

# Reserve Title 14 Contingency Active Duty Orders

## Overview

**Introduction** This guide provides the procedures to issue Reserve Title 14 Contingency Active Duty Orders in Direct Access (DA).

- References**
- (a) [Reserve Duty Status and Participation Manual, COMDTINST M1001.2](#)
  - (b) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
  - (c) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
  - (d) [Personnel & Pay Procedures Manual, PPCINST M1000.2 \(series\)](#)
  - (e) [Joint Travel Regulations, Volume 1 \(JTR\) Uniform Service Members](#)
  - (f) [Officer Accessions, Evaluations & Promotions, COMDTINST M1000.3 \(series\)](#)
  - (g) [Coast Guard Medical Manual, COMDTINST M6000.1 \(series\)](#)
  - (h) [Back-to-Back Short-Term ADOS TDY periods over 180 days - Process Guide.pdf \(afpims.mil\)](#)

**Order Notes for Reserve Orders** A single order note has been created for each type of Reserve Orders. Use the appropriate Order Note based on the type of orders created.

Order Type	Order Note
Active Duty for Training – Annual Training (ADT/AT)	ADT
Active Duty or Training – Other Training Duty (ADT/OTD)	OTD
Title 10	T10
Title 14	T14
Initial Active Duty for Training (IADT)	IAT
Med Hold/Active Duty for Health Care (ADHC)	MH
Short Term ADOS AC/RC	RSO
Short Term Contingency ADOS AC/RC	STC
Long Term ADOS AC/RC	RLT
Long Term Contingency ADOS AC/RC	LTC

## Contents

Topic	See Page
<a href="#">Key Points</a>	2
<a href="#">Issuing Orders</a>	5

## Key Points

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**Introduction** The following Key Points for issuing Reserve Active Duty (AD) Orders are outlined below.

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**Important** Reserve order statuses and reserve Defence Manpower Data Center (DMDC) file transfers have a HIGH visibility within the Coast Guard. These two issues directly impact our Reserve workforce and impact their ability to support Coast Guard missions. It is imperative that reserve orders get processed in a timely manner as these transactions not only impact pay and entitlements, but also impact other benefits afforded to the member once placed on AD or released from AD. When these transactions are processed within DA, system processes initiate a file transfer to DMDC. The Coast Guard transmits Reserve order activity to DMDC **daily** which triggers the start and stop of DEERS entitlements/benefits - particularly medical benefits for our Reserve members and their dependents while on Reserve orders. DEERS entitlements/benefits are triggered at the following points in Reserve order processing:

**"Authorized"** - triggers the start of pre-deployment DEERS entitlements when the member preps for deployments (huge impact on the PSU community).

**"En route"** - triggers the start of active service DEERS entitlements including the member's dependents entitlements (impacts ALL Reserve members on AD orders).

**"Finished"** - triggers the end of active service DEERS entitlements including the member's dependents' entitlements which impacts ALL Reserve members on AD orders, AND it triggers the start of Transitional Assistance Management Program (TAMP) benefits for deployed Port Security Units (PSU) members.

When Reserve orders are not put in the correct status it results in the member(s) not being included in the daily DMDC file transmission; creating issues within the DEERS account and ultimately has a negative impact on the member(s). Please ensure Reserve orders are placed in the correct status IAW the [Reserve Pay Processing in DA](#) in a timely manner to ensure our Reserve members are receiving their correct pay and benefits.

Units, Personnel & Administration (P&A) Offices, and SPOs need to ensure Reserve orders are processed on a daily basis to match the current order status.

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## Key Points, Continued

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**Compliance** Reserve members **MUST** be in Compliance before orders can be forwarded for Authorization. If the member is not in compliance, the orders can be saved in DA, but the discrepancy must be corrected before the orders can be routed.

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**Duration** Title 14 Contingency orders are authorized for not more than 60 days in any four month period and not more than 120 days in any two-year period.

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**Obligated Service** This transaction authorizes a new AD period. In cases where a Reserve enlisted member does not have sufficient Reserve obligated service to cover the new period of AD authorized, the member must either voluntarily extend, reenlist, or be involuntarily retained as appropriate, to ensure sufficient obligated service. In cases where a Reserve officer does not have sufficient Reserve obligated service to cover the new period of AD authorized, contact CGPSC (rpm). It will be necessary for CGPSC (rpm) to submit an Officer Personnel Change Form in DA to update the officer's Reserve obligation.

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**Verifying Prior Active Duty Service** Per reference (a), Reservists shall not perform any type of AD (except ADT-AT) if it will result in the member accumulating 16 years or more of combined active service, unless authorized. Reservists shall not perform any type of AD (except ADT-AT) if it will result in the member accumulating 18 years or more but less than 20 years of combined active service, unless authorized.

The Personnel Service Center (PSC) is the approval authority for the waiver requests. Procedures for submitting waiver requests are available online. Refer to Reference (h).

Years of combined active service are calculated in accordance with Appendix (c) of reference (c), by combining all prior AD days, including prior service in an Active component, ADT and ADOT. Affiliation Points and points earned by performing Inactive Duty or by completion of correspondence courses are not used when calculating combined active service.

From the Reserve Administration pagelet, click the **Reserve Member Balance** link (see the [Reserve Member Balance Guide](#)), to access the member's points statement. Add up all previous AD points including any recent AD and the points for the number of days (1 point per day) of the proposed new AD period.

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## Key Points, Continued

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### Direct Access Orders

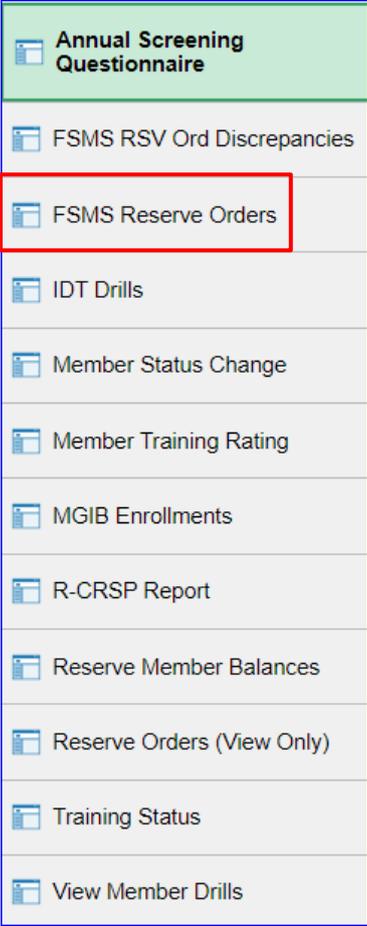
- Ensure members do not have any prior AD or IDT Orders already in DA for the period of the Title 14 orders.
  - All AD orders and IDT drills must be Cancelled, Finished or Deleted.
  - You can check the status of all AD and IDT by following the procedures for viewing the All Duty Report (see [Member All Duty Report](#)).
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### Readiness

