# **Reserve EAD Orders with Multiple Sequences**

### Overview

<ul> <li>• Sequences may be added prior to departure by the departing unit admin or may be added after the member arrives at the new Permanent Duty Station (PDS).</li> <li>• IMPORTANT: Once approved by the unit supervisor and updated by PPC (see below), verify the member's Basic Allowance for Housing (BAH) and Job Data rows have updated correctly. If not, make appropriate corrections to prevent overpaying or underpaying the member. If Job Data corrections are needed, please submit a PPC Ticket for PPC/ADV.</li> </ul>
<ul> <li>A Reserve Officer will receive an Active-Duty Agreement (ADA). The ADA is submitted into DA as an EAD order, the dates on the RSV EAD Order must remain the same date as the begin date of the ADA.</li> <li>The EAD order in DA records the ADA signed by the member and should not be changed unless authorized by OPM and supported by an amended ADA. The Active-Duty Agreement for the Reserve Officer is equivalent to a DD Form 4 for an enlisted member.</li> </ul>
<ul> <li><b>MPORTANT</b> <ul> <li>Upon entering and approving TEMDU in the Reserve EAD Orders, a Trouble Ticket MUST be submitted to PPC to ensure the member's pay, entitlements, and benefits are started and continue timely.</li> <li>When submitting the ticket, please include the FSMS Reserve Order Trans ID.</li> <li>While traditional RSV Orders should only include Sequence number 3 and 4 rows to account for the TEMDU. Once approved, those additional Sequences (3 &amp; 4) can shut down the pay, entitlements, and benefits for the member; therefore, it is IMPORTANT to contact PPC upon entering Seq Nbr 4.</li> </ul> </li> <li>Within the table of the treat the time of buy Depted Decryption Performed Ref (D) Fit of the treat of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryption Performed Ref (D) Fit of the time of Day Depted Decryptin Performed Ref (D) Fit of the time o</li></ul>
3 Depart     Approved     01/09/2023     01/09/2023     Depart     CG STA VALLEJO     F-DO NOT FILL-SELRES HOLD     STATION VALLEJO     Approved     01/09/2023     Duty     SEC CHARLESTON     MARINE INSP/PSCO-JRNYMAN     CG UNITS-CHARLESTON SC
4 Report Approved University University Dury INSPECTIONS DIV ADV CO UNITS-CHARLESTON SC
SEC CHARLESTON MARINE INSP/PSCO_IRNYMAN
98 Depart 11/30/2025 Duty Det Universities of the second s

### Overview, Continued

Funding

- PSI and SPO users do NOT have access to add PCS travel entitlements to EAD orders.
- For funding to be added, you must contact the TONO management team at (<u>HQS-SMB-DCMS-831-TONO-MGMT</u>).

**Delay En Route** • On Reserve Orders, every day of Reserve orders must be accounted for.

- Since DA/FSMS only accepts Delay En Route information **between SEQs 1 and 2**, all Delay En Route information should be listed there.
- All Delay En Route information for Departing/Reporting pairs (1/2, 3/4, 98/99, etc.) must be added between SEQs 1 and 2.
- All other Departing/Reporting pairs should have the same dates for the pair. (SEQ 3 date should match SEQ 4 date, SEQ 98 date should match SEQ 99 date)

*Seq Nbr: 1 Travel Type: Depart	Trvl Approval: Approved	+
Estimated Date: 05/12/2023 Actual Date: 05/12/2073 Nature of Duty: Home	Department:         004750         OFFICER CANDIDATE SCHOOL           Location:         CT0038         OFFICER CAND SCHOOL           Position Number:         00020082         OFFICER CANDIDATE (PRIOR	
✓ Delay En route		
Begin Date End Date	Delay En route Days	
1 05/13/2023 05/16/202	3 🛐 Leave INCONUS 🗸 4 🛨 🖃	
2 05/17/2023 🛐 05/17/202	3 🙀 Travel Time 🗸 1 🛨 🗕	
*Seq Nbr: 2 Travel Type: Report	Trvl Approval:	
Estimated Date: 05/17/2023	Department: 042602 Q BASE ALAM TEMP DUTY DIV (PX	()
Actual Date:	Location: CA2644 Q BASE ALAMEDA	
Nature of Duty: TEMDU V	Position Number: 00120268 Q UNBUDGETED POSITION	
*Seq Nbr: 3 Travel Type: Depart	Trvi Approval:	-
Estimated Date: 05/19/2023	Department: 042602 Q BASE ALAM TEMP DUTY DIV (P	X)
Actual Date: 05/19/2023	Location: CA2644 Q BASE ALAMEDA	
Nature of Duty: TEMDU 🗸	Position Number: 00120268 Q UNBUDGETED POSITION	
*Seq Nbr: 4 Travel Type: Report	Trvl Approval:	-
Estimated Date: 05/19/2023	Department: 009525 Q CGC STRATTON	
Actual Date:	Location: CA0402 Q CG UNITS-ALAMEDA CA	
Nature of Duty: Duty 🗸	Position Number: 19373849 Q DECK WATCH OFFICER	

