannot be entitled to both SDAP and Foreign Language Proficiency Pay for the same drill.

Continued on next page

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>
<table>
<tr><th>Field</th><th>Description/Entry</th></tr>
<tr><td>Send to Emplid (optional)</td><td>The reservist's employee ID is displayed. An email, similar to the following will be sent to notify the supervisor or member (items in bold replaced with the name of the person who entered/approved the drill, the drill date and the member's name and employee ID):
"LastName, FirstName, MI. has scheduled/modified an IDT drill that begins on YYYY-MM-DD for LastName, FirstName, MI (emplid XXXXX). If you need to review or revise this drill, you should do so in Direct Access."</td></tr>
<tr><td>Email Address (optional)</td><td>If the reservist has an email address entered in Direct-Access, the email address should automatically display. If no email address is displayed, enter the member's email address. You can also override the address displayed by typing another one in its place or add an additional address by separating the entries with semicolons. Example: "reservist@cgunit.uscg.mil;supervisor@uscg.mil"

Warning: Do not use a non USCG.MIL/DHS.GOV address. Directing system-generated emails to personal accounts hosted by internet service providers is prohibited.</td></tr>
<tr><td>Comments (optional)</td><td>You may enter comments in this section if desired.</td></tr>
</table>
</td></tr>
<tr><td>6</td><td>Carefully review the data you have entered before saving this transaction. Be absolutely sure all that all the data is correct and that you have not made any typographical errors. Be sure you entered the correct employee ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help.

Click the Save button to save your work. If any error messages display, make the required corrections and click the save button again.</td></tr>
<tr><td>7</td><td>You will receive the following confirmation message if no errors were found.

Click OK to continue.</td></tr>
</table>

Scheduling Multiple Drills (Commands and SPOs)

Introduction

The ***Schedule Multiple Drills*** page provides commands (members with the **Reserve IDT** or *Command User* role) and SPOs with a summary of drill activity for assigned reservists and the ability to schedule drills for multiple members at one time. Unlike the Schedule Individual Drills page, the Multiple Drills page does not send an email to the member when drills are scheduled. Notification must be done separately.

Procedures

Start Internet Explorer, sign into Direct Access (note, see the Signing In topic in the Using Direct Access section if you need help getting started) and follow these steps to complete this procedure.

Note: Before scheduling a drill, verify that the drill date(s) do not conflict/overlap with the starting or ending dates of any ADT period (R990) that the member will start/will complete. Jumps will not allow the IDT drill to process if the proposed drills conflict with any other reserve orders.

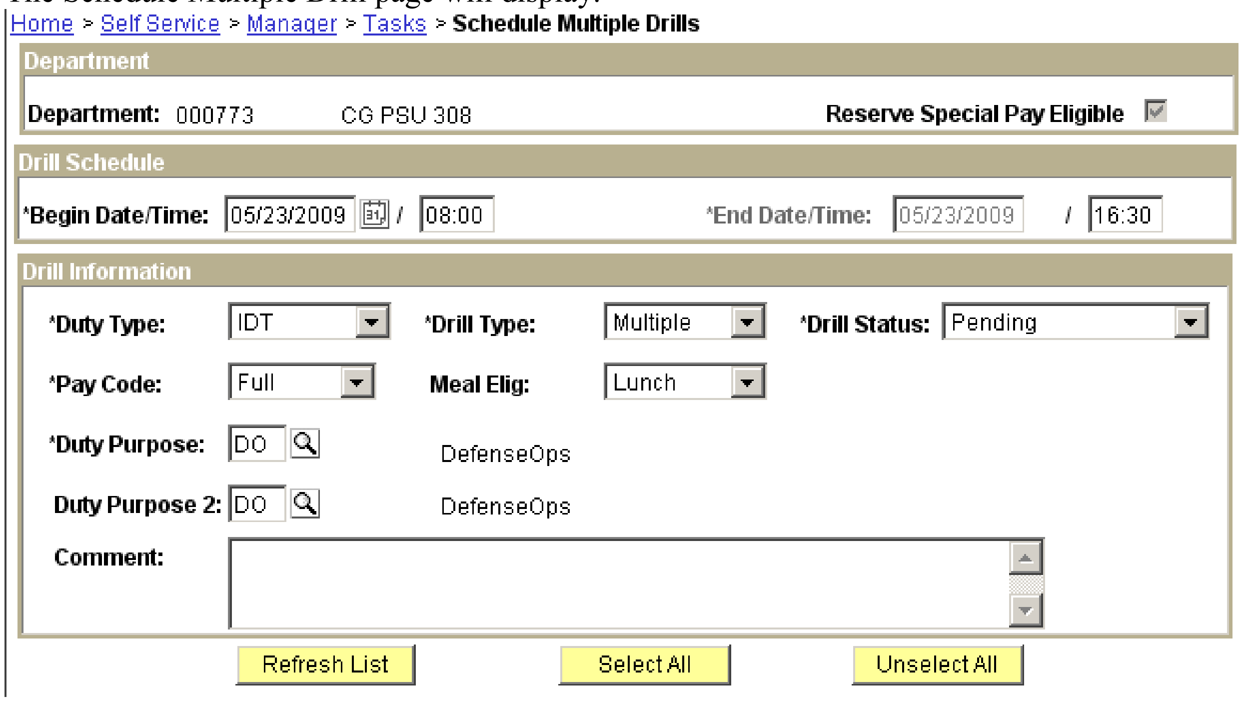
Step	Action
1	Select menu items in the following order (note, see the Basic Navigation topic for help on using menus): Command Users: • Home > Self Service > Manager > Tasks >**Schedule Multiple Drills** HRS/SPO Users: • Home > Develop Workforce > Administer Training (GBL) > Use > **Schedule Multiple Drills**
2	Enter the department ID number and click the Search button.
3	The department's drill summary will display. The summary shows current fiscal year drill activity for all reservists assigned to the department. The summary is sorted by drill date. The twenty most recent drills will be displayed, click the View All link to display additional drills. • Drills summary data fields: Rank Name EmplID Duty Type Begin Date/Time End Date/Time Type Pay Meal Eligibility * Status ****Dt Passed*** in the status field indicates the drill date has passed and no action to approve the drill has been initiated. All drills with this status should be reviewed and updated as soon as possible.
4	Click the Add/Schedule New Drill button to schedule a drill.

Continued on next page

Scheduling Multiple Drills (Commands and SPOs), Continued

Procedures (continued)

Step	Action
5	The Schedule Multiple Drill page will display.


Home > Self Service > Manager > Tasks > Schedule Multiple Drills

Department

Department: 000773 CG PSU 308 Reserve Special Pay Eligible

Drill Schedule

*Begin Date/Time: 05/23/2009 / 08:00 *End Date/Time: 05/23/2009 / 16:30

Drill Information

*Duty Type: IDT *Drill Type: Multiple *Drill Status: Pending

*Pay Code: Full Meal Elig: Lunch

*Duty Purpose: DO DefenseOps

Duty Purpose 2: DO DefenseOps

Comment:

Refresh List Select All Unselect All

Complete the data fields as indicated below:

Field	Description/Entry
Department	Shows Department ID Number and unit short title.
Reserve Special Pay Eligible	A check mark will appear in this field if the unit that has been designated by COMDT (CG-131) as eligible for Reserve Special Pay.
Begin Date/Time	Enter date. Display a calendar by clicking on the calendar button. Enter the time using military format (ex. 0800). (Note: Time is for display purposes only).
End Date/Time	The end date will default to the same date as the begin date. Enter the time using military format (ex. 1600). Single IDT -- 4 or more hours Multiple IDT -- 8 or more hours Readiness Management Period -- 3 -- 24 hours Funeral Honor Guard Duty -- 2 or more hours
Duty Type	Click the ▼ and select the duty type from the list. (see table below)

Code	Purpose
RMP	Readiness Management Period (formerly Appropriate Duty) Note: When selecting this duty type you will receive a warning message, informing you of the requirements and limitations for appropriate duty/RMP drills. Click "OK" to dismiss the message after you have read it.
Funeral Dt.	Funeral Honors Duty
IDT	Inactive Duty for Training

Continued on next page

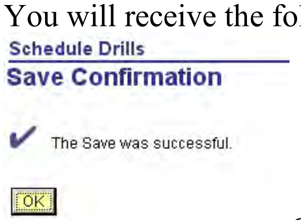
Procedures (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5 (Con't)</td><td>
<table>
<tr><th>Field</th><th>Description/Entry</th></tr>
<tr><td>Drill Type</td><td>Click the and select the drill type from the list. Note: Only selectable when the Duty Type (above) is set to IDT all other types are set to Single Drill type.
<table>
<tr><th>Code</th><th>Purpose</th></tr>
<tr><td>+Funeral</td><td>Represents the combination of an IDT Single Drill and a Funeral Honors Duty Drill performed on the same day.</td></tr>
<tr><td>Single</td><td>A single drill</td></tr>
<tr><td>Multiple</td><td>Two single drills performed on the same day.</td></tr>
</table></td></tr>
<tr><td>Drills Status</td><td>Click the and select the drill status from the list.
<table>
<tr><th>Status</th><th>Use When</th></tr>
<tr><td>Cancelled</td><td>The scheduled drill is cancelled.</td></tr>
<tr><td>Completed</td><td>The drill has been completed and is approved for payment (if applicable) and points.</td></tr>
<tr><td>Mbr Rqst</td><td>The drill date and time were schedule by the member using self-service.</td></tr>
<tr><td>Pending</td><td>Drill has not been completed yet - indicates a drill has been scheduled & the supervisor has authorized the drill.</td></tr>
<tr><td>Unexcused</td><td>Member does not report for a scheduled drill.</td></tr>
</table></td></tr>
<tr><td>Pay Code</td><td>Click the and select the pay code from the list.
<table>
<tr><th>Code</th><th>Purpose</th></tr>
<tr><td>Full</td><td>Pay is authorized for both periods of a multiple drill.</td></tr>
<tr><td>Half</td><td>Pay is authorized for a single drill or, when the Drill Type is Multiple, pay is authorized for only one period (e.g. A non-pay and paid drill performed on the same day).</td></tr>
<tr><td>None</td><td>A single or multiple drill is performed for points only.</td></tr>
</table></td></tr>
<tr><td>Meal Elig</td><td>Click the and select the meal eligibility type from the list (only selectable when the Drill Type is Multiple). Refer to ALCOAST 337/07.
(*) Enlisted personnel only.
<table>
<tr><th>Code</th><th>Purpose</th></tr>
<tr><td>*All Meals</td><td>Authorized payment for all three meals</td></tr>
<tr><td>*Breakfast</td><td>Authorized payment for breakfast only</td></tr>
<tr><td>*Brk & Lnch</td><td>Authorized payment for breakfast and lunch only</td></tr>
<tr><td>*Lnch & Sup</td><td>Authorized payment for lunch and supper only</td></tr>
<tr><td>*Lunch</td><td>Authorized payment for lunch only</td></tr>
<tr><td>*Mess Avail</td><td>Government messing is available for authorized meals during this drill period.</td></tr>
<tr><td>None</td><td>Not authorized payment for meals</td></tr>
<tr><td>*Supper</td><td>Authorized payment for supper only</td></tr>
</table></td></tr>
</table>
</td></tr>
</table>

Continued on next page

Scheduling Multiple Drills (Commands and SPOs), Continued

Procedures (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5 (cont.)</td><td>
<table>
<tr><th>Field</th><th>Description/Entry</th></tr>
<tr><td>Duty Purpose 1</td><td>Click the ▼ and select the duty purpose code from the list. Click here to see a list of valid codes.</td></tr>
<tr><td>Duty Purpose 2</td><td>Click the ▼ and select the duty purpose code from the list
Note: This field only needs to be completed if the drill type is Multiple.</td></tr>
<tr><td>Comments (optional)</td><td>You may enter comments in this section if desired.</td></tr>
</table>
</td></tr>
<tr><td>6</td><td>Click [Refresh List] button to generate a list of currently assigned reservists.</td></tr>
<tr><td>7</td><td>Click the [Select All] button to apply the drill to all of the members listed (Click the [View All] link or use the arrow buttons to display additional records). Scroll through the list and remove the check mark (by clicking in the selected column) from next to the names of any members who are not scheduled for or who did not complete this drill. Alternatively, you may click the [Unselect All] button, then scroll through the list and add a check mark next to the names of members.
All drill information must be the same for everyone selected, with the following exceptions:
Officers' meal code will default to NONE regardless of the selection.
You can create the drill here and modify them as needed in the individual "Schedule Drill" function if that is easier.
Carefully review the data you have entered before saving this transaction. Be absolutely sure that all the data is correct and that you have not made any typographical errors. Be sure you entered the correct department ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help.</td></tr>
<tr><td>8</td><td>Click the [Save] button. If any error messages display, make the required corrections and click the save button again. Review any warning messages and click the [OK] button to dismiss the message and proceed or [Cancel] to go back to editing the drill.</td></tr>
<tr><td>9</td><td>You will receive the following confirmation message if no errors were found.

Click OK to continue.</td></tr>
<tr><td>10</td><td>You will be returned to the drill summary page, click the [Add/Schedule New Drill] to schedule additional drills or use the menus to exit the application.</td></tr>
</table>

Viewing IDT Drill Information (Self-Service)

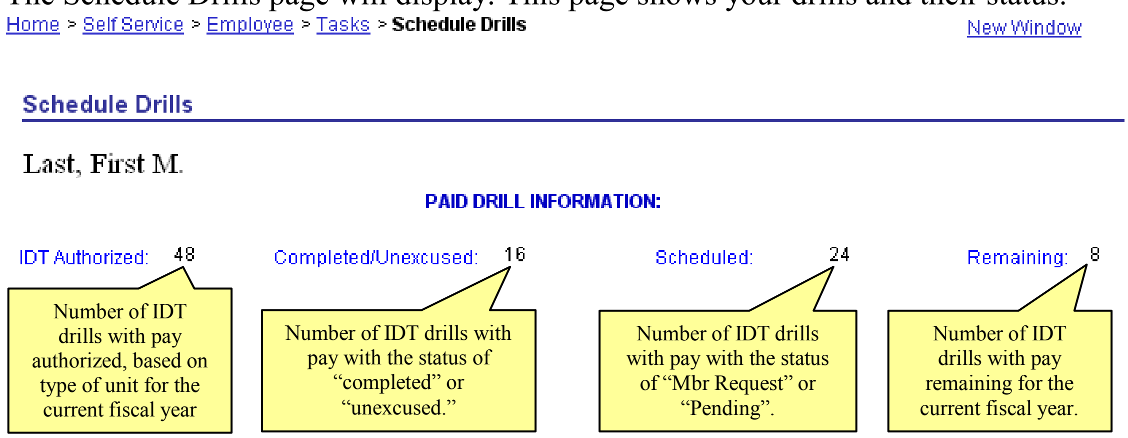
Introduction

This section provides the procedure for accessing and viewing IDT drill information using PeopleSoft Self-Service.

Procedures

This section provides the procedure for accessing and viewing IDT drill information using PeopleSoft Self-Service.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Select menu items in the following order (note, see the Basic Navigation topic for help on using menus):
Home > Self Service > Employee > Tasks >Schedule Drills</td></tr>
<tr><td>2</td><td>The Schedule Drills page will display. This page shows your drills and their status.



</td></tr>
<tr><td>3</td><td>Click the Edit button to view information on a previously scheduled drill.
Note: You can view all drill information, but you can only edit drill information if the drill date has not passed and the status is shown as "Mbr Requested". Refer to the Scheduling IDT Drills (self-service) instructions if you need to edit drill information.
You can view completed drills after clicking "OK" to dismiss the warning message (shown below), which displays when you access a completed drill.

</td></tr>
<tr><td>4</td><td>Click the Return to Drill Summary Page link at the bottom of Schedule Drill Detail page when you are finished viewing a drill.</td></tr>
</table>

Scheduling IDT Drills (Self-Service)

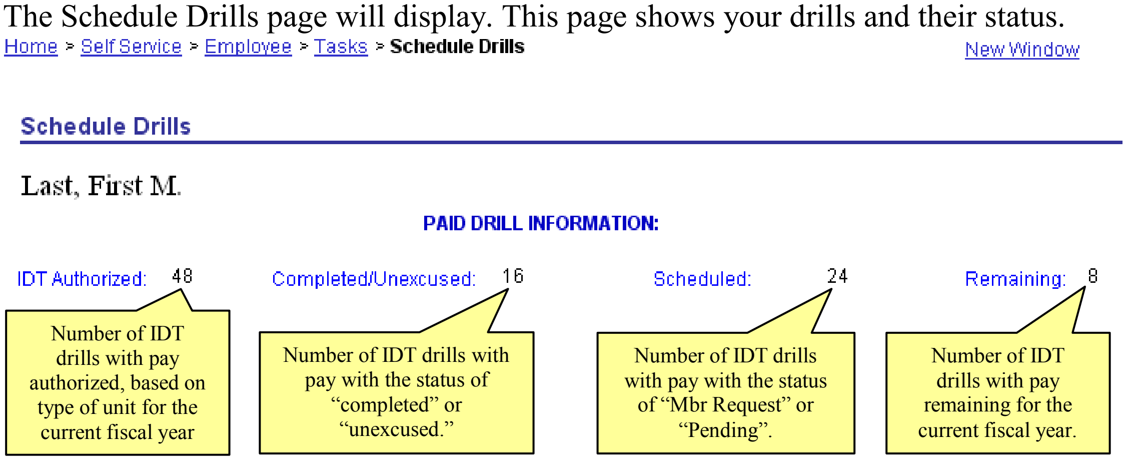
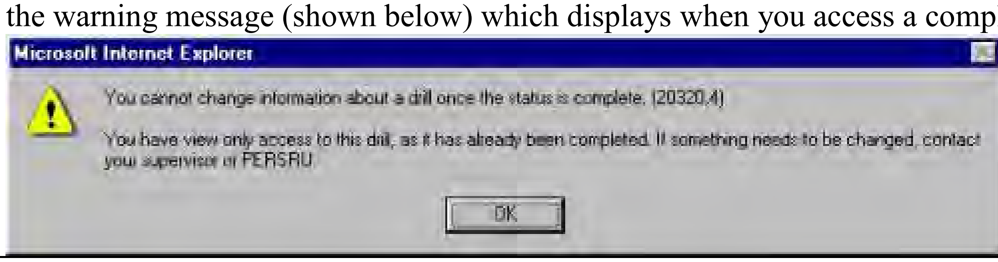
Introduction

This section provides the procedure for scheduling and editing IDT drills using Direct Access Self-Service.

- The reservist, supervisor (authorized "Reserve IDT or *Command User*") or PERSRU ("CGHRS" Role) may schedule, or edit a drill up to and including the drill day. After the drill day, only the supervisor or PERSRU may schedule, edit, un-excuse or cancel the drill. Reservists, supervisors and SPOs may also schedule drills for future dates.

Procedures

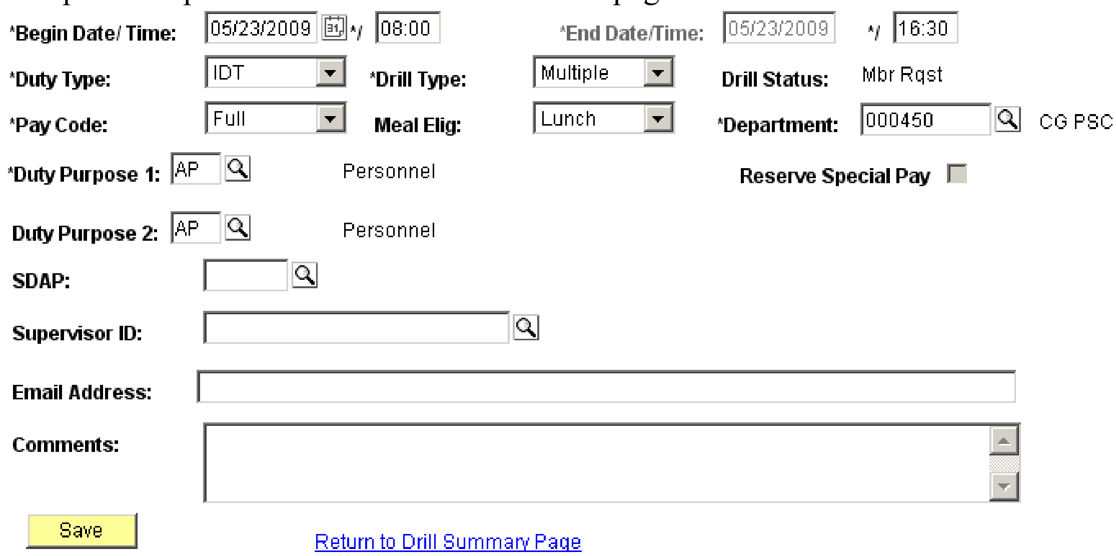
Start Internet Explorer, sign into PeopleSoft (note, see the Signing In topic in the Using PeopleSoft section if you need help getting started) and follow these steps to complete this procedure.

Step	Action
1	Select menu items in the following order: Home > Self Service > Employee > Tasks >**Schedule Drills**
2	The Schedule Drills page will display. This page shows your drills and their status. 
3	Click the Add/Schedule New Drill button to schedule a drill or click the Edit button to view information on a previously scheduled drill. **Note**: You can view all drill information, but you can only edit drill information if the drill date has not passed. You can view completed drills after clicking "***OK***" to dismiss the warning message (shown below) which displays when you access a completed drill. 

Continued on next page

Scheduling IDT Drills (Self-Service), Continued

Procedures (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>
Complete or update the Schedule Drills Detail page to schedule a drill.


Note: Only Supervisors who are authorized "Command Users" will appear in the Supervisor ID lookup listing.
Complete the fields as described in this table.
<table>
<tr><th>Field</th><th>Description/Entry</th></tr>
<tr><td>Begin Date/Time</td><td>Enter date. Display a calendar by clicking on the calendar button. Enter the time using military format (ex. 0800). (Note: Time is for display purposes only).</td></tr>
<tr><td>End Date/Time</td><td>The end date will default to the same date as the begin date. Enter the time using military format (ex. 1600).
Single IDT -- 4 or more hours
Multiple IDT -- 8 or more hours
Readiness Management Period -- 3 -- 24 hours
Funeral Honor Guard Duty -- 2 or more hours</td></tr>
<tr><td>Duty Type</td><td>Click the and select the duty type from the list.
<table>
<tr><th>Code</th><th>Purpose</th></tr>
<tr><td>RMP</td><td>Readiness Management Period (formerly Appropriate Duty)
Note: When selecting this duty type you will receive a warning message, informing you of the requirements and limitations for appropriate duty/RMP drills. Click "OK" to dismiss the message after you have read it.</td></tr>
<tr><td>Funeral Dt.</td><td>Funeral Honors Duty</td></tr>
<tr><td>IDT</td><td>Inactive Duty for Training</td></tr>
</table>
</td></tr>
</table>
</td></tr>
</table>

Continued on next page

Procedures (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>
<table>
<tr><th>Field</th><th>Description/Entry</th></tr>
<tr><td>Drill Type</td><td>Click the and select the drill type from the list. Note: Only selectable when the Duty Type (above) is set to IDT all other types are set to Single Drill type.
<table>
<tr><th>Code</th><th>Purpose</th></tr>
<tr><td>+Funeral</td><td>Represents the combination of an IDT Single Drill and a Funeral Honors Duty Drill performed on the same day.</td></tr>
<tr><td>Single</td><td>A single drill</td></tr>
<tr><td>Multiple</td><td>Two single drills performed on the same day.</td></tr>
</table>
</td></tr>
<tr><td>Drills Status</td><td>Displays the current status</td></tr>
<tr><td>Pay Code</td><td>Click the and select the pay code from the list.
<table>
<tr><th>Code</th><th>Purpose</th></tr>
<tr><td>Full</td><td>Pay is authorized for both periods of a multiple drill.</td></tr>
<tr><td>Half</td><td>Pay is authorized for a single drill or, when the Drill Type is Multiple, pay is authorized for only one period (e.g. A non-pay and paid drill performed on the same day).</td></tr>
<tr><td>None</td><td>A single or multiple drill is performed for points only</td></tr>
</table>
</td></tr>
<tr><td>Meal Elig</td><td>Click the and select the meal eligibility type from the list (only selectable when the Drill Type is Multiple).

Commuters arriving night before drill.
(1st Day All meals with 2nd Day Breakfast and Lunch)
Stay overnight between drills.
(1st Day Lunch and Supper with 2nd Day Breakfast and Lunch)
Worked past 1800 (Supper)
Local reservists and commuters not staying overnight (Lunch)

Note: ALCOAST 337/03 provides the subsistence policy for IDT drills.
<table>
<tr><th>Code</th><th>Purpose</th></tr>
<tr><td>*All Meals</td><td>Authorized payment for all three meals</td></tr>
<tr><td>*Breakfast</td><td>Authorized payment for breakfast only</td></tr>
<tr><td>*Brk & Lnch</td><td>Authorized payment for breakfast and lunch only</td></tr>
<tr><td>*Lnch & Sup</td><td>Authorized payment for lunch and supper only</td></tr>
<tr><td>*Lunch</td><td>Authorized payment for lunch only</td></tr>
<tr><td>*Mess Avail</td><td>Government messing is available for authorized meals during this drill period.

Note: (1) Do not use if members are required to pay for their meals at the dining facility. This code is only used when the meals are provided at no charge (e. g. On a vessel or other essential messing unit.).
(2) ENLISTED RESERVISTS PERFORMING IDT WITH PAY ON A CAREER SEA PAY-ELIGIBLE VESSEL WITH AN APPROPRIATED FUND (APF) DINING FACILITY ABOARD SHALL RECEIVE SUBSISTENCE-IN-KIND (SIK).</td></tr>
<tr><td>None</td><td>Not authorized payment for meals</td></tr>
<tr><td>*Supper</td><td>Authorized payment for supper only</td></tr>
</table>
(*) Enlisted personnel only</td></tr>
</table>
</td></tr>
</table>

Continued on next page

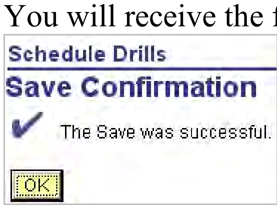
Scheduling IDT Drills (Self-Service), Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>
<table>
<tr><th>Field</th><th>Description/Entry</th></tr>
<tr><td>Department</td><td>Enter the department ID of the unit where the drill will be performed. Defaults to the member’s currently assigned department. Use the button to look up other dept IDs.

Note: Do not choose DeptID = 002037 (Unknown Unit).</td></tr>
<tr><td>Duty Purpose 1</td><td>Click the and select the duty purpose code from the list. Click here for a listing of valid codes.</td></tr>
<tr><td>Duty Purpose 2</td><td>Click the and select the duty purpose code from the list
Note: This field only needs to be completed if the drill type is Multiple. Click here for a listing of valid codes.</td></tr>
<tr><td>Reserve Special Pay</td><td>A check mark will appear in this field if the member is assigned to a unit that has been designated by COMDT (CG-131) as eligible for Reserve Special Pay. This field is read only and cannot be modified by the member.</td></tr>
<tr><td>SDAP</td><td>Special Duty Assignment Pay. Effective 1 October 2003 SDAP may be paid to qualified reservists for IDT/RMP drills. Enter the SDAP Earnings Type Code in the SDAP field to request payment. Click the to locate valid codes.

Note: A member cannot be entitled to both SDAP and Foreign Language Proficiency Pay for the same drill.</td></tr>
<tr><td>Supervisor ID</td><td>Enter the employee ID number of the person (must be and authorized "Reserve IDT or Command User") who will be approving the drill or click on the magnifying glass ( ) to invoke the ID lookup page.</td></tr>
<tr><td>Email Address</td><td>If your Supervisor has an email address entered in Direct-Access, the email address should automatically display after you enter the ID in the Supervisor ID field and move to this field. If no email address is displayed, enter your Supervisor's email address.

Warning: Do not use a non USCG.MIL/DHS.GOV address. Directing system-generated emails to personal accounts hosted by internet service providers is prohibited.</td></tr>
<tr><td>Comments</td><td>You may enter comments in this section if desired.</td></tr>
</table>
</td></tr>
<tr><td>5</td><td>Click the Save button to save your work. If any error messages display, make the required corrections and click the save button again.</td></tr>
<tr><td>6</td><td>You will receive the following confirmation message if no errors were found.

Click OK to continue.
An email will be sent to the supervisor for drill authorization</td></tr>
</table>

IDT Drill Purpose Codes

IDT Drill Purpose Codes		
Contingency = Planning/Preparedness		
CODE	LONGNAME	SHORTNAME
BA	Boating Safety Activity	BoatSafety
BC	Boating Safety Contingency	BoatContin
DC	Defense Contingency	Def Contin
DO	Defense Operation	DefenseOps
GL	Great Lakes - Summer Stock	SummerStoc
IO	Ice Operation	Ice Ops
LC	Law Enforcement Contingency	LE Conting
LE	Law Enforcement	LE Ops
MC	Environmental Contingency	MEP Contin
ME	Environmental Protection	MEP Ops
AB	Public & International Affairs	Pub Affair
AC	Contingency Preparedness	ContinPrep
AD	Research & Development	R & D
AE	Engineering & Logistics	Eng & Log
AF	Financial Mgmt Supply & Inv	F&S, Inven
AG	Operational Intelligence	Op Intel
AH	Civil Rights - General	Civ Rights
AI	Security, CMC, Publications	Security
AK	Health Services	Health Svc
AL	Legal - General	Legal Gen
AN	Short Rnge Aids to Navigation	ATON Ops
AP	Personnel Support	Personnel
AQ	Acquisition - General	Acquisitio
AS	Safety & Occupational Health	SafOccHlth
AT	Structured Training - General	Trng Gen
AW	Command, Control & Comms	C3
MI	Merchant Vessel Insptn & Doc	VslInspDoc
NC	Aids to Nav Contingency	ATONContin
NR	Radio Navigation	Radio Nav
OC	Olympic Games Support	Olympics
PC	Port Safety & Sec Contingency	PS Conting
PS	Port Safety & Security	PS Ops
SC	Search & Rescue Contingency	SAR Contig
SP	Space Program Support	Space Pgm
SR	Search & Rescue	SAR Ops
VT	Vessel Traffic Services	VTS

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Coast Guard Servicing Personnel Office Manual

Part VII, Reserve Unique Transactions

Chapter 4, Reserve Active Duty Orders

Overview

Purpose

This chapter provides the procedures to issue, approve and endorse Reserve Active Duty Orders. Terms used throughout this chapter will include Active Duty for Training (**ADT**), which includes IADT, ADT-AT and ADT-OTD orders, and Active Duty for Other Than Training (**ADOT**), which includes ADOS-AC, ADOS-RC and involuntary recall orders in Direct-Access.

