Cancelling Reserve Active Duty Orders

Overview

Introduction

This guide provides the procedures to cancel Reserve Active Duty (AD) Orders in Direct Access (DA).

Important Information

There are two options for cancelling Reserve AD Orders:
- **Cancel Order** – Cancels the orders but the funding remains active
- **Cancel Order and Funding** – Cancels the orders and the POET

Orders that may be cancelled:
- Orders in a **Proposed** status can be cancelled without routing through an approval process
- All other orders can be cancelled BUT must be routed for approval
- When orders in an **En route** status are cancelled, the Pay Group will automatically change to **CG RSV**, which will terminate any AD pay or allowances
- All leave associated with a cancelled order will also be cancelled
- SPOs **MUST** contact the order issuing authority when cancelling any orders
- If the Actual Begin Date needs to be changed and the orders are in an enroute status, the orders must be cancelled and reissued
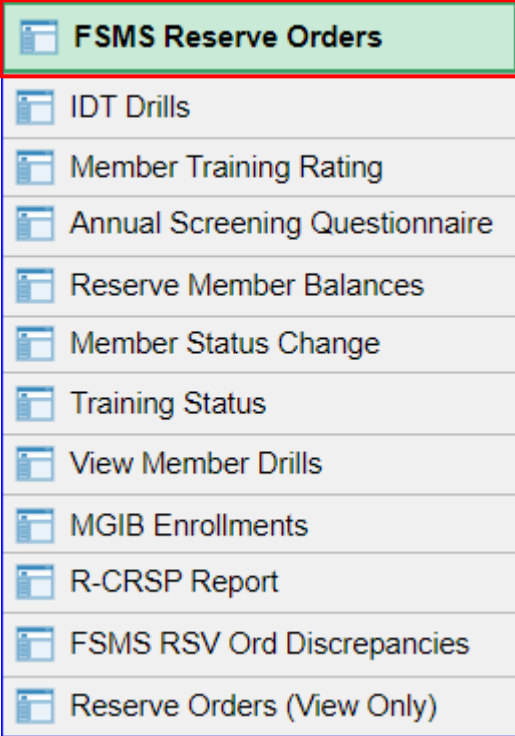
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Cancel Reserve Active Duty Orders

Introduction   This section provides the procedures to cancel Reserve AD Orders in DA.

Procedures   See below.

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

Cancel Reserve Active Duty Orders, Continued
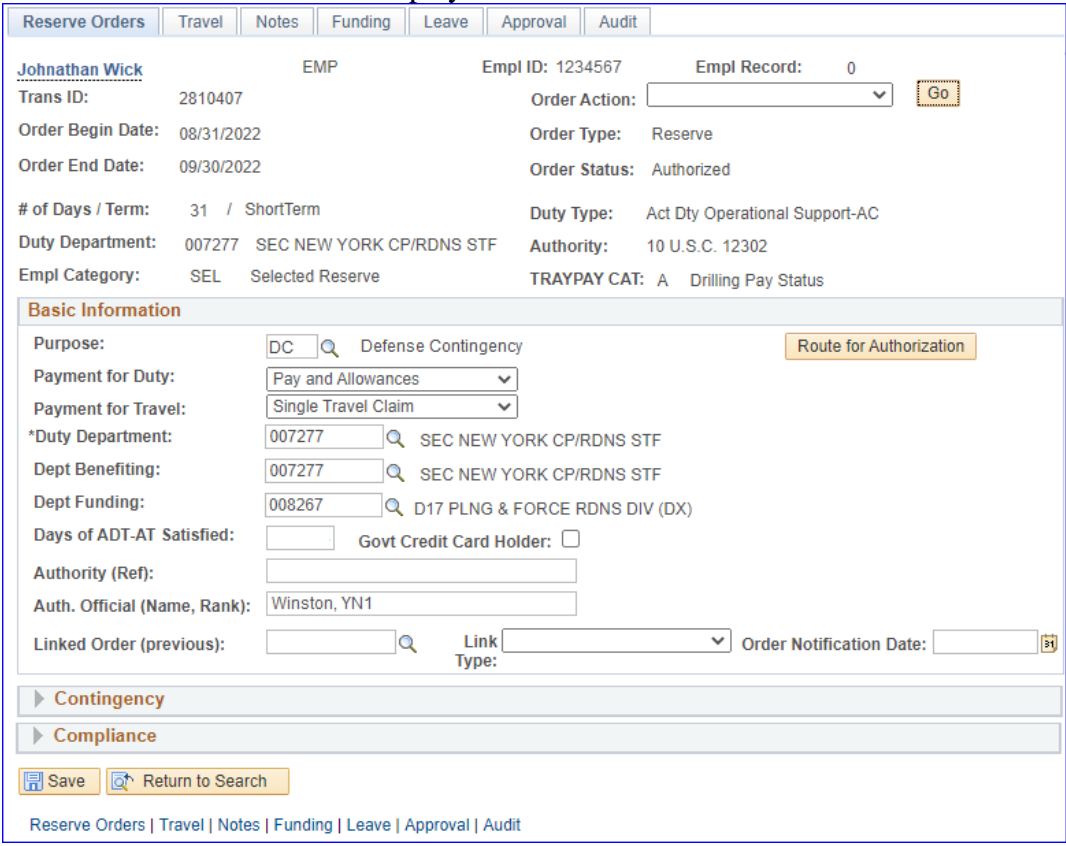
Procedures,
continued

