

Reserve EAD Orders with Multiple Sequences

Overview

Introduction

This guide provides the procedures for entering Delay En route and/or Temporary Duty (TEM DU) 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.**

therefore, it is not OKAY to contact H&C upon enlisting

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	TEM DU	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 Options

Find More First 1-8 of 8 Last

Continued on next page

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)

The screenshot displays the EAD system interface with four sequences (SEQ 1 to SEQ 4) and a 'Delay En route' table. Red boxes highlight specific dates: 05/12/2023, 05/13/2023, 05/17/2023, and 05/19/2023. Red arrows point from these dates to the 'Delay En route' table, indicating the sequence of dates for the delay.

SEQ 1: Travel Type: Depart, Trvl Approval: Approved. Estimated Date: 05/12/2023, Actual Date: 05/12/2023, Nature of Duty: Home. Department: 004750, Location: CT0038, Position Number: 00020082. OFFICER CANDIDATE SCHOOL, OFFICER CAND SCHOOL, OFFICER CANDIDATE (PRIOR CIV).

Delay En route:

	Begin Date	End Date	Delay En route	Days
1	05/13/2023	05/16/2023	Leave INCONUS	4
2	05/17/2023	05/17/2023	Travel Time	1

SEQ 2: Travel Type: Report, Trvl Approval: . Estimated Date: 05/17/2023, Actual Date: , Nature of Duty: TEMDU. Department: 042602, Location: CA2644, Position Number: 00120268. BASE ALAM TEMP DUTY DIV (PX), BASE ALAMEDA, UNBUDGETED POSITION.

SEQ 3: Travel Type: Depart, Trvl Approval: . Estimated Date: 05/19/2023, Actual Date: 05/19/2023, Nature of Duty: TEMDU. Department: 042602, Location: CA2644, Position Number: 00120268. BASE ALAM TEMP DUTY DIV (PX), BASE ALAMEDA, UNBUDGETED POSITION.

SEQ 4: Travel Type: Report, Trvl Approval: . Estimated Date: 05/19/2023, Actual Date: , Nature of Duty: Duty. Department: 009525, Location: CA0402, Position Number: 19373849. CGC STRATTON, CG UNITS-ALAMEDA CA, DECK WATCH OFFICER.

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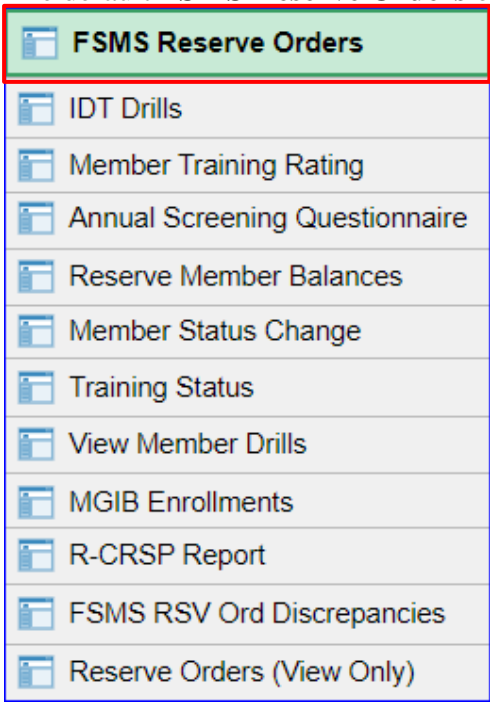
Adding TEMDU to EAD Orders Prior to Departure

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

Reasons for TEMDU

- 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	<p>Click on the Reserve Administration tile.</p> 
2	<p>The default FSMS Reserve Orders option will automatically display.</p> 

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Adding TEMDU to EAD Orders Prior to Departure, Continued


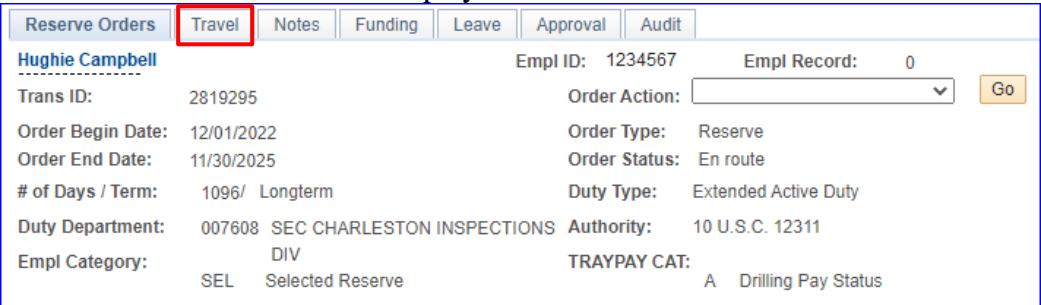
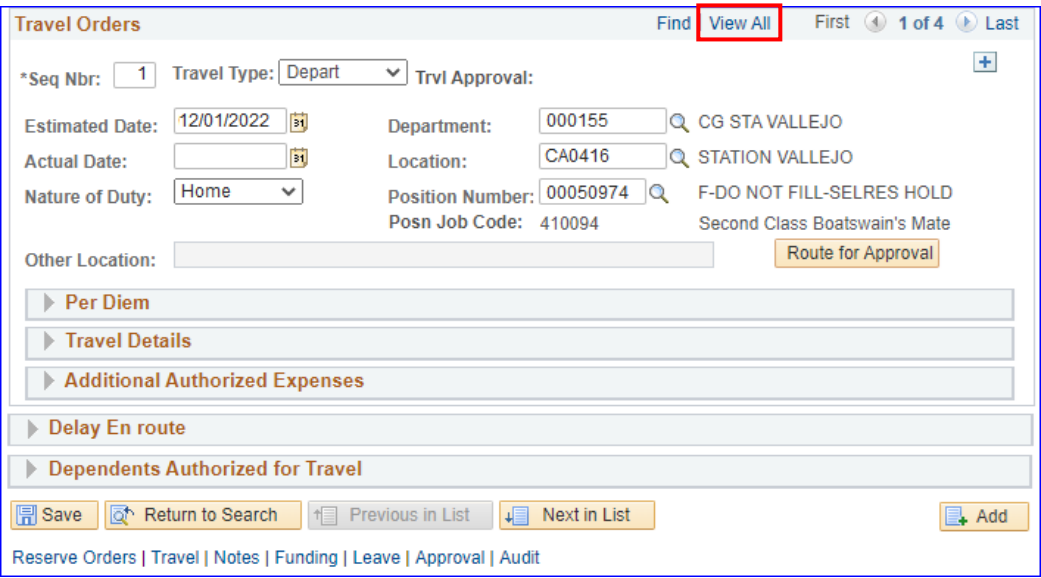
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Search.</p> <div> <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>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567 🔍</p> <p>Empl Record = ▼ 🔍</p> <p>Trans ID = ▼</p> <p>Duty Type = ▼</p> <p>Begin Date = ▼ 31</p> <p>End Date = ▼ 31</p> <p>National ID begins with ▼</p> <p>Name begins with ▼</p> <p>Last Name begins with ▼</p> <p>Order Status = ▼</p> <p>Duty Department begins with ▼</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search 🔍 Save Search Criteria</p> </div>

