# **Reserve EAD Orders with Multiple Sequences**

## Overview

Introduction This guide provides the procedures for entering Delay En route and/or Temporary Duty (TEMDU) to Reserve Extended Active Duty Orders (EA Direct Access (DA). All other EAD orders should be entered just like other Reserve order.								(EAD) in <b>ke every</b>		
Information	<ul> <li>Sface</li> <li>If</li> <li>bo</li> <li>D</li> <li>pr</li> <li>na</li> <li>A</li> <li>su</li> <li>re</li> <li>T</li> <li>cl</li> <li>A</li> <li>an</li> </ul>	equen Ided a VIPOI elow). ata ro revent eeded Bmitt main he EA nange ctive- n enlis	ces ma after the <b>RTAN</b> , <b>verify</b> ows ha t overpa , please rve Off the sar AD orded d unles Duty A sted me	by be ad e memb <b>T:</b> Once y <b>the mo</b> y <b>the mo</b> y <b>the mo</b> aying on e submin ficer wi o DA as ne date er in DA s autho Agreemo ember.	ded pri er arri e appr ember ated c r unde t a PPe ll rece an EA as the A reco rized l ent for	rior to d ives at t roved by <b>r's Basi</b> correctle erpaying <u>C Ticke</u> eive an A AD orde begin o rds the by OPN r the Re	leparture l he new Po the unit <b>c Allowa</b> y. If not, g the mem t for PPC Active-Du er, the date date of the ADA sign f and supp serve Off	by the depa ermanent D supervisor <b>nce for Ho</b> make appro- ber. If Job /ADV. ity Agreem es on the R e ADA. ned by the n ported by a icer is equi	rting unit admin Outy Station (PD) and updated by I <b>using (BAH) ar</b> Opriate corrections Data corrections ent (ADA). The SV EAD Order r nember and show n amended ADA valent to a DD F	or may be S). PPC (see <b>1d Job</b> 1s to 5 are ADA is must uld not be A. The Form 4 for
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## Overview, Continued

Funding

- P&A and SPO users do NOT have access to add PCS travel entitlements to EAD orders.
- For funding to be added, you must contact the TONO management team at (<u>HQS-SMB-DCMS-831-TONO-MGMT</u>).

**Delay En Route** • Every day of Reserve orders must be accounted for.

- Since DA/FSMS only accepts Delay En Route information **between SEQs 1 and 2**, all Delay En Route information should be listed there.
- All Delay En Route information for Departing/Reporting pairs (1/2, 3/4, 98/99, etc.) must be added between SEQs 1 and 2.
- All other Departing/Reporting pairs should have the same dates for the pair. (SEQ 3 date should match SEQ 4 date, SEQ 98 date should match SEQ 99 date)

*Seq Nbr: 1 Travel Type: Depart	Trvl Approval:		+
Estimated Date: 11/17/2023	Department: 000	0121 Q AIRSTA BARBERS P	r
Actual Date: 11/17/2023	Location: HI	0007 Q KAPOLEI HI	
Nature of Duty: Home 🗸	Position Number: 000	029260 Q AIRSTA MH65	
Delay En route			
Begin Date	End Date	Delay En route	Days
1 11/18/2023	11/22/2023	Leave INCONUS	5 🕂 🗕
2 11/23/2023	11/26/2023	Proceed Time	4 🛨 🗕
3 11/27/2023	12/03/2023	Travel Time 🗸	7 🛨 🗕
*Seq Nbr: 2 Travel Type: Report Estimated Date: 12/03/2023 ::: Actual Date: 12/03/2023 ::: Nature of Duty: TEMDU V	Trvl Approval: Department: 00 Location: HI Position Number: 00	00121 Q AIRSTA BARBERS P 0007 Q KAPOLEI HI 0029260 Q AIRSTA MH65	+ T
*Seq Nbr: 3 Travel Type: Depar	t		+
Estimated Date: 12/18/2023	Department: 00	00121 Q AIRSTA BARBERS F	Τ
Actual Date: 12/18/2023	Location: HI	10007 Q KAPOLEI HI	
Nature of Duty: TEMDU V	Position Number: 00	0029260 Q AIRSTA MH65	
*Seq Nbr: 4 Travel Type: Report	✓ Trvl Approval:		+ -
Estimated Date: 12/18/2023	Department: 00	3821 Q BASIC FLIGHT	
Actual Date: 12/18/2023	Location: FL	0169 Q CGLO PENSACOLA	(STUDENT)

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## Adding TEMDU to EAD Orders Prior to Departure

Introduction	This section provides the procedures for entering TEMDU/Delay En Route to orders prior to departure from the Departing Unit.
Reasons for TEMDU	<ul> <li>Attending Officer Candidate School (OCS).</li> <li>A prior AD member attending OCS who is married, returns to their PDS to move the family. The member is usually checked into the old duty assignment for up to 2 weeks. Very seldom is it longer than that.</li> <li>Returning home but working at the nearest CG unit for experience before moving onto their PDS.</li> </ul>

Procedures

See below.



### Procedures,

continued

Step	Action
3	Enter the member's <b>Empl ID</b> and click <b>Search</b> .
	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 = V Q
	Trans ID = 🗸
	Duty Type = 🗸
	Begin Date = 🗸
	End Date = V
	National ID begins with
	Name begins with 🗸
	Last Name begins with 🖌
	Order Status = 🗸
	Duty Department begins with 🖌
	Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria
	Find an Existing Value   Add a New Value

