Reserve Active Duty Orders – Amend or Cancel

Overview						
Introduction	This guide provides the procedures to amend and cancel R Duty (AD) orders in Direct Access (DA).	eserve Active				
Important Information	DO NOT ADD OR DELETE ROWS . Reserve orders are should NOT be used in place of TDY orders. DA only und sequence numbers 1, 2, 98, and 99. Adding/deleting rows delay or inaccurately pay a member and may require manu by PPC and/or programmers to correct the orders in DA.	e NOT and lerstands will cause a al intervention				
Amend Order Mode	 The Amend Order Mode is intended for orders in an Environment Envilorement Environment Environment Enviro	a <i>Route</i> or edited directly ling the orders shed and new				
Changes to Funding/POE'	 If any of the funding lines on DA orders are greater than \$6 funds for that funding line is not needed, DO NOT CHAN \$0.00. Doing so will cancel the Document Number and you longer be able to use it. If the funding line will not be needed to \$1.00. 	0.00, and the I GE IT TO u will no eded, change it				
	Example, if the member's Order has the following: \$1000.00 Member Travel – Document Number 70Z0PCS2 \$1000.00 Dependent Travel – Document Number 70Z0PC \$1000.00 DLA Dislocation Allowance – Document Number 70Z0PCS220032920	20032920 S220032920 er				
	If you change Dependent Travel to \$0.00, it will CANCEL Document Number. Keep in mind that these three funding use the SAME document number. If later you needed to in these funding lines or add Dependent Travel back in, it W	that lines (above) crease any of ILL error out .				
Contents						
	Торіс	See Page				
Ļ	Amend Reserve Active Duty Orders in an En Route Status 2					
-	Amend Reserve Active Duty Orders in a Finished Status	12				
-	Approving Amended Reserve Active Duty Orders	18				
Ļ	Job Data	23				
Ļ	Cancel Reserve Active Duty Orders	29				
	Approving Cancelled Reserve Active Duty Orders	34				

Amend Reserve Active Duty Orders in an En Route Status

Introduction	This section provides the procedures to amend Reserve Active Duty orders that are in an En Route status in DA.
Information	Amending an order is different from editing other data on an order because the fields being amended are pay impacting and require approval. When amending orders that impact authorized funding, SPOs MUST contact the order funding authority.
	NOTE: Roles which allow the creation, editing and approval of Reserve orders permit the editing of other elements of the Reserve order such as order notes and travel information without using the Amend Order mode.

Procedures See below.



Amend Reserve Active Duty Orders in an En Route Status, Continued

Continued

Procedures,

continued

Step	A	ction
2	Select the FSMS Reserve Orders op	tion.
	Annual Screening Questionnaire	
	FSMS RSV Ord Discrepancies	
	FSMS Reserve Orders	
	TDT Drills	
	T Member Status Change	
	E Member Training Rating	
	MGIB Enrollments	
	R-CRSP Report	
	Reserve Member Balances	
	Reserve Orders (View Only)	
	Training Status	
	Tiew Member Drills	

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,

continued

Step	Action	
3	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	Q
	Empl Record = 🗸	Q
	Trans ID = 🗸	
	Duty Type = 🗸	~
	Begin Date = 🗸	iii
	End Date = 🗸	
	National ID begins with 🗸	
	Name begins with 🗸	
	Last Name begins with 🗸	
	Order Status = •	~
	Duty Department begins with V	
	Case Sensitive	
	Search Clear Basic Search Image: Save Search Crite Find an Existing Value Add a New Value	teria

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,

continued

A list of the member's Reserve AD orders will display. Select the Order Status												
to be emended												
to be amenueu.												
View All												
Empl ID Empl	Rec Trans ID	Name	Job Code	Employee Cat	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department	
1234567 0	2931217	John Wick	MECS	SEL	En route	ADOS-AC	10 U.S.C. 12301(d)	03/15/2024	09/10/2024	007290	SEC NEW YORK EN	FORCEMENT DIV
1234567 0	2891400	John Wick	MECS	SEL	Finished	ADOS-AC	10 U.S.C. 12301(d)	09/17/2023	03/14/2024	007290	SEC NEW YORK EN	FORCEMENT DIV
1234567 0	2884584	John Wick	MECS	SEL	Awaiting \$	ADT-AT	10 U.S.C. 12301(b)	09/16/2019	09/27/2019	007290	SEC NEW YORK EN	
1234567 0	2851792	John Wick	MECS	SEL	Finished	ADOS-AC	10 U.S.C. 12301(d)	03/21/2023	09/16/2023	007290	SEC NEW YORK EN	FORCEMENT DIV
1234567 0	2836364	John Wick	MECS	SEL	Cancelled	ADOS-AC	10 U.S.C. 12301(d)	02/12/2023	03/15/2023	007290	SEC NEW YORK EN	FORCEMENT DIV
1234567 0	2817590	John Wick	MECS	SEL	Finished	TITLE14	14 U.S.C. 712 or 3713	10/08/2022	10/29/2022	007275	SECTOR NEW YOR	к
1234567 0	2740186	John Wick	MECS	SEL	Finished	TITLE10	10 U.S.C. 12302	01/17/2022	05/31/2022	007290	SEC NEW YORK EN	FORCEMENT DIV
 The Reselect A	eserve Amen	ord d Or	ers ta der a	ab will and clie	l displ ck Go	lay. U).	Using the	Ord	er A	ction d	rop-dow	n,
The Reserve	eserve Amen • Orders	e Ord d Or Tra	ers ta der a	ab will and clic _{Notes}	l disp ck Go Fundir	lay. 1).	Using the	ord	er A	ction d	rop-dow	n,
The Reserve	eserve Amen • Orders	e Ord d Ord Tra	ers ta der a	ab will and clie Notes	l disp ck Go Fundir	lay. U). ^{ng}	Using the Leave Ap	proval	er A Audit Emp	ction di	rop-dow	n,
The Reserve	eserve Amen • Orders	e Ord d Ord Tra	ers ta der a avel	ab will and clic _{Notes}	l disp ck Go Fundir	lay. U). Ig	Leave Ap Empl ID: 123 Order Ac	proval 4567 tion:	er A Audit Emp	ction di	rop-dow	n, _{Go}
The Reserve	eserve Amen • Orders	2 Ord d Ord Tra 293121 03/15/2	ers ta der a wel	ab will and clic _{Notes}	l disp ck Go Fundir	lay. U). Ig	Using the Leave Ap Empl ID: 123 Order Ac Order Typ	proval 4567 tion:	er A Audit Emp	ction di	rop-dow	n, _{Go}
The Reserve	eserve Amen • Orders • • •	293124 03/15/2 09/10/2	ers ta der a wel	ab will and clic Notes	l disp ck Go Fundir	lay. U D. Ig	Using the Leave Ap Empl ID: 123 Order Ac Order Typ Order Sta	proval 4567 tion:	er A Audit Emp mend Or rancel Or	ction di	o o	n, ^{Go}
The Reserve	eserve Amen • Orders • • • • • • • • • • • • • • • • • • •	2 Ord d Or Tra 293121 03/15/2 09/10/2	ers ta der a avel	ab will and clie Notes	l displ ck Go Fundir	lay. (). E	Using the Leave Ap Empl ID: 123 Order Ac Order Typ Order Sta	proval 4567 tion: ce: Atus:	er A Audit Emp mend Or iancel Or iancel Or	ction dr	o o ding	n, _{Go}
The Reserve	eserve Amen • Orders • • • • • • • • • • • • • • • • • • •	293121 03/15/2 180	ers ta der a avel	ab will and clie Notes	l displ ck Go Fundir	lay. (). 19	Using the Leave Ap Empl ID: 123- Order Ac Order Typ Order Sta Duty Typ	proval 4567 tion: De: Attus: C e:	er A Audit Emp mend Or ancel Or ancel Or enerate rint Orte	ction dr	o o ding	n, _{Go}
The Reserve	e Orders orders in Date: Date: Term: rtment:	293121 03/15/2 09/10/2 180 00729	ers ta der a ivel	ab will and clie Notes	l disp ck Go Fundir	lay. (). Ig E	Using the Leave Ap Empl ID: 123 Order Ac Order Ac Order Typ Order Sta Duty Typ	proval 4567 tion: ce: e: c:	er A Audit Emp mend Or ancel Or ancel Or eienerate	ction di	o o ding	n, _{Go}
The Reserve	e Orders orders in Date: Date: Term: rtment: gory:	293124 03/15/2 09/10/2 180 00729 SEL	ers ta der a wel 17 2024 2024 / Shor 90 SEC DIV Sele	ab will and clie Notes tTerm C NEW YOF	l disp ck Gc Fundir	lay. (). Ig E	Using the Leave Ap Empl ID: 123 Order Ac Order Ac Order Typ Order Sta Duty Typ IT Authority TRAYPAY	proval 4567 tion: e: e: cG cG cG cG cG cG cG cG cG cG cG cG cG	er A Audit Emp mend Or ancel Or ancel Or ancel Or enerate rint Orde	ction dr	o o ding	n, _{Go}
The Reserve select A Reserve John Wick Trans ID: Order Begi Order End # of Days / Duty Depai Empl Categ Basic Inf	e Orders orders in Date: Date: Term: rtment: gory: formatio	293121 03/15/2 09/10/2 180 00729 SEL	ers ta der a wel 17 2024 2024 / Shor 90 SEC DIV Sele	ab will and clie Notes	l disp ck Gc Fundir RK ENFOF	lay. (). e RCEMEN	Using the Leave Ap Empl ID: 123 Order Ac Order Ac Order Typ Order Sta Duty Typ IT Authority TRAYPAY	proval 4567 tion: tion: e: c: c: c: c: c: c: c: c: c: c: c: c: c:	er A Audit Emp mend Or ancel Or cancel Or canc	ction di	o ding	n, _{Go}

