## **Reserve Active Duty Orders Authorization**

Overview		
Introduction	This guide provides the procedures for District (DXR/DOL Authorize Reserve Active Duty Orders in Direct Access (D	1/PAC-13) to DA).
Information	All Reserve Active Duty Orders must be authorized by the DOL-1 / PAC-13). Users must have the CGRSVISC and C roles in Direct Access to Authorize Reserve Active Duty C Prior to authorizing Orders, Approvers should review all da It is crucial that the Funding information identifies the corr	District (DXR / CGUPDTNO user orders. ata for accuracy. ect POET details.
Contents	Topic	See Page
	Authorizing Reserve AD Orders (POET Details Auto- Populate)	3
	Adjusting Order Dates or Increasing Obligated Fund Amounts	10
	Authorizing Reserve AD Orders (Entering POET Details)	17
	Authorizing Reserve AD Contingency Orders	27
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	Orders in Awaiting \$ Status	39

**IMPORTANT** For **LONG TERM ADOS ORDERS (Non-Contingency)** – The funding tab will populate as shown below. Do **NOT** add any Document# or POET information to the Pay or FICA lines.

umm	nary	POET Details						
St	tatus	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	POET Validation Status
1 N	ew		NEW	Pay (Local)	\$36,302.63	N/A Locally Funded	N/A Locally Funded	New
2 N	ew	NEW	NEW	FICA(Local)	\$2,777.15	N/A Locally Funded	N/A Locally Funded	New
3 N	ew	NEW	NEW	Travel(Local)	\$0.00	N/A Locally Funded	N/A Locally Funded	New

Continued on next page

-

## Overview, Continued

Known Issue – NULL Message	If the below message is received after saving the Order: • Click OK to clear the message. • Select Return to Search (at the bottom of the Order). • Re-open the Order and select the Order Approval tab. • Select Approve. Order Status should update to reflect Awaiting \$ and then Authorized. Message First operand of . is NULL, so cannot access member Name. (190,238) EOAW_CORE_ENGINE_Thread_OnExecute Name:MatchesAppRec PCPC:19770 Statement:274 Called from:EOAW_CORE_ENGINE_Appinst_OnExecute Name:AddComments Statement:121 Called from:CO_W_CORE_ApprovalManager.OnExecute Name:AddComments Statement:28 Called from:CG_FMS_RSV_ORDERS.GBL_SavePostChange Statement:22 The first operand of the dot operator is the NULL value, indicating the lack of any object value. As a consequence, the given method or property cannot be used. MC
Changes to Funding/POET	If any of the funding lines on DA orders is greater than \$0.00, and the funds for that funding line is not needed, <b>DO NOT CHANGE IT TO</b> <b>\$0.00</b> . Doing so will cancel the Document Number and you will no longer be able to use it. <b>If the funding line will not be needed, change it to \$1.00</b> . Example, if the member's Order has the following: \$1000.00 Member Travel – Document Number 70Z0PCS220032920 \$1000.00 Dependent Travel – Document Number 70Z0PCS220032920 \$1000.00 DLA Dislocation Allowance – Document Number 70Z0PCS220032920 If you change Dependent Travel to \$0.00, it will CANCEL that Document Number. Keep in mind that these three funding lines (above) use the SAME document number. If later you needed to increase any of these funding lines or add Dependent Travel back in <i>it</i> WILL arror out

## Authorizing Reserve AD Orders (POET Details Auto-Populate)

Introduction This section provides the procedures for District (DXR/DOL-1/PAC-13) to Authorize Reserve ADT-AT, ADT-OTD, and IADT Orders in Direct Access (DA). See the Authorizing Reserve AD Contingency Orders section for procedures for authorizing contingency orders in DA.

Follow the procedures in this section to Authorize any Order in which the POET Details auto-populate on the Funding tab.

**Procedures** See below.



## Authorizing Reserve AD Orders (POET Details Auto-

Populate), Continued

Procedures,

continued

Action								
The View My Action Requests page will display. Select the <b>Requests I am</b> <b>Approver For</b> radio button. Using the <b>Transaction Name</b> drop-down, select Reserve Authorize Order. Ensure the <b>Transaction Status</b> indicates Pending click <b>Populate Grid</b> .								
View My Action Requests								
<ol> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</li> </ol>								
O My Submitted Requests I am Approver For O All Requests								
Transaction Name: Reserve Authorize Order 🗸								
Transaction Status: Pending V								
Submission From Date:								
Submission To Date: Populate Grid Refresh								

## Authorizing Reserve AD Orders (POET Details Auto-

Populate), Continued

#### Procedures,

continued

Step				Act	ion					
3	The Order Approvals section will populate with all Pending Orders. Select									
	Approve/Den	y for th	ne Order to	be review	ed/appro	oved.				
	Order Approvals				Personalize	Find   View All   🔄	First 🧃	🕽 1-7 of 7 🕟 Last		
	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny		
	Reserve Authorize Order	Pending	Luke Skywalker	1234567	Chewbacca	Obi-Wan Kenobi	02/01/2022	Approve/Deny		
	Reserve Authorize Order	Pending	Lando Calrissian	7894562	Lea Organa	Obi-Wan Kenobi	01/31/2022	Approve/Deny		
	Reserve Authorize Order	Pending	Han Solo	9876543	Chewbacca	Obi-Wan Kenobi	01/31/2022	Approve/Deny		
4	The Reserve O	orders v	will display	. Prior to	Authori	izing the Or	der, reviev	w the		
	information on	each t	tab for accu	racy.		U	,			
	Reserve Orders	Travel	Notes Funding	Leave A	pproval A	udit				
	Han Solo		EMP	Emp	IID: 12345	67 Empl R	ecord: 0			
	Trans ID:	2760017			Order Acti	on:		Go		
	Order Begin Date:	03/27/2022	1		Order Type	e: Reserve				
	Order End Date:	04/08/2022	2		Order Stat	us: Proposed				
	# of Days / Term:	13 / SI	hortTerm		Duty Type:	: Active Duty for	Training-AT			
	Duty Department:	007539	SEC JCKSNVILLE	WTRWAYS MG1	Authority:	10 U.S.C. 1230	01(b)			
	Empl Category:	SEL S	DIV Selected Reserve		TRAYPAY	CAT: A Drilling P	av Status			
	Basic Information					A Drining I	ay olalao			
	Purpose:		AT 0701			241	Poute for	Authorization		
	Payment for Duty:		AI STRU		NING - GENE	RAL	Troute for	Autionzation		
	Payment for Trave	l:	Pay and Allowances Multiple Travel Claims							
	Duty Department:		007539	SEC JCKSN	IVILLE WTRW	VAYS MGT DIV				
	Dept Benefiting:		007539	SEC JCKSN	IVILLE WTRM	VAYS MGT DIV				
	Dept Funding:		008073	D7 PLNG &	FORCE RDN	S DIV (DX)				
	Days of ADT-AT Sa	tisfied:	12 Gov	rt Credit Card H	older: 🗌					
	Authority (Ref):									
	Auth. Official (Nam	ne, Rank):								
	► Contingency									
	Compliance									
	📳 Save 🔯 Retu	rn to Searc	:h					📑 Add		
	L									

## Authorizing Reserve AD Orders (POET Details Auto-

Populate), Continued

#### Procedures,

continued

Action							
Select the <b>Notes</b> tab.							
Review the Order Notes for any additional information that may be needed to update the POET Details on the Funding tab (i.e., Travel estimates, if any).							
Han Solo       EMP       Empl ID: 1234567       Empl Record: 0         Trans ID:       2760017       Order Action:       Go         Order Begin Date:       03/27/2022       Order Type:       Reserve         Order End Date:       04/08/2022       Order Status:       Proposed         # of Days / Term:       13       / ShortTerm       Duty Type:       Active Duty for Training-AT         Duty Department:       000250       EGC LOKCONVILLE INTERNATION ACT       Authority:       10118/001201(h)							
Empl Category: DIV TRAYPAY CAT: SEL Selected Reserve A Drilling Pay Status Find   View All First (1 of 1 (2) Last							
Contract Clause: RS2 Sequence Number: 1 1 METHOD OF TRAVEL: POC COMMUTE: LOCAL HOME ZIP CODE: 33704 HOME LOCATION: ST. PETERSBURG, FL DUTY ZIP CODE: 33701 DUTY LOCATION: ST. PETERSBURG, FL							
Save 🔯 Return to Search							

## Authorizing Reserve AD Orders (POET Details Auto-

Populate), Continued

#### Procedures,

continued

	Action									
Sel	Select the <b>Funding</b> tab. The <b>POET Details</b> will auto-populate for Pay, FICA, and Travel. Cost Totals for <b>Pay</b> and <b>FICA</b> will also pre-populate.									
The <b>Pay</b> Ent										
Res	serve Orders	Travel Notes F	unding Leave Approval Audit							
Han	1 Solo	EMF	Empl ID: 1234567 Empl I	Record: 0						
Trai	ns ID:	2760017	Order Action:	`	Go					
Ord	ler Begin Date									
Ord	Order End Date: 04/08/2022 Order Status: Proposed									
# of	# of Days / Term: 13 / ShortTerm Duty Type: Active Duty for Training-AT									
Dut	Duty Department: 007539 SEC. ICKSNVILLE WTRWAYS MGT. Authority: 10 U.S.C. 12301/b)									
Duty	y Department:	007539 SEC JCKS	NVILLE WTRWAYS MGT_Authority: 10.0.S.C. 123	U1(D)						
Emp	ol Category:	DIV	TRAYPAY CAT:	U1(D)						
Emp	y Department: pl Category:	DIV SEL Selected Re	Serve A Drilling F	Pay Status						
Emp	ol Category:	DIV SEL Selected Re	Serve A Drilling F	Pay Status						
Emp	pl Category:	DIV SEL Selected Re	serve A Drilling F	Pay Status						
Emp Pro Rein	ol Category: bject Code: mbursable Ag	DIV SEL Selected Re	serve A Drilling F	Pay Status						
Pro Reii Tas	ol Category: oject Code: mbursable Agi	DIV SEL CASI	NVILLE WTRWAYS MGT Authonity: 10 U.S.C. 123 TRAYPAY CAT: Serve A Drilling F	Pay Status						
Pro Reit Tas	ol Category: oject Code: mbursable Ag	DIV SEL Selected Re	NVILLE WTRWAYS MGT Authonity: 10 U.S.C. 123 serve A Drilling f	Pay Status	쾨   📑 Firs	t 🚯 1-3	of 3 🕑 Li			
Pro Reil Tas	ol Category: oject Code: mbursable Agi ik Code:	OU7339 SEC JCKSI DIV SEL Selected Re reement Number:	NVILLE WTRWAYS MGT Authonity: 10 U.S.C. 123 TRAYPAY CAT: A Drilling F	Pay Status	고   📰 Firs	t ④ 1-3	of 3 🕞 L			
Pro Reii Tas	ol Category: olect Code: mbursable Age ik Code: iummary P Status	OU7339 SEC JCKSI DIV SEL Selected Re	NVILLE WIRWAYS MGT Authonity: 100.S.C. 123 serve A Drilling F Q Personalize   POET	Find   View All   d	고   🔜 Firs Cost Total	t ( 1-3 Funds Check Status	of 3 ( ) L Obligatio Status			
Pro Rein Tas	ol Category: ol Category: oject Code: mbursable Agi ik Code: summary P Status 1 New	DIV SEL Selected Re reement Number:	NVILLE WIRWAYS MGT Authonity:     10.0.3.C. 123       TRAYPAY CAT:     A Drilling F	Find   View All   d Funding Type Pay	I     Firs       Cost Total     \$3,816.48	t (1-3 Funds Check Status New	of 3 () L Obligatio Status New			
Emp Pro Reii Tas	ol Category: ol Category: mbursable Aguite k Code: summary P Status 1 New 2 New	DIV SEL Selected Re reement Number: DET Details Document# 70Z0RSV220048554 70Z0RSV220048554	NVILLE WTRWAYS MGT Authonity: 10 U.S.C. 123 TRAYPAY CAT: A Drilling F A Drilling F Personalize   POET UCGIOH0CGR37100PREVT11700922RVHQRWXX UCGIOH0CGR37100PREVT12201722RVHQRWXX	Find   View All   d Funding Type Pay FICA	I         Firs           Cost Total         \$3,816.48           \$291.96	Funds Check Status New New	Obligatic Status New New			
Pro, Reii Tas	iummary P Status New New	DIV SEL Selected Re reement Number:	NVILLE WIRWAYS MGT Authonty: 100.S.C. 123 TRAYPAY CAT: A Drilling F A Drilling F Poet UCGIOH0CGR37100PREVT11700922RVHQRWXX UCGIOH0CGR37100PREVT12201722RVHQRWXX UCGIOH0CGR37100PREVT120072622RVHQRWXX	Find   View All   d Funding Type Pay FICA Travel	Cost Total \$3,816.48 \$291.96 \$0.00	t (1.3) Funds Check Status New New New	Obligatio Status New New			
Pro Reii Tas	Jepartment: Ject Code: mbursable Agr k Code: ummary P Status 1 New 2 New 3 New Save Q R R	DIV SEL Selected Re reement Number:	NVILLE WTRWAYS MGT Authonty: 100.S.C. 123 TRAYPAY CAT: A Drilling F A Drilling F Bersonalize [ POET UCGIOH0CGR37100PREVT11700922RVHQRWXX UCGIOH0CGR37100PREVT12201722RVHQRWXX UCGIOH0CGR37100PREVT21002622RVHQRWXX	Find   View All   d Find   View All   d Pay FICA Travel Total Cost	Cost Total \$3,816.48 \$291.96 \$0.00	t (1-3) Funds Check Status New New New New	of 3 (*) L Obligation New New New			

## Authorizing Reserve AD Orders (POET Details Auto-

Populate), Continued

#### Procedures,

continued

Step	Action
7	Select the Approval tab.
	If approving the Order, click <b>Approve</b> . If denying the Order, enter <b>Comments</b> and
	click <b>Deny</b> .
	NOTE: It is highly assessed at the NOT and the Deals Deals and in a strike will
	<b>NOTE:</b> It is highly recommended to <b>NOT</b> use the Push Back option as this will send the Order back to the User who submitted the Order or authorization. If that
	send the Order back to the Oser wild submitted the Order of authorization. If that person is unavailable, the Order will remain in a Pending status and cannot be
	handled by any other User
	Reserve Orders Travel Notes Funding Leave Approval Audit
	Han Solo EMP Empl ID: 1234567 Empl Record: 0
	Trans ID: 2760017 Order Action: Go
	Order Begin Date: 03/27/2022 Order Type: Reserve
	Order End Date: 04/08/2022 Order Status: Proposed
	Route for Approval
	Approval Type: Authorize Order 🗸
	User ID:
	Dept of Approving
	Comment:
	Approve Deny
	Approvo Order
	Reserve Authorize Order: Pending
	Pending
	Obi-Wan Kenobi Approver from USERID field
	Comments Chewbacca at 01/31/22 - 8:42 AM
	<no comments=""></no>
	Save The Return to Search

## Authorizing Reserve AD Orders (POET Details Auto-

## Populate), Continued

#### Procedures,

Step	Action									
8	The Reserve Authorize Order status will indicate <b>Approved</b> (see Note 1), and the Order Status will update to Awaiting \$.									
	Once the data has been transmitted and accepted by FSMS, the Order Status will update to Authorized, the POET Obligation Status (Funding tab) will change to Success. You will need to exit and re-enter the Order to refresh the Order Status (see Note 2).									
	<b>NOTE 1:</b> If denied in Step 7, the Order Status will remain as Proposed and the Reserve Authorize Order status will indicate Denied.									
	<b>NOTE 2:</b> The length of time for the Order to transition from Awaiting \$ to Authorized <b>will depend on the availability and speed of FSMS</b> . Exit the Order and check back periodically to verify the Order Status has updated to Authorized.									
	Reserve Orders     Travel     Notes     Funding     Leave     Approval     Audit       Han Solo     EMP     Empl ID: 1234567     Empl Record: 0       Trans ID:     2760017     Order Action:     Go       Order Begin Date:     03/27/2022     Order Type:     Reserve       Order End Date:     04/08/2022     Order Status:     Awaiting \$									
	Route for Approval         Approval Type:       Authorize Order         User ID:       Dept of Approving SPO:         Comment:									
	Approve Order Reserve Authorize Order:Approved ©View/Hide Comments One level Approval Approved Obi-Wan Kenobi Approver from USERID field 02/01/22 - 2:30 PM Comments Obi-Wan Kenobi at 02/01/22 - 2:30 PM <no comments=""> Chewbacca at 01/31/22 - 8:42 AM <no comments=""></no></no>									
	Save 🕅 Return to Search									

### Adjusting Order Dates or Increasing Obligated Fund Amounts

Introduction This section provides the procedures to increase previously approved obligated amounts and amended order dates for ADT-AT, ADT-OTD, and IADT Orders. This process will submit the Order for another funds check to FSMS via Direct Access (DA) and update the Open Authorization dates attached to the POETS in ETS.

