

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 (EAD) in Direct Access (DA). **All other EAD orders should be entered just like every other Reserve order.**

Information

- Sequences may be added prior to departure by the departing unit admin or may be added after the member arrives at the new Permanent Duty Station (PDS).
- IMPORTANT:** Once approved by the unit supervisor and updated by PPC (see below), **verify the member’s Basic Allowance for Housing (BAH) and Job Data rows have updated correctly.** If not, make appropriate corrections to prevent overpaying or underpaying the member. **If Job Data corrections are needed, please submit a PPC Ticket for PPC/ADV.**
- A Reserve Officer will receive an Active-Duty Agreement (ADA). The ADA is submitted into DA as an EAD order, the dates on the RSV EAD Order must remain the same date as the begin date of the ADA.
- The EAD order in DA records the ADA signed by the member and should not be changed unless authorized by OPM and supported by an amended ADA. The Active-Duty Agreement for the Reserve Officer is equivalent to a DD Form 4 for an enlisted member.

IMPORTANT

- Upon entering and approving TEMDU in the Reserve EAD Orders, **a Trouble Ticket MUST be submitted to PPC to ensure the member’s pay, entitlements, and benefits are started and continue timely.**
- When submitting the ticket, please include the **FSMS Reserve Order Trans ID.**
- While traditional RSV Orders should only include Sequence numbers 1, 2, 98, and 99, RSV EAD Orders may include Sequence number 3 and 4 rows to account for the TEMDU. **Once approved, those additional Sequences (3 & 4) can shut down the pay, entitlements, and benefits for the member; therefore, it is IMPORTANT to contact PPC upon entering Seq Nbr 4.**

Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	DeptId Description	Position Description	Location Description
1	Depart		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		12/03/2023	12/03/2023	TEMDU	AIRSTA BARBERS PT	AIRSTA MH65	KAPOLEI HI
3	Depart		12/18/2023	12/18/2023	TEMDU	AIRSTA BARBERS PT	AIRSTA MH65	KAPOLEI HI
4	Report		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 PT	AIRSTA MH65	KAPOLEI HI

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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 ([HQS-SMB-DCMS-831-TONO-MGMT](#)).

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)

The screenshot displays the EAD system interface with four sequence entries. Each entry includes fields for Seq Nbr, Travel Type, Trvl Approval, Estimated Date, Actual Date, Department, Location, Nature of Duty, and Position Number. A 'Delay En route' table is shown between Seq Nbr 1 and 2, with columns for Begin Date, End Date, Delay En route, and Days. Red boxes highlight specific dates: 11/17/2023 (Actual Date for Seq 1), 11/18/2023 (Begin Date for Delay En Route 1), 12/03/2023 (End Date for Delay En Route 3), and 12/18/2023 (Actual Date for Seq 3 and Seq 4). Red arrows point from these highlighted dates to the corresponding 'Actual Date' fields in the sequence entries.

	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

Contents

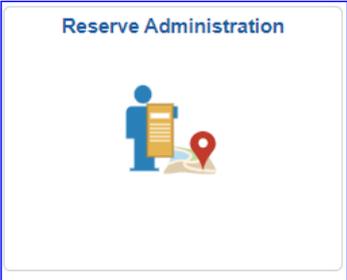
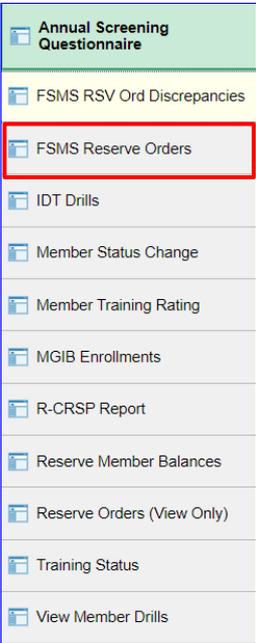
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Adding TEMDU to EAD Orders at the Arrival Unit	12

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**
- Attending Officer Candidate School (OCS).
 - 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.
 - Returning home but working at the nearest CG unit for experience before moving onto their PDS.

Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Reserve Administration tile.</p> 
<p>2</p>	<p>Select the FSMS Reserve Orders option.</p> 

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Adding TEMDU to EAD Orders Prior to Departure, Continued

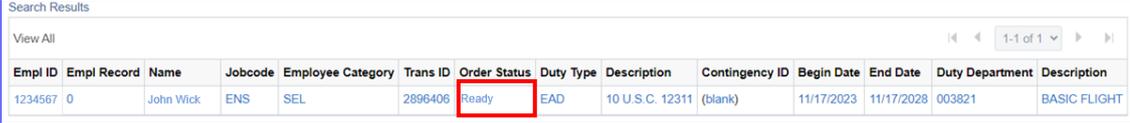
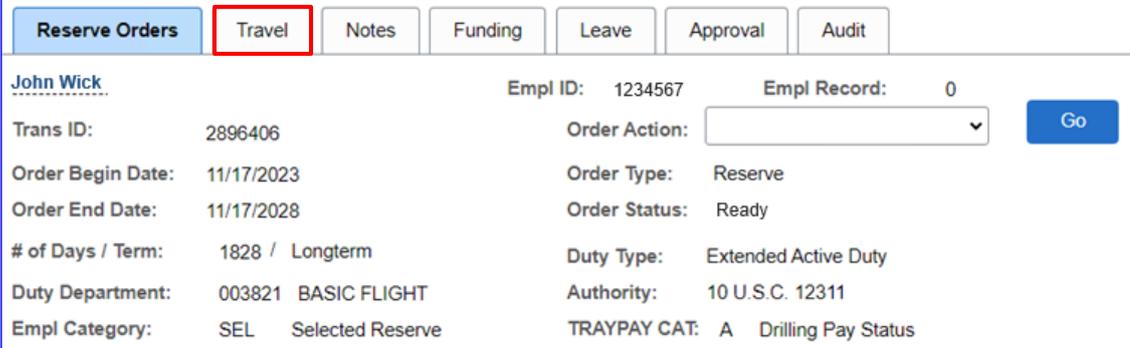
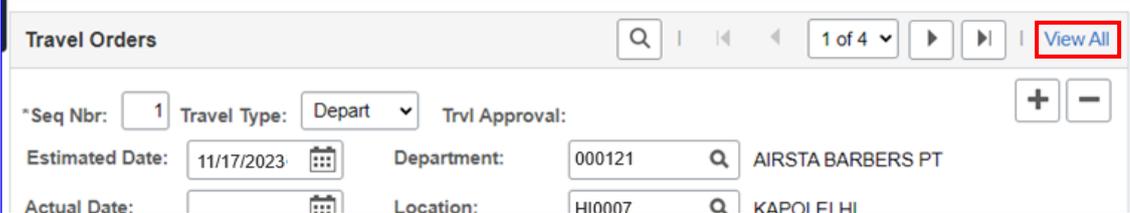
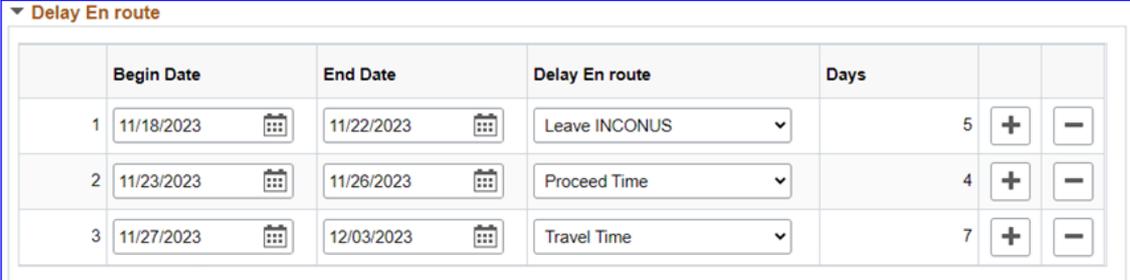
Procedures,
continued

