

Reserve Active Duty Orders Processing

Overview

Introduction

This guide provides the procedures for processing Reserve Active Duty (AD) Orders in Direct Access (DA).

Constant communication between all parties involved is critical for this process.

Information

There are separate procedures for Reserve AD Orders processing:

- 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
-

Reserve Orders Process

Who	What	Timeframe
Member/ P&A Office	Requests/enter Orders	
Command	Approves Request	Within 2 business days
P & A Office	Verifies Orders & routes for funding authorization	Within 2 business days
PAC-13/LOCOM/DXR	Authorizes Orders & notifies P & A	At least 30 days prior to the start date
P & A Office Supervisor (PAO if needed)	Sets the orders to READY	At least 30 prior to the start date
Member	Reports for duty	On start date
P & A Office	Notifies PAO that member reported for duty	Within 2 business days
PAO	Sets the orders to En route	Within 3 business days
P & A Office	Maintains Member's Pay	Length of orders
P & A Office	Notifies PAO that member completed duty	Within 2 business days
PAO	Sets orders to Finished	Within 3 business days

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Overview, Continued

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.

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

Manual DD-214 for Reserves

All reserves coming off a contingency operation for a period greater than 30 days should be issued a DD-214. The DD-214 functionality is only found in the Reserve Orders tab under the “Order Action” drop-down.

[DoDI 1336.01, "Certificate of Uniformed Service \(DD Form 214/5 Series\)," Effective February 17, 2022 \(whs.mil\)](#)

The screenshot shows the 'Reserve Orders' tab in a web application. The user is logged in as 'John Wick' with an employee ID of 1234567 and 0 records. The order details include: Trans ID: 0, Order Begin Date: 05/06/2024, Order End Date: 05/11/2024, # of Days / Term: 6 / ShortTerm, Duty Department: [blank], and Empl Category: SEL Selected Reserve. The TRAYPAY CAT is A Drilling Pay Status. The 'Order Action' dropdown menu is open, showing options: Amend Order, Cancel Order, Cancel Order and Funding, Generate DD214 (highlighted with a red box), and Print Order.

Continued on next page

Overview, Continued**Changes to
Funding/POET**

If any of the funding lines on DA orders are greater than \$0.00, and the funds for that funding line is not needed, **DO NOT CHANGE IT TO \$0.00**. Doing so will cancel the Document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to \$1.00.**

Example, if the member's Order has the following:

\$1000.00 Member Travel – Document Number 70Z0PCS220032920

\$1000.00 Dependent Travel – Document Number 70Z0PCS220032920

\$1000.00 DLA Dislocation Allowance – Document Number 70Z0PCS220032920

If you change Dependent Travel to \$0.00, it will CANCEL that Document Number. Keep in mind that these three funding lines (above) use the SAME document number. If later you needed to increase any of these funding lines or add Dependent Travel back in, **it WILL error out.**

**Stopping Coast
Guard
Standard Meal
Rate (CGSMR)**

For members assigned to EUM/ESM/CSP eligible units, the PCS departing endorsement will automatically stop CGSMR deductions the day prior to departure, but **CGSMR MUST BE MANUALLY STOPPED:**

- **The day prior to a Reservist departing an EUM/ESM unit.**
- The day prior to a galley closure at an EUM/ESM unit (see [SMR Batch Process](#) user guide for stopping/starting SMR for multiple members).
- The day prior to departure on terminal leave, with no intention of returning to the unit.
- The day prior to departing to a processing point/permissive orders, with no intention of returning to the unit.
- During Inclusive dates of TDY **away** from EUM/ESM/CSP eligible unit (and **not** TDY to EUM/ESM/CSP eligible unit, field duty, or group travel).
- During Inclusive dates of leave.
- During Inclusive dates of hospitalization.

Setting Orders to Ready

Introduction

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

IMPORTANT: Do **NOT** change Seq 98 & 99 rows to Seq 3 & 4 rows. This will cause the order to error when processing and will result in the member’s pay, entitlements, and benefits erroneously stopping. DA requires Seq 98 & 99 rows to finish the Orders process.

Important Benefits Information

When contingency orders are set to **Authorized** and the **Notification Date** is entered, a transaction is created and transmitted to DEERS to start Early E-ID benefits to begin for those that are authorized according to their contingency orders. **It is crucial that orders be created and processed in a timely manner to ensure these benefits start on time.**


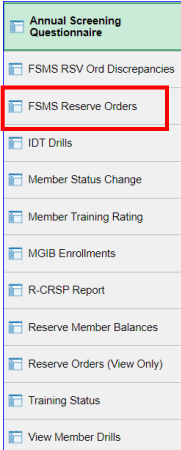
DA User Roles

Reserve AD Orders may be set to **Ready** by users with the **CGADMINSUP** or **CGHRSUP** DA user roles.

The **CGHRSUP** DA user role is required when setting the Order to **En route** or **Finished**.

Procedures

See below.

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

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Setting Orders to Ready, Continued


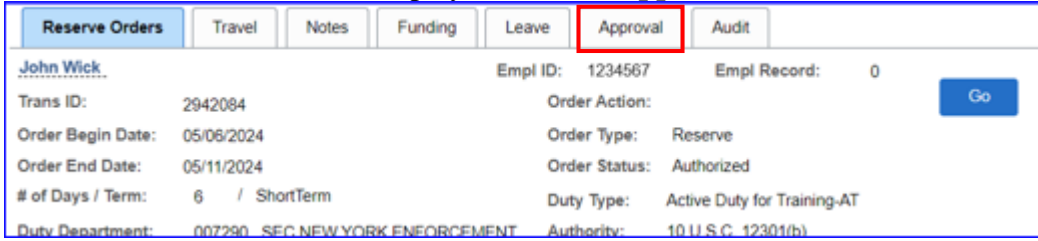
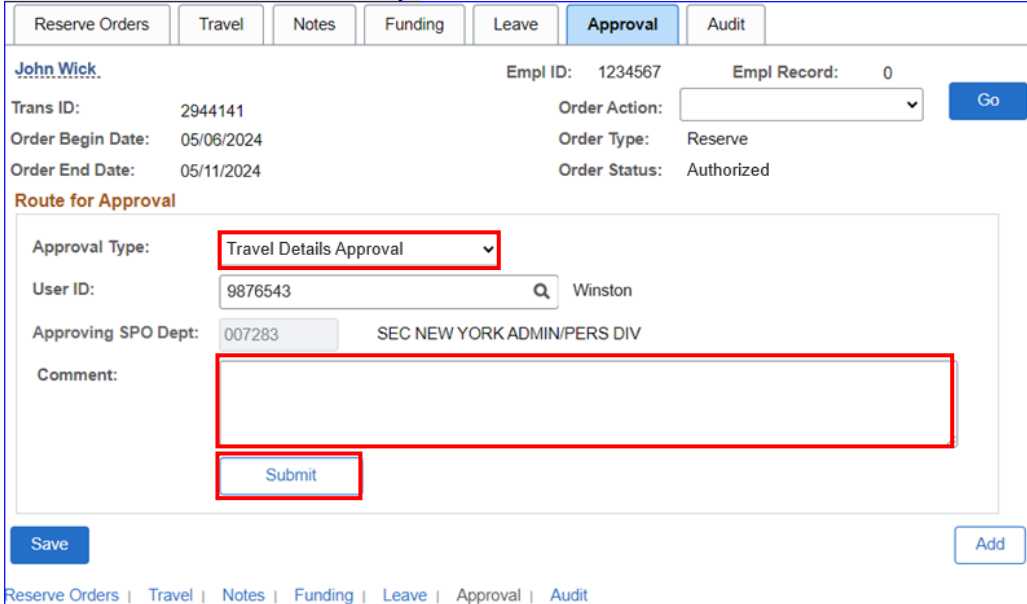
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="231 456 1238 1664" style="border: 1px solid black; padding: 10px;"> <p>FSMS Reserve Orders Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/> <input type="button" value="Q"/></p> <p>Trans ID <input type="text" value="="/> <input type="text"/></p> <p>Duty Type <input type="text" value="="/> <input type="text"/></p> <p>Begin Date <input type="text" value="="/> <input type="text"/> <input type="button" value="Calendar"/></p> <p>End Date <input type="text" value="="/> <input type="text"/> <input type="button" value="Calendar"/></p> <p>National ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Order Status <input type="text" value="="/> <input type="text"/></p> <p>Duty Department <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>

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Setting Orders to Ready, Continued

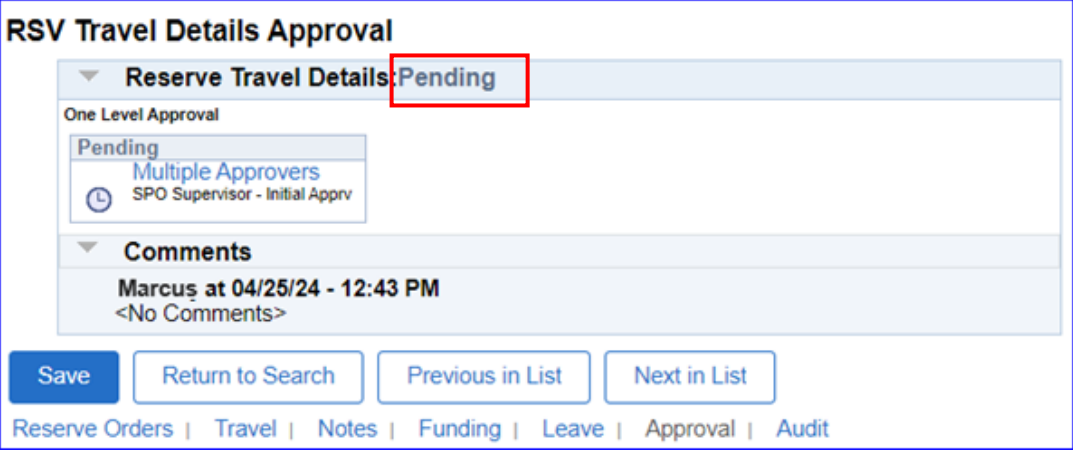
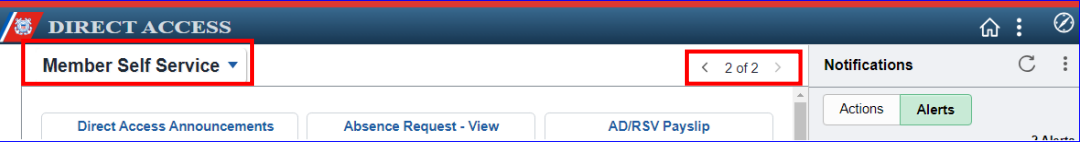
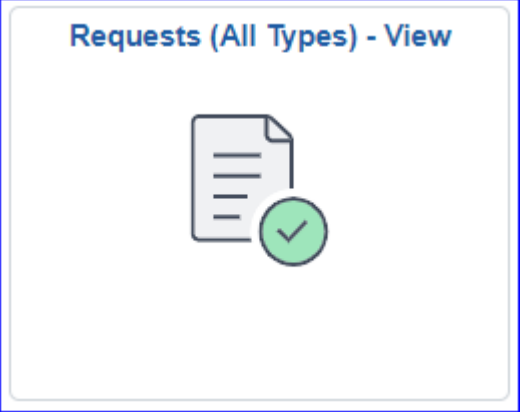
Procedures,
continued

