Report Additional Active Duty Authorized (P192)

Purpose

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.

Reference

- Personnel and Pay Procedures Manual, PSCINST M1000.2 (series) Chapter 3-C and Chapter 11
- Reserve Policy Manual, COMDTINST M1001.28 (series), Chapter 3-F.

Policies and Procedures

Information you need to know about this procedure:

- **Statement of Intent:** The Report Additional Active Duty Authorized transaction a must be preceded by the submission of Recall – Type Statement of Intent transaction (SOI). The SOI should 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 CGPC (rpm). It will be necessary for CGPC (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.

- **Total Leave to be Sold: When** a reserve member's period of active duty (30 days or greater) ends, they have the option of selling leave earned while on active duty. Leave earned on active duty for more than 30 but less than 366 days is not subject to the 60-day career limitation for selling accrued leave.

Continued on next page

Policies and Procedures (cont'd)

- **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 a 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. ADSW (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.

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

Follow the procedures in the RELAD Procedural Guide to compete 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.
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 (Home > Compensate Employees > Use > Pay Entitlements), as applicable for the member's new orders (BAH, COLA, BAS, etc.). It will be necessary to enter stop dates (equal to the RELAD date) in order to insert new entitlement rows effective the date the new orders start.

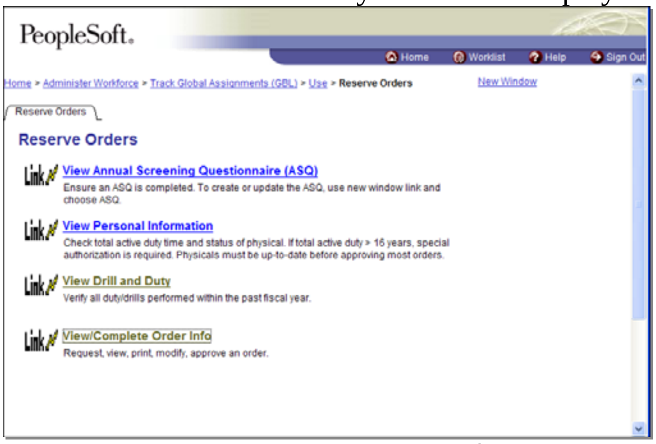
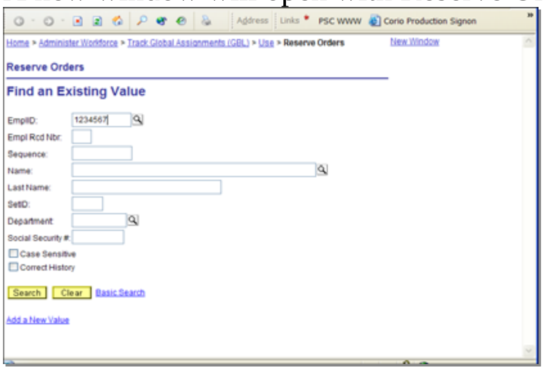
Procedure

Introduction

Follow these steps to complete a Report Additional Active Duty Authorized (P192) transaction when a reserve member, who is on active duty, is issued new orders for additional active duty. The procedure is broken down into sections for each user role involved in the process.

Create Orders

Procedure Follow these steps to create the new orders.

