

My Reserve Orders

Introduction The following guide provides information for requesting Active Duty Orders.

The following Orders can be requested in Direct Access:

- Active Duty for Training (ADT)
 - ADT-AT (Annual Training)
 - ADT-OTD (Other Training Duty)
- Active Duty for Other than Training (ADOT)
 - Active Duty Operational Support Active Component (ADOS-AC)
 - Active Duty Operational Support Reserve Component (ADOS-RC)

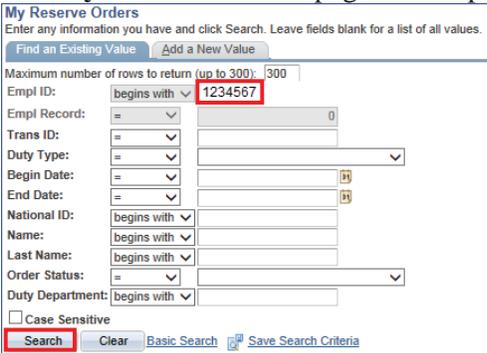
References

- (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
- (b) [Coast Guard Pay Manual, COMDTINST M7220.29\(series\)](#)

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My Reserve Orders, Continued

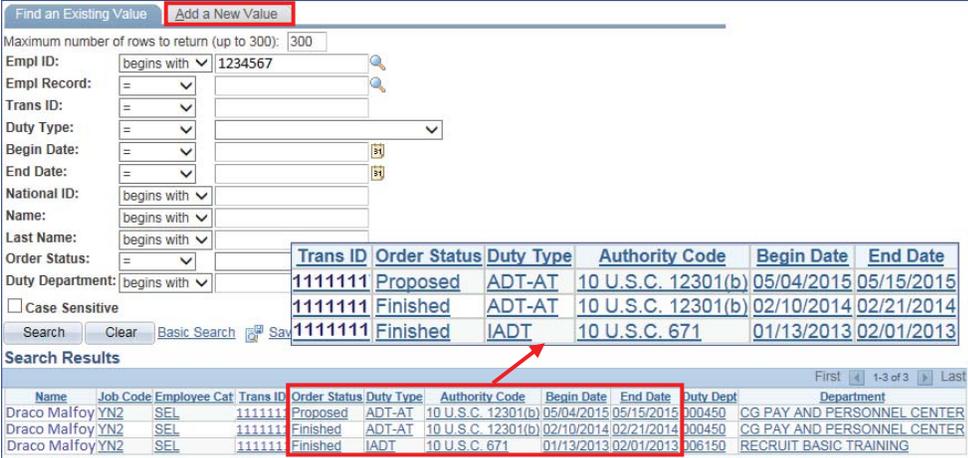
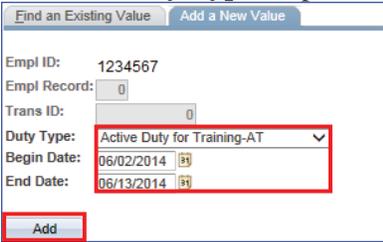
Procedures See below.

Step	Action
<p>1</p>	<p>Prior to submission for Active Duty Orders, ensure orders will not overlap dates for any previously submitted orders or IDTs.</p> <p>Select My Reserve Orders from the Tasks menu of the Employee pagelet. Select 11 More... if necessary to access the My Reserve Orders link.</p>  <p>Click on the My Reserve Orders link.</p> 
<p>2</p>	<p>The My Reserve Orders page will display.</p>  <p>Click the Search button.</p>

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My Reserve Orders, Continued

