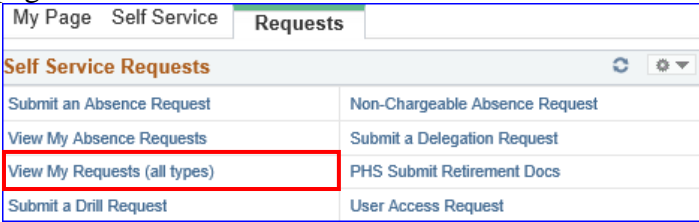
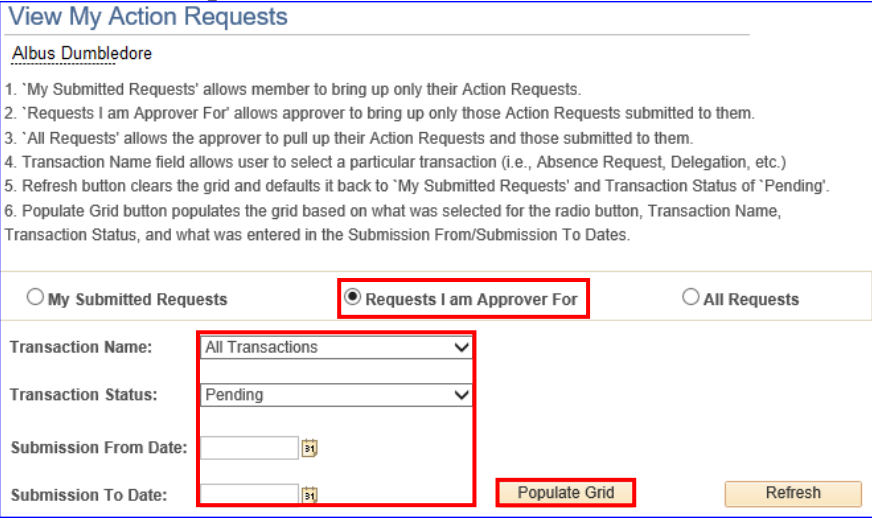


Reserve Orders Authorization

Introduction All Reserve Active Duty Orders must be Authorized by the District (DXR/DOL-1/PAC-13). Users must have the CGRSVISC role in Direct Access to Authorize Reserve Active Duty Orders.

Prior to Authorizing orders, approvers should review all data for accuracy. It is crucial that the Funding information identifies the correct TONO and [Line of Accounting](#).

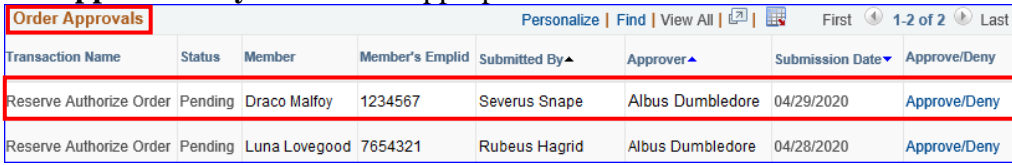
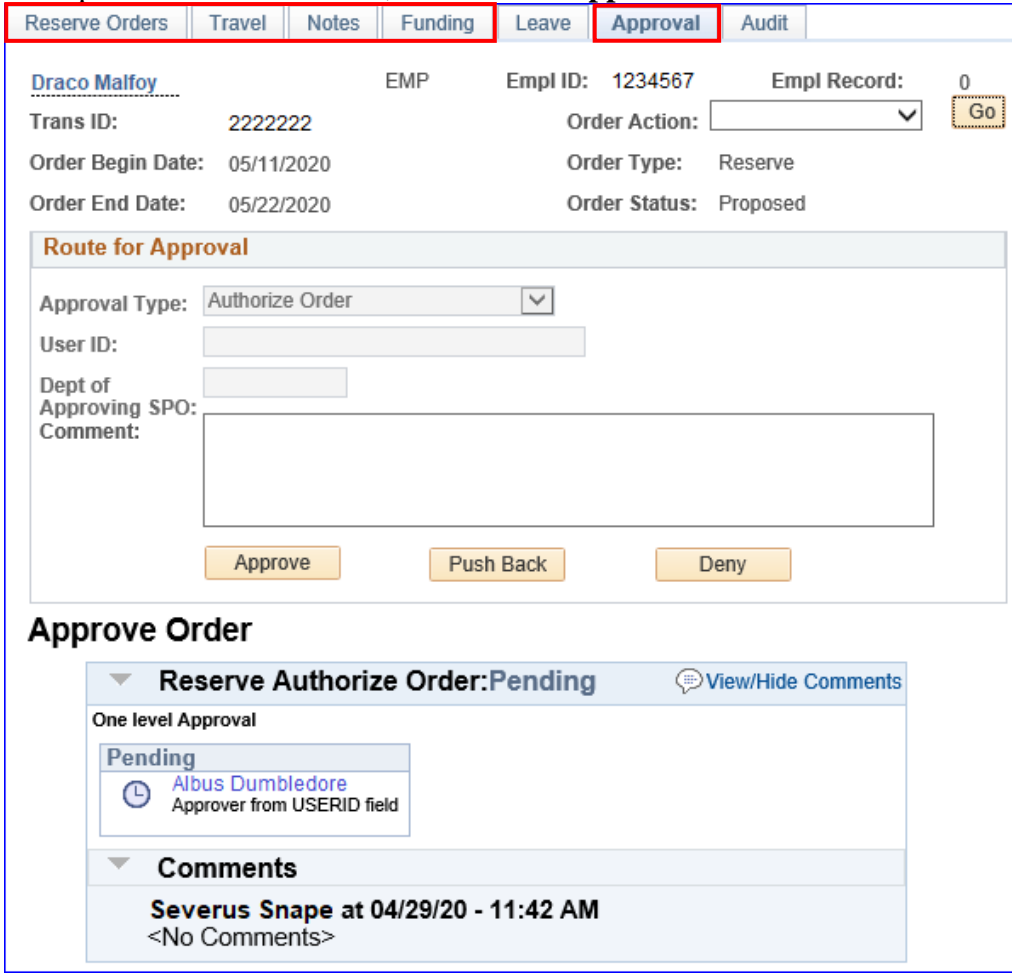
Procedures The following procedures are provided for Authorizing Reserve Orders in Direct Access.