Procedures,

continued

tep			Action	
4	A list of all previous FS <b>Order</b> .	MS Reserve Ord	ers will display. Selec	t the appropriate EAD
	Search Results			
	Empl ID Empl Record Name Jobcode Emp	loyee Category Trans ID Order State	s Duty Type Description Contingency ID Be	gin Date End Date Duty Department Description
	1234567 0 John Wick ENS SEL	2896406 Ready	EAD 10 U.S.C. 12311 (blank) 11	11/17/2023 11/17/2028 003821 BASIC FLIG
5	The Reserve Orders tab	will display. Sel	ect the <b>Travel</b> tab.	
	Reserve Orders Travel	Notes Funding	Leave Approval	Audit
	John Wick	E	mpl ID: 1234567 Empl	Record: 0
	Trans ID: 2896406		Order Action:	✓ Go
	Order Begin Date: 11/17/2023		Order Type: Reserve	
	Order End Date: 11/17/2028		Order Status: Ready	
	# of Days / Term: 1828 / Lo	ongterm	Duty Type: Extended Ac	tive Duty
	Duty Department: 003821 E	ASIC FLIGHT	Authority: 10 U.S.C. 12	2311
	Empl Category: SEL S	elected Reserve	TRAYPAY CAT: A Drilling	g Pay Status
6	Click <b>View All</b> in the T	ravel Orders sect	ion	
Ū	Travel Orders		Q    4 4	1 of 4 🗸 🕨 🕨 View Al
		-		+-
	*Seq Nbr: 1 Travel Type:	Depart   Trvl Appr	oval:	
	Estimated Date: 11/17/2023	Department:	000121 Q AIRST	A BARBERS PT
	Actual Date:	Location:		FIHI
-				
7	If applicable, enter Dela	iy En route info	rmation.	
	NOTE: Delay En rout	e can only be en	All Approved Delay I	<b>Example 2.</b> It cannot
	should be entered as con	structive dates h	etween SEO 1 and 2	Sea Nbr 1 and Sea Nbr
	must be true dates.			
	▼ Delay En route			
	Begin Date	End Date	Delay En route	Days
	1 11/19/2022	11/22/2023	Leave INCONUS	5 + -
	1 11/10/2023			
	2 11/23/2023	11/26/2023	Proceed Time	4 + -
	2 11/23/2023 iii 3 11/27/2023 iii	11/26/2023         III           12/03/2023         III	Proceed Time    Travel Time	4 <b>+ -</b> 7 <b>+ -</b>

### Procedures,

Step		Ac	tion	
8	Verify Seq Nbr 1, 98, and 99	are correct.		
	• Seq Nbr 1 – Enter the Actu	ial Date.		
	• Seq Nbr 2 – Verify the Est	imated Date, D	epartment, Lo	ocation, and Position Number
	are correct, enter the Actua	al Date, and ch	ange the Nati	are of Duty to TEMDU.
	Click the <b>Plus</b> button in sequ	ence 2, to add	a new row.	
	Travel Orders		Q	
	*Seq Nbr: 1 Travel Type: Depart	Trvl Approval	:	+
	Estimated Date: 11/17/2023	Department:	000121 <b>Q</b>	AIRSTA BARBERS PT
	Actual Date: 11/17/2023	Location:	HI0007 Q	KAPOLEI HI
	Nature of Duty: Home	Position Number:	00029260 <b>Q</b>	AIRSTA MH65
		Posn Job Code:	452595	Third Class Aviation Maintenan
	Other Location:			Route for Approval
	▶ Per Diem			
	▶ Travel Details			
	Additional Authorized Expenses			
	*Seq Nbr: 2 Travel Type: Report	Trvl Approval	:	+
	Estimated Date: 12/03/2023	Department:	000121 Q	AIRSTA BARBERS PT
	Actual Date: 12/03/2023	Location:	HI0007 Q	KAPOLEI HI
	Nature of Duty: TEMDU V	Position Number:	00029260 Q	AIRSTA MH65
		Posn Job Code:	452595	Third Class Aviation Maintenan
	Other			Route for Approval
	Per Diem			
	<ul> <li>Travel Details</li> </ul>			
	Additional Authorized Expenses			

Continued on next page

Procedures,

continued

					-
*Seq Nbr: 2	Travel Type: Report	Trvl Approval	l:		+
Estimated Date:	12/03/2023	Department:	000121 <b>Q</b>	AIRSTA BARBERS PT	
Actual Date:	12/03/2023	Location:	HI0007 Q	KAPOLEI HI	
Nature of Duty:	TEMDU 🗸	Position Number:	00029260 <b>Q</b>	AIRSTA MH65	
		Posn Job Code:	452595	Third Class Aviation Maintenan	_
Other				Route for Approval	
<ul> <li>Per Diem</li> <li>Travel Detai</li> <li>Additional A</li> </ul>	Is Authorized Expenses	S			
*Seq Nbr: 1	Travel Type:	✓ Trvl Approva	l:		+
Estimated Date:		Department:	۹		
Actual Date:		Location:	Q		
Nature of Duty:	~	Position Number:	Q		
		Posn Job Code:			_
Other				Route for Approval	
Additional A	ollowing:	5			
<ul> <li>Fravel Detai</li> <li>Additional A</li> <li>Enter the for</li> <li>Travel T</li> <li>Estimate old unit.</li> </ul>	Authorized Expenses ollowing: 'ype – Select od Date and Seq Nbr 3 ar	t Depart from Actual Date ad Seg Nbr 4	n the drop-c e – Enter the	lown. date the member the same date.	physically
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Procedures,

