

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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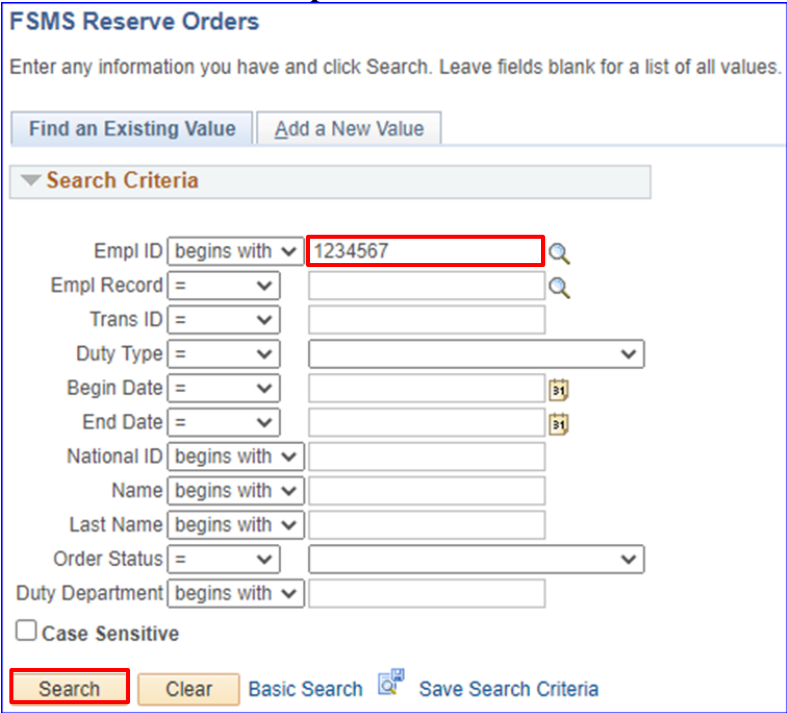
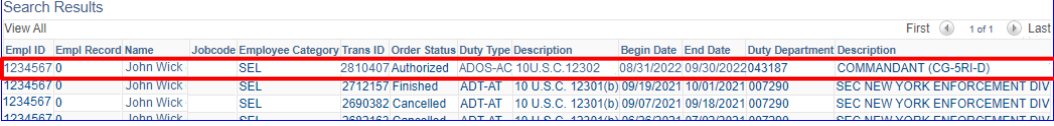
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Cancel Reserve Active Duty Orders

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

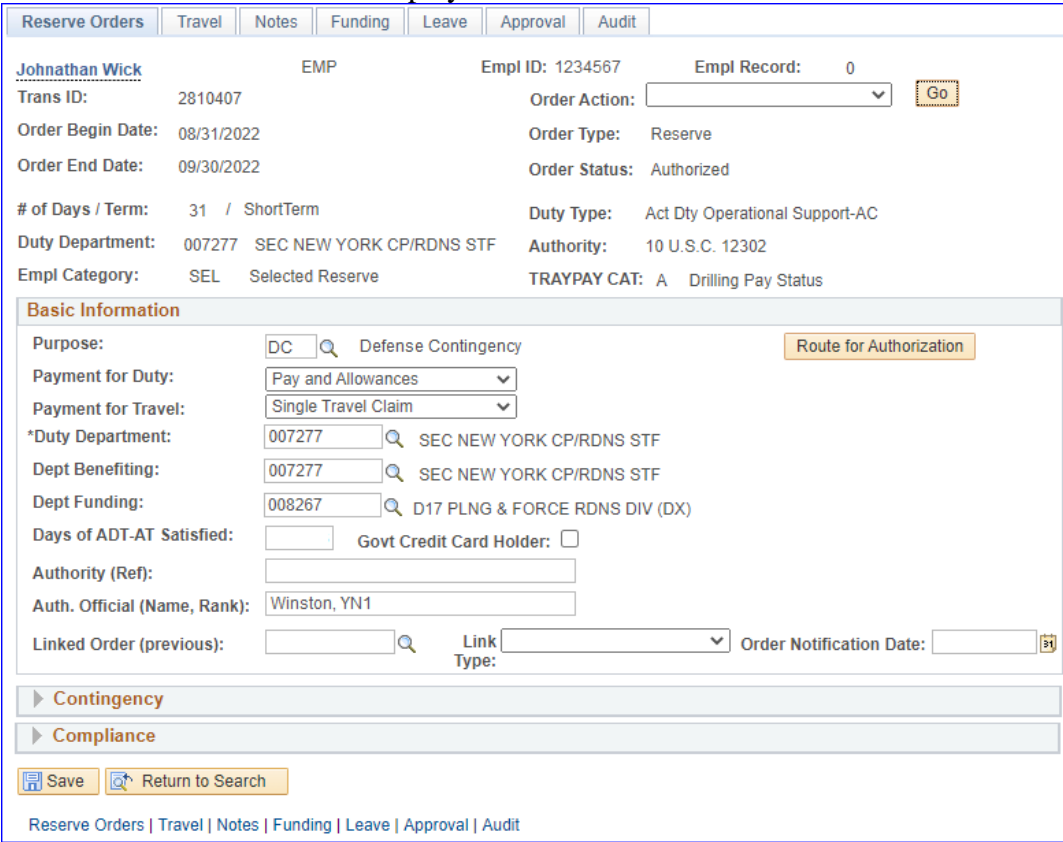
Procedures See below.