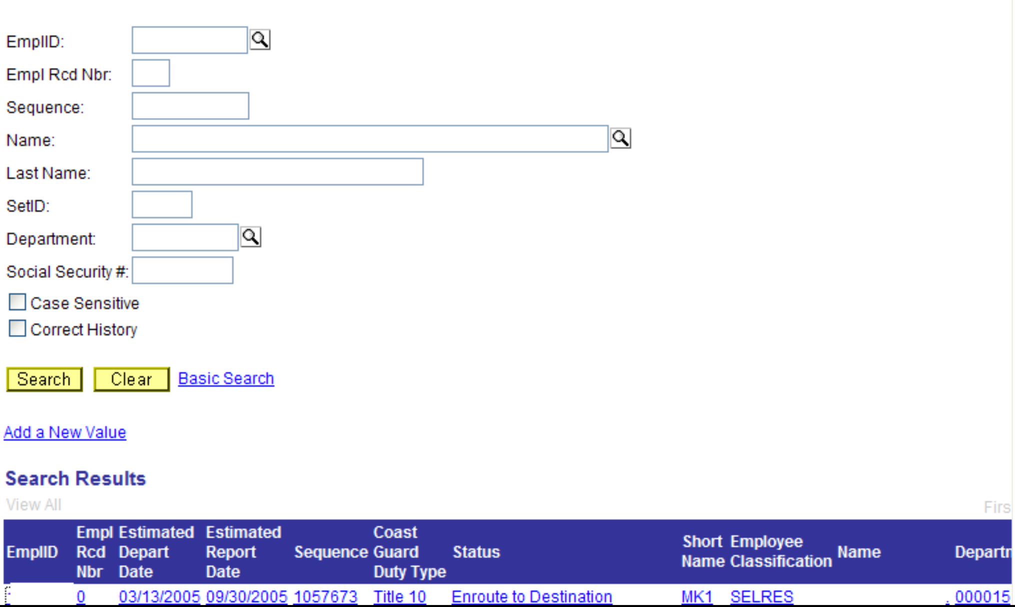
Step	Action
1	Log into the system and select the following menu items: Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders
2	The Reserve Orders Activity Guide will display:  Select the "View/Complete Order Info" link.
3	A new window will open with Reserve Orders Search record displayed.  Enter the member's employee ID number and click the Search button.

Continued on next page

Create Orders, Continued

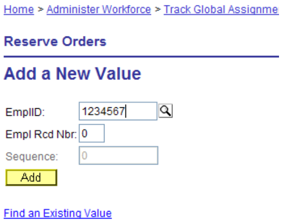
Procedure (continued)

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

• member currently has a 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>
</table>

Continued on next page

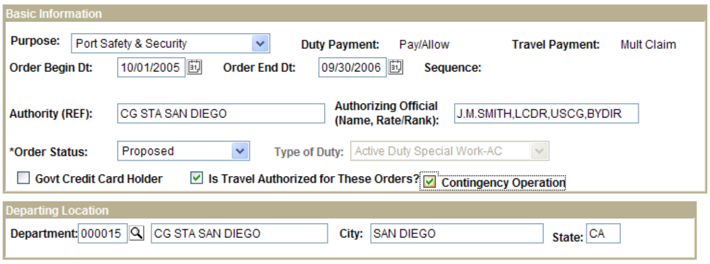
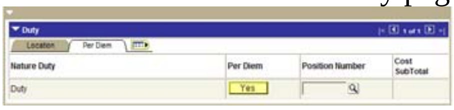
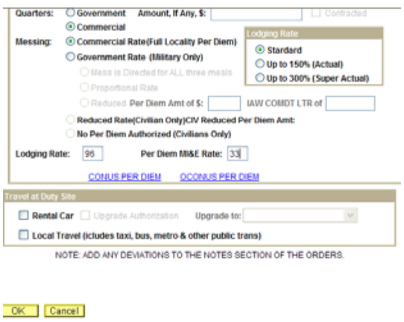
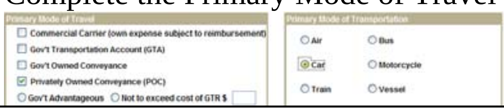
Procedure (continued)

Step	Action
5	The add a new value page will display.  Enter the member's employee ID number and click the Add button.
6	Complete the **Reserve Specific Info** tab by selecting the appropriate entries for the: 1. Type of Duty, 2. Payment for Duty, 3. Payment for Travel 4. and the Entitlements (Full) options.
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, 2. Order Begin Dt field, 3. Order End Dt field and the 4. Authority (REF) field.