Step	Action
2	Enter the member's **Empl ID** and click **Search**. **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
3	The Order may open directly, or you may need to select the appropriate Order from the Search Results. Select the appropriate **orders** to be cancelled. **Search Results** View All — First ◄ 1 of 1 ► Last Empl ID | Empl Record | Name | Jobcode | Employee Category | Trans ID | Order Status | Duty Type | Description | Begin Date | End Date | Duty Department | Description 1234567 0 John Wick SEL 2810407 Authorized ADOS-AC 10U.S.C.12302 08/31/2022 09/30/2022 043187 COMMANDANT (CG-5RI-D) 1234567 0 John Wick SEL 2712157 Finished ADT-AT 10 U.S.C. 12301(b) 09/19/2021 10/01/2021 007290 SEC NEW YORK ENFORCEMENT DIV 1234567 0 John Wick SEL 2690382 Cancelled ADT-AT 10 U.S.C. 12301(b) 09/07/2021 09/18/2021 007290 SEC NEW YORK ENFORCEMENT DIV 1234567 0 John Wick SEL 2692162 Cancelled ADT-AT 10 U.S.C. 12301(b) 06/26/2021 07/02/2021 007290 SEC NEW YORK ENFORCEMENT DIV

Cancel Reserve Active Duty Orders, Continued

Procedures,
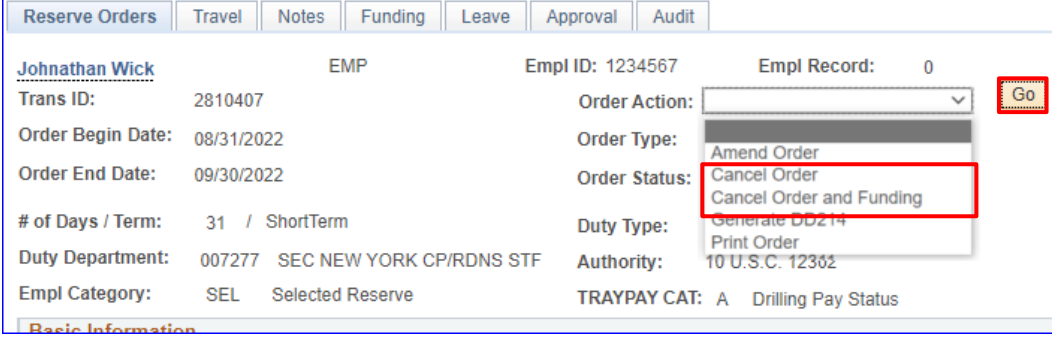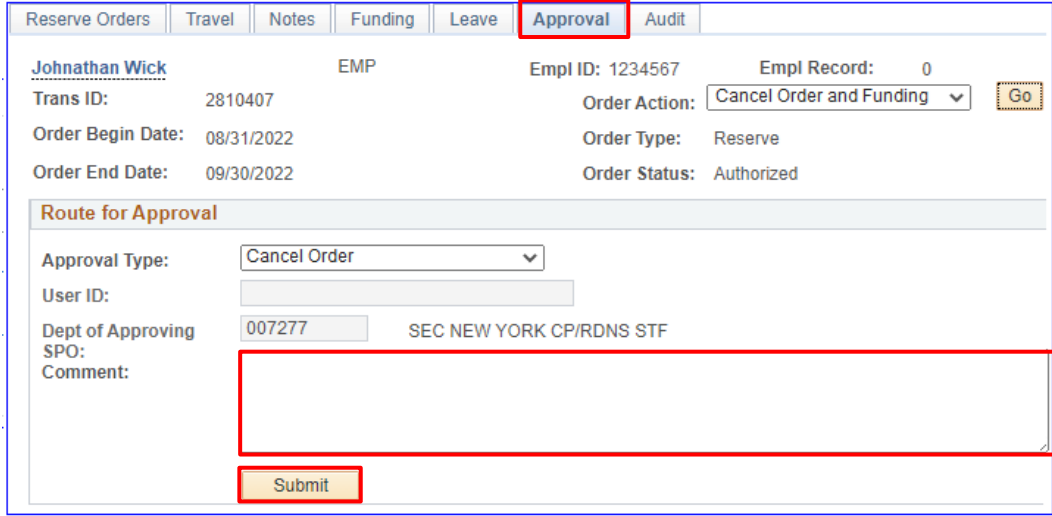continued