Step	Action																																																																						
<p>4</p>	<p>If the member has a single Reserve Order, it will open automatically or a list of all Reserve AD Orders for the member will display. Select the appropriate Order Status from the Search Results.</p> <p>NOTE: Review all previous order statuses and act on any orders still in an Authorized, Ready, or En Route status with past due dates, prior to continuing. Not following this rule will cause errors within DEERS and directly affect the member's benefits.</p>  <table border="1" data-bbox="220 629 1302 824"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Job Code</th> <th>Employee Category</th> <th>Trans ID</th> <th>Order Status</th> <th>Duty Type</th> <th>Authority Code</th> <th>Contingency ID</th> <th>Begin Date</th> <th>End Date</th> <th>Duty Department</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>John Wick</td> <td>ME2</td> <td>SEL</td> <td>2942085</td> <td>Authorized</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>(blank)</td> <td>06/03/2024</td> <td>06/07/2024</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr style="border: 2px solid red;"> <td>1234567</td> <td>0</td> <td>John Wick</td> <td>ME2</td> <td>SEL</td> <td>2942084</td> <td>Authorized</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>(blank)</td> <td>05/06/2024</td> <td>05/11/2024</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>John Wick</td> <td>ME2</td> <td>SEL</td> <td>2865081</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>(blank)</td> <td>07/31/2023</td> <td>08/11/2023</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>John Wick</td> <td>ME2</td> <td>SEL</td> <td>2775242</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>(blank)</td> <td>07/18/2022</td> <td>07/29/2022</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Job Code	Employee Category	Trans ID	Order Status	Duty Type	Authority Code	Contingency ID	Begin Date	End Date	Duty Department	Department	1234567	0	John Wick	ME2	SEL	2942085	Authorized	ADT-AT	10 U.S.C. 12301(b)	(blank)	06/03/2024	06/07/2024	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	John Wick	ME2	SEL	2942084	Authorized	ADT-AT	10 U.S.C. 12301(b)	(blank)	05/06/2024	05/11/2024	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	John Wick	ME2	SEL	2865081	Finished	ADT-AT	10 U.S.C. 12301(b)	(blank)	07/31/2023	08/11/2023	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	John Wick	ME2	SEL	2775242	Finished	ADT-AT	10 U.S.C. 12301(b)	(blank)	07/18/2022	07/29/2022	007290	SEC NEW YORK ENFORCEMENT DIV
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<p>5</p>	<p>The Reserve Orders tab will display. Select the Approval tab.</p> 																																																																						
<p>6</p>	<p>Approval Type – Select Travel Details Approval from the drop-down. Enter a Comment for the Auditor (if applicable). Click Submit.</p> <p>NOTE: Verify that the Approving SPO Dept reflects the Dept ID of the P&A Supervisor who can now set the orders to Ready.</p> 																																																																						

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Setting Orders to Ready, Continued

Procedures,
continued

Step	Action
7	<p>The Orders are now Pending approval.</p> 
8	<p>Users with the CGADMINSUP or CGHRSUP DA user roles, navigate to Member Self Service via the drop-down or by page arrows.</p> 
9	<p>Click on the Requests (All Types) - View tile.</p> 

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Setting Orders to Ready, Continued

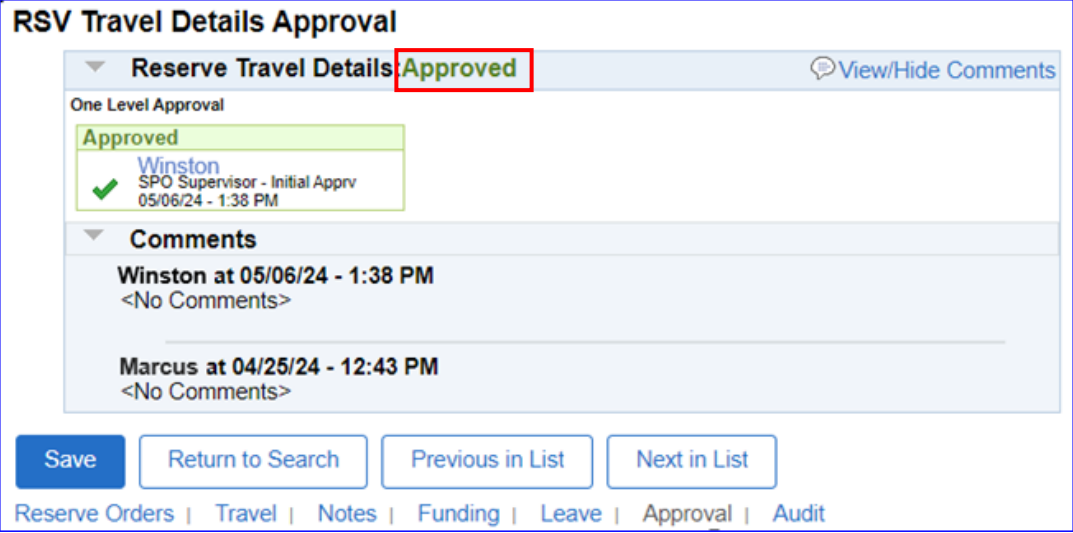
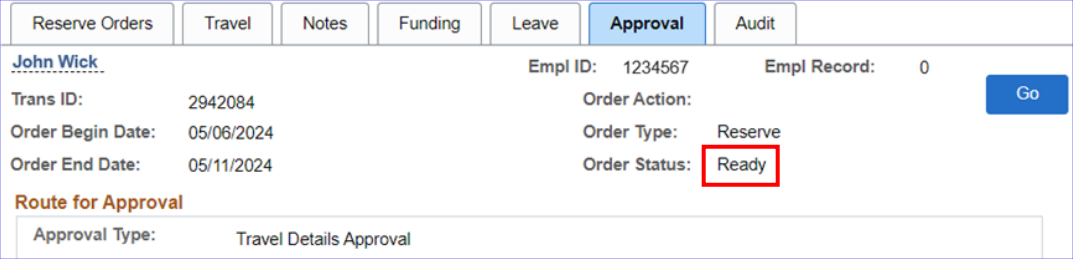
Procedures,
continued

Step	Action
<p>10</p>	<p>Select the Requests I am Approver For radio button. Select Reserve Travel Details from the Transaction Name drop-down. Click Populate Grid.</p> <div data-bbox="225 454 1302 954"> <p>View My Action Requests</p> <p>Winston</p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</p> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: Reserve Travel Details ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: <input type="text"/> </p> <p>Submission To Date: <input type="text"/> </p> <p style="text-align: right;"> Populate Grid Refresh </p> </div>

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Setting Orders to Ready, Continued

Procedures,
continued

Step	Action
<p>13</p>	<p>The Orders are now Approved.</p> 
<p>14</p>	<p>The Order Status will be set to Ready and now the travel endorsements can be entered.</p> 

Setting Orders to En route (Reporting for Duty)


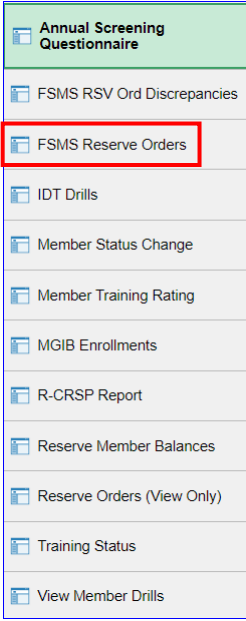
Introduction This section provides the procedures for entering the Departing and Reporting Endorsements in DA when the P&A or SPO is notified that the member reports for duty.

Important Information

NOTE 1: Prior to endorsing a Reserve Order to an En route status, ensure all prior Reserve AD Orders with an Effective Date PRIOR to the Reserve AD Orders currently being processed have been processed to a **Finished** or **Cancelled** status. **Not following this rule with cause errors within DEERS and directly affect the member's benefits.**

NOTE 2: The PAO **MUST** audit the Reserve AD Order prior to setting it to **En route**. It is important to review the entire Reserve AD Order, including the duty assignment. Many times, a Reserve member has PCS'd or RELAD to a new duty assignment and has pending Reserve AD Orders with an incorrect duty assignment.

Procedures See below.

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

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

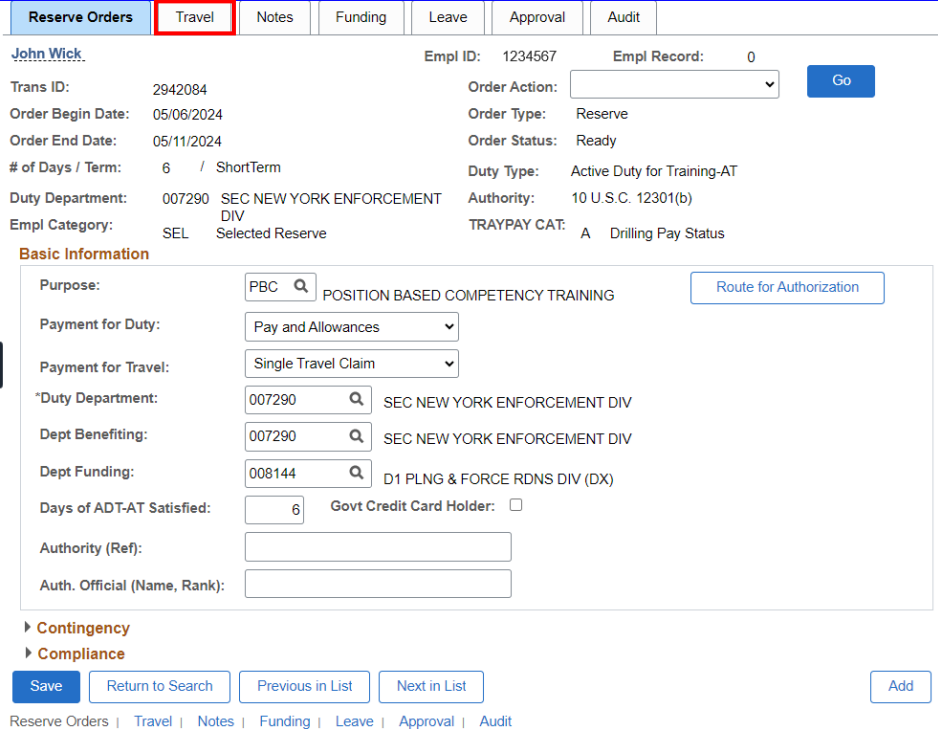
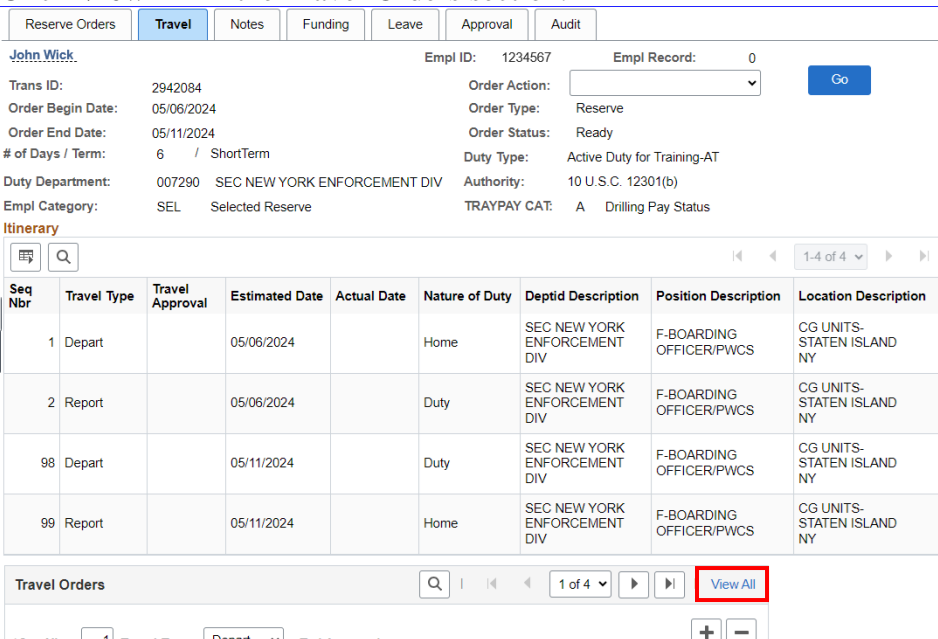
Procedures,
continued