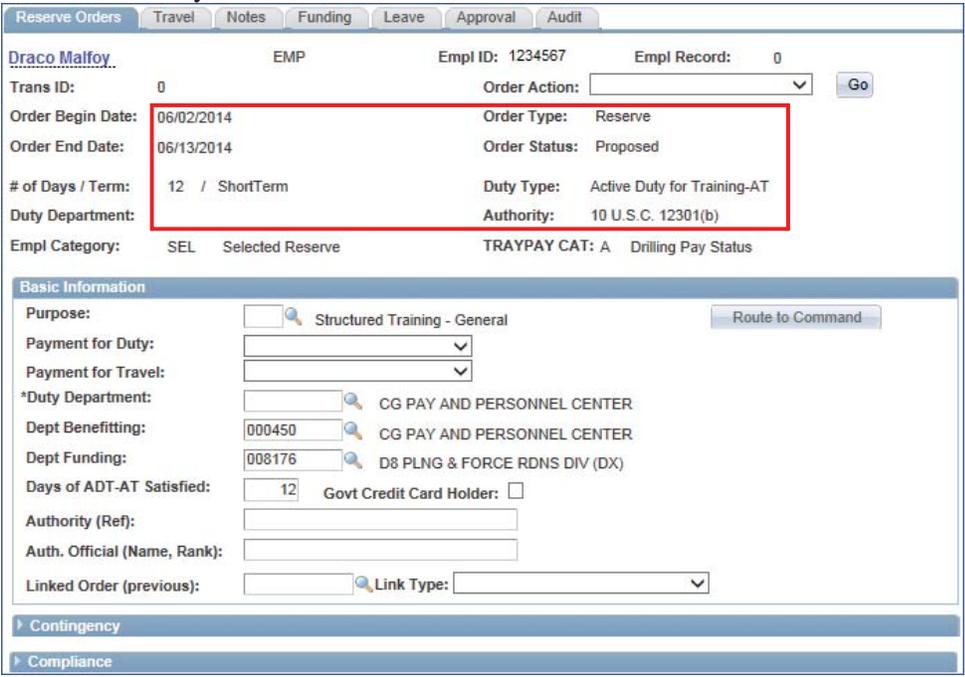
Procedures,
continued

Step	Action
<p>3</p>	<p>All Reserve Active Duty Orders will be displayed. Ensure any orders already in an “Authorized” or “Finished” status do not overlap a new request for Active Duty orders. There may be several orders with overlapping dates in a “Proposed” status.</p> <p>Once a request for Active Duty Orders has been entered and saved, the Duty Type, Begin Date and End Date cannot be edited and a new request must be submitted.</p>  <p>Click the Add a New Value Tab</p>
<p>4</p>	<p>Click the Duty Type drop-down and make a selection.</p>  <p>Duty Types:</p> <ul style="list-style-type: none"> Act Dty Operational Support-AC Act Dty Operational Support-RC Active Duty for Health Care Active Duty for Training-AT Active Duty for Training-OTD Extended Active Duty Initial Act Duty Training-IADT Invol Active Duty, Title 10 Invol Active Duty, Title 14 Medical Hold <p>Enter the Begin Date and End Date and click the Add button.</p>

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My Reserve Orders, Continued

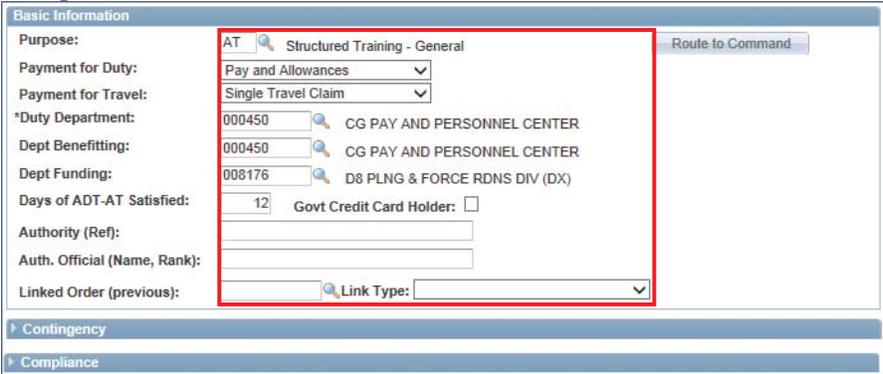
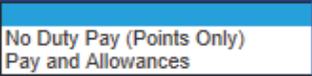
Procedures,
continued

