26 June 2023

Reserve EAD Orders with Multiple Sequences

Overview

Introduction

This guide provides the procedures for entering Delay En route and/or Temporary Duty (TEMDU) to Reserve Extended Active Duty Orders (EAD) in Direct Access (DA). All other EAD orders should be entered just like every other Reserve order.

Information

- 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).
- **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.
- 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.
- 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.

IMPORTANT

- 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.
- When submitting the ticket, please include the **FSMS Reserve Order Trans ID**.
- While traditional RSV Orders should only include Sequence numbers 1, 2, 98, and 99, RSV EAD Orders may include Sequence number 3 and 4 rows to account for the TEMDU. Once approved, those additional Sequences (3 & 4) can shut down the pay, entitlements, and benefits for the member; therefore, it is IMPORTANT to contact PPC upon entering Seq Nbr 4.

Itinerary — 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	Approved	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	Approved	12/13/2022	12/13/2022	TEMDU	CG STA VALLEJO	F-DO NOT FILL-SELRES HOLD	STATION VALLEJO
3	Depart	Approved	01/09/2023	01/09/2023	Depart	CG STA VALLEJO	F-DO NOT FILL-SELRES HOLD	STATION VALLEJO
4	Report	Approved	01/09/2023	01/09/2023	Duty	SEC CHARLESTON INSPECTIONS DIV	MARINE INSP/PSCO-JRNYMAN ADV	CG UNITS-CHARLESTON SC
98	Depart		11/30/2025		Duty	SEC CHARLESTON INSPECTIONS DIV	MARINE INSP/PSCO-JRNYMAN ADV	CG UNITS-CHARLESTON SC
99	Report		11/30/2025		Home	CG STA VALLEJO	F-DO NOT FILL-SELRES HOLD	STATION VALLEJO

Travel Orders — Find | View 1 First 1-6 of 6 Last

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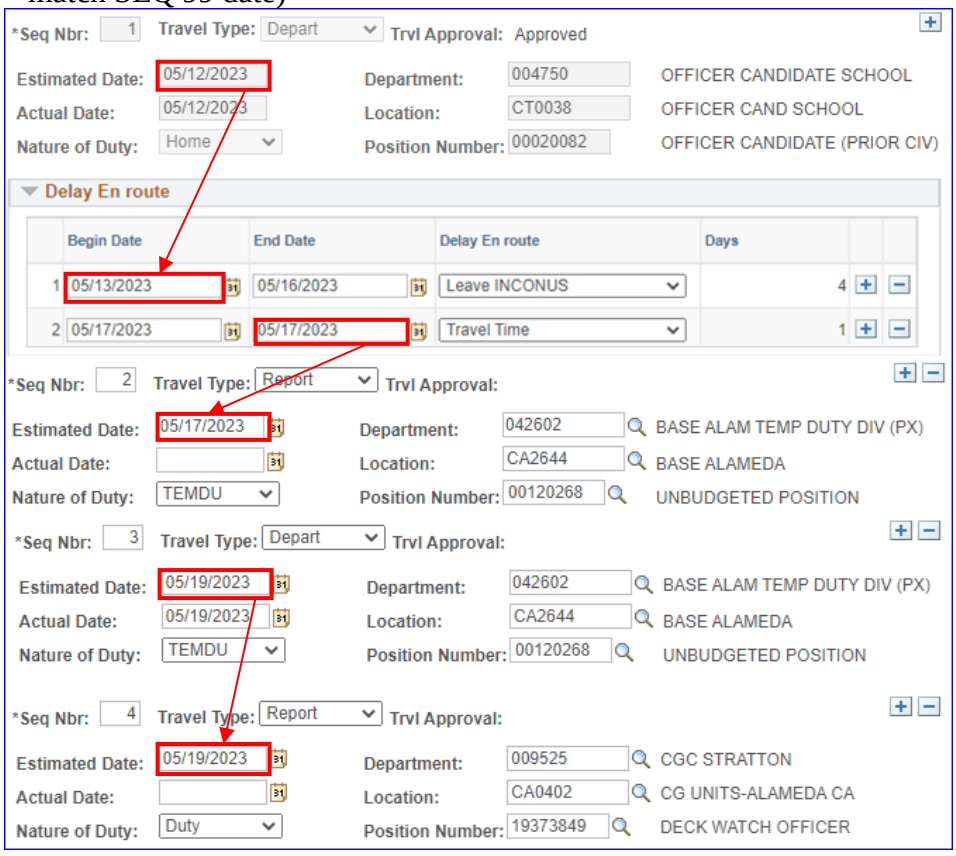
Overview, Continued

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 (HQS-SMB-DCMS-831-TONO-MGMT).

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)



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Adding TEMDU to EAD Orders Prior to Departure

Introduction

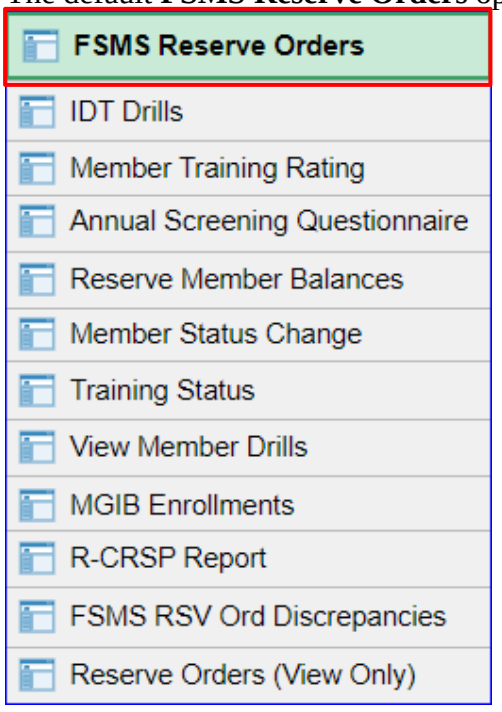
This section provides the procedures for entering TEMDU/Delay En Route to orders prior to departure from the Departing Unit.

Reasons for TEMDU

- Attending Officer Candidate School (OCS).
- 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.
- Returning home but working at the nearest CG unit for experience before moving onto their PDS.

Procedures

See below.

Step	Action
1	Click on the **Reserve Administration** tile.
2	The default **FSMS Reserve Orders** option will automatically display. 

