

# Reserve Active Duty Orders

## Overview

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**Introduction** This guide 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.

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- 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 )
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## Contents

Topic	See Page
<a href="#">Key Points</a>	2
<a href="#">Verifying Prior Active Duty</a>	5
<a href="#">Issuing Orders</a>	6
<a href="#">Reserve Orders Authorization</a>	20
<a href="#">SPO Approval Process</a>	23

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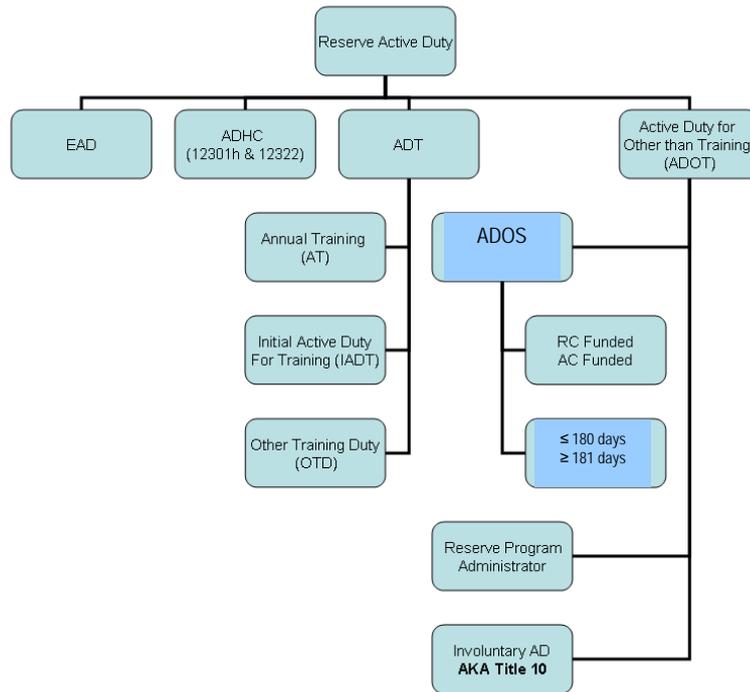
# Key Points

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**Introduction** The following Key Points for issuing, approving or endorsing Reserve Active Duty Orders are outlined below.

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**Reserve Active Duty Orders Definitions and Type** This diagram shows the different categories of Reserve Active Duty. Please see reference (a), for a complete explanation of each duty type.



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**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 Direct Access to update the officer's Reserve obligation.

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## Key Points, Continued

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### **Lump Sum Leave**

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 use or payment at a later time. See Reference (g).

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### **Basic Allowance for Housing (BAH) Policy**

Refer to Section 3.G.11 of reference (b), for policy on BAH entitlements for Reserve Component members on Active Duty Orders.

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### **BAH and Extensions to Orders**

Reserve 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).

If the member receives an order modification or extension of assignment (amendment), and the amount of Active Duty remaining to be served as of the date the member is notified of the modification to the order 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.

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.

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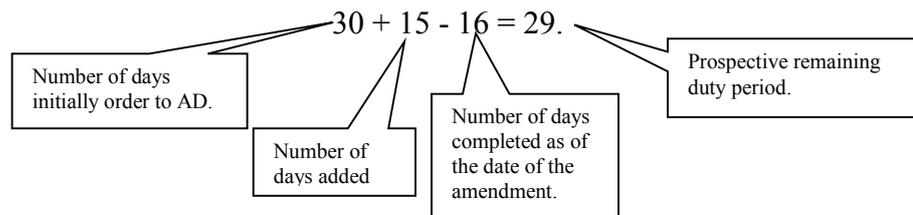
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## Key Points, Continued

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### BAH and Extensions - Example 1:

In this example, a Reserve 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. The 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 was 29 days.



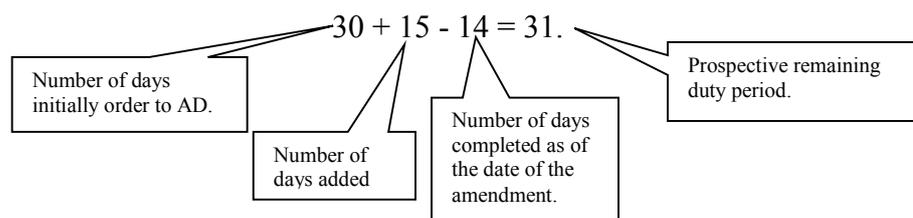
This member would not qualify for BAH and would continue to receive BAH-RC because the prospective remaining duty period is not 31 or more days.

To process this amendment, in Direct-Access, the user would enter the new end date in the Travel Tab and change the estimated date on the Seq Nbr 98 and 99 rows of the Reserve Orders.

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### BAH and Extensions - Example 2:

In this example, a Reserve member is ordered to 30 days ADOS, and on day 14 has their 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.



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

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## Key Points, Continued

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### Order Status

Status	Meaning	Description
<b>Proposed</b>	Initial order creation	Initial order request created by member, command or SPO.
<b>Authorized</b>	Authorized by DXR	Indicates financial and command authority. Order now appears in airport terminal.
<b>Ready</b>	Travel details approved by SPO supervisor	Order is ready for member to depart. Funding established, leave approved.
<b>En Route</b>	Depart/report approved by SPO supervisor	Member has departed home unit. Actual depart date entered, departing pay entitlements established and/or stopped. Will be in En route status until reported home.
<b>Finished</b>	Stops automatically upon end date or when the end date is adjusted by the SPO and approved.	Order execution completed. All actual dates completed and approved. No more changes allowed to order. Pay entitlements stopped/started.
<b>Cancelled</b>	Cancel approval by SPO supervisor or DXR	Order cancelled. Pay entitlements cancelled. No more changes to order allowed. TONO still active unless cancelled with order action.

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# Verifying Prior Active Duty

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**Introduction** This section provides the procedure for estimating the number of years of total combined Active Duty a reserve member has completed.

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**Discussion** Per reference (a), 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.

The 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>.

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**Procedure** Years of combined active service are calculated in accordance with Appendix (c) of reference (c), 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.

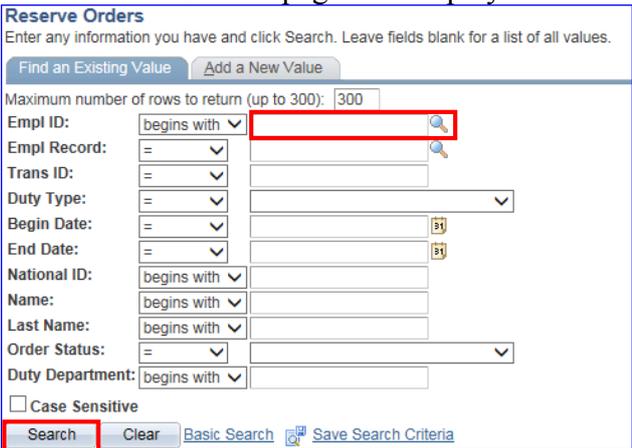
From the **Reserve Administration** pagelet, click the **Reserve Member Balance** link, to access the member's points statement. Add up all previous Active Duty points including any recent Active Duty and the points for the number of days (1 point per day) of the proposed new Active Duty period.

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 without prior approval from Commander (CG PSC-RPM). 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 without prior approval from Commander (PSC-RPM).

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# Issuing Orders

**Procedures** This section provided the procedures for Commands and Servicing Personnel Offices to create new Reserve Active Duty orders.

Step	Action
<p><b>1</b></p>	<p>Prior to crating Active Duty Orders, ensure the orders will not overlap dates with any previously submitted orders or IDTs for the member.</p> <p>To verify if any prior Active Duty orders have been authorized, select the <b>Reserve Orders</b> link from the <b>Reserve Administration</b> pagelet.</p> 
<p><b>2</b></p>	<p>The <b>Reserve Orders</b> page will display.</p>  <p>Enter the members <b>Empl ID</b> number and click the <b>Search</b> button.</p>

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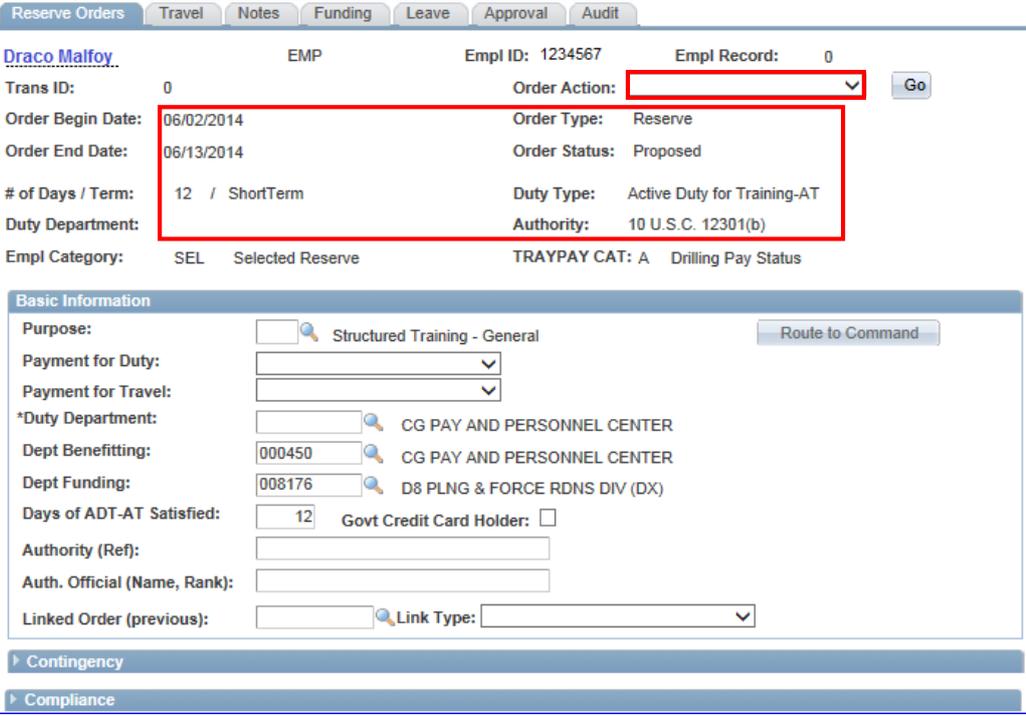
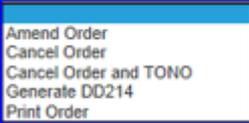
# Issuing Orders, Continued

