

Creating a Standard Remark Entry for Orders

Purpose This document provides the procedure creating a standard remark for use on Coast Guard travel/separation orders.

Definition Oder Note is a term used in Direct-Access to classify remarks entries on the Standard Travel Order form.

Discussion Order notes are maintained in the “Contract Clause” table in Direct-Access. Once added to the table, order notes can be included on any travel or separation order by the assignment officer, separation authority, or the yeoman at the Servicing Personnel Office (SPO).

User Role You must have the appropriate access level (user role) to access the Contract Clause table setup. Users with the CGASGN – Coast Guard Assignment Officer Role can create and maintain entries in the Contract Clause table.

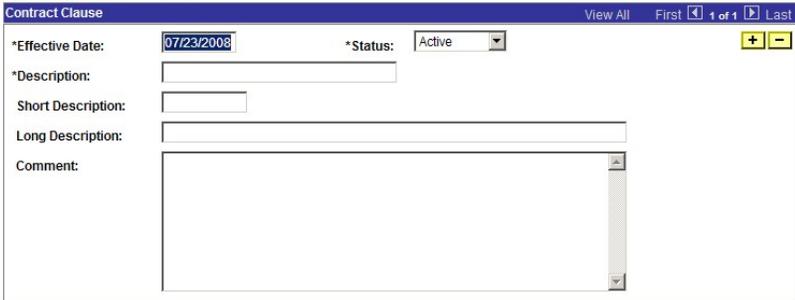
Procedure Follow these steps add a new order note:

Step	Action
1	<p>Access the Contract Clause Setup Menu Home > Develop Workforce > Recruit Workforce (GBL) > Setup > Contract Clause Table</p> <p>Contract Clause Table</p> <hr/> <p>Find an Existing Value</p> <p>Contract Clause: <input type="text"/></p> <p>Description: <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search</p> <p>Add a New Value </p>
2	Click the “ Add a New Value ” link

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Creating a Standard Remark Entry for Orders, Continued

Procedure (continued)

Step	Action
3	<p>Assign a unique code (3 character alpha/numeric) to the new entry and click the Add button.</p> <p>Home > Develop Workforce > Recruit Workforce (GBL) > Setup > Contract Clause Table</p> <p>Contract Clause Table</p> <hr/> <p>Add a New Value</p> <p>Contract Clause: <input type="text" value="PPM"/></p> <p><input type="button" value="Add"/></p> <p>Find an Existing Value</p>
4	<p>The Contract Clause data entry form will display:</p> <p>Home > Develop Workforce > Recruit Workforce (GBL) > Setup > Contract Clause Table</p> <p>Contract Clause Table</p> <p>Contract Clause: PPM</p>  <p><input type="button" value="Save"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p>

Continued on next page

Creating a Standard Remark Entry for Orders, Continued

Procedure (continued)

Step	Action														
5	<p data-bbox="553 457 873 491">Complete the data entry:</p> <table border="1" data-bbox="553 527 1416 1566"> <thead> <tr> <th data-bbox="553 527 781 569">Field</th> <th data-bbox="781 527 1416 569">Entry</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 569 781 863">Effective Date</td> <td data-bbox="781 569 1416 863">Defaults to current date. If you do not change this date the new order note will only be available to add to orders that are created on or after this date. The standard convention for these types of effective date fields is to enter "01/01/1901". This will make the order note available to be added to any order issued prior to the new entry being created.</td> </tr> <tr> <td data-bbox="553 863 781 1052">Status</td> <td data-bbox="781 863 1416 1052">Defaults to "Active". Do not change. Note: In the event you no longer want this remark to be available, change the status to inactive. See the Changes/Correction section of this document for more information.</td> </tr> <tr> <td data-bbox="553 1052 781 1346">Description</td> <td data-bbox="781 1052 1416 1346">Spell out (in the limited space that is available) the purpose of the new note. Enter a meaningful description. For assignment system notes, begin the description with ASGN. For training system notes, begin the description with TRNG. For Reserve Orders, begin the description with RSV. For Separation order, begin the description with SEP.</td> </tr> <tr> <td data-bbox="553 1346 781 1419">Short Description</td> <td data-bbox="781 1346 1416 1419">Enter the code you created in step 3.</td> </tr> <tr> <td data-bbox="553 1419 781 1493">Long Description</td> <td data-bbox="781 1419 1416 1493">Enter the purpose of the new note.</td> </tr> <tr> <td data-bbox="553 1493 781 1566">Comment</td> <td data-bbox="781 1493 1416 1566">Enter the text of the order note. This is the actual remark that will be printed on orders.</td> </tr> </tbody> </table>	Field	Entry	Effective Date	Defaults to current date. If you do not change this date the new order note will only be available to add to orders that are created on or after this date. The standard convention for these types of effective date fields is to enter "01/01/1901". This will make the order note available to be added to any order issued prior to the new entry being created.	Status	Defaults to "Active". Do not change. Note: In the event you no longer want this remark to be available, change the status to inactive. See the Changes/Correction section of this document for more information.	Description	Spell out (in the limited space that is available) the purpose of the new note. Enter a meaningful description. For assignment system notes, begin the description with ASGN. For training system notes, begin the description with TRNG. For Reserve Orders, begin the description with RSV. For Separation order, begin the description with SEP.	Short Description	Enter the code you created in step 3.	Long Description	Enter the purpose of the new note.	Comment	Enter the text of the order note. This is the actual remark that will be printed on orders.
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Procedure (continued)