Step	Action
4	The Reserve Orders tab will display.

Cancel Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action
5	Using the drop-down, select the appropriate **Order Action**. For this example, the Orders and the Funding are being cancelled. Click **Go**.
6	The **Approval** tab will display. Enter the reason for the cancellation in the **Comment** block and click **Submit**.

Cancel Reserve Active Duty Orders, Continued
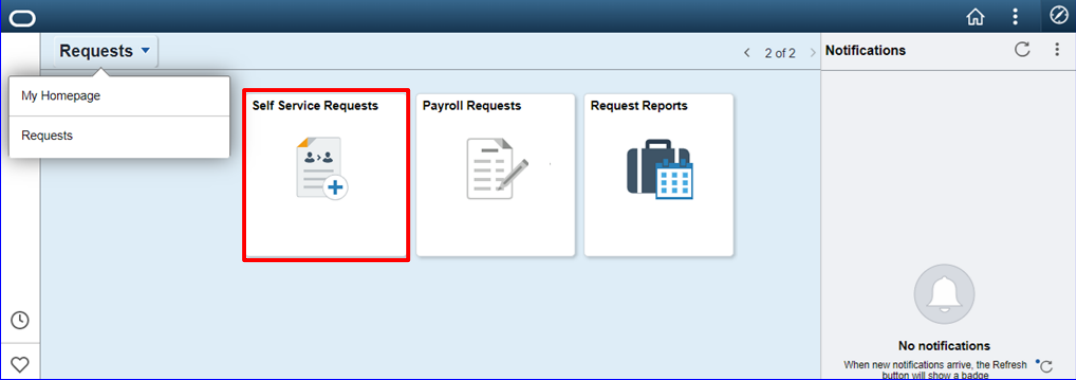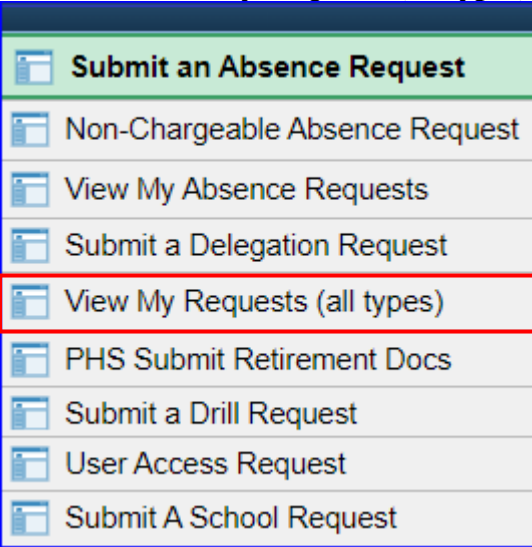
Procedures, continued

Step	Action
7	The Reserve Order will update to a **pending** status and will be routed to the SPO tree for approval.

Approve Cancelled Reserve Active Duty Orders

Introduction   This section provides the procedures for a SPO to approve the cancellation of Reserve AD Orders in DA.