## Procedures, continued

Step	Action																																																							
<p data-bbox="263 461 284 495"><b>3</b></p>	<p data-bbox="352 461 1393 600"><b>All Reserve Active Duty Orders</b> 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="352 629 1358 768">Once a request for Active Duty orders has been entered and saved, the <b>Duty Type</b> cannot be edited and a new request must be submitted. However, the <b>Begin Date</b> and <b>End Date</b> may be edited at any time prior to the orders status being set to <b>En route</b>.</p> <div data-bbox="352 797 1206 1193" data-label="Form"> <p data-bbox="352 1088 456 1104">Search Results</p> <table border="1" data-bbox="352 1104 1206 1193"> <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>225027</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>225017</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>203730</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>198104</td> <td>Finished</td> <td>IADT</td> <td>10 U.S.C. 974</td> <td>01/13/2013</td> <td>02/01/2013</td> <td>008150</td> <td>RECRUIT BASIC TRAINING</td> </tr> </tbody> </table> </div> <p data-bbox="352 1223 775 1256">Click the <b>Add a New Value</b> 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	225027	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	225017	Proposed	ADOS-AC	10 U.S.C. 12301(d)	03/01/2014	09/30/2014	000264	CGD SEVEN	Draco Malfoy	YN2	SEL	203730	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	198104	Finished	IADT	10 U.S.C. 974	01/13/2013	02/01/2013	008150	RECRUIT BASIC TRAINING
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<p data-bbox="263 1285 284 1319"><b>4</b></p>	<p data-bbox="352 1285 1058 1319">Click the <b>Duty Type</b> drop-down and make a selection.</p> <div data-bbox="352 1319 721 1547" data-label="Form"> <p data-bbox="352 1554 520 1588"><b>Duty Types:</b></p> <div data-bbox="352 1588 641 1798" data-label="List-Group"> <ul style="list-style-type: none"> <li>Act Dty Operational Support-AC</li> <li>Act Dty Operational Support-RC</li> <li>Active Duty for Health Care</li> <li>Active Duty for Training-AT</li> <li>Active Duty for Training-OTD</li> <li>Extended Active Duty</li> <li>Initial Act Duty Training-IADT</li> <li>Invol Active Duty, Title 10</li> <li>Invol Active Duty, Title 14</li> <li>Medical Hold</li> </ul> </div> </div> <p data-bbox="352 1839 1174 1872">Enter the <b>Begin Date</b> and <b>End Date</b>, then click the <b>Add</b> button.</p>																																																							

# Issuing Orders, Continued

Procedures, continued

Step	Action
5	<p>The <b>Reserve Orders</b> page will display with specific order information:</p> <ul style="list-style-type: none"> <li>• Order Begin and End Dates</li> <li>• # of Days/Term</li> <li>• Order Type</li> <li>• Order Status</li> <li>• Duty Type</li> <li>• Authority</li> </ul>  <p><b>Order Action</b> is only used when orders are being amended, canceled, to generate a DD214 or to print a copy of the orders when completed.</p> 

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# Issuing Orders, Continued

Procedures, continued

Step	Action																																																																																																
6	<p data-bbox="352 461 890 495">Complete the <b>Basic Information</b> section.</p> <div data-bbox="352 495 1300 891"> </div> <p data-bbox="352 927 1166 963"><b>Purpose</b> - Click the Purpose lookup icon and make a selection.</p> <div data-bbox="352 963 845 1417"> <table border="1"> <thead> <tr> <th>Purpose of Duty</th> <th>Short Description</th> <th></th> <th></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>ContnPrep</td><td>ITP</td><td>ITP</td></tr> <tr><td>AD</td><td>R &amp; 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 &amp; Log</td><td>MC</td><td>MEP Contin</td></tr> <tr><td>AF</td><td>F&amp;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>VsllnspDoc</td></tr> <tr><td>AI</td><td>Security</td><td>NC</td><td>ATONContin</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 Contig</td></tr> <tr><td>BA</td><td>BoatSafety</td><td>SP</td><td>Space Pgm</td></tr> <tr><td>BC</td><td>BoatContin</td><td>SR</td><td>SAR Ops</td></tr> <tr><td>DC</td><td>Def Contin</td><td>SUP</td><td>(blank)</td></tr> <tr><td>DN</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="352 1458 1374 1563"><b>Payment for Duty</b> - Click the Payment for Duty drop-down and make a selection. This defaults to Pay and Allowances for ADT-AT orders and cannot be edited.</p> <div data-bbox="352 1570 651 1637"> </div> <ul data-bbox="400 1644 1398 1785" style="list-style-type: none"> <li>• <b>No Duty Pay (Points Only)</b> – Used if member is performing Active Duty for retirement points only.</li> <li>• <b>Pay and Allowances</b> – Used if member is performing Active Duty for pay/allowances and retirement points.</li> </ul>	Purpose of Duty	Short Description			AB	Pub Affair	IO	Ice Ops	AC	ContnPrep	ITP	ITP	AD	R & D	LC	LE Conting	ADM	Admin	LE	LE Ops	AE	Eng & Log	MC	MEP Contin	AF	F&S. Inven	ME	MEP Ops	AG	Op Intel	MED	Medical	AH	Civ Rights	MI	VsllnspDoc	AI	Security	NC	ATONContin	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 Contig	BA	BoatSafety	SP	Space Pgm	BC	BoatContin	SR	SAR Ops	DC	Def Contin	SUP	(blank)	DN	Dental	SWE	RSWE	DO	DefenseOps	VT	VTs	DR	DisastResp		
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## Issuing Orders, Continued

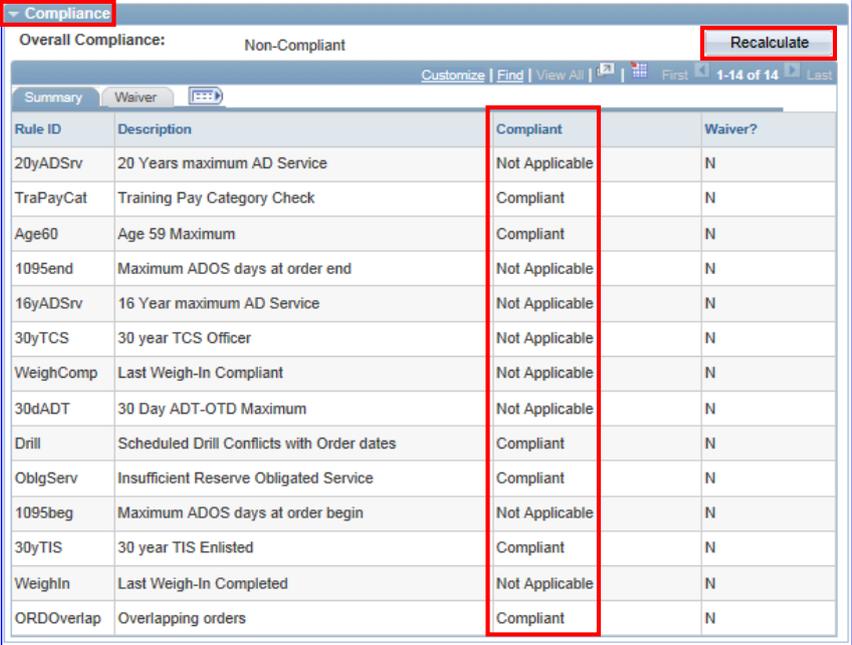
Procedures, continued

Step	Action
<p><b>6 (cont)</b></p>	<p><b>Payment for Travel</b> - Click the Payment for Travel drop-down and make a selection.</p> <div data-bbox="355 528 687 633" style="border: 1px solid black; padding: 2px;"> <p>Multiple Travel Claims No Travel Pay Single Travel Claim</p> </div> <ul style="list-style-type: none"> <li>• <b>Multiple Travel Claims</b> – Used if member will be on extended orders and authorized to submit multiple claims.</li> <li>• <b>No Travel Pay</b> – Used if travel payment in accordance with JFTR is not authorized.</li> <li>• <b>Single Travel Claim</b> – Used if member will be submitting a single claim upon completion of orders.</li> </ul> <p><b>Duty Department</b> – Enter the department ID where the duty will be performed.</p> <p><b>Dept Benefitting</b> – Defaults to member’s permanent duty assignment</p> <p><b>Dept Funding</b> – Defaults to the department associated with the Dept Benefitting.</p> <p><b>Days of ADT-AT Satisfied</b> – Defaults to the number of days these orders may be used to satisfy the ADT-AT requirement up to 15 and cannot be edited.</p> <p><b>Govt Credit Card Holder</b> – Click the check box if member hold a Govt Credit Card.</p> <p><b>Authority</b> – May be left blank or enter the authority announcing the Active Duty.</p> <p><b>Auth. Official (Name, Rank)</b> – Enter the unit member authorized to approve the orders.</p> <p><b>Linked Order (previous)</b> – Usually left blank. If used, click the lookup icon and select the applicable previous orders.</p> <p><b>Link Type</b> – 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"> <li>• Back to Back</li> <li>• Medical Hold</li> <li>• Release from Active Duty orders</li> </ul>

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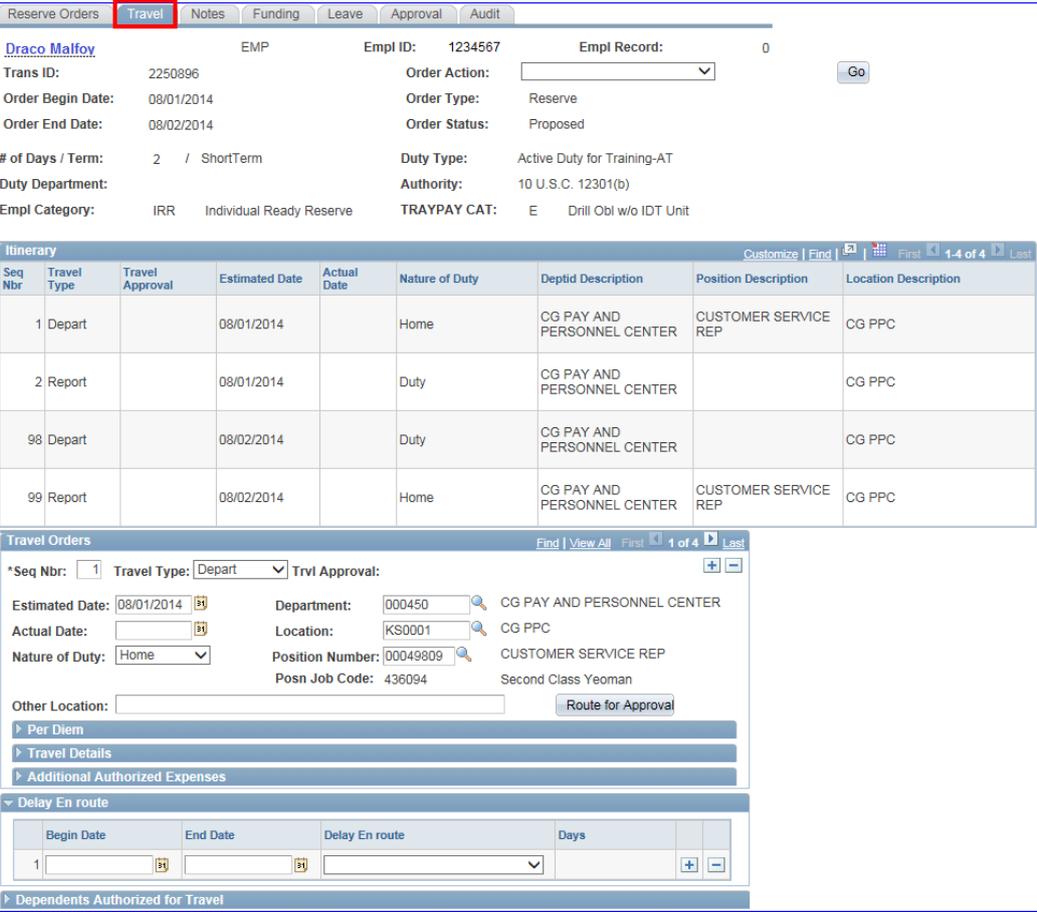
# Issuing Orders, Continued