Step	Action																																																							
<p>1</p>	<p>Select FSMS Reserve Orders from the Reserve Administration pagelet.</p>  <p>The screenshot shows a 'Reserve Administration' pagelet with a table of links. The 'FSMS Reserve Orders' link is highlighted with a red box.</p>																																																							
<p>2</p>	<p>Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows the 'FSMS Reserve Orders' search page. The 'Empl ID' field is set to '1234567' and the 'Search' button is highlighted with a red box.</p>																																																							
<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>  <p>The screenshot shows the 'Search Results' page with a table of search results. The first row is highlighted with a red box.</p> <table border="1"> <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 Description</th> </tr> </thead> <tbody> <tr> <td>1234567 0</td> <td>John Wick</td> <td>SEL</td> <td></td> <td>2810407</td> <td>Authorized</td> <td>ADOS-AC</td> <td>10 U.S.C.12302</td> <td>08/31/2022</td> <td>09/30/2022</td> <td>043187 COMMANDANT (CG-SRI-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 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 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 SEC NEW YORK ENFORCEMENT DIV</td> </tr> </tbody> </table>	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	10 U.S.C.12302	08/31/2022	09/30/2022	043187 COMMANDANT (CG-SRI-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		2690382	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

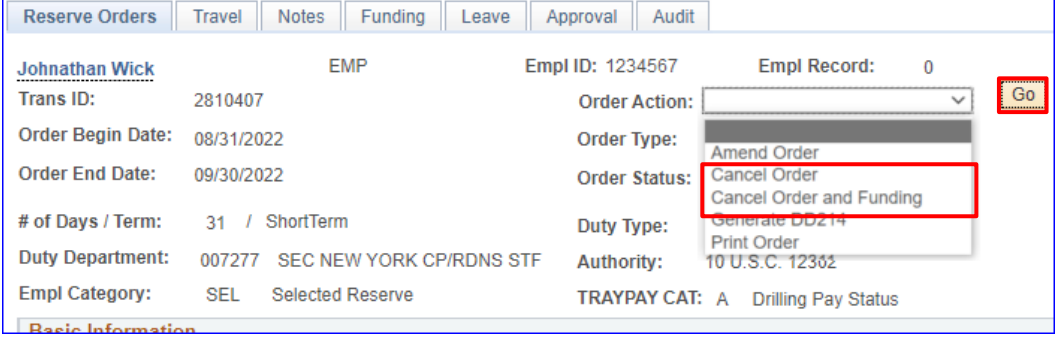
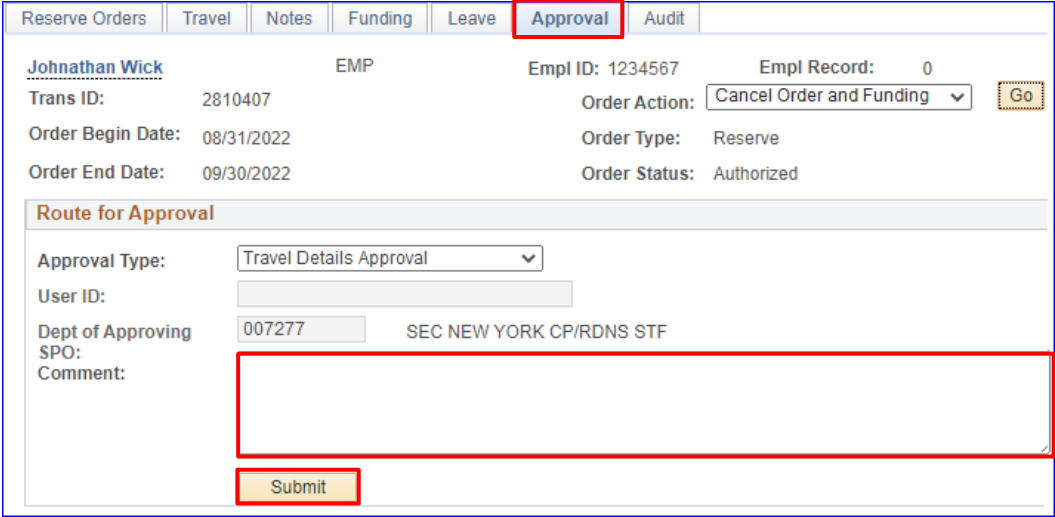
Procedures,
continued