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,

continued

Step	Action
6	The orders will now be in Amend Mode (see Note).
	The Basic Information fields are editable and may be amended if necessary. Click the Travel tab.
	NOTE: Remember, if editing any POET details on the Funding tab – If the funding Cost Total is currently greater than \$0.00 but the funding line is no longer needed, do NOT change it \$0.00 . Changing the Cost Total to \$0.00 will concerned the Document# Instead, change the Cost Total to \$1.00 (see Changes to
	Funding/POET sogtion at the beginning of this guide)
	Reserve Orders Travel Notes Funding Leave Approval Audit
	John Wick Empl ID: 1234567 Empl Record: 0
	Trans ID: 2931217 Amend Mode Order Action: Amend Order V Go
	Order Begin Date: 03/15/2024 Order Type: Reserve
	Order End Date: 09/10/2024 Order Status: En route
	# of Days / Term: 180 / ShortTerm Duty Type: Act Dty Operational Support-AC
	Duty Department: 007290 SEC NEW YORK ENFORCEMENT Authority: 10 U.S.C. 12301(d) Empl Category: DIV TRAYPAY CAT:
	Basic Information
	Purpose: AP Q Personnel Support Route for Authorization
	Payment for Duty: Pay and Allowances
	Payment for Travel: Multiple Travel Claims
	*Duty Department: 007290 Q SEC NEW YORK ENFORCEMENT DIV
	Dept Benefiting: 006394 Q CG RECRUITING COMMAND
	Dept Funding: 006394 Q CG RECRUITING COMMAND
	Days of ADT-AT Satisfied: 15 Govt Credit Card Holder:
	Authority (Ref):
	Auth. Official (Name, Rank):
	▶ Contingency
	Compliance
	Save Return to Search Previous in List Next in List Add Reserve Orders Travel Notes Euroling Leave Approval Audit Add Add
	Receive ordero Finderer Frendenig Ficare Findprovar Finderic

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,

continued

Step							Action			
7	In the	Trave	l Orde	rs sec	tion, c	lick V	iew All.			
	Reserv	e Orders	Travel	Notes	Funding	Leave	Approval	Audit		
	John W	ck				Empl	ID: 1234567	Empl Record:	0	
	Trans ID	:	2931217		Amend M	ode	Order Action:	Amend Order	✓ Go	
	Order B	egin Date:	03/15/2024				Order Type:	Reserve		
	Order Ei	nd Date:	09/10/2024				Order Status:	En route		
	# of Day	s / Term:	180 / Sh	nortTerm			Duty Type:	Act Dty Operational Su	upport-AC	
	Empl Ca	partment: tegory:	007290 S D	EC NEW Y	ORK ENFOR	RCEMENT	Authority: TRAYPAY CAT:	10 U.S.C. 12301(d)		
	Itinerary		SEL Se	elected Res	erve			A Drilling Pay Stat	us	
	F	Q								4 of 4 🗸 🕨 🕨
	Seq Nbr	Travel Type	Travel Approval	Estimate	d Date A	ctual Date	Nature of Duty	Deptid Description	Position Description	Location Description
	1	Depart	Approved	03/15/202	24		Home	SEC NEW YORK ENFORCEMENT DIV	BOARDING OFFICER/PWCS	CG UNITS- STATEN ISLAND NY
	2	Report	Approved	03/15/202	24 03	3/15/2024	Duty	CG RECRUITING COMMAND	BOARDING OFFICER/PWCS	DOUGLAS MUNRO BUILDING
	98	Depart		09/10/202	24		Duty	CG RECRUITING COMMAND	BOARDING OFFICER/PWCS	DOUGLAS MUNRO BUILDING
	99	Report		09/10/202	24		Home	SEC NEW YORK ENFORCEMENT DIV	BOARDING OFFICER/PWCS	CG UNITS- STATEN ISLAND NY
	Travel	Orders					Q	 ▲ 1 of 4 ➤ 	View All	
	*Sog M	her 1 Te	aval Tupo:	Depart	Y Ted Ar	proval: Ar	proved		+	

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,

Step	Action							
8	In this scenario, the SPO was notified that the member was departing on							
	September 8 th , instead of September 10 th . Update the Estimated Date on both							
	the Seq Nbr 98 and Seq Nbr 99 rows.							
	Remember: Do NOT add or delete rows.							
	*Seq Nbr: 98 Travel Type: Depart Trvl Approval:							
	Estimated Date: 09/10/2024 ::: Department: 006394 Q CG RECRUITING COMMAND							
	Actual Date: Location: DC0019 Q DOUGLAS MUNRO BUILDING							
	Nature of Duty: Duty Position Number: 00045012 Q BOARDING OFFICER/PWCS							
	Posn Job Code: 480092 Chief Maritime Enf Spec							
	Other Route for Approval							
	▶ Per Diem							
	Travel Details Additional Authorized Expenses							
	*Seq Nbr: 99 Travel Type: Report V Trvl Approval:							
	Estimated Date: 09/10/2024 EDEPartment: 007290 Q SEC NEW YORK ENFORCEMENT DIV							
	Actual Date: Location: NY0212 Q CG UNITS-STATEN ISLAND NY							
	Nature of Duty: Home Position Number: 00045012 BOARDING OFFICER/PWCS							
	Posn Job Code: 480092 Chief Maritime Enf Spec							
	Other Route for Approval							
	 Per Diem Travel Details Additional Authorized Expenses 							
	Delay En route Demonstrate Authorized for Travel							
	Save Return to Search Previous in List Next in List Add							
	Reserve Orders Travel Notes Funding Leave Approval Audit							

Continued on next page

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,

continued

Step	Action						
9	Click Save.						
	*Seq Nbr: 98 Travel Type: Depart 👻 Trvl Approval:						
	Estimated Date: 09/08/2024 Estimated Date: 006394 Q CG RECRUITING COMMAND						
	Actual Date: Location: DC0019 Q DOUGLAS MUNRO BUILDING						
	Nature of Duty: Duty Position Number: 00045012 Q BOARDING OFFICER/PWCS						
	Posn Job Code: 480092 Chief Maritime Enf Spec						
	Other Route for Approval						
	▶ Per Diem						
	Travel Details Additional Authorized Expenses						
	*Seg Nbr: 99 Travel Type: Report V Trvl Approval:						
	Estimated Date: 09/08/2024 III Department: 007290 Q SEC NEW YORK ENFORCEMENT DIV						
	Actual Date: Location: NY0212 Q CG UNITS-STATEN ISLAND NY						
	Nature of Duty: Home Position Number: 00045012 BOARDING OFFICER/PWCS						
	Posn Job Code: 480092 Chief Maritime Enf Spec						
	Other Route for Approval						
	 Per Diem Travel Details 						
	► Additional Authorized Expenses						
	Delay En route Dependents Authorized for Travel						
	Save Return to Search Previous in List Next in List Add						
	Reserve Orders Travel Notes Funding Leave Approval Audit						
10	This message will display. Click OK .						
	You must submit for an Amend Approval when in Amend Mode, or there is an Approval Pending. (30013,29)						
	Please resolve the pending transaction first, or select 'Submit' from the Order Approval Page to request an approval.						
	ок						
	SECURITY DIV						