Continued on next page

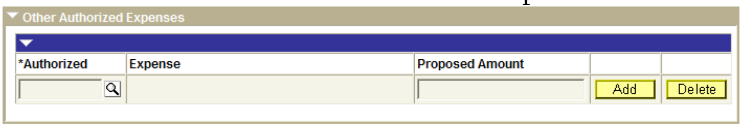
Create Orders, Continued

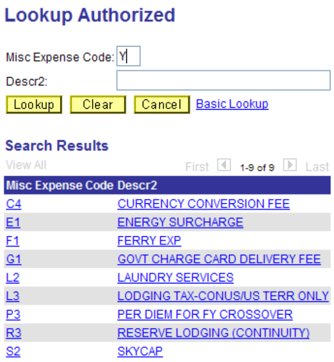
Procedure (continued)

Step	Action
7	Mark the following checkboxes as applicable: 1. Gov't Credit Card Holder 2. Is Travel Authorized for These Orders? 3. Contingency Operation (Note: Automatically selected when the Duty Type is Title 10) 
8	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. 
9	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 Chapters 2 and 11 of the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series) and the JFTR for more information regarding travel and per diem entitlements.  Click the OK button to return to the **Reserve Orders** tab.
10	Complete the Primary Mode of Travel and Primary Mode of Transportation sections 

Continued on next page

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>11</td><td>Click the lookup [🔍] icon in the Other Authorized Expenses section to search for and add authorize reimbursable travel expenses.


Select the appropriate entry from the list.


Enter the proposed amount. Click the Add button to authorized additional items (repeat search and selection procedure and enter the proposed amount for each entry). See Chapters 2 and 11 of the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series) and the JFTR for more information regarding travel and per diem entitlements.</td></tr>
<tr><td>12</td><td>Scroll to the bottom of the page and click the [Order Notes] button.

Orders issued in conjunction with mobilization shall specifically state that the member is on active duty in support of a contingency operation. See Chapter 11 of the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series) for more information on required entries.</td></tr>
</table>

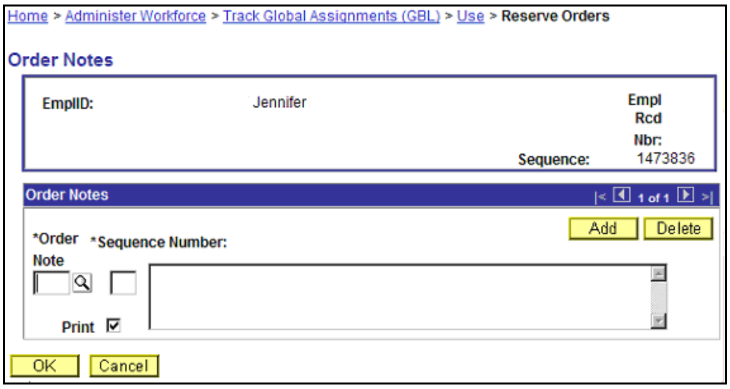
Continued on next page

Procedure (continued)

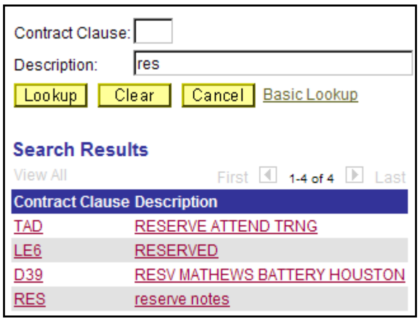
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>13</td><td>

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.

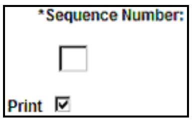


There are hundreds of Order Notes. Performing a search using the Description field is the most efficient way to cut the number down. The below screen shows an example of a search performed using RES as a description.



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.