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## Adding TEMDU to EAD Orders Prior to Departure

Introduction	This section provides the procedures for entering TEMDU/Delay En Route to orders prior to departure from the Departing Unit.
Reasons for TEMDU	<ul> <li>Attending Officer Candidate School (OCS).</li> <li>A prior active-duty member attending OCS who is married returns to their PDS to move the family. The member is usually checked into the old duty assignment for up to 2 weeks. Very seldom is it longer than that.</li> <li>Returning home but working at the nearest CG unit for experience before moving onto their PDS.</li> </ul>

**Procedures** See below.

Step	Action	
1	Click on the <b>Reserve Administration</b> tile.	
	Reserve Administration	
2	The default FSMS Reserve Orders of	ption will automatically display.
	FSMS Reserve Orders	
	TDT Drills	
	Member Training Rating	
	Annual Screening Questionnaire	
	Reserve Member Balances	
	E Member Status Change	
	Training Status	
	Tiew Member Drills	
	MGIB Enrollments	
	R-CRSP Report	
	FSMS RSV Ord Discrepancies	
	Reserve Orders (View Only)	

### Procedures,

continued

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

Procedures,

continued

Step	Action		
4	A list of all previous FSMS Reserve Orders will display. Select the appropriate		
	EAD Order.		
	Search Results           View All           First ()           1-2 or 2           Last		
	Empl ID Empl Rec Trans ID Name Job Code Employee Cat Order Status Duty Type Authority Code Begin Date End Date Duty Department Department		
	1234567 0         2819295 Hughie Campbell         SEL         Ready         10 U.S.C. 12311         12/01/2022         007/05/2012         SEC CHARLESTON INSPECTIONS DIV           1234567 0         2767198 Hughie Campbell         ENS         SEL         Finished         TITLE10         10 U.S.C. 12302         07/05/2021         03/23/2022         007/72         PORT SECURITY UNIT 313		
	Find an Existing Value   Add a New Value		
5	The <b>Reserve Orders</b> tab will display. Select the <b>Travel</b> tab.		
	Reserve Orders         Travel         Notes         Funding         Leave         Approval         Audit		
	Hughie Campbell Empl ID: 1234567 Empl Record: 0		
	Trans ID:         2819295         Order Action:         Go		
	Order Begin Date: 12/01/2022 Order Type: Reserve		
	Order End Date: 11/30/2025 Order Status: En route		
	# of Days / Term: 1096 / Longterm Duty Type: Extended Active Duty		
	Duty Department: 007608 SEC CHARLESTON INSPECTIONS Authority: 10 U.S.C. 12311		
	Empl Category: DIV TRAYPAY CAT: SEL Selected Reserve A Drilling Pay Status		
6	Click View All in the Travel Orders section.		
	Travel Orders Find View All First (4) 1 of 4 (1) Last		
	*Seq Nbr: 1 Travel Type: Depart V Trvl Approval:		
	Estimated Date: 12/01/2022 B Department: 000155 Q CG STA VALLEJO		
	Actual Date: Location: CA0416 Q STATION VALLEJO		
	Nature of Duty: Home   Position Number: 00050974  F-DO NOT FILL-SELRES HOLD		
	Posn Job Code: 410094 Second Class Boatswain's Mate		
	Other Location: Route for Approval		
	▶ Per Diem		
	▶ Travel Details		
	Additional Authorized Expenses		
	Delay En route		
	Dependents Authorized for Travel		
	🔚 Save 🔯 Return to Search 📋 Previous in List 斗 Next in List		
	Reserve Orders   Travel   Notes   Funding   Leave   Approval   Audit		