- All members must be Available for Full Duty (AFFD) to meet mobilization requirements per reference (f). Not meeting Individual Medical Readiness (IMR) requirements does not necessarily preclude a member from mobilization.
  - Members may not be mobilized with deployment limited conditions, such as: Pregnancy, 12 months post-partum (unless member elects voluntary mobilization orders), injury or illness or Dental class 3 or 4 (see [ACN 061/18](#)).
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# Issuing Orders

**Procedures**      See below.

Step	Action
1	<p>Click on the <b>Reserve Administration</b> tile.</p>  <p>The image shows a square tile with 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 and a map fragment below them.</p>
2	<p>Select the <b>FSMS Reserve Orders</b> option.</p>  <p>The image shows a vertical list of menu items, each with a small blue icon to its left. The items are: 'Annual Screening Questionnaire' (highlighted in green), 'FSMS RSV Ord Discrepancies', 'FSMS Reserve Orders' (highlighted with a 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>

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## Issuing Orders, Continued

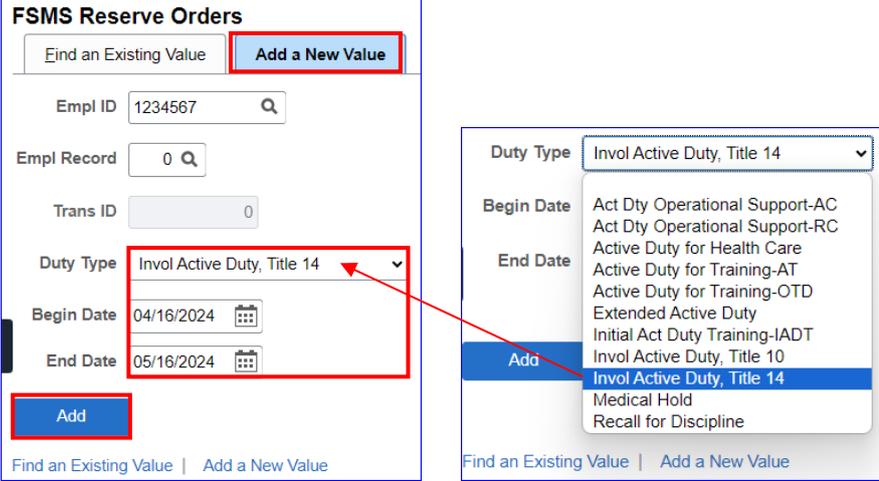
Procedures,  
continued

Step	Action
3	<p data-bbox="316 495 1070 524">Enter the member's <b>Empl ID</b> and click the <b>Search</b> button.</p> <div data-bbox="316 524 1278 1675" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="323 530 663 562"><b>FSMS Reserve Orders</b></p> <p data-bbox="323 571 1270 600">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="347 622 914 678"> <span data-bbox="347 622 663 678" style="background-color: #ADD8E6; padding: 2px 10px;">Find an Existing Value</span> <span data-bbox="663 622 914 678" style="padding: 2px 10px;">Add a New Value</span> </div> <p data-bbox="323 696 539 725">▼ <b>Search Criteria</b></p> <p data-bbox="432 748 1066 790">Empl ID <span style="border: 1px solid red; padding: 2px;">begins with ▼ 1234567</span> <span style="float: right;">🔍</span></p> <p data-bbox="373 819 1066 862">Empl Record = ▼ <span style="border: 1px solid #ccc; padding: 2px 20px;"></span> <span style="float: right;">🔍</span></p> <p data-bbox="427 891 1023 934">Trans ID = ▼ <span style="border: 1px solid #ccc; padding: 2px 20px;"></span></p> <p data-bbox="405 963 1139 1005">Duty Type = ▼ <span style="border: 1px solid #ccc; padding: 2px 20px;"></span> ▼</p> <p data-bbox="395 1034 1066 1077">Begin Date = ▼ <span style="border: 1px solid #ccc; padding: 2px 20px;"></span> <span style="float: right;">📅</span></p> <p data-bbox="416 1106 1066 1149">End Date = ▼ <span style="border: 1px solid #ccc; padding: 2px 20px;"></span> <span style="float: right;">📅</span></p> <p data-bbox="395 1178 1023 1220">National ID begins with ▼ <span style="border: 1px solid #ccc; padding: 2px 20px;"></span></p> <p data-bbox="453 1249 1023 1292">Name begins with ▼ <span style="border: 1px solid #ccc; padding: 2px 20px;"></span></p> <p data-bbox="400 1321 1023 1364">Last Name begins with ▼ <span style="border: 1px solid #ccc; padding: 2px 20px;"></span></p> <p data-bbox="376 1393 1139 1435">Order Status = ▼ <span style="border: 1px solid #ccc; padding: 2px 20px;"></span> ▼</p> <p data-bbox="328 1464 1023 1507">Duty Department begins with ▼ <span style="border: 1px solid #ccc; padding: 2px 20px;"></span></p> <p data-bbox="328 1536 526 1565"><input type="checkbox"/> Case Sensitive</p> <div data-bbox="323 1574 1027 1630"> <span data-bbox="323 1574 459 1630" style="background-color: #000080; color: white; padding: 5px 15px; border: 1px solid red;">Search</span> <span data-bbox="467 1574 587 1630" style="padding: 5px 15px; border: 1px solid #ccc;">Clear</span> <span data-bbox="595 1574 754 1630" style="padding: 5px 15px;">Basic Search </span> <span data-bbox="762 1574 1027 1630" style="padding: 5px 15px;">Save Search Criteria</span> </div> <p data-bbox="323 1639 788 1668">Find an Existing Value   Add a New Value</p> </div>

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## Issuing Orders, Continued