References

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

Continued on next page

Overview, Continued

In this chapter The following topics are covered in this chapter:

Continued on next page

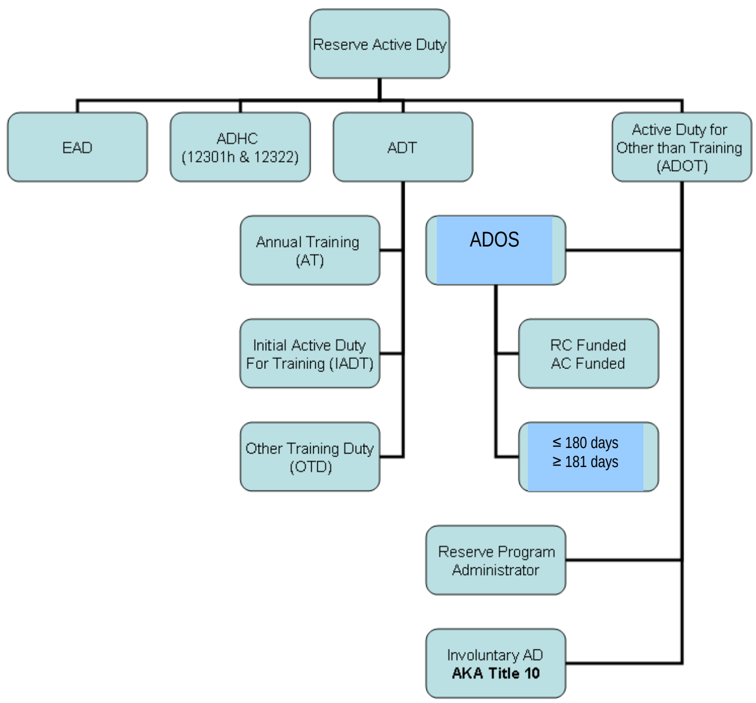
Key Points

Introduction

Keep the following key points in mind when issuing, approving or endorsing Reserve Orders:

Reserve Active Duty Orders Definitions and Type

This diagram shows the different categories of reserve active duty. Please see reference (a), Reserve Policy manual, COMDTINST M1001.28 (series), Chapter 3-A, for a complete explanation of each duty type.



Obligated Service

This transaction authorizes a new active duty period. In cases where a reserve enlisted member does not have sufficient reserve obligated service to cover the new period of active duty authorized, the member must either voluntarily extend, reenlist, or be involuntarily retained as appropriate, to ensure sufficient obligated service. In cases where a reserve officer does not have sufficient reserve obligated service to cover the new period of active duty authorized, contact CGPSC (rpm). It will be necessary for CGPSC (rpm) to submit an Officer Personnel Change Form in DA (Home > Develop Workforce > Career Management > Process > Change Exp Loss/AD Term Dt) to update the officer's reserve obligation.

Continued on next page

Key Points, Continued

Lump-Sum Leave Entitlement

When a reserve member's period of active duty of 30 or more consecutive days ends, they may sell leave earned while on active duty.

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

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

Reservists being released from active duty, without immediate reentry onto active duty within 24-hours, are allowed to carry a leave balance forward for payment at a later time (See Military Assignments and Authorized Absences, COMDTINST M1000.8 (series) (as modified by ALCOAST 519/11; SPECIAL LEAVE ACCRUAL PROGRAM UPDATE, R 081406Z NOV 11)

Basic Allowance for Housing (BAH) Policy

Please refer to reference (b), CG Pay Manual, Section 3.G.11 for policy on BAH entitlements for Reserve Component Members on Active Duty Orders.

BAH and Extensions to Orders

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

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

Continued on next page

Key Points, Continued

BAH and Extensions to Orders (cont'd)

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

BAH and Extensions -- Example 1:

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

$$\underbrace{30}_{\text{Number of days initially order to AD.}} + \underbrace{15}_{\text{Number of days added}} - \underbrace{16}_{\text{Number of days completed as of the date of the amendment.}} = \underbrace{29.}_{\text{Prospective remaining duty period.}}$$

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

To process this amendment, in Direct-Access, the user would enter the new end date in the *Actual Duty End Date* field on the *Record Arrive/Depart Info* tab of the Reserve Orders.

BAH and Extensions -- Example 2:

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

Continued on next page

Key Points, Continued

BAH and Extensions -- Example 2 (cont'd)

30 + 15 - 14 = 31.

Number of days initially order to AD.

Number of days added

Number of days completed as of the date of the amendment.

Prospective remaining duty period.

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

Warning! Do Not Execute any PCS Transfer Action While a Member is on Reserve Active Duty Orders

Do not process a Reserve Permanent Change of Station (PCS) (as described in Chapter 5 of this Part) when a Reservist is serving on any type of reserve active duty orders other than EAD. The PCS process will automatically shut down some of the member's pay entitlements (See Part IV, PCS Transfer, Chapter 4, PCS Pay entitlements Auto Stops and Starts). Wait until the member has completed the active duty order to complete the PCS endorsements.

Verifying a Reservist's Prior Active Duty

Introduction

This section provides the procedure for estimating the number of years of total combined active duty a reserve member has completed.

Discussion

Per reference (a), Coast Guard Reserve Policy Manual, COMDTINST M1001.28(series), 3-B-6b, Reservists shall not perform any type of active duty (except ADT-AT) if it will result in the member accumulating 16 years or more of combined active service, unless authorized. Reservists shall not perform any type of active duty (except ADT-AT) if it will result in the member accumulating 18 years or more but less than 20 years of combined active service, unless authorized.

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

Procedure

Years of combined active service are calculated in accordance with Appendix (c) of reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), by combining all prior active duty days, including prior service in an Active component, ADT and ADOT. Affiliation Points and points earned by performing inactive duty or by completion of correspondence courses are not used when calculating combined active service.

See Chapter 9, View Reserve Points, to access the member's points statement. Add up all previous active duty points (as described above), include any recent active duty if it is not yet reflected on the points page and the points for the number of days (1 point per day) of the proposed new active duty period.

If the total is equal to or more than 5840 (16 years) -- The member shall not perform any type of active duty except ADT-AT unless Commandant (CG-13) authorizes orders. If the total is equal to or more than 6570 (18 years) -- The member shall not perform any type of active duty except ADT-AT unless PSC (RPM) authorizes orders.

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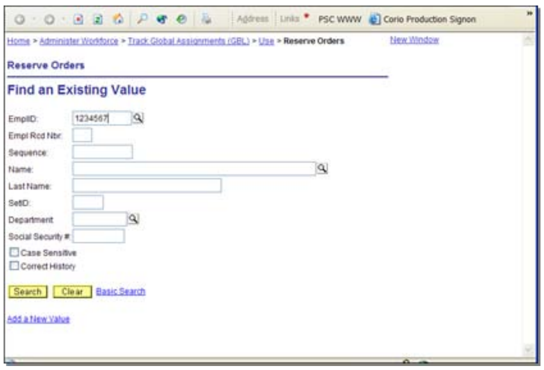
Issuing Orders (All types except IADT and EAD)

Procedure

Follow these steps to create a new reserve order.

Note: See page 19 for creating IADT orders and page 23 for creating EAD orders.

Step	Action
1	Log into the system and select the following menu items: Administer Workforce > Track Global Assignments (GBL) > Use > **Reserve Orders** Note: Reserve Orders can also be accessed using the Manage Reserve Member activity guide: Administer Workforce > Track Global Assignments (GBL) > Use > **Manage Reserve Member** Click the "*View/Complete Order Info*" link at the bottom of the activity guide page to go to the Reserve Orders Search record.
2	The Reserve Orders Search record will be displayed.  Enter the member's employee ID number in the EmplID field and click the Search button.

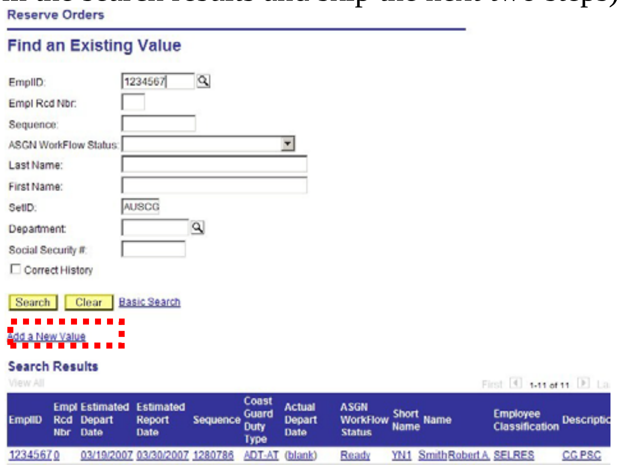
Continued on next page

Warning!

Do not process a Reserve Permanent Change of Station (PCS) (as described in Chapter 5 of this Part) when a Reservist is serving on any type of reserve active duty orders other than EAD. The PCS process will automatically shut down some of the member's pay entitlements (See Part IV, PCS Transfer, Chapter 4, PCS Pay entitlements Auto Stops and Starts). Wait until the member has completed the active duty order to complete the PCS endorsements.

Issuing Orders (All types except IADT and EAD), Continued

Procedure **(continued)**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>Review the search results to ensure a new order has not already been started (if one exists, select it from the search results and skip the next two steps).


<u>Search Results Fields:</u>
EmplID .... Employee ID Number
Empl Rcd Nbr................................. Record Number
Estimated Depart Date.................... Order start date
Estimated Report Date.................... Order end date
Sequence .... System Identifier
Coast Guard Duty Type .... Type of duty (ADT-AT, ADOS-AC, etc.)
Actual Depart Date.......................... Order start date (as endorsed by SPO)
ASGN WorkFlow Status:................. See About Orders' Status below
Short Name .... Rate/Rank
Name .... Member's name (Last,First MI)
Employee Classification .... Member's status
Description..................................... Department the Orders are designated to be performed at

<u>About Orders' Status:</u>
As Reserve Orders are created and processed the status will change from <u>Proposed</u> to <u>Ready</u> to <u>Enroute</u> and finally <u>Finished</u>.

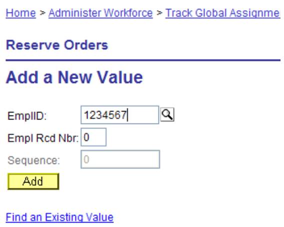
Proposed – Orders are in a request status.
Ready – Orders have been District/COMDT approved and assigned a TONO.
Enroute – The Actual Reporting and Departing Dates have been completed.
Finished – Long-Term: Orders are complete. A RELAD document will trigger a Finish for orders ADT over 139 days or ADOT over 180 days.
Short-Term: Order Status on Short-term orders to will always be 'Finished' when Approved and Actual dates entered.
Cancelled – Orders were cancelled, no further action is possible.</td></tr>
<tr><td>4</td><td>Click the "Add a New Value" link to continue.</td></tr>
</table>

Continued on next page

Issuing Orders (All types except IADT and EAD), Continued

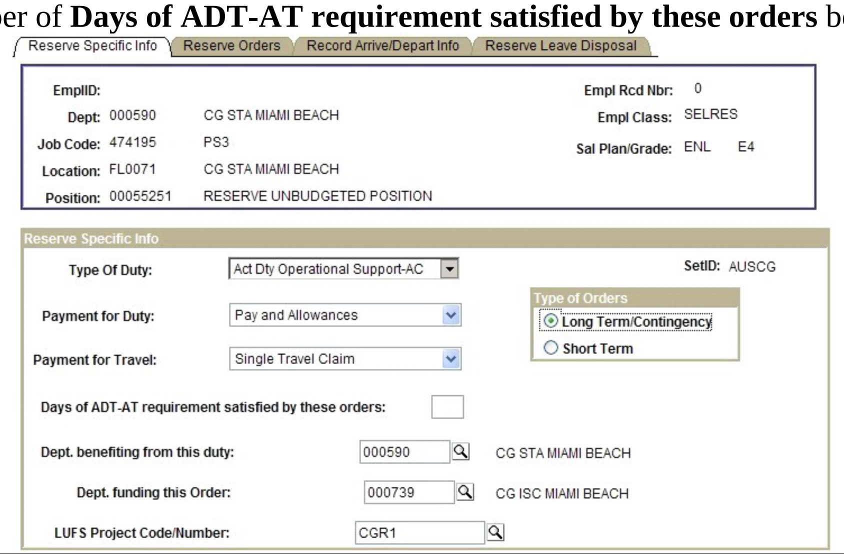
Procedure (Continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>The 'Add a New Value' page will display.



Enter the member's employee ID number in the EmplID field and click the Add button.</td></tr>
<tr><td>6</td><td>Complete the Reserve Specific Info tab by selecting the appropriate entries for the:

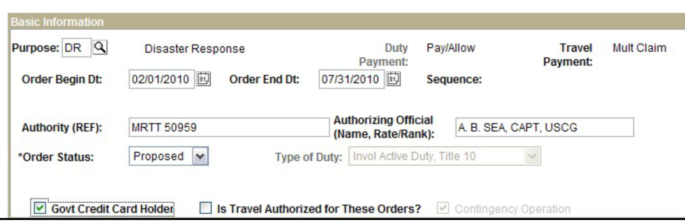
1. Type of Duty (Note: Not all of the options on the drop-down menu are valid for Reserve Orders.),
2. Payment for Duty,
3. Payment for Travel (None, Single Travel Claim (30 days or less), or Multiple Travel Claims (31 days or more))
4. and the Long Term/Contingency or Short Term option. If the duty is long-term (more than 139 days ADT or more than 180 days ADOT or ADOS-AC for a defense contingency operation) select "Long Term/Contingency". If the duty is short-term (less than 140 days ADT or less than 181) days ADOT, select "Short Term". Title 10 Recall orders will default to "Long/Term Contingency", Title 14 Recall, ADT-AT and ADT-OTD orders will default to "Short Term". The defaults cannot be changed.
5. See reference (a), Reserve Policy Manual, Section 4.A.3, for determining the number of Days of ADT-AT requirement satisfied by these orders box.


</td></tr>
</table>

Continued on next page

Issuing Orders (All types except IADT and EAD), Continued

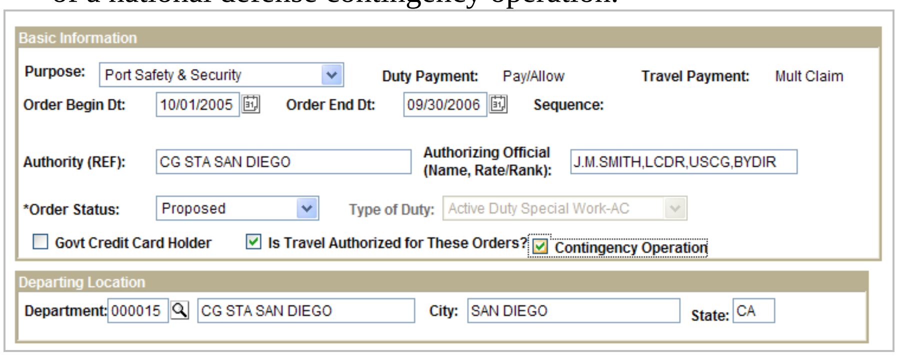
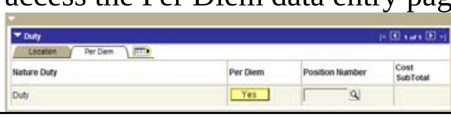
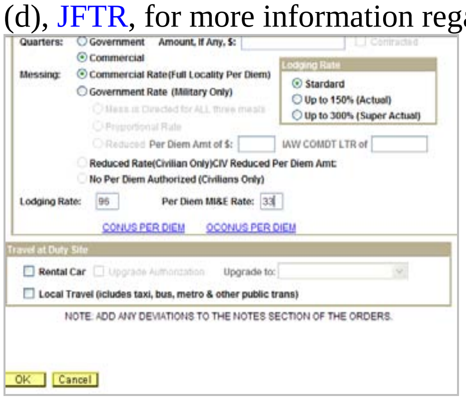
Procedure **(continued)**

Step	Action
6 Con't	**<u>Dept. benefiting from this duty:</u>** This field defaults to the member's current reserve duty site. If the member is performing duty at other than the normal drilling unit, **and the orders are not Involuntary/Voluntary Mobilization, Title-10**, you must enter the Duty Department ID. To look up the Dept ID click the button. **Note**: For Involuntary Mobilization, Title-10 orders and voluntary mobilization, ADOS-AC orders (issued for members who have completed 24 months of involuntary Title 10 duty and volunteer to remain or return to active duty for the same national defense contingency operation), the reporting site ("**<u>Dept. benefiting from this duty</u>**" field) will be the member's Inactive Duty for Training (IDT) site. Depending on the situation, reporting personnel may be reassigned to a different duty station <u>after going on Active Duty at their IDT site</u>. Separate TDY orders can be used for this purpose. Add an "Order Note" (remark) with the name and location of the unit the member will be performing TDY at. Travel and Per Diem computations should be based on the TDY local, not the IDT drill site. **<u>Dept. funding this order:</u>** This field defaults to the member's current District. For ADOS orders, enter the Department ID of the unit funding the order. For contingency orders, enter the appropriate Department ID if directed by the mobilization message. If none is specified, leave this field at its default value. 
7	Access the **Reserve Orders** tab (by clicking the tab title or the link at the bottom of the page). Complete the following items in the Basic Information section: 1. Purpose field *(Click the lookup button to search for valid codes)* 2. Order Begin Dt field (If any travel time of more than 24 hours is authorized, this is the date member departs home enroute to duty site. Otherwise, it is the date (NLT 2400 Hrs.) the member is scheduled to report for duty). 3. Order End Dt field (Last day of Active Duty under this order, include any authorized travel time of more than 24 hours.). 4. Authority (REF) field (e.g. Cite the message (DTG) or memo authorizing the AD and for mobilization orders the MRTT-RTN (The MRTT-RTN will be a nine digit number (e.g., 15336-0030). 

Continued on next page

Issuing Orders (All types except IADT and EAD), Continued

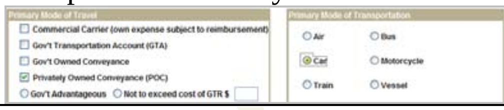
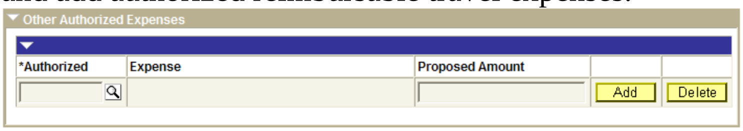
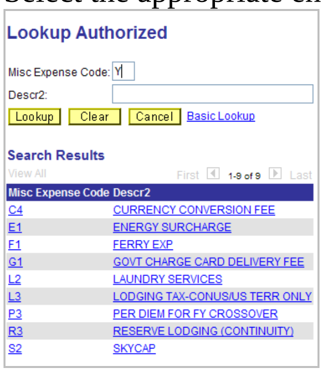
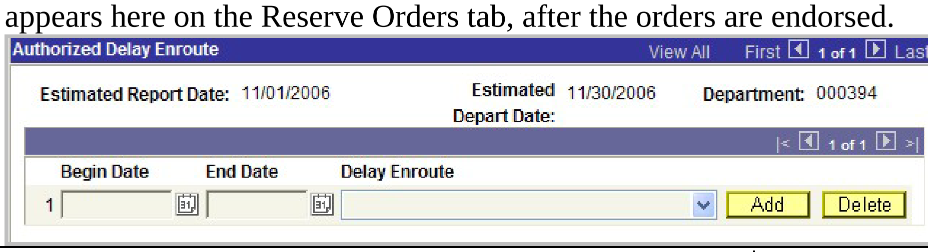
Procedure **(continued)**

Step	Action
8	Mark the following checkboxes **as applicable**: 1. Gov't Credit Card Holder 2. Is Travel Authorized for These Orders? 3. Contingency Operation (Required for mobilization orders) (See instructions on page 27 for detail on completing the Contingency/Disaster Data tab). This field will be marked, by the system, for Title 10 and Title 14 orders types. The user must mark the field for voluntary ADOS-AC orders when the duty is in support of a national defense contingency operation.  Note: The Departing Location, Department ID and Description default to the member's currently assigned drill unit and must not be changed.
9	Click the **Per Diem** tab in the Duty section of the orders and click the **Yes** button to access the Per Diem data entry page. Leave all the other fields in this section blank. 
10	The Per Diem data entry page will open. Complete the Quarters and Messing, and if applicable, Lodging and Per Diem rates. You may also use this page to authorize a rental car, rental car upgrade, and local travel. See reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), Chapters 2 and 11 and reference (d), JFTR, for more information regarding travel and per diem entitlements.  Click the OK button to return to the **Reserve Orders** tab.

Continued on next page

Issuing Orders (All types except IADT and EAD), Continued

Procedure **(continued)**

Step	Action
11	Complete the Primary Mode of Travel and Primary Mode of Transportation sections 
12	Click the lookup [ ] icon in the **Other Authorized Expenses** section to search for and add authorized reimbursable travel expenses.  Select the appropriate entry from the list.  Enter the proposed amount. Click the Add button to authorize additional items (repeat search and selection procedure and enter the proposed amount for each entry). See reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), Chapters 2 and 11, and reference (d), JFTR, for more information regarding travel and per diem entitlements. **Note:** The **Authorized Delay Enroute** section should be left blank. This information is entered on the **Record Arrive/Depart Info** tab, by the SPO, and appears here on the Reserve Orders tab, after the orders are endorsed. 
13	Scroll to the bottom of the page and click the Order Notes button. **Note:** Orders issued in conjunction with mobilization shall specifically state that the member is on active duty in support of a contingency operation. See reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), Chapter 11, for more information on required entries.

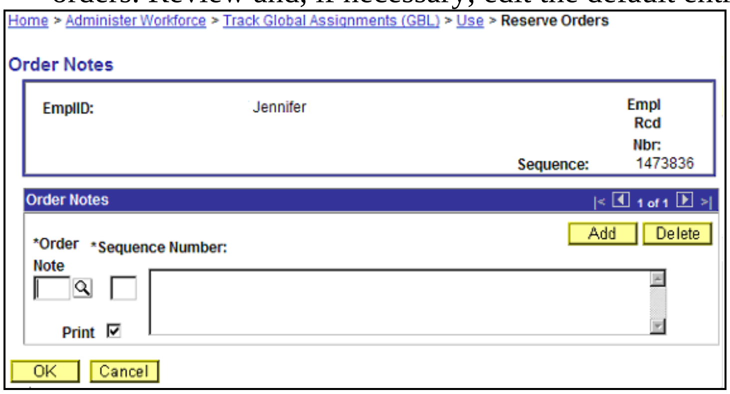
Continued on next page

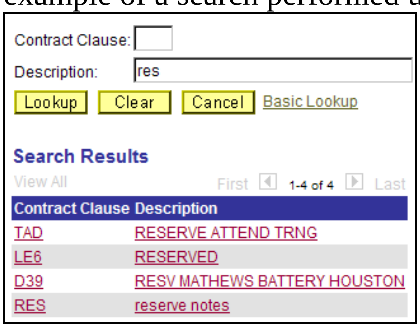
Issuing Orders (All types except IADT and EAD), Continued

Procedure **(continued)**

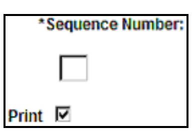
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>14</td><td>
Search for and select notes to add to the orders.

Order Notes are printed on the physical orders. Click the button to search for order notes.
All Order Notes are editable.
Default notes are added by the system. The entries vary based on the type of orders. Review and, if necessary, edit the default entries.



There are hundreds of Order Notes. Performing a search using the Description field is the most efficient way to cut the number down. The below screen shows an example of a search performed using RES as a description.


The Sequence Number is a required field. The number indicates the sequence that the notes will appear on the orders.

Click the Print check box if you want the notes to appear on the printed orders.


Use the Add button to insert additional notes.
</td></tr>
</table>

Continued on next page

Issuing Orders (All types except IADT and EAD), Continued

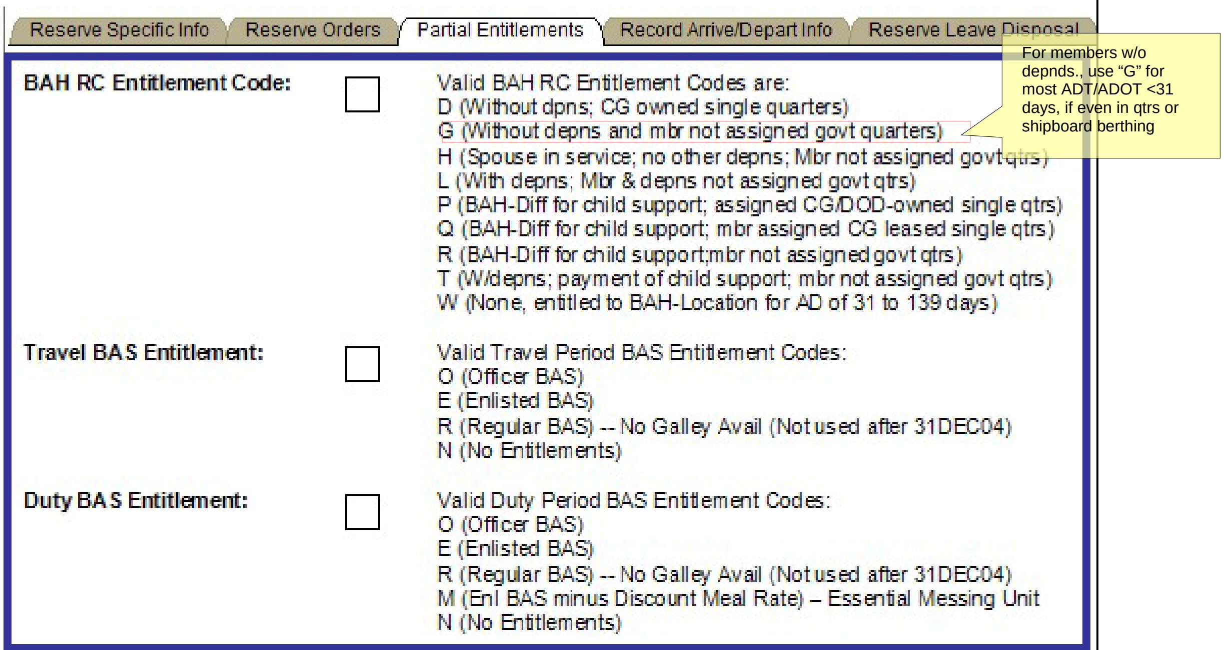
Procedure (Continued) **(continued)**

Step	Action
15	Click the OK button to return to the Reserve Orders tab.
16	Create and enter accounting data for travel, Pay & Allowances and FICA for short-term ADOS-AC or PCS for long-term ADOS-AC, if needed. See page 30.
17	If these orders are for a contingency (Involuntary recall to AD or voluntary ADOS-AC recall, Title 10 U.S.C) or are for more than 139 ADT/180 ADOT days (the **Long Term/Contingency** option was selected in Step 6), the SPO will administer the member's pay entitlements. See the SPO Procedures section, beginning on page 49 for more information. If **Short Term** was selected in Step 6, enter the member's BAH-RC and BAS entitlements on the Partial Entitlements tab.  *The Partial Entitlement tab/link will only appear if the Partial Entitlements option was selection on the Reserve Specific Info tab (see Step 6).* • BAS entitlements for reservists on short term active duty are started using the **Partial Entitlements tab** on the reserve orders page. • BAH-RC entitlements for reservists on active duty for 30 or less days are started using the **Partial Entitlements tab** on the reserve orders page. • BAH/OHA entitlements for reservists on active duty for 31 or more days are started, by the SPO, using the Employee Entitlements module (Home > Compensate Employees > Use > Maintain Entitlements). Enter BAH-RC code "W" on the Partial Entitlements tab to denote entitlement to BAH/OHA. See the SPO Procedures section, beginning on page 49 for more information. • BAS **and** BAH/OHA are started, by the SPO, using the Employee Entitlements module (Home > Compensate Employees > Use > Maintain Entitlements) for reservists on long term active duty. See the SPO Procedures section, beginning on page 49 for more information. • A single member on an ADOT period of 31 to 180 days or an ADT period of 31 to 139 days are considered on temporary duty (TDY) for BAH/OHA purposes. They are authorized a housing allowance based on their principal place of residence location zip code at the time called/ordered to active duty, appropriate to their dependency status (i.e. BAH/OHA without dependents, BAH/OHA with dependents based on payment of child support), even if the member is assigned to single-type Government quarters at the site where the active duty is performed.

Continued on next page

Issuing Orders (All types except IADT and EAD), Continued

Procedure **(continued)**

Step	Action
17 Con't	 Reserve Specific Info / Reserve Orders / Partial Entitlements / Record Arrive/Depart Info / Reserve Leave Disposal For members w/o depnds., use "G" for most ADT/ADOT <31 days, if even in qtrs or shipboard berthing **BAH RC Entitlement Code:** Valid BAH RC Entitlement Codes are: D (Without dpns; CG owned single quarters) G (Without depns and mbr not assigned govt quarters) H (Spouse in service; no other depns; Mbr not assigned govt qtrs) L (With depns; Mbr & depns not assigned govt qtrs) P (BAH-Diff for child support; assigned CG/DOD-owned single qtrs) Q (BAH-Diff for child support; mbr assigned CG leased single qtrs) R (BAH-Diff for child support;mbr not assigned govt qtrs) T (W/depns; payment of child support; mbr not assigned govt qtrs) W (None, entitled to BAH-Location for AD of 31 to 139 days) **Travel BAS Entitlement:** Valid Travel Period BAS Entitlement Codes: O (Officer BAS) E (Enlisted BAS) R (Regular BAS) -- No Galley Avail (Not used after 31DEC04) N (No Entitlements) **Duty BAS Entitlement:** Valid Duty Period BAS Entitlement Codes: O (Officer BAS) E (Enlisted BAS) R (Regular BAS) -- No Galley Avail (Not used after 31DEC04) M (Enl BAS minus Discount Meal Rate) – Essential Messing Unit N (No Entitlements) BAH RC and BAS will automatically start and stop based on the duty dates. Other entitlements, such as, BAH, OHA, OUTCONUS COLA, Career Sea Pay, and Special Duty Assignment Pay, must be started and stopped, by the SPO, using the Employee Entitlements module (Home > Compensate Employees > Use > Maintain Entitlements). See the SPO Procedures section, beginning on page 49 for more information. SPOs must not record BAH **RC** or **BAS** in the Employee Entitlements module for reservists on non-contingency short term active duty. The system will insert the BAH RC and BAS entries AFTER the pay segments are started in JUMPS. Note: Use of BAS code "R" (Regular BAS) was discontinued on 1 Jan 2005. Code "E" should be used anytime an enlisted member is not required to use a government mess (e.g. Not assigned to an Essential Messing Unit) and during travel time.

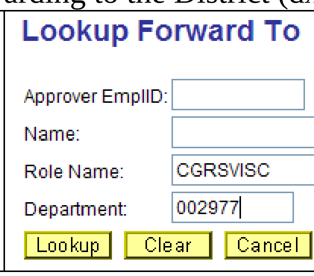
Continued on next page

Issuing Orders (All types except IADT and EAD), Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>18</td><td>Scroll down to and Click the Route For Approval button.

The request must now be routed to the District (dxr) for approval.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Approval Status</td><td>The Approval Status field is only active for District (dxr) personnel.</td></tr>
<tr><td>Approval Recommendation</td><td>The Approval Recommendation field is used for Supervisors/Command Users to note their recommendation before forwarding to the District (dxr).</td></tr>
<tr><td>Forward To</td><td>Enter the Employee ID of the District (dxr) person who will be Working, Reviewing or Approving these orders. You can also click on the lookup button to look up an Employee ID.

</td></tr>
<tr><td>Email Address</td><td>The e-mail address of the person selected in the “Forward To” block will auto-fill. Enter any additional e-mail address for others to receive notification of pending approval action. Separate multiple entries by a semicolon (;)</td></tr>
<tr><td>Approval Path</td><td>This field will show who the orders have been routed to.</td></tr>
<tr><td>Comments</td><td>Enter comments if desired. Comments are required if disapproval is recommend.</td></tr>
</table>

Click the OK button.</td></tr>
<tr><td>19</td><td>Click the Save button. The District (dxr) must review, enter contingency and accounting data and forward to SPO for pay transactions.</td></tr>
</table>

Creating IADT Orders

Introduction

IADT orders are issued to reservists who enlist under the RP, RK, or RL programs and to reservists coming from civilian status and attending OCS or ROCI.

The IADT orders will place the member in an active pay status (simply submitting the accession transactions alone will not place the member on active duty).

Reserve Member Status Change

For OCS or ROCI IADT submit a Reserve Member Status Change transaction on the day the member begins IADT to change the classification to “SELRES” and the Tra/Pay Cat to “F” (IADT). See Chapter 1 of this part of this manual for the procedure.