### Procedures,

continued

Step	Action
7	If applicable, enter <b>Delay En route</b> information.
	<b>NOTE:</b> Delay En route can only be entered between sequences 1 and 2. It
	cannot be entered between any other sequences. All Approved Delay En Route
	information should be entered as constructive dates between SEQ 1 and 2. Seq
	Nbr 1 and Seq Nbr 4 must be true dates.
	▼ Delay En route
	Begin Date         End Date         Delay En route         Days
	1 12/02/2022 )jj 12/05/2022 )jj Proceed Time V 4 + -
	2 12/06/2022 🛐 12/13/2022 🛐 Travel Time 🗸 8 🛨 🖃
	Dependents Authorized for Travel
	🔚 Save 🔯 Return to Search 村 Previous in List 4 Next in List
	Reserve Orders   Travel   Notes   Funding   Leave   Approval   Audit
8	Verify Seq Nbr 1, 98, and 99 are correct.
	• Seq Nbr 1 – Enter the Actual Date.
	• Seq Nbr 2 – Verify the Estimated Date, Department, Location, and Position
	Number are correct and change the <b>Nature of Duty</b> to TEMDU.
	Click the <b>Dive</b> button in sequence 2, to add a new row
	Click the <b>Plus</b> button in sequence 2, to add a new row.
	*Seq Nbr: 1 Travel Type: Depart V Trvl Approval:
	Estimated Date: 12/01/2022 Department: 000155 Q CG STA VALLEJO
	Actual Date: 12/01/2022 🛐 Location: CA0416 Q STATION VALLEJO
	Nature of Duty: Home V Position Number: 00050974 C F-DO NOT FILL-SELRES HOLD
	Posn Job Code: 410094 Second Class Boatswain's Mate
	Other Location: Route for Approval
	▶ Per Diem
	Travel Details
	Additional Authorized Expenses
	the New 2 Travel Type: Report Y Trad Approval
	Estimated Date: 12/13/2022 Department: 000155 Q CG STA VALLEJO
	Actual Date: Location: CA0416 Q STATION VALLEJO
	Nature of Duty: TEMDU V Position Number: 00050974 C F-DO NOT FILL-SELRES HOLD
	Posn Job Code: 410094 Second Class Boatswain's Mate Other Location: Route for Approval
	Per Diem
	Travel Details
	Additional Authorized Expenses

**Procedures**,

continued

Step		Action	
9	On new sequence, change S	<b>eq Nbr 1</b> to a 3.	
	*Seq Nbr: 2 Travel Type: Report	✓ Trvl Approval:	+
	Estimated Date: 12/13/2022	Department: 000155 Q CG STA VALLEJO	
	Actual Date: 12/13/2022	Location: CA0416 Q STATION VALLEJO	
	Nature of Duty: TEMDU V	Position Number: 00050974 Q F-DO NOT FILL-SELRES HOLD	
		Posn Job Code: 410094 Second Class Boatswain's Mate	
	Other Location:	Route for Approval	
	Per Diem		
	▶ Travel Details		
	Additional Authorized Expenses		
	*Seq Nbr: 1 Travel Type:	▼ Trvl Approval:	+ -
	Estimated Date:	Department:	
	Actual Date:	Location:	
	Nature of Duty: V	Dosition Number	
10	<ul> <li>departs the old unit. Seq N</li> <li>Department, Location, P</li> </ul>	<b>Tal Date</b> – Enter the date the member physicall <b>Jbr 3 and Seq Nbr 4 should be the same date.</b> <b>Position Number</b> – Enter data from row 2. FEMDU from the drop-down.	у
	*Seq Nbr: 3 Travel Type: Depart	Trvi Approval:	+
			_
	Actual Date: 01/09/2023	Location: CA0416 Q STATION VALLEJO	
	Nature of Duty: TEMDU V	Position Number: 00050974 Q F-DO NOT FILL-SELRES HOLD	
		Posn Job Code: 410094 Second Class Boatswain's Mate	
	Other Location:	Route for Approval	
	Per Diem		
	Travel Details		
	Additional Authorized Expenses	3	

**Procedures**,

Step	Action	
11	On new sequence, change <b>Seq Nbr 1</b> to a 4.	
	*Seq Nbr: 3 Travel Type: Depart V Trvi Approval:	+
	Estimated Date: 01/09/2023 Department: 000155 Q CG STA VALLEJO	
	Actual Date: 01/09/2023 Actual Date: 01/09/2023 Actual Date: 01/09/2023	
	Nature of Duty: Depart V Position Number: 00050974 F-DO NOT FILL-SELRES HOLD	
	Posn Job Code: 410094 Second Class Boatswain's Mate	
	Other Location: Route for Approval	
	▶ Per Diem	
	Travel Details	
	Additional Authorized Expenses	
	*Seq Nbr: 1 Travel Type: Trvl Approval:	+ -
	Estimated Date: Department:	
	Actual Date: Location:	
	Nature of Duty: V Desition Number:	
	<ul> <li>Travel Type – Select Report from the drop-down.</li> <li>Estimated Date and Actual Date – Seq Nbr 3 and Seq Nbr 4 should be the same date.</li> <li>Department, Location, and Position Number – Enter the data from Seq 98.</li> <li>Nature of Duty – Select Duty from the drop-down.</li> <li>NOTE: The Route for Approval button must only be selected on or after the Actual Date. Continue on to Step 13.</li> <li>Click Save (not shown) if this is not ready to route for approval.</li> </ul>	Nbr
	*Seq Nbr: 4 Travel Type: Report Y TrvI Approval:	+
	Estimated Date: 01/09/2023 Department: 007608 Q SEC CHARLESTON INSPECTION	IS DIV
	Actual Date: 01/09/2023 🛱 Location: CA0416 Q CG UNITS-CHARLESTON SC	
	Nature of Duty:     Duty     Position Number:     00030779     MARINE INSP/PSCO-JRNYMAN /       Posn Job Code:     203695	ADV
	Other Location: Route for Approval	
	Per Diem	
	▶ Travel Details	
	Additional Authorized Expenses	
	[]	1