## Procedures, continued

Step	Action
7	<p>The <b>Contingency</b> section is collapsed for orders not requiring a contingency.</p>  <p>If required, click on the arrow to open and enter the Contingency data provided by the order issuing authority.</p> <ul style="list-style-type: none"> <li>• Click the lookup icon to search and select a specific contingency.</li> <li>• If entering contingency data, you must complete the <b>Reference Authority</b> and <b>Notification Date</b>.</li> </ul>
8	<p>The <b>Compliance</b> section is collapsed at all times. Click the expansion arrow to validate the member is in compliance with order eligibility requirements.</p> <p>Orders cannot be routed for authorization when member is in a non-compliant status.</p> <p>Once the compliant discrepancy has been corrected, click the <b>Recalculate</b> button and orders can then be forwarded for authorization.</p>  <p>After verifying compliance section, click the <b>Save</b> button.</p>

# Issuing Orders, Continued

## Procedures, continued

Step	Action
9	<p>Click on the <b>Travel</b> Tab.</p> <p>The information entered on the Reserve Orders tab will be displayed on the Travel tab.</p> 

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# Issuing Orders, Continued

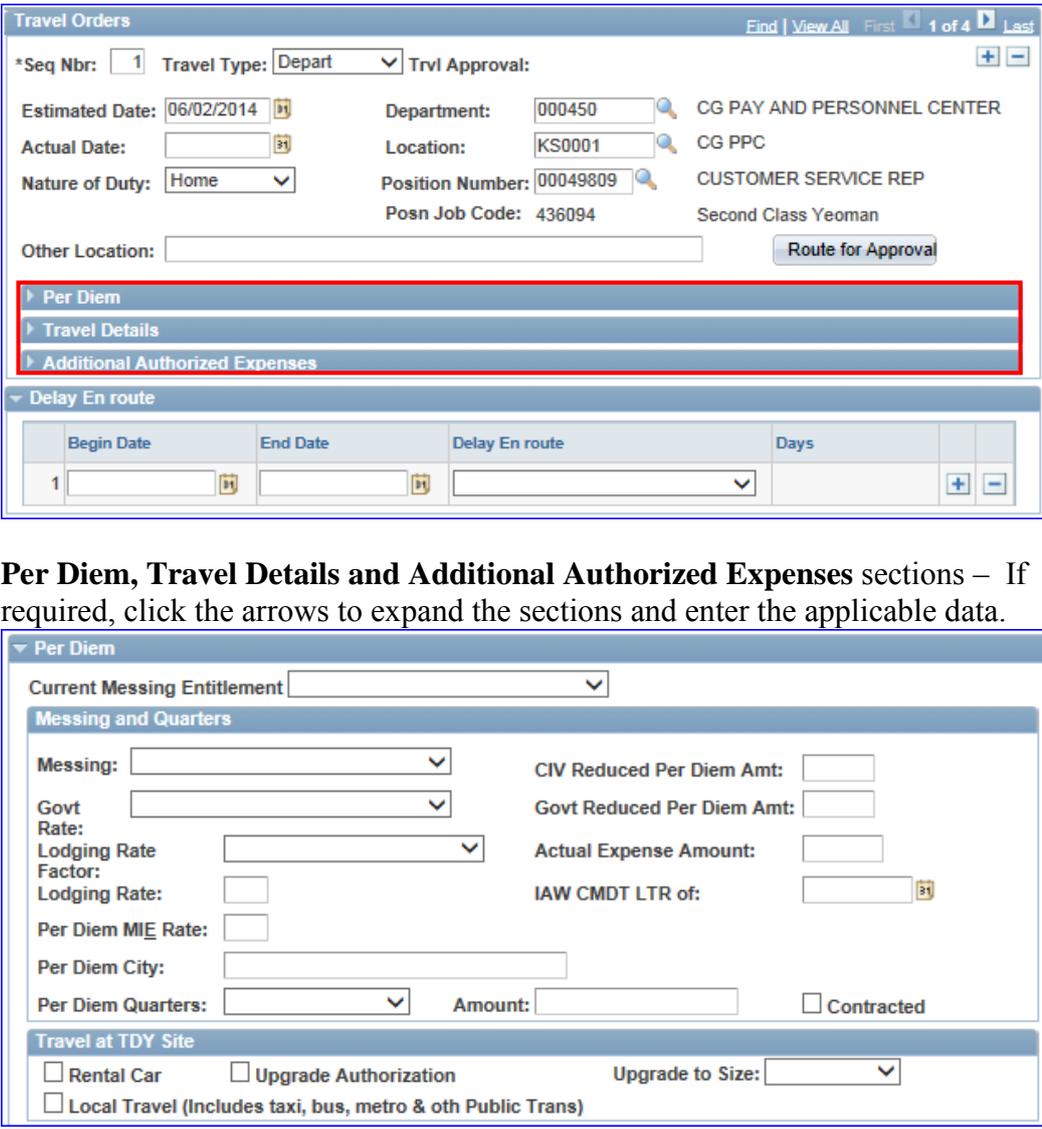
## Procedures, continued

Step	Action																																																																																													
<p data-bbox="231 459 316 526"><b>9 (cont)</b></p>	<p data-bbox="351 459 1364 560">The <b>Itinerary</b> section will display the Estimated Dates entered on the Reserve Orders tab. This section will be completed when endorsements to orders are entered and approved.</p> <div data-bbox="351 564 1396 855" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td></td> <td>06/02/2014</td> <td></td> <td>Home</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>CUSTOMER SERVICE REP</td> <td>CG PPC</td> </tr> <tr> <td>2</td> <td>Report</td> <td></td> <td>06/02/2014</td> <td></td> <td>Duty</td> <td>CG PAY AND PERSONNEL CENTER</td> <td></td> <td></td> </tr> <tr> <td>98</td> <td>Depart</td> <td></td> <td>06/13/2014</td> <td></td> <td>Duty</td> <td>CG PAY AND PERSONNEL CENTER</td> <td></td> <td></td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>06/13/2014</td> <td></td> <td>Home</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>CUSTOMER SERVICE REP</td> <td>CG PPC</td> </tr> </tbody> </table> </div> <p data-bbox="351 862 1149 896"><b>Seq Nbr</b> – The sequence number rows are labeled as follows:</p> <ul data-bbox="351 900 694 1041" style="list-style-type: none"> <li>1 - Departing from home</li> <li>2 - Reporting for duty</li> <li>98 - Departing from duty</li> <li>99 - Reporting to home</li> </ul> <p data-bbox="351 1086 1396 1220"><b>Travel Orders</b> section - There are separate endorsements required for each leg of the orders. The Travel orders section will be completed when member reports for duty (Seq Nbr 1 and 2) and will be discussed in more detail later in this process.</p> <div data-bbox="351 1227 1396 1736" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th colspan="2">Travel Orders</th> <th colspan="2">Find   View All   First   1 of 4   Last</th> </tr> </thead> <tbody> <tr> <td>*Seq Nbr:</td> <td>1</td> <td>Travel Type:</td> <td>Depart</td> </tr> <tr> <td>Estimated Date:</td> <td>06/02/2014</td> <td>Department:</td> <td>000450 CG PAY AND PERSONNEL CENTER</td> </tr> <tr> <td>Actual Date:</td> <td></td> <td>Location:</td> <td>KS0001 CG PPC</td> </tr> <tr> <td>Nature of Duty:</td> <td>Home</td> <td>Position Number:</td> <td>00049809 CUSTOMER SERVICE REP</td> </tr> <tr> <td></td> <td></td> <td>Posn Job Code:</td> <td>436094 Second Class Yeoman</td> </tr> <tr> <td>Other Location:</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td colspan="4" style="text-align: right;"><a href="#">Route for Approval</a></td> </tr> <tr> <td colspan="4"> <ul style="list-style-type: none"> <li>▶ Per Diem</li> <li>▶ Travel Details</li> <li>▶ Additional Authorized Expenses</li> </ul> </td> </tr> <tr> <td colspan="4">▼ Delay En route</td> </tr> <tr> <td></td> <td>Begin Date</td> <td>End Date</td> <td>Delay En route</td> </tr> <tr> <td>1</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div> <p data-bbox="351 1742 965 1780">Click the <b>View All</b> to display all endorsements.</p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart		06/02/2014		Home	CG PAY AND PERSONNEL CENTER	CUSTOMER SERVICE REP	CG PPC	2	Report		06/02/2014		Duty	CG PAY AND PERSONNEL CENTER			98	Depart		06/13/2014		Duty	CG PAY AND PERSONNEL CENTER			99	Report		06/13/2014		Home	CG PAY AND PERSONNEL CENTER	CUSTOMER SERVICE REP	CG PPC	Travel Orders		Find   View All   First   1 of 4   Last		*Seq Nbr:	1	Travel Type:	Depart	Estimated Date:	06/02/2014	Department:	000450 CG PAY AND PERSONNEL CENTER	Actual Date:		Location:	KS0001 CG PPC	Nature of Duty:	Home	Position Number:	00049809 CUSTOMER SERVICE REP			Posn Job Code:	436094 Second Class Yeoman	Other Location:	<input type="text"/>			<a href="#">Route for Approval</a>				<ul style="list-style-type: none"> <li>▶ Per Diem</li> <li>▶ Travel Details</li> <li>▶ Additional Authorized Expenses</li> </ul>				▼ Delay En route					Begin Date	End Date	Delay En route	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
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# Issuing Orders, Continued

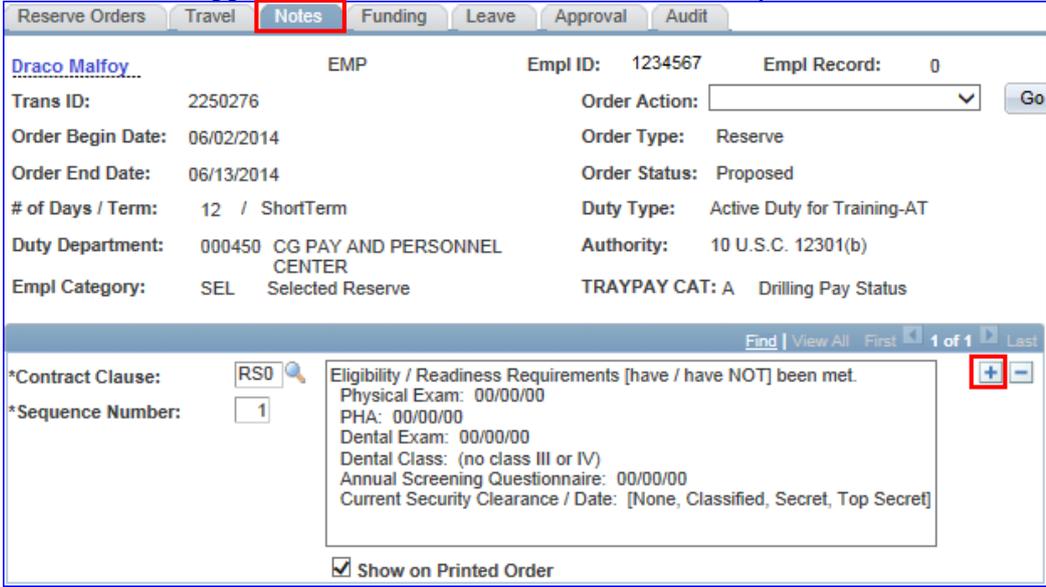
Procedures, continued

Step	Action
<p><b>9</b> <b>(cont)</b></p>	<p>Each endorsement will have several sections.</p>  <p><b>Per Diem, Travel Details and Additional Authorized Expenses</b> sections – If required, click the arrows to expand the sections and enter the applicable data.</p>

