

Reserve Active Duty Orders Authorization

Overview

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

Information All Reserve Active Duty Orders must be authorized by the District (DXR / DOL-1 / PAC-13). Users must have the CGRSVISC and CGUPDTNO user roles 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 POET details.

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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.

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

Total Cost: \$39,079.78

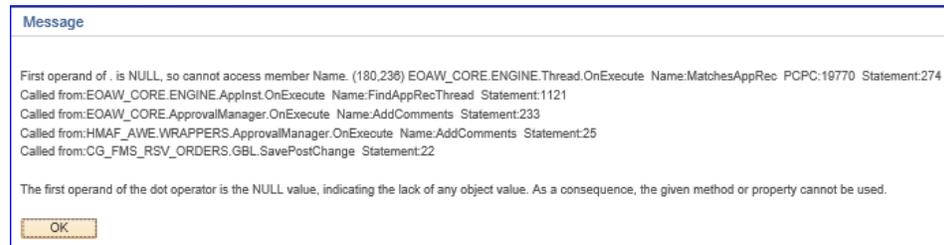
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Overview, Continued

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.



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, **DO NOT CHANGE IT TO \$0.00**. Doing so will cancel the Document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to \$1.00.**

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

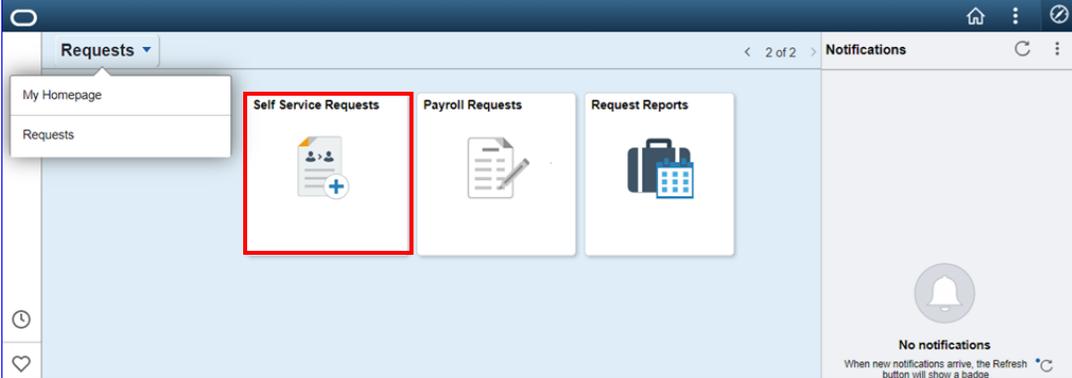
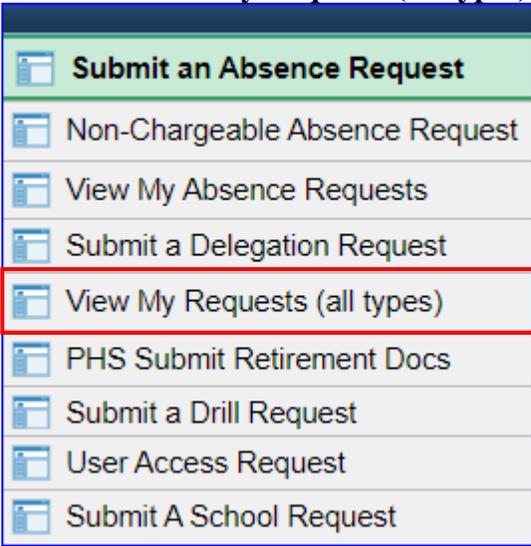
If you change Dependent Travel to \$0.00, it will CANCEL that Document Number. Keep in mind that these three funding lines (above) use the SAME document number. If later you needed to increase any of these funding lines or add Dependent Travel back in, **it WILL error out.**

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.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests Tile.</p> 
1.5	<p>Select the View My Requests (all types) option.</p> 

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Authorizing Reserve AD Orders (POET Details Auto-Populate), Continued

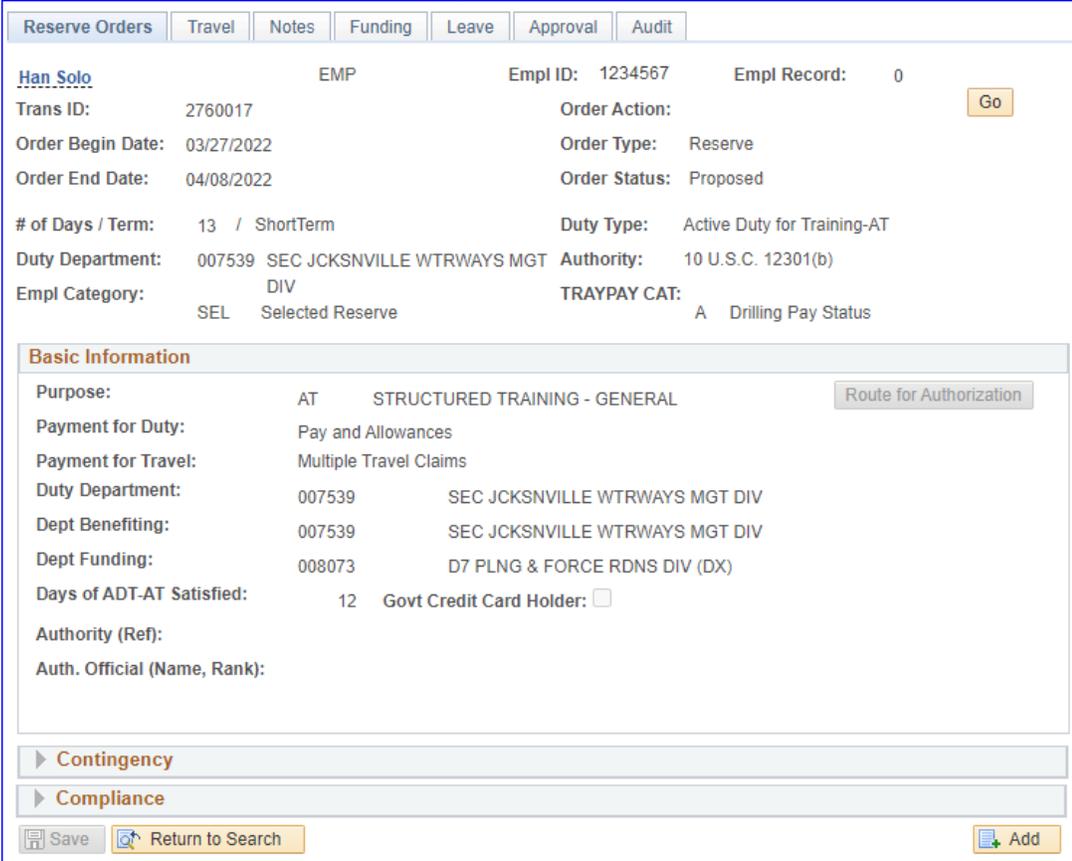
Procedures,
continued

Step	Action
2	<p>The View My Action Requests page will display. Select the Requests I am Approver For radio button. Using the Transaction Name drop-down, select Reserve Authorize Order. Ensure the Transaction Status indicates Pending and click Populate Grid.</p> <div data-bbox="326 600 1292 1192" style="border: 1px solid blue; padding: 10px;"> <p>View My Action Requests</p> <hr/> <p><u>Obi-Wan Kenobi</u></p> <ol style="list-style-type: none"> 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. 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. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <p>Transaction Name: Reserve Authorize Order ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: <input type="text"/> <small>BT</small></p> <p>Submission To Date: <input type="text"/> <small>BT</small> Populate Grid Refresh </p></div>

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Authorizing Reserve AD Orders (POET Details Auto-Populate), Continued

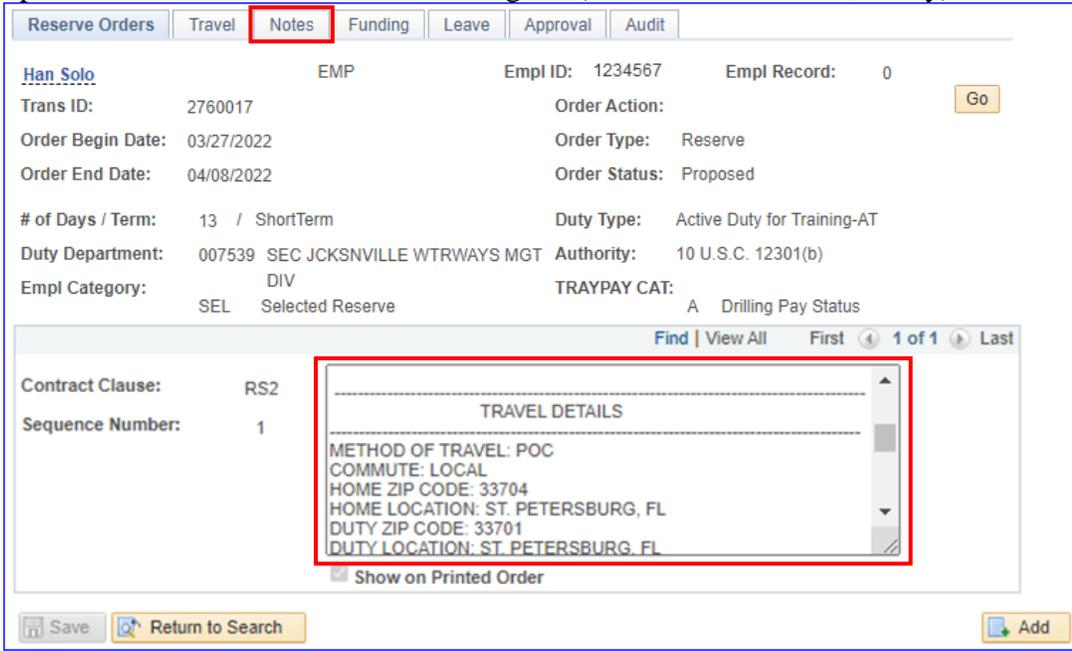
Procedures,
continued

Step	Action																																																																						
3	<p>The Order Approvals section will populate with all Pending Orders. Select Approve/Deny for the Order to be reviewed/approved.</p>  <table border="1" data-bbox="326 562 1398 785"> <thead> <tr> <th colspan="8">Order Approvals</th> <th>Personalize</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1-7 of 7</th> <th>Last</th> </tr> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Luke Skywalker</td> <td>1234567</td> <td>Chewbacca</td> <td>Obi-Wan Kenobi</td> <td>02/01/2022</td> <td>Approve/Deny</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Lando Calrissian</td> <td>7894562</td> <td>Lea Organa</td> <td>Obi-Wan Kenobi</td> <td>01/31/2022</td> <td>Approve/Deny</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Han Solo</td> <td>9876543</td> <td>Chewbacca</td> <td>Obi-Wan Kenobi</td> <td>01/31/2022</td> <td>Approve/Deny</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	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						
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4	<p>The Reserve Orders will display. Prior to Authorizing the Order, review the information on each tab for accuracy.</p>  <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> <p><u>Han Solo</u> EMP Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2760017 Order Action: <input type="button" value="Go"/></p> <p>Order Begin Date: 03/27/2022 Order Type: Reserve</p> <p>Order End Date: 04/08/2022 Order Status: Proposed</p> <p># of Days / Term: 13 / ShortTerm Duty Type: Active Duty for Training-AT</p> <p>Duty Department: 007539 SEC JCKSNVILLE WTRWAYS MGT Authority: 10 U.S.C. 12301(b)</p> <p>Empl Category: DIV TRAYPAY CAT: A Drilling Pay Status</p> <p>SEL Selected Reserve</p> <p>Basic Information</p> <p>Purpose: AT STRUCTURED TRAINING - GENERAL <input type="button" value="Route for Authorization"/></p> <p>Payment for Duty: Pay and Allowances</p> <p>Payment for Travel: Multiple Travel Claims</p> <p>Duty Department: 007539 SEC JCKSNVILLE WTRWAYS MGT DIV</p> <p>Dept Benefiting: 007539 SEC JCKSNVILLE WTRWAYS MGT DIV</p> <p>Dept Funding: 008073 D7 PLNG & FORCE RDNS DIV (DX)</p> <p>Days of ADT-AT Satisfied: 12 Govt Credit Card Holder: <input type="checkbox"/></p> <p>Authority (Ref):</p> <p>Auth. Official (Name, Rank):</p> <p>▶ Contingency</p> <p>▶ Compliance</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Add"/></p>																																																																						

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Authorizing Reserve AD Orders (POET Details Auto-Populate), Continued

Procedures,
continued

Step	Action
<p>5</p>	<p>Select the Notes tab.</p> <p>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).</p>  <p>The screenshot shows a web interface with several tabs: Reserve Orders, Travel, Notes (highlighted), Funding, Leave, Approval, and Audit. The main content area displays order details for 'Han Solo' (EMP, Empl ID: 1234567, Empl Record: 0). Key details include Trans ID: 2760017, Order Begin Date: 03/27/2022, Order End Date: 04/08/2022, # of Days / Term: 13 / ShortTerm, Duty Department: 007539 SEC JCKSNVILLE WTRWAYS MGT, and Empl Category: SEL Selected Reserve. A 'TRAVEL DETAILS' section is expanded, showing: METHOD OF TRAVEL: POC, COMMUTE: LOCAL, HOME ZIP CODE: 33704, HOME LOCATION: ST. PETERSBURG, FL, DUTY ZIP CODE: 33701, and DUTY LOCATION: ST. PETERSBURG, FL. A 'Show on Printed Order' checkbox is checked. Navigation buttons like 'Save', 'Return to Search', and 'Add' are visible at the bottom.</p>

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Authorizing Reserve AD Orders (POET Details Auto-Populate), Continued

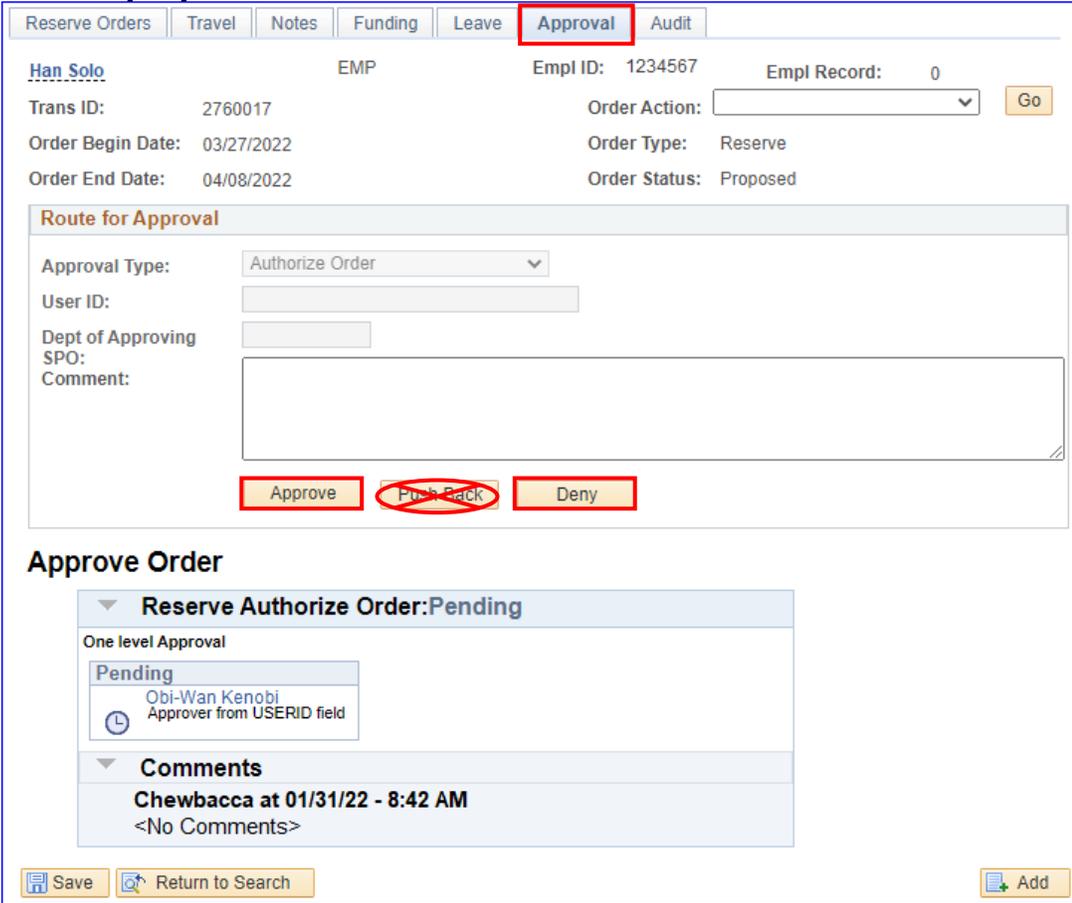
Procedures,
continued

Step	Action
6	<p>Select the Funding tab.</p> <p>The POET Details will auto-populate for Pay, FICA, and Travel. Cost Totals for Pay and FICA will also pre-populate.</p> <p>Enter the Travel Cost Total only as appropriate.</p>