BAH for Members W/O Dependents

A RC member without dependents performing IADT is entitled to BAH if the member maintains a residence and continues to be responsible for rent, or owns the residence and provides proof of current housing payment liability. See CG PAYMAN 3-G-11.e.

Process and timing

For personnel accounting purposes, IADT orders for OCS, RK and RP accessions are issued as Long Term/PCS even if the duration less than 140 days. This does not entitle the member to PCS allowances. Members ordered to IADT will also be issued a Reserve PCS (No cost) order to update the member’s assigned unit. The PCS order must be endorsed prior to endorsing the IADT order. See page Chapter 5, Reserve Permanent Change of Station for more information on completing the endorsement PRIOR to endorsing the IADT order.

Procedure

Here are the steps for issuing IADT orders. Data fields, checkboxes and radio buttons not mentioned in this procedure should be left blank or at their default values.

Step	Action
1	Select the following menu items: Home > Administer Workforce > Track Global Assignments (GBL) > Use > **Reserve Orders**

Continued on next page

Creating IADT Orders, Continued

Procedure **(continued)**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>Click the 'Add a New Value' link, enter the Employee ID number and click the Add button.

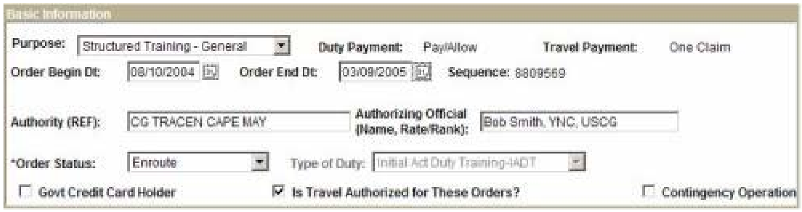

The Empl Rcd Nbr is now provided for you and will represent the uniformed employee classification.</td></tr>
<tr><td>3</td><td>The Reserve Orders page will display, click the Reserve Specific Info tab if it is not already open.

Complete the following data fields.
<table>
<tr><th>Field</th><th>Entry</th></tr>
<tr><td>Type of Duty</td><td>Select 'Initial Act Duty Training - IADT' from the drop-down list</td></tr>
<tr><td>Payment for Duty</td><td>Select 'Pay and Allowances' from the drop-down list</td></tr>
<tr><td>Payment for Travel</td><td>Select 'Single Travel Claim' from the drop-down list</td></tr>
<tr><td>Type of Orders</td><td>For IADT in connection with an OCS, RK/RP accession, select the “Long Term” entitlements option, regardless of the actual expected duration of the active duty. RK Phase II, and ROCI, IADT, mark Short Term if duty is less than 140 days.</td></tr>
<tr><td>Dept Benefiting from this duty</td><td>Completed by system with Department ID of member's current unit (traces back to the requisition number used in the accession), change to reflect the Department ID where the member will be assigned for IADT (TRACEN Cape May, Academy, etc.)</td></tr>
<tr><td>Dept. funding this Order</td><td>Defaults to the department ID of the District (dxr/dx) for the member’s unit. No need to change.</td></tr>
<tr><td>LUFS Project Code</td><td>Will be filled in by system. No need to change.</td></tr>
</table></td></tr>
</table>

Continued on next page

Creating IADT Orders, Continued

Procedure **(continued)**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>Click the Reserve Orders tab.


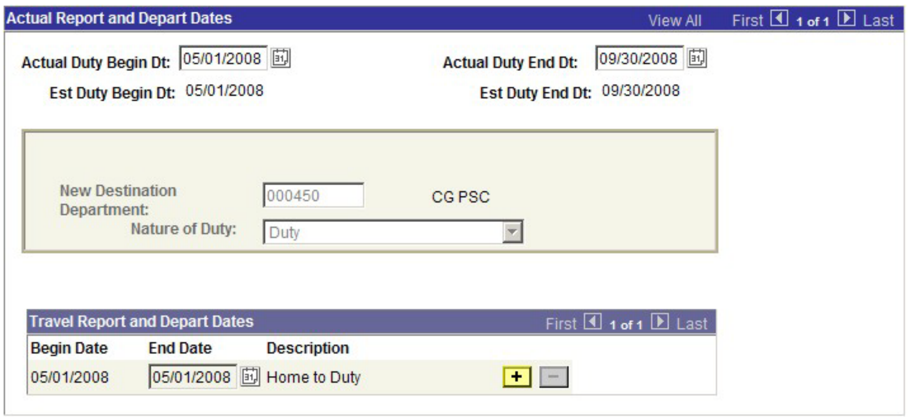
Complete the following data fields.
<table>
<tr><th>Field</th><th>Entry</th></tr>
<tr><td>Purpose</td><td>Select 'Structured Training-General' from the drop-down list.</td></tr>
<tr><td>Order Begin Dt</td><td>Enter the date the member is scheduled to begin travel to the IADT site. This is normally one day prior to the class convening date unless the member is traveling from O'CONUS and more than 1 day of travel time is authorized. Travel via POC is not authorized on accession orders.</td></tr>
<tr><td>Order End date</td><td>Enter the date the member will complete IADT and return home.
If these are long-term orders (RK/RP) the date must be more than 139 days from the begin date.</td></tr>
<tr><td>Authorizing Official</td><td>Enter the name of the person signing the orders.</td></tr>
<tr><td>Is Travel Authorized...?</td><td>Mark this checkbox.</td></tr>
</table>
</td></tr>
<tr><td></td><td>Warning: Do not make any entries in the Authorized Delay area at this time. This information will be entered on the next tab.</td></tr>
<tr><td>5</td><td>Complete the Partial Entitlements tab for short-term orders.
<table>
<tr><th>Field</th><th>Enter Code</th></tr>
<tr><td>BAH RC Entitlement Code</td><td>"W" if orders are for more than 30 days (in these cases BAH is administered via the "Employee Entitlements" menu.
For orders of 30 days or less, select the appropriate BAH code from the list AFTER reading CG PAYMAN 3-G-11</td></tr>
<tr><td>Travel BAS Entitlement</td><td>"E" Enlisted BAS.</td></tr>
<tr><td>Duty BAS Entitlement</td><td>For members attending Basic Training, ROCI or OCS enter "N"-No Entitlements (Per CG PAYMAN, 3.a(1) & (2) when an enlisted member is in recruit training or non-prior service member attending OCS/ROCI, then the BAS entitlement is none.).
For members attending Class "A" school, enter "M"-BAS/DMR. Refer to CG PAYMAN Sec. 3.a for additional guidance.</td></tr>
</table>
</td></tr>
<tr><td>6</td><td>Click the Route for Approval button. Click the drop-down menu next to Approval Status and select "Approved". If you do not have access the Approval Status drop-down menu, you must forward the orders to someone with the correct user role. Enter the approver's employee ID in the Forward To block, and their email address in the Email address block and Click OK.</td></tr>
</table>

Continued on next page

Creating IADT Orders, Continued

Procedure **(continued)**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>Click the 

button.</td></tr>
<tr><td>8</td><td>Click the Record Arrive/Depart Info tab (Note: The remaining steps cannot be completed unless the order's approval status has been set to "Approved" and the order has been saved.


a. Complete the "Actual Duty Begin Dt" field with the date the member enlisted or was appointed (Same as 'Est Duty Begin Dt).
b. Complete the "Actual Duty End Dt" field with the date the IADT orders end.
Note: For long-term IADT orders, this date is not a 'hard' date even though the field is named "Actual Duty End Dt.", the date you enter here is merely an estimate of when the IADT will end. The Release from Active Duty (RELAD) process will close out the orders and update the field to reflect the real completion of IADT date.
c. Complete the 'Travel Report and Depart Dates" section by setting the Begin Date and End Date fields to match the Actual Duty Begin Dt/Date of Accession and selection "Home to Duty" from the drop-down menu.
d. Home to Duty row is pre-filled when Actual Duty Begin Dt is entered. You can change the End Date, but not the Begin Date.</td></tr>
<tr><td>8</td><td>Click Save to save the endorsement.</td></tr>
</table>

Creating EAD Orders – Assignment Officer Procedure

Introduction

Extended Active Duty (EAD) orders must be initiated in Direct-Access by a CGPSC Assignment Officer. Coast Guard EAD policy is contained in references (e) and (f).

Discussion

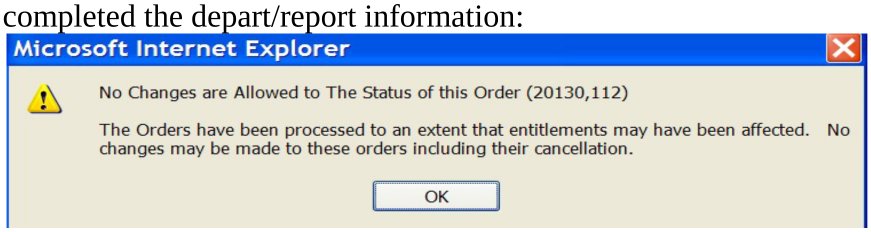
EAD orders in Direct-Access serve two important functions, they:

1. Bring the member onto active duty thereby entitling them to pay and allowances.
2. Provide authorization to make a PCS move from the place from which ordered to active duty to the new permanent duty station.

Previously two sets of orders were required to place the member on EAD and make the PCS transfer. First, a PCS order was issued, and then a separate EAD order was issued. This procedure combines the PCS and EAD orders into a single EAD authorization.

Correcting Existing PCS Orders

This procedure can also be used to correct an existing set of orders. However, corrections must be made before the SPO records the depart/report information. If changes are necessary after the depart/report information is entered by the SPO, the orders must be cancelled and new orders issued. This error will appear if changes are attempted after the SPO has completed the depart/report information:



Procedure

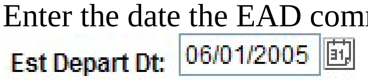
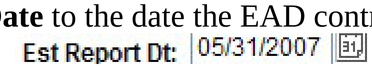
After a decision is made to authorize EAD (IAW reference (a), for officers or reference (b), for enlisted members) follow the normal *Make Assignment* (Succession Planning) process in Direct-Access.

Continued on next page

Creating EAD Orders – Assignment Officer Procedure, Continued

Procedure (cont'd)

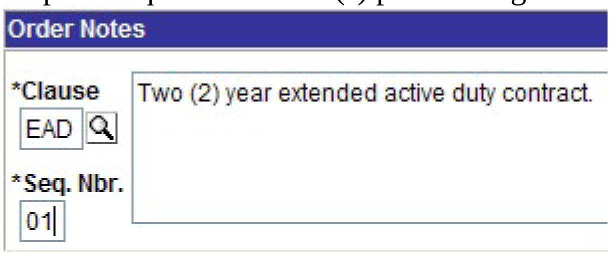
The EAD orders process is essentially the same as the active duty PCS process. There are a couple of small **but important** differences – You must change the Action/Reason code on the orders page to "**RSV**" and you must set the report and depart dates to span the entire EAD period.

Step	Action
1	Create a Succession Plan for the Position the Reservist is going to fill. Note: If correcting a set of orders, access the original succession plan in lieu of creating a new one.
2	Enter the applicant ID or, for current CG members, the employee ID number on the **Candidate** tab. (Note: If the employee ID field is not active (grayed out), click the **Initialize** button.)
3	Click the **Orders** button. The orders page will open in a new window.
4	Locate the **Action/Reason** field. • It will normally default to "**DPT**" as shown below:  • Change the **Reason Code** to "**RSV**" for Reserve Active Duty Assignment. You can click the lookup icon to search for and select the code or just enter in the space. • When completed the **Action / Reason** section will look like this: 
5	Enter the date the EAD commences in the **Est. Depart Date** field. 
6	Change the **Est. Report Date** to the date the EAD contract ends. *It will default to 30 days after the depart date*. 
7	Set the *__Status__ field to "***Apvd Std***" to approve the orders.

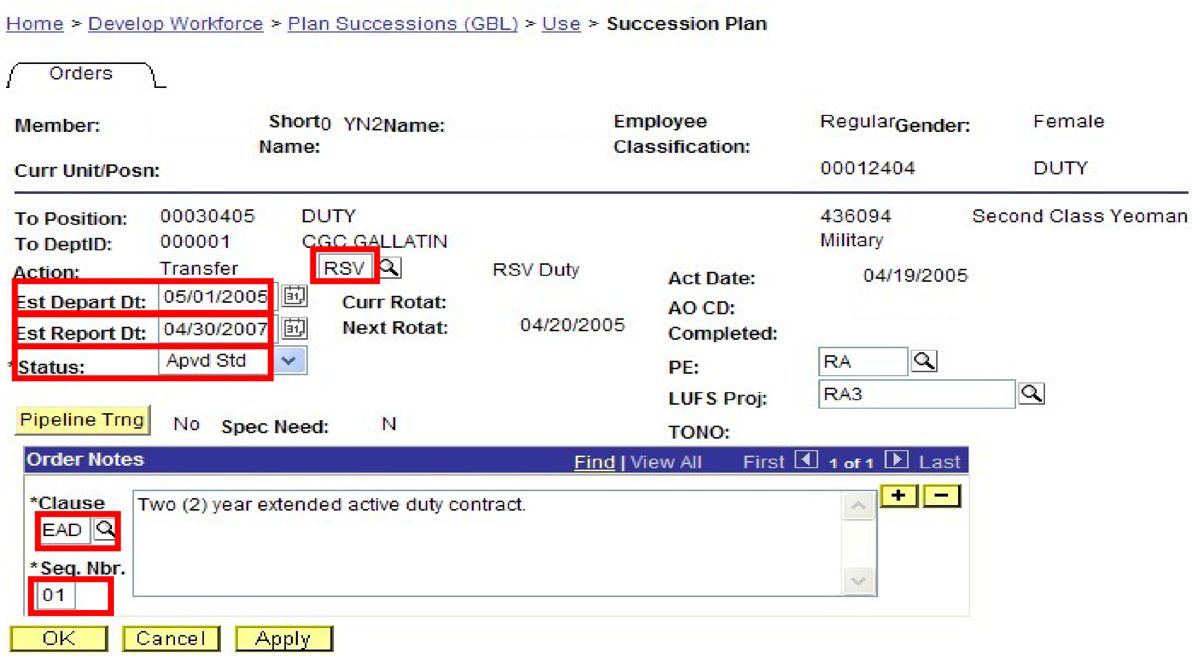
Continued on next page

Creating EAD Orders – Assignment Officer Procedure, Continued

Procedure **(continued)**

Step	Action
8	Add any required order notes (Note: Use "EAD" and "DCO" order notes.) and set the print sequence number(s) per existing EAD and PCS procedures. 
9	Click the OK button.
10	You will be returned to the Succession Plan Page. Click Save to create the orders.

Example of a Completed Succession Plan Orders Page for EAD



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Contingency/Disaster Data

Introduction

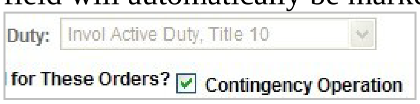
This section provides the procedure for entering Contingency/Disaster Data.

Contingency / Disaster Data

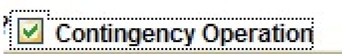
Follow these steps to enter contingency/disaster data for mobilization orders (Title 10) or voluntary mobilization orders (ADOS-AC) and Title 14 orders. **Contingency/Disaster Data must be entered before the orders are approved.** Changes to the Operational ID number cannot be made once an order is approved. If the ID is incorrect, the order must be cancelled and a new order issued.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

For voluntary mobilization ADOS-AC orders, click the **Contingency Operation** checkbox on the **Reserve Order** tab in the Basic Information section of the page (this field will automatically be marked for all Title 10 and Title 14 orders).

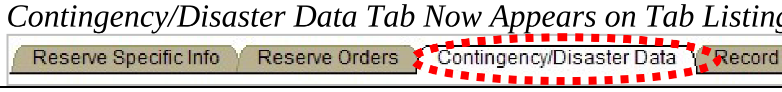


Notice how a new tab appears when you mark the



checkbox.

Contingency/Disaster Data Tab Now Appears on Tab Listing



</td></tr>
<tr><td>2</td><td>

Access the **Contingency/Disaster Data** tab (by clicking the tab label or using the Contingency/Disaster Data link at the bottom of the page).

</td></tr>
<tr><td>3</td><td>

Enter the **Operational ID** number (you can use the lookup icon to search for the ID)

Note: For each operation there are normally two IDs, one for ADOS-AC orders and one for Title 10 or Title 14 orders. **Be sure to select the ID for the type of orders you are issuing**. For example, if you select ADOS-AC orders for Duty Type on the first page, then you must select either ADOS-AC (EXPEDITIONARY SPOE (12301(d) or OIF/OEF MED HOLD (12301(h)) Operational ID.

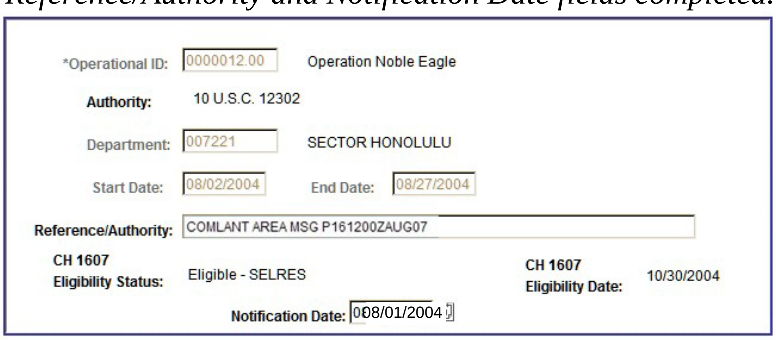
- Per ALCOAST 390/08, reserve members retained on Active Duty for medical reasons shall have their current orders end (i.e. 12301(d) or 12302), and placed on 12301(h) orders.
- If you select an ID for a Defense Contingency Operation (Title 10 or ADOS-AC) additional fields will appear on the **Contingency Data** tab to record the member's Chapter 1607 eligibility (see next page).

</td></tr>
</table>

Continued on next page

Contingency/Disaster Data, Continued

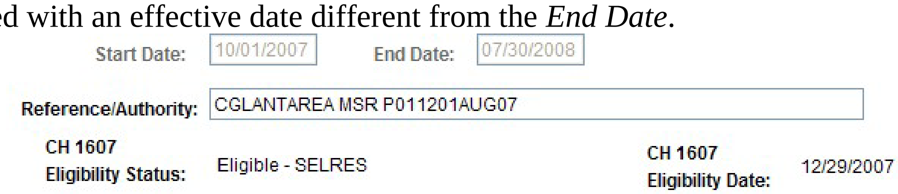
Contingency / Disaster Data **(continued)**

Step	Action
4	Enter the reference for the recall in the Reference/Authority field. Reference/Authority:
5	Enter the date the member was notified of this recall, regardless of what method was used. The notification date should be before the start date. It cannot be after the start date. Notification Date: Note: For Title-10/ADOS-AC contingency orders, this field establishes the member's eligibility date for the "E-ID" program, which provides TRICARE medical and dental benefits up to 90 days before an eligible member reports for duty.
	Contingency/Disaster Data tab for a Title-10/ADOS-AC recall order, showing Operational ID, Reference/Authority and Notification Date fields completed.  Note: The *CH 1607 Eligibility Status* and *CH 1607 Eligibility Date* fields will auto-populate, after the orders are approved, endorsed, and saved, based on the member's reserve affiliation (SELRES, IRR, etc.) and the actual reporting date (the Eligibility Date field is set to the date 89 days after the reporting date) at the time the data entry is made. These fields establish the member's eligibility for the Reserve Educational Assistance Program (REAP, Chapter 1607 of Title 10 U.S.C.). *Contingency/Disaster Data tab for a Title-14 recall order, showing Operational ID, Reference/Authority and Notification Date fields completed.* 

Continued on next page

Contingency/Disaster Data, Continued

Contingency / Disaster Data **(continued)**

Step	Action
	The Notification Date field is always editable when the Orders have been Endorsed, except when the Orders have been Cancelled. The *Department*, *Start Date* and *End Date* fields auto-populate based on the information entered on the *Reserve Orders* tab. The *Start Date* and *End Date* fields will automatically update if different dates are entered on the *Record Arrive/Depart Information* tab or, for long-term orders, a separation transaction is entered and approved with an effective date different from the *End Date*. 
6	Return to the **Reserve Orders** tab and complete the remaining sections of the member's orders. Note: Information from the Contingency/Data tab does not appear on the printed orders. Be sure to enter the operation information in the **Order Notes** (Remarks) per reference (c), Personnel and Pay Procedures Manual, Chapter 11.

Warning!

Do not process a Reserve Permanent Change of Station (PCS) (as described in Chapter 5 of this Part) when a Reservist is serving on any type of reserve active duty orders other than EAD. The PCS process will automatically shut down some of the member's pay entitlements (See Part IV, PCS Transfer, Chapter 4, PCS Pay entitlements Auto Stops and Starts). Wait until the member has completed the active duty order to complete the PCS endorsements.

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Accounting Data

Introduction

This section describes the automatic Document ID numbers and Accounting Data generation criteria and provides the procedure for entering Document ID numbers and Accounting Strings in the system for locally funded travel and short-term ADOS-AC orders. The process for transferring funds to the AFC-01 and AFC-20 accounts for reimbursement for long-term ADOS-AC orders is also described in this section.

Obligation of Funds

Document ID numbers and Accounting Data generated by Direct Access will create obligations in the Coast Guard Financial System. If an order, with system generated Document ID numbers and Accounting Data is cancelled the funds will be de-obligated.

Direct Access does not create obligations or de-obligations in the financial system for Document ID numbers and Accounting Data entered manually.

System Generated Accounting

Direct Access generates Document ID numbers and Accounting Data for Pay & Allowances and FICA for all reserve orders except short-term ADOS-AC. System generated Document ID numbers and Accounting Data will not be visible until the District (dxr) approves AND saves the orders.

Direct Access generates Document ID numbers and Accounting Data for Travel & Per Diem for ADT orders.

Document Types Generated

Purpose	Type	Document Type	Document Suffix
Pay & Allowances	Short Term	72	000
	Long Term	71	000
FICA	Short Term	72	001
	Long Term	71	001
Travel/Per Diem	Single payment	11	000
	Multiple payment	13	000
GTR	N/A	14	000

Continued on next page

Accounting Data, Continued

Orders Requiring Manual Entry of Accounting Data

Document ID numbers and Accounting Data must be entered in the system manually for:

The P&A, FICA and travel/per diem for short-term ADOS-AC orders.
The travel/per diem or PCS for long-term ADOS-AC orders.
The travel/per diem for involuntary recall, Title 10 and Title 14 orders.
The travel/per diem for any other type of order with unit or TQC funded (e.g. AFC 30 or 56 funds versus AFC 90 funds).

Manual Transfer of Funds for Long-Term ADOS-AC Orders

Per reference (a), Reserve Policy Manual, COMDTINST M1001.28 (series), section 3.B.4.b, funding for long-term active duty is automatically deducted from the AFC-01 military payroll account and must be reimbursed by the order issuing authority through funds transfer (e.g., funds for long-term ADOS-AC must be reimbursed to the military payroll account from the hiring command's AFC-30 operating expenses; funds for long-term ADT-OTD or ADOS-RC must be reimbursed from the Reserve Training appropriation). Copies of all long-term ADT-OTD or ADOS orders shall be sent to Commandant (CG-1012) when issued. Units are directed to use the Standard Personnel Cost (SPC) worksheet to determine the costs. The SPC worksheet is located on the CG Portal and at http://cgweb.comdt.uscg.mil/cg8/cg83/cg832/sct/sr/index.htm.

The system will generate P&A and FICA accounting data and document IDs for long-term ADOS-AC orders. Funds for all long term ADOS-AC orders need to be transferred to **AFC-01** by using the following accounting line: **2/H/*x*01/199/30/0/QD** (*x* = Fiscal Year). Funds should be transferred on a quarterly basis for the duration of the orders. Funds are due no later than one month after recalling a reservist to long term ADOS-AC.

Contact the AFC-01 funds manager, Commandant (CG-833) at (202) 267-2994, for more information on reimbursement and funds transfer authorizations.

Document IDs and Transfer of Funds for PCS Moves

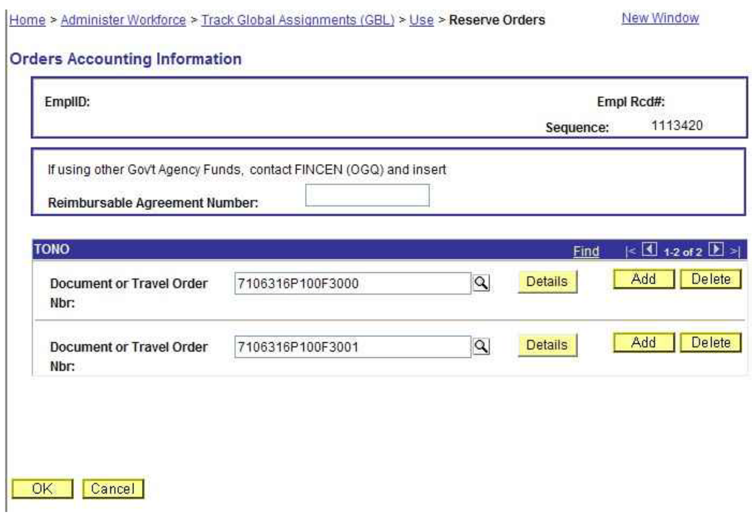
Long-term orders with a PCS move authorized need a **Document Type 12** ID number from the **AFC-20** funds manager. These funds need to be transferred to **CG-1012** using the accounting line **2/P/x01/199/30/0/ZZ** (x = Fiscal Year). The amount will be both the total recurring and nonrecurring AFC-20 cost as reported on the Standard Personnel Costs spreadsheet located on the CG-832 website.

http://cgweb.comdt.uscg.mil/cg8/cg83/cg832/sct/sr/index.htm.

Continued on next page

Accounting Data, Continued

Procedure Follow these steps to view, update or enter accounting data.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click the TONO Accounting Data button to assign a travel order number and accounting string. The following screen appears.


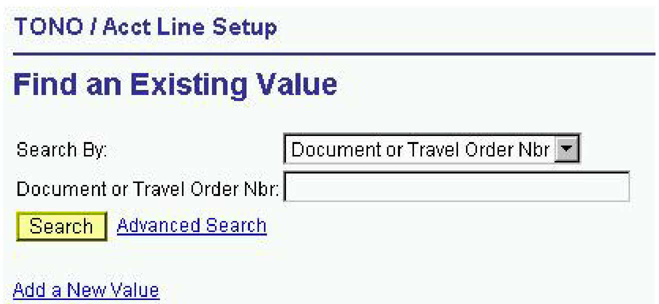
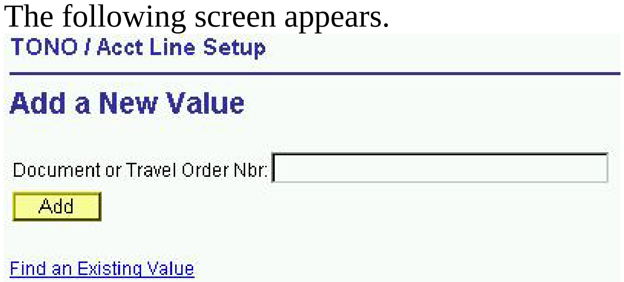
(Note: The Pay & Allowances and FICA accounting lines, shown in the above example, will not be present if the District (dxr) user has not yet approved and saved the orders. The system will add these lines for all long-term orders. There is no need to enter P & A or FICA accounting on long-term orders).

Enter a Reimbursable Agreement Number (RAN) if applicable. This number is issued by the Finance Center when orders are funded by other government agencies. See the Reimbursable Agreement TONO's topic on page 38 for more information.</td></tr>
</table>

Continued on next page

Accounting Data, Continued

Procedure **(continued)**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>Click the Add button to insert a new blank row.</td></tr>
<tr><td>3</td><td>Click the Details button. The following setup screen appears.

</td></tr>
<tr><td>4</td><td>Click the Add a New Value link.</td></tr>
<tr><td>5</td><td>The following screen appears.

</td></tr>
<tr><td>6</td><td>Enter the Document ID Number (TONO) and click the Add button.

Sample: 72YY31Y6AB123000
Note: When multiple lines with the same document number are used, a different suffix is required for each document number starting with 000. The Program Element field (positions 9 and 10) in the document number usually is the <u>same as the first two digits</u> of the Program Element in the accounting line as shown below.
<table>
<tr><th>Document Type</th><th>FY Funded</th><th>Procurement Site Code</th><th>FY Contract Originated</th><th>Region</th><th>Program Element</th><th>Document Sequence</th><th>Suffix</th></tr>
<tr><td>72</td><td>YY</td><td>31</td><td>Y</td><td>6</td><td>AB</td><td>123</td><td>000</td></tr>
<tr><td>72</td><td>YY</td><td>31</td><td>Y</td><td>6</td><td>AB</td><td>123</td><td>001</td></tr>
<tr><td>11</td><td>YY</td><td>31</td><td>Y</td><td>6</td><td>AB</td><td>123</td><td>000</td></tr>
</table>

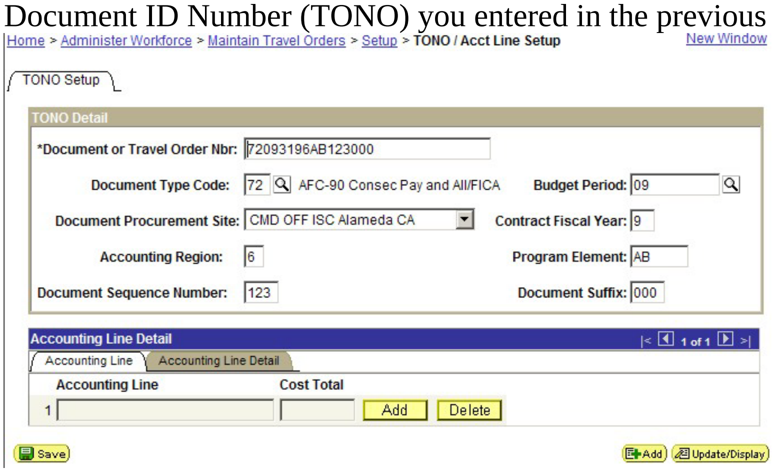
YY - Denotes last 2 digits of fiscal year. Y - Denotes last digit of fiscal year.</td></tr>
</table>

Continued on next page

Accounting Data, Continued

Procedure **(continued)**

Step	Action
7	The TONO/Acct Line setup screen appears. Some fields will be filled in based on the Document ID Number (TONO) you entered in the previous step.



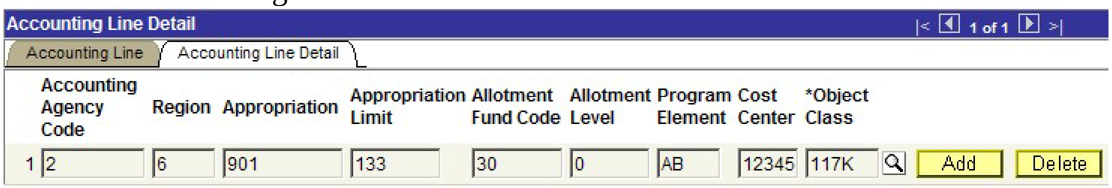
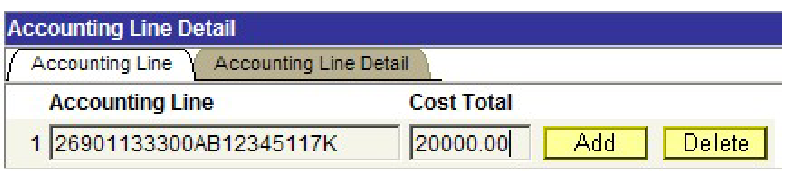
Complete the fields as described below.