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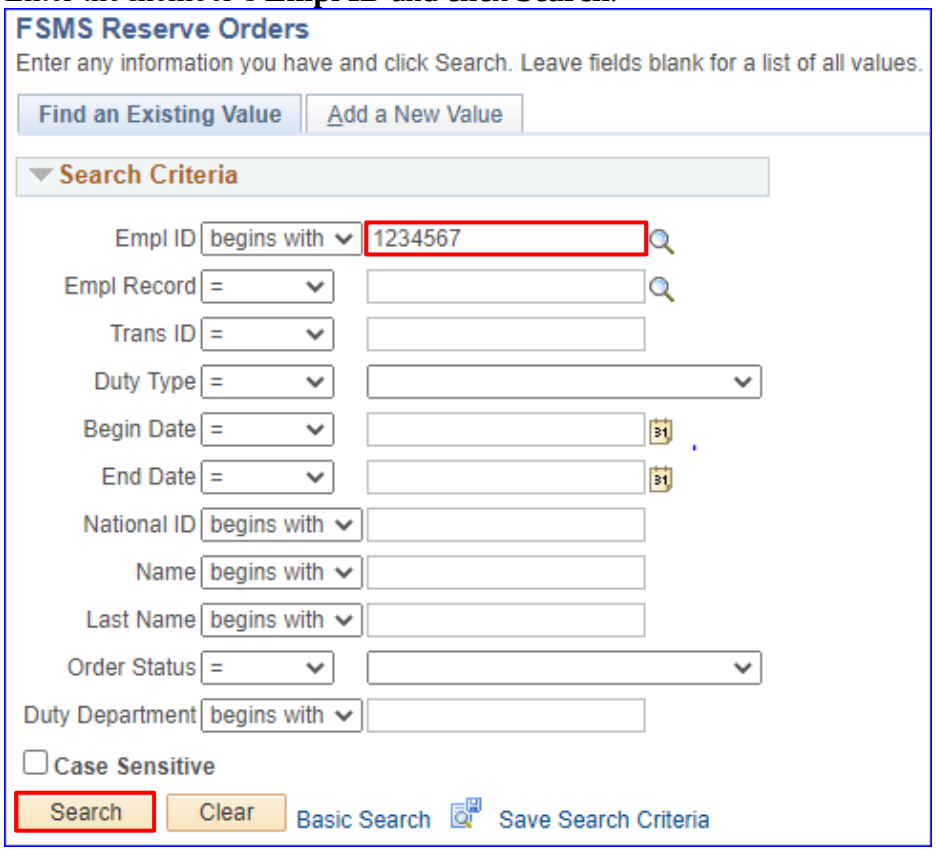
Adding TEMDU to EAD Orders Prior to Departure, Continued

Procedures, continued

Step	Action
3	Enter the member's **Empl ID** and click **Search**. 

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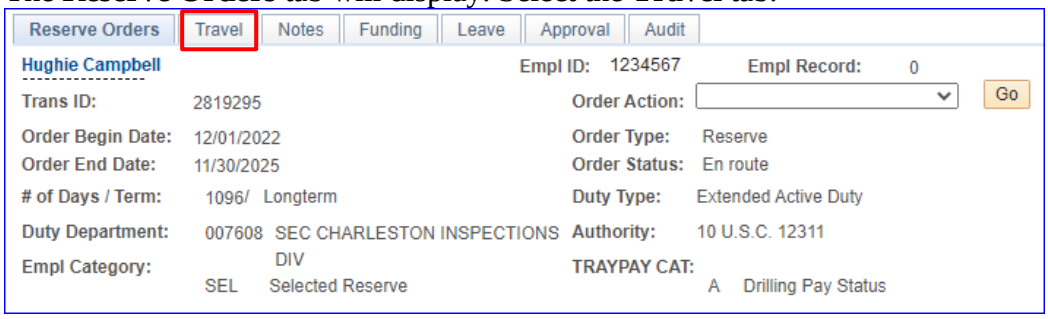
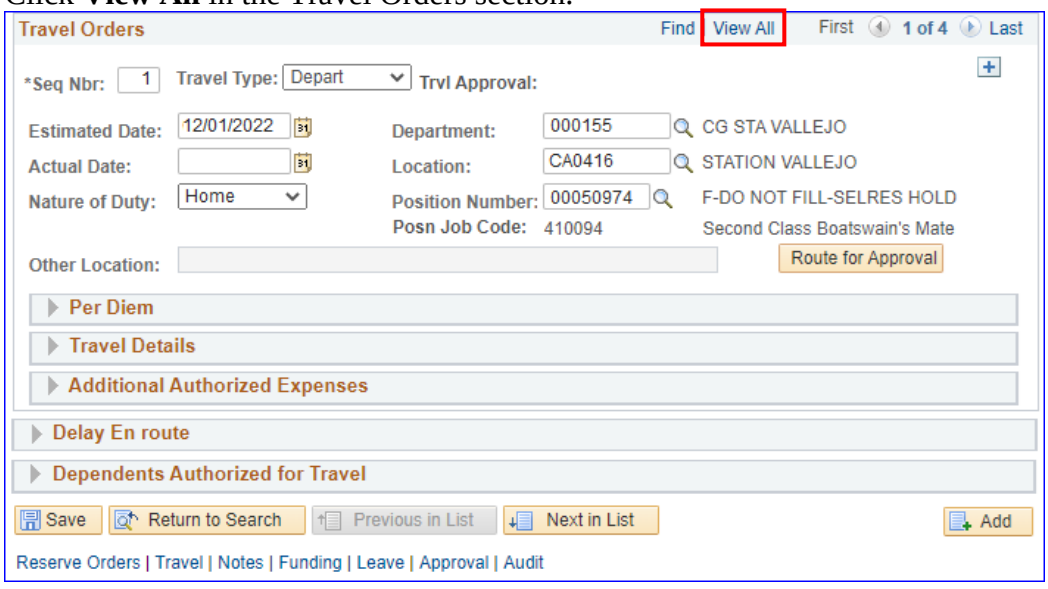
Adding TEMDU to EAD Orders Prior to Departure, Continued

Procedures, continued

Step	Action
4	A list of all previous FSMS Reserve Orders will display. Select the appropriate EAD Order.
5	The **Reserve Orders** tab will display. Select the **Travel** tab. 
6	Click **View All** in the Travel Orders section. 

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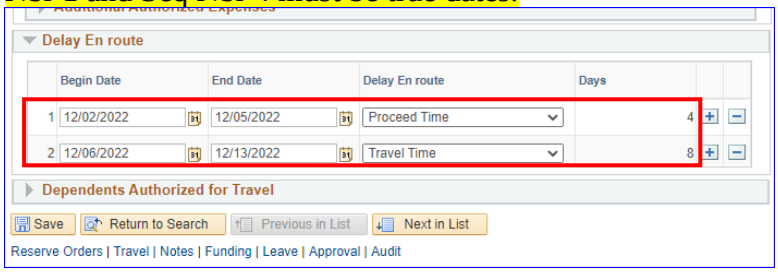
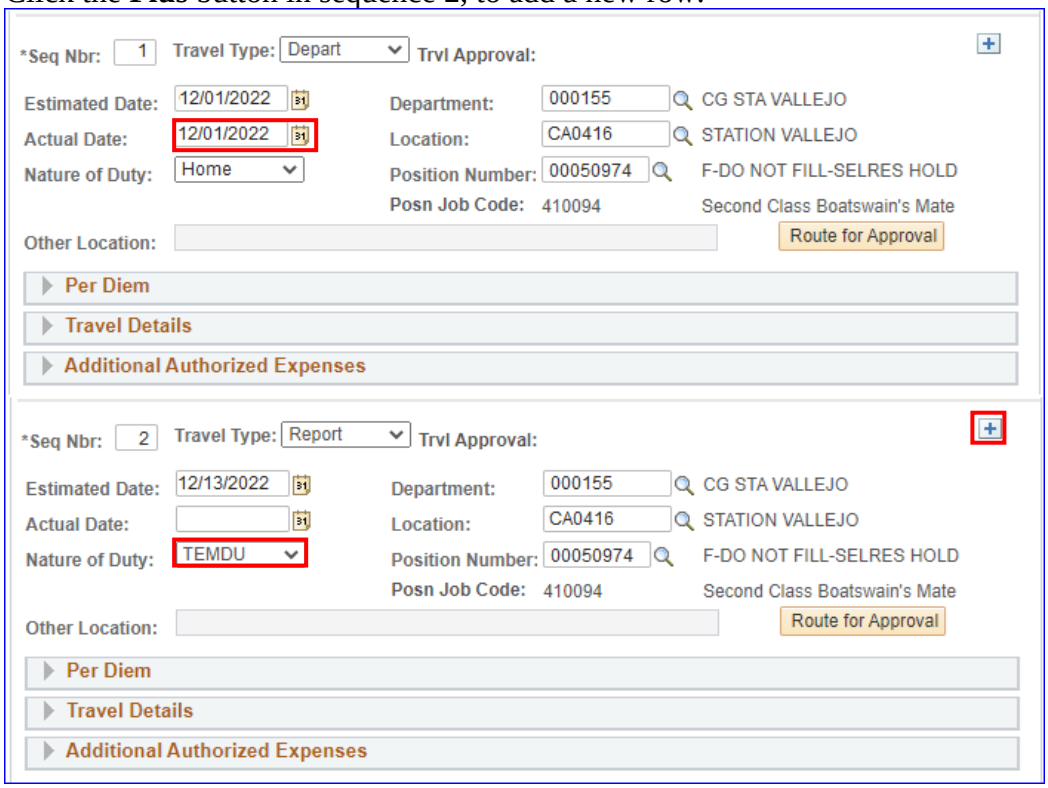
Adding TEMDU to EAD Orders Prior to Departure, Continued