Step	Action
<p>3</p>	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="229 456 927 1290" style="border: 1px solid black; padding: 5px;"> <p>FSMS Reserve Orders Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Empl Record = <input type="text"/> <input type="button" value="Q"/></p> <p>Trans ID = <input type="text"/></p> <p>Duty Type = <input type="text"/></p> <p>Begin Date = <input type="text"/> <input type="button" value="Calendar"/></p> <p>End Date = <input type="text"/> <input type="button" value="Calendar"/></p> <p>National ID begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Order Status = <input type="text"/></p> <p>Duty Department begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> <p>Find an Existing Value Add a New Value</p> </div>

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

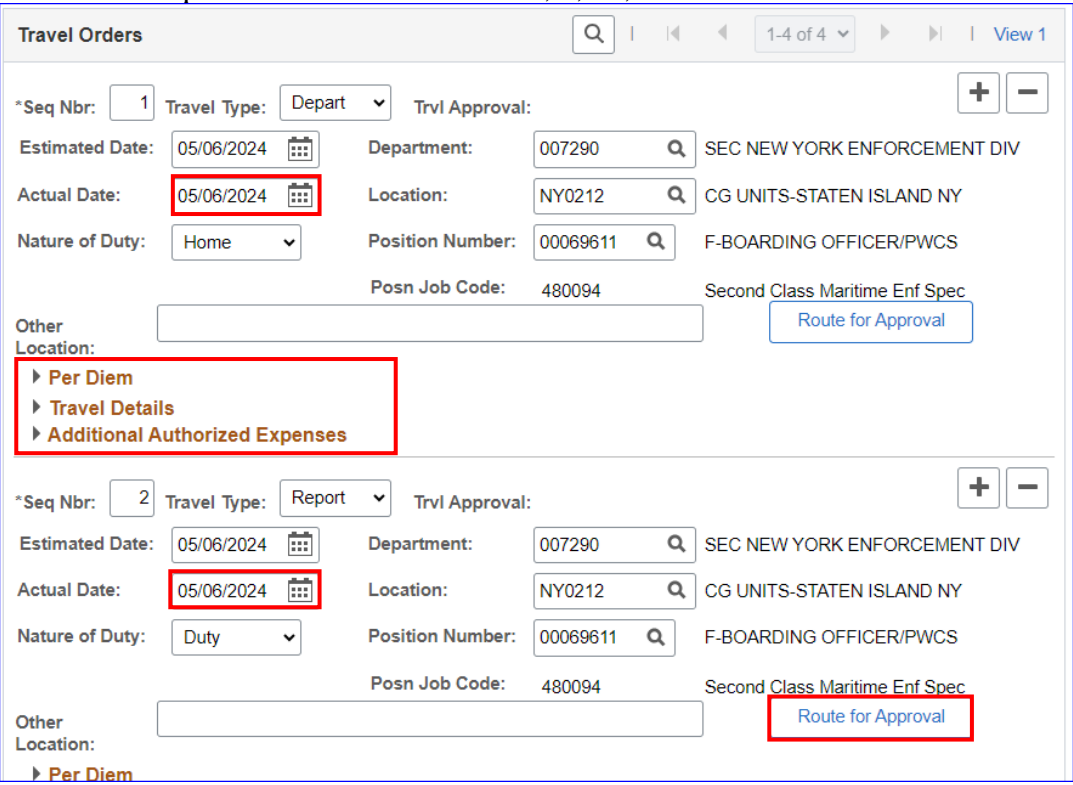
Procedures,
continued

Step	Action																																													
<p>5</p>	<p>The Reserve Orders tab will display. Select the Travel tab.</p> 																																													
<p>6</p>	<p>Click View All in the Travel Orders section.</p>  <table border="1" data-bbox="225 1518 1166 1794"> <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>05/06/2024</td> <td></td> <td>Home</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> <td>F-BOARDING OFFICER/PWCS</td> <td>CG UNITS-STATEN ISLAND NY</td> </tr> <tr> <td>2</td> <td>Report</td> <td></td> <td>05/06/2024</td> <td></td> <td>Duty</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> <td>F-BOARDING OFFICER/PWCS</td> <td>CG UNITS-STATEN ISLAND NY</td> </tr> <tr> <td>98</td> <td>Depart</td> <td></td> <td>05/11/2024</td> <td></td> <td>Duty</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> <td>F-BOARDING OFFICER/PWCS</td> <td>CG UNITS-STATEN ISLAND NY</td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>05/11/2024</td> <td></td> <td>Home</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> <td>F-BOARDING OFFICER/PWCS</td> <td>CG UNITS-STATEN ISLAND NY</td> </tr> </tbody> </table>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart		05/06/2024		Home	SEC NEW YORK ENFORCEMENT DIV	F-BOARDING OFFICER/PWCS	CG UNITS-STATEN ISLAND NY	2	Report		05/06/2024		Duty	SEC NEW YORK ENFORCEMENT DIV	F-BOARDING OFFICER/PWCS	CG UNITS-STATEN ISLAND NY	98	Depart		05/11/2024		Duty	SEC NEW YORK ENFORCEMENT DIV	F-BOARDING OFFICER/PWCS	CG UNITS-STATEN ISLAND NY	99	Report		05/11/2024		Home	SEC NEW YORK ENFORCEMENT DIV	F-BOARDING OFFICER/PWCS	CG UNITS-STATEN ISLAND NY
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Setting Orders to En route (Reporting for Duty), Continued

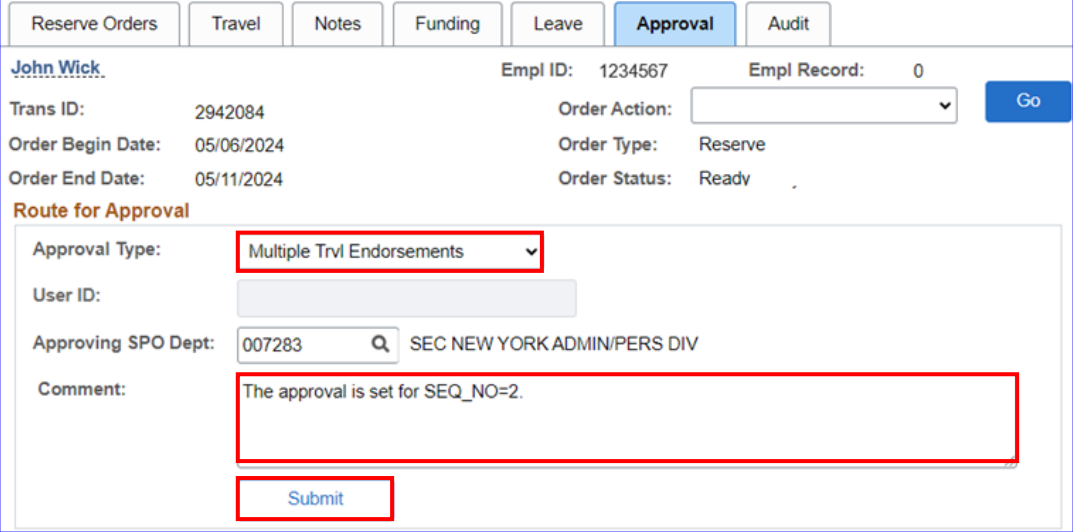
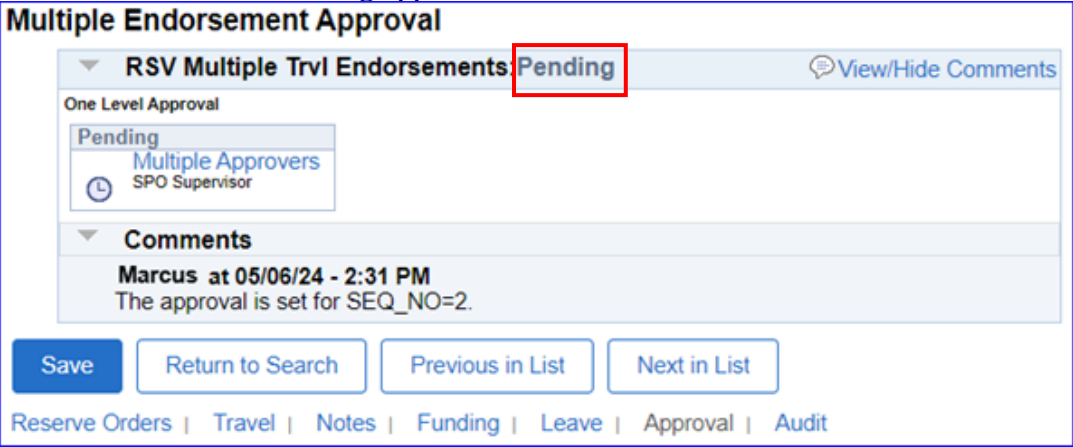
Procedures,
continued

Step	Action
7	<p>Complete the following:</p> <ul style="list-style-type: none"> • Seq Nbr 1 – Actual Date – Enter the date the member departed home for duty. • Seq Nbr 2 – Actual Date – Enter the date the member reported for duty. In most cases these will be the same unless authorized Delay En route. • Per Diem, Travel Details and Additional Authorized Expenses – Click the arrow for each section and verify/enter applicable data for each endorsement. • Delay En route and Dependents Authorized for Travel – Click the arrow for each section and verify/enter applicable data. <p>After all data has been verified/entered, click the Route for Approval 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>NOTE: DO NOT ADD OR DELETE ROWS. These are not TDY Orders. DA is not designed to understand sequence numbers other than 1, 2, 98, and 99 for Reserve Orders.</p> 

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

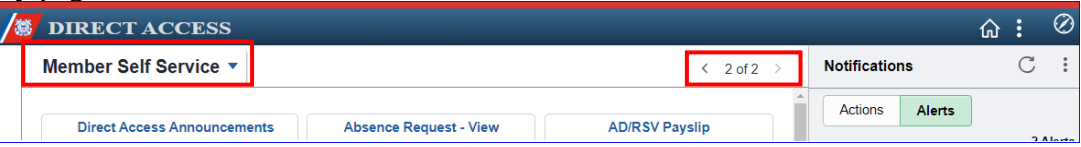
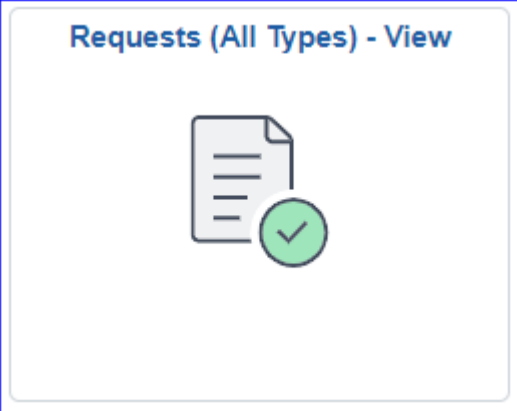
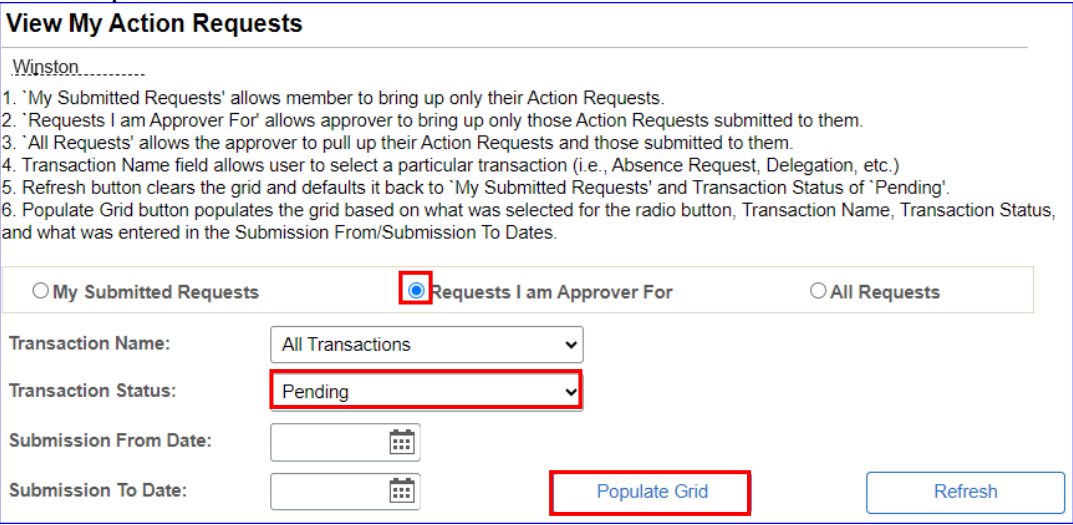
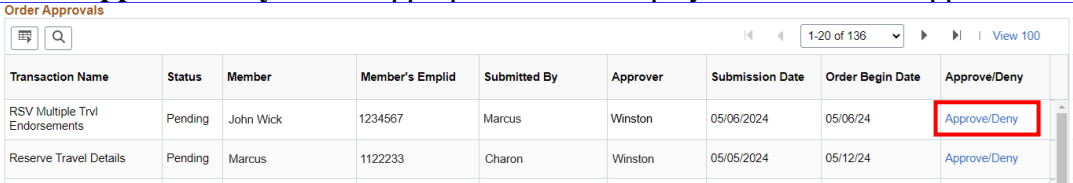
Procedures,
continued