**NOTE:** This process is not required if the Orders have not been Authorized.

**Procedures** See below.



### Adjusting Order Dates or Increasing Obligated Fund Amounts, Continued

#### Procedures,

continued

Step	Action
2	Enter the member's Empl ID or Trans ID, then click Search.
	FSMS Reserve Orders
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value         Add a New Value
	Search Criteria
	Empl ID begins with V 1234567
	Empl Record = 🗸
	Trans ID = 🗸
	Duty Type = 🗸
	Begin Date = 🗸
	End Date = 🗸
	National ID begins with 🗸
	Name begins with 🗸
	Last Name begins with 🗸
	Order Status = 🗸
	Duty Department begins with 🗸
	Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria

# Adjusting Order Dates or Increasing Obligated Fund

Amounts, Continued

#### Procedures,

Step			Action						
3	The Order may open directly or you may need to select the appropriate Order from								
	any Search Results (this will depend on whether the member has more than one set								
	of Orders under the new FSMS Reserve Orders link).								
	If a date change was required, verify the Order dates have already been updated.								
	Reserve Orders Travel	lotes Funding Leave	Approval Audit						
	Ahsoka Tano	EMP	Empl ID: 1234567 Emp	ol Record: 0					
	Trans ID: 2760574		Order Action:	✓ G0					
	Order Begin Date: 02/13/2022		Order Type: Reserve						
	Order End Date: 02/25/2022		Order Status: En route						
	# of Days / Term: 13 / Sh	ortTerm	Duty Type: Active Duty	/ for Training-AT					
	Duty Department: 000445 0	G STA SAN JUAN	Authority: 10 U.S.C.	12301(b)					
	Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status								
	Basic Information								
	Purpose:	AT Q STRUCTURED	TRAINING - GENERAL	Route for Authorization					
	Payment for Duty:	Pay and Allowances	~						
	Payment for Travel:	Single Travel Claim	~						
	*Duty Department:	000445 Q CG S	TA SAN JUAN						
	Dept Benefiting:	000445 Q CG S	TA SAN JUAN						
	Dept Funding:	008073 Q D7 PLNG & FORCE RDNS DIV (DX)							
	Days of ADT-AT Satisfied:	13 Govt Credit C	13 Govt Credit Card Holder:						
	Authority (Ref):								
	Auth. Official (Name, Rank):								
	Contingency								
	Compliance								
	Return to Search	Previous in List	↓ Next in List	Add .					

Continued on next page

# Adjusting Order Dates or Increasing Obligated Fund

Amounts, Continued

#### Procedures,

			Action								
Select the <b>Funding</b> tab.											
	<b>WARNIN</b>	<b>:</b> If any fun	ding lines on the Order are gr	eater tha	<mark>n \$0.00</mark> ;	and a					
	funding line is no longer needed <b>do NOT change it \$0.00</b> Changing the Cost										
	Total to \$0.	00 will cance	the Document#. Instead. ch	ange the	Cost To	tal to S	<u>\$1.0</u>				
	(see Change	es to Funding	<b>POET</b> section at the beginni	ng of this	s guide).						
	Reserve Orders	Travel Notes Fund	ding Leave Approval Audit	-8	8						
	Ahsoka Tano	EMP	Empl ID: 1234567 Empl Rec	ord: 0							
	Trans ID:	2760574	Order Action:	~	Go						
	Order Begin Date:	02/13/2022	Order Type: Reserve								
	Order End Date: 02/25/2022 Order Status: En route										
	# of Days / Term: 13 / ShortTerm Duty Type: Active Duty for Training-AT										
	Duty Department:	000445 CG STA SAN	000445 CG STA SAN JUAN Authority: 10 U.S.C. 12301(b)								
	Empl Category:	SEL Selected Reser	ve TRAYPAY CAT: A Drilling Pay	Status							
	Droject Code:										
	Poimbureable Agre	ement Number:									
	Task Codo:										
	lask Coue.			Find LyGous All L		4 (1 4 2 -	<b>6</b> 2 ()				
	Summary PO	ET Details	Personalize	Find   View All   [	21 🔣 ER	st 🐠 1-30	13 🕑				
	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligat Status				
	1 Obligated	70Z0RSV220049440	UCGIOH0CGR30299CMDCD11700822RVHQRWXX	Pay	\$3,174.47	Approved	Succes				
	2 Obligated	70Z0RSV220049440	UCGIOH0CGR30299CMDCD12201622RVHQRWXX	FICA	\$242.85	Approved	Succes				
3 Obligated 70Z0RSV220049441 UCGIOH0CGR30299CMDCD21002622RVHQRWXX Travel \$5,000.00 Appro						Approved	Succes				
				Total Cost	: \$8,417.32	Resu	bmit Ore				
	🗐 Save 🛛 🔯 Ret	urn to Search	vious in List				A				

Continued on next page

## Adjusting Order Dates or Increasing Obligated Fund

Amounts, Continued

#### Procedures,

continued

	1	Action		1.04 -		1					
Upon updating the Cost Totals: the POET Status, Funds Check Status, and											
Obligati	<b>on Status</b> wil	l update to New.									
Click Re	submit Orde	<b>r</b> .									
Reserve Orde	rs Travel Notes	Funding Leave Approval Audit									
Ahsoka Tano	E	EMP Empl ID: 1234567 Em	pl Record:	0							
Trans ID:	2760574	Order Action:		✓ Go							
Order Begin	Date: 02/13/2022	Order Type: Reserve									
Order End Da	ate: 02/25/2022	Order Status: En route									
# of Days / Te	rm: 13 / ShortTern	Duty Type: Active Dut	y for Training-AT								
Duty Departm	ent: 000445 CG STA	SAN JUAN Authority: 10 U.S.C.	12301(b)								
Empl Categor	y: SEL Selected	Reserve TRAYPAY CAT: A Drill	ng Pay Status								
	_										
Project Code	:	Q									
Reimbursabl	e Agreement Number:										
Task Code:		Q									
		Personalize	Find   View All   🖞	계 🔣 🛛 Firs	st 🕢 1-3	of 3 🕑 l					
Summary	POET Details				Funds						
Status	Document#	POET	Funding Type	Cost Total	Check Status	Obligati Status					
1 New	70Z0RSV220049440	UCGIOH0CGR30299CMDCD11700822RVHQRWXX	Pay	\$3,237.51	New	New					
2 New	70Z0RSV220049440	UCGIOH0CGR30299CMDCD12201622RVHQRWXX	FICA	\$342.21	New	New					
3 New	70Z0RSV220049441	UCGIOH0CGR30299CMDCD21002622RVHQRWXX	Travel	\$5,150.00	New	New					
			Total Cost	\$8,729.72	Re	submit Ord					
	Return to Search	Previous in List				Ar					

# Adjusting Order Dates or Increasing Obligated Fund

Amounts, Continued

#### Procedures,

continued

			Action				
The Order	Status will u	pdate to Aw	aiting \$ and the	POET St	t <b>atus</b> wil	l indica	ate
Transmitted	1.	-	C				
Click Retu	rn to Search	to exit the O	rder there is no	need to	save (see	Step 7	7)
Reserve Orders	Travel Notes Fun	ding Leave App	roval Audit	need to i	5410 (500	Step /	).
Abaalaa Taasa	END	Famil	ID: 1024567 Empl Pd	oord: 0			
Ansoka Tano	2760574	Empi	Order Action:		Go		
Order Begin Date:	02/13/2022		Order Type: Reserve				
Order End Date:	02/25/2022		Order Status: Awaiting \$				
# of Days / Term:	13 / ShortTerm		Duty Type: Active Duty for	Training-AT			
Duty Department:	000445 CG STA SAN	JUAN	Authority: 10 U.S.C. 1230	1(b)			
Empl Category	051 0-1-1-1 0		01-1-1				
Project Code:		Q	TRAYPAY CAT: A Drilling Pa	iy Status			
Project Code: Reimbursable Agre Task Code:	SEL Selected Rese	Q	TRAYPAY CAT: A Drilling Pa	iy Status			
Project Code: Reimbursable Agre Task Code:	sement Number:	Q	TRAYPAY CAT: A Drilling Pa	iy Status Find   View All	@  📑 Firs	st 🕢 1-3 o	ıf3 ⊛ L
Project Code: Reimbursable Agre Task Code:	SEL Selected Rese	Q	TRAYPAY CAT: A Drilling Pa Personalize	Find   View All	🔊   📑 Firs	st 🕢 1-3 o	1f 3 🕑 La
Project Code: Reimbursable Agre Task Code: Summary PC Status	SEL Selected Rese	POET	TRAYPAY CAT: A Dritling Pa Personalize	Find   View All   Funding Type	②   拱 Firs Cost Total	st ④ 1-3 o Funds Check Status	of 3 ()) Li Obligatio Status
Project Code: Reimbursable Agre Task Code: Summary PO Status 1 Transmitted	ET Details The selected Reservent Number:	POET UCGIOH0CGR302990	Personalize   MDCD11700822RVHQRWXX	Find   View All   Funding Type Pay	Cost Total	Funds Check Status Approved	Obligation Status
Project Code: Reimbursable Agre Task Code: Summary PC Status 1 Transmitted 2 Transmitted	Decument# 70Z0RSV220049440 70Z0RSV220049440	POET UCGIOH0CGR30299C UCGIOH0CGR30299C	Personalize   CMDCD11700822RVHQRWXX CMDCD12201622RVHQRWXX	Find   View All   Funding Type Pay FICA		Funds Check Status Approved Approved	Obligatic Status New New
Project Code: Reimbursable Agre Task Code: Summary PC Status 1 Transmitted 2 Transmitted 3 Transmitted	Decument# 70Z0RSV220049440 70Z0RSV220049441	POET UCGIOH0CGR30299C UCGIOH0CGR30299C	Personalize   MDCD11700822RVHQRWXX MDCD12201622RVHQRWXX	Find   View All   Funding Type Pay FICA Travel	Cost Total \$3,237.51 \$342.21 \$5,150.00	st 🕢 1-3 o Funds Check Status Approved Approved	Obligation Status New New New
Project Code: Reimbursable Agre Task Code: Summary PC Status 1 Transmitted 2 Transmitted 3 Transmitted	SEL Selected Rese eement Number:	POET UCGIOH0CGR30299C UCGIOH0CGR30299C	Personalize   MDCD11700822RVHQRWXX MDCD12201622RVHQRWXX MDCD12200622RVHQRWXX	Find   View All   Funding Type Pay FICA Travel Total Cost	Cost Total \$3,237.51 \$342.21 \$5,150.00	Funds Check Status Approved Approved Approved	of 3 (*) La Obligatio Status New New New New

# Adjusting Order Dates or Increasing Obligated Fund

## Amounts, Continued

#### Procedures,

Step			Action				
7	Once the da return to its POET <b>Stat</b> to Success. (see Note).	ata has been ti previous stat <b>us</b> will indica You will nee	cansmitted and accepted by F us (if previously En route, wi te Obligated, and the POET ( ed to exit and re-enter the Ord	SMS, the ill revert <b>Obligate</b> ler to ref	e Order to En ro d Status resh the	Status ute), th will c Order	s will ne hange Status
	NOTE: The will dependent back period	ne length of ti d on the avail lically to verif	me for the Order to transition <b>lability and speed of FSMS</b> . Fy the Order Status has update	out of the Exit the Ed.	ne Await e Order a	ing \$ s and che	status eck
	Ahsoka Tano Trans ID: Order Begin Date: Order End Date: # of Days / Term: Duty Department: Empl Category: Project Code: Reimbursable Agre Task Code:	EMP 2760574 02/13/2022 02/25/2022 13 / ShortTerm 000445 CG STA SAN SEL Selected Reser	Empl ID: 1234567 Empl Rec Order Action: Order Type: Reserve Order Status: En route Duty Type: Active Duty for Tr JUAN Authority: 10 U.S.C. 12301( rve TRAYPAY CAT: A Drilling Pay	aining-AT b) Status	Go		
			Personalize	Find   View All	🔊   📑 🛛 Fire	st 🕚 1-3 o	of 3 🕑 Last
	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status
	1 Obligated	70Z0RSV220049440	UCGIOH0CGR30299CMDCD11700822RVHQRWXX	Pay	\$3,237.51	Approved	Success
	2 Obligated	70Z0RSV220049440	UCGIOH0CGR30299CMDCD12201622RVHQRWXX	FICA	\$342.21	Approved	Success
	3 Obligated	70Z0RSV220049441	UCGIOH0CGR30299CMDCD21002622RVHQRWXX	Travel	\$5,150.00	Approved	Success
	🖪 Save 🛛 💽 Ret	turn to Search t Pre	vious in List	Total Cos	t: \$8,729.72	Resu	ubmit Order

### Authorizing Reserve AD Orders (Entering POET Details)

Introduction This section provides the procedures for District (DXR/DOL-1/PAC-13) to Authorize short-term ADOS Reserve Active Duty (AD) Orders in Direct Access (DA).

Follow the procedures in this section to Authorize any Order that requires the POET Details to be populated on the Funding tab.