continued

~				Action					
On new s	sequence, ch	nange <b>Seq</b> 1	Nbr 1 to	a 4.					
*Seq Nbr: 3	Travel Type:	Trvl Approva	d:			+			
Estimated Date:	12/18/2023	Department:	000121	AIRSTA BA	ARBERS PT				
Actual Date:	12/18/2023	Location:	HI0007	KAPOLEI I	н				
Nature of Duty:	TEMDU 🗸	Position Number:	00029260 Q	AIRSTA M	H65				
		Posn Job Code:	452595	Third Class	s Aviation Mainte	nan			
Other Location:					Route for Appro	oval			
Per Diem									
<ul> <li>Travel Deta</li> <li>Additional</li> </ul>	iils Authorized Expenses	1							
Additional /	Authorized Expenses	\$					_		
*Seq Nbr: 1	Travel Type:	<ul> <li>Trvl Approva</li> </ul>	d:			+	-		
Estimated Date:	:	Department:		۹					
Actual Date:		Location:		۹					
Nature of Duty:	~	Position Number:	Q	]					
		Posn Job Code:			Deute fer Arrey				
Other Location:					Route for Appro	oval			
Per Diem									
<ul> <li>Travel Deta</li> <li>Additional</li> </ul>	ils Authorized Expenses	5							
Enter the	following:								
Enter the • Travel	following: <b>Type</b> – Sele	ect Report	from the	drop-de	own.				
Enter the • Travel • Estima	following: <b>Type</b> – Selected <b>Date</b> ar	ect Report	from the	drop-de	own. 3 and Se	a Nbr	4 shoul	<mark>d be t</mark> h	ne sai
Enter the • Travel • Estima	following: <b>Type</b> – Sele t <b>ed Date</b> an	ect Report nd <b>Actual I</b>	from the <b>Date</b> – <mark>Se</mark>	drop-de q Nbr 3	own. <mark>3 and Se</mark>	<mark>q Nbr</mark>	<mark>4 shoul</mark>	<mark>d be th</mark>	ne sai
Enter the • Travel • Estima date.	following: Type – Sele ted Date an	ect Report nd Actual I	from the Date – <mark>Se</mark> Position 1	drop-de q Nbr 3	own. 3 and Se	<mark>q Nbr</mark>	<mark>4 shoul</mark>	<mark>d be th</mark>	<mark>ie sai</mark> Nibr
Enter the • Travel • Estima date. • Depart • Noture	following: Type – Sele ted Date an ment, Loca	ect Report nd <b>Actual I</b> ntion, and I	from the Date – <mark>Se</mark> Position 1	drop-do q Nbr : Numbe	own. 3  and  Se er - Enter $down$	eq Nbr er the d	<mark>4 shoul</mark> lata froi	<mark>d be th</mark> m Seq	<mark>ie sai</mark> Nbr
Enter the • Travel • Estima date. • Depart • Nature	following: Type – Sele ited Date an ment, Loca of Duty – S	ect Report ad <b>Actual I</b> ation, and I Select Duty	from the <b>Date</b> – <mark>Se</mark> Position I y from the	drop-de q Nbr ( Numbe e drop-e	own. 3 and Se er – Ente down.	eq Nbr er the d	<mark>4 shoul</mark> lata froi	<mark>d be th</mark> m Seq	<mark>ie sa</mark> i Nbr
Enter the • Travel • Estima date. • Depart • Nature NOTE: 7	following: Type – Sele ited Date an ment, Loca of Duty – S	ect Report ad <b>Actual I</b> ation, and I Select Duty for Approv	from the Date – <mark>Se</mark> Position I y from the val buttor	drop-de eq Nbr : Numbe e drop-e n must e	own. 3 and Se er – Ente down. only be :	eq Nbr er the d selecte	<mark>4 shoul</mark> lata froi d on or	<mark>d be th</mark> m Seq after ti	ne san Nbr ' he A
Enter the • Travel • Estima date. • Depart • Nature NOTE: ] Date. Con	following: Type – Sele ited Date an ment, Loca of Duty – S The Route f ntinue on to	ect Report ad <b>Actual 1</b> ation, and 1 Select Duty for Approv Step 13.	from the <b>Date</b> – <mark>Se</mark> Position I y from the val buttor	drop-de q Nbr : Numbe e drop-e n must e	own. 3 and Se er – Ente down. only be a	eq Nbr er the d selecte	<mark>4 shoul</mark> lata froi <mark>d on or</mark>	<mark>d be th</mark> m Seq <mark>after t</mark> i	ne san Nbr he A
Enter the • Travel • Estima date. • Depart • Nature NOTE: 1 Date. Con Click Sav	following: <b>Type</b> – Selected <b>Date</b> and <b>cment</b> , Locate <b>of Duty</b> – Selected <b>Che Route f</b> <b>ntinue on to</b> <b>ve</b> (not show	ect Report ad <b>Actual I</b> ation, and I Select Duty for Approv Step 13. vn) if this i	from the Date – <mark>Se</mark> Position I y from the val buttor s NOT re	drop-de q Nbr 2 Numbe e drop-e n must e ady to p	own. 3 and Se er – Ente down. only be a route fo	eq Nbr er the d selecte r appro	4 shoul lata froi d on or oval.	d be th m Seq after th	ne san Nbr he A
Enter the • Travel • Estima date. • Depart • Nature NOTE: Date. Con Click Sav	following: <b>Type</b> – Sele <b>ited Date</b> and <b>cment</b> , Loca <b>cof Duty</b> – Sele <b>Che Route f</b> <b>ntinue</b> on to <b>ve</b> (not show	ect Report ad Actual I ation, and I Select Duty or Approv Step 13. vn) if this i	from the Date – <mark>Se</mark> Position I y from the val buttor s NOT re	drop-de eq Nbr 2 Numbe e drop-e n must e ady to p	own. 3  and  Se er - Enter down. only be a route for	eq Nbr er the d selecte r appro	4 shoul lata froi d on or oval.	d be th m Seq after th	ne san Nbr he A
Enter the • Travel • Estima date. • Depart • Nature NOTE: Date. Con Click Sav	following: <b>Type</b> – Sele <b>ted Date</b> and <b>cment</b> , Loca <b>cof Duty</b> – Sele <b>Che Route f</b> <b>ntinue</b> on to <b>ve</b> (not show <b>4</b> Travel Type:	ect Report ad Actual I ation, and I Select Duty for Approv Step 13. vn) if this i	from the Date – Se Position I y from the val buttor s NOT re	drop-de q Nbr 2 Numbe e drop-e n must e ady to p	own. 3  and  Se er - Enter down. only be a route for	eq Nbr er the d selecte r appro	4 shoul lata froi d on or oval. + –	d be th m Seq after t	ne sa Nbr he A
Enter the • Travel • Estima date. • Depart • Nature NOTE: Date. Con Click Sav *Seq Nbr: Estimated Da	following: <b>Type</b> – Selected Date and <b>cment</b> , Locate and <b>cment</b> , Locate of Duty – Selected Date and <b>cment</b> , Locate and <b>cment</b> ,	ect Report ad Actual I ation, and I Select Duty for Approv Step 13. vn) if this i eport Try Aj Department	from the Date – Se Position J y from the val buttor s NOT re pproval:	drop-de q Nbr 2 Numbe e drop-e n must e ady to p	own. 3 and Se er – Ente down. only be a route fo	eq Nbr er the d selecte r appro	4 shoul lata froi d on or oval. + –	d be th m Seq after th	ne san Nbr he A
