

Title 14
Reserve Recall Orders
SPO Procedures
25 August 2011

Overview

Introduction This document consolidates procedures from the Coast Guard Servicing Personnel Office Manual, PPCINST M5231.3 ([Part VII, Chapter 4](#)) and the Personnel and Pay Procedures Manual, PPCINST M1000.2(series) (Chapter 11) for issuing recall to active duty orders under Title 14 U.S.C. in support of response to natural or man-made disasters.

Scope This document is intended for Direct Access users at U. S. Coast Guard Servicing Personnel Offices (SPOs).

Contents

Contents The following topics are covered in this document.

Topic	See Page
Coast Guard Reserve Partial Mobilization Entitlements Policy	3
Preparation of Orders in Direct Access	14
SPO Endorsement/Pay Actions	27
Extensions/Amend Duty Dates	30
Demobilization	34
Continuance on Active Duty	38
Clarification of Entitlements When Transitioning From Title 14 to ADOS-AC Orders	46

Enclosures

Topic	See Page
(1) Travel Information	49

Exhibits

Exhibit	See Page
Exhibit 1 – Reserve Specific Info Tab completed for Title 14 Recall order	19
Exhibit 2 – Reserve Orders Tab, Basic Information Section Completed for Title 14 recall order	20
Exhibit 3 – Contingency/Disaster Tab Completed for Title 14 recall order	22
Exhibit 4 – Memo Amendment to Reserve Orders	33

Coast Guard Reserve Partial Mobilization Entitlements Policy

Introduction [Title 14 U.S.C., Section 712](#) provides authority to effect involuntary recall of ready reservists to active duty (AD) in support of natural or man-made disasters. Reservists may be involuntarily recalled under Title 14 U.S.C 712 for a maximum of 60 days in any four-month period or 120 days in any two-year period. There are no exceptions to the active duty limitation. However, in conjunction with Title 14 involuntary recall reservists with critical skills, may be offered Short Term Active Duty for Operational Support ADOS orders under Title 10 U.S.C. 12301(d) for duration of no more than 180 days.

The purpose of this section is to provide policy clarification concerning entitlements for recalled reserve personnel. The intent is to ensure that recalled reserve personnel receive all compensation authorized under law or regulation under terms of their orders.

Temporary Duty Reservists recalled to AD under involuntary recall orders per [Title 14 U.S.C., Section 712](#) or those who volunteer to serve on ADOS orders under Title 10 U.S.C. 12301(d) for duration of no more than 180 days are not ordered to a new Permanent Duty Station (PDS). This distinction precludes the issuance of Permanent Change of Station (PCS) entitlements and is the conceptual foundation for the pay and allowance entitlements cited in this section. Separate Title 14 and ADOS-AC orders, even if performed consecutively with no break in service, cannot be combined to form a PCS entitlement.

Travel entitlements Under [Title 14 U.S.C., Section 712](#) (as amended by [Coast Guard and Maritime Transportation Act Of 2006 \(P.L. 109-241 Of July 11, 2006\)](#)), reservists may be involuntarily ordered to active duty for up to 60 days and are authorized travel allowances.

Involuntary active duty orders under authority of [Title 14 U.S.C., Section 712](#) and ADOS orders under Title 10 U.S.C. 12301(d) for duration of no more than 180 days are TDY type orders and must reflect the availability of government quarters and messing. Government quarters and messing shall be used to the maximum extent possible. Note that for travel purposes, consecutive Title 14 orders and ADOS-AC orders are treated as separate travel/TDY periods. Therefore, each order authorizes the member round-trip travel but no PCS entitlements are authorized even though the combined consecutive active duty exceeds 180 days.

Continued on next page

Coast Guard Reserve Partial Mobilization Entitlements Policy, Continued

**Per diem
authority**

- (1) Reservists involuntarily recalled to AD for up to 60 days or serve on ADOS orders under Title 10 U.S.C. 12301(d) for duration of no more than 180 days whose principal place of residence is not within commuting distance of the AD site are entitled to applicable travel/per diem allowances for the entire period. Absent a determination under par. (2) below, a one-way reasonable commuting distance is considered 50 miles/one hour.
- (2) Local order-issuing authorities are responsible for determining the local reasonable commuting distances within their AORs. Areas within a reasonable commuting distance are described in par. U3500-B of [Joint Federal Travel Regulations \(JFTR\)](#).
- (3) In any event, regardless of the distance actually traveled, a member who voluntarily commutes between home and duty location is not authorized per diem or allowances, even if their residence lies outside the local reasonable commute distance. Recalled reservists in the local travel area, residing outside the limits of the duty location, may be authorized per diem when their duties require them to remain away from their principal place of residence. One round trip mileage to/from their residence is authorized for the entire TDY period.
- (4) Members assigned to career sea pay eligible vessels are not authorized per diem.

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Coast Guard Reserve Partial Mobilization Entitlements Policy, Continued

Basic Allowance for Housing (BAH)

- (1) Reservists ordered to active duty under [Title 14 U.S.C., Section 712](#) for 30 days or less are entitled to the applicable BAH-RC rate for their respective pay grade and dependency status.
 - (2) Reservists ordered to active duty under [Title 14 U.S.C., Section 712](#) for 31 days or more are entitled to Locality-Based BAH (based upon the member's residence) or Overseas Housing Allowance (OHA) (if outside the united states) for their respective pay grade and dependency status. A member retains entitlement to Locality-Based BAH even if demobilized before completion of the initial period of duty so long as the orders were initially issued for 31 or more days of consecutive active duty.
 - (3) If the initial orders for less than 31 days are extended or changed to ADOS-AC that extend duty periods beyond the initial 30 days, Locality-Based BAH (based upon the members residence) or OHA (if outside the united states) is authorized only if the new orders are for more than 30 days as computed from the date of amendment. Otherwise, BAH-RC remains the housing allowance entitlement.
-

BAH for members continuing on active duty

Title 14 orders and ADOS-AC orders are considered separate short-term orders for BAH purposes and thus the BAH rate for each order is always based upon the member's residence, even though a reservist's total active duty from consecutive Title 14 and ADOS-AC orders may equal up to 240 days (60 days + 180 days = 240 days).

BAH when place of residence changes during active duty

Per CG PAYMAN Section 3-G-11.e.: "A RC member who changes his or her place of residence for any reason other than official PCS orders upon or after starting Active Duty for Training (ADT) or Active Duty Other Than Training (ADOT) will continue to receive the principal place of residence (locality-based) BAH rate initially authorized."

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Coast Guard Reserve Partial Mobilization Entitlements Policy, Continued

Basic Allowance for Housing (BAH) (cont'd)

Example: A member is ordered to duty for a period of 30 days involuntary active duty under [Title 14 U.S.C., Section 712](#). On day 15 of the active duty period, the orders are amended to extend the duration by 15 more days, for a total of 45 days active duty. Since, as of the date of amendment, the remaining period of active duty totals only 30 days, the housing allowance entitlement is BAH-RC. In the foregoing example, the amendment to orders on day 15 would have to be for an additional 16 or more days, making the remaining duration of active duty 31 days, in order for the member to become entitled to Locality-Based BAH. In the latter case, Locality-Based BAH would be payable only from the date of the amendment.

Subsistence allowance

- (1) BAS is authorized.
 - (2) Recalled reservists assigned to career sea pay eligible vessels will have discount meal rates deducted as appropriate.
 - (3) Officers assigned to career sea pay eligible vessels will pay for their meals in accordance with the vessel's procedures.
-

Family Separation Housing Allowance (FSH)

Recalled reserve personnel are not authorized FSH because they are not ordered to a Permanent Duty Station.

Family Separation Allowance (FSA-T)

FSA is intended to compensate members with dependents for the additional expenses incurred because of family separation in a TEMDU/TDY status away from (in this case) their dependents. FSA is not payable under involuntary active duty orders of 30 days or less duration. However, if the orders are for active duty periods of more than 30 days (either the initial duration or as amended), FSA may be authorized to start from the initial date of recall for personnel whose duty required them to be away from their dependents for a period of more than 30 consecutive days. However, if a mobilized reservist interrupted the initial 30 day period of family separation for any reason (such as a short visit during liberty), the 30 day separation period must be re-set.

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Coast Guard Reserve Partial Mobilization Entitlements Policy, Continued

Family Separation Allowance (FSA-T)
(continued)

Members with dependents who meet the basic FSA-T eligibility requirements in Section 3-H-3.a.(3) of the Coast Guard Pay Manual under Title 14 orders will continue to be entitled to FSA-T if ordered to consecutive active duty under ADOS-AC orders, if otherwise eligible. Social visits of short duration (after meeting the initial 30 day continuous separation requirement) involving a return home (such as a week or less in leave status) do not interrupt FSA-T entitlement, so long as a member returns to qualifying duty for a period of at least 30 days. A visit by family members to a member's TDY site of more than 30 days terminates FSA-T entitlement on the 31ST day of the visit. FSA-T eligibility following a visit to the TDY site by dependents of more than 30 days resumes after the member's dependents depart the vicinity and if there is 30 or more days remaining in the duration of the TDY.

Advance pay.

Not applicable.

CONUS COLA

Reservists recalled under [Title 14 U.S.C., Section 712](#) are not authorized CONUS COLA because the duration of the order is less than 140 days and Title 14 recalls do not meet definition of a "Contingency". Reservists volunteering to serve on ADOS-AC orders for 140 or more days are entitled to CONUS COLA. See JFTR, para **U8038**, for entitlement to CCOLA for Reserve Component members on active duty.

Special and incentive pays

Reservists recalled to AD who perform duties under the same circumstances as active duty component members are eligible to receive any of the special/incentive pays listed in sections 4.B (CSP), 4.G (Dive Pay), 4.H (IDP/HFP), 4.I (SDAP), 4.J (PA Board Cert Pay), 4.K (FLPP), 5.C (Flight Deck HDIP) or 5.E (HDIP-VBSS) of [Coast Guard Pay Manual, COMDTINST M7220.29b](#). Reservists qualified for and ordered to duties for which Special Duty Assignment Pay (SDAP) is authorized must have SDAP authorized on the orders (on original or by amendment) which recalled them to AD.

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Coast Guard Reserve Partial Mobilization Entitlements Policy, Continued

Uniform allowances

Enlisted reservists are entitled to BMA or SMA for orders of 30 or more days duration, and RBMA/RSMA for orders less than 30 days duration.

Leave

Leave is only earned for active duty periods of 30 or more consecutive days. In instances where the AD period is extended by changing the type of orders all members who serve a combined consecutive period of 30 days or more, accrue 2.5 days of leave per month of active duty. Recalled reservists should, consistent with their unit's operational requirements, be allowed and encouraged to use their accrued leave. Otherwise accrued leave must be sold at time of demobilization per section 10-a of the [Coast Guard Pay Manual, COMDTINST M7220.29b](#). All travel claims must be reviewed to ensure leave taken is annotated as such. Leave accrued under orders of 365 days or less are not subject to the 60 day career limitation on sale of leave.

Members completing Title 14 recall orders and **immediately** continuing on AD under another order for 30 or more days may carry unused leave over into the new active duty period. JUMPS will maintain the leave balance in these cases.

Sale of unused leave

Leave accrued by a Reservist under orders of 365 days duration or less are not subject to the 60 day career limitation on sale of leave. Accrued annual leave may not be carried over into inactive duty. Leave not used as of the last day of active duty must be sold or will be lost. However, Reservists **immediately** continuing on AD under another order for 30 or more days may carry unused leave over into the new active duty period.

Note: Remember to enter the sale of unused leave on the orders in DA. Use the charts in the Personnel Manual (7.A.19.b) to accurately calculate the number of days leave earned by the member, based on the days of the months the member enters and leaves active duty.

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Coast Guard Reserve Partial Mobilization Entitlements Policy, Continued

Service-members Group Life Insurance (SGLI)

All reservists recalled to active duty under 14 U.S.C. 712 are insured under SGLI for \$400,000 and under Traumatic SGLI (TSGLI) for up to \$100,000 for a scheduled, dismemberment-type loss. Children are automatically covered under FSGLI-Child.

- The coverage is automatic, but transactions are required to begin payroll deductions for premiums unless the member already had a deduction in effect for the maximum SGLI coverage while serving in the Ready Reserve (Training/Pay Category “A”). Transactions are required for all members recall from the IRR, without regard to previously elected coverage.
- Members may also request spousal coverage (FSGLI-Spouse) if they do not already have it by submitting form SGLV- 8285a to their SPO.

- If the member has a current SGLI election for the maximum coverage, and the appropriate payroll deduction for premiums is reflected on the LES, no SPO action is necessary. However, members who declined or elected reduced SGLI coverage while in the SELRES must submit a new form SGLV-8286 to their Servicing Personnel Office (SPO) to decline, start, or increase their SGLI coverage.