Continued on next page

Procedures,

continued

Step	Action	
13	Seq Nbr 98 and 99 - Leave as is. Do not change.	
	*Seq Nbr: 98 Travel Type: Depart 🗸 Trvl Approval:	-
	Estimated Date:       11/30/2025       Department:       007608       SEC CHARLESTON INSPECTIONS DIV         Actual Date:       Image: Construction Constructina Construction Construction Construction Co	/
	Posn Job Code: 203695 Other Location: Route for Approval	
	Per Diem      Travel Details      Additional Authorized Expenses	
	*Seq Nbr: 99 Travel Type: Report V Trvl Approval:	-
	Estimated Date:       11/30/2025       Department:       000155       Q CG STA VALLEJO         Actual Date:       Image: Department:       Image: CA0416       Q STATION VALLEJO	
	Nature of Duty:         Home         Position Number:         00050974         C         F-DO NOT FILL-SELRES HOLD           Posn Job Code:         410094         Second Class Boatswain's Mate	
	Other Location: Route for Approval	
	Travel Details	
	Additional Authorized Expenses	

**Procedures**,

continued

Step	Action
14	Select the Approval tab.
	Reserve Orders Travel Notes Funding Leave Approval Audit
	Hughie Campbell Empl ID: 1234567 Empl Record: 0
	Trans ID: 2819295 Order Action: Go
	Order Begin Date: 12/01/2022 Order Type: Reserve
	Order End Date: 11/30/2025 Order Status: En route
	# of Days / Term: 1096 / Longterm Duty Type: Extended Active Duty
	Duty Department: 007608 SEC CHARLESTON INSPECTIONS Authority: 10 U.S.C. 12311
	Empl Category: DIV TRAYPAY CAT: SEL Selected Reserve A Drilling Pay Status
15	Varify Dant of Ammoning CDO is accurate and Commont displays "The
15	Verify <b>Dept of Approving SPO</b> is accurate, and <b>Comment</b> displays, " <i>The</i>
	approval type is set for SEQ_NO=4."
	Click Submit.
	Reserve Orders Travel Notes Funding Leave Approval Audit
	Hughie Campbell         Empl ID:         1234567         Empl Record:         0           Trans ID:         2010305         Order Action:         V         G0
	Order Begin Date:         12/01/2022         Order Type:         Reserve           Order End Date:         11/30/2025         Order Status:         En route
	Route for Approval
	Approval Type: Reporting Endorsement
	User ID:
	Dept of Approving         007800         PPC PROCEDURES & DEV SECTION           SPO:
	Comment: The approval is set for SEQ_NO=4.
	Submit

### Procedures,

Step						A	ction			
16	Upon the Supervisor approving sequnce 3 and 4, a trouble ticket MUST be submitted to PPC requesting the member's pay be re-started. DA reads these as TDY sequences which will stop the member's pay and revert them back to a Reserve Calendar instead of the Active Duty Calendar. Once approved by the SPO/PAO and PPC, verify the <b>Itinerary</b> section displays as below.									
		erary						Personalize   Find   🗇   🔣	First 🕢 1-8 of 8 🕟 Last	
	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	
		1 Depart		12/01/2022	12/01/2022	Home	CG STA VALLEJO	F-DO NOT FILL-SELRES HOLD	STATION VALLEJO	
				12/02/2022		Proceed Time				
				12/06/2022		Travel Time				
		2 Report		12/13/2022	12/13/2022	TEMDU	CG STA VALLEJO	F-DO NOT FILL-SELRES HOLD	STATION VALLEJO	
		3 Depart		01/09/2023	01/09/2023	Depart	CG STA VALLEJO	F-DO NOT FILL-SELRES HOLD	STATION VALLEJO	
		4 Report		01/09/2023	01/09/2023	Duty	SEC CHARLESTON INSPECTIONS DIV	MARINE INSP/PSCO-JRNYMAN ADV	CG UNITS-CHARLESTON SC	
	r	98 Depart		11/30/2025		Duty	SEC CHARLESTON INSPECTIONS DIV	MARINE INSP/PSCO-JRNYMAN ADV	CG UNITS-CHARLESTON SC	
	ę	99 Report		11/30/2025		Home	CG STA VALLEJO	F-DO NOT FILL-SELRES HOLD	STATION VALLEJO	