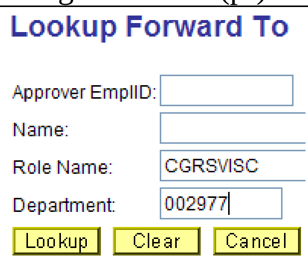
</td></tr>
</table>

Continued on next page

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>14</td><td>Click the OK button to return to the Reserve Orders tab.</td></tr>
<tr><td>15</td><td>Create and enter accounting data for travel in needed. See page 14.</td></tr>
<tr><td>16</td><td>Scroll down to and Click the Route For Approval button.

The request can now be routed to the ISC (pf/fot) 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 ISC (pf) personnel. When the orders are ready to be approved ISC (pf) personnel will select approved from the drop down list.</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 ISC (pf).</td></tr>
<tr><td>Forward To</td><td>Enter the Employee ID of the ISC (pf/fot) 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>Enter an e-mail address for the person to receive notification of pending approval action.</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.</td></tr>
</table>
Click the OK button.</td></tr>
<tr><td>17</td><td>Click the Save button. The ISC (pf/fot) must review, enter contingency and accounting data and forward to SPO for pay transactions.</td></tr>
</table>

Contingency/Disaster Data

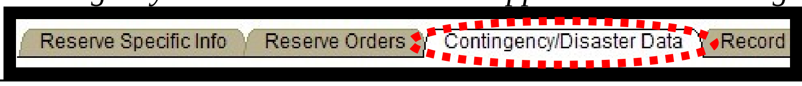
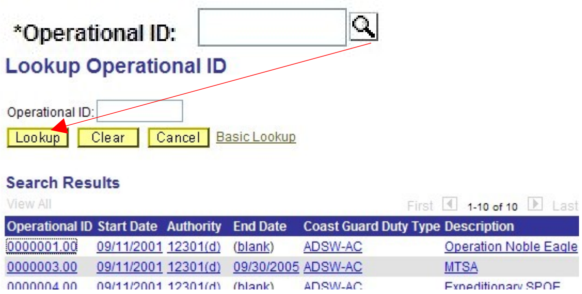
Introduction

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 (ADSW-AC) and Title 14 orders. Contingency/Disaster Data must be entered before the orders are approved. Changes cannot be made once an order is approved.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>For voluntary mobilization ADSW-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 ADSW-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. If you select an ID for a Defense Contingency Operation (Title 10 or ADSW-AC) additional fields will appear on the contingency data tab to record the member’s Chapter 1607 eligibility (see next page).</td></tr>
<tr><td>4</td><td>Enter the reference for the recall in the Reference/Authority field.

</td></tr>
<tr><td>5</td><td>Enter the date the member was notified of this recall. Cannot be after the start date.

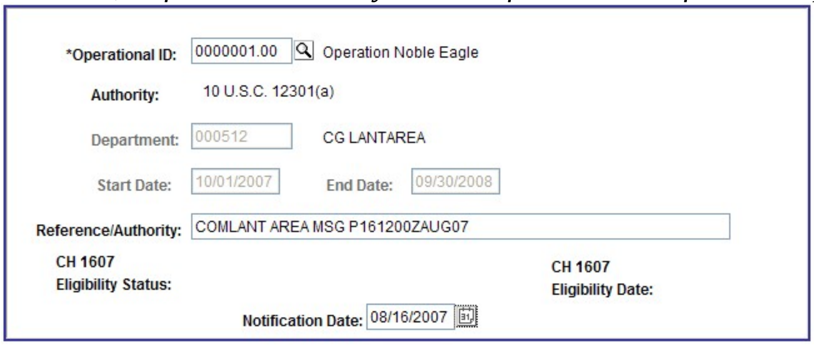

Note: For Title-10/ADSW-AC contingency orders, this field establishes the member’s eligibility date for the “E-ID” program, which provides TRICARE medical and dental benefits up to 90 days before an eligible member reports for duty.</td></tr>
</table>