Step	Action
3	<p data-bbox="288 461 903 495">Enter the member's Empl ID and click Search.</p> <div data-bbox="288 495 1128 1496"><p data-bbox="293 501 592 528">FSMS Reserve Orders</p><p data-bbox="293 535 1123 562">Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p data-bbox="320 577 809 622"><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p><p data-bbox="293 645 483 672">▼ Search Criteria</p><p data-bbox="389 689 943 725">Empl ID <input type="text" value="begins with"/> <input type="text" value="1234567"/> <input type="button" value="Q"/></p><p data-bbox="339 752 943 788">Empl Record <input type="text" value="="/> <input type="text"/> <input type="button" value="Q"/></p><p data-bbox="389 815 904 851">Trans ID <input type="text" value="="/> <input type="text"/></p><p data-bbox="368 878 1007 913">Duty Type <input type="text" value="="/> <input type="text"/></p><p data-bbox="357 940 943 976">Begin Date <input type="text" value="="/> <input type="text"/></p><p data-bbox="376 1003 943 1039">End Date <input type="text" value="="/> <input type="text"/></p><p data-bbox="357 1066 904 1102">National ID <input type="text" value="begins with"/> <input type="text"/></p><p data-bbox="410 1128 904 1164">Name <input type="text" value="begins with"/> <input type="text"/></p><p data-bbox="362 1191 904 1227">Last Name <input type="text" value="begins with"/> <input type="text"/></p><p data-bbox="341 1254 1007 1290">Order Status <input type="text" value="="/> <input type="text"/></p><p data-bbox="300 1317 904 1352">Duty Department <input type="text" value="begins with"/> <input type="text"/></p><p data-bbox="300 1379 472 1406"><input type="checkbox"/> Case Sensitive</p><p data-bbox="293 1420 911 1456"><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p><p data-bbox="293 1469 703 1496"><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p></div>

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Adding TEMDU to EAD Orders Prior to Departure, Continued

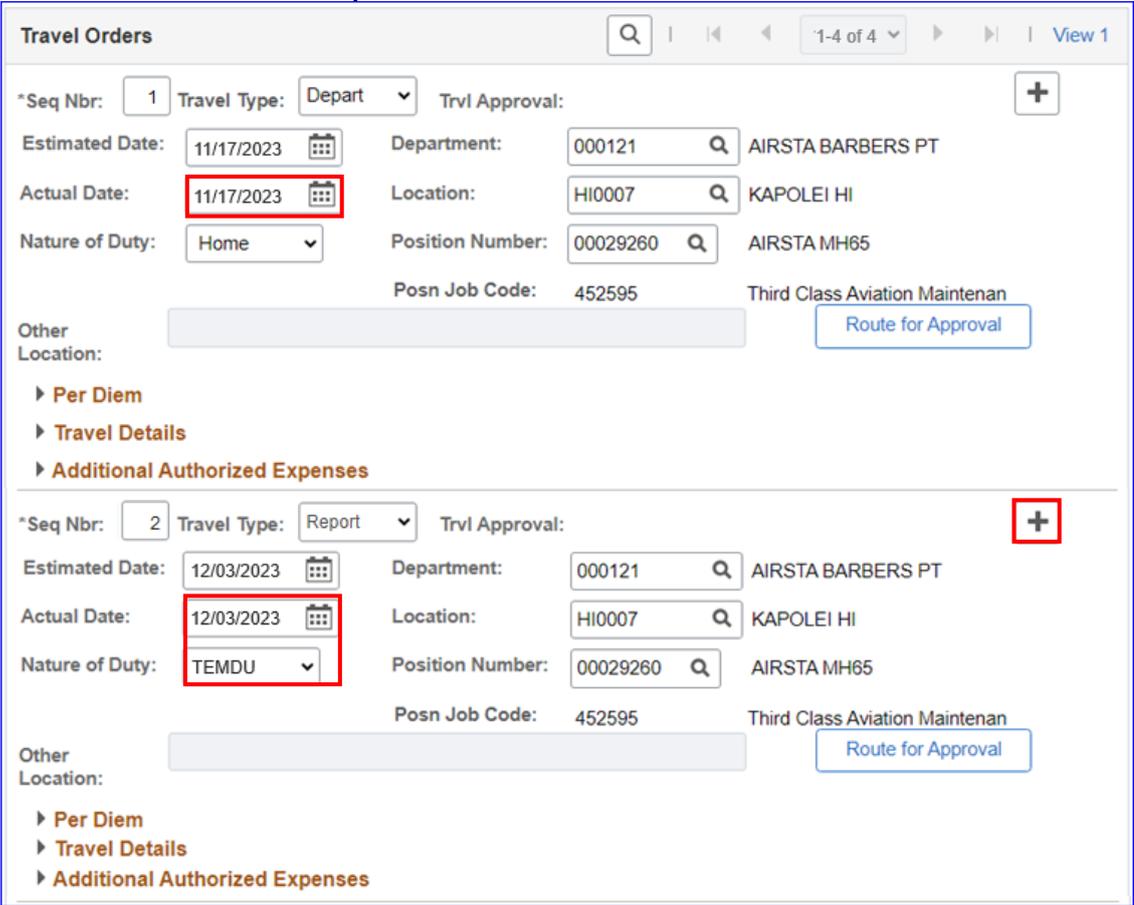
Procedures,
continued

Step	Action																												
4	<p>A list of all previous FSMS Reserve Orders will display. Select the appropriate EAD Order.</p>  <p>Search Results</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Jobcode</th> <th>Employee Category</th> <th>Trans ID</th> <th>Order Status</th> <th>Duty Type</th> <th>Description</th> <th>Contingency ID</th> <th>Begin Date</th> <th>End Date</th> <th>Duty Department</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>John Wick</td> <td>ENS</td> <td>SEL</td> <td>2896406</td> <td>Ready</td> <td>EAD</td> <td>10 U.S.C. 12311</td> <td>(blank)</td> <td>11/17/2023</td> <td>11/17/2028</td> <td>003821</td> <td>BASIC FLIGHT</td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Jobcode	Employee Category	Trans ID	Order Status	Duty Type	Description	Contingency ID	Begin Date	End Date	Duty Department	Description	1234567	0	John Wick	ENS	SEL	2896406	Ready	EAD	10 U.S.C. 12311	(blank)	11/17/2023	11/17/2028	003821	BASIC FLIGHT
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5	<p>The Reserve Orders tab will display. Select the Travel tab.</p>  <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> <p>John Wick Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2896406 Order Action: [dropdown] Go</p> <p>Order Begin Date: 11/17/2023 Order Type: Reserve</p> <p>Order End Date: 11/17/2028 Order Status: Ready</p> <p># of Days / Term: 1828 / Longterm Duty Type: Extended Active Duty</p> <p>Duty Department: 003821 BASIC FLIGHT Authority: 10 U.S.C. 12311</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p>																												
6	<p>Click View All in the Travel Orders section.</p>  <p>Travel Orders [search] [1 of 4] [View All]</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: [plus] [minus]</p> <p>Estimated Date: 11/17/2023 Department: 000121 AIRSTA BARBERS PT</p> <p>Actual Date: Location: HI0007 KAPOLEHI</p>																												
7	<p>If applicable, enter Delay En route information.</p> <p>NOTE: Delay En route can only be entered between sequences 1 and 2. It cannot be entered between any other sequences. All Approved Delay En Route information should be entered as constructive dates between SEQ 1 and 2. Seq Nbr 1 and Seq Nbr 4 must be true dates.</p>  <p>▼ Delay En route</p> <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11/18/2023</td> <td>11/22/2023</td> <td>Leave INCONUS</td> <td>5</td> <td>+</td> <td>-</td> </tr> <tr> <td>2</td> <td>11/23/2023</td> <td>11/26/2023</td> <td>Proceed Time</td> <td>4</td> <td>+</td> <td>-</td> </tr> <tr> <td>3</td> <td>11/27/2023</td> <td>12/03/2023</td> <td>Travel Time</td> <td>7</td> <td>+</td> <td>-</td> </tr> </tbody> </table>		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	+	-
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Adding TEMDU to EAD Orders Prior to Departure, Continued

