

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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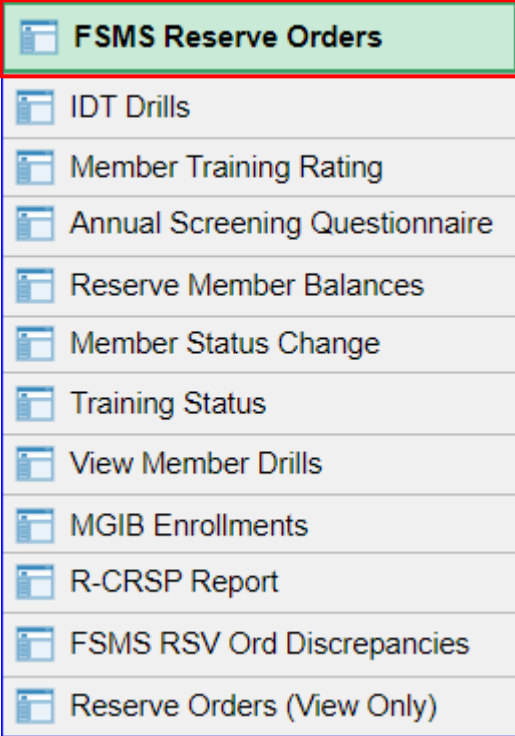
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Cancel Reserve Active Duty Orders

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

Procedures See below.

Step	Action
1	<p>Click on the Reserve Administration tile.</p>  <p>The image shows a square tile with a white background and a blue border. At the top, the text 'Reserve Administration' is written in bold black font. Below the text is an icon depicting a blue person holding a yellow document, with a red location pin and a map fragment below it.</p>
1.5	<p>The default FSMS Reserve Orders option will automatically display.</p>  <p>The image shows a vertical list of menu items. The top item, 'FSMS Reserve Orders', is highlighted with a green background and a red border. The other items are on a light gray background. Each item has a small blue folder icon to its left.</p> <ul style="list-style-type: none"> FSMS Reserve Orders IDT Drills Member Training Rating Annual Screening Questionnaire Reserve Member Balances Member Status Change Training Status View Member Drills MGIB Enrollments R-CRSP Report FSMS RSV Ord Discrepancies Reserve Orders (View Only)

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Cancel Reserve Active Duty Orders, Continued