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# Issuing Orders, Continued

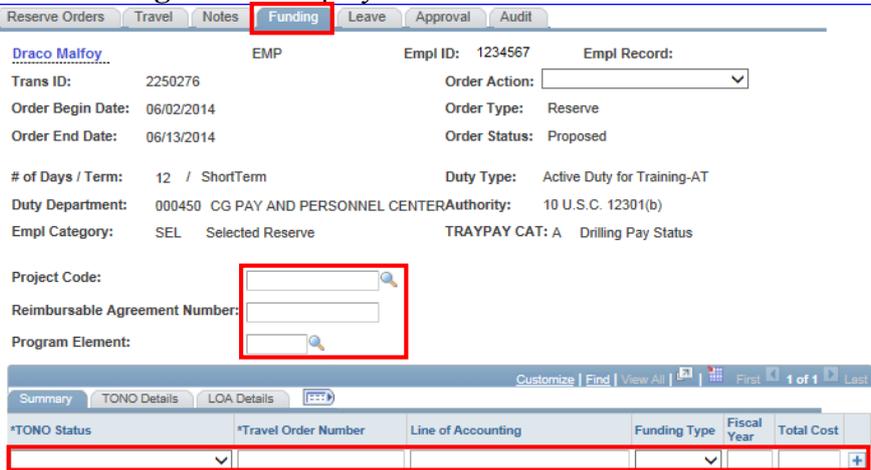
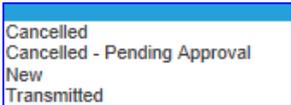
Procedures, continued

Step	Action
<p><b>9</b> <b>(cont)</b></p>	<p><b>Delay En route and Dependents Authorized for Travel</b> sections – Click the arrow to expand the section and complete if applicable.</p>  <p>When completed click the <b>Notes</b> Tab.</p>
<p><b>10</b></p>	<p>The <b>Notes</b> page will display below the Order information. Click the plus (+) button to enter applicable orders notes and edit as necessary.</p>  <p>When completed, click the <b>Funding</b> Tab.</p>

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# Issuing Orders, Continued

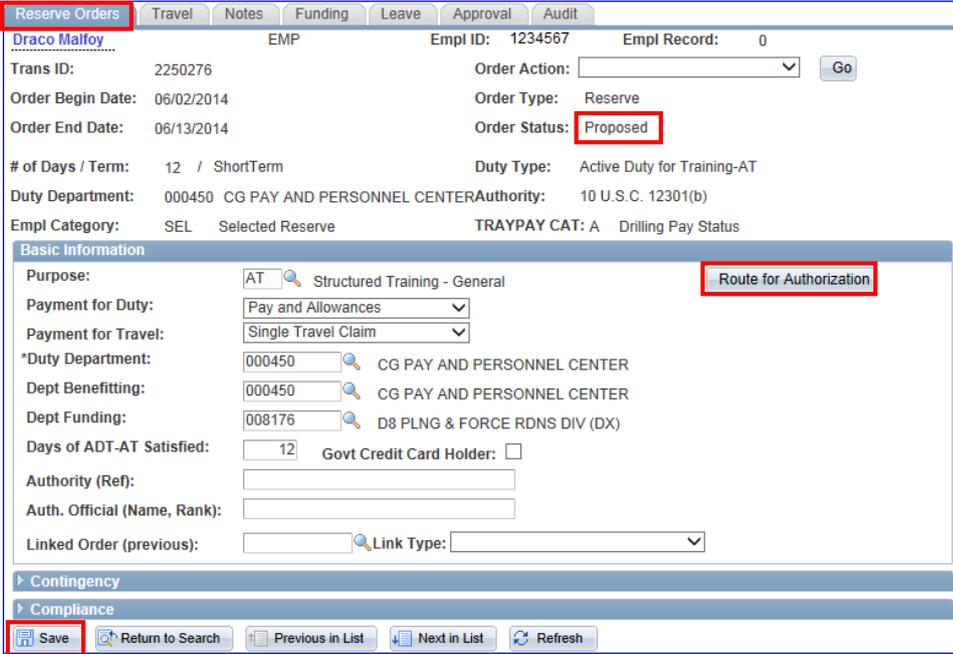
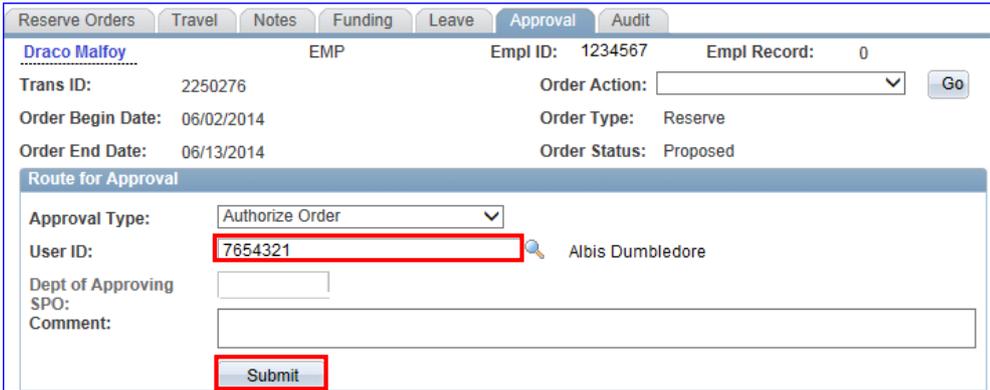
## Procedures, continued

Step	Action
11	<p>The <b>Funding</b> tab will display.</p>  <p><b>Line of Accounting:</b></p> <ul style="list-style-type: none"> <li>• Completion of the Funding tab may be auto populated by the District (DXR) when the orders are authorized.</li> <li>• It may also be completed manually if order funding information has been provided, Enter the:             <ul style="list-style-type: none"> <li>○ <b>Project Code</b></li> <li>○ <b>Reimbursable Agreement Number</b></li> <li>○ <b>Program Element</b></li> <li>○ <b>TONO Status</b> –click the TONO Status drop-down and make a selection.                  </li> <li>○ <b>Travel Order Number</b></li> <li>○ <b>Line of Accounting</b></li> <li>○ <b>Funding Type</b></li> <li>○ <b>Fiscal Year</b></li> <li>○ <b>Total Cost</b> – Enter the information in the appropriate blocks.</li> </ul> </li> <li>• Click the plus (+) button to enter additional lines of accounting. If applicable, it may include a separate entry for:             <ul style="list-style-type: none"> <li>○ Pay</li> <li>○ FICA</li> <li>○ Travel</li> </ul> </li> </ul> <p>Click on the <b>Reserve Orders</b> tab.</p>

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# Issuing Orders, Continued

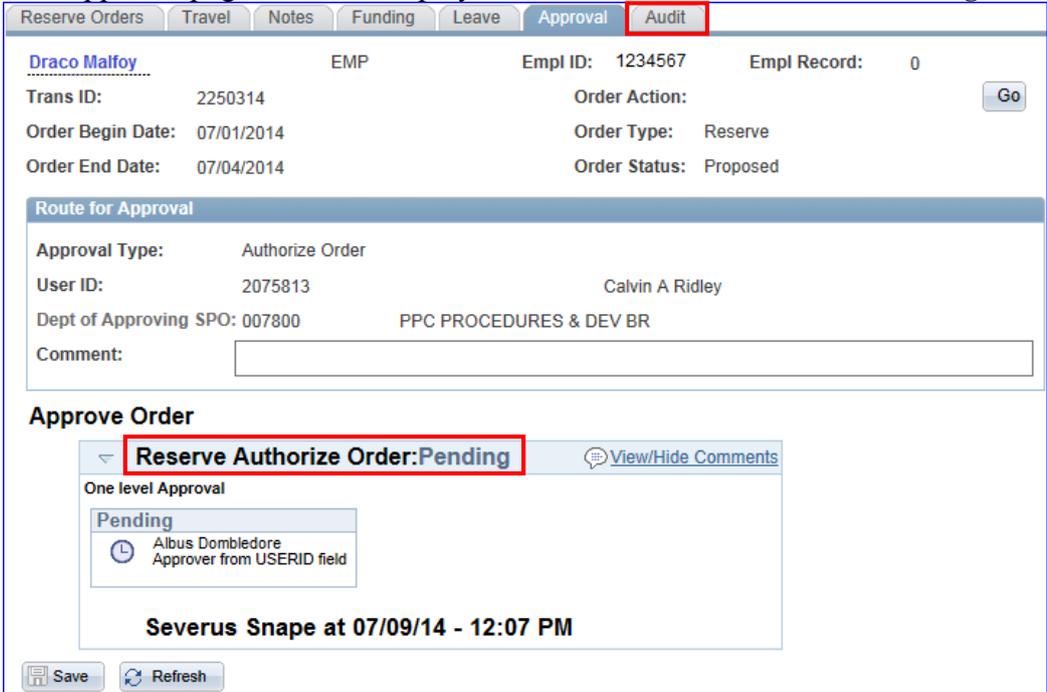
## Procedures, continued

Step	Action
<p><b>12</b></p>	<p>Click the <b>Save</b> button. The orders are now set in the <b>Proposed</b> status. Click the <b>Route for Authorization</b> button.</p>  <p>The screenshot shows the 'Reserve Orders' page for Draco Malfoy. The 'Order Status' is 'Proposed'. The 'Route for Authorization' button is highlighted with a red box. The 'Save' button at the bottom is also highlighted with a red box.</p>
<p><b>13</b></p>	<p>The <b>Approval</b> page will display.</p>  <p>The screenshot shows the 'Approval' page. The 'Approval Type' is 'Authorize Order'. The 'User ID' field contains '7654321' and is highlighted with a red box. The 'Submit' button is highlighted with a red box.</p> <ul style="list-style-type: none"> <li>• <b>Approval Type:</b> Click the drop-down and select Authorize Order.</li> <li>• <b>User ID:</b> Enter the User ID for the Order Approving authority. In most cases it will be the District (DXR).</li> <li>• <b>Comments:</b> Enter any comments.</li> <li>• Click the <b>Submit</b> button.</li> </ul>