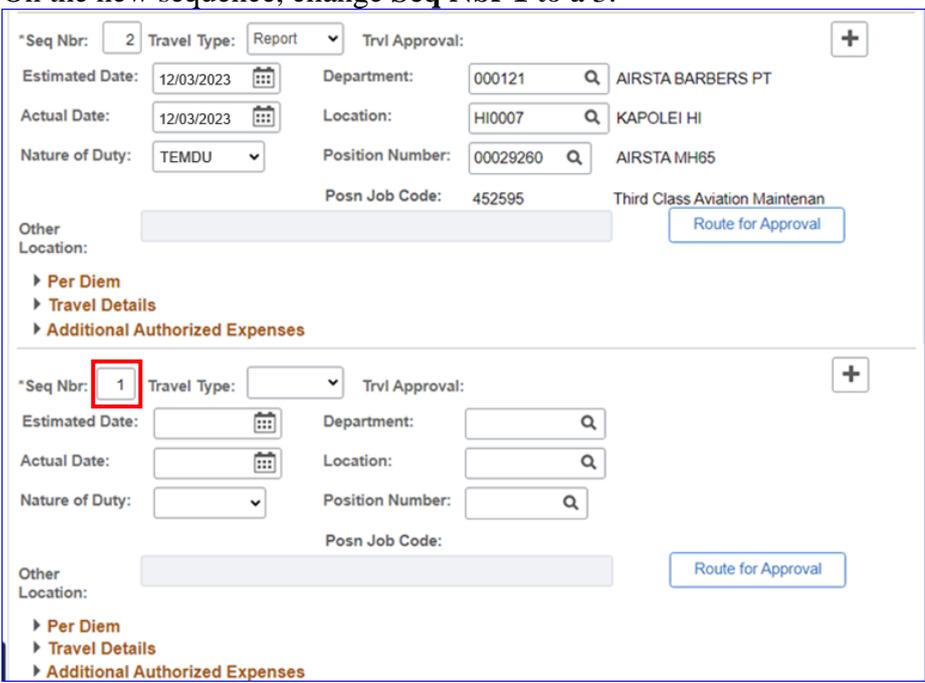
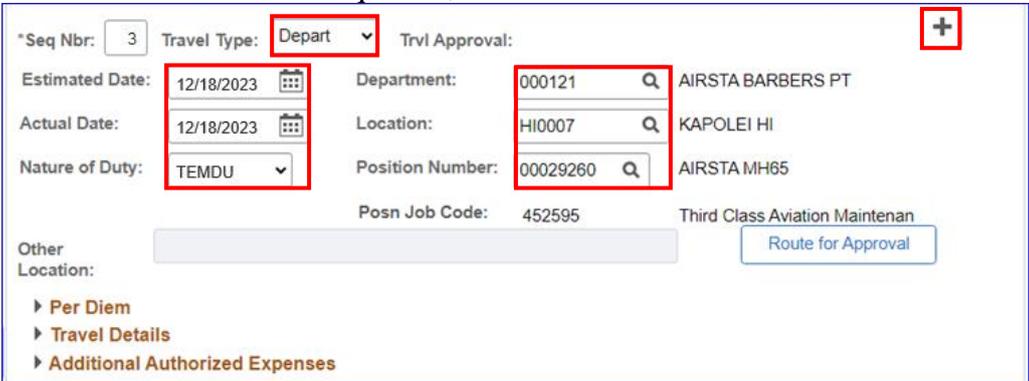
Procedures,
continued

Step	Action
8	<p>Verify Seq Nbr 1, 98, and 99 are correct.</p> <ul style="list-style-type: none"> • Seq Nbr 1 – Enter the Actual Date. • Seq Nbr 2 – Verify the Estimated Date, Department, Location, and Position Number are correct, enter the Actual Date, and change the Nature of Duty to TEMDU. <p>Click the Plus button in sequence 2, to add a new row.</p>  <p>The screenshot shows the 'Travel Orders' interface with two rows. The first row (Seq Nbr 1) has 'Actual Date' 11/17/2023 and 'Nature of Duty' Home. The second row (Seq Nbr 2) has 'Actual Date' 12/03/2023 and 'Nature of Duty' TEMDU. Red boxes highlight the 'Actual Date' and 'Nature of Duty' fields in the second row, and a red box highlights the plus button to its right.</p>

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Adding TEMDU to EAD Orders Prior to Departure, Continued

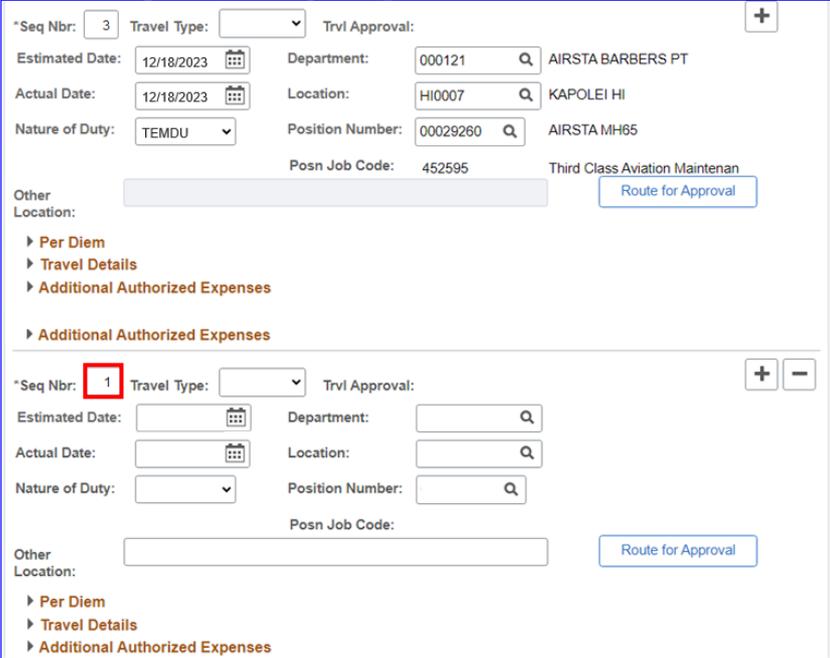
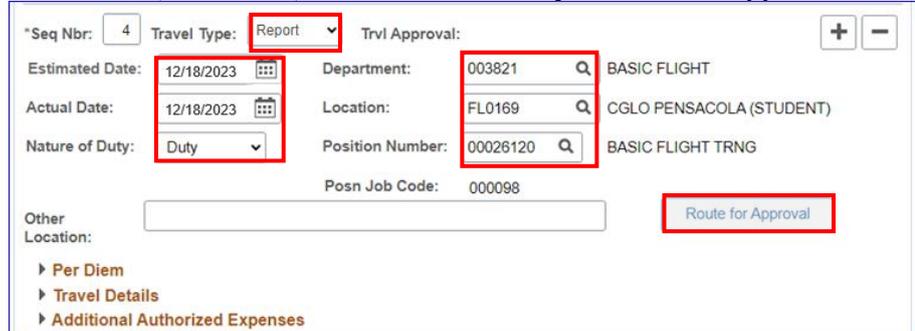
Procedures,
continued

