

My Reserve Orders

Introduction The following guide provides information for requesting Active Duty Orders.

The following Orders can be requested in Direct Access:

- Active Duty for Training (ADT)
 - ADT-AT (Annual Training)
 - ADT-OTD (Other Training Duty)
- Active Duty for Other than Training (ADOT)
 - Active Duty Operational Support Active Component (ADOS-AC)
 - Active Duty Operational Support Reserve Component (ADOS-RC)

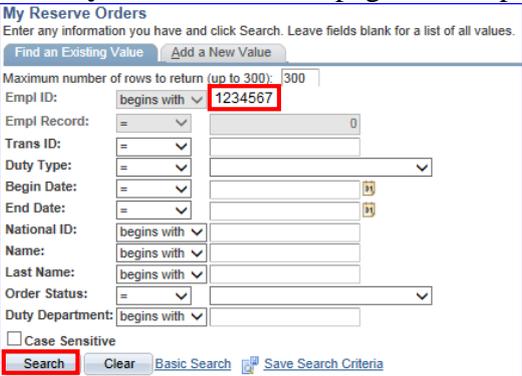
References

- (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
- (b) [Coast Guard Pay Manual, COMDTINST M7220.29\(series\)](#)

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My Reserve Orders, Continued

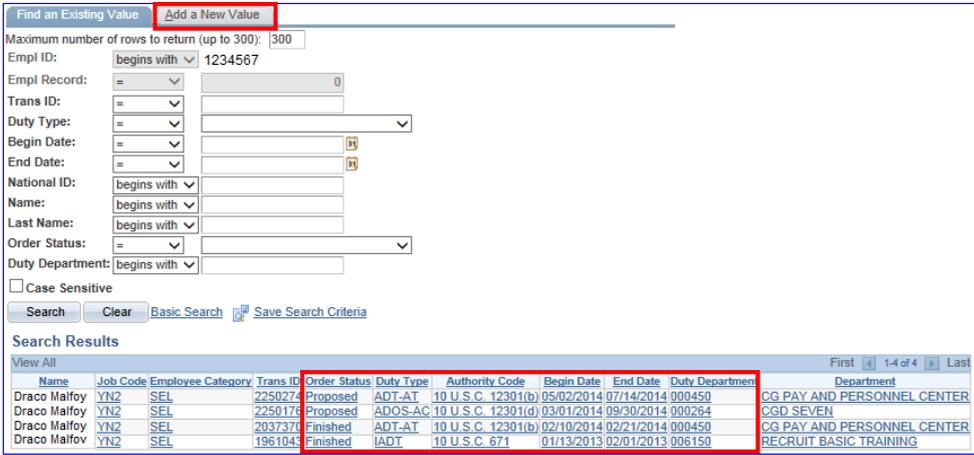
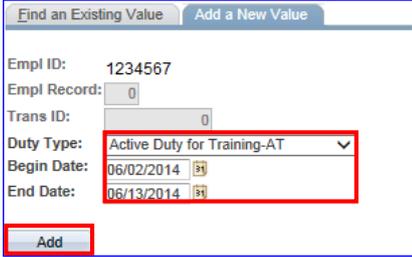
Procedures See below.

Step	Action
<p>1</p>	<p>Prior to submission for Active Duty Orders, ensure orders will not overlap dates for any previously submitted orders or IDTs.</p> <p>Select My Reserve Orders from the Tasks menu of the Employee pagelet. Select 11 More... if necessary to access the My Reserve Orders link.</p>  <p>Click on the My Reserve Orders link.</p> 
<p>2</p>	<p>The My Reserve Orders page will display.</p>  <p>Click the Search button.</p>

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My Reserve Orders, Continued