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Authorizing Reserve AD Orders (POET Details Auto-Populate), Continued

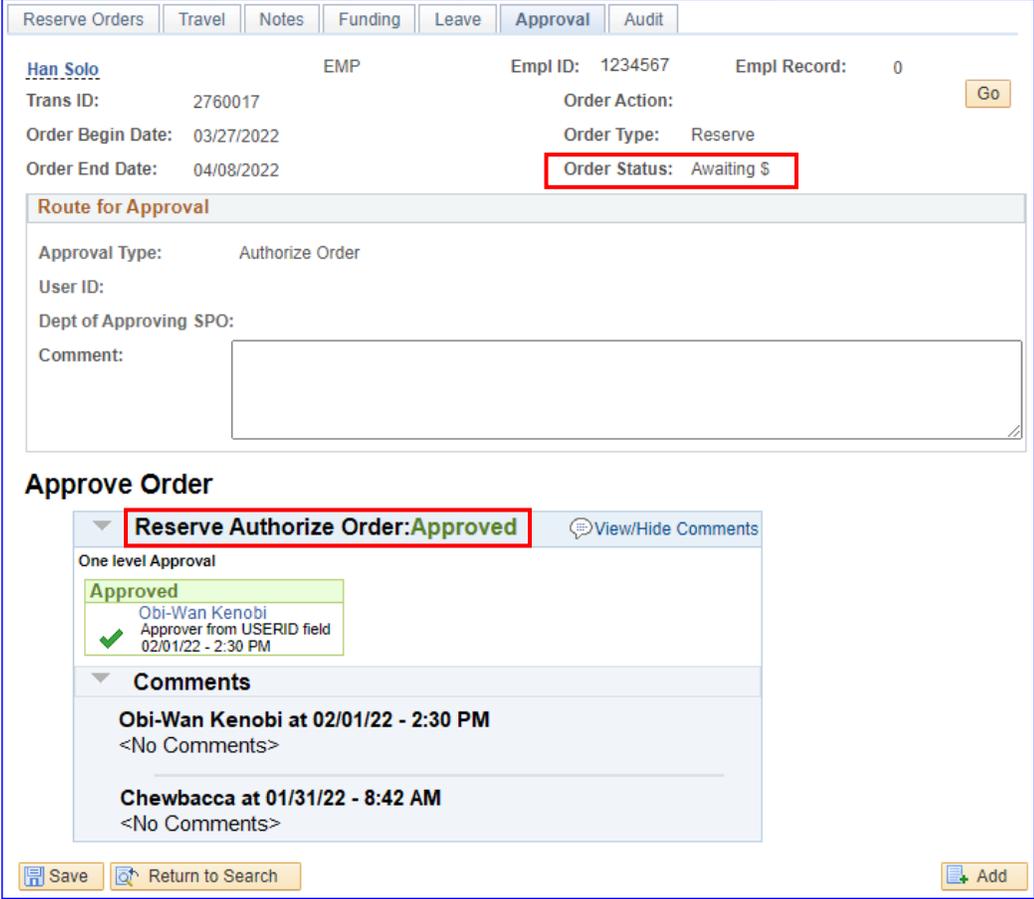
Procedures,
continued

Step	Action
7	<p>Select the Approval tab.</p> <p>If approving the Order, click Approve. If denying the Order, enter Comments and click Deny.</p> <p>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 person is unavailable, the Order will remain in a Pending status and cannot be handled by any other User.</p> 

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Authorizing Reserve AD Orders (POET Details Auto-Populate), Continued

Procedures,
continued

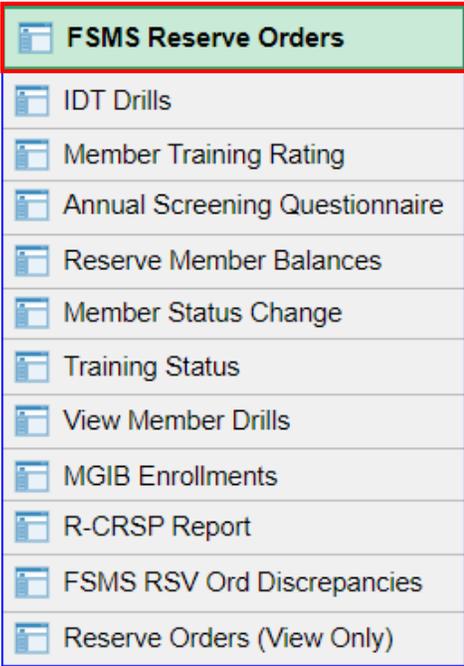
Step	Action
8	<p>The Reserve Authorize Order status will indicate Approved (see Note 1), and the Order Status will update to Awaiting \$.</p> <p>Once the data has been transmitted and accepted by FSMS, the Order Status will update to Authorized, the POET Obligation Status (Funding tab) will change to Success. You will need to exit and re-enter the Order to refresh the Order Status (see Note 2).</p> <p>NOTE 1: If denied in Step 7, the Order Status will remain as Proposed and the Reserve Authorize Order status will indicate Denied.</p> <p>NOTE 2: The length of time for the Order to transition from Awaiting \$ to Authorized will depend on the availability and speed of FSMS. Exit the Order and check back periodically to verify the Order Status has updated to Authorized.</p>  <p>The screenshot shows a web interface for 'Reserve Orders'. It includes tabs for 'Reserve Orders', 'Travel', 'Notes', 'Funding', 'Leave', 'Approval', and 'Audit'. The main content area displays order details for 'Han Solo' (EMP, Empl ID: 1234567, Empl Record: 0). Key fields include Trans ID: 2760017, Order Begin Date: 03/27/2022, and Order End Date: 04/08/2022. The 'Order Status' is highlighted in red and shows 'Awaiting \$'. Below this is a 'Route for Approval' section with 'Approval Type: Authorize Order' and a 'User ID' field. The 'Approve Order' section shows a dropdown menu with 'Reserve Authorize Order: Approved' selected, a 'View/Hide Comments' link, and a list of approvals. One approval is shown: 'Approved' by 'Obi-Wan Kenobi' (Approver from USERID field) on 02/01/22 at 2:30 PM. There are also comments from 'Obi-Wan Kenobi' and 'Chewbacca'.</p>

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.

Step	Action
1	Click on the Reserve Administration Tile. 
1.5	The default FSMS Reserve Orders option will automatically display. 

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Adjusting Order Dates or Increasing Obligated Fund Amounts, Continued

Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID or Trans ID, then click Search.</p> <div data-bbox="326 453 1105 1157" style="border: 1px solid blue; padding: 5px;"> <p>FSMS Reserve Orders</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/> 🔍</p> <p>Empl Record = ▼ <input type="text"/></p> <p>Trans ID = ▼ <input type="text"/></p> <p>Duty Type = ▼ <input type="text"/></p> <p>Begin Date = ▼ <input type="text"/> 📅</p> <p>End Date = ▼ <input type="text"/> 📅</p> <p>National ID begins with ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Order Status = ▼ <input type="text"/></p> <p>Duty Department begins with ▼ <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> 🔍 <input type="button" value="Save Search Criteria"/> </p> </div>

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Adjusting Order Dates or Increasing Obligated Fund Amounts, Continued

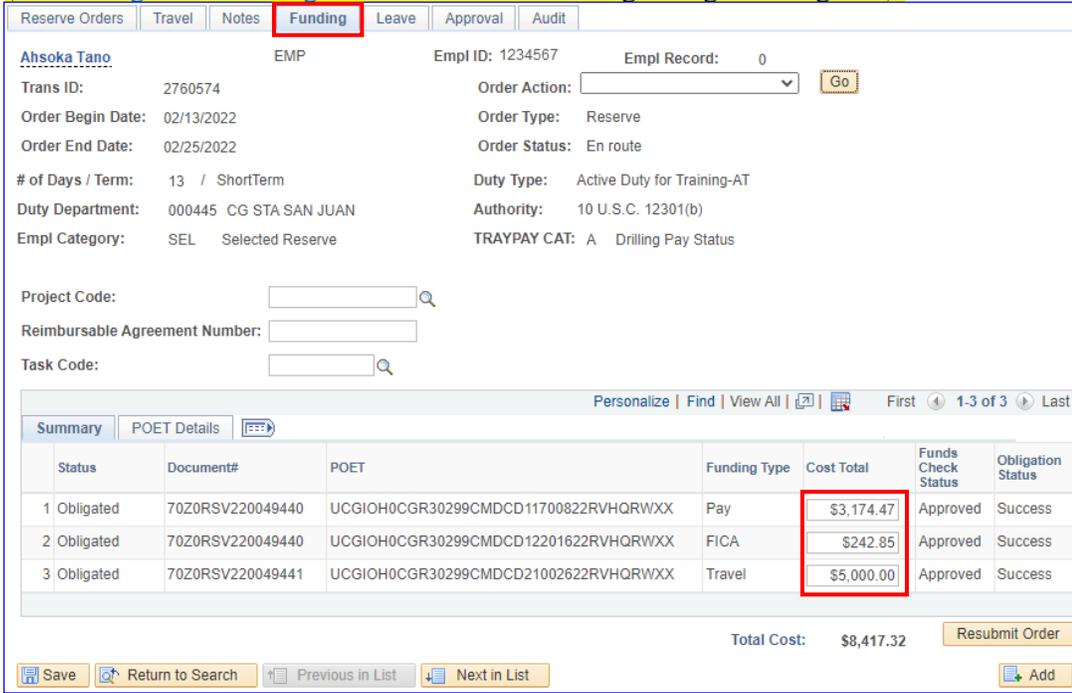
Procedures,
continued

Step	Action
3	<p>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).</p> <p>If a date change was required, verify the Order dates have already been updated.</p> <div data-bbox="326 667 1398 1501" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Reserve Orders Travel Notes Funding Leave Approval Audit </div> <p>Ahsoka Tano EMP Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2760574 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 02/13/2022 Order Type: Reserve</p> <p>Order End Date: 02/25/2022 Order Status: En route</p> <p># of Days / Term: 13 / ShortTerm Duty Type: Active Duty for Training-AT</p> <p>Duty Department: 000445 CG STA SAN JUAN Authority: 10 U.S.C. 12301(b)</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Basic Information</p> <p>Purpose: <input type="text" value="AT"/> <input type="text" value="STRUCTURED TRAINING - GENERAL"/> <input type="button" value="Route for Authorization"/></p> <p>Payment for Duty: <input type="text" value="Pay and Allowances"/></p> <p>Payment for Travel: <input type="text" value="Single Travel Claim"/></p> <p>*Duty Department: <input type="text" value="000445"/> <input type="text" value="CG STA SAN JUAN"/></p> <p>Dept Benefiting: <input type="text" value="000445"/> <input type="text" value="CG STA SAN JUAN"/></p> <p>Dept Funding: <input type="text" value="008073"/> <input type="text" value="D7 PLNG & FORCE RDNS DIV (DX)"/></p> <p>Days of ADT-AT Satisfied: <input type="text" value="13"/> Govt Credit Card Holder: <input type="checkbox"/></p> <p>Authority (Ref): <input type="text"/></p> <p>Auth. Official (Name, Rank): <input type="text"/></p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>▶ Contingency</p> <p>▶ Compliance</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Add"/> </div> </div>

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Adjusting Order Dates or Increasing Obligated Fund Amounts, Continued

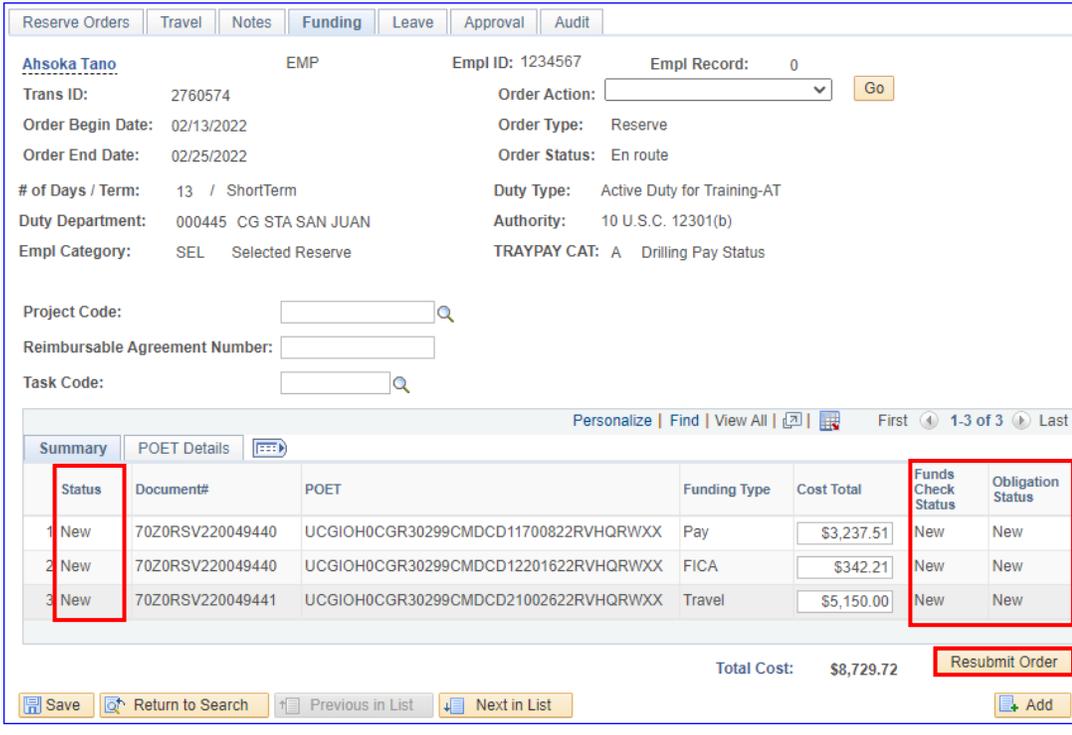
Procedures,
continued

Step	Action																												
4	<p>Select the Funding tab.</p> <p>Update the Cost Totals for all affected POETs as necessary.</p> <p>WARNING: If any funding lines on the Order are greater than \$0.00 and a funding line is no longer needed, do NOT change it \$0.00. Changing the Cost Total to \$0.00 will cancel the Document#. Instead, change the Cost Total to \$1.00 (see Changes to Funding/POET section at the beginning of this guide).</p>  <p>The screenshot shows the 'Funding' tab selected in the top navigation bar. Below the navigation bar, there is a header for 'Ahsoka Tano' with 'EMP' and 'Empl ID: 1234567'. The 'Empl Record' is 0. There are several fields for 'Trans ID', 'Order Begin Date', 'Order End Date', '# of Days / Term', 'Duty Department', 'Empl Category', 'Project Code', 'Reimbursable Agreement Number', and 'Task Code'. Below these fields is a table with columns: 'Summary', 'POET Details', 'Status', 'Document#', 'POET', 'Funding Type', 'Cost Total', 'Funds Check Status', and 'Obligation Status'. The table contains three rows of data:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> </tr> </thead> <tbody> <tr> <td>1 Obligated</td> <td>70Z0RSV220049440</td> <td>UCGIOH0CGR30299CMD11700822RVHQRWXX</td> <td>Pay</td> <td>\$3,174.47</td> <td>Approved</td> <td>Success</td> </tr> <tr> <td>2 Obligated</td> <td>70Z0RSV220049440</td> <td>UCGIOH0CGR30299CMD12201622RVHQRWXX</td> <td>FICA</td> <td>\$242.85</td> <td>Approved</td> <td>Success</td> </tr> <tr> <td>3 Obligated</td> <td>70Z0RSV220049441</td> <td>UCGIOH0CGR30299CMD21002622RVHQRWXX</td> <td>Travel</td> <td>\$5,000.00</td> <td>Approved</td> <td>Success</td> </tr> </tbody> </table> <p>At the bottom of the table, there is a 'Total Cost' of \$8,417.32 and a 'Resubmit Order' button. There are also buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Add'.</p>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 Obligated	70Z0RSV220049440	UCGIOH0CGR30299CMD11700822RVHQRWXX	Pay	\$3,174.47	Approved	Success	2 Obligated	70Z0RSV220049440	UCGIOH0CGR30299CMD12201622RVHQRWXX	FICA	\$242.85	Approved	Success	3 Obligated	70Z0RSV220049441	UCGIOH0CGR30299CMD21002622RVHQRWXX	Travel	\$5,000.00	Approved	Success
Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status																							
1 Obligated	70Z0RSV220049440	UCGIOH0CGR30299CMD11700822RVHQRWXX	Pay	\$3,174.47	Approved	Success																							
2 Obligated	70Z0RSV220049440	UCGIOH0CGR30299CMD12201622RVHQRWXX	FICA	\$242.85	Approved	Success																							
3 Obligated	70Z0RSV220049441	UCGIOH0CGR30299CMD21002622RVHQRWXX	Travel	\$5,000.00	Approved	Success																							

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Adjusting Order Dates or Increasing Obligated Fund Amounts, Continued