Step	Action
<p>9</p>	<p>On the new sequence, change Seq Nbr 1 to a 3.</p> 
<p>10</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Travel Type – Select Depart from the drop-down. • Estimated Date and Actual Date – Enter the date the member physically departs the old unit. Seq Nbr 3 and Seq Nbr 4 should be the same date. • Department, Location, Position Number – Enter data from row 2. • Nature of Duty – Select TEMDU from the drop-down. <p>Click the Plus button in Seq Nbr 3, to add a new row.</p> 

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Adding TEMDU to EAD Orders Prior to Departure, Continued

Procedures,
continued

Step	Action
<p>11</p>	<p>On new sequence, change Seq Nbr 1 to a 4.</p> 
<p>12</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Travel Type – Select Report from the drop-down. • Estimated Date and Actual Date – Seq Nbr 3 and Seq Nbr 4 should be the same date. • Department, Location, and Position Number – Enter the data from Seq Nbr 98. • Nature of Duty – Select Duty from the drop-down. <p>NOTE: The Route for Approval button must only be selected on or after the Actual Date. Continue on to Step 13.</p> <p>Click Save (not shown) if this is NOT ready to route for approval.</p> 

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Adding TEMDU to EAD Orders Prior to Departure, Continued

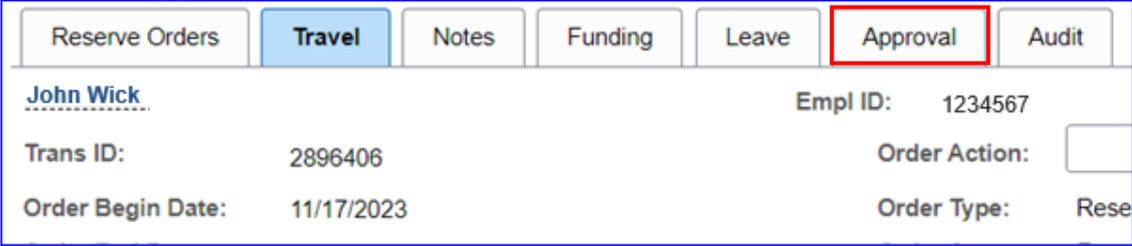
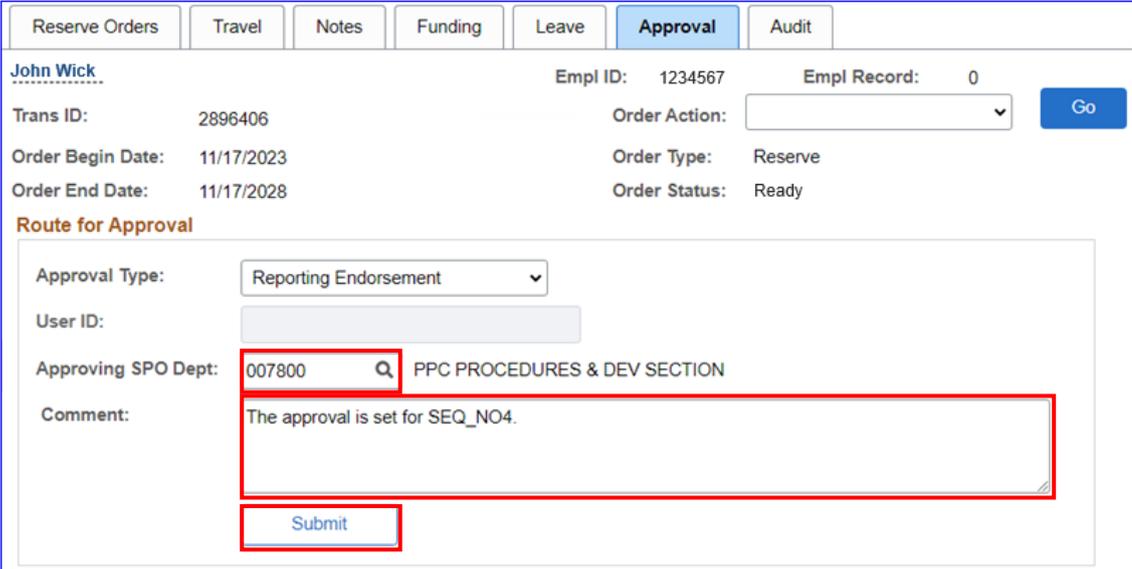
Procedures,
continued

Step	Action
13	<p>Seq Nbr 98 and 99 - Leave as is. Do not change.</p> <div data-bbox="288 524 1420 1373" style="border: 1px solid black; padding: 5px;"> <!-- Entry 98 --> <p>*Seq Nbr: <input type="text" value="98"/> Travel Type: <input type="text" value="Depart"/> Trvl Approval: <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Estimated Date: <input type="text" value="11/17/2028"/> Department: <input type="text" value="003821"/> BASIC FLIGHT</p> <p>Actual Date: <input type="text"/> Location: <input type="text" value="FL0169"/> CGLO PENSACOLA (STUDENT)</p> <p>Nature of Duty: <input type="text" value="Duty"/> Position Number: <input type="text" value="00026120"/> BASIC FLIGHT TRNG</p> <p>Posn Job Code: 000098</p> <p>Other Location: <input type="text"/> <input type="button" value="Route for Approval"/></p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <hr/> <!-- Entry 99 --> <p>*Seq Nbr: <input type="text" value="99"/> Travel Type: <input type="text" value="Report"/> Trvl Approval: <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Estimated Date: <input type="text" value="11/17/2028"/> Department: <input type="text" value="000121"/> AIRSTA BARBERS PT</p> <p>Actual Date: <input type="text"/> Location: <input type="text" value="HI0007"/> KAPOLEI HI</p> <p>Nature of Duty: <input type="text" value="Home"/> Position Number: <input type="text" value="00029260"/> AIRSTA MH65</p> <p>Posn Job Code: 452595 Third Class Aviation Maintenanc</p> <p>Other Location: <input type="text"/> <input type="button" value="Route for Approval"/></p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> </div>

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Adding TEMDU to EAD Orders Prior to Departure, Continued

Procedures,
continued

Step	Action
14	<p>Select the Approval tab.</p> 
15	<p>Verify Dept of Approving SPO is accurate, and the Comment displays, <i>“The approval type is set for SEQ_NO=4.”</i> Click Submit.</p> 

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Adding TEMDU to EAD Orders Prior to Departure, Continued