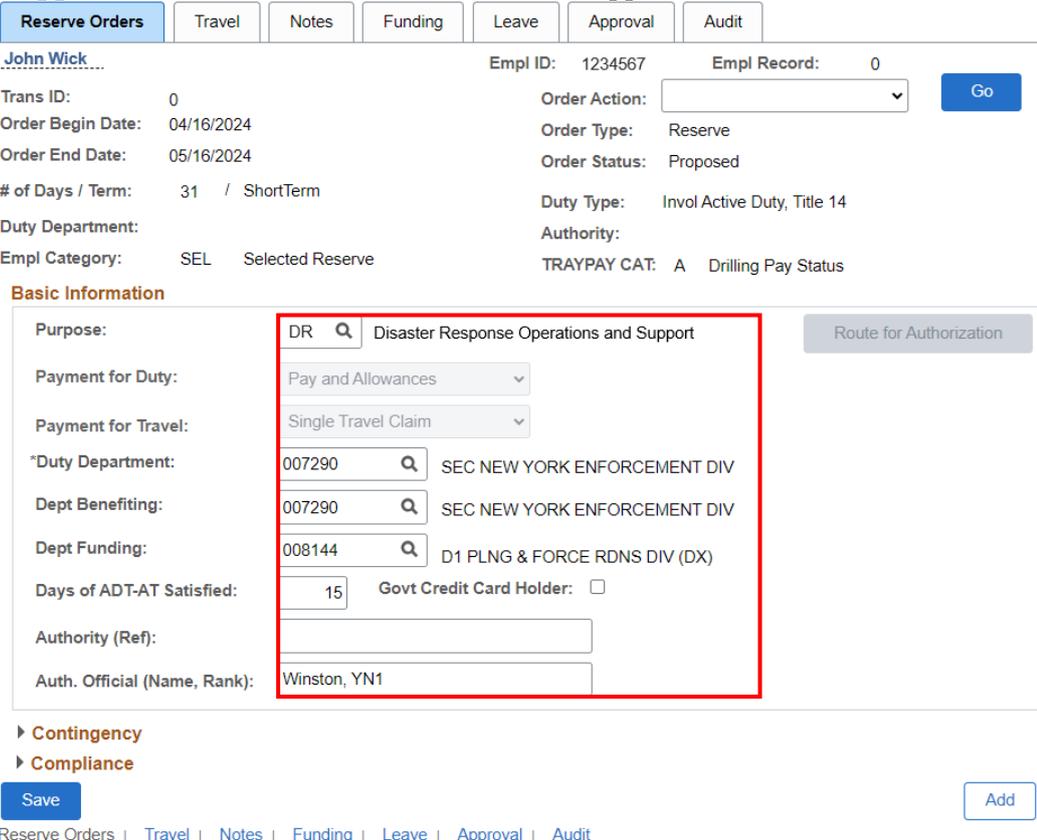
Procedures,  
continued

Step	Action
4	<p>All Reserve AD Orders will be displayed. Before you begin, ensure there are no other AD orders or IDT Drill requests that may overlap the new orders other than in a Cancelled status.</p> <p><b>NOTE:</b> Once a request for AD Orders has been entered and saved, <b>the Duty Type, Begin Date and End Date cannot be edited</b>. If information in those fields is incorrect, the current request must be Cancelled and Approved before a new request can be submitted with the correct information.</p> 
5	<p>Select the <b>Add a New Value</b> tab.</p> <ul style="list-style-type: none"> <li>• <b>Duty Type</b> – Select the Invol Active Duty, Title 14 option from the drop-down.</li> <li>• <b>Begin Date</b> and <b>End Date</b> – Enter dates for the orders, ensuring the duration will not exceed 60 consecutive days.</li> </ul> <p>Click the <b>Add</b> button.</p> 

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## Issuing Orders, Continued

Procedures,  
continued

Step	Action
6	<p>The Reserve Orders page will display. The top section will display the information previously entered. Complete the following information:</p> <ul style="list-style-type: none"> <li>• <b>Purpose</b> – Select DR from the lookup icon.</li> <li>• <b>Duty Department</b> – Enter the Department ID where the AD will be performed (usually identified in the order Selection Message).</li> <li>• <b>Dept Benefiting</b> – Defaults to the member’s permanent duty station, but may be changed as necessary.</li> <li>• <b>Dept Funding</b> – Defaults to the department associated with the Dept Benefiting but may be changed as necessary.</li> <li>• <b>Authority</b> – May be left blank or enter the authority announcing the AD.</li> <li>• <b>Approver</b> – Enter the member authorized to approve the orders.</li> </ul>  <p>The screenshot shows the 'Reserve Orders' form with the following details:</p> <ul style="list-style-type: none"> <li><b>Navigation:</b> Reserve Orders (selected), Travel, Notes, Funding, Leave, Approval, Audit</li> <li><b>User:</b> John Wick...</li> <li><b>Empl ID:</b> 1234567, <b>Empl Record:</b> 0</li> <li><b>Trans ID:</b> 0, <b>Order Action:</b> [dropdown], <b>Go</b> button</li> <li><b>Order Begin Date:</b> 04/16/2024, <b>Order Type:</b> Reserve</li> <li><b>Order End Date:</b> 05/16/2024, <b>Order Status:</b> Proposed</li> <li><b># of Days / Term:</b> 31 / ShortTerm, <b>Duty Type:</b> Invol Active Duty, Title 14</li> <li><b>Duty Department:</b> [blank], <b>Authority:</b> [blank]</li> <li><b>Empl Category:</b> SEL Selected Reserve, <b>TRAYPAY CAT:</b> A Drilling Pay Status</li> <li><b>Basic Information:</b> <ul style="list-style-type: none"> <li><b>Purpose:</b> DR (selected), Disaster Response Operations and Support, <b>Route for Authorization</b> button</li> <li><b>Payment for Duty:</b> Pay and Allowances</li> <li><b>Payment for Travel:</b> Single Travel Claim</li> <li><b>*Duty Department:</b> 007290, SEC NEW YORK ENFORCEMENT DIV</li> <li><b>Dept Benefiting:</b> 007290, SEC NEW YORK ENFORCEMENT DIV</li> <li><b>Dept Funding:</b> 008144, D1 PLNG &amp; FORCE RDNS DIV (DX)</li> <li><b>Days of ADT-AT Satisfied:</b> 15, <b>Govt Credit Card Holder:</b> <input type="checkbox"/></li> <li><b>Authority (Ref):</b> [blank]</li> <li><b>Auth. Official (Name, Rank):</b> Winston, YN1</li> </ul> </li> <li><b>Buttons:</b> Save, Add</li> <li><b>Footer:</b> Reserve Orders   Travel   Notes   Funding   Leave   Approval   Audit</li> </ul>