- If the election, for a member of the Ready Reserve (Tra/Pay Cat “A”), on the new form SGLV-8286 is for the same coverage as the member had before activation, no pay transaction is necessary.

- If the member doesn’t submit a new SGLV-8286, within 10 days of reporting for duty and his/her most recent SGLI election was for no or reduced coverage, or the member was recalled from the IRR, the SPO shall input a transaction to begin deductions for SGLI coverage at the maximum coverage level.
 - (1) When demobilized from duty under Title 14, members transitioning to SELRES will have SGLI/FSGLI coverage continued at the same levels unless they submit new elections to opt-out or reduce coverage.
 - (2) When demobilized from duty under Title 14, members transitioning to IRR, without scheduled training, will no longer be eligible for SGLI, but will retain 120 days of coverage following demobilization, providing they do not decline coverage during or after their active duty period.

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Coast Guard Reserve Partial Mobilization Entitlements Policy, Continued

Thrift Savings Plan (TSP)

All members in a pay status may participate in the Thrift Savings Plan by completing form TSP-U-1 and mailing it to PPC (mas-tsp). To avoid an overpayment situation, reservists should ensure that sufficient funds are available in their pay account after TSP deductions to cover any outstanding garnishments or debts (such as SGLI).

Incapacitation benefits

Chapter 6 of the [Reserve Policy Manual, COMDTINST M1001.28a](#) (RPM) applies. Reservists ordered to active duty under Title 14 for 30 days or less are covered for injury, illness or disease incurred or aggravated in the line of duty. This includes injuries sustained when traveling directly to or from the place of duty.

Issuance of a line of duty determination is the critical first step. Line of duty policy application is specifically outlined in RPM 6.a.6, and can be satisfied by completion of CG-3822 or letter incident report.

As per RPM 6.a.6.d., a member on a call or order to active duty specifying a period of 30 days or less who incurs or aggravates an injury, illness, or disease shall not have his or her orders terminated solely because of the injury, illness, or disease, unless requested by the member. Upon demobilization, the member is entitled to benefits as outlined in RPM chapter 6.

As per RPM 6.a.6.c., a member on a call or order to active duty specifying a period of 31 or more days who is demobilized within 30 days, or commencing such period of active duty because they do not meet physical standards for retention or deployment due to a pre-existing condition not aggravated during the period of active duty, shall be considered to have been serving under an order to active duty for a period of 30 days or less.

Medical and dental care shall be provided for reservists incurring or aggravating an injury, illness, or disease in the line of duty, and physical examinations shall be authorized to determine fitness for duty or disability processing.

Reservists who are not medically qualified to perform military duties because of an injury, illness, or disease incurred or aggravated in the line of duty may be eligible to receive incapacitation pay.

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Coast Guard Reserve Partial Mobilization Entitlements Policy, Continued

Defense Enrollment Eligibility Reporting System (DEERS) & ID Cards

Defense Enrollment Eligibility Reporting System (DEERS) is a worldwide, computerized database of uniformed services members (sponsors), their family members, and others who are eligible for benefits which includes TRICARE insurance. All military health care benefits are based on DEERS data.

All sponsors (active duty, retired, National Guard and Reserve) are automatically registered in DEERS. However, the sponsor must register eligible family members. After family members are registered, they can update personal information such as addresses and phone numbers

It is the reservist's responsibility to ensure that his or her information is current in DEERS. Annually, and with each change of status or orders, reservists shall contact DEERS to verify accurate eligibility. It may take up to two weeks for the changes to be updated in the system.

Dependent ID Cards

Dependents must have an updated ID card if the sponsor is on orders greater than 30 days. Reserve and National Guard dependents will be issued ID cards up to 14-days prior to sponsor's active duty reporting date. If the active duty condition is not listed in DEERS, update RAPIDS to reflect this condition based on the sponsor's orders.

TRICARE

Reservists ordered to active duty under Title 14 U.S.C. 712 or ADOS for 31 days or more and their dependents are entitled to active duty TRICARE benefits and must be correctly enrolled in DEERS. SPOs issuing active duty orders are responsible to ensure proper enrollment of dependents into DEERS via the nearest Uniformed Service RAPIDS terminal.

Active duty under Title 14 or ADOS in support of response to natural or man-made disasters does not qualify as contingency orders for any post-active duty benefit purposes, such as Transitional Assistance Management Program (TAMP) benefits.

Continued on next page

Coast Guard Reserve Partial Mobilization Entitlements Policy, Continued

**TRICARE
(cont'd)**

Family members enrolled in TRICARE Prime during mobilization must re-enroll to continue benefits. The location and contact information for the nearest RAPIDS site can be found via the RAPIDS site located at <https://www.dmdc.osd.mil/rsl>

Information for procedures to access medical care and TRICARE benefits can be found on the CG-11 webpage:
<http://www.uscg.mil/hq/cg1/cg112/cg1121/default.asp>

**TRICARE
Reserve Select
(TRS),**

TRS premiums are suspended for members ordered to active duty for 31 days or more.

Following demobilization, reserve members may purchase premium-based health insurance through TRS at a discounted cost. To enroll, a member must be in the SELRES and not eligible for Federal Employee Health Benefits (FEHB). More information is available at <http://www.humana-military.com/library/pdf/trs.pdf>.

**TRICARE
Dental
Program (TDP)**

TDP premiums are suspended for members ordered to active duty for 31 days or more.

If previously enrolled in TDP before activation, members will be automatically re-enrolled upon deactivation/demobilization. Family members will remain enrolled in TDP, but the premium rate will increase to the reserve family member rate. If not already enrolled, members can enroll upon demobilization. Further information is available at 800-866-8499, or <http://www.tricare dentalprogram.com/tdptws/home.jsp>

**Reserve
Educational
Assistance
Program
(REAP).**

Members mobilized under Title 14 are not entitled to REAP benefits.

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Coast Guard Reserve Partial Mobilization Entitlements Policy, Continued

Transitional Assistance Management Program

Upon demobilization, reservists will not be eligible for Transitional Assistance Management Program (TAMP) benefits.

Family Supplemental Subsistence Allowance (FSSA)

Recalled reservists may be eligible for FSSA. See section 3.M of [Coast Guard Pay Manual, COMDTINST M7220.29b](#) concerning policy and application procedures.

Preparation of Orders in Direct Access

Introduction This section provides the procedure for issuing a recall order under Title 14 U.S.C, Section 712, in Direct Access.

***Warning!** Do not process any Reserve PCS transfers (change of drilling unit) while a member is on active duty. Effective date any PCS transaction after the active duty is complete. If a PCS transaction process while a Reserve Component member is on active duty JUMPS will auto-stop certain pay entitlements. See Coast Guard Servicing Personnel Office, PPCINST M5231.3, [Part IV, Chapter 4](#) for a listing.

Administration procedures Field commands and Districts (dxr) must complete diligent reviews of recall candidates before issuing orders. Commands must verify a members physical ability to perform duty prior to deployment, or in exigent circumstances in the first 30 days. Districts (dxr), with the assistance of the responsible SPO, are required to determine the amount of combined active service for recall candidates before issuing orders.

Medical readiness prior to start of orders Coast Guard members are required to be fully medically ready (green) in order to deploy rapidly. Per [ALCOAST 295/10](#), SELRES members are authorized to obtain their medical and dental readiness at CG clinics and shall utilize reserve readiness periods (RMP)'s to achieve this. Medical readiness includes the following:

- Period Health Assessment (PHA)
- Dental Screening
- Immunizations
- Readiness Laboratory Studies

Coast Guard members are responsible for completion of all individual medical readiness (IMR) requirements and Commanding Officer are responsible for ensuring the IMR for all personnel assigned to their units.

Per [ALCOAST 288/10](#), the link to the online health risk assessment has been changed. The members unit ATU/OPFAC must be used to login to the site. https://164.167.141.36/pls/newhra/dsc6pop.nehcha_login.

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Preparation of Orders in Direct Access, Continued

Verifying a Reservist's Prior Active Duty

Per [3-B-6b, Coast Guard Reserve Policy Manual, COMDTINST M1001.28\(series\)](#):

- 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 by Commandant (CG-1).
- 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 by Commandant (G-CCS).

Per [ALCOAST 605/08](#), approval authority has been delegated to Commandant (CG-13). Requests to retain reservists on active duty beyond 16 and 18 years combined active service shall be submitted thru the unit chain of command and CGPSC-rpm prior to COMDT (CG-13). Procedures are contained in [ALCGPSC 045/09](#). A [template](#), for the request, can be found on the Reserve Home Page at <http://www.uscg.mil/reserve> under Member Resources.

Years of combined active service are calculated in accordance with [Appendix \(C\) to the Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\)](#), 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.

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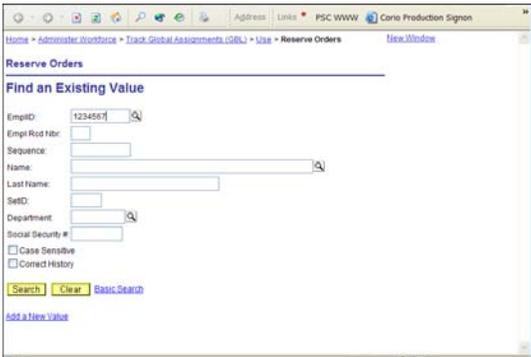
Preparation of Orders in Direct Access, Continued

Travel and Per Diem Accounting Data

You do not have to use the **TONO Accounting Data** button to add Document ID numbers and Accounting Data for travel. You may enter the travel accounting string and document ID in the order notes (see, step 14 in the following procedure) along with an estimate of the total travel & per diem costs. This information is necessary in order to create a matching obligation in FPD. Provide a copy of the orders to the funds manager.

Note: If issuing an ADOS-AC order for voluntary continuance on active duty, **you must** enter the Document IDs and accounting data strings for pay & allowances and FICA using the TONO Accounting Data button.

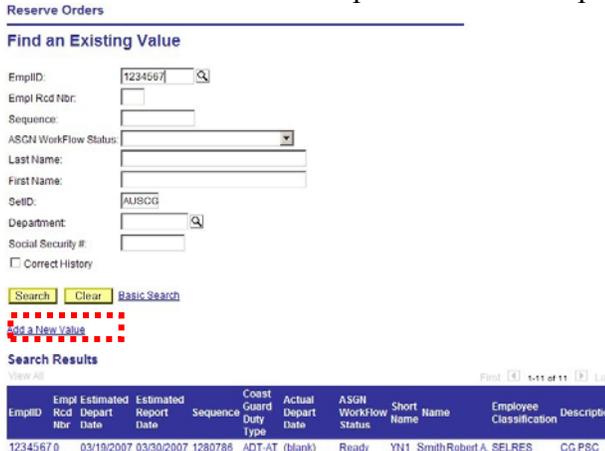
Procedure Follow these steps to create a new reserve order.

Step	Action
<p>1</p>	<p>Log into the system and select the following menu items: Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <p>Note: Reserve Orders can also be accessed using the Manage Reserve Member activity guide: Administer Workforce > Track Global Assignments (GBL) > Use > Manage Reserve Member</p> <p>Click the “<i>View/Complete Order Info</i>” link at the bottom of the activity guide page to go to the Reserve Orders Search record.</p>
<p>2</p>	<p>The Reserve Orders Search record will be displayed.</p>  <p>Enter the member’s employee ID number in the EmplID field and click the Search button.</p>

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Preparation of Orders in Direct Access, Continued

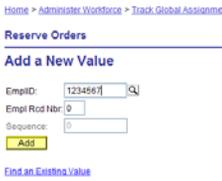
Procedure (continued)

Step	Action
3	<p>Review the search results to ensure a new order has not already been started (if one exists, select it from the search results and skip the next two steps).</p>  <p>Search Results Fields:</p> <p>EmplID Employee ID Number Empl Rcd Nbr..... Record Number Estimated Depart Date..... Order start date Estimated Report Date..... Order end date Sequence System Identifier Coast Guard Duty Type Type of duty (ADT-AT, ADOS-AC, etc.) Actual Depart Date..... Order start date (as endorsed by SPO) ASGN WorkFlow Status:..... See <i>About Orders' Status</i> below Short Name Rate/Rank Name Member's name (Last,First MI) Employee Classification Member's status Description Department the Orders are designated to be performed at</p> <p>About Orders' Status: As Reserve Orders are created and processed the status will change from <u>Proposed</u> to <u>Ready</u> to <u>Enroute</u> and finally <u>Finished</u>.</p> <p>Proposed – Orders are in a request status. Ready – Orders have been District/COMDT approved and assigned a TONO. Enroute – The Actual Reporting and Departing Dates have been completed. Finished – Long-Term: Orders are complete. A RELAD document will trigger a Finish for orders ADT over 139 days or ADOT over 180 days. Short-Term: Order Status on Short-term orders to will always be 'Finished' when Approved and Actual dates entered. Cancelled – Orders were cancelled, no further action is possible.</p>
4	Click the “ Add a New Value ” link to continue.