Procedures,
continued

Step	Action																																																																																																			
<p>16</p>	<p>Upon the Supervisor approving sequence 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.</p> <p>Once approved by the SPO/PAO and PPC, verify the Itinerary section displays as below.</p> <table border="1" data-bbox="288 707 1418 1216"> <thead> <tr> <th colspan="9">Itinerary</th> </tr> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>11/17/2023</td> <td>11/17/2023</td> <td>Home</td> <td>AIRSTA BARBERS PT</td> <td>AIRSTA MH65</td> <td>KAPOLEI HI</td> </tr> <tr> <td></td> <td></td> <td></td> <td>11/18/2023</td> <td></td> <td>Leave INCONUS</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>11/23/2023</td> <td></td> <td>Proceed Time</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>11/27/2023</td> <td></td> <td>Travel Time</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Report</td> <td>Approved</td> <td>12/03/2023</td> <td>12/03/2023</td> <td>TEMDU</td> <td>AIRSTA BARBERS PT</td> <td>AIRSTA MH65</td> <td>KAPOLEI HI</td> </tr> <tr> <td>3</td> <td>Depart</td> <td>Approved</td> <td>12/18/2023</td> <td>12/18/2023</td> <td>TEMDU</td> <td>AIRSTA BARBERS PT</td> <td>AIRSTA MH65</td> <td>KAPOLEI HI</td> </tr> <tr> <td>4</td> <td>Report</td> <td>Approved</td> <td>12/18/2023</td> <td>12/18/2023</td> <td>Duty</td> <td>BASIC FLIGHT</td> <td>BASIC FLIGHT TRNG</td> <td>CGLO PENSACOLA (STUDENT)</td> </tr> <tr> <td>98</td> <td>Depart</td> <td></td> <td>11/17/2028</td> <td></td> <td>Duty</td> <td>BASIC FLIGHT</td> <td>BASIC FLIGHT TRNG</td> <td>CGLO PENSACOLA (STUDENT)</td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>11/17/2028</td> <td></td> <td>Home</td> <td>AIRSTA BARBERS PT</td> <td>AIRSTA MH65</td> <td>KAPOLEI HI</td> </tr> </tbody> </table>	Itinerary									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 PT	AIRSTA MH65	KAPOLEI HI
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98	Depart		11/17/2028		Duty	BASIC FLIGHT	BASIC FLIGHT TRNG	CGLO PENSACOLA (STUDENT)																																																																																												
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<p>17</p>	<p>Verify Job Data has the correct information in the Reserve Order Begin and Reserve Active Duty Assignment Job rows and all BAH and pay entitlements are correct. If there are any issues with the member's Job Data, please submit a ticket to PPC/ADV for review/update.</p>																																																																																																			

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

- If the member has already been reported aboard, **Seq Nbr 1 and 2** should be Approved and grayed out.
- **Place order into Amend Mode** – Select Amend Order from the **Order Action** drop-down box and click **Go**.

The screenshot shows a software interface with several tabs: Reserve Orders, Travel (selected), Notes, Funding, Leave, Approval, and Audit. Below the tabs, the name 'Annie January' is displayed. To the right, 'Empl ID: 1234567' and 'Empl Record: 0' are shown. The main area contains the following fields: 'Trans ID: 2855040', 'Amend Mode' (checkbox), 'Order Action: Amend Order' (dropdown menu), and a 'Go' button. Below these are 'Order Begin Date: 05/12/2023', 'Order Type: Reserve', 'Order End Date: 05/11/2026', and '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

- Boat or Cutter is underway upon arrival.
 - Member gets married after departure from old unit.
-

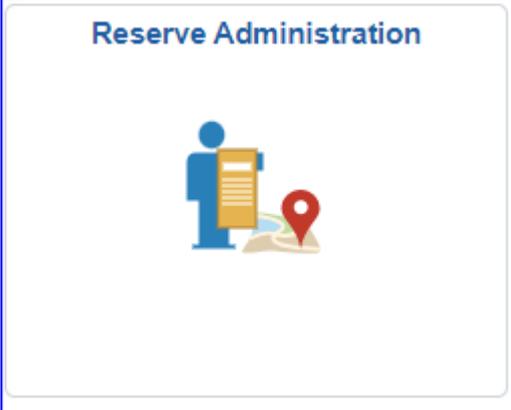
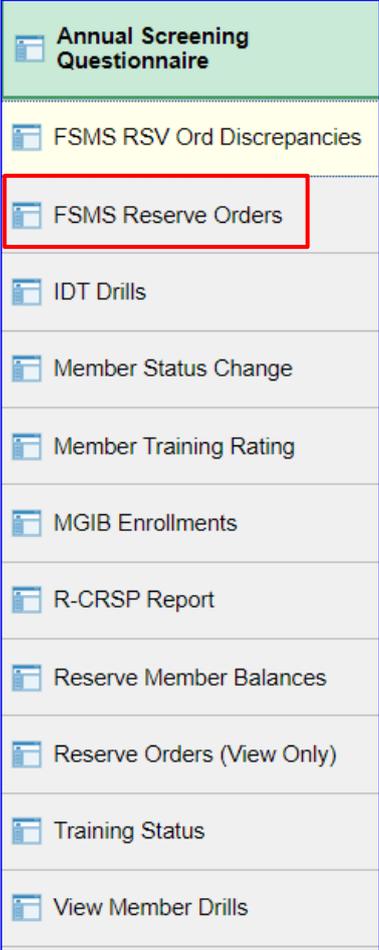
Sequence Numbers

Members on FSMS Reserve EAD Orders with TEMDU will have 6 sequences on their EAD orders instead of the typical 4.

Continued on next page

Adding TEMDU to EAD Orders at the Arrival Unit, Continued

Procedures See below.

Step	Action
1	<p>Click on the Reserve Administration tile.</p>  <p>The image shows a rectangular tile with a white background and a blue border. At the top, the text "Reserve Administration" is written in blue. Below the text is an icon depicting a blue person holding a yellow document, with a red location pin on a map to the right.</p>
2	<p>Select the FSMS Reserve Orders option.</p>  <p>The image shows a vertical list of menu items, each with a blue folder icon on the left. The items are: "Annual Screening Questionnaire" (green background), "FSMS RSV Ord Discrepancies" (yellow background), "FSMS Reserve Orders" (red border), "IDT Drills", "Member Status Change", "Member Training Rating", "MGIB Enrollments", "R-CRSP Report", "Reserve Member Balances", "Reserve Orders (View Only)", "Training Status", and "View Member Drills".</p>

Continued on next page

Adding TEMDU to EAD Orders at the Arrival Unit, Continued

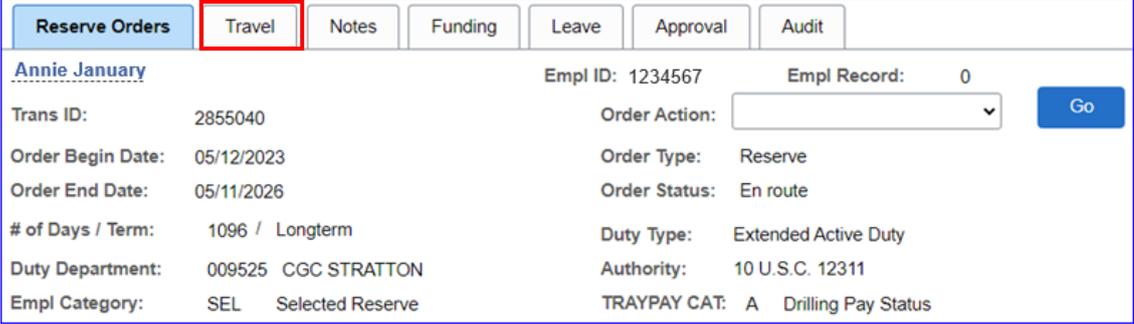
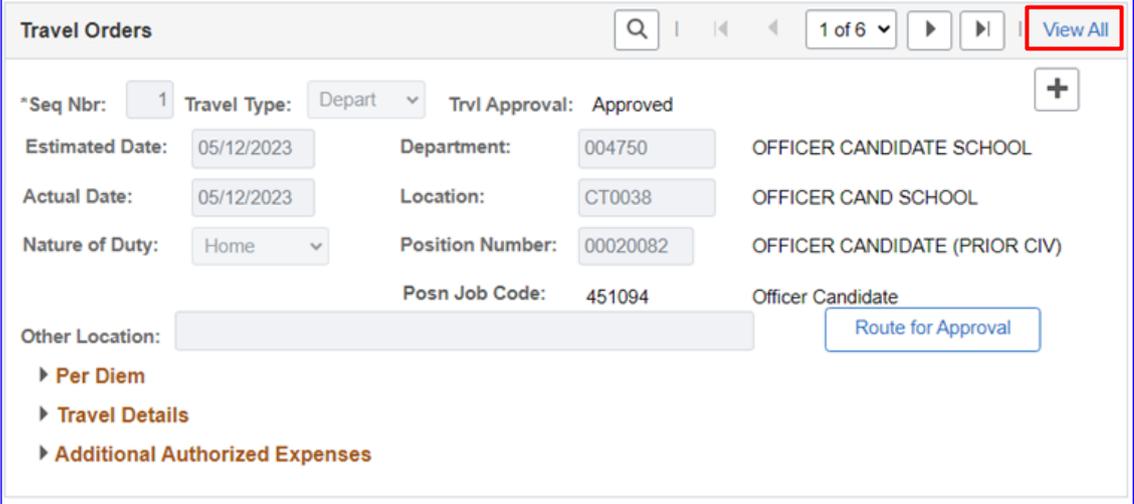
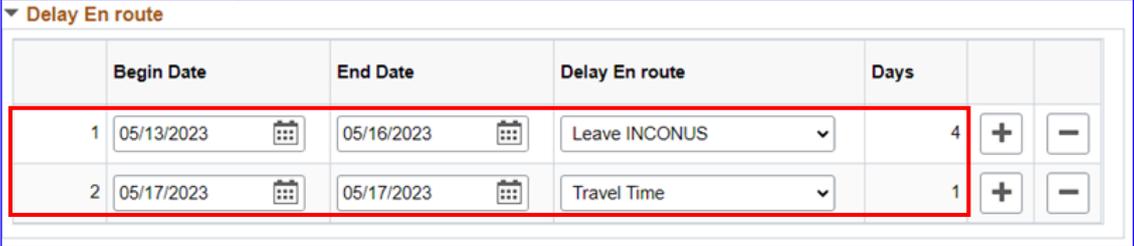
Procedures,
continued