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## Issuing Orders, Continued

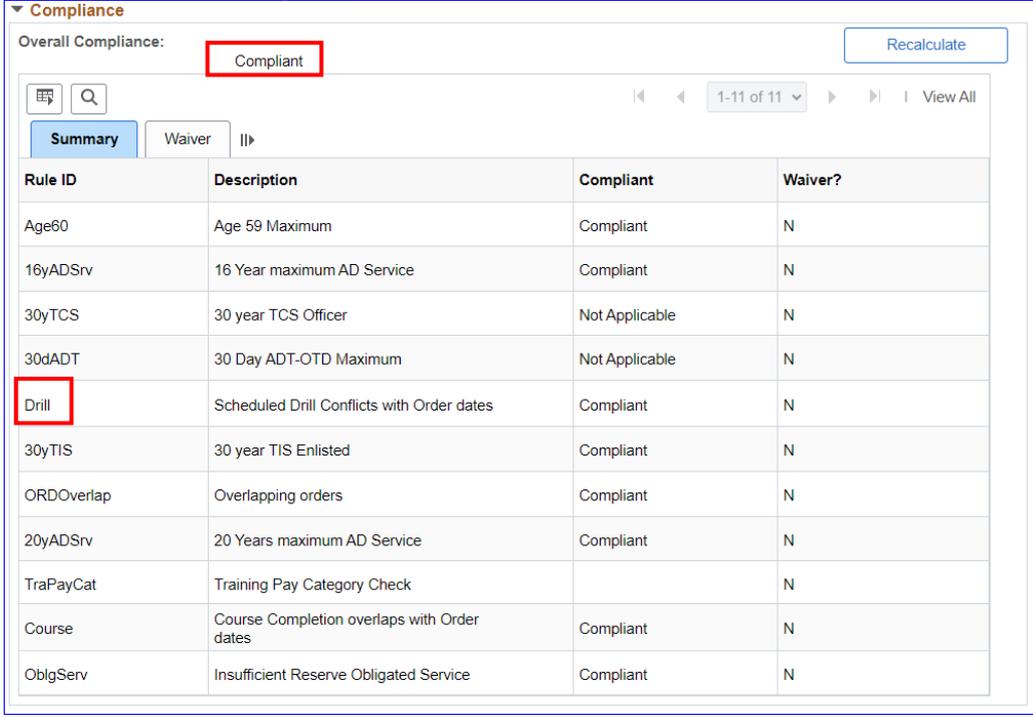
Procedures,  
continued

Step	Action
<p><b>6</b> (cont)</p>	<p>Scroll to the Contingency section and enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Operational ID</b> – Select from the listed order notification message.</li> <li>• <b>Contingency Start/End Dates</b> and <b>Reference Authority</b> will auto populate.</li> <li>• <b>Notification Date</b> – Enter the date the member was notified of the contingency orders.</li> <li>• <b>1607 Eligibility Code and Date</b> – Leave at the default values.</li> </ul> <p>When finished, scroll to the Compliance section.</p> <div data-bbox="338 869 1370 1335" style="border: 1px solid blue; padding: 5px;"> <p>▼ <b>Contingency</b></p> <p>Operation ID: <span style="border: 1px solid red; padding: 2px;">000000214</span> 🔍 I-695 Bridge Collapse <span style="float: right;">Major Disaster Event</span></p> <p>Contingency Start Date: <span style="border: 1px solid red; padding: 2px;">03/27/2024</span></p> <p>Contingency End Date: <span style="border: 1px solid red; padding: 2px;">09/30/2024</span> <span style="margin-left: 20px;">➔ Authority: 14 U.S.C. 712 or 3713</span></p> <p>Reference Authority: <span style="border: 1px solid red; padding: 2px;">[Empty Field]</span></p> <p>Notification Date: <span style="border: 1px solid red; padding: 2px;">04/02/2024</span> 📅</p> <p>1607 Eligibility Code: <span style="border: 1px solid red; padding: 2px;">Eligible - SELRES</span> ▼</p> <p>1607 Eligibility Date: <span style="border: 1px solid red; padding: 2px;">07/14/2024</span> 📅</p> <p>Request Nbr:</p> <p>Requirement Nbr:</p> </div>

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## Issuing Orders, Continued

