

Amend Reserve Expected Active Duty Termination Date

Overview

Introduction

This section provides the procedures for Amending a Reservist's expected active duty termination date when the member is on temporary, extended, or special active duty (140 days or greater), and has had their orders amended to be extended on active duty with no break in service.

Reference

The following references provide additional information about entitlements and regulations.

- [Personnel Manual, COMDTINST M1000.6 \(series\), Chap 4](#)
 - [Personnel and Pay Procedures Manual, PSCINST M1000.2 \(series\), Chap 2](#)
 - [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
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Discussion

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 CGPC (OPM). To update the officer's reserve obligation.

Routing

Reserve Orders are routed for review and approval via E-mail in Direct Access. When an Emplid is entered in the "Route to" block, Direct Access automatically sends an E-mail, which contains the link to the Orders. A Supervisor simply clicks on the link located in the text of the E-mail to review and or approve Reserve Orders.

Topics

The following topics are covered in this section

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Reserve Orders Process

Stage	Who Does It	What Happens
1	Member	<p>Gets notified that the current Active Duty period is being amended.</p> <p>Since this is an Amendment to an Already existing Order the member needs only to submit the authorization to the supervisor or SPO.</p>
2	Supervisor	Forwards copy of authority amending the duty to the Servicing Personnel Office.
3	Servicing Personnel Office (SPO)	<p>Upon receipt of the authorization. Completes the Amendment to Active Duty Termination Date.</p> <p> YOU CANNOT complete this section until member has 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.</p> <p>Amending an existing set of orders can be completed at the SPO level.</p>
<p> If the Orders which you are amending do not exist in Direct Access call the Customer Care Branch at PSC at (785) 339-2200</p>		

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Procedures

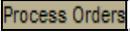
Procedure Start PeopleSoft, sign-in and follow these steps to access the orders.

Step	Action
1	<p>Accesses Reserve Orders through the Direct Access path:</p> <p>From the Airport Terminal in the menu path of:</p> <ul style="list-style-type: none"> • Home > Self Service > Self Service for Commands > Use > Command Information <p>The Airport Terminal provides commands with the ability to view and process arrivals and departures of personnel. The Airport Terminal lists orders for all personnel. Detailed instructions for the Airport Terminal can be obtained from the PSC website at: http://cgweb.uscg.mil/q-w/psc/Direct-Access/index.htm</p>
2	<p>The department lookup page will display. The relationship type field will show "Own unit only" and the department field will show your department ID number.</p> <p>Note: Depending on security settings in effect, the Department number displayed may be your sub-department and not your parent department. Click the  next to the department number to search for the correct department number.</p> <p style="text-align: center;">Command Information</p> <hr/> <p style="text-align: center;">Find an Existing Value</p> <p>SetID: <input type="text" value="AUSCG"/></p> <p>Relationship Type: <input type="text" value="Own unit only"/></p> <p>Department: <input type="text" value="000450"/> </p> <p style="text-align: center;"><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search</p> <p>Click the Search button to continue. If you have access to view data for other units (e.g. PERSRU user), you may choose a different Relationship Type by clicking on the drop-down and enter the department ID in the department field.</p>
3	<p>Locate section labeled Advanced Search Options. Click the dropdown button in the</p> <p>Status: <input type="text"/> field. Select Enroute.</p>
4	<p>Select a date in the From: <input type="text"/>  field. Enter a beginning date to search for orders within a specified date range. Leave this field blank if you wish to see all orders</p>
5	<p>Click on the <input type="button" value="Arrivals"/> button.</p>