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

Continued on next page

Reserve Orders Authorization, Continued

Procedures,
continued

Step	Action																								
3	<p>The Order Approvals section will populate with all pending orders. Click the Approve/Deny link for the appropriate order.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Draco Malfoy</td> <td>1234567</td> <td>Severus Snape</td> <td>Albus Dumbledore</td> <td>04/29/2020</td> <td>Approve/Deny</td> </tr> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Luna Lovegood</td> <td>7654321</td> <td>Rubeus Hagrid</td> <td>Albus Dumbledore</td> <td>04/28/2020</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	Reserve Authorize Order	Pending	Draco Malfoy	1234567	Severus Snape	Albus Dumbledore	04/29/2020	Approve/Deny	Reserve Authorize Order	Pending	Luna Lovegood	7654321	Rubeus Hagrid	Albus Dumbledore	04/28/2020	Approve/Deny
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4	<p>The Approval Tab will display. Prior to Authorizing orders, click each tab and review the information for accuracy. For Short-Term ADOS orders, skip to Steps 8-10. When finished, return to the Approval tab.</p>  <p>The screenshot shows the 'Approval' tab selected. It displays the following information:</p> <ul style="list-style-type: none"> Draco Malfoy EMP, Empl ID: 1234567, Empl Record: 0 Trans ID: 2222222, Order Action: [dropdown], [Go] Order Begin Date: 05/11/2020, Order Type: Reserve Order End Date: 05/22/2020, Order Status: Proposed <p>Route for Approval</p> <p>Approval Type: Authorize Order [dropdown] User ID: [input field] Dept of Approving SPO: [input field] Comment: [text area]</p> <p>[Approve] [Push Back] [Deny]</p> <p>Approve Order</p> <p>Reserve Authorize Order: Pending [View/Hide Comments]</p> <p>One level Approval</p> <p>Pending Albus Dumbledore Approver from USERID field</p> <p>Comments Severus Snape at 04/29/20 - 11:42 AM <No Comments></p>																								

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Reserve Orders Authorization, Continued