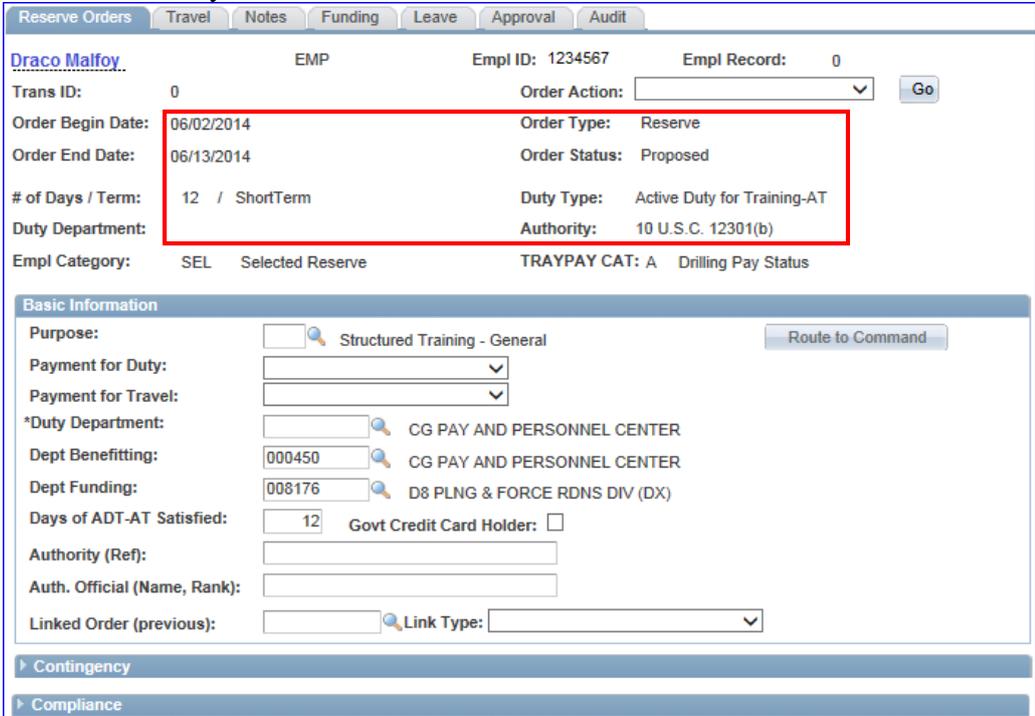
Procedures,
continued

Step	Action																																																							
<p data-bbox="252 495 276 521">3</p>	<p data-bbox="339 495 1377 633">All Reserve Active Duty Orders will be displayed. Ensure any orders already in an “Authorized” or “Finished” status do not overlap a new request for Active Duty orders. There may be several orders with overlapping dates in a “Proposed” status.</p> <p data-bbox="339 674 1337 779">Once a request for Active Duty Orders has been entered and saved, the Duty Type, Begin Date and End Date cannot be edited and a new request must be submitted.</p> <div data-bbox="339 779 1313 1234">  <table border="1" data-bbox="339 1144 1313 1234"> <thead> <tr> <th>Name</th> <th>Job Code</th> <th>Employee Category</th> <th>Trans ID</th> <th>Order Status</th> <th>Duty Type</th> <th>Authority Code</th> <th>Begin Date</th> <th>End Date</th> <th>Duty Department</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>Draco Malfoy</td> <td>YN2</td> <td>SEL</td> <td>2250274</td> <td>Proposed</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>05/02/2014</td> <td>07/14/2014</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> </tr> <tr> <td>Draco Malfoy</td> <td>YN2</td> <td>SEL</td> <td>2250176</td> <td>Proposed</td> <td>ADOS-AC</td> <td>10 U.S.C. 12301(d)</td> <td>03/01/2014</td> <td>09/30/2014</td> <td>000264</td> <td>CGD SEVEN</td> </tr> <tr> <td>Draco Malfoy</td> <td>YN2</td> <td>SEL</td> <td>2037370</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>02/10/2014</td> <td>02/21/2014</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> </tr> <tr> <td>Draco Malfoy</td> <td>YN2</td> <td>SEL</td> <td>1961043</td> <td>Finished</td> <td>IADT</td> <td>10 U.S.C. 671</td> <td>01/13/2013</td> <td>02/01/2013</td> <td>006150</td> <td>RECRUIT BASIC TRAINING</td> </tr> </tbody> </table> </div> <p data-bbox="339 1234 766 1267">Click the Add a New Value Tab</p>	Name	Job Code	Employee Category	Trans ID	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department	Draco Malfoy	YN2	SEL	2250274	Proposed	ADT-AT	10 U.S.C. 12301(b)	05/02/2014	07/14/2014	000450	CG PAY AND PERSONNEL CENTER	Draco Malfoy	YN2	SEL	2250176	Proposed	ADOS-AC	10 U.S.C. 12301(d)	03/01/2014	09/30/2014	000264	CGD SEVEN	Draco Malfoy	YN2	SEL	2037370	Finished	ADT-AT	10 U.S.C. 12301(b)	02/10/2014	02/21/2014	000450	CG PAY AND PERSONNEL CENTER	Draco Malfoy	YN2	SEL	1961043	Finished	IADT	10 U.S.C. 671	01/13/2013	02/01/2013	006150	RECRUIT BASIC TRAINING
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<p data-bbox="252 1312 276 1339">4</p>	<p data-bbox="339 1312 1046 1346">Click the Duty Type drop-down and make a selection.</p> <div data-bbox="339 1346 751 1603">  </div> <p data-bbox="339 1603 509 1637">Duty Types:</p> <div data-bbox="339 1637 628 1852"> <ul style="list-style-type: none"> Act Dty Operational Support-AC Act Dty Operational Support-RC Active Duty for Health Care Active Duty for Training-AT Active Duty for Training-OTD Extended Active Duty Initial Act Duty Training-IADT Invol Active Duty, Title 10 Invol Active Duty, Title 14 Medical Hold </div> <p data-bbox="339 1888 1149 1921">Enter the Begin Date and End Date and click the Add button.</p>																																																							