Continued on next page

Procedure **(continued)**

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

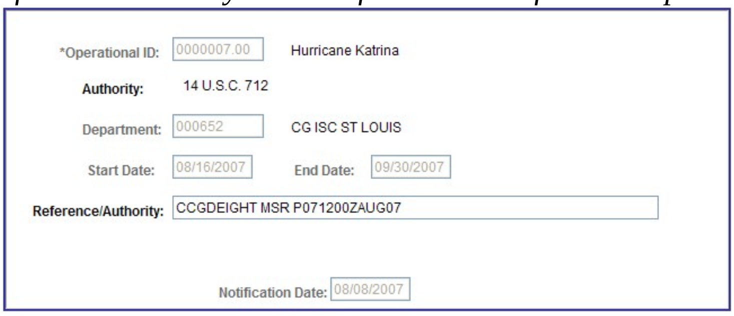
Contingency/Disaster Data tab for a Title-10/ADSW-AC recall order, showing Operational ID, Reference/Authority and Notification Date fields completed.



*Operational ID: 0000001.00 Operation Noble Eagle
Authority: 10 U.S.C. 12301(a)
Department: 000512 CG LANTAREA
Start Date: 10/01/2007 End Date: 09/30/2008
Reference/Authority: COMLANT AREA MSG P161200ZAUG07
CH 1607 Eligibility Status:
CH 1607 Eligibility Date:
Notification Date: 08/16/2007

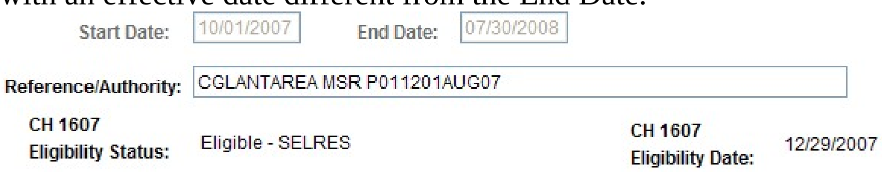
Note: The *CH 1607 Eligibility Status* and *CH 1607 Eligibility Date* fields will auto-populate, after the orders are approved and saved, based on the member's reserve affiliation (SELRES, IRR, etc.) and the estimated reporting date (the Eligibility Date field is set to the date 89 days after the reporting date). 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.



*Operational ID: 0000007.00 Hurricane Katrina
Authority: 14 U.S.C. 712
Department: 000652 CG ISC ST LOUIS
Start Date: 08/16/2007 End Date: 09/30/2007
Reference/Authority: CCGDEIGHT MSR P071200ZAUG07
Notification Date: 08/08/2007

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.



Start Date: 10/01/2007 End Date: 07/30/2008
Reference/Authority: CGLANTAREA MSR P011201AUG07
CH 1607 Eligibility Status: Eligible - SELRES
CH 1607 Eligibility Date: 12/29/2007

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

Continued on next page

Procedure **(continued)**

Step	Action
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 Chapter 11 of the Personnel and Pay Procedures Manual.

Accounting Data

Accounting Data

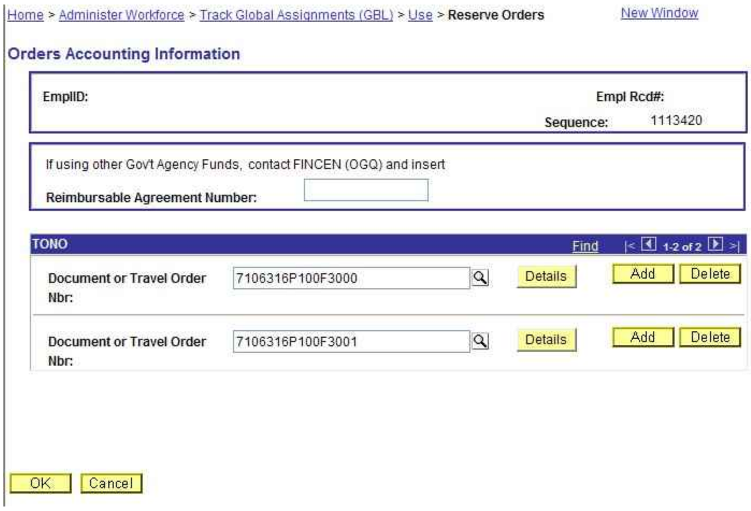
Travel accounting data and a document ID number will have to be entered in the system for all long-term orders for member's performing AD outside the local commuting area of their home. The TONO Accounting Data button is used to assign travel order numbers and accounting strings for funding purposes. Units may elect to route proposed Reserve orders to the person designated to assign and enter this information prior to approval.