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Adding TEMDU to EAD Orders Prior to Departure, Continued

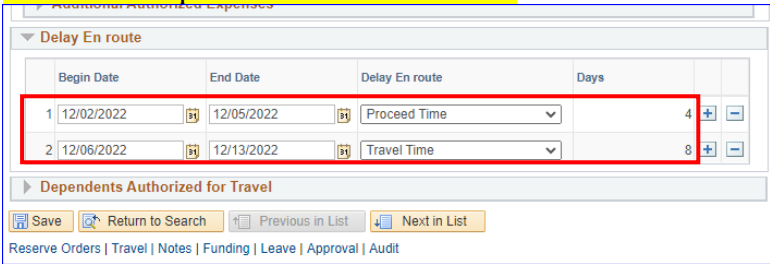
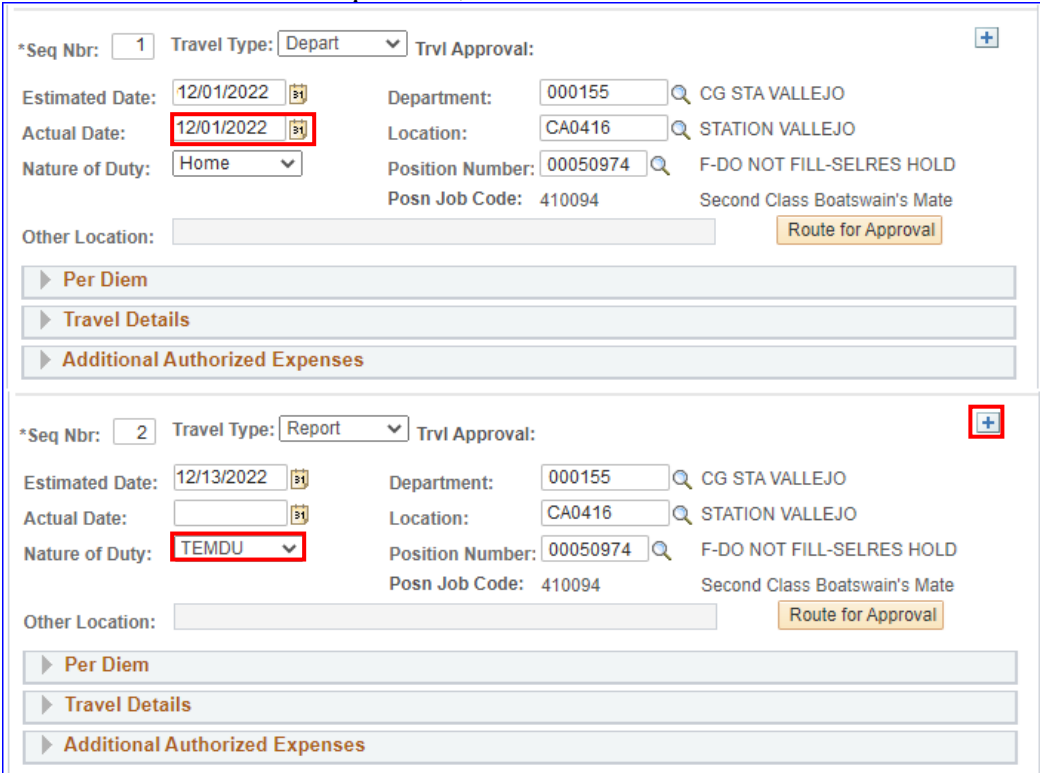
Procedures,
continued

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

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Adding TEMDU to EAD Orders Prior to Departure, Continued