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My Reserve Orders, Continued

Procedures,
continued

Step	Action
5	<p>The Reserve Orders page will display with the specific order information:</p> <ul style="list-style-type: none"> • Order Begin and End Dates • # of Days/Term • Order Type • Order Status • Duty Type • Authority 

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My Reserve Orders, Continued

Procedures,
continued

Step	Action																																																																																																
6	<p data-bbox="338 495 877 526">Complete the Basic Information section.</p> <div data-bbox="338 526 1289 922"> </div> <p data-bbox="338 963 1157 996">Purpose - Click the Purpose lookup icon and make a selection.</p> <div data-bbox="338 996 833 1451"> <table border="1"> <thead> <tr> <th>Purpose of Duty</th> <th>Short Description</th> <th>GMT</th> <th>SummerStoc</th> </tr> </thead> <tbody> <tr><td>AB</td><td>Pub Affair</td><td>IO</td><td>Ice Ops</td></tr> <tr><td>AC</td><td>ContinPrep</td><td>ITP</td><td>ITP</td></tr> <tr><td>AD</td><td>R & D</td><td>LC</td><td>LE Conting</td></tr> <tr><td>ADM</td><td>Admin</td><td>LE</td><td>LE Ops</td></tr> <tr><td>AE</td><td>Eng & Log</td><td>MC</td><td>MEP Conting</td></tr> <tr><td>AF</td><td>F&S. Inven</td><td>ME</td><td>MEP Ops</td></tr> <tr><td>AG</td><td>Op Intel</td><td>MED</td><td>Medical</td></tr> <tr><td>AH</td><td>Civ Rights</td><td>MI</td><td>VsInspDoc</td></tr> <tr><td>AI</td><td>Security</td><td>NC</td><td>ATONConting</td></tr> <tr><td>AK</td><td>Health Svc</td><td>NR</td><td>Radio Nav</td></tr> <tr><td>AL</td><td>Legal Gen</td><td>NUT</td><td>Weight/Nut</td></tr> <tr><td>AN</td><td>ATON Ops</td><td>OC</td><td>Olympics</td></tr> <tr><td>AP</td><td>Personnel</td><td>OMP</td><td>OMSEP</td></tr> <tr><td>AQ</td><td>Acquisitio</td><td>PC</td><td>PS