1 August 2023

Reserve Active Duty Order Amendments

Overview

Introduction

This guide provides the procedures to amend Reserve Active Duty orders in Direct Access (DA).

Important Information

DO NOT ADD OR DELETE ROWS. Reserve orders are **NOT** and should **NOT** be used in place of TDY orders. DA is not designed to understand sequence numbers other than 1, 2, 98, and 99. Adding/deleting rows will cause a delay or inaccurately pay a member and may require manual intervention by PPC and/or programmers to correct the orders in DA.

Amend Order Mode

The **Amend Order Mode** is intended for orders in an En Route or Finished status. Orders in a Proposed, Authorized or Ready status can be edited directly without using the Amend Order Mode.

If the amendment will change the number of days extending the orders from **short term to long term**, the orders should be finished and new orders should be issued.

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**.

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Amend Reserve Active Duty Orders in an En Route Status

Introduction

This section provides the procedures to amend Reserve Active Duty orders that are in an En Route status in DA.