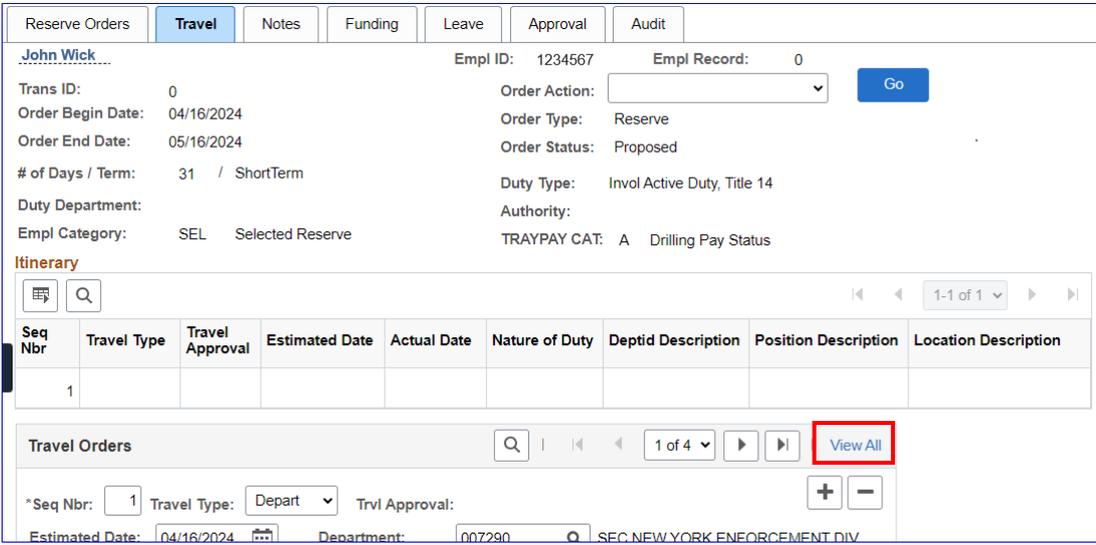
Procedures,  
continued

Step	Action																																																												
7	<p>The Compliance section displays all existing compliance checks. Ensure the member's <b>Overall Compliance</b> displays Compliant. If any of the criteria identifies the member as Non-Compliant, the discrepancy must be corrected before the orders can be forwarded for authorization.</p> <p><b>A common error is Rule ID Drill.</b></p> <p>Step 1 helps you verify that there is no overlap with any other AD orders but if you skipped instructions on verifying if any IDT drills scheduled during this timeframe were cancelled, <b>these drills must be cancelled and approved before this order can be completed.</b></p>  <table border="1" data-bbox="336 853 1369 1570"> <thead> <tr> <th colspan="4">Compliance</th> </tr> <tr> <td colspan="3">Overall Compliance: <span style="border: 1px solid red; padding: 2px;">Compliant</span></td> <td><a href="#">Recalculate</a></td> </tr> <tr> <td colspan="4"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Summary</span> <span>Waiver</span> <span>  </span> </div> </td> </tr> <tr> <th>Rule ID</th> <th>Description</th> <th>Compliant</th> <th>Waiver?</th> </tr> </thead> <tbody> <tr> <td>Age60</td> <td>Age 59 Maximum</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>16yADSRv</td> <td>16 Year maximum AD Service</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>30yTCS</td> <td>30 year TCS Officer</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td>30dADT</td> <td>30 Day ADT-OTD Maximum</td> <td>Not Applicable</td> <td>N</td> </tr> <tr> <td style="border: 1px solid red;">Drill</td> <td>Scheduled Drill Conflicts with Order dates</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>30yTIS</td> <td>30 year TIS Enlisted</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>ORDOverlap</td> <td>Overlapping orders</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>20yADSRv</td> <td>20 Years maximum AD Service</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>TraPayCat</td> <td>Training Pay Category Check</td> <td></td> <td>N</td> </tr> <tr> <td>Course</td> <td>Course Completion overlaps with Order dates</td> <td>Compliant</td> <td>N</td> </tr> <tr> <td>ObligServ</td> <td>Insufficient Reserve Obligated Service</td> <td>Compliant</td> <td>N</td> </tr> </tbody> </table>	Compliance				Overall Compliance: <span style="border: 1px solid red; padding: 2px;">Compliant</span>			<a href="#">Recalculate</a>	<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Summary</span> <span>Waiver</span> <span>  </span> </div>				Rule ID	Description	Compliant	Waiver?	Age60	Age 59 Maximum	Compliant	N	16yADSRv	16 Year maximum AD Service	Compliant	N	30yTCS	30 year TCS Officer	Not Applicable	N	30dADT	30 Day ADT-OTD Maximum	Not Applicable	N	Drill	Scheduled Drill Conflicts with Order dates	Compliant	N	30yTIS	30 year TIS Enlisted	Compliant	N	ORDOverlap	Overlapping orders	Compliant	N	20yADSRv	20 Years maximum AD Service	Compliant	N	TraPayCat	Training Pay Category Check		N	Course	Course Completion overlaps with Order dates	Compliant	N	ObligServ	Insufficient Reserve Obligated Service	Compliant	N
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## Issuing Orders, Continued

Procedures,  
continued

Step	Action
8	<p>Scroll back to the top of the page and select the <b>Travel</b> tab.</p> 
9	<p>Click <b>View All</b> in the Travel Orders section.</p> 

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# Issuing Orders, Continued

Procedures,  
continued

Step	Action											
<b>9</b> (cont)	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Travel Orders</b> <span style="float: right;">1-4 of 4   View 1</span></p> <p>*Seq Nbr: <input type="text" value="1"/> 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="04/16/2024"/> Department: <input type="text" value="007290"/> SEC NEW YORK ENFORCEMENT DIV</p> <p>Actual Date: <input type="text"/> Location: <input type="text" value="NY0212"/> CG UNITS-STATEN ISLAND NY</p> <p>Nature of Duty: <input type="text" value="Home"/> Position Number: <input type="text" value="00044767"/> BOARDING OFFICER/PWCS</p> <p>Posn Job Code: 480092 Chief Maritime Enf Spec</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>											
	<div style="border: 1px solid #ccc; padding: 5px;"> <p>*Seq Nbr: <input type="text" value="2"/> 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="04/16/2024"/> Department: <input type="text" value="007290"/> SEC NEW YORK ENFORCEMENT DIV</p> <p>Actual Date: <input type="text"/> Location: <input type="text" value="NY0212"/> CG UNITS-STATEN ISLAND NY</p> <p>Nature of Duty: <input type="text" value="Duty"/> Position Number: <input type="text" value="00044767"/> BOARDING OFFICER/PWCS</p> <p>Posn Job Code: 480092 Chief Maritime Enf Spec</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>											
	<div style="border: 1px solid #ccc; padding: 5px;"> <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="05/16/2024"/> Department: <input type="text" value="007290"/> SEC NEW YORK ENFORCEMENT DIV</p> <p>Actual Date: <input type="text"/> Location: <input type="text" value="NY0212"/> CG UNITS-STATEN ISLAND NY</p> <p>Nature of Duty: <input type="text" value="Duty"/> Position Number: <input type="text" value="00044767"/> BOARDING OFFICER/PWCS</p> <p>Posn Job Code: 480092 Chief Maritime Enf Spec</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>											
	<div style="border: 1px solid #ccc; padding: 5px;"> <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="05/16/2024"/> Department: <input type="text" value="007290"/> SEC NEW YORK ENFORCEMENT DIV</p> <p>Actual Date: <input type="text"/> Location: <input type="text" value="NY0212"/> CG UNITS-STATEN ISLAND NY</p> <p>Nature of Duty: <input type="text" value="Home"/> Position Number: <input type="text" value="00044767"/> BOARDING OFFICER/PWCS</p> <p>Posn Job Code: 480092 Chief Maritime Enf Spec</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> <p>▼ Delay En route</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <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 <input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> <p>▶ Dependents Authorized for Travel</p> <p><input type="button" value="Save"/> <span style="float: right;"><input type="button" value="Add"/></span></p> </div>	Begin Date	End Date	Delay En route	Days			1 <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>
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# Issuing Orders, Continued