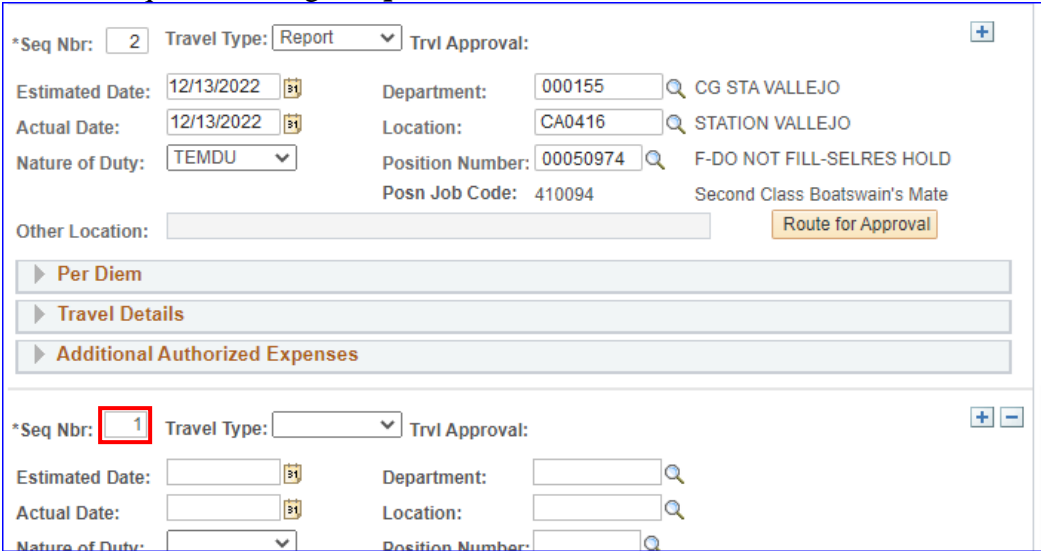
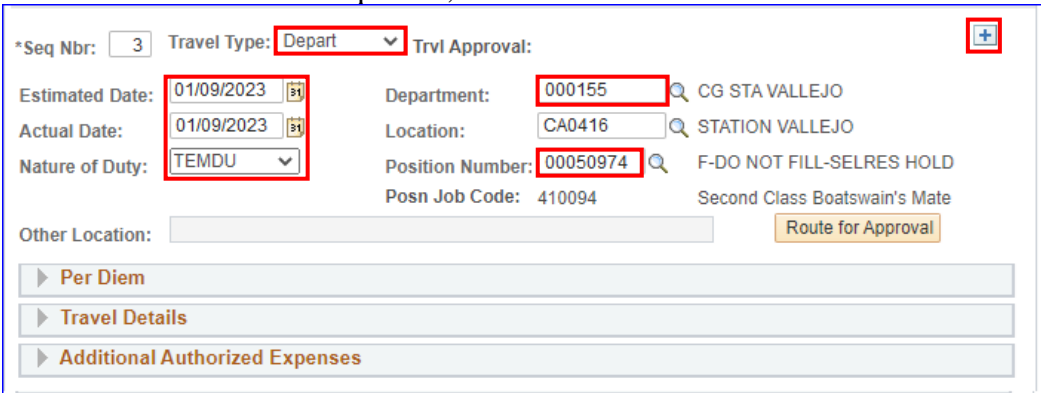
Procedures, continued

Step	Action
7	<p>If applicable, enter Delay En route information.</p> <p>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 <u>constructive dates</u> between SEQ 1 and 2. Seq Nbr 1 and Seq Nbr 4 must be true dates.</p> 
8	<p>Verify Seq Nbr 1, 98, and 99 are correct.</p> <ul style="list-style-type: none"> • 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. <p>Click the Plus button in sequence 2, to add a new row.</p> 

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Adding TEMDU to EAD Orders Prior to Departure, Continued

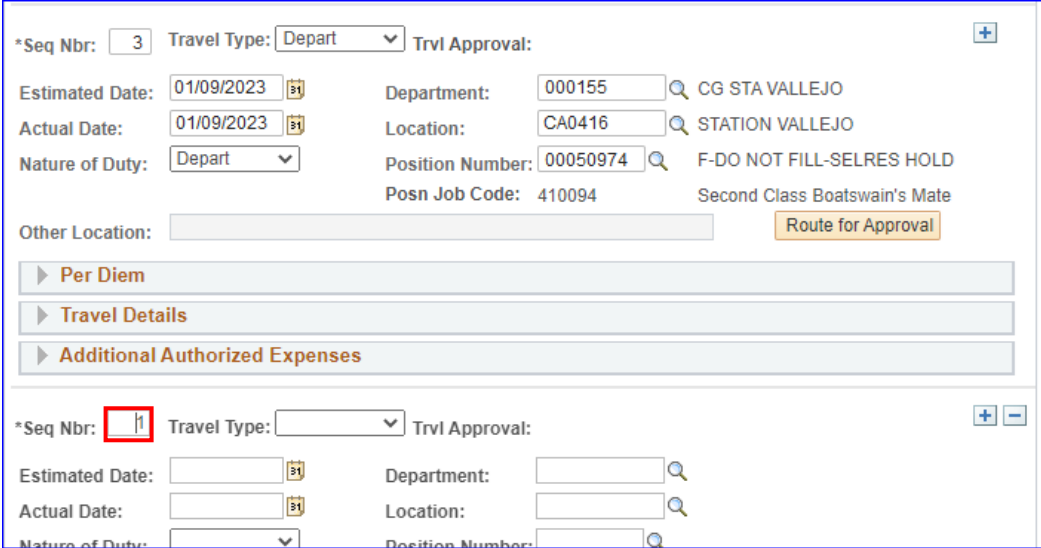
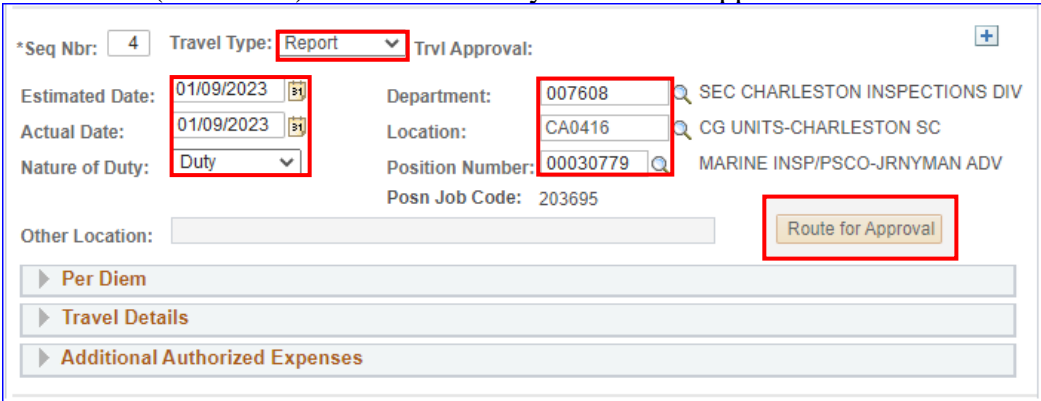
Procedures, continued