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,

continued

Step				Action					
11	Scroll up to the	op of the p	age and	select the	e Appro	val t	ab.		
	Reserve Orders	Travel	Notes	Funding	Leav	ve	Approval	Audit	
	John Wick				Em	npl ID:	1234567	Emp	ol Rec
	Trans ID:	2931217		Amend M	lode	O	rder Action:	Amend O	rder
	Order Regin Date:	02/45/2024				0	rdor Tupo:	Poconyo	
12	The Approval T	ype will de	fault to A	mend O	rder. En	ter (Comments	describ	ing
	the reason for th	e amended	orders. C	Click Sul	omit.				
	Reserve Orders Tr	avel Notes	Funding	Leave	Approval	Aud	lit		
	John Wick			Empl ID:	1234567		Empl Record:	0	
	Trans ID: 293	1217	Amend Mod	le Or	rder Action:	Amen	d Order	~	Go
	Order Begin Date: 03/1	5/2024		O	rder Type:	Resen	ve		
	Order End Date: 09/1 Route for Approval	0/2024		O	rder Status:	En rou	ite		
	Approval Type:	Amend Order		~					
	User ID:								
	Approving SPO Dept:	042029	BASE POR	P&A DIV (PP)					
	Comment:	Member must dep	part on 09/08/20	24 instead of 0	9/10/2024.				
								<i>li</i>	
		Submit]						
13	This message wi	ll display.	Click OF	Κ.					
	Warning You	have changed the Es	stimated or Actual	dates and the O	rder Beain or E	nd dates	will be changed. (30	0013.48)	
	If you change the Initial depa	art or the final report e	estimated or actu	al dates the relat	ed order begin	date or th	ne Order end will be	adjusted accord	lingly.
				OK Canc	el				

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,

Step	Action
14	The Reserve Order Amend will update to a Pending status.
	Reserve Order Amend Approval
	Reserve Order Amend Pending Sview/Hide Comments
	One Level Approval
	Pending
	Multiple Approvers
	Comments
	Marcus at 04/02/24 - 2:06 PM Member must depart on 09/08/2024 instead of 09/10/2024.
	Save Return to Search Previous in List Next in List Add
	Reserve Orders Travel Notes Funding Leave Approval Audit
15	Once Approved, the Order End Date will update, and these orders can now be
	picked up by the Reserve Orders Integration process.
	Reserve Orders Travel Notes Funding Leave Approval Audit
	Trans ID: 2021217 Empl Machine Order Action: Go
	Order Begin Date: 02/15/2024 Order Type: Recenve
	Order End Date: 09/08/2024 Order Type: Reserve
	Route for Approval
	Approval Type: Amend Order
	User ID: Approving SPO Dept:
	Comment:
	Reserve Order Amend Approval
	Reserve Order Amend :Approved Sview/Hide Comments
	One Level Approval
	Winston SPD Superior Initial Approv
	CHO SOLECTION "Annual Approv
	Comments Winston at 04/02/24 - 2:10 PM
	Approved for early departure.
	Marcus at 04/02/24 - 2:06 PM Member must depart on 09/08/2024 instead of 09/10/2024.
	Save Return to Search Add
	Reserve Orders Travel Notes Funding Leave Approval Audit
	Treated to the second s

Amend Reserve Active Duty Orders in a Finished Status

Introduction	This section provides the procedures to amend Reserve AD orders that are in a finished status in DA.
Information	Amending an order is different from editing other data on an order because the fields being amended are pay impacting and require approval. When amending orders that impact authorized funding, SPOs MUST contact the order funding authority.
	NOTE: Roles which allow the creation, editing and approval of Reserve orders permit the editing of other elements of the Reserve order such as order notes and travel information without using the Amend Order mode.

Procedures See below.