# Adding TEMDU to EAD Orders at the Arrival Unit

Introduction	-	provides the proced O Orders when a mo	-	; TEMDU/delay En r duty.
Amend mode vs not Amending	should be A <ul> <li>Place order</li> </ul>	pproved and graye r into Amend Mod	d out. <b>le</b> – Select Amer	d, <b>Seq Nbr 1 and 2</b> nd Order from the <b>Order</b>
		D-down box and clie	CK GO. Leave Approval Audit	
	Annie January	2855040	Empl ID: 1234567 Order Action:	Empl Record: 0 Amend Order
	Order Begin Date: (	05/12/2023	Order Type:	Reserve
	Order End Date: (	05/11/2026	Order Status:	
	# of Days / Term: Duty Department:	1096/ Longterm	Duty Type: Authority:	Extended Active Duty
_	member aborated and send for	· 1	tering in the TEM oproved, submit	MDU rows for the unit a ticket to PPC/ADV
Reasons for TEMDU		ter is underway upo ts married after dep		unit.
Sequence Numbers		FSMS Reserve EA their EAD orders i		EMDU will have 6 ical 4.
-				Continued on next page

12

**Procedures** See below.

Step		Action
1	Click on the Reserve Administrati	on tile.
2	The default FSMS Reserve Orders	option will automatically display.
	FSMS Reserve Orders	
	📔 IDT Drills	
	📔 Member Training Rating	
	Annual Screening Questionnaire	
	Reserve Member Balances	
	T Member Status Change	
	Training Status	
	Tiew Member Drills	
	MGIB Enrollments	
	R-CRSP Report	
	FSMS RSV Ord Discrepancies	
	Reserve Orders (View Only)	

### Procedures,

continued

Step	Action
3	Enter the member's <b>Empl ID</b> and click <b>Search</b> .
	FSMS Reserve Orders
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value         Add a New Value
	Search Criteria
	Empl ID begins with 🗸 1234567
	Empl Record = Q
	Trans ID = V
	Duty Type = V
	Begin Date = V
	End Date = V Bi
	Name begins with V
	Last Name begins with V
	Duty Department begins with V
	Search Clear Basic Search
	Search Clear Basic Search 🖾 Save Search Criteria
4	
4	A list of all previous FSMS Reserve Orders will display. Select the appropriate EAD Orders.
	EAD Orders. Search Results
	View All First ④ 1-2 of 2 ④ Last
	Empl ID         Empl ID <t< th=""></t<>
	1234567 0         2834995         Annie January ENS         SEL         Finished         IADT         10 U.S.C.         12301(d) 01/16/2023 05/11/2023 004750         OFFICER CANDIDATE SCHOOL           Find an Existing Value         Add a New Value         SEL         Finished         IADT         10 U.S.C.         12301(d) 01/16/2023 05/11/2023 004750         OFFICER CANDIDATE SCHOOL

### Procedures,

continued

Step	Action						
5	Select the <b>Travel</b> tab.						
	Reserve Orders Travel Notes Funding Leave Approval Audit						
	Annie January Empl ID: 1234567 Empl Record: 0						
	Trans ID: 2855040 Order Action: Go						
	Order Begin Date: 05/12/2023 Order Type: Reserve						
	Order End Date: 05/11/2026 Order Status: En route						
	# of Days / Term: 1096 / Longterm Duty Type: Extended Active Duty						
	Duty Department: 009525_CGC STRATTON Authority: 10 U.S.C. 12311						
6	Click <b>View All</b> in the Travel Orders section.						
	Travel Orders Find   View All First ④ 1 of 4 ④ Last						
	*Seq Nbr: 1 Travel Type: Depart V Trvl Approval: Approved						
	Estimated Date: 05/12/2023 Department: 004750 OFFICER CANDIDATE SCHOOL						
	Actual Date: 05/12/2023 Location: CT0038 OFFICER CAND SCHOOL						
	Nature of Duty: Home V Position Number: 00020082 OFFICER CANDIDATE (PRIOR CIV)						
	Posn Job Code: 451094 Officer Candidate						
	Other Location: Route for Approval						
	▶ Per Diem						
	Travel Details						
	Additional Authorized Expenses						
	Delay En route						
	Dependents Authorized for Travel						
	Save Add						
	Reserve Orders   Travel   Notes   Funding   Leave   Approval   Audit						

### Procedures,

continued

Step	Action									
7	If Delay En Route is NOT involved, skip to Step 8.									
	If <b>Delay En Route</b> is involved, it must be entered between Seq 1 and Seq 2.									
	NOTE: It cannot be entered between any other sequences. All Approved Delay En Route information should be <u>entered as constructive dates</u> between SEQ 1 and 2. Seq Nbr 1 and Seq Nbr 4 must be true dates.									
	Begin Date         End Date         Delay En route         Days									
	1 05/13/2023 (i) 05/16/2023 (i) Leave INCONUS - 4 +									
	2 05/17/2023 🗊 05/17/2023 🗊 Travel Time 🗸 1 + -									
	Dependents Authorized for Travel									