Step	Action																																										
<p>3</p>	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="287 492 1050 1406" style="border: 1px solid black; padding: 5px;"> <p>FSMS Reserve Orders Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Empl Record = ▼ <input type="text"/> <input type="button" value="Q"/></p> <p>Trans ID = ▼ <input type="text"/></p> <p>Duty Type = ▼ <input type="text"/></p> <p>Begin Date = ▼ <input type="text"/> <input type="button" value="Calendar"/></p> <p>End Date = ▼ <input type="text"/> <input type="button" value="Calendar"/></p> <p>National ID begins with ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Order Status = ▼ <input type="text"/></p> <p>Duty Department begins with ▼ <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>																																										
<p>4</p>	<p>A list of all previous FSMS Reserve Orders will display. Select the appropriate EAD Orders.</p> <div data-bbox="287 1512 1420 1675" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All 1-2 of 2</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Job Code</th> <th>Employee Category</th> <th>Trans ID</th> <th>Order Status</th> <th>Duty Type</th> <th>Authority Code</th> <th>Contingency ID</th> <th>Begin Date</th> <th>End Date</th> <th>Duty Department</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>Annie January</td> <td>ENS</td> <td>SEL</td> <td>2855040</td> <td>En route</td> <td>EAD</td> <td>10 U.S.C. 12311</td> <td>(blank)</td> <td>05/12/2023</td> <td>05/11/2026</td> <td>009525</td> <td>CGC STRATTON</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>Annie January</td> <td>ENS</td> <td>SEL</td> <td>2834995</td> <td>Finished</td> <td>IADT</td> <td>10 U.S.C. 12301(d)</td> <td>(blank)</td> <td>01/16/2023</td> <td>05/11/2023</td> <td>004750</td> <td>OFFICER CANDIDATE SCHOOL</td> </tr> </tbody> </table> <p> Find an Existing Value Add a New Value </p> </div>	Empl ID	Empl Record	Name	Job Code	Employee Category	Trans ID	Order Status	Duty Type	Authority Code	Contingency ID	Begin Date	End Date	Duty Department	Department	1234567	0	Annie January	ENS	SEL	2855040	En route	EAD	10 U.S.C. 12311	(blank)	05/12/2023	05/11/2026	009525	CGC STRATTON	1234567	0	Annie January	ENS	SEL	2834995	Finished	IADT	10 U.S.C. 12301(d)	(blank)	01/16/2023	05/11/2023	004750	OFFICER CANDIDATE SCHOOL
Empl ID	Empl Record	Name	Job Code	Employee Category	Trans ID	Order Status	Duty Type	Authority Code	Contingency ID	Begin Date	End Date	Duty Department	Department																														
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Adding TEMDU to EAD Orders at the Arrival Unit, Continued

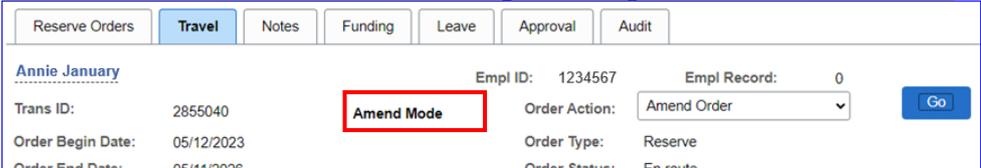
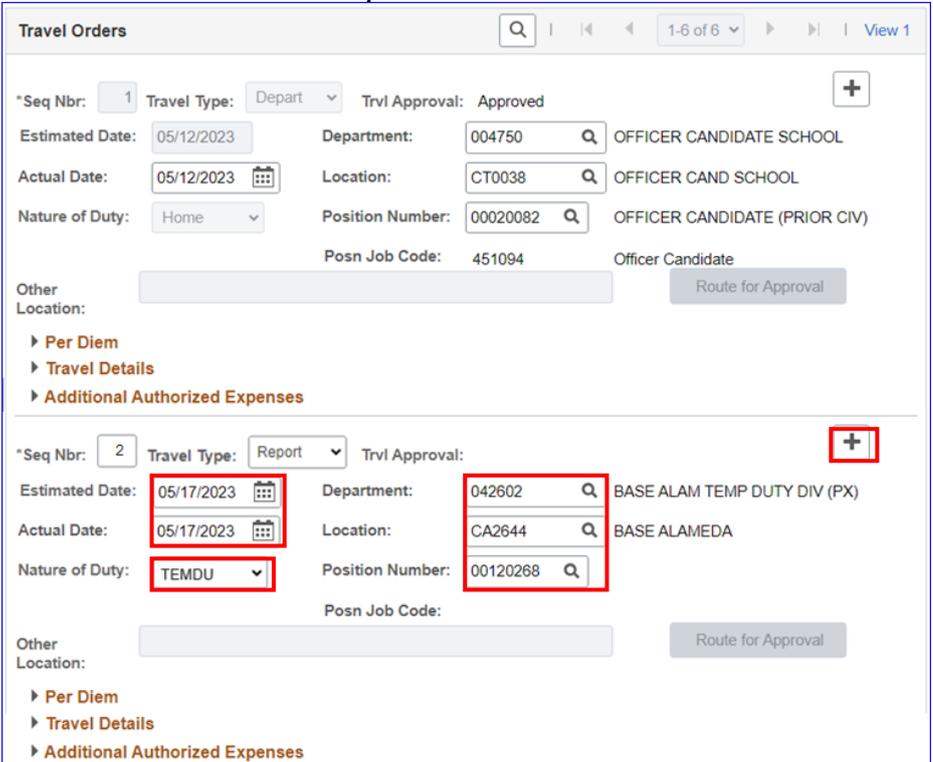
Procedures,
continued