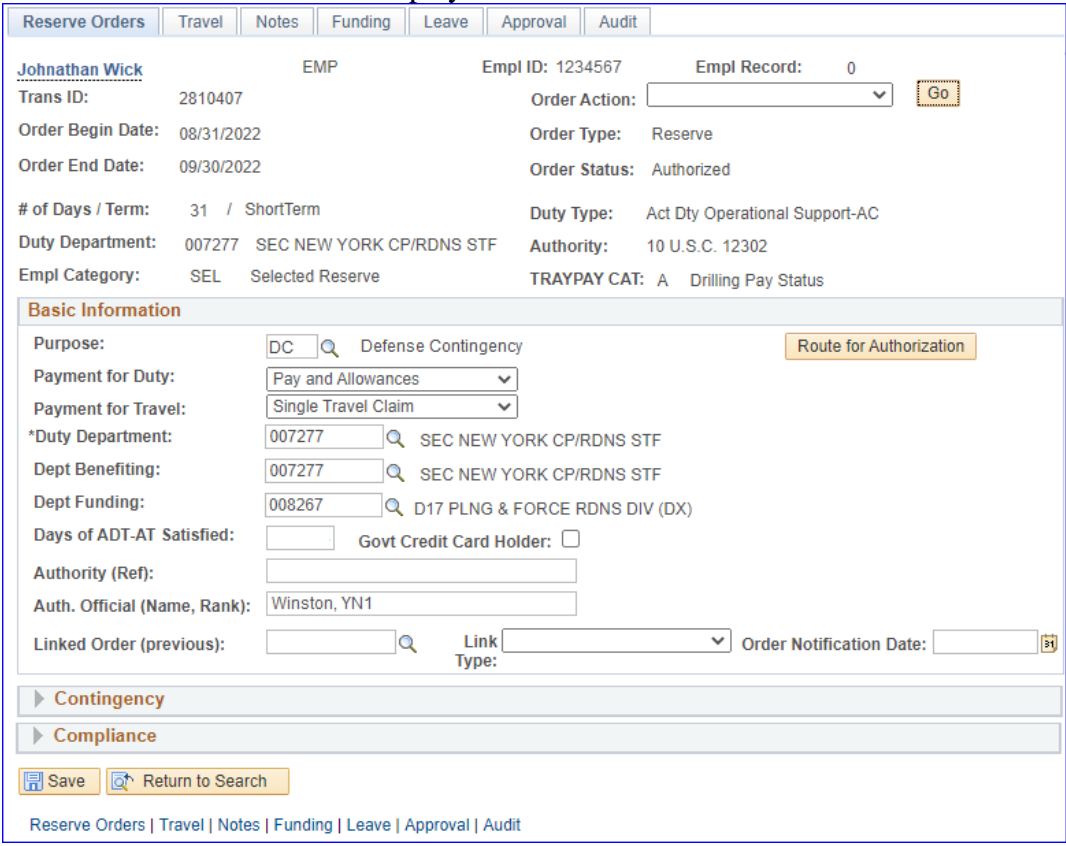
Procedures,
continued

Step	Action																																																												
<p>2</p>	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="328 495 1115 1200" style="border: 1px solid blue; padding: 5px;"> <p>FSMS Reserve Orders</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567 🔍</p> <p>Empl Record = ▼ <input type="text"/> 🔍</p> <p>Trans ID = ▼ <input type="text"/></p> <p>Duty Type = ▼ <input type="text"/></p> <p>Begin Date = ▼ <input type="text"/> 📅</p> <p>End Date = ▼ <input type="text"/> 📅</p> <p>National ID begins with ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Order Status = ▼ <input type="text"/></p> <p>Duty Department begins with ▼ <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search 📄 Save Search Criteria</p> </div>																																																												
<p>3</p>	<p>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.</p> <div data-bbox="328 1305 1385 1429" style="border: 1px solid blue; padding: 5px;"> <p>Search Results</p> <p>View All First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Empl Record Name</th> <th>Jobcode</th> <th>Employee Category</th> <th>Trans ID</th> <th>Order Status</th> <th>Duty Type</th> <th>Description</th> <th>Begin Date</th> <th>End Date</th> <th>Duty Department</th> <th>Description</th> </tr> </thead> <tbody> <tr style="border: 1px solid red;"> <td>1234567 0</td> <td>John Wick</td> <td>SEL</td> <td></td> <td>2810407</td> <td>Authorized</td> <td>ADOS-AC</td> <td>10U S.C.12302</td> <td>08/31/2022</td> <td>09/30/2022</td> <td>043187</td> <td>COMMANDANT (CG-5RI-D)</td> </tr> <tr> <td>1234567 0</td> <td>John Wick</td> <td>SEL</td> <td></td> <td>2712157</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>09/19/2021</td> <td>10/01/2021</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567 0</td> <td>John Wick</td> <td>SEL</td> <td></td> <td>2690382</td> <td>Cancelled</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>09/07/2021</td> <td>09/18/2021</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567 0</td> <td>John Wick</td> <td>SEL</td> <td></td> <td>2690383</td> <td>Cancelled</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>09/07/2021</td> <td>09/18/2021</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> </tbody> </table> </div>	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		2690383	Cancelled	ADT-AT	10 U.S.C. 12301(b)	09/07/2021	09/18/2021	007290	SEC NEW YORK ENFORCEMENT DIV
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Cancel Reserve Active Duty Orders, Continued