Procedures,

)			Action					
	Seq Nbr 1 a	and 2 should be A	Approved and grayed out	t.				
Place order into Amend Mode and update Seq Nbr 2 as shown below.								
	Reserve Orders	Travel Notes Fi	unding Leave Approval Audit	t				
	Annie January		Empl ID: 1234567	Empl Record: 0				
	Trans ID:	2855040	Amend Mode Order Action:	Go				
L	Order Begin Date		Order Type:	Reserve				
Seq Nbr 2 – Update with the reporting unit TEMDU data.								
			s will be married and hav	• •				
		-	ir affairs. If this is the ca	se, keep the location for				
	-	the same as seque						
			e date the member <i>physic</i>	· 1				
		•	EMDU from the drop-do					
	-		Enter the location of the t					
			a temporary position nur	mber for the temporary				
	departmen	t and location.						
	Click the <b>Pl</b>	us button on Seq	2					
	Travel Orders			View 1 First ④ 1-4 of 4 🕑 Last				
	*Seq Nbr: 1	Travel Type: Depart	Trvl Approval: Approved	+				
	Estimated Date:	05/12/2023	Department: 004750	OFFICER CANDIDATE SCHOOL				
	Actual Date:	05/12/2023	Location: CT0038	OFFICER CAND SCHOOL				
	Nature of Duty:	Home 🗸	Position Number: 00020082	OFFICER CANDIDATE (PRIOR CIV)				
	,.		Posn Job Code: 451094	Officer Candidate				
C	Other Location:			Route for Approval				
	Per Diem							
	Travel Det	ails						
Additional Authorized Expenses								
	,							
	*Seq Nbr: 2	Travel Type: Report	Trvl Approval:	÷.				
	Estimated Date:	05/17/2023	Department: 042602	BASE ALAM TEMP DUTY DIV (PX)				
	Actual Date:			BASE ALAMEDA				
	Nature of Duty:	TEMDU 🗸	Position Number: 00120268	UNBUDGETED POSITION				
	,,.		Posn Job Code: 415096					
	Other Location:			Route for Approval				
	Per Diem							
	Travel Deta	ails						
		Authorized Expenses						
	Additional	Autorizeu Expenses						
	*Seg Nbr: 98	Travel Type. Depart	Y Tryl Approval:	+ -				
	san ann i oo	travel type   bopart	- TANEADDIDWAL					

Continued on next page

Procedures,

continued

Step	Action							
9	Make the following updates on the new Seq:							
	• Seq Nbr – Change 1 to a 3.							
	• Travel Type – Select Depart from the drop-down.							
	• Estimated Date and Actual Date – Enter the date the member's cutter is expected to Return to Home Port (RTHP).							
	<b>NOTE:</b> See step 10 - Sequence 3 and 4 should have the same date.							
	• Nature of Duty – Select TEMDU from the drop-down.							
	• <b>Department</b> , <b>Location</b> and <b>Position Number</b> – Should be same as Seq 2.							
	Click the <b>Plus</b> button for Seq Nbr 3.							
	*Seq Nbr: 3 Travel Type: Depart V Trvl Approval:							
	Estimated Date: 05/19/2023 Department: 042602 O BASE ALAM TEMP DUTY DIV (PX)							
	Actual Date: 05/19/2023 A Location: CA2644 C BASE ALAMEDA							
	Nature of Duty: TEMDU V Position Number: 00120268 Q UNBUDGETED POSITION							
	Posn Job Code: 415096							
	Other Location: Route for Approval							
	Per Diem							
	▶ Travel Details							
	Additional Authorized Expenses							
	*Sea Nbr: 98 Travel Type: Depart Y Tryl Approval:							

Procedures,

continued

Step	Action						
10	Make the following updates on the new Seq:						
	• Change <b>Seq Nbr</b> 1 to 4.						
	• Travel Type – Select Report from the drop-down.						
	• Estimated Date – Sequence 3 and 4 should have the same date.						
	• Nature of Duty – Select Duty from the drop-down.						
	• Position Number, Department, Location – Enter the information from	Seq					
	Nbr 98.	-					
	*Seq Nbr: 4 Travel Type: Report Y Trvi Approval:	+ -					
	Estimated Date:       05/19/2023       Department:       009525       CGC STRATTON         Actual Date:       Image: Construction in the second s						
	Posn Job Code: 000098 Ensign						
	Other Location: Route for Approval						
	Per Diem						
	Travel Details						
	Additional Authorized Expenses						
	*Seg Nbr· 98 Travel Type: Depart Y Tryl Approval·	+ -					

**Procedures**,

р		A	ction				
	Leave Seq Nbr 98 and Se	q Nbr 99 as e	entered.				
	*Seq Nbr: 98 Travel Type: Depar	t 💙 Trvi Appro	oval:			+ -	
	Estimated Date: 05/11/2026	GC STR/ G UNITS					
	Nature of Duty: Duty	Location: Position Num Posn Job Co	nber: 19373849 Q DE		TCH OFFICER		
	Other Location:				Route for Approval	]	
	Per Diem						
	Travel Details						
	Additional Authorized Expen	ses					
	*Seq Nbr: 99 Travel Type: Report	t 👻 Trvi Appro	oval:			+ -	
	Estimated Date: 05/11/2026	Department: 004750 Q OFFICER CANDIDATE SCHOOL				OL	
	Actual Date:	Location:					
	Nature of Duty: Home 🗸	Position Num	Position Number: 00020082 Q OFFICER CANDIDATE (PRIOR CIV				
Posn Job Code: 451094 Officer Candidate							
	Other Location:				Route for Approval	J	
	Per Diem						
	Travel Details						
	Additional Authorized Expen	ses					
	✓ Delay En route						
	Begin Date End Da	de De	elay En route	C	Days		
	1 05/13/2023 🛐 05/16/	2023 🛐 L	Leave INCONUS	*	4	+ -	
	2 05/17/2023	2023 🛐 T	Travel Time	~	1	+ -	
	Dependents Authorized for Tra	vel					
			Next in List				
		Previous in List				📑 Add	
	Reserve Orders   Travel   Notes   Funding	Leave   Approval	Audit				

Continued on next page

Procedures,

continued

Step	Action							
12	Select the Approval tab.							
	Approval Type – Should display Amend Order							
	Click Submit.							
	Reserve Orders Travel Notes Funding Leave Approval Audit							
	Annie January Empl ID: 1234567 Empl Record: 0							
	Trans ID: 2855040 Amend Mode Order Action:	Go						
	Order Begin Date: 05/12/2023 Order Type: Reserve							
	Order End Date: 05/11/2026 Order Status: En route							
	Route for Approval							
	Approval Type: Amend Order							
	User ID:							
	Dept of Approving 042586 Q BASE ALAMEDA							
	SPO: Comment:							
	Submit							
	Submit							
13	After Approved, and when approperiate:							
	Click Route for Approval in Seq Nbr 4.							
	After Amend Order is approved, please submit a ticket to PPC/ADV reque	sting						
	manual updates to member's Job Data.	U						
	Before approving Seq 3 and 4 a trouble ticket MUST be submitted to PPC	ADV						
	requesting manual updates to member's Job Data. When submitting the tic							
	please include the FSMS Reserve Order Trans ID. DA creates a TDY Job							
	for Reserve Order TEMDU reporting sequences, which updates the member							
	Job Data back to a Reserve Calendar instead of keeping the Active Duty							
	Calendar, which stops the member's EAD pay.							
	*Seq Nbr: 4 Travel Type: Report V TrvI Approval:	+ -						
	Estimated Date: 05/19/2023 Department: 009525 Q CGC STRATTON							
	Actual Date: 05/19/2023 Actual Date: 05/19/2023 Actual Date: 05/19/2023							
	Nature of Duty: Duty V Position Number: 19373849 Q DECK WATCH OFFICER							
	Posn Job Code: 000098 Ensign							
	Other Location: Route for Approval							
	Per Diem							
	Travel Details							
	Additional Authorized Expenses							
	P Russian Russi							
	*Sea Nbr: 98 Travel Type: Depart V Trvl Approval:	+ -						

tep	<b>T</b> 1	1	· 1 T.*			-	tion		
14	The updated Itinerary section displays as below.								
	Itine							Personalize   Find   🔄   📑	
	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description
	1	I Depart	Approved	05/12/2023	05/12/2023	Home	OFFICER CANDIDATE SCHOOL	OFFICER CANDIDATE (PRIOR CIV)	OFFICER CAND SCHOOL
				05/13/2023		Leave INCONUS			
				05/17/2023		Travel Time			
	2	2 Report		05/17/2023		TEMDU	BASE ALAM TEMP DUTY DIV (PX)	UNBUDGETED POSITION	BASE ALAMEDA
	з	3 Depart		05/19/2023		TEMDU	BASE ALAM TEMP DUTY DIV (PX)	UNBUDGETED POSITION	BASE ALAMEDA
	4	Report		05/19/2023		Duty	CGC STRATTON	DECK WATCH OFFICER	CG UNITS-ALAMEDA CA
	98	3 Depart		05/11/2026		Duty	CGC STRATTON	DECK WATCH OFFICER	CG UNITS-ALAMEDA CA
	99	Report		05/11/2026		Home	CGC STRATTON	DECK WATCH OFFICER	CG UNITS-ALAMEDA CA
15	as b Vei and	pelow rify Jo d Reso	ob Data erve Ac	a has th tive Du	e corr ity As	ect inform signment	nation in the Job rows an	e Reserve O d all BAH a	rder Begin and pay
15	as t Ver and ent	pelow rify Jo d Reso itlem	ob Data erve Ac ents arc	a has th tive Du	e corr ity Ass ct. <mark>If t</mark>	rect inform signment here are a	nation in the Job rows an ny issues wit	e Reserve O d all BAH a <mark>h the membe</mark>	rder Begin
15	as t Ver and ent	pelow rify Jo d Reso itlem ase su	ob Data erve Ac ents arc	a has th tive Du	e corr ity Ass ct. <mark>If t</mark>	rect inform signment here are a	nation in the Job rows an ny issues wit eview/update	e Reserve O Id all BAH a h the membe e.	rder Begin Ind pay er's Job Data,
15	as t Ver and ent	rify Jo rify Jo d Reso itlemo ase su	ob Data erve Ac ents arc	a has th tive Du correc <u>icket to</u>	e corr ity Ass ct. If t PPC/.	rect inform signment here are a	nation in the Job rows an ny issues wit eview/update	e Reserve O d all BAH a <mark>h the membe</mark>	rder Begin Ind pay er's Job Data,
15	as t Ve and ent ple <sup>Nbr</sup>	rify Jo rify Jo d Reso itlemo ase su	ob Data erve Ac ents are bmit a t	a has th tive Du correc <u>icket to</u>	e corr ity Ass ct. If t PPC//	ect inforn signment here are a ADV for 1	nation in the Job rows an ny issues wit eview/update	e Reserve O ad all BAH a h the member e. ersonalize   Find   27	rder Begin and pay er's Job Data,
15	as t Ve and ent ple <sup>Nbr</sup>	rify Jo d Reso itlemo ase su Travel Type	b Data erve Ac ents are bmit a t	a has th tive Du correct cicket to	e corr ity Ass ct. If t PPC/. Actual Date	ect inform signment here are a ADV for m Nature of Duty	nation in the Job rows an ny issues wit eview/update Pr Deptid Description OFFICER CANDIDATE	e Reserve O d all BAH a h the membe e. ersonalize   Find   [27] [27] Position Description OFFICER CANDIDATE	rder Begin and pay er's Job Data, First (1.9 of 9 ) Lat Location Description
15	as t Ve and ent ple <sup>Nbr</sup>	rify Jo d Reso itlemo ase su Travel Type	bb Data erve Ac ents are bmit a t	a has the tive Du correcticket to	e corr ity Ass ct. If t PPC/. Actual Date	ect inform signment here are a ADV for 1 Nature of Duty Home Leave INCONUS	nation in the Job rows an ny issues wit eview/update Pr Deptid Description OFFICER CANDIDATE	e Reserve O d all BAH a h the membe e. ersonalize   Find   [27] [27] Position Description OFFICER CANDIDATE	rder Begin and pay er's Job Data, First (1.9 of 9 ) Lat Location Description
15	as t Vei and ent plea Nbr	rify Jo d Reso itlemo ase su Travel Type	b Data crve Accents are bmit a t Travel Approval Approved	a has the tive Due correcticket to Estimated Date 05/12/2023	e corr ity Ass ct. If t PPC/. Actual Date	ect inform signment here are a ADV for m Nature of Duty Home Leave INCONUS Travel Time	nation in the Job rows an ny issues wit eview/update Pr Deptid Description OFFICER CANDIDATE	e Reserve O d all BAH a h the membe e. ersonalize   Find   [27] [27] Position Description OFFICER CANDIDATE	rder Begin and pay er's Job Data, First (1-9 of 9 ) Las Location Description
15	as t Vei and ent plea Nbr	pelow rify Jo d Reso itlemo ase su rary Travel Type Depart	bb Data erve Accents are bmit a to Travel Approval Approved Approved	a has the etive Due correcticket to Estimated Date 05/12/2023 05/13/2023	e corr ity Ass ct. If t PPC/. Actual Date 05/12/2023 05/13/2023	ect inform signment here are a ADV for m Nature of Duty Home Leave INCONUS Travel Time TEMDU	nation in the Job rows an ny issues wit eview/update peptid Description OFFICER CANDIDATE SCHOOL	e Reserve O ad all BAH a h the member e. ersonalize   Find   [2] [2] Position Description OFFICER CANDIDATE (PRIOR CIV)	rder Begin and pay er's Job Data, First (1.9 of 9 (2) Las Location Description OFFICER CAND SCHOOL
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