Continued on next page

Preparation of Orders in Direct Access, Continued

Procedure (Continued)

Step	Action										
5	<p>The 'Add a New Value' page will display.</p>  <p>Enter the member's employee ID number in the EmplID field and click the Add button.</p>										
6	<p>Complete the Reserve Specific Info tab by selecting the appropriate entries for the following fields:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Field</th> <th style="text-align: left;">Enter/Select</th> </tr> </thead> <tbody> <tr> <td>Type of Duty</td> <td>Invol Active Duty, Title 14</td> </tr> <tr> <td>Dept benefiting from this duty</td> <td>This field defaults to the member's current reserve duty site. Depending on the situation, reporting personnel may be reassigned to a different duty station <u>after going on Active Duty at their IDT site</u>. Separate TDY orders can be used for this purpose. Add an "Order Note" (remark) with the name and location of the unit the member will be performing TDY at. Travel and Per Diem computations should be based on the TDY local, not the IDT drill site.</td> </tr> <tr> <td>Dept. funding this Order</td> <td>This field defaults to the member's current District. There is no need to change as unique accounting data is auto-generated, by the system, for this type of order</td> </tr> <tr> <td>LUFS Project Code Number</td> <td>This field defaults to "CGR1". There is no need to change.</td> </tr> </tbody> </table> <p>The Payment for Duty, Payment for Travel and Type of Orders fields are set by the system when the <i>Invol Active Duty, Title 14</i> type of duty is selected. These fields cannot be changed. The Type of Orders is set to short-term. Short term orders are self-terminating; no separation transaction is required upon demobilization. However, leave must be disposed of. See the Demobilization section for more information.</p> <p>See Exhibit 1, on the next page, for an example of the completed tab.</p>	Field	Enter/Select	Type of Duty	Invol Active Duty, Title 14	Dept benefiting from this duty	This field defaults to the member's current reserve duty site. Depending on the situation, reporting personnel may be reassigned to a different duty station <u>after going on Active Duty at their IDT site</u> . Separate TDY orders can be used for this purpose. Add an "Order Note" (remark) with the name and location of the unit the member will be performing TDY at. Travel and Per Diem computations should be based on the TDY local, not the IDT drill site.	Dept. funding this Order	This field defaults to the member's current District. There is no need to change as unique accounting data is auto-generated, by the system, for this type of order	LUFS Project Code Number	This field defaults to "CGR1". There is no need to change.
Field	Enter/Select										
Type of Duty	Invol Active Duty, Title 14										
Dept benefiting from this duty	This field defaults to the member's current reserve duty site. Depending on the situation, reporting personnel may be reassigned to a different duty station <u>after going on Active Duty at their IDT site</u> . Separate TDY orders can be used for this purpose. Add an "Order Note" (remark) with the name and location of the unit the member will be performing TDY at. Travel and Per Diem computations should be based on the TDY local, not the IDT drill site.										
Dept. funding this Order	This field defaults to the member's current District. There is no need to change as unique accounting data is auto-generated, by the system, for this type of order										
LUFS Project Code Number	This field defaults to "CGR1". There is no need to change.										

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Preparation of Orders in Direct Access, Continued

Exhibit 1 – Reserve Specific Info Tab completed for Title 14 Recall Order:

[Home](#) > [Administer Workforce](#) > [Track Global Assignments \(GBL\)](#) > [Use](#) > [Reserve Orders](#)

Reserve Specific Info		Reserve Orders	Contingency/Disaster Data	Partial Entitlements	Record Arrive/Depart Info	Reserve Leave Disposal
EmpID:		Empl Rcd Nbr:	0			
Dept:	000450 CG PSC	Empl Class:	SELRES			
Job Code:	436093 YN1	Sal Plan/Grade:	ENL E6			
Location:	KS0001 CG PSC					
Position:	00049063 RESERVE					

Reserve Specific Info		SetID: AUSCG
Type Of Duty:	Invol Active Duty, Title 14	Type of Orders
Payment for Duty:	Pay and Allowances	<input type="radio"/> Long Term/Contingency
Payment for Travel:	Single Travel Claim	<input checked="" type="radio"/> Short Term
Days of ADT-AT requirement satisfied by these orders:	<input type="checkbox"/>	
Dept. benefiting from this duty:	000450 CG PSC	
Dept. funding this Order:	000483 CGD EIGHT	
LUFs Project Code/Number:	CGR1	

Save Previous tab Next tab

[Reserve Specific Info](#) | [Reserve Orders](#) | [Contingency/Disaster Data](#) | [Partial Entitlements](#) | [Record Arrive/Depart Info](#) | [Reserve Leave Disposal](#)

Continued on next page

Preparation of Orders in Direct Access, Continued

Procedure (continued)

Step	Action																
7	<p>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:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Field</th> <th style="text-align: left;">Enter/Select</th> </tr> </thead> <tbody> <tr> <td>Purpose</td> <td>“MC” for MEP Contin (short title)/Environmental Contingency (long title) or click the lookup button to search for and select the MC code.</td> </tr> <tr> <td>Order Begin Dt</td> <td>If any travel time of more than 24 hours is authorized, this is the date member departs home enroute to duty site. Otherwise, it is the date (NLT 2400 Hrs.) the member is scheduled to report for duty.</td> </tr> <tr> <td>Order End Dt</td> <td>Last day of Active Duty under this order, include any authorized travel time of more than 24 hours</td> </tr> <tr> <td>Authority (REF)</td> <td>The MRTT-RTN (The MRTT-RTN will be a nine digit number (e.g., 15336-0030).</td> </tr> <tr> <td>Authorizing Official</td> <td>Name, Rate/Rank and service of the authorizing official.</td> </tr> <tr> <td>Gov’t Credit Card Holder</td> <td>Mark the checkbox as applicable</td> </tr> <tr> <td>Is Travel Authorized for These Orders?</td> <td>Mark the checkbox as applicable</td> </tr> </tbody> </table>	Field	Enter/Select	Purpose	“MC” for MEP Contin (short title)/Environmental Contingency (long title) or click the lookup button to search for and select the MC code.	Order Begin Dt	If any travel time of more than 24 hours is authorized, this is the date member departs home enroute to duty site. Otherwise, it is the date (NLT 2400 Hrs.) the member is scheduled to report for duty.	Order End Dt	Last day of Active Duty under this order, include any authorized travel time of more than 24 hours	Authority (REF)	The MRTT-RTN (The MRTT-RTN will be a nine digit number (e.g., 15336-0030).	Authorizing Official	Name, Rate/Rank and service of the authorizing official.	Gov’t Credit Card Holder	Mark the checkbox as applicable	Is Travel Authorized for These Orders?	Mark the checkbox as applicable
Field	Enter/Select																
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Authority (REF)	The MRTT-RTN (The MRTT-RTN will be a nine digit number (e.g., 15336-0030).																
Authorizing Official	Name, Rate/Rank and service of the authorizing official.																
Gov’t Credit Card Holder	Mark the checkbox as applicable																
Is Travel Authorized for These Orders?	Mark the checkbox as applicable																

Exhibit 2 – Reserve Orders Tab, Basic Information Section Completed for Title 14 recall order:

Basic Information

Purpose: MEP Contin Duty Payment: Pay/Allow Travel Payment: One Claim

Order Begin Dt: Order End Dt: Sequence:

Authority (REF): Authorizing Official (Name, Rate/Rank):

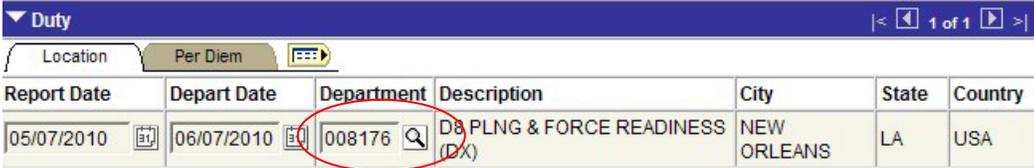
*Order Status: Type of Duty:

Govt Credit Card Holder Is Travel Authorized for These Orders? Contingency Operation

Continued on next page

Preparation of Orders in Direct Access, Continued

Procedure (continued)

Step	Action
<p>8</p>	<p>Complete this step only if the member will not be reporting to their home unit (See instructions for “Dept benefiting from this duty” in step 6). Enter the Department ID number of the unit the member will be reporting to in the Department field of the Duty-Location section of the Reserve Orders tab.</p>  <p>Note: This will not create a PCS transaction; the member will remain assigned to their home unit. These are short-term active duty orders.</p>
<p>Note</p>	<p>Do not complete the Per Diem tab in the Duty section of the orders. Per diem, messing & lodging information shall be entered in the order notes or on separate TDY orders. Ensure the travel accounting string and document ID appear in the order notes (see step 14) along with an estimate of the total travel & per diem costs. This information is necessary in order to create a matching obligation in FPD. Provide a copy of the orders to the funds manager.</p>
<p>9</p>	<p>Complete the Primary Mode of Travel and Primary Mode of Transportation sections</p> 
<p>Note</p>	<p>Do not make any entries in Other Authorized Expenses section. Reimbursable expenses shall be listed in the order notes or on separate TDY orders.</p>  <p>Ensure the travel accounting string and document ID appear in the order notes (see step 14) along with an estimate of the total travel & per diem costs. This information is necessary in order to create a matching obligation in FPD. Provide a copy of the orders to the funds manager.</p>
<p>Note</p>	<p>The Authorized Delay Enroute section shall be left blank. This information is entered on the Record Arrive/Depart Info tab, by the SPO, and appears here on the Reserve Orders tab, after the orders are endorsed.</p> 

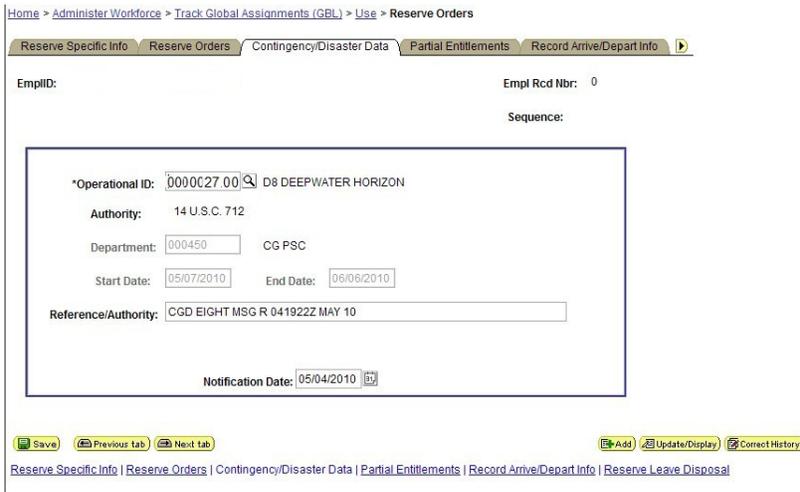
Continued on next page

Preparation of Orders in Direct Access, Continued

Procedure (Continued)

Step	Action																								
10	Access the Contingency/Disaster Data tab (by clicking the tab label or using the Contingency/Disaster Data link at the bottom of the page).																								
11	<p>Enter the Operational ID number for this operation (be sure to select the ID that matches the order type in the “Coast Guard Duty Type” column).</p>  <p>*Operational ID: <input type="text" value="0000001.00"/> <input type="button" value="🔍"/></p> <p>Lookup Operational ID</p> <p>Operational ID: <input type="text" value="0000001.00"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Basic Lookup"/></p> <p>Search Results</p> <p>View All First <input type="button" value="⏪"/> 1-10 of 10 <input type="button" value="⏩"/> Last</p> <table border="1"> <thead> <tr> <th>Operational ID</th> <th>Start Date</th> <th>Authority</th> <th>End Date</th> <th>Coast Guard Duty Type</th> <th>Description</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td>0000001.00</td> <td>09/11/2001</td> <td>12301(d)</td> <td>(blank)</td> <td>ADSW-AC</td> <td>Operation Noble Eagle</td> </tr> <tr> <td>0000003.00</td> <td>09/11/2001</td> <td>12301(d)</td> <td>09/30/2005</td> <td>ADSW-AC</td> <td>MTSA</td> </tr> <tr> <td>0000004.00</td> <td>09/11/2001</td> <td>12301(d)</td> <td>(blank)</td> <td>ADSW-AC</td> <td>Expeditionary SPOF</td> </tr> </tbody> </table>	Operational ID	Start Date	Authority	End Date	Coast Guard Duty Type	Description	0000001.00	09/11/2001	12301(d)	(blank)	ADSW-AC	Operation Noble Eagle	0000003.00	09/11/2001	12301(d)	09/30/2005	ADSW-AC	MTSA	0000004.00	09/11/2001	12301(d)	(blank)	ADSW-AC	Expeditionary SPOF
Operational ID	Start Date	Authority	End Date	Coast Guard Duty Type	Description																				
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0000003.00	09/11/2001	12301(d)	09/30/2005	ADSW-AC	MTSA																				
0000004.00	09/11/2001	12301(d)	(blank)	ADSW-AC	Expeditionary SPOF																				
12	<p>Enter the reference/authority (message-originator & DTG, memo-originator & date/SSIC, telephone conversation-names & date) for the recall in the Reference/Authority field.</p> <p>Reference/Authority: <input type="text"/></p>																								
13	<p>Enter the date the member was notified of this recall, regardless of what method was used. The notification date should be before the start date and cannot be after the start date.</p> <p>Notification Date: <input type="text" value="05/04/2010"/> <input type="button" value="📅"/></p>																								