#### **POET Details – How to Read a POET**

- 1. Document#
- 2. Project
- 3. Organization
- 4. Expenditure
- 5. Expenditure Type (see Expenditure Types on next page)
- 6. Task

#### The POET column will update as each field is entered.



# Authorizing Reserve AD Orders (Entering POET Details),

Continued

ExpenditureIf FSMS did not provide the details for the Expenditure Type OR the<br/>Expenditure Type was not provided in the correct format, search for the<br/>Expenditure number provided and select the appropriate Expenditure Type.<br/>The Expenditure Type on the Order should be entered exactly as shown<br/>in the Expenditure Type column of the list.

Expenditure Type	Description	Object Class	SGL Account
117006.Pay_Enlisted_ADSW	Pay/Enlisted/ADSW	117006	61000018
117008.Pay_Enlisted_ADT	Pay/Enlisted/ADT	117008	61000018
122028.Pay_Enlisted_Funeral	Pay/Enlisted/Funeral	122028	64000000
117024.Pay_Enlisted_IADT	Pay/Enlisted/IADT	117024	61000018
117011.Pay_Enlisted_IDT	Pay/Enlisted/IDT	117011	61000018
117013.Pay_Enlisted_Incentive	Pay/Enlisted/Incentive	117013	61000018
117015.Pay_Enlist_Proficiency	Pay/Enlisted/Proficiency	117015	61000018
117017.Pay_Enlisted_Regular	Pay/Enlisted/Regular	117017	61000018
117019.Pay_Enlisted_Separation	Pay/Enlisted/Separation	117019	61000018
117021.Pay_Enlisted_Special	Pay/Enlisted/Special	117021	61000018
115035.Pay_Holiday	Pay/Holiday	115035	61000018
115033.Pay_Holiday_Non-WB	Pay/Holiday/Non-Wageboard	115033	61000018
115034.Pay_Holiday_Wageboard	Pay/Holiday/Wageboard	115034	61000018
115036.Pay_Incentive	Pay/Incentive	115036	61000018
115065.Pay_Jury Duty	Pay/Jury Duty	115065	61000018
117007.Pay_Officer_ADSW	Pay/Officer/ADSW	117007	61000018
117009.Pay_Officer_ADT	Pay/Officer/ADT	117009	61000018
122029.Pay_Officer_Funeral	Pay/Officer/Funeral	122029	64000000
117025.Pay_Officer_IADT	Pay/Officer/IADT	117025	61000018
117012.Pay_Officer_IDT	Pay/Officer/IDT	117012	61000018
117014.Pay_Officer_Incentive	Pay/Officer/Incentive	117014	61000018
117018.Pay_Officer_Regular	Pay/Officer/Regular	117018	61000018
117020.Pay_Officer_Separation	Pay/Officer/Separation	117020	61000018
117022.Pay_Officer_Special	Pay/Officer/Special	117022	61000018
115064.Pay_Interest_Back-Pay	Pay-Interest-Back-Pay	115064	61000018
115041.Pay_Lump_Ann_N-WB_N-Per	Pay-Lump Sum-Annual Leave-Non-Wageboard-Non Permanent Appointments	115041	61000018
115045.Pay_Overtime_AUO	Pay-Overtime-Administratively Uncontrolled Overtime (AUO)	115045	61000018
117017.Pay_Enlisted_Regular	Pay/Enlisted/Regular	117017	61000018
117018.Pay_Officer_Regular	Pay/Officer/Regular	117018	61000018
122016.ContriB_FICA_Enlisted	Contribution/FICA/Enlisted	122016	64000000
122017.ContriB_FICA_Officers	Contribution/FICA/Officers	122017	64000000

#### expendituretypesreserveorders.xlsx (live.com)

# Authorizing Reserve AD Orders (Entering POET Details), Continued

See below. Procedures

Step	Action
1	Select View My Requests (all types) from the Self Service Requests pagelet
	located under the Requests tab.
	My Page Self Service Requests
	Self Service Requests
	Submit an Absence Request Non-Chargeable Absence Request
	View My Absence Requests Submit a Delegation Request
	View My Requests (all types) PHS Submit Retirement Docs
	Submit a Drill Request User Access Request
	Approver For radio button. Using the Transaction Name drop-down, select Reserve Authorize Order. Ensure the Transaction Status indicates Pending and click Populate Grid. View My Action Requests <u>Obi-Wan Kenobi</u> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Penulate Grid button populates the grid hased on what was selected for the radio button. Transaction Name
	Transaction Status, and what was entered in the Submission From/Submission To Dates.
	My Submitted Requests
	Iransaction Name: Reserve Authorize Order
	Transaction Status: Pending
	Submission From Date:
	Submission To Date: Populate Grid Refresh

# Authorizing Reserve AD Orders (Entering POET Details), Continued

Procedures,

continued

The Order Approvals section will populate with all Pending Orders. Select Approve/Deny for the Order to be reviewed/approved.  Order Approvals  First 1: 7 of T  Transaction Name Status Member Member Members Empli Submitted by Approver Submission Date ApproveD  Reserve Authorize Order Pending Lando Cairissian 2894562 Lea Organ Ob:Wan Kenobl 01/31/2022 ApproveD  Reserve Authorize Order Pending Lando Cairissian 2894562 Lea Organ Ob:Wan Kenobl 01/31/2022 ApproveD  Reserve Authorize Order Pending Han Solo 9976543 Chewbacca Ob:Wan Kenobl 01/31/2022 ApproveD  Reserve Orders Travel Notes Funding Leave Approval Authorizing the Order, review the information on each tab for accuracy.  Reserve Orders Travel Notes Funding Leave Approval Audit Luke Skywalker EMP Empl ID: 1234567 Empl Record: 0  Trans ID: 2760752 Order Action: 0  Grder Action: 0  Grder Status: Proposed # of Days / Term: 46 / ShortTerm Duty Type: Act Diy Operational Support-AC Duty Department: 007496 SEC ST PETE ADMIN/PERS DIV Dept Benefiting: 007496 SEC ST PE				Act	ion						
Approve// Deny for the Order to be reviewed/approved.         Order Approvals       Personalze   Find   View All [2] [2] First ● 1.7 of 7         Transaction Name       Status       Member       Member's Emplid       Submitted By       Approver       Submission Date       Approver         Reserve Authorize Order       Pending       Luke Skywalker       1234567       Chewbacca       Obl-Wan Kenobi       01/31/2022       Approver         Reserve Authorize Order       Pending       Lando Catrissian       7894562       Lea Organa       Obl-Wan Kenobi       01/31/2022       Approver         Reserve Authorize Order       Pending       Han Solo       9875543       Chewbacca       Obl-Wan Kenobi       01/31/2022       Approver         Trans Di       2760752       Order Action:       0	The Order Ap	provals s	section wi	ll populate	with al	l Pending C	Orders. Sel	lect			
Order Approvals       Status       Member       Member's Empile       Submitted By       Approver       Submitted By       Approver         Reserve Authorize Order       Pending       Luke Skywalker       1234567       Chewbacca       Obl-Wan Kenobi       01/31/2022       ApproverD         Reserve Authorize Order       Pending       Lando Cairissian       7894562       Lea Organa       Obl-Wan Kenobi       01/31/2022       ApproverD         Reserve Authorize Order       Pending       Han Solo       9876543       Chewbacca       Obl-Wan Kenobi       01/31/2022       ApproverD         Reserve Orders       Travel       Notes       Funding       Leave       Approval       Audit         Luke Skywalker       EMP       Empl ID: 1234567       Empl Record:       0         Trans ID:       2760752       Order Action:       0       0         Order Begin Date:       03/31/2022       Order Status:       Proposed       0         #f of Days / Term:       46       / ShortTerm       Duty Type:       Act Dty Operational Support-AC         Duty Department:       007496       SEC ST PETE ADMIN/PERS DIV       Authority:       10 U.S.C. 12301(d)         Empl Category:       SEL       Selected Reserve       TRAYPAY CAT: A Drilling Pay Status	Approve/Den	y for the	Order to	be review	ed/appro	oved.	L 💷 – First (	47.67			
Transaction Name       Status       Member       Member's Emplid       Submitted By       Approver       Submitted By       Approver         Reserve Authorize Order       Pending       Luke Skywalker       1234567       Chewbacca       Obi-Wan Kenobi       0201/2022       ApproverD         Reserve Authorize Order       Pending       Han Solo       9876543       Chewbacca       Obi-Wan Kenobi       01/31/2022       ApproverD         Reserve Orders       Will display.       Prior to Authorizing the Order, review the information on each tab for accuracy.       Reserve Orders       Travel       Notes       Funding       Leave       Approval       Audit         Luke Skywalker       EMP       Empl ID: 1234567       Empl Record:       0       0         Trans ID:       2760752       Order Action:       0 <th>Order Approvais</th> <th></th> <th></th> <th></th> <th>Personalize</th> <th>Find   view All   C</th> <th>Filst @</th> <th>9 1-7 01 7 10 1</th>	Order Approvais				Personalize	Find   view All   C	Filst @	9 1-7 01 7 10 1			
Reserve Authorize Order       Pending       Luke Skywaiker       1234567       Chewbacca       Obi-Wan Kenobi       02/01/2022       ApproveD         Reserve Authorize Order       Pending       Lando Calrissian       7894562       Lea Organa       Obi-Wan Kenobi       01/31/2022       ApproveD         Reserve Authorize Order       Pending       Han Solo       9976543       Chewbacca       Obi-Wan Kenobi       01/31/2022       ApproveD         Reserve Orders       Travel       Notes       Funding       Leave       Approval       Audit         Luke Skywaiker       EMP       Empl ID:       1234567       Empl Record:       0         Trans ID:       2/160752       Order Action:       0       0       0       0       0         Order Begin Date:       02/14/2022       Order Status:       Proposed       0       0       0       0       0         df Days / Term:       46       / ShortTerm       Duty Type:       Act Drilling Pay Status       Status:       Proposed       0 <td< td=""><td>Transaction Name</td><td>Status N</td><td>lember</td><td>Member's Emplid</td><td>Submitted By</td><td>Approver</td><td>Submission Date</td><td>Approve/Deny</td></td<>	Transaction Name	Status N	lember	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny			
Reserve Authorize Order       Pending       Lando Catrissian       7894552       Lea Organa       Obi-Wan Kenobil       01/31/2022       ApproveD         Reserve Authorize Order       Pending       Han Solo       9976543       Chewbacca       Obi-Wan Kenobil       01/31/2022       ApproveD         The Reserve Orders       Will display.       Prior to Authorize in the Orders.       ApproveD       ApproveD         Reserve Orders       Travel       Notes       Funding       Leave       Approval       Audit         Luke Skywalker       EMP       Empl ID: 1234567       Empl Record:       0       0         Trans ID:       2760752       Order Action:       0 </td <td>Reserve Authorize Order</td> <td>Pending L</td> <td>uke Skywalker</td> <td>1234567</td> <td>Chewbacca</td> <td>Obi-Wan Kenobi</td> <td>02/01/2022</td> <td>Approve/Deny</td>	Reserve Authorize Order	Pending L	uke Skywalker	1234567	Chewbacca	Obi-Wan Kenobi	02/01/2022	Approve/Deny			
Reserve Authorize Order       Pending       Han Solo       9876543       Chewbacca       Obi-Wan Kenobi       01/31/2022       Approve/D         The Reserve Orders will display.       Prior to Authorizing the Order, review the information on each tab for accuracy.       Reserve Orders       Travel       Notes       Funding       Leave       Approval       Audit         Luke Skywalker       EMP       Empl ID:       1234567       Empl Record:       0         Trans ID:       2760752       Order Action:       0       0         Order Begin Date:       02/14/2022       Order Status:       Proposed         # of Days / Term:       46 / ShortTerm       Duty Type:       Act Dty Operational Support-AC         Duty Department:       007496 SEC ST PETE ADMIN/PERS DIV       Authority:       10 U.S.C. 12301(d)         Empl Category:       SEL       Selected Reserve       TRAYPAY CAT:       A Drilling Pay Status         Basic Information       Purpose:       AT       STRUCTURED TRAINING - GENERAL       Route for Authorizati         Payment for Duty:       Pay and Allowances       Payment for Travel:       Single Travel Claim       Duty Department:       007496       SEC ST PETE ADMIN/PERS DIV       Dept Funding:       008073       D7 PLNG & FORCE RDNS DIV (DX)       Days of ADT-AT Satisfied:       15	Reserve Authorize Order	Pending L	ando Calrissian	7894562	Lea Organa	Obi-Wan Kenobi	01/31/2022	Approve/Deny			
The Reserve Orders will display.   Reserve Orders   Travel   Notes   Funding   Leave   Approval   Audit     Luke Skywalker.   EMP   Empl ID:   1234567   Empl Record:   0   Trans ID:   2760752   Order Begin Date:   02/14/2022   Order Type:   Reserve   Order Type:   Act Dyposed     # of Days / Term:   46   / ShortTerm   Duty Type:   Act Dyposed   # of Days / Term:   46   / ShortTerm   Duty Oppartment:   007496   SEC ST PETE ADMIN/PERS DIV   Authorizett   Purpose:   AT   STRUCTURED TRAINING - GENERAL   Payment for Duty:   Pay and Allowances   Payment for Travel:   Single Travel Claim   Duty Department:   007496   SEC ST PETE ADMIN/PERS DIV   Dept Benefiting:   007496   SEC ST PETE ADMIN/PERS DIV   Dept Benefiting:   007496   SEC ST PETE ADMIN/PERS DIV   Dept Funding:   008073   D7 PLNG & FORCE RDNS DIV (DX)   Days of ADT-AT Satisfied:   15   Govt Credit Card Holder:   Authority (Ref):   Auth.   Auth. Official (Name, Rank):   Master Yoda, YNC, U	Reserve Authorize Order	Pending H	lan Solo	9876543	Chewbacca	Obi-Wan Kenobi	01/31/2022	Approve/Deny			
Order Begin Date:       02/14/2022       Order Type:       Reserve         Order End Date:       03/31/2022       Order Status:       Proposed         # of Days / Term:       46       / ShortTerm       Duty Type:       Act Dty Operational Support-AC         Duty Department:       007496       SEC ST PETE ADMIN/PERS DIV       Authority:       10 U.S.C. 12301(d)         Empl Category:       SEL       Selected Reserve       TRAYPAY CAT:       A Drilling Pay Status         Basic Information       Purpose:       AT       STRUCTURED TRAINING - GENERAL       Route for Authorizat         Payment for Duty:       Pay and Allowances       Payment for Travel:       Single Travel Claim       Route for Authorizat         Duty Department:       007496       SEC ST PETE ADMIN/PERS DIV       Dept Benefitting:       008073       D7 PLNG & FORCE RDNS DIV (DX)         Days of ADT-AT Satisfied:       15       Govt Credit Card Holder:       Authority (Ref):         Auth. Official (Name, Rank):       Master Yoda, YNC, USCG       Contingency       Compliance	Reserve Orders Luke Skywalker Trans ID:	Travel N 2760752	EMP	) Leave /	Approval pl ID: 12345 Order Ac	Audit 667 Emp tion:	Record: 0	Go			
Order End Date:       03/31/2022       Order Status:       Proposed         # of Days / Term:       46 / ShortTerm       Duty Type:       Act Dty Operational Support-AC         Duty Department:       007496       SEC ST PETE ADMIN/PERS DIV       Authority:       10 U.S.C. 12301(d)         Empl Category:       SEL       Selected Reserve       TRAYPAY CAT:       A Drilling Pay Status         Basic Information         Route for Authorizati         Payment for Duty:       Pay and Allowances       Route for Authorizati         Payment for Travel:       Single Travel Claim       Route for Authorizati         Duty Department:       007496       SEC ST PETE ADMIN/PERS DIV       Dept Benefiting:         007496       SEC ST PETE ADMIN/PERS DIV       Dept Funding:       008073       D7 PLNG & FORCE RDNS DIV (DX)         Days of ADT-AT Satisfied:       15       Govt Credit Card Holder:       Authority (Ref):         Auth. Official (Name, Rank):       Master Yoda, YNC, USCG       Compliance       Compliance	Order Begin Date:	02/14/2022			Order Ty	pe: Reserve					
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Auth. Official (Name, Rank): Master Yoda, YNC, USCG  Contingency Compliance	Payment for Trave Duty Department: Dept Benefiting: Dept Funding: Days of ADT-AT S	atisfied:	Single Travel ( 007496 007496 008073 15 Go	Claim SEC ST PE SEC ST PE D7 PLNG 8 vt Credit Card F	TE ADMIN/F TE ADMIN/F FORCE RD Iolder: 🗌	PERS DIV PERS DIV NS DIV (DX)					
Contingency Compliance	Payment for Trave Duty Department: Dept Benefiting: Dept Funding: Days of ADT-AT S Authority (Ref):	el: atisfied:	Single Travel ( 007496 007496 008073 15 Go	Claim SEC ST PE SEC ST PE D7 PLNG 8 vt Credit Card F	TE ADMIN/F TE ADMIN/F & FORCE RD Holder:	ers div ers div NS div (dx)					
Compliance	Payment for Trave Duty Department: Dept Benefiting: Dept Funding: Days of ADT-AT S Authority (Ref): Auth. Official (Nar	əl: atisfied: ne, Rank):	Single Travel ( 007496 007496 008073 15 Go Master Yoda, 1	Claim SEC ST PE SEC ST PE D7 PLNG & vt Credit Card H YNC, USCG	ETE ADMIN/F ETE ADMIN/F & FORCE RD Holder:	PERS DIV PERS DIV NS DIV (DX)					
	Payment for Trave Duty Department: Dept Benefiting: Dept Funding: Days of ADT-AT S Authority (Ref): Auth. Official (Nar	el: atisfied: ne, Rank):	Single Travel ( 007496 007496 008073 15 Go Master Yoda, 7	Claim SEC ST PE SEC ST PE D7 PLNG 8 vt Credit Card F YNC, USCG	ETE ADMIN/F ETE ADMIN/F & FORCE RD Holder:	ers div ers div NS div (dx)					
- Sove lot Hoturn to Search	Payment for Trave Duty Department: Dept Benefiting: Dept Funding: Days of ADT-AT S Authority (Ref): Auth. Official (Nar Contingency Compliance	el: atisfied: ne, Rank):	Single Travel ( 007496 007496 008073 15 Go Master Yoda, 1	Claim SEC ST PE D7 PLNG 8 vt Credit Card F	ETE ADMIN/F ETE ADMIN/F & FORCE RD Holder:	PERS DIV PERS DIV NS DIV (DX)					