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

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

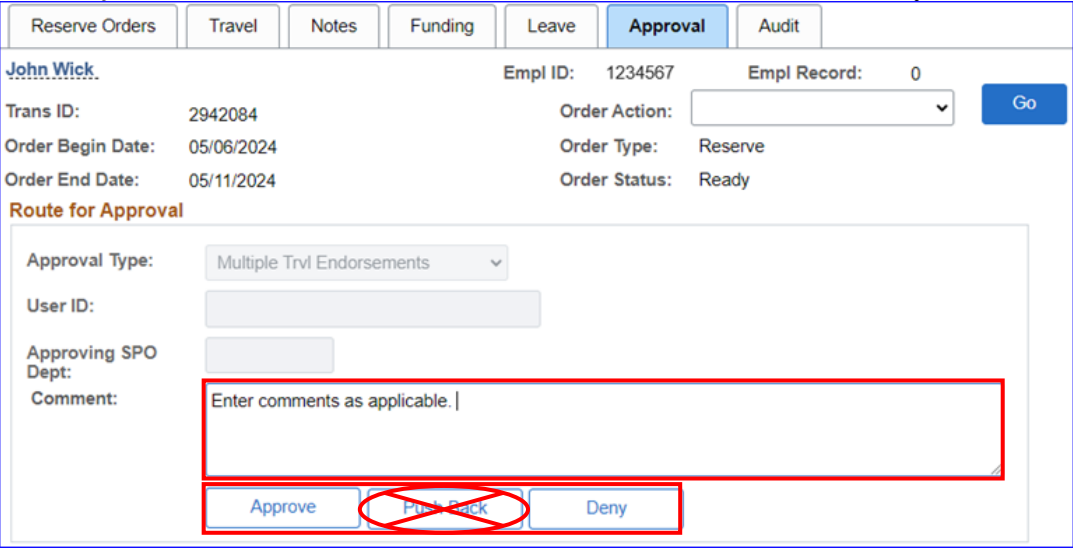
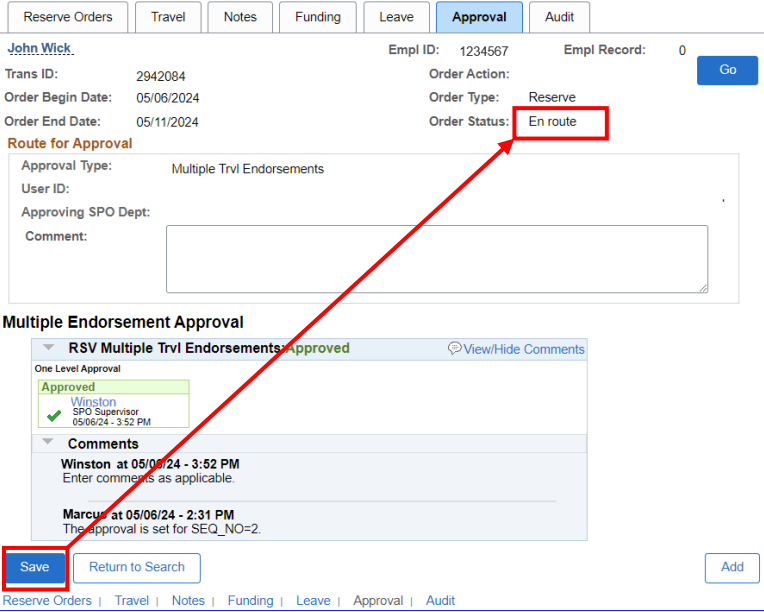
Procedures,
continued

Step	Action																											
10	<p>Users with the CGHRSUP DA user role, navigate to Member Self Service via the drop-down or by page arrows.</p> 																											
11	<p>Click on the Requests (All Types) - View tile.</p> 																											
12	<p>Select the Requests I am Approver For radio button. Leave the Transaction Status at Pending. Click Populate Grid.</p> 																											
13	<p>Click Approve/Deny for the appropriate Order displayed in the Order Approvals section.</p>  <table border="1" data-bbox="225 1809 1302 1935"> <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>Order Begin Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>RSV Multiple Trvl Endorsements</td> <td>Pending</td> <td>John Wick</td> <td>1234567</td> <td>Marcus</td> <td>Winston</td> <td>05/06/2024</td> <td>05/06/24</td> <td>Approve/Deny</td> </tr> <tr> <td>Reserve Travel Details</td> <td>Pending</td> <td>Marcus</td> <td>1122233</td> <td>Charon</td> <td>Winston</td> <td>05/05/2024</td> <td>05/12/24</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Order Begin Date	Approve/Deny	RSV Multiple Trvl Endorsements	Pending	John Wick	1234567	Marcus	Winston	05/06/2024	05/06/24	Approve/Deny	Reserve Travel Details	Pending	Marcus	1122233	Charon	Winston	05/05/2024	05/12/24	Approve/Deny
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Setting Orders to En route (Reporting for Duty), Continued


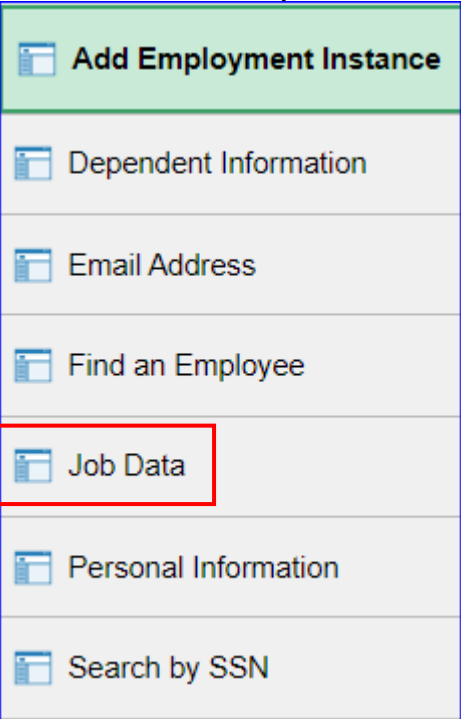
Procedures,
continued

Step	Action
<p>14</p>	<p>Enter Comments, if needed.</p> <p>Select one of the three options:</p> <ul style="list-style-type: none"> - Approve – Sets the status to Approved. - Push Back – Sets the status to On Hold and returns the Orders to the submitter ONLY. (NOT RECOMMENDED) - Deny – Sets the status to Denied and the Orders are available for anyone to edit/resubmit. 
<p>15</p>	<p>When approved, click Save and the Order Status will display En route. Job Data updates immediately for verification.</p> 

Verifying a Reserve Order Begin (ROB) Job Row

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

Procedures See below.

Step	Action
1	<p>Click on the HR Data Shortcuts tile.</p> 
2	<p>Select the Job Data option.</p> 

Continued on next page

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

Procedures,
continued

Step	Action
<p>3</p>	<p>Enter the member's Empl ID, check the Include History box, and click Search.</p> <div data-bbox="220 421 863 1144" style="border: 1px solid black; padding: 5px;"> <p>Job Data Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/> <input type="text" value="Keyword Search"/></p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p> </div>
<p>4</p>	<p>Verify on the Work Location tab that the Reserve Order Begin (ROB) Job row was created to ensure that the Orders have begun, and the member's pay will begin timely (the Date Created should be within 3 days of the Effective Date to ensure timeliness).</p> <p>Review the Position Number and Department to ensure they reflect the information provided in the Reserve Order.</p> <div data-bbox="220 1368 1120 1962" style="border: 1px solid black; padding: 5px;"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>John Wick Employee Military Service Empl ID 1234567 Empl Record 0</p> <p>Work Location Details ② 🔍 1 of 28</p> <p>*Effective Date <input type="text" value="05/06/2024"/> 📅 <input type="button" value="Go To Row"/> + -</p> <p>Effective Sequence <input type="text" value="0"/> *Action <input type="text" value="Transfer"/></p> <p>HR Status Active Reason <input type="text" value="Reserve Order Begin"/></p> <p>Payroll Status Active *Job Indicator <input type="text" value="Primary Job"/></p> <hr/> <p>Position Number <input type="text" value="00069811"/> 🔍 F-BOARDING OFFICER/PWCS</p> <p><input type="button" value="Use Position Data"/></p> <p>Position Entry Date <input type="text" value="09/15/2021"/> 📅</p> <p><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="007290"/> 🔍 SEC NEW YORK ENFORCEMENT DIV</p> <p>Department Entry Date <input type="text" value="08/25/2021"/> 📅</p> <p>*Location <input type="text" value="NY0212"/> 🔍 CG UNITS-STATEN ISLAND NY</p> <p>D Establishment ID <input type="text" value="USCG"/> 🔍 Active CG <input type="text" value="Date Created 05/06/2024"/></p> </div>

Setting Orders to Finished (Departing to Home)

Introduction

This section provides the procedures for entering the Departing and Reporting Endorsements in DA when the P&A is notified that the member departs to home.

