

# Reserve Active Duty Orders Processing

## Overview

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**Introduction** This guide provides the procedures for the Servicing Personnel Office (SPO) to process Reserve Active Duty (AD) Orders in Direct Access (DA).  
**Constant communication between all parties involved is critical for this process.**

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**Information** There are separate procedures in processing Reserve AD Orders:

- Setting Authorized Orders to a Ready status
- Setting Orders to an En route status (departing/reporting endorsements)
- Verifying a Job Data row was created
- Setting Orders to a Finished status (departing/reporting endorsements)
- Verifying a Job Data row was created

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**Basic Allowance for Housing (BAH)** Once the member reports for AD, start the correct BAH Qtr Status in DA using the [Starting BAH for Reserve Members](#) user guide.  
  
[ACN 089/19](#) discusses the use of the CG-2025 (BAH/Housing Worksheet and the CG-2025B (Member-Married-to-Member BAH Worksheet) when mobilizing Reservists.

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**Known Issue** DA does not credit 2.5 days of leave if the Orders are exactly 30 days or the member is on back to back consecutive Orders where each order is less than 30 days individually but combined equal 30 days.  
SPOs will need to submit a ticket to PPC so it can be adjusted. When submitting the tickets, MAS requests that they use the “Leave Actions” template found on the [PPC \(MAS\)](#) portal page.

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## Contents


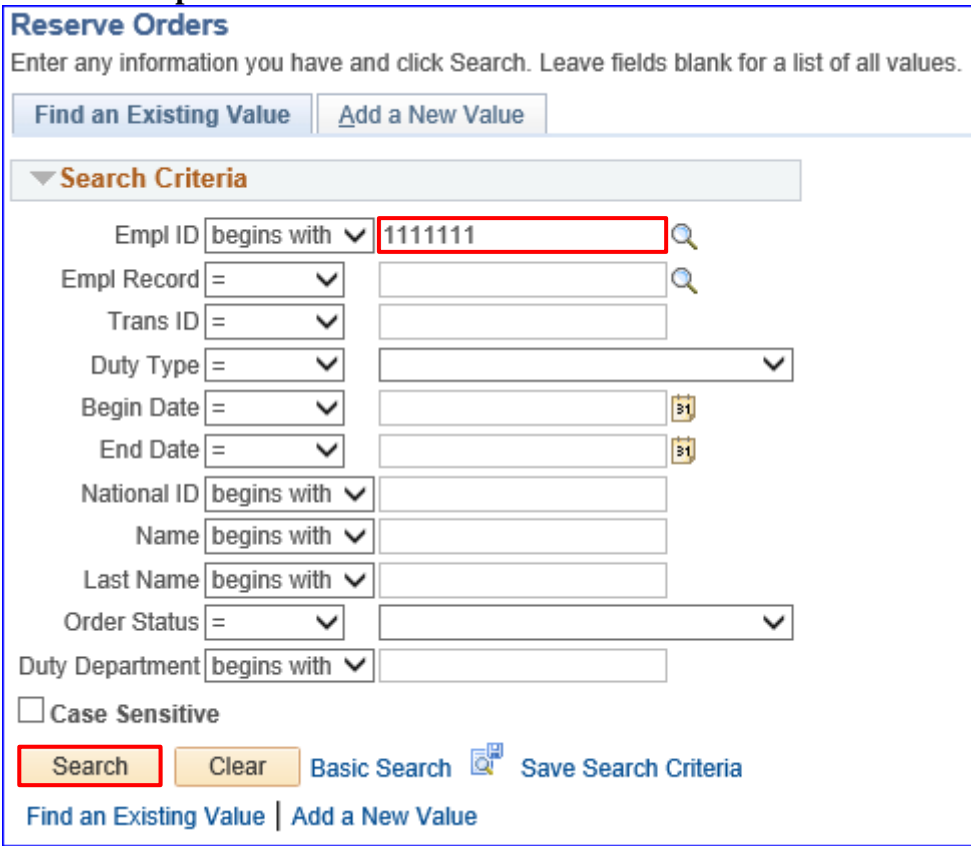
Topic	See Page
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# Setting Orders to Ready

**Introduction** This section provides the procedures for setting the Orders to a **Ready** status after being **Authorized** by the DXR.

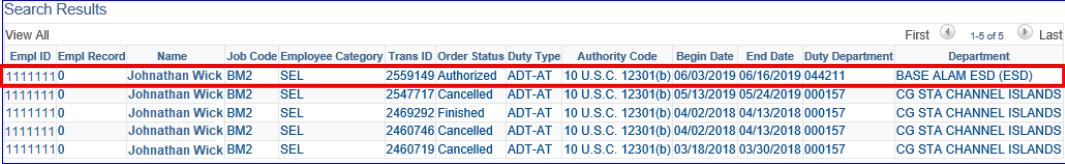
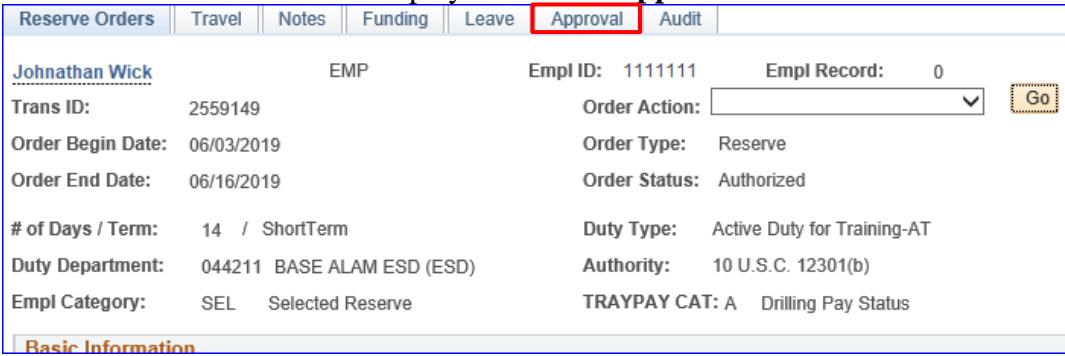
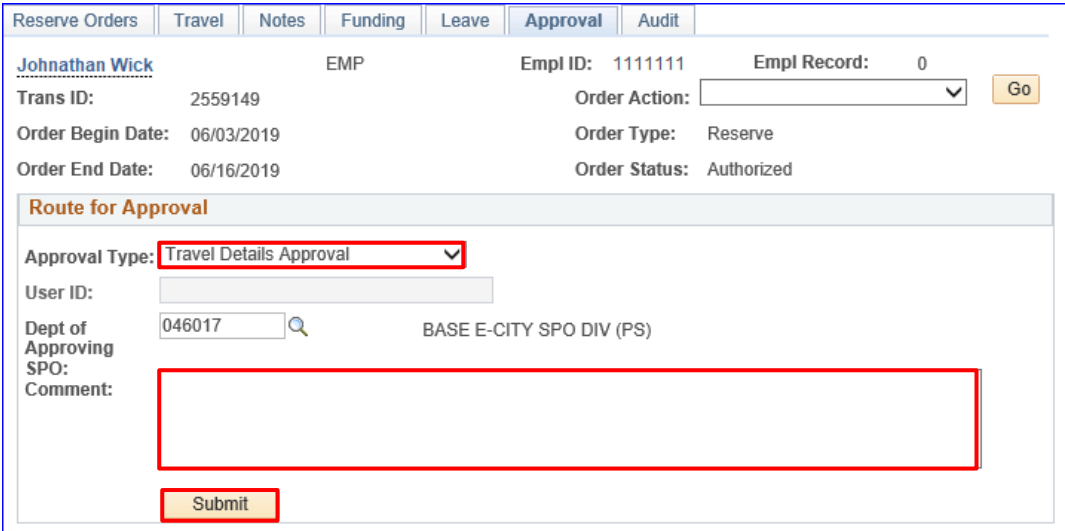
**Procedures** See below.

Step	Action												
1	<p>Select <b>Reserve Orders</b> from the Reserve Administration pagelet.</p>  <p>The screenshot shows a window titled "Reserve Administration" with a table of links. The "Reserve Orders" link is highlighted with a red box.</p> <table border="1"> <tr> <td>IDT Drills</td> <td>Member Training Rating</td> </tr> <tr> <td>Annual Screening Questionnaire</td> <td>Reserve Member Balances</td> </tr> <tr> <td>Member Status Change</td> <td>Training Status</td> </tr> <tr> <td>View Member Drills</td> <td><b>Reserve Orders</b></td> </tr> <tr> <td>MGIB Enrollments</td> <td>R-CRSP Report</td> </tr> <tr> <td>RSV order discrepancies</td> <td></td> </tr> </table>	IDT Drills	Member Training Rating	Annual Screening Questionnaire	Reserve Member Balances	Member Status Change	Training Status	View Member Drills	<b>Reserve Orders</b>	MGIB Enrollments	R-CRSP Report	RSV order discrepancies	
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RSV order discrepancies													
2	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p>  <p>The screenshot shows the "Reserve Orders" search interface. The "Empl ID" field is set to "1111111" and the "Search" button is highlighted with a red box.</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1111111 🔍</p> <p>Empl Record = ▼</p> <p>Trans ID = ▼</p> <p>Duty Type = ▼</p> <p>Begin Date = ▼</p> <p>End Date = ▼</p> <p>National ID begins with ▼</p> <p>Name begins with ▼</p> <p>Last Name begins with ▼</p> <p>Order Status = ▼</p> <p>Duty Department begins with ▼</p> <p><input type="checkbox"/> Case Sensitive</p> <p><b>Search</b> Clear Basic Search 📄 Save Search Criteria</p> <p>Find an Existing Value   Add a New Value</p>												

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# Setting Orders to Ready, Continued

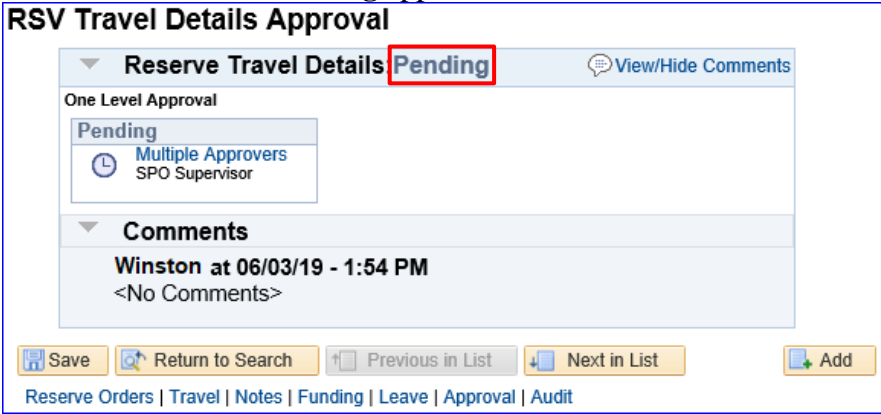
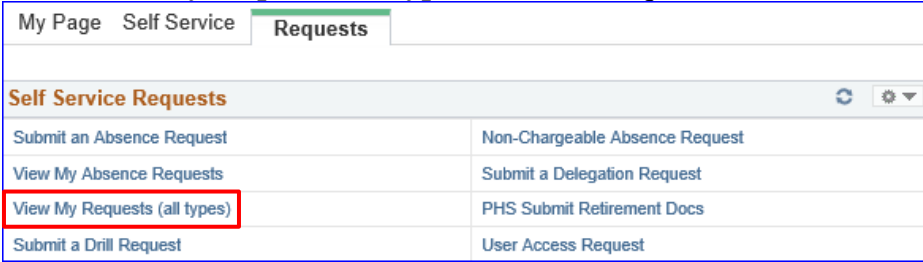
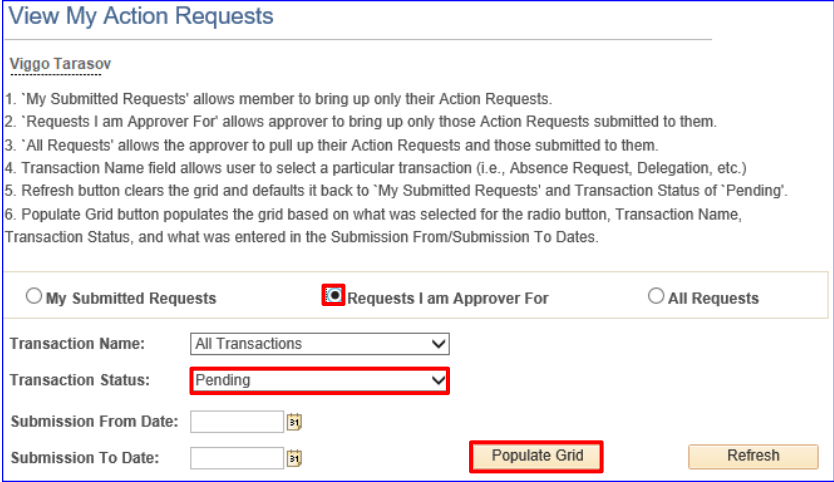
Procedures,  
continued