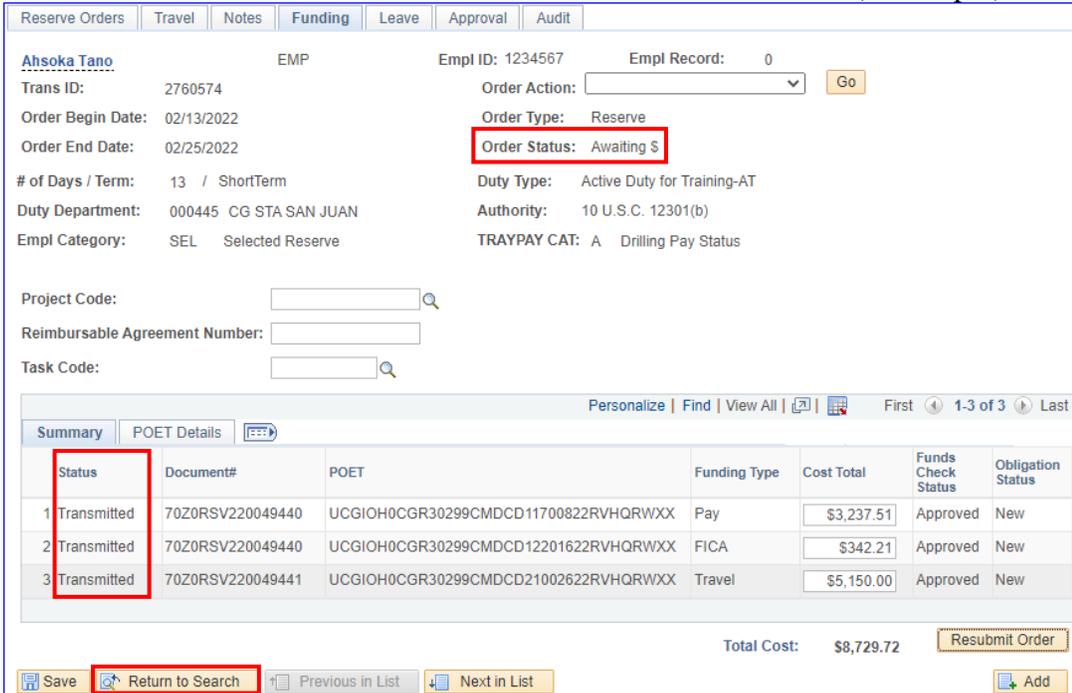
Procedures,
continued

Step	Action
5	<p>Upon updating the Cost Totals: the POET Status, Funds Check Status, and Obligation Status will update to New.</p> <p>Click Resubmit Order.</p>  <p>The screenshot shows a web application interface for managing orders. At the top, there are tabs for 'Reserve Orders', 'Travel', 'Notes', 'Funding', 'Leave', 'Approval', and 'Audit'. Below the tabs, there is a header for 'Ahsoka Tano' with 'EMP' and 'Empl ID: 1234567'. The 'Empl Record' is 0. There are several input fields and labels: 'Trans ID: 2760574', 'Order Action: [dropdown]', 'Order Begin Date: 02/13/2022', 'Order End Date: 02/25/2022', '# of Days / Term: 13 / ShortTerm', 'Duty Department: 000445 CG STA SAN JUAN', 'Empl Category: SEL Selected Reserve', 'Project Code: [input]', 'Reimbursable Agreement Number: [input]', 'Task Code: [input]', 'Order Type: Reserve', 'Order Status: En route', 'Duty Type: Active Duty for Training-AT', 'Authority: 10 U.S.C. 12301(b)', and 'TRAYPAY CAT: A Drilling Pay Status'. Below this is a table with columns: 'Summary', 'POET Details', 'Status', 'Document#', 'POET', 'Funding Type', 'Cost Total', 'Funds Check Status', and 'Obligation Status'. The table contains three rows of data, all with 'New' status. The 'Status', 'Funds Check Status', and 'Obligation Status' columns are highlighted with red boxes. At the bottom right of the table, there is a 'Resubmit Order' button, also highlighted with a red box. The 'Total Cost' is \$8,729.72. At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Add'.</p>

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Adjusting Order Dates or Increasing Obligated Fund Amounts, Continued

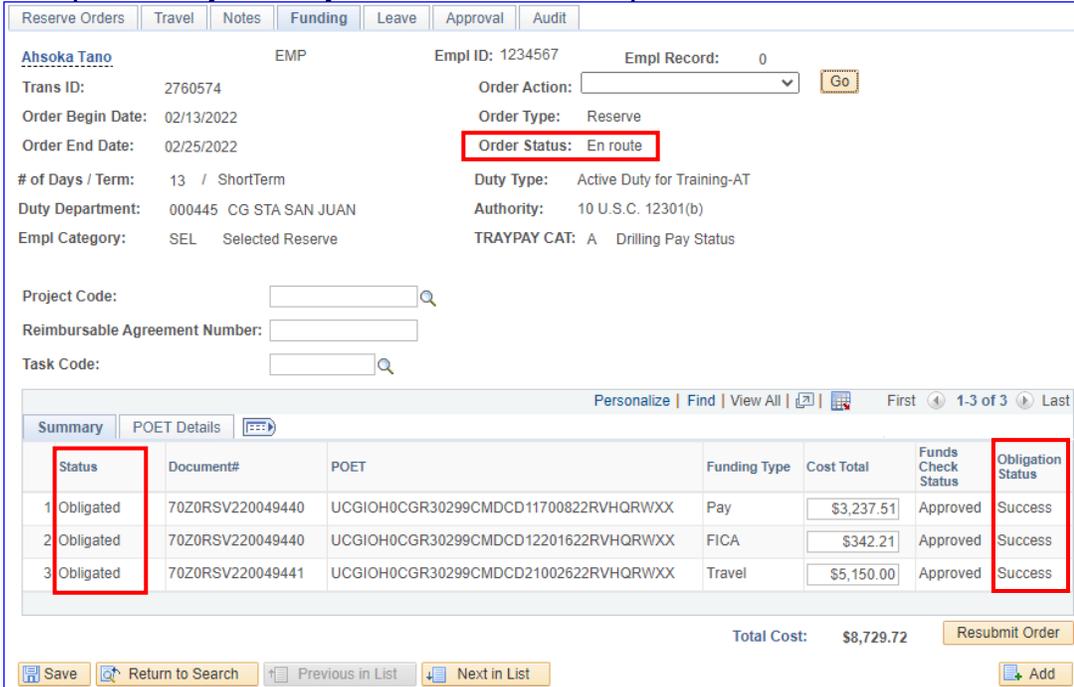
Procedures,
continued

Step	Action
6	<p>The Order Status will update to Awaiting \$ and the POET Status will indicate Transmitted.</p> <p>Click Return to Search to exit the Order, there is no need to save (see Step 7).</p>  <p>The screenshot shows a user interface for managing an order. At the top, there are tabs for Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The user's name is Ahsoka Tano, EMP, with Empl ID: 1234567 and Empl Record: 0. The order details include: Trans ID: 2760574, Order Action: (dropdown), Order Type: Reserve, Order Status: Awaiting \$, Order Begin Date: 02/13/2022, Order End Date: 02/25/2022, # of Days / Term: 13 / ShortTerm, Duty Department: 000445 CG STA SAN JUAN, Authority: 10 U.S.C. 12301(b), Empl Category: SEL Selected Reserve, TRAYPAY CAT: A Drilling Pay Status. There are input fields for Project Code, Reimbursable Agreement Number, and Task Code. Below this is a table with tabs for Summary and POET Details. The Summary tab is active, showing a table with columns: Status, Document#, POET, Funding Type, Cost Total, Funds Check Status, and Obligation Status. The table contains three rows, all with 'Transmitted' status. The 'Status' column header is highlighted. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, and Add. The total cost is \$8,729.72 and there is a Resubmit Order button.</p>

Continued on next page

Adjusting Order Dates or Increasing Obligated Fund Amounts, Continued

Procedures,
continued

Step	Action																												
7	<p>Once the data has been transmitted and accepted by FSMS, the Order Status will return to its previous status (if previously En route, will revert to En route), the POET Status will indicate Obligated, and the POET Obligated Status will change to Success. You will need to exit and re-enter the Order to refresh the Order Status (see Note).</p> <p>NOTE: The length of time for the Order to transition out of the Awaiting \$ status will depend on the availability and speed of FSMS. Exit the Order and check back periodically to verify the Order Status has updated.</p>  <p>The screenshot displays the following order details:</p> <ul style="list-style-type: none"> Employee: Ahsoka Tano (EMP), Empl ID: 1234567, Empl Record: 0 Trans ID: 2760574 Order Begin Date: 02/13/2022 Order End Date: 02/25/2022 Order Type: Reserve Order Status: En route Duty Department: 000445 CG STA SAN JUAN Authority: 10 U.S.C. 12301(b) TRAYPAY CAT: A Drilling Pay Status <p>The POET Summary table is as follows:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> </tr> </thead> <tbody> <tr> <td>Obligated</td> <td>70Z0RSV220049440</td> <td>UCGIOH0CGR30299CMD211700822RVHQRWXX</td> <td>Pay</td> <td>\$3,237.51</td> <td>Approved</td> <td>Success</td> </tr> <tr> <td>Obligated</td> <td>70Z0RSV220049440</td> <td>UCGIOH0CGR30299CMD212201622RVHQRWXX</td> <td>FICA</td> <td>\$342.21</td> <td>Approved</td> <td>Success</td> </tr> <tr> <td>Obligated</td> <td>70Z0RSV220049441</td> <td>UCGIOH0CGR30299CMD21002622RVHQRWXX</td> <td>Travel</td> <td>\$5,150.00</td> <td>Approved</td> <td>Success</td> </tr> </tbody> </table> <p>Total Cost: \$8,729.72</p>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	Obligated	70Z0RSV220049440	UCGIOH0CGR30299CMD211700822RVHQRWXX	Pay	\$3,237.51	Approved	Success	Obligated	70Z0RSV220049440	UCGIOH0CGR30299CMD212201622RVHQRWXX	FICA	\$342.21	Approved	Success	Obligated	70Z0RSV220049441	UCGIOH0CGR30299CMD21002622RVHQRWXX	Travel	\$5,150.00	Approved	Success
Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status																							
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Obligated	70Z0RSV220049441	UCGIOH0CGR30299CMD21002622RVHQRWXX	Travel	\$5,150.00	Approved	Success																							

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.

The diagram illustrates the mapping between POET details and table columns. The POET details are shown as a string of alphanumeric characters, with specific segments highlighted and numbered 1 through 6. Below this, an 'EXPENDITURE TYPE' section provides context for these numbers. At the bottom, a table shows the POET column populated with data, and arrows connect the numbered POET segments to their corresponding table columns: 1 to Document#, 2 to Project, 3 to Organization, 4 to Expenditure, 5 to Expenditure Type, and 6 to Task.

Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	POET Validation Status	Project	Organization	Expenditure	Expenditure Type	Task	Fiscal Year
1 New	739	UCGIZP8EOM93306LOGSX11701722PSU305	Pay (Local)	\$4,215.63	N/A Locally Funded	N/A Locally Funded	New	UCGIZP8EOM	93306LOGSX	117017	117017 Pay_Enlisted_Regular	22PSU305	22
2 New	739	UCGIZP8EOM93306LOGSX12201622PSU305	FICA(Local)	\$987.68	N/A Locally Funded	N/A Locally Funded	New	UCGIZP8EOM	93306LOGSX	122016	122016 Contrib_FICA_Enlistec	22PSU305	22
3 New	739	UCGIZP8EOM93306LOGSX21008022PSU305	Travel(Local)	\$250.00	N/A Locally Funded	N/A Locally Funded	New	UCGIZP8EOM	93306LOGSX	210080	210080 Mission_Travel/Domes	22PSU305	22

Continued on next page

Authorizing Reserve AD Orders (Entering POET Details), Continued

**Expenditure
Types**

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

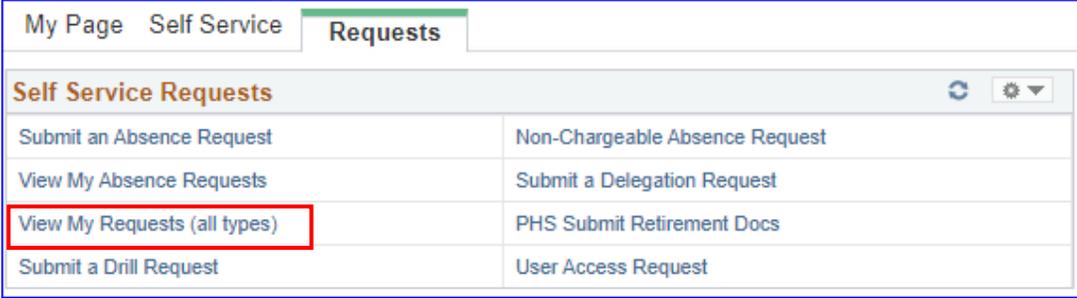
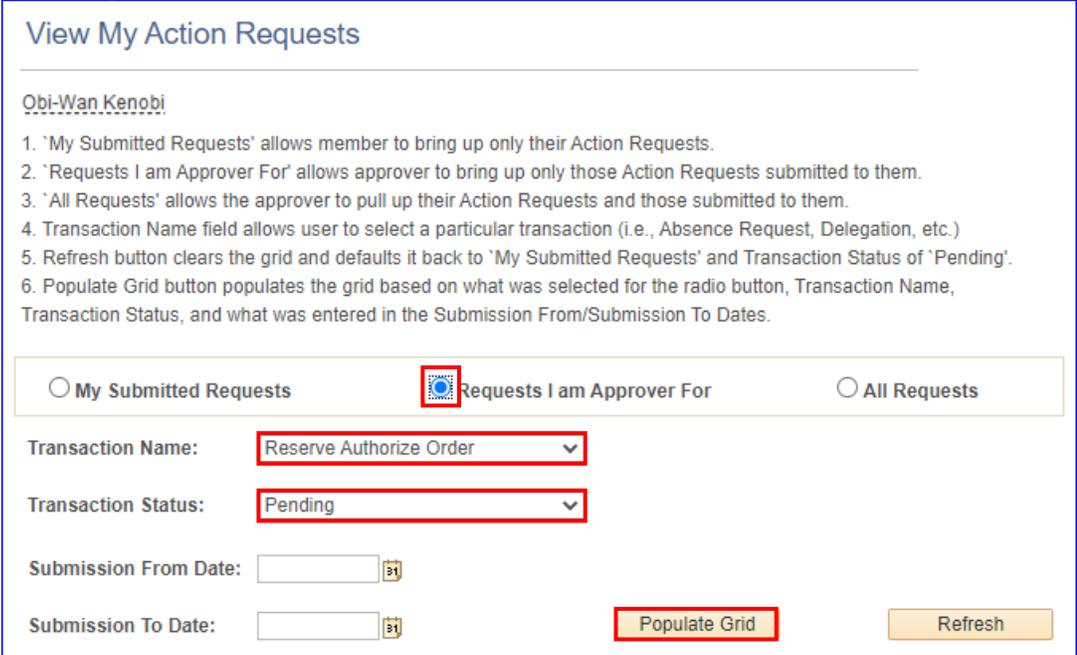
[expendituretypesreserveorders.xlsx \(live.com\)](#)

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

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Authorizing Reserve AD Orders (Entering POET Details), Continued

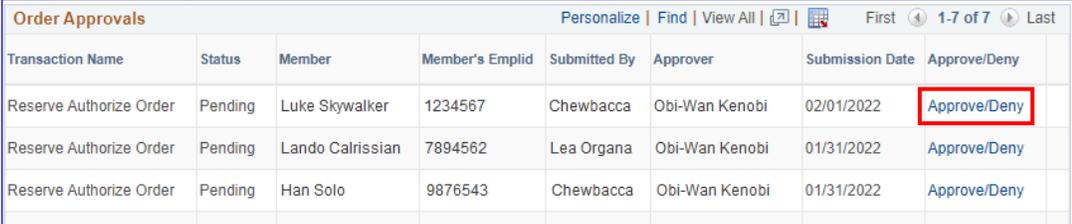
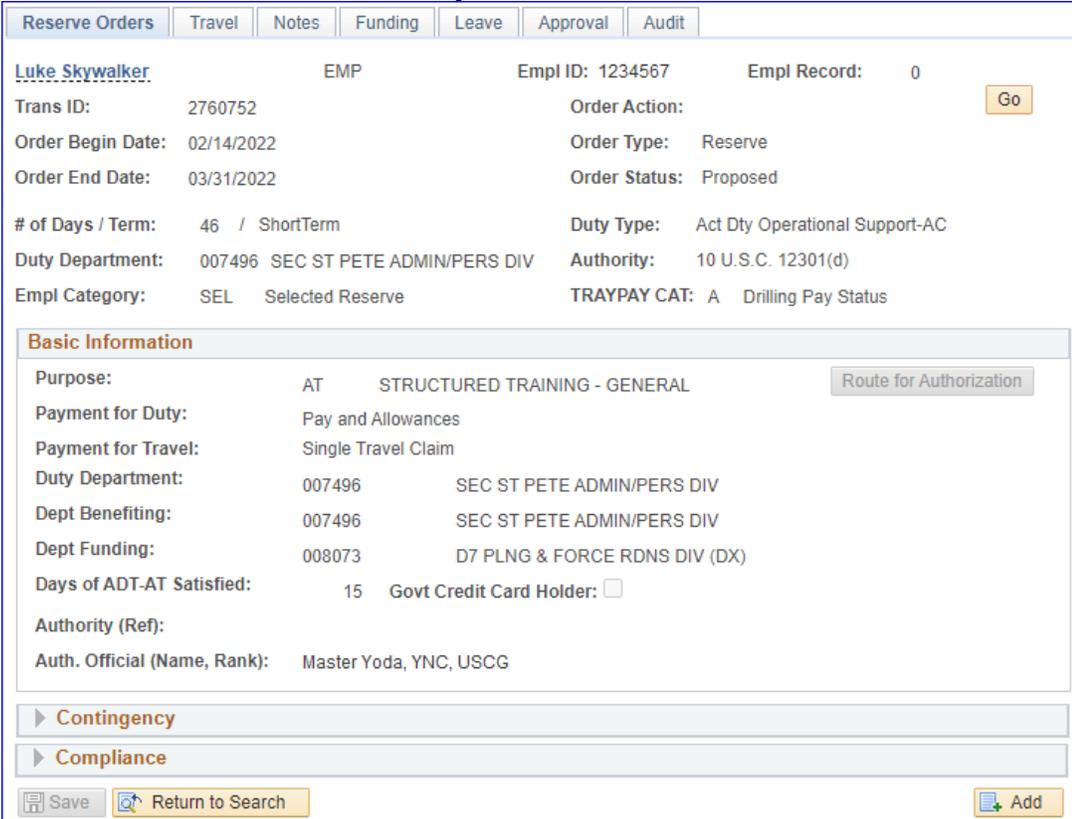
Procedures See below.