IMPORTANT

- All Long-Term Reserve Orders to include all Long-Term and Short-Term Title 10 orders **require a RELAD to complete the Reserve orders.** All Long-Term Reserve Orders should be RELAD to the IRR except for Involuntary Title 10 orders and members attached to a PSU (unless they applied and received an assignment from RPM-2, IAW the current assignment year (AY) kick-off message). See Chapter 5.D of the [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#) for additional information.
 - Involuntary Title 10 orders either Short or Long-Term, under U.S.C. Code §12302 **shall require a RELAD.**
 - **FSMS Reserve Order Discrepancy Report:** SPOs, P&As, District (dxr), RFRS Staffs, DOL, and PAC-13 should run this report to ensure complete and timely processing of all Reserve AD Orders.
 - Reserve AD orders need either the order to be finished through Seq 98 and Seq 99 rows in the Reserve Order component **OR** a RELAD completed through the Separation component, **not both.** (Rule: Short-Term orders (not including Short-Term Title 10 orders, auto-close through the Orders Integration process.)
-

Orders Integration Process (OIP)

The OIP 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 Data Entry Cut-off 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.** SPO and P&A personnel are responsible for verifying that orders are set to a Finished status. **Do not rely on the Orders Integration Process to close out orders as it does not work 100% of the time.**

Known Issue

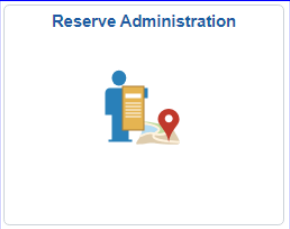
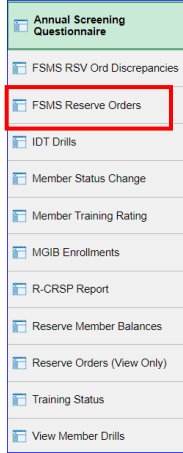
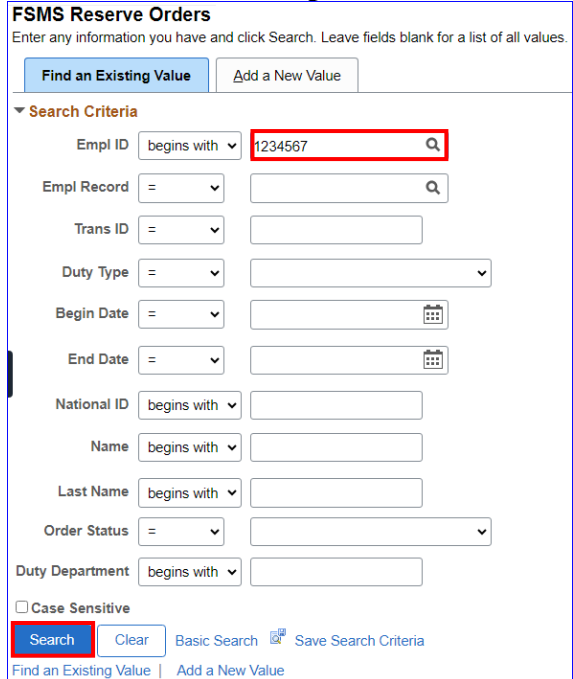
DA does not credit 2.5 days of leave if the Orders are exactly 30 days, or the member is on back to back or consecutive Orders where each order is less than 30 days individually but combined equal 30 days.

P&As 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 \(MAS\) Templates](#) SharePoint page.

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Setting Orders to Finished (Departing to Home), Continued

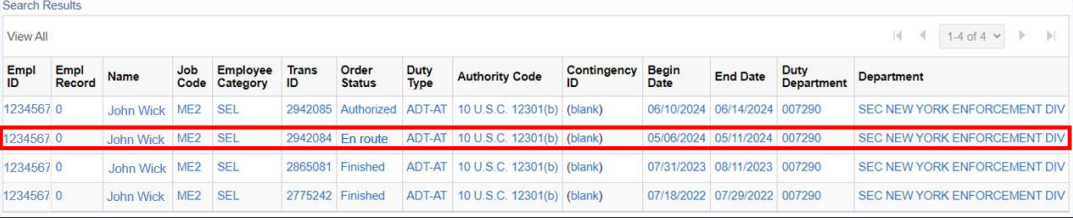

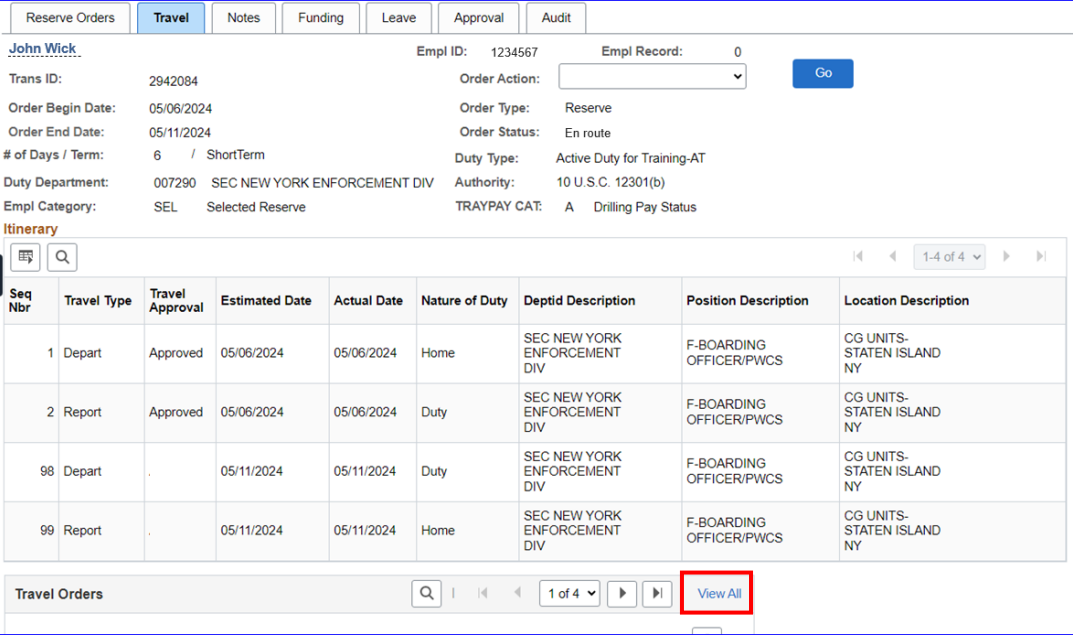
Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Reserve Administration tile.</p> 
<p>2</p>	<p>Select the FSMS Reserve Orders option.</p> 
<p>3</p>	<p>Enter the member's Empl ID and click Search.</p> 

Continued on next page

Setting Orders to Finished (Departing to Home), Continued

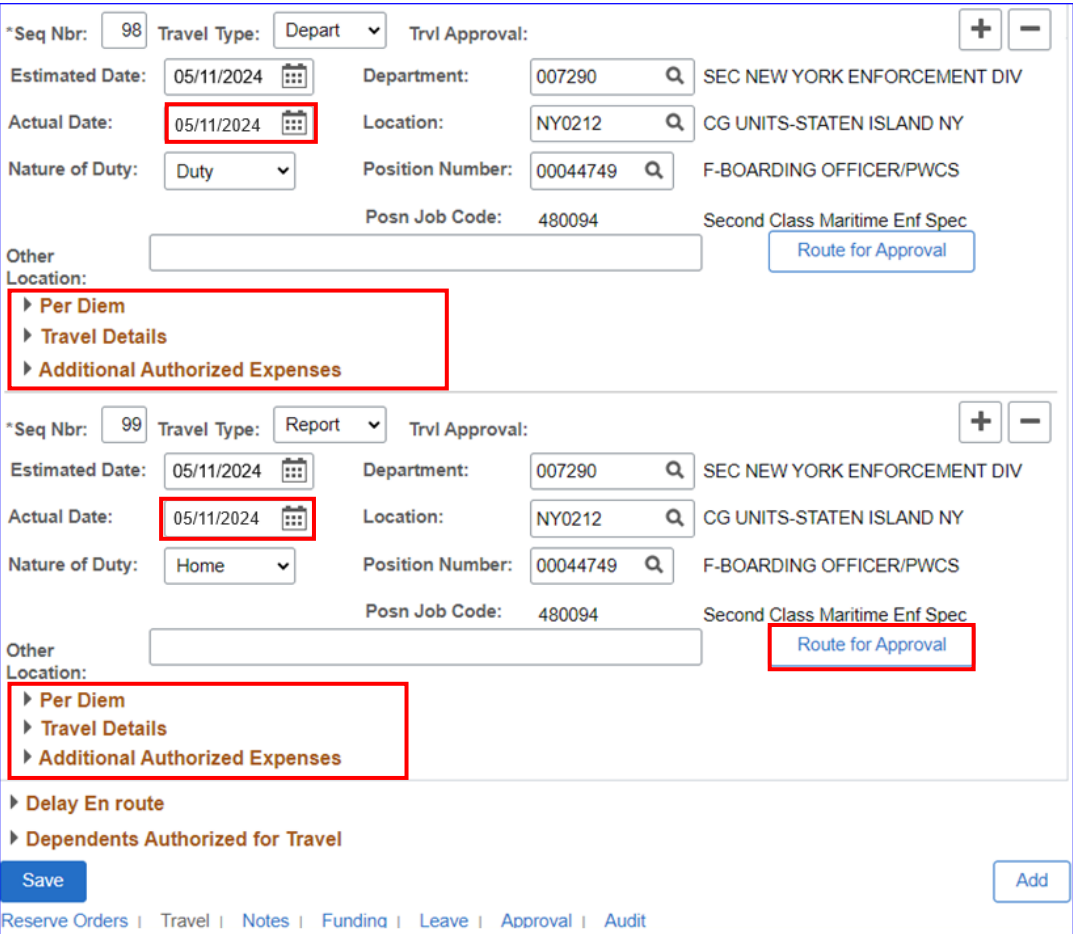
Procedures,
continued

Step	Action																																																																						
<p>4</p>	<p>If the member has a single Reserve Order, it will open automatically or a list of all Reserve AD Orders for the member will display. Select the appropriate Order Status from the Search Results.</p>  <p>Search Results</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Job Code</th> <th>Employee Category</th> <th>Trans ID</th> <th>Order Status</th> <th>Duty Type</th> <th>Authority Code</th> <th>Contingency ID</th> <th>Begin Date</th> <th>End Date</th> <th>Duty Department</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>John Wick</td> <td>ME2</td> <td>SEL</td> <td>2942085</td> <td>Authorized</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>(blank)</td> <td>06/10/2024</td> <td>06/14/2024</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr style="border: 2px solid red;"> <td>1234567</td> <td>0</td> <td>John Wick</td> <td>ME2</td> <td>SEL</td> <td>2942084</td> <td>En route</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>(blank)</td> <td>05/06/2024</td> <td>05/11/2024</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>John Wick</td> <td>ME2</td> <td>SEL</td> <td>2885081</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>(blank)</td> <td>07/31/2023</td> <td>08/11/2023</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>John Wick</td> <td>ME2</td> <td>SEL</td> <td>2775242</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>(blank)</td> <td>07/18/2022</td> <td>07/29/2022</td> <td>007290</td> <td>SEC NEW YORK ENFORCEMENT DIV</td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Job Code	Employee Category	Trans ID	Order Status	Duty Type	Authority Code	Contingency ID	Begin Date	End Date	Duty Department	Department	1234567	0	John Wick	ME2	SEL	2942085	Authorized	ADT-AT	10 U.S.C. 12301(b)	(blank)	06/10/2024	06/14/2024	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	John Wick	ME2	SEL	2942084	En route	ADT-AT	10 U.S.C. 12301(b)	(blank)	05/06/2024	05/11/2024	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	John Wick	ME2	SEL	2885081	Finished	ADT-AT	10 U.S.C. 12301(b)	(blank)	07/31/2023	08/11/2023	007290	SEC NEW YORK ENFORCEMENT DIV	1234567	0	John Wick	ME2	SEL	2775242	Finished	ADT-AT	10 U.S.C. 12301(b)	(blank)	07/18/2022	07/29/2022	007290	SEC NEW YORK ENFORCEMENT DIV
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<p>5</p>	<p>The Reserve Orders tab will display. Select the Travel tab.</p>  <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> <p><u>John Wick</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2942084 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 05/06/2024 Order Type: Reserve</p> <p>Order End Date: 05/11/2024 Order Status: En route</p> <p># of Days / Term: 6 / ShortTerm Duty Type: Active Duty for Training-AT</p> <p>Duty Department: 007290 SEC NEW YORK ENFORCEMENT DIV Authority: 10 U.S.C. 12301(b)</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p>																																																																						
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Setting Orders to Finished (Departing to Home), Continued