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<p><b>3</b></p>	<p>The Search Results will display all Reserve AD Orders for the member. Select the applicable Orders.</p>  <p>Search Results</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>Begin Date</th> <th>End Date</th> <th>Duty Department</th> <th>Department</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>11111110</td> <td></td> <td>Johnathan Wick</td> <td>BM2</td> <td>SEL</td> <td>2559149</td> <td>Authorized</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>06/03/2019</td> <td>06/16/2019</td> <td>044211</td> <td>BASE ALAM ESD (ESD)</td> </tr> <tr> <td>11111110</td> <td></td> <td>Johnathan Wick</td> <td>BM2</td> <td>SEL</td> <td>2547717</td> <td>Cancelled</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>05/13/2019</td> <td>05/24/2019</td> <td>000157</td> <td>CG STA CHANNEL ISLANDS</td> </tr> <tr> <td>11111110</td> <td></td> <td>Johnathan Wick</td> <td>BM2</td> <td>SEL</td> <td>2469292</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>04/02/2018</td> <td>04/13/2018</td> <td>000157</td> <td>CG STA CHANNEL ISLANDS</td> </tr> <tr> <td>11111110</td> <td></td> <td>Johnathan Wick</td> <td>BM2</td> <td>SEL</td> <td>2460746</td> <td>Cancelled</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>04/02/2018</td> <td>04/13/2018</td> <td>000157</td> <td>CG STA CHANNEL ISLANDS</td> </tr> <tr> <td>11111110</td> <td></td> <td>Johnathan Wick</td> <td>BM2</td> <td>SEL</td> <td>2460719</td> <td>Cancelled</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>03/18/2018</td> <td>03/30/2018</td> <td>000157</td> <td>CG STA CHANNEL ISLANDS</td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Job Code	Employee Category	Trans ID	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department	11111110		Johnathan Wick	BM2	SEL	2559149	Authorized	ADT-AT	10 U.S.C. 12301(b)	06/03/2019	06/16/2019	044211	BASE ALAM ESD (ESD)	11111110		Johnathan Wick	BM2	SEL	2547717	Cancelled	ADT-AT	10 U.S.C. 12301(b)	05/13/2019	05/24/2019	000157	CG STA CHANNEL ISLANDS	11111110		Johnathan Wick	BM2	SEL	2469292	Finished	ADT-AT	10 U.S.C. 12301(b)	04/02/2018	04/13/2018	000157	CG STA CHANNEL ISLANDS	11111110		Johnathan Wick	BM2	SEL	2460746	Cancelled	ADT-AT	10 U.S.C. 12301(b)	04/02/2018	04/13/2018	000157	CG STA CHANNEL ISLANDS	11111110		Johnathan Wick	BM2	SEL	2460719	Cancelled	ADT-AT	10 U.S.C. 12301(b)	03/18/2018	03/30/2018	000157	CG STA CHANNEL ISLANDS
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<p><b>4</b></p>	<p>The Reserve Orders tab will display. Select the <b>Approval</b> tab.</p>  <p>Reserve Orders   Travel   Notes   Funding   Leave   <b>Approval</b>   Audit</p> <p><u>Johnathan Wick</u> EMP Empl ID: 11111111 Empl Record: 0</p> <p>Trans ID: 2559149 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 06/03/2019 Order Type: Reserve</p> <p>Order End Date: 06/16/2019 Order Status: Authorized</p> <p># of Days / Term: 14 / ShortTerm Duty Type: Active Duty for Training-AT</p> <p>Duty Department: 044211 BASE ALAM ESD (ESD) Authority: 10 U.S.C. 12301(b)</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> <p><b>Basic Information</b></p>																																																																														
<p><b>5</b></p>	<p>Select Travel Details <b>Approval Type</b> from the drop-down. Enter a <b>Comment</b> for the Auditor (if applicable). Click <b>Submit</b>.</p>  <p>Reserve Orders   Travel   Notes   Funding   Leave   <b>Approval</b>   Audit</p> <p><u>Johnathan Wick</u> EMP Empl ID: 11111111 Empl Record: 0</p> <p>Trans ID: 2559149 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 06/03/2019 Order Type: Reserve</p> <p>Order End Date: 06/16/2019 Order Status: Authorized</p> <p><b>Route for Approval</b></p> <p>Approval Type: <input type="text" value="Travel Details Approval"/></p> <p>User ID: <input type="text"/></p> <p>Dept of Approving SPO: <input type="text" value="046017"/> BASE E-CITY SPO DIV (PS)</p> <p>Comment: <input style="border: 2px solid red;" type="text"/></p> <p><input type="button" value="Submit"/></p>																																																																														

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# Setting Orders to Ready, Continued


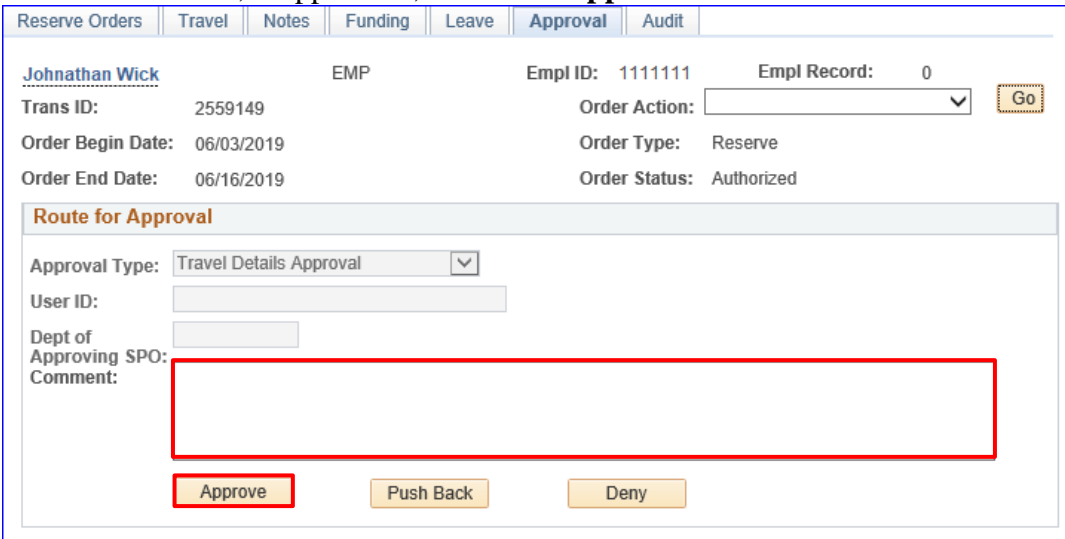
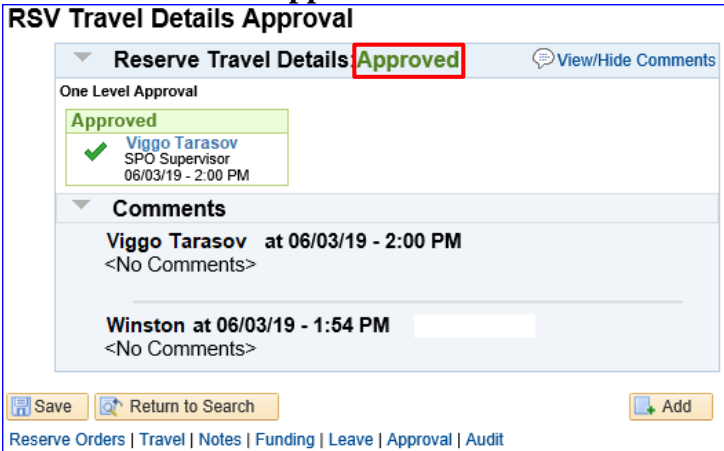
Procedures,  
continued

Step	Action
6	<p>The Orders are now <b>Pending</b> approval.</p> 
7	<p>The SPO Auditor must now approve the Orders to change the status to Ready. Click <b>View My Requests (all types)</b> from the Requests tab.</p> 
8	<p>Select the <b>Requests I am Approver For</b> radio button. Leave the <b>Transaction Status</b> at Pending. Click <b>Populate Grid</b>.</p> 

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# Setting Orders to Ready, Continued

Procedures,  
continued

Step	Action																																
<p><b>9</b></p>	<p>Click <b>Approve/Deny</b> for the appropriate Orders displayed in the Order Approvals section.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Approval Sep Order Header</td> <td>Pending</td> <td>Ms. Perkins</td> <td>3333333</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>06/03/2019</td> <td>Approve/Deny</td> </tr> <tr> <td>Approval Sep Order Header</td> <td>Pending</td> <td>Iosef Tarasov</td> <td>2222222</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>06/03/2019</td> <td>Approve/Deny</td> </tr> <tr> <td>Reserve Travel Details</td> <td>Pending</td> <td>John Wick</td> <td>1111111</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>06/03/2019</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	Approval Sep Order Header	Pending	Ms. Perkins	3333333	Winston	Viggo Tarasov	06/03/2019	Approve/Deny	Approval Sep Order Header	Pending	Iosef Tarasov	2222222	Winston	Viggo Tarasov	06/03/2019	Approve/Deny	Reserve Travel Details	Pending	John Wick	1111111	Winston	Viggo Tarasov	06/03/2019	Approve/Deny
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<p><b>10</b></p>	<p>Enter a <b>Comment</b>, if applicable, and select <b>Approve</b>.</p>  <p>Reserve Orders   Travel   Notes   Funding   Leave   <b>Approval</b>   Audit</p> <p><b>Johnathan Wick</b> EMP Empl ID: 1111111 Empl Record: 0 <input type="button" value="Go"/></p> <p>Trans ID: 2559149 Order Action: <input type="text"/></p> <p>Order Begin Date: 06/03/2019 Order Type: Reserve</p> <p>Order End Date: 06/16/2019 Order Status: Authorized</p> <p><b>Route for Approval</b></p> <p>Approval Type: <input type="text" value="Travel Details Approval"/></p> <p>User ID: <input type="text"/></p> <p>Dept of Approving SPO: <input type="text"/></p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Push Back"/> <input type="button" value="Deny"/></p>																																
<p><b>11</b></p>	<p>The Orders are now <b>Approved</b>.</p>  <p><b>RSV Travel Details Approval</b></p> <p>Reserve Travel Details <b>Approved</b> <input type="button" value="View/Hide Comments"/></p> <p>One Level Approval</p> <p><b>Approved</b></p> <p><input checked="" type="checkbox"/> Viggo Tarasov SPO Supervisor 06/03/19 - 2:00 PM</p> <p><b>Comments</b></p> <p>Viggo Tarasov at 06/03/19 - 2:00 PM &lt;No Comments&gt;</p> <p>Winston at 06/03/19 - 1:54 PM <input type="text"/> &lt;No Comments&gt;</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Add"/></p> <p>Reserve Orders   Travel   Notes   Funding   Leave   Approval   Audit</p>																																

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## Setting Orders to Ready, Continued

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Procedures,  
continued


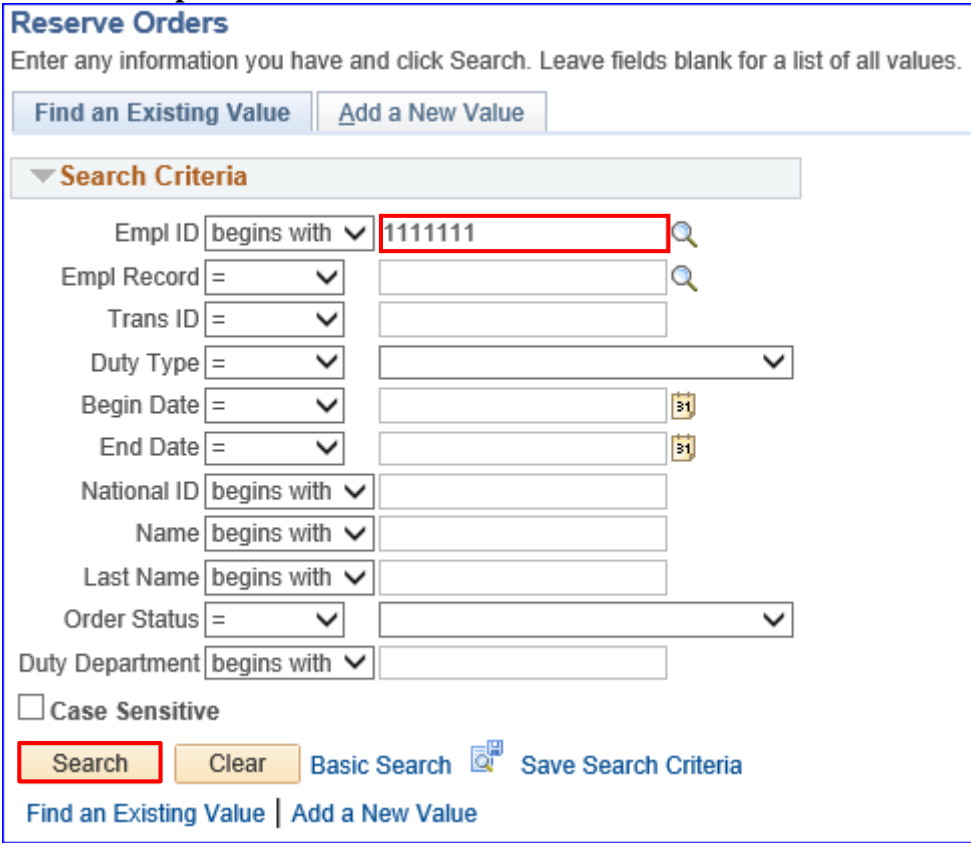
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# Setting Orders to En route (Reporting for Duty)

**Introduction** This section provides the procedures for entering the Departing and Reporting Endorsements in DA when the SPO is notified that the member reports for duty.