Step	Action
1	<p>Select View My Requests (all types) from the Self Service Requests pagelet located under the Requests tab.</p> 
2	<p>The View My Action Requests page will display. Select the Requests I am Approver For radio button. Using the Transaction Name drop-down, select Reserve Authorize Order. Ensure the Transaction Status indicates Pending and click Populate Grid.</p> 

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Authorizing Reserve AD Orders (Entering POET Details), Continued

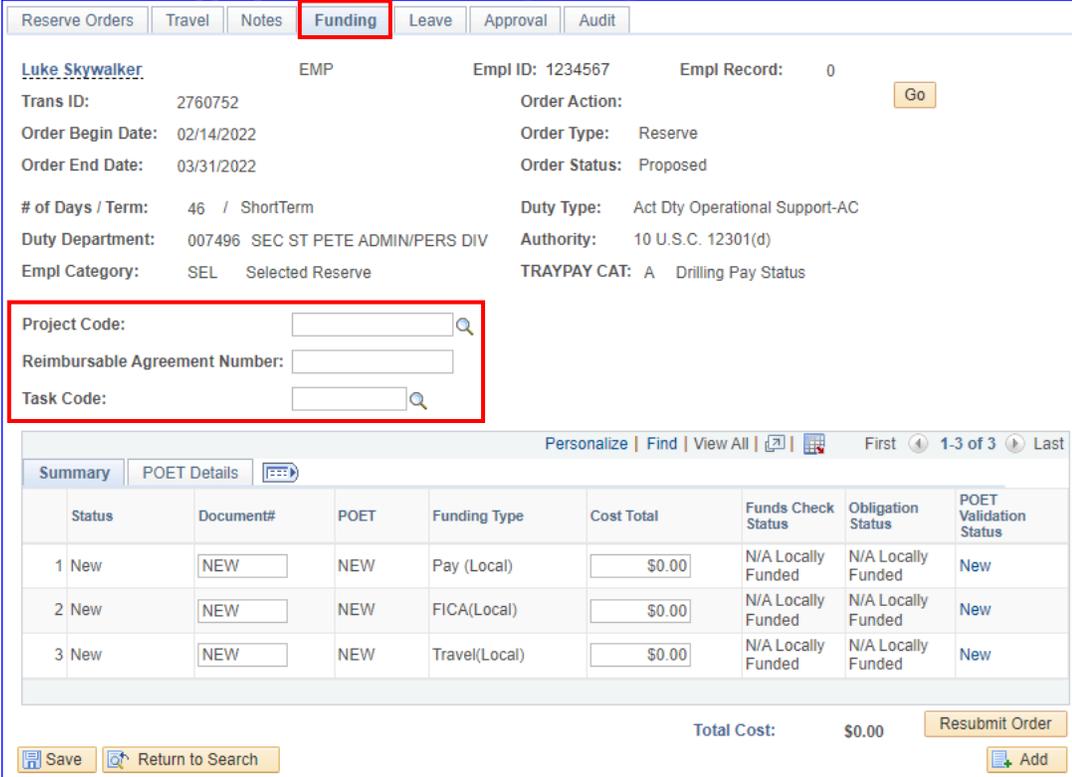
Procedures,
continued

Step	Action																																								
3	<p>The Order Approvals section will populate with all Pending Orders. Select Approve/Deny for the Order to be reviewed/approved.</p>  <table border="1"> <thead> <tr> <th colspan="8">Order Approvals</th> </tr> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Luke Skywalker</td> <td>1234567</td> <td>Chewbacca</td> <td>Obi-Wan Kenobi</td> <td>02/01/2022</td> <td>Approve/Deny</td> </tr> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Lando Calrissian</td> <td>7894562</td> <td>Lea Organa</td> <td>Obi-Wan Kenobi</td> <td>01/31/2022</td> <td>Approve/Deny</td> </tr> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Han Solo</td> <td>9876543</td> <td>Chewbacca</td> <td>Obi-Wan Kenobi</td> <td>01/31/2022</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Order Approvals								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
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Reserve Authorize Order	Pending	Han Solo	9876543	Chewbacca	Obi-Wan Kenobi	01/31/2022	Approve/Deny																																		
4	<p>The Reserve Orders will display. Prior to Authorizing the Order, review the information on each tab for accuracy.</p>  <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> <p><u>Luke Skywalker</u> EMP Empl ID: 1234567 Empl Record: 0 Go</p> <p>Trans ID: 2760752 Order Action:</p> <p>Order Begin Date: 02/14/2022 Order Type: Reserve</p> <p>Order End Date: 03/31/2022 Order Status: Proposed</p> <p># of Days / Term: 46 / ShortTerm Duty Type: Act Dty Operational Support-AC</p> <p>Duty Department: 007496 SEC ST PETE ADMIN/PERS DIV Authority: 10 U.S.C. 12301(d)</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> <p>Basic Information</p> <p>Purpose: AT STRUCTURED TRAINING - GENERAL Route for Authorization</p> <p>Payment for Duty: Pay and Allowances</p> <p>Payment for Travel: Single Travel Claim</p> <p>Duty Department: 007496 SEC ST PETE ADMIN/PERS DIV</p> <p>Dept Benefiting: 007496 SEC ST PETE ADMIN/PERS DIV</p> <p>Dept Funding: 008073 D7 PLNG & FORCE RDNS DIV (DX)</p> <p>Days of ADT-AT Satisfied: 15 Govt Credit Card Holder: <input type="checkbox"/></p> <p>Authority (Ref):</p> <p>Auth. Official (Name, Rank): Master Yoda, YNC, USCG</p> <p>▶ Contingency</p> <p>▶ Compliance</p> <p>Save Return to Search Add</p>																																								

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Authorizing Reserve AD Orders (Entering POET Details), Continued

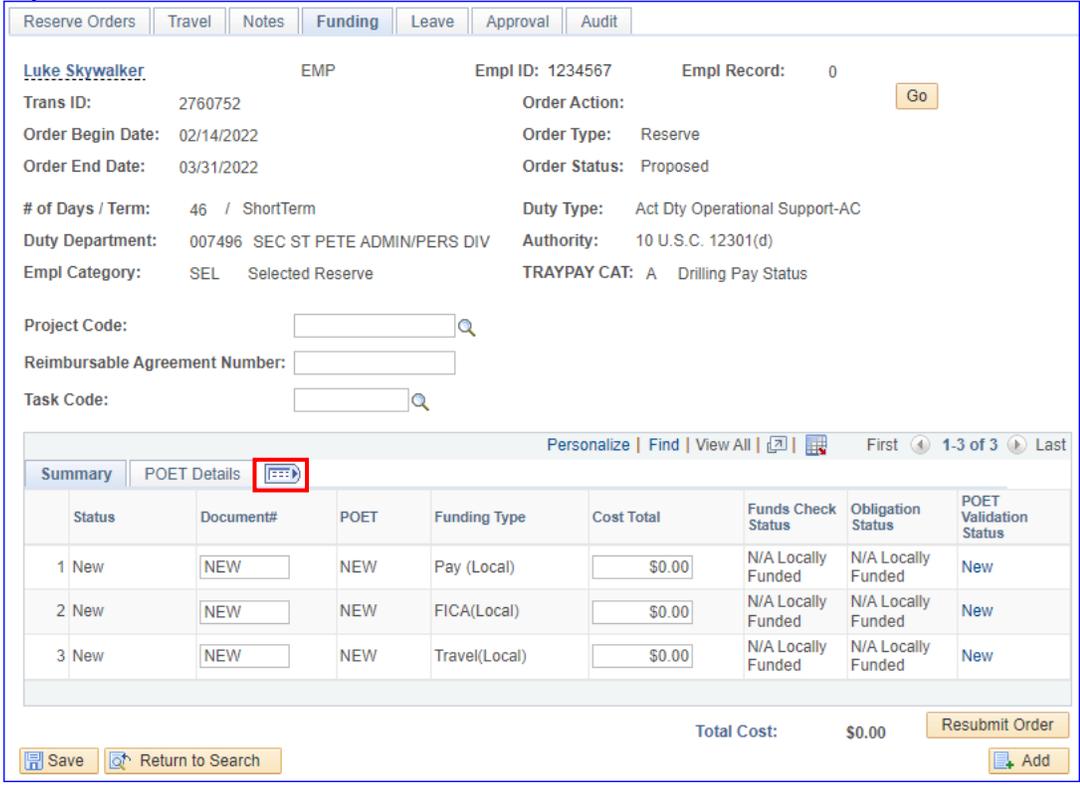
Procedures,
continued

Step	Action
5	<p>Select the Funding tab.</p> <p>Only if directed: Enter the Project Code, Reimbursable Agreement Number, and Task Code as appropriate; otherwise, skip to Step 6.</p>  <p>The screenshot displays the 'Funding' tab of a web application. At the top, there are navigation tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. Below the tabs, the user's name 'Luke Skywalker' and EMP status are shown. Employee ID is 1234567 and Empl Record is 0. A 'Go' button is present. Order details include: Trans ID: 2760752, Order Action: Reserve, Order Begin Date: 02/14/2022, Order End Date: 03/31/2022, Order Status: Proposed, # of Days / Term: 46 / ShortTerm, Duty Department: 007496 SEC ST PETE ADMIN/PERS DIV, Authority: 10 U.S.C. 12301(d), Empl Category: SEL Selected Reserve, and TRAYPAY CAT: A Drilling Pay Status. A red box highlights three input fields: Project Code, Reimbursable Agreement Number, and Task Code. Below this is a table with columns: Status, Document#, POET, Funding Type, Cost Total, Funds Check Status, Obligation Status, and POET Validation Status. The table contains three rows of funding items, all with a cost total of \$0.00. At the bottom, there are buttons for Save, Return to Search, Resubmit Order, and Add. The total cost is shown as \$0.00.</p>

Continued on next page

Authorizing Reserve AD Orders (Entering POET Details), Continued

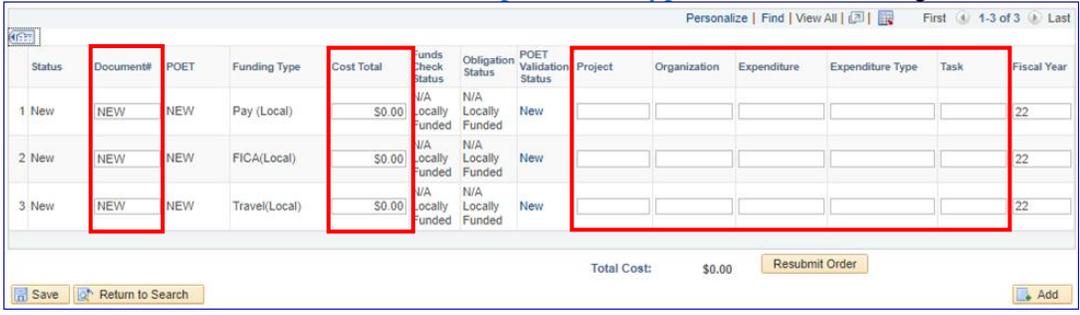
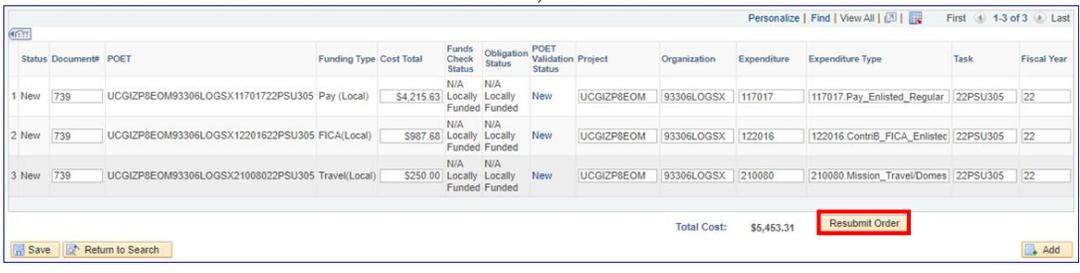
Procedures,
continued

Step	Action
6	<p>Click the Expand icon to view all the POET fields.</p> <p>If PCS Funding needs to be added, see the Adding PCS Funding to Reserve Active Duty Orders section.</p> <p>NOTE: Verify the Unit provided complete POETs, Document Numbers, and Cost Totals (estimates). These may come through in the Order Notes, Comments, or a separate email/comms.</p>  <p>The screenshot shows a web interface for entering POET details. At the top, there are tabs for Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. Below the tabs, there is a form for 'Luke Skywalker' with fields for 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 (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)), and Empl Category (SEL Selected Reserve). There are also fields for Project Code, Reimbursable Agreement Number, and Task Code. Below the form is a table with columns: Status, Document#, POET, Funding Type, Cost Total, Funds Check Status, Obligation Status, and POET Validation Status. The table has three rows, all with 'New' status and '\$0.00' cost. The 'Expand' icon in the table header is highlighted with a red box. At the bottom of the screenshot, there are buttons for Save, Return to Search, Total Cost: \$0.00, Resubmit Order, and Add.</p>

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Authorizing Reserve AD Orders (Entering POET Details), Continued