Conting</td></tr> <tr><td>AS</td><td>SafOccHlth</td><td>PHA</td><td>PHA</td></tr> <tr><td>AT</td><td>Trng Gen</td><td>PS</td><td>PS Ops</td></tr> <tr><td>AW</td><td>C3</td><td>SC</td><td>SAR Conting</td></tr> <tr><td>BA</td><td>BoatSafety</td><td>SP</td><td>Space Pgm</td></tr> <tr><td>BC</td><td>BoatConting</td><td>SR</td><td>SAR Ops</td></tr> <tr><td>DC</td><td>Def Conting</td><td>SUP</td><td>(blank)</td></tr> <tr><td>DH</td><td>Dental</td><td>SWE</td><td>RSWE</td></tr> <tr><td>DO</td><td>DefenseOps</td><td>VT</td><td>VTS</td></tr> <tr><td>DR</td><td>DisastResp</td><td></td><td></td></tr> </tbody> </table> </div> <p data-bbox="338 1489 1348 1601">Payment for Duty - Click the Payment for Duty drop-down and make a selection. Defaults to Pay and Allowances for ADT-AT orders and cannot be edited.</p> <div data-bbox="391 1601 686 1668"> </div> <ul data-bbox="391 1668 1364 1814" style="list-style-type: none"> • No Duty Pay (Points Only) – Used if member is performing active duty for retirement points only. • Pay and Allowances – Used if member is performing active duty for pay/allowances. 	Purpose of Duty	Short Description	GMT	SummerStoc	AB	Pub Affair	IO	Ice Ops	AC	ContinPrep	ITP	ITP	AD	R & D	LC	LE Conting	ADM	Admin	LE	LE Ops	AE	Eng & Log	MC	MEP Conting	AF	F&S. Inven	ME	MEP Ops	AG	Op Intel	MED	Medical	AH	Civ Rights	MI	VsInspDoc	AI	Security	NC	ATONConting	AK	Health Svc	NR	Radio Nav	AL	Legal Gen	NUT	Weight/Nut	AN	ATON Ops	OC	Olympics	AP	Personnel	OMP	OMSEP	AQ	Acquisitio	PC	PS Conting	AS	SafOccHlth	PHA	PHA	AT	Trng Gen	PS	PS Ops	AW	C3	SC	SAR Conting	BA	BoatSafety	SP	Space Pgm	BC	BoatConting	SR	SAR Ops	DC	Def Conting	SUP	(blank)	DH	Dental	SWE	RSWE	DO	DefenseOps	VT	VTS	DR	DisastResp		
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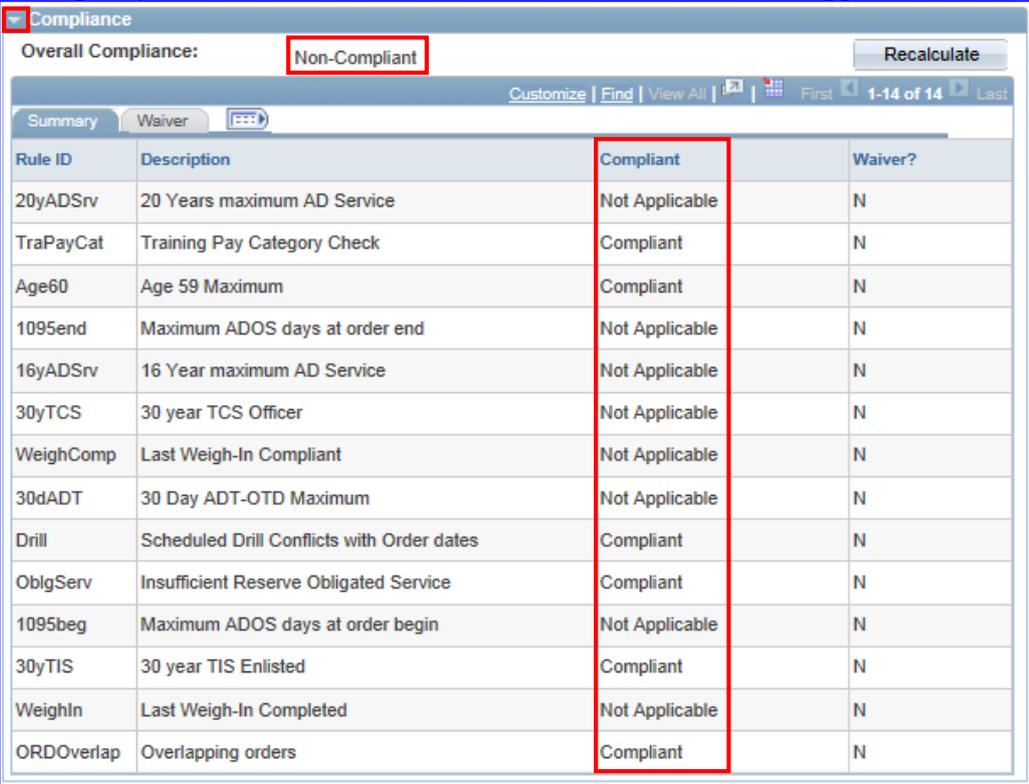
Procedures,
continued