Exhibit 3 – Contingency/Disaster Tab Completed for Title 14 recall order:



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

Reserve Specific Info | Reserve Orders | Contingency/Disaster Data | Partial Entitlements | Record Arrive/Depart Info

EmpID: _____ Empl Rcd Nbr: 0

Sequence: _____

*Operational ID: D8 DEEPWATER HORIZON

Authority: 14 U.S.C. 712

Department: CG PSC

Start Date: End Date:

Reference/Authority:

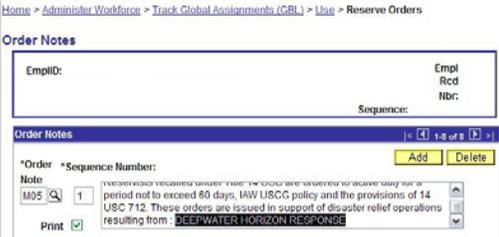
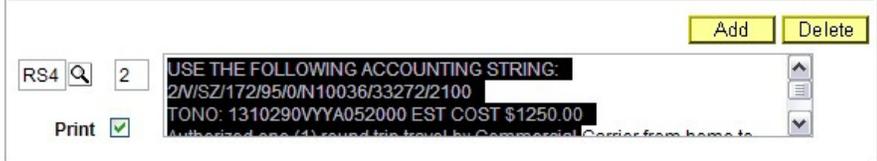
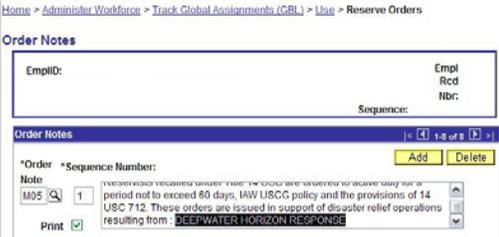
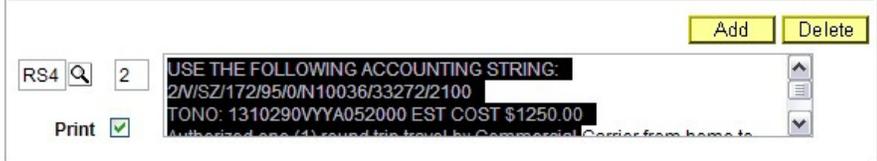
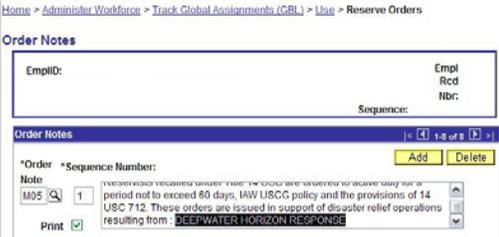
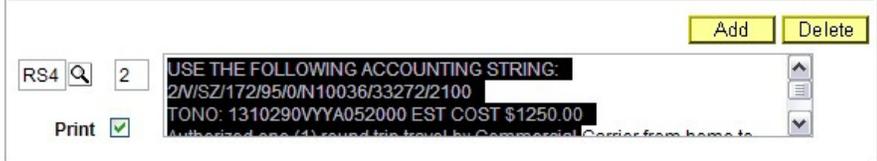
Notification Date:

Reserve Specific Info | Reserve Orders | Contingency/Disaster Data | Partial Entitlements | Record Arrive/Depart Info | Reserve Leave Disposal

Continued on next page

Preparation of Orders in Direct Access, Continued

Procedure (Continued)

Step	Action								
14	Return to the Reserve Orders tab (by clicking the tab title or the link at the bottom of the page) and scroll to the bottom of the page. Click the Order Notes button.								
15	<p>Default notes are added by the system. Review and edit the default entries.</p> <table border="1"> <thead> <tr> <th data-bbox="310 590 477 625">Note ID</th> <th data-bbox="477 590 1395 625">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="310 625 477 974">M05</td> <td data-bbox="477 625 1395 974"> <p>Enter the name of operation (e.g. "Hurricane X Response") in the last line of the note. And, if applicable, the duty station/location if other than the member's normal drill/augmentation site.</p>  </td> </tr> <tr> <td data-bbox="310 974 477 1444">RS4</td> <td data-bbox="477 974 1395 1444"> <p>Add the travel accounting string, document ID and estimated cost at the beginning of the note.</p>  <p>Edit the travel mode/cost information, remove non-applicable portions of the paragraph.</p> <p>Authorized one (1) round trip travel by Privately Owned Conveyance (POC) from home to place of duty (___ miles). [Not to exceed the cost of a GTR (\$___) or Travel by POC is more advantageous to the government.] Travel day is 00/00/00.</p> <p>- OR -</p> <p>Authorized one (1) round trip travel by Commercial Carrier from home to place of duty, subject to reimbursement, not to exceed the cost of a GTR (\$___). Travel day is 00/00/00.</p> </td> </tr> <tr> <td data-bbox="310 1444 477 1638">RS0</td> <td data-bbox="477 1444 1395 1638"> <p>Edit eligibility/readiness compliance and provide exam and screening dates and security clearance information.</p> <p>Eligibility / Readiness Requirements [have / have NOT] been met.</p> <p>Physical Exam: 00/00/00</p> <p>Dental Exam: 00/00/00</p> <p>Annual Screening Questionnaire: 00/00/00</p> <p>Current Security Clearance / Date: [None, Classified, Secret, Top Secret]</p> </td> </tr> </tbody> </table>	Note ID	Action	M05	<p>Enter the name of operation (e.g. "Hurricane X Response") in the last line of the note. And, if applicable, the duty station/location if other than the member's normal drill/augmentation site.</p> 	RS4	<p>Add the travel accounting string, document ID and estimated cost at the beginning of the note.</p>  <p>Edit the travel mode/cost information, remove non-applicable portions of the paragraph.</p> <p>Authorized one (1) round trip travel by Privately Owned Conveyance (POC) from home to place of duty (___ miles). [Not to exceed the cost of a GTR (\$___) or Travel by POC is more advantageous to the government.] Travel day is 00/00/00.</p> <p>- OR -</p> <p>Authorized one (1) round trip travel by Commercial Carrier from home to place of duty, subject to reimbursement, not to exceed the cost of a GTR (\$___). Travel day is 00/00/00.</p>	RS0	<p>Edit eligibility/readiness compliance and provide exam and screening dates and security clearance information.</p> <p>Eligibility / Readiness Requirements [have / have NOT] been met.</p> <p>Physical Exam: 00/00/00</p> <p>Dental Exam: 00/00/00</p> <p>Annual Screening Questionnaire: 00/00/00</p> <p>Current Security Clearance / Date: [None, Classified, Secret, Top Secret]</p>
Note ID	Action								
M05	<p>Enter the name of operation (e.g. "Hurricane X Response") in the last line of the note. And, if applicable, the duty station/location if other than the member's normal drill/augmentation site.</p> 								
RS4	<p>Add the travel accounting string, document ID and estimated cost at the beginning of the note.</p>  <p>Edit the travel mode/cost information, remove non-applicable portions of the paragraph.</p> <p>Authorized one (1) round trip travel by Privately Owned Conveyance (POC) from home to place of duty (___ miles). [Not to exceed the cost of a GTR (\$___) or Travel by POC is more advantageous to the government.] Travel day is 00/00/00.</p> <p>- OR -</p> <p>Authorized one (1) round trip travel by Commercial Carrier from home to place of duty, subject to reimbursement, not to exceed the cost of a GTR (\$___). Travel day is 00/00/00.</p>								
RS0	<p>Edit eligibility/readiness compliance and provide exam and screening dates and security clearance information.</p> <p>Eligibility / Readiness Requirements [have / have NOT] been met.</p> <p>Physical Exam: 00/00/00</p> <p>Dental Exam: 00/00/00</p> <p>Annual Screening Questionnaire: 00/00/00</p> <p>Current Security Clearance / Date: [None, Classified, Secret, Top Secret]</p>								

Continued on next page

Preparation of Orders in Direct Access, Continued

Procedure (Continued)

Step	Action				
15 (cont'd)	Default notes are added by the system. Review and edit the default entries.				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 20%;">Note ID</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>RS6</td> <td> Enter BAH code, availability of government quarters and messing and per diem authorization/rates. BAH Code: [type, i.e. L, G, H, D] Quarters / Messing: [Available / Not Available] Per Diem: [Authorized / Not Authorized] [Lodging/M&IE Rates] </td> </tr> </tbody> </table>	Note ID	Action	RS6	Enter BAH code, availability of government quarters and messing and per diem authorization/rates. BAH Code: [type, i.e. L, G, H, D] Quarters / Messing: [Available / Not Available] Per Diem: [Authorized / Not Authorized] [Lodging/M&IE Rates]
	Note ID	Action			
	RS6	Enter BAH code, availability of government quarters and messing and per diem authorization/rates. BAH Code: [type, i.e. L, G, H, D] Quarters / Messing: [Available / Not Available] Per Diem: [Authorized / Not Authorized] [Lodging/M&IE Rates]			
Add order note DW1					
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 20%;">Note ID</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>DW1</td> <td>All personnel 24 hours or less from arrival at Crowne Plaza New Orleans, shall call the duty YN at 504-508-0790 between the hours of 0700 and 2000 Central Daylight Time to provide an ETA to Central Staging.</td> </tr> </tbody> </table>	Note ID	Description	DW1	All personnel 24 hours or less from arrival at Crowne Plaza New Orleans, shall call the duty YN at 504-508-0790 between the hours of 0700 and 2000 Central Daylight Time to provide an ETA to Central Staging.	
Note ID	Description				
DW1	All personnel 24 hours or less from arrival at Crowne Plaza New Orleans, shall call the duty YN at 504-508-0790 between the hours of 0700 and 2000 Central Daylight Time to provide an ETA to Central Staging.				
	Review any other default notes and edit if necessary.				
16	Click the OK button to return to the Reserve Orders tab.				
17	Access the Partial Entitlements tab by clicking the tab title or the link at the bottom of the page.				

Continued on next page

Preparation of Orders in Direct Access, Continued

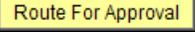
Procedure (Continued)

Step	Action
18	<p>Enter the member's BAH-RC and BAS entitlements on the Partial Entitlements tab.</p> <ul style="list-style-type: none"> • BAS entitlements for reservists on short term active duty are started using the Partial Entitlements tab on the reserve orders page. • BAH-RC entitlements for reservists on active duty for 30 or less days are started using the Partial Entitlements tab on the reserve orders page. • BAH/OHA entitlements for reservists on active duty for 31 or more days are started, by the SPO, using the Employee Entitlements module (Home > Compensate Employees > Use > Maintain Entitlements), after the orders are approved and endorsed. Enter BAH-RC code "W" on the Partial Entitlements tab to denote entitlement to BAH/OHA. <div data-bbox="315 831 1117 1253" style="border: 1px solid black; padding: 5px;"> <p>BAH RC Entitlement Code: <input type="text" value="W"/></p> <p>Valid BAH RC Entitlement Codes are: D (Without depns; CG owned single quarters) G (Without depns and mbr not assigned govt quarters) H (Spouse in service; no other depns; Mbr not assigned govt qtrs) L (With depns; Mbr & depns not assigned govt qtrs) P (BAH-Diff for child support; assigned CG/DOD-owned single qtrs) Q (BAH-Diff for child support; mbr assigned CG leased single qtrs) R (BAH-Diff for child support;mbr not assigned govt qtrs) T (W/depns; payment of child support, mbr not assigned govt qtrs) W (None, entitled to BAH-Location for AD of 31 to 139 days)</p> <p>Travel BAS Entitlement: <input type="text" value="E"/></p> <p>Valid Travel Period BAS Entitlement Codes: O (Officer BAS) E (Enlisted BAS) R (Regular BAS) -- No Galley Avail (Not used after 31DEC04) N (No Entitlements)</p> <p>Duty BAS Entitlement: <input type="text" value="E"/></p> <p>Valid Duty Period BAS Entitlement Codes: O (Officer BAS) E (Enlisted BAS) R (Regular BAS) -- No Galley Avail (Not used after 31DEC04) M (Enl BAS minus Discount Meal Rate) -- Essential Messing Unit N (No Entitlements)</p> </div>