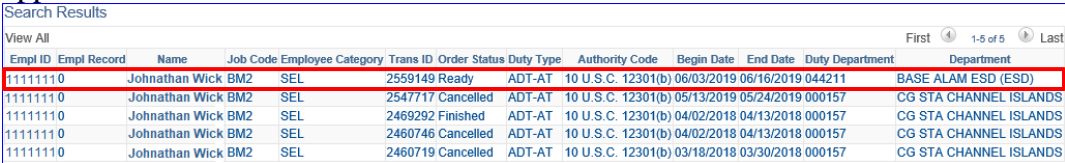
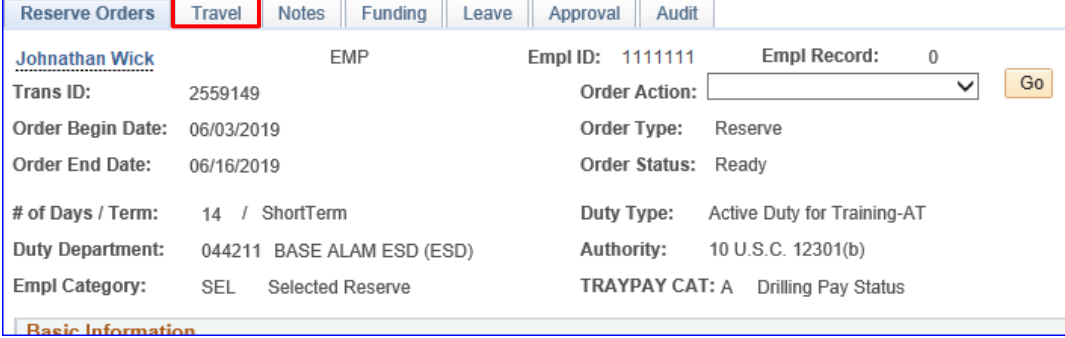
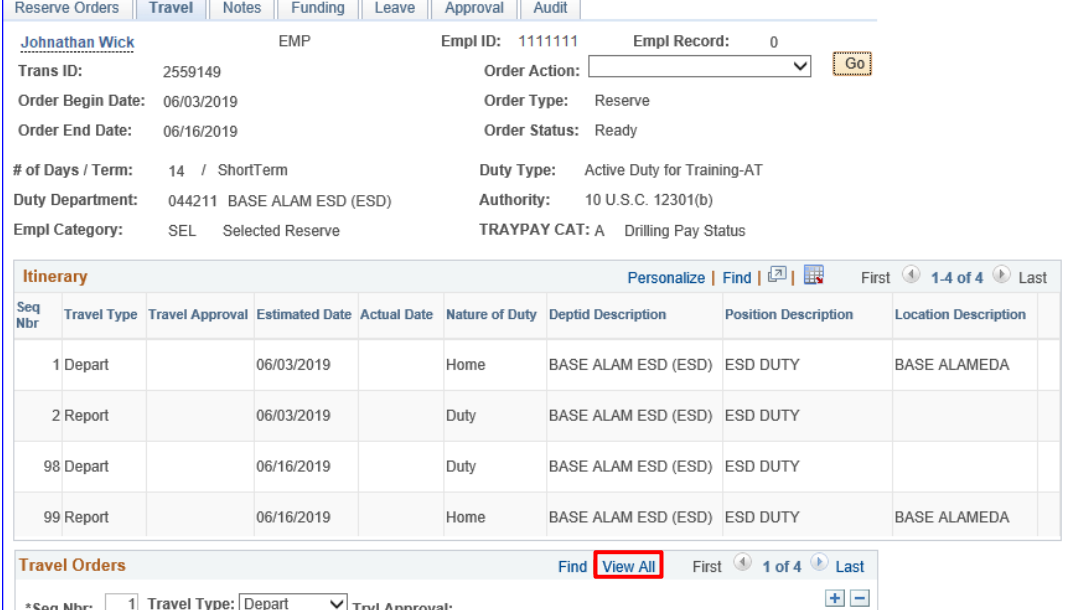
**Procedures** See below.

Step	Action
1	<p>Select <b>Reserve Orders</b> from the Reserve Administration pagelet.</p>  <p>The screenshot shows a 'Reserve Administration' pagelet with a grid of links. The 'Reserve Orders' link is highlighted with a red box.</p>
2	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p>  <p>The screenshot shows the 'Reserve Orders' search page. The 'Empl ID' field is filled with '1111111' and the 'Search' button is highlighted with a red box.</p>

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## Setting Orders to En route (Reporting for Duty), Continued

Procedures,  
continued

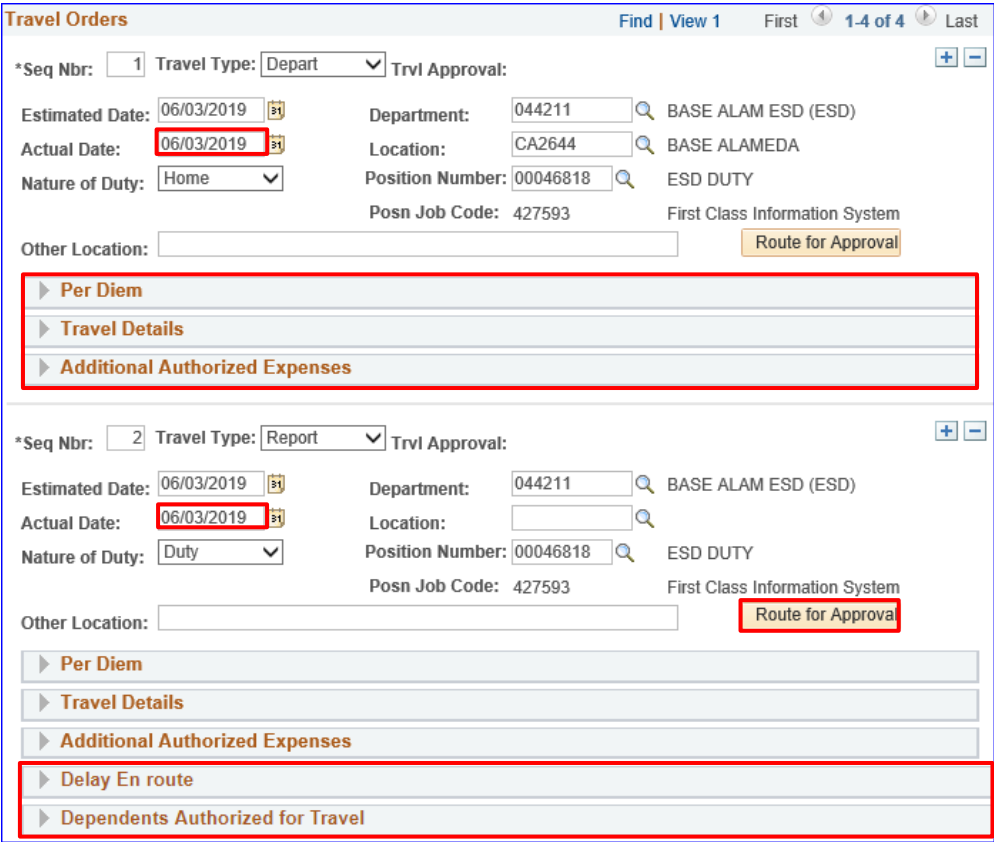
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3	<p>The Search Results will display all Reserve AD Orders for the member. Select the applicable <b>Orders</b>.</p>  <p>Search Results</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Job Code</th> <th>Employee Category</th> <th>Trans ID</th> <th>Order Status</th> <th>Duty Type</th> <th>Authority Code</th> <th>Begin Date</th> <th>End Date</th> <th>Duty Department</th> <th>Department</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>11111110</td> <td></td> <td>Johnathan Wick</td> <td>BM2</td> <td>SEL</td> <td>2559149</td> <td>Ready</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>06/03/2019</td> <td>06/16/2019</td> <td>044211</td> <td>BASE ALAM ESD (ESD)</td> </tr> <tr> <td>11111110</td> <td></td> <td>Johnathan Wick</td> <td>BM2</td> <td>SEL</td> <td>2547717</td> <td>Cancelled</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>05/13/2019</td> <td>05/24/2019</td> <td>000157</td> <td>CG STA CHANNEL ISLANDS</td> </tr> <tr> <td>11111110</td> <td></td> <td>Johnathan Wick</td> <td>BM2</td> <td>SEL</td> <td>2469292</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>04/02/2018</td> <td>04/13/2018</td> <td>000157</td> <td>CG STA CHANNEL ISLANDS</td> </tr> <tr> <td>11111110</td> <td></td> <td>Johnathan Wick</td> <td>BM2</td> <td>SEL</td> <td>2460746</td> <td>Cancelled</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>04/02/2018</td> <td>04/13/2018</td> <td>000157</td> <td>CG STA CHANNEL ISLANDS</td> </tr> <tr> <td>11111110</td> <td></td> <td>Johnathan Wick</td> <td>BM2</td> <td>SEL</td> <td>2460719</td> <td>Cancelled</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>03/18/2018</td> <td>03/30/2018</td> <td>000157</td> <td>CG STA CHANNEL ISLANDS</td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Job Code	Employee Category	Trans ID	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department	11111110		Johnathan Wick	BM2	SEL	2559149	Ready	ADT-AT	10 U.S.C. 12301(b)	06/03/2019	06/16/2019	044211	BASE ALAM ESD (ESD)	11111110		Johnathan Wick	BM2	SEL	2547717	Cancelled	ADT-AT	10 U.S.C. 12301(b)	05/13/2019	05/24/2019	000157	CG STA CHANNEL ISLANDS	11111110		Johnathan Wick	BM2	SEL	2469292	Finished	ADT-AT	10 U.S.C. 12301(b)	04/02/2018	04/13/2018	000157	CG STA CHANNEL ISLANDS	11111110		Johnathan Wick	BM2	SEL	2460746	Cancelled	ADT-AT	10 U.S.C. 12301(b)	04/02/2018	04/13/2018	000157	CG STA CHANNEL ISLANDS	11111110		Johnathan Wick	BM2	SEL	2460719	Cancelled	ADT-AT	10 U.S.C. 12301(b)	03/18/2018	03/30/2018	000157	CG STA CHANNEL ISLANDS
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4	<p>The Reserve Orders tab will display. Select the <b>Travel</b> tab.</p>  <p>Reserve Orders <b>Travel</b> Notes Funding Leave Approval Audit</p> <p><b>Johnathan Wick</b> EMP Empl ID: 11111111 Empl Record: 0</p> <p>Trans ID: 2559149 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 06/03/2019 Order Type: Reserve</p> <p>Order End Date: 06/16/2019 Order Status: Ready</p> <p># of Days / Term: 14 / ShortTerm Duty Type: Active Duty for Training-AT</p> <p>Duty Department: 044211 BASE ALAM ESD (ESD) Authority: 10 U.S.C. 12301(b)</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> <p><b>Basic Information</b></p>																																																																														
5	<p>Click <b>View All</b>.</p>  <p>Reserve Orders <b>Travel</b> Notes Funding Leave Approval Audit</p> <p><b>Johnathan Wick</b> EMP Empl ID: 11111111 Empl Record: 0</p> <p>Trans ID: 2559149 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 06/03/2019 Order Type: Reserve</p> <p>Order End Date: 06/16/2019 Order Status: Ready</p> <p># of Days / Term: 14 / ShortTerm Duty Type: Active Duty for Training-AT</p> <p>Duty Department: 044211 BASE ALAM ESD (ESD) Authority: 10 U.S.C. 12301(b)</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> <p><b>Itinerary</b> Personalize   Find   <input type="text"/> <input type="button" value="Go"/> First 1-4 of 4 Last</p> <table border="1"> <thead> <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></td> <td>06/03/2019</td> <td></td> <td>Home</td> <td>BASE ALAM ESD (ESD)</td> <td>ESD DUTY</td> <td>BASE ALAMEDA</td> </tr> <tr> <td>2</td> <td>Report</td> <td></td> <td>06/03/2019</td> <td></td> <td>Duty</td> <td>BASE ALAM ESD (ESD)</td> <td>ESD DUTY</td> <td></td> </tr> <tr> <td>98</td> <td>Depart</td> <td></td> <td>06/16/2019</td> <td></td> <td>Duty</td> <td>BASE ALAM ESD (ESD)</td> <td>ESD DUTY</td> <td></td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>06/16/2019</td> <td></td> <td>Home</td> <td>BASE ALAM ESD (ESD)</td> <td>ESD DUTY</td> <td>BASE ALAMEDA</td> </tr> </tbody> </table> <p><b>Travel Orders</b> Find <b>View All</b> First 1 of 4 Last</p> <p>*Seq Nbr: <input type="text" value="1"/> Travel Type: <input type="text" value="Depart"/> Travel Approval: <input type="text"/></p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart		06/03/2019		Home	BASE ALAM ESD (ESD)	ESD DUTY	BASE ALAMEDA	2	Report		06/03/2019		Duty	BASE ALAM ESD (ESD)	ESD DUTY		98	Depart		06/16/2019		Duty	BASE ALAM ESD (ESD)	ESD DUTY		99	Report		06/16/2019		Home	BASE ALAM ESD (ESD)	ESD DUTY	BASE ALAMEDA																																	
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## Setting Orders to En route (Reporting for Duty), Continued