Procedures, continued

Step	Action
7	If applicable, enter **Delay En route** information. **NOTE:** 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. 
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 **Nature of Duty** to TEMDU. Click the **Plus** button in sequence 2, to add a new row. 

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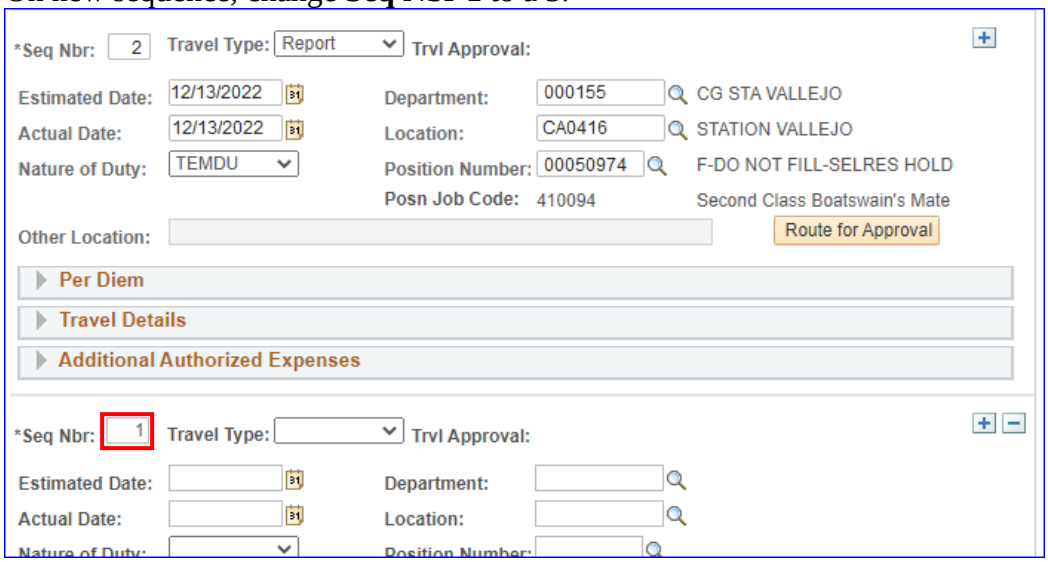
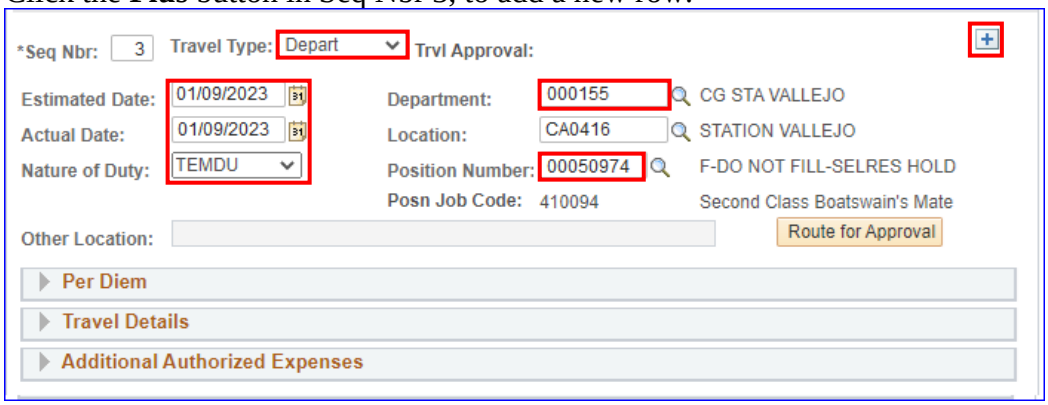
Adding TEMDU to EAD Orders Prior to Departure, Continued

Procedures, continued

Step	Action
9	On new sequence, change **Seq Nbr 1** to a 3. 
10	Enter the following: • **Travel Type** – Select Depart from the drop-down. • **Estimated Date** and **Actual Date** – Enter the date the member physically departs the old unit. Seq Nbr 3 and Seq Nbr 4 should be the same date. • **Department, Location**, **Position Number** – Enter data from row 2. • **Nature of Duty** – Select TEMDU from the drop-down. Click the **Plus** button in Seq Nbr 3, to add a new row. 