Continued on next page

Preparation of Orders in Direct Access, Continued

Procedure (Continued)

Step	Action														
Note	BAH RC (for orders of 30 days or less) and BAS will automatically start and stop based on the duty dates. Other entitlements, such as, BAH (for orders of 31 days or more), OHA, OUTCONUS COLA, Career Sea Pay, and Special Duty Assignment Pay, must be started and stopped, by the SPO, using the Employee Entitlements module (Home > Compensate Employees > Use > Maintain Entitlements), after the orders are approved and endorsed.														
19	<p>Scroll down to and Click the  button.</p> <p>The request can now be routed to the District (dxr) for approval.</p>  <table border="1" data-bbox="332 1081 1369 1680"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Approval Status</td> <td>The Approval Status field is only active for District (dxr) personnel.</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 District (dxr).</td> </tr> <tr> <td>Forward To</td> <td> Enter the Employee ID of the District (dxr) person who will be Working, Reviewing or Approving these orders. You can also click on the  button to look up an Employee ID. <div style="float: right; border: 1px solid black; padding: 5px; margin-top: 10px;"> Lookup Forward To Approver EmpID: <input type="text"/> Name: <input type="text"/> Role Name: <input type="text" value="CGRSVISC"/> Department: <input type="text" value="002977"/> <input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> </div> </td> </tr> <tr> <td>Email Address</td> <td>The e-mail address of the person selected in the “Forward To” block will auto-fill. Enter any additional e-mail address for others to receive notification of pending approval action. Separate multiple entries by a semicolon (;)</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. Comments are required if disapproval is recommend.</td> </tr> </tbody> </table> <p>Click the  button.</p>	Field	Description	Approval Status	The Approval Status field is only active for District (dxr) personnel.	Approval Recommendation	The Approval Recommendation field is used for Supervisors/Command Users to note their recommendation before forwarding to the District (dxr).	Forward To	Enter the Employee ID of the District (dxr) person who will be Working, Reviewing or Approving these orders. You can also click on the  button to look up an Employee ID. <div style="float: right; border: 1px solid black; padding: 5px; margin-top: 10px;"> Lookup Forward To Approver EmpID: <input type="text"/> Name: <input type="text"/> Role Name: <input type="text" value="CGRSVISC"/> Department: <input type="text" value="002977"/> <input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> </div>	Email Address	The e-mail address of the person selected in the “Forward To” block will auto-fill. Enter any additional e-mail address for others to receive notification of pending approval action. Separate multiple entries by a semicolon (;)	Approval Path	This field will show who the orders have been routed to.	Comments	Enter comments if desired. Comments are required if disapproval is recommend.
Field	Description														
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Approval Recommendation	The Approval Recommendation field is used for Supervisors/Command Users to note their recommendation before forwarding to the District (dxr).														
Forward To	Enter the Employee ID of the District (dxr) person who will be Working, Reviewing or Approving these orders. You can also click on the  button to look up an Employee ID. <div style="float: right; border: 1px solid black; padding: 5px; margin-top: 10px;"> Lookup Forward To Approver EmpID: <input type="text"/> Name: <input type="text"/> Role Name: <input type="text" value="CGRSVISC"/> Department: <input type="text" value="002977"/> <input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> </div>														
Email Address	The e-mail address of the person selected in the “Forward To” block will auto-fill. Enter any additional e-mail address for others to receive notification of pending approval action. Separate multiple entries by a semicolon (;)														
Approval Path	This field will show who the orders have been routed to.														
Comments	Enter comments if desired. Comments are required if disapproval is recommend.														
20	Click the  button. The District (dxr) must review, approve and notify the SPO for pay transactions.														

SPO Endorsement/Pay Actions

Introduction Following approval of the orders by the District (dxr), the SPO must endorse the order and submit transactions to start pay & allowances.

Procedure Follow these steps to access and endorse the reserve order.

Step	Action
1	<p>Access the reserve order.</p> <p>Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <p>Enter the member's employee ID number, and click Search. Select the Ready orders from the search results (first item listed).</p>
2	<p>The Reserve Orders will open. Review the data on the first three tabs (<i>Reserve Specific Info</i> and <i>Reserve Orders</i> and <i>Contingency/Disaster Data</i>) to ensure all fields are completed correctly.</p>
3	<p>Verify the member's BAH-RC and BAS entitlements by clicking the Partial Entitlements tab. For orders more than 30 days duration, the BAH-RC code "W" (none) must be used. Reserve Component members on short-term AD for more than 30 days are entitled to BAH, which must be started using the Compensate Employees > Use > Employee Entitlements menu item after the <i>Record Arrive/Depart Info</i> tab is completed and the orders are saved.</p> <div data-bbox="300 1157 1263 1339" style="border: 1px solid black; padding: 5px;"> <p>Microsoft Internet Explorer</p>  <p>Reserve Orders for more than 30 days require that BAH RC Entitlement be W. (20320,177)</p> <p>These orders are for Active Duty greater than 30 days. Member is entitled to BAH. Please go back to Partial Entitlements tab and change BAH RC Entitlement to W-None.</p> <p style="text-align: center;">OK</p> </div> <p><i>Error message generated when a BAH-RC code other than "W" is entered on the Partial Entitlements tab of any for more than 30 days.</i></p>

Continued on next page

SPO Endorsement/Pay Actions, Continued

Procedure (continued)

Step	Action
Note	Single members on a ADOT period of 31 to 180 days or a ADT period of 31 to 139 days are considered on temporary duty (TDY) for BAH/OHA purposes. They are authorized a housing allowance based on their principal place of residence location zip code at the time called/ordered to active duty, appropriate to their dependency status (i.e. BAH/OHA without dependents, BAH/OHA with dependents based on payment of child support), even if the member is assigned to single-type Government quarters at the site where the active duty is performed.
4	Click the Record Arrive/Depart Info tab.
5	Verify the Actual Duty Begin Date (system defaults this field with the date from the <i>Est. Duty Begin Dt</i>). If the member began duty on another date, you must cancel the order and reissue it with. The Estimated and Actual begin date fields must match.
6	Enter the Actual Duty End Date. Initially, use the same date as the <i>Est. Duty End Dt</i> . This field may be changed to record amendments or extensions.
Note	The system will enter a “ Home to Duty ” row and a “ Duty to Home ” row, based on the Actual Duty Begin Date and the Actual Duty End Date. No changes are necessary.

Exhibit 4 – Record Arrive/Depart Info Tab Completed for Title 14 recall order:

Actual Report and Depart Dates View All First 1 of 1 Last

Actual Duty Begin Dt: 05/07/2010 Actual Duty End Dt: 06/06/2010
 Est Duty Begin Dt: 05/07/2010 Est Duty End Dt: 06/06/2010

New Destination Department: 000450 CG PSC
 Nature of Duty: Duty

Travel Report and Depart Dates First 1-2 of 2 Last		
Begin Date	End Date	Description
05/07/2010	05/07/2010	Home to Duty + -
06/06/2010	06/06/2010	Duty to Home + -

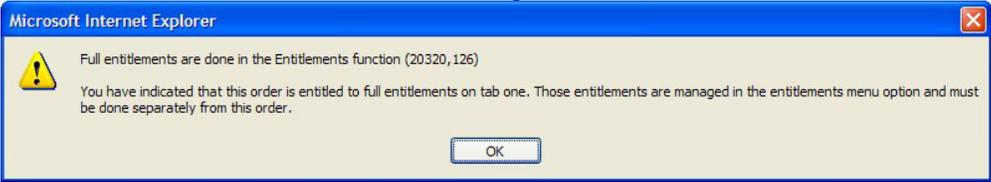
[Save](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#) [Correct History](#)

[Reserve Specific Info](#) | [Reserve Orders](#) | [Contingency/Disaster Data](#) | [Partial Entitlements](#) | [Record Arrive/Depart Info](#) | [Reserve Leave Disposal](#)

Continued on next page

SPO Endorsement/Pay Actions, Continued

Procedure (continued)

Step	Action
7	Click the Save button.
8	<p>You may encounter this warning/informational message when saving reserve orders if the member does not have an e-mail address on file:</p>  <p>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.</p> <p>You will encounter this reminder message on all Full Entitlements orders:</p> 
9	<p>If this is order for more than 30 days AD, path to the Compensate Employees > Use > Employee Entitlements menu item and start the member's BAH and other entitlements as applicable (refer to the Pay Manual for policy guidance and Part II (Pay Entitlements) of the Coast Guard Servicing Personnel Office Manual, PPCINST M5231.3, for procedural guidance.)</p> <p>Note: BAS for all short-term orders is administered on the Reserve Orders Partial Entitlements tab even if the orders are for more than 30 days and BAH is authorized.</p>

Extensions/Amend Duty Dates

Introduction This section provides the procedure for the user at the Servicing Personnel Office (SPO) for amending an endorsed reserve order to report a change in the Actual Duty End date field (e. g. Member leaves early or stays on AD beyond originally planned end date). **You must cancel and reissue the order if the Actual Begin Date is not equal to the Estimated Begin Date.**

Limits Title 14 recall orders cannot be extended beyond 60 days. ADOS-AC orders issued in support of this operation cannot be extended beyond 180 days.

Process There are three key parts to the process of amending Reserve orders. They are:

1. Amend the Actual Duty End Date in the Direct Access Reserve Orders component.
2. Amend the Stop date(s) for any corresponding pay entitlement entries in the Direct Access Employee Entitlements component.
3. Issue a memo, to the member, with copies to the member’s home unit, District (dxr), and TDY unit documenting the change(s). This step is necessary for travel claim documentation purposes. The original order has already been given to the member. Once issued, an original cannot be changed, it must be amended. Copies of orders printed out of Direct Access, will not reflect any changes to duty dates.

Procedure Follow these steps to access and amend the reserve order.

Step	Action
1	<p>Log into the system and select the following menu items: Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <p>Note: Reserve Orders can also be accessed using the Manage Reserve Member activity guide: Administer Workforce > Track Global Assignments (GBL) > Use > Manage Reserve Member</p> <p>Click the “<i>View/Complete Order Info</i>” link at the bottom of the activity guide page to go to the Reserve Orders Search record.</p>

Continued on next page

Extensions/Amend Duty Dates, Continued

Procedure (continued)

Step	Action
2	<p>The Reserve Orders Search record will be displayed.</p> <p>Enter the member's employee ID number in the EmplID field and click the Search button.</p>
3	<p>Select the order you want to amend from the search results.</p>
4	<p>Click the Record Arrive/Depart Info tab.</p>
5	<p>Enter the amended Actual Duty End date.</p> <div data-bbox="305 716 1203 842" style="border: 1px solid black; padding: 5px;"> <p>Actual Report and Depart Dates View All</p> <p>Actual Duty Begin Dt: <input type="text" value="05/07/2010"/> <input type="button" value="BT"/></p> <p>Actual Duty End Dt: <input type="text" value="07/05/2010"/> <input type="button" value="BT"/></p> <p>Est Duty Begin Dt: 05/07/2010 Est Duty End Dt: 06/06/2010</p> </div> <p>Note: Be sure to include any leave taken and travel time authorized when constructing the Actual Duty End date. This date reflects the member's last day on active duty, not the "demob date", which is the date the member was out-processed at the Unified Area Command.</p>
6	<p>Click the Save button.</p>
Note	<p>When you enter a new Ending Date (and save) the following warning will appear:</p> <p>Warning -- The Actual Depart Date is greater than the Order's original end date. (20320,76)</p> <p>By entering an Actual Depart Date greater than the original Order's end date, you are extending these orders. If that was not your intent, please press cancel and correct the Actual Depart Date.</p> <div data-bbox="305 1184 444 1220" style="border: 1px solid black; padding: 2px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> <p>Click the <input type="button" value="OK"/> button.</p> <p>A warning regarding email delivery of orders and a reminder to adjust pay entitlements will also appear. Click OK to dismiss these messages.</p>
7	<p>Path to the Compensate Employees > Use > Employee Entitlements menu item and review the member's entitlements. Use the table on the following page as guide to aid in determining if any action is necessary to synchronize the member's pay entitlements with the amended orders.</p>
8	<p>Issue a Memo Amendment to Reserve Travel Orders documenting the change(s). See example on page 33.</p> <p>Distribute the memo as follows:</p> <ul style="list-style-type: none"> Original – Member Copy – Member's PDS Copy – Home District (dxr) Copy – TDY unit where member is performing duty

Continued on next page

Extensions/Amend Duty Dates, Continued

Procedure (continued)

Step	Action		
8			
	If the original orders are	and the	then
	Short Term for 30 days or less	actual duty begin date has changed ⁽¹⁾	delete the corresponding entitlement rows that were entered in connection with the order (e. g. SDAP, Career Sea Pay) and reenter them using the new actual duty begin date for the entitlement start date and the actual duty end date for the stop date. Note: BAS and BAH-RC for all short-term/partial entitlements orders, 30 days or less in duration, are administered on the Reserve Orders Partial Entitlements tab.
		actual duty end date has changed	change the corresponding stop dates on any entitlements entered in connection with the order (e. g. SDAP, Career Sea Pay). Note: BAS and BAH-RC for all short-term/partial entitlements orders, 30 days or less in duration, are administered on the Reserve Orders Partial Entitlements tab.
	Short Term order for more than 30 days AD	actual duty begin date has changed ⁽¹⁾	delete the corresponding BAH or OHA entitlement row and any other entitlement rows that were entered in connection with the order (e. g. SDAP, Career Sea Pay) and reenter them using the new actual duty begin date for the entitlement start date and the actual duty end date for the stop date.
		actual duty end date has changed	change the corresponding stop dates on the BAH or OHA row and on any other entitlements entered in connection with the order (e. g. SDAP, Career Sea Pay).