# Authorizing Reserve AD Orders (Entering POET Details), Continued

Procedures,

ep –				Actio	n									
	Select the <b>Fu</b>	n <b>ding</b> tab.												
	Only if directed. Enter the Project Code, Poimburgable Agreement Number, or													
	Only if direc	eted: Enter	the Pro	oject Code, R	eimbursable	e Agreem	ent Num	ber, and						
	Task Code as	s appropriat	e; othe	rwise, skip to	o Step 6.									
	Reserve Orders	Travel Notes	Funding	Leave Approval	Audit									
	Luke Skywalker	EN	/IP	Empl ID: 12	34567 Empl	Record: 0								
	Trans ID:	2760752		Order	Action:		Go							
	Order Begin Date:	02/14/2022		Order	Type: Reserve									
	Order End Date:	03/31/2022		Order	Status: Proposed									
	# of Days / Term:	46 / ShortTerm		Duty 1	Type: Act Dty Ope	rational Support-	AC							
	Duty Department:	007496 SEC ST	PETE ADMI	V/PERS DIV Autho	ority: 10 U.S.C. 12	2301(d)								
	Empl Category:	SEL Selected I	Reserve	TRAY	PAY CAT: A Drilling	g Pay Status								
	Designed Condex													
	Project Code:			Q										
	Reimbursable Agre	ement Number:												
	Task Code:			Q										
				Pe	rsonalize   Find   Vie	w All   🔄   🔣	First 🕢	1-3 of 3   b						
	Summary PO	ET Details												
	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	POET Validation Status						
	1 New	NEW	NEW	Pay (Local)	\$0.00	N/A Locally Funded	N/A Locally Funded	New						
	2 New	NEW	NEW	FICA(Local)	\$0.00	N/A Locally Funded	N/A Locally Funded	New						
	3 New	NEW	NEW	Travel(Local)	\$0.00	N/A Locally Funded	N/A Locally Funded	New						
					Tot	al Cost:	\$0.00	Resubmit Orde						

Continued on next page

# Authorizing Reserve AD Orders (Entering POET Details), Continued

Procedures,

continued

				Actio	n			
C	lick the <b>Ex</b>	pand icon t	o view	all the POE	Γ fields.			
If D N To	PCS Fundi uty Orders OTE: Ver otals (estim	ing needs to section. ify the Unit ates). Thes	be add provid e may o	ed, see the A ed complete come throug	Adding PCS POETs, Do h in the Orde	Funding t cument N er Notes, (	umbers,	and Cost nts, or a
se	parate ema	il/comms.						
F	Reserve Orders	Travel Notes	Funding	Leave Approval	Audit			
L T	<u>uke Skywalker</u> Frans ID:	E 2760752	MP	Empl ID: 12 Orde	234567 Emp r Action:	I Record: 0	Go	
C	Order Begin Date:	02/14/2022		Orde	r Type: Reserve			
0	Order End Date:	03/31/2022		Orde	r Status: Proposed			
#	# of Days / Term:	46 / ShortTern	1	Duty	Type: Act Dty Ope	erational Support-	AC	
0	Duty Department:	007496 SEC ST	PETE ADMIN	I/PERS DIV Auth	ority: 10 U.S.C. 1	2301(d)		
E	Empl Category:	SEL Selected	Reserve	TRAY	PAY CAT: A Drillin	g Pay Status		
F	Project Code:			0				
F	Reimbursable Agre	ement Number:		~				
	Fack Code:							
	lask code.							
	-			Pe	ersonalize   Find   Vie	w All   🔁   🔣	First 🕢	1-3 of 3   Last
	Summary PO Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	POET Validation Status
	1 New	NEW	NEW	Pay (Local)	\$0.00	N/A Locally Funded	N/A Locally Funded	New
	2 New	NEW	NEW	FICA(Local)	\$0.00	N/A Locally Funded	N/A Locally Funded	New
	3 New	NEW	NEW	Travel(Local)	\$0.00	N/A Locally Funded	N/A Locally Funded	New
					Tot	al Cost:	\$0.00	Resubmit Order
	🖥 Save 🛛 🔯 Reti	urn to Search						📑 Add
		uni lo Search						l

# Authorizing Reserve AD Orders (Entering POET Details), Continued

Procedures,

continued

Step								Acti	on					
7	Enter	Docu	nent	#, Cost	Tota	l, Pr	oje	et, O	ganiz	ation, l	Exper	nditure, Ex	pend	iture
	<b>Type</b>	, and <b>T</b>	ask	for each	Fund	ling	Typ	e per	the in	formati	on pr	ovided by t	he Ur	nit.
	For m	ore in	form	ation on	how	to c	omn	lete t	he PO	ET Det	ails. r	eview the F	OET	
	Detai	s - Hc	ow to	Read a	POE	Γan	d Ex	cnend	liture '	Types se	ection	s of this gu	ide.	
								T · · ·		Persona	lize   Find   \	fiew All   🖉   🔣 Firs	it 🕢 1-3 ol	3 🕑 Last
	(TETE					Funds	Oblig	ation POET						
	Status	Document#	POET	Funding Type	Cost Total	Status	Statu N/A	Status	on Project	Organization	Expenditure	Expenditure Type	lask	Fiscal Year
	1 New	NEW	NEW	Pay (Local)	S0.	00 .ocal	y Local	ly New			] [			22
	2 New	NEW	NEW	FICA(Local)	\$0.	00 J/A	N/A Local	ly New						22
	3 New	NEW	NEW	Travel(Local)	02	A/V A	N/A	by New						22
		116.77		in avoil coouly		Fund	ed Fund	ed	L		-			fa fa
									Total Co	ost: \$0.00	Resu	bmit Order		
	R Save	Return to S	earch											📑 Add
8	Once	all the	info	rmation	has b	een	ente	ered,	click <b>I</b>	Resubm	it Or	der.		
	(TT)							14110			Personalize	Find   View All   🖉   📑	First 🕢 1-3	of 3 🕑 Last
	Status Docur	ment# POET			Funding Type Co	ost Total	Funds Check S Status	bligation tatus Statu	tion Project	Organization	Expenditure	Expenditure Type	Task	Fiscal Year
	1 New 739	UCGIZP8E	OM93306LOG	SX11701722PSU305	Pay (Local)	\$4,215.63	N/A N Locally L Funded F	/A ocally New unded	UCGIZP8E0	OM 93306LOGSX	117017	117017.Pay_Enlisted_Regula	r 22PSU305	22
	2 New 739	UCGIZP8E	OM93306LOG	SX12201622PSU305	FICA(Local)	\$987.68	N/A N Locally L Funded F	A New unded	UCGIZP8EC	DM 93306LOGSX	122016	122016 ContriB_FICA_Enliste	c 22PSU305	22
	3 New 739	UCGIZP8E	OM93306LOG	SX21008022PSU305	Travel(Local)	\$250.00	N/A N Locally L Funded F	/A ocally New	UCGIZP8E0	OM 93306LOGSX	210080	210080.Mission_Travel/Dome	s 22PSU305	22
							T diloco T			7.110.1		Resubmit Order		
	Save	Return to Search	1							rotal Cost:	\$5,453.31	Country Office		📑 Add
	<u> </u>													

# Authorizing Reserve AD Orders (Entering POET Details), Continued

Procedures,

continued

				A	ctio	n					
The	POE	ET Validation Statu	<b>is</b> sho	uld up	date	e to	refle	ect Valio	<b>d</b> . If the	e POE	Г
Vali	datio	n Status indicates I	nvalid	I. com	pare	e the	info	ormatio	n entere	d agai	nst what
was provided by the Unit. If everything matches, you will need to return to the Unit for correction											o the Uni
101 0											
Clic	k Do	turn to Soorch to a	vit the	Orda	r (00	a N	(ota)	Immo	diataly	roonar	the
	л ЛС		. 10	Olue	1 (50		010)	. mme	ulatery	reopen	
Ora	er and	a continue with Step	5 10.								
NO'	ГЕ:	The POET Validation	on Sta	tus wi	ill re	ever	t fro	m Valid	to Nev	v upon	a status
NO'	ГE:	The POET Validation	on Sta	itus wi	ill re	ever	t fro	m Valid	to Nev	v upon	a status
NO' chai	<b>FE:</b>	The POET Validation for the Orders. If the	on Sta Order	tus wi was s	ill re ucco	ever essfi	t fro ully	m Valid validate	to Nev d but re	v upon everts f	a status to New, it
NO' chai does	<b>FE:</b> ige of S NO	The POET Validation f the Orders. If the T need to go throug	on Sta Order h the v	itus wi was s validat	ill re ucco	ever essfi pro	t fro ully cess	m Valid validate again.	to Nev d but re	v upon everts (	a status to New, it
NO' chai does	<b>FE:</b> ige of NO	The POET Validation f the Orders. If the T need to go through	on Sta Order h the y	tus wi was s validat	ill re ucce tion	ever essfi pro	t fro ully cess	m Valid validate again.	to Nev d but re	v upon everts ( Personalize	a status to New, it
NO' chai does	TE: nge of S NO <sup>7</sup>	The POET Validation f the Orders. If the T need to go through	on Sta Order h the v	tus wi was s validat	ill re ucco tion	ever essfu prod	t fro ully cess POET Validation Status	m Valid validate again.	to Nev d but re	v upon everts 1 Personalize Expenditure	a status to New, it
NO' char does	TE: nge of S NO'	The POET Validation f the Orders. If the <u>T need to go throug</u>	on Sta Order h the v	tus wi was s validat	Funds Check Status N/A Locally Funded	ever essfu proo	t fro: ully cess Validatio Status	m Valid validate again. Project UCGIZP8EOM	organization	v upon everts 1 Personalize Expenditure	a status to New, it
NO' chan does	re: nge of NO <sup>2</sup> Document <sup>#</sup> 739	The POET Validation f the Orders. If the <u>T need to go throug</u> POET UCGI2P8EOM93306LOGSX11701722PSU305	on Sta Order h the v	cost Total	Funds Check Status N/A Locally Funded N/A Locally Funded	Obligation Status N/A Locally Funded N/A	t fro: ully cess Validatio Valid Valid	m Valid validate again. Project UCGIZPREOM	organization 93306LOGSX	Personalize Expenditure 117017 122016	a status to New, it
NO' chai does	<b>FE:</b> nge of <b>NO'</b> Document# 739 739	The POET Validation f the Orders. If the T need to go through POET UCGIZP8EOM93306LOGSX11701722PSU305 UCGIZP8EOM93306LOGSX12201622PSU305	Funding Type Pay (Local) FICA(Local)	cost Total 54,215.63 5967.68	Funds Check Status NIA Locally Funded NIA Locally Funded NIA Locally Funded	Obligation proo	t fro ully cess validatio Valid Valid Valid	m Valid validate again. Project UCGIZP8EOM UCGIZP8EOM	organization 93306LOGSX 93306LOGSX	Personalize Expenditure 112016 210080	a status to New, it

# Authorizing Reserve AD Orders (Entering POET Details), Continued

Procedures,

continued

Step	Action
10	Upon re-opening the Order, select the Approval tab.
	If approving the Order, click <b>Approve</b> . If denying the Order, enter <b>Comments</b> and click <b>Deny</b> . <b>NOTE:</b> It is highly recommended to <b>NOT</b> use the Push Back option as this will send the Order back to the User who submitted the Order or authorization. If that person is unavailable, the Order will remain in a Pending status and cannot be handled by any other User.
	Reserve Orders Travel Notes Funding Leave Approval Audit
	Luke Skywalker       EMP       Empl ID: 1234567       Empl Record: 0         Trans ID:       2760752       Order Action: <ul> <li>Order Begin Date:</li> <li>02/14/2022</li> <li>Order Type:</li> <li>Reserve</li> <li>Order End Date:</li> <li>03/31/2022</li> <li>Order Status:</li> <li>Proposed</li> <li>Reserval</li> <li>Reserva</li></ul>
	Approval Type: Authorize Order
	Dept of Approving SPO: Comment:
	Approve Order
	Keserve Authorize Order: Pending
	Pending       Obi-Wan Kenobi       Approver from USERID field
	Comments Chewbacca at 02/01/22 - 2:14 PM <no comments=""></no>
	Save C Return to Search

# Authorizing Reserve AD Orders (Entering POET Details), Continued

Procedures,

p	Action
	Order Status will update to Authorized (see Note).
	<ul> <li>NOTE: If denied in Step 10, the Order Status will remain as Proposed and the Reserve Authorize Order status will indicate Denied.</li> <li>Remember: Orders with manually entered POETs do NOT go through a funds check, instead the system simply verifies the POET Details are valid (Step 9); therefore, the Order Status will immediately transition from Proposed to Authorized when Approved.</li> </ul>
	Reserve Orders Travel Notes Funding Leave Approval Audit
	Luke Skywalker     EMP     Empl ID: 1234567     Empl Record:     0       Trans ID:     2760752     Order Action:     Go       Order Begin Date:     02/14/2022     Order Type:     Reserve
	Order End Date: 03/31/2022 Order Status: Authorized
	Dept of Approving SPO: Comment:
	Reserve Authorize Order: Approved
	One level Approved           Obi-Wan Kenobi         Approver from USERID field           0/01/22 - 2:40 PM         0
	Comments
	Obi-Wan Kenobi at 02/01/22 - 2:40 PM <no comments=""></no>
	Chewbacca at 02/01/22 - 2:14 PM <no comments=""></no>
	Return to Search

### Authorizing Reserve AD Contingency Orders

Introduction	This section provides the procedures for District (DXR/DOL-1/PAC-13) to Authorize Contingency Orders in Direct Access (DA).
Contingency Orders & Travel POET	Contingency orders will only populate the Cost Total for the Pay and FICA funding lines. Pay/FICA will generate based off the POET attached to the Contingency ID in DA. Travel funding is the responsibility of Unit managing the incident. The member will need to be provided the POET info so they can create the travel Authorization in ETS.