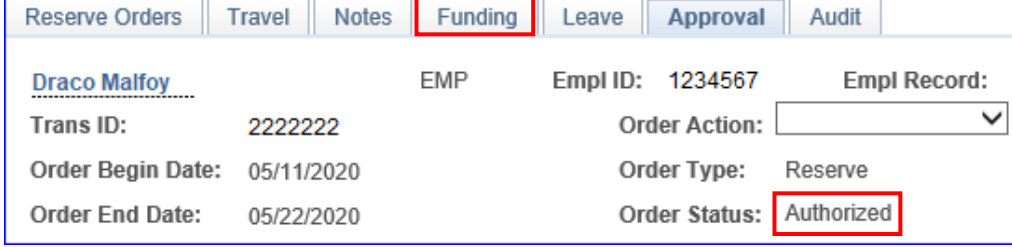
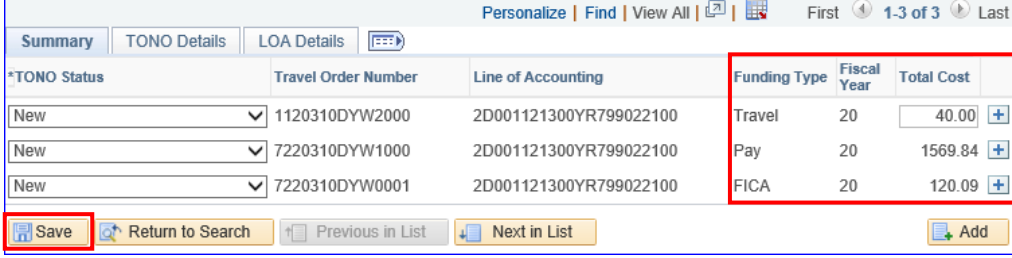
Procedures,
continued

Step	Action
5	<p>The Authorizing official can select one of three options:</p> <div data-bbox="347 521 1043 792" style="border: 1px solid black; padding: 5px;"> <p>Route for Approval</p> <p>Approval Type: <input type="text" value="Authorize Order"/></p> <p>User ID: <input type="text"/></p> <p>Dept of Approving SPO: <input type="text"/></p> <p>Comment: <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Push Back"/> <input type="button" value="Deny"/> </p> </div> <ul style="list-style-type: none"> <p>Approve – Sets status to Approved and orders are Authorized and ready to be executed.</p> <div data-bbox="397 871 1083 1077" style="border: 1px solid black; padding: 5px;"> <p>Approve Order</p> <p>Reserve Authorize Order: Approved View/Hide Comments</p> <p>One level Approval</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;"> <p style="background-color: #d9ead3; padding: 2px;">Approved</p> <p style="font-size: small;"> ✓ Albus Dumbledore Approver from USERID field 04/29/20 - 12:47 PM </p> </div> </div> <p>Push Back – Click the Push Back button to set the status to On Hold and return the orders to the submitter with any comments for editing/resubmission. It is NOT RECOMMENDED to use the Push Back option. This option limits access to the orders only to the person who submitted the orders for authorization.</p> <div data-bbox="397 1301 1075 1597" style="border: 1px solid black; padding: 5px;"> <p>Approve Order</p> <p>Reserve Authorize Order: Pending View/Hide Comments</p> <p>One level Approval</p> <div style="border: 1px solid orange; padding: 2px; margin-bottom: 5px;"> <p style="background-color: #f1c40f; padding: 2px;">On Hold</p> <p style="font-size: small;"> 📄 Albus Dumbledore Approver from USERID field 04/29/20 - 12:40 PM </p> </div> <div style="border: 1px solid green; padding: 2px;"> <p style="background-color: #d9ead3; padding: 2px;">Information Request</p> <p style="font-size: small;"> 🗣️ Severus Snape Information Request </p> </div> </div> <p>Deny – Sets status to Deny, removes the transaction from all Authorizing Official’s Action Requests to allow for editing/resubmitting by anyone.</p> <div data-bbox="397 1697 1179 1944" style="border: 1px solid black; padding: 5px;"> <p>Approve Order</p> <p>Reserve Authorize Order: Denied View/Hide Comments</p> <p>One level Approval</p> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <p style="background-color: #f2dede; padding: 2px;">Denied</p> <p style="font-size: small;"> 🚫 Albus Dumbledore Approver from USERID field 04/29/20 - 12:32 PM </p> </div> </div>

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Reserve Orders Authorization, Continued