Step	Action
9	<p>On new sequence, change Seq Nbr 1 to a 3.</p> 
10	<p>Enter the following:</p> <ul style="list-style-type: none"> • 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. <p>Click the Plus button in Seq Nbr 3, to add a new row.</p> 

Continued on next page

Adding TEMDU to EAD Orders Prior to Departure, Continued

Procedures, continued

Step	Action
11	<p>On new sequence, change Seq Nbr 1 to a 4.</p> 
12	<p>Enter the following:</p> <ul style="list-style-type: none"> • 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. <p>NOTE: The Route for Approval button must only be selected on or after the Actual Date. Continue on to Step 13.</p> <p>Click Save (not shown) if this is not ready to route for approval.</p> 

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Adding TEMDU to EAD Orders Prior to Departure, Continued

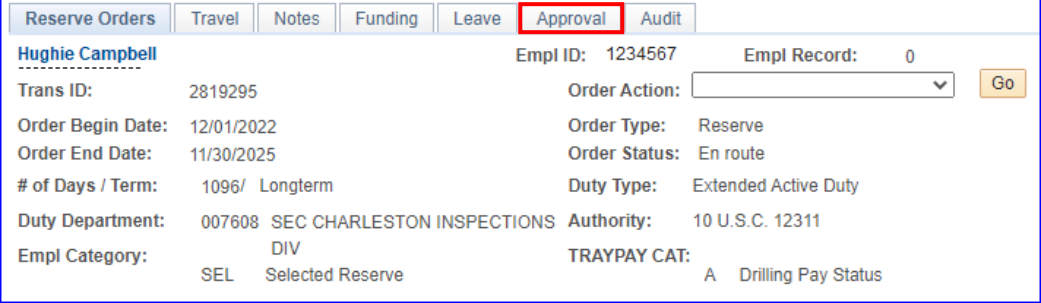
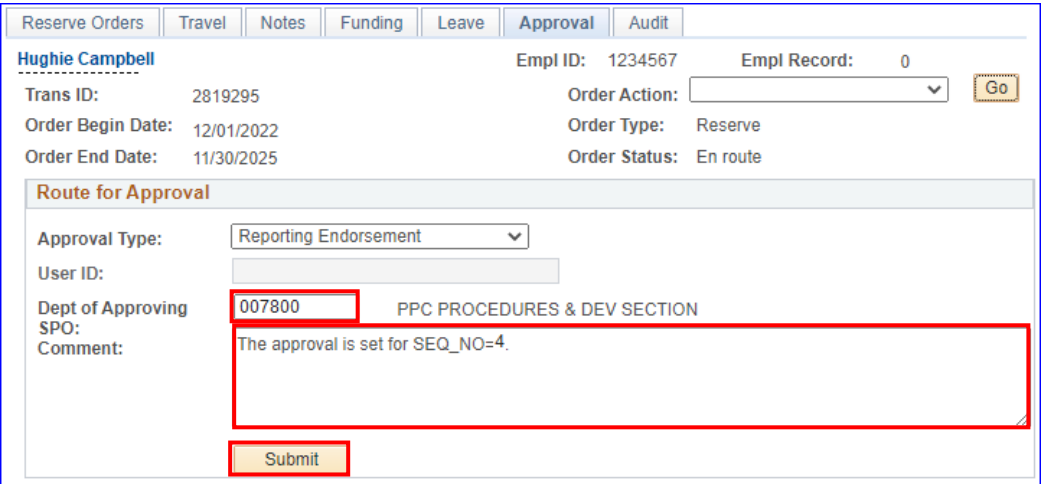
Procedures,
continued

Step	Action
13	<p>Seq Nbr 98 and 99 - Leave as is. Do not change.</p> <div> <div> <div>*Seq Nbr: 98</div> <div>Travel Type: Depart</div> <div>Trvl Approval: + -</div> </div> <div> <div>Estimated Date: 11/30/2025</div> <div>Actual Date: </div> <div>Nature of Duty: Duty</div> </div> <div> <div>Department: 007608</div> <div>Location: SC0065</div> <div>Position Number: 00030779</div> <div>Posn Job Code: 203695</div> </div> <div> <div>SEC CHARLESTON INSPECTIONS DIV</div> <div>CG UNITS-CHARLESTON SC</div> <div>MARINE INSP/PSCO-JRNYMAN ADV</div> </div> <div>Other Location: </div> <div>Route for Approval</div> <div> <div>▶ Per Diem</div> <div>▶ Travel Details</div> <div>▶ Additional Authorized Expenses</div> </div> </div> <div> <div> <div>*Seq Nbr: 99</div> <div>Travel Type: Report</div> <div>Trvl Approval: + -</div> </div> <div> <div>Estimated Date: 11/30/2025</div> <div>Actual Date: </div> <div>Nature of Duty: Home</div> </div> <div> <div>Department: 000155</div> <div>Location: CA0416</div> <div>Position Number: 00050974</div> <div>Posn Job Code: 410094</div> </div> <div> <div>CG STA VALLEJO</div> <div>STATION VALLEJO</div> <div>F-DO NOT FILL-SELRES HOLD</div> </div> <div> <div>Second Class Boatswain's Mate</div> </div> <div>Other Location: </div> <div>Route for Approval</div> <div> <div>▶ Per Diem</div> <div>▶ Travel Details</div> <div>▶ Additional Authorized Expenses</div> </div> </div>

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Adding TEMDU to EAD Orders Prior to Departure, Continued

Procedures,
continued

Step	Action
14	<p>Select the Approval tab.</p> 
15	<p>Verify Dept of Approving SPO is accurate, and Comment displays, “<i>The approval type is set for SEQ_NO=4.</i>” Click Submit.</p> 

Continued on next page

Adding TEMDU to EAD Orders Prior to Departure, Continued





Procedures,
continued

Step



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Action

Upon the Supervisor approving sequence 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.