Amend Reserve Active Duty Orders in a Finished Status,

Continued

Procedures,

continued

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 = End Date = National ID begins with Last Name begins with Last Name begins with Case Sensitive Search Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value A list of the member's Reserve AD orders will display. Select the Order Status the member's reserved AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD orders will display. Select the Order Status the member's Reserve AD order will be the mem	ep	Action
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 • Trans ID • Duty Type • End Date • End Date • Intan Date • National ID begins with • Last Name begins with • Order Status • Search Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value		Enter the member's Empl ID and click Search .
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 Q Trans ID Q Trans ID Q Trans ID Q Begin Date Q Begin Date Q Wational ID begins with Q Order Status Q Order Status Q Case Sensitive Search Clear Basic Search S Save Search Criteria Find an Existing Value Add a New Value A list of the member's Reserve AD orders will display. Select the Order Status to be amended. Search Status S Search S Save Search Criteria Find an Existing Value Add a New Value		FSMS Reserve Orders
Find an Existing Value Add a New Value Search Criteria Empl ID Empl ID begins with • 1234567 • Trans ID • Duty Type • Begin Date • End Date • End Date • End Date • End Date • Duty Type in the begins with • • Last Name begins with • Order Status • Case Sensitive Save Search Criteria Find an Existing Value Add a New Value		Enter any information you have and click Search. Leave fields blank for a list of all values.
Search Criteria Empl ID begins with 1234567 Q Trans ID = Q Trans ID Explore Trans ID Explore Trans With Q Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value A List of the member's Reserve AD orders will display. Select the Order Status to the templote Trans ID Memory for Cell Order Status Day Type Addition Coll Day ID Day		Find an Existing Value Add a New Value
Empl ID begins with v 1234567 Q Empl Record = v Q Trans ID = v Duty Type = v Begin Date = v End Date = v National ID begins with v Last Name begins with v Last Name begins with v Case Sensitive Search Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value Add a New Value Market Search Save Search Criteria End Save Search Save Search Criteria End Save Search Save Search Criteria End Save Search		▼ Search Criteria
Empl Record = Trans ID = Duty Type = Begin Date = Begin Date = Begin Swith Begins with Be		Empl ID begins with V 1234567 Q
Trans ID - Duty Type - Begin Date - End Date - End Date - National ID begins with • Name begins with • Last Name begins with • Duty Department begins with • Order Status - Case Sensitive - Search Clear Basic Search Find an Existing Value Add a New Value		Empl Record = 🗸 🔍
Duty Type = Begin Date = End Date = National ID begins with Name begins with Last Name begins with Last Name begins with Order Status = Duty Department begins with Case Sensitive Search Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value A list of the member's Reserve AD orders will display. Select the Order Status to be amended.		Trans ID = 🗸
Begin Date = Image: Control of the status End Date = Image: Control of the status Name begins with Image: Control of the status Name begins with Image: Control of the status Duty Department begins with Image: Control of the status Case Sensitive Image: Control of the status Image: Control of the status Search Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value Image: Control of the status Image: Control of the status VervAit (Image: Control of the status Image: Control of the status Image: Control of the status Image: Control of the status VervAit (Image: Control of the status Image: Control of the status <td></td> <td>Duty Type = 🗸</td>		Duty Type = 🗸
End Date =		Begin Date = 🗸
National ID begins with ♥ Name begins with ♥ Last Name begins with ♥ Order Status = Outy Department begins with ♥ Outy Department begins with ♥ Case Sensitive Search Search Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value		End Date = 🗸
Name begins with • Last Name begins with • Order Status = • • Duty Department begins with • • •		National ID begins with 🖌
Last Name begins with Case Sensitive Case Sensitive Search Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value A list of the member's Reserve AD orders will display. Select the Order Status to be amended. Search Results Ver Al Description of the select of		Name begins with v
Order Status = - Duty Department begins with • Case Sensitive - Search Clear Basic Search Find an Existing Value Add a New Value A list of the member's Reserve AD orders will display. Select the Order Status to be amended. Search Results If I add >> Yew All If I add >> Employed Cate Code Employee Cate Order Status Duty Type Authority Code Begin Date End Date Duty Department		Last Name begins with 🖌
Duty Department begins with Case Sensitive Search Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value A list of the member's Reserve AD orders will display. Select the Order Status to be amended. Search Results View Al Empl D Empl Rec Trans ID Name Job Code Employee Cato Order Status Duty Type Authority Code Begin Date End Date Duty Department Image ADOS-AC 10 U.S.C. 12301(d) 10 U.S.C. 12301(d) 01/15/2024 1234567 0 2911209 Bowery King Enside ADICS-AC 10 U.S.C. 12301(d) 01/15/2024		Order Status = 🗸
Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value A list of the member's Reserve AD orders will display. Select the Order Status to be amended. Search Results ViewAll Empl D Empl Rec Trans ID Name Job Code Employee Cate Order Status Duty Type Authority Code Begin Date End Date Duty Department Department 1234667 0 2813627 Bowery King ENS SEL En route ADOS-AC 10U.S.C. 12301(d) 01/31/2024 01/26/204 007290 SEC NEW YORK ENFORCEMENT 1234667 0 2813627 Bowery King ENS SEL En route ADOS-AC 10U.S.C. 12301(d) 01/31/2024 01/26/204 007290 SEC NEW YORK ENFORCEMENT 1234667 0 2813627 Bowery King ENS SEL En route ADOS-AC 10U.S.C. 12301(d) 01/31/2024 01/26/204 007290 SEC NEW YORK ENFORCEMENT 1234667 0 2813627 Bowery King ENS SEL En route ADOS-AC 10U.S.C. 12301(d) 01/31/2024 01/26/204 007290 SEC NEW YORK ENFORCEMENT 1234667 0 2813627 Bowery King ENS SEL En route ADOS-AC 10U.S.C. 12301(d) 01/31/2024 01/26/204 007290 SEC NEW YORK ENFORCEMENT 1234667 0 2813627 Bowery King ENS SEL En route ADOS-AC 10U.S.C. 12301(d) 01/31/2024 01/26/204 007290 SEC NEW YORK ENFORCEMENT 1234667 0 2813627 Bowery King ENS SEL En route ADOS-AC 10U.S.C. 12301(d) 01/31/2024 01/26/204 007290 SEC NEW YORK ENFORCEMENT 1234667 0 2813627 Bowery King ENS SEL En route ADOS-AC 10U.S.C. 12301(d) 01/31/2024 01/26/204 007290 SEC NEW YORK ENFORCEMENT 1234667 0 2813627 Bowery King ENS SEL En route ADOS-AC 10U.S.C. 12301(d) 01/31/2024 01/26/204 007290 SEC NEW YORK ENFORCEMENT 1234667 0 2811600 Bowery King ENS SEL En route ADOS-AC 10U.S.C. 12301(d) 01/31/2024 01/26/204 007290 SEC NEW YORK ENFORCEMENT 1234667 0 2811600 Bowery King ENS SEL En route ADOS-AC 10U.S.C. 12301(d) 01/31/2024 01/26/204 007290 SEC NEW YORK ENFORCEMENT		Duty Department begins with v
Search Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value A list of the member's Reserve AD orders will display. Select the Order Status to be amended. Search Results ViewAll ViewAll Impl ID Empl Rec Trans ID Name Job Code Employee Cat Order Status Duty Type Authority Code Begin Date End Date Duty Department Department Sec New YORK ENFORCEMENT 1234567 0 2913527 Bowery King ENS Finshed ADT-AT 10 U.S.C. 12301(6) 0115/2024 0 2900 Bowery King ENS Finshed ADT-AT 10 U.S.C. 12301(6) 0115/2024 0 2900 10 U.S.C. 12301(6) 0115/2024 0 29000 10 U.S.C. 12301(6) 0115/2024 10 U.S.C. 12301(6) 0115/2024 10 U.S.C. 12301(6) 0115/2024		□ Case Sensitive
Find an Existing Value Add a New Value A list of the member's Reserve AD orders will display. Select the Order Status to be amended. Search Results View All Empl ID Empl Rec Trans ID Name Job Code Employee Cat Order Status Duty Type Authority Code Begin Date End Date Duty Department Department 1234667 0 2913527 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 0 291209 Devery King ENS Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 0 291209 Devery King ENS Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 0 291209 Devery King ENS		Search Clear Basic Search 🖾 Save Search Criteria
A list of the member's Reserve AD orders will display. Select the Order Status to be amended. Search Results View All Empl D Empl Rec Trans ID Name Job Code Employee Cat Order Status Duty Type Authority Code Begin Date End Date Duty Department Department 1234567 0 2913527 Bowery King ENS SEL En route ADOS-AC 10 U.S.C. 12301(d) 01/31/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(d) 01/31/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(d) 01/31/2024 007290 OCCEMENT Department Department Department Department 1000000 000000 000000 000000 000000000		Find an Existing Value Add a New Value
A list of the member's Reserve AD orders will display. Select the Order Status to be amended. Search Results View All Empl ID Empl Rec Trans ID Name Job Code Employee Cat Order Status Duty Type Authority Code Begin Date End Date Duty Department Department 1234567 0 2913527 Bowery King ENS SEL En route ADOS-AC 10 U.S.C. 12301(d) 01/31/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 123457 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 123457 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 123457 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 123457 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 123457 0 2911209 Bowery King ENS S		
Image: Search Results Search Results View All Empl ID Empl Rec Trans ID Name Job Code Employee Cat Order Status Duty Type Authority Code Begin Date End Date Duty Department Department 1234567 0 2913527 Bowery King ENS SEL En route ADOS-AC 10 U.S.C. 12301(d) 01/31/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/12/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2910090 Durge Marker Estemployde ADT-AT 10 U.S.C. 12301(b) 01/12/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2910090 Durge Marker Ensteinder ADT-AT 10 U.S.C. 12301(b) 01/12/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2910090 Durge Marker Ensteinder ADT-AT 10 U.S.C. 12301(b) 01/12/2024 007290 SEC NEW YORK ENFORCEMENT	1	A list of the member's Reserve AD orders will display. Select the Order Status to
Search Results View All View All Empl Dig Empl & Trans ID Name Job Code Employee Cat Order Status Duty Type Authority Code Begin Date Duty Department Department 1234567 0 29113527 Bowery King ENS SEL En route ADO-AC 10 U.S.C.12301(d) 01/31/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C.12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911029 Bowery King ENS SEL Finished ADT-AT 10 U.S.C.12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2970670 Duwery King ENS SEL Encloped 10 U.S.C.12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT		be amended.
Empl ID Empl Rev Trans ID Name Job Code Employee Cao Order Status Duty Type Authority Code Begin Date End Date Duty Department Department 1234567 0 2913527 Bowery King ENS SEL En route ADOS-AC 10 U.S.C. 12301(d) 0/131/2024 04/30/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(d) 0/131/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(d) 0/131/2024 007290 SEC NEW YORK ENFORCEMENT 124567 0 2911209 Bowery King ENS SEL Employee 0/14/15/2024 0/126/204 007290 SEC NEW YORK ENFORCEMENT 124567 0 2911209 Bowery King EEL Employee 0/14/16/2024 0/126/2024 007290 SEC NEW YORK ENFORCEMENT		Search Results
1234567 0 2913527 Bowery King ENS SEL En route ADOS-AC 10 U.S.C. 12301(d) 01/31/2024 00/30204 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2970900 Dummer King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT 1234567 0 2970900 Dummer King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 007290 SEC NEW YORK ENFORCEMENT		Empl ID Empl Rec Trans ID Name Job Code Employee Cat Order Status Duty Type Authority Code Begin Date End Date Duty Department Department
1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 01/26/2024 007290 SEC NEW YORK ENFORCEMENT		1234567 0 2913527 Bowery King ENS SEL En route ADOS-AC 10 U.S.C. 12301(d) 01/31/2024 007290 SEC NEW YORK ENFORCEMENT DIV
4024567 0 2070600 Devent King ENS SEL Einished IADT 40.11.6 C 40004/41 00/00/0000 004750 001/001		1234567 0 2911209 Bowery King ENS SEL Finished ADT-AT 10 U.S.C. 12301(b) 01/15/2024 01/26/2024 007290 SEC NEW YORK ENFORCEMENT DIV
	l	1234567 0 2870699 Bowery King ENS SEL Finished IADT 10 U.S.C. 12301(d) 06/06/2023 07/12/2023 004750 OFFICER CANDIDATE SCHOOL

Amend Reserve Active Duty Orders in a Finished Status, Continued

Procedures,

continued

Step	Action
5	The Reserve Orders tab will display. Using the Order Action drop-down, select
	Amend Order and click Go.
	Reserve Orders Travel Notes Funding Leave Approval Audit
	Bowery King Empl ID: 1234567 Empl Record: 0
	Trans ID: 2911209 Order Action: Amend Order
	Order Begin Date: 01/15/2024 Order Type: Amend Order
	Order End Date: 01/26/2024 Order Status: Cancel Order Cancel Order and Funding
	# of Days / Term: 12 / ShortTerm Duty Type: Generate DD214
	Duty Department: 007290 SEC NEW YORK ENFORCEMENT Authority: Control October 100 DIV
	Empl Category: OF OLD IN TRATPAT CAL: DUIL DOUL
6	The orders will now be in Amend Mode. The Basic Information fields are editable
	and may be amended if necessary.
	Select the Travel tab.
	Reserve Orders Travel Notes Funding Leave Approval Audit
	Bowery King Empl ID: 1234567 Empl Record: 0
	Trans ID: 2911209 Amend Mode Order Action: Amend Order Go
	Order Begin Date: 01/15/2024 Order Type: Amend Order
	Order End Date: 01/26/2024 Order Status: Cancel Order Cancel Order Cancel Order and Funding
	# of Days / Term: 12 / ShortTerm Duty Type: Generate DD214 Print Order
	Duty Department: 007290 SEC NEW YORK ENFORCEMENT Authority: 1000000000000000000000000000000000000
	Basic Information
	Position Based Competency TRAINING
	Payment for Duty: Pay and Allowances
	Payment for Travel: Single Travel Claim
	*Duty Department: 007290 Q SEC NEW YORK ENFORCEMENT DIV
	Dept Benefiting: 007290 Q SEC NEW YORK ENFORCEMENT DIV
	Dept Funding: 008144 Q D1 PLNG & FORCE RDNS DIV (DX)
	Days of ADT-AT Satisfied: 12 Govt Credit Card Holder:
	Authority (Ref):
	Auth. Official (Name, Rank):