Enter the • Travel • Estima date. • Depart • Nature NOTE: 7 Date. Con Click Sav *Seq Nbr:	following: <b>Type</b> – Selected Date and <b>Example 1</b> <b>Constant 1</b> <b>Cons</b>	ect Report ad <b>Actual I</b> ation, and I Select Duty for Approv Step 13. vn) if this i Department Location:	from the Date – Se Position I y from the val buttor s NOT re pproval: t: 003821 FL0169	drop-de q Nbr 2 Numbe e drop-e n must e ady to p	own. 3 and Se 3 and Se 9 - Ente down. 5 only be a conly be a conly be a conly be a conly be a	eq Nbr er the d selecte r appro	4 shoul lata froi d on or oval. + –	d be th m Seq after th	ne san Nbr he A
Enter the • Travel • Estima date. • Depart • Nature NOTE: Date. Con Click Sav *Seq Nbr: Estimated Date: Nature of Dut	following: <b>Type</b> – Sele <b>ted Date</b> and <b>cment</b> , Local <b>cment</b> , Local <b>cof Duty</b> – S <b>The Route f</b> <b>ntinue on to</b> <b>ve</b> (not show <b>4</b> <b>Travel Type:</b> <b>12/18/2023</b> <b>i</b> <b>12/18/2023</b> <b>i</b> <b>ty:</b> <b>Duty</b> – S	ect Report ad Actual I ation, and I Select Duty for Approv Step 13. vn) if this i Poport TrvI Aj Department Location: Position Nu	from the Date – Se Position I y from the val buttor s NOT re pproval: :: 003821 FL0169 umber: 0002612	drop-de q Nbr : Numbe e drop-de n must o ady to p	own. 3 and Se and Se 5 and Se and	eq Nbr er the d selecte r appro	4 shoul lata froi d on or oval. + –	d be th m Seq after th	ne san Nbr
Enter the • Travel • Estima date. • Depart • Nature NOTE: Date. Con Click Sav *Seq Nbr: Estimated Date: Nature of Dut	following: <b>Type</b> – Selected <b>Date</b> and <b>ited Date</b> and <b>cment</b> , <b>Loca</b> <b>cof Duty</b> – Selected <b>cof Duty</b> – Se	ect Report ad Actual I ation, and I Select Duty for Approv Step 13. vn) if this i eport Trvl Ap Department Location: Position Nu Posn Job C	from the Date – Se Position I y from the val buttor s NOT re pproval: :: 003821 FL0169 0002612 :: 000098	drop-de q Nbr : Numbe e drop-e n must e ady to r	own. 3 and Se 3 and Se 4 own. 5 only be a 5 only be	eq Nbr er the d selecte r appro	4 shoul lata froi d on or oval. + –	d be th m Seq after th	ne san Nbr
Enter the • Travel • Estima date. • Depart • Nature NOTE: Date. Con Click Sav *Seq Nbr: Estimated Date: Nature of Dut Other Location:	following: <b>Type</b> – Selected <b>Date</b> and <b>cment</b> , <b>Loca</b> <b>cof Duty</b> – Selected <b>Date</b> and <b>cment</b> , <b>Loca</b> <b>cof Duty</b> – Selected <b>Date</b> <b>cment</b> , <b>Loca</b> <b>cment</b> , <b>Loca</b> <b>cof Duty</b> – Selected <b>Date</b> <b>cment</b> , <b>Loca</b> <b>cof Duty</b> – Selected <b>Date</b> <b>cment</b> , <b>Loca</b> <b>cment</b> , <b>Loca</b> <b>cof Duty</b> – Selected <b>Date</b> <b>cment</b> , <b>Loca</b> <b>cof Duty</b> – Selected <b>Date</b> <b>cof Duty</b> – Selected <b>Correct</b> <b>cof Duty</b> – Selected <b>Correct</b> <b>cof Date</b> <b>cof Date</b> <b>co</b>	ect Report ad Actual I ation, and I Select Duty for Approv Step 13. vn) if this i eport Trvl Aj Department Location: Position Nu Posn Job C	from the Date – Se Position I y from the val buttor s NOT re pproval: E D002612 code: 000098	drop-de q Nbr 2 Numbe e drop-e a must e ady to p	own. 3 and Se 3 and Se 5 and Se	eq Nbr er the d selecte r appro	4 shoul lata froi d on or oval. (+ –	d be th m Seq after th	ne sar Nbr 9 he Ao
Enter the • Travel • Estima date. • Depart • Nature NOTE: Date. Con Click Sav *Seq Nbr: Estimated Date: Nature of Dut Other Location: Per Dier	following: Type – Selected Date and ment, Locate and ment, Locate and for Duty – Selected Date and ment, Locate and of Duty – Selected Date and for Duty – Selected Date and ment, Locate and ment, Locat	ect Report ad Actual I ation, and I Select Duty for Approv Step 13. vn) if this i Department Location: Position Nu Posn Job C	from the Date – Se Position I y from the val buttor s NOT re pproval: t: 003821 FL0169 umber: 000098	drop-de q Nbr 2 Numbe e drop-o n must o ady to n	own. 3 and Se 3 and Se 5 only be : 5 only be : 5 only be : 6 only be : 7 oute fo 8 asic flight 1 Row	eq Nbr er the d selecte r appro cola (stude trng te for Approv	4 shoul lata froi d on or oval. + -	d be th m Seq after t	ne san Nbr 1 he A
Enter the • Travel • Estima date. • Depart • Nature NOTE: Date. Con Click Sav - Seq Nbr: Estimated Data Actual Date: Nature of Dut Other Location: • Per Diem • Travel Date	following: Type – Sele ited Date and ment, Loca of Duty – S The Route f ntinue on to ve (not show 4 Travel Type: R 12/18/2023 ty: Duty – S 12/18/2023 ty: Duty – S 12/18/2023 12/18/2023 Travel Type: R 12/18/2023 Travel Type: R 12/18/2023 Travel Type: R 12/18/2023 Type – Sele Travel Type: R 12/18/2023 Type – Sele Type – Sele Travel Type: R 12/18/2023 Type – Sele Type	ect Report ad Actual I ation, and I Select Duty for Approv Step 13. vn) if this i eport Trvl Ap Department Location: Posn Job C	from the Date – Se Position I y from the val buttor s NOT re pproval: t: 003821 FL0169 0002612 code: 000098	drop-de q Nbr : Numbe e drop-o n must o ady to n	own. 3 and Se 3 and Se 4 or – Ente down. 5 only be a route fo 8 asic flight 8 asic flight Rou	eq Nbr er the d selecte r appro cola (stude trng	4 shoul lata fron d on or oval. + –	d be th m Seq after t	ne sar Nbr 9 he Ao