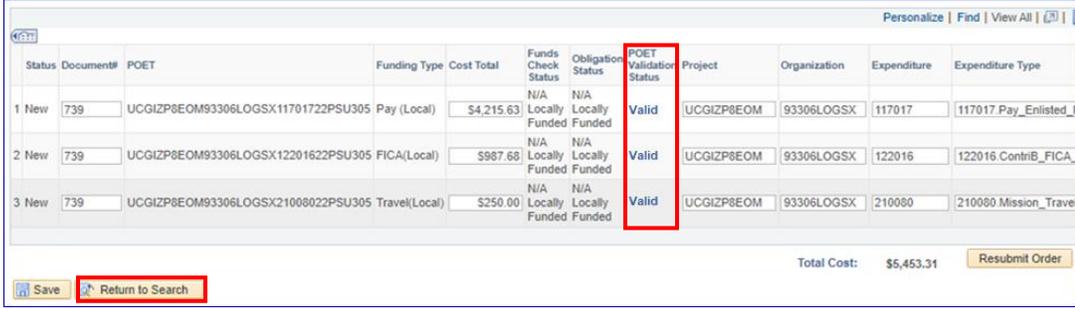
Procedures,
continued

Step	Action																																																								
7	<p>Enter Document#, Cost Total, Project, Organization, Expenditure, Expenditure Type, and Task for each Funding Type per the information provided by the Unit. For more information on how to complete the POET Details, review the POET Details – How to Read a POET and Expenditure Types sections of this guide.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> <th>POET Validation Status</th> <th>Project</th> <th>Organization</th> <th>Expenditure</th> <th>Expenditure Type</th> <th>Task</th> <th>Fiscal Year</th> </tr> </thead> <tbody> <tr> <td>1 New</td> <td>NEW</td> <td>NEW</td> <td>Pay (Local)</td> <td>\$0.00</td> <td>N/A Locally Funded</td> <td>N/A Locally Funded</td> <td>New</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>22</td> </tr> <tr> <td>2 New</td> <td>NEW</td> <td>NEW</td> <td>FICA(Local)</td> <td>\$0.00</td> <td>N/A Locally Funded</td> <td>N/A Locally Funded</td> <td>New</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>22</td> </tr> <tr> <td>3 New</td> <td>NEW</td> <td>NEW</td> <td>Travel(Local)</td> <td>\$0.00</td> <td>N/A Locally Funded</td> <td>N/A Locally Funded</td> <td>New</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>22</td> </tr> </tbody> </table> <p>Total Cost: \$0.00 Resubmit Order</p> <p>Save Return to Search Add</p>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	POET Validation Status	Project	Organization	Expenditure	Expenditure Type	Task	Fiscal Year	1 New	NEW	NEW	Pay (Local)	\$0.00	N/A Locally Funded	N/A Locally Funded	New						22	2 New	NEW	NEW	FICA(Local)	\$0.00	N/A Locally Funded	N/A Locally Funded	New						22	3 New	NEW	NEW	Travel(Local)	\$0.00	N/A Locally Funded	N/A Locally Funded	New						22
Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	POET Validation Status	Project	Organization	Expenditure	Expenditure Type	Task	Fiscal Year																																												
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8	<p>Once all the information has been entered, click Resubmit Order.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> <th>POET Validation Status</th> <th>Project</th> <th>Organization</th> <th>Expenditure</th> <th>Expenditure Type</th> <th>Task</th> <th>Fiscal Year</th> </tr> </thead> <tbody> <tr> <td>1 New</td> <td>739</td> <td>UCGIZP8EOM93306LOGSX11701722PSU305</td> <td>Pay (Local)</td> <td>\$4,215.63</td> <td>N/A Locally Funded</td> <td>N/A Locally Funded</td> <td>New</td> <td>UCGIZP8EOM</td> <td>93306LOGSX</td> <td>117017</td> <td>117017 Pay_Enlisted_Regular</td> <td>22PSU305</td> <td>22</td> </tr> <tr> <td>2 New</td> <td>739</td> <td>UCGIZP8EOM93306LOGSX12201622PSU305</td> <td>FICA(Local)</td> <td>\$987.68</td> <td>N/A Locally Funded</td> <td>N/A Locally Funded</td> <td>New</td> <td>UCGIZP8EOM</td> <td>93306LOGSX</td> <td>122016</td> <td>122016 ContrB_FICA_Enlistec</td> <td>22PSU305</td> <td>22</td> </tr> <tr> <td>3 New</td> <td>739</td> <td>UCGIZP8EOM93306LOGSX21008022PSU305</td> <td>Travel(Local)</td> <td>\$250.00</td> <td>N/A Locally Funded</td> <td>N/A Locally Funded</td> <td>New</td> <td>UCGIZP8EOM</td> <td>93306LOGSX</td> <td>210080</td> <td>210080 Mission_Travel/Domes</td> <td>22PSU305</td> <td>22</td> </tr> </tbody> </table> <p>Total Cost: \$5,453.31 Resubmit Order</p> <p>Save Return to Search Add</p>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	POET Validation Status	Project	Organization	Expenditure	Expenditure Type	Task	Fiscal Year	1 New	739	UCGIZP8EOM93306LOGSX11701722PSU305	Pay (Local)	\$4,215.63	N/A Locally Funded	N/A Locally Funded	New	UCGIZP8EOM	93306LOGSX	117017	117017 Pay_Enlisted_Regular	22PSU305	22	2 New	739	UCGIZP8EOM93306LOGSX12201622PSU305	FICA(Local)	\$987.68	N/A Locally Funded	N/A Locally Funded	New	UCGIZP8EOM	93306LOGSX	122016	122016 ContrB_FICA_Enlistec	22PSU305	22	3 New	739	UCGIZP8EOM93306LOGSX21008022PSU305	Travel(Local)	\$250.00	N/A Locally Funded	N/A Locally Funded	New	UCGIZP8EOM	93306LOGSX	210080	210080 Mission_Travel/Domes	22PSU305	22
Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	POET Validation Status	Project	Organization	Expenditure	Expenditure Type	Task	Fiscal Year																																												
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Authorizing Reserve AD Orders (Entering POET Details), Continued

Procedures,
continued

Step	Action
9	<p>The POET Validation Status should update to reflect Valid. If the POET Validation Status indicates Invalid, compare the information entered against what was provided by the Unit. If everything matches, you will need to return to the Unit for correction.</p> <p>Click Return to Search to exit the Order (see Note). Immediately reopen the Order and continue with Step 10.</p> <p>NOTE: The POET Validation Status will revert from Valid to New upon a status change of the Orders. If the Order was successfully validated but reverts to New, it does NOT need to go through the validation process again.</p>  <p>The screenshot shows a table with columns: Status, Document#, POET, Funding Type, Cost Total, Funds Check Status, Obligation Status, POET Validation Status, Project, Organization, Expenditure, and Expenditure Type. Three rows are visible, all with 'Valid' in the POET Validation Status column. Below the table, there are buttons for 'Save' and 'Return to Search', with the latter being highlighted with a red box. A 'Resubmit Order' button is also present next to the 'Total Cost: \$5,453.31'.</p>

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Authorizing Reserve AD Orders (Entering POET Details), Continued

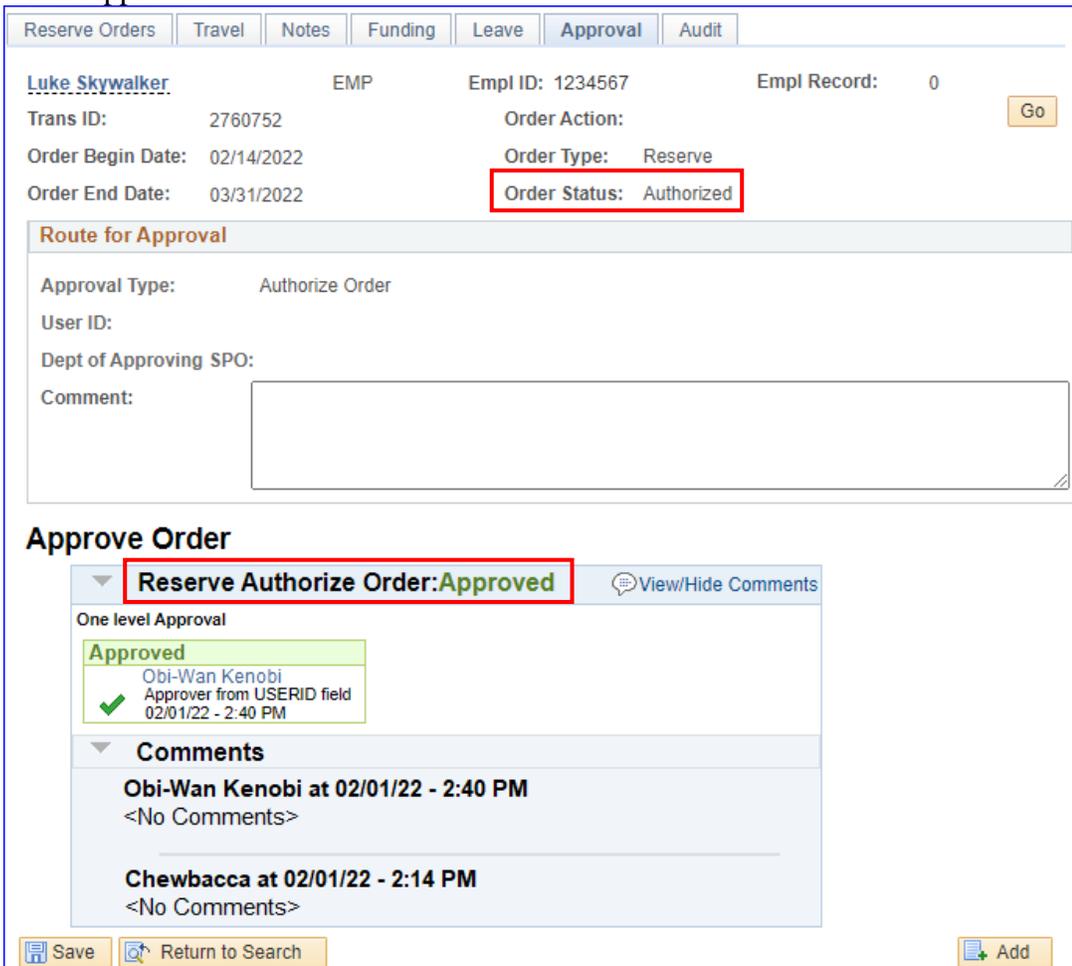
Procedures,
continued

Step	Action
<p>10</p>	<p>Upon re-opening the Order, select the Approval tab.</p> <p>If approving the Order, click Approve. If denying the Order, enter Comments and click Deny.</p> <p>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 person is unavailable, the Order will remain in a Pending status and cannot be handled by any other User.</p>

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Authorizing Reserve AD Orders (Entering POET Details), Continued

Procedures,
continued

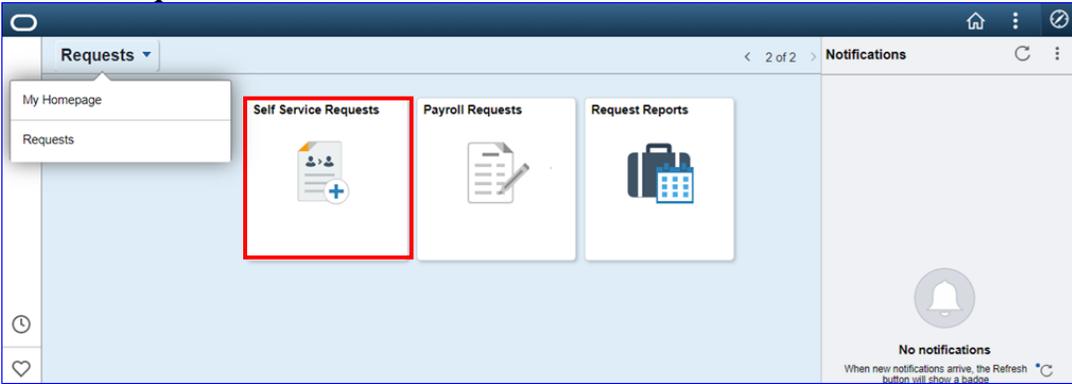
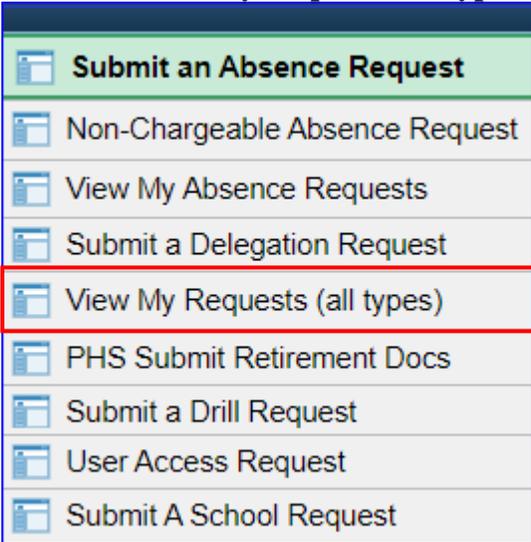
Step	Action
11	<p>Order Status will update to Authorized (see Note).</p> <p>NOTE: If denied in Step 10, the Order Status will remain as Proposed and the Reserve Authorize Order status will indicate Denied.</p> <p>Remember: Orders with manually entered POETs do NOT go through a funds check, instead the system simply verifies the POET Details are valid (Step 9); therefore, the Order Status will immediately transition from Proposed to Authorized when Approved.</p>  <p>The screenshot displays a web application interface for managing Reserve Orders. At the top, there are navigation tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The main content area shows details for a user named Luke Skywalker (EMP, Empl ID: 1234567, Empl Record: 0). Key fields include Trans ID (2760752), Order Begin Date (02/14/2022), and Order End Date (03/31/2022). The Order Action is 'Reserve' and the Order Status is 'Authorized', which is highlighted with a red box. Below this is a 'Route for Approval' section with fields for Approval Type (Authorize Order), User ID, Dept of Approving SPO, and a Comment box. The 'Approve Order' section shows a dropdown menu with 'Reserve Authorize Order: Approved' selected and highlighted with a red box. A 'View/Hide Comments' link is also present. Underneath, there is a 'One level Approval' section showing an 'Approved' status by Obi-Wan Kenobi on 02/01/22 at 2:40 PM. Below that are 'Comments' from Obi-Wan Kenobi and Chewbacca, both indicating '<No Comments>'. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Add'.</p>

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.

Step	Action
<p>1</p>	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests Tile.</p> 
<p>1.5</p>	<p>Select the View My Requests (all types) option.</p> 

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Authorizing Reserve AD Contingency Orders, Continued

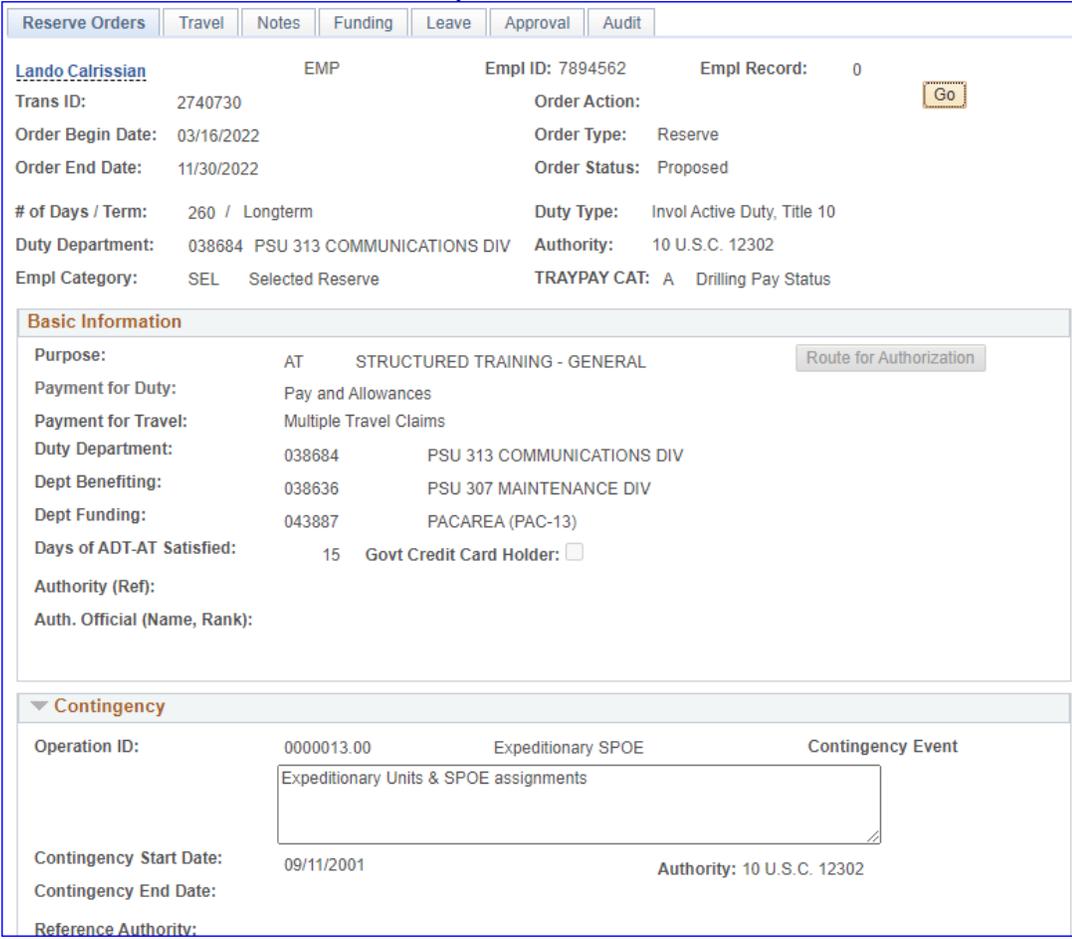
Procedures,
continued

Step	Action
2	<p>The View My Action Requests page will display. Select the Requests I am Approver For radio button. Using the Transaction Name drop-down, select Reserve Authorize Order. Ensure the Transaction Status indicates Pending and click Populate Grid.</p> <div data-bbox="324 552 1291 1144" style="border: 1px solid black; padding: 10px;"> <p>View My Action Requests</p> <hr/> <p><u>Obi-Wan Kenobi</u></p> <ol style="list-style-type: none"> 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. 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. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <p>Transaction Name: Reserve Authorize Order ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: <input type="text"/> <small>BT</small></p> <p>Submission To Date: <input type="text"/> <small>BT</small> Populate Grid Refresh </p> </div>

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Authorizing Reserve AD Contingency Orders, Continued