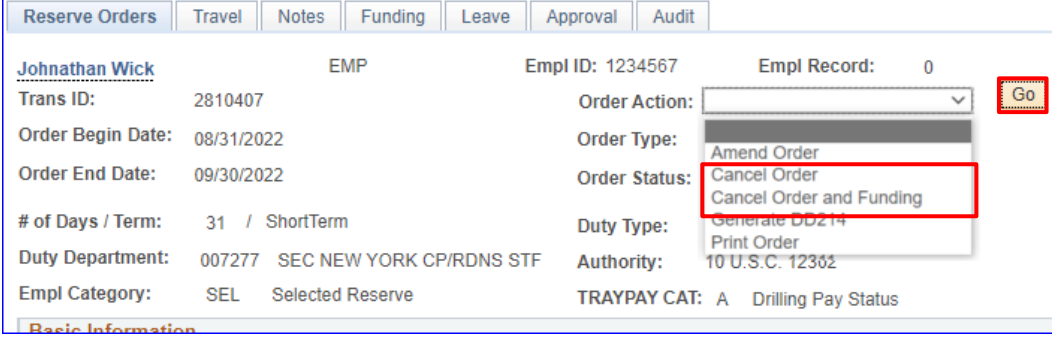
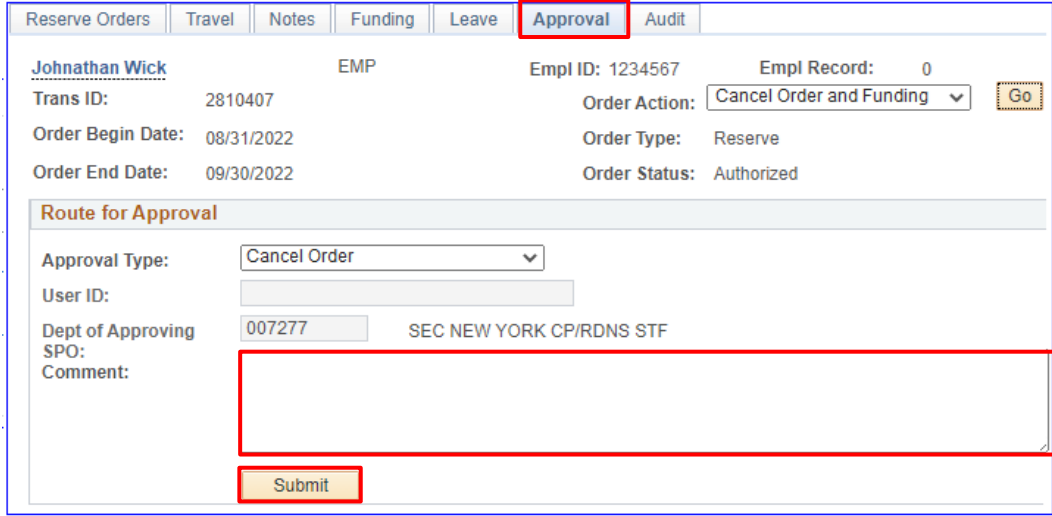
Procedures,
continued

Step	Action
4	<p>The Reserve Orders tab will display.</p>  <p>The screenshot displays the 'Reserve Orders' tab for a user named Johnathan Wick. The page includes a navigation bar with tabs for Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The main content area shows the following details:</p> <ul style="list-style-type: none"> User: Johnathan Wick (EMP), Empl ID: 1234567, Empl Record: 0 Trans ID: 2810407, Order Action: [Dropdown], [Go] Order Dates: Order Begin Date: 08/31/2022, Order End Date: 09/30/2022 Order Type: Reserve, Order Status: Authorized Term: # of Days / Term: 31 / ShortTerm, Duty Type: Act Dty Operational Support-AC Department: Duty Department: 007277 SEC NEW YORK CP/RDNS STF, Authority: 10 U.S.C. 12302 Category: Empl Category: SEL Selected Reserve, TRAYPAY CAT: A Drilling Pay Status <p>The 'Basic Information' section contains the following fields:</p> <ul style="list-style-type: none"> Purpose: DC [Search] Defense Contingency [Route for Authorization] Payment for Duty: [Pay and Allowances] Payment for Travel: [Single Travel Claim] *Duty Department: [007277] [Search] SEC NEW YORK CP/RDNS STF Dept Benefiting: [007277] [Search] SEC NEW YORK CP/RDNS STF Dept Funding: [008267] [Search] D17 PLNG & FORCE RDNS DIV (DX) Days of ADT-AT Satisfied: [] Govt Credit Card Holder: [] Authority (Ref): [] Auth. Official (Name, Rank): Winston, YN1 Linked Order (previous): [] [Search] Link Type: [Dropdown] Order Notification Date: [] [] <p>At the bottom, there are buttons for 'Save' and 'Return to Search', and a navigation bar with links for Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit.</p>

Continued on next page

Cancel Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action
<p>5</p>	<p>Using the drop-down, select the appropriate Order Action. For this example, the Orders and the Funding are being cancelled. Click Go.</p>  <p>The screenshot shows the 'Reserve Orders' tab selected. The employee name is Johnathan Wick, EMP, with Empl ID: 1234567 and Empl Record: 0. The Order Action dropdown menu is open, showing options: Amend Order, Cancel Order, Cancel Order and Funding (highlighted), Generate DD214, Print Order, and 10 U.S.C. 12302. A 'Go' button is highlighted in the top right corner.</p>
<p>6</p>	<p>The Approval tab will display. Enter the reason for the cancellation in the Comment block and click Submit.</p>  <p>The screenshot shows the 'Approval' tab selected. The 'Route for Approval' section is visible, with 'Approval Type' set to 'Cancel Order'. The 'Comment' field is highlighted with a red box. A 'Submit' button is highlighted at the bottom.</p>