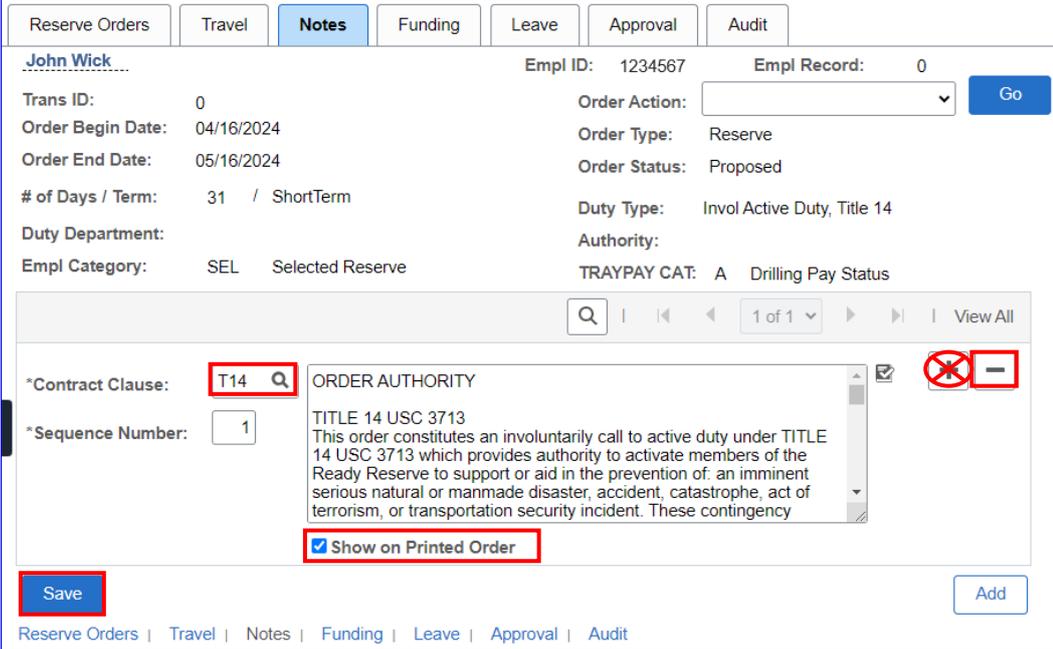
Procedures,  
continued

Step	Action																																																																							
10	<p>If applicable, complete the <b>Per Diem, Travel Details, Additional Authorized Expenses, Delay En route, and Dependents Authorized for Travel</b> sections.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Per Diem</b></p> <p>Current Messing Entitlement <input type="text"/></p> <p><b>Messing and Quarters</b></p> <table border="0"> <tr> <td>Messing: <input type="text"/></td> <td>CIV Reduced Per Diem Amt: <input type="text"/></td> </tr> <tr> <td>Govt Rate: <input type="text"/></td> <td>Govt Reduced Per Diem Amt: <input type="text"/></td> </tr> <tr> <td>Lodging Rate Factor: <input type="text"/></td> <td>Actual Expense Amount: <input type="text"/></td> </tr> <tr> <td>Lodging Rate: <input type="text"/></td> <td>IAW CMDT LTR of: <input type="text"/></td> </tr> <tr> <td>Per Diem MIE Rate: <input type="text"/></td> <td></td> </tr> <tr> <td>Per Diem City: <input type="text"/></td> <td></td> </tr> <tr> <td>Per Diem Quarters: <input type="text"/></td> <td>Amount: <input type="text"/> <input type="checkbox"/> Contracted</td> </tr> </table> <p><b>Travel at TDY Site</b></p> <p><input type="checkbox"/> Rental Car    <input type="checkbox"/> Upgrade Authorization    Upgrade to Size: <input type="text"/></p> <p><input type="checkbox"/> Local Travel (Includes taxi, bus, metro &amp; oth Public Trans)</p> <hr/> <p><b>Travel Details</b></p> <p><input type="checkbox"/> Combat Zone    <input type="checkbox"/> Gov't Owned Conveyance</p> <p><input type="checkbox"/> Commercial Carrier (own expense subject to reimbursement)    <input type="checkbox"/> Privately Owned Conveyance (POC)</p> <p><input type="checkbox"/> Gov't Transportation Account (GTA)</p> <p>Mode of Transportation: <input type="text"/>    POC Type: <input type="text"/> \$: <input type="text"/></p> <p>RON Days: <input type="text"/>    RON Locality: <input type="text"/></p> <p>Medical Travel: <input type="text"/>    Medical Escort: <input type="text"/></p> <hr/> <p><b>Additional Authorized Expenses</b></p> <table border="1"> <thead> <tr> <th>Additional Expense Code</th> <th>Expense</th> <th>Proposed Amount</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> <hr/> <p><b>Delay En route</b></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><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> <hr/> <p><b>Dependents Authorized for Travel</b></p> <table border="1"> <thead> <tr> <th></th> <th>Auth for Travel</th> <th>Dep/Benef</th> <th>Name</th> <th>Relation</th> <th>Marital Status</th> <th>Marital Status Date</th> <th>Student</th> <th>Date of Birth</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td>HELEN WICK</td> <td>Spouse</td> <td>Married</td> <td></td> <td>N</td> <td>01/09/1975</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td>Daisy</td> <td>Puppy</td> <td>Single</td> <td></td> <td>N</td> <td>05/29/2016</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <span style="float: right;"><input type="button" value="Add"/></span></p> <p><small>Reserve Orders   Travel   Notes   Funding   Leave   Approval   Audit</small></p> </div>	Messing: <input type="text"/>	CIV Reduced Per Diem Amt: <input type="text"/>	Govt Rate: <input type="text"/>	Govt Reduced Per Diem Amt: <input type="text"/>	Lodging Rate Factor: <input type="text"/>	Actual Expense Amount: <input type="text"/>	Lodging Rate: <input type="text"/>	IAW CMDT LTR of: <input type="text"/>	Per Diem MIE Rate: <input type="text"/>		Per Diem City: <input type="text"/>		Per Diem Quarters: <input type="text"/>	Amount: <input type="text"/> <input type="checkbox"/> Contracted	Additional Expense Code	Expense	Proposed Amount			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		Begin Date	End Date	Delay En route	Days			1	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>		Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth			1	<input type="checkbox"/>	<input type="text"/>	HELEN WICK	Spouse	Married		N	01/09/1975	<input type="button" value="+"/>	<input type="button" value="-"/>	2	<input type="checkbox"/>	<input type="text"/>	Daisy	Puppy	Single		N	05/29/2016	<input type="button" value="+"/>	<input type="button" value="-"/>
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## Issuing Orders, Continued