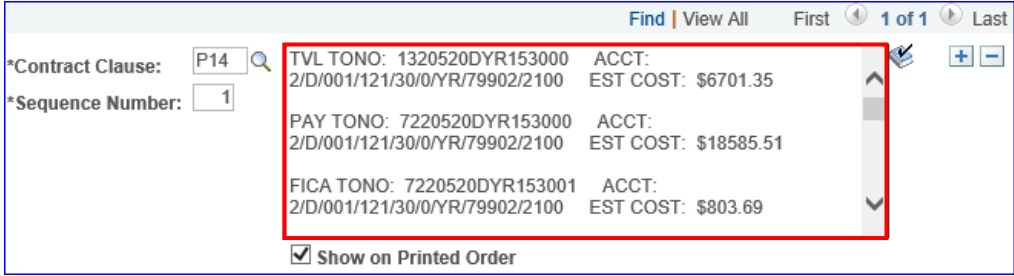
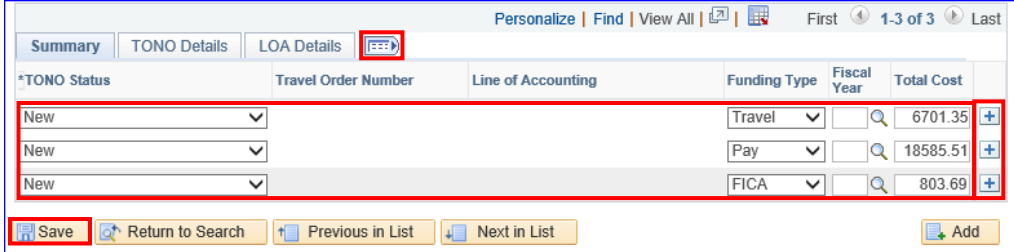
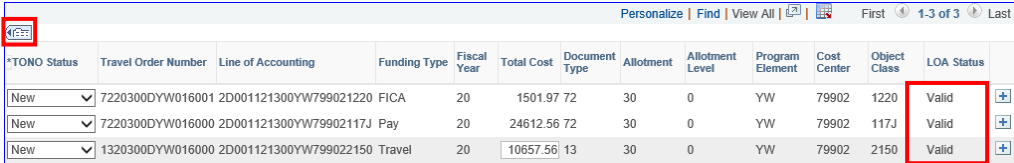
Procedures,
continued

Step	Action																								
6	<p>After Approval, the Order Status will be updated to Authorized. Click the Funding tab.</p>  <p>The screenshot shows a navigation bar with tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. Below the tabs, the user 'Draco Malfoy' is listed with EMP ID 1234567. The 'Order Status' is set to 'Authorized'.</p>																								
7	<p>The TONO and LOA will auto populate for all Reserve Orders, except for Short-Term ADOS-AC, when orders are authorized by the District (DXR/DOL-1/PAC-13). Commands shall forward Short-Term ADOS funding data (via the Order Notes) to the District (DXR/DOL-1/PAC-13) for manual entry into DA (as shown in Steps 8-10). In this example, the Funding Type for FICA and Pay auto-populated. The Authorizing official must calculate and enter the total Travel cost.</p> <p>When finished, click the Save button.</p>  <p>The screenshot shows a table with columns: *TONO Status, Travel Order Number, Line of Accounting, Funding Type, Fiscal Year, and Total Cost. The 'Save' button is highlighted in the bottom left corner.</p> <table border="1" data-bbox="347 1234 1362 1384"> <thead> <tr> <th>*TONO Status</th> <th>Travel Order Number</th> <th>Line of Accounting</th> <th>Funding Type</th> <th>Fiscal Year</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>New</td> <td>1120310DYW2000</td> <td>2D001121300YR799022100</td> <td>Travel</td> <td>20</td> <td>40.00</td> </tr> <tr> <td>New</td> <td>7220310DYW1000</td> <td>2D001121300YR799022100</td> <td>Pay</td> <td>20</td> <td>1569.84</td> </tr> <tr> <td>New</td> <td>7220310DYW0001</td> <td>2D001121300YR799022100</td> <td>FICA</td> <td>20</td> <td>120.09</td> </tr> </tbody> </table>	*TONO Status	Travel Order Number	Line of Accounting	Funding Type	Fiscal Year	Total Cost	New	1120310DYW2000	2D001121300YR799022100	Travel	20	40.00	New	7220310DYW1000	2D001121300YR799022100	Pay	20	1569.84	New	7220310DYW0001	2D001121300YR799022100	FICA	20	120.09
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Reserve Orders Authorization, Continued

Procedures,
continued

Step	Action
8	<p>When authorizing Short-Term ADOS orders, locate the funding data from the Order Note on the Notes tab. Verify the correct Object Class Codes are used.</p> <p>Sample Order Note:</p> 
9	<p>In the Funding tab, click the Expand All icon to manually enter the Travel, Pay and FICA TONO and LOA. Click the Plus button to add each row. When finished, click Save.</p> 
10	<p>After saving, click the Expand All icon to ensure each LOA Status populates as "Valid".</p> 
11	<p>Click the Approval tab and return to Step 5 to Authorize the orders.</p>