Step	Action
4	<p>The Reserve Orders tab will display.</p>  <p>The screenshot displays the 'Reserve Orders' tab for Johnathan Wick. Key information includes: EMP ID 1234567, Empl Record 0, Trans ID 2810407, Order Begin Date 08/31/2022, Order End Date 09/30/2022, and Order Type Reserve. The 'Basic Information' section shows Purpose as DC (Defense Contingency), Payment for Duty as Pay and Allowances, and Payment for Travel as Single Travel Claim. Other fields include Duty Department (007277 SEC NEW YORK CP/RDNS STF), Dept Benefiting (007277 SEC NEW YORK CP/RDNS STF), and Dept Funding (008267 D17 PLNG & FORCE RDNS DIV (DX)).</p>

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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 ID is 2810407. The Order Begin Date is 08/31/2022 and the Order End Date is 09/30/2022. The Order Type is Reserve. The Order Status is Authorized. 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. The Approval Type is 'Travel Details Approval'. The User ID field is empty. The Dept of Approving is 007277 SEC NEW YORK CP/RDNS STF. The SPO field is empty. 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

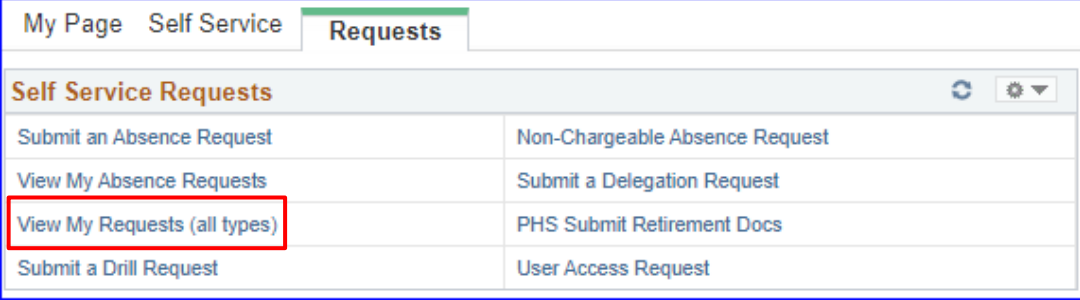
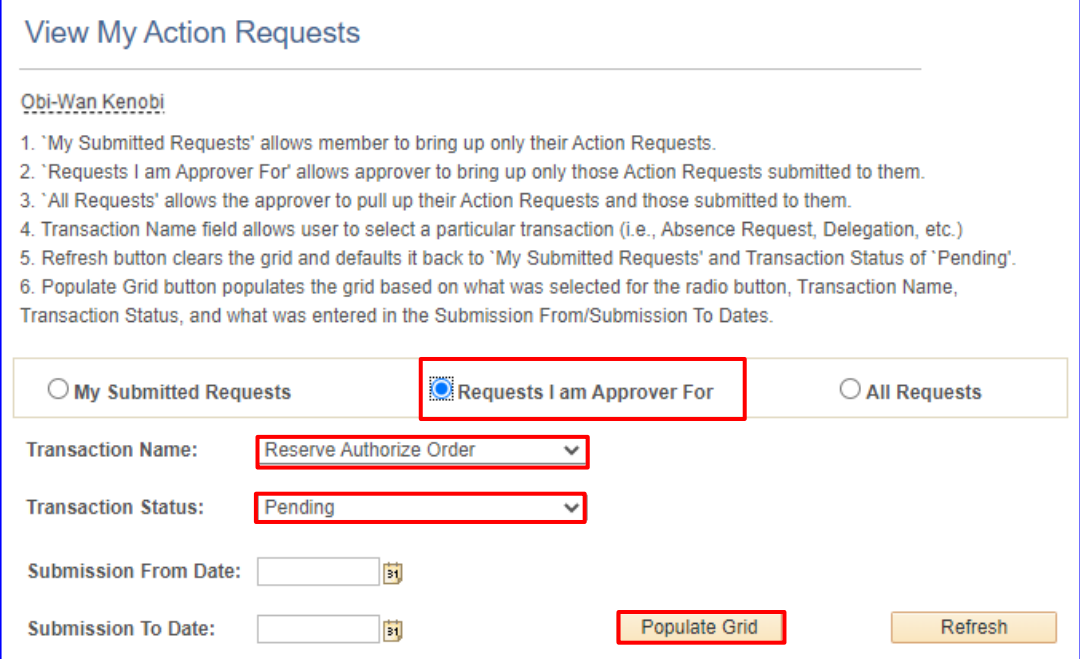
Procedures,
continued