**Procedures** See below.



# Authorizing Reserve AD Contingency Orders, Continued

#### Procedures,

continued

Action
The View My Action Requests page will display. Select the <b>Requests I am</b> <b>Approver For</b> radio button. Using the <b>Transaction Name</b> drop-down, select Reserve Authorize Order. Ensure the <b>Transaction Status</b> indicates Pending click <b>Populate Crid</b>
View My Action Requests
<u>Obi-Wan Kenobi</u>
<ol> <li>?Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</li> </ol>
O My Submitted Requests & Requests I am Approver For O All Requests
Transaction Name: Reserve Authorize Order
Transaction Status: Pending
Submission From Date:
Submission To Date: Populate Grid Refresh

## Authorizing Reserve AD Contingency Orders, Continued

#### Procedures,

Step				Act	ion					
3	The Order Approvals section will populate with all Pending Orders. Select									
	Approve/Den	<b>y</b> for tl	ne Order to	be review	ed/appro	oved.				
	Order Approvals				Personalize	Find   View All   🔄	🔣 🛛 First 🥡	🚯 1-7 of 7 🕟 Last		
	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny		
	Reserve Authorize Order	Pending	Luke Skywalker	1234567	Chewbacca	Obi-Wan Kenobi	02/01/2022	Approve/Deny		
	Reserve Authorize Order	Pending	Lando Calrissian	7894562	Lea Organa	Obi-Wan Kenobi	01/31/2022	Approve/Deny		
	Reserve Authorize Order	Pending	Han Solo	9876543	Chewbacca	Obi-Wan Kenobi	01/31/2022	Approve/Deny		
4	The Reserve C information or Reserve Orders	Orders	will display tab for accu	. <b>Prior</b> to tracy.	Authori	izing the Or	der, <b>revie</b>	w the		
	Lando Calrissian		EMP	Empl ID	): 7894562	Empl Record	d: 0			
	Trans ID: 2	740730			Order Action:			Go		
	Order Begin Date: 03/16/2022 Order Type: Reserve									
	Order End Date: 1	1/30/2022		C	Order Status:	Proposed				
	# of Days / Term: 260 / Longterm Duty Type: Invol Active Duty, Title 10									
	Duty Department: 038684 PSU 313 COMMUNICATIONS DIV Authority: 10 U.S.C. 12302									
	Empl Category:	SEL Se	lected Reserve	I	RAYPAY CAT	A Drilling Pay S	tatus			
	Basic Information									
	Purpose:		AT STRUC	TURED TRAININ	G - GENERAL		Route for Autho	prization		
	Payment for Duty:		Pay and Allowand	es	O OLIVEIVIE					
	Payment for Travel:		Multiple Travel Cl	aims						
	Duty Department:		038684	PSU 313 COM	UNICATIONS	S DIV				
	Dept Benefiting:		038636	PSU 307 MAIN	TENANCE DI	/				
	Dept Funding:		043887	PACAREA (PAC	2-13)					
	Days of ADT-AT Sat	tisfied:	15 Govt (	Credit Card Hold	er: 🗌					
	Authority (Ref):									
	Auth. Official (Name	e, Rank):								
	Contingency									
	Operation ID:		0000013.00	Exped	itionary SPOE		Contingency E	Event		
			Expeditionary Unit	ts & SPOE assign	ments					
	Contingency Start	Dato:					/			
	Contingency Start I	ate:	09/11/2001			Authority: 10 U.S.	.C. 12302			
	Reference Authority	/:								

Continued on next page

## Authorizing Reserve AD Contingency Orders, Continued

#### Procedures,

continued

Select the Notes tab.         Review the Order Notes for any additional information that may be need update the POET Details on the Funding tab.         Reserve Orders Travel Notes Funding Leave Approval Audit         Lando Calrissian         EMP         Empl ID: 7894562         Empl Record:         Trans ID: 2740730         Order Action:         Order Status: Proposed         # of Days / Term:       260 / Longterm       Duty Type:       Invol Active Duty, Title 10         Duty Department:       038684       PSU 313       COMMUNICATIONS DIV       Authority:       10 U.S.C. 12302         Empl Category:       SEL       Selected Reserve       TRAYPAY CAT: A Drilling Pay Status         Find View All First @         ORDER AUTHORITY         Sequence Number:       1         ORDER AUTHORITY         TITLE 10 USC 12302         This order constitutes an involuntary call to active duty under TITLE 10 USC 12302         ORDER AUTHORITY         Sequence Number:       1         ORDER AUTHORITY         Sequence Number:       1         ORDER	
Review the Order Notes for any additional information that may be need update the POET Details on the Funding tab.         Reserve Orders         Travel Notes Funding Leave Approval Audit         Lando Calrissian         EMP         Empl ID: 7894562         Empl Record:         Trans ID:       2740730         Order Action:         Order Begin Date:       03/16/2022         Order Type:       Reserve         Order Status:       Proposed         # Order Con	
Review the Order Notes for any additional information that may be need update the POET Details on the Funding tab.         Reserve Orders Travel Notes Funding Leave Approval Audit         Lando Calrissian       EMP       Empl ID: 7894562       Empl Record:         Trans ID:       2740730       Order Action:         Order Begin Date:       03/16/2022       Order Type: Reserve         Order End Date:       11/30/2022       Order Status: Proposed         # of Days / Term:       260 / Longterm       Duty Type: Invol Active Duty, Title 10         Duty Department:       038684       PSU 313 COMMUNICATIONS DIV       Authority:       10 U.S.C. 12302         Empl Category:       SEL       Selected Reserve       TRAYPAY CAT: A Drilling Pay Status         Find   View All First ()         Contract Clause:       P01         Sequence Number:       1       ORDER AUTHORITY         TITLE 10 USC 12302       This order constitutes an involuntary call to active duty under TITLE Ready Reserve for response in time of national emergency. These contingency orders are in support Executive Order 13223, dated September 14, 2001 and the DOD contingency operation USSOUTHCOM OPERATION ENDURING FREEDOM (OEF)	
update the POET Details on the Funding tab.         Reserve Orders       Travel       Notes       Funding       Leave       Approval       Audit         Lando Calrissian       EMP       Empl ID: 7894562       Empl Record:         Trans ID:       2740730       Order Action:         Order Begin Date:       03/16/2022       Order Type:       Reserve         Order End Date:       11/30/2022       Order Status:       Proposed         # of Days / Term:       260 / Longterm       Duty Type:       Invol Active Duty, Title 10         Duty Department:       038684       PSU 313 COMMUNICATIONS DIV       Authority:       10 U.S.C. 12302         Empl Category:       SEL       Selected Reserve       TRAYPAY CAT: A Drilling Pay Status         Find View All First ()         Contract Clause:       P01         ORDER AUTHORITY       TITLE 10 USC 12302         This order constitutes an involuntary call to active duty under TITLE       10 USC 12302 which provides authority to activate members of the Ready Reserve for response in time of national emergency. These contingency orders are in support Executive Order 13223, dated September 14, 2001 and the DOD contingency operation USSOUTHCOM OPERATION ENDURING FREEDOM (OEF)	ed to
Reserve Orders       Travel       Notes       Funding       Leave       Approval       Audit         Lando Calrissian       EMP       Empl ID: 7894562       Empl Record:         Trans ID:       2740730       Order Action:         Order Begin Date:       03/16/2022       Order Type:       Reserve         Order End Date:       11/30/2022       Order Status:       Proposed         # of Days / Term:       260 / Longterm       Duty Type:       Invol Active Duty, Title 10         Duty Department:       038684       PSU 313 COMMUNICATIONS DIV       Authority:       10 U.S.C. 12302         Empl Category:       SEL       Selected Reserve       TRAYPAY CAT:       A Drilling Pay Status         ORDER AUTHORITY         Sequence Number:       1       ORDER AUTHORITY         TITLE 10 USC 12302       This order constitutes an involuntary call to active duty under TITLE       1         0 USC 12302 which provides authority to activate members of the Ready Reserve for response in time of national emergency. These contingency orders are in support Executive Order 13223, dated September 14, 2001 and the DOD contingency operation       USSOUTHCOM OPERATION ENDURING FREEDOM (OEF)	
Lando Calrissian       EMP       Empl ID: 7894562       Empl Record:         Trans ID:       2740730       Order Action:         Order Begin Date:       03/16/2022       Order Type:       Reserve         Order End Date:       11/30/2022       Order Status:       Proposed         # of Days / Term:       260 / Longterm       Duty Type:       Invol Active Duty, Title 10         Duty Department:       038684       PSU 313 COMMUNICATIONS DIV       Authority:       10 U.S.C. 12302         Empl Category:       SEL       Selected Reserve       TRAYPAY CAT:       A Drilling Pay Status         Find   View All       First (*)         Contract Clause:       P01       ORDER AUTHORITY       TITLE 10 USC 12302       This order constitutes an involuntary call to active duty under TITLE 10 USC 12302 which provides authority to activate members of the Ready Reserve for response in time of national emergency. These contingency oprease in support Executive Order 13223, dated September 14, 2001 and the DOD contingency operation USSOUTHCOM OPERATION ENDURING FREEDOM (OEF)       V	
Trans ID:       2740730       Order Action:         Order Begin Date:       03/16/2022       Order Type:       Reserve         Order End Date:       11/30/2022       Order Status:       Proposed         # of Days / Term:       260 / Longterm       Duty Type:       Invol Active Duty, Title 10         Duty Department:       038684       PSU 313 COMMUNICATIONS DIV       Authority:       10 U.S.C. 12302         Empl Category:       SEL       Selected Reserve       TRAYPAY CAT:       A Drilling Pay Status         Find       View All       First       Image: Contract Clause:       P01       ORDER AUTHORITY         Sequence Number:       1       ORDER AUTHORITY       TITLE 10 USC 12302       This order constitutes an involuntary call to active duty under TITLE       10 USC 12302 which provides authority to activate members of the Ready Reserve for response in time of national emergency. These contingency orders are in support Executive Order 13223, dated September 14, 2001 and the DOD contingency operation       USSOUTHCOM OPERATION ENDURING FREEDOM (OEF)	0
Order Begin Date:       03/16/2022       Order Type:       Reserve         Order End Date:       11/30/2022       Order Status:       Proposed         # of Days / Term:       260 / Longterm       Duty Type:       Invol Active Duty, Title 10         Duty Department:       038684       PSU 313 COMMUNICATIONS DIV       Authority:       10 U.S.C. 12302         Empl Category:       SEL       Selected Reserve       TRAYPAY CAT:       A Drilling Pay Status         Find   View All       First ()         Contract Clause:       P01       ORDER AUTHORITY         Sequence Number:       1       ORDER AUTHORITY       TITLE 10 USC 12302         This order constitutes an involuntary call to active duty under TITLE       10 USC 12302 which provides authority to activate members of the Ready Reserve for response in time of national emergency. These contingency opreation       View Order 13223, dated September 14, 2001 and the DOD contingency operation         USSOUTHCOM OPERATION ENDURING FREEDOM (OEF)       View OPERATION ENDURING FREEDOM (OEF)       View OPERATION ENDURING FREEDOM (OEF)	
Order End Date:       11/30/2022       Order Status:       Proposed         # of Days / Term:       260 / Longterm       Duty Type:       Invol Active Duty, Title 10         Duty Department:       038684 PSU 313 COMMUNICATIONS DIV       Authority:       10 U.S.C. 12302         Empl Category:       SEL       Selected Reserve       TRAYPAY CAT:       A Drilling Pay Status         Find   View All         Find       View All       First ()         Sequence Number:       1       ORDER AUTHORITY         1       USC 12302       This order constitutes an involuntary call to active duty under TITLE 10 USC 12302         This order constitutes an involuntary to activate members of the Ready Reserve for response in time of national emergency. These contingency orders are in support Executive Order 13223, dated September 14, 2001 and the DOD contingency operation USSOUTHCOM OPERATION ENDURING FREEDOM (OEF)	
# of Days / Term:       260 / Longterm       Duty Type:       Invol Active Duty, Title 10         Duty Department:       038684       PSU 313 COMMUNICATIONS DIV       Authority:       10 U.S.C. 12302         Empl Category:       SEL       Selected Reserve       TRAYPAY CAT:       A Drilling Pay Status         Find   View All         Find       View All       First       Image: Contract Clause:         P01       ORDER AUTHORITY       TITLE 10 USC 12302       This order constitutes an involuntary call to active duty under TITLE 10 USC 12302 which provides authority to activate members of the Ready Reserve for response in time of national emergency. These contingency orders are in support Executive Order 13223, dated September 14, 2001 and the DOD contingency operation USSOUTHCOM OPERATION ENDURING FREEDOM (OEF)	
Duty Department:       038684       PSU 313 COMMUNICATIONS DIV       Authority:       10 U.S.C. 12302         Empl Category:       SEL       Selected Reserve       TRAYPAY CAT:       A Drilling Pay Status         Find   View All       First ()         Contract Clause:       P01       ORDER AUTHORITY         Sequence Number:       1       ORDER AUTHORITY       TITLE 10 USC 12302         This order constitutes an involuntary call to active duty under TITLE       10 USC 12302 which provides authority to activate members of the Ready Reserve for response in time of national emergency. These contingency orders are in support Executive Order 13223, dated September 14, 2001 and the DOD contingency operation USSOUTHCOM OPERATION ENDURING FREEDOM (OEF)	
Empl Category:       SEL       Selected Reserve       TRAYPAY CAT: A       Drilling Pay Status         Find       View All       First       Image: Contract Clause:       P01       ORDER AUTHORITY         Sequence Number:       1       ORDER AUTHORITY       TITLE 10 USC 12302       This order constitutes an involuntary call to active duty under TITLE 10 USC 12302 which provides authority to activate members of the Ready Reserve for response in time of national emergency. These contingency orders are in support Executive Order 13223, dated September 14, 2001 and the DOD contingency operation USSOUTHCOM OPERATION ENDURING FREEDOM (OEF)	
Find       View All       First       Image: First	
Contract Clause:       P01       ORDER AUTHORITY         Sequence Number:       1       TITLE 10 USC 12302         This order constitutes an involuntary call to active duty under TITLE       10 USC 12302 which provides authority to activate members of the Ready Reserve for response in time of national emergency. These contingency orders are in support Executive Order 13223, dated September 14, 2001 and the DOD contingency operation USSOUTHCOM OPERATION ENDURING FREEDOM (OEF)	1 of 1 🕟 La
Sequence Number: 1 TITLE 10 USC 12302 This order constitutes an involuntary call to active duty under TITLE 10 USC 12302 which provides authority to activate members of the Ready Reserve for response in time of national emergency. These contingency orders are in support Executive Order 13223, dated September 14, 2001 and the DOD contingency operation USSOUTHCOM OPERATION ENDURING FREEDOM (OEF)	1
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Ready Reserve for response in time of national emergency. These contingency orders are in support Executive Order 13223, dated September 14, 2001 and the DOD contingency operation USSOUTHCOM OPERATION ENDURING FREEDOM (OEF)	
contingency orders are in support Executive Order 13223, dated September 14, 2001 and the DOD contingency operation USSOUTHCOM OPERATION ENDURING FREEDOM (OEF)	
USSOUTHCOM OPERATION ENDURING FREEDOM (OEF)	
Show on Printed Order	-
Return to Search	Add