## Adding TEMDU to EAD Orders Prior to Departure, Continued

### Procedures,

Step			A	ction								
13	Seq Nbr 98 and 99 - Leave as is. <b>Do not change.</b>											
	*Seq Nbr: 98	Travel Type: Dep	art 👻 Trvl Approva	1:		+ -						
	Estimated Date:	11/17/2028	Department:	003821	Q	BASIC FLIGHT						
	Actual Date:		Location:	FL0169	Q	CGLO PENSACOLA (STUDENT)						
	Nature of Duty:	Duty 🗸	Position Number:	00026120	Q	BASIC FLIGHT TRNG						
			Posn Job Code:	000098								
	Other Location:					Route for Approval						
	Per Diem											
	Travel Detail	S										
	Additional A	uthorized Expens	es									
	*Seq Nbr: 99	Travel Type: Rep	ort 👻 Trvl Approva	l:		+ -						
	Estimated Date:	11/17/2028	Department:	000121	Q	AIRSTA BARBERS PT						
	Actual Date:		Location:	HI0007	Q	KAPOLEI HI						
	Nature of Duty:	Home •	Position Number:	00029260	Q	AIRSTA MH65						
			Posn Job Code:	452595		Third Class Aviation Maintenan						
	Other Location:					Route for Approval						
	Per Diem											
	Travel Detail	S										
	Additional Au	uthorized Expens	es									

Continued on next page

## Adding TEMDU to EAD Orders Prior to Departure, Continued

### Procedures,

Step				Action			
14	Select the Approva	l tab.					
	Reserve Orders	Travel	Notes	Funding	Leave	Approval	Audit
	John Wick				Em	IPI ID: 1234	1567
	Trans ID:	2896406				Order Act	ion:
	Order Begin Date:	11/17/2023	3			Order Typ	e: Rese
15	Verify Dept of App approval type is set Click Submit. Reserve Orders Trave John Wick Trans ID: 289640 Order Begin Date: 11/17/2 Order End Date: 11/17/2 Route for Approval Approval Type: F User ID: Approving SPO Dept: 0 Comment: T	I       Notes         I       Notes         6       023         028       028         07800       Q         he approval is set       Submit	O is accur O=4." Funding ement PPC PROCE for SEQ_NO4.	Leave Appro Empl ID: 123 Order Ac Order Ty Order St	Comment Audi	displays, " <i>T</i> /	r ✓ Go

Continued on next page

### Procedures,

ep	Action													
b	Upon the Supervisor approving sequnce 3 and 4, a trouble ticket MUST be													
	submitted to PPC requesting the member's pay be re-started. DA reads these as													
	TDY sequences which will stop the member's pay and revert them back to a Reserve													
	Calendar instead of the AD Calendar.													
	Onc	e annro	oved by	v the SPO	/PAO a	and PPC A	verify the <b>Iti</b>	nerary section	on displays as					
	helo	w						lei ui y seeda	in anopia jo ao					
	Itinerary	vv .												
	<b>F</b>	Q							4 4 1-9 of 9 ♥ ▶					
	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description					
	1	Depart	Approved	11/17/2023	11/17/2023	Home	AIRSTA BARBERS PT	AIRSTA MH65	KAPOLEI HI					
				11/18/2023		Leave INCONUS								
				11/23/2023		Proceed Time								
				11/27/2023		Travel Time								
	2	Report	Approved	12/03/2023	12/03/2023	TEMDU	AIRSTA BARBERS PT	AIRSTA MH65	KAPOLEI HI					
	3	Depart	Approved	12/18/2023	12/18/2023	TEMDU	AIRSTA BARBERS PT	AIRSTA MH65	KAPOLEI HI					
	4	Report	Approved	12/18/2023	12/18/2023	Duty	BASIC FLIGHT	BASIC FLIGHT TRNG	CGLO PENSACOLA (STUDENT)					
	98	Depart		11/17/2028		Duty	BASIC FLIGHT	BASIC FLIGHT TRNG	CGLO PENSACOLA (STUDENT)					
	99	Report		11/17/2028		Home	AIRSTA BARBERS	AIRSTA MH65	KAPOLEI HI					

# Adding TEMDU to EAD Orders at the Arrival Unit

Introduction	This section provides the procedures for entering TEMDU/delay En Route to EAD Orders when a member reports for duty.
Amend mode vs not Amending	<ul> <li>If the member has already been reported aboard, Seq Nbr 1 and 2 should be Approved and grayed out.</li> <li>Place order into Amend Mode – Select Amend Order from the Order Action drop-down box and click Go.</li> </ul>
	Annie January Trans ID: 2855040 Amend Mode Order Action: Amend Order Order Begin Date: 05/12/2023 Order Type: Reserve Order End Date: 05/11/2026 Order Status: En route • If the admin is aware of the TEMDU reason before reporting the member aboard, proceed to entering in the TEMDU rows for the unit and send for approval. Once approved, submit a ticket to PPC/ADV requesting manual updates to the member's Job Data.
Reasons for TEMDU	<ul><li>Boat or Cutter is underway upon arrival.</li><li>Member gets married after departure from old unit.</li></ul>
Sequence Numbers	Members on FSMS Reserve EAD Orders with TEMDU will have 6 sequences on their EAD orders instead of the typical 4.