Field	Description
Document Type Code	For TDY, the first two digits of the TONO will normally be 11 (Member Procured Travel) or 14 if traveling on a GTA funded ticket. If Blanket Order was checked for multiple trips, the first two digits of the TONO will normally be 13 (this includes multiple medical trips performed under one TONO).
Budget Period	The last two digits of the fiscal year charged to the TONO. A fiscal year runs from 1 October through 30 September. For example, TDY funded in FY 2009, will be "09".
Document Procurement Site	The name of the Procurement Site is displayed.
Contract Fiscal Year	The last digit of the fiscal year to be charged against. For example, TDY funded in FY 2009, will be "9".
Program Element	A two, four or six character alphanumeric field representing the ATU of the unit or the Reimbursable Agreement Number (RAN). In some cases (e. g. Orders issued under a RAN) up to 6 characters may be used. Click the link below to review Chapter 4 paragraph 2 of the FINCEN SOP. (http://www.fincen.uscg.mil/sop.htm) Those units that have several Program Elements (PE) or other than the normal 2-digit PE should use a master 2-digit PE assigned by their Budget Office for document numbering purposes
Document Sequence Number	The document sequence number for each FY should be sequential beginning with 001 through 999. If exhausted, alphanumeric combinations A01 through A99 through Y01 - Y99 are used. Each sequence number must be unique.
Document Suffix	Please use "000" for P&A and "001" for FICA.

Continued on next page

Accounting Data, Continued

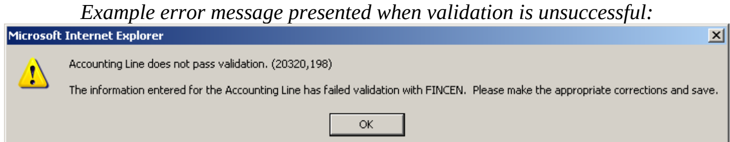
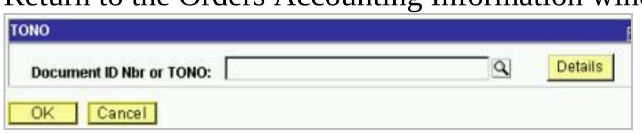
Procedure **(continued)**

Step	Action
8	Click the “Accounting Line Detail” tab.  Enter the accounting string in the appropriate fields. Use the magnifying glass to view and select from a list of available object class codes. Refer to Appendix “B” of the FINCEN SOP (http://www.fincen.uscg.mil/sop.htm) for guidance in completing this section. Be sure to select the correct Object Class codes and to associate the Object Class codes for P&A with the “000” document ID suffix and the Object Class Codes for FICA with the “001” document ID suffix. Samples: 2/6/*Y*01/133/30/0/**AB**/*****/117K For Enlisted Pay Entitlements 2/6/*Y*01/133/30/0/**AB**/*****/122R For Enlisted FICA Contributions 2/6/*Y*01/133/30/0/**AB**/*****/2100 For Operational Travel (CONUS) Note: (1) *Y* - Denotes last digit of fiscal year. (2) ***** Use Benefiting Unit Cost Center (3) Ensure a document type 14 is issued if a GTR/GTA is issued.
9	Click the Accounting Line tab.  The accounting line is pre-filled from the previous screen. Enter the total cost chargeable to the accounting line. DO NOT click the Add button to enter additional accounting strings chargeable to the TONO. If necessary, use the Delete button to remove accounting rows.

Continued on next page

Accounting Data, Continued

Procedure **(continued)**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10</td><td>Click the Save button. The accounting data will be validated against the FINCEN's database. The "Processing" message will appear in the upper, right-hand corner of the window during the validation process.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>Validation is unsuccessful due to invalid document ID/accounting string {Error Message: Accounting Line does not pass validation./The information entered for the Accounting Line has failed validation with FINCEN. Please make the appropriate corrections and save.}</td><td>Review the data entry for accuracy. If all items match the document ID/accounting string provided by the funding authority, contact the issuer to resolve discrepancies per the FINCEN SOP.</td></tr>
<tr><td colspan="2">Example error message presented when validation is unsuccessful:

</td></tr>
<tr><td>Validation is unsuccessful due to database connection error (e.g. FINCEN database not available) {Error Message: Critical error during Accounting Line validation. / The program encountered a critical error while validating the accounting line with FINCEN. Please email PPC Customer Care at PPC-DG-CustomerCare@uscg.mil to report this error.}</td><td>Click OK to acknowledge the error message and click save again. You may need to wait a few minutes for the connection to be reestablished. If the connection remains unavailable notify PPC Customer Care. PPC Customer Care will forward the issue to Headquarters.</td></tr>
<tr><td>Validation is successful (The "Saved" message will appear in the upper, right-hand corner of the window.)</td><td>Click the X (in the top right-hand corner of the browser window) to close the TONO/Acct Line Setup window and continue with the next step in this procedure.</td></tr>
</table></td></tr>
<tr><td>11</td><td>Return to the Orders Accounting Information window.


Enter the Document ID number you created in step 6.</td></tr>
<tr><td>12</td><td>Click the OK button. You will be returned to the Reserve Orders tab.

Note: If more than one TONO/Acctg string will be assigned to the Travel Orders (i.e. crossing fiscal years), click the details button and repeat this procedure. After all the TONO's and associated accounting strings have been created, you are ready to add them to the order. Type the first TONO in the "Document ID Nbr or TONO" field or use the magnifying glass to search and select the TONO you created. Click the Add button to assign additional TONO's if applicable. Click the OK button when finished.</td></tr>
</table>

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Reimbursable Agreement TONOs

Introduction

This section provides the procedure for entering TONOs and accounting data for Reserve Orders, which are funded by a Reimbursable Agreement.

Definition

By definition, a Reimbursement is an amount collected and credited to an appropriation for items and services furnished, usually on an occasional basis. An interagency agreement provides budget authority to the performing agency in addition to that provided by its own appropriation. In simple terms, this means that the Coast Guard's budget authority is increased to cover the obligations incurred by these additional services.

Purpose

The Coast Guard uses reimbursable agreements to provide services to other agencies. For example, Coast Guard reservists may be ordered to duty to support the Federal Emergency Management Agency (FEMA) for hurricane, oil or hazardous chemical responses. Another example would be Coast Guard support to the Selective Service System (SSS).

Usage

The reimbursable program is a group of AFC-80, 88 and 94 accounts used to establish receivables to collect money from OGA's, commercial vendors, etc. for these services provided by the Coast Guard. **Use of the correct reimbursable account is critical to the Coast Guard's ability to properly account for these reimbursable costs.**

In addition to using specific accounting information, the FINCEN assigns a Reimbursable Agreement Number (RAN) to each approved reimbursable agreement.

Additional information regarding reimbursable accounts can be found in Chapter 9 of the FINCEN SOP. In addition, Chapter 12 of the FINCEN SOP contains information regarding ADOS-AC document numbers (TONOS) to be used for reimbursable Reserve Orders.

Process

Typically, the TONO, accounting string and Reimbursable Agreement Number (RAN) to be used for these ADOS-AC orders will be issued via message.

Standard ADOS-AC orders are prepared using the TONO, accounting string and RAN provided for the orders in this message.

Continued on next page

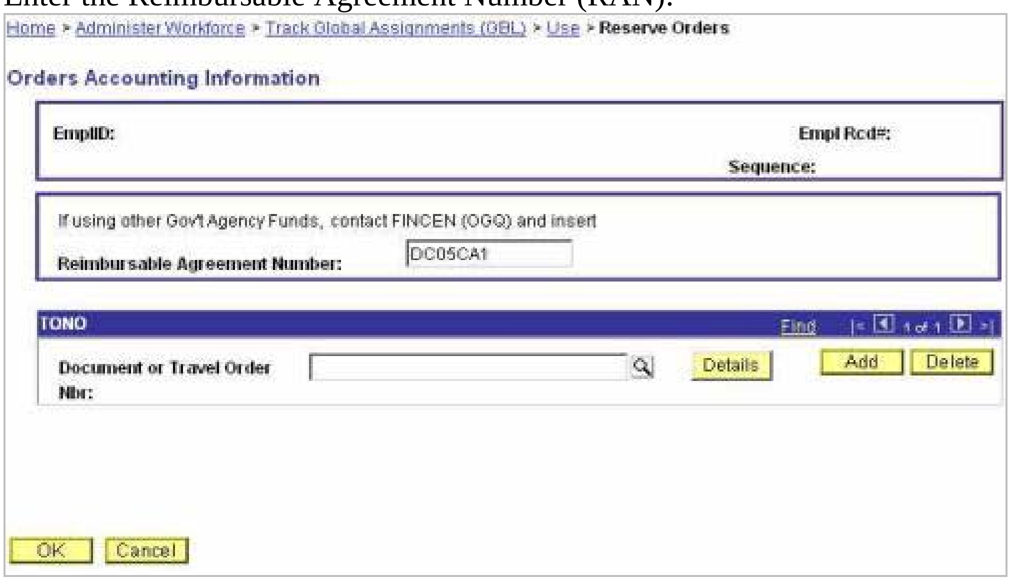
Accounting Data, Continued

Procedure/ Example

Follow these steps to enter the accounting data and TONO for a Reserve Order funded by Reimbursable Agreement. The scenario for this example is:

- During Hurricane Wilma the National Pollution Funds Center (NPFC) requested an ESF-10 qualified reservist to support FEMA in managing the North Carolina Emergency Operations Center (EOC).
- The following information was provided via message regarding the appropriate accounting string, document control number (TONO) and Reimbursable Agreement Number to be used in connection with these orders:
  - CAS ACCOUNTING STRING: 2/H/501/872/80/0/D05CA1/71105/XXXX, where XXXX is the object class.
  - DOCUMENT CONTROL NUMBER: DD/05/27/5/H/X5/YYY, where YYY is the unit sequence number from the unit's TONO log.
  - RAN FOR THIS CASE IS D05CA1.

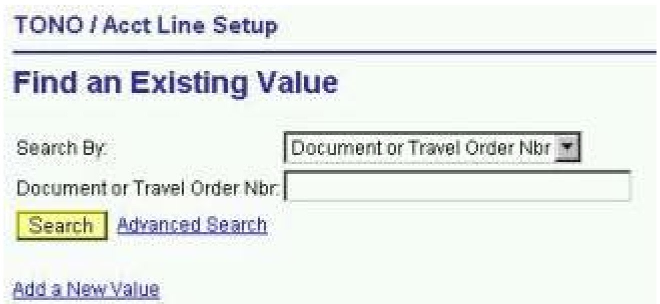
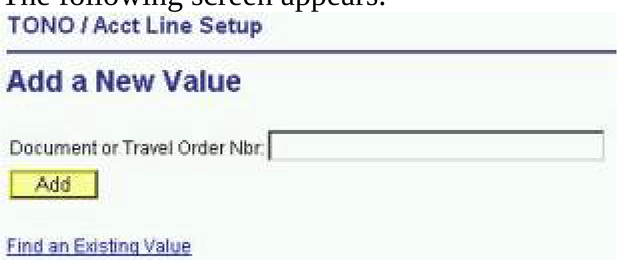
Remembering that regular ADOS-AC orders are to be issued, and using the information provided above, the RAN, TONOs and accounting data are entered as follows when preparing the reserve orders:

Step	Action
1	From the Reserve Orders page click the TONO Accounting Data button to assign a travel order number and accounting string. The following screen appears: Enter the Reimbursable Agreement Number (RAN): 

Continued on next page

Accounting Data, Continued

Procedure / Example (continued)

Step	Action
2	Click the Add button to insert a new blank row.
3	Click the Details button. The following setup screen appears. 
4	Click the Add a New Value link.
5	The following screen appears. 
6	Enter the Document ID Number (TONO) and click the Add button. 

Continued on next page

Accounting Data, Continued

Procedure / Example **(continued)**

Step	Action
7	The TONO/Acct Line setup screen appears. Some fields will be filled in based on the Document ID Number (TONO) you entered in the previous step.

Complete the fields as described below.

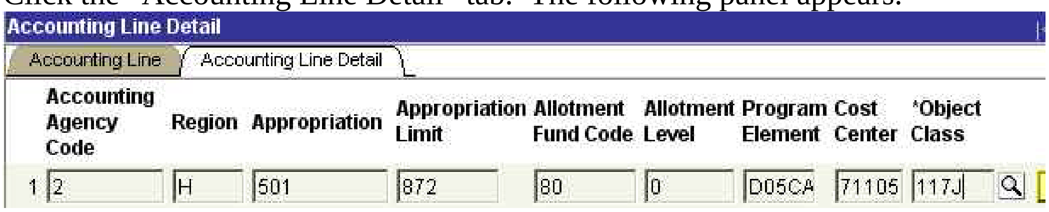
Field	Description
Document Type Code	For pay and allowances and FICA, code 72 is used. For travel, the first two digits of the TONO will normally be 11 (Member Procured Travel) or 14 if traveling on a GTA funded ticket. If Blanket Order was checked for multiple trips, the first two digits of the TONO will normally be 13 (this includes multiple medical trips performed under one TONO).
Budget Period	The last two digits of the fiscal year charged to the TONO. A fiscal year runs from 1 October through 30 September. For example, TDY funded in FY 2003, will be “03”.
Document Procure-ment Site	The name of the Procurement Site is displayed.
Contract Fiscal Year	The last digit of the fiscal year to be charged against. For example, TDY funded in FY 2003, will be “3”.
Program Element	A two or six-character alphanumeric field representing the ATU of the unit and, in some cases up to 6 characters may be used. Click the link below to review Chapter 4 paragraph 2 of the FINCEN SOP. http://www.fincen.uscg.mil/sop.htm Those units that have several Program Elements (PE) or other than the normal 2-digit PE should use a master 2-digit PE assigned by their Budget Office for document numbering purposes.

Continued on next page

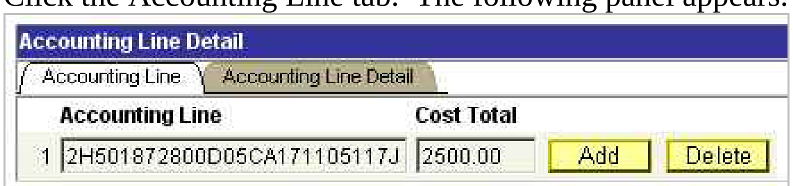
Accounting Data, Continued

Procedure / Example **(continued)**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7
(con't)</td><td>
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Document Sequence Number</td><td>The document sequence number for each FY should be sequential beginning with 001 through 999. If exhausted, alphanumeric combinations A01 through A99 through Y01 - Y99 are used. Each sequence number must be unique.</td></tr>
<tr><td>Document Suffix</td><td>Last three digits of the TONO – normally 000 unless the same TONO is charged to multiple accounting strings.</td></tr>
</table>
</td></tr>
<tr><td>8</td><td>
Now we need to complete the accounting line detail.
CAS ACCOUNTING STRING: 2/H/501/872/80/0/D05CA1/71105/XXXX, where XXXX is the object class.
For this "72" document for pay & allowances, the proper object class code is 117J for Officer Pay & Allowances (ADOS-AC).

Click the "Accounting Line Detail" tab. The following panel appears.


Note: Be sure to enter the full six-characters in the Program Element field for Reimbursable Account Number orders.

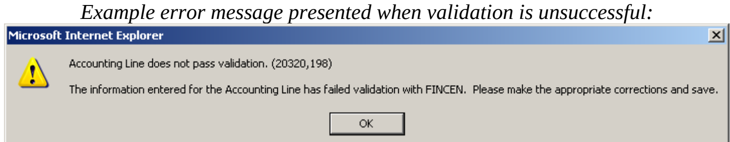
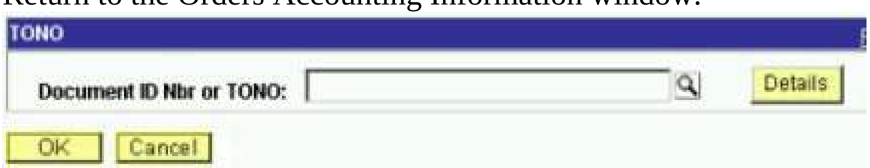
Enter the accounting string in the appropriate fields. Use the magnifying glass to view and select from a list of available object class codes. Refer to Appendix "B" of the FINCEN SOP (http://www.fincen.uscg.mil/sop.htm) for guidance in completing this section.
</td></tr>
<tr><td>9</td><td>
Click the Accounting Line tab. The following panel appears.


The accounting line is pre-filled from the previous screen. Enter the total cost chargeable to the accounting line. If necessary, use the Delete button to remove accounting rows.
</td></tr>
</table>

Continued on next page

Accounting Data, Continued

Procedure / Example **(continued)**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10</td><td>
Click the  button. The accounting data will be validated against the FINCEN’s database. The “Processing” message will appear in the upper, right-hand corner of the window during the validation process.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>Validation is unsuccessful due to invalid document ID/accounting string {Error Message: Accounting Line does not pass validation./The information entered for the Accounting Line has failed validation with FINCEN. Please make the appropriate corrections and save.}</td><td>Review the data entry for accuracy. If all items match the document ID/accounting string provided by the funding authority, contact the issuer to resolve discrepancies per the FINCEN SOP.</td></tr>
<tr><td colspan="2">Example error message presented when validation is unsuccessful:

</td></tr>
<tr><td>Validation is unsuccessful due to database connection error (e.g. FINCEN database not available) {Error Message: Critical error during Accounting Line validation. / The program encountered a critical error while validating the accounting line with FINCEN. Please contact PPC Customer Care at (866) 772-8724 or (785) 339-2200, or email PPC-DG-CustomerCare@uscg.mil to report this error.}</td><td>Click OK to acknowledge the error message and click save again. You may need to wait a few minutes for the connection to be reestablished. If the connection remains unavailable notify PPC Customer Care.</td></tr>
<tr><td>Validation is successful (The “Saved” message will appear in the upper, right-hand corner of the window.)</td><td>Click the  (in the top right-hand corner of the browser window) to close the TONO/Acct Line Setup window and continue with the next step in this procedure.</td></tr>
</table>
</td></tr>
<tr><td>11</td><td>
Return to the Orders Accounting Information window.


Enter the Document ID number you created in step 6.
</td></tr>
</table>

Continued on next page

Accounting Data, Continued

Procedure / Example **(continued)**

Step	Action
12	Click the OK button. You will be returned to the Reserve Orders tab. Repeat this procedure to create TONOs for FICA and travel using the appropriate document numbers and object class codes. **Note**: If more than one TONO/Acctg string will be assigned to the Travel Orders (i.e. crossing fiscal years), click the details button and repeat this procedure. After all the TONO's and associated accounting strings have been created, you are ready to them to the TDY order. Type the first TONO in the "Document ID Nbr or TONO" field or use the magnifying glass to search and select the TONO you created. Click the Add button to assign additional TONO's if applicable. Click the OK button when finished.

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District Approval and Routing

Introduction

This section provides the procedure for the user at the District (dxr) to approve/disapprove the orders request and route to the SPO for creation of pay transactions or back to the unit for modification of the request.

Procedure

Follow these steps to route the orders request.

Step	Action
1	Click the Route for Approval button.
2	Complete the Routing/Approval page as described below

Field	Description
Approval Status	The **Approval Status** field is only active for District (dxr) personnel. When the orders are ready to be approved, District (dxr) personnel will select **approved** from the drop down list. To disapprove a request, select “denied” and route the order back to the unit (by entering the Employee ID of the unit POC in the “Forward to” block). Use the “Pending” status if more information is needed.
Approval Recommen-dation	The **Approval Recommendation** field is used for Supervisors/Command Users to note their recommendation before forwarding to the District (dxr).
Forward To	For “Approved” orders: Enter the Employee ID of the person at the SPO who will be working these orders. You can also click on the button to look up an Employee ID. Enter CGHRSUP or CGHRS in the Role Name field to locate SPO users. For “Disapproved” orders: Enter the Employee ID of the unit POC. For “Pending” orders: Leave blank, or route back to the unit for more information by entering the POC’s Employee ID number.
Email Address	The e-mail address of the person selected in the “Forward To” block will auto-fill. Enter any additional e-mail addresses for people to receive notification of approval action. Separate multiple entries by a semicolon (;)
Approval Path	This field will show ID’s of anyone the orders have been routed to.
Comments	Enter comments if desired. Comments are required if the request is disapproved.

Step	Action
3	Click OK.
4	The approval window will close and you will be returned to the reserve orders page. Click Save to update the orders status.

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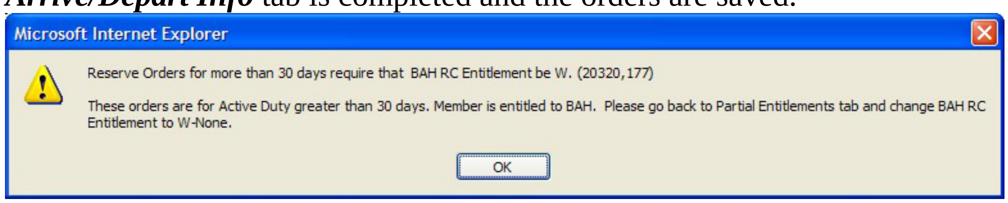
Endorsing Orders (Except EAD)

Introduction

This section provides the procedure for the user at the Servicing Personnel Office (SPO) to access and endorse a reserve order and administer subsistence and housing entitlements.

Procedure

Follow these steps to access and endorse the reserve order.

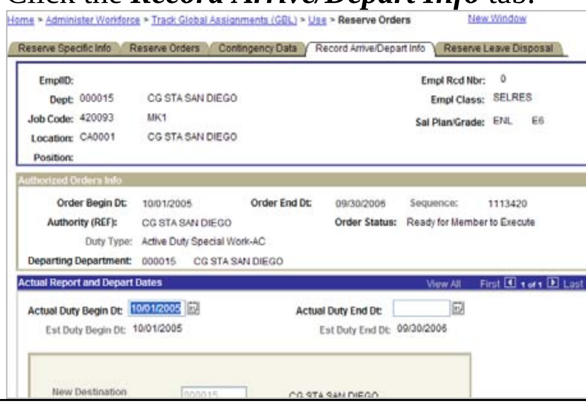
Step	Action
1	Access the reserve order from the link on your Worklist or use the menu items to access the Manage Reserve Member Activity Guide or the Reserve Orders menu: Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders Select the "View/Complete Order Info" link, enter the member's employee ID number, and click Search. Select the Ready orders from the search results (first item listed).
2	The Reserve Orders will open. Review the data on the first two tabs (***Reserve Specific Info*** and ***Reserve Orders)*** and, if applicable the ***Contingency/Disaster Data*** tab to ensure all fields are completed correctly. Refer to the procedures for completing the order, which begin on Page 6 for guidance.
3	For ***Short Term*** orders, verify/enter the member's BAH-RC and BAS entitlements by clicking the Partial Entitlements tab. For orders more than 30 days duration, the BAH-RC code "**W**" (none) must be used. Reserve Component members on short-term AD for more than 30 days are entitled to BAH, which must be started using the Compensate Employees > Use > Employee Entitlements menu item after the ***Record Arrive/Depart Info*** tab is completed and the orders are saved.  *Error message generated when a BAH-RC code other than "W" is entered on the Partial Entitlements tab of any for more than 30 days.* For **Long Term/**contingency orders, pay entitlements are started using the Compensate Employees > Use > Employee Entitlements menu item after the ***Record Arrive/Depart Info*** tab is completed and the orders are saved. A single member on an ADOT period of 31 to 180 days or an ADT period of 31 to 139 days are considered on temporary duty (TDY) for BAH/OHA purposes.

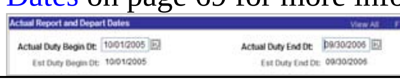
Continued on next page

Endorsing Orders (Except EAD), Continued

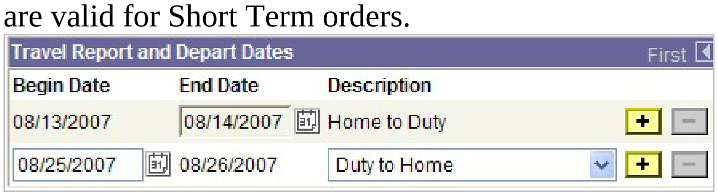
Procedure **(continued)**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>They are authorized a housing allowance based on their principal place of residence location zip code at the time called/ordered to active duty, appropriate to their dependency status (i.e. BAH/OHA without dependents, BAH/OHA with dependents based on payment of child support), even if the member is assigned to single-type Government quarters at the site where the active duty is performed.</td></tr>
<tr><td>4</td><td>Click the Record Arrive/Depart Info tab.


</td></tr>
<tr><td>5</td><td>Enter the Actual Duty Begin Date (must be the same as the Est. Duty Begin Dt).</td></tr>
<tr><td>6</td><td>Enter the Actual Duty End Date. Initially, use the same date as the Est. Duty End Dt. This field may be changed to record amendments or extensions. See Amend Duty Dates on page 69 for more information.


</td></tr>
<tr><td>7</td><td>Scroll down to the Travel Report and Depart Dates section. If you are endorsing a Short Term order the system will enter a “Home to Duty” row and a “Duty to Home” row, based on the Actual Duty Begin Date and the Actual Duty End Date. No changes are necessary.

Note: There are several options listed in the Description field for the type of row (Travel Time, Proceed Time, etc.), only the Home to Duty and Duty Home options are valid for Short Term orders.



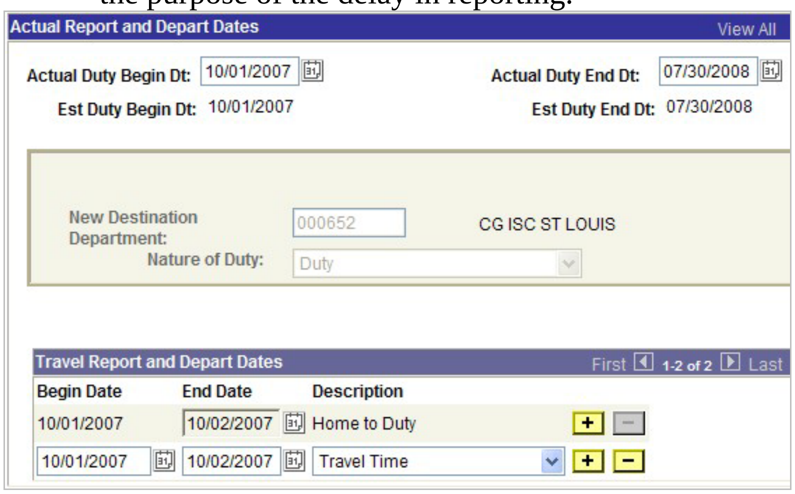
In this example, the Travel Report and Depart Dates section shows the member was authorized a 1-day delay in reporting for duty and was authorized to depart the unit 1-day prior to the active duty end date.

If you are endorsing a Long Term/Contingency order, go to step 7a (following page).</td></tr>
</table>

Continued on next page

Endorsing Orders (Except EAD), Continued

Procedure **(continued)**

Step	Action
7a	**Travel Report and Depart Dates-Long Term/Contingency Order** On a long term order, the Travel Report and Depart Dates section is used to record delay in reporting only. The Release from Active Duty (RELAD) transaction will capture any delay between departing the unit and ending active duty (Leave, Travel Time, etc.). 1. The system will enter a "***Home to Duty***" row based on the Actual Duty Begin and Actual Duty End date fields. If there was no delay in reporting, no changes should be necessary. 2. If a delay in reporting **of more than 24 hours from the duty begin date** was authorized, insert an additional row, by clicking the + button, to describe the purpose of the delay in reporting.  *In this example, the member was authorized 1-day of travel time.*

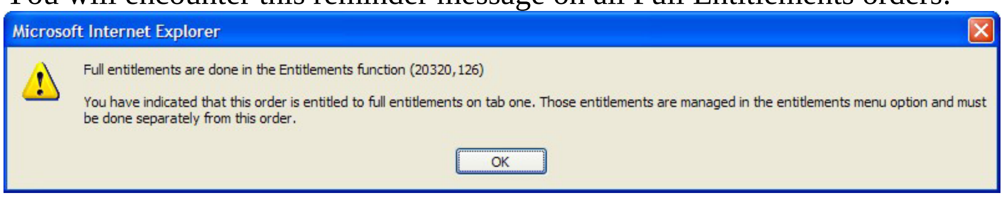
Continued on next page

Warning!

Do not process a Reserve Permanent Change of Station (PCS) (as described in Chapter 5 of this Part) when a Reservist is serving on any type of reserve active duty orders other than EAD. The PCS process will automatically shut down some of the member's pay entitlements (See Part IV, PCS Transfer, Chapter 4, PCS Pay entitlements Auto Stops and Starts). Wait until the member has completed the active duty order to complete the PCS endorsements.

Endorsing Orders (Except EAD), Continued

Procedure **(continued)**

Step	Action
8	Click the Save button.
9	You may encounter this warning/informational message when saving reserve orders if the member does not have an e-mail address on file:  Click OK to dismiss the warning. You can use the E-Mail Printable Order button to e-mail yourself or the unit a copy of the orders for printing. You will encounter this reminder message on all Full Entitlements orders: 
10	If this is a short term order for **more than 30 days AD** or a **Long Term**/Contingency order, path to the Compensate Employees > Use > Employee Entitlements menu item and start the member's BAH (See page 59) and other entitlements as applicable (refer reference (b), CG Pay Manual, for policy guidance and Part II, Pay Entitlements, of this manual for procedural guidance.) **Note**: BAS for all short-term orders is administered on the Reserve Orders Partial Entitlements tab even if the orders are for more than 30 days and BAH is authorized.

Warning!

Do not process a Reserve Permanent Change of Station (PCS) (as described in Chapter 5 of this Part) when a Reservist is serving on any type of reserve active duty orders other than EAD. The PCS process will automatically shut down some of the member's pay entitlements (See Part IV, PCS Transfer, Chapter 4, PCS Pay entitlements Auto Stops and Starts). Wait until the member has completed the active duty order to complete the PCS endorsements.

EAD Orders – SPO Procedures

Introduction

This section provides the user at the SPO with the procedure for completing Extended Active Duty Orders.

Discussion

Coast Guard Personnel Command will issue the orders following the procedure in Assignment Processing instructions. The orders will be available via the Airport Terminal and the Reserve Orders Menu. Once properly completed and endorsed the orders will:

- Place the reservist on active duty for a specific period.
- Authorize PCS transfer to the EAD unit.

Members Currently on Reserve Active Duty Orders

The SPO for the member's current unit must complete the following actions before finalizing EAD orders for a member who is already on another type of Reserve active duty:

1. Short-term
   - Sets current Reserve Duty Order **Actual Duty End Date** to the day prior to the EAD begin date.
2. Long-term
   - Inputs/approves a RELAD transaction effective the day prior to the EAD begin date.

Continued on next page

EAD Orders – SPO Procedures, Continued

Departing Procedure

The SPO, for the unit the member is departing from, must complete these steps when a member is authorized EAD orders.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Locate the member’s orders on the unit’s Airport Terminal or by using the following menu items:

Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders

Enter the member’s employee ID number on the Find an Existing Value page and click the search button.

Select the orders from the search results. Note that the Duty Type will be EAD and the status will be “Appvd Standard” indicating that this is a new set orders. The newest orders always appear at the top of the search results.

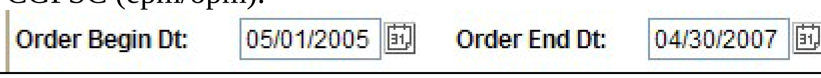
<table>
<tr><th>EmplID</th><th>Empl Rcd Nbr</th><th>Estimated Depart Date</th><th>Estimated Report Date</th><th>Sequence</th><th>Coast Guard Duty Type</th><th>Status</th><th>Short Name</th><th>En Cl</th></tr>
<tr><td>1070750</td><td>0</td><td>05/01/2005</td><td>04/30/2007</td><td>1043748</td><td>EAD</td><td>Appvd Standard</td><td>YN2</td><td>Re</td></tr>
</table></td></tr>
<tr><td>2</td><td>The Reserve Orders Page will display. There are no editable fields on the first tab - Reserve Specific Info.