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# Issuing Orders, Continued

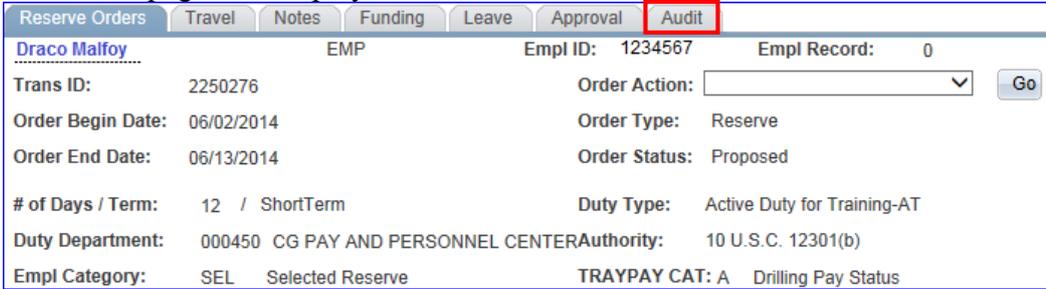
Procedures, continued

Step	Action
15	<p>The Approval page will now display <b>Reserve Authorized Order: Pending</b>.</p>  <p>Click on the <b>Audit</b> tab.</p>

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# Issuing Orders, Continued

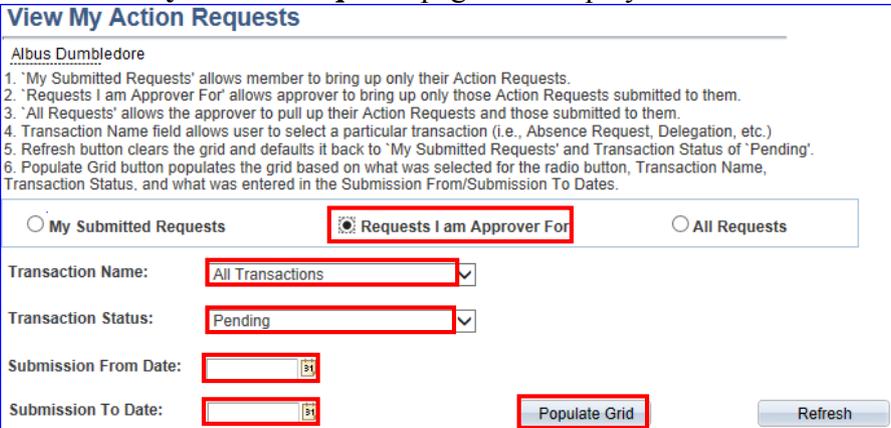
Procedures, continued

Step	Action
16	<p>The <b>Audit</b> page will display.</p>  <p>The <b>Audit</b> tab displays two fields:</p>  <ul style="list-style-type: none"> <li>• <b>Approval History</b> – An audit trail of who has approved the orders in sequence.</li> <li>• <b>Order History</b> - Displays who created or made any edits to the orders.</li> </ul> <p>Orders are now complete and pending Authorization.</p>

# Reserve Orders Authorization

**Introduction** Members must have the CGRSVISC role in Direct Access to Authorize Reserve Active Duty Orders.

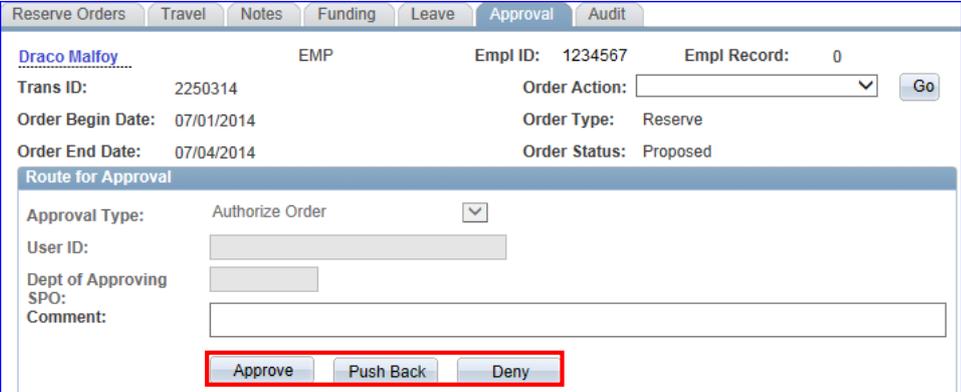
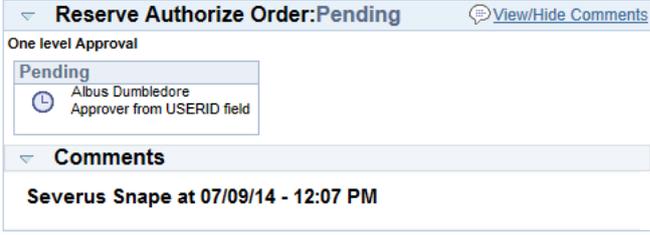
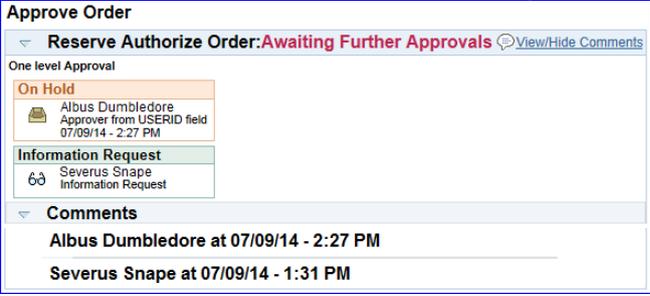
**Procedures** The following procedures are provided for Authorizing Reserve Orders in Direct Access.

Step	Action
1	<p>Click on the <b>Requests</b> link at the top of the page.</p> 
2	<p>Click on the <b>View My Requests (all types)</b> link.</p> 
3	<p>The <b>View My Action Requests</b> page will display.</p>  <ul style="list-style-type: none"> <li>• Click on the <b>Requests I am Approver For</b> radio button.</li> <li>• <b>Transaction Name:</b> Click the drop-down and make a selection or leave at the All Transactions default.</li> <li>• <b>Transaction Status:</b> Click the drop-down and make a selection or leave at the Pending default.</li> <li>• <b>Submission From Date:/Submission To Date:</b> Narrow the search by selecting a period of inclusive dates.</li> </ul> <p>Click the <b>Populate Grid</b> button.</p>

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# Reserve Orders Authorization, Continued

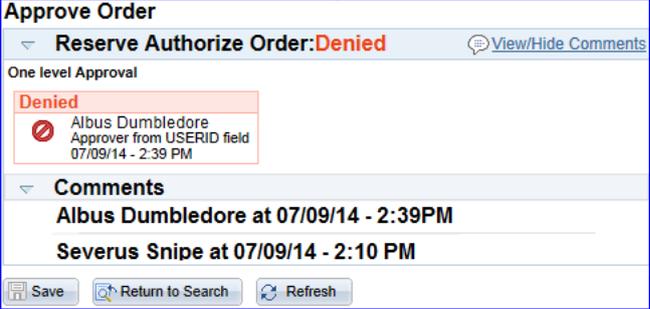
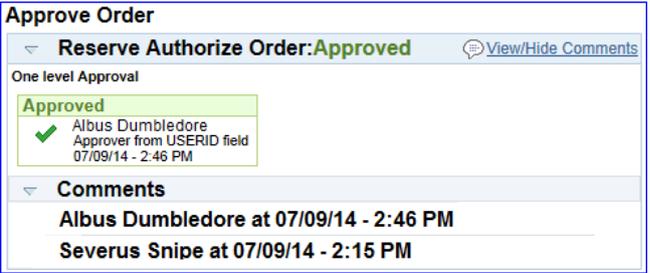
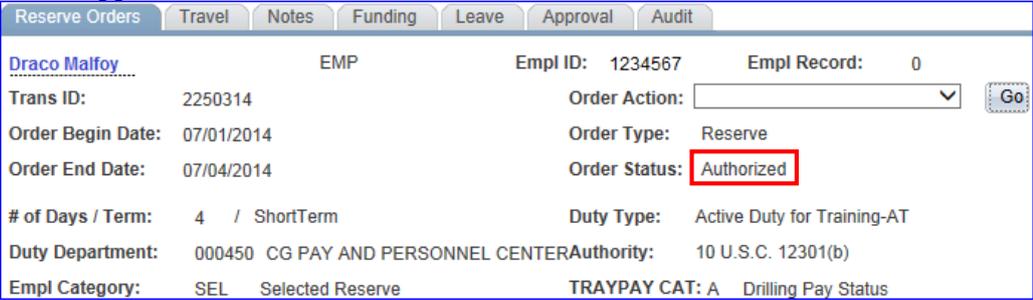
Procedures, continued

Step	Action
4	<p>The <b>Order Approvals</b> section will populate with all pending orders.</p>  <p>Click the <b>Approve/Deny</b> link for the appropriate order.</p>
5	<p>The <b>Approval Tab</b> will display.</p>  <p>Approve Order</p>  <p>Authorizing official selects one of three options:</p> <ul style="list-style-type: none"> <li> <b>Push Back</b> – Click the Push Back button to set the status to <b>On Hold</b> and return the orders to the submitter with any comments for edit/resubmit.         </li> </ul> 

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# Reserve Orders Authorization, Continued

Procedures, continued

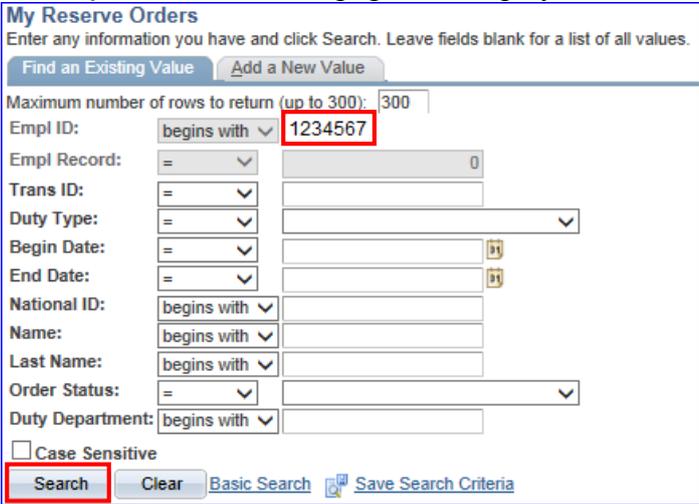
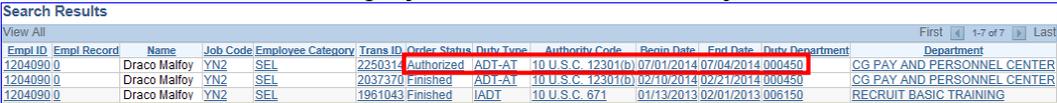
Step	Action
<p><b>5</b> <b>(cont)</b></p>	<ul style="list-style-type: none"> <li> <p><b>Deny</b> – Sets status to Deny, no further action can be taken on these orders.</p>  </li> <li> <p><b>Approve</b> – Sets status to Approved, orders are now <b>Authorized</b> and ready to be executed.</p>  </li> </ul>
<p><b>6</b></p>	<p>After Approval, the <b>Order Status</b> will set to <b>Authorized</b>.</p> 

# SPO Approval Process

**Introduction** This section provides the procedures for the user at the Servicing Personnel Office (SPO) to access, authorize and endorse Reserve orders.