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.



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

Orders Accounting Information

EmplID: Empl Rcd#:

Sequence: 1113420

If using other Gov't Agency Funds, contact FINCEN (OGQ) and insert

Reimbursable Agreement Number:

TONO Find |< 1-2 of 2 >|

Document or Travel Order Nbr: 7106316P100F3000 Details Add Delete

Document or Travel Order Nbr: 7106316P100F3001 Details Add Delete

OK Cancel

(Note: The Pay & Allowances and FICA accounting lines, shown in the above example, will not be present if the ISC (pf/fot) user has not yet approved and saved the orders. They 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, only travel accounting needs to be entered).

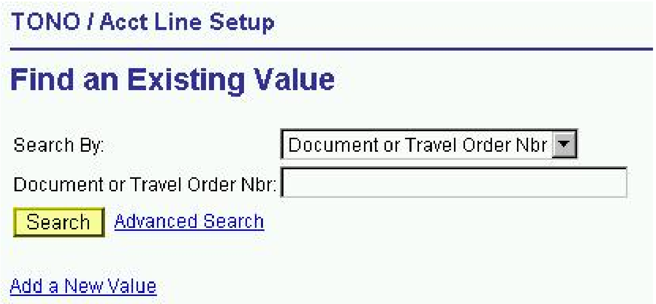
Enter a Reimbursable Agreement Number if applicable. This number is issued by the Finance Center when orders are funded by other government agencies.

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

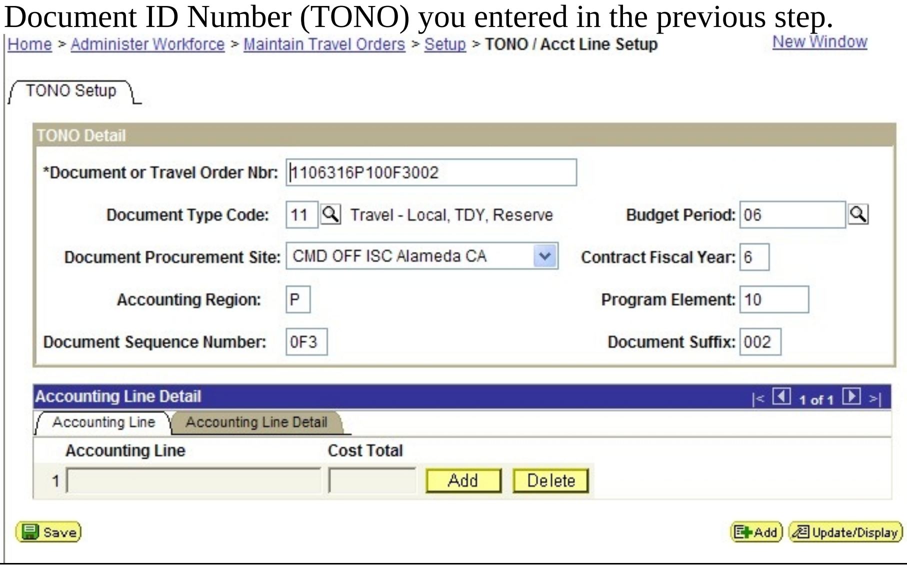
Continued on next page

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.</td></tr>
<tr><td>7</td><td>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.