</td></tr>
<tr><td>3</td><td>Click the Reserve Orders tab.</td></tr>
</table>

Continued on next page

EAD Orders – SPO Procedures, Continued

Departing Procedure **(continued)**

Step	Action
4	Review the *Order Begin Dt* and *Order End Dt* fields in the **Basic Information** block, these fields must match the dates the member's EAD contract begins and ends. It is permissible for the SPO to change/correct these fields. However, changes which differ from the term of the EAD contract must be approved by CGPSC (epm/opm). 
5	Locate the *Authorizing Official (Name, Rate/Rank)* field in the **Basic Information** block and enter the name and title of the person who will be signing the orders.
6	Complete the *Mode of Travel*, *Reimbursable Expenses*, and *Orders Notes* fields per procedures for an Active Duty PCS transfer. Refer to the PCS Order topic in Part IV of the this manual and the references cited at the beginning of this chapter for guidance. 💣 **Warning**: Do not make any entries in the *Authorized Delay* area at this time. This information will be entered on the next tab.
7	Route the order for approval, or approve the order, (see next page) and click save.

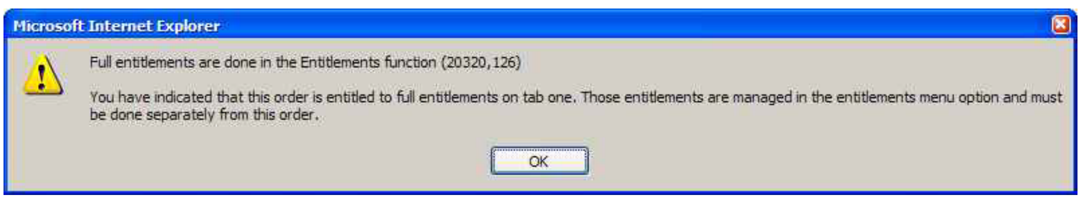
Continued on next page

EAD Orders – SPO Procedures, Continued

Approving EAD Orders

After the initial travel information is entered, a user with the CGHRSUP role must approve the travel order.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click the Route For Approval button.
<table>
<tr><th>If you are</th><th>Then</th></tr>
<tr><td>The approving official (SPO Supervisor/ CGHRSUP Rule User)</td><td>1. Click the drop-down menu in the Approval status field and select “approved”
2. Click OK.
3. Click Save when returned to the reserve orders page.</td></tr>
<tr><td>Not the approving official</td><td>1. Enter the approving official’s employee ID number in the Forward To field.
2. Click OK.
3. Click Save when returned to the reserve orders page.</td></tr>
</table>

Saving the orders will return several warning and informational messages. Note the reminder that pay entitlements for long-term reserve orders must be administered through the Employee Entitlements module.


</td></tr>
</table>

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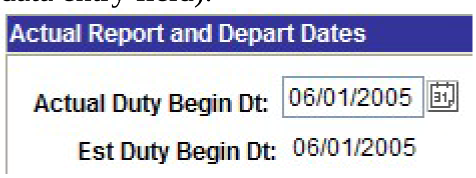
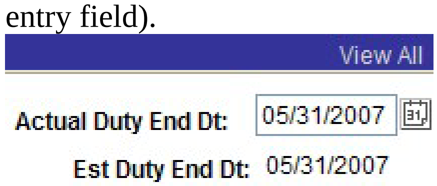
EAD Orders – SPO Procedures, Continued

Completing the Record Arrive/ Depart Info Tab

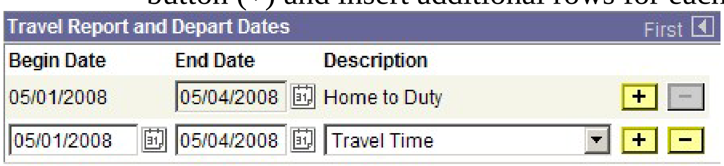
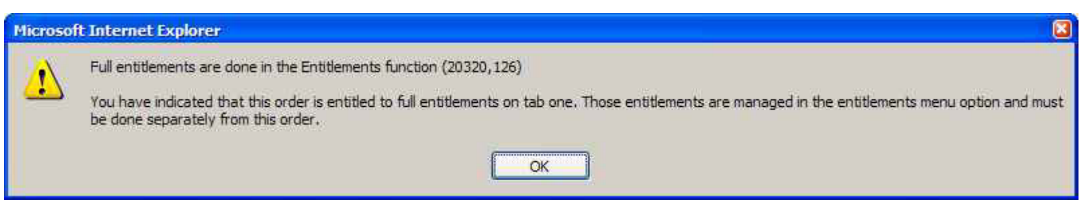
This section must be completed after the orders have been approved and saved.

Step	Action
1	Path to Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders .
2	Enter the member's employee ID number on the Find an Existing Value page and click the search button.
3	Select the orders from the search results. Note that the *Duty Type* will read "EAD" and the *Status* will show 'Ready for Member to Execute', indicating the orders have been approved, but the Actual Duty dates (Endorsements) have not yet been completed. 
4	Click on the Record Arrive/Depart Info tab and locate the Actual Report and Depart Dates section. 1. Complete the *Actual Duty Begin Dt* field using the date the member's EAD contract begins (same as the *Est. Duty Begin Dt*, which appears below the data entry field).  2. Complete *Actual Duty End Dt* field using the date the member's EAD contract ends (same as the *Est. Duty End Dt*, which appears below the data entry field).  Note: Both the *Actual Report* and *Actual Depart* date fields must be completed by the SPO for the unit that the member is departing from.

Continued on next page

EAD Orders – SPO Procedures, Continued

Completing the Record Arrive/ Depart Info Tab **(continued)**

Step	Action
5	Locate the Travel Report and Depart Dates section. 1. The first entry must be a "*Home to Duty*" row. The begin and end dates must span any authorized delay, such as leave, proceed time, and travel time, which will be listed after the Home to Duty row. The Home to Duty row is pre-filled when Actual Duty Begin Dt is entered. You can change the End Date, but not the Begin Date. 2. After entering the End Date in the Home to Duty row, click the add row button (+) and insert additional rows for each type of delay. 
6	When complete click the Save button. This creates the appropriate endorsement on orders transactions. *Reminder*: Saving the orders will return several warning and informational messages. Note the reminder that pay entitlements for long-term reserve orders must be administered through the Employee Entitlements module. 

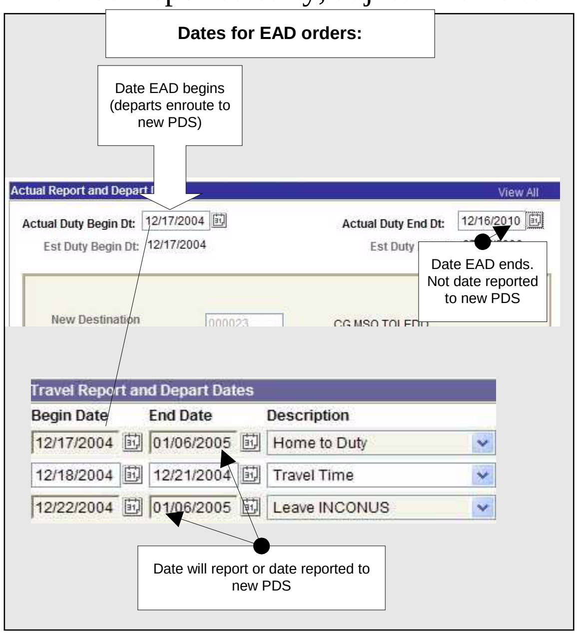
Continued on next page

EAD Orders – SPO Procedures, Continued

Reporting Procedure

The SPO for the member's new PDS must complete the following steps after the member reports.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Record entitlements (BAH, BAS, CSP, SDAP, etc.) as appropriate for the new PDS, effective the date the member reports.</td></tr>
<tr><td>2</td><td>If member reported early, adjust "Home to Duty" and other itinerary dates.



Home to Duty row is pre-filled when Actual Duty Begin Dt is entered. You can change the End Date, but not the Begin Date.</td></tr>
</table>

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Starting BAH or Other Housing/Location Entitlements

Introduction

This section provides the procedure for starting a BAH/OHA entitlement for Reservists on active duty for 31 or more days or on long term/contingency orders (any duration).

Single Members

Single members on ADOT (ADOS-AC/RC) periods of less than 181 days or ADT/IADT periods of less than 140 days are considered on temporary duty (TDY) for BAH/OHA purposes. This also applies when the orders are for more than 140 days if the member is not authorized PCS household goods transportation.

They are entitled to a housing allowance appropriate to their dependency status and principle place of residence <u>even if assigned to or occupying single-type government quarters at the site where they are performing active duty</u>. They are entitled to BAH without dependents at the Reserve Competent (RC) rate for orders of 30 days or less or to BAH without dependents for orders of 31 or more days.

See reference (b), CG Pay Manual, 3.G.11.e, to determine BAH entitlement for a member on initial accession training – IADT, (OCS, Basic Training or Class “A” School). Effective 1 February 2008, a Reserve Component member without a dependent attending accession training *may* be authorized BAH based on the primary residence location at the time called/ordered to active duty **if the member maintains a residence and continues to be responsible for rent, or owns the residence**.

Approval Required

Transactions to start Basic Allowance for Housing require approval by a user with the CGHRSUP role (SPO Supervisor). Click the “Approve” button and enter the CGHRSUP role user’s Employee ID number to route pending transaction for approval. If you are a CGHRSUP role user, you do not need to route the transaction for approval. The transaction will automatically be approved when you press the save button.

Continued on next page

Starting BAH or Other Housing/Location Entitlements, Continued

Basic Allowance for Housing (BAH) Policy

Please refer to reference (b), CG Pay Manual, Section 3.G.11 for policy on BAH entitlements for Reserve Component Members on Active Duty Orders.

Housing Allowances for Reserve Component Members Residing OCONUS (Except Alaska and Hawaii)

Reserve Component members on active duty whose principal place of residence is OCONUS (except Alaska and Hawaii) where BAH is not payable are entitled to BAH-RC or OHA as described below:

For active duty periods (including ADT) of 30 days or less –BAH-RC accrues if otherwise entitled. However, if ordered to active duty for 30 days or less for SECDEF-designated contingency operations, OHA will accrue if otherwise entitled.

For ADT periods, more than 30 days but less than 140 days or ADOT (ADOS-AC/RC) periods of more than 30 days but less than 181 days - Overseas Housing Allowance (OHA) accrues for the location from which ordered to active duty, if otherwise entitled.

For periods of 140 days or more ADT or more than 180 days ADOT (ADOS-AC/RC) (except where extended per diem is authorized or active duty for SECDEF-designated contingency operations) - Permanent Change of Station (PCS) entitlements are authorized and BAH or OHA (as appropriate) is payable for the place to which the member is ordered if otherwise entitled. In these cases, BAH may be authorized for other than place to which ordered per reference (b), CG Pay Manual, Section 3-C.

Procedures for entering OHA entitlements can be found in this manual (Part II, Chapter 10).

OUTCONUS COLA

Please see reference (d), JFTR, U9145, COLA for an RC member, for information on payment of OUTCONUS COLA to a Reserve Component member on active duty.

CONUS COLA

Please see reference (d), JFTR U8038, RC member, for information on payment of CONUS COLA to a Reserve Component member on active duty.

Continued on next page

Starting BAH or Other Housing/Location Entitlements,
Continued

BAH Data Entry Procedure

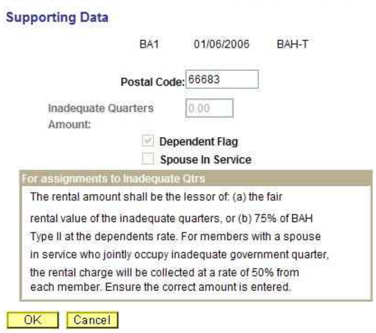
Follow the steps in this manual (Part II, Pay Entitlements, Chapter 3 Pay Entitlements Basic Navigation Guide), to access the member's entitlements detail page. Then, follow these steps to enter a new BAH entitlement.

Step	Action
1	Review the member's entitlement summary page to determine if a row of the entitlement earnings type (BA1, BA2 or BA3) that you will be starting exists.
2	After determining the earnings type code and closing any open BAH entitlement rows, navigate to the entitlements detail page for the earnings code you want to start. Click the add new row icon (+) and insert a new row.  A new blank row appears… 
3	Enter the **<u>Start Date</u>**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format. If you are entering BAH for a Reserve Component member on active duty for **31 to 139 days ADT or 31 to 180 days ADOT**, use the same date as the member's orders begin date for the BAH start date.
4	The **<u>Stop Date</u>** must be left blank to pay continuous Basic Allowance for Housing for members on long-term active duty. Do not enter an estimated stop date. If you are entering BAH for a Reserve Component member on short-term active duty for **31 to 139 days ADT or 31 to 180 days ADOT**, use the same date as the member's orders end date for the BAH stop date.
5	Enter the **<u>Earnings Type</u>** if known or use the to search and select from a listing of available earning types. See the BAH Code Table in this chapter for a listing of codes and descriptions.
6	**<u>Description</u>** is filled by the system after the user selects an Earnings Type code. Ensure the proper entitlement is shown.

Continued on next page

Starting BAH or Other Housing/Location Entitlements,
Continued

CONUS COLA (continued)

Step	Action
7	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving by a CGHRSUP role user. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
8	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.
9	Click the  button to bring up the Supporting Data screen below: 
10	Enter the zip code, for short-term and contingency orders this is usually the zip for the member's principle place of residence – the place from which ordered to active duty, for BAH in the **Postal Code** field for earning types BAH-L, BAH-G, BAH-H, BAH-T. Do not enter an FPO or APO zip code. ***Note:*** If zip code 00000 is used with BAHDR (BAH-DIFF "R"), then BAH-In Transit will be paid in addition to the BAH-DIFF (transactions with start dates before 31 Dec 05 only) The Dependent Flag and Spouse In Service check boxes will be pre-filled (if applicable). A check mark indicates the member has dependents and/or a spouse in service.

Continued on next page

Starting BAH or Other Housing/Location Entitlements,
Continued

CONUS COLA (continued)

Step	Action
10 **Continued**	For Reserve Component (RC) members on Active Duty: • Pay BAH based on the RC member's **principle place of residence location zip code** if orders are: (a) Active Duty for Training (ADT/IADT) and of a duration of 31 to 139 days; **or greater than 140 days and shipment/storage of HHGs is not authorized**. (b) Active Duty for Other Than Training (ADOT) and of a duration of 31 to 180 days or (c) For a national defense contingency (Title 10 U.S.C, recall to AD). • Pay BAH based on the **duty station location zip code** if orders are for ADT periods of 140 days or more, or ADOT periods of more than 180 days and extended per diem has not been authorized by COMDT (CG-1222) and the member is authorized shipment of household goods. • A single member on an ADOT period of 31 to 180 days or an ADT period of 31 to 139 days **or greater than 140 days ADT and shipment/storage of HHGs is not authorized,** are considered on temporary duty (TDY) for BAH/OHA purposes. They are authorized a housing allowance based on their principal place of residence location zip code at the time called/ordered to active duty, appropriate to their dependency status (i.e. BAH/OHA without dependents, BAH/OHA with dependents based on payment of child support), even if the member is assigned to single-type Government quarters at the site where the active duty is performed. RC members who change their principal place of residence for any reason other than official PCS orders following acceptance of ADT or ADOT orders will continue to receive the locality-based BAH rate initially authorized.
11	Click the OK button when finished.
12	Approve Route for approval. Transactions to start BAH must be approved by a user with the CGHRSUP (SPO Supervisor) role. Click the Approve button and enter the CGHRSUP role user's Employee ID number to route the transaction to the SPO Supervisor for approval. If you are a CGHRSUP role user, the transaction status will automatically be set to approved when you press the save button. You do not need to enter you employee ID number or access or route for approval.
13	Click the Save button (located at the bottom left of the screen) to approve the entry.

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Disposal of Leave (All Orders of 30 or more days)

Introduction

This section provides the procedure for recording lump sum leave entitlements.

Disposal of Leave

For orders with duration of 30 or more days, the member is entitled to leave accrual. If these are short term orders or back-to-back long-term orders and no RELAD is required, then accrued leave can be sold using the Record/Leave Disposal tab on the member's orders.

Note: A reservist who is not continuing on active duty may carry the leave forward for use/sale during a later active duty period.

If member is immediately continuing on active duty under another set of orders, or does not desire to dispose of leave at this time, the leave balance may be carried forward. This requires no action by the SPO, JUMPS will maintain the balance.

If member wants to sell leave from the previous active duty period, the SPO must enter the amount of leave to be sold in the "Days Unused Leave to Sell" in the "***new***" reserve orders (transaction P192 in the JUMPS Action Generator Archive Inquiry) but use the member's last day of Active Duty from the previous set of orders as the effective date. To correctly calculate leave earned while on reserve orders, reference the method of computing chart in reference (g), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series), 2.A.19.b. (as modified by ALCOAST 519/11; SPECIAL LEAVE ACCRUAL PROGRAM UPDATE, R 081406Z NOV 11)

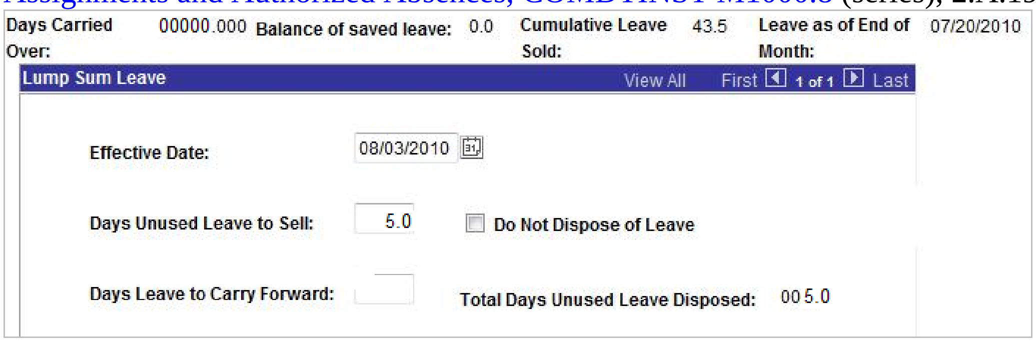
Note: Reservists on active duty for more than 30 and less than 366 days are not subject to the 60-day career maximum limit on the sale of leave.

Follow the steps on the following page to record the sale of leave:

Continued on next page

Disposal of Leave (All Orders of 30 or more days), Continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click the Record/Leave Disposal tab or use the link at the bottom of the page.</td></tr>
<tr><td>2</td><td>Enter the effective date, which must equal the last day of the active duty period (e.g. The Actual Duty End Date field on the Record Arrive/Depart Info. tab). If the member will not be selling any leave AND is immediately continuing on active duty under another set of orders, then no action is required. JUMPS will maintain the leave balance.

If the member will be selling leave, enter the number of days to be sold in the Days Unused Leave to Sell box. To correctly calculate leave earned while on reserve orders, reference the method of computing chart in reference (g), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series), 2.A.19.b.


Be sure to compute leave earned and taken up to the ending date of the last set of orders. The leave balance shown on the orders page will not include leave earned for the current month and any leave taken in the current month.</td></tr>
<tr><td>3</td><td>Click the Save button.
Note: You may encounter a warning message when entering leave to be sold or when saving. It is a warning, not an error. Click OK to dismiss it.</td></tr>
<tr><td>4</td><td>You may encounter a warning/informational message when saving reserve orders if the member does not have an e-mail address on file.

Click OK to dismiss the warning. You can use the E-Mail Printable Order button to e-mail yourself or the unit a copy of the orders for printing.</td></tr>
</table>

Amend Duty Dates

Introduction

This section provides the procedure for the user at the Servicing Personnel Office (SPO) for amending an endorsed reserve order to report a change in the Actual Duty End date field (e. g. Member leaves early or stays on AD beyond originally planned end date). **You must cancel and reissue the order if the Actual Begin Date is not equal to the Estimated Begin Date**.

Obligated Service

Members must have sufficient reserve obligated service to cover the new period of active duty authorized. The member must voluntarily extend, reenlist, or be involuntarily retained as appropriate, to ensure sufficient obligated service. For reserve officers not having sufficient obligated service contact CGPSC (OPM). To update the officer's reserve obligation.

When a New Order May be Necessary

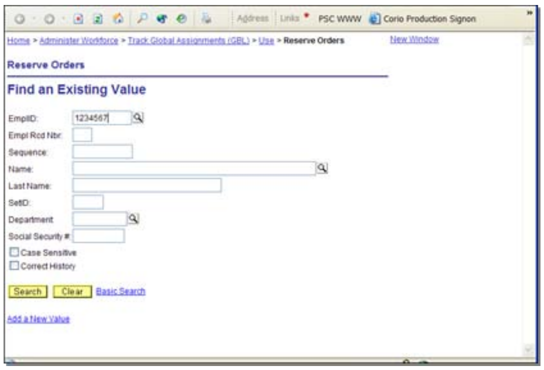
Occasionally, when attempting to extend a member's order, it may be necessary to issue a new order. There are system limits on the duration of "Short Term" orders and if the member's BAH entitlement changes from BAH-RC to BAH a new order must be issued.

If original order was for	and amendment is for	and new total duration of order is	then
any duration	the begin date	any	Cancel the order and reissue. Both the Estimated Begin Date and the Actual Begin date must match.
30 or less days	any number of days and, as of the date of the amendment, the prospective remaining duty period is less than 31 days	less than 140 days (ADT) or less than 181 days (ADOT)	Change the order end date. Member will continue entitlement to BAH-RC. The prospective remaining duty period must be more than 30 days for the member to become entitled to BAH (*see "BAH and Extensions to Orders Examples" on pages 4 to 6 of this chapter*).
		more than 139 days (ADT or more than 180 days (ADOT)	End current order on date of amendment and issue a new Short Term order. The system will not allow you to extend a short term ADT order beyond 139 days or a short term ADOT order beyond 180 days.
	any number of days and, as of the date of the amendment, the prospective remaining duty period is 31 or more days	less than 140 days (ADT) or less than 181 days (ADOT).	End current order on date of amendment and issue a new Short Term order with BAH-RC code "W". The member is now entitled to BAH because the new period of active duty, from the date of the amendment, is more than 30 days (*see "BAH and Extensions to Orders Examples" on pages 4 to 6 of this chapter*)
31 or more days but less than 140 days (ADT) or less than 181 days (ADOT)	any number of days	less than 140 days (ADT) or less than 181 days (ADOT)	Change the order end date and the stop date of the member's BAH or OHA.
		more than 139 days (ADT) or more than 180 days (ADOT)	End current order on date of amendment and issue a new Short Term order for more than 30 days. The system will not allow you to extend a Short Term order beyond 139 ADT days or 180 ADOT days. The new order must be issued for more than 30 days for the member to remain entitled to BAH or OHA.
140 or more days (ADT) or 181 or more days (ADOT)	any number of days	N/A	Change the order end date.

Continued on next page

Amend Duty Dates, Continued

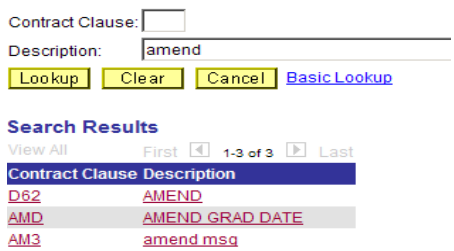
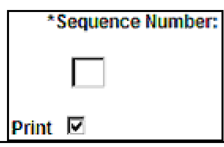
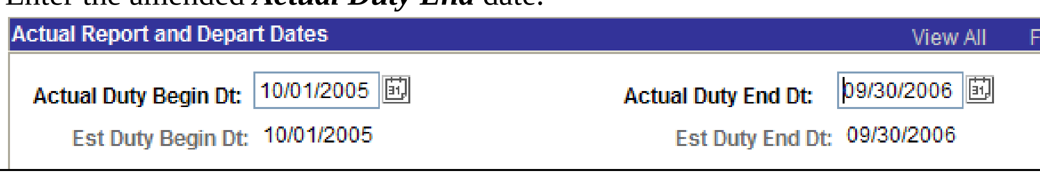
Procedure Follow these steps to access and amend the reserve order.

Step	Action
1	Log into the system and select the following menu items: Administer Workforce > Track Global Assignments (GBL) > Use > **Reserve Orders** Note: Reserve Orders can also be accessed using the Manage Reserve Member activity guide: Administer Workforce > Track Global Assignments (GBL) > Use > **Manage Reserve Member** Click the "*View/Complete Order Info*" link at the bottom of the activity guide page to go to the Reserve Orders Search record.
2	The Reserve Orders Search record will be displayed.  Enter the member's employee ID number in the EmplID field and click the Search button.
3	Select the order you want to amend from the search results.
4	Before you change the Report and/or Depart Dates, you should note the reason and authority for the change in the Order Notes. Click the Order Notes button at the bottom of the screen. Orders issued in conjunction with amendments shall specifically state the reason in the orders notes block. Order Notes are printed on the physical orders. All Order Notes are editable. Anyone may enter or edit order notes. Primarily to be used by SPO and District personnel.

Continued on next page

Amend Duty Dates, Continued

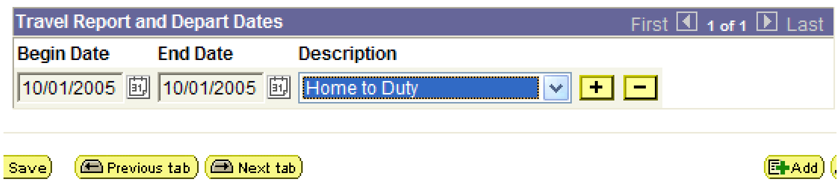
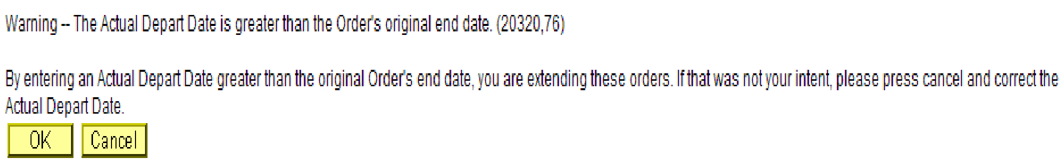
Procedure **(continued)**

Step	Action
5	Click the button to search for order notes. There are hundreds of Order Notes. Performing a search using the Description field is the most efficient way to cut the number down. The below screen shows an example of a search performed using RES as a description. 
6	The **Sequence Number** is a required field. The number indicates the sequence that the notes will appear on the orders. Click the **Print check box** if you want the notes to appear on the printed orders. 
7	When done with the Order Notes click the OK button.
8	Click the ***Record Arrive/Depart Info*** tab.
9	Enter the amended ***Actual Duty End*** date. 

Continued on next page

Amend Duty Dates, Continued

Procedure **(continued)**

Step	Action
10	Scroll down to the **Travel Report and Depart Dates** section and locate the "***Home to Duty***" row. Use the same date as you used in the step above for the Actual Duty Begin Date for both begin and end date of the Home to Duty row.  Repeat for any other rows, like Travel Time, that originally had the same begin date. For Partial Entitlements orders, change the dates on the "***Duty to Home"*** row to reflect the amended Actual Duty End date.
11	When you enter a new Ending Date the following warning will appear:  Click the  button.
12	Click the Save button.
13	Path to the Compensate Employees > Use > Employee Entitlements menu item and review the member's entitlements. Use the table on the following page as guide to aid in determining if any action is necessary to synchronize the member's pay entitlements with the amended orders.

Continued on next page

Amend Duty Dates, Continued

Procedure **(continued)**

Step	Action
14	

If the original orders are	and the	then
Short Term for 30 days or less	actual duty begin date has changed (order must be cancelled and reissued with correct date)	**delete** the corresponding entitlement rows that were entered in connection with the order (e. g. SDAP, Career Sea Pay) and reenter them using the new actual duty begin date for the entitlement start date and the actual duty end date for the stop date. Note: BAS and BAH-RC for all short-term/partial entitlements orders, 30 days or less in duration, are administered on the Reserve Orders Partial Entitlements tab.
	actual duty end date has changed	**change** the corresponding stop dates on any entitlements entered in connection with the order (e. g. SDAP, Career Sea Pay). Note: BAS and BAH-RC for all short-term/partial entitlements orders, 30 days or less in duration, are administered on the Reserve Orders Partial Entitlements tab.
Short Term order for **more than 30 days AD**	actual duty begin date has changed (order must be cancelled and reissued with correct date)	**delete** the corresponding **BAH** or **OHA** entitlement row and any other entitlement rows that were entered in connection with the order (e. g. SDAP, Career Sea Pay) and reenter them using the new actual duty begin date for the entitlement start date and the actual duty end date for the stop date.
	actual duty end date has changed	**change** the corresponding stop dates on the **BAH** or **OHA** row and on any other entitlements entered in connection with the order (e. g. SDAP, Career Sea Pay).
Long Term / Contingency	actual duty begin date has changed (order must be cancelled and reissued with correct date)	**delete** the corresponding **BAH** or **OHA**, **BAS** and other entitlement rows that were entered in connection with the order and reenter them using the new actual duty begin date for the entitlement start date. Leave the stop date(s) blank. The entitlements will auto-stop when the member is released from active duty.
	actual duty end date has changed	**Review** the member's entitlements to ensure no stop dates are present in any entitlements that were started in connection with the order. Stop dates should be left blank as the entitlements will auto-stop when the member is released from active duty.

Back-To-Back AD Orders

Introduction

This procedure is used to record that a **new set of orders** has been issued extending the active duty period of a reserve member who is currently on long-term active duty (Greater than 139 days ADT or 180 days ADOT). This procedure will only be used when there is no break in service.

Statement of Intent

The Report Additional Active Duty Authorized transaction must be preceded by the submission of Recall – Type Statement of Intent transaction (SOI). The SOI must be submitted at least one JUMPS compute cycle prior to the member's current Expected Active Duty Termination Date.

Obligated Service

This transaction authorizes a new active duty period. In cases where a reserve enlisted member does not have sufficient reserve obligated service to cover the new period of active duty authorized, the member must either voluntarily extend, reenlist, or be involuntarily retained as appropriate, to ensure sufficient obligated service. In cases where a **reserve officer** does not have sufficient reserve obligated service to cover the new period of active duty authorized, contact CGPSC (rpm). It will be necessary for CGPSC (rpm) to submit an Officer Personnel Change Form in DA (Home > Develop Workforce > Career Management > Process > Change Exp Loss/AD Term Dt) to update the officer's reserve obligation.

Note: Do this first for both enlisted members and officers prior to completing the Report Additional Active Duty transaction.

Continued on next page

Back-To-Back AD Orders, Continued

Disposal of leave (for orders of 30 or more days)

If member is immediately continuing on active duty under another set of orders, the leave balance may be carried forward. This requires no action by the SPO, JUMPS will maintain the balance.

If member wants to sell leave from the previous active duty period, the SPO must enter the amount of leave to be sold in the "Days Unused Leave to Sell" in the "***new***" reserve orders (transaction P192 in the JUMPS Action Generator Archive Inquiry). To correctly calculate leave earned while on reserve orders, reference the method of computing chart in reference (g), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series), Art. 7.A.19.b.

Note: Reservists on active duty for more than 30 and less than 366 days are not subject to the 60-day career maximum limit on the sale of leave.