Amend Reserve Active Duty Orders in a Finished Status, Continued

Procedures,

continued

1	In the	e Travel	Order	s section.	click V	iew All.			
	Rese	ve Orders	Travel	Notes Fu	inding Lea	ave Approva	al Audit		
	Bowery	King			I	Empl ID:	234567 Em	pl Record: 0	
	Trans ID	6	2911209	,	Amend Mode	Order	Action: Amend O	rder 🗸	Go
	Order B	egin Date:	01/15/2024	ł		Order	Type: Reserve		
	Order E	nd Date:	01/26/2024	ļ		Order	Status: Finished		
	# of Days	s / Term:	12 / 5	ShortTerm		Duty Ty	/pe: Active Duty	for Training-AT	
	Duty Dep	artment:	007290	SEC NEW YORK	ENFORCEMEN	NT DIV Author	ity: 10 U.S.C. 1	2301(b)	
	Empl Cat tinerary	tegory:	SEL S	Selected Reserve		TRAYP	AY CAT: A Drillir	ng Pay Status	
		۹							1-4 of 4 🗸 🕨
	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description
	1	Depart	Approved	01/15/2024	01/15/2024	Home	SEC NEW YORK ENFORCEMENT DIV	NF-ENFORCEMENT MGMT-OFF	CG UNITS- STATEN ISLAND NY
	2	Report	Approved	01/15/2024	01/15/2024	Duty	SEC NEW YORK ENFORCEMENT DIV	NF-ENFORCEMENT MGMT-OFF	CG UNITS- STATEN ISLAND NY
	98	Depart	Approved	01/26/2024	01/26/2024	Duty	SEC NEW YORK ENFORCEMENT DIV	NF-ENFORCEMENT MGMT-OFF	CG UNITS- STATEN ISLAND NY
	99	Report	Approved	01/26/2024	01/26/2024	Home	SEC NEW YORK ENFORCEMENT DIV	NF-ENFORCEMENT MGMT-OFF	CG UNITS- STATEN ISLAND NY
	Travel	Orders				QIM	< 1 of 4 🗸 🔰	View All	

Amend Reserve Active Duty Orders in a Finished Status, Continued

Procedures,

Step		Action
8	Only the fields outlined	l in red may be amended. Amended orders must be
	submitted to the SPO Au	iditor for approval. Once all changes have been made, click
	the Approval tab at the	top of the orders. Do NOT add or delete rows.
	Travel Orders	Q 4 4 1-4 of 4 V <u>View 1</u>
	*Seq Nbr: 1 Travel Type: Depart	Trvl Approval: Approved
	Estimated Date: 01/15/2024	Department: 007290 Q SEC NEW YORK ENFORCEMENT DIV
	Actual Date: 01/15/2024	Location: NY0212 Q CG UNITS-STATEN ISLAND NY
	Nature of Duty: Home V	Position Number: 00044811 Q NF-ENFORCEMENT MGMT-OFF
		Posn Job Code: 000096 Lieutenant
	Other Location:	Route for Approval
	 Per Diem Travel Details 	
	Additional Authorized Expenses	
	*Seq Nbr: 2 Travel Type: Report	Trvl Approval: Approved
	Estimated Date: 01/15/2024	Department: 007290 Q SEC NEW YORK ENFORCEMENT DIV
	Actual Date: 01/15/2024	Location: NY0212 Q CG UNITS-STATEN ISLAND NY
	Nature of Duty: Duty ~	Position Number: 00044811 Q NF-ENFORCEMENT MGMT-OFF
		Posn Job Code: 000096 Lieutenant
	Other Location:	Route for Approval
	Travel Details	
	Additional Authorized Expenses	
	*Seq Nbr: 98 Travel Type: Depart	Trvi Approval: Approved
	Estimated Date: 01/26/2024	Department: 007290 Q SEC NEW YORK ENFORCEMENT DIV
	Actual Date: 01/26/2024	Location: NY0212 Q CG UNITS-STATEN ISLAND NY
	Nature of Duty: Duty ~	Position Number: 00044811 Q NF-ENFORCEMENT MGMT-OFF
		Posn Job Code: 000096 Lieutenant
	Other Location:	Route for Approval
	 Per Diem Travel Details 	
	Additional Authorized Expenses	
	*Seq Nbr: 99 Travel Type: Report	Trvi Approval: Approved
	Estimated Date: 01/26/2024	Department: 00/290 Q SEC NEW YORK ENFORCEMENT DIV
	Actual Date: 01/26/2024	Location: NY0212 Q CG UNITS-STATEN ISLAND NY
	Nature of Duty: Home V	Position Number: 00044811 Q NF-ENFORCEMENT MGMT-OFF
	Others I accetions	Posn Job Code: 000096 Lieutenant Route for Approval
	Per Diem	
	 Travel Details Additional Authorized Expenses 	
	 Delay En route Dependents Authorized for Travel 	
	Save Return to Search Prev	rious in List Add

Amend Reserve Active Duty Orders in a Finished Status, Continued

Procedures,

Step	Action
9	The Approval Type will default to Amend Order. Enter Comments describing the
	reason for the amended orders. Click Submit.
	Reserve Orders Travel Notes Funding Leave Approval Audit
	Bowery King Empl ID: 1234567 Empl Record: 0
	Trans ID: 2911209 Amend Mode Order Action: Amend Order Go
	Order Begin Date: 01/15/2024 Order Type: Reserve
	Order End Date: 01/26/2024 Order Status: Finished
	Approval Type: Amend Order
	User ID:
	Approving SPO Dept: 007299 SEC MARYLAND-NCR ADMIN DIV
	Comment: Enter Comments describing reasons for the amendment.
	Submit
10	The Reserve Order Amend will update to a Pending status.
	NOTE: The second of fields will be seen do become a Lib Data will be transfer (1
	NOTE: The amended fields will be saved; nowever, Job Data will not update until the amended order is approved by the SPO Auditor
	Reserve Order Amend Approval
	Reserve Order Ameria. Periaing
	Pending
	Multiple Approvers
	Comments
	Winston at 04/02/24 - 2:23 PM Enter Comments describing reasons for the amendment.
	Save Return to Search Previous in List Next in List Add

16 January 2025 Approving Amended Reserve Active Duty Orders

Introduction	This section provides the procedures to approve amended Reserve Active Duty orders in Direct Access (DA).
Job Data & Pay Groups	It is important to review the Job Data rows after approving the amended Reserve AD orders to ensure the orders processed in the correct Pay Group. If the Pay Group is not correct (see the Job Data section of this guide), the SPO MUST submit a PPC Customer Care ticket to have the Job Data row and Pay Group corrected so the member will receive payment for the AD period.

Procedures See below.



Approving Amended Reserve Active Duty Orders, Continued

Procedures,

continued

Step					Actio	n			
3	Select the R Amend from	eques	sts I am Fransao	Approve	r For rad e drop-d	dio bu lown a	tton. Select and leave T	Reserve O ransaction	order Status as
	Pending.				1				
	Click Popul	ate G	rid.						
	View My Acti	on Re	quests						
	Charon 1. 'My Submitted R 2. 'Requests I am A 3. 'All Requests' all 4. Transaction Nam 5. Refresh button c 6. Populate Grid bu and what was enter	equests' Approver lows the ne field al lears the lears the itton pop red in the	allows men For' allows approver to lows user to grid and de ulates the g Submission	nber to bring up paprover to bring pull up their Acti o select a particu faults it back to rid based on wha n From/Submiss	only their Acti g up only thos on Requests lar transactio 'My Submitte at was selecte ion To Dates.	on Reque se Action and those n (i.e., Ab d Reques ed for the	ests. Requests submitt e submitted to the isence Request, Ic its' and Transactio radio button, Trar	ed to them. m. Jelegation, etc.) n Status of `Peno Isaction Name, T	ding'. ransaction Status,
	⊖ My Submitte	ed Requ	ests	🔍 Re	quests I am	Approve	r For		ests
	Transaction Nam	e:	Rese	Reserve Order Amend 🗸					
	Transaction Statu	IS:	Pend	ling		~			
	Submission From	n Date:							
	Submission To D	ate:				Popula	ate Grid		Refresh
4	Locate the a Approve/De	pprop e ny .	riate Re	eserve Ord	er Amen	id und	er Order Aj	pprovals an	nd click
	R Q							1-20 of 25 👻 🕨	I View All
	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Order Begin Date	Approve/Deny
	Reserve Order Amend	Pending	Bowery King	1122334	Winston	Charon	04/02/2024	01/15/24	Approve/Deny
	Reserve Order Amend	Pending	John Wick	1234567	Winston	Charon	04/01/2024	03/03/24	Approve/Deny
	Reserve Order Amend	Pending	Aurelio	1112223	Winston	Charon	04/01/2024	03/04/24	Approve/Deny