(1) You cannot change the Actual Duty Begin Date. It must equal the Estimated Begin Date. If it is incorrect, cancel the order and reissue it with the correct date. Delete any pay entitlement entries and reenter with the correct start date.

Continued on next page

Extensions/Amend Duty Dates, Continued

Exhibit 4 – Memo Amendment to Reserve Orders:

U.S. Department of
Homeland Security
United States
Coast Guard



Commander
Personnel Service and Support Unit

Box 474
Anyolty, St 90201-1234
Staff Symbol: SPO
Phone: (212) 555-1212
Fax: (212) 555-1234
Email: d05-dg-spo1234@uscg.mil

1326
15 Jun 2010

MEMORANDUM

From: A. B. SEA, YNC, USCG
Servicing Personnel Office

Reply to: SPO
Attn of: YN2 I.Care
(212) 555-1212

To: BM1 Fred Flintstone, 1234567, USCGR

Subj: AMENDEMENT TO RESERVE TRAVEL ORDER #13-99-900Z17408-000

1. Per reference (a), subject order, which directed you to report to D8 Personal Resource Center, New Orleans, on 16 May 2010, is hereby amended to read as follows:

- a. Change date to depart from 14 June 2010 to 14 July 2010.
2. All other provisions of the original order remain the same.
3. This amendment shall remain attached to the original order at all times.

#

Demobilization

Introduction This section list actions required by the SPO when a member is demobilized following recall under Title 14 U.S.C. or following completion of a short-term ADOS-AC order in support of a DHS contingency operation.

Discussion Do not submit a Statement of Intent (SOI) or Release From Active Duty Transaction (RELAD) for reservists completing Title 14 recall or short-term ADOS-AC/RC orders. These are short-term active duty orders. Separation transactions are only necessary when the member's orders were originally issued as long-term.

Notification process The Unified Area Command (UAC) will send a daily message listing Reservists released from active duty. The message is sent to the member's unit and the unit of the responsible SPO. In addition, PPC (P&D) will send a copy of the daily message to the responsible SPO(s), via email, to the address listed on the SPO Contact List (<http://cgweb.ppc.uscg.mil/spocontactlist.asp>).

The demobilization message provides the following information:

Column Title	Meaning
LAST NAME	Member's last name
EMPLID	Member's employee ID number
DEMOB	Date member was processed via UAC demobilization procedures. Note: The demobilization date is not the member's last day of active duty (Orders Actual Duty End Date field) because the member is permitted travel time and may have been granted compensatory liberty or is taking leave. Leave information will be sent to member's home command SPO. If leave information is not received, contact GCIMT admin at (504) 410-7769.
RTN TVL	Date of travel to return to home. If the member is not taking leave, this would be the last day of active duty and should be used for the Actual Duty End Date field on the orders.
ORDER END	The Actual Duty End Date as specified on the member's original or amended original order. The Actual Duty End Date on the member's orders will need to be amended if the member was released from active duty earlier than planned.
HOME COMMAND	Name of member's unit

Continued on next page

Demobilization, Continued

SPO Action

SPOs will:

- Amend the order's "Actual Duty End Date" if it doesn't already match the date of the member's last day on active duty (Note: The demobilization date + leave taken en route (if applicable) + travel time = last day of active duty). (See [Extension/Amend Duty Dates](#) section of this guide for the procedure to use to amend the actual duty end date.)
- Dispose of leave (for orders of 30 or more days), by completing the leave tab on the reserve orders. Note: If member is immediately continuing on active duty under another set of orders the leave balance may be carried forward. This requires no action by the SPO, JUMPS will maintain the balance. Use the charts in the Personnel Manual (7.A.19.b) to accurately calculate the number of days leave earned by the member, based on the days of the months the member enters and leaves active duty.
- Enter the Armed Forces Reserve Medal (AFRM) and the Mobilization Device for Armed Forces Reserve Medal in Direct Access (Develop Workforce > Manage Competencies (GBL) > Use > Honors and Awards). The "From" and "To" dates should be the same as orders begin and end dates.

Continued on next page

Demobilization, Continued

Issuance of DD Form 214

A DD-214 is not authorized for non-contingency active duty of less than 90 days. Reservists activated under Title 14 U.S.C. 712 will not receive a DD-214 upon demobilization (because the duty is for a maximum of 60 days). However, a member who served a combined **consecutive** total of 90 or more days under Title 14 recall orders and voluntary ADOS-AC orders or other AD would be authorized a DD-214, for the entire period of service of the combined orders, upon demobilization/completion of active duty.

Medical Examination

Per [ALCOAST 286/10](#) a Limited Periodic Health Assessment is required during the demobilization process. All Ready Reservists released from active duty shall complete a Limited PHA consisting of a face-to-face interview with a health services technician.

Reservists reporting a change in health during deployment shall be evaluated by a Medical Officer for a problem focused examination and referred to the OMSEP Coordinator as needed. Encounters shall be entered into the Electronic Health Record.

Reservists must complete this Limited PHA prior to release from active status. This Limited PHA does not replace the Annual PHA requirement. Release from active duty RELAD/Retention Examinations are not required for this response.

Administrative Holds

Individuals pending disciplinary proceedings under the Uniform Code of Military Justice (UCMJ) may be retained on active duty without their consent, as provided by rule of Courts Martial 202(C) and Title 10 U.S.C. 802(D), pending resolution of allegations. Reservists on active duty under Title 14 or ADOS whose status changes for administrative reasons shall have their orders modified on or before completing their orders, to reflect that they no longer serve under the provisions of Title 14 or ADOS orders. Commands shall notify [Personnel Service Center, Reserve Personnel Management \(PSC-rpm\)](#), FORCECOM (FC-1), and [COMDT \(CG-1311\)](#) for coordination and consultation as soon as possible.

Continued on next page

Demobilization, Continued

Medical Hold If a member is Available for Limited Duty (AFLD) at the end of their orders, they may be retained with their consent, or their command may request a Notice of Eligibility (NOE) in order to have the medical condition addressed/resolved, per [chapter 6 of the Reserve Policy Manual](#) members shall be counseled on their options as noted below:

- If the member is AFLD is unable to work in their civilian capacity, retention is preferred.
 - If the member is AFLD and able to work in their civilian job, the NOE may be a better fit.
 - Member shall submit their health care preference (either active duty retention or NOE) in writing to their command after their counseling session.
 - For further guidance contact PSC-rpm at [arl-dg-cgpssc-rpm\(underscore\)reserve\(underscore\)medical@uscg.mil](mailto:arl-dg-cgpssc-rpm(underscore)reserve(underscore)medical@uscg.mil).
 - Reservists who elect to stay on active duty for medical treatment shall remain at a Coast Guard unit with the capacity and expertise to swiftly manage their care to conclusion in proximity to appropriate medical facilities and professionals. Contact PSC-rpm at [arl-dg-cgpssc-rpm\(underscore\)reserve\(underscore\)medical@uscg.mil](mailto:arl-dg-cgpssc-rpm(underscore)reserve(underscore)medical@uscg.mil) for specific guidance.
 - Commands shall provide initial notification of the members medical hold status to PSC-rpm via [arl-dg-cgpssc-rpm\(underscore\)reserve\(underscore\)medical@uscg.mil](mailto:arl-dg-cgpssc-rpm(underscore)reserve(underscore)medical@uscg.mil).
 - A monthly email update is required by the responsible clinic until the reservists has been determined Available for Full Duty (AFFD) or separated/retired as disposed by the [Physical Disability Evaluation System \(PDES\)](#). A Medical Hold template and other helpful links are available under [Mobilization Resources tab at the Coast Guard Reserve home page](#).
-

Continuance on Active Duty

Introduction This section provides procedure for issuing a short-term ADOS-AC order to a member voluntarily remaining on active duty following completion of a period of duty under Title 14 U.S.C. Please see the next section “Clarification of Entitlements When Transitioning From Title 14 to ADOS-AC Orders” for more information on travel and pay entitlements for these members.

Discussion A new order is required. Title 14 recall orders cannot be extended or amended to exceed 60 days. The procedures are similar for each new period of active duty authorized under a short-term order. Therefore, this section highlights the differences in procedures, provided elsewhere in this guide, for issuing Title 14 recall orders.

SPO PDR Maintenance The responsible SPO for personnel serving on short-term ADOS orders in support of response to natural or man-made disasters is the member’s current SPO. The current SPO will retain the SPO PDR and remain responsible for inputting pay and personnel transactions during the member’s deployment. This exception to the guidance in the Military Personnel Data Records System Manual, COMDTINST M1080.10H, is necessary due to the unique nature of this response.

Entitlements Pay entitlements and benefits, for a member continuing on ADOS-AC orders of 30 to 180 days would continue as described in the Coast Guard Reserve Partial Mobilization Entitlements Policy section of this guide.

In accordance with [ALCGRSV 051/09 - REQUESTING EARLY RETIREMENT](#), serving 90 consecutive days on voluntary ADOS orders will qualify Reservists for early retirement credit.

Note: **New orders require new pay entitlement entries!** Entitlements, like BAH and FSA, must be entered in new entitlement rows, do not change the stop date on the entitlements entries submitted in connection with the Title 14 recall order.

Continued on next page

Continuance on Active Duty, Continued

Warning!

Do not process any Reserve PCS transfers (change of drilling unit) while a member is on active duty. Effective date any PCS transaction after the active duty is complete. If a PCS transaction process while a Reserve Component member is on active duty JUMPS will auto-stop certain pay entitlements. See Coast Guard Servicing Personnel Office, PPCINST M5231.3, [Part IV, Chapter 4](#) for a listing.

Procedure

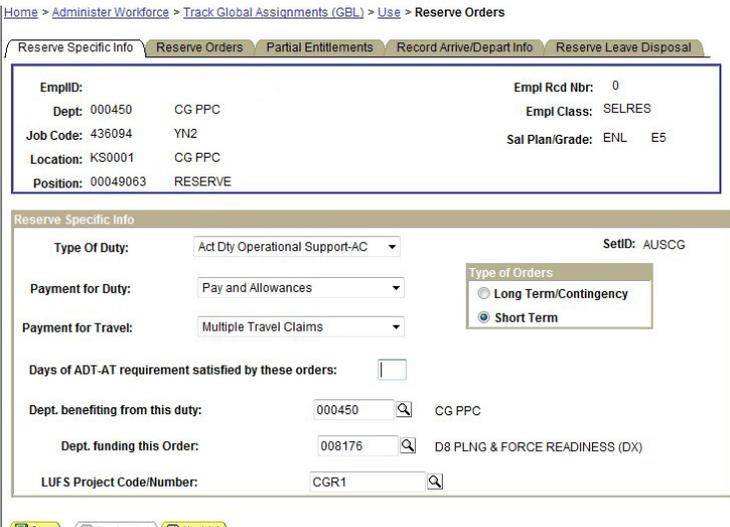
Follow these steps upon notification that a member will be continuing on ADOS-AC orders following completion of a recall to active duty under Title 14 U.S.C.