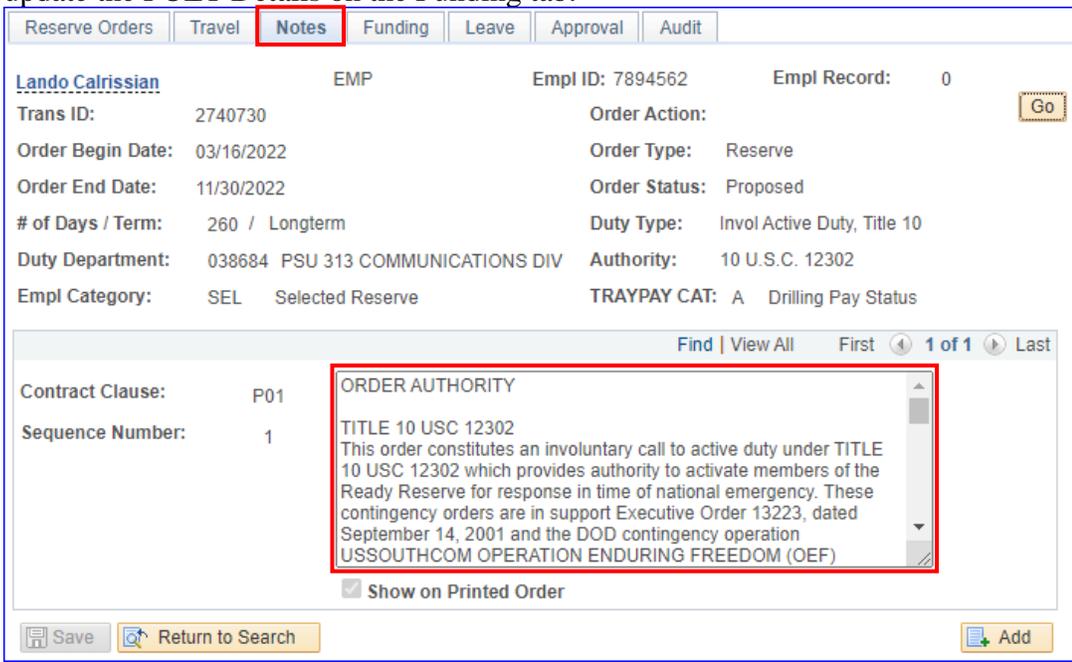
Procedures,
continued

Step	Action																																																																						
3	<p>The Order Approvals section will populate with all Pending Orders. Select Approve/Deny for the Order to be reviewed/approved.</p>  <table border="1" data-bbox="326 512 1398 737"> <thead> <tr> <th colspan="8">Order Approvals</th> <th>Personalize</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1-7 of 7</th> <th>Last</th> </tr> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Luke Skywalker</td> <td>1234567</td> <td>Chewbacca</td> <td>Obi-Wan Kenobi</td> <td>02/01/2022</td> <td>Approve/Deny</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Lando Calrissian</td> <td>7894562</td> <td>Lea Organa</td> <td>Obi-Wan Kenobi</td> <td>01/31/2022</td> <td>Approve/Deny</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Han Solo</td> <td>9876543</td> <td>Chewbacca</td> <td>Obi-Wan Kenobi</td> <td>01/31/2022</td> <td>Approve/Deny</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	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						
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Reserve Authorize Order	Pending	Han Solo	9876543	Chewbacca	Obi-Wan Kenobi	01/31/2022	Approve/Deny																																																																
4	<p>The Reserve Orders will display. Prior to Authorizing the Order, review the information on each tab for accuracy.</p>  <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> <p><u>Lando Calrissian</u> EMP Empl ID: 7894562 Empl Record: 0</p> <p>Trans ID: 2740730 Order Action: <input type="button" value="Go"/></p> <p>Order Begin Date: 03/16/2022 Order Type: Reserve</p> <p>Order End Date: 11/30/2022 Order Status: Proposed</p> <p># of Days / Term: 260 / Longterm Duty Type: Invol Active Duty, Title 10</p> <p>Duty Department: 038684 PSU 313 COMMUNICATIONS DIV Authority: 10 U.S.C. 12302</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> <p>Basic Information</p> <p>Purpose: AT STRUCTURED TRAINING - GENERAL <input type="button" value="Route for Authorization"/></p> <p>Payment for Duty: Pay and Allowances</p> <p>Payment for Travel: Multiple Travel Claims</p> <p>Duty Department: 038684 PSU 313 COMMUNICATIONS DIV</p> <p>Dept Benefiting: 038636 PSU 307 MAINTENANCE DIV</p> <p>Dept Funding: 043887 PACAREA (PAC-13)</p> <p>Days of ADT-AT Satisfied: 15 Govt Credit Card Holder: <input type="checkbox"/></p> <p>Authority (Ref):</p> <p>Auth. Official (Name, Rank):</p> <p>Contingency</p> <p>Operation ID: 0000013.00 Expeditionary SPOE Contingency Event</p> <p>Expeditionary Units & SPOE assignments</p> <p>Contingency Start Date: 09/11/2001 Authority: 10 U.S.C. 12302</p> <p>Contingency End Date:</p> <p>Reference Authority:</p>																																																																						

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Authorizing Reserve AD Contingency Orders, Continued

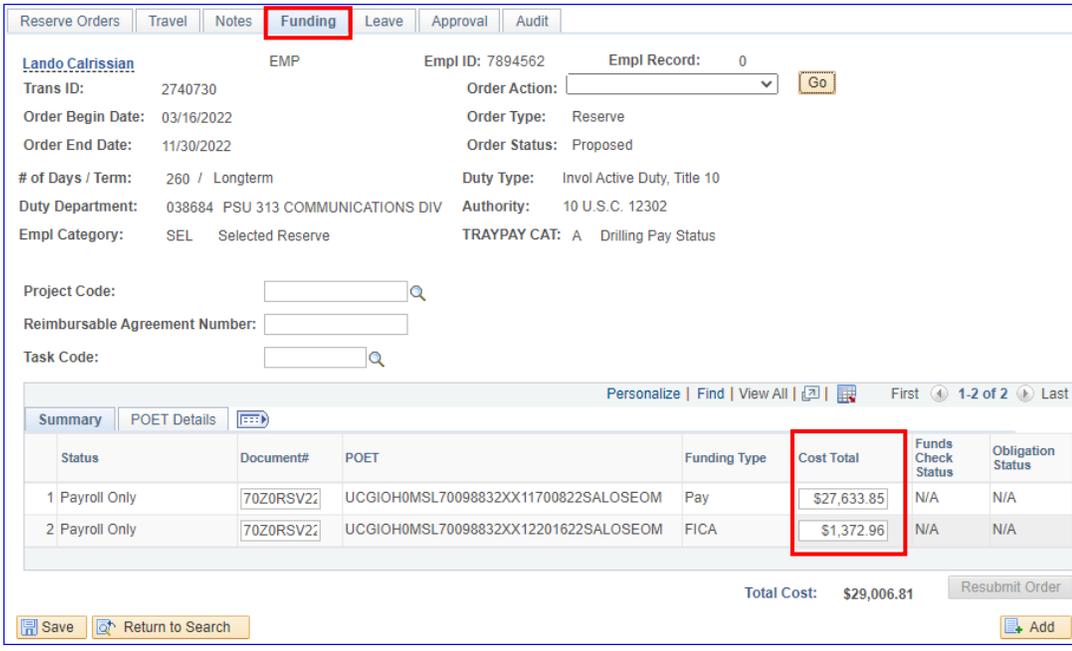
Procedures,
continued

Step	Action
5	<p>Select the Notes tab.</p> <p>Review the Order Notes for any additional information that may be needed to update the POET Details on the Funding tab.</p>  <p>The screenshot shows a web interface with several tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The 'Notes' tab is selected and highlighted in red. Below the tabs, there is a header for 'Lando Calrissian' with EMP status, Empl ID: 7894562, and Empl Record: 0. A 'Go' button is visible. The main content area displays order details: Trans ID: 2740730, Order Begin Date: 03/16/2022, Order End Date: 11/30/2022, # of Days / Term: 260 / Longterm, Duty Department: 038684 PSU 313 COMMUNICATIONS DIV, Empl Category: SEL Selected Reserve, Order Action: Reserve, Order Type: Reserve, Order Status: Proposed, Duty Type: Invol Active Duty, Title 10, Authority: 10 U.S.C. 12302, and TRAYPAY CAT: A Drilling Pay Status. A search bar at the top right shows 'Find View All First 1 of 1 Last'. Below this, a table lists 'Contract Clause: P01' and 'Sequence Number: 1'. A red box highlights the 'ORDER AUTHORITY' section, which contains the following text: '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)'. A checkbox 'Show on Printed Order' is checked. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Add'.</p>

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Authorizing Reserve AD Contingency Orders, Continued

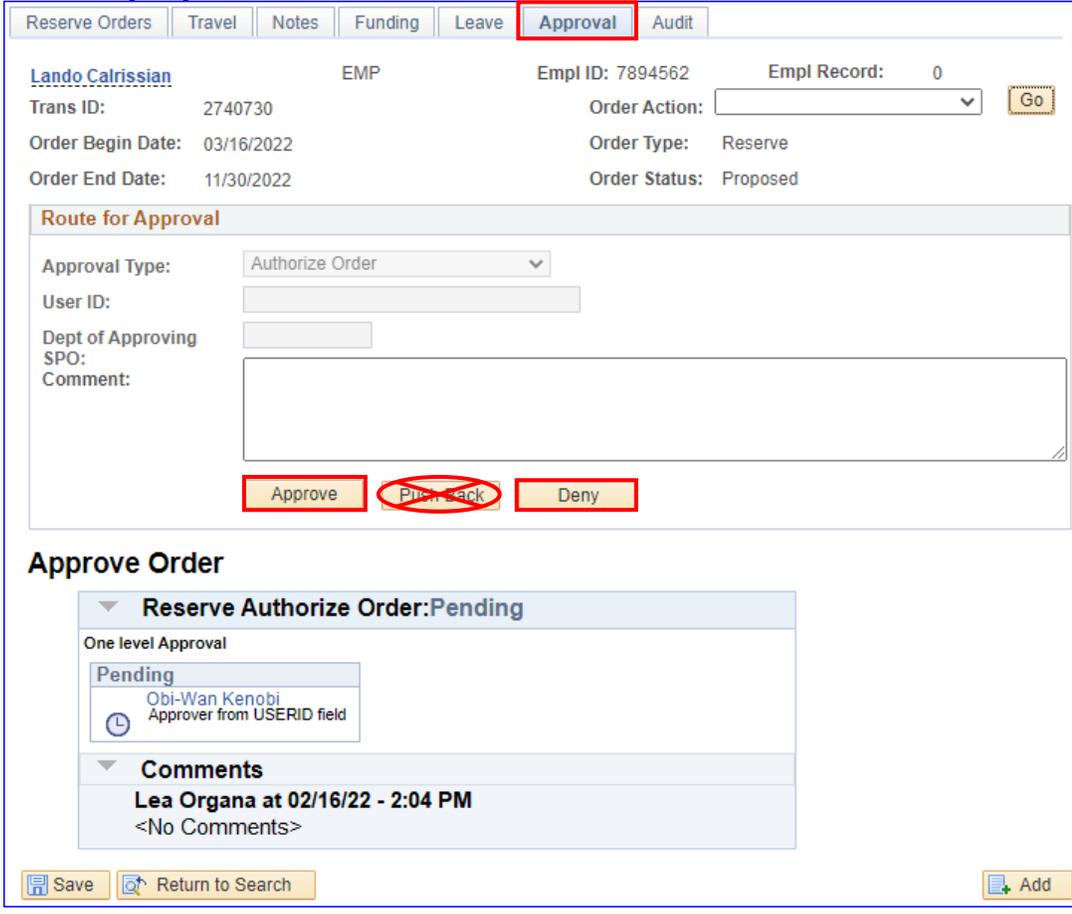
Procedures,
continued

Step	Action
6	<p>Select the Funding tab.</p> <p>The POET details and Cost Totals will auto-populate (see Note 1) for Pay and FICA only (see Note 2).</p> <p>If the Cost Totals did not auto-populate (see Note 3), acquire the amounts from the unit and manually enter them in the Cost Total fields.</p> <p>NOTE 1: 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.</p> <p>NOTE 2: Travel funding is the responsibility of the Unit managing the incident. The member will need to be provided the POET info so they can create the travel Authorization in ETS.</p> <p>NOTE 3: The Cost Totals will only auto-populate if the contingency information was entered before the first time the orders were saved.</p> 

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Authorizing Reserve AD Contingency Orders, Continued

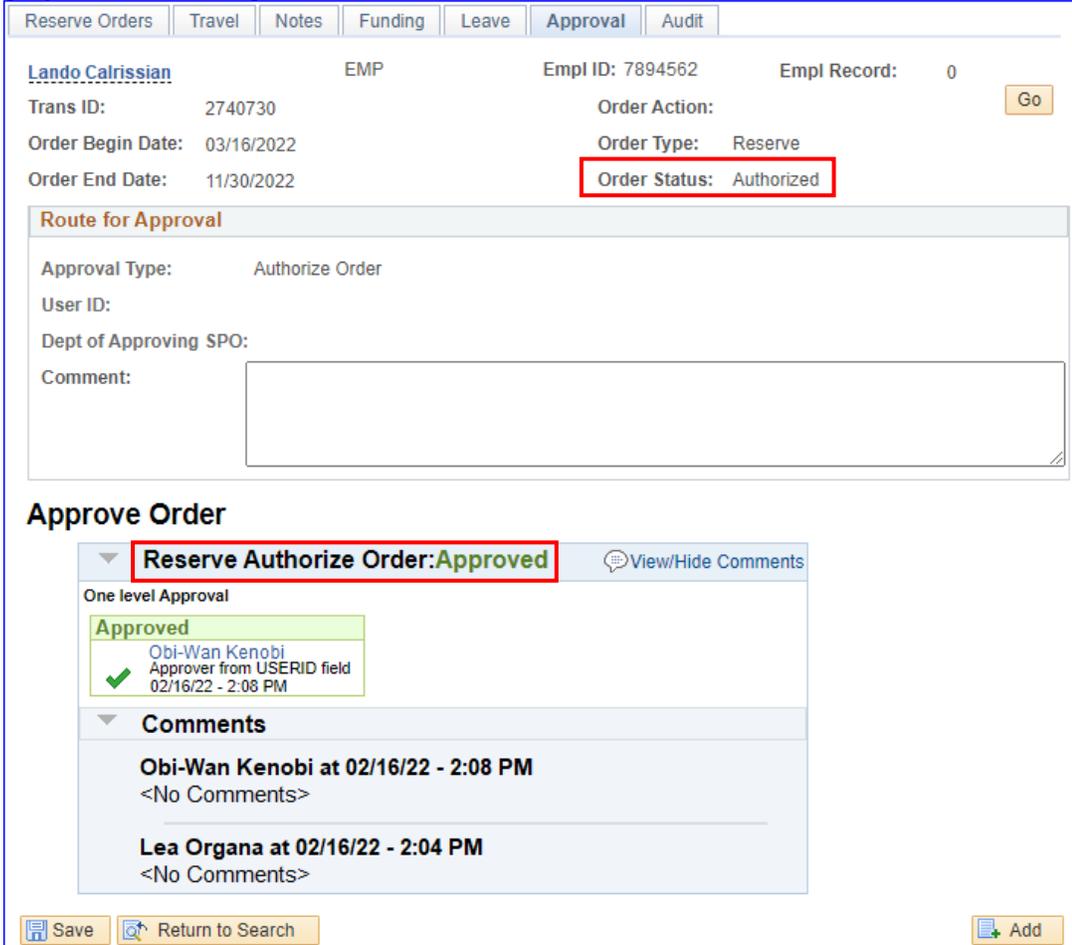
Procedures,
continued

Step	Action
7	<p>Select the Approval tab.</p> <p>If approving the Order, click Approve. If denying the Order, enter Comments and click Deny.</p> <p>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 person is unavailable, the Order will remain in a Pending status and cannot be handled by any other User.</p> 

Continued on next page

Authorizing Reserve AD Contingency Orders, Continued

Procedures,
continued

Step	Action
8	<p>Order Status will update to Authorized and the Reserve Authorize Order status will indicate Approved (see Note).</p> <p>NOTE: If denied in Step 7, the Order Status will remain as Proposed and the Reserve Authorize Order status will indicate Denied.</p> <p>Remember: 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 greyed out (Funding tab).</p>  <p>The screenshot displays the 'Approval' tab of a system interface. At the top, there are navigation tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval (selected), and Audit. Below these, the user 'Lando Calrissian' is identified as an EMP with Empl ID: 7894562 and Empl Record: 0. The 'Trans ID' is 2740730. The 'Order Begin Date' is 03/16/2022 and the 'Order End Date' is 11/30/2022. The 'Order Action' is 'Reserve' and the 'Order Status' is 'Authorized', which is highlighted with a red box. Below this is a 'Route for Approval' section with fields for 'Approval Type' (Authorize Order), 'User ID', 'Dept of Approving SPO', and a 'Comment' text area. The 'Approve Order' section shows a dropdown menu with 'Reserve Authorize Order: Approved' selected and highlighted with a red box. Below this, there is a 'One level Approval' section showing an 'Approved' status with a green checkmark, attributed to 'Obi-Wan Kenobi' as the 'Approver from USERID field' on '02/16/22 - 2:08 PM'. There are also two 'Comments' sections, one for 'Obi-Wan Kenobi' and one for 'Lea Organa', both showing '<No Comments>'. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Add'.</p>

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 have the DA user role ‘CGUPDTNO’ to add PCS funding to a Reserve Active Duty Order.