Step	Action																					
5	<p>Select the Travel tab.</p>  <p>The screenshot shows a navigation bar with tabs: Reserve Orders, Travel (highlighted), Notes, Funding, Leave, Approval, and Audit. Below the tabs, the user's name 'Annie January' and 'Empl ID: 1234567' are displayed. A 'Go' button is present. The main area contains fields for Trans ID (2855040), Order Begin Date (05/12/2023), Order End Date (05/11/2026), # of Days / Term (1096 / Longterm), Duty Department (009525 CGC STRATTON), and Empl Category (SEL Selected Reserve). On the right side, there are fields for Order Action, Order Type (Reserve), Order Status (En route), Duty Type (Extended Active Duty), Authority (10 U.S.C. 12311), and TRAYPAY CAT (A Drilling Pay Status).</p>																					
6	<p>Click View All in the Travel Orders section.</p>  <p>The screenshot shows the 'Travel Orders' section with a search bar and navigation controls. A 'View All' button is highlighted in red. Below the navigation, there are filters for *Seq Nbr (1), Travel Type (Depart), and Trvl Approval (Approved). The main area displays details for a travel order: Estimated Date (05/12/2023), Actual Date (05/12/2023), Nature of Duty (Home), Department (004750), Location (CT0038), Position Number (00020082), and Posn Job Code (451094). A 'Route for Approval' button is visible. There are also expandable sections for Per Diem, Travel Details, and Additional Authorized Expenses.</p>																					
7	<p>If Delay En Route is NOT involved, skip to Step 8. If Delay En Route is involved, it must be entered between Seq 1 and Seq 2.</p> <p>NOTE: It cannot be entered between any other sequences. All Approved Delay En Route information should be <u>entered as constructive dates</u> between SEQ 1 and 2. <u>Seq Nbr 1 and Seq Nbr 4 must be true dates.</u></p>  <p>The screenshot shows a table titled 'Delay En route' with columns: Begin Date, End Date, Delay En route, and Days. Two rows are highlighted with a red box:</p> <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>05/13/2023</td> <td>05/16/2023</td> <td>Leave INCONUS</td> <td>4</td> <td>+</td> <td>-</td> </tr> <tr> <td>2</td> <td>05/17/2023</td> <td>05/17/2023</td> <td>Travel Time</td> <td>1</td> <td>+</td> <td>-</td> </tr> </tbody> </table>		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	+	-
	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	+	-																

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Adding TEMDU to EAD Orders at the Arrival Unit, Continued

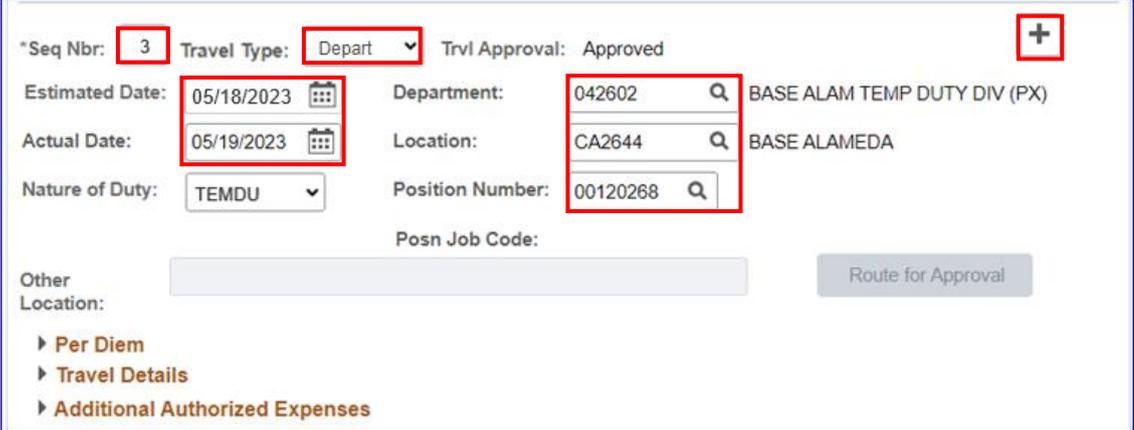
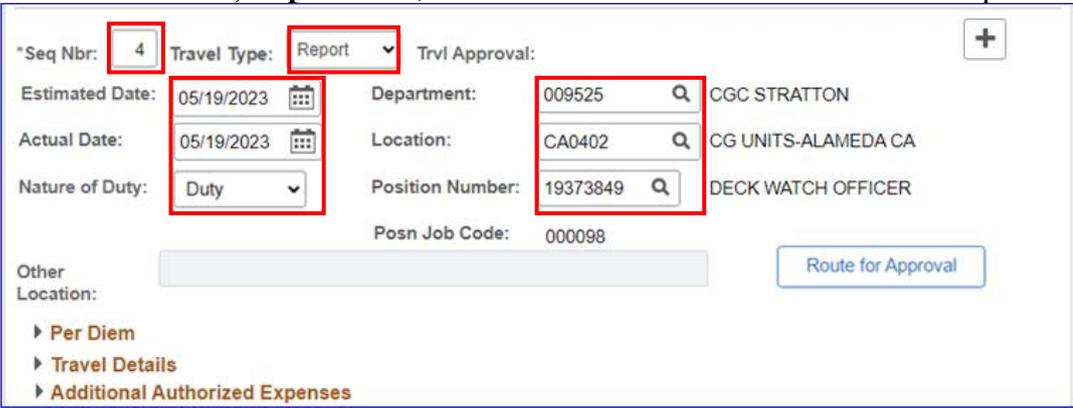
Procedures,
continued

Step	Action
8	<p>Seq Nbr 1 and 2 should be Approved and grayed out. Place order into Amend Mode and update Seq Nbr 2 as shown below.</p>  <p>Seq Nbr 2 – Update with the reporting unit TEMDU data. NOTE: Sometimes members will be married and have to stay at the previous PDS for a bit to tie up all their affairs. If this is the case, keep the location for sequence 2 the same as sequence 1.</p> <ul style="list-style-type: none"> • Estimated Date & Actual Date – Enter the date the member <i>physically</i> reports to the unit. • Nature of Duty – Select TEMDU from the drop-down. • Department, Location – Enter the location of the temporary new unit. • Position Number – Select a temporary position number for the temporary department and location. <p>Click the Plus button on Seq 2.</p> 

Continued on next page

Adding TEMDU to EAD Orders at the Arrival Unit, Continued

Procedures,
continued

Step	Action
<p>9</p>	<p>Make the following updates on the new Seq:</p> <ul style="list-style-type: none"> • 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). NOTE: See step 10 - Sequence 3 and 4 should have the same date. • Nature of Duty – Select TEMDU from the drop-down. • Department, Location and Position Number – Should be same as Seq 2. <p>Click the Plus button for Seq Nbr 3.</p> 
<p>10</p>	<p>Make the following updates on the new Seq:</p> <ul style="list-style-type: none"> • Seq Nbr – Change 1 to a 4. • Travel Type – 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. • Position Number, Department, Location – Enter the information from Seq Nbr 98. 