Step	Action
5	<p>The Reserve Orders page will display with the specific order information:</p> <ul style="list-style-type: none"> • Order Begin and End Dates • # of Days/Term • Order Type • Order Status • Duty Type • Authority  <p>The screenshot shows the 'Reserve Orders' page for Draco Malfoy. The main details section includes:</p> <ul style="list-style-type: none"> Trans ID: 0 Order Begin Date: 06/02/2014 Order End Date: 06/13/2014 # of Days / Term: 12 / ShortTerm Duty Department: [Empty] Empl Category: SEL Selected Reserve Empl ID: 1234567 Empl Record: 0 Order Action: [Dropdown] Order Type: Reserve Order Status: Proposed Duty Type: Active Duty for Training-AT Authority: 10 U.S.C. 12301(b) TRAYPAY CAT: A Drilling Pay Status <p>The 'Basic Information' section includes:</p> <ul style="list-style-type: none"> Purpose: Structured Training - General Payment for Duty: [Dropdown] Payment for Travel: [Dropdown] *Duty Department: CG PAY AND PERSONNEL CENTER Dept Benefitting: 000450 CG PAY AND PERSONNEL CENTER Dept Funding: 008176 D8 PLNG & FORCE RDNS DIV (DX) Days of ADT-AT Satisfied: 12 Govt Credit Card Holder: [Checkbox] Authority (Ref): [Text] Auth. Official (Name, Rank): [Text] Linked Order (previous): [Text] Link Type: [Dropdown]

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My Reserve Orders, Continued