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

Continued on next page

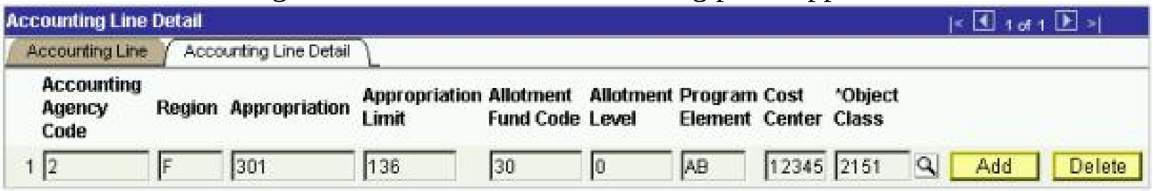
Procedure (continued)

Step	Action
7	(cont'd from previous page). 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 2008, will be "08".
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 2008, will be "8".
Program Element	A two-digit alphanumeric field representing the ATU of the unit. 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
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	Last three digits of the TONO – normally 000 unless the same TONO is charged to multiple accounting strings.

Continued on next page

Procedure (continued)

Step	Action
8	Click the "Accounting Line Detail" tab. The following panel appears.  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.
9	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 applicable, click the  button to enter additional accounting strings chargeable to the TONO. If necessary, use the  button to remove accounting rows.
10	Click the  button when finished then click the  (in the top right-hand corner of the browser window) to close the TONO/Acct Line Setup window.
11	Return to the Orders Accounting Information window.  Enter the Document ID number you created in step 6.

Continued on next page

Accounting Data, Continued

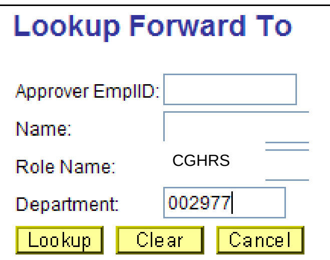
Procedure (continued)

Step	Action
12	Click the OK button. You will be returned to the Reserve Orders tab. **Note**: If more than one TONO/Actg 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.

ISC Approval and Routing

Introduction This section provides the procedure for the user at the ISC (pf/fot) to approve the orders request and route to the SPO for creation of pay transactions.

Procedure Follow these steps to approve and route the orders request.

Step	Action
1	Click the Route for Approval button.
2	Completing the Routing/Approval page as described below
Field	**Description**
Approval Status	The **Approval Status** field is only active for ISC (pf) personnel. When the orders are ready to be approved ISC (pf) personnel will select **approved** from the drop down list.
Approval Recommenda-tion	The **Approval Recommendation** field is used for Supervisors/Command Users to note their recommendation before forwarding to the ISC (pf).
Forward To	Enter the Employee ID of the SPO person 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. 
Email Address	Enter an e-mail address for the person to receive notification of pending approval action.
Approval Path	This field will show ID's of the persons the orders have been routed to.
Comments	Enter comments if desired.
4	Click OK.
5	The approval window will close and you will be returned to the reserve orders page. Click Save to update the orders status.

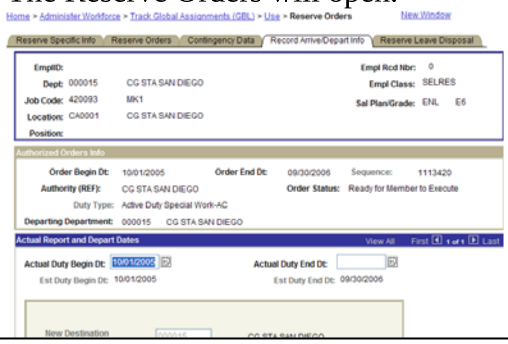
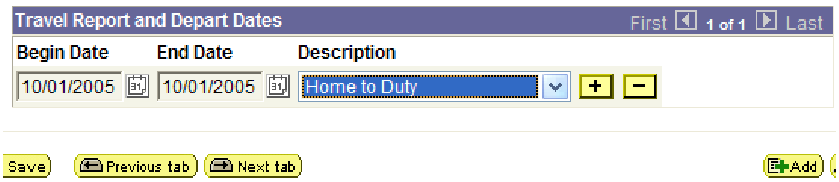
SPO Procedures