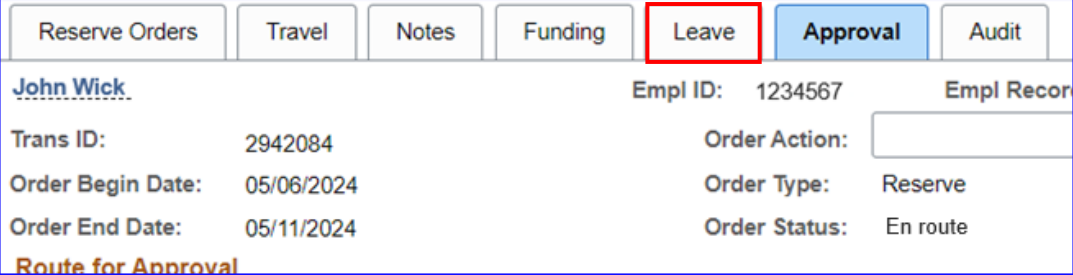
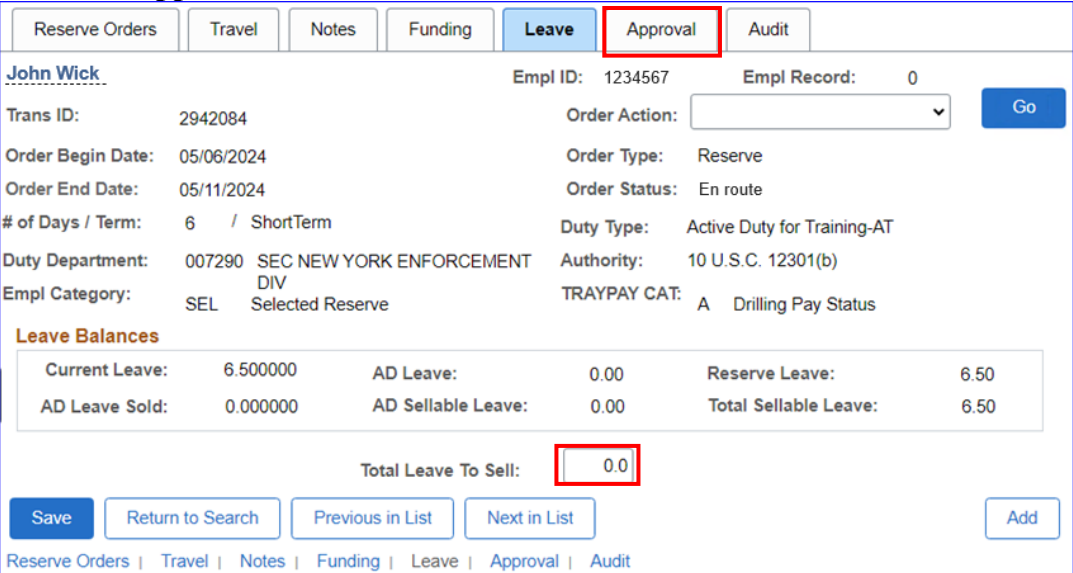
Procedures,
continued

Step	Action
7	<p>Complete the following:</p> <ul style="list-style-type: none"> • Seq Nbr 98 – Actual Date – Enter the date the member departed from duty. • Seq Nbr 99 – Actual Date – Enter the date the member reported home. In most cases these will be the same unless authorized Delay En route. <ul style="list-style-type: none"> – SEQ 99 NOTE – Before routing for approval, ensure the Position Number for the member has been authorized for the member in accordance with COMDTINST 3061.2A. • Per Diem, Travel Details and Additional Authorized Expenses – Click the arrow for each section and verify/enter applicable data for each endorsement. • Delay En route and Dependents Authorized for Travel – Click the arrow for each section and verify/enter applicable data. <p>After all data has been verified/entered, click the Route for Approval 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, the Reserve Order End Job Data Row will NOT be created, and the member will not be reported home.</p> 

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Setting Orders to Finished (Departing to Home), Continued

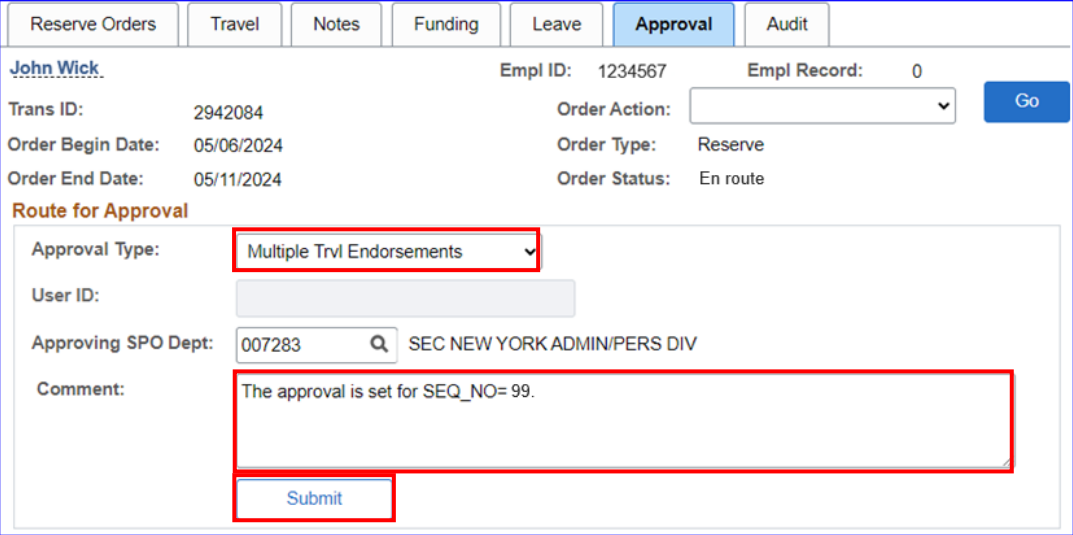
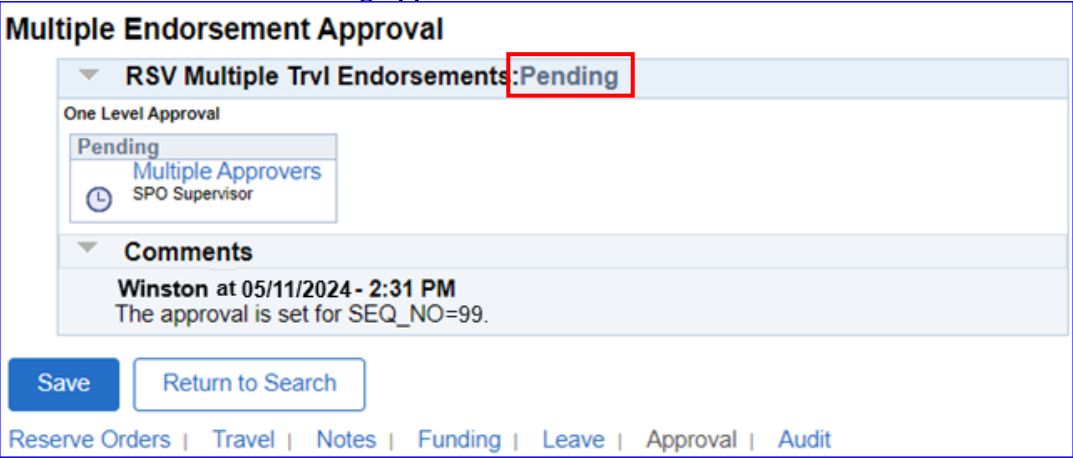
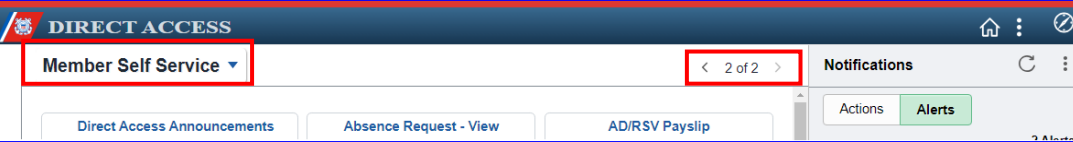
Procedures,
continued

Step	Action
8	<p>The Approval tab will display. Select the Leave tab.</p> 
9	<p>Enter the Total Leave to Sell. Reservists are authorized to sell earned leave when completing an AD 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 verify that it sold in the Pay Calculations the following day.</p> <p>If the leave did not sell correctly, submit a PPC Customer Care Help Ticket. When completing any Long Term AD Orders, LSL is processed via the Separation (RELAD) Orders.</p> <p>Review the CG Pay Manual, COMDTINST M7220.29 (series), to validate members' eligibility to sell any leave before entering any leave to sell.</p> <p>Select the Approval tab.</p> 

Continued on next page

Setting Orders to Finished (Departing to Home), Continued

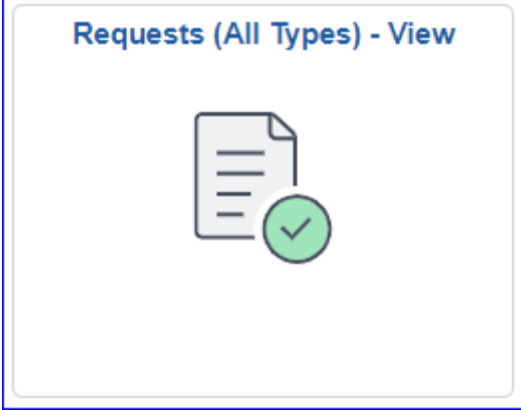
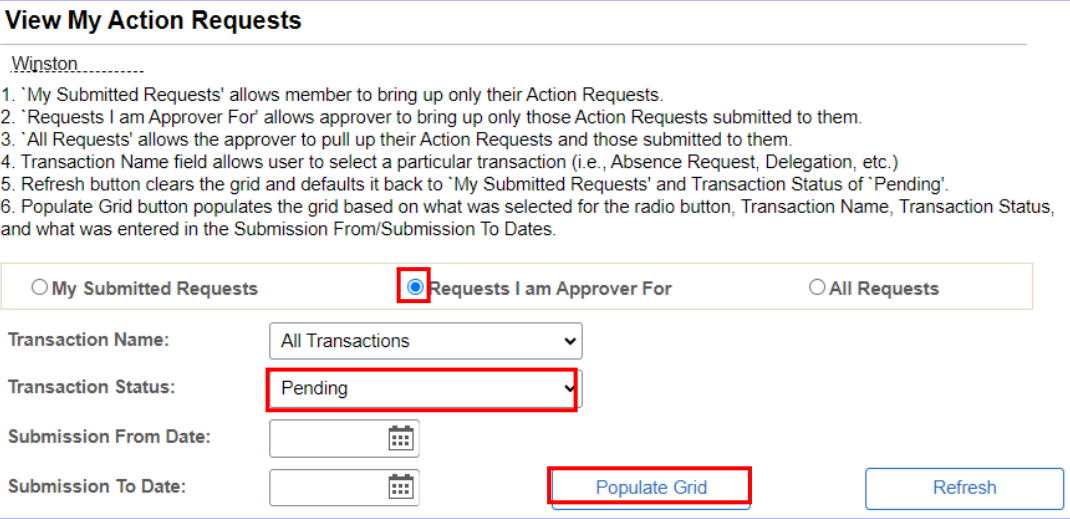
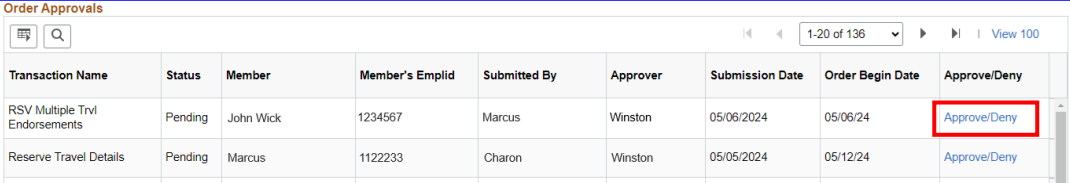
Procedures,
continued

Step	Action
<p>10</p>	<p>The Approval Type is set for Multiple Trvl Endorsements and the Comment section should display <i>The approval is set for SEQ_NO=99</i>. Click Submit.</p> 
<p>11</p>	<p>The Orders are now Pending approval.</p> 
<p>12</p>	<p>Users with the CGHR SUP DA user role, navigate to Member Self Service via the drop-down or by page arrows.</p> 