When orders have been authorized, the SPO must set the order status to Ready. When a SPO is notified by a command that a reserve member has reported for Reserve Active Duty, they must endorse the orders and start the applicable entitlements.

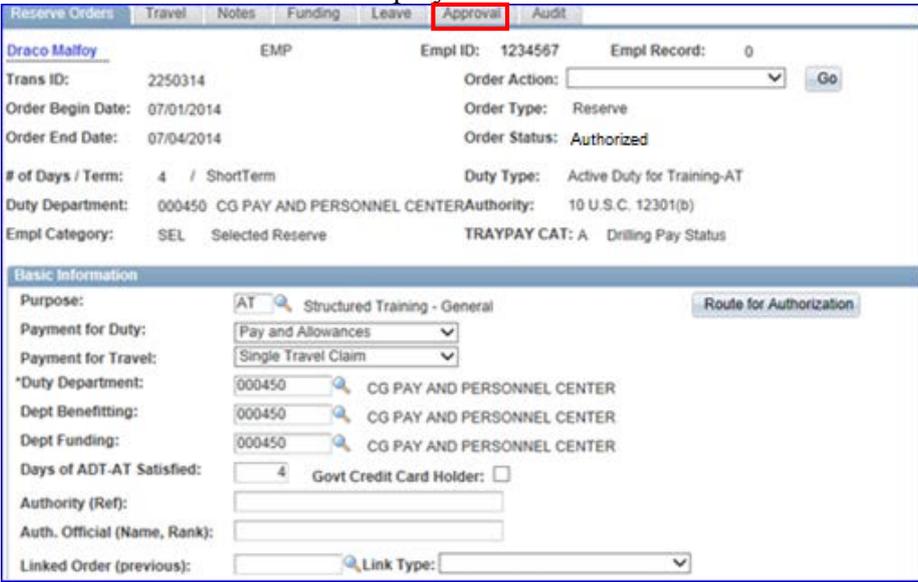
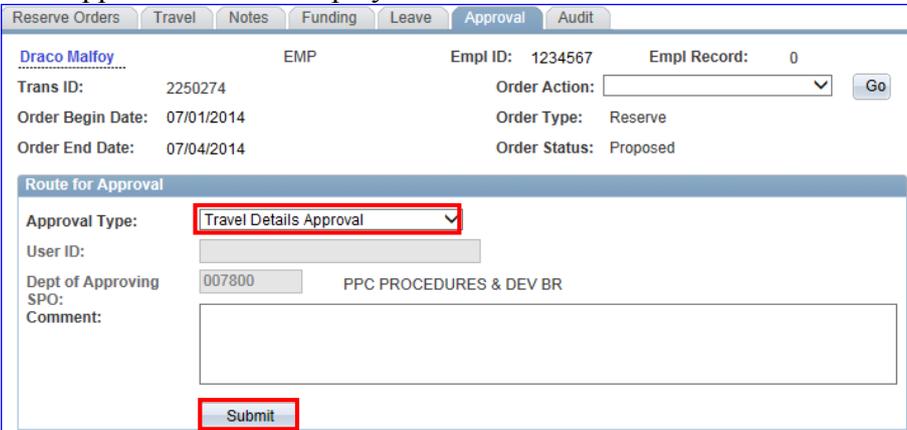
**Procedure** The following procedures outline the process for SPOs to approve and endorse Reserve Active Duty orders.

Step	Action
1	<p>Select the <b>Reserve Orders</b> link from the <b>Reserve Administration</b> pagelet</p> 
2	<p>The <b>My Reserve Orders</b> page will display.</p>  <p>Enter the members <b>Empl ID</b> number and click Search.</p>
3	<p>The <b>Search Results</b> will display all Reserve Active Duty orders for the member.</p>  <p>Click on the applicable order.</p>

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# SPO Approval Process, Continued

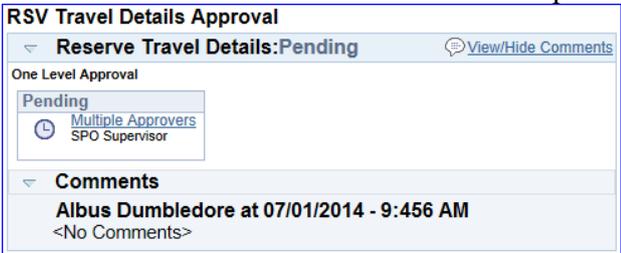
Procedure, continued

Step	Action
4	<p>The Reserve orders will be displayed.</p>  <p>Click the <b>Approval</b> Tab.</p>
5	<p>The Approval tab will display.</p>  <ul style="list-style-type: none"> <li>Click the <b>Approval Type</b> drop down and select the <b>Travel Details Approval</b> option.</li> </ul>  <ul style="list-style-type: none"> <li>Click the <b>Submit</b> button.</li> </ul>

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# SPO Approval Process, Continued

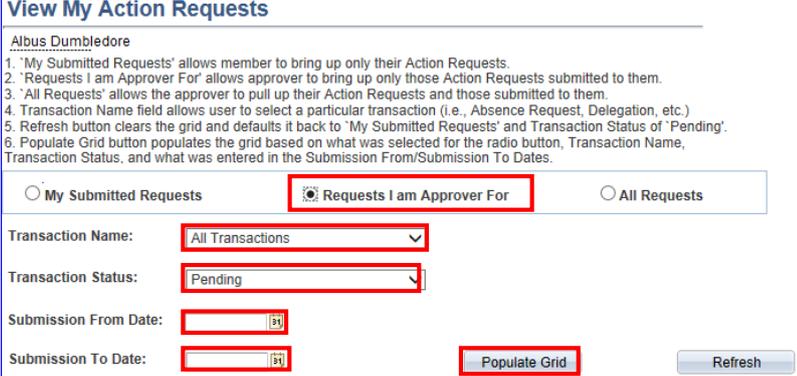
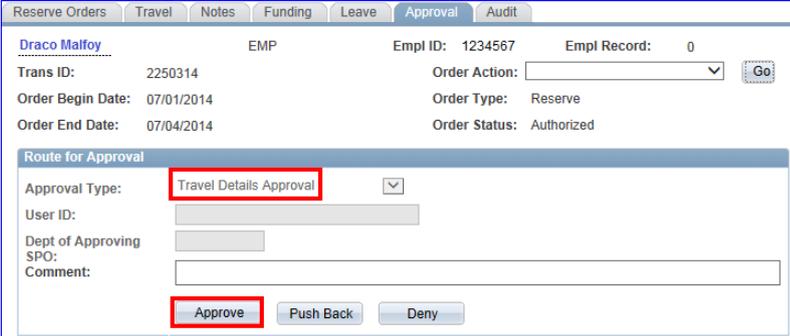
Procedure, continued

Step	Action
6	<p>This will forward the orders to the SPO Supervisor for approval.</p>  <p><b>RSV Travel Details Approval</b></p> <p>Reserve Travel Details: Pending <a href="#">View/Hide Comments</a></p> <p>One Level Approval</p> <p>Pending</p> <p>Multiple Approvers SPO Supervisor</p> <p>Comments</p> <p>Albus Dumbledore at 07/01/2014 - 9:456 AM &lt;No Comments&gt;</p>
7	<p>The SPO Supervisor must now sign into Direct Access to approve the Reserve Order to change the Order Status to Ready.</p> <p>Log into Direct Access and click on the <b>Requests</b> link at the top of the page.</p>  <p><b>United States Coast Guard</b> U.S. Department of Homeland Security</p> <p>Home <a href="#">Add to My Links</a></p> <p><a href="#">My Links</a> Select One: ▾</p> <p>My Page <a href="#">Guest</a> <a href="#">Self Service</a> <a href="#">Investor</a> <a href="#">Administration</a> <b>Requests</b></p> <p><a href="#">Content</a> <a href="#">Layout</a></p>
8	<p>Click on the <b>View My Requests (all types)</b> link.</p>  <p>My Page <b>Requests</b></p> <p><b>Self Service Requests</b></p> <p><a href="#">View My Absence Requests</a> <a href="#">Submit a Delegation Request</a></p> <p><b><a href="#">View My Requests (all types)</a></b> <a href="#">Submit a Civilian CA Request</a></p> <p><a href="#">Submit a Supp CA Reque</a> <a href="#">Submit an Officer CA Request</a></p> <p><a href="#">Submit an FSA Request</a> <a href="#">Submit a COLA Unique Request</a></p> <p><a href="#">Submit a Drill Request</a> <a href="#">Submit an Advance Pay Request</a></p>

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# SPO Approval Process, Continued

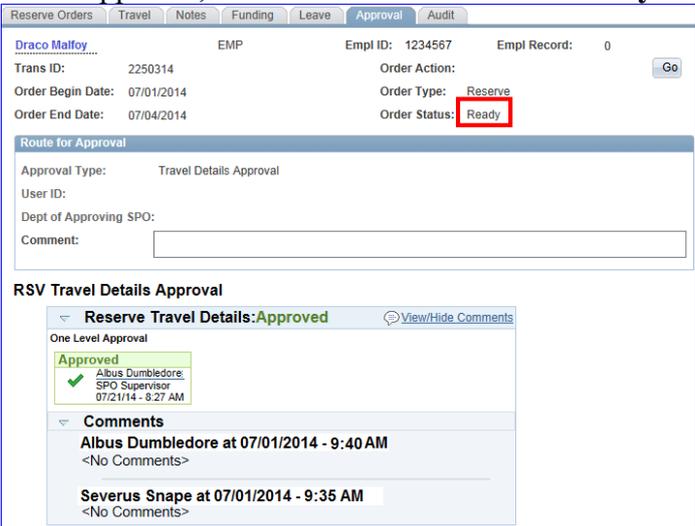
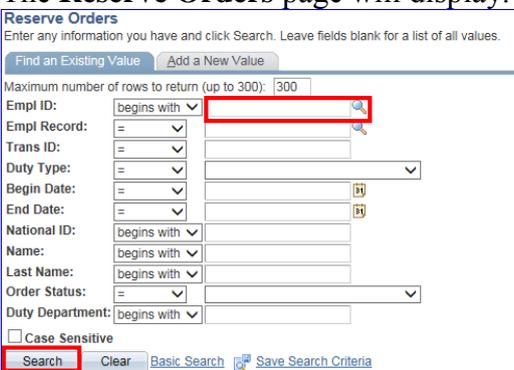
Procedure, continued