Introduction

This section provides the procedure for the user at the Servicing Personnel Office to access and endorse a reserve order for back-to-back active duty and create a JUMPS, P192, Report Additional Active Duty Authorized transaction.

Procedure

Follow these steps to access and endorse the reserve order.

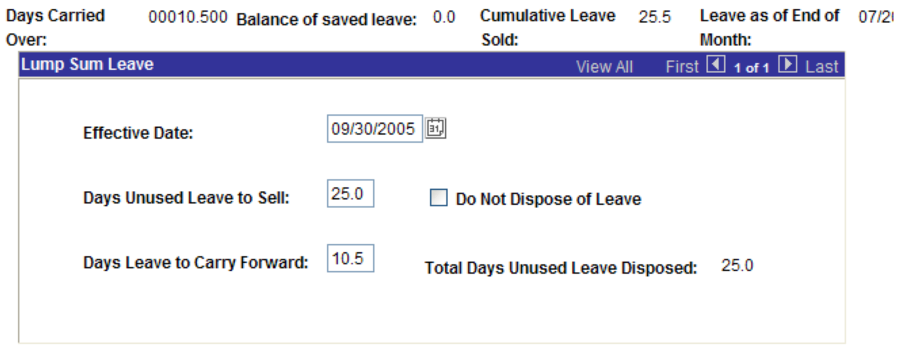
Step	Action
1	Access the reserve order from the link on your Worklist or use the menu items to access the Reserve Orders Activity Guide. Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders Select the "View/Complete Order Info" link, enter the member's employee ID number, and click Search. Select the Ready orders from the search results (first item listed).
2	The Reserve Orders will open. 
3	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).
4	Enter the Actual Duty End dt. 
5	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 3 and 4 above.

Continued on next page

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6</td><td>Click the Record/Leave Disposal tab or use the link at the bottom of the page.</td></tr>
<tr><td>7</td><td>Enter the current date for the effective date field. If the member will not be selling any leave mark the Do Not Dispose of Leave Checkbox.

If the member will be selling leave, enter the number of days to be sold in the Day unused Leave to Sell box and enter the balance to carry forward (if any) in the Days leave to Carry Forward box.

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


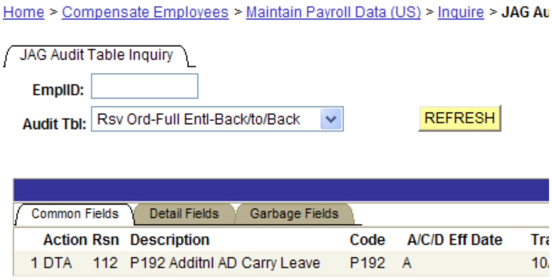
Be sure to compute leave earned and taken up to the ending date of the last set of orders. The leave balance shown on the orders page will not include leave earned for the current month and any leave taken in the current month.</td></tr>
<tr><td>8</td><td>Click the Save button.
Note: You may encounter this warning message when entering leave to be sold or when saving. It is a warning, not an error. Click OK to dismiss it.

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

Continued on next page

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9</td><td>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.</td></tr>
<tr><td>10</td><td>The JUMPS Action Generator Archive Inquiry, which is accessible by users with the CGHRSUP role (SPO Supervisors), will show that a P192 transaction has been generated.


Note: The Archive Inquiry will not display the transaction entry until the following day.</td></tr>
</table>