Step	Action
1	<p>Verify the member is eligible for additional active duty:</p> <ul style="list-style-type: none"> • Member’s total prior active service does not exceed 16 years upon completion of the proposed ADOS-AC orders (See Verifying a Reservist's Prior Active Duty in this guide). • Reservists with 16 or more years of active duty may be considered for short term ADOS-AC orders. GCIMT shall follow the waiver process outlined in ALCGPSC 045/09 prior to activation of any reservist who will exceed 16 years total active service before the end of the proposed ADOS-AC orders. • No Reservist is eligible for orders that will bring them over 17 years total active service. Reservists with 17 or more years of active duty upon conclusion of a combination of T14 and ADOS orders will not be considered for short-term ADOS orders in support of ODH. • Member has sufficient obligated service to complete the ADOS-AC orders.
2	<p>Ensure the Actual Duty End date of the Title 14 recall order is the day prior to the start date of the new ADOS-AC order. Amend the Title 14 order, per the procedures in the Extensions/Amend Duty Dates section of this guide.</p>

Continued on next page

Continuance on Active Duty, Continued

Procedure (continued)

Step	Action												
3	<p>Issue the ADOS-AC order following the procedures in Preparation of Orders in Direct Access section of this guide. However, as this is a different type of order there are some differences in the procedures. They are detailed below.</p> <p>Issue the ADOS-AC order (differences from Title 14 order):</p> <p>Reserve Specific Info Tab:</p> <table border="1" data-bbox="548 714 1404 1077"> <thead> <tr> <th data-bbox="557 724 881 751">Field</th> <th data-bbox="889 724 1396 751">Select/Enter</th> </tr> </thead> <tbody> <tr> <td data-bbox="557 762 881 789">Type of Orders</td> <td data-bbox="889 762 1396 789">Short Term (NTE 180 days)</td> </tr> <tr> <td data-bbox="557 800 881 827">Type of Duty</td> <td data-bbox="889 800 1396 827">Act Dty Operational Support-AC</td> </tr> <tr> <td data-bbox="557 837 881 865">Payment for Duty</td> <td data-bbox="889 837 1396 865">Pay and Allowances</td> </tr> <tr> <td data-bbox="557 875 881 903">Payment for Travel</td> <td data-bbox="889 875 1396 903">Multiple Travel Claims</td> </tr> <tr> <td data-bbox="557 913 881 1014">Days of ADT-AT requirement satisfied by these orders</td> <td data-bbox="889 913 1396 1077">See Section 4.A.3 of the Reserve Policy Manual for determining the number of Days of ADT-AT requirement satisfied by these orders box.</td> </tr> </tbody> </table>	Field	Select/Enter	Type of Orders	Short Term (NTE 180 days)	Type of Duty	Act Dty Operational Support-AC	Payment for Duty	Pay and Allowances	Payment for Travel	Multiple Travel Claims	Days of ADT-AT requirement satisfied by these orders	See Section 4.A.3 of the Reserve Policy Manual for determining the number of Days of ADT-AT requirement satisfied by these orders box.
Field	Select/Enter												
Type of Orders	Short Term (NTE 180 days)												
Type of Duty	Act Dty Operational Support-AC												
Payment for Duty	Pay and Allowances												
Payment for Travel	Multiple Travel Claims												
Days of ADT-AT requirement satisfied by these orders	See Section 4.A.3 of the Reserve Policy Manual for determining the number of Days of ADT-AT requirement satisfied by these orders box.												
													

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Continuance on Active Duty, Continued

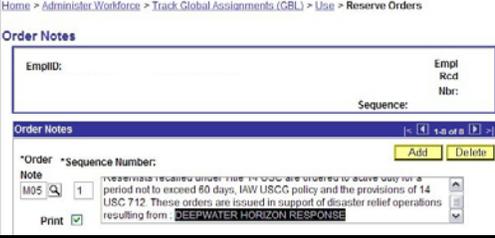
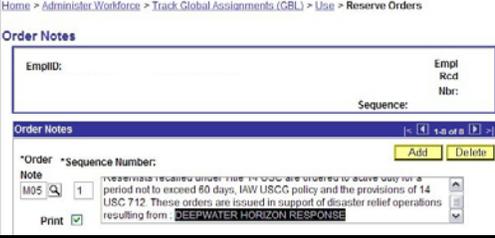
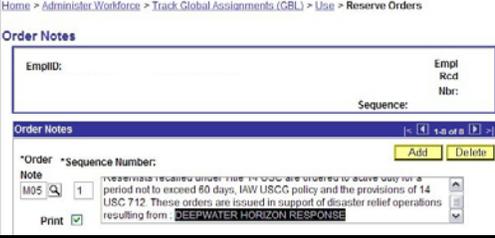
Procedure (continued)

Step	Action								
3	<p>Issue the ADOS-AC order (differences from Title 14 order):</p> <p>Reserve Orders Tab:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Field</th> <th>Enter/Select</th> </tr> </thead> <tbody> <tr> <td>Contingency Operation</td> <td>Mark the checkbox</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Basic Information</p> <p>Purpose: MC <input type="text"/> MEP Contin Duty Pay/Allow Travel Mult Claim Payment: Payment:</p> <p>Order Begin Dt: <input type="text" value="07/06/2010"/> Order End Dt: <input type="text" value="01/02/2011"/> Sequence: <input type="text"/></p> <p>Authority (REF): <input type="text" value="MRTT-RTN 16179-001"/> Authorizing Official (Name, Rate/Rank): <input type="text" value="A.B.SEA, YNC, USCG"/></p> <p>*Order Status: <input type="text" value="Proposed"/> Type of Duty: <input type="text" value="Act Dty Operational Support-AC"/></p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input checked="" type="checkbox"/> Is Travel Authorized for These Orders? <input checked="" type="checkbox"/> Contingency Operation</p> </div> <p>Contingency/Disaster Tab:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Field</th> <th>Enter/Select</th> </tr> </thead> <tbody> <tr> <td>Operational ID</td> <td>Select the ADOS-AC ID code for the named operation/response</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="font-size: small;">Reserve Specific Info Reserve Orders Contingency/Disaster Data Partial Entitlements Record Arrive/Dep:</p> <p>EmplID: <input type="text"/> Empl Rcd Nbr: 0</p> <p style="text-align: right;">Sequence: <input type="text"/></p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>*Operational ID: <input type="text" value="00000.29.00"/> <input type="text" value="ADOS-AC ST ISO DWH Response"/></p> <p>Authority: <input type="text" value="10 U.S.C. 12301(d)"/></p> <p>Department: <input type="text" value="000450"/> CG PSC</p> <p>Start Date: <input type="text" value="07/06/2010"/> End Date: <input type="text" value="01/02/2011"/></p> <p>Reference/Authority: <input type="text" value="CGD EIGHT MSG R 041922Z MAY 10"/></p> <p style="text-align: right;">Notification Date: <input type="text" value="06/08/2010"/></p> </div> </div> <p>Note: There are contingency IDs for named operations Title 14 and Med Holds (ADOS) present in the list, be sure you choose the correct ID.</p>	Field	Enter/Select	Contingency Operation	Mark the checkbox	Field	Enter/Select	Operational ID	Select the ADOS-AC ID code for the named operation/response
Field	Enter/Select								
Contingency Operation	Mark the checkbox								
Field	Enter/Select								
Operational ID	Select the ADOS-AC ID code for the named operation/response								

Continued on next page

Continuance on Active Duty, Continued

Procedure (continued)

Step	Action				
3	<p>Issue the ADOS-AC order (differences from Title 14 order):</p> <p>Order Notes:</p> <table border="1" data-bbox="548 527 1336 1031"> <thead> <tr> <th data-bbox="548 527 711 569">Note ID</th> <th data-bbox="711 527 1336 569">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 569 711 1031">M05</td> <td data-bbox="711 569 1336 1031"> <p>Remove the first sentence (<i>Reservists recalled under ...</i>). Enter the name of operation (e. g. "Hurricane X Response) in the last line of the note. And, if applicable, the duty station/location if other than the member's normal drill/augmentation site.</p>  </td> </tr> </tbody> </table>	Note ID	Action	M05	<p>Remove the first sentence (<i>Reservists recalled under ...</i>). Enter the name of operation (e. g. "Hurricane X Response) in the last line of the note. And, if applicable, the duty station/location if other than the member's normal drill/augmentation site.</p> 
Note ID	Action				
M05	<p>Remove the first sentence (<i>Reservists recalled under ...</i>). Enter the name of operation (e. g. "Hurricane X Response) in the last line of the note. And, if applicable, the duty station/location if other than the member's normal drill/augmentation site.</p> 				
4	<p>Click the TONO Accounting Data button:</p> <p>Document ID numbers and Accounting Data must be entered in the system manually for the P&A, FICA and travel/per diem for short-term ADOS-AC orders. Please see the procedures in the Coast Guard Servicing Personnel Office Manual, PPCINST M5231.3 (Part VII, Chapter 4), if you are not familiar with this process.</p> <p>Note: The DWH accounting line is a NO-YEAR account and therefore is not affected by Fiscal Year change. Orders may be issued spanning fiscal years with accounting data only for the current fiscal year.</p>				

Continued on next page

Continuance on Active Duty, Continued

Procedure (continued)

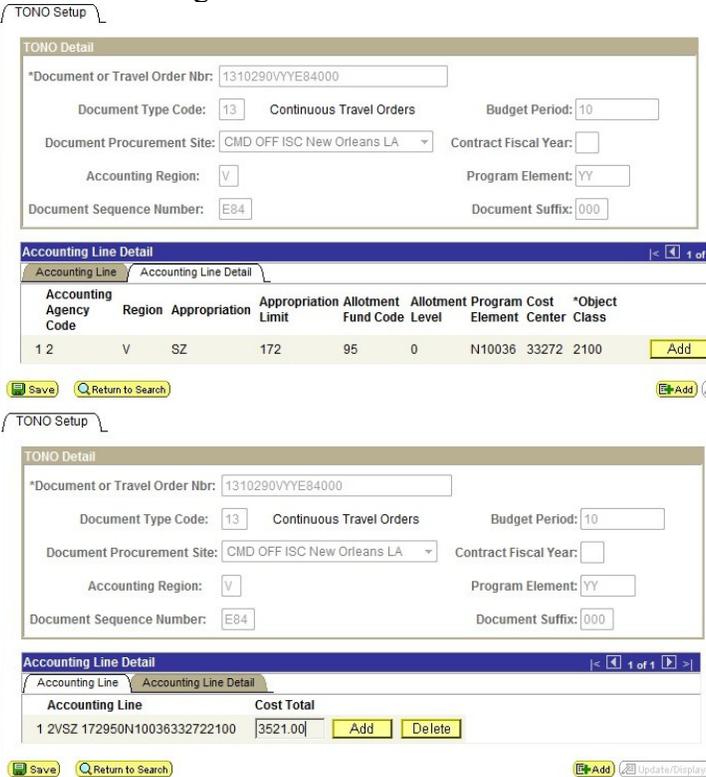
Step	Action																																										
4	<p>TONO Accounting Data (examples FY 10): Pay & Allowances ID/String</p> <p>Home > Administer Workforce > Maintain Travel Orders > Setup > TONO / Acct Line Setup</p>  <p>TONO Setup</p> <p>TONO Detail</p> <p>*Document or Travel Order Nbr: 7210290VYBE84000</p> <p>Document Type Code: 72 AFC-90 Consec Pay and AllFICA Budget Period: 10</p> <p>Document Procurement Site: CMD OFF ISC New Orleans LA Contract Fiscal Year:</p> <p>Accounting Region: V Program Element: YY</p> <p>Document Sequence Number: E84 Document Suffix: 000</p> <p>Accounting Line Detail</p> <table border="1"> <thead> <tr> <th>Accounting Agency Code</th> <th>Region</th> <th>Appropriation</th> <th>Appropriation Limit</th> <th>Allocation Fund Code</th> <th>Allocation Level</th> <th>Program Cost Element</th> <th>*Object Center</th> <th>Class</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>V</td> <td>SZ</td> <td>172</td> <td>95</td> <td>0</td> <td>N1003</td> <td>33272</td> <td>117K</td> </tr> </tbody> </table> <p>Save Add Update/Display</p> <p>Home > Administer Workforce > Maintain Travel Orders > Setup > TONO / Acct Line Setup</p>  <p>TONO Setup</p> <p>TONO Detail</p> <p>*Document or Travel Order Nbr: 7210290VYBE84000</p> <p>Document Type Code: 72 AFC-90 Consec Pay and AllFICA Budget Period: 10</p> <p>Document Procurement Site: CMD OFF ISC New Orleans LA Contract Fiscal Year:</p> <p>Accounting Region: V Program Element: YY</p> <p>Document Sequence Number: E84 Document Suffix: 000</p> <p>Accounting Line Detail</p> <table border="1"> <thead> <tr> <th>Accounting Line</th> <th>Cost Total</th> </tr> </thead> <tbody> <tr> <td>1 2V5Z 172950N1003633272117K</td> <td>4000.00</td> </tr> </tbody> </table> <p>Save Add Update/Display</p> <p>Home > Administer Workforce > Maintain Travel Orders > Setup > TONO / Acct Line Setup</p> <p>Lookup Object Class</p> <p>Search By: Description</p> <p>Description:</p> <p>Lookup Cancel Advanced Lookup</p> <p>Search results</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Tuition Expense Type</th> </tr> </thead> <tbody> <tr> <td>Active Duty Pay-Officers</td> <td>117I</td> </tr> <tr> <td>Active Duty Pay-Enlisted</td> <td>117J</td> </tr> <tr> <td>Regular Pay-Officers</td> <td>117G</td> </tr> <tr> <td>Regular Pay-Enlisted</td> <td>117H</td> </tr> <tr> <td>ADSW-AC Pay-Officers</td> <td>117J</td> </tr> <tr> <td>ADSW-AC Pay-Enlisted</td> <td>117K</td> </tr> <tr> <td>FICA TAX-Officers</td> <td>1220</td> </tr> <tr> <td>FICA TAX-Enlisted</td> <td>122R</td> </tr> <tr> <td>CONUS-OPERATIONAL TRAVEL</td> <td>2100</td> </tr> </tbody> </table>	Accounting Agency Code	Region	Appropriation	Appropriation Limit	Allocation Fund Code	Allocation Level	Program Cost Element	*Object Center	Class	1	V	SZ	172	95	0	N1003	33272	117K	Accounting Line	Cost Total	1 2V5Z 172950N1003633272117K	4000.00	Description	Tuition Expense Type	Active Duty Pay-Officers	117I	Active Duty Pay-Enlisted	117J	Regular Pay-Officers	117G	Regular Pay-Enlisted	117H	ADSW-AC Pay-Officers	117J	ADSW-AC Pay-Enlisted	117K	FICA TAX-Officers	1220	FICA TAX-Enlisted	122R	CONUS-OPERATIONAL TRAVEL	2100
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FICA ID/String would be the same except for the Document Suffix (001) and Object Class (select correct code from list).