Step	Action
<p><b>9</b></p>	<p>The <b>View My Action Requests</b> page will display.</p>  <ul style="list-style-type: none"> <li>• Click on the <b>Requests I am Approver For</b> radio button.</li> <li>• <b>Transaction Name:</b> Click the drop-down and make a selection or leave at the All Transactions default.</li> <li>• <b>Transaction Status:</b> Click the drop-down and make a selection or leave at the Pending default.</li> <li>• <b>Submission From Date:/Submission To Date:</b> Narrow the search by selecting a period of inclusive dates.</li> </ul> <p>Click the <b>Populate Grid</b> button.</p>
<p><b>10</b></p>	<p>The Order Approvals section will populate with all pending orders.</p>  <p>Click the <b>Approve/Deny</b> link for the appropriate order.</p>
<p><b>11</b></p>	<p>The order Approval tab will display.</p>  <p>Select the <b>Approve</b> button.</p>

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# SPO Approval Process, Continued

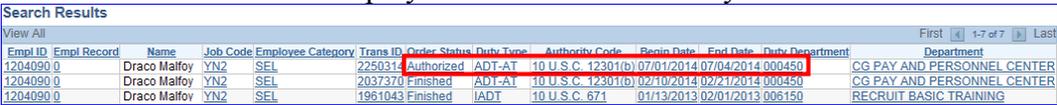
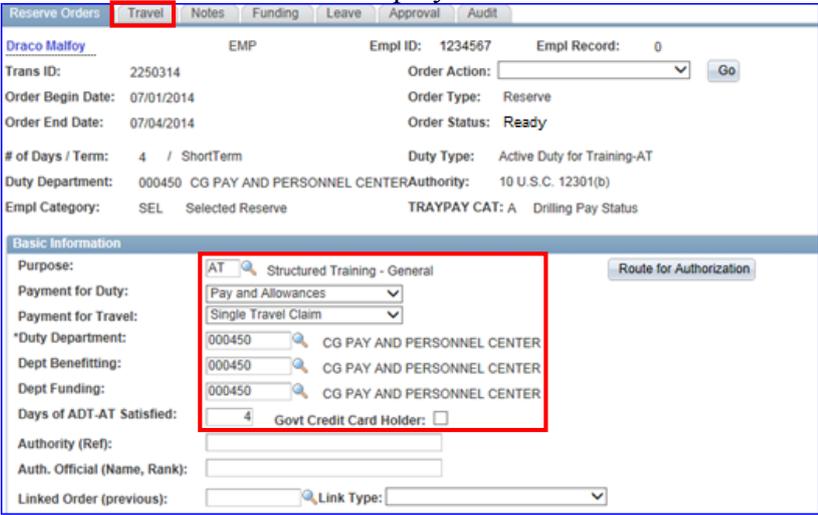
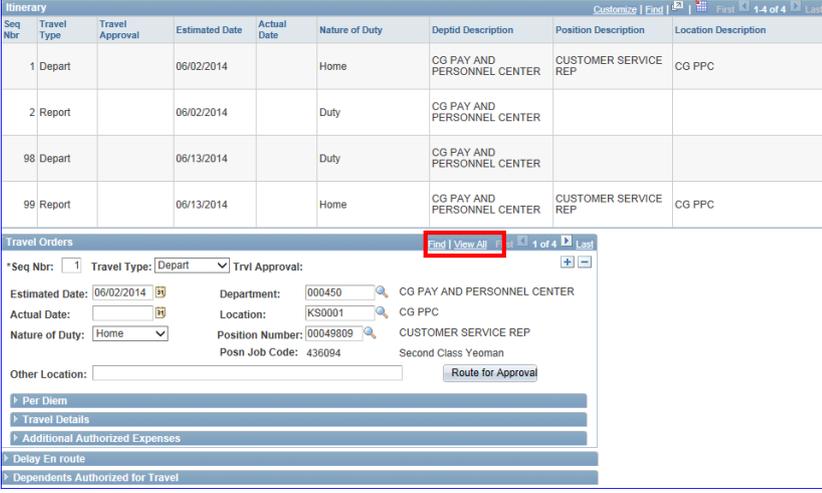
Procedure, continued

Step	Action
<p><b>12</b></p>	<p>After Approval, the Order Status will set to <b>Ready</b>.</p>  <p>The orders are now ready to be executed and the travel endorsements can be entered.</p>
<p><b>13</b></p>	<p>When the member reports for Reserve duty, the SPO must enter travel endorsements. Select the <b>Reserve Orders</b> link from the <b>Reserve Administration</b> pagelet.</p> 
<p><b>14</b></p>	<p>The <b>Reserve Orders</b> page will display.</p>  <p>Enter the members <b>Empl ID</b> number and click <b>Search</b>.</p>

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# SPO Approval Process, Continued

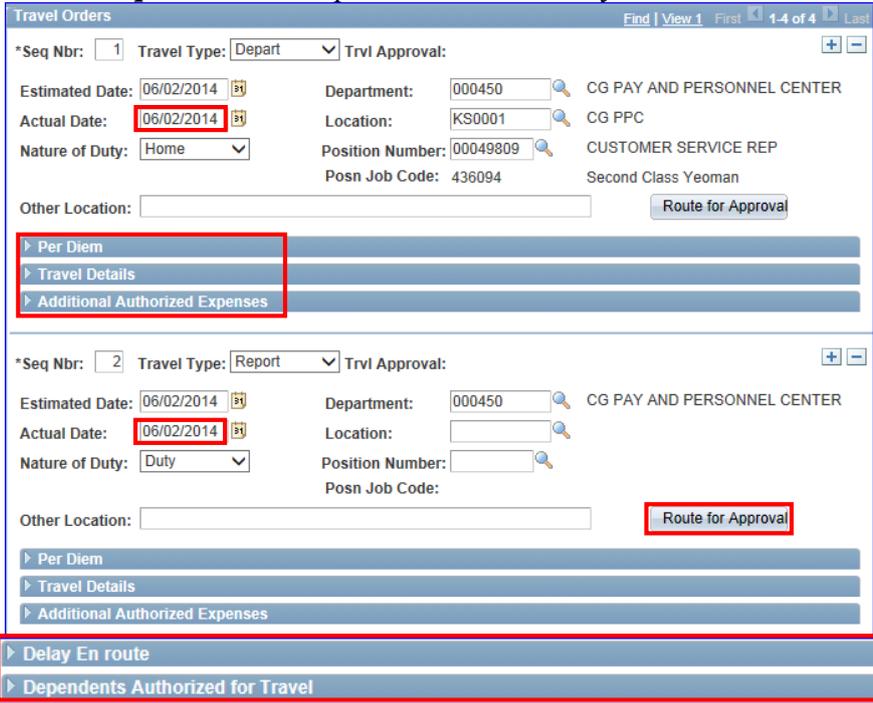
Procedure, continued

Step	Action
<p><b>15</b></p>	<p>The <b>Search Results</b> will display all Reserve Active Duty orders for the member.</p>  <p>Click on the applicable order.</p>
<p><b>16</b></p>	<p>The Reserve orders will be displayed.</p>  <ul style="list-style-type: none"> <li>• Verify the data on the Reserve Orders tab.</li> <li>• Click the <b>Travel</b> tab.</li> </ul>
<p><b>17</b></p>	<p>The <b>Travel</b> page will display. Click on the <b>View All</b> link in the Travel Orders section.</p> 

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# SPO Approval Process, Continued

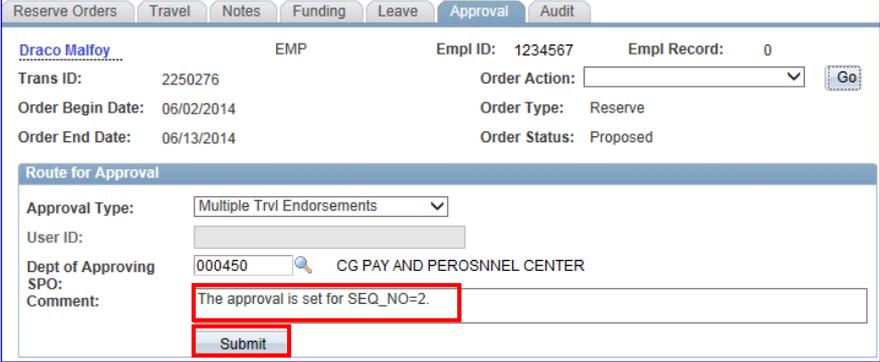
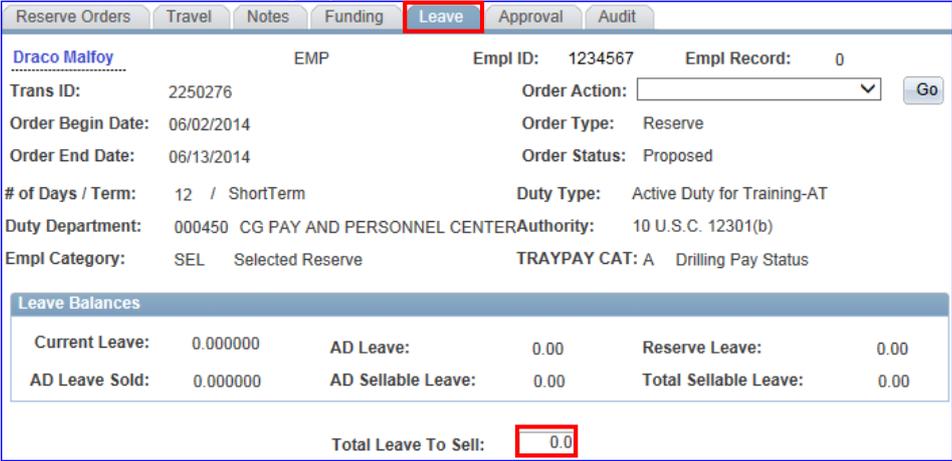
Procedure, continued

Step	Action
18	<p>The Travel Orders will display all endorsement sections.</p> <ul style="list-style-type: none"> <li>• <b>Seq Nbr: 1</b> – Depart for Duty</li> <li>• <b>Seq Nbr: 2</b> – Report for Duty</li> <li>• <b>Seq Nbr: 98</b> – Depart Duty for Home</li> <li>• <b>Seq Nbr: 99</b> – Report Home from Duty</li> </ul>  <p>The screenshot shows the 'Travel Orders' interface with two endorsement rows. The first row (Seq Nbr: 1) is for 'Depart' with 'Actual Date' 06/02/2014. The second row (Seq Nbr: 2) is for 'Report' with 'Actual Date' 06/02/2014. Red boxes highlight the 'Actual Date' fields, the 'Route for Approval' button, and the 'Per Diem', 'Travel Details', 'Additional Authorized Expenses', 'Delay En route', and 'Dependents Authorized for Travel' sections.</p> <ul style="list-style-type: none"> <li>• <b>Seq Nbr: 1 - Actual Date:</b> Enter the date member departed home for duty.</li> <li>• <b>Seq Nbr: 2 – Actual Date:</b> Enter the date member reported for duty. In most cases these will be the same date unless authorized delay en route.</li> <li>• <b>Per Diem, Travel Details and Additional Authorized Expenses</b> – Click the arrow for each section and verify/enter applicable data for each endorsement if required.</li> <li>• <b>Delay En route and Dependents Authorized for Travel</b> – Click the section arrow and verify/enter applicable data.</li> </ul> <p>When all data has been verified/entered, click the <b>Route for Approval</b> button for the Seq Nbr: 2 endorsement. Both the 1 and 2 endorsement will be approved when submitting from Seq Nbr 2 row. If selecting the Seq Nbr 1 endorsement to Route for Approval, only Seq Nbr 1 will be approved and the member will not be reported for duty.</p>