Active Duty Pay

The member will experience interrupted active duty pay if the current Expected Active Duty Termination Date is reached prior to the submission of this transaction, unless an SOI (statement of intent) has been previously submitted at least one JUMPS compute cycle prior to the member's current Expected Active Duty Termination Date

Limitations

This procedure cannot be used when the member's current orders are:

1. EAD.
2. ADOS (AC/RC) and the new orders are Title 10.
3. For duty at a location (department ID number) different from that of the new orders.
4. New orders are "Short-Term" (active duty of less than 140 ADT days or less than 181 ADOT days).

Submit a Release From Active Duty (RELAD), followed by new reserve orders if any of the above conditions apply.

Follow the procedures in the Part VII, Chapter 6 of this manual to complete the RELAD transaction. Here's a summary of what the SPO will need to do to complete the RELAD. Steps 3 & 4 are often overlooked. The Orders link will not be available until you complete them and you cannot save the RELAD without accessing and saving the orders.

Continued on next page

Back-To-Back AD Orders, Continued

Limitations (con't)

1. Start a new separation.
2. Put Type, Date and SPD/Reason codes in.
3. Go to Reserve Status tab. Click plus sign for new row. Date it the day after the RELAD date.
4. Go back to separation tab and click save.
5. Click OK a few times to dismiss all the messages.
6. Click the orders link.
7. Enter the department ID number for the department ID where the member will be going to on the orders destination section.
8. Save the orders (click OK again a few times to dismiss all the warning messages)
9. Go back to the separation; click the route/approval tab.
10. Route to approver or select "Approved' if you are the approver.
11. Save.
12. Complete the new reserve orders.
13. Restart pay entitlements (Enterprise Menu > Compensate Employees > Use > Pay Entitlements), as applicable for the member's new orders (BAH, COLA, BAS, etc.).

Reservists who are immediately recalled for further active duty of less than 140 ADT days or less than 181 ADOT days.

If a Reservist is released from Title 10 orders or other Long-Term AD orders, then immediately recalled to active duty under a different set of orders (e.g., Title 14, ADOS-RC, ADT, or ADOS-AC), and the new period of recall is <u>less than</u> 140 days for ADT order or less than 181 days for ADOT orders:

1. Complete a Release from Active Duty (RELAD) transaction.
2. Prepare and endorse the new Reserve orders, to record the new period of active duty.

Continued on next page

Back-To-Back AD Orders, Continued

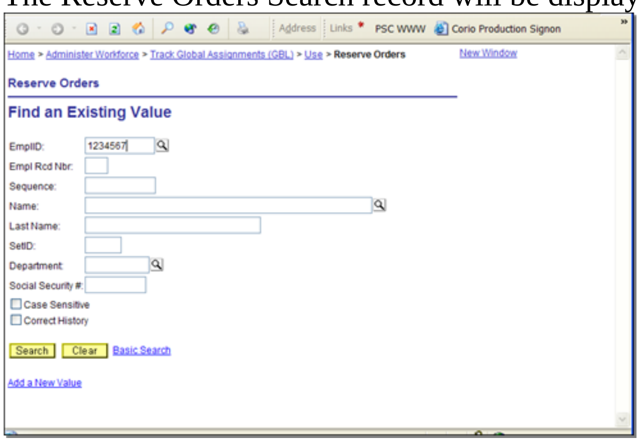
Create a new order

Follow these steps to create a new order for a reserve member, who is on active duty and is issued new orders for additional active duty with no break in service and no RELAD is required (read the “Limitations” block on page 76).

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Log into the system and select the following menu items:
Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders

Note: Reserve Orders can also be accessed using the Manage Reserve Member activity guide:

Administer Workforce > Track Global Assignments (GBL) > Use > Manage Reserve Member

Click the “View/Complete Order Info” link at the bottom of the activity guide page to go to the Reserve Orders Search record.</td></tr>
<tr><td>2</td><td>The Reserve Orders Search record will be displayed.


Enter the member’s employee ID number in the EmplID field and click the Search button.</td></tr>
</table>

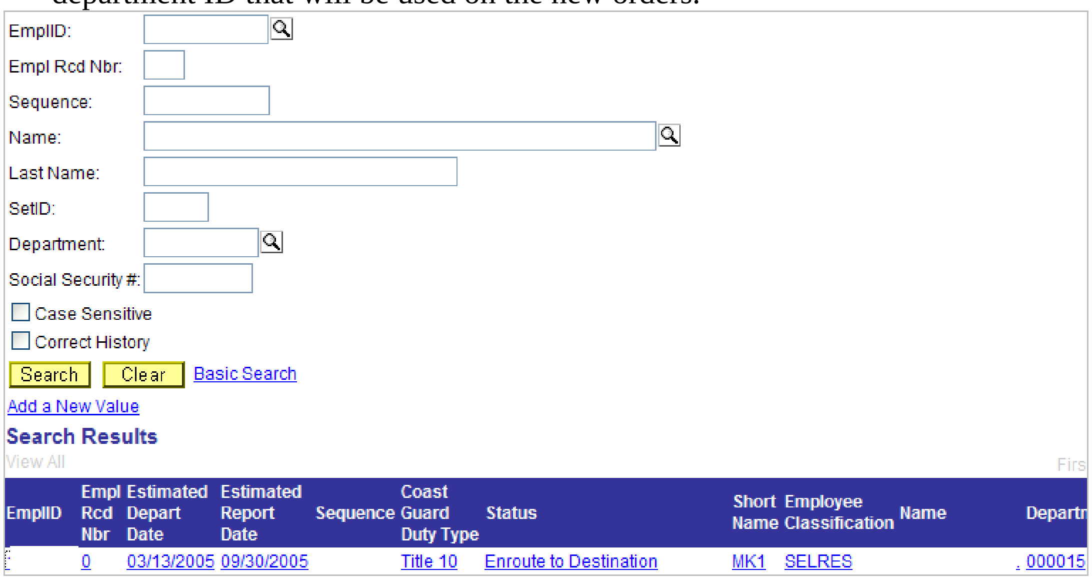
Continued on next page

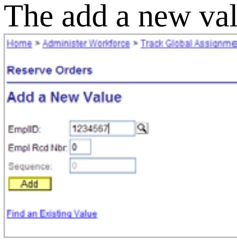
Back-To-Back AD Orders, Continued

Create a new order **(continued)**

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>Review the search results to ensure the:

member currently has orders in an “Enroute to Destination” status.
duty type of the current orders are compatible with this procedure (e. g. Not EAD).
end date (the Estimated Report Date column) for the current orders are exactly one day prior to the begin date of the new orders.
department ID number on the current orders is exactly the same as the department ID that will be used on the new orders.



</td></tr>
<tr><td>4</td><td>Click the “Add a new value” link to continue.</td></tr>
<tr><td>5</td><td>The add a new value page will display.


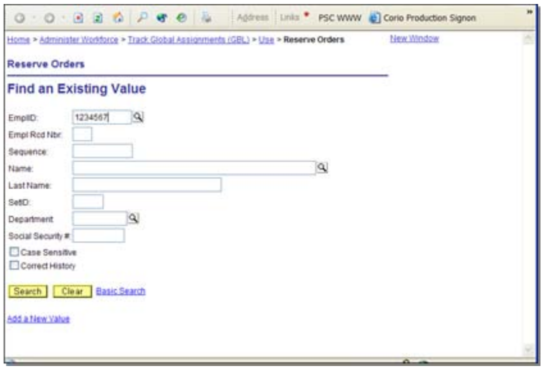
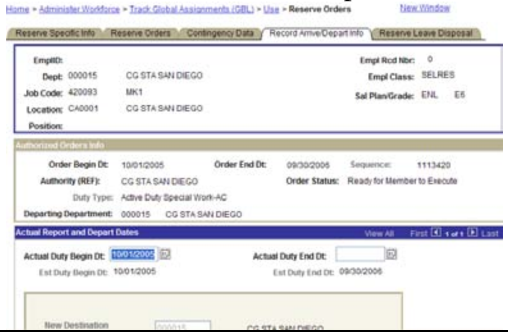
Enter the member’s employee ID number and click the Add button.</td></tr>
<tr><td>6</td><td>Create the new order (see step-by-step procedures earlier in this chapter). Be sure to include the accounting data and Contingency/Disaster data if applicable.</td></tr>
<tr><td>7</td><td>Route the new order for approval by the District (DXR).</td></tr>
<tr><td>8</td><td>After the order is approved you must endorse it. If applicable, the system will create the P192, Report Additional Active Duty Authorized transaction. The procedure is described in the next block - “Endorsement of a Back-to-Back AD Order”.</td></tr>
</table>

Continued on next page

Back-To-Back AD Orders, Continued

Endorsement of a Back-to-Back AD Order

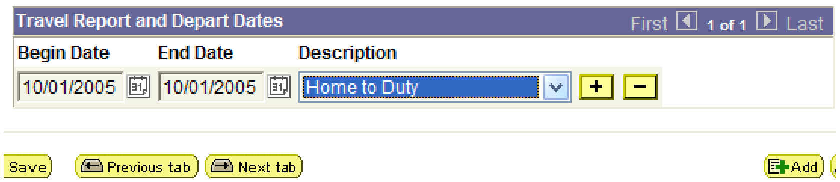
Follow these steps to access and endorse the reserve order.

Step	Action
1	Log into the system and select the following menu items: Administer Workforce > Track Global Assignments (GBL) > Use > **Reserve Orders** Note: Reserve Orders can also be accessed using the Manage Reserve Member activity guide: Administer Workforce > Track Global Assignments (GBL) > Use > **Manage Reserve Member** Click the "*View/Complete Order Info*" link at the bottom of the activity guide page to go to the Reserve Orders Search record.
2	The Reserve Orders Search record will be displayed.  Enter the member's employee ID number in the EmplID field and click the Search button.
3	Select the order from the search results.
4	The Reserve Orders will open. 
5	Enter the Actual Duty Begin Date (must be the same as the Est. Duty Begin Dt and must be the day after the end date of the last set of orders).

Continued on next page

Back-To-Back AD Orders, Continued

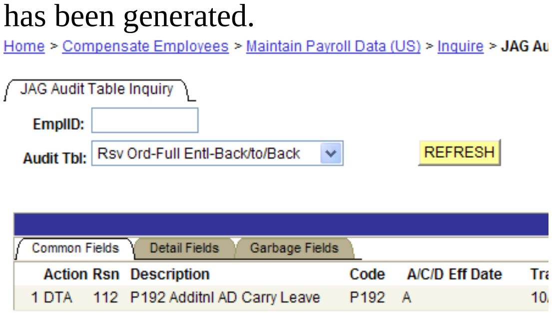
Endorsement of a Back-to-Back AD Order **(continued)**

Step	Action
6	Enter the Actual Duty End dt. 
7	Scroll down to the **Travel Report and Depart Dates** section and enter a “***Home to Duty***” row (required even though these are back-to-back orders). Use the same date as you used in Step 3 above for the Actual Duty Begin Date for both begin and end date of the Home to Duty row.  Note: The Home to Duty row should be created automatically after you enter the duty dates in steps 5 and 6 above.
8	Click the Record/Leave Disposal tab or use the link at the bottom of the page.
9	If the member is carrying their leave forward from their last set of Active Duty orders, the “Days Carried Over” field will have their leave balance that was brought forward. No further action is required. Once the endorsement is saved, the “Effective Date” field will automatically set the date to the member’s last day of Active Duty. Disposal of leave (for orders of 30 or more days): If member is immediately continuing on active duty under another set of orders, the leave balance may be carried forward. This requires no action by the SPO, JUMPS will maintain the balance. If member wants to sell leave from the previous active duty period, the SPO must enter the amount of leave to be sold in the “Days Unused Leave to Sell” in the "new" reserve orders (transaction P192 in the JUMPS Action Generator Archive Inquiry). To correctly calculate leave earned while on reserve orders, reference the method of computing chart in reference (g), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series), Art. 7.A.19.b. Be sure to compute the leave earned and taken up to the end date of the current set of orders. The leave balance shown on the orders page will not include leave earned or taken within the current month.

Continued on next page

Back-To-Back AD Orders, Continued

Endorsement of a Back-to-Back AD Order **(continued)**

Step	Action
9	
10	Click the Save button. Note: You may encounter this warning message when entering leave to be sold or when saving. It is a warning, not an error. Click OK to dismiss it. 
11	You may encounter a warning/informational message when saving reserve orders if the member does not have an e-mail address on file. Click OK to dismiss the warning. You can use the E-Mail Printable Order button to e-mail yourself or the unit a copy of the orders for printing.
12	The JUMPS Action Generator Archive Inquiry, which is accessible by users with the CGHRSUP role (SPO Supervisors), will show that a P192 transaction (if applicable) has been generated.  Note: The Archive Inquiry will not display the transaction entry until the following day.

Cancelling Orders (SPO or District)

Introduction

This section provides the procedure for cancelling a reserve order.

Before you begin

Reserve orders may be cancelled by the SPO or District (dxr) user.

Procedure

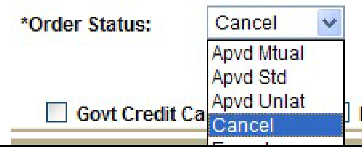
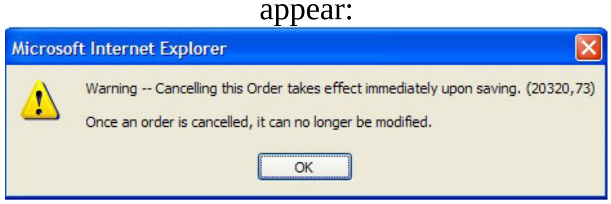
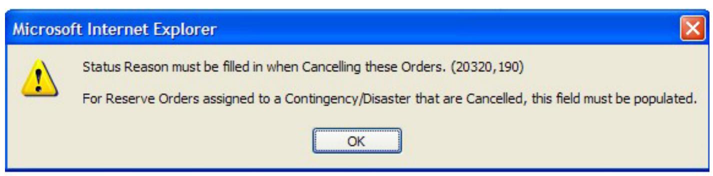
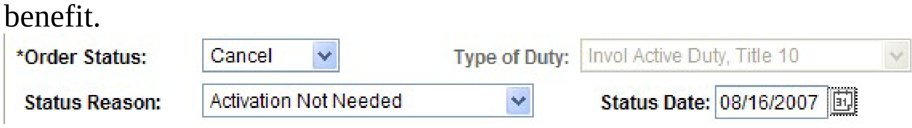
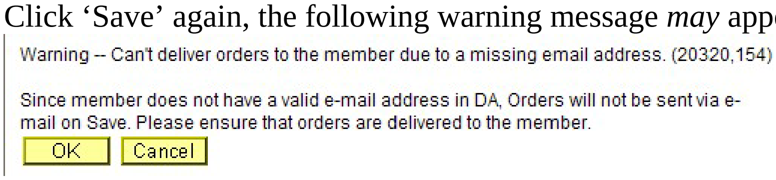
Follow these steps to cancel a reserve order.

Step	Action
1	Log into the system and select the following menu items: Administer Workforce > Track Global Assignments (GBL) > Use > **Reserve Orders** Note: Reserve Orders can also be accessed using the Manage Reserve Member activity guide: Administer Workforce > Track Global Assignments (GBL) > Use > **Manage Reserve Member** Click the "*View/Complete Order Info*" link at the bottom of the activity guide page to go to the Reserve Orders Search record.
2	The Reserve Orders Search record will be displayed.  Enter the member's employee ID number in the EmplID field and click the Search button.
3	Review the search results and select the order you want to cancel.
4	Access the **Reserve Orders** tab (by clicking the tab title or the link at the bottom of the page).

Continued on next page

Cancelling Orders (SPO or District), Continued

Procedure **(continued)**

Step	Action
5	Change the **Order Status** field to **Cancel.** 
6	Click 'Save' to finalize the cancellation. The following *warning* message will appear:  Click OK to continue. The following **error** message will appear if this is an order for a Contingency Operation:  The **Status Reason** and **Status Date** fields appear below the Order Status field. Select the reason for the cancellation from the drop-down list and enter the date the orders were cancelled. This information is needed to manage the member's E-ID benefit.  (There are two (2) choices. The one above lets member retain the Benefit. The other choice does not. Contact COMDT CG-1313 if you have any questions.) Click 'Save' again, the following warning message *may* appear:  Click OK to continue.
7	Review the member's Pay Entitlements (Compensate Employees > Maintain Entitlements > Use > Employee Entitlements) and delete any transactions (BAH, BAS, CONUS COLA, etc.) that were submitted in connection with this reserve order.

DA BAH Earnings Codes and Earnings Type Codes

Code Table

Direct Access uses combinations of ***Earnings Codes*** and ***Earnings Type Codes*** for **BAH entitlements**. Refer to this table to determine how the codes relate to the entitlement.

Entitlement	**Direct Access Codes**		
	Earnings Code	**Earnings Type**	**Description/Use When**
None	BA1	BAH-A	With dep; MBR &/or dep assigned adeq CG-owned qtrs (barracks or shipboard berthing)
None	BA1	BAH-B	With dep; MBR &/or dep assigned adeq CG-leased qtrs
None	BA1	BAH-C	With dep; MBR &/or dep assigned adeq DOD owned qtrs (barracks or shipboard berthing)
Partial BAH	BA1	BAH-D	Without depns or spouse in service & no other depns, assigned CG-owned sgl qtrs
None	BA1	BAH-E	**Without Deps or spouse in service & no other deps; assigned leased/family qtrs** **Note**: Includes **Leased** housing and gov't (**DOD or CG**) owned <u>Family quarters that have been converted to UPH.</u>
Partial BAH	BA1	BAH-F	Without Depns or spouse in service & no other depns; assigned DOD-owned single qtrs (barracks or shipboard berthing)
BAH w/o	BA1	BAH-G	Without Depns; mbr not assigned govt quarters
BAH w/o	BA1	BAH-H	Spouse in service & no other Depns; Mbr not assigned qtrs
BAH-T/RC With, less deduction for inadequate quarters rental charge	BA1	BAH-I	With Dep; MBR assigned inadeq CG owned qtrs; check pay for rent
BAH-T/RC With, less deduction for inadequate quarters rental charge	BA1	BAH-K	With Dep; MBR assigned inadeq DOD owned family qtrs; check pay for rent
BAH With	BA1	BAH-L	With Dep; MBR and Dep not assigned govt qtrs
BAH With	BA1	BAH-T	With Dep; based on payment of child support; mbr not assigned govt qtrs
BAH-DIFF	BA3	BAHDP	BAH-Diff for child support on or after 5 Dec 1991; assigned CG/DOD-owned single qtrs (barracks or shipboard berthing)
BAH-DIFF	BA3	BAHDQ	BAH-Diff for child support on or after 5 Dec 1991; mbr assigned CG leased single qtrs
BAH w/o or BAH-T/RC if zip code 00000 is used + BAH-DIFF	BA3	BAHDR	BAH-Diff for child support on or after 5 Dec 1991; mbr not assigned govt qtrs. Note: Replaced with code "T" effective 31 Dec 05.
BAH-T/RC W/O	BA4	BAH-G	BAH-T/RC- Without depns and mbr not assigned govt quarters
BAH-T/RC W/O	BA4	BAH-H	BAH- T/RC - Spouse in service; no other depns; Mbr not assigned govt qtrs
BAH- T/RC With	BA4	BAH-L	BAH- T/RC - With depns; Mbr & depns not assigned govt qtrs
BAH- T/RC With	BA4	BAH-T	BAH- T/RC - With depns; based on payment of child support; mbr not assigned govt qtrs

Continued on next page

DA BAH Earnings Codes and Earnings Type Codes, Continued

BAH for Single Members on Short-Term Active Duty of more than 30 days

A single member on an ADOT period of 31 to 180 days or an ADT period of 31 to 139 days is considered on temporary duty (TDY) for BAH/OHA purposes. They are authorized a housing allowance based on their principal place of residence location zip code at the time called/ordered to active duty, appropriate to their dependency status (i.e. BAH/OHA without dependents, BAH/OHA with dependents based on payment of child support), even if the member is assigned to single-type Government quarters at the site where the active duty is performed.

Example Entitlements Entries

Purpose

The purpose of this section is to illustrate how the various date fields on Reserve Orders relate to a member's active duty time, travel time and pay entitlements.

Scenario

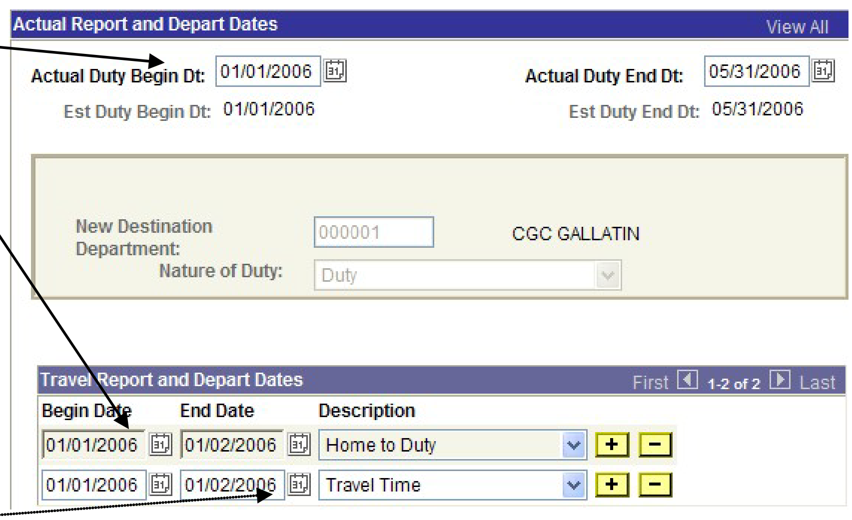
An enlisted member is selected for 151 days ADOS-AC, for a deployment aboard USCGC GALLATIN. The member resides in Topeka, KS and will travel, by commercial airline, to meet GALLATIN in Rota, Spain. The member must report by 2 January 2006. Due to commercial flight schedules, the member must fly to New York City and remain overnight before catching a flight to Spain on 2 January.

Screen 1: *The Record Arrive/Depart Information tab of the member's ADOS-AC orders.*

1 Jan 2006 is the **Actual Duty Begin** date. This is the date the member began travel enroute to the duty station

2 Jan 2006 is the date the **member reported for duty**. The "Home to Duty" row spans any delay between the Actual Duty Begin Date and the date the member reports to the unit. If there was no delay in reporting the Begin Date and End Date of the Home to Duty row would both be 01/01/2006 and the Travel Time row wouldn't be needed.

The Travel Time row is entered to explain the *purpose* for the delay in reporting.



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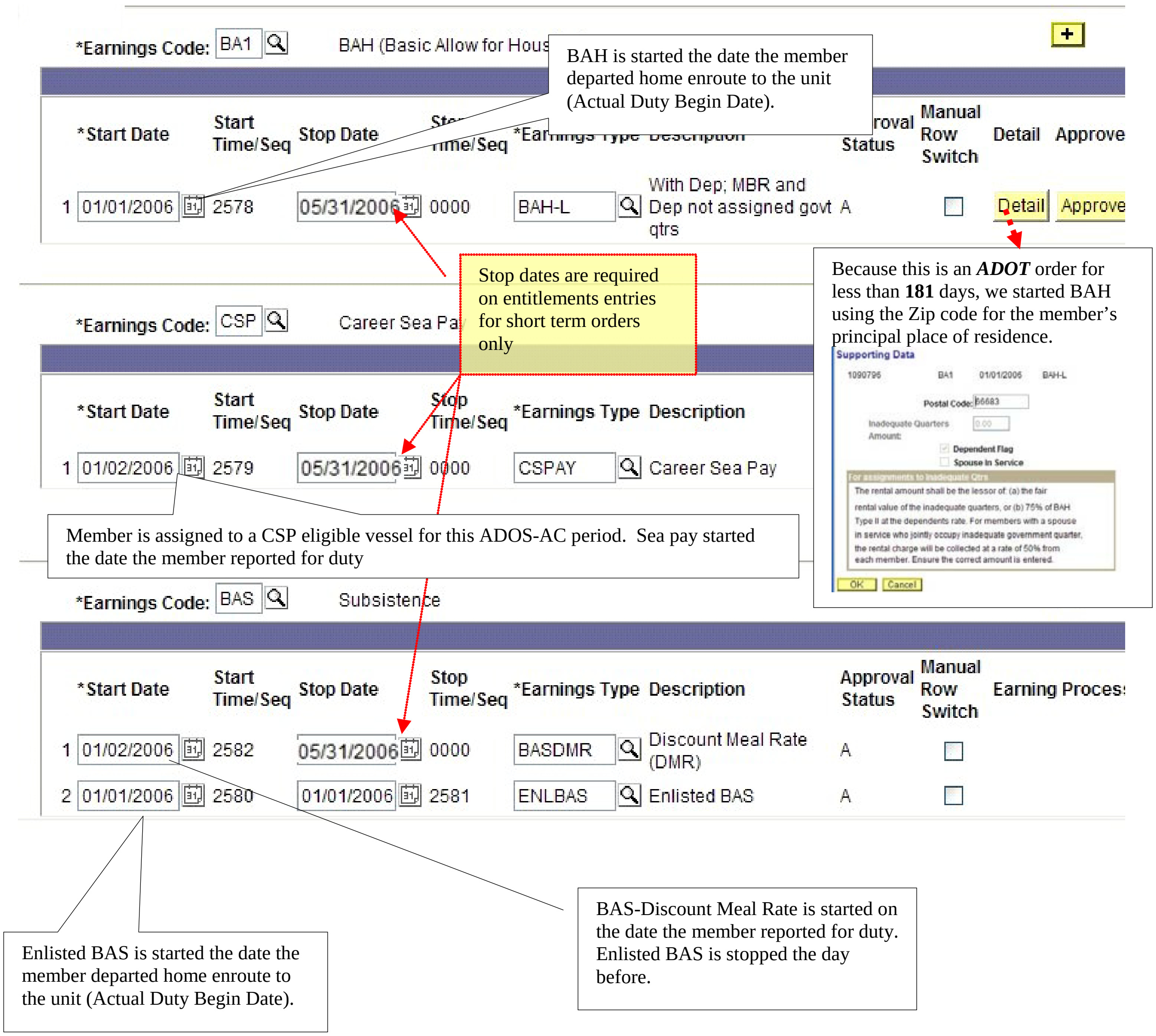
Example Entitlements Entries, Continued

Screen 2: *The entries in Entitlements to record pay actions associated with this order.*



Summary of Orders Types

Introduction

This table lists the reserve orders types and shows how the duration of each type of duty relates to the funding, PCS/TDY entitlements, BAH entitlement, INCONUS COLA (ICC)/OUTCONUS COLA (OCC) entitlement and the type of transaction sent to JUMPS.

Duty	Cat.	Contin gency?	Duration	Fund	Is Considered…	JUMPS	Entitlements		
							BAH	ICC	OCC
ADOS-AC	ADOT	No	0-30 Days	AFC 30/TONO	Short Term/TDY	R990	BAH-RC	No	Note 1
ADOS-AC	ADOT	No	31-180 Days	AFC 30/TONO	Short Term/TDY	R990	BAH HOME	Note 3	Yes
ADOS-AC	ADOT	No	181 Days +	AFC 01	Long Term/ PCS	8C	BAH PDS	Yes	Yes
ADOS-AC	ADOT	Yes	Any	AFC 01	Contingency/ TDY	8C	BAH HOME	Yes	Yes
ADOS-RC	ADOT	No	0-30 Days	AFC 90	Short Term/ TDY	R990	BAH-RC	No	Note 1
ADOS-RC	ADOT	No	31-180 Days	AFC 90	Short Term/ TDY	R990	BAH HOME	Note 3	Yes
ADOS-RC	ADOT	No	181 Days +	AFC 01	Long Term/PCS	8C	BAH PDS	Yes	Yes
ADHC	ADOT	No	31-180 Days	AFC 01	Short Term/ TDY	R990	BAH HOME	Note 3	Yes
ADHC	ADOT	No	181 Days +	AFC 01	Long Term/PCS	8C	BAH PDS	Yes	Yes
ADT-AT	ADT	No	0-30 Days	AFC 90	Short Term/TDY	R990	BAH-RC	No	Note 1
ADT-AT	ADT	No	31-139 Days	AFC 90	Short Term/TDY	R990	BAH HOME	No	Yes
ADT-AT	ADT	No	140 Days +	AFC 01	Long Term/PCS	8C	BAH PDS	Yes	Yes
ADT-OTD	ADT	No	0-30 Days	AFC 90	Short Term/ TDY	R990	BAH-RC	No	Note 1
ADT-OTD	ADT	No	31-139 Days	AFC 90	Short Term/ TDY	R990	BAH HOME	No	Yes
ADT-OTD	ADT	No	140 Days +	AFC 01	Long Term/ PCS	8C	BAH PDS	Yes	Yes
EAD	ADOT	No	1 years +	AFC 01	Long Term/PCS	8C	BAH PDS	Yes	Yes
IADT	ADT	No	0-30 Days	AFC 01	Short Term/ TDY	R990	BAH-RC	No	Note 1
IADT	ADT	No	31-139 Days	AFC 01	Short Term/ TDY	R990	BAH HOME	No	Yes
IADT	ADT	No	140 Days+	AFC 01	Long Term/PCS	8C	Note 2	Note 2	Note 2
Title 10	ADOT	Yes	Any	AFC 01	Contingency/ TDY	8C	BAH HOME	Yes	Yes
Title 14	ADOT	No	0-30	AFC 01	Short Term/ TDY	R990	BAH-RC	No	Note 1
Title 14	ADOT	No	31-60	AFC 01	Short Term/ TDY	R990	BAH HOME	No	Yes

Note 1: IAW JFTR U9154C, member authorized OUTCONUS COLA if called/ordered to active duty for less than 31 days from an OCONUS location **if there is no per diem authority.**

Note 2: If PCS is directed, member is authorized BAH & CCOLA at new PDS location. If PCS is NOT directed, BAH & CCOLA is at the rate of the principal place of residence when the member was called/ordered to AD. For personnel accounting purposes, IADT orders are issued as Long Term/PCS even if the duration less than 140 days. This does not entitle the member to PCS allowances. Members ordered to IADT will also be issued a Reserve PCS (No cost) order to update the member's assigned unit. The PCS order must be endorsed prior to endorsing the IADT order. See page VII-4-19 (Creating IADT Orders) for more information.

Note 3: Yes if 140 or more days. No if 139 or less days. Reservists on orders for 140 or more days are entitled to CONUS COLA. See JFTR, para **U8038**

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PPC SPO Manual

Part VII, Reserve Unique Transactions

Chapter 5, Reserve Permanent Change of Station (PCS)

Overview

Introduction

This section provides procedures for processing Reserve PCS when a reservist requests reassignment to a new drilling unit or transfers to the IRR/ISL.

Reference

The following references provide additional information about reserve assignments.

- Personnel and Pay Procedures Manual, PSCINST Ml000.2 (series), Chap 11)
- Reserve Policy Manual, M1001.28 (series)

Discussion

Reserve PCS transfer authorizations are entered in DA by PSC-RPM. Completed orders will appear on the unit's Airport Terminal and under the member's employee ID when using the Admin Workforce >Track Global Assignments > Use > PCS Orders menu. The SPO's responsibility it to simply endorse the orders, update the member's Training/Pay Category (if needed), and ship the PDR to the new SPO. Reserve PCS orders are processed the same as an active duty interoffice transfer. There are no entitlements for member or dependent travel allowances, or delay enroute. Upon completion of the PCS Departing transaction, the Reporting transaction is automatically completed.

Note: Do not use this procedure when a Reservist, who is on Active Duty of any type other than EAD, is Directed to PCS. These members must be issued new reserve active duty orders if a PCS is required.

Member's on EAD may be issued PCS orders. Follow the guidance in Part IV, PCS Transfer, to complete the PCS. Do not use the procedure in this section, it is only for Reservists in a drilling status.