Procedures   See below.

Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Self Service Requests** tile.
1.5	Select the **View My Requests (all types)** option.

Approve Cancelled Reserve Active Duty Orders, Continued

Procedures,
continued

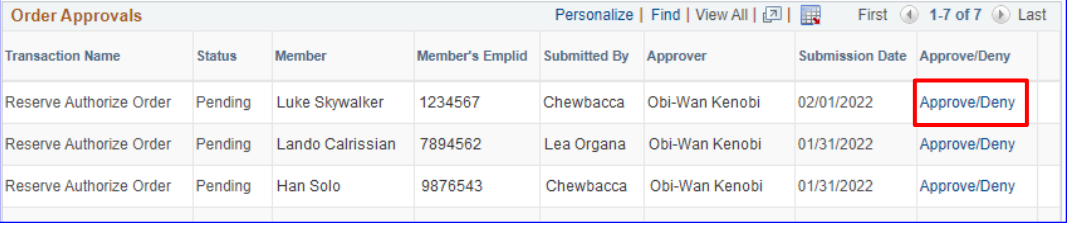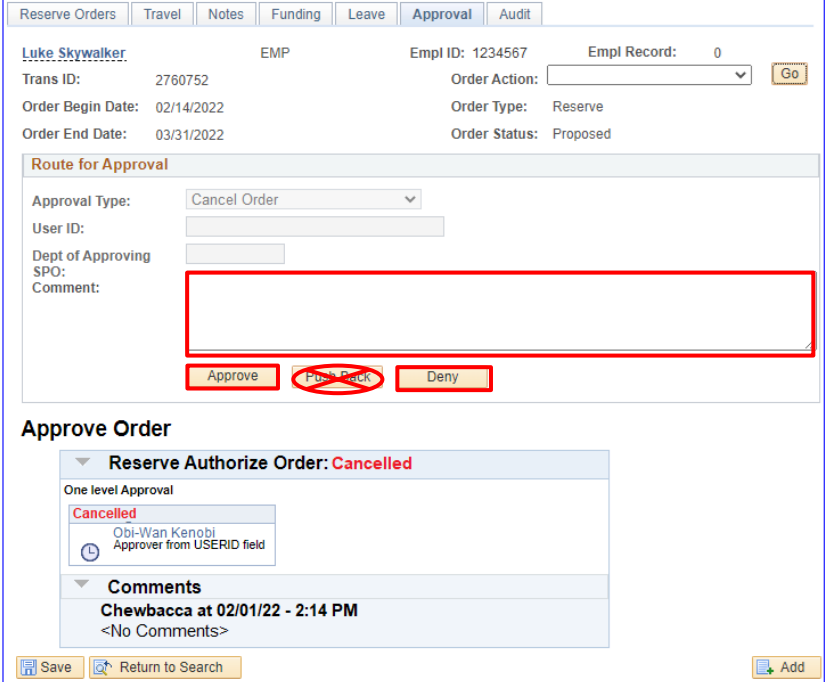| Step	Action
2	The View My Action Requests page will display. Select the **Requests I am Approver For** radio button. • **Transaction Name** – Select Reserve Authorized Order from the drop-down. • **Transaction Status** – Leave as Pending. Click **Populate Grid**. View My Action Requests Obi-Wan Kenobi 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. ○ My Submitted Requests ● Requests I am Approver For ○ All Requests Transaction Name: Reserve Authorize Order Transaction Status: Pending Submission From Date: Submission To Date: Populate Grid Refresh

Approve Cancelled Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action
3	A list of pending transactions will display. Under Order Approvals, locate the appropriate Reserve Order and click **Approve/Deny**. 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	
4	The Reserve Order will display. The SPO Auditor may: • **Approve** – Sets the status to Approved and the orders are **Cancelled**. • **Push Back** – **NOT RECOMMENDED**: this option limits access to the orders to only the person who submitted the orders for authorization (if they are unavailable when the orders are 'pushed back', no one will be able to access the orders in their place). Sets the status to On Hold and returns the orders to the submitter with any comments for editing/resubmission. • **Deny** – Sets the status to **Denied** and removes the transaction from all Authorizing Official's Action Requests to allow for editing/resubmitting by anyone. **NOTE:** If denying, comments should be provided.