**Procedures** See below.

Step		Action
1	Click on the Reserve Adminis	s <b>tration</b> tile.
	Reserve Administration	>n
2	Select the FSMS Reserve Ord	lers option.
	Cuestionnaire	1
	FSMS RSV Ord Discrepancies	
	FSMS Reserve Orders	
	TDT Drills	
	Member Status Change	
	E Member Training Rating	
	MGIB Enrollments	
	R-CRSP Report	
	Reserve Member Balances	
	Reserve Orders (View Only)	
	Training Status	
	Tiew Member Drills	

### Procedures,

continued

ter the men SMS Reserv er any information Find an Existi Search Criteria Empl ID Empl Record Trans ID Duty Type Begin Date	mber's Em re Orders on you have and ing Value a begins with = • = • = •	Appl ID and cl click Search. Leave Add a New Value	ick Search. e fields blank for a li	ist of all values.		
SMS Reserv ter any information Find an Existin Search Criteria Empl ID Empl Record Trans ID Duty Type Begin Date	re Orders on you have and ing Value a begins with = = = = = = = = =	I click Search. Leave           Add a New Value           1234567	e fields blank for a li	ist of all values.		
er any information Find an Existi Search Criteria Empl ID Empl Record Trans ID Duty Type Begin Date	a begins with = = = = = = =	Add a New Value          1234567	e fields blank for a li	ist of all values.		
Find an Existi Search Criteria Empl ID Empl Record Trans ID Duty Type Begin Date	ing Value a begins with  = •  = •  = •  = •  = •  = •	Add a New Value	Q Q			
Search Criteria Empl ID Empl Record Trans ID Duty Type Begin Date	a begins with • = • = • = • = •	<ul> <li>1234567</li> <li></li></ul>	Q Q	_		
Empl ID Empl Record Trans ID Duty Type Begin Date	begins with           =           =           =           =           =           =           =           =           =	<ul> <li>1234567</li> <li></li></ul>	Q Q	-		
Empl Record Trans ID Duty Type Begin Date	= • = • = •		Q			
Trans ID Duty Type Begin Date	= • = • = •					
Duty Type Begin Date	= • = •					
Begin Date	= 🖌			<b>`</b>		
End Date	= ~					
National ID	begins with 🔹	•				
Name	begins with	•				
Last Name	begins with 🔹	•				
Order Status	= 🖌			•		
ity Department	begins with 🗸	•				
Case Sensitive						
Search Cle	ear Basic Se	arch 📴 Save Sea	arch Criteria			
d an Existing Val	Lue   Add a Ne	w Value				
ut S	End Date National ID Name Last Name Order Status ty Department case Sensitive tearch	End Date = National ID begins with Name begins with Last Name begins with Order Status = ty Department begins with case Sensitive earch Clear Basic Set	End Date       =          National ID       begins with           Name       begins with           Last Name       begins with           Order Status       =          cy Department       begins with           case Sensitive           earch       Clear       Basic Search       © Save Sez	End Date =   National ID begins with •   Name begins with •   Last Name begins with •   Corder Status =   exp Department begins with •   begins with •	End Date =   National ID begins with •   Name begins with •   Last Name begins with •   Order Status =   • •   Order Status =   • •   • •   • •   • •   • •	End Date =   National ID begins with •   Name begins with •   Last Name begins with •   Order Status =   • •   ty Department begins with •   case Sensitive   earch Clear Basic Search  Save Search Criteria

### Procedures,

continued

tep	Action
5	elect the <b>Travel</b> tab.
	Reserve Orders         Travel         Notes         Funding         Leave         Approval         Audit
	nnie January Empl ID: 1234567 Empl Record: 0
	ans ID: 2855040 Order Action:
	rder Begin Date: 05/12/2023 Order Type: Reserve
	rder End Date: 05/11/2026 Order Status: En route
	of Days / Term: 1096 / Longterm Duty Type: Extended Active Duty
	uty Department: 009525 CGC STRATTON Authority: 10 U.S.C. 12311
	npi Category: SEL Selected Reserve IRATPATICAL A Unling Pay Status
	ick <b>View All</b> in the Travel Orders section
	Seg Nbr: 1 Travel Type: Depart V Tryl Approval: Approved
	Estimated Date: 05/12/2023 Department: 004750 OFFICER CANDIDATE SCHOOL
	Nature of Duty: Home V Position Number: 00020082 OFFICER CANDIDATE (PRIOR CIV)
	Posn Job Code: 451094 Officer Candidate
	Other Location: Route for Approval
	Per Diem
	Travel Details
	Additional Authorized Expenses
	Delay En Route is NOT involved skip to Step 8
	<b>Delay En Route</b> is involved, it must be entered between Seq 1 and Seq 2.
	<b>OTE:</b> It cannot be entered between any other sequences. All Approved Delay En
	bute information should be <u>entered as constructive dates</u> between SEQ 1 and 2.
	eq Nbr I and Seq Nbr 4 must be true dates.
	Begin Date   End Date   Delay En route   Days
	1 05/13/2023 🗰 05/16/2023 🗰 Leave INCONUS 🗙 4 🛨 🗖
	2 05/17/2023 🔅 05/17/2023 Travel Time 🗸 1 🕂 🗕