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/PCO-JRNYMAN ADV	CG UNITS-CHARLESTON SC		
98	Depart		11/30/2025		Duty	SEC CHARLESTON INSPECTIONS DIV	MARINE INSP/PCO-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 | 16 rows | First  1-6 of 6  Last

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.

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**.

Reserve Orders	Travel	Notes	Funding	Leave	Approval	Audit
Annie January			Empl ID: 1234567		Empl Record: 0	
Trans ID: 2855040		Order Action: Amend Order		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				

- 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.

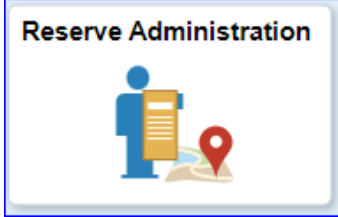
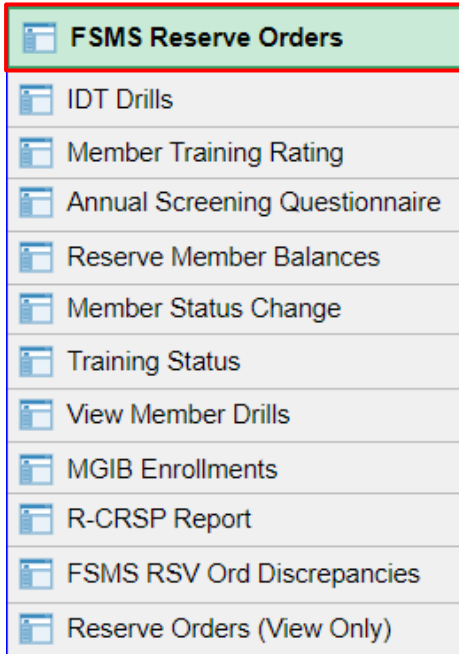
Sequence Numbers

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	<p>Click on the Reserve Administration tile.</p> 
2	<p>The default FSMS Reserve Orders option will automatically display.</p> 

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Adding TEMDU to EAD Orders at the Arrival Unit, Continued

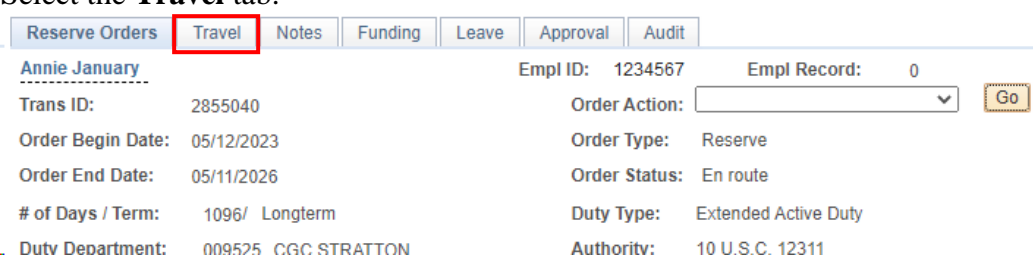
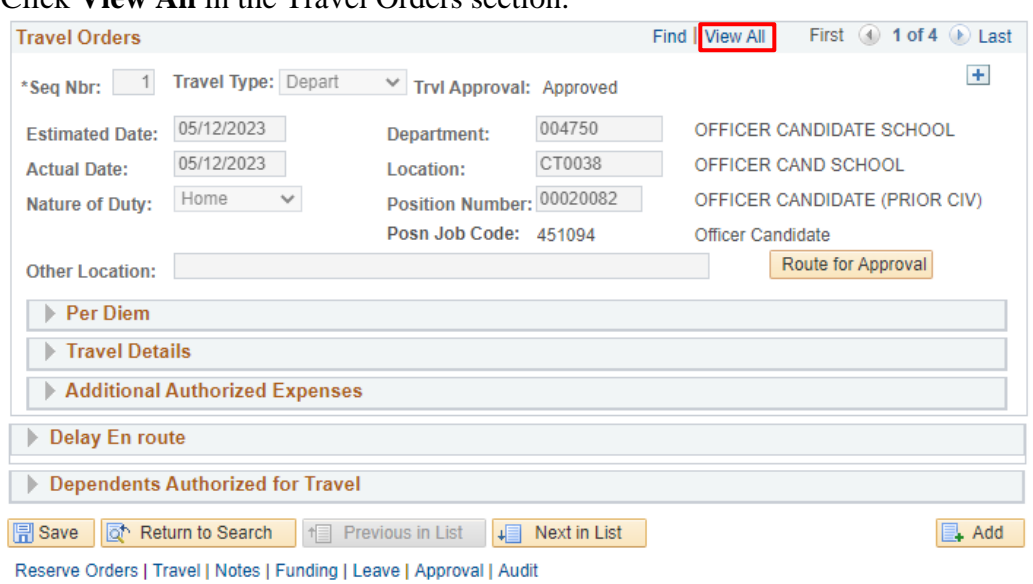
Procedures,
continued