If the Reserve PCS is issued in connection with a reserve active duty order, the PCS order must be endorsed **before** the reserve orders. If the PCS is issued while the member is on active duty, wait until the member has completed the active duty order to complete the PCS endorsements.

Continued on next page

Overview, Continued

Update Member's Training Pay Category

Verify that the member's Training Pay Category is appropriate for their new assignment. The SPO must use the Reserve Member Status page to change the member's Employee Classification to "IRR ASP" and Reserve Training/Pay Code to "H" when departing the member to the IRR.

In this chapter

The following topics are covered in this chapter.

Reserve PCS Procedures

Introduction

This section provides the procedure for endorsing a reserve PCS order.

Procedure

Follow these steps to endorse a reserve PCS order.

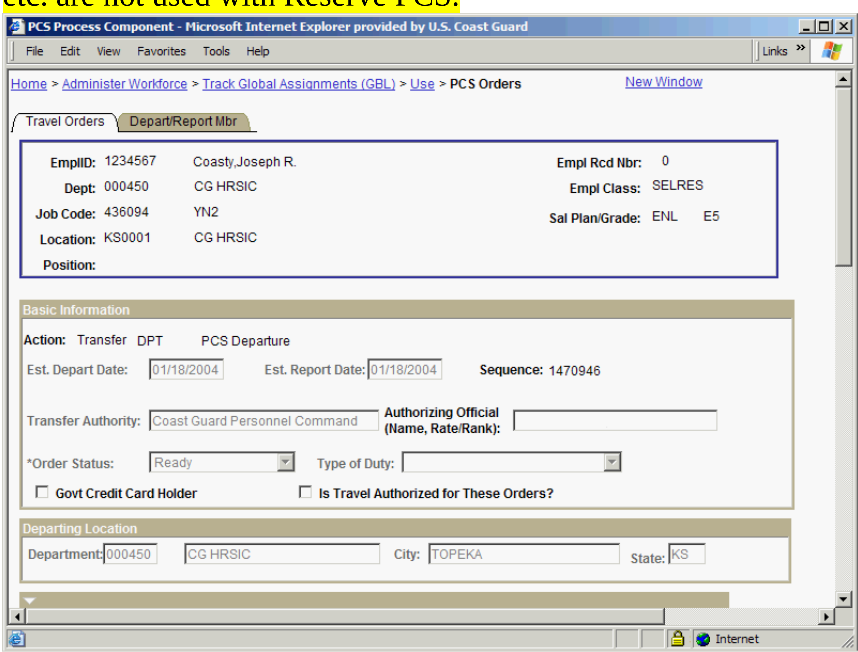
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Locate the member's order via the unit's Airport Terminal or by the member's employee ID in the following menu:
Administer Workforce > Track Global Assignments > Use > PCS Orders</td></tr>
<tr><td>2</td><td>

The majority of information under the **Travel Orders tab** is entered by the Order Authorizing Official using data from the member's E-Resume.

The **Order Status** indicates "Ready" which means the Departing/Reporting transaction is ready for prep.

The **Govt Credit Card Holder** and **Travel Authorized for These Orders** check boxes are not required for this transaction.

Other fields under this tab such as **Itinerary, Authorized Delay, Travel Modes**, etc. are not used with Reserve PCS.

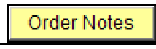
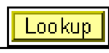
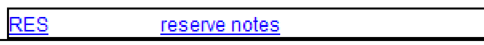
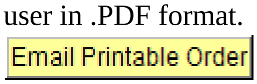


</td></tr>
</table>

Continued on next page

Reserve PCS Procedures, Continued

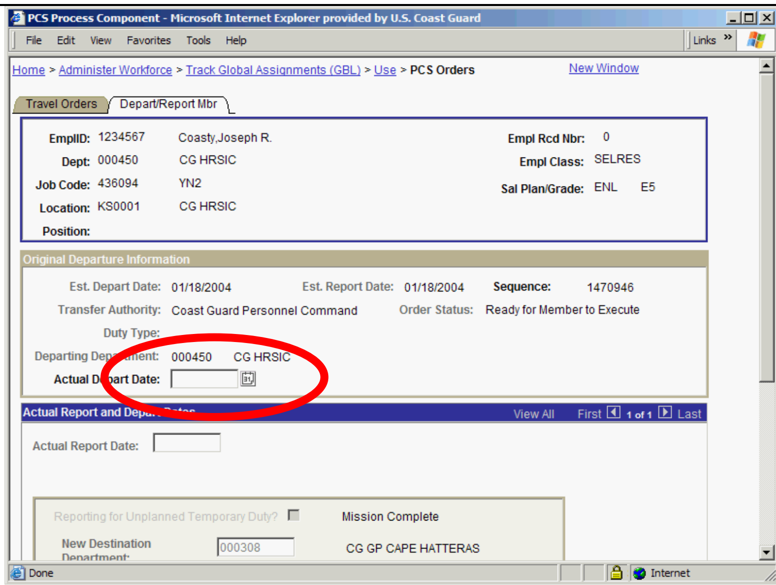
Procedure (continued)

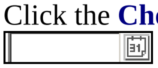
Step	Action
3	Complete the **Authorizing Official** field.
4	Click the **Order Notes** button at the bottom of the page. 
5	Click the **Lookup Order Note** button. **Notes from the Assignment Officer should not be modified.** 
6	Enter the desired information into the **Description** field. For example "**%RESERVE**".
7	Click the **Lookup** button. 
8	Click the **reserve notes** row. 
9	Enter the two digit number into the ***Sequence Number** field. For example "**01**". The Sequence Number determines the order that the notes are printed on the travel orders, as long as the **Print box** is checked.
10	Click the **Ok** button. 
11	Click the **Save** button. Clicking the **E-mail Printable Order** button will send a copy of the orders to the current user in .PDF format. 
12	Click the **Depart/Report Mbr** tab.

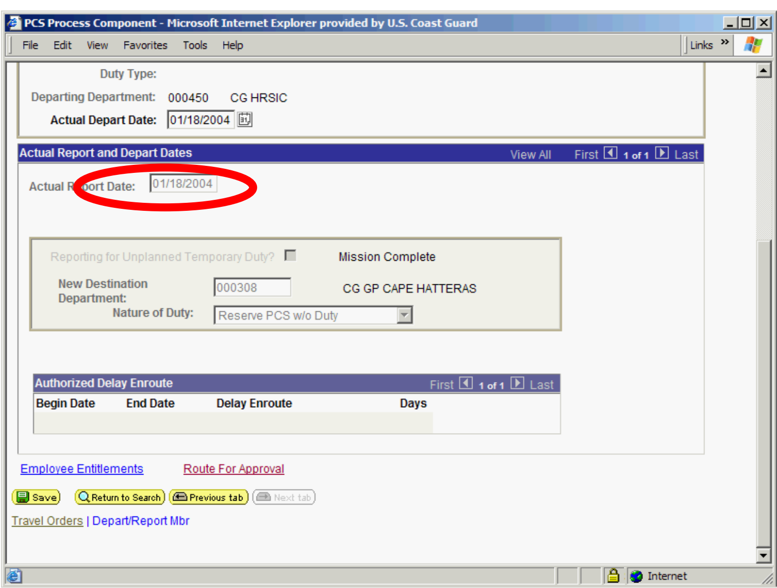
Continued on next page

Reserve PCS Procedures, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>13</td><td>


Click the Choose a date button and select the appropriate departure date.
 (Reminder: Must not overlap a date the member is serving on AD orders! See the Overview portion of this chapter for more information)
</td></tr>
<tr><td>14</td><td>
Note the Actual Reporting Date is automatically completed after entering the Actual Depart Date.



</td></tr>
</table>

Continued on next page

Reserve PCS Procedures, Continued

Procedure (continued)

Step	Action
15	Click the **Route For Approval** link.
16	Enter the desired EMPLID of the next reviewer or supervisor into the **Route to** field. **Any Routing/Approval occurs when a transaction is saved.** Routing in DA does not actually “route” anything. It creates a Worklist entry to notify the recipient of a pending action. DA does not require transactions to be routed, but many transactions require “approval”. If a transaction (Orders, Departing transactions, Pay Entitlements, etc.) is not routed it can still be accessed for review and approval following the standard breadcrumbs.
17	Any comments for the next reviewer may be entered in the **Comments** field.
18	Click the **Ok** button. 
19	Click the **Save** button. 
20	Routing has been completed. Click the **Return to Search** button. 
21	**End of Procedure.** Remaining steps apply to approving the orders.

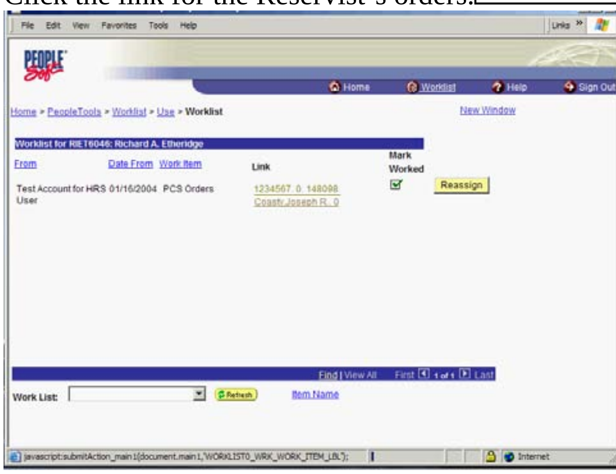
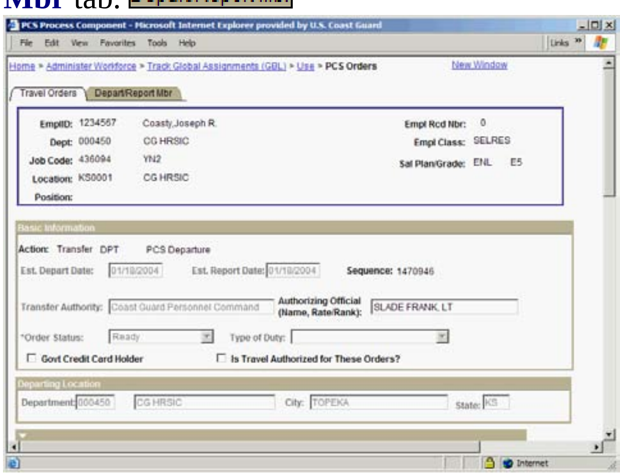
Approval

Introduction

This section provides the procedure for approving a reserve PCS endorsement.

Procedure

Follow these steps to approve a reserve PCS endorsement.

Step	Action
1	Click the **Worklist** link. Worklist Click the link for the Reservist's orders. 1234567. 0. 148098. Coasty,Joseph R.. 0  Or access the PCS section from the path: Home > Administer Workforce > Track Global Assignments (GBL) > Use > PCS Orders
2	Verify the information under the **Travel Orders Tab** then click the **Depart/Report Mbr** tab. Depart/Report Mbr 

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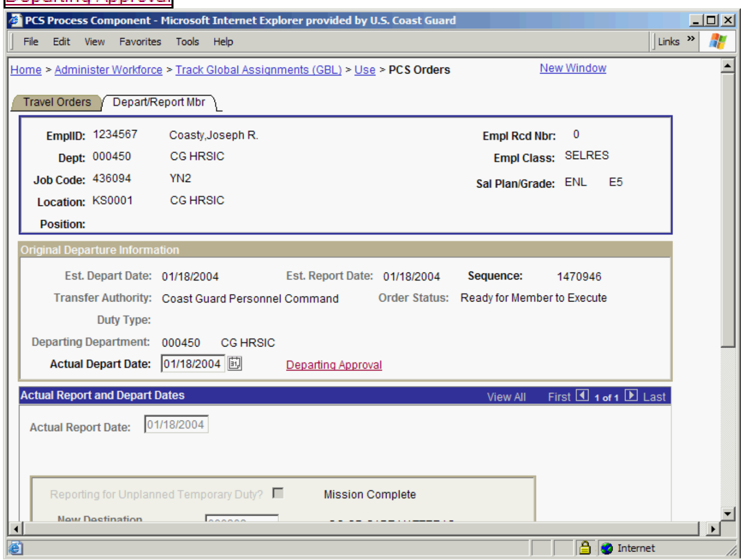
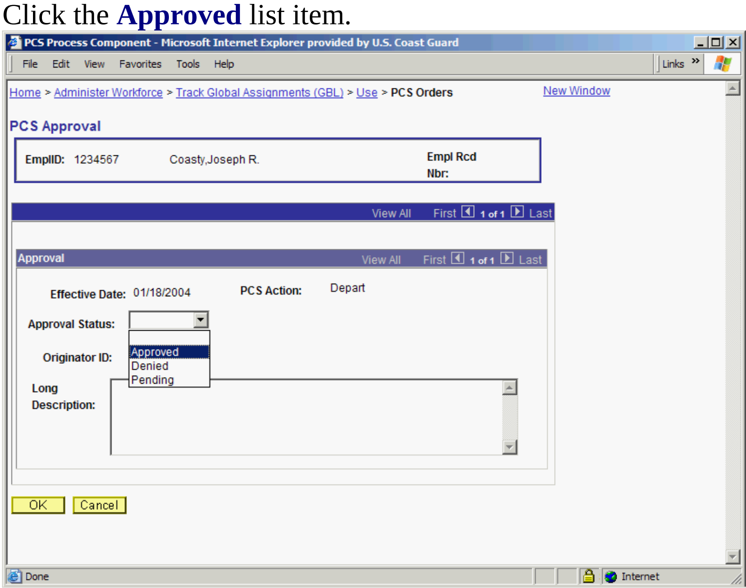
Approval, Continued

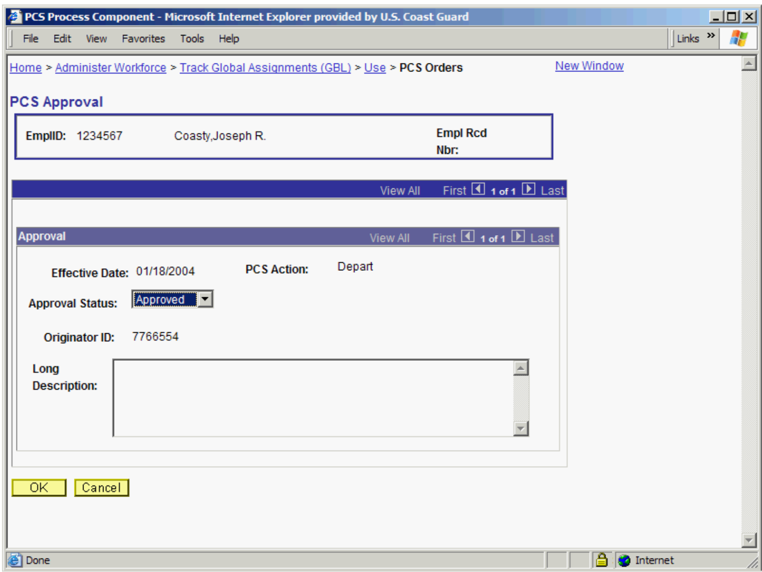
Procedure (continued)

Step	Action
3	Verify the data on this page for accuracy. If it is correct, click the **Departing Approval** link. Departing Approval 
4	Click the **Approval Status** list. Pending
5	Click the **Approved** list item. 

Continued on next page

Approval, Continued

Procedure (continued)

Step	Action
6	
8	Click the **Ok** button. OK
9	Click the **Save** button.
10	Note the **Order Status** indicates "Finished". Click anywhere in the **Order Status** field to continue. Order Status: Finished with Orders Execution
11	To email a copy of the orders click the Email Printable Order
12	**End of Procedure.**

Chapter 6, Reserve Release from Active Duty (RELAD)

Overview

Introduction

This section provides the procedures and guidance for completing the Release from Active Duty (RELAD) for Reservists who are:

- Mobilized under Title 10,
- On long-term active duty, or
- Completing Accession Pipeline Training Programs.

References

The following references provide additional information about RELADs.

(a) Military Separations, COMDTINST M1000.4 (series)
(b) Joint Federal Travel Regulations, Volume 1
(c) Personnel and Pay Procedures Manual, PSCINST Ml000.2 (series), Ch-11)
(d) Reserve Policy Manual, M1001.28 (series)
(e) Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4(series)

Discussion

A Release from Active Duty for a Reservist is processed in the same manner as a typical active duty RELAD, e.g. a Statement of Intent (See, SPOMAN, Part 6, Chapter 2), RELAD transaction, orders and DD-214 are processed.

When the RELAD transaction is processed in Direct-Access it will convert the previously completed Reserve Orders status from "Enroute" to "Finished".

A RELAD and new 8C must be completed for reservists who are extending their existing orders but being assigned to a new Department when the orders are extended.

Continued on next page

Overview, Continued

Reserve Member Status Changes

For members completing Initial Active Duty for Training (IADT) the SPO processing the separation must set the member's **Reserve Training/Pay Code** to "A"/*Drilling Pay Status*, per sections 1-E-2.a. and 1-E-2.b. of the Reserve Policy Manual.

The **Reserve Training/Pay Code** for these members is set to "F"/ *RA*, *RK, RP & RX on IADT* during the accession process and must be changed to "A" in order for the member to begin receiving drill pay upon completion of active duty.

Other members are normally RELAD into their previous status before the recall. Exceptions may be made on a case by case basis. For example, a member with no remaining SELRES drilling obligation may elect to RELAD into the IRR in lieu of returning to a drilling status, or a member with sufficient qualifying service may elect to RELAD into RET-2 status.

Reserve Training/Pay Code is updated during the RELAD process, procedures are provided in this chapter.

Contents

This chapter contains the following topics.

Continued on next page

Reserve RELAD Procedure

Introduction

This section provides the procedure for completing a Release from Active Duty for a Reservist completing long-term active duty.

Procedure

Follow these steps to complete the RELAD transaction.

Note: This transaction requires approval. Transactions in a pending status will not be transmitted to JUMPS for processing.

Step	Action
1	Access the RELAD section from the path; Home > Administer Workforce > Administer Workforce (GBL) > Use > **Separations**
2	Enter the employee ID in the Emplid field or the member's SSN in the National ID field and press the Search button. If you do not know the Emplid or SSN provide some search criteria, such as the member's last name and department number in the appropriate fields and perform a search. When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.
3	At the section labeled Separations complete the following (continued on the next page): Note: The system will display any previous separations. You must click the add a new row button (Plus Sign) to begin a new transaction.

Continued on next page

Reserve RELAD Procedure, Continued

Procedure (continued)

Step	Action
3	(continued)

Field	Description
Type	Enter the single letter Separation Type, or click the button, and select a Type of Separation.
SPD	Enter the SPD (Separation Program Designator Code if Known, or click the button and the Lookup tab for a listing. Use MBK (completion of required active service) for those reservists demobilized upon completion of their orders. Use LBK for those reservists demobilized prior to the expiration of their prescribed orders.
Termination Date	Select the RELAD Date (this is the last day of active duty).
Reenlistment Eligibility	Enter the Reenlistment Eligibility Code, or click the button. Select RE1 for normally demobilized reservists.
Departure Date	Pre-filled, once the Termination Date is Selected. The Departure Date is updated when terminal leave dates are entered in the Orders section of the separation transaction. If a reservist is authorized travel time under section 2.K.3, PAYMAN, the travel time needs to be entered as Nonchargeable Absence.

Step	Action
4	At the section labeled RELAD complete the following:

Field	Description
Reason	Enter the Reason for RELAD or click the button, and select a reason from the listing. Select 62 (due to fulfillment of active service obligation) for normally demobilized reservists.

Continued on next page

Reserve RELAD Procedure, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>Click the Leave Disposition TAB. At the Leave Disposition section complete the following:
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Earned Leave to Sell</td><td>Enter the amount of Earned Leave to sell or leave blank. Leave sold by a member that was mobilized under 10 U.S.C. 12302 or served on AD for more than 30 days but less than 366 days is not subject to the 60 day career maximum.</td></tr>
<tr><td>Saved Leave to Sell</td><td>Enter the amount of Saved Leave to sell or leave blank.</td></tr>
<tr><td>Days of Excess Leave</td><td>Enter the amount of Excess Leave or leave blank.</td></tr>
</table></td></tr>
<tr><td>6</td><td>Click the Reserve Status TAB. At the Reserve Member Status section complete the following:
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Employee Classification</td><td>Select the classification employee was assigned before being mobilized.</td></tr>
<tr><td>Reserve Training/Pay Code</td><td>Select the code member was assigned to before being recalled or mobilized.

Exception: For members completing Initial Active Duty for Training (IADT), the SPO processing the separation must set the member’s Reserve Training/Pay Code to “A”/Drilling Pay Status, per sections 1-E-2.a. and 1-E-2.b. of the Reserve Policy Manual. The Reserve Training/Pay Code for these members is set to “F”/ RA, RK, RP & RX on IADT during the accession process and must be changed to “A” in order for the member to begin receiving drill pay upon completion of active duty.

If member will be assigned to the IRR, ISL, or other non-pay status select Pay Code “H”.

Click the button and the Lookup tab for a listing.</td></tr>
<tr><td>Reserve Classification</td><td>Enter the appropriate classification from the drop down list.</td></tr>
<tr><td>TRA-PAY-CAT Effdt</td><td>Pre-filled to the day after the RELAD Date.</td></tr>
<tr><td>Classification Effdt</td><td>Pre-filled to the day the member originally entered the Coast Guard. Do not modify unless it is blank.</td></tr>
</table></td></tr>
</table>

Continued on next page

Reserve RELAD Procedure, Continued

Procedure (continued)

Step	Action
7	Click the Separation tab. Click the Save button. Read the Warning Message, click OK Orders are now available. Note: If you receive this error message, go to the Processing Release From Active Duty Separations for Officers With Reserve Commissions topic in this chapter for instructions. 

Continued on next page

Reserve RELAD Procedures, Continued

Procedures (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8</td><td>Click on the Orders link at the bottom of the page. A new window will launch opening up the Separation Orders page.
Locate the Basic Information section. Enter the Authorizing Official's Name and Rate/Rank</td></tr>
<tr><td>9</td><td>Locate the Itinerary section. The report Date is already filled in, you must enter/select the Department. Enter the Department if known, or click the button and the Lookup tab for a listing.
SELRES – use the department to which the member will be assigned as a drilling member.
RET1 – 003333 with an E-mail to PSC-DG-RAS
RET2 – 003333 and E-mail to PSC-DG-RAS
IRR, ISL, ASL - 002817
Discharge – 003333</td></tr>
<tr><td>10</td><td>Locate the Authorized Delay Enroute section and complete the following;
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Begin Date</td><td>Enter a date in MMDDYYYY format. OR Click the Choose a Date to select a Begin Date. This is the leave date the member is planning on departing their current unit, normally taken from the member's PCS Departing Worksheet.</td></tr>
<tr><td>End Date</td><td>Enter a date MMDDYYYY format, OR Click the Choose a date button to select an End Date</td></tr>
<tr><td>Delay Enroute</td><td>Click the dropdown button to view and select from the list. Select the type of delay authorized for the date entered.</td></tr>
<tr><td colspan="2">Notes:
Enter the Travel Time for Demobilized Reservists as NON CHARGEABLE ABSENCE
Leave taken in conjunction with a RELAD or RETIREMENT must be entered in the Separations component (here) and NOT recorded in the Vacation Request page.</td></tr>
</table></td></tr>
<tr><td>11</td><td>In the sections labeled Primary Mode of Travel and Primary Mode of Transportation select or de-select an option.</td></tr>
<tr><td>12</td><td>Scroll down and click on the Order Notes button. Order Note if known, or click the button and the Lookup tab for a listing.</td></tr>
<tr><td>13</td><td>Disregard the Dependents Auth to Travel tab. There is no entitlement to Dependent travel.</td></tr>
<tr><td>14</td><td>Click the Email Printable Order button. Then click on the to close window.</td></tr>
<tr><td>15</td><td>Click the Separation Approval tab.</td></tr>
</table>

Continued on next page

Reserve RELAD Procedures, Continued

Procedures (continued)

<table>
<tr><th>Field</th><th>Action</th></tr>
<tr><td>16</td><td>At the Separations Approval screen, complete the following;
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Type</td><td>Pre-filled</td></tr>
<tr><td>Termination Date</td><td>Pre-filled</td></tr>
<tr><td>Departure Date</td><td>Pre-filled</td></tr>
<tr><td>Enter the Approver's Emplid</td><td>Enter the Approver's Emplid click the button and the Lookup tab for a listing to search.</td></tr>
<tr><td>Approval Status</td><td>Click on the dropdown for a listing of options.</td></tr>
<tr><td>Approval Date</td><td>Pre-filled Save</td></tr>
</table>
</td></tr>
<tr><td>17</td><td>Click the Save tab.</td></tr>
</table>

Pay Entitlement Auto Stops for Separations

JUMPS Auto Stops of Pay Entitlements Will Not be Visible in DA Until RELAD is Approved

Pay entitlements for a member who is being Discharged, Released from Active Duty (RELAD), or Retired, will automatically be stopped by JUMPS on the effective date of separation. Like auto-stops of entitlements in connection with PCS orders, the member's DA entitlements page **will not show the entitlement stop dates until the RELAD transaction is approved and saved.** SPOs do not need to manually stop pay entitlements for a member who is separating, unless the entitlement is to stop on a day other than the date of separation.

Approving a RELAD Transaction

Procedure

Follow the steps in one of the menu paths below to access the Worklist. Approval Authority is designated to SPO Supervisors with the Direct Access user role of “CGHRSUP”.

Step	Action
Menu Path	The Approver may access the orders through their Worklist. or by Home > Administer Workforce > Administer Workforce (GBL) > Use > **Separations**
1	Open the Worklist and click on the Employee, or follow the above path and enter the EMPLID.
2	Once in the Separations screen, Supervisors must decide which action from the Approval Status button to take. The Selections are: • **Approve** – select to approve. • **Denied** – Select to deny (disapprove) the Orders. If desired, a text box is available to advise why the orders are being denied. However no notification or worklist entries will be made by the system, you must notify the data entry technician of any corrections of changes that are necessary. • **Pending** - This used when orders need further information. You may return and complete the transaction at a later date. The orders can be rerouted to a specific user by entering the Employee ID in the “Route to:” block. When an employee ID is entered in the route to block the transaction will appear on their Worklist.
3	Click on OK ***REMEMBER TO GO BACK TO THE WORKLIST AND CHECK THE “MARK WORKED” BLOCK.***

Processing Release from Active Duty Separations for Officers With Reserve Commissions

Introduction

When a Reserve Commissioned Officer completes their initial active duty service obligation/Extended Active Duty (EAD) contract and does not desire to continue on active duty or is not selected for an extension or integration, they are released from active duty and transferred to the Selected Reserve (SELRES) to complete their military service obligation.

Error You May Encounter

When processing these separations (after the separation authority has been entered by CGPC(opm-1)), SPOs often encounter this error message:

Reason for the Error

DA expects a reserve status row to be present, **with a reserve Employee Classification** (SELRES, IRR, etc.) because the Officer you are separating is a Reservist. However, in most of these cases, the Officer has never been a member of the SELRES and no reserve status row exists.

How to Correct the Error

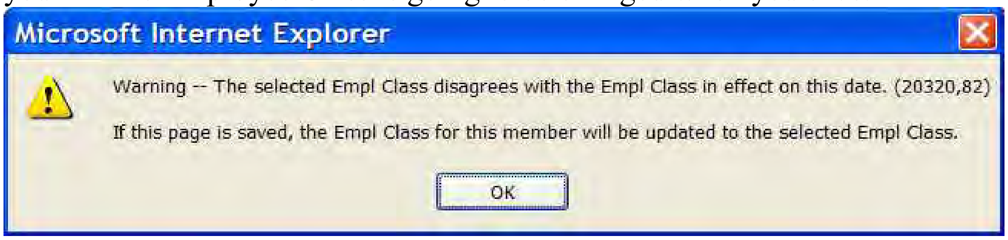
Exit the separation component, go to the Reserve Member Status page and insert new row. *The Reserve Tra/Pay Cat* effective date must be one day after the RELAD date.

Continued on next page

Processing Release From Active Duty Separations for Officers With Reserve Commissions, Continued

How to Correct the Error (Cont'd)

When you enter the date, you will receive this warning message informing you that the Employee Class is going to be changed when you save.



This is exactly what you are trying to accomplish. Changing the Employee Class to a reserve classification will allow you to process the separation. Click OK to dismiss the warning message.

When transferring the Officer to the IRR use

- "IRR" for the Employee Classification
- "H - No Drill Requirement" for the Reserve/Training Pay Code
- "Inact Du Officer w/in 8 yr obl" (Inactive duty Officer within 8 year initial military obligation) for the Reserve Classification.

Reminder: Use department ID #002817 and position #00062025 when you complete the separation travel order.

If the Officer will be participating in the SELRES following RELAD use:

- "SELRES" for the Employee Classification
- "A – Drilling Pay Status" for the Reserve/Training Pay Code
- "Inact Du Officer w/in 8 yr obl" (Inactive duty Officer within 8 year initial military obligation) for the Reserve Classification.
- Use the department ID and position number provided by the ISC (fot/pf) assignment officer to complete the separation travel order.

Chapter 7, Montgomery GI Bill - Selected Reserve

Overview

Introduction

This transaction is used to record a reserve member's Montgomery GI Bill-SR (MGIB-SR) (Chapter-1606) eligibility status.

Reference

(a) Montgomery GI Bill - Selected Reserve Educational Assistance Program, COMDTINST 1001.30 (series). (To be updated)
(b) Reserve Policy Manual (RPM) COMDTINST M1001.28(series)

In this guide

The following topics are covered in this guide.

Guiding Principles

Rules

1) Reservists become eligible when they meet the following requirements:
   - Obligate 6 yrs SELRES
   - Complete high school diploma or GED
   - Complete all IADT (Basic Training, plus "A" school if required (stated on contract), REBI (if no "A" school required) or ROCI.
2) Benefits are suspended/terminated when reservist transfers from SELRES or does not meet satisfactory SELRES participation (as per RPM).
   - Transfer to IRR – suspension of eligibility
   - Upon 9th unexcused absence in fiscal year– suspension of eligibility
   - Discharge – termination of benefits
3) Suspended benefits may be restored if mbr returns to SELRES status from IRR or "Good Standing" while in SELRES **within the allowable timeframe.** (1 year unless for missionary reason)
   It is the responsibility of the member to provide the SPO with supervisory approval once they return to meeting SELRES "Good Standing" requirements.

(Note: You must contact the MGIB-SR Program Manager at reserveVAeducation@uscg.mil for approval before Reinstating/Restoring eligibility).

Limitations

- All entries are separate from their parent processes. HR professionals must know when to modify eligibility.
- MGIB-SR Kicker Tab is not currently used.
- # of Months Obligation Remaining is not currently used.

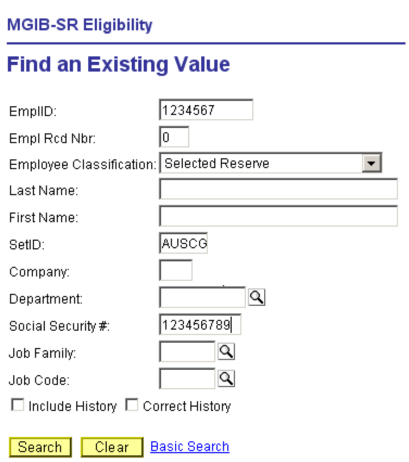
Procedure

Introduction

This section provides the procedure for entering MGIB-SR eligibility.