Approving Amended Reserve Active Duty Orders, Continued

Procedures,

continued

			Action		
Review each ta	b of the orde	ers to ensure	e all informa	tion is correct. S	elect the
Approval tab.					
Reserve Orders	Travel Notes	Funding	Leave Approv	val Audit	
owery King			Empl ID: 1234567	Empl Record:	0
Trans ID: 29	11209	Amend Mode	Order Action		
Order Begin Date: 01	/15/2024		Order Type:	Reserve	
Order End Date: 01	/26/2024		Order Status	: Finished	
# of Days / Term: 1	2 / ShortTerm		Duty Type:	Active Duty for Training-A	Г
Duty Department: (07290 SEC NEW Y	ORK ENFORCEME	NT Authority:	10 U.S.C. 12301(b)	
Empl Category:	3EL Selected Res	erve	TRAYPAY CA	AT: A Drilling Pay Status	
Basic Information					
Purpose:	PBC	POSITION BASE	D COMPETENCY TR	RAINING	oute for Authoria
Payment for Duty:	Pay an	d Allowances			
Payment for Travel	: Single	Travel Claim			
Duty Department:	007290	SEC NE	W YORK ENFORCE	EMENT DIV	
Dept Benefiting:	007290	SEC NE	W YORK ENFORCE	EMENT DIV	
Days of ADT-AT Sat	008144 tisfied:	D1 PLN Govt Credit Car	G & FORCE RDNS I	DIV (DX)	
Authority (Ref):	12				
Auth. Official (Nam	e, Rank):				
Save Return to	Search				
Enter Commer	nts as approp	briate and se	elect Approv	ve or Deny.	
Reserve Orders 1	Travel Notes	Funding Lea	ave Approval	Audit	
Bowery King		E	mpl ID: 1234567	Empl Record: 0	
Trans ID: 294	11209	Amend Mode	Order Action:	Amend Order 🗸	Go
20					
Order Begin Date: 01/	15/2024		Order Type:	Reserve	
Order Begin Date: 01/ Order End Date: 01/ Route for Approval	'15/2024 '26/2024		Order Type: Order Status:	Reserve Finished	
Order Begin Date: 01/ Order End Date: 01/ Route for Approval Approval Type:	15/2024 26/2024 Amend Order	~	Order Type: Order Status:	Reserve Finished	
Order Begin Date: 01/ Order End Date: 01/ Route for Approval Approval Type: User ID:	(15/2024) (26/2024) Amend Order	~	Order Type: Order Status:	Reserve Finished	
Order Begin Date: 01/ Order End Date: 01/ Route for Approval Approval Type: User ID:	115/2024 26/2024 Amend Order	~	Order Type: Order Status:	Reserve Finished	
Order Begin Date: 01/ Order End Date: 01/ Route for Approval Approval Type: User ID: Approving SPO Dept:	115/2024 26/2024 Amend Order	~	Order Type: Order Status:	Reserve Finished	
Order Begin Date: 01/ Order End Date: 01/ Route for Approval Approval Type: User ID: Approving SPO Dept: Comment:	15/2024 26/2024 Amend Order Approved the change t	v o the Finished orders	Order Type: Order Status:	Reserve Finished	
Order Begin Date: 01/ Order End Date: 01/ Route for Approval Approval Type: User ID: Approving SPO Dept: Comment:	15/2024 26/2024 Amend Order Approved the change t	v o the Finished orders	Order Type: Order Status:	Reserve Finished	

Approving Amended Reserve Active Duty Orders, Continued

Procedures,

continued

Step	Action
7	If Approve was selected, a warning message will display notifying the approver
	that dates have been changed. Click OK .
	Message
	Warning You have changed the Estimated or Actual dates and the Order Begin or End dates will be changed. (30013,48)
	If you change the Initial depart or the final report estimated or actual dates the related order begin date or the Order end will be adjusted accordingly.
	OK Cancel
8	A second warning message will display, indicating the Job sequence in Job Data is
	being updated. Click OK .
	Lindete Joh Effect to 0 (0.0)
	Update Job Effsed to 0 (0,0)
	OK
9	A third warning message will display notifying the approver they should review the
,	Job Data rows for the amended Reserve orders to ensure they processed correctly.
	Click OK .
	Please check Job rows for possible rows needing correction (0,0)
	- OK
10	
10	The second warning message will display again. Click OK .
	Update Job Effseq to 0 (0,0)
	ОК

Approving Amended Reserve Active Duty Orders, Continued

Procedures,

Step	Action
11	The amended Reserve orders are now in an Approved status.
	Reserve Order Amend Approval
	Reserve Order Amend Approved Serve Order Amend Approved
	One Level Approval
	Approved
	✓ SPO Supervisor - Initial Apprv 04/02/24 - 2:31 PM
	Comments
	Charon at 04/02/24 - 2:31 PM Approved the change to the Finished orders.
	Winston at 04/02/24 - 2:23 PM Enter Comments describing reasons for the amendment.
	Save Return to Search Add
	Reserve Orders Travel Notes Funding Leave Approval Audit
12	Review Job Data rows to ensure the amended order rows were updated correctly and processed in the correct Pay Group. If you receive any of the following messages upon approving the orders AND the Job Data rows did NOT update, a
	ticket must be sent to PPC for manual adjustments to the Job Data rows.
	Update Job Effseq to 0 (0,0)
	Please check Job rows for possible rows needing correction (0,0)

Job Data	
Introduction	This section discusses Job Data rows and Pay Groups and provides the procedures to view and verify the Job Data rows and Pay Groups in DA.
Job Data Rows & Pay Groups	 After approving the amended orders, SPOs MUST review the Payroll tab for the Reserve Order Begin Job Data row to ensure it reflects the member is in the USCG (USCG Active Duty) Pay Group and the Use Pay Group Eligibility checkbox is not checked (see Example 1). If the Pay Group indicates USCG RSV for the Reserve Order Begin Job Data row and/or the Use Pay Group Eligibility is checked (see Example 2), SPOs MUST submit a PPC Customer Care ticket for manual adjustment.
	NOTE: The Use Pay Group Eligibility checkbox will be checked when the member's default Pay Group is displayed. For instance:
	• AD members – are assigned to the USCG (Active Duty) Pay Group. Because USCG is the default Pay Group for all AD members, the Use Pay Group Eligibility checkbox will be checked for any transactions processed using this assigned Pay Group.
	• Reserve members – are assigned to the USCG RSV Pay Group. Because USCG RSV is the default Pay Group for all Reserve members, the Use Pay Group Eligibility checkbox will be checked for all transactions processed using this assigned Pay Group.
	• When a Reservist is ordered to AD, the AD orders are processed under the USCG (Active Duty) Pay Group .
	 Because the USCG Pay Group is not the Reservist's default Pay Group, the Use Pay Group Eligibility checkbox should not be checked.