## Authorizing Reserve AD Contingency Orders, Continued

#### Procedures,

continued

Step			Action						
6	Select the Fundin	<b>1g</b> tab.							
	The POET details and Cost Totals will auto-populate (see Note 1) for Pay and FICA only (see Note 2).								
	If the <b>Cost Totals</b> did not auto-populate (see Note 3), acquire the amounts unit and manually enter them in the Cost Total fields.								
	<b>NOTE 1:</b> The POETs auto-populate based off the POET attached to the Contingency ID in DA. If the contingency information is not entered, the POETs will not populate								
	<b>NOTE 2: Trave</b> <b>incident</b> . The me	<b>l fundin</b> ember w	<b>g is the responsibility of t</b> ill need to be provided the	<b>he Unit</b> POET in	<b>managin</b> fo so the <u>y</u>	<b>g the</b> y can o	create		
	<b>NOTE 3:</b> The Co was entered befor	ost Tota	ls will only auto-populate is st time the orders were save	f the conted.	tingency	inforn	nation		
	Reserve Orders Travel N	otes Fundin	g Leave Approval Audit						
	Lando Calrissian	EMP	Empl ID: 7894562 Empl Rec	ord: 0	Go				
	Order Begin Date: 03/16/202	2	Order Action:	Ť					
	Order End Date: 11/30/2022	2	Order Status: Proposed						
	# of Days / Term: 260 / Lo	ongterm	Duty Type: Invol Active Duty,	Title 10					
	Duty Department: 038684 F	PSU 313 COMM	UNICATIONS DIV Authority: 10 U.S.C. 12302						
	Empl Category: SEL S	elected Reserve	TRAYPAY CAT: A Drilling Pay	Status					
	Project Code:		Q						
	Reimbursable Agreement Num	iber:							
	Task Code:		Q						
	Cummers DOET Details		Personaliz	e   Find   View Al	🔁   📑 🛛 F	irst 🕧 1-3	of 2 🕟 Last		
	Status	Document#	POET	Funding Type	Cost Total	Funds Check	Obligation		
	1 Payroll Only	70Z0RSV22	UCGIOH0MSL70098832XX11700822SALOSEOM	Pav	\$27.633.85	Status N/A	N/A		
	2 Payroll Only	70Z0RSV22	UCGIOH0MSL70098832XX12201622SALOSEOM	FICA	\$1,372.96	N/A	N/A		
				Total	Cost: \$29,006.	81 Re	esubmit Order		
	Save Return to Search	1					Add		

# Authorizing Reserve AD Contingency Orders, Continued

#### Procedures,

continued

Step	Action
7	Select the Approval tab.
	<ul><li>If approving the Order, click Approve. If denying the Order, enter Comments and click Deny.</li><li>NOTE: It is highly recommended to NOT use the Push Back option as this will send the Order back to the User who submitted the Order or authorization. If that</li></ul>
	person is unavailable, the Order will remain in a Pending status and cannot be
	handled by any other User.
	Reserve Orders Travel Notes Funding Leave Approval Audit
	Lando CalrissianEMPEmpl ID: 7894562Empl Record: 0Trans ID:2740730Order Action:
	Order Begin Date: 03/16/2022 Order Type: Reserve
	Order End Date: 11/30/2022 Order Status: Proposed
	Route for Approval
	Approval Type: Authorize Order
	Approve Order Reserve Authorize Order:Pending
	One level Approval
	Obi-Wan Kenobi Approver from USERID field
	Comments
	Lea Organa at 02/16/22 - 2:04 PM <no comments=""></no>
	Return to Search

## Authorizing Reserve AD Contingency Orders, Continued

#### Procedures,

Step	Action									
8	Order Status will update to <b>Authorized</b> and the Reserve Authorize Order status will indicate <b>Approved</b> (see Note).									
	<b>NOTE:</b> If denied in Step 7, the Order Status will remain as Proposed and the Reserve Authorize Order status will indicate Denied.									
	<b>Remember:</b> Contingency Orders do NOT go through a funds check; therefore, the Order Status will immediately transition from Proposed to Authorized when Approved. Additionally, the Pay and FICA auto-populate for Contingency Orders, so they do not need to validate the POET entries and the Resubmit Order button is greved out (Funding tab).									
	Reserve Orders Travel Notes Funding Leave Approval Audit									
	Lando Calrissian     EMP     Empl ID: 7894562     Empl Record:     0       Trans ID:     2740730     Order Action:     Go       Order Begin Date:     03/16/2022     Order Type:     Reserve       Order End Date:     11/30/2022     Order Status:     Authorized									
	Route for Approval									
	Approval Type:       Authorize Order         User ID:									
	Approve Order									
	▼       Reserve Authorize Order:Approved       Image: Wiew/Hide Comments         One level Approval       Approved       Image: Wiew/Hide Comments         Obi-Wan Kenobi       Obi-Wan Kenobi       Image: Wiew/Hide Comments         ▼       Comments       Image: Wiew/Hide Comments         Obi-Wan Kenobi at 02/16/22 - 2:08 PM       Image: Wiew/Hide Comments         Obi-Wan Kenobi at 02/16/22 - 2:08 PM       Image: Wiew/Hide Comments         Lea Organa at 02/16/22 - 2:04 PM       Image: Wiew/Hide Comments									
	<no comments=""></no>									

## Adding PCS Funding to Reserve Active Duty Order

Introduction	This section provides the procedures for adding PCS funding to a Reserve Active Duty Order in Direct Access (DA).						
Required Role	Users must hav Reserve Active	e the DA user role 'CO Duty Order.	<b>GUPDTNO</b> ' to a	add PCS funding to a			
PCS Funding	PCS funding lin the appropriate regardless of C	PCS funding lines may be added to Reserve Active Duty Orders that meet the appropriate criteria [ADOS-AC or ADOS-RC or EAD] and [181+ days], regardless of Contingency status.					
Estimates: Household Goods	Use the following paygrades E9,	ng estimates to populat W3, and O1, enter \$500 ers are no cost, ensure	te the HHG Cos 00.00.	t Total field. <i>For</i>			
	Payorade	Est HHGs Cost	Pavorade	Est HHGs Cost			
	E2	\$889.05	W2	\$2,831.40			
	E3	\$1,110,16	W3	\$5,000,00			
	E4	\$1.245.52	W4	\$3,151,47			
	E5	\$2,310.14	01	\$5,000.00			
	E6	\$3,001.32	O2	\$2,211.75			
	E7	\$3,745.58	03	\$2,877.28			
	E8	\$4,406.10	O4	\$4,065.32			
	<i>E9</i>	\$5,000.00	O5	\$5,052.07			
			06	\$5,804.70			
Estimates: Personally Procured Move (PPM)	If the member v estimated cost cost is captured Transportation populate the Pe	will be performing a Pe for a PPM must be en l on the DD-2278 provi Officer. Use the estim procured Mov	ersonally Procur ntered on the O ded to the mem ated cost provid re Cost Total on	ed Move (PPM), <b>the</b> <b>Order</b> . The estimated ber by the ed on the DD-2278 to the Funding tab.			
Estimates: POV / NTS	If the member is <b>Vehicle</b> , enter S Funding tab.	s entitled to <b>Governm</b> \$1,000 as the Privately	ent Shipment o Owned Vehicle	<b>f a Privately Owned</b> s Cost Total on the			
	If the member in Temporary Stor	s entitled <b>Non-Tempo</b> rage Cost Total on the	<b>rary Storage</b> , e Funding tab.	nter \$500 in the Non-			

# Adding PCS Funding to Reserve Active Duty Order, Continued

**Procedures** See below.

Step			Action							
1	From the Funding tab, clic	rom the Funding tab, click Add PCS Funding.								
	Reserve Orders Travel Notes Funding Leave Approval Audit									
	River Song		Empl ID: 123456	7 Empl Rec	ord: 0					
	Trans ID: 2741151		Order Acti	on:	~	Go				
	Order Begin Date: 06/14/2022		Order Type	e: Reserve						
	Order End Date: 06/13/2023		Order Stat	us: Proposed						
	# of Days / Term: 365 / Longterm		Duty Type:	Extended Active [	Duty					
	Duty Department: 047267 PSC PSD SU	IRGE STAFFING	SEC Authority:	10 U.S.C. 12311						
	Empl Category: SEL Selected Rese	erve	TRAYPAY (	CAT: A Drilling Pay	Status					
	Project Codes		0.0							
	Project Code: A59		C Reserve Recall t	o Extended Active Dut	y					
	Reimbursable Agreement Number:									
	Task Code:	Q								
							ad PCS Funding			
	Summary POET Details		Per	sonalize   Find   Viev	/ All   🔛 🔡	First 🐠 1	-3 of 3 🛞 Last			
	Status Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	POET Validation Status			
	1 New NEW	NEW	Pay (Local)	\$36,302.63	N/A Locally Funded	N/A Locally Funded	New			
	2 New NEW	NEW	FICA(Local)	\$2,777.15	N/A Locally Funded	N/A Locally Funded	New			
	3 New NEW	NEW	Travel(Local)	\$0.00	N/A Locally Funded	N/A Locally Funded	New			
				Tota	al Cost: \$39,0	79.78	Resubmit Order			
	Save 🔤 Return to Search	evious in List	↓ Next in List				📑 Add			

# Adding PCS Funding to Reserve Active Duty Order, Continued

#### Procedures,

continued

			Action									
1	Additional POET lines will populate. Update the <b>Cost Totals</b> for each expenditure as appropriate. <b>Try to be as accurate as possible</b> (see the Estimates: Household											
2												
	Goods Estimates: Dersonally Procured Moye (DDM) and Estimates: DOV / NTS											
	Joods, Estimates: Personally Procured Move (PPM), and Estimates: POV / N1S											
5	ections for more information – see NOTE).											
	NOTE: If the member is outhorized to ship Household Goods, ship a Privately											
1	<b>NOTE:</b> If the member is authorized to ship Household Goods, ship a Privately											
(	Owned V	Vehicle, or au	thorized Non-Temporar	y Storage, these	e Cost T	'otals	MUS	T be				
I	populated	d to generate	Transportation Account	Codes (TAC).								
-		-	-									
0	Click <b>Re</b>	submit Ord	er then click Save									
		Subline Of u	er, men enek buve.									
				<b>.</b>	<u>фо о</u>	0 1						
	WAKNI	NG: If any	funding lines on the Ord	er are greater th	an \$0.0	0 and	a					
<mark>f</mark>	funding l	ine is no lon	ger needed, do NOT cha	ange it \$0.00. (	Changin	ig the	Cost					
	Total to S	\$0.00 will ca	ncel the Document#. In:	stead, change th	ne Cost '	Total	to \$1.	.00				
(	see Char	nges to Fund	ing/POET section at the	beginning of th	nis guide	e).						
	(~~~~~~				0		Add PC	CS Funding				
				Personalize   Find   Vi	ew All 🛛 🛛 🗮	First	3 1-12 of 1	2 🕑 Last				
	Summary PC	DET Details										
	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	POET Validation Status				
	1 New	NEW	NEW	Pay (Local)	\$36,302.63	N/A Locally Funded	N/A Locally Funded	New				
	2 New	NEW	NEW	FICA(Local)	\$2,777.15	N/A Locally Funded	N/A Locally Funded	New				
	3 New	NEW	NEW	Travel(Local)	\$0.00	N/A Locally Funded	N/A Locally Funded	New				
	4 New	70Z0PCS220088529	UCGIOH0MPC47909ADMIN21002322REASSIGN	Member Travel	\$0.00	New	New					
	5 New	70Z0PCS220088529	UCGIOH0MPC47909ADMIN21002222REASSIGN	Dependent Travel	\$0.00	New	New					
	6 New	70Z0PCS220088529	UCGIOH0MPC47909ADMIN12203022REASSIGN	DLA Dislocation Allowance	\$0.00	New	New					
	7 New	70Z0PCS220088530	UCGIOH0MPC47909ADMIN22003422REASSIGN	House Hold Goods	\$0.00	New	New					
	8 New	70Z0PCS220088530	UCGIOH0MPC47909ADMIN22004522REASSIGN	Privately Owned Vehicles	\$0.00	New	New					
	9 New	70Z0PCS220088530	UCGIOH0MPC47909ADMIN12203122REASSIGN	Temporary Lodging Expense	\$0.00	New	New					
	10 New	70Z0PCS220088530	UCGIOH0MPC47909ADMIN12203222REASSIGN	Temporary Lodging Allowance	\$0.00	New	New					
	11 New	70Z0PCS220088530	UCGIOH0MPC47909ADMIN25703922REASSIGN	Non-Temporary Storage	\$0.00	New	New					
	12 New	70Z0PCS220088530	UCGIOH0MPC47909ADMIN12106322REASSIGN	Personally Procured Move	\$0.00	New	New					
					Total Cost:	\$39,079.7	8 Resub	mit Order				