Accessing the MGIB-SR page

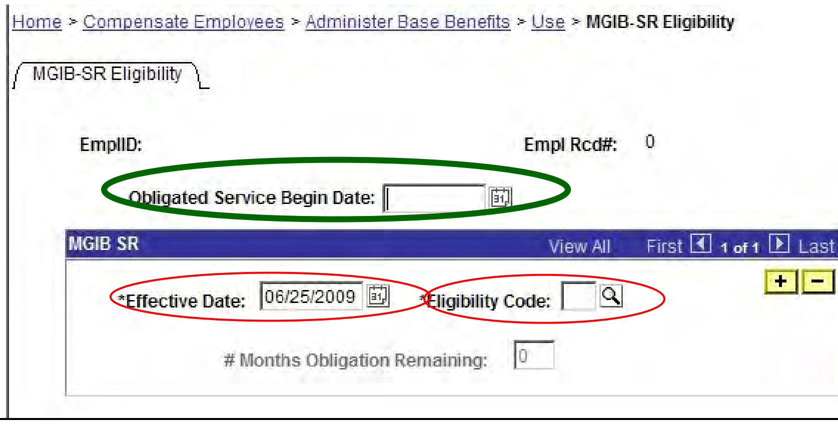
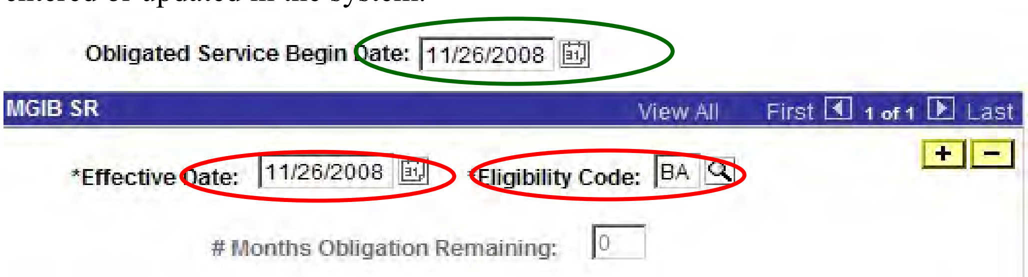
Start Internet Explorer, sign into Direct Access and follow these steps to complete this procedure.

Step	Action
1	Select menu items in the following order (note, see the Basic Navigation topic for help on using menus): **Home** > **Compensate Employees** > **Administer Base Benefits** > **Use** > **MGIB-SR Eligibility**
2	Enter the member's Employee ID (EmplID) number in the appropriate field of the Find an Existing Value page and click the Search button. When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification. 

Continued on next page

Procedure, Continued

Accessing the MGIB-SR page (continued)

Step	Action
3	The MGIB-SR Eligibility page will display.
3a	**Example 1:** If the member's MGIB-SR eligibility status has not already been entered, the page will open with a new row. The **Effective Date** field will be pre-filled with the current date. The **Eligibility Code** field and **Obligated Service Begin Date** will be blank. 
3b	**Example 2:** The page will display the most recent entry if the member's status has been entered or updated in the system. 

Continued on next page

Procedure, Continued

Accessing the MGIB-SR page (continued)

Step	Action
4	Complete the data fields. The following blocks and tables provide procedures for: 1. Entering a new eligibility (the page looks like Example 1 above). 1. Changing an Eligibility (the page looks like Example 2 above). a. Suspension of Eligibility b. Termination of Eligibility c. Reinstating/Restoring eligibility. (Note: You must contact the MGIB-SR Program Manager at reserveVAeducation@uscg.mil for approval before Reinstating/Restoring eligibility).

Entering a new eligibility

Follow these steps to enter a new MGIB eligibility.

Step	Action
1	Enter the MGIB-SR **Obligated Service Begin Date**.  • For enlisted members, this is the date the member signed a contract (enlistment, reenlistment or extension) obligating 6 years in Selected Reserves (SELRES). If ANNEX U was not completed by recruiter as part of enlistment contract, complete Statement of Understanding (SOU), CG-5482. • For officers, this is the date officer signs the SOU, CG-5482 obligating 6 years in the SELRES. • Once entered, this should not be changed unless incorrect.
2	Enter the **Effective Date**  The Effective Date will default to the current date and needs to be replaced. • Effective Date – date of “A” school graduation, or REBI graduation (if not “A” school or was not required), or ROCI graduation.

Continued on next page

Procedure, Continued

Entering a new eligibility (continued)

Step	Action
3	Enter the **Eligibility Code**.

Use the **lookup** button - to search for codes – if member has met all requirements and is in good standing, BA will most likely be the appropriate code.

Lookup Eligibility Code

Eligibility Code:

Description:

Lookup | Clear | Cancel | Basic Lookup

Search Results

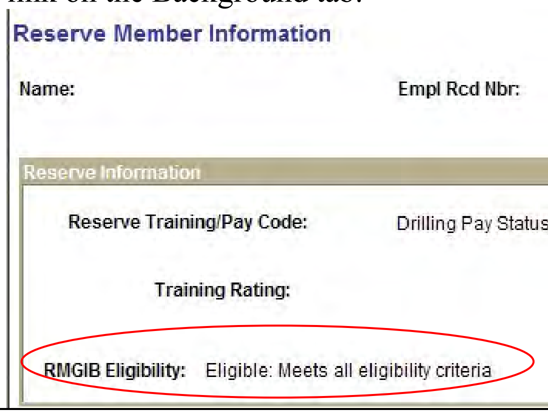
View All — First 1-22 of 22 Last

Eligibility Code	Description
AA	Ineligible: Has not executed a 6 yr obligation after 30-JUNE-85
AB	Ineligible: Has not completed IADT
AC	Ineligible: No High School diploma or equivilant
AD	Eligibility Terminated: Correction of erroneous report of eligibilty
BA	Eligible: Meets all eligibility criteria
BB	Eligible: Member serving subsequent qualifying period of eligibility
BC	Eligibility Conditnl 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 authorized non-availability-all other-not to exceed 3 yrs
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
DA	Eligibility Terminated: Member failed to reaffiliate within the required time limit
DB	Eligibility Terminated: Member discharged without being granted a period of nonavailability
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

Continued on next page

Procedure, Continued

Entering a new eligibility (continued)

Step	Action
4	Click the  button.
5	The transaction is complete. The member's eligibility status will be sent to the VA via the Defense Manpower Data Center (DMDC). The member can view his or her status by accessing the Personal or Member Information Pages: Home > Self-Service > Employee > View > **Personal Information** or Home > Self-Service > Employee > View > **Member Info** Other users, with appropriate access levels (CGGWIS, CGHRS, etc), can view the member's eligibility using the CG Member Information page. Click the “Reserve Info” link on the Background tab. 

Continued on next page

Procedure, Continued

Changing an eligibility

Follow these steps to change a member's eligibility status.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Ensure that Obligated Service Begin Date is entered. Enter correct date if blank.</td></tr>
<tr><td>2</td><td>Click the insert new row icon (+).</td></tr>
<tr><td>3</td><td>The Effective Date will default to the current date. Replace it with the date this action is effective.

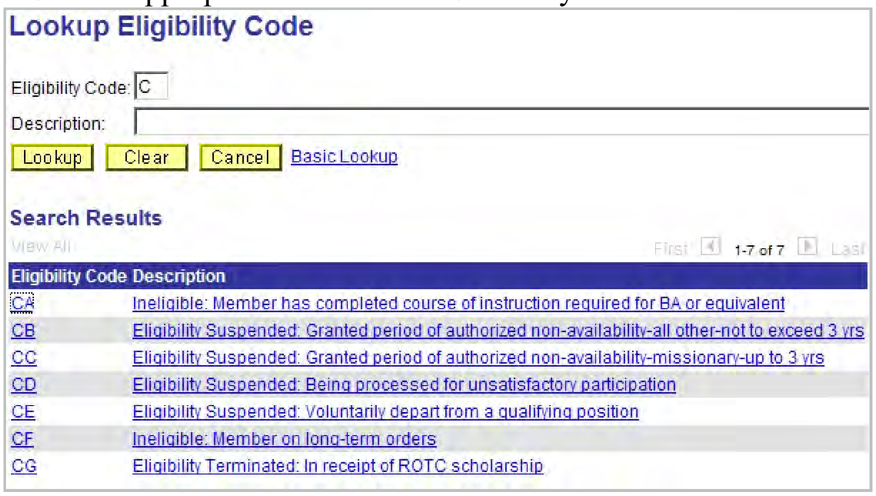
Suspension of Eligibility:
Date of 9th unexcused drill.
Date of transfer to IRR – PSC responsibility
Date reservist begins EAD
Termination of Eligibility:
Date reservist is discharged from SELRES
Date reservist failed to return to SELRES within allowable time limit – PSC responsibility
Reinstating/Restoring eligibility:
(Note: You must contact the MGIB-SR Program Manager at reserveVAeducation@uscg.mil for approval before Reinstating/Restoring eligibility)
Date reservist returns to SELRES from IRR (if within allowable time limit)
Date reservist returns to SELRES from EAD or AD component (if within allowable time limit)
Date reservist returns to SELRES participation in Good Standing as per RPM – supervisor approval needed.</td></tr>
</table>

Continued on next page

Procedure, Continued

Changing an eligibility (continued)

Step	Action
4	Enter the **Eligibility Code**. Use the **lookup** button - to search for codes. **Suspension of Eligibility:** • Use the appropriate code in the "C" family.



Lookup Eligibility Code

Eligibility Code: C

Description:

Lookup | Clear | Cancel | Basic Lookup

Search Results

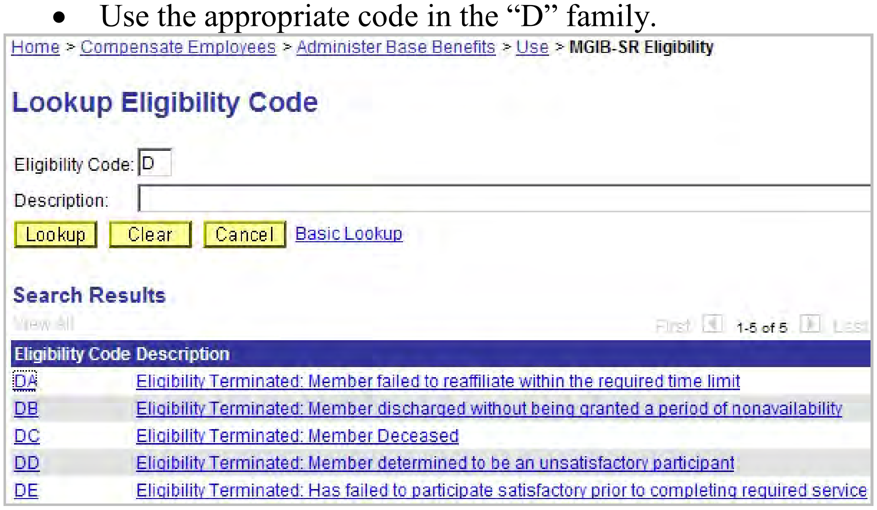
View All | First 1-7 of 7 Last

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 3 yrs
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

Note: The "CA" code is not used.

Termination of Eligibility:

• Use the appropriate code in the "D" family.



Home > Compensate Employees > Administer Base Benefits > Use > MGIB-SR Eligibility

Lookup Eligibility Code

Eligibility Code: D

Description:

Lookup | Clear | Cancel | Basic Lookup

Search Results

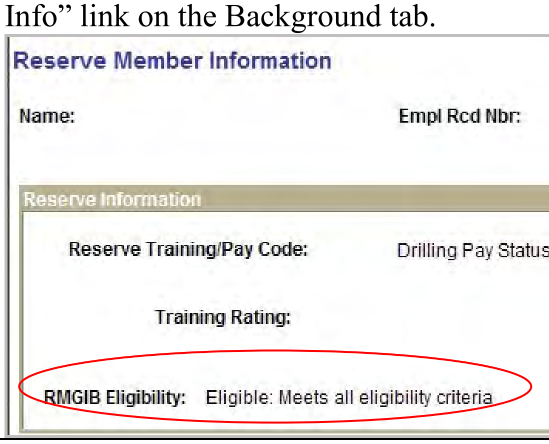
View All | First 1-5 of 5 Last

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 nonavailability
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

Continued on next page

Procedure, Continued

Changing an eligibility (continued)

Step	Action
4 (cont.)	**Reinstating/Restoring eligibility:** (Note: You must contact the MGIB-SR Program Manager at reserveVAeducation@uscg.mil for approval before Reinstating/Restoring eligibility) • Use the appropriate code in the “B” family.  Lookup Eligibility Code Eligibility Code: B Description: Lookup Clear Cancel Basic Lookup Search Results View All First 1-6 of 6 Last Eligibility Code Description BA Eligible: Meets all eligibility criteria BB Eligible: Member serving subsequent qualifying period of eligibility BC Eligibility Conditnl 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
5	Click the Save button.
6	The transaction is complete. The member's eligibility status will be sent to the VA via the Defense Manpower Data Center (DMDC). The member can view his or her status by accessing the Personal or Member Information Pages: Home > Self-Service > Employee > View > **Personal Information/Member Info** Other users, with appropriate access levels (CGGWIS, CGHRS, etc), can view the member's eligibility using the CG Member Information page. Click the “Reserve Info” link on the Background tab.  Reserve Member Information Name: Empl Rcd Nbr: Reserve Information Reserve Training/Pay Code: Drilling Pay Status Training Rating: RMGIB Eligibility: Eligible: Meets all eligibility criteria

Notice of Basic Eligibility

Introduction

This section provides the procedure for issuance of a Notice of Basic Eligibility (NOBE).

Procedure

Instruct the member to notify the MGIB-SR Program Manager that all requirements have been met and a NOBE is requested.

- The member must send the request to reserveVAeducation@uscg.mil, copying member's supervisor, with the subject line titled: "NOBE – Reservist name/EMPLID"
- The member must include the following in the body of the email:
  - Member's home address.
  - Unit name, address, phone number, OPFAC.
- The completed NOBE will be sent to the reservist's supervisor for completion.
- It is the member's responsibility to ensure the SPO has a completed copy for their PDR.
- SPO should send a copy to PSC (adm-3) when received from member.

PPC SPO Manual

Part VII, Reserve Unique Transactions

Chapter 8, Retirement Points for Correspondence or Distance Learning Courses

Overview

Introduction

This chapter provides the procedure for entering non-Coast Guard Institute correspondence course completions and Distance Learning Courses in Direct Access.

In this chapter

The following topics are covered in this chapter:

Before You Begin

Introduction

The section provides background and policy information.

Background

Per paragraph 8.C.5, COMDTINST M1001.28 (series), Reserve Policy Manual, reserve component members earn retirement points for satisfactory completion of correspondence courses that have been evaluated for retirement point credit by Commandant (CG-131), Commanding Officer, USCG Institute, or the Chief of Naval Personnel.

Pursuant to the FY02 National Defense Authorization Act, the Coast Guard has established a policy to implement and administer compensation for members of the Selected Reserve for completion of certain distance learning courses. The Office of Reserve Affairs, Plans and Policy division, CG-1311, has approved a list of Non-Coast Guard courses and determined the appropriate compensation for each course. Compensation shall be in the form of Reserve Retirement Points (RPP).

ALCOAST message 556/09 provides the policy and additional information for retirement point credit for completion of distance learning courses.

Coast Guard Institute Correspondence Courses

Retirement points for Coast Guard correspondence courses are electronically updated in Direct Access by the CG Institute. Servicing Personnel Offices must not attempt to edit, add, change, or remove Coast Guard Correspondence Course status or completion data. Report any discrepancies noted to the member's ESO or the Coast Guard Institute for investigation.

Non- Coast Guard Institute Correspondence Courses and Distance Learning Courses

Correspondence course completions of non-Coast Guard Institute correspondence courses and distance learning courses must be entered in Direct-Access by the member's Servicing Personnel Office.

The course completion letter serves as the source document for this transaction.

Process

Process

The member must forward a copy of the course completion letter to the SPO for data entry.

Course Completion Data Entry Procedure

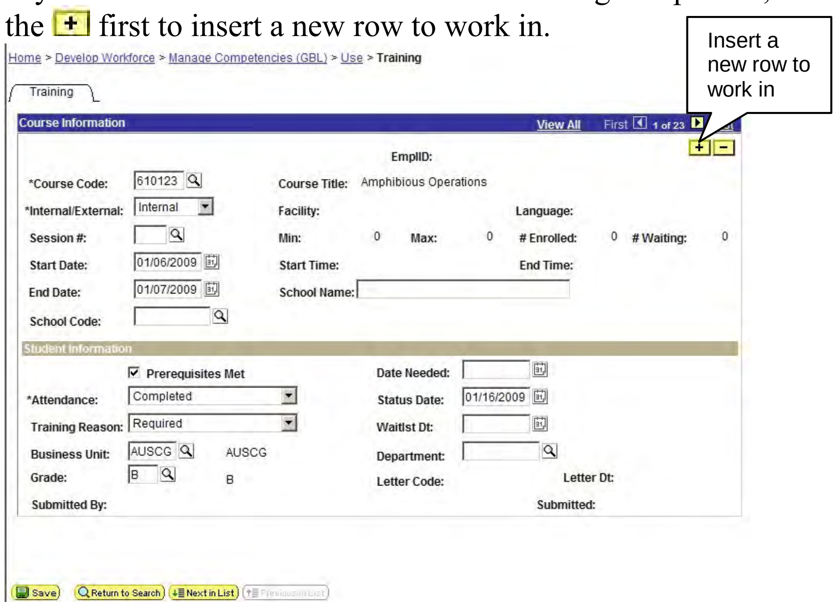
Procedure Follow these steps to record the course completion in Direct Access:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Select menu items in the following order:
Home > Develop Workforce > Manage Competencies (GBL) > Use > Training</td></tr>
<tr><td>2</td><td>Enter the employee ID in the EmplID field and press the Search button.</td></tr>
<tr><td>3</td><td>
The Training page displays.

- If the member does not have any previous training recorded, the page will open with a blank row displayed. You may enter data in this row. **If a blank row is not displayed, click + to insert an additional row**.

- If you are entering or viewing existing results the page will display the first few rows of data. You can view the remaining rows by clicking on the links at the top of the table.

Warning: **Do not overtype existing course completions!**
If you intend to record a new course or training completion, click the + first to insert a new row to work in.



</td></tr>
</table>

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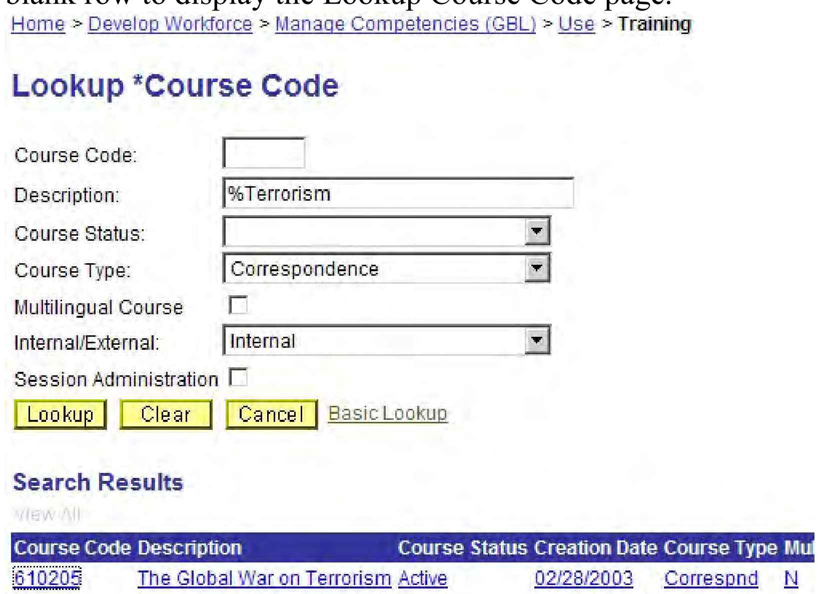
Course Completion Data Entry Procedure, Continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>
Enter the Course Code. 

If you do not know the code, click the lookup icon ( ) of the blank row to display the Lookup Course Code page.



Complete the description field with the % character followed by part or all of the course title. Click **Lookup** to display possible matches. From the Search Results list, you can choose a specific row of data. A single click on any column in that row retrieves the page.
</td></tr>
</table>

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Course Completion Data Entry Procedure, Continued

Procedure (continued)

Step	Action
5	Complete the Start and End Date fields. Start Date: 01/23/2009 End Date: 01/23/2009 For non-resident training, including correspondence or distance learning courses, the start date and the end date fields are completed with the same date. Use the date the course was completed for these dates. The course completion date is usually specified in the course completion letter.
6	Select "*Completed*" for the Attendance field. *Attendance: Completed
7	Complete the grade field by entering "P" for "Pass". Grade: P Pass
8	**Click** Save at the bottom of the page to save your work. Other data fields not described in this procedure are not applicable to this type of transaction and may be left blank or at their default values.

Corrections & Deletions

Introduction

This section provides the procedure for correcting and deleting correspondence or distance learning course completions.

Discussion

Corrections and deletions on the Develop Workforce > Manage Competencies (GBL) > Use > **Training** page are not reported to JUMPS (see “JUMPS Effect” on the next page), the member’s annual reserve points statement will not be changed unless PPC (ses) manually intervenes.

Corrections

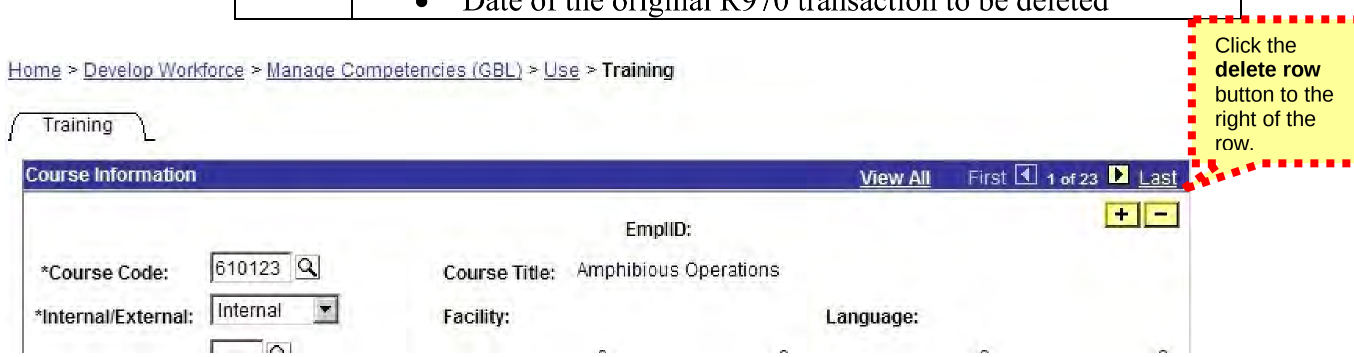
Entries submitted with an incorrect course code, attendance status, or completion date must be deleted.

Deletions

If a Course is deleted for a member, and points were associated to the course, and the member was given them in JUMPS, then PPC (ses) must be notified to remove the course points data from the member’s segment 81.

Follow these steps to delete the entry:

Step	Action
1	Locate the erroneous entry on the Develop Workforce > Manage Competencies (GBL) > Use > **Training** page for the member and click the delete row button to the right of the row.
2	Click the **Save** button.
3	Notify PPC (ses), via a Customer Care Trouble Ticket, provide: • Member’s name & Employee ID • Course Code and Title • Date of the original R970 transaction to be deleted



JUMPS Effect

Timing

JUMPS can only process this transaction if the reserve points segment 81 for the related anniversary year has a blank reason code (e.g. Statement has not yet been issued). The segment 81 will have a blank reason code until three months after the member's anniversary year end. Therefore, if submission of this transaction is more than three months after the member's anniversary year end for which the correspondence course is to be credited, the R970 will error and PPC (ses) will take action to correct the previous year's point statement.

JUMPS Effect

If the following conditions are met the course completion will generate a "Report Course Completion (R970)" transaction for processing by JUMPS:

1. The value for the Field 'Attendance', in the Student Information section must be 'Completed'.
2. The member must show in DA as being in the Ready Reserves or the Standby Reserves, as of the Start Date of the Course.
3. The course has points associated to it. This is defined in the **Course Table Setup** by entering a numeric value in the "Course Units" field (as shown below). Commandant (CG-1311) assigns the point value and maintains the Course Table for approved distance learning programs. http://www.uscg.mil/reserve/retirement.asp lists courses, course codes and point values as of 22 Jun 2010.

Please see http://www.uscg.mil/reserve/retirement.asp for current listing.

PPC SPO Manual

Part VII, Reserve Unique Transactions

Chapter 9, View Reserve Retirement Points

Overview

Introduction

This chapter provides the procedure for viewing reserve retirement points in Direct Access.

Key Points

The totals in the "Total Qualifying Service" and "Total Points" reflect points earned as of the date in the “Total Calculated as of date” field. (That date will always be whatever anniversary year ended prior to the current date.)

If you see this error message “Points have not computed since [date] and may be in error”, an invalid condition has put the member's account in compute error. Alert your SPO, if you are an SPO user, notify PPC. The member's points statement will not update until the error condition is corrected.

The "20 Year Letter Date" field will be blank if the member has not completed 20 years of satisfactory service for retirement purposes. The 20 year letter will not be sent if the account is in compute error.

Reservists who find discrepancies on their point statement shall send a request for correction with supporting documents via the chain of command to their SPO. In cases where the SPO cannot resolve, the SPO shall provide meaningful endorsement with any additional supporting documents available and forward the request to PPC (ses).

In this chapter

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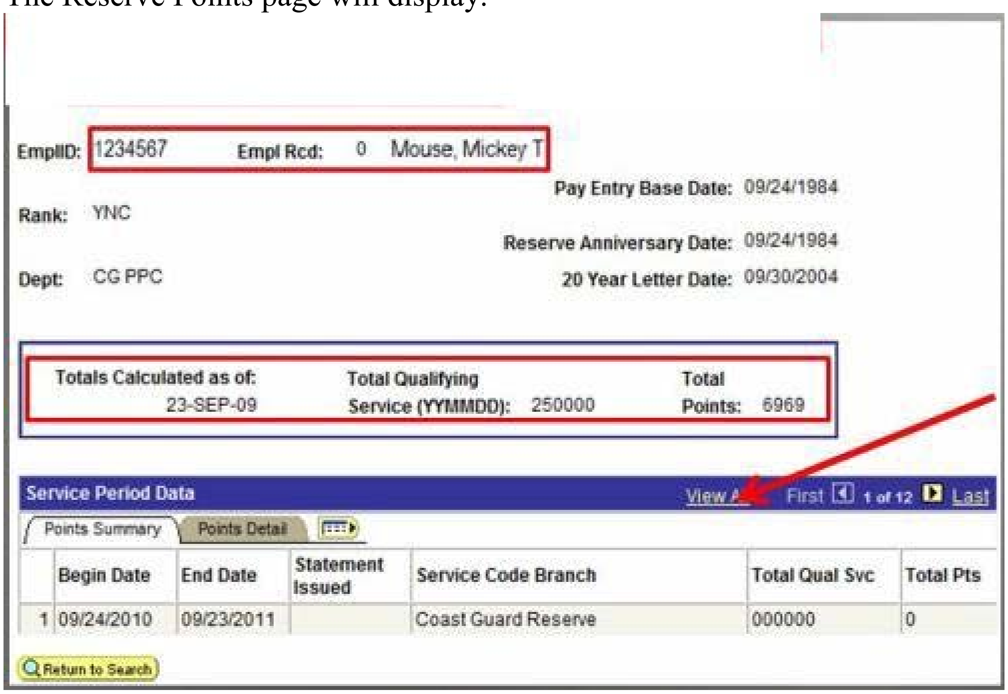
Procedure

Introduction

This section provides the procedure to access reserve retirement points.

Procedure

Follow these steps to view reserve retirement points.

Step	Action
1	Select menu items in the following order: **MyPortalDirect**: From the Enterprise Menu, expand the "Administer Workforce (GBL)" link and select "Inquire", "View Reserve Points" **Direct Access**: Home > Administer Workforce > Administer Workforce (GBL) > Inquire > View Reserve Points
2	The Reserve Points page will display: 

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Procedure, Continued

Procedure **(continued)**

Step	Action
2 (Cont'd)	The Points Summary page provides a row of data for each anniversary year. The current year is displayed. Click the "View All" link to display additional rows.

Service Period Data View 1 First 1-12 of 12 Last

Points Summary | Points Detail

	Begin Date	End Date	Statement Issued	Service Code Branch	Total Qual Svc	Total Pts
1	09/24/2010	09/23/2011		Coast Guard Reserve	000000	0
2	09/24/2009	09/23/2010		Coast Guard Reserve	001107	64
3	09/24/2008	09/23/2009	12/31/2009	Coast Guard Reserve	010000	76
4	09/24/2007	09/23/2008	12/31/2008	Coast Guard Reserve	010000	69
5	09/24/2006	09/23/2007	12/31/2007	Coast Guard Reserve	010000	73
6	09/24/2005	09/23/2006	12/31/2006	Coast Guard Reserve	010000	78
7	09/24/2004	09/23/2005	12/31/2005	Coast Guard Reserve	010000	101
8	09/24/2003	09/23/2004	12/31/2004	Coast Guard Reserve	010000	259
9	09/24/2002	09/23/2003	12/31/2003	Coast Guard Reserve	010000	206
10	10/12/2001	09/23/2002		Coast Guard Reserve	001112	82
11	09/16/1985	10/11/2001		Coast Guard	160026	5870
12	09/24/1984	09/15/1985		Army Reserve	001122	155

Return to Search

- The **Begin** and **End** date columns are the anniversary year dates.
- The **Statement Issued** column reflects the date the paper points statement was prepared. Paper statements are normally issued 3 months after the end of the last month of the anniversary year. Paper points statements are not issued for points earned in other branches, this includes Coast Guard active duty.
- The **Service Code Branch** column displays the branch of service.
- The **Total Qual Svc** column shows the qualifying service for the anniversary year in YYMMDD format. It will display "000000" for the current year. The field is not updated until the end of the anniversary year.
- The **Total Pts** column shows the total reserve points earned in the anniversary year (before adjustment for maximum allowable non-active duty points). It will display "0" for the current year. The field is not updated until the end of the anniversary year.

Continued on next page

Procedure, Continued

Procedure **(continued)**

Step	Action
3	Click the Points Detail tab to view additional information.

Service Period Data View 1 First 1-11 of 11 Last

Points Summary | Points Detail

IDT	RMP	Corr Course	Mbrship	Total Non Adj	Total Adj	Funeral Dty	Rsv Active Duty	Reg Active Duty
39	3		15	57	57		60	
46	2		15	63	63		28	
48	4		15	67	67		12	
49	1		15	65	65		12	
39	4		15	58	58		30	
43			15	58	58		12	
20			15	35	35		52	
18			15	33	33		113	
20			13	33	33		12	
								2250

- The **IDT Pts** column 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.
- The **RMP Pts** column displays points earned for readiness management periods (RMP). One point for each authorized RMP performed in a pay or a non-pay status.
- The **Mbrship Pts** column 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.
- The **Correspdnce Course Pts** column displays points earned for completion of approved correspondence or distance learning courses (See http://www.uscg.mil/reserve/retirement.asp for listing of approved courses or contact CG 131 for non-approved courses).
- The **Total Non Adj Pts** column displays total of membership points, inactive duty (includes IDT, and RMP but does not include FHD) points and correspondence course points.

Continued on next page

Procedure, Continued

Procedure **(continued)**

Step	Action
	• The **Adj Pts** column displays the adjusted subtotal of non-active ducty 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 200 and ending prior to 30 Oct 2007 • 130 for any AY beginning on or after 30 Oct 2007. • The **Funeral Duty** column displays points earned for funeral honors duty. One point for each authorized FHD period performed in a pay on a non-pay status. • The **Rsv Active Duty Pts** column 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 **Reg Active Duty Pts** column displays points earned as a member of the active component. One point per day active duty.
4	Exit the system (sign out) or select another menu item.