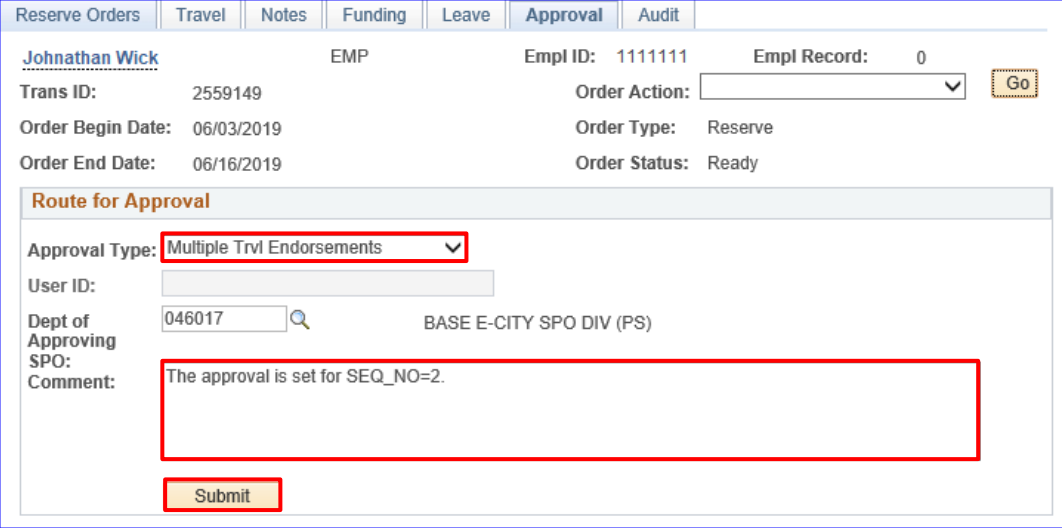
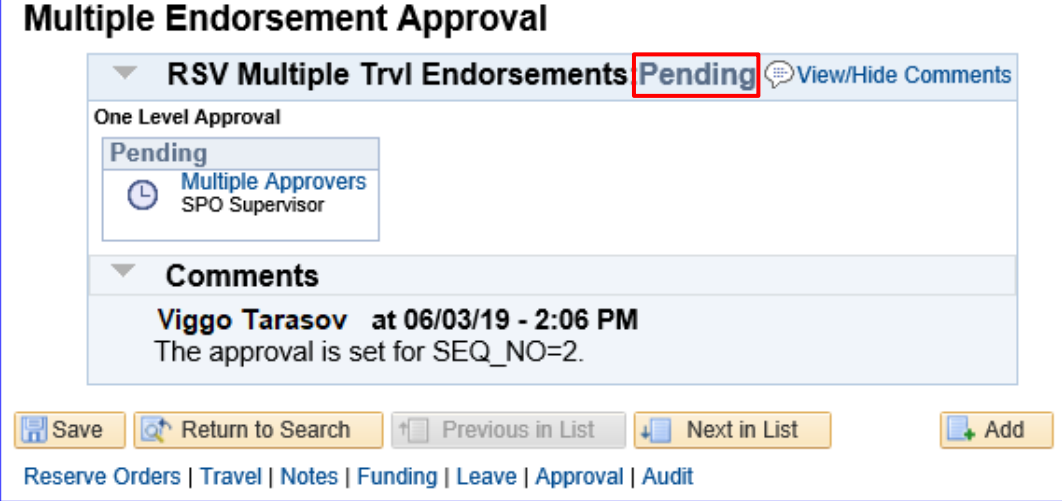
Procedures,  
continued

Step	Action
6	<p><b>Complete the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Seq Nbr 1 – Actual Date</b> – Enter the date the member departed home for duty.</li> <li>• <b>Seq Nbr 2 – Actual Date</b> – Enter the date the member reported for duty. In most cases these will be the same unless authorized Delay En route.</li> <li>• <b>Per Diem, Travel Details and Additional Authorized Expenses</b> – Click the arrow for each section and verify/enter applicable data for each endorsement.</li> <li>• <b>Delay En route and Dependents Authorized for Travel</b> – Click the arrow for each section and verify/enter applicable data.</li> </ul> <p>After all data has been verified/entered, click the <b>Route for Approval</b> button from the Seq Nbr 2 endorsement (this ensures that the 1 and 2 endorsements will be approved at the same time). If selecting the Seq Nbr 1 endorsement, only the 1 endorsement will be approved and the member will not be reported for duty.</p> <p><b>NOTE: DO NOT ADD OR DELETE ROWS.</b> These are not TDY Orders. DA is not designed to understand sequence numbers other than 1, 2, 98, and 99 for Reserve Orders.</p>  <p>The screenshot shows the 'Travel Orders' interface with two rows of data. The first row (Seq Nbr 1) has 'Actual Date' highlighted in red. The second row (Seq Nbr 2) has 'Actual Date' and 'Route for Approval' highlighted in red. Below the second row, 'Delay En route' and 'Dependents Authorized for Travel' are also highlighted in red.</p>

Continued on next page

# Setting Orders to En route (Reporting for Duty), Continued

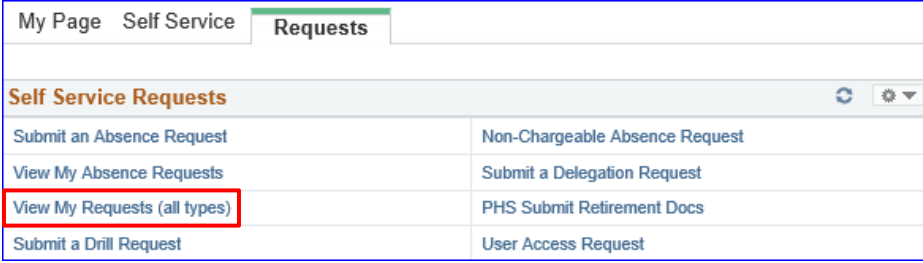
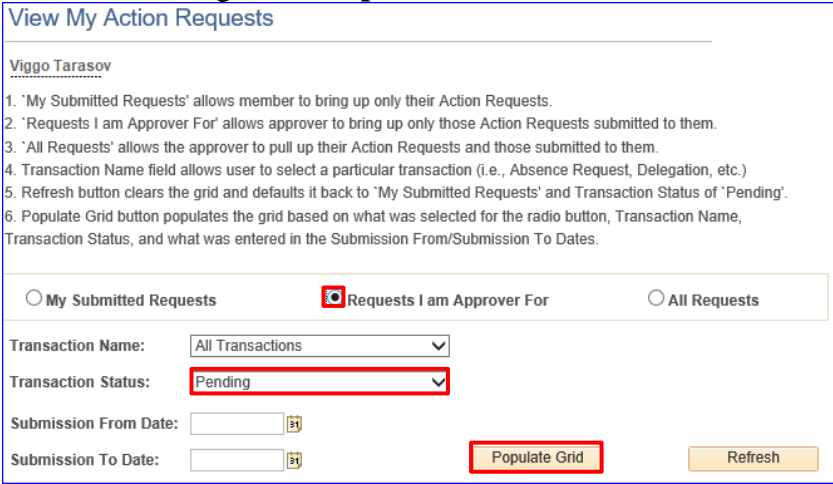

Procedures,  
continued

Step	Action
7	<p>The Approval tab will display. The <b>Approval Type</b> is set for Multiple Trvl Endorsements and the <b>Comment</b> section should display “The approval is set for SEQ_NO=2”. Click <b>Submit</b>.</p> 
8	<p>The Orders are now <b>Pending</b> approval.</p> 

*Continued on next page*

# Setting Orders to En route (Reporting for Duty), Continued

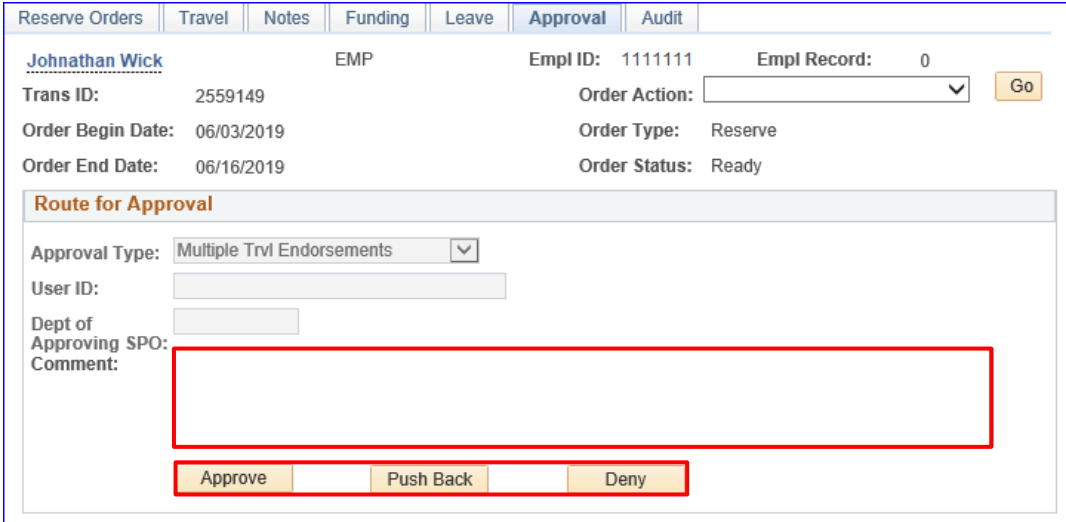
Procedures,  
continued

Step	Action																																
<p><b>9</b></p>	<p>The SPO Auditor must approve the Order to change the status to En route. Click <b>View My Requests (all types)</b> from the Requests tab.</p> 																																
<p><b>10</b></p>	<p>Select the <b>Requests I am Approver For</b> radio button. Leave the <b>Transaction Status</b> at Pending. Click <b>Populate Grid</b>.</p> 																																
<p><b>11</b></p>	<p>Click <b>Approve/Deny</b> for the appropriate Order displayed in the Order Approvals section.</p>  <table border="1" data-bbox="316 1525 1386 1749"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Approval Sep Order Header</td> <td>Pending</td> <td>Ms. Perkins</td> <td>3333333</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>06/03/2019</td> <td><a href="#">View Details</a></td> </tr> <tr> <td>Approval Sep Order Header</td> <td>Pending</td> <td>Josef Tarasov</td> <td>2222222</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>06/03/2019</td> <td><a href="#">View Details</a></td> </tr> <tr> <td>RSV Multiple Trvl Endorsements</td> <td>Pending</td> <td>John Wick</td> <td>1111111</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>06/03/2019</td> <td><b>Approve/Deny</b></td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	Approval Sep Order Header	Pending	Ms. Perkins	3333333	Winston	Viggo Tarasov	06/03/2019	<a href="#">View Details</a>	Approval Sep Order Header	Pending	Josef Tarasov	2222222	Winston	Viggo Tarasov	06/03/2019	<a href="#">View Details</a>	RSV Multiple Trvl Endorsements	Pending	John Wick	1111111	Winston	Viggo Tarasov	06/03/2019	<b>Approve/Deny</b>
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*Continued on next page*

## Setting Orders to En route (Reporting for Duty), Continued

Procedures,  
continued

Step	Action
12	<p>Enter <b>Comments</b>, if needed. Select one of the three options:</p> <ul style="list-style-type: none"> <li>• <b>Approve</b> – Sets the status to Approved</li> <li>• <b>Push Back</b> – Sets the status to On Hold and returns the Orders to the submitter <b>ONLY. (NOT RECOMMENDED!)</b></li> <li>• <b>Deny</b> – Sets the status to Denied and the Orders are available for anyone to edit/resubmit.</li> </ul> 