PCS Funding 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 estimates to populate the HHG Cost Total field. *For paygrades E9, W3, and O1, enter \$5000.00.*

NOTE: If Orders are no cost, ensure all funding lines reflect \$0.00.

Paygrade	Est HHGs Cost	Paygrade	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	O1	\$5,000.00
E6	\$3,001.32	O2	\$2,211.75
E7	\$3,745.58	O3	\$2,877.28
E8	\$4,406.10	O4	\$4,065.32
E9	\$5,000.00	O5	\$5,052.07
		O6	\$5,804.70

Estimates: Personally Procured Move (PPM) If the member will be performing a Personally Procured Move (PPM), **the estimated cost for a PPM must be entered on the Order.** The estimated cost is captured on the DD-2278 provided to the member by the Transportation Officer. **Use the estimated cost provided on the DD-2278 to populate the Personally Procured Move Cost Total on the Funding tab.**

Estimates: POV / NTS If the member is entitled to **Government Shipment of a Privately Owned Vehicle**, enter \$1,000 as the Privately Owned Vehicles Cost Total on the Funding tab.

If the member is entitled **Non-Temporary Storage**, enter \$500 in the Non-Temporary Storage Cost Total on the Funding tab.

Continued on next page

Adding PCS Funding to Reserve Active Duty Order, Continued

Procedures See below.

Step	Action
1	<p>From the Funding tab, click Add PCS Funding.</p> <p>The screenshot displays the 'Funding' tab interface. At the top, there are navigation tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The 'Funding' tab is active. Below the tabs, the order details are shown: River Song, Empl ID: 1234567, Empl Record: 0. The Trans ID is 2741151. The Order Action is a dropdown menu with a 'Go' button. The Order Begin Date is 06/14/2022 and the Order End Date is 06/13/2023. The Order Type is Reserve and the Order Status is Proposed. The # of Days / Term is 365 / Longterm. The Duty Department is 047267 PSC PSD SURGE STAFFING SEC and the Authority is 10 U.S.C. 12311. The Empl Category is SEL Selected Reserve and the TRAYPAY CAT is A Drilling Pay Status. There are search fields for Project Code (AS9), Reimbursable Agreement Number, and Task Code. A table shows three funding items: 1 New (Pay Local) for \$36,302.63, 2 New (FICA Local) for \$2,777.15, and 3 New (Travel Local) for \$0.00. The total cost is \$39,079.78. A red box highlights the 'Add PCS Funding' button.</p>

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Adding PCS Funding to Reserve Active Duty Order, Continued

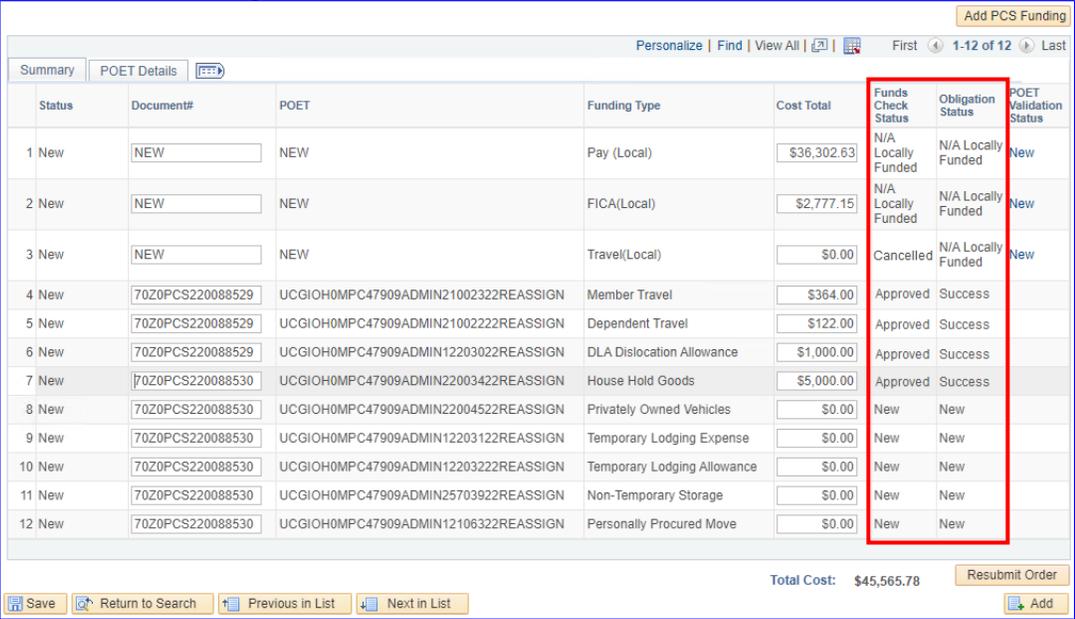
Procedures,
continued

Step	Action																																																																																																								
2	<p>Additional POET lines will populate. Update the Cost Totals for each expenditure as appropriate. Try to be as accurate as possible (see the Estimates: Household Goods, Estimates: Personally Procured Move (PPM), and Estimates: POV / NTS sections for more information – see NOTE).</p> <p>NOTE: If the member is authorized to ship Household Goods, ship a Privately Owned Vehicle, or authorized Non-Temporary Storage, these Cost Totals MUST be populated to generate Transportation Account Codes (TAC).</p> <p>Click Resubmit Order, then click Save.</p> <p>WARNING: If any funding lines on the Order are greater than \$0.00 and a funding line is no longer needed, do NOT change it \$0.00. Changing the Cost Total to \$0.00 will cancel the Document#. Instead, change the Cost Total to \$1.00 (see Changes to Funding/POET section at the beginning of this guide).</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="text-align: right; font-size: small; margin-bottom: 5px;">Add PCS Funding</div> <div style="font-size: x-small; margin-bottom: 5px;">Personalize Find View All First 1-12 of 12 Last</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> <th>POET Validation Status</th> </tr> </thead> <tbody> <tr> <td>1 New</td> <td>NEW</td> <td>NEW</td> <td>Pay (Local)</td> <td>\$36,302.63</td> <td>N/A Locally Funded</td> <td>N/A Locally Funded</td> <td>New</td> </tr> <tr> <td>2 New</td> <td>NEW</td> <td>NEW</td> <td>FICA(Local)</td> <td>\$2,777.15</td> <td>N/A Locally Funded</td> <td>N/A Locally Funded</td> <td>New</td> </tr> <tr> <td>3 New</td> <td>NEW</td> <td>NEW</td> <td>Travel(Local)</td> <td>\$0.00</td> <td>N/A Locally Funded</td> <td>N/A Locally Funded</td> <td>New</td> </tr> <tr> <td>4 New</td> <td>70Z0PCS220088529</td> <td>UCGIOH0MPC47909ADMIN21002322REASSIGN</td> <td>Member Travel</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> <tr> <td>5 New</td> <td>70Z0PCS220088529</td> <td>UCGIOH0MPC47909ADMIN21002222REASSIGN</td> <td>Dependent Travel</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> <tr> <td>6 New</td> <td>70Z0PCS220088529</td> <td>UCGIOH0MPC47909ADMIN12203022REASSIGN</td> <td>DLA Dislocation Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> <tr> <td>7 New</td> <td>70Z0PCS220088530</td> <td>UCGIOH0MPC47909ADMIN22003422REASSIGN</td> <td>House Hold Goods</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> <tr> <td>8 New</td> <td>70Z0PCS220088530</td> <td>UCGIOH0MPC47909ADMIN22004522REASSIGN</td> <td>Privately Owned Vehicles</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> <tr> <td>9 New</td> <td>70Z0PCS220088530</td> <td>UCGIOH0MPC47909ADMIN12203122REASSIGN</td> <td>Temporary Lodging Expense</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> <tr> <td>10 New</td> <td>70Z0PCS220088530</td> <td>UCGIOH0MPC47909ADMIN12203222REASSIGN</td> <td>Temporary Lodging Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> <tr> <td>11 New</td> <td>70Z0PCS220088530</td> <td>UCGIOH0MPC47909ADMIN25703922REASSIGN</td> <td>Non-Temporary Storage</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> <tr> <td>12 New</td> <td>70Z0PCS220088530</td> <td>UCGIOH0MPC47909ADMIN12106322REASSIGN</td> <td>Personally Procured Move</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> </tbody> </table> <div style="margin-top: 5px; font-size: x-small;"> Total Cost: \$39,079.78 Resubmit Order Save Return to Search Previous in List Next in List Add </div> </div>	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	
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Adding PCS Funding to Reserve Active Duty Order, Continued

Procedures,
continued

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3	<p>Once the Cost Totals have successfully processed through FSMS, the Funds Check Status should update to reflect Approved and the Obligation Status should update to indicate Success. If the Order Status does not return to its previous status (e.g., Proposed), click Return to Search to exit the Order (see NOTE).</p> <p>NOTE: Upon clicking Resubmit Order, the Order Status will update to Awaiting \$ and then back to its initial Order Status. The speed of this will depend on the availability of FSMS. It may be necessary to exit the Order (click Return to Search) and check back periodically to verify the Order Status updates to its initial Order Status. See Orders in Awaiting \$ Status section for more information for any Order stuck in an Awaiting \$ status.</p>  <table border="1" data-bbox="329 840 1404 1459"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> <th>POET Validation Status</th> </tr> </thead> <tbody> <tr> <td>1 New</td> <td>NEW</td> <td>NEW</td> <td>Pay (Local)</td> <td>\$36,302.63</td> <td>N/A Locally Funded</td> <td>N/A Locally Funded</td> <td>New</td> </tr> <tr> <td>2 New</td> <td>NEW</td> <td>NEW</td> <td>FICA(Local)</td> <td>\$2,777.15</td> <td>N/A Locally Funded</td> <td>N/A Locally Funded</td> <td>New</td> </tr> <tr> <td>3 New</td> <td>NEW</td> <td>NEW</td> <td>Travel(Local)</td> <td>\$0.00</td> <td>Cancelled</td> <td>N/A Locally Funded</td> <td>New</td> </tr> <tr> <td>4 New</td> <td>70Z0PCS220088529</td> <td>UCGIOH0MPC47909ADMIN21002322REASSIGN</td> <td>Member Travel</td> <td>\$364.00</td> <td>Approved</td> <td>Success</td> <td></td> </tr> <tr> <td>5 New</td> <td>70Z0PCS220088529</td> <td>UCGIOH0MPC47909ADMIN21002222REASSIGN</td> <td>Dependent Travel</td> <td>\$122.00</td> <td>Approved</td> <td>Success</td> <td></td> </tr> <tr> <td>6 New</td> <td>70Z0PCS220088529</td> <td>UCGIOH0MPC47909ADMIN12203022REASSIGN</td> <td>DLA Dislocation Allowance</td> <td>\$1,000.00</td> <td>Approved</td> <td>Success</td> <td></td> </tr> <tr> <td>7 New</td> <td>70Z0PCS220088530</td> <td>UCGIOH0MPC47909ADMIN22003422REASSIGN</td> <td>House Hold Goods</td> <td>\$5,000.00</td> <td>Approved</td> <td>Success</td> <td></td> </tr> <tr> <td>8 New</td> <td>70Z0PCS220088530</td> <td>UCGIOH0MPC47909ADMIN22004522REASSIGN</td> <td>Privately Owned Vehicles</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> <tr> <td>9 New</td> <td>70Z0PCS220088530</td> <td>UCGIOH0MPC47909ADMIN12203122REASSIGN</td> <td>Temporary Lodging Expense</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> <tr> <td>10 New</td> <td>70Z0PCS220088530</td> <td>UCGIOH0MPC47909ADMIN12203222REASSIGN</td> <td>Temporary Lodging Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> <tr> <td>11 New</td> <td>70Z0PCS220088530</td> <td>UCGIOH0MPC47909ADMIN25703922REASSIGN</td> <td>Non-Temporary Storage</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> <tr> <td>12 New</td> <td>70Z0PCS220088530</td> <td>UCGIOH0MPC47909ADMIN12106322REASSIGN</td> <td>Personally Procured Move</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> </tbody> </table>	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		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	
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Adding PCS Funding to Reserve Active Duty Order, Continued

Procedures,
continued

Step	Action																																																																																
4	<p>Once the Order Status has updated to its initial status, return to Step 10 of the Authorizing Reserve AD Orders (Entering POET Details) section of this guide.</p> <p>The screenshot displays the following order details:</p> <ul style="list-style-type: none"> Trans ID: 2741151 Order Begin Date: 06/14/2022 Order End Date: 06/13/2023 # of Days / Term: 365 / Longterm Duty Department: 047267 PSC PSD SURGE STAFFING SEC Empl Category: SEL Selected Reserve Empl ID: 1234567 Empl Record: 0 Order Action: [Dropdown] Order Type: Reserve Order Status: Proposed Duty Type: Extended Active Duty Authority: 10 U.S.C. 12311 TRAYPAY CAT: A Drilling Pay Status <p>The funding table below is as follows:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> <th>POET Validation Status</th> </tr> </thead> <tbody> <tr> <td>1 New</td> <td>NEW</td> <td>NEW</td> <td>Pay (Local)</td> <td>\$36,302.63</td> <td>N/A Locally Funded</td> <td>N/A Locally Funded</td> <td>New</td> </tr> <tr> <td>2 New</td> <td>NEW</td> <td>NEW</td> <td>FICA(Local)</td> <td>\$2,777.15</td> <td>N/A Locally Funded</td> <td>N/A Locally Funded</td> <td>New</td> </tr> <tr> <td>3 New</td> <td>NEW</td> <td>NEW</td> <td>Travel(Local)</td> <td>\$0.00</td> <td>Cancelled</td> <td>N/A Locally Funded</td> <td>New</td> </tr> <tr> <td>4 New</td> <td>70Z0PCS220088529</td> <td>UCGIOH0MPC47909ADMIN21002322REASSIGN</td> <td>Member Travel</td> <td>\$364.00</td> <td>Approved</td> <td>Success</td> <td></td> </tr> <tr> <td>5 New</td> <td>70Z0PCS220088529</td> <td>UCGIOH0MPC47909ADMIN21002222REASSIGN</td> <td>Dependent Travel</td> <td>\$122.00</td> <td>Approved</td> <td>Success</td> <td></td> </tr> <tr> <td>6 New</td> <td>70Z0PCS220088529</td> <td>UCGIOH0MPC47909ADMIN12203022REASSIGN</td> <td>DLA Dislocation Allowance</td> <td>\$1,000.00</td> <td>Approved</td> <td>Success</td> <td></td> </tr> <tr> <td>7 New</td> <td>70Z0PCS220088530</td> <td>UCGIOH0MPC47909ADMIN22003422REASSIGN</td> <td>House Hold Goods</td> <td>\$5,000.00</td> <td>Approved</td> <td>Success</td> <td></td> </tr> <tr> <td>8 New</td> <td>70Z0PCS220088530</td> <td>UCGIOH0MPC47909ADMIN22004522REASSIGN</td> <td>Privately Owned Vehicles</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> <tr> <td>9 New</td> <td>70Z0PCS220088530</td> <td>UCGIOH0MPC47909ADMIN22004222REASSIGN</td> <td>Temporary Lodging Expenses</td> <td>\$0.00</td> <td>New</td> <td>New</td> <td></td> </tr> </tbody> </table>	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		9 New	70Z0PCS220088530	UCGIOH0MPC47909ADMIN22004222REASSIGN	Temporary Lodging Expenses	\$0.00	New	New	
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Orders in Awaiting \$ Status

Introduction This guide provides the procedures to resolve Orders stuck in an Awaiting \$ status in Direct Access (DA).