# Adding PCS Funding to Reserve Active Duty Order, Continued

#### Procedures,

continued

		Actior	1										
Once the Cost Totals have successfully processed through FSMS, the Funds Check													
Status	<b>Status</b> should update to reflect Approved and the <b>Obligation Status</b> should update												
to indic	to indicate Success. If the Order Status does <b>not</b> return to its previous status (e.g.												
Dronos	<b>D</b> roposed) click <b>Daturn to Sourch</b> to exit the Order (see NOTE)												
Flopos	eu), chek <b>Ke</b> u	urn to search to exit the	e Oldel (see N	JIE).									
NOTE	<b>TT</b> 11 1 1						• . •						
NOTE	: Upon clicki	ng Resubmit Order, the	Order Status	will upd	ate to	Awa	itin <sub>a</sub>						
<mark>\$ and tl</mark>	nen back to its	initial Order Status. Th	ne speed of this	will de	pend	on the							
availab	ility of FSMS	. It may be necessary to	exit the Order	(click R	Return	to Se	earc						
and che	eck back perio	dically to verify the Ord	er Status undat	tes to its	initia	al Ord	er						
					c mitte								
Status.	See Orders In	h Awaiting \$ Status section	on for more in	formatic	on for	any (	Ird						
stuck ir	n an Awaiting	\$ status.											
						Add P	CS Fund						
			Personalize   Find   V	ïew All   🔁   🔣	First 🤇	🐠 1-12 of 1	2 🕑 L						
Summary	Summary POET Details TTT												
Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	POET Validati Status						
							-						
1 New	NEW	NEW	Pay (Local)	\$36,302.63	N/A Locally Funded	N/A Locally Funded	New						
1 New 2 New	NEW	NEW	Pay (Local) FICA(Local)	\$36,302.63	N/A Locally Funded N/A Locally Funded	N/A Locally Funded N/A Locally Funded	New New						
1 New 2 New 3 New	NEW NEW	NEW NEW	Pay (Local) FICA(Local) Travel(Local)	\$36,302.63 \$2,777.15 \$0.00	N/A Locally Funded N/A Locally Funded Cancelled	N/A Locally Funded N/A Locally Funded N/A Locally Funded	New New New						
1 New 2 New 3 New 4 New	NEW           NEW           NEW           7020PCS220088529	NEW NEW NEW UCGIOH0MPC47909ADMIN21002322REASSIGN	Pay (Local) FICA(Local) Travel(Local) Member Travel	\$36,302.63 \$2,777.15 \$0.00 \$364.00	N/A Locally Funded N/A Locally Funded Cancelled Approved	N/A Locally Funded N/A Locally Funded N/A Locally Funded Success	New New New						
1 New 2 New 3 New 4 New 5 New	NEW           NEW           NEW           70Z0PCS220088529           70Z0PCS220088529	NEW NEW NEW UCGIOHOMPC47909ADMIN21002322REASSIGN UCGIOHOMPC47909ADMIN21002222REASSIGN	Pay (Local) FICA(Local) Travel(Local) Member Travel Dependent Travel	\$36,302.63 \$2,777.15 \$0.00 \$364.00 \$122.00	N/A Locally Funded N/A Locally Funded Cancelled Approved	N/A Locally Funded N/A Locally Funded N/A Locally Funded Success	New New New						
1 New 2 New 3 New 4 New 5 New 6 New	NEW           NEW           7020PCS220088529           7020PCS220088529           7020PCS220088529           7020PCS220088529	NEW NEW NEW UCGIOHOMPC47909ADMIN21002322REASSIGN UCGIOHOMPC47909ADMIN21002222REASSIGN UCGIOHOMPC47909ADMIN12203022REASSIGN	Pay (Local) FICA(Local) Travel(Local) Member Travel Dependent Travel DLA Dislocation Allowance	\$36,302.63 \$2,777.15 \$0.00 \$364.00 \$122.00 \$1,000.00	N/A Locally Funded N/A Locally Funded Cancelled Approved Approved	N/A Locally Funded N/A Locally Funded N/A Locally Funded Success Success Success	New New						
1 New 2 New 3 New 4 New 5 New 6 New 7 New	NEW           NEW           NEW           70Z0PCS220088529           70Z0PCS220088529           70Z0PCS220088529           70Z0PCS220088529           70Z0PCS220088529           70Z0PCS220088529	NEW NEW NEW UCGIOHOMPC47909ADMIN21002322REASSIGN UCGIOHOMPC47909ADMIN21002222REASSIGN UCGIOHOMPC47909ADMIN12203022REASSIGN UCGIOHOMPC47909ADMIN22003422REASSIGN	Pay (Local) FICA(Local) Travel(Local) Member Travel Dependent Travel DLA Dislocation Allowance House Hold Goods	\$36,302.63 \$2,777.15 \$0.00 \$364.00 \$122.00 \$1,000.00 \$5,000.00	N/A Locally Funded N/A Locally Funded Cancelled Approved Approved Approved	N/A Locally Funded N/A Locally Funded Success Success Success Success	New New						
1 New 2 New 3 New 4 New 5 New 6 New 7 New 8 New	NEW           NEW           NEW           7020PCS220088529           7020PCS220088529           7020PCS220088529           7020PCS220088529           7020PCS220088530           7020PCS220088530	NEW NEW NEW UCGIOHOMPC47909ADMIN21002322REASSIGN UCGIOHOMPC47909ADMIN21002222REASSIGN UCGIOHOMPC47909ADMIN12003422REASSIGN UCGIOHOMPC47909ADMIN22003422REASSIGN UCGIOHOMPC47909ADMIN22004522REASSIGN	Pay (Local)       FICA(Local)       Travel(Local)       Member Travel       Dependent Travel       DLA Dislocation Allowance       House Hold Goods       Privately Owned Vehicles	\$36,302.63 \$2,777.15 \$0.00 \$364.00 \$122.00 \$1,000.00 \$5,000.00 \$0.00	N/A Locally Funded N/A Locally Funded Cancelled Approved Approved Approved New	N/A Locally N/A Locally Funded N/A Locally Funded Success Success Success Success New	New New						
1         New           2         New           3         New           4         New           5         New           6         New           7         New           8         New           9         New	NEW           NEW           NEW           7020PCS220088529           7020PCS220088529           7020PCS220088529           7020PCS220088529           7020PCS220088530           7020PCS220088530           7020PCS220088530           7020PCS220088530	NEW NEW NEW UCGIOHOMPC47909ADMIN21002322REASSIGN UCGIOHOMPC47909ADMIN21002222REASSIGN UCGIOHOMPC47909ADMIN22003422REASSIGN UCGIOHOMPC47909ADMIN22003422REASSIGN UCGIOHOMPC47909ADMIN22004522REASSIGN	Pay (Local)       FICA(Local)       Travel(Local)       Member Travel       Dependent Travel       DLA Dislocation Allowance       House Hold Goods       Privately Owned Vehicles       Temporary Lodging Expense	\$36,302.63 \$2,777.15 \$0.00 \$364.00 \$122.00 \$1,000.00 \$5,000.00 \$0.00 \$0.00	N/A Locally Funded N/A Locally Funded Cancelled Approved Approved Approved New New	N/A Locally Funded N/A Locally Funded N/A Locally Funded Success Success Success Success New New	New New						
1         New           2         New           3         New           4         New           5         New           6         New           7         New           8         New           9         New           10         New	NEW           NEW           NEW           7020PCS220088529           7020PCS220088529           7020PCS220088529           7020PCS220088530           7020PCS220088530           7020PCS220088530           7020PCS220088530           7020PCS220088530           7020PCS220088530           7020PCS220088530           7020PCS220088530           7020PCS220088530	NEW NEW NEW NEW NEW UCGIOHOMPC47909ADMIN21002322REASSIGN UCGIOHOMPC47909ADMIN21002222REASSIGN UCGIOHOMPC47909ADMIN22003422REASSIGN UCGIOHOMPC47909ADMIN22003422REASSIGN UCGIOHOMPC47909ADMIN220034522REASSIGN UCGIOHOMPC47909ADMIN12203122REASSIGN	Pay (Local)         FICA(Local)         Travel(Local)         Member Travel         Dependent Travel         DLA Dislocation Allowance         House Hold Goods         Privately Owned Vehicles         Temporary Lodging Expense         Temporary Lodging Allowance	\$36,302,63 \$2,777,15 \$0,00 \$364,00 \$122,00 \$1,000,00 \$5,000,00 \$5,000,00 \$0,00 \$0,00 \$0,00 \$0,00	N/A Locally Funded N/A Locally Funded Cancelled Approved Approved Approved New New	N/A Locally Funded N/A Locally Funded Success Success Success Success New New New	New New						
1         New           2         New           3         New           4         New           5         New           6         New           7         New           8         New           9         New           10         New           11         New	NEW           NEW           NEW           7020PCS220088529           7020PCS220088529           7020PCS220088529           7020PCS220088530           7020PCS220088530           7020PCS220088530           7020PCS220088530           7020PCS220088530           7020PCS220088530           7020PCS220088530           7020PCS220088530           7020PCS220088530	NEW           NEW           NEW           UCGIOHOMPC47909ADMIN21002322REASSIGN           UCGIOHOMPC47909ADMIN21002222REASSIGN           UCGIOHOMPC47909ADMIN12003022REASSIGN           UCGIOHOMPC47909ADMIN122003422REASSIGN           UCGIOHOMPC47909ADMIN22003422REASSIGN           UCGIOHOMPC47909ADMIN122013422REASSIGN           UCGIOHOMPC47909ADMIN12203122REASSIGN           UCGIOHOMPC47909ADMIN12203122REASSIGN           UCGIOHOMPC47909ADMIN12203222REASSIGN           UCGIOHOMPC47909ADMIN12203222REASSIGN           UCGIOHOMPC47909ADMIN12203222REASSIGN	Pay (Local)         FICA(Local)         Travel(Local)         Member Travel         Dependent Travel         DLA Dislocation Allowance         House Hold Goods         Privately Owned Vehicles         Temporary Lodging Expense         Temporary Lodging Allowance         Non-Temporary Storage	\$36,302.63 \$2,777.15 \$0.00 \$364.00 \$122.00 \$1,000.00 \$5,000.00 \$5,000.00 \$0.00 \$0.00 \$0.00 \$0.00	N/A Locally Funded N/A Locally Funded Cancelled Approved Approved Approved Approved New New New	N/A Locally Funded N/A Locally Funded Success Success Success Success New New New New	New New						

# Adding PCS Funding to Reserve Active Duty Order, Continued

#### Procedures,

Step			Action	l							
4	Once the	Order Stat	us has updated to its init	ial status, retu	rn to <b>Ste</b>	p 10	of the				
	Authoriz	Authorizing Reserve AD Orders (Entering POET Details) section of this guide.									
	Reserve Orders	Reserve Orders Travel Notes Funding Leave Approval Audit									
	River Song Trans ID: Order Begin Dat Order End Date: # of Days / Term: Duty Departmen Empl Category: Project Code:	2741151 ie: 06/14/2022 : 06/13/2023 : 365 / Longterm t: 047267 PSC PSD SU SEL Selected Rese AS9	Empl ID: 1234567 Empl Order Action: Order Type: Reserve Order Status: Proposed Duty Type: Extended Acti RGE STAFFING SEC Authority: 10 U.S.C. 123 rive TRAYPAY CAT: A Drilling Q Reserve Recall to Extended Active	Record: 0 Co Co Co Co Co Co Co Co Co Co							
	Reimbursable A	greement Number:									
	Task Code:		Q								
		Add PCS Funding									
	Personalize   Find   View All   2   📑 First 🚯 1-12 of 12 🛞 Last										
	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	POET Validation Status			
	1 New	NEW	NEW	Pay (Local)	\$36,302.63	N/A Locally Funded	N/A Locally Funded	New			
	2 New	NEW	NEW	FICA(Local)	\$2,777.15	N/A Locally Funded	N/A Locally Funded	New			
	3 New	NEW	NEW	Travel(Local)	\$0.00	Cancelled	N/A Locally Funded	New			
	4 New	70Z0PCS220088529	UCGIOH0MPC47909ADMIN21002322REASSIGN	Member Travel	\$364.00	Approved	Success				
	5 New	70Z0PCS220088529	UCGIOH0MPC47909ADMIN21002222REASSIGN	Dependent Travel	\$122.00	Approved	Success				
	6 New	70Z0PCS220088529	UCGIOH0MPC47909ADMIN12203022REASSIGN	DLA Dislocation Allowance	\$1,000.00	Approved	Success				
	7 New	70Z0PCS220088530	UCGIOH0MPC47909ADMIN22003422REASSIGN	House Hold Goods	\$5,000.00	Approved	Success				
	8 New	70Z0PCS220088530	UCGIOH0MPC47909ADMIN22004522REASSIGN	Privately Owned Vehicles	\$0.00	New	New				
	0 Now	707000000000000000000000000000000000000		Tomporany Lodaina Exponso	\$0.00	Now	Now				