Step	Action																																							
3	<div>Enter the member's Empl ID and click Search.</div> <div><div><div>FSMS Reserve Orders</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div><div>Find an Existing Value</div><div>Add a New Value</div></div><div><div>▼ Search Criteria</div><div><div><div>Empl ID</div><div>begins with ▼</div><div>1234567</div><div></div></div><div><div>Empl Record</div><div>= ▼</div><div></div><div></div></div><div><div>Trans ID</div><div>= ▼</div><div></div></div><div><div>Duty Type</div><div>= ▼</div><div></div><div>▼</div></div><div><div>Begin Date</div><div>= ▼</div><div></div><div></div></div><div><div>End Date</div><div>= ▼</div><div></div><div></div></div><div><div>National ID</div><div>begins with ▼</div><div></div></div><div><div>Name</div><div>begins with ▼</div><div></div></div><div><div>Last Name</div><div>begins with ▼</div><div></div></div><div><div>Order Status</div><div>= ▼</div><div></div><div>▼</div></div><div><div>Duty Department</div><div>begins with ▼</div><div></div></div><div><input type="checkbox"/> Case Sensitive</div></div><div><div>Search</div><div>Clear</div><div>Basic Search </div><div>Save Search Criteria</div></div></div></div></div>																																							
4	<div>A list of all previous FSMS Reserve Orders will display. Select the appropriate EAD Orders.</div> <div><div><div>Search Results</div><div>View All</div><div>First 1-2 of 2 Last</div><table><tr><th>Empl ID</th><th>Empl Rec</th><th>Trans ID</th><th>Name</th><th>Job Code</th><th>Empl Cat</th><th>Order Status</th><th>Duty Type</th><th>Authority Code</th><th>Begin Date</th><th>End Date</th><th>Duty Department</th><th>Department</th></tr><tr><td>1234567 0</td><td>2855040</td><td>Annie January</td><td>ENS</td><td>SEL</td><td>En route</td><td>EAD</td><td>10 U.S.C.</td><td>12311</td><td>05/12/2023</td><td>05/11/2026</td><td>009525</td><td>CGC STRATTON</td></tr><tr><td>1234567 0</td><td>2834995</td><td>Annie January</td><td>ENS</td><td>SEL</td><td>Finished</td><td>IADT</td><td>10 U.S.C.</td><td>12301(d)</td><td>01/16/2023</td><td>05/11/2023</td><td>004750</td><td>OFFICER CANDIDATE SCHOOL</td></tr></table><div>Find an Existing Value Add a New Value</div></div></div>	Empl ID	Empl Rec	Trans ID	Name	Job Code	Empl Cat	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department	1234567 0	2855040	Annie January	ENS	SEL	En route	EAD	10 U.S.C.	12311	05/12/2023	05/11/2026	009525	CGC STRATTON	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
Empl ID	Empl Rec	Trans ID	Name	Job Code	Empl Cat	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department																												
1234567 0	2855040	Annie January	ENS	SEL	En route	EAD	10 U.S.C.	12311	05/12/2023	05/11/2026	009525	CGC STRATTON																												
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																												

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Adding TEMDU to EAD Orders at the Arrival Unit, Continued

Procedures,
continued

Step	Action
5	<p>Select the Travel tab.</p> 
6	<p>Click View All in the Travel Orders section.</p> 

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Adding TEMDU to EAD Orders at the Arrival Unit, Continued

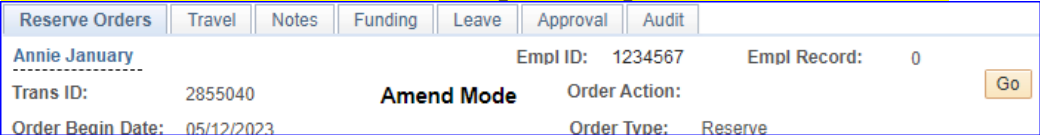
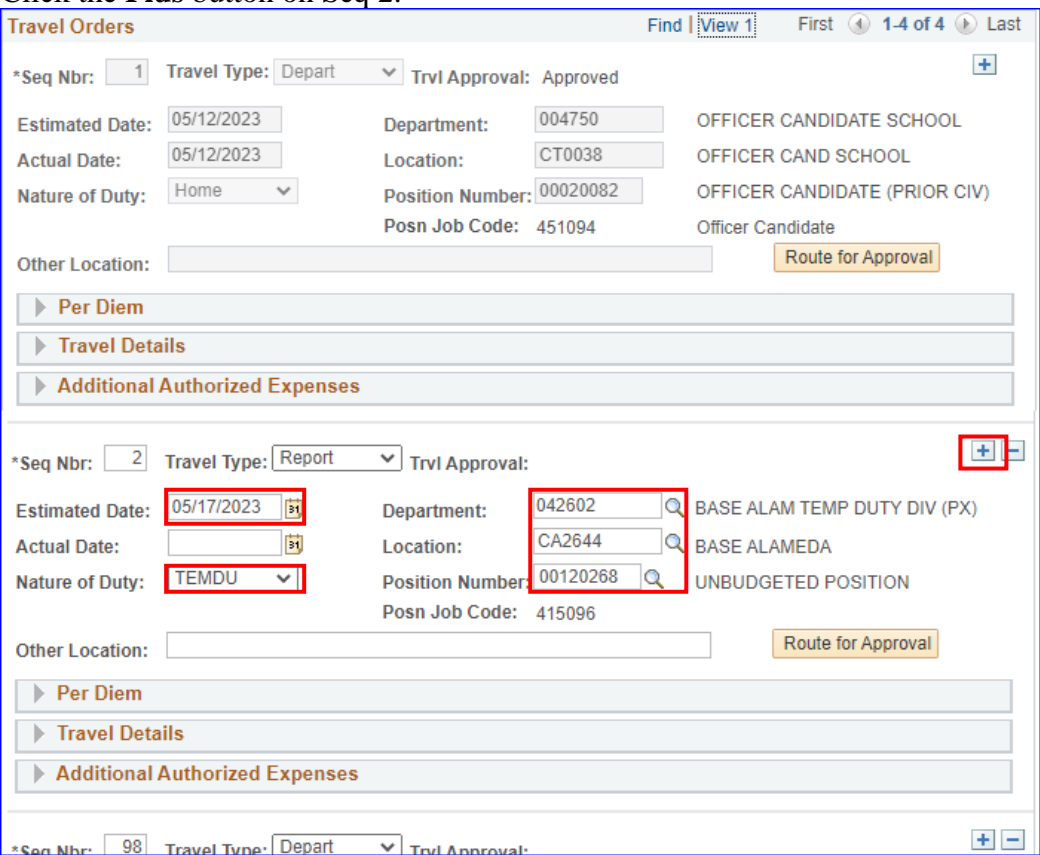
Procedures,
continued