Procedures,  
continued

Step	Action
11	<p>Scroll back to the top of the page and select the <b>Notes</b> tab.</p> 
12	<p>For orders issued under Title 14 USC 3713, ensure <b>Contract Clause T14</b> is the <b>ONLY</b> order note displayed. If applicable, use the Minus button to delete all others.</p> <p>Verify the <b>Show on Printed Orders</b> box is checked.</p> <p>Click <b>Save</b>. It is imperative you click Save here as it is NOT available on the other tabs and the <b>Travel Itinerary</b>, and the <b>POET Details</b> will NOT update.</p> <p><b>NOTE:</b> Commands are NOT authorized to add any other order notes.</p> 
13	<p>Select the <b>Funding</b> tab.</p> 

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# Issuing Orders, Continued

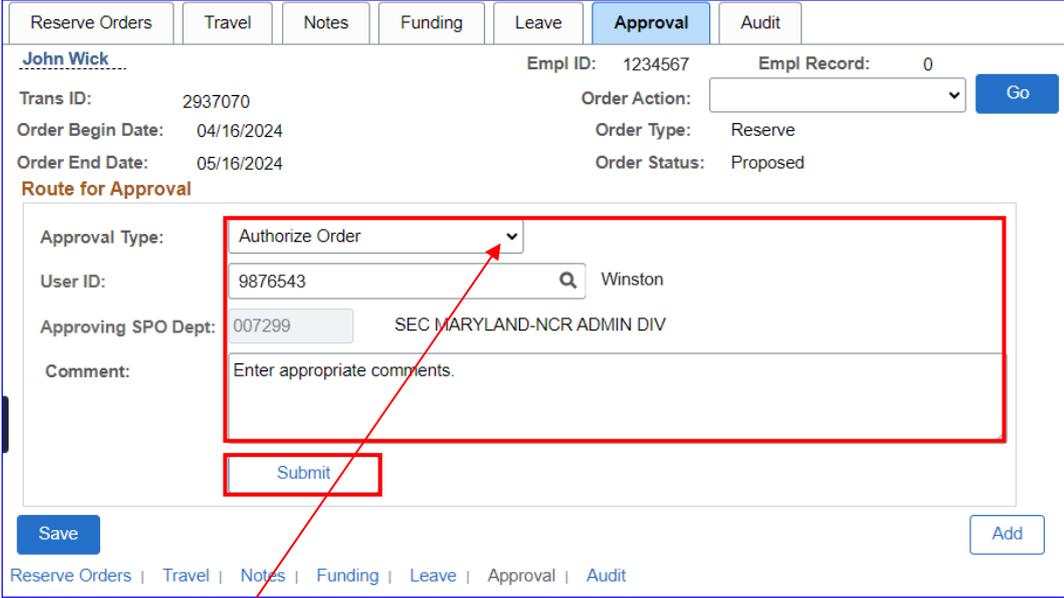
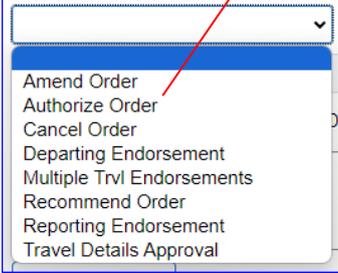
Procedures,  
continued

Step	Action																					
<p><b>14</b></p>	<p>The Funding tab data will be configured by the DXR, LOGCOM, and PAC-13, upon authorization.</p> <p><b>NOTE:</b> Commands are not authorized to enter any funding information.</p> <p>Select the <b>Leave</b> tab.</p> <div data-bbox="316 663 1380 1240" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> <span>Reserve Orders</span> <span>Travel</span> <span>Notes</span> <span style="background-color: #e0e0e0;">Funding</span> <span style="border: 2px solid red;">Leave</span> <span>Approval</span> <span>Audit</span> </div> <p><b>John Wick</b> ... Empl ID: 1234567 Empl Record: 0 <span style="float: right;">Go</span></p> <p>Trans ID: 0 Order Action:</p> <p>Order Begin Date: 04/16/2024 Order Type: Reserve</p> <p>Order End Date: 05/16/2024 Order Status: Proposed</p> <p># of Days / Term: 31 / ShortTerm Duty Type: Invol Active Duty, Title 14</p> <p>Duty Department: Authority:</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> <p>Project Code:</p> <p>Reimbursable Agreement Number:</p> <p>Task Code:</p> <div style="border: 1px solid #ccc; padding: 2px; margin: 5px 0;"> <input type="text"/> <input type="text"/> 1-2 of 2   View All         </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> </tr> </thead> <tbody> <tr> <td>1 Payroll Only</td> <td>70Z0RSV240070653</td> <td>UCGIOH0MSL70098RXXXX11700824SALOSCON</td> <td>Pay</td> <td>\$8,852.05</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>2 Payroll Only</td> <td>70Z0RSV240070653</td> <td>UCGIOH0MSL70098RXXXX12201624SALOSCON</td> <td>FICA</td> <td>\$677.18</td> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table> <p style="text-align: right;">Total Cost: <b>\$9,529.23</b> <span style="float: right;">Resubmit Order</span></p> <p style="text-align: right;"><span>Save</span> <span>Add</span></p> <p style="font-size: small; text-align: center;">Reserve Orders   Travel   Notes   Funding   Leave   Approval   Audit</p> </div>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 Payroll Only	70Z0RSV240070653	UCGIOH0MSL70098RXXXX11700824SALOSCON	Pay	\$8,852.05	N/A	N/A	2 Payroll Only	70Z0RSV240070653	UCGIOH0MSL70098RXXXX12201624SALOSCON	FICA	\$677.18	N/A	N/A
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<p><b>15</b></p>	<p><b>Do NOT enter leave on this tab when creating Reserve orders. This section will be completed upon release from AD by the SPO.</b></p> <div data-bbox="316 1339 1380 1886" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> <span>Reserve Orders</span> <span>Travel</span> <span>Notes</span> <span>Funding</span> <span style="background-color: #e0e0e0;">Leave</span> <span>Approval</span> <span>Audit</span> </div> <p><b>John Wick</b> ... Empl ID: 1234567 Empl Record: 0 <span style="float: right;">Go</span></p> <p>Trans ID: 0 Order Action:</p> <p>Order Begin Date: 04/16/2024 Order Type: Reserve</p> <p>Order End Date: 05/16/2024 Order Status: Proposed</p> <p># of Days / Term: 31 / ShortTerm Duty Type: Invol Active Duty, Title 14</p> <p>Duty Department: Authority:</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> <p><b>Leave Balances</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Current Leave:</td> <td>8.000000</td> <td>AD Leave:</td> <td>0.00</td> <td>Reserve Leave:</td> <td>8.00</td> </tr> <tr> <td>AD Leave Sold:</td> <td>0.000000</td> <td>AD Sellable Leave:</td> <td>0.00</td> <td>Total Sellable Leave:</td> <td>8.00</td> </tr> </tbody> </table> <p style="text-align: center;">Total Leave To Sell: <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;"><del>0.00</del></span></p> <p style="text-align: right;"><span>Save</span> <span>Add</span></p> <p style="font-size: small; text-align: center;">Reserve Orders   Travel   Notes   Funding   Leave   Approval   Audit</p> </div>	Current Leave:	8.000000	AD Leave:	0.00	Reserve Leave:	8.00	AD Leave Sold:	0.000000	AD Sellable Leave:	0.00	Total Sellable Leave:	8.00									
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## Issuing Orders, Continued