Job Data Rows & Pay Groups, continued

Work Location Job Information Job Labor	Payroll Salary Pla	n Comp	ansation	
	Jalary Tia		chisquon	
John Wick	Empl I	D 1234567		
Employee Military Service	Empl Recor	d 0		
Payroll Information ⑦			QI	I of 12 ►
Effective Date 01/31/2024				
Effective Sequence ()		Action	Transfer	Go To Row
HR Status Active		Reason	Reserve Order Begin	
Payroll Status Active	J	ob Indicator	Primary Job	
Baunall Sustant - Clabel Baurall				Current
Payroll System Global Payroll				Current
Payroll System Global Payroll Global Payroll Pay Group USCG	USCG Active Duty	,		Current
Payroll System Global Payroll Global Payroll Pay Group USCG Setting	USCG Active Duty Holiday Schedule	CGWIDE	CG Wide Holiday	Current
Payroll System Global Payroll Global Payroll Pay Group USCG Setting	USCG Active Duty Holiday Schedule Eligibility Group	CGWIDE RSV SHORT2	CG Wide Holiday 2 ADT <140 days,	Current □ / Schedule ADOT <181 days
Payroll System Global Payroll Global Payroll Pay Group USCG Setting Use Pay Group Eligibility Use Pay Group Eligibility	USCG Active Duty Holiday Schedule Eligibility Group Exchange Rate Type	CGWIDE RSV SHORT2	CG Wide Holiday 2 ADT <140 days, /	/ Schedule ADOT <181 days
Payroll System Global Payroll Global Payroll Pay Group USCG Setting Use Pay Group Eligibility Use Pay Group As Of Date	USCG Active Duty Holiday Schedule Eligibility Group Exchange Rate Type Use Rate As Of	CGWIDE RSV SHORT2	CG Wide Holiday ADT <140 days, a	/ Schedule ADOT <181 days
Payroll System Global Payroll Global Payroll Pay Group USCG Setting Use Pay Group Eligibility Use Pay Group As Of Date	USCG Active Duty Holiday Schedule Eligibility Group Exchange Rate Type Use Rate As Of	CGWIDE RSV SHORT2	CG Wide Holiday ADT <140 days,	Current □ / Schedule ADOT <181 days
Payroll System Global Payroll Global Payroll Pay Group USCG Setting Use Pay Group Eligibility Use Pay Group As Of Date Job Data Employment Data	USCG Active Duty Holiday Schedule Eligibility Group Exchange Rate Type Use Rate As Of	CGWIDE RSV SHORT2	CG Wide Holiday 2 ADT <140 days, Benefits Progra	Current r Schedule ADOT <181 days am Participation

Example 2: Incorrect Job Data Row (submit a PPC Customer Care ticket)

Work Location	Job Information	Job Labor	Payroll <u>S</u> alary	Plan <u>C</u> omp	ensation			
John Wick	filitary Service		Em Empl Re	pl ID 1234567				
Payroll Informati	ion ⑦				[Q 4	4 1 of 12	2 • •
Effor	Effective Date 01/2	31/2024		Action	Transfer		Go To	Row
Ellec	HR Status Act Payroll Status Act	ive		Reason Job Indicator	Reserve Order E	legin		(***)
F Global Payroll	Payroll System Glo	bal Payroll	LISCG Pacani	et			Cu	rrent 🖵
Setting	Pay Gloup	0300 K3V	Holiday Schedul	e CGWIDE	CG Wide	Holiday Sched	ule	
Use Pa Use Pa Use Pa	ay Group Eligibility ay Group Rate Type ay Group As Of Date		Eligibility Grou Exchange Rate Typ Use Rate As C	p RSV SHORT e Mr	2 ADT <140) days, ADOT <	181 days	
Job Data	Emplo	yment Data			Benefit	s Program Parti	cipation	
Save Retur	n to Search No	tify Refrest	•		Update/Displ	ay Includ	le History	Correct History

Job Data, Continued

Proced	ures See below.	
Step		Action
1	Click on the HR Data Shortcuts til	е.
	HR Data Shortcuts	
2	Select the Job Data option.	
	Add Employment Instance	
	Dependent Information	
	Email Address	
	Find an Employee	
	🛅 Job Data	
	Personal Information	
	E Search by SSN	

Job Data, Continued

Procedures,

continued

	Action											
Enter the member's Empl ID	, select the Include History checkbox, and click											
Search.												
Job Data												
Enter any information you have	e and click Search. Leave fields blank for a list of all values.											
Find an Existing Value	Keyword Search											
Search Criteria												
Empl ID	begins with 🖌 1234567											
Empl Record	= •											
Name	begins with 🖌											
Last Name	begins with 🖌											
Second Last Name	begins with 🖌											
Alternate Character Name	begins with 🖌											
Middle Name	begins with V											
Business Unit	begins with V											
Department Set ID	begins with 🗸 🔍											
Department	begins with 🗸 🔍											
Include History Corre	ct History 🗌 Case Sensitive											
Search Clear Basi	ic Search 🖾 Save Search Criteria											
	Enter the member's Empl ID Search. Job Data Enter any information you have Find an Existing Value Search Criteria Empl ID Empl Record Name Last Name Second Last Name Middle Name Business Unit Department Set ID Department Search Clear Bas											

Procedures,

continued

Step	Action										
4	After selecting the Payroll tab. Locate the Job Data row for the Reserve Order										
	End. Ensure the Effective Date updated per the amended orders, the Pay Group										
	reflects USCG RSV, and the Use Pay Group Eligibility checkbox is checked.										
	NOTE: If the Reserve Order End Job Data row does not reflect the correct										
	Effective Date, Pay Group, and/or the Use Pay Group Eligibility checkbox is not										
	checked, submit a PPC Customer Care ticket for corrections.										
	Work Location Job Labor Payroll Salary Plan Compensation										
	Bowery King Empl ID 1234567										
	Employee Military Service Empl Record 0										
	Payroll Information ⑦ Q I I of 12 v V V										
	Effective Date 01/27/2024 Go To Row										
	Effective Sequence 0 Action Transfer										
	HR Status Active Reason Reserve Order End										
	History										
	Payroll System Global Payroll										
	Pay Group USCG RSV USCG Reservist										
	Use Pay Group Eligibility Eligibility Eligibility Group										
	Use Pay Group Rate Type Exchange Rate Type										
	Use Pay Group As Of Date Use Rate As Of										
	Job Data Employment Data Benefits Program Participation										
	Save Return to Search Notify Refresh Update/Display Include History Correct History										

Job Data, Continued

Procedures,

Step					Acti	on						
5	Scroll to	the Reserv	e Orde	r Begi	n Job Da	ita row an	d verify the	e Effective Date				
	matches the amended orders, the Pay Group reflects USCG (Active Duty), and the											
	Use Pay Group Eligibility checkbox is not checked.											
	NOTE: I	f the pay g	roup for	the R	eserve O	rder Begi	n does not	reflect the correct				
	Effective	Date, Pay	Group,	and/or	the Use	Pay Grou	p Eligibilit	ty checkbox is				
	checked,	submit a F	PC Cus	tomer	Care ticl	ket for con	rections.					
	Work Location	Job Information	Job <u>L</u> abor	Payroll	Salary Plan	<u>C</u> ompensation						
	Bowery King				Empl ID 1	234567						
	Payroll Informa	tion										
	Fayron morma											
	E.66-	Go To Row										
	Effe	HR Status Acti	ve		Action Transfer Reason Reserve Order Begin							
				Job Indicator	Primary Job	History (11)						
	Payroll System Global Payroll											
	Global Payroll											
	Catting	Pay Group	USCG		USCG Act	ive Duty						
	Use F	ay Group Eligibility			Eligibility	edule CGWIDE Group	CG Wide Holid	lay Schedule				
	Use F	Pay Group Rate Type			Exchange Rate	Туре						
	Use F	ray Group As Of Date			Use Rate	As Of						
	Jah Data	Family	umant Data				Denefile Dee	eren Destiniastion				
	JOD Data	Emplo		_			Benefits Pro					
	Save Retu	Irn to Search Not	ify Refresh				Update/Display	Include History Correct History				

Cancel Reserve Active Duty Orders

Introduction	This section provides the procedures to cancel Reserve AD Orders in 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.
Procedures	See below.



Procedures,

continued

Step		Action
2	Select the FSMS Reserve Orders op	tion.
	Annual Screening Questionnaire	
	FSMS RSV Ord Discrepancies	
	FSMS Reserve Orders	
	TDT Drills	
	Member Status Change	
	🔚 Member Training Rating	
	MGIB Enrollments	
	R-CRSP Report	
	Reserve Member Balances	
	Reserve Orders (View Only)	
	Training Status	
	Tiew Member Drills	
		-

Procedures,

continued

				Action				
Enter the memb	per's Emj	ol ID	and cli	ck Searcl	1.			
Enter any information	on you have	and clic	ck Search	. Leave fields	s blank f	for a list	t of all val	ues.
Find an Existi	ng Value	Add	d a New V	'alue				
 Search Criteria 	1							
Empl ID	begins wit	h 🗸	1234567		Q			
Empl Record	=	•			۵			
Trans ID	=	•						
Duty Type							J	
Duty type					_			
Begin Date	=	•						
End Date	=	• []		
National ID	begins wit	h 🖌						
Name	begins wit	h 🕶						
Last Name	begins wit	h 🖌						
Order Status	=	•] [~	·	
Duty Department	begins wit	h 🖌						
□ Case Sensitive								
Search Cle	ar Basic	Search	n 🖾 Sa	ve Search Cr	iteria			
Find an Existing Val	ue Add a	New \	/alue					
Select the appro	opriate or	ders	to be c	ancelled in	f it do	es no	t autor	natically open.
Search Results	•							
Empl Empl Trans Nam	e Job Emp Code Cate	loyee Oro gory Sta	ler Duty tus Type	Authority Code	Begin Date	End Date	Duty Department	Department
1234567 0 2929260 Johr	Wick ME2 SEL	Aut	horized ADOS-A	C 10 U.S.C. 12301(d)	05/15/2024	07/13/2024	007290	SEC NEW YORK ENFORCEMENT DIV
1234567 0 2884158 John	Wick ME2 SEL	Fini	ished ADT-AT	10 U.S.C. 12301(b)	07/07/2019	07/19/2019	007290	SEC NEW YORK ENFORCEMENT DIV
1234567 0 2869815 John	Wick ME2 SEL	Fini	ished ADT-AT	10 U.S.C. 12301(b)	07/31/2023	08/11/2023	007290	SEC NEW YORK ENFORCEMENT DIV
1234567 0 2800852 John	Wick ME2 SEL	Fini	ished ADT-AT	10 U.S.C. 12301(b)	07/17/2022	07/29/2022	007290	SEC NEW YORK ENFORCEMENT DIV