### Procedures,

		Action	
Seq Nbr 1	and 2 shoul	d be Approved and grayed out.	
Place orde	<mark>r into Ame</mark> i	nd Mode and update Seq Nbr 2 as shown b	elow.
Reserve Orders	Travel Notes	Funding Leave Approval Audit	
Annie January		Empl ID: 1234567 Empl Record: 0	
Trans ID:	2855040	Amend Mode Order Action: Amend Order	Go
Order Begin Date:	05/12/2023	Order Type: Reserve	
Seq Nbr 2	- Update wi	th the reporting unit TEMDU data.	
NOTE: So	metimes me	mbers will be married and have to stay at the	previous I
oit to tie up	all their aff	airs. If this is the case, keep the location for s	equence 2
is sequence	e 1.		
• Estimate	ed Date & A	ctual Date – Enter the date the member phys	<i>ically</i> repo
unit.			
Nature o	<b>f Duty</b> – Sel	lect TEMDU from the drop-down.	
• Departm	ent, Locatio	$\mathbf{pn}$ – Enter the location of the temporary new	unit.
Position	Number – S	Select a temporary position number for the ter	nporary
departme	nt and locati	on.	
	lug hutter -	n Soc 2	
LICK THE	ius button o		
Travel Orders		Q    4 4 1-6 of 6 V  >      Vi	ew 1
*Seg Nbr 1	Travel Type: Depart	Trul Approval: Approved	
Estimated Date:	05/12/2023		
Actual Date:	05/12/2022		
Nature of Duty:	Homo		
Nature of Duty:	Home	Position Rumber. U002002 COPPICER CANDIDATE (PRIOR CIV)	
Other		Position Code: 451094 Officer Candidate Route for Approval	
Location:			
Per Diem			
h Travel Defei	NC		
<ul> <li>Travel Detail</li> <li>Additional A</li> </ul>	uthorized Expenses	3	
<ul> <li>Travel Detail</li> <li>Additional A</li> </ul>	uthorized Expenses		
Travel Detail     Additional A     Seq Nbr: 2	uthorized Expenses Travel Type: Report	Trvl Approval:	—
Travel Detail     Additional A     *Seq Nbr: 2     Estimated Date:	Travel Type: Report	Trvl Approval: Department: 042602 Q BASE ALAM TEMP DUTY DIV (PX)	
Travel Detail     Additional A     "Seq Nbr: 2     Estimated Date:     Actual Date:	Travel Type:         Report           05/17/2023         100	TrvI Approval: Department: 042602 Q BASE ALAM TEMP DUTY DIV (PX) Location: CA2644 Q BASE ALAMEDA	
Travel Detail     Additional A     Seq Nbr: 2     Estimated Date:     Actual Date:     Nature of Duty:	thorized Expenses Travel Type: Report 05/17/2023	TrvI Approval: Department: Location: Position Number: Department: 042602 Q BASE ALAM TEMP DUTY DIV (PX) BASE ALAMEDA	
<ul> <li>Travel Detail</li> <li>Additional A</li> <li>*Seq Nbr: 2</li> <li>Estimated Date:</li> <li>Actual Date:</li> <li>Nature of Duty:</li> </ul>	uthorized Expenses Travel Type: Report 05/17/2023 III 05/17/2023 IIII TEMDU V	TrvI Approval: Department: Location: CA2644 Position Number: 00120268 Posn Job Code: TrvI Approval: BASE ALAM TEMP DUTY DIV (PX) BASE ALAMEDA BASE ALAMEDA	
Travel Detail     Additional A     Seq Nbr: 2     Estimated Date:     Actual Date:     Nature of Duty:     Other     Location:	uthorized Expenses Travel Type: Report 05/17/2023 III 05/17/2023 III TEMDU V	TrvI Approval: Department: Location: CA2644 Position Number: 00120268 Posn Job Code: Route for Approval	
Travel Detail     Additional A     Seq Nbr: 2     Estimated Date:     Actual Date:     Nature of Duty:     Other     Location:     Per Diem	uthorized Expenses Travel Type: Report 05/17/2023 III 05/17/2023 III TEMDU V	TrvI Approval: Department: Location: CA2644 Position Number: 00120268 Posn Job Code: Route for Approval	
<ul> <li>Travel Detail</li> <li>Additional A</li> <li>*Seq Nbr: 2</li> <li>Estimated Date:</li> <li>Actual Date:</li> <li>Nature of Duty:</li> <li>Other</li> <li>Location:</li> <li>Per Diem</li> <li>Travel Detail</li> </ul>	s uthorized Expenses Travel Type: Report 05/17/2023	TrvI Approval: Department: Location: CA2644 Position Number: 00120268 Posn Job Code: Route for Approval	

Continued on next page

### Procedures,

continued

Step	Action
9	Make the following updates on the new Seq:
	• Seq Nbr – Change 1 to a 3.
	• Travel Type – Select Depart from the drop-down.
	• Estimated Date and Actual Date – Enter the date the member's cutter is expected to
	Return to Home Port (RTHP).
	<b>NOTE:</b> See step 10 - Sequence 3 and 4 should have the same date.
	• Nature of Duty – Select TEMDU from the drop-down.
	• <b>Department</b> , <b>Location</b> and <b>Position Number</b> – Should be same as Seq 2.
	Click the <b>Plus</b> button for Seq Nbr 3.
	*Seq Nbr: 3 Travel Type: Depart Y Trvl Approval: Approved
	Estimated Date: 05/18/2023 📰 Department: 042602 Q BASE ALAM TEMP DUTY DIV (PX)
	Actual Date: 05/19/2023 📅 Location: CA2644 Q BASE ALAMEDA
	Nature of Duty: TEMDU V Position Number: 00120268 Q
	Posn Job Code:
	Other Route for Approval
	Location:
	▶ Per Diem
	► Travel Details
	Additional Authorized Expenses
10	Make the following undates on the new Seq:
10	Seq Nbr – Change 1 to a 4.
	<b>Travel Type</b> – Select Report from the drop-down.
	Estimated Date and Actual Date – Sequence 3 and 4 should have the same date.
	Nature of Duty – Select Duty from the drop-down.
	<b>Position Number, Department, Location</b> – Enter the information from Seq Nbr 98.
	*Seq Nbr: 4 Travel Type: Report V Trvl Approval:
	Estimated Date: 05/19/2023 E Department: 009525 Q CGC STRATTON
	Actual Date: 05/19/2023 🗰 Location: CA0402 Q CG UNITS-ALAMEDA CA
	Nature of Duty: Duty V Position Number: 19373849 Q DECK WATCH OFFICER
	Posn Job Code: 000008
	Other Route for Approval
	Location:
	▶ Per Diem
	Travel Details     Additional Authorized Expenses
	· Autuonai Autuonzeu Expenses