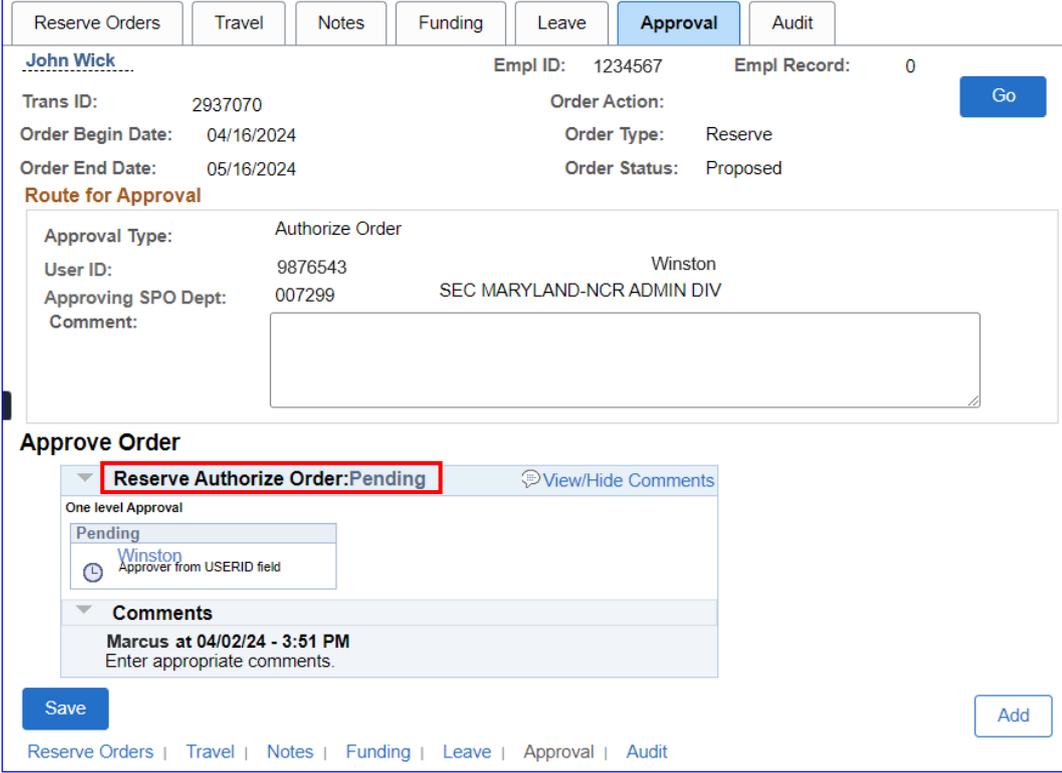
Procedures,  
continued

Step	Action
16	<p>Select the <b>Approval</b> tab.</p> 
17	<p>Enter the following information:</p> <ul style="list-style-type: none"> <li>• <b>Approval Type</b> – Select the <b>Authorize Order</b> option from the drop-down.</li> <li>• <b>User ID</b> – Enter the Employee ID for the Authorizing Official at DXR, LOGCOM, or PAC-13.</li> <li>• <b>Comments</b> – Enter any comments for the Authorizing Official.</li> </ul> <p>When finished, click the <b>Submit</b> button.</p>  

*Continued on next page*

## Issuing Orders, Continued

Procedures,  
continued

Step	Action
18	<p>The <b>Approve Order</b> message will display as Pending and be routed for Authorization.</p>  <p>The screenshot displays a web interface for order management. At the top, there are navigation tabs: Reserve Orders, Travel, Notes, Funding, Leave, <b>Approval</b>, and Audit. The 'Approval' tab is active. Below the tabs, the user 'John Wick' is logged in, with 'Empl ID: 1234567' and 'Empl Record: 0'. The main content area shows order details: Trans ID: 2937070, Order Begin Date: 04/16/2024, Order End Date: 05/16/2024, Order Action: (with a 'Go' button), Order Type: Reserve, and Order Status: Proposed. A section titled 'Route for Approval' contains fields for Approval Type (Authorize Order), User ID (9876543, Winston), and Approving SPO Dept (007299, SEC MARYLAND-NCR ADMIN DIV). A large text area for comments is present. Below this, the 'Approve Order' section shows a dropdown menu with 'Reserve Authorize Order: Pending' selected and highlighted with a red box. Other options include 'View/Hide Comments', 'One level Approval', and 'Pending'. A 'Winston' approver is listed with the note 'Approver from USERID field'. A 'Comments' section shows a comment from 'Marcus at 04/02/24 - 3:51 PM' with the text 'Enter appropriate comments.'. At the bottom, there are 'Save' and 'Add' buttons, and a navigation bar with the same tabs as the top.</p>