*Continued on next page*

# Setting Orders to En route (Reporting for Duty), Continued

Procedures,  
continued

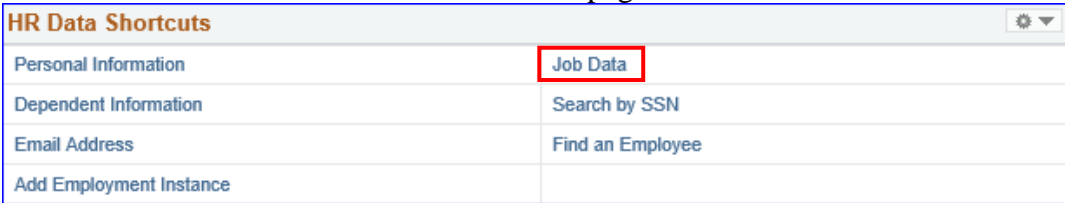
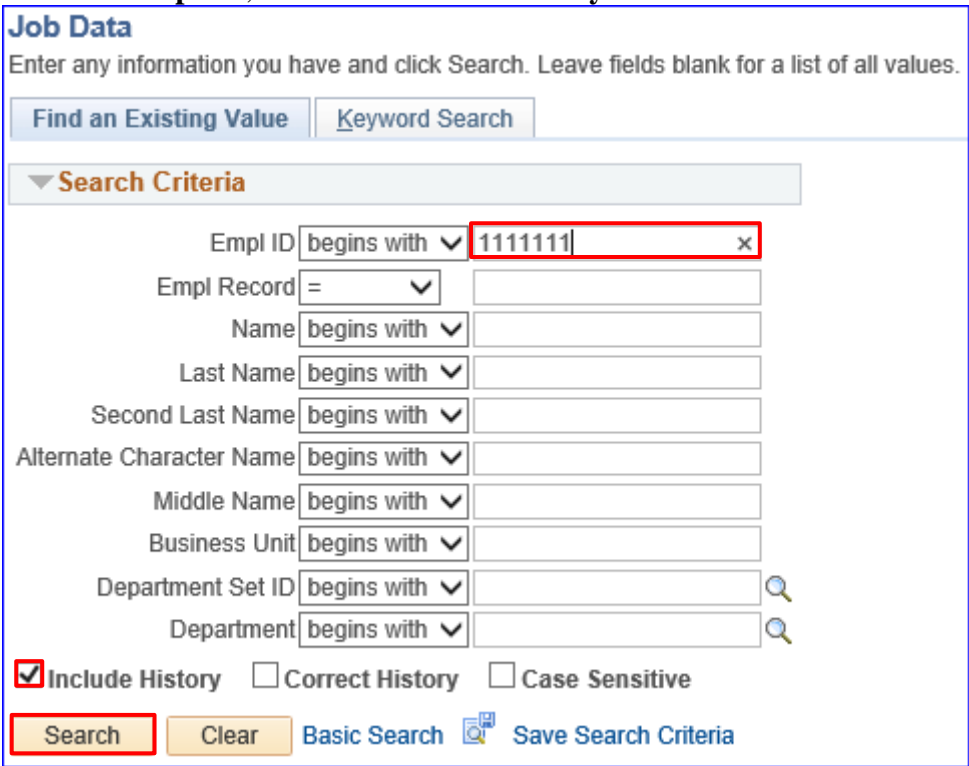
Step	Action
13	<p>If Approved, click <b>Save</b> and the <b>Order Status</b> will display En route. Job Data updates immediately for verification.</p> <div data-bbox="319 562 1385 1496" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Reserve Orders</span>   <span>Travel</span>   <span>Notes</span>   <span>Funding</span>   <span>Leave</span>   <span style="border: 1px solid black;">Approval</span>   <span>Audit</span> </div> <p> <a href="#">Johnathan Wick</a> EMP      Empl ID: 1111111      Empl Record: 0            Trans ID: 2559149      Order Action: <span style="float: right;">Go</span>            Order Begin Date: 06/03/2019      <span style="border: 1px solid red;">Order</span> Type: Reserve            Order End Date: 06/16/2019      Order Status: En route         </p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p><b>Route for Approval</b></p> <p>Approval Type: Multiple Trvl Endorsements</p> <p>User ID:</p> <p>Dept of Approving SPO:</p> <p>Comment: <input style="width: 100%; height: 20px;" type="text"/></p> </div> <div style="margin-top: 10px;"> <p><b>Multiple Endorsement Approval</b></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>▼ RSV Multiple Trvl Endorsements: <span style="color: green;">Approved</span> <span>View/Hide Comments</span></p> <p>One Level Approval</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;"> <p style="background-color: #e0ffe0; display: inline-block; padding: 2px;">Approved</p> <p style="margin: 0;"> <span style="color: green;">✓</span> <b>Viggo Tarasov</b>                SPO Supervisor                06/03/19 - 2:08 PM             </p> </div> <p>▼ <b>Comments</b></p> <p><b>Viggo Tarasov at 06/03/19 - 2:08 PM</b> &lt;No Comments&gt;</p> <hr/> <p><b>Winston at 06/03/19 - 2:06 PM</b> The approval is set for SEQ_NO=2.</p> </div> <div style="margin-top: 5px;"> <span style="border: 1px solid red; padding: 2px;">Save</span>   <span>Return to Search</span>   <span style="float: right;">Add</span> </div> <div style="font-size: small; margin-top: 5px;"> <a href="#">Reserve Orders</a>   <a href="#">Travel</a>   <a href="#">Notes</a>   <a href="#">Funding</a>   <a href="#">Leave</a>   <a href="#">Approval</a>   <a href="#">Audit</a> </div> </div> </div>

## Verifying a Reserve Order Begin (ROB) Job Row

**Introduction** This section provides the procedures for verifying that the Reserve AD Orders processed correctly in DA.

**Information** [E-Mail ALSPO message B/19](#) implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs).

**Procedures** See below.

Step	Action								
1	<p>Select <b>Job Data</b> from the HR Data Shortcuts pagelet.</p>  <p>The screenshot shows the 'HR Data Shortcuts' pagelet with a gear icon and a dropdown arrow. It contains a table with the following items:</p> <table border="1"> <tr> <td>Personal Information</td> <td>Job Data</td> </tr> <tr> <td>Dependent Information</td> <td>Search by SSN</td> </tr> <tr> <td>Email Address</td> <td>Find an Employee</td> </tr> <tr> <td>Add Employment Instance</td> <td></td> </tr> </table>	Personal Information	Job Data	Dependent Information	Search by SSN	Email Address	Find an Employee	Add Employment Instance	
Personal Information	Job Data								
Dependent Information	Search by SSN								
Email Address	Find an Employee								
Add Employment Instance									
2	<p>Enter the <b>Empl ID</b>, check the <b>Include History</b> box and click <b>Search</b>.</p>  <p>The screenshot shows the 'Job Data' search form. It includes a 'Find an Existing Value' button, a 'Keyword Search' button, and a 'Search Criteria' section with the following fields:</p> <ul style="list-style-type: none"> <li>Empl ID: begins with [1111111] x</li> <li>Empl Record: =</li> <li>Name: begins with</li> <li>Last Name: begins with</li> <li>Second Last Name: begins with</li> <li>Alternate Character Name: begins with</li> <li>Middle Name: begins with</li> <li>Business Unit: begins with</li> <li>Department Set ID: begins with</li> <li>Department: begins with</li> </ul> <p>At the bottom, there are checkboxes for 'Include History' (checked), 'Correct History', and 'Case Sensitive'. There are also buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>								

*Continued on next page*

# Verifying a Reserve Order Begin (ROB) Job Row, Continued

Procedures,  
continued

Step	Action
3	<p>Verify that the <b>Reserve Order Begin (ROB)</b> Job row was created to ensure that the Orders have begun and the member pay will begin.</p>
<div style="border: 1px solid black; padding: 5px;"> <p>Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation</p> <p><b>Johnathan Wick</b>      Empl ID 1111111 Employee      Military Service      Empl Record 0</p> <p><b>Work Location Details</b>      Find      First 1 of 24 Last</p> <p>*Effective Date <span style="border: 1px solid red; padding: 2px;">06/03/2019</span> x [i]      Go To Row [ + - ]</p> <p>Effective Sequence <input type="text" value="0"/>      *Action <input type="text" value="Transfer"/></p> <p>HR Status Active      Reason <span style="border: 1px solid red; padding: 2px;">Reserve Order Begin</span></p> <p>Payroll Status Active      *Job Indicator <input type="text" value="Primary Job"/>      Current [ ]</p> <hr/> <p>Position Number <input type="text" value="00046818"/>      ESD DUTY Use Position Data</p> <p>Position Entry Date <input type="text" value="04/13/2019"/> [i]      <input type="checkbox"/> Position Management Record</p> <p>*Regulatory Region <input type="text" value="RSV"/>      Reservists</p> <p>Company <input type="text" value="ACG"/>      UNITED STATES COAST GUARD</p> <p>*Business Unit <input type="text" value="ENLCG"/>      Enlisted CG</p> <p>*Department <input type="text" value="044211"/>      BASE ALAM ESD (ESD)</p> <p>Department Entry Date <input type="text" value="04/13/2019"/> [i]</p> <p>*Location <input type="text" value="CA2644"/>      BASE ALAMEDA</p> <p>Establishment ID <input type="text" value="USCG"/>      Active CG      <span style="border: 1px solid red; padding: 2px;">Date Created 06/03/2019</span></p> <hr/> <p>Last Start Date <input type="text" value="09/13/2011"/></p> <p>Expected Job End Date <input type="text"/> [i]</p> <p><b>Military</b></p> <p>Reserve Class Code <input type="text" value="J"/>      Prior Svc CG Enl w/in 8 yr obl</p> <p>Component Category <input type="text"/> [i]</p> <hr/> <p>Job Data      Employment Data      Benefits Program Participation</p> <p>Save    Return to Search    Notify    Refresh    Update/Display    Include History    Correct History</p> <p>Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation</p> </div>	

## Setting Orders to Finished (Departing to Home)

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**Introduction** This section provides the procedures for entering the Departing and Reporting Endorsements in DA when the SPO is notified that the member departs to home.

---

**Information** **Important:** Do **NOT** complete the Seq 98 and 99 rows if the Orders are Long Term or Title 10 (regardless of length). The SPO **MUST** complete a RELAD. Completing the RELAD will set the Reserve Orders to a Finished status.

---


**Orders Integration Process** The Orders Integration Process runs nightly and grabs all orders in an “En Route” status and puts them into a “Finished” status if the date has already passed. It is also run manually at PPC, the day after the SPO cutoff each pay cycle. This process grabs all orders with an end date through the end of the pay cycle and puts them in a “Finished” status. However, it doesn’t work 100% of the time, so follow this guide to ensure the orders are processed correctly.

---

**Known Issue** DA does not credit 2.5 days of leave if the Orders are exactly 30 days or the member is on back to back consecutive Orders where each order is less than 30 days individually but combined equal 30 days. SPOs will need to submit a ticket to PPC so it can be adjusted. When submitting the tickets, MAS requests that they use the “Leave Actions” template found on the [PPC \(MAS\)](#) portal page.

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**Procedures** See below.