Continued on next page

Setting Orders to Finished (Departing to Home), Continued

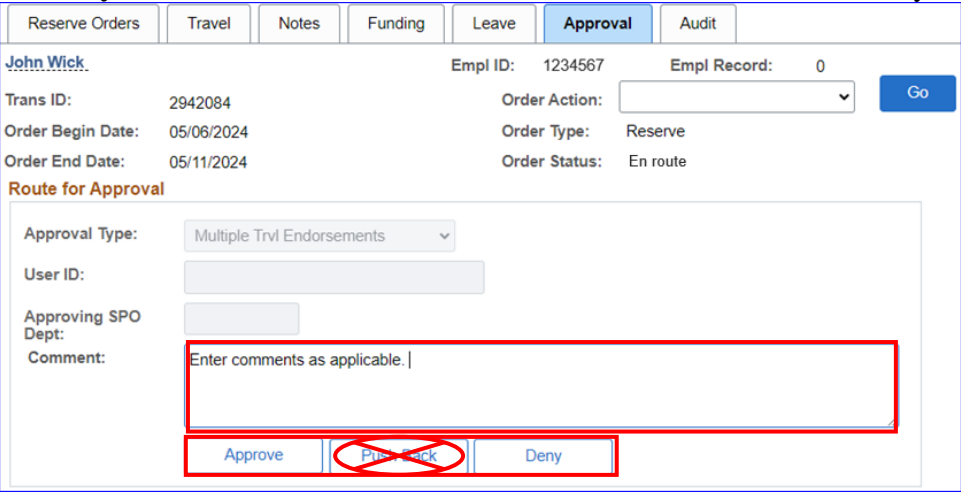
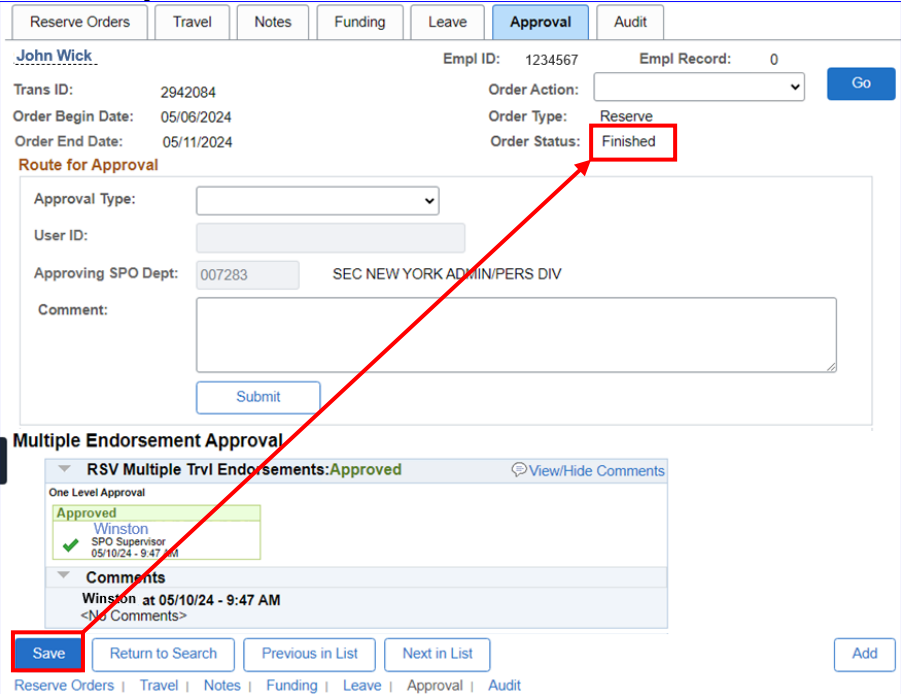
Procedures,
Continued

Step	Action																											
13	<p>Click on the Requests (All Types) - View tile.</p> 																											
14	<p>Select the Requests I am Approver For radio button. Leave the Transaction Status at Pending. Click Populate Grid.</p> 																											
15	<p>Click Approve/Deny for the appropriate Order displayed in the Order Approvals section.</p>  <table border="1" data-bbox="225 1630 1299 1756"> <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>Order Begin Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>RSV Multiple Trvl Endorsements</td> <td>Pending</td> <td>John Wick</td> <td>1234567</td> <td>Marcus</td> <td>Winston</td> <td>05/06/2024</td> <td>05/06/24</td> <td>Approve/Deny</td> </tr> <tr> <td>Reserve Travel Details</td> <td>Pending</td> <td>Marcus</td> <td>1122233</td> <td>Charon</td> <td>Winston</td> <td>05/05/2024</td> <td>05/12/24</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Order Begin Date	Approve/Deny	RSV Multiple Trvl Endorsements	Pending	John Wick	1234567	Marcus	Winston	05/06/2024	05/06/24	Approve/Deny	Reserve Travel Details	Pending	Marcus	1122233	Charon	Winston	05/05/2024	05/12/24	Approve/Deny
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Continued on next page

Setting Orders to Finished (Departing to Home), Continued


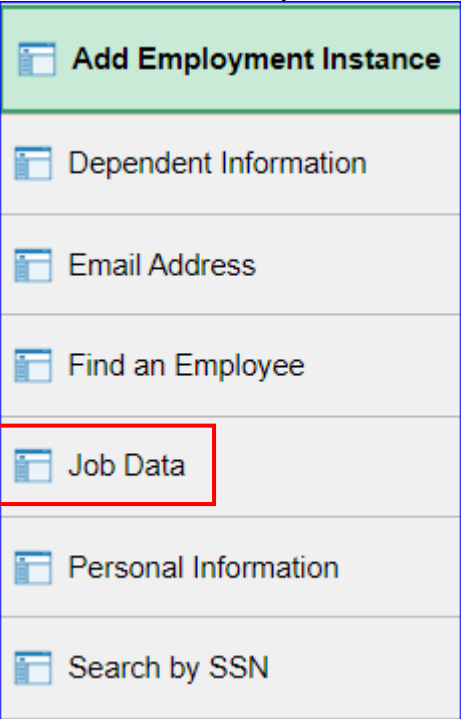
Procedures,
continued

Step	Action
<p>16</p>	<p>Enter Comments, if needed.</p> <p>Select one of the three options:</p> <ul style="list-style-type: none"> – Approve – Sets the status to Approved – Push Back – Sets the status to On Hold and returns the Orders to the submitter ONLY. (NOT RECOMMENDED) – Deny – Sets the status to Denied and the Orders are available for anyone to edit/resubmit. 
<p>17</p>	<p>When approved, click Save and the Order Status will update to Finished. Job Data updates immediately for verification.</p> 

Verifying a Reserve Order End (ROE) Job Row

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

Procedures See below.

Step	Action
1	<p>Click on the HR Data Shortcuts tile.</p> 
2	<p>Select the Job Data option.</p> 

Continued on next page

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

Procedures,
continued

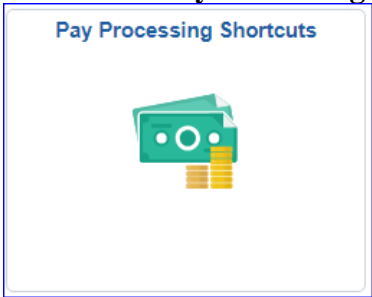
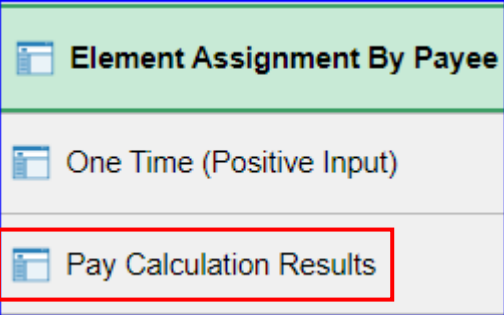
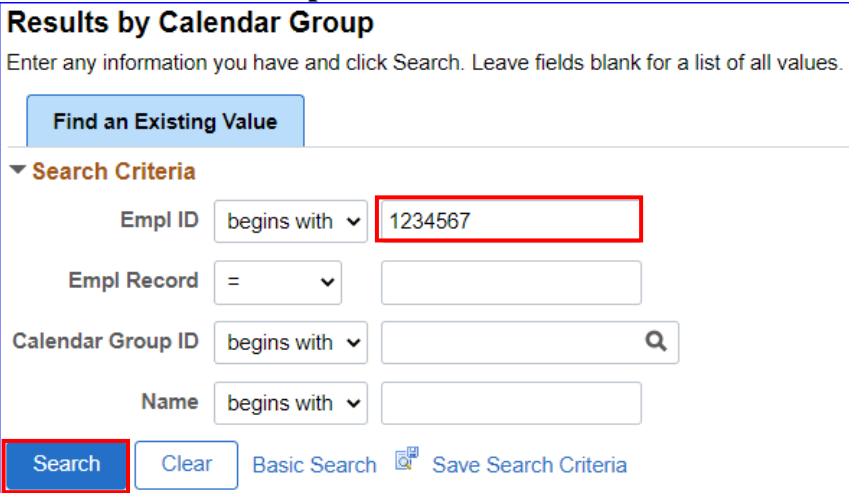
Step	Action
<p>3</p>	<p>Enter the member's Empl ID, check the Include History box, and click Search.</p> <div data-bbox="225 427 874 1151"> <p>Job Data Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/> <input type="text" value="Keyword Search"/></p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p> </div>
<p>4</p>	<p>Verify that the Reserve Order End (ROE) Job row was created for the following day (Effective Date) to ensure that the Orders have finished.</p> <p>NOTE: DO NOT RELY ON THE ORDERS INTEGRATION PROCESS. It does not always work, and members could be overpaid.</p> <div data-bbox="225 1339 1201 1939"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>John Wick, Employee Empl ID 1234567 Military Service Empl Record 0</p> <p>Work Location Details ⓘ 🔍 ⏪ ⏩ 1 of 31 ⏴ ⏵</p> <p>*Effective Date <input type="text" value="05/12/2024"/> 📅 <input type="button" value="Go To Row"/> + -</p> <p>Effective Sequence <input type="text" value="0"/> *Action Transfer ▼</p> <p>HR Status Active Reason <input type="text" value="Reserve Order End"/> ▼</p> <p>Payroll Status Active *Job Indicator Primary Job ▼</p> <hr/> <p>Position Number <input type="text" value="00069611"/> 🔍 F-BOARDING OFFICER/PWCS History <input type="checkbox"/></p> <p><input type="button" value="Use Position Data"/></p> <p>Position Entry Date <input type="text" value="09/15/2021"/> 📅</p> <p><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="007290"/> 🔍 SEC NEW YORK ENFORCEMENT DIV</p> <p>Department Entry Date <input type="text" value="08/25/2021"/> 📅</p> <p>*Location <input type="text" value="NY0212"/> 🔍 CG UNITS-STATEN ISLAND NY</p> <p>Establishment ID <input type="text" value="USCG"/> 🔍 Active CG <input type="text" value="Date Created 05/15/2024"/></p> <p>Last Start Date 06/19/2019</p> </div>

Verifying the Sale of Lump Sum Leave (LSL)

Introduction This section provides the procedures for verifying that the leave sale entered in the Orders, sold correctly in DA.

Information If the leave did not sell correctly, submit a PPC Customer Care Help Ticket. PPC will manually process the LSL payment.