IMPORTANT It is important to verify the status of FSMS prior to attempting to ‘fix’ any Order stuck in an Awaiting \$ status. To check the status of FSMS, check out the System Status Announcements here: <https://uscg.sharepoint-mil.us/sites/HQ-FMPS-FSMS-System-Status/Lists/FSMSSystemStatus/AllItems.aspx>

Funds Check Status Fails There are various reasons for orders getting stuck in Awaiting \$ Status. Most can be resolved at the unit level. **This only applies to CG members. Tickets will need to be submitted for others, such as PHS Officers.**

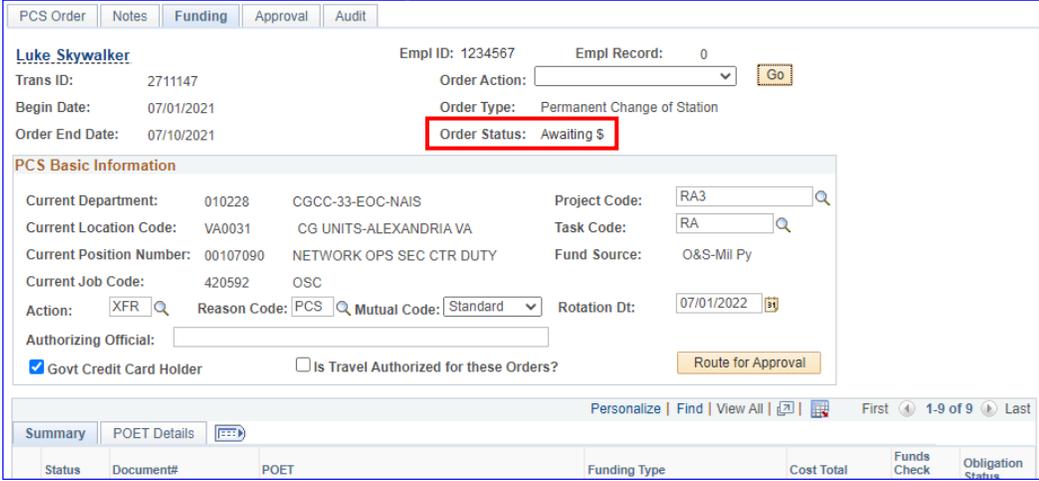
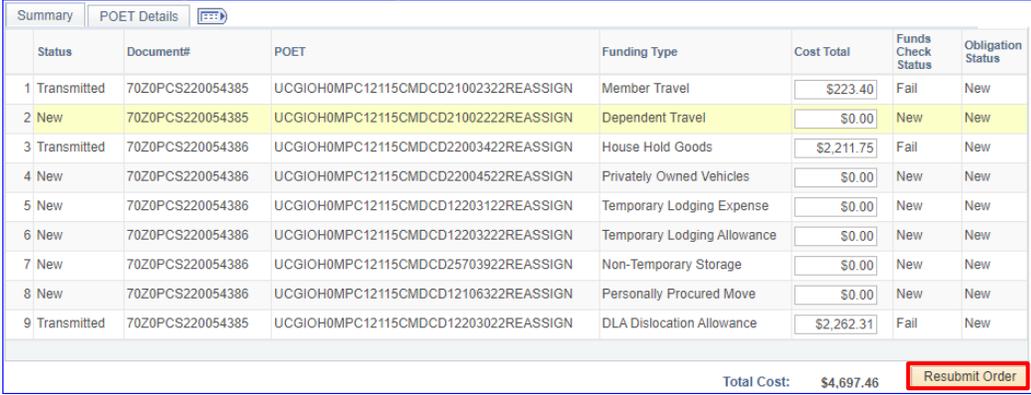
When “Resubmit Order” is pressed, DA will first do a funds check to ensure funds are available. **This funds check may fail for various reasons, two being no funds available or connectivity errors.** If on the orders the Funds Check Status reads “Fail” and the Obligation Status reads “New” (example below), it is most likely caused by one of these two issues.

Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status
1 Transmitted	70Z0PCS220054385	UCGIOH0MPC12115CMDCCD21002322REASSIGN	Member Travel	\$223.40	Fail	New
2 New	70Z0PCS220054385	UCGIOH0MPC12115CMDCCD21002222REASSIGN	Dependent Travel	\$0.00	New	New
3 Transmitted	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD22003422REASSIGN	House Hold Goods	\$2,211.75	Fail	New
4 New	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD22004522REASSIGN	Privately Owned Vehicles	\$0.00	New	New
5 New	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD12203122REASSIGN	Temporary Lodging Expense	\$0.00	New	New
6 New	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD12203222REASSIGN	Temporary Lodging Allowance	\$0.00	New	New
7 New	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD25703922REASSIGN	Non-Temporary Storage	\$0.00	New	New
8 New	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD12106322REASSIGN	Personally Procured Move	\$0.00	New	New
9 Transmitted	70Z0PCS220054385	UCGIOH0MPC12115CMDCCD12203022REASSIGN	DLA Dislocation Allowance	\$2,262.31	Fail	New
				Total Cost:	\$4,697.46	Resubmit Order

Continued on next page

Orders in Awaiting \$ Status, Continued

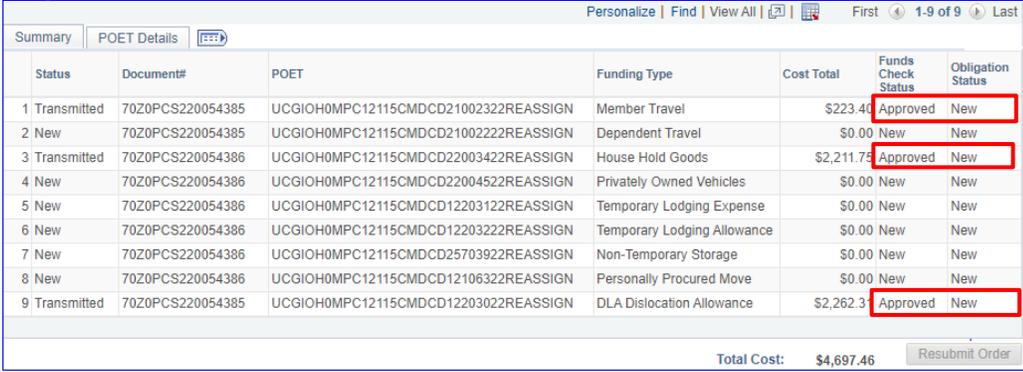
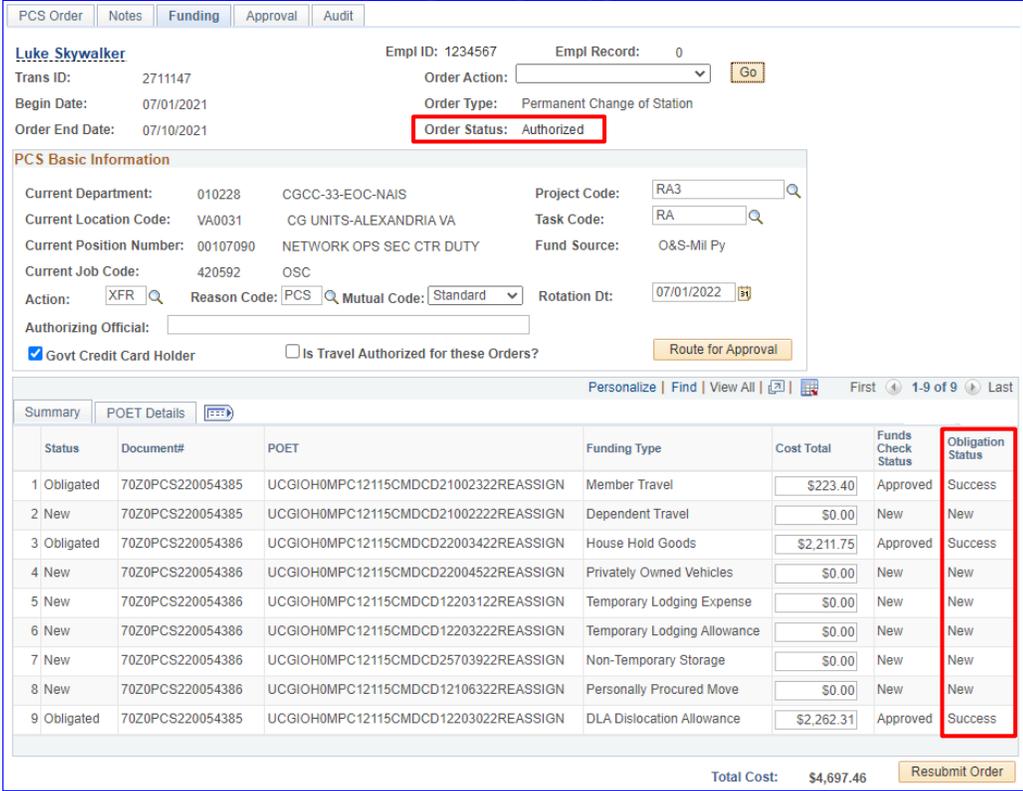
Procedures See below.

Step	Action																																																																													
<p>1</p>	<p>Order Status indicates Awaiting \$:</p> 																																																																													
<p>2</p>	<p>First: Verify FSMS is up and running. For example, if FSMS is scheduled to go down at 2100 EST and the Orders are submitted for a funds check at 2115 EST, the funds check will fail, and the Order will remain in an Awaiting \$ status.</p> <p>Second: Upon verification FSMS is active, click Resubmit Order. If the status does not change, wait a bit longer.</p>  <table border="1" data-bbox="326 1171 1357 1566"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> </tr> </thead> <tbody> <tr> <td>1 Transmitted</td> <td>70Z0PCS220054385</td> <td>UCGIOH0MPC12115CMD21002322REASSIGN</td> <td>Member Travel</td> <td>\$223.40</td> <td>Fail</td> <td>New</td> </tr> <tr style="background-color: yellow;"> <td>2 New</td> <td>70Z0PCS220054385</td> <td>UCGIOH0MPC12115CMD21002222REASSIGN</td> <td>Dependent Travel</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>3 Transmitted</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMD22003422REASSIGN</td> <td>House Hold Goods</td> <td>\$2,211.75</td> <td>Fail</td> <td>New</td> </tr> <tr> <td>4 New</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMD22004522REASSIGN</td> <td>Privately Owned Vehicles</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>5 New</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMD212203122REASSIGN</td> <td>Temporary Lodging Expense</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>6 New</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMD212203222REASSIGN</td> <td>Temporary Lodging Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>7 New</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMD25703922REASSIGN</td> <td>Non-Temporary Storage</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>8 New</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMD212106322REASSIGN</td> <td>Personally Procured Move</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>9 Transmitted</td> <td>70Z0PCS220054385</td> <td>UCGIOH0MPC12115CMD212203022REASSIGN</td> <td>DLA Dislocation Allowance</td> <td>\$2,262.31</td> <td>Fail</td> <td>New</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total Cost:</td> <td>\$4,697.46</td> <td colspan="2" style="text-align: right;">Resubmit Order</td> </tr> </tbody> </table>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 Transmitted	70Z0PCS220054385	UCGIOH0MPC12115CMD21002322REASSIGN	Member Travel	\$223.40	Fail	New	2 New	70Z0PCS220054385	UCGIOH0MPC12115CMD21002222REASSIGN	Dependent Travel	\$0.00	New	New	3 Transmitted	70Z0PCS220054386	UCGIOH0MPC12115CMD22003422REASSIGN	House Hold Goods	\$2,211.75	Fail	New	4 New	70Z0PCS220054386	UCGIOH0MPC12115CMD22004522REASSIGN	Privately Owned Vehicles	\$0.00	New	New	5 New	70Z0PCS220054386	UCGIOH0MPC12115CMD212203122REASSIGN	Temporary Lodging Expense	\$0.00	New	New	6 New	70Z0PCS220054386	UCGIOH0MPC12115CMD212203222REASSIGN	Temporary Lodging Allowance	\$0.00	New	New	7 New	70Z0PCS220054386	UCGIOH0MPC12115CMD25703922REASSIGN	Non-Temporary Storage	\$0.00	New	New	8 New	70Z0PCS220054386	UCGIOH0MPC12115CMD212106322REASSIGN	Personally Procured Move	\$0.00	New	New	9 Transmitted	70Z0PCS220054385	UCGIOH0MPC12115CMD212203022REASSIGN	DLA Dislocation Allowance	\$2,262.31	Fail	New	Total Cost:				\$4,697.46	Resubmit Order	
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Orders in Awaiting \$ Status, Continued

Procedures,
continued

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<p>3</p>	<p>If the Order successfully processes through FSMS, the Funds Check Status will update to 'Approved' and the Obligation Status will indicate 'New'.</p> <p>NOTE: If the Funds Check Status 'fails', you will need to wait a bit and repeat Step 2.</p>  <table border="1" data-bbox="326 558 1349 930"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> </tr> </thead> <tbody> <tr> <td>1 Transmitted</td> <td>70Z0PCS220054385</td> <td>UCGIOH0MPC12115CMDCCD21002322REASSIGN</td> <td>Member Travel</td> <td>\$223.46</td> <td>Approved</td> <td>New</td> </tr> <tr> <td>2 New</td> <td>70Z0PCS220054385</td> <td>UCGIOH0MPC12115CMDCCD21002222REASSIGN</td> <td>Dependent Travel</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>3 Transmitted</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMDCCD22003422REASSIGN</td> <td>House Hold Goods</td> <td>\$2,211.75</td> <td>Approved</td> <td>New</td> </tr> <tr> <td>4 New</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMDCCD22004522REASSIGN</td> <td>Privately Owned Vehicles</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>5 New</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMDCCD12203122REASSIGN</td> <td>Temporary Lodging Expense</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>6 New</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMDCCD12203222REASSIGN</td> <td>Temporary Lodging Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>7 New</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMDCCD25703922REASSIGN</td> <td>Non-Temporary Storage</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>8 New</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMDCCD12106322REASSIGN</td> <td>Personally Procured Move</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>9 Transmitted</td> <td>70Z0PCS220054385</td> <td>UCGIOH0MPC12115CMDCCD12203022REASSIGN</td> <td>DLA Dislocation Allowance</td> <td>\$2,262.31</td> <td>Approved</td> <td>New</td> </tr> </tbody> </table>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 Transmitted	70Z0PCS220054385	UCGIOH0MPC12115CMDCCD21002322REASSIGN	Member Travel	\$223.46	Approved	New	2 New	70Z0PCS220054385	UCGIOH0MPC12115CMDCCD21002222REASSIGN	Dependent Travel	\$0.00	New	New	3 Transmitted	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD22003422REASSIGN	House Hold Goods	\$2,211.75	Approved	New	4 New	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD22004522REASSIGN	Privately Owned Vehicles	\$0.00	New	New	5 New	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD12203122REASSIGN	Temporary Lodging Expense	\$0.00	New	New	6 New	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD12203222REASSIGN	Temporary Lodging Allowance	\$0.00	New	New	7 New	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD25703922REASSIGN	Non-Temporary Storage	\$0.00	New	New	8 New	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD12106322REASSIGN	Personally Procured Move	\$0.00	New	New	9 Transmitted	70Z0PCS220054385	UCGIOH0MPC12115CMDCCD12203022REASSIGN	DLA Dislocation Allowance	\$2,262.31	Approved	New
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<p>4</p>	<p>Once the Funds Check Status indicates Approved. Exit (refresh) the Order and re-open. The Obligation Status will read "Success" and the Order Status will indicate Authorized or Ready (depending on type of Orders).</p>  <p>Order Status: Authorized</p> <table border="1" data-bbox="326 1499 1349 1822"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> </tr> </thead> <tbody> <tr> <td>1 Obligated</td> <td>70Z0PCS220054385</td> <td>UCGIOH0MPC12115CMDCCD21002322REASSIGN</td> <td>Member Travel</td> <td>\$223.40</td> <td>Approved</td> <td>Success</td> </tr> <tr> <td>2 New</td> <td>70Z0PCS220054385</td> <td>UCGIOH0MPC12115CMDCCD21002222REASSIGN</td> <td>Dependent Travel</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>3 Obligated</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMDCCD22003422REASSIGN</td> <td>House Hold Goods</td> <td>\$2,211.75</td> <td>Approved</td> <td>Success</td> </tr> <tr> <td>4 New</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMDCCD22004522REASSIGN</td> <td>Privately Owned Vehicles</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>5 New</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMDCCD12203122REASSIGN</td> <td>Temporary Lodging Expense</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>6 New</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMDCCD12203222REASSIGN</td> <td>Temporary Lodging Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>7 New</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMDCCD25703922REASSIGN</td> <td>Non-Temporary Storage</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>8 New</td> <td>70Z0PCS220054386</td> <td>UCGIOH0MPC12115CMDCCD12106322REASSIGN</td> <td>Personally Procured Move</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>9 Obligated</td> <td>70Z0PCS220054385</td> <td>UCGIOH0MPC12115CMDCCD12203022REASSIGN</td> <td>DLA Dislocation Allowance</td> <td>\$2,262.31</td> <td>Approved</td> <td>Success</td> </tr> </tbody> </table>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 Obligated	70Z0PCS220054385	UCGIOH0MPC12115CMDCCD21002322REASSIGN	Member Travel	\$223.40	Approved	Success	2 New	70Z0PCS220054385	UCGIOH0MPC12115CMDCCD21002222REASSIGN	Dependent Travel	\$0.00	New	New	3 Obligated	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD22003422REASSIGN	House Hold Goods	\$2,211.75	Approved	Success	4 New	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD22004522REASSIGN	Privately Owned Vehicles	\$0.00	New	New	5 New	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD12203122REASSIGN	Temporary Lodging Expense	\$0.00	New	New	6 New	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD12203222REASSIGN	Temporary Lodging Allowance	\$0.00	New	New	7 New	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD25703922REASSIGN	Non-Temporary Storage	\$0.00	New	New	8 New	70Z0PCS220054386	UCGIOH0MPC12115CMDCCD12106322REASSIGN	Personally Procured Move	\$0.00	New	New	9 Obligated	70Z0PCS220054385	UCGIOH0MPC12115CMDCCD12203022REASSIGN	DLA Dislocation Allowance	\$2,262.31	Approved	Success
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