Step	Action												
1	<p>Select <b>Reserve Orders</b> from the Reserve Administration pagelet.</p>  <p>The screenshot shows a window titled "Reserve Administration" with a refresh icon and a settings icon. It contains a table with two columns. The first column lists various options: IDT Drills, Annual Screening Questionnaire, Member Status Change, View Member Drills, MGIB Enrollments, and RSV order discrepancies. The second column lists corresponding actions: Member Training Rating, Reserve Member Balances, Training Status, Reserve Orders (highlighted with a red box), and R-CRSP Report.</p> <table border="1" data-bbox="316 1487 1345 1809"> <tbody> <tr> <td>IDT Drills</td> <td>Member Training Rating</td> </tr> <tr> <td>Annual Screening Questionnaire</td> <td>Reserve Member Balances</td> </tr> <tr> <td>Member Status Change</td> <td>Training Status</td> </tr> <tr> <td>View Member Drills</td> <td>Reserve Orders</td> </tr> <tr> <td>MGIB Enrollments</td> <td>R-CRSP Report</td> </tr> <tr> <td>RSV order discrepancies</td> <td></td> </tr> </tbody> </table>	IDT Drills	Member Training Rating	Annual Screening Questionnaire	Reserve Member Balances	Member Status Change	Training Status	View Member Drills	Reserve Orders	MGIB Enrollments	R-CRSP Report	RSV order discrepancies	
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Annual Screening Questionnaire	Reserve Member Balances												
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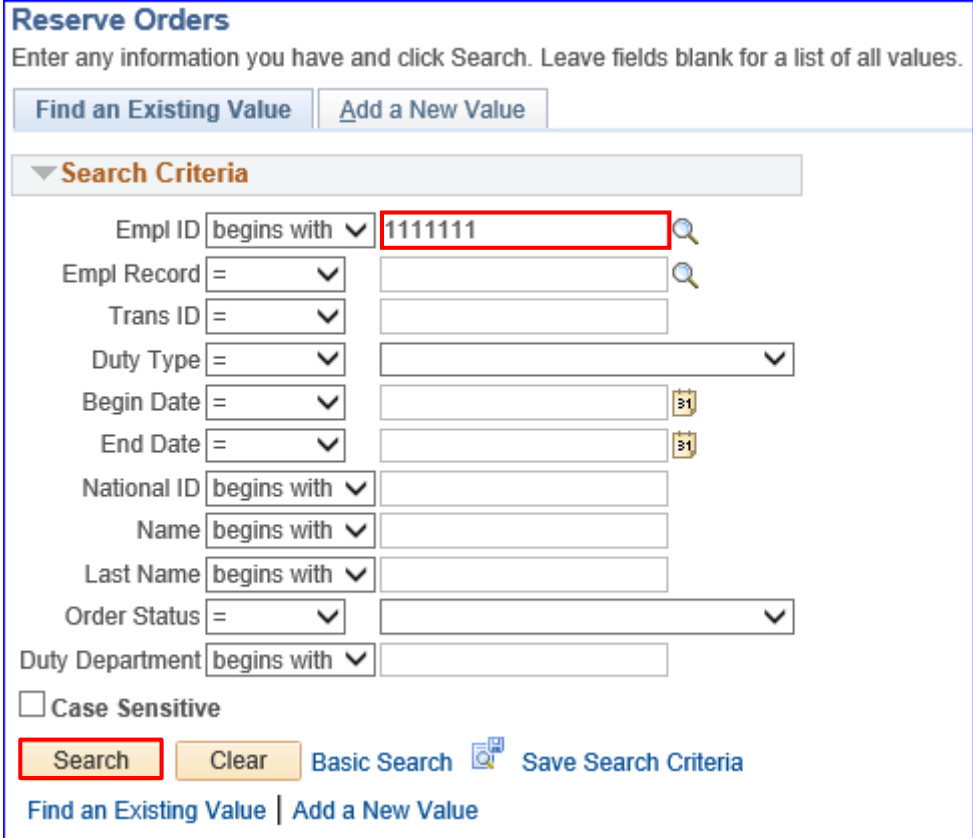
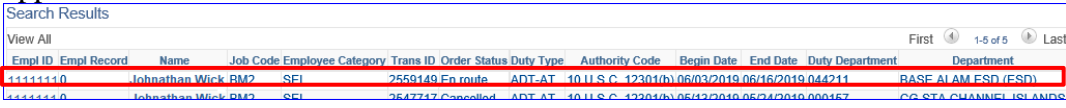
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## Setting Orders to Finished (Departing to Home), Continued

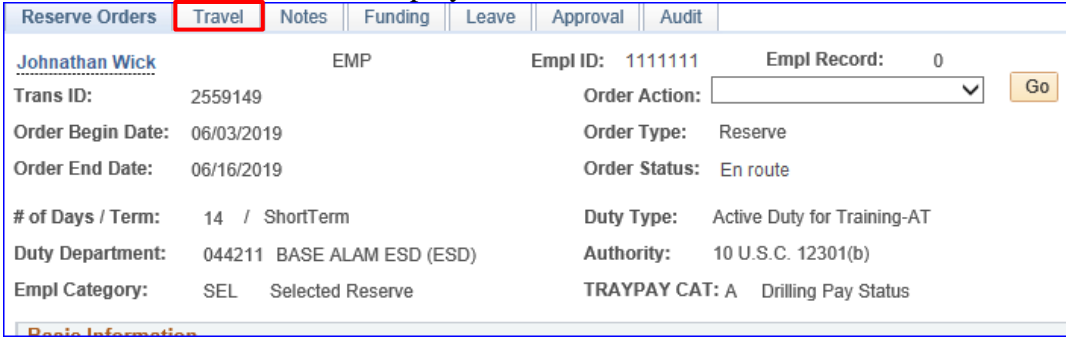
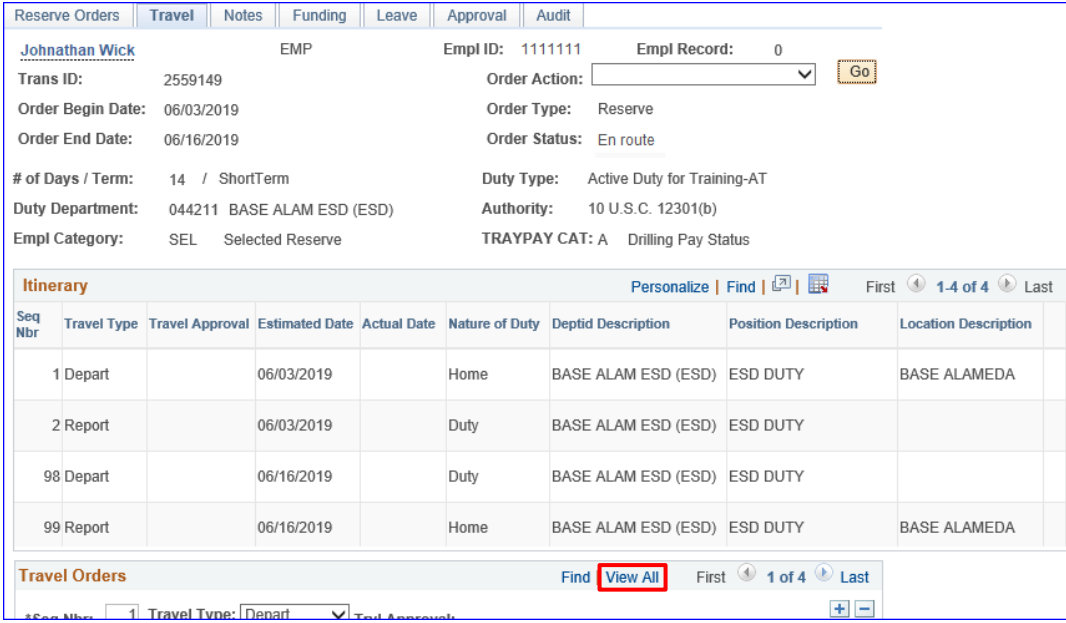
Procedures,  
continued

Step	Action																																							
2	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p>  <p><b>Reserve Orders</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID begins with ▼ 1111111 🔍</p> <p>Empl Record = ▼</p> <p>Trans ID = ▼</p> <p>Duty Type = ▼</p> <p>Begin Date = ▼</p> <p>End Date = ▼</p> <p>National ID begins with ▼</p> <p>Name begins with ▼</p> <p>Last Name begins with ▼</p> <p>Order Status = ▼</p> <p>Duty Department begins with ▼</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Find an Existing Value   Add a New Value</p>																																							
3	<p>The Search Results will display all Reserve AD Orders for the member. Select the applicable <b>Orders</b>.</p>  <p>Search Results</p> <p>View All First 1-5 of 5 Last</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>Begin Date</th> <th>End Date</th> <th>Duty Department</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>1111111.0</td> <td></td> <td>Johnathan Wick, RM2</td> <td>SFL</td> <td></td> <td>2550149</td> <td>En route</td> <td>ADT-AT</td> <td>10.U.S.C. 12301(b)</td> <td>06/03/2019</td> <td>06/16/2019</td> <td>044211</td> <td>BASE ALAM ESD (ESD)</td> </tr> <tr> <td>1111111.0</td> <td></td> <td>Johnathan Wick, RMD</td> <td>SFL</td> <td></td> <td>2647747</td> <td>Cancelled</td> <td>ADT-AT</td> <td>10.U.S.C. 12301(b)</td> <td>06/12/2019</td> <td>06/24/2019</td> <td>000457</td> <td>CG STA CHANNEL ISLANDS</td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Job Code	Employee Category	Trans ID	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department	1111111.0		Johnathan Wick, RM2	SFL		2550149	En route	ADT-AT	10.U.S.C. 12301(b)	06/03/2019	06/16/2019	044211	BASE ALAM ESD (ESD)	1111111.0		Johnathan Wick, RMD	SFL		2647747	Cancelled	ADT-AT	10.U.S.C. 12301(b)	06/12/2019	06/24/2019	000457	CG STA CHANNEL ISLANDS
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# Setting Orders to Finished (Departing to Home), Continued

Procedures,  
continued

Step	Action																																													
4	<p>The Reserve Orders tab will display. Select the <b>Travel</b> tab.</p>  <p>The screenshot shows a web interface with tabs: Reserve Orders, <b>Travel</b>, Notes, Funding, Leave, Approval, and Audit. Below the tabs, the user 'Johnathan Wick' is selected. Fields include: EMP, Empl ID: 1111111, Empl Record: 0, Trans ID: 2559149, Order Action: [dropdown], Order Begin Date: 06/03/2019, Order End Date: 06/16/2019, # of Days / Term: 14 / ShortTerm, Duty Department: 044211 BASE ALAM ESD (ESD), Empl Category: SEL Selected Reserve, Order Type: Reserve, Order Status: En route, Duty Type: Active Duty for Training-AT, Authority: 10 U.S.C. 12301(b), and TRAYPAY CAT: A Drilling Pay Status. A 'Go' button is visible next to the Order Action dropdown.</p>																																													
5	<p>Click <b>View All</b>.</p>  <p>The screenshot shows the same interface as step 4, but with the 'Itinerary' table expanded. The table has columns: Seq Nbr, Travel Type, Travel Approval, Estimated Date, Actual Date, Nature of Duty, Deptid Description, Position Description, and Location Description. The data rows are:</p> <table border="1"> <thead> <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></td> <td>06/03/2019</td> <td></td> <td>Home</td> <td>BASE ALAM ESD (ESD)</td> <td>ESD DUTY</td> <td>BASE ALAMEDA</td> </tr> <tr> <td>2</td> <td>Report</td> <td></td> <td>06/03/2019</td> <td></td> <td>Duty</td> <td>BASE ALAM ESD (ESD)</td> <td>ESD DUTY</td> <td></td> </tr> <tr> <td>98</td> <td>Depart</td> <td></td> <td>06/16/2019</td> <td></td> <td>Duty</td> <td>BASE ALAM ESD (ESD)</td> <td>ESD DUTY</td> <td></td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>06/16/2019</td> <td></td> <td>Home</td> <td>BASE ALAM ESD (ESD)</td> <td>ESD DUTY</td> <td>BASE ALAMEDA</td> </tr> </tbody> </table> <p>Below the table, there is a 'Travel Orders' section with a 'Find' button and a 'View All' button highlighted in red. Navigation controls show '1 of 4' items.</p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart		06/03/2019		Home	BASE ALAM ESD (ESD)	ESD DUTY	BASE ALAMEDA	2	Report		06/03/2019		Duty	BASE ALAM ESD (ESD)	ESD DUTY		98	Depart		06/16/2019		Duty	BASE ALAM ESD (ESD)	ESD DUTY		99	Report		06/16/2019		Home	BASE ALAM ESD (ESD)	ESD DUTY	BASE ALAMEDA
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## Setting Orders to Finished (Departing to Home), Continued