# Orders in Awaiting \$ Status

Introduction	This gu status ir	ide provide 1 Direct Ac	es the procedures to respect to respect to the procedures (DA).	olve Orders st	uck in	an A	waiting	\$
IMPORTANT	It is imp Order st the Syst <u>mil.us/s</u> <u>Status/I</u>	portant to v tuck in an A tem Status <u>ites/HQ-F</u> Lists/FSMS	Terify the status of FSM Awaiting \$ status. To c Announcements here: <u>MPS-FSMS-System-</u> SSystemStatus/AllItems	IS prior to atte check the statu <u>https://uscg.sh</u> s.aspx	mpting s of FS <u>aarepoi</u>	; to '1 SMS, <u>nt-</u>	ñx' any check o	ut
Funds Check Status Fails	There and Status. <b>membe</b> <b>Officer</b> When " funds and <b>being n</b>	re various Most can l <b>rs. Ticket</b> s. Resubmit ( re available o <b>funds a</b> v	reasons for orders getting be resolved at the unit l is will need to be subm Order" is pressed, DA v e. This funds check m vailable or connectivit	ng stuck in Av evel. <b>This on</b> nitted for othe will first do a f nay fail for van y errors. If o	vaiting ly applers, suc unds cl rious r n the on	\$ lies t ch as heck easo rders	o CG PHS to ensur ns, two the	e
	runus C	Check Statu	is reads "Fail" and the	<b>Obligation Sta</b>	tus rea	ds "Ì	New"	
	(examp	Check Statule below).	is reads "Fail" and the it is most likely caused	Obligation Sta by one of thes	tus rea e two i	ds "I issue	New" s.	
	(examp)	Check Statule below),	is reads "Fail" and the it is most likely caused	Obligation Sta by one of thes	tus rea e two i	ds "I issue	New" s.	
	(examp)	Check Statu le below), 2 Det Details FTTP Document#	IS reads "Fail" and the it is most likely caused	Obligation Sta by one of thes	tus rea e two i	ds "T ssue	New" S.	
	(examp)	Check Statu le below), : Det Details : Document# 70Z0PCS220054385	us reads "Fail" and the it is most likely caused	Obligation Sta by one of thes	tus rea e two i	ds "T ssue	New"	
	Summary PC Status 1 Transmitted 2 New	Check Statu le below), DET Details Document# 70Z0PCS220054385 70Z0PCS220054385	POET UCGIOHOMPC12115CMDCD21002322REASSIGN	Obligation Sta by one of thes Funding Type Member Travel Dependent Travel	tus rea e two i cost Total \$223.40 \$0.00	ds "T ssue <sup>Funds</sup> Check Status Fail New	New S. Obligation New New	
	Summary PC Status 1 Transmitted 2 New 3 Transmitted	Check Statu le below), : DET Details (TP) Document# 7020PCS220054385 7020PCS220054385	POET UCGIOHOMPC12115CMDCD21002322REASSIGN UCGIOHOMPC12115CMDCD21002322REASSIGN UCGIOHOMPC12115CMDCD21002222REASSIGN UCGIOHOMPC12115CMDCD22003422REASSIGN	Obligation Sta by one of thes Funding Type Member Travel Dependent Travel House Hold Goods	tus rea e two i cost Total \$223.40 \$0.00 \$2,211.75	ds "T ssue Funds Check Status Fail New Fail	Vew" S. Obligation Status New New New	
	Summary PC Status 1 Transmitted 2 New 3 Transmitted 4 New	Decument#           7020PCS220054385           7020PCS220054385           7020PCS220054385           7020PCS220054386           7020PCS220054386           7020PCS220054386	POET UCGIOHOMPC12115CMDCD21002322REASSIGN UCGIOHOMPC12115CMDCD21002322REASSIGN UCGIOHOMPC12115CMDCD21002222REASSIGN UCGIOHOMPC12115CMDCD22003422REASSIGN UCGIOHOMPC12115CMDCD22004522REASSIGN	Obligation Sta by one of thes Funding Type Member Travel Dependent Travel House Hold Goods Privately Owned Vehicles	tus rea e two i \$223.40 \$0.00 \$2,211.75 \$0.00	ds "1 ssue Funds Check Status Fail New Fail New	S. Chilgation New New New New New	
	Summary PC Status 1 Transmitted 2 New 3 Transmitted 4 New 5 New	Decument#           7020PCS220054385           7020PCS220054385           7020PCS220054385           7020PCS220054386           7020PCS220054386           7020PCS220054386           7020PCS220054386           7020PCS220054386	As reads "Fail" and the it is most likely caused UCGIOHOMPC12115CMDCD21002322REASSIGN UCGIOHOMPC12115CMDCD21002222REASSIGN UCGIOHOMPC12115CMDCD22003422REASSIGN UCGIOHOMPC12115CMDCD22004522REASSIGN UCGIOHOMPC12115CMDCD22004522REASSIGN	Obligation Sta by one of these Funding Type Member Travel Dependent Travel House Hold Goods Privately Owned Vehicles Temporary Lodging Expense	tus rea e two i cost Total \$223.40 \$0.00 \$2,211.75 \$0.00 \$0.00	ds "Y ssue Funds Check Status Fail New Fail New New	Vew" S. Obligation New	
	Status Status 1 Transmitted 2 New 3 Transmitted 4 New 5 New 6 New	Decument#           7020PCS220054385           7020PCS220054385           7020PCS220054385           7020PCS220054386           7020PCS220054386           7020PCS220054386           7020PCS220054386           7020PCS220054386           7020PCS220054386           7020PCS220054386	As reads "Fail" and the it is most likely caused UCGIOHOMPC12115CMDCD21002322REASSIGN UCGIOHOMPC12115CMDCD21002222REASSIGN UCGIOHOMPC12115CMDCD22003422REASSIGN UCGIOHOMPC12115CMDCD22004522REASSIGN UCGIOHOMPC12115CMDCD12203122REASSIGN UCGIOHOMPC12115CMDCD12203222REASSIGN	Obligation State           by one of these           Funding Type           Member Travel           Dependent Travel           House Hold Goods           Privately Owned Vehicles           Temporary Lodging Expense           Temporary Lodging Allowance	tus rea e two i se tw	ds "Y ssue Funds Check Status Fail New Fail New New New New	Vew" S. Obligation New	
	Status Status Transmitted New Status Transmitted New S New S New S New S New S New	Check Statu           le below),	Is reads "Fail" and the it is most likely caused UCGIOHOMPC12115CMDCD21002322REASSIGN UCGIOHOMPC12115CMDCD21002322REASSIGN UCGIOHOMPC12115CMDCD22003422REASSIGN UCGIOHOMPC12115CMDCD22004522REASSIGN UCGIOHOMPC12115CMDCD12203122REASSIGN UCGIOHOMPC12115CMDCD12203222REASSIGN UCGIOHOMPC12115CMDCD25703922REASSIGN	Obligation State         by one of these         Funding Type         Member Travel         Dependent Travel         House Hold Goods         Privately Owned Vehicles         Temporary Lodging Expense         Temporary Lodging Allowance         Non-Temporary Storage	tus rea e two i cost Total \$223.40 \$0.00 \$2,211.75 \$0.00 \$0.00 \$0.00 \$0.00	ds "Y ssue Funds Check Status Fail New Fail New New New New	S. Obligation New New New New New New New New	
	Status Status 1 Transmitted 2 New 3 Transmitted 4 New 5 New 6 New 7 New 8 New	Check Statu           le below),	Is reads "Fail" and the it is most likely caused UCGIOHOMPC12115CMDCD21002322REASSIGN UCGIOHOMPC12115CMDCD21002322REASSIGN UCGIOHOMPC12115CMDCD22003422REASSIGN UCGIOHOMPC12115CMDCD22004522REASSIGN UCGIOHOMPC12115CMDCD12203122REASSIGN UCGIOHOMPC12115CMDCD12203222REASSIGN UCGIOHOMPC12115CMDCD25703922REASSIGN	Obligation State           by one of these           Member Travel           Dependent Travel           House Hold Goods           Privately Owned Vehicles           Temporary Lodging Expense           Temporary Lodging Allowance           Non-Temporary Storage           Personally Procured Move	tus rea e two i set total \$223.40 \$223.40 \$2,211.75 \$0.00 \$2,211.75 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	ds "? ssue Fail New Fail New New New New New	S. Obligation New New New New New New New New	
	Fundas C (example) Status 1 Transmitted 2 New 3 Transmitted 4 New 5 New 6 New 7 New 8 New 9 Transmitted	Check Statu           le below),           DET Details           Document#           7020PCS220054385           7020PCS220054386           7020PCS220054386	as reads "Fail" and the it is most likely caused UCGIOHOMPC12115CMDCD21002322REASSIGN UCGIOHOMPC12115CMDCD21002322REASSIGN UCGIOHOMPC12115CMDCD22003422REASSIGN UCGIOHOMPC12115CMDCD22004522REASSIGN UCGIOHOMPC12115CMDCD12203122REASSIGN UCGIOHOMPC12115CMDCD12203222REASSIGN UCGIOHOMPC12115CMDCD25703922REASSIGN UCGIOHOMPC12115CMDCD12106322REASSIGN	Obligation State           by one of these           Image: state           Image:	tus rea e two i set two i \$223.40 \$223.40 \$2,211.75 \$0.00 \$2,211.75 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$2,262.31	ds "Y ssue Fail New Fail New New New New New New New Sala	Vew" S. Obligation New New New New New New New New New New	

## Orders in Awaiting \$ Status, Continued

Procedures See below.

		Actio	on			
Order St	atus indicate	es Awaiting \$:				
PCS Order I	Notes Funding A	Approval Audit				
Luke Skywalk Trans ID: Begin Date:	2711147 07/01/2021	Empl ID: 1234567 Order Action: Order Type: Pe	Empl Record: 0	Bo		
DC & Basic Infe	. 07/10/2021	Ofder Status. Av	alung o			
Current Depar Current Locat Current Positi Current Job C Action:	tment:         010228           ion Code:         VA0031           on Number:         0107090           ode:         420592           KFR         Reason Comparison           ffficial:	CGCC-33-EOC-NAIS CG UNITS-ALEXANDRIA VA NETWORK OPS SEC CTR DUTY OSC ode: PCS Q Mutual Code: Standard v	Project Code: RA3 Task Code: RA Fund Source: O&S-Mil Py Rotation Dt: 07/01/2022	् व् )		
Govt Credi	t Card Holder	□ Is Travel Authorized for these Orders?	Route for App	proval		
Summary	POET Details		Personalize   Find   View All	🔄 🔜 🛛 Fire	st 🕚 1-9	of 9 🕑 Las
Statue	Document#	POET	Funding Type	Cost Total	Funds	Obligation
<b>First:</b> V down at funds ch	erify FSMS 2100 EST a eck will fail	is up and running. Fo and the Orders are subm	r example, if FSN itted for a funds nain in an Awaiti	AS is sch check at	nedule 2115	ed to g EST,
First: V down at 2 funds cho Second: does not	erify FSMS 2100 EST a eck will fail Upon verif change, wa	S is up and running. Fo nd the Orders are subm , and the Order will rer fication FSMS is active it a bit longer.	r example, if FSN itted for a funds nain in an Awaiti , click <b>Resubmit</b>	AS is sch check at ng \$ stat Order.	nedule 2115 cus. If the	ed to g EST, e statu
First: V down at 2 funds cho Second: does not	erify FSMS 2100 EST a eck will fail Upon verif change, wa	S is up and running. Fo and the Orders are subm and the Order will ren fication FSMS is active it a bit longer.	r example, if FSM itted for a funds o nain in an Awaiti , click <b>Resubmit</b>	AS is sch check at ng \$ stat Order.	nedule 2115 cus. If the	ed to g EST, e statu
First: V down at 2 funds cho Second: does not	erify FSMS 2100 EST a eck will fail Upon verif change, wa	S is up and running. Found the Orders are submulated and the Order will remain and the Order will remain fication FSMS is active it a bit longer.	r example, if FSN itted for a funds o nain in an Awaiti , click <b>Resubmit</b>	AS is sch check at ng \$ stat Order.	edule 2115 cus. If the Funds Check Status	ed to g EST, e statu
First: V down at 2 funds cho Second: does not Summary PC Status 1 Transmitted	erify FSMS 2100 EST a eck will fail Upon verif change, wa	S is up and running. Fo and the Orders are subm , and the Order will ren fication FSMS is active it a bit longer.	r example, if FSN itted for a funds of nain in an Awaiti , click <b>Resubmit</b>	AS is sch check at ng \$ stat Order.	redule 2115 cus. If the Funds Check Status Fail	ed to g EST, e statu Obligation Status New
First: V down at 2 funds che Second: does not Summary PC Status 1 Transmitted 2 New	erify FSMS 2100 EST a eck will fail Upon verif change, wa ET Details ET Document# 70Z0PCS220054385 70Z0PCS220054385	S is up and running. Fo and the Orders are subm , and the Order will ren fication FSMS is active it a bit longer.	r example, if FSN itted for a funds of nain in an Awaiti , click <b>Resubmit</b>	AS is sch check at ng \$ stat Order.	edule 2115 cus. If the Funds Check Status Fail New	ed to g EST, e statu
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First: V down at 2 funds che Second: does not Summary PC Status 1 Transmitted 2 New 3 Transmitted 4 New	Ferify FSMS         2100 EST a         eck will fail         Upon verif         change, wa         Document#         7020PCS220054385         7020PCS220054386         7020PCS220054386	S is up and running. For and the Orders are subm , and the Order will ren fication FSMS is active it a bit longer. UCGIOHOMPC12115CMDCD21002322REASSI UCGIOHOMPC12115CMDCD21002322REASSI UCGIOHOMPC12115CMDCD22003422REASSI UCGIOHOMPC12115CMDCD22004522REASSI	r example, if FSN itted for a funds of nain in an Awaiti , click <b>Resubmit</b> Funding Type N Member Travel N Member Travel SN Dependent Travel SN House Hold Goods SN Privately Owned Vehicles	AS is sch check at ng \$ stat Order. Cost Total \$223.40 \$0.00 \$2.211.75 \$0.00	Funds Check Status Fail New	ed to g EST, e statu Obligation Status New New New New
First: V down at 2 funds che Second: does not Summary PC Status 1 Transmitted 2 New 3 Transmitted 4 New 5 New	Terrify FSMS         2100 EST a         eck will fail         Upon verif         change, wa         ET Details         TOZOPCS220054385         70Z0PCS220054385         70Z0PCS220054386         70Z0PCS220054386         70Z0PCS220054386	S is up and running. For and the Orders are subm , and the Order will ren fication FSMS is active it a bit longer. UCGIOHOMPC12115CMDCD21002322REASSI UCGIOHOMPC12115CMDCD21002322REASSI UCGIOHOMPC12115CMDCD2003422REASSI UCGIOHOMPC12115CMDCD22003422REASSI UCGIOHOMPC12115CMDCD22003122REASSI UCGIOHOMPC12115CMDCD22003122REASSI	r example, if FSN itted for a funds of nain in an Awaiti , click <b>Resubmit</b> s, click <b>Resubmit</b> Funding Type SN Member Travel SN Member Travel SN House Hold Goods SN Privately Owned Vehicles SN Temporary Lodging Expense	AS is sch check at ng \$ stat Order.	redule 2115 cus. If the Check Fail New Fail New New	ed to g EST, e statu New New New New New New New New New
First: V down at 2 funds che Second: does not Summary PC Status 1 Transmitted 2 New 3 Transmitted 4 New 5 New 6 New	Ferify FSMS 2100 EST a eck will fail Upon verif change, wa ET Details (FF) Document# 7020PCS220054385 7020PCS220054386 7020PCS220054386 7020PCS220054386	S is up and running. For and the Orders are submit, and the Order will rem fication FSMS is active it a bit longer.	r example, if FSN itted for a funds of nain in an Awaiti , click <b>Resubmit</b> s, click <b>Resubmit</b> Funding Type SN Member Travel SN House Hold Goods SN Privately Owned Vehicles SN Temporary Lodging Expense SN Temporary Lodging Allowance	AS is sch check at ng \$ stat Order.	Funds Check Status Fail New Fail New New	ed to g EST, e statu New New New New New New New New New
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## Orders in Awaiting \$ Status, Continued

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Summary P	OET Details				Funda	
Status	Document#	POET	Funding Type	Cost Total	Check Status	Obligation Status
1 Transmitted	70Z0PCS220054385	UCGIOH0MPC12115CMDCD21002322REASSIGN	Member Travel	\$223.4	0 Approved	New
2 New	70Z0PCS220054385	UCGIOH0MPC12115CMDCD21002222REASSIGN	Dependent Travel	\$0.0	0 New	New
3 Transmitted	70Z0PCS220054386	UCGIOH0MPC12115CMDCD22003422REASSIGN	House Hold Goods	\$2,211.7	5 Approved	New
4 New	7020PCS220054386	UCGIOH0MPC12115CMDCD22004522REASSIGN	Privately Owned Vehicles	\$0.0	0 New	New
5 New	7020PCS220054380	UCGIOH0MPC12115CMDCD12203122REASSIGN	Temporary Lodging Expense	\$0.0	0 New	New
7 New	7020PCS220054386	LICGIOHOMPC12115CMDCD12203222REASSIGN	Non-Temporary Storage	s0.0	0 New	New
8 New	7020FCS220054386	LICGIOH0MPC12115CMDCD12106322REASSIGN	Personally Procured Move	\$0.0	0 New	New
9 Transmitted	70Z0PCS220054385	UCGIOH0MPC12115CMDCD12203022REASSIGN	DLA Dislocation Allowance	\$2,262.3	Approved	New
			Total Cos	st: \$4,697.4	6 Res	submit Orde
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