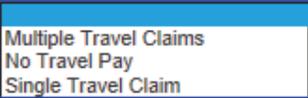
Procedures,
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Step	Action																																																																																																				
6	<p>Complete the Basic Information section.</p>  <p>Purpose - Click the Purpose lookup icon and make a selection.</p> <table border="1"> <thead> <tr> <th colspan="4">Search Results</th> </tr> <tr> <th>Purpose of Duty</th> <th>Short Description</th> <th>GMT</th> <th>GMT</th> </tr> </thead> <tbody> <tr><td>AB</td><td>Pub Affair</td><td>IO</td><td>Ice Ops</td></tr> <tr><td>AC</td><td>ContlnPrep</td><td>ITP</td><td>ITP</td></tr> <tr><td>AD</td><td>R & D</td><td>LC</td><td>LE Conting</td></tr> <tr><td>ADM</td><td>Admin</td><td>LE</td><td>LE Ops</td></tr> <tr><td>AE</td><td>Eng & Log</td><td>MC</td><td>MEP Contln</td></tr> <tr><td>AF</td><td>F&S_Inven</td><td>ME</td><td>MEP_Ops</td></tr> <tr><td>AG</td><td>Op Intel</td><td>MED</td><td>Medical</td></tr> <tr><td>AH</td><td>Civ Rights</td><td>MI</td><td>VsInspDoc</td></tr> <tr><td>AI</td><td>Security</td><td>NC</td><td>ATONContln</td></tr> <tr><td>AK</td><td>Health Svc</td><td>NR</td><td>Radio Nav</td></tr> <tr><td>AL</td><td>Legal_Gen</td><td>NUT</td><td>Weight/Nut</td></tr> <tr><td>AN</td><td>ATON_Ops</td><td>OC</td><td>Olympics</td></tr> <tr><td>AP</td><td>Personnel</td><td>OMP</td><td>OMSEP</td></tr> <tr><td>AQ</td><td>Acquisitio</td><td>PC</td><td>PS Conting</td></tr> <tr><td>AS</td><td>SafOccHlth</td><td>PHA</td><td>PHA</td></tr> <tr><td>AT</td><td>Tma Gen</td><td>PS</td><td>PS Ops</td></tr> <tr><td>AW</td><td>C3</td><td>SC</td><td>SAR Contig</td></tr> <tr><td>BA</td><td>BoatSafety</td><td>SP</td><td>Space Pqrm</td></tr> <tr><td>BC</td><td>BoatContln</td><td>SR</td><td>SAR_Ops</td></tr> <tr><td>DC</td><td>Def Contln</td><td>SUP</td><td>(blank)</td></tr> <tr><td>DN</td><td>Dental</td><td>SWE</td><td>RSWE</td></tr> <tr><td>DO</td><td>DefenseOps</td><td>VT</td><td>VT</td></tr> <tr><td>DR</td><td>DisastResp</td><td></td><td></td></tr> </tbody> </table> <p>Payment for Duty - Click the Payment for Duty drop-down and make a selection. Defaults to Pay and Allowances for ADT-AT orders and cannot be edited.</p>  <ul style="list-style-type: none"> • No Duty Pay (Points Only) – Used if member is performing active duty for retirement points only. • Pay and Allowances – Used if member is performing active duty for pay/allowances. 	Search Results				Purpose of Duty	Short Description	GMT	GMT	AB	Pub Affair	IO	Ice Ops	AC	ContlnPrep	ITP	ITP	AD	R & D	LC	LE Conting	ADM	Admin	LE	LE Ops	AE	Eng & Log	MC	MEP Contln	AF	F&S_Inven	ME	MEP_Ops	AG	Op Intel	MED	Medical	AH	Civ Rights	MI	VsInspDoc	AI	Security	NC	ATONContln	AK	Health Svc	NR	Radio Nav	AL	Legal_Gen	NUT	Weight/Nut	AN	ATON_Ops	OC	Olympics	AP	Personnel	OMP	OMSEP	AQ	Acquisitio	PC	PS Conting	AS	SafOccHlth	PHA	PHA	AT	Tma Gen	PS	PS Ops	AW	C3	SC	SAR Contig	BA	BoatSafety	SP	Space Pqrm	BC	BoatContln	SR	SAR_Ops	DC	Def Contln	SUP	(blank)	DN	Dental	SWE	RSWE	DO	DefenseOps	VT	VT	DR	DisastResp		
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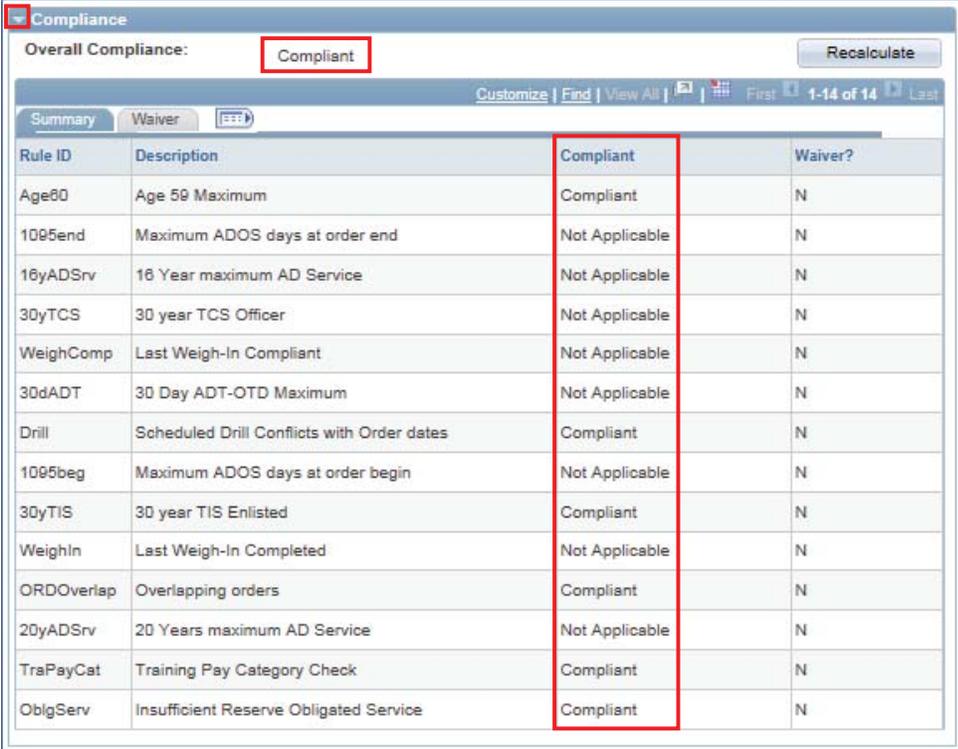
Procedures,
continued