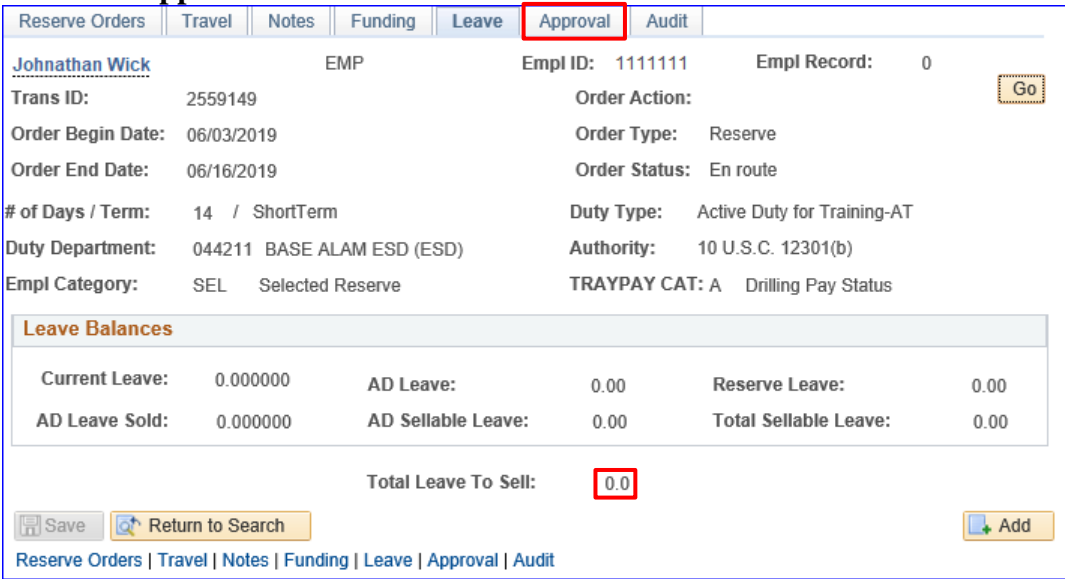
Procedures,  
continued

Step	Action								
6	<p>Complete the following:</p> <ul style="list-style-type: none"> <li>• <b>Seq Nbr 98 – Actual Date</b> – Enter the date the member departed from duty.</li> <li>• <b>Seq Nbr 99 – Actual Date</b> – Enter the date the member reported home. In most cases these will be the same unless authorized Delay En route.</li> <li>• <b>Per Diem, Travel Details and Additional Authorized Expenses</b> – Click the arrow for each section and verify/enter applicable data for each endorsement.</li> <li>• <b>Delay En route and Dependents Authorized for Travel</b> – Click the arrow for each section and verify/enter applicable data.</li> </ul> <p>After all data has been verified/entered, click the <b>Route for Approval</b> button from the Seq Nbr 99 endorsement (this ensures that the 98 and 99 endorsements will be approved at the same time). If selecting the Seq Nbr 98 endorsement, only the 98 endorsement will be approved and the member will not be reported home.</p> <p>The Approval tab will display, select the <b>Leave</b> tab.</p> <div data-bbox="319 1019 1268 1899" style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Seq Nbr: 98 Travel Type: Depart Trvl</p> <p>Approval:</p> <p>Estimated Date: 06/16/2019 <input type="text"/> Department: 044211 <input type="text"/> BASE ALAM ESD (ESD)</p> <p>Actual Date: 06/16/2019 <input type="text"/> Location: CA2644 <input type="text"/> BASE ALAMEDA</p> <p>Nature of Duty: Duty <input type="text"/> Position Number: 00046818 <input type="text"/> ESD DUTY</p> <p>Posn Job Code: 427593 First Class Information System</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 gray; padding: 5px;"> <p>Seq Nbr: 99 Travel Type: Report Trvl</p> <p>Approval:</p> <p>Estimated Date: 06/16/2019 <input type="text"/> Department: 044211 <input type="text"/> BASE ALAM ESD (ESD)</p> <p>Actual Date: 06/16/2019 <input type="text"/> Location: CA2644 <input type="text"/> BASE ALAMEDA</p> <p>Nature of Duty: Home <input type="text"/> Position Number: 00046818 <input type="text"/> ESD DUTY</p> <p>Posn Job Code: 427593 First Class Information System</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> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>▶ Dependents Authorized for Travel</p> </div> </div>	Begin Date	End Date	Delay En route	Days	1			
Begin Date	End Date	Delay En route	Days						
1									

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## Setting Orders to Finished (Departing to Home), Continued

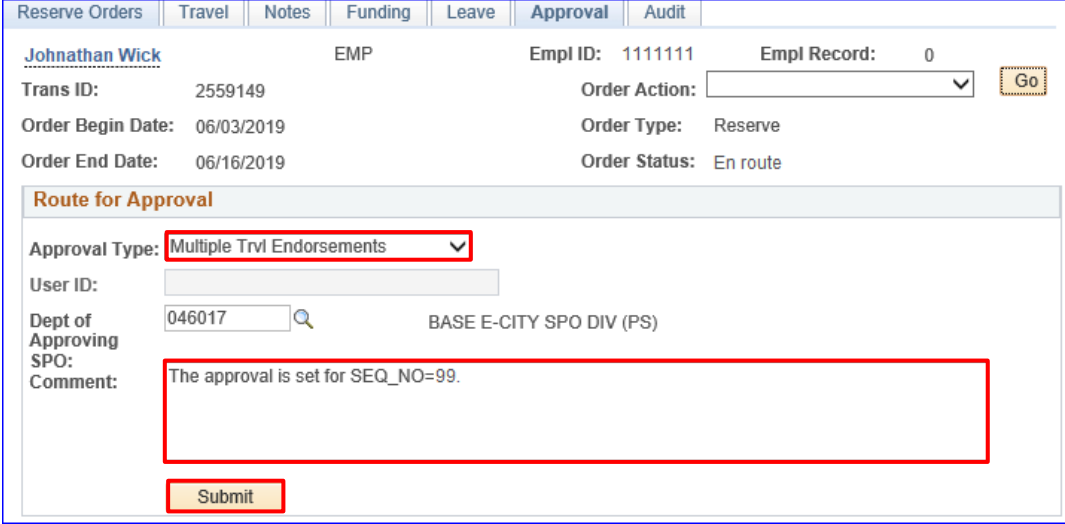
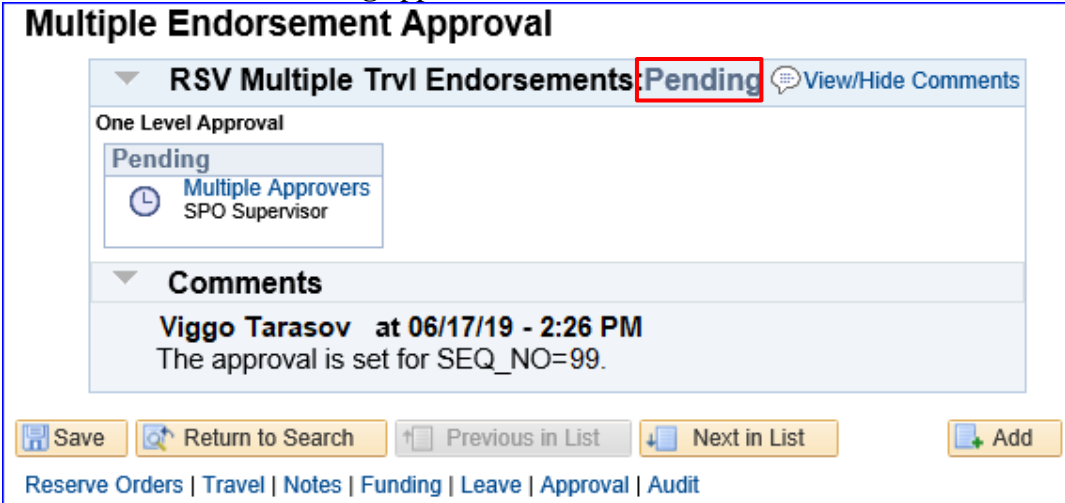
Procedures,  
continued

Step	Action
7	<p>Enter the <b>Total Leave to Sell</b>. Reservists are authorized to sell earned leave when completing an Active Duty period of 30 days or greater (Be aware of the known issue at the beginning of the guide).</p> <p>Only use the Leave tab for payment of Lump Sum Leave (LSL) for Short Term AD Orders. Enter any leave authorized to sell AND submit a PPC Customer Care Help Ticket. PPC will manually process the LSL payment. When completing any Long Term AD Orders, LSL is processed via the Separation (RELAD) Orders.</p> <p>Review the References below, to validate members' eligibility to sell any leave, before entering any accrued leave to sell:</p> <ul style="list-style-type: none"> <li>• Pay Manual, <a href="#">COMDTINST M7220.29(series)</a> and</li> <li>• Reserve Policy Manual <a href="#">COMDTINST M1001.28(series)</a></li> </ul> <p>Select the <b>Approval</b> tab.</p> 

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# Setting Orders to Finished (Departing to Home), Continued

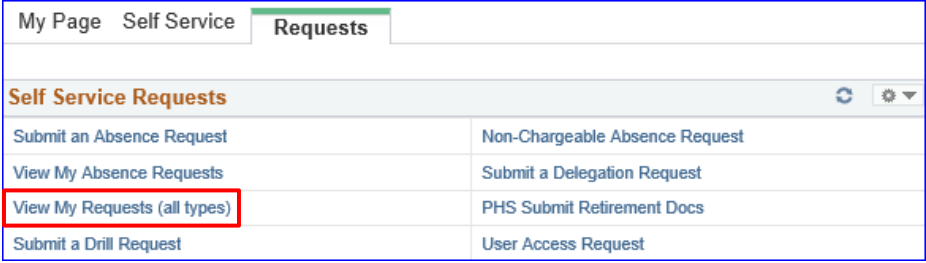
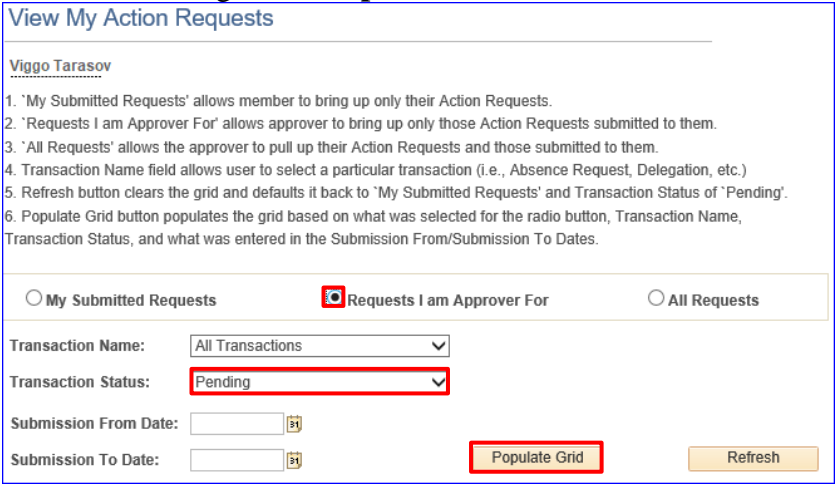

Procedures,  
continued

Step	Action
8	<p>The Approval tab will display. The <b>Approval Type</b> is set for Multiple Trvl Endorsements and the <b>Comment</b> section should display “The approval is set for SEQ_NO=99”. Click <b>Submit</b>.</p> 
9	<p>The Orders are now <b>Pending</b> approval.</p> 

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## Setting Orders to Finished (Departing to Home), Continued