## Adding TEMDU to EAD Orders at the Arrival Unit, Continued

### Procedures,

continued

Step		Action
11	Leave Seq Nbr 98 and Seq	Nbr 99 as entered.
	*Seq Nbr: 98 Travel Type: Depa	rt 👻 Trvl Approval:
	Estimated Date: 05/11/2026	Department: 009525 Q CGC STRATTON
	Actual Date:	Location: CA0402 Q CG UNITS-ALAMEDA CA
	Nature of Duty: Duty	Position Number: 19373849 Q DECK WATCH OFFICER
		Posn Job Code: 000098
	Other Location:	Route for Approval
	<ul> <li>Per Diem</li> <li>Travel Details</li> <li>Additional Authorized Expense</li> </ul>	15
	*Seq Nbr: 99 Travel Type: Repo	rt 👻 Trvl Approval:
	Estimated Date: 05/11/2026	Department: 009525 Q CGC STRATTON
	Actual Date:	Location: CA0402 Q CG UNITS-ALAMEDA CA
	Nature of Duty: Home	Position Number: 19373849 Q DECK WATCH OFFICER
		Posn Job Code: 000098
	Other Location:	Route for Approval
	<ul> <li>Per Diem</li> <li>Travel Details</li> <li>Additional Authorized Expense</li> </ul>	\$5
12	Select the Approval tab.	
	Reserve Orders Travel Notes	Funding Leave Approval Audit
	Annie January	Empl ID: 1234567 Empl Record: 0
	Trans ID: 2855040	Amend Mode Order Action: Amend Order
	Order Begin Date: 05/12/2023 Order End Date: 05/11/2026	Order Type: Reserve

Procedures,

			Action		
Approval T	<b>ype</b> – Shou	ld display Am	end Order		
LICK Subm		Natas		Audit	
Reserve Orders	s Travel	Notes	Leave	Audit	
Annie January			Empl ID: 1	234567 Emp	I Record: 0
Trans ID:	2855040	Amend Mo	de Order	Action: Amend On	ber V
Order Begin Date	05/12/2023 05/11/2026		Order	Type: Reserve	
Route for Appr	oval		order	Status. Enrotic	
	Amon	d Order			
	Allen	JOIDEI			
User ID:					
Approving SP	O Dept: 001420		LE SPO		
Comment:					
	S1	Ibmit			
	30	DHIL			
Click <b>Route</b>	e for Approv	val in Seq Nbr	4.		
After Amen	d Order is a	proved, please	e submit a tic	ket to PPC/A	<b>DV</b> requesting
updates to n	nember's Jol	Data.			
Before appr	oving Seq 3	and 4 a trouble	e ticket MUS	T be submitte	d to PPC/AD
equesting n	nanual updat	tes to member'	s Job Data. <mark>V</mark>	<mark>Nhen submitti</mark>	ng the ticket,
naluda tha l	ESMS Reser	ve Order Trans	o ID DA cra	aton a TDV Io	b Row for Re
			SID. DA CIE		T 1 D / 1
Order TEM	DU reporting	g sequences, w	hich updates	the member's	Job Data bac
Order TEMI Reserve Cal	DU reporting endar instea	g sequences, w d of keeping th	hich updates Active Du	the member's ty Calendar, w	Job Data bac hich stops th
Order TEM Reserve Cal nember's E	DU reporting endar instea AD pay.	g sequences, w d of keeping th	hich updates Active Du	the member's ty Calendar, w	Job Data bac hich stops th
Drder TEM Reserve Cal nember's E	DU reportin endar instea AD pay.	g sequences, w d of keeping th	hich updates he Active Du	the member's ty Calendar, w	Job Data ba hich stops th
Drder TEM Reserve Cal nember's E *Seq Nbr: 4 Estimated Date:	DU reportin endar instea AD pay. Travel Type: Rep 05/19/2023	g sequences, w d of keeping th ort	t: 009525	the member's ty Calendar, w	Job Data bachich stops th
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Order TEM Reserve Cal member's E *Seq Nbr: 4 Estimated Date: Actual Date: Nature of Duty:	DU reportin endar instea AD pay. Travel Type: Rep 05/19/2023	g sequences, w d of keeping th ort	IL: hich updates he Active Du CA0402 Q 19373849 Q	cgc stratton cgc watch offic	+ Job Data bar hich stops th +
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Drder TEM Ceserve Cal nember's E *Seq Nbr: 4 Estimated Date: Actual Date: Nature of Duty:	DU reportin endar instea AD pay. Travel Type: Reg 05/19/2023	g sequences, w d of keeping th ort  Trvl Approva Department: Location: Position Number: Posn Job Code:	II: 009525 Q 19373849 Q 000098	CGC STRATTON CG UNITS-ALAMEDA DECK WATCH OFFIC	Approval
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Order TEM Ceserve Cal nember's E *Seq Nbr: 4 Estimated Date: Actual Date: Nature of Duty: Other Location: Per Diem Travel Detail	DU reportin lendar instea AD pay. Travel Type: Reg 05/19/2023	g sequences, w d of keeping th ort  Trvl Approva Department: Location: Position Number: Posn Job Code:	II: 009525 Q 19373849 Q 000098	CGC STRATTON CG UNITS-ALAMEDA DECK WATCH OFFIC	Approval

Continued on next page

## Adding TEMDU to EAD Orders at the Arrival Unit, Continued

### Procedures,

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<b>F</b>	٦							l≪
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description
1	Depart	Approved	05/12/2023	05/12/2023	Home	OFFICER CANDIDATE SCHOOL	OFFICER CANDIDATE (PRIOR CIV)	OFFICER CAND SCHOOL
			05/13/2023		Leave INCONUS			
			05/17/2023		Travel Time			
2	Report		05/17/2023	05/17/2023	TEMDU	BASE ALAM TEMP DUTY DIV (PX)		BASE ALAMEDA
3	Depart		05/18/2023	05/19/2023	TEMDU	BASE ALAM TEMP DUTY DIV (PX)		BASE ALAMEDA
4	Report		05/19/2023	05/19/2023	Duty	CGC STRATTON	DECK WATCH OFFICER	CG UNITS- ALAMEDA CA
98	Depart		05/11/2026		Duty	CGC STRATTON	DECK WATCH OFFICER	CG UNITS- ALAMEDA CA
99	Report		05/11/2026		Home	CGC STRATTON	DECK WATCH	CG UNITS-
Once belov Verif Rese corre	e appro w. fy Job rve Ac ect. If	ved by Data l ctive D there a	has the SPO/ has the co outy Assig are any iss	PAO an orrect in gnment sues wit	nd PPC, v nformatio Job rows h the mer	rerify the <b>It</b> on in the <b>R</b> s and all B nber's Job	inerary sec Reserve Ord AH and pay Data, please	tion displa ler Begin a y entitlem submit a
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