Step	Action																					
7	<p>If Delay En Route is NOT involved, skip to Step 8.</p> <p>If Delay En Route is involved, it must be entered between Seq 1 and Seq 2.</p> <p>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.</p> <p>Seq Nbr 1 and Seq Nbr 4 must be true dates.</p> <div><div>▼ Delay En route</div><table><thead><tr><th></th><th>Begin Date</th><th>End Date</th><th>Delay En route</th><th>Days</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td>05/13/2023</td><td>05/16/2023</td><td>Leave INCONUS</td><td>4</td><td>+</td><td>-</td></tr><tr><td>2</td><td>05/17/2023</td><td>05/17/2023</td><td>Travel Time</td><td>1</td><td>+</td><td>-</td></tr></tbody></table><div>► Dependents Authorized for Travel</div></div>		Begin Date	End Date	Delay En route	Days			1	05/13/2023	05/16/2023	Leave INCONUS	4	+	-	2	05/17/2023	05/17/2023	Travel Time	1	+	-
	Begin Date	End Date	Delay En route	Days																		
1	05/13/2023	05/16/2023	Leave INCONUS	4	+	-																
2	05/17/2023	05/17/2023	Travel Time	1	+	-																

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Adding TEMDU to EAD Orders at the Arrival Unit, Continued

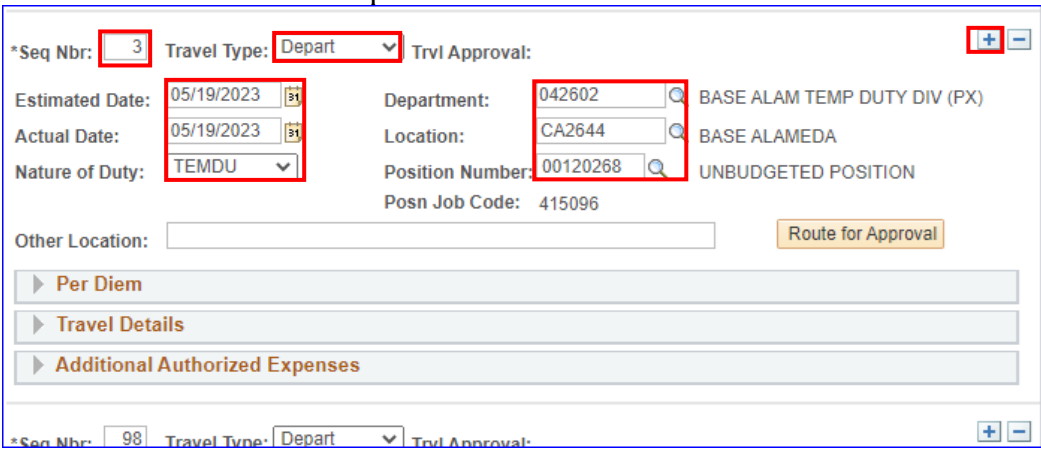
Procedures,
continued

Step	Action
8	<p>Seq Nbr 1 and 2 should be Approved and grayed out. Place order into Amend Mode and update Seq Nbr 2 as shown below.</p>  <p>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.</p> <ul style="list-style-type: none"> • Estimated Date– Enter the date the member <i>physically</i> 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. <p>Click the Plus button on Seq 2.</p> 

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Adding TEMDU to EAD Orders at the Arrival Unit, Continued

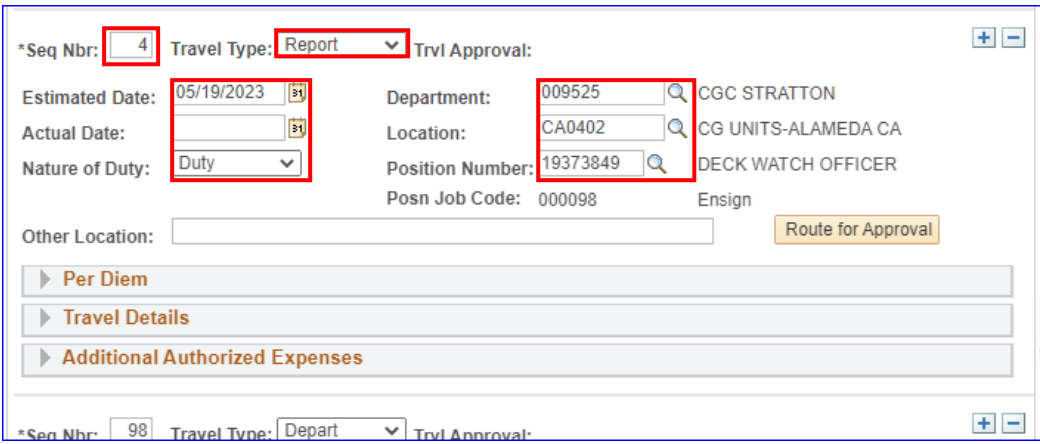
Procedures,
continued

Step	Action
9	<p>Make the following updates on the new Seq:</p> <ul style="list-style-type: none"> • 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. <p>Click the Plus button for Seq Nbr 3.</p> 

Continued on next page

Adding TEMDU to EAD Orders at the Arrival Unit, Continued

Procedures,
continued

Step	Action
10	<p>Make the following updates on the new Seq:</p> <ul style="list-style-type: none"> • 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