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Adding TEMDU to EAD Orders at the Arrival Unit, Continued

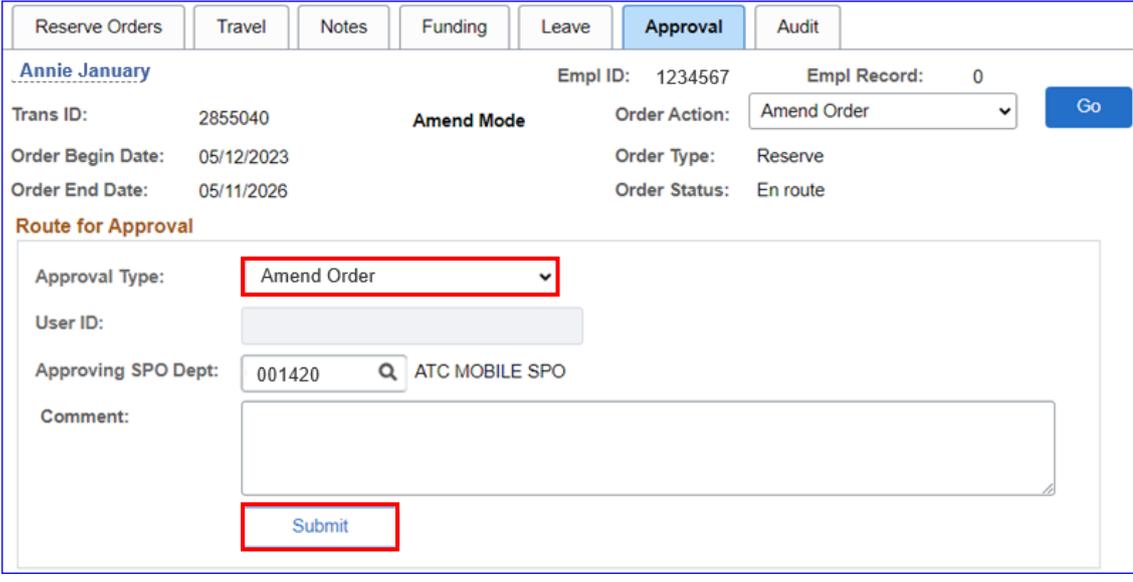
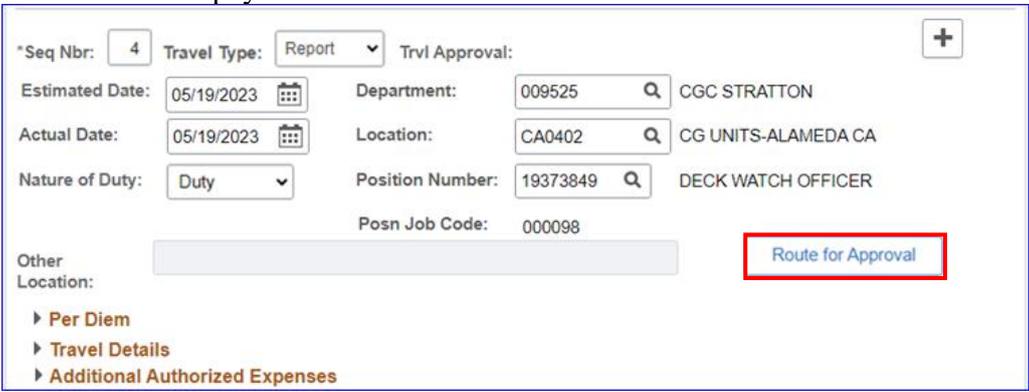
Procedures,
continued

Step	Action
<p>11</p>	<p>Leave Seq Nbr 98 and Seq Nbr 99 as entered.</p> <div data-bbox="288 524 1420 1384" style="border: 1px solid #ccc; padding: 10px;"> <!-- Form for Seq Nbr 98 --> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p>*Seq Nbr: <input type="text" value="98"/> Travel Type: <input type="text" value="Depart"/> Trvl Approval: + -</p> <p>Estimated Date: <input type="text" value="05/11/2026"/> Department: <input type="text" value="009525"/> CGC STRATTON</p> <p>Actual Date: <input type="text"/> Location: <input type="text" value="CA0402"/> CG UNITS-ALAMEDA CA</p> <p>Nature of Duty: <input type="text" value="Duty"/> Position Number: <input type="text" value="19373849"/> DECK WATCH OFFICER</p> <p>Posn Job Code: 000098</p> <p>Other Location: <input type="text"/> Route for Approval</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> </div> <!-- Form for Seq Nbr 99 --> <div style="padding-top: 10px;"> <p>*Seq Nbr: <input type="text" value="99"/> Travel Type: <input type="text" value="Report"/> Trvl Approval: + -</p> <p>Estimated Date: <input type="text" value="05/11/2026"/> Department: <input type="text" value="009525"/> CGC STRATTON</p> <p>Actual Date: <input type="text"/> Location: <input type="text" value="CA0402"/> CG UNITS-ALAMEDA CA</p> <p>Nature of Duty: <input type="text" value="Home"/> Position Number: <input type="text" value="19373849"/> DECK WATCH OFFICER</p> <p>Posn Job Code: 000098</p> <p>Other Location: <input type="text"/> Route for Approval</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> </div> </div>
<p>12</p>	<p>Select the Approval tab.</p> <div data-bbox="288 1458 1420 1659" style="border: 1px solid #ccc; padding: 10px;"> <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> <hr/> <p><u>Annie January</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2855040 Amend Mode Order Action: Amend Order Go</p> <p>Order Begin Date: 05/12/2023 Order Type: Reserve</p> <p>Order End Date: 05/11/2026 Order Status: En route</p> </div>

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Adding TEMDU to EAD Orders at the Arrival Unit, Continued

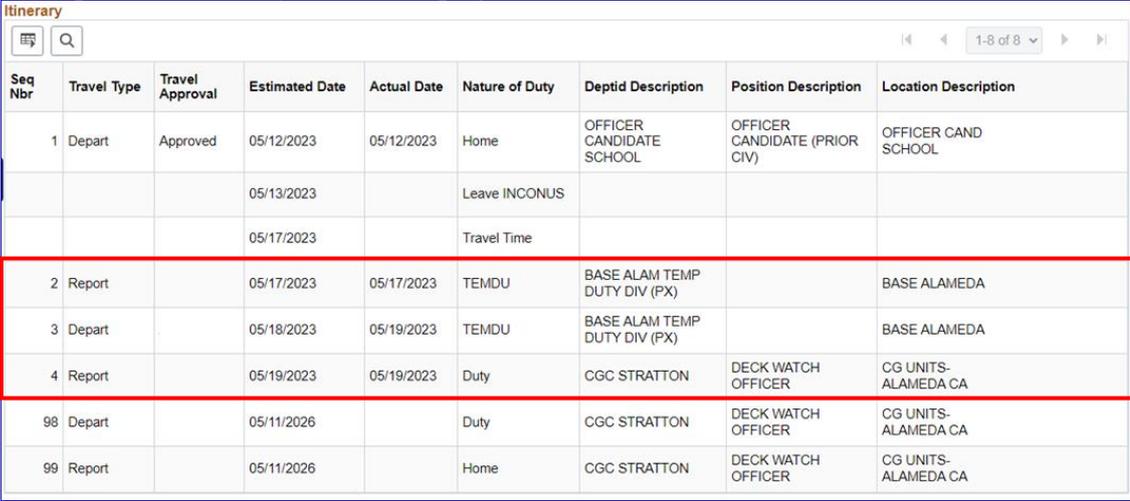
Procedures,
continued

Step	Action
<p>13</p>	<p>Approval Type – Should display Amend Order Click Submit.</p> 
<p>14</p>	<p>After Approved, and when appropriate: Click Route for Approval in Seq Nbr 4. After Amend Order is approved, please submit a ticket to PPC/ADV requesting manual updates to member's Job Data. Before approving Seq 3 and 4 a trouble ticket MUST be submitted to PPC/ADV requesting manual updates to member's Job Data. When submitting the ticket, please include the FSMS Reserve Order Trans ID. DA creates a TDY Job Row for Reserve Order TEMDU reporting sequences, which updates the member's Job Data back to a Reserve Calendar instead of keeping the Active Duty Calendar, which stops the member's EAD pay.</p> 

Continued on next page

Adding TEMDU to EAD Orders at the Arrival Unit, Continued

Procedures,
continued

Step	Action
<p>15</p>	<p>The updated Itinerary section displays as below.</p> 
<p>16</p>	<p>Once approved by the SPO/PAO and PPC, verify the Itinerary section displays as below.</p> <p>Verify Job Data has the correct information in the Reserve Order Begin and Reserve Active Duty Assignment Job rows and all BAH and pay entitlements are correct. If there are any issues with the member's Job Data, please submit a ticket to PPC/ADV for review/update.</p> 