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Cancel Reserve Active Duty Orders, Continued

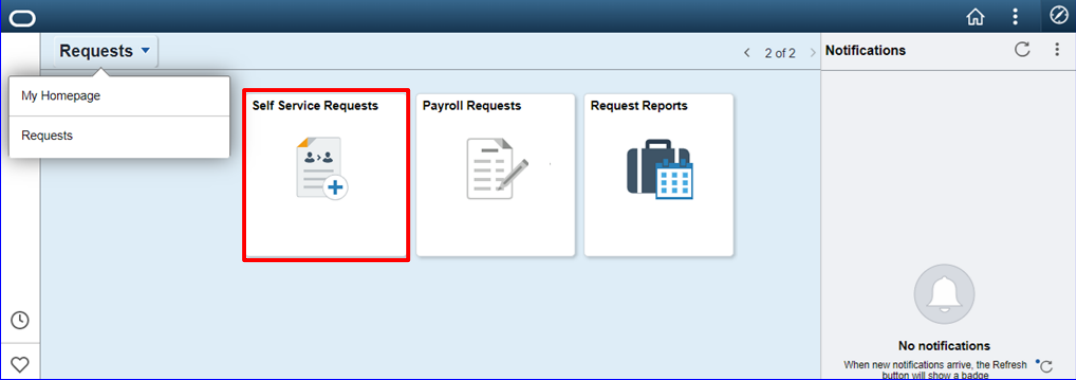
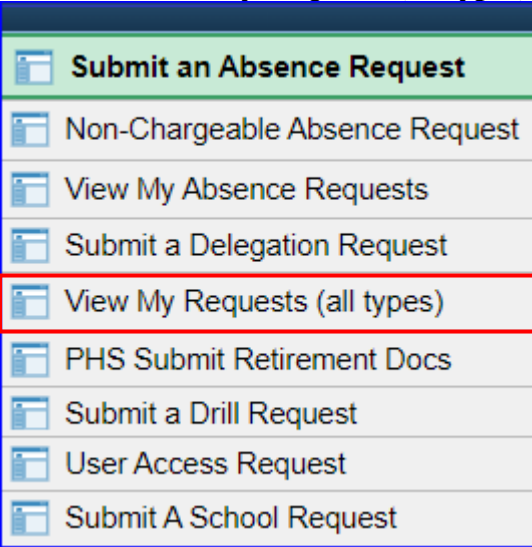
Procedures,
continued

Step	Action
7	<p>The Reserve Order will update to a pending status and will be routed to the SPO tree for approval.</p> <div data-bbox="327 528 1394 929" style="border: 1px solid blue; padding: 5px;"> <p>RSV Travel Details Approval</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>▼ Reserve Travel Details: Pending View/Hide Comments</p> <p>One Level Approval</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p>Pending</p> <p>Multiple Approvers SPO Supervisor</p> </div> <p>▼ Comments</p> <p>Winston at 07/24/21 - 9:35 AM <No Comments></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Return to Search Add </div> </div>

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

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Approve Cancelled Reserve Active Duty Orders, Continued