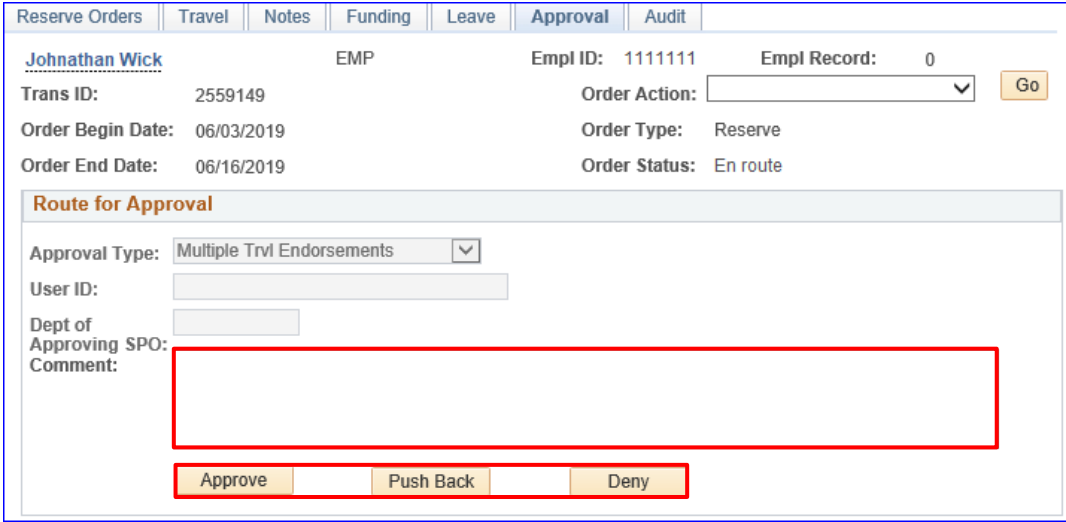
Procedures,  
continued

Step	Action																																
<p><b>10</b></p>	<p>The SPO Auditor must now approve the Order to change the status to Finished. Click <b>View My Requests (all types)</b> from the Requests tab.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests'. Below is a 'Self Service Requests' section with a grid of links: 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', 'Submit a Drill Request', 'Non-Chargeable Absence Request', 'Submit a Delegation Request', 'PHS Submit Retirement Docs', and 'User Access Request'. The 'View My Requests (all types)' link is highlighted with a red box.</p>																																
<p><b>11</b></p>	<p>Select the <b>Requests I am Approver For</b> radio button. Leave the <b>Transaction Status</b> at Pending. Click <b>Populate Grid</b>.</p>  <p>The screenshot shows the 'View My Action Requests' page for user Viggo Tarasov. It includes a list of instructions (1-6) and a form with three radio buttons: 'My Submitted Requests', 'Requests I am Approver For' (highlighted with a red box), and 'All Requests'. Below the radio buttons are dropdown menus for 'Transaction Name' (set to 'All Transactions') and 'Transaction Status' (set to 'Pending', highlighted with a red box). There are also date pickers for 'Submission From Date' and 'Submission To Date', and two buttons: 'Populate Grid' (highlighted with a red box) and 'Refresh'.</p>																																
<p><b>12</b></p>	<p>Click <b>Approve/Deny</b> for the appropriate Order displayed in the Order Approvals section.</p>  <p>The screenshot shows the 'Order Approvals' section with a table of pending orders. The table has columns: Transaction Name, Status, Member, Member's Emplid, Submitted By, Approver, Submission Date, and Approve/Deny. The 'Approve/Deny' button for the 'RSV Multiple Trvl Endorsements' row is highlighted with a red box.</p> <table border="1" data-bbox="316 1525 1390 1749"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Approval Sep Order Header</td> <td>Pending</td> <td>Ms. Perkins</td> <td>3333333</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>06/03/2019</td> <td><a href="#">View Details</a></td> </tr> <tr> <td>Approval Sep Order Header</td> <td>Pending</td> <td>Iosef Tarasov</td> <td>2222222</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>06/03/2019</td> <td><a href="#">View Details</a></td> </tr> <tr> <td>RSV Multiple Trvl Endorsements</td> <td>Pending</td> <td>John Wick</td> <td>1111111</td> <td>Winston</td> <td>Viggo Tarasov</td> <td>06/03/2019</td> <td><a href="#">Approve/Deny</a></td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	Approval Sep Order Header	Pending	Ms. Perkins	3333333	Winston	Viggo Tarasov	06/03/2019	<a href="#">View Details</a>	Approval Sep Order Header	Pending	Iosef Tarasov	2222222	Winston	Viggo Tarasov	06/03/2019	<a href="#">View Details</a>	RSV Multiple Trvl Endorsements	Pending	John Wick	1111111	Winston	Viggo Tarasov	06/03/2019	<a href="#">Approve/Deny</a>
Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny																										
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## Setting Orders to Finished (Departing to Home), Continued

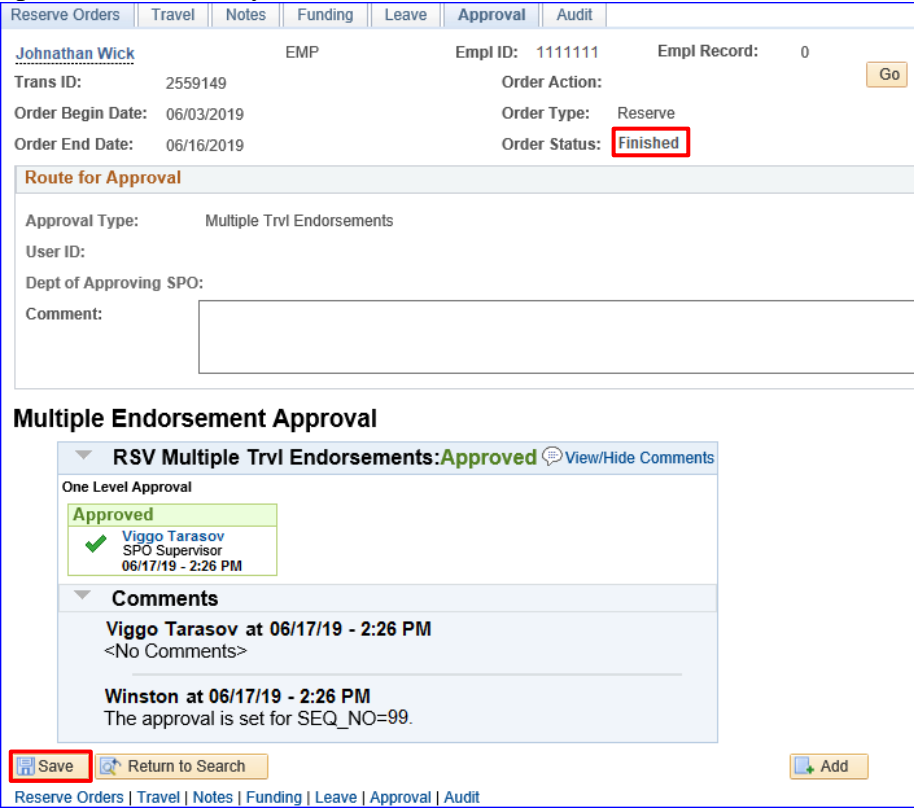
Procedures,  
continued

Step	Action
13	<p>Enter <b>Comments</b>, if needed. Select one of the three options:</p> <ul style="list-style-type: none"> <li>• <b>Approve</b> – Sets the status to Approved</li> <li>• <b>Push Back</b> – Sets the status to On Hold and returns the Orders to the submitter <b>ONLY. (NOT RECOMMENDED!)</b></li> <li>• <b>Deny</b> – Sets the status to Denied and the Orders are available for anyone to edit/resubmit.</li> </ul> 

*Continued on next page*

# Setting Orders to Finished (Departing to Home), Continued

Procedures,  
continued

Step	Action
14	<p>If Approved, click <b>Save</b> and the <b>Order Status</b> will update to Finished. Job Data updates immediately for verification</p>  <p>The screenshot displays the 'Approval' tab of a system interface. At the top, there are navigation tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The main content area shows details for 'Johnathan Wick', EMP, with fields for Trans ID (2559149), Order Begin Date (06/03/2019), and Order End Date (06/16/2019). The 'Order Status' is highlighted in red and set to 'Finished'. Below this is a 'Route for Approval' section with fields for Approval Type (Multiple Trvl Endorsements), User ID, Dept of Approving SPO, and a Comment field. The 'Multiple Endorsement Approval' section shows a dropdown for 'RSV Multiple Trvl Endorsements: Approved' with a 'View/Hide Comments' link. Underneath, there is a 'One Level Approval' section with an 'Approved' status and a green checkmark. The approver is 'Viggo Tarasov', SPO Supervisor, with a timestamp of '06/17/19 - 2:26 PM'. Below this is a 'Comments' section with a comment by 'Winston at 06/17/19 - 2:26 PM' stating 'The approval is set for SEQ_NO=99.'. At the bottom, there are buttons for 'Save' (highlighted in red), 'Return to Search', and 'Add'. The bottom navigation bar includes links for Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit.</p>

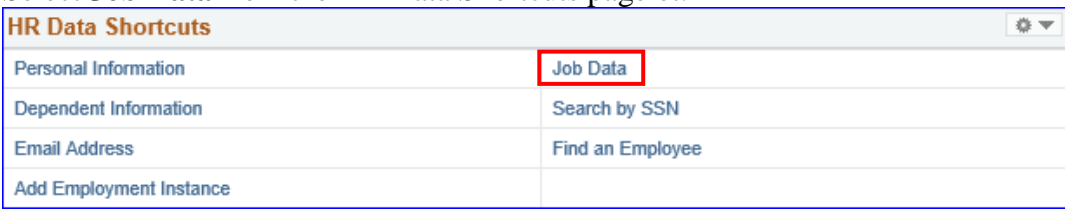
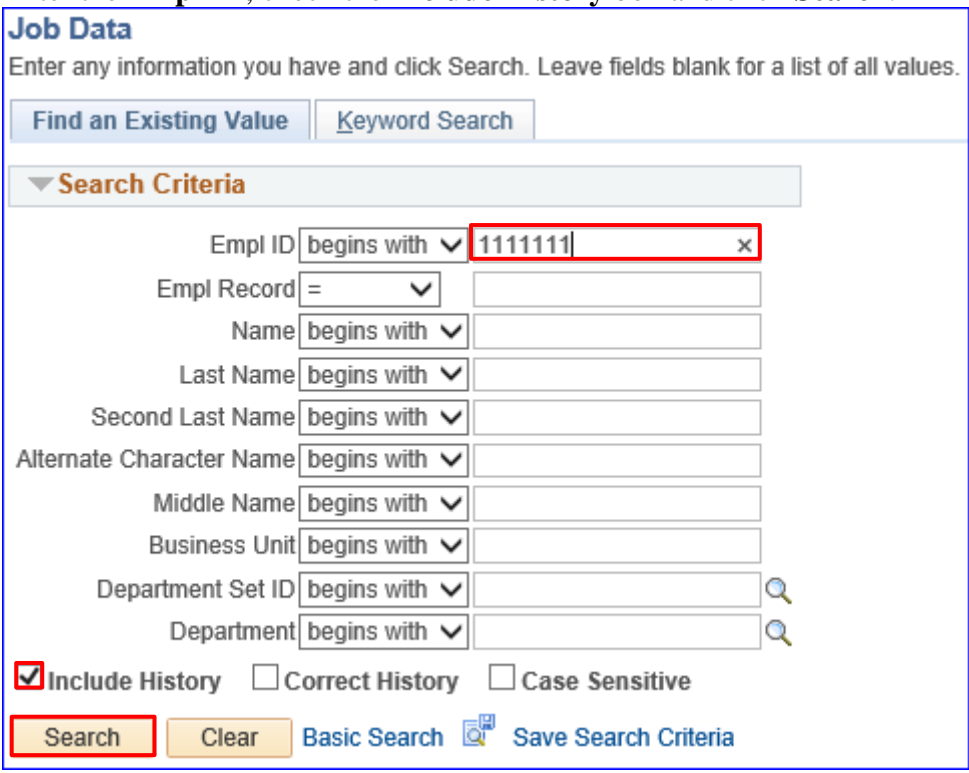


## Verifying a Reserve Order End (ROE) Job Row

**Introduction** This section provides the procedures for verifying that Reserve AD Orders are finished correctly in DA.

**Information** [E-Mail ALSPO message B/19](#) implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs).

**Procedures** See below.

Step	Action
1	<p>Select <b>Job Data</b> from the HR Data Shortcuts pagelet.</p>  <p>The screenshot shows a table with the following rows: Personal Information (Job Data), Dependent Information (Search by SSN), Email Address (Find an Employee), and Add Employment Instance.</p>
2	<p>Enter the <b>Empl ID</b>, check the <b>Include History</b> box and click <b>Search</b>.</p>  <p>The screenshot shows the 'Job Data' search interface. The 'Empl ID' field is set to 'begins with' and contains the value '1111111'. The 'Include History' checkbox is checked. The 'Search' button is highlighted.</p>

*Continued on next page*

# Verifying a Reserve Order End (ROE) Job Row, Continued

Procedures,  
continued

Step	Action
3	<p>Verify that the Reserve Order End (ROE) Job row was created to ensure that the Orders have finished. <b>DO NOT RELY ON THE ORDERS INTEGRATION PROCESS.</b> It does not always work and members could be overpaid.</p>
<div style="border: 1px solid black; padding: 5px;"> <p>Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation</p> <p><b>Johnathan Wick</b> <span style="float: right;">Empl ID 1111111</span> Employee Military Service <span style="float: right;">Empl Record 0</span></p> <p><b>Work Location Details</b> <span style="float: right;">Find First 1 of 24 Last</span></p> <p>*Effective Date <span style="border: 1px solid red; padding: 2px;">06/17/2019</span> <span style="float: right;">Go To Row</span></p> <p>Effective Sequence <input type="text" value="0"/> *Action <span style="border: 1px solid black; padding: 2px;">Transfer</span></p> <p>HR Status Active Reason <span style="border: 1px solid red; padding: 2px;">Reserve Order End</span></p> <p>Payroll Status Active *Job Indicator <span style="border: 1px solid black; padding: 2px;">Primary Job</span> <span style="float: right;">Current</span></p> <hr/> <p>Position Number <input type="text" value="00046818"/> ESD DUTY <span style="float: right;">Use Position Data</span></p> <p>Position Entry Date <input type="text" value="04/13/2019"/> <input type="checkbox"/> Position Management Record</p> <p>*Regulatory Region <input type="text" value="RSV"/> Reservists Company <input type="text" value="ACG"/> UNITED STATES COAST GUARD</p> <p>*Business Unit <input type="text" value="ENLCG"/> Enlisted CG</p> <p>*Department <input type="text" value="044211"/> BASE ALAM ESD (ESD)</p> <p>Department Entry Date <input type="text" value="04/13/2019"/> <input type="text" value="CA2644"/> BASE ALAMEDA</p> <p>*Location <input type="text" value="CA2644"/> <input type="text" value="USCG"/> Active CG <span style="float: right; border: 1px solid red; padding: 2px;">Date Created 06/17/2019</span></p> <hr/> <p>Last Start Date <input type="text" value="09/13/2011"/> Expected Job End Date <input type="text"/></p> <p><b>Military</b></p> <p>Reserve Class Code <input type="text" value="J"/> Prior Svc CG Enl w/in 8 yr obl</p> <p>Component Category <input type="text"/></p> <hr/> <p>Job Data <span style="margin-left: 100px;">Employment Data</span> <span style="float: right;">Benefits Program Participation</span></p> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/> </p> <p>Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation</p> </div>	