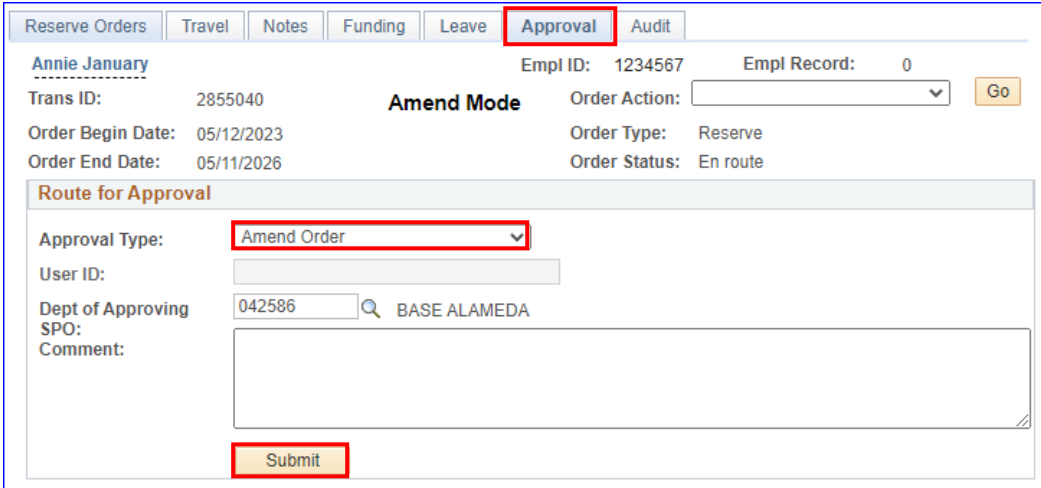
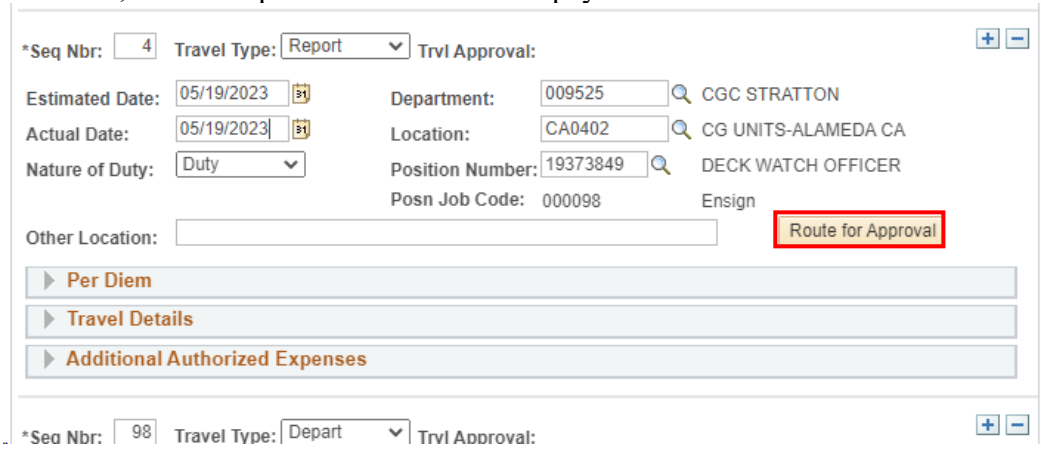
Procedures,
continued

Step	Action																		
11	<p>Leave Seq Nbr 98 and Seq Nbr 99 as entered.</p> <div> <div> <p>*Seq Nbr: 98 Travel Type: Depart Trvl Approval:</p> <p>Estimated Date: 05/11/2026 Department: 009525 CGC STRATTON</p> <p>Actual Date: Location: CA0402 CG UNITS-ALAMEDA CA</p> <p>Nature of Duty: Duty Position Number: 19373849 DECK WATCH OFFICER</p> <p>Posn Job Code: 000098</p> <p>Other Location: <input type="text"/> Route for Approval</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> </div> <div> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval:</p> <p>Estimated Date: 05/11/2026 Department: 004750 OFFICER CANDIDATE SCHOOL</p> <p>Actual Date: Location: CT0038 OFFICER CAND SCHOOL</p> <p>Nature of Duty: Home Position Number: 00020082 OFFICER CANDIDATE (PRIOR CIV)</p> <p>Posn Job Code: 451094 Officer Candidate</p> <p>Other Location: <input type="text"/> Route for Approval</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> </div> <div> <p>▼ Delay En route</p> <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>05/13/2023</td> <td>05/16/2023</td> <td>Leave INCONUS</td> <td>4</td> <td>+ -</td> </tr> <tr> <td>2</td> <td>05/17/2023</td> <td>05/17/2023</td> <td>Travel Time</td> <td>1</td> <td>+ -</td> </tr> </tbody> </table> <p>▶ Dependents Authorized for Travel</p> <p> Save Return to Search Previous in List Next in List Add </p> <p> Reserve Orders Travel Notes Funding Leave Approval Audit </p> </div> </div>		Begin Date	End Date	Delay En route	Days		1	05/13/2023	05/16/2023	Leave INCONUS	4	+ -	2	05/17/2023	05/17/2023	Travel Time	1	+ -
	Begin Date	End Date	Delay En route	Days															
1	05/13/2023	05/16/2023	Leave INCONUS	4	+ -														
2	05/17/2023	05/17/2023	Travel Time	1	+ -														

Continued on next page

Adding TEMDU to EAD Orders at the Arrival Unit, Continued

Procedures,
continued

Step	Action
12	<p>Select the Approval tab.</p> <p>Approval Type – Should display Amend Order</p> <p>Click Submit.</p> 
13	<p>After Approved, and when appropriate: Click Route for Approval in Seq Nbr 4.</p> <p>After Amend Order is approved, please submit a ticket to PPC/ADV requesting manual updates to member's Job Data.</p> <p>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.</p> 

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