Procedures,

continued

The Reserve Orders tab will display.										
Reserve Orders	Travel	Notes	Funding	Leav	e Approv	al	Audit			
John Wick				Emp	ID: 1234567		Empl F	Record: 0		
Trans ID:	2929260				Order Action			~	G	
Order Begin Date:	05/15/2024				Order Type:	Res	serve			
Order End Date:)7/13/2024				Order Status	Aut	horized			
# of Days / Term:	60 / Sh	ortTerm			Duty Type:	Act	Dty Opera	ational Support-AC		
Duty Department:	007290 SE	EC NEW YO	RK ENFORC	CEMENT	Authority:	10 L	J.S.C. 123	301(d)		
Empl Category:	SEL Sel	V lected Reser	ve		TRAYPAY CA	T: A	Drilling	Pay Status		
Basic Information										
Purpose:		PBC Q	POSITION	BASED C	OMPETENCY T	RAINI	NG	Route for Auth	oriza	
Payment for Duty	:	Pay and A	Allowances	~						
Payment for Trav	el:	Multiple 1	Fravel Claims	; ~						
*Duty Department	:	007290	Q g	SEC NEW	ORK ENFORC	EMEN	T DIV			
Dept Benefiting:		000264	Q (CGD SEVE	N					
Dept Funding:		000264	Q (CGD SEVE	N					
Days of ADT-AT S	atisfied:	15	Govt Cre	dit Card H	older: 🗹					
Authority (Ref):										
Auth. Official (Na	me, Rank):									
▶ Contingency										
Compliance									_	
Save Return f	to Search	Previous	in List	Next in Li	st					

Procedures,

Step	Action										
6	Select the appropriate Order Action from the drop-down. For this example, the										
	Orders and the Funding are being cancelled. Click Go.										
	Reserve Orders Travel Notes Funding Leave Approval Audit										
	John Wick Empl ID: 1234567 Empl Record: 0										
	Trans ID: 2929260 Order Action:										
	Order Begin Date: 05/15/2024 Order Type:										
	Order End Date: 07/13/2024 Order Status: Cancel Order										
	# of Days / Term: 60 / ShortTerm Duty Type: Generate DD214										
	Duty Department: 007290 SEC NEW YORK ENFORCEMENT Authority: Print Order										
	Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status										
7	The Approval tab will display. Enter the reason for the cancellation in the										
	Comment block and click Submit.										
	Reserve Orders Travel Notes Funding Leave Approval Audit										
	John Wick Empl ID: 1234567 Empl Record: 0										
	Trans ID: 2929260 Order Action: Cancel Order and Funding V										
	Order Begin Date: 05/15/2024 Order Type: Reserve										
	Order End Date: 07/13/2024 Order Status: Authorized										
	Route for Approval										
	Approval Type: Cancel Order										
	User ID:										
	Approving SPO Dept: 042287 Q BASE NOLA PERS SUPPORT DEPT(P)										
	Comment: Notified that the member will be unable to report for duty during this timeframe.										
	Cubroit										
	Subinit										
8	The Reserve Order will update to Pending and will be routed for approval.										
	RSV Order Cancel Approval										
	Reserve Order Cance :Pending Serve Order Cance :Pending										
	One Approver Level										
	Multiple Approvers										
	✓ Comments										
	Winston at 04/02/24 - 2:53 PM Notified that the member will be unable to report for duty during this timeframe										
	Hounda that the member will be anable to report for daty during this amendme.										
	Save Return to Search Previous in List Next in List Add										
	Reserve Orders Travel Notes Funding Leave Approval Audit										
	Days / Term: 60 / ShortTerm Department: 007290 SEC NEW YORK ENFORCEMENT Duty Type: Cancel Order and Funding Print Order Print Order Print Order SEL Selected Reserve TRAYPAY CAT: Approval tab will display. Enter the reason for the cancellation in the menet block and click Submit. serve Orders Travel Notes Funding Leave Approval authority: Serve Order Order Serve Order Cancel Order Serve Order Cancel Order Serve Serve Order Cancel Order Serve Order Cancel Approval Submit Submit Notified that the member will be unable to report for duty during this timeframe. Submit Notified that the member will be unable to report for duty during this timeframe. Serve Order Cance Prending Servere Order Cance </th										

Approving Cancelled Reserve Active Duty Orders

Introduction This section provides the procedures for approving the cancellation of Reserve AD Orders in DA.

Procedures See below.

Step	l l l l l l l l l l l l l l l l l l l	Action							
1	Navigate to Member Self Service via t	he drop-down or by pag	ge arrows .						
	B DIRECT ACCESS		ሰ: 0						
	Member Self Service 🔻	< 2 of 2 >	Notifications C :						
	Direct Access Announcements Absence Request - View	AD/RSV Payslip	Actions Alerts						
			2 Alarta						
2	Click on the Requests (All Types) - Vi	ew tile.							
	Requests (All Types) - View								
5	 Transaction Name – Select Reserve Transaction Status – Leave as Pendi Click Populate Grid. 	Order Cancel from the	drop-down.						
	View My Action Requests								
	Charon								
	 YM Submitted Requests' allows member to bring up only their Action Requests. Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 'All Requests' allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 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. 								
	O My Submitted Requests	s I am Approver For	⊖ All Requests						
	Transaction Name: Reserve Order Cancel	~							
	Transaction Status: Pending	~							
	Submission From Date:								
	Submission To Date:	Populate Grid	Refresh						

Approving Cancelled Reserve Active Duty Orders, Continued

Procedures,

			1	Actio	n							
Under Order Approvals, locate the appropriate Order and click Approve/Deny .												
Order Approvals					'ersonaliz	ce Find View All [코	First 🧃	🅦 1-7 of 7 🕟 La				
Transaction Name	Status	Member	Member's En	nplid Su	bmitted B	y Approver	Submission Date	Approve/Deny				
Reserve Authorize Order	Pending	Luke Skywalker	1234567	C	ewbacca	Obi-Wan Kenobi	02/01/2022	Approve/Deny				
Reserve Authorize Order	Pending	Lando Calrissian	7894562	Le	a Organa	a Obi-Wan Kenobi	01/31/2022	Approve/Deny				
Reserve Authorize Order	Pending	Han Solo	9876543		rewbacca	a Obi-Wan Kenobi	01/31/2022	Approve/Deny				
Enter Comme NOTE: If de	e nts as nying,	appropriat	e and se should	be p	Appr ovid	cove or Deny ed.	7.					
Reserve Orders	Travel	Notes	Funding	Leav	e	Approval Aud	it					
John Wick				Empl I) : 12	34567 Emp	l Record:	0				
Trans ID: 2929260 Order Action: Go												
Order Begin Date: 05/15/2024 Order Type: Reserve												
Order End Date: 07/13/2024 Order Status: Authorized												
Route for Approva												
Approval Type:	Cance	el Order	~									
User ID:												
Approving SPO Dept:												
Comment: Approving cancellation of orders.												
								4				
	A	oprove			Deny							
The cancelled	Order	s are now i	n an An	nrov	ved st	tatus						
RSV Order Cano	el Appro	oval		P ² 0								
 Reserve 	Order Ca	ncel:Approved				♥View/Hide Comr	nents					
One Approver Level												
Approved Charon												
SPO Supervi 04/02/24 - 2:	sor - Initial App 59 PM	irv										
Commen	ts											
Charon at Approving	04/02/24 - cancellation	2:59 PM n of orders.										
Winston a Notified that	t 04/02/24 t the memb	- 2:53 PM per will be unable	to report for	duty du	ing this	timeframe.						
Save	to Search											
Reserve Orders Ti	avel No	 otes Funding	Leave	Approv	ıl∣ Au	dit						