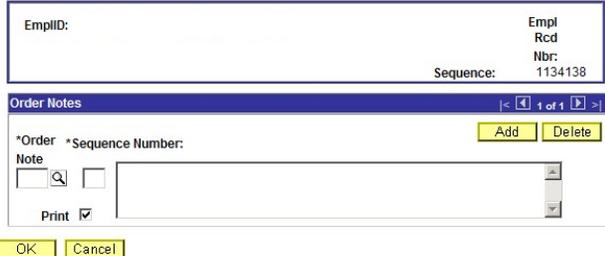
Step	Action
6	<p>Review your work:</p> <p>Home > Develop Workforce > Recruit Workforce (GBL) > Setup > Contract Clause Table</p> <p>Contract Clause Table</p> <p>Contract Clause: PPM</p> <p>Contract Clause View All First 1 of 1</p> <p>*Effective Date: 01/01/1901 *Status: Active</p> <p>*Description: Personally Procured Move</p> <p>Short Description: PPM</p> <p>Long Description: Standard Sep Order Remark for member using Personally Procured Move Prog.</p> <p>Comment: In order to expedite the processing of Personally Procured Move (PPM) claim for retiring and separating USCG personnel, please submit an Online EFT application (https://www.fincen.uscg.mil/secure/enrollment_form.htm) after the effective date of your retirement or separation.</p> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> </p>
7	Press the Save button

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Creating a Standard Remark Entry for Orders, Continued

Testing The new order note is now available to be added to a travel or separation order. You should test your new entry to ensure it appears correctly and legibly on a standard travel order form.

Procedure Follow these steps to add the remark to a separation order (Note: This is an abbreviated procedure for users who are familiar with accessing travel and separation orders).

Step	Action
1	<p>Access the order by clicking the Orders link in the separations component:</p> 
2	<p>The travel order will open in new window. Click the Order Notes button (near the bottom of the page) to access the Order Notes dialog.</p>
3	<p>The Order Notes data entry form will display.</p> 

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Creating a Standard Remark Entry for Orders, Continued

Procedure (continued)

Step	Action
4	Enter the code for your new order note in the *Order Note field or click the lookup button to search for your new note by the description.
5	Enter the number for the order in which you want the new note to appear in the *Sequence Number field (01 if there is only one note).
6	<p>Review your entry (make sure the Print checkbox is marked) and click the OK button to continue.</p> <p>Home > Administer Workforce > Administer Workforce (GBL) > Use > Separation Orders</p> <p>Order Notes</p> <div style="border: 1px solid black; padding: 5px;"> <p>EmplID: _____ Empl Rcd _____</p> <p>Sequence: _____ Nbr: _____</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Order Notes < 1 of 1 > </p> <p>*Order *Sequence Number: Add Delete</p> <p>Note: PPM [01] In order to expedite the processing of Personally Procured Move (PPM) claim for retiring and separating USCG personnel, please submit an Online EFT application</p> <p>Print <input checked="" type="checkbox"/></p> <p style="text-align: center;">OK Cancel</p> </div>
7	Click the “Email Printable Order” button.

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Creating a Standard Remark Entry for Orders, Continued

Procedure (continued)

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8	<p>Access your e-mail. Open the message containing the order and open the attachment. Review the order note entry as it appears on the standard travel order.</p> <div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border: 1px solid black;"> Department of Homeland Security U.S. Coast Guard Direct Access </td> <td style="text-align: center; border: 1px solid black;">STANDARD TRAVEL ORDER</td> <td style="text-align: right; border: 1px solid black;">01/04/2007 #: 1134138 OK</td> </tr> <tr> <td colspan="3" style="border: 1px solid black;"> Period of Travel: 05/31/2007 05/31/2007 Blanket Orders: Retirement With Pay RWP </td> </tr> <tr> <td style="border: 1px solid black;">For Medical Travel:</td> <td colspan="2" style="border: 1px solid black;"> Remain Overnight (RON): 0 days at </td> </tr> <tr> <td colspan="3" style="border: 1px solid black;"> Primary Mode of Travel: Car Govt. 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Corrections / Changes

If you need to change or update your order note access the Contract Clause setup menu and follow these steps:

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Setup](#) > [Contract Clause Table](#)

Contract Clause Table

Find an Existing Value

Contract Clause:

Description:

Case Sensitive

Include History Correct History

[Basic Search](#)

[Add a New Value](#)

1. Enter the Note's code in the Contract Clause field
 2. Click the Search button
 3. Insert a row with a new effective date when entering or changing data.
This will maintain the history of the clause
 4. Edit the fields as desired and click the Save button.
-