Step	Action
<p>6 (cont)</p>	<p>Payment for Travel - Click the Payment for Travel drop-down and make a selection.</p>  <ul style="list-style-type: none"> • Multiple Travel Claims – Used if member will be on extended orders and authorized to submit multiple claims. • No Travel Pay – Used if travel payment in accordance with JFTR is not authorized. • Single Travel Claim – Used if member will be submitting a single claim upon completion of orders. <p>Duty Department – Enter the department ID where the duty will be performed. Dept Benefitting – Defaults to members permanent duty assignment Dept Funding – Defaults to the department associated with the Dept Benefitting previously entered Days of ADT-AT Satisfied – Defaults to the number of days these orders may be used to satisfy the ADT-AT requirement up to 15. Authority – May be left blank or enter the authority announcing the active duty. Auth. Official (Name, Rank) – Enter the unit member authorized to approve the orders. Linked Order (previous) – Usually left blank, if used, click the lookup icon and select the applicable previous orders. Link Type – Usually left blank, used in conjunction with Linked Order field and when requested orders are to be performed for:</p> <ul style="list-style-type: none"> • Back- to-Back • Medical Hold • Release from Active Duty orders
<p>7</p>	<p>The Contingency section is collapsed for orders not requiring a contingency.</p>  <p>If required click the expand arrow and enter the Contingency data provided by the order issuing authority.</p>

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My Reserve Orders, Continued

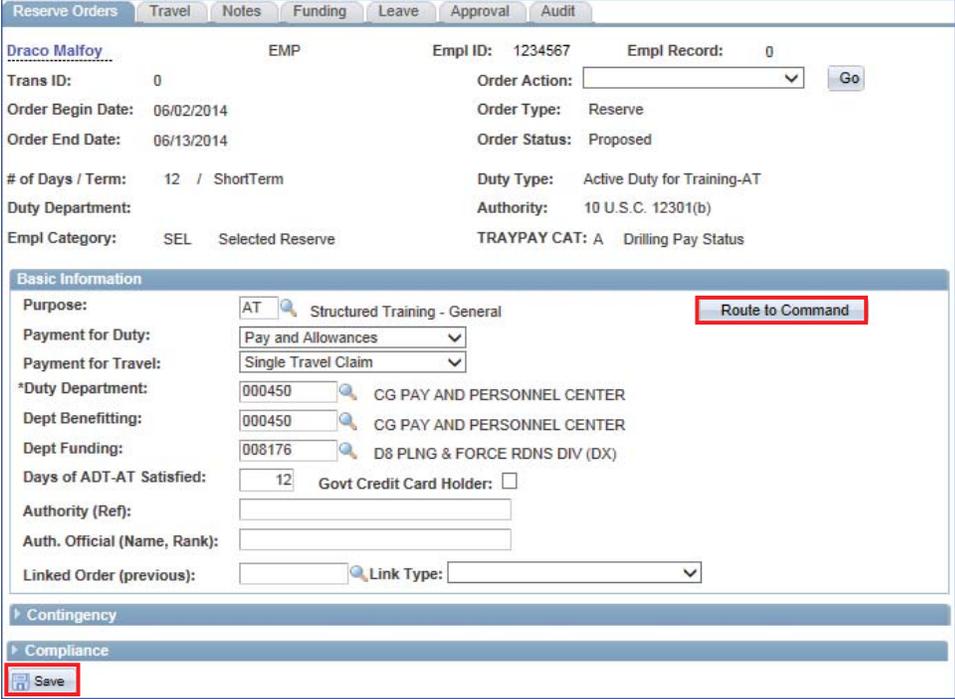
Procedures,
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8	<p>The Compliance section is collapsed at all times. Click on the expansion arrow to validate the member is in compliance with order eligibility requirements.</p> <p>Orders cannot be routed for authorization when in a non-compliant status. The discrepancy must be corrected before orders can be routed for approval.</p>  <table border="1" data-bbox="386 632 1344 1381"> <thead> <tr> <th>Rule ID</th> <th>Description</th> <th>Compliant</th> <th>Waiver?</th> </tr> </thead> <tbody> <tr> <td>Age60</td> <td>Age 59 Maximum</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>1095end</td> <td>Maximum ADOS days at order end</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>16yADSrv</td> <td>16 Year maximum AD Service</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>30yTCS</td> <td>30 year TCS Officer</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>WeighComp</td> <td>Last Weigh-In Compliant</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>30dADT</td> <td>30 Day ADT-OTD Maximum</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>Drill</td> <td>Scheduled Drill Conflicts with Order dates</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>1095beg</td> <td>Maximum ADOS days at order begin</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>30yTIS</td> <td>30 year TIS Enlisted</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>WeighIn</td> <td>Last Weigh-In Completed</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>ORDOverlap</td> <td>Overlapping orders</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>20yADSrv</td> <td>20 Years maximum AD Service</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>TraPayCat</td> <td>Training Pay Category Check</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>ObligServ</td> <td>Insufficient Reserve Obligated Service</td> <td>Compliant</td> <td>N</td> </tr> </tbody> </table>	Rule ID	Description	Compliant	Waiver?	Age60	Age 59 Maximum	Compliant	N	1095end	Maximum ADOS days at order end	Not Applicable	N	16yADSrv	16 Year maximum AD Service	Not Applicable	N	30yTCS	30 year TCS Officer	Not Applicable	N	WeighComp	Last Weigh-In Compliant	Not Applicable	N	30dADT	30 Day ADT-OTD Maximum	Not Applicable	N	Drill	Scheduled Drill Conflicts with Order dates	Compliant	N	1095beg	Maximum ADOS days at order begin	Not Applicable	N	30yTIS	30 year TIS Enlisted	Compliant	N	WeighIn	Last Weigh-In Completed	Not Applicable	N	ORDOverlap	Overlapping orders	Compliant	N	20yADSrv	20 Years maximum AD Service	Not Applicable	N	TraPayCat	Training Pay Category Check	Compliant	N	ObligServ	Insufficient Reserve Obligated Service	Compliant	N
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My Reserve Orders, Continued