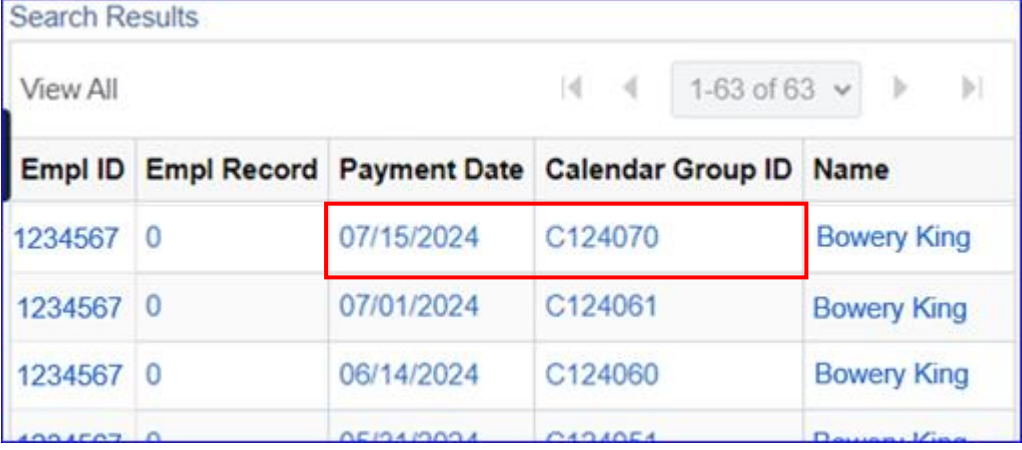
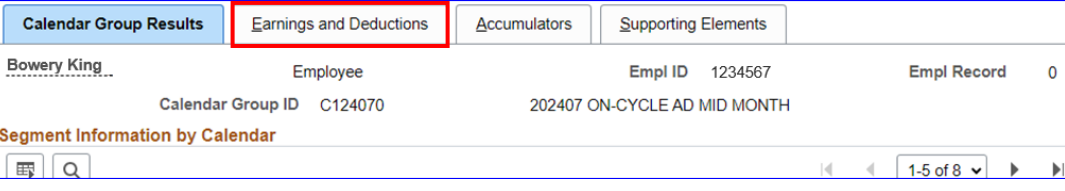
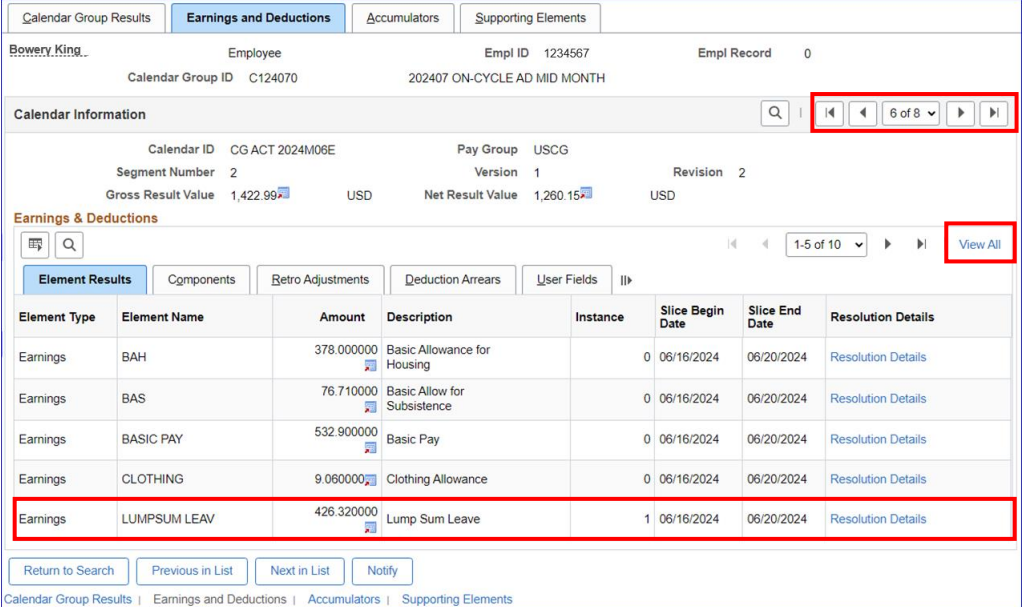
Procedures See below.

Step	Action
1	<p>Click on the Pay Processing Shortcuts tile.</p> 
2	<p>Select the Pay Calculation Results option.</p> 
3	<p>Enter the member's Empl ID and click Search.</p> 

Continued on next page

Verifying the Sale of Lump Sum Leave (LSL), Continued

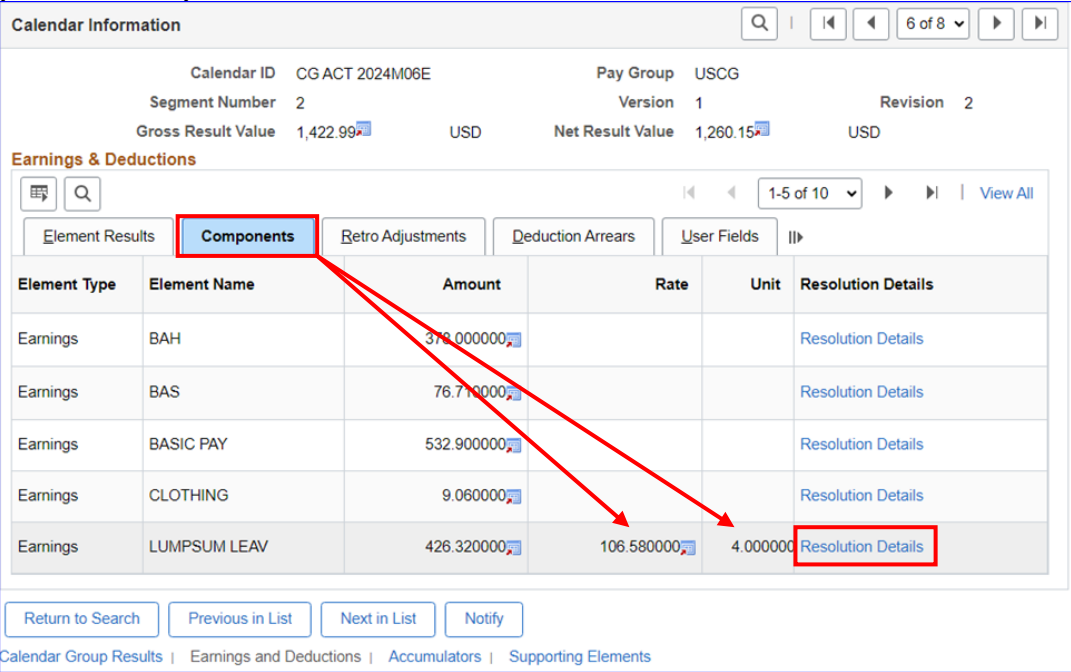
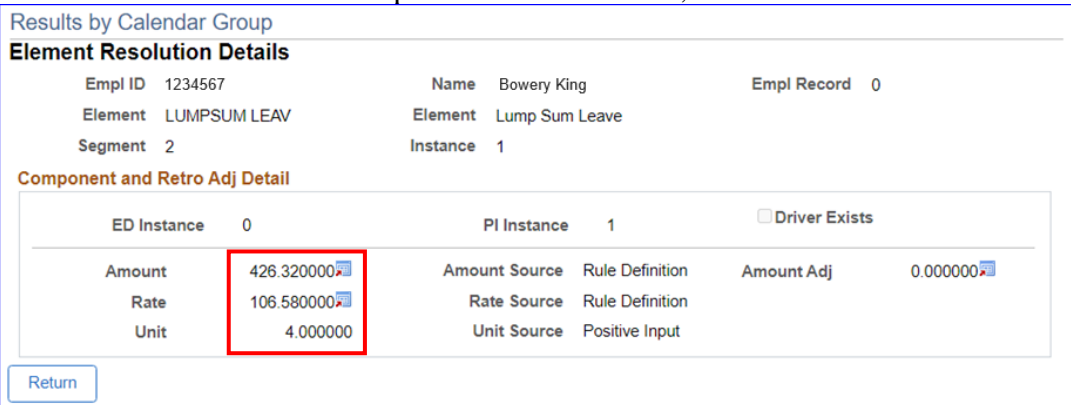
Procedures,
continued

Step	Action																																																
4	<p>Select the most current Calendar.</p>  <p>Search Results</p> <p>View All 1-63 of 63</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>07/15/2024</td> <td>C124070</td> <td>Bowery King</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>07/01/2024</td> <td>C124061</td> <td>Bowery King</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>06/14/2024</td> <td>C124060</td> <td>Bowery King</td> </tr> </tbody> </table>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	1234567	0	07/15/2024	C124070	Bowery King	1234567	0	07/01/2024	C124061	Bowery King	1234567	0	06/14/2024	C124060	Bowery King																												
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5	<p>Select the Earnings and Deductions tab.</p>  <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p>Bowery King... Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C124070 202407 ON-CYCLE AD MID MONTH</p> <p>Segment Information by Calendar 1-5 of 8</p>																																																
6	<p>Locate the correct Calendar Information using the Arrows and click View all (if necessary). Verify the Lump Sum Leave amount is displaying in the Earnings for pay.</p>  <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p>Bowery King... Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C124070 202407 ON-CYCLE AD MID MONTH</p> <p>Calendar Information 6 of 8</p> <p>Calendar ID CG ACT 2024M06E Pay Group USCG Segment Number 2 Version 1 Revision 2 Gross Result Value 1,422.99 USD Net Result Value 1,260.15 USD</p> <p>Earnings & Deductions 1-5 of 10 View All</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>378.000000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>06/16/2024</td> <td>06/20/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>76.710000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>06/16/2024</td> <td>06/20/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>532.900000</td> <td>Basic Pay</td> <td>0</td> <td>06/16/2024</td> <td>06/20/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>9.060000</td> <td>Clothing Allowance</td> <td>0</td> <td>06/16/2024</td> <td>06/20/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>LUMPSUM LEAV</td> <td>426.320000</td> <td>Lump Sum Leave</td> <td>1</td> <td>06/16/2024</td> <td>06/20/2024</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	378.000000	Basic Allowance for Housing	0	06/16/2024	06/20/2024	Resolution Details	Earnings	BAS	76.710000	Basic Allow for Subsistence	0	06/16/2024	06/20/2024	Resolution Details	Earnings	BASIC PAY	532.900000	Basic Pay	0	06/16/2024	06/20/2024	Resolution Details	Earnings	CLOTHING	9.060000	Clothing Allowance	0	06/16/2024	06/20/2024	Resolution Details	Earnings	LUMPSUM LEAV	426.320000	Lump Sum Leave	1	06/16/2024	06/20/2024	Resolution Details
Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details																																										
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Continued on next page

Verifying the Sale of Lump Sum Leave (LSL), Continued

Procedures,
continued

Step	Action																																				
7	<p>If you want to verify the number of days sold, click on the Components tab which displays the data in the Rate and Unit columns, as shown below OR click on the Resolution Details link and proceed to Step 8.</p>  <p>The screenshot shows the 'Components' tab with the following data:</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Rate</th> <th>Unit</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>379.000000</td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>76.710000</td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>532.900000</td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>9.060000</td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>LUMPSUM LEAV</td> <td>426.320000</td> <td>106.580000</td> <td>4.000000</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Rate	Unit	Resolution Details	Earnings	BAH	379.000000			Resolution Details	Earnings	BAS	76.710000			Resolution Details	Earnings	BASIC PAY	532.900000			Resolution Details	Earnings	CLOTHING	9.060000			Resolution Details	Earnings	LUMPSUM LEAV	426.320000	106.580000	4.000000	Resolution Details
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8	<p>Element Resolution Details opens in a new window, as shown below.</p>  <p>The screenshot shows the 'Element Resolution Details' window with the following information:</p> <p>Results by Calendar Group Element Resolution Details Empl ID 1234567 Name Bowery King Empl Record 0 Element LUMPSUM LEAV Element Lump Sum Leave Segment 2 Instance 1</p> <p>Component and Retro Adj Detail</p> <table border="1"> <thead> <tr> <th>ED Instance</th> <th>PI Instance</th> <th>Driver Exists</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>1</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Amount 426.320000 Amount Source Rule Definition Amount Adj 0.000000 Rate 106.580000 Rate Source Rule Definition Unit 4.000000 Unit Source Positive Input</p> <p>Return</p>	ED Instance	PI Instance	Driver Exists	0	1	<input type="checkbox"/>																														
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0	1	<input type="checkbox"/>																																			