Continued on next page

Continuance on Active Duty, Continued

Procedure (continued)

Step	Action																										
4	<p>TONO Accounting Data (examples FY 10): Travel ID/String:</p>  <p>The screenshot shows two instances of the TONO Setup form. The top instance displays the 'TONO Detail' section with fields for Document or Travel Order Nbr (1310290VYVE84000), Document Type Code (13), Continuous Travel Orders, Budget Period (10), Document Procurement Site (CMD OFF ISC New Orleans LA), Contract Fiscal Year, Accounting Region (V), Program Element (YY), Document Sequence Number (E84), and Document Suffix (000). Below this is the 'Accounting Line Detail' section with a table:</p> <table border="1"> <thead> <tr> <th>Accounting Agency Code</th> <th>Region</th> <th>Appropriation</th> <th>Appropriation Limit</th> <th>Allotment Fund Code</th> <th>Allotment Level</th> <th>Program Element</th> <th>Cost Center</th> <th>*Object Class</th> <th></th> </tr> </thead> <tbody> <tr> <td>1 2</td> <td>V</td> <td>SZ</td> <td>172</td> <td>95</td> <td>0</td> <td>N10036 33272</td> <td>2100</td> <td></td> <td>Add</td> </tr> </tbody> </table> <p>The bottom instance of the form shows the same 'TONO Detail' section. The 'Accounting Line Detail' section below it shows a table with one row:</p> <table border="1"> <thead> <tr> <th>Accounting Line</th> <th>Cost Total</th> <th></th> </tr> </thead> <tbody> <tr> <td>1 2V SZ 172950N10036332722100</td> <td>3521.00</td> <td>Add Delete</td> </tr> </tbody> </table>	Accounting Agency Code	Region	Appropriation	Appropriation Limit	Allotment Fund Code	Allotment Level	Program Element	Cost Center	*Object Class		1 2	V	SZ	172	95	0	N10036 33272	2100		Add	Accounting Line	Cost Total		1 2V SZ 172950N10036332722100	3521.00	Add Delete
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5	Partial Entitlements tab – No changes from Title 14 procedure.																										
6	Route for Approval – No changes form Title 14 procedure.																										

**SPO
Endorsement/
Pay Actions**

There are no differences in the SPO Endorsement/Pay Actions *procedures*. Entitlements, like BAH and FSA, must be entered in new entitlement rows, do not change the stop date on the entitlements entries submitted in connection with the Title 14 recall order. Members are entitled to CONUS COLA if the ADOS-AC order is for 140 or more days. Please see the next section “Clarification of Entitlements When Transitioning From Title 14 to ADOS-AC Orders” for more information.

Continued on next page

Continuance on Active Duty, Continued

**Extensions/
Amend Duty
Dates**

There are no differences in the SPO procedures for extensions or amending duty dates. Note that short-term orders cannot be extended beyond 180 days.

Demobilization

The demobilization process is the same. However, a DD-214 is required if the member served a combined total of 90 or more days active duty with no break in service. All leave must be sold or taken if the member is not immediately continuing on active duty.

Reminder!

The responsible SPO for personnel serving on short-term ADOS orders in support of response to natural or man-made disasters is the member's current SPO. The current SPO will retain the SPO PDR and remain responsible for inputting pay and personnel transactions during the member's deployment. This exception to the guidance in the Military Personnel Data Records System Manual, COMDTINST M1080.10H, is necessary due to the unique nature of this response.

Clarification of Entitlements When Transitioning From Title 14 to ADOS-AC Orders

Introduction

Partial mobilization orders for emergency augmentation of active forces due to natural or man-made disasters and ADOS-AC orders are authorized under separate statutory provisions (titles 14 & 10 USC, respectively). Accordingly, each order set is considered a separate order for some entitlements while the total period of combined active duty is considered for other entitlements.

Entitlements based upon separate order sets

The following entitlements are based on separate order sets:

1. **Basic Allowance for Housing (BAH).** Title 14 orders and ADOS-AC orders are considered separate short-term orders for BAH purposes and thus the BAH rate for each order is always based upon the member's residence, even though a reservist's total active duty from consecutive Title 14 and ADOS-AC orders may equal up to 240 days (60 days + 180 days = 240 days).

Note: Per CG PAYMAN Section 3-G-11.e., "A RC member who changes his or her place of residence for any reason other than official PCS orders upon or after starting Active Duty for Training (ADT) or Active Duty Other Than Training (ADOT) will continue to receive the principal place of residence (locality-based) BAH rate initially authorized."

2. **CONUS-COLA.** This entitlement is payable only when ordered to active duty for a period of 140 days or more. In cases of short term active duty orders (180 days or less), CONUS-COLA is payable based upon the member's residence. Accordingly, reservists under Title 14 orders are not entitled to CONUS-COLA, but if ordered to a consecutive period of ADOS-AC of 140 days or more, will be entitled to CONUS-COLA if the place from which ordered to duty (the member's residence) has a rate greater than zero.

Continued on next page

Clarification of Entitlements When Transitioning From Title 14 to ADOS-AC Orders, Continued

Entitlements based upon separate order sets (continued)

- 3. Travel to and from places of duty.** Per the Joint Federal Travel Regulations (JFTR), members are entitled to transportation allowances to reimburse the costs for travel from the place ordered to active duty and return to that place at the completion of duty. Upon completion of Title 14 orders, members who perform travel from their out-processing point to the place from which ordered to active duty are entitled to reimbursement for eligible expenses. If ordered to a consecutive period of ADOS-AC following their Title 14 order, members are entitled to transportation from the place from which ordered to duty and, upon completion of that duty, transportation back to the place from which ordered to active duty. If travel is not performed between consecutive Title 14 and ADOS-AC orders, no transportation reimbursement allowances are authorized.
-

Entitlements that are based upon continuous active duty under consecutive sets of orders

The following entitlements are based on consecutive sets of orders being viewed as a single continuous period of active duty:

- 1. Family Separation Allowance for Temporary Duty (FSA-T).** Members with dependents who meet the basic FSA-T eligibility requirements in Section 3-H-3.a.(3) of the Coast Guard Pay Manual, COMDTINST M7220.29 (series), under Title 14 orders will continue to be entitled to FSA-T if ordered to consecutive active duty under ADOS-AC orders, if otherwise eligible. Social visits of short duration (after meeting the initial 30 day continuous separation requirement) involving a return home (such as a week or less in leave status) do not interrupt FSA-T entitlement, so long as a member returns to qualifying duty for a period of at least 30 days. A visit by family members to a member's TDY site of more than 30 days terminates FSA-T entitlement on the 31ST day of the visit. FSA-T eligibility following a visit to the TDY site by dependents of more than 30 days resumes after the member's dependents depart the vicinity and if there is 30 or more days remaining in the duration of the TDY.
-

Continued on next page

Clarification of Entitlements When Transitioning From Title 14 to ADOS-AC Orders, Continued

Entitlements that are based upon continuous active duty under consecutive sets of orders (continued)

1. **Annual Leave:**

- a. **Leave Accrual & Usage.** Leave is earned for active duty periods of 30 or more consecutive days at the rate of 2-1/2 days per month. Reservists should, consistent with their unit's operational requirements, be allowed and encouraged to use their accrued leave. Otherwise accrued leave must be sold at time of demobilization or release from ADOS-AC per section 10-A of the Coast Guard Pay Manual, COMDTINST M7220.29 (series). Members completing Title 14 recall orders and immediately continuing on ADOS-AC under another order for 30 or more days may carry unused leave over into the new active duty period. Under current law, members may carry over up to 75 days accrued annual leave to a new fiscal year (1 October 2010) without loss.
- b. **Sale of Unused Annual Leave.** Leave accrued by a reservist under orders of 365 days duration or less are not subject to the 60 day career limitation on sale of leave. Accrued annual leave may not be carried over into inactive duty. Leave not used as of the last day of active duty must be sold or will be lost.
- c. **Leave while TDY.** All travel claims must be reviewed to ensure leave taken is annotated as such on the DD-1351. Entitlement to travel allowances ceases when a member takes leave during a period when otherwise so entitled. Failure to show leave on a travel claim will result in erroneous payment of travel allowances that will later be recouped.

Travel Information

Introduction This section provides information on travel claims unique to Title 14 Reserve Orders issued in support of response to natural or man-made disasters

Government Travel Charge Card [ALCGPSC message 044/10](#) provides some helpful tips for using your [Government Travel Charge Card \(GTCC\)](#) and provides information to assist all members traveling in support of response to natural or man-made disasters and the support staffs assisting with travel coordination of members involved in the response:

- http://www.uscg.mil/announcements/alcgpsc/044-10_psc.txt
-

Amendments to Orders As members return from the response questions may arise regarding their TDY entitlements. Prior to approving a claim, double check all entitlements. If the member was authorized a rental car but it was left off the orders, the orders will need to be amended. See chapter 2.B.12 of the 3PM on how to amend orders, they must be original and signed in blue ink by the Approving Official, even if the claim is submitted through TPAX.

Deductible Meals If the member consumed meals that were being provided by the government or a contractor for free, they must deduct those meals on their travel claim.

If all three meals are consumed at no cost to the traveler, only the IE amount for that day is payable (\$5 CONUS IE, or the applicable locality IE rate, or \$3.50 OCONUS).

Use the [Daily Exceptions screen](#) in [Web-TPAX](#) to change the meal type code to the code for Deductible Meal (DED) for each meal provided . You can access the Daily Exceptions screen by clicking the **Exceptions** button while on the Reimbursables tab of your request for settlement:

- http://www.uscg.mil/ppc/webtpax/daily_exceptions.htm
-

Continued on next page

Travel Information, Continued

Leave

All travel claims must be reviewed to ensure leave taken is annotated as such on the DD-1351. Entitlement to travel allowances ceases when a member takes leave during a period when otherwise so entitled. Failure to show leave on a travel claim will result in erroneous payment of travel allowances that will later be recouped.

Travel to and from places of duty when transitioning from Title 14 to voluntary ADOS-AC orders

Per the JFTR, members are entitled to transportation allowances to reimburse the costs for travel from the place ordered to active duty and return to that place at the completion of duty. Upon completion of Title 14 orders, members who perform travel from their out-processing point to the place from which ordered to active duty are entitled to reimbursement for eligible expenses. If ordered to a consecutive period of ADOS-AC following their Title 14 order, members are entitled to transportation from the place from which ordered to duty and, upon completion of that duty, transportation back to the place from which ordered to active duty. If travel is not performed between consecutive Title 14 and ADOS-AC orders, no transportation reimbursement allowances are authorized.

TPAX profile settings for members with multiple affiliations

The TPAX profiles for Reservists who are also civilian Coast Guard employees need to be checked to ensure the system reflects their military status and rate/rank. If the claim comes in and is processed as if the member were in a civilian status, the member will receive different per-diem for days when there are deductible meals (50% of the daily rate vs. an individual meal deduction) and there are different rules for tips and phone calls.

View your TPAX profile and change the status to military and enter your rate/rank. The following links provide menu paths for accessing the traveler profile in TPAX and Web-TPAX. It is only necessary to update the profile in the version of TPAX you are using for your claim(s).

TPAX - http://www.uscg.mil/ppc/travel/t-pax/webhelp/Update_Profile.htm

Web-TPAX - http://www.uscg.mil/ppc/webtpax/Modify_or_View_Profiles.htm