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 1396 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: 5px; 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.

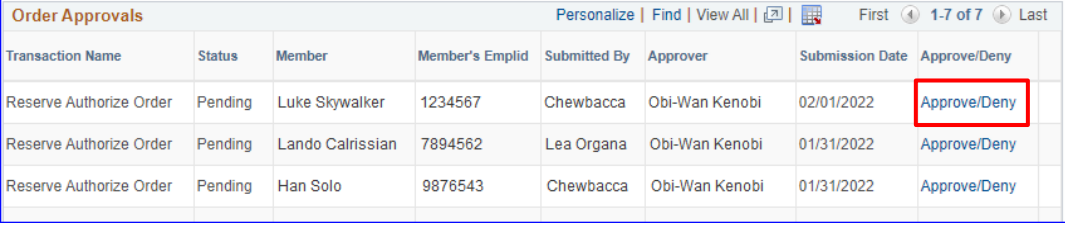
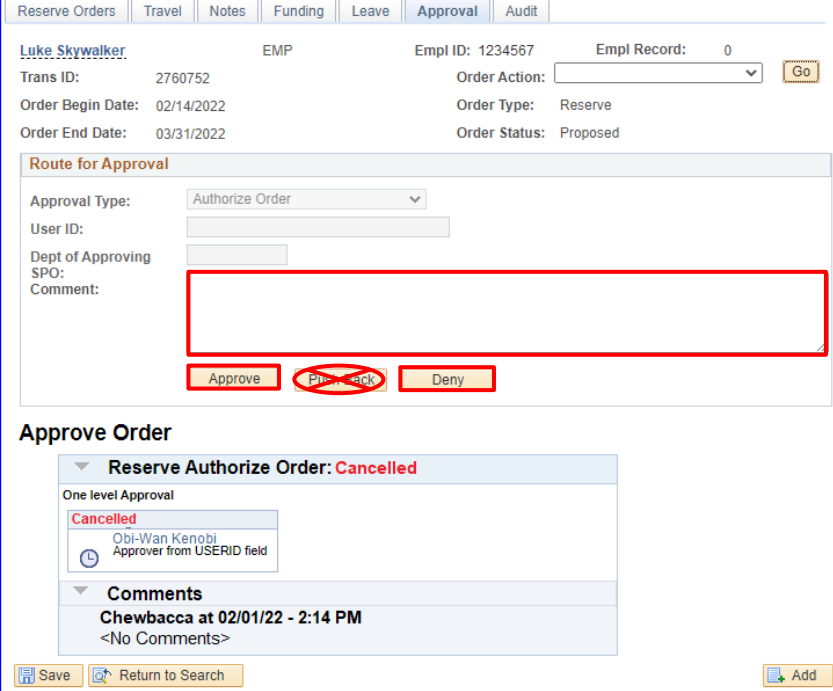
Procedures See below.

Step	Action
1	<p>From the Requests tab, select View My Requests (all types) from the Self Service Requests pagelet.</p> 
2	<p>The View My Action Requests page will display. Select the Requests I am Approver For radio button. Leave the Transaction Name at All Transactions and the Transaction Status at Pending. Click Populate Grid.</p> 

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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 1385 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 or pushing back, comments should be provided.</p>  <p>Route for Approval</p> <p>Approval Type: <input type="text" value="Authorize Order"/></p> <p>User ID: <input type="text"/></p> <p>Dept of Approving: <input type="text"/></p> <p>SPO: <input type="text"/></p> <p>Comment: <input type="text"/></p> <p>Approve <input checked="" type="radio"/> Push Back <input type="radio"/> Deny</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> <p>Save Return to Search Add</p>																																