Procedures,
continued

Step	Action
9	<p>When the Reserve Orders Tab is completed and the Overall Compliance field reads Compliant, click the Save button.</p> <p>The Route to Command button will now be activated. Click the Route to Command button.</p>  <p>The screenshot shows a web interface for 'Reserve Orders' with tabs for Travel, Notes, Funding, Leave, Approval, and Audit. The main form displays details for Draco Malfoy (EMP, Empl ID: 1234567, Empl Record: 0). It includes fields for Trans ID (0), Order Begin Date (06/02/2014), Order End Date (06/13/2014), # of Days / Term (12 / ShortTerm), Duty Department, and Empl Category (SEL Selected Reserve). A 'Basic Information' section contains dropdowns for Purpose (AT), Payment for Duty (Pay and Allowances), Payment for Travel (Single Travel Claim), and Dept Benefiting (000450 CG PAY AND PERSONNEL CENTER). A 'Route to Command' button is highlighted with a red box. At the bottom, a 'Compliance' section contains a 'Save' button, also highlighted with a red box.</p>

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My Reserve Orders, Continued

Procedures,
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Step	Action
10	<p>The Approval Tab will display.</p> <ul style="list-style-type: none">• User ID - Enter the User ID for the command representative authorized to approve the request, then Tab to display the approver's name. Or click the User ID lookup icon to select an approver.• Comment - Enter any comments for the approving official.• Click the Submit button. <div data-bbox="386 739 1341 1144"><p>The screenshot displays the 'Approval' tab interface. At the top, there are navigation tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval (selected), and Audit. Below the tabs, the user information for Draco Malfoy is shown, including EMP ID 1234567 and Empl Record 0. The order details include Trans ID 2250276, Order Begin Date 06/02/2014, Order End Date 06/13/2014, Order Action (dropdown), Order Type Reserve, and Order Status Proposed. The 'Route for Approval' section is expanded, showing 'Approval Type' as 'Recommend Order', 'User ID' as '7654321' (with a red box around it and a lookup icon), and 'Dept of Approving SPO' as 'CG PAY AND PERSONNEL CENTER'. A 'Submit' button is also highlighted with a red box.</p></div> <p>The request for orders will be forwarded for command approval and processing.</p>