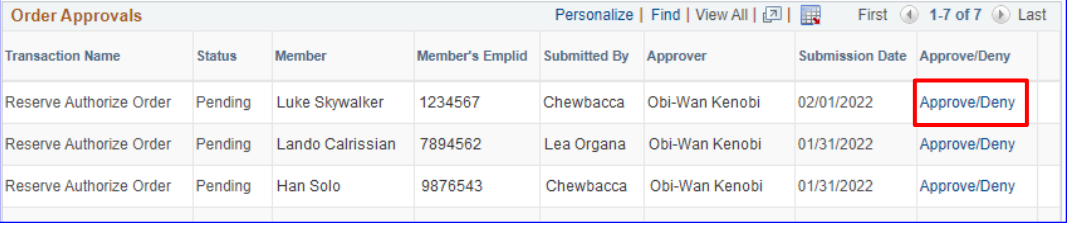
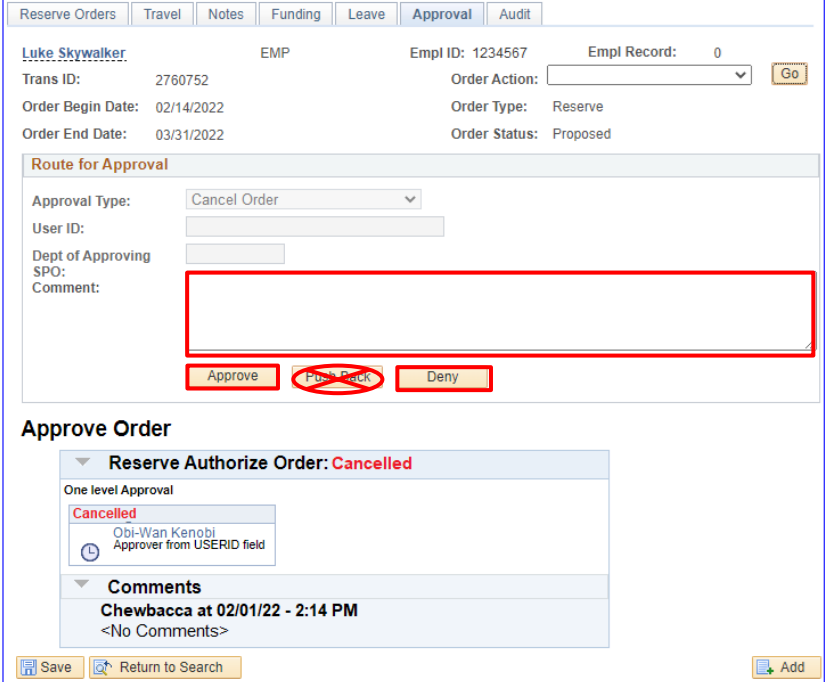
Procedures,
continued

Step	Action
2	<p>The View My Action Requests page will display. Select the Requests I am Approver For radio button.</p> <ul style="list-style-type: none"> • Transaction Name – Select Reserve Authorized Order from the drop-down. • Transaction Status – Leave as Pending. <p>Click Populate Grid.</p> <div data-bbox="316 678 1401 1344" style="border: 1px solid black; padding: 10px;"> <p>View My Action Requests</p> <p><u>Obi-Wan Kenobi</u></p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <p>Transaction Name: <input type="text" value="Reserve Authorize Order"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text"/> <input type="button" value="📅"/></p> <p>Submission To Date: <input type="text"/> <input type="button" value="📅"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div>

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Approve Cancelled Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action																																
3	<p>A list of pending transactions will display. Under Order Approvals, locate the appropriate Reserve Order and click Approve/Deny.</p>  <table border="1" data-bbox="316 533 1390 757"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Luke Skywalker</td> <td>1234567</td> <td>Chewbacca</td> <td>Obi-Wan Kenobi</td> <td>02/01/2022</td> <td>Approve/Deny</td> </tr> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Lando Calrissian</td> <td>7894562</td> <td>Lea Organa</td> <td>Obi-Wan Kenobi</td> <td>01/31/2022</td> <td>Approve/Deny</td> </tr> <tr> <td>Reserve Authorize Order</td> <td>Pending</td> <td>Han Solo</td> <td>9876543</td> <td>Chewbacca</td> <td>Obi-Wan Kenobi</td> <td>01/31/2022</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	Reserve Authorize Order	Pending	Luke Skywalker	1234567	Chewbacca	Obi-Wan Kenobi	02/01/2022	Approve/Deny	Reserve Authorize Order	Pending	Lando Calrissian	7894562	Lea Organa	Obi-Wan Kenobi	01/31/2022	Approve/Deny	Reserve Authorize Order	Pending	Han Solo	9876543	Chewbacca	Obi-Wan Kenobi	01/31/2022	Approve/Deny
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4	<p>The Reserve Order will display. The SPO Auditor may:</p> <ul style="list-style-type: none"> • 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. <p>NOTE: If denying, comments should be provided.</p>  <p>Approve Order</p> <p>▼ Reserve Authorize Order: Cancelled</p> <p>One level Approval</p> <p>Cancelled</p> <p>Obi-Wan Kenobi Approver from USERID field</p> <p>▼ Comments</p> <p>Chewbacca at 02/01/22 - 2:14 PM <No Comments></p>																																