Step	Action
<p>6 (cont)</p>	<p>Payment for Travel - Click the Payment for Travel drop-down and make a selection.</p>  <ul style="list-style-type: none"> • Multiple Travel Claims – Used if member will be on extended orders and authorized to submit multiple claims. • No Travel Pay – Used if travel payment in accordance with JFTR is not authorized. • Single Travel Claim – Used if member will be submitting a single claim upon completion of orders. <p>Duty Department – Enter the department ID where the duty will be performed. Dept Benefitting – Defaults to members permanent duty assignment Dept Funding – Defaults to the department associated with the Dept Benefitting previously entered Days of ADT-AT Satisfied – Defaults to the number of days these orders may be used to satisfy the ADT-AT requirement up to 15. Authority – May be left blank or enter the authority announcing the active duty. Auth. Official (Name, Rank) – Enter the unit member authorized to approve the orders. Linked Order (previous) – Usually left blank, if used, click the lookup icon and select the applicable previous orders. Link Type – Usually left blank, used in conjunction with Linked Order field and when requested orders are to be performed for:</p> <ul style="list-style-type: none"> • Back- to-Back • Medical Hold • Release from Active Duty orders
<p>7</p>	<p>The Contingency section is collapsed for orders not requiring a contingency.</p>  <p>If required click the expand arrow and enter the Contingency data provided by the order issuing authority.</p>

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My Reserve Orders, Continued

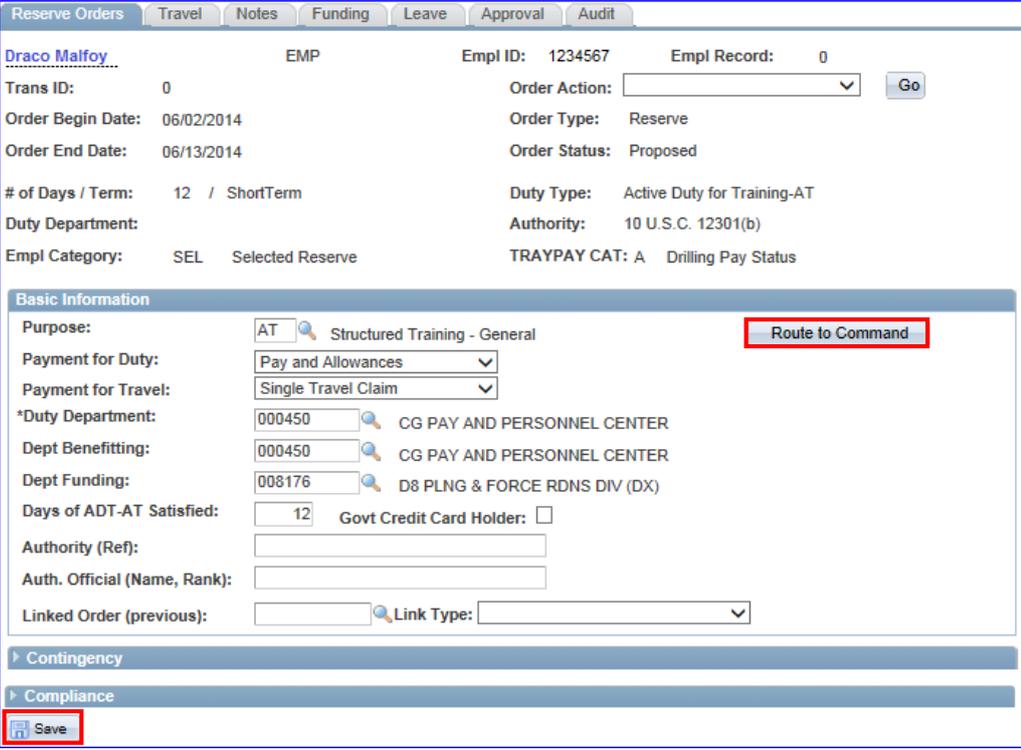
Procedures,
continued

Step	Action																																																												
8	<p>The Compliance section is collapsed at all times. Click on the expansion arrow to validate the member is in compliance with order eligibility requirements.</p> <p>Orders cannot be routed for authorization when in a non-compliant status. The discrepancy must be corrected before orders can be routed for approval.</p>  <p>The screenshot shows a 'Compliance' section with an overall status of 'Non-Compliant'. Below this is a table with the following data:</p> <table border="1" data-bbox="343 806 1356 1444"> <thead> <tr> <th>Rule ID</th> <th>Description</th> <th>Compliant</th> <th>Waiver?</th> </tr> </thead> <tbody> <tr> <td>20yADSV</td> <td>20 Years maximum AD Service</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>TraPayCat</td> <td>Training Pay Category Check</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>Age60</td> <td>Age 59 Maximum</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>1095end</td> <td>Maximum ADOS days at order end</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>16yADSV</td> <td>16 Year maximum AD Service</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>30yTCS</td> <td>30 year TCS Officer</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>WeighComp</td> <td>Last Weigh-In Compliant</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>30dADT</td> <td>30 Day ADT-OTD Maximum</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>Drill</td> <td>Scheduled Drill Conflicts with Order dates</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>ObligServ</td> <td>Insufficient Reserve Obligated Service</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>1095beg</td> <td>Maximum ADOS days at order begin</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>30yTIS</td> <td>30 year TIS Enlisted</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>WeighIn</td> <td>Last Weigh-In Completed</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>ORDOverlap</td> <td>Overlapping orders</td> <td>Compliant</td> <td>N</td> </tr> </tbody> </table>	Rule ID	Description	Compliant	Waiver?	20yADSV	20 Years maximum AD Service	Not Applicable	N	TraPayCat	Training Pay Category Check	Compliant	N	Age60	Age 59 Maximum	Compliant	N	1095end	Maximum ADOS days at order end	Not Applicable	N	16yADSV	16 Year maximum AD Service	Not Applicable	N	30yTCS	30 year TCS Officer	Not Applicable	N	WeighComp	Last Weigh-In Compliant	Not Applicable	N	30dADT	30 Day ADT-OTD Maximum	Not Applicable	N	Drill	Scheduled Drill Conflicts with Order dates	Compliant	N	ObligServ	Insufficient Reserve Obligated Service	Compliant	N	1095beg	Maximum ADOS days at order begin	Not Applicable	N	30yTIS	30 year TIS Enlisted	Compliant	N	WeighIn	Last Weigh-In Completed	Not Applicable	N	ORDOverlap	Overlapping orders	Compliant	N
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My Reserve Orders, Continued

Procedures,
continued

Step	Action
9	<p>When the Reserve Orders Tab is completed and the Overall Compliance field reads Compliant, click the Save button.</p> <p>The Route to Command button will now be activated. Click the Route to Command button.</p>  <p>The screenshot shows the 'Reserve Orders' tab selected. The user is Draco Malfoy, EMP, with Empl ID: 1234567 and Empl Record: 0. The order is for a Reserve duty from 06/02/2014 to 06/13/2014, with a term of 12 days. The duty type is 'Active Duty for Training-AT' and the authority is '10 U.S.C. 12301(b)'. The 'Basic Information' section includes fields for Purpose (AT), Payment for Duty (Pay and Allowances), Payment for Travel (Single Travel Claim), and various department and funding codes. The 'Route to Command' button is highlighted in red. The 'Save' button is also highlighted in red at the bottom left of the form.</p>

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My Reserve Orders, Continued

Procedures,
continued

Step	Action
10	<p>The Approval Tab will display.</p> <ul style="list-style-type: none">• User ID - Enter the User ID for the command representative authorized to approve the request, then Tab to display the approver's name. Or click the User ID lookup icon to select an approver.• Comment - Enter any comments for the approving official.• Click the Submit button. <div data-bbox="339 786 1366 1218" style="border: 1px solid black; padding: 5px;"><p>Reserve Orders Travel Notes Funding Leave Approval Audit</p><p><u>Draco Malfoy</u> EMP Empl ID: 1234567 Empl Record: 0</p><p>Trans ID: 2250276 Order Action: <input type="text"/> <input type="button" value="Go"/></p><p>Order Begin Date: 06/02/2014 Order Type: Reserve</p><p>Order End Date: 06/13/2014 Order Status: Proposed</p><p>Route for Approval</p><p>Approval Type: Recommend Order <input type="button" value="v"/></p><p>User ID: <input type="text" value="7654321"/> <input type="button" value="🔍"/> Albus Dumbledore</p><p>Dept of Approving <input type="text" value="000450"/> CG PAY AND PERSONNEL CENTER</p><p>SPO: <input type="text"/></p><p>Comment: <input type="text"/></p><p><input type="button" value="Submit"/></p></div> <p>The request for orders will be forwarded for command approval and processing.</p>