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Procedures continued,

Step	Action																				
6	<p>Click the Process Orders tab. </p>  <table border="1"> <thead> <tr> <th>Sel</th> <th>EMPLID</th> <th>Name</th> <th>Rank</th> <th>Status</th> <th>Type</th> <th>Action</th> <th>Reason</th> <th>Status Dt</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>1091</td> <td>Hull, Jennifer L.</td> <td>YN1</td> <td>Enroute</td> <td>SELRES</td> <td>XFR</td> <td>RSV Duty</td> <td>07/28/2004</td> </tr> </tbody> </table>	Sel	EMPLID	Name	Rank	Status	Type	Action	Reason	Status Dt	1	<input type="checkbox"/>	1091	Hull, Jennifer L.	YN1	Enroute	SELRES	XFR	RSV Duty	07/28/2004	
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7	<p>Click the Route/Work button of the Employee ID for the Orders you wish to complete.</p>  <p> When choosing the orders needing to be amended, make sure you are choosing the correct orders. THE STATUS BLOCK MUST INDICATE ENROUTE</p> <p>Status of Orders:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>Apvd Mtual</td> <td>An approved mutual exchange of station.</td> </tr> <tr> <td>Apvd Std</td> <td>An approved set of regular orders.</td> </tr> <tr> <td>Apvd Unlat</td> <td>An approved order for a unilateral.</td> </tr> <tr> <td>Cancel</td> <td>Canceled orders</td> </tr> <tr> <td>Enroute</td> <td>Enroute (based on estimated departure date)</td> </tr> <tr> <td>Finished</td> <td>The member has departed the old unit and has reported into the new unit (PMIS 8C's have processed).</td> </tr> <tr> <td>Proposed</td> <td>Orders in a proposed status</td> </tr> <tr> <td>Ready</td> <td>Indicates the orders have been worked (member specific changes have been made to the orders) and the orders are now 'Ready' for the member to travel</td> </tr> <tr> <td>X Ord/TONO</td> <td>Cancel the orders but keep the TONO active.</td> </tr> </tbody> </table> <p>A new window will open. The path in the window is now the Reserve Orders Screen</p>	Status	Meaning	Apvd Mtual	An approved mutual exchange of station.	Apvd Std	An approved set of regular orders.	Apvd Unlat	An approved order for a unilateral.	Cancel	Canceled orders	Enroute	Enroute (based on estimated departure date)	Finished	The member has departed the old unit and has reported into the new unit (PMIS 8C's have processed).	Proposed	Orders in a proposed status	Ready	Indicates the orders have been worked (member specific changes have been made to the orders) and the orders are now 'Ready' for the member to travel	X Ord/TONO	Cancel the orders but keep the TONO active.
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8	<p>Click the Order Notes button at the bottom of the screen.</p> <p> Orders issued in conjunction with amendments shall specifically state the reason in the orders notes block.</p> <ul style="list-style-type: none"> • Order Notes are printed on the physical orders. • All Order Notes are editable. • Anyone may enter or edit order notes. <p>Primarily to be used by SPO and ISC personnel.</p>																				
9	<p>When done with the Order Notes click the OK button.</p>																				

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Procedures continued,

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10	<p>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.</p> <div style="text-align: center;"> <p>Contract Clause: <input type="text"/></p> <p>Description: <input type="text" value="amend"/></p> <p> <input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup </p> <p>Search Results</p> <p>View All First <input type="button" value="◀"/> 1-3 of 3 <input type="button" value="▶"/> Last</p> <table border="1"> <thead> <tr> <th>Contract Clause</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>D62</td> <td>AMEND</td> </tr> <tr> <td>AMD</td> <td>AMEND GRAD DATE</td> </tr> <tr> <td>AM3</td> <td>amend msg</td> </tr> </tbody> </table> </div>	Contract Clause	Description	D62	AMEND	AMD	AMEND GRAD DATE	AM3	amend msg
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11	<p>The Sequence Number is a required field. The number indicates the sequence that the notes will appear on the orders.</p> <p>Click the Print check box if you want the notes to appear on the printed orders.</p> <div style="text-align: center;"> <p>*Sequence Number:</p> <p><input type="checkbox"/></p> <p>Print <input checked="" type="checkbox"/></p> </div>								
12	When done with the Order Notes click the <input type="button" value="OK"/> button.								
13	Click the <input type="button" value="Record Arrive/Depart Info"/> tab								
14	<p>The dates in the Actual Report and Depart Dates section will display the CURRENT orders dates as below. .</p> <div style="text-align: center;"> <p>Actual Report and Depart Dates View All F</p> <p>Actual Duty Begin Dt: <input type="text" value="07/01/2004"/> <input type="button" value="📅"/></p> <p>Actual Duty End Dt: <input type="text" value="07/23/2004"/> <input type="button" value="📅"/></p> <p>Est Duty Begin Dt: 07/01/2004 Est Duty End Dt: 07/28/2005</p> </div> <p>Since you are Amending the Actual Duty End Dt you will only need to enter the NEW Ending date</p>								
15	<p>When you enter the new ending Date the following warning will appear:</p> <p>Warning -- The Actual Depart Date is greater than the Order's original end date. (20320,76)</p> <p>By entering an Actual Depart Date greater than the original Order's end date, you are extending these orders. If that was not your intent, please press cancel and correct the Actual Depart Date.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>Click <input type="button" value="OK"/></p>								
16	<p>Click the <input type="button" value="Save"/> button at the bottom of the screen</p> <p>You have completed the Amendment to the Active Duty Termination Date</p>								