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# SPO Approval Process, Continued

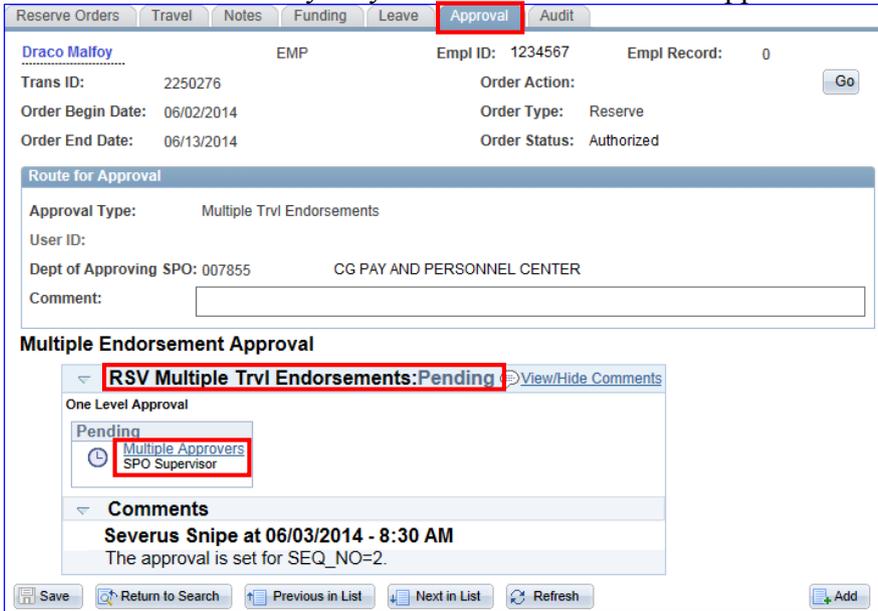
Procedure, continued

Step	Action
<p><b>19</b></p>	<p>The Order <b>Approval</b> tab will display.</p>  <p>Note the <b>Comment</b> block identifies the approval is set for SEQ_NO=2, which will approve both the Seq Nbr: 1 and 2 endorsements.</p> <p>Click the <b>Submit</b> button to forward the orders to the SPO Supervisor for approval.</p>
<p><b>20</b></p>	<p>Repeat Step 13-18 to complete <b>Seq No. 98</b> and <b>99</b> rows (depart duty for home). Before routing for approval, you may need to click the <b>Leave</b> tab and enter any earned leave member wishes to sell.</p> <p>The <b>Leave</b> tab will display.</p>  <p>If upon completion of the orders, the member wishes to sell any leave earned during this Active Duty period, enter the <b>Total Leave To Sell</b>. When complete, click the <b>Approval</b> tab to route for approval.</p>

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# SPO Approval Process, Continued

Procedure, continued

Step	Action
<p>21</p>	<p>The Orders now identify they have been submitted for approval.</p>  <p>The SPO Supervisor must now approve the endorsements. Approval of the orders does not auto start entitlements.</p> <p><b>After order endorsements are approved by SPO Supervisor, entitlements must be entered and approved.</b></p>
<p>22</p>	<p>The SPO Supervisor must sign in Direct Access to approve the Reserve Order endorsements.</p> <p>Click on the <b>Requests</b> link at the top of the page.</p> 
<p>23</p>	<p>Click on the <b>View My Requests (all types)</b> link.</p> 

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# SPO Approval Process, Continued

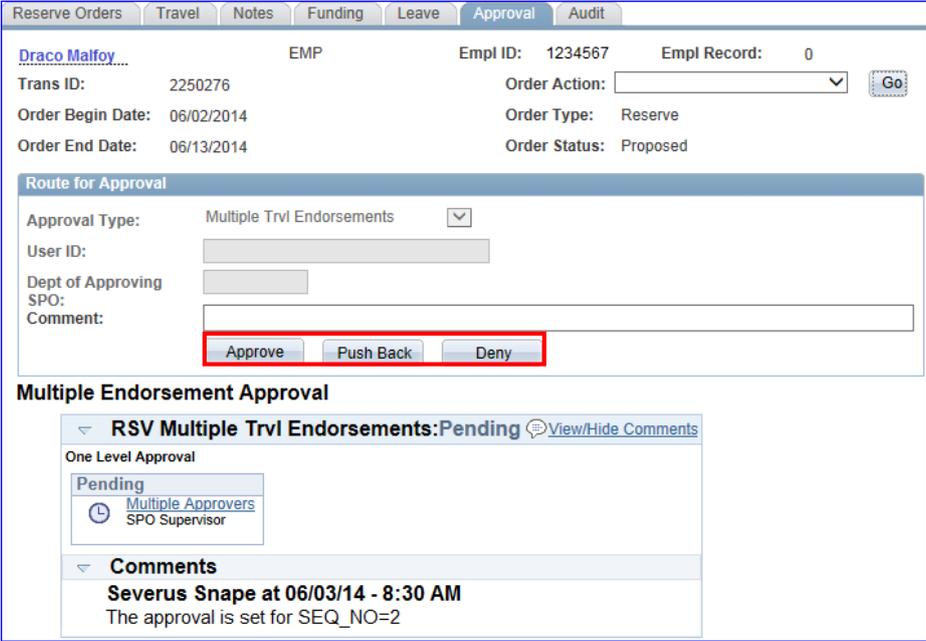
Procedure, continued

Step	Action																								
<p><b>24</b></p>	<p>The <b>View My Action Requests</b> page will display.</p> <div data-bbox="339 488 1232 918" style="border: 1px solid black; padding: 5px;"> <p><b>View My Action Requests</b></p> <p>Albus Dumbledore</p> <ol style="list-style-type: none"> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</li> </ol> <p> <input type="radio"/> My Submitted Requests              <input checked="" type="radio"/> <b>Requests I am Approver For</b>              <input type="radio"/> All Requests         </p> <p>Transaction Name: <input type="text" value="All Transactions"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Populate Grid"/>    <input type="button" value="Refresh"/></p> </div> <ul style="list-style-type: none"> <li>Click on the <b>Requests I am Approver For</b> radio button.</li> <li><b>Transaction Name:</b> Click the drop-down and make a selection or leave at the All Transactions default.</li> <li><b>Transaction Status:</b> Click the drop-down and make a selection or leave at the Pending default.</li> <li><b>Submission From Date:/Submission To Date:</b> Narrow the search by selecting a period of inclusive dates.</li> </ul> <p><b>Click the Populate Grid button.</b></p>																								
<p><b>25</b></p>	<p>The Order Approvals section will populate with all pending orders.</p> <div data-bbox="339 1294 1391 1384" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th colspan="8">Order Approvals</th> </tr> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>RSV Multiple Trvl Endorsements</td> <td>Pending</td> <td>Draco Malfoy</td> <td>1234567</td> <td>Severus Snape</td> <td>Albus Dumbledore</td> <td>06/03/2014</td> <td><a href="#">Approve/Deny</a></td> </tr> </tbody> </table> </div> <p>Click the <b>Approve/Deny</b> link for the appropriate order.</p>	Order Approvals								Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	RSV Multiple Trvl Endorsements	Pending	Draco Malfoy	1234567	Severus Snape	Albus Dumbledore	06/03/2014	<a href="#">Approve/Deny</a>
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# SPO Approval Process, Continued

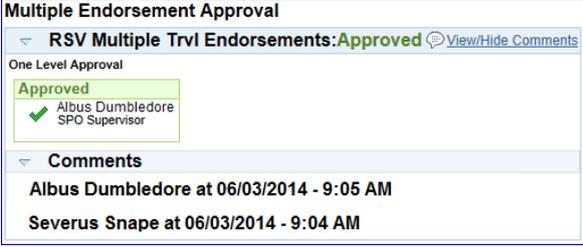
Procedure, continued

Step	Action
26	<p>The <b>Approval</b> Tab will display.</p>  <p>The Authorizing official can select one of three options:</p> <ul style="list-style-type: none"> <li> <b>Push Back</b> – Click the Push Back button to set the status to <b>On Hold</b> and return the orders to the submitter with any comments for edit/resubmission.         </li> </ul> 

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# SPO Approval Process, Continued

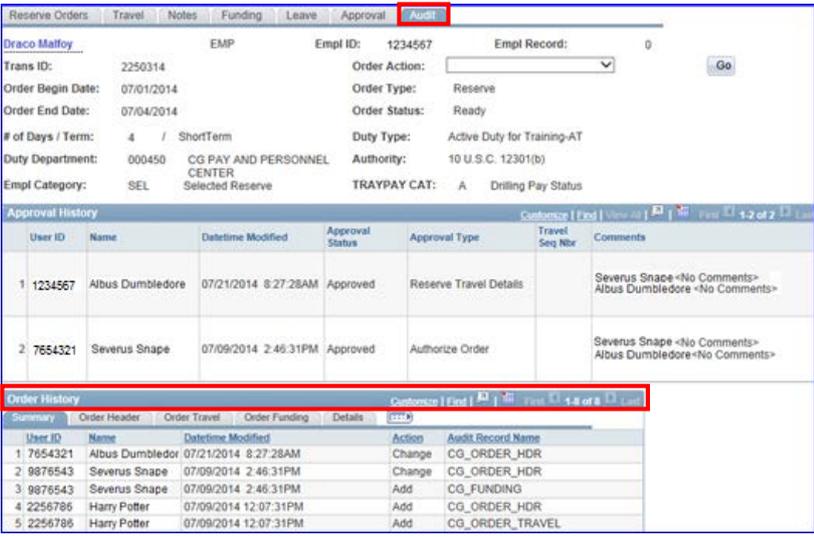
Procedure, continued

Step	Action
<p><b>26</b> <b>(cont)</b></p>	<ul style="list-style-type: none"> <li> <p><b>Deny</b> – Sets status to Deny, no further action can be taken on these orders.</p>  </li> <li> <p><b>Approve</b> – Sets status to Approved.</p>  </li> </ul> <p>The orders have been completed, approved and member has reported for duty.</p> <p>The Order will now update to the <b>En Route</b> status.</p> <p>Repeat steps 6-13 to enter <b>Seq Nbr 98 and 99</b> rows when member departs from duty to report home.</p>
<p><b>27</b></p>	<p>After approval, the <b>Order Type</b> will set to <b>En route</b> (or <b>Finished</b> if completing Seq 98 and 99 rows).</p> 

*Continued on next page*

# SPO Approval Process, Continued

Procedure, continued

Step	Action
28	<p>Click the <b>Audit</b> tab.</p>  <p>The <b>Audit</b> tab displays a history of the order process.</p>