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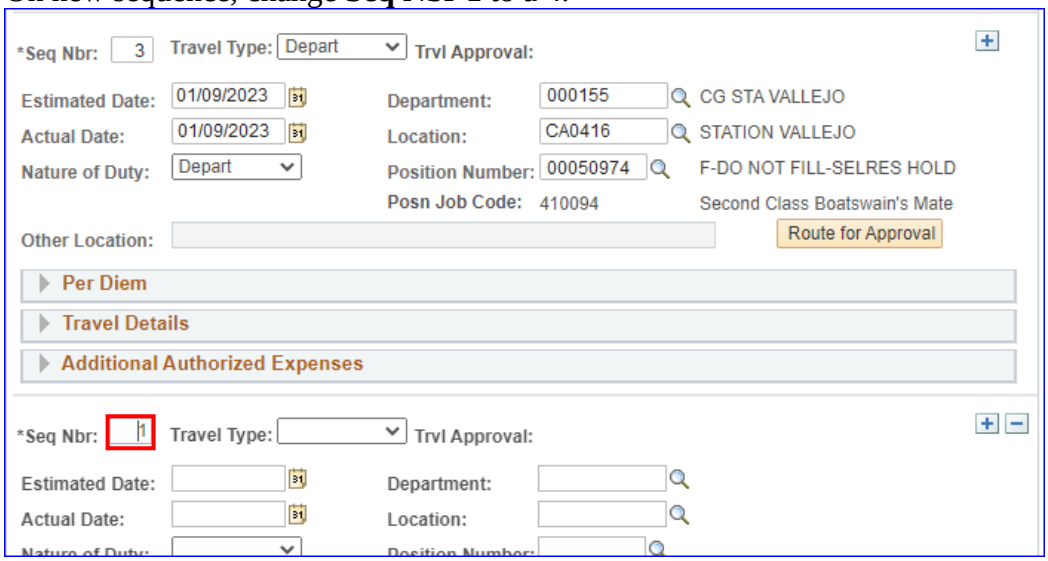
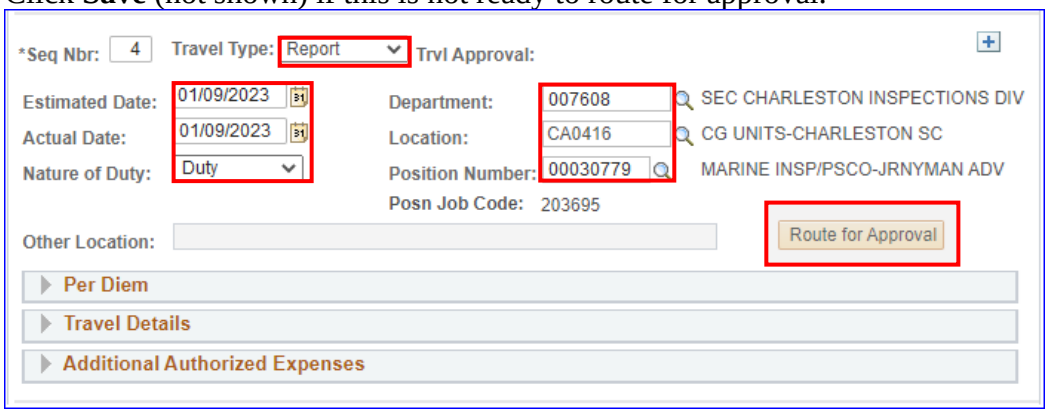
Adding TEMDU to EAD Orders Prior to Departure, Continued

Procedures, continued

Step	Action
11	On new sequence, change **Seq Nbr 1** to a 4. 
12	Enter the following: • **Travel Type** – Select Report from the drop-down. • **Estimated Date** and **Actual Date** – Seq Nbr 3 and Seq Nbr 4 should be the same date. • **Department**, **Location**, and **Position Number** – Enter the data from Seq Nbr 98. • **Nature of Duty** – Select Duty from the drop-down. **NOTE:** The **Route for Approval** button must only be selected on or after the Actual Date. Continue on to Step 13. Click **Save** (not shown) if this is not ready to route for approval. 

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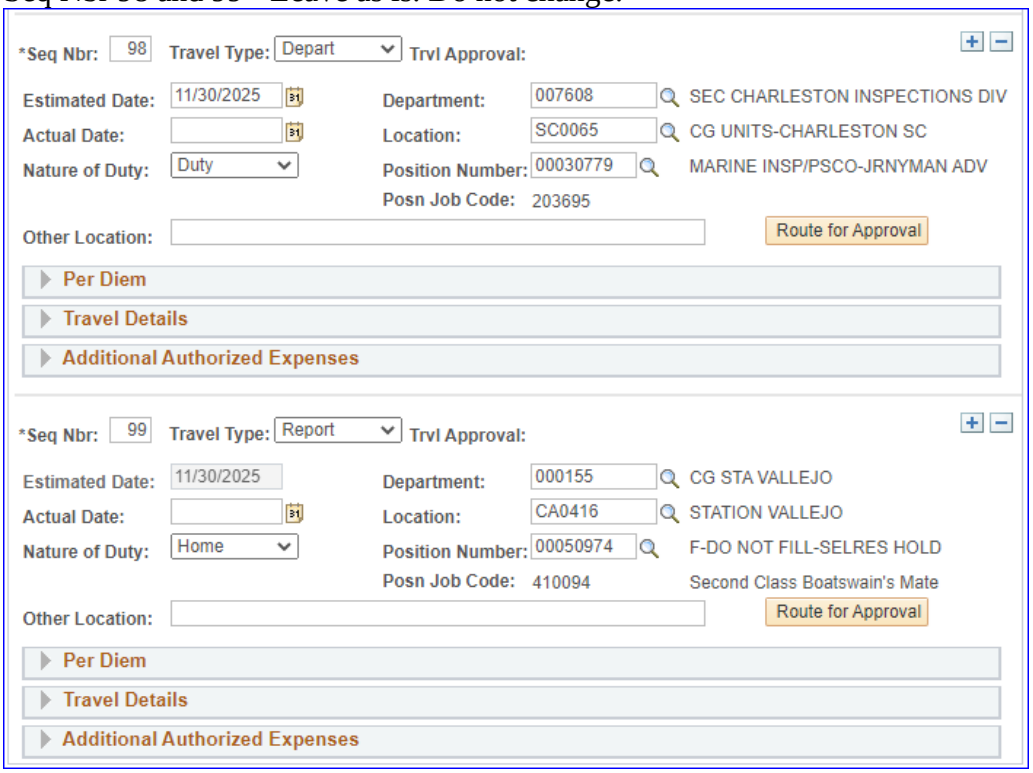
Adding TEMDU to EAD Orders Prior to Departure, Continued

Procedures,
continued

Step	Action
13	Seq Nbr 98 and 99 - Leave as is. Do not change. 

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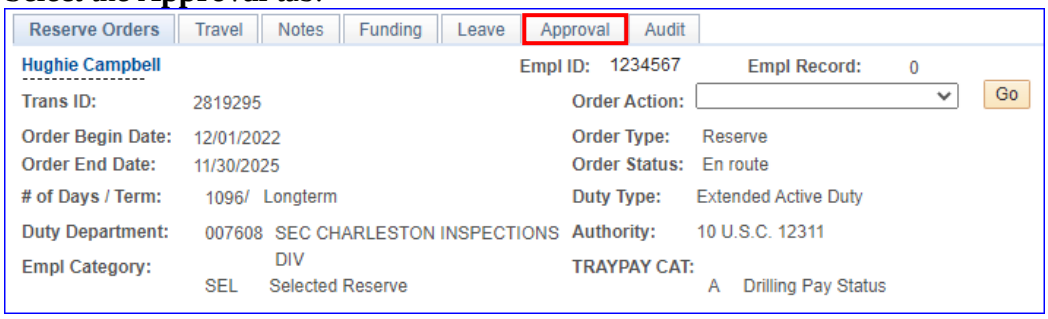
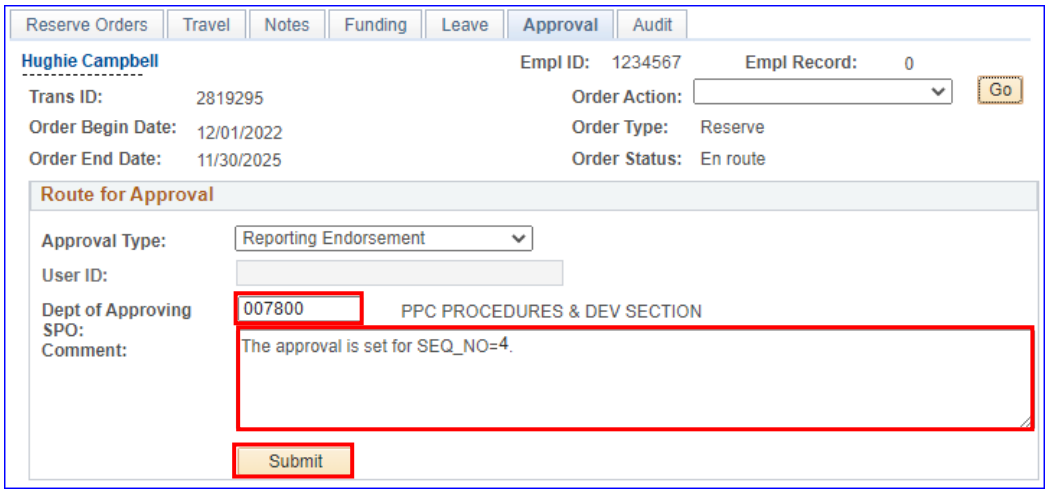
Adding TEMDU to EAD Orders Prior to Departure, Continued

Procedures, continued

Step	Action
14	Select the **Approval** tab. 
15	Verify **Dept of Approving SPO** is accurate, and **Comment** displays, "*The approval type is set for SEQ_NO=4.*" Click **Submit**. 

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Adding TEMDU to EAD Orders Prior to Departure, Continued

Procedures, continued

Step	Action
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 **Itinerary** section displays as below.
17	Verify Job Data has the correct information in the Reserve Order Begin and Reserve Active Duty Assignment Job rows and all BAH and pay entitlements are correct. If there are any issues with the member's Job Data, please submit a ticket to PPC/ADV for review/update.

Itinerary — 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
98	Depart		11/30/2025		Duty	SEC CHARLESTON INSPECTIONS DIV	MARINE INSP/PSCO-JRNYMAN ADV	CG UNITS-CHARLESTON SC
99	Report		11/30/2025		Home	CG STA VALLEJO	F-DO NOT FILL-SELRES HOLD	STATION VALLEJO

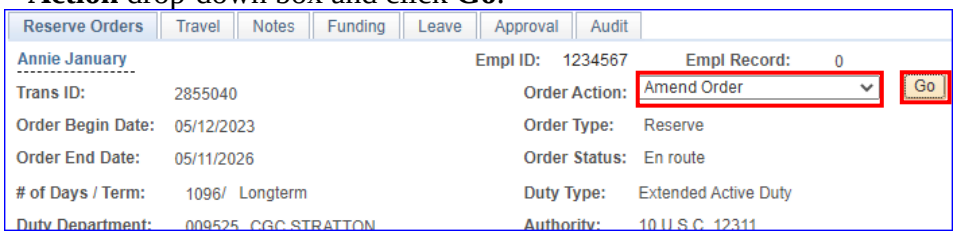
Adding TEMDU to EAD Orders at the Arrival Unit

Introduction

This section provides the procedures for entering TEMDU/delay En Route to EAD Orders when a member reports for duty.

Amend mode vs not Amending

- If the member has already been reported aboard, **Seq Nbr 1 and 2** should be Approved and grayed out.
- **Place order into Amend Mode** – Select Amend Order from the **Order Action** drop-down box and click **Go**.



- If the admin is aware of the TEMDU reason before reporting the member aboard, proceed to entering in the TEMDU rows for the unit and send for approval. Once approved, submit a ticket to PPC/ADV requesting manual updates to the member's Job Data.

Reasons for TEMDU

- Boat or Cutter is underway upon arrival.
- Member gets married after departure from old unit.

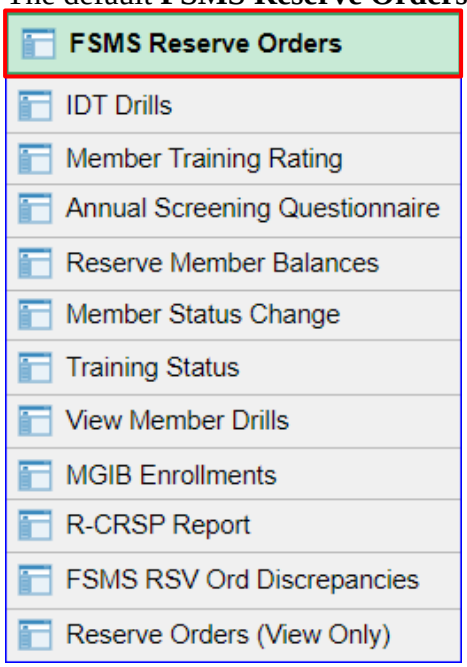
Sequence Numbers

Members on FSMS Reserve EAD Orders with TEMDU will have 6 sequences on their EAD orders instead of the typical 4.

Continued on next page

Adding TEMDU to EAD Orders at the Arrival Unit, Continued

Procedures See below.

Step	Action
1	Click on the **Reserve Administration** tile.
2	The default **FSMS Reserve Orders** option will automatically display. 

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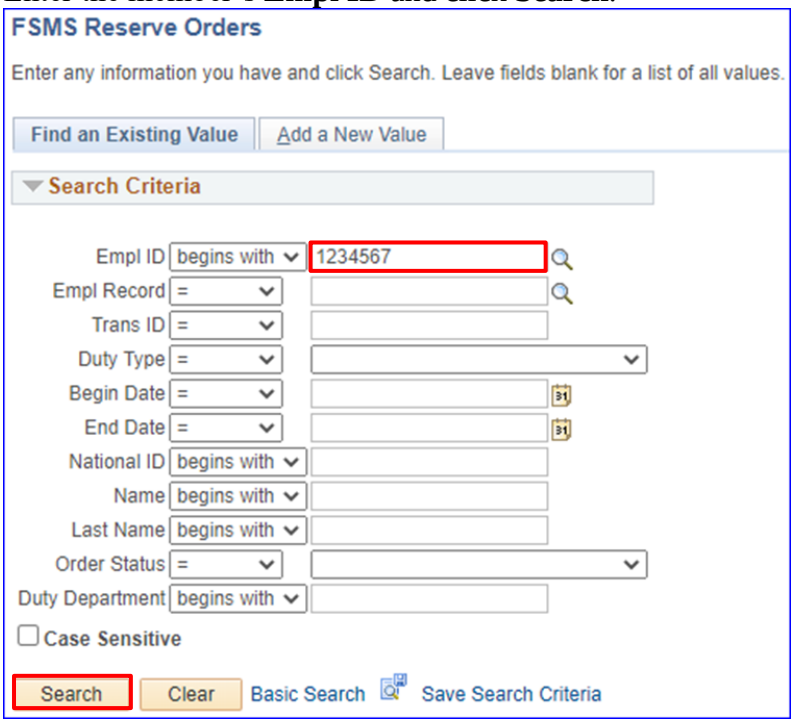
Adding TEMDU to EAD Orders at the Arrival Unit, Continued

Procedures, continued

Step	Action
3	Enter the member's **Empl ID** and click **Search**. 
4	A list of all previous FSMS Reserve Orders will display. Select the appropriate EAD Orders.

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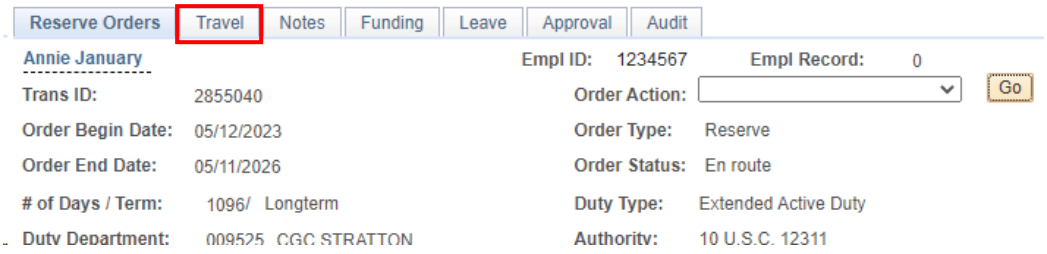
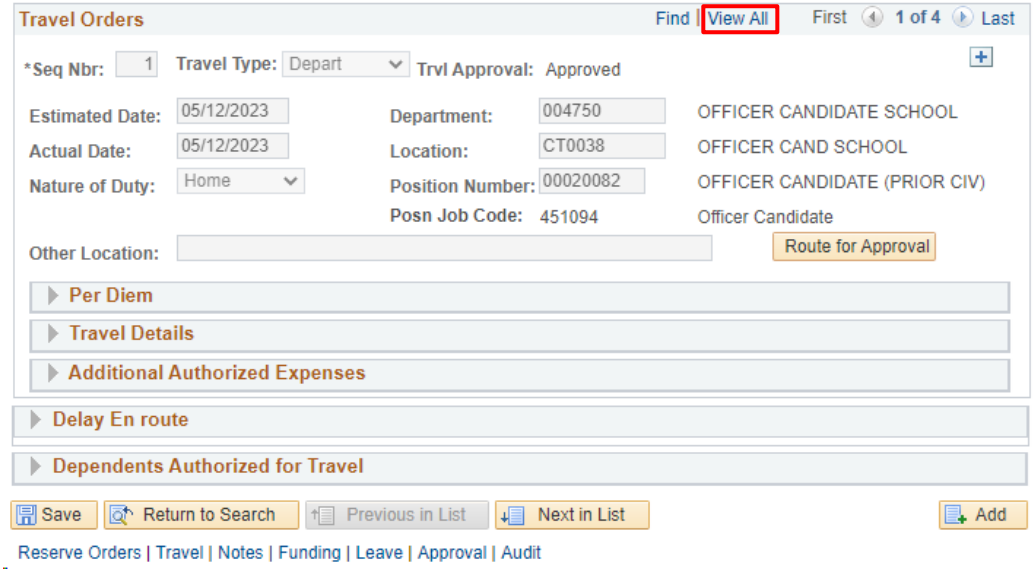
Adding TEMDU to EAD Orders at the Arrival Unit, Continued

Procedures, continued

Step	Action
5	Select the **Travel** tab. 
6	Click **View All** in the Travel Orders section. 

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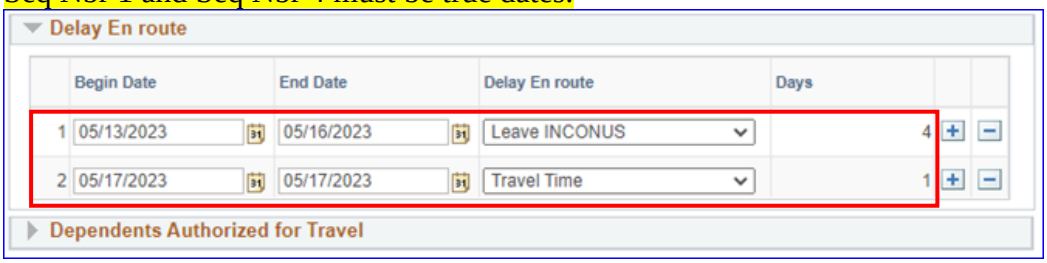
Adding TEMDU to EAD Orders at the Arrival Unit, Continued

Procedures,
continued

Step	Action
7	If Delay En Route is NOT involved, skip to Step 8. If **Delay En Route** 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 entered as constructive dates between SEQ 1 and 2. Seq Nbr 1 and Seq Nbr 4 must be true dates. 

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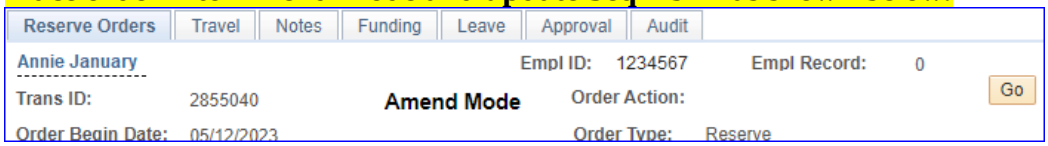
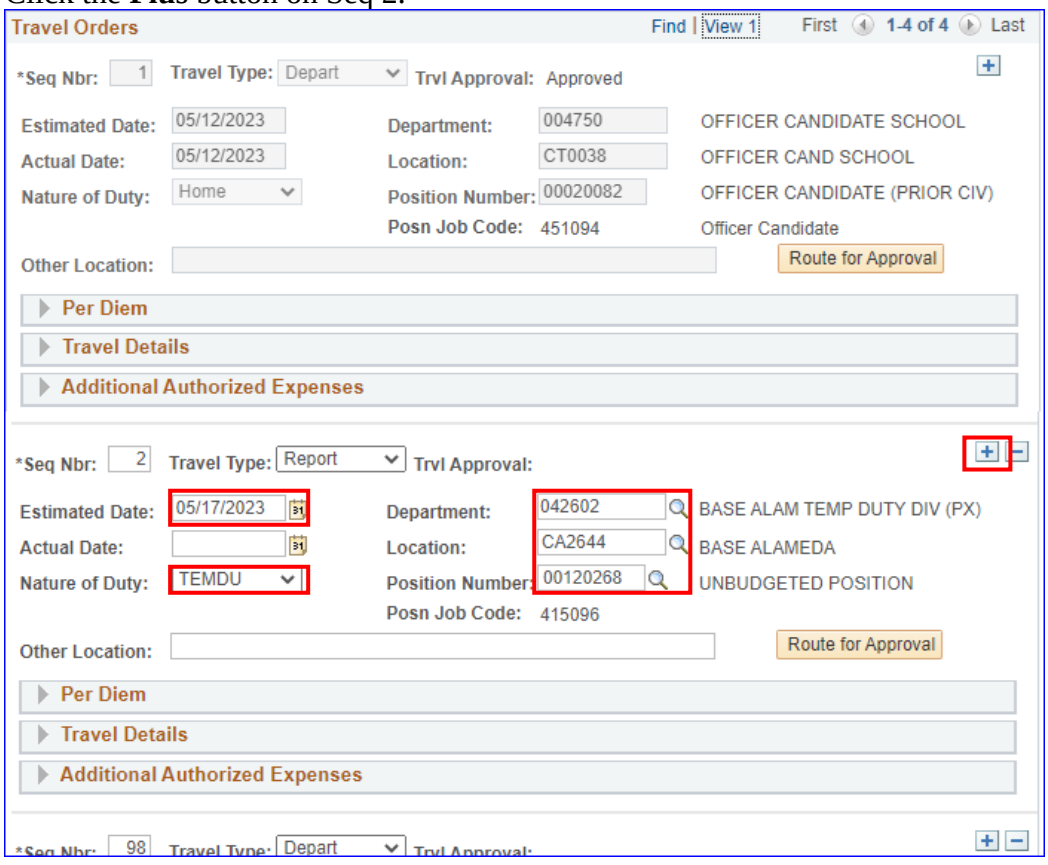
Adding TEMDU to EAD Orders at the Arrival Unit, Continued

Procedures, continued

Step	Action
8	**Seq Nbr 1 and 2** should be Approved and grayed out. **Place order into Amend Mode and update Seq Nbr 2 as shown below.**  **Seq Nbr 2** – Update with the reporting unit TEMDU data. **NOTE:** Sometimes members will be married and have to stay at the previous PDS for a bit to tie up all their affairs. If this is the case, keep the location for sequence 2 the same as sequence 1. • **Estimated Date**– Enter the date the member *physically* reports to the unit. • **Nature of Duty –** Select TEMDU from the drop-down. • **Department**, **Location** – Enter the location of the temporary new unit. • **Position Number** – Select a temporary position number for the temporary department and location. Click the **Plus** button on Seq 2. 

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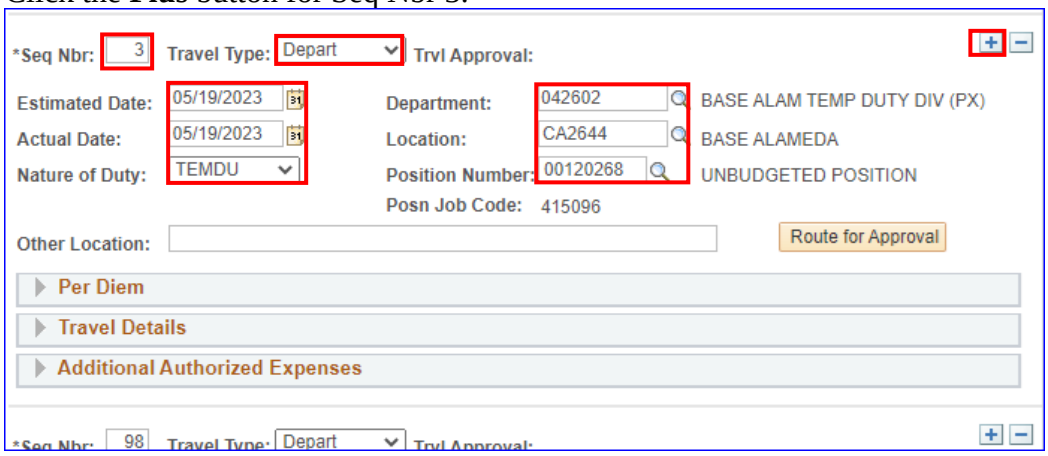
Adding TEMDU to EAD Orders at the Arrival Unit, Continued

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). **NOTE:** See step 10 - Sequence 3 and 4 should have the same date. • **Nature of Duty –** Select TEMDU from the drop-down. • **Department**, **Location** and **Position Number** – Should be same as Seq 2. Click the **Plus** button for Seq Nbr 3. 

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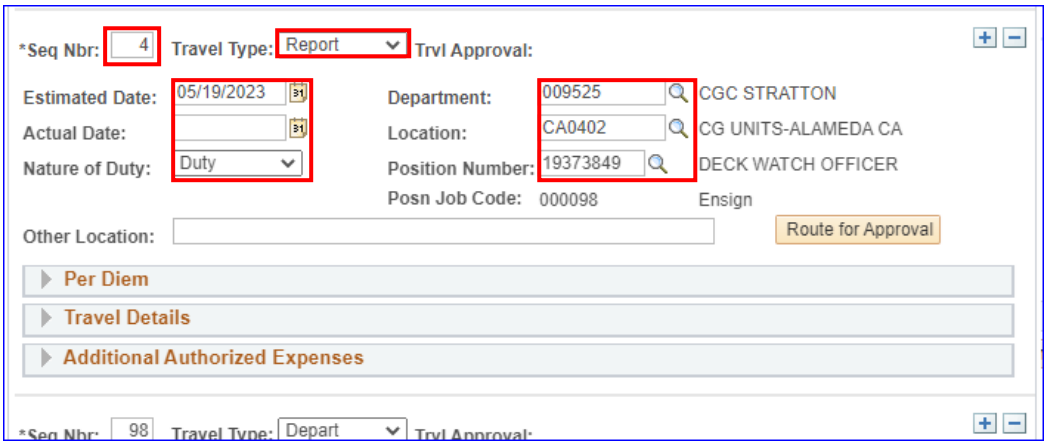
Adding TEMDU to EAD Orders at the Arrival Unit, Continued

Procedures, continued

Step	Action
10	Make the following updates on the new Seq: • Change **Seq Nbr** 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. 

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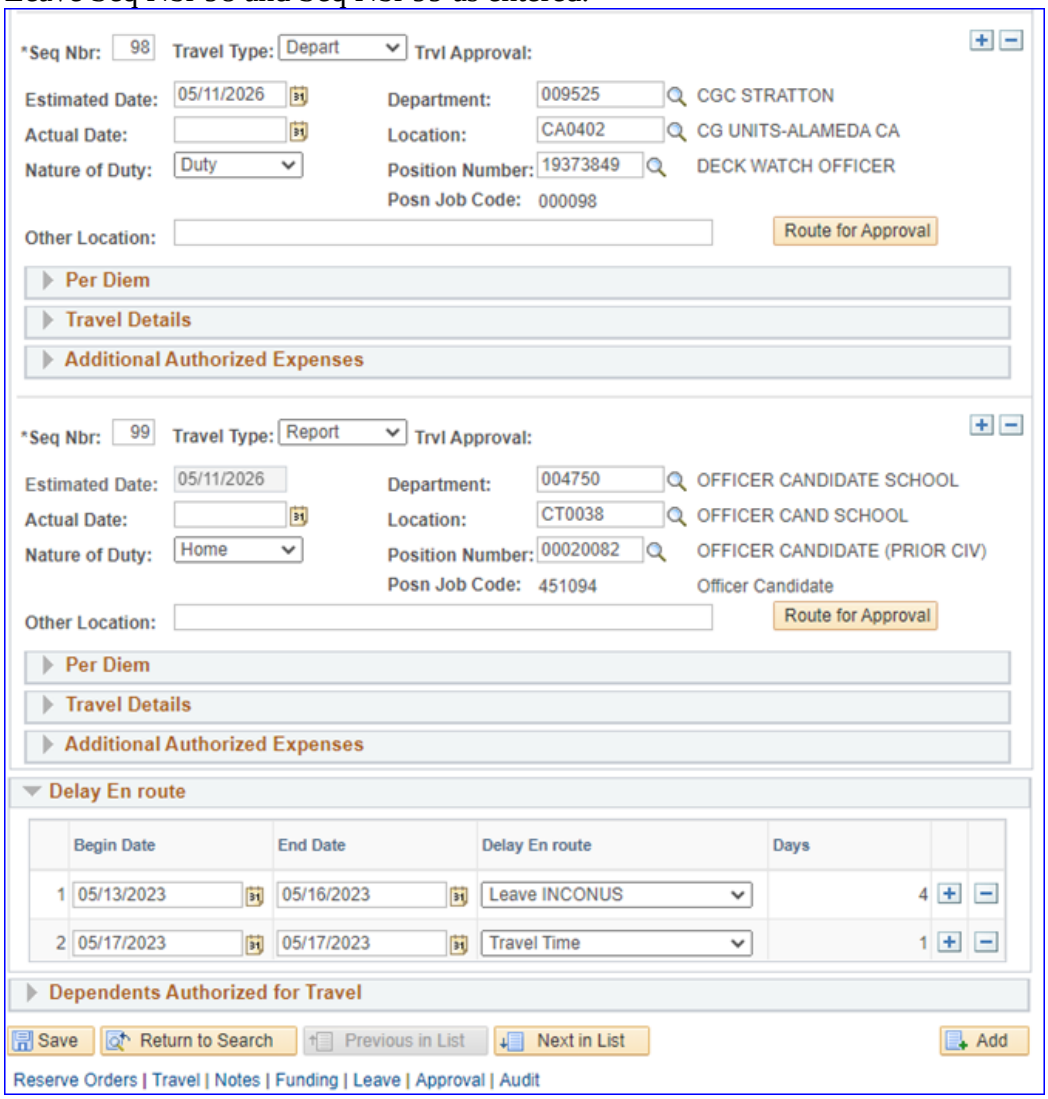
Adding TEMDU to EAD Orders at the Arrival Unit, Continued

Procedures,
continued

Step	Action
11	Leave Seq Nbr 98 and Seq Nbr 99 as entered.



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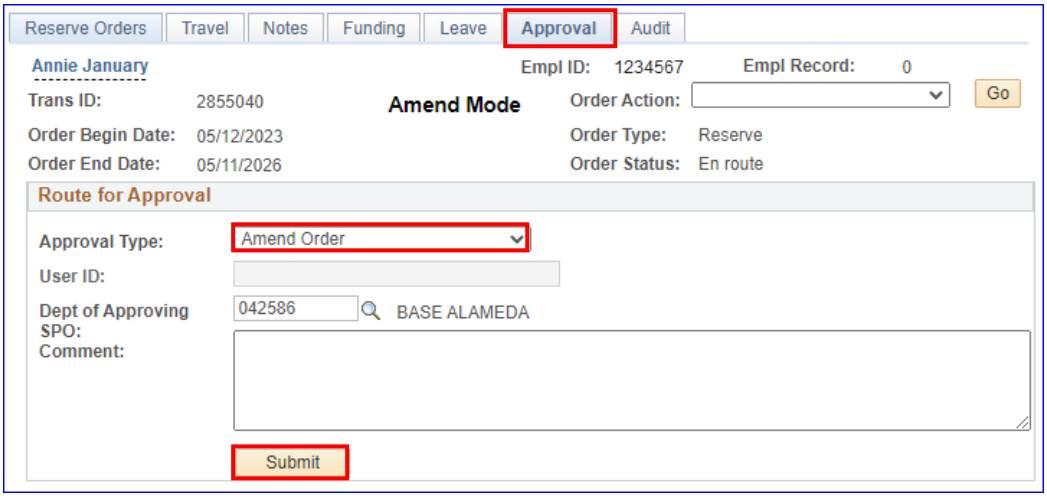
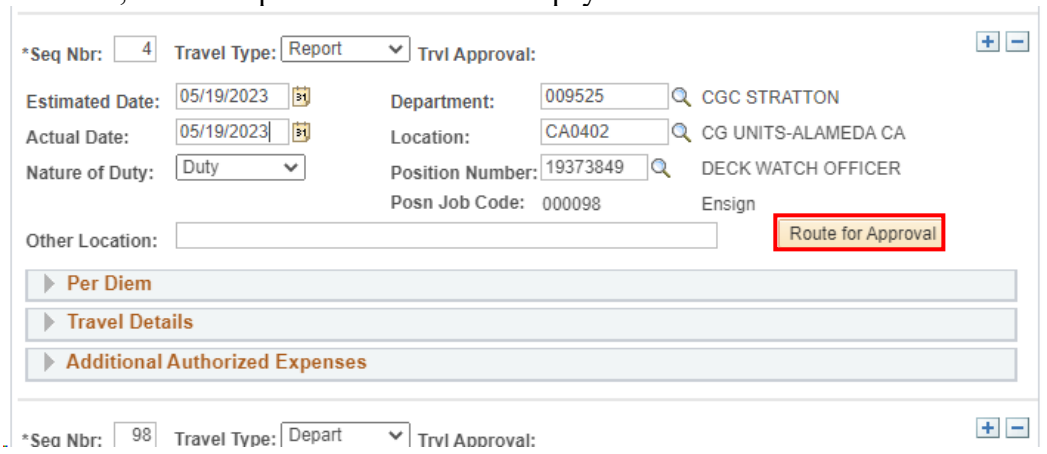
Adding TEMDU to EAD Orders at the Arrival Unit, Continued

Procedures, continued

Step	Action
12	Select the **Approval** tab. **Approval Type** – Should display Amend Order Click **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 requesting manual updates to member's Job Data. 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 ticket, please include the FSMS Reserve Order Trans ID. DA creates a TDY Job Row for Reserve Order TEMDU reporting sequences, which updates the member's Job Data back to a Reserve Calendar instead of keeping the Active Duty Calendar, which stops the member's EAD pay. 

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Adding TEMDU to EAD Orders at the Arrival Unit, Continued

Procedures, continued

Step	Action
14	The updated Itinerary section displays as below. **Itinerary** Personalize | Find | First 1-9 of 9 Last Seq Nbr / Travel Type / Travel Approval / Estimated Date / Actual Date / Nature of Duty / Deptid Description / Position Description / Location Description 1 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 Report 05/17/2023 TEMDU BASE ALAM TEMP DUTY DIV (PX) UNBUDGETED POSITION BASE ALAMEDA 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 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	Once approved by the SPO/PAO and PPC, verify the **Itinerary** section displays as below. **Verify Job Data has the correct information in the Reserve Order Begin and Reserve Active Duty Assignment Job rows and all BAH and pay entitlements are correct.** If there are any issues with the member's Job Data, please submit a ticket to PPC/ADV for review/update. **Itinerary** Personalize | Find | First 1-9 of 9 Last Seq Nbr / Travel Type / Travel Approval / Estimated Date / Actual Date / Nature of Duty / Deptid Description / Position Description / Location Description 1 Depart Approved 05/12/2023 05/12/2023 Home OFFICER CANDIDATE SCHOOL OFFICER CANDIDATE (PRIOR CIV) OFFICER CAND SCHOOL Approved 05/13/2023 05/13/2023 Leave INCONUS Approved 05/17/2023 05/17/2023 Travel Time 2 Report Approved 05/17/2023 05/17/2023 TEMDU BASE ALAM TEMP DUTY DIV (PX) UNBUDGETED POSITION BASE ALAMEDA 3 Depart Approved 05/19/2023 05/19/2023 TEMDU BASE ALAM TEMP DUTY DIV (PX) UNBUDGETED POSITION BASE ALAMEDA 4 Report Approved 05/19/2023 05/19/2023 Duty CGC STRATTON DECK WATCH OFFICER CG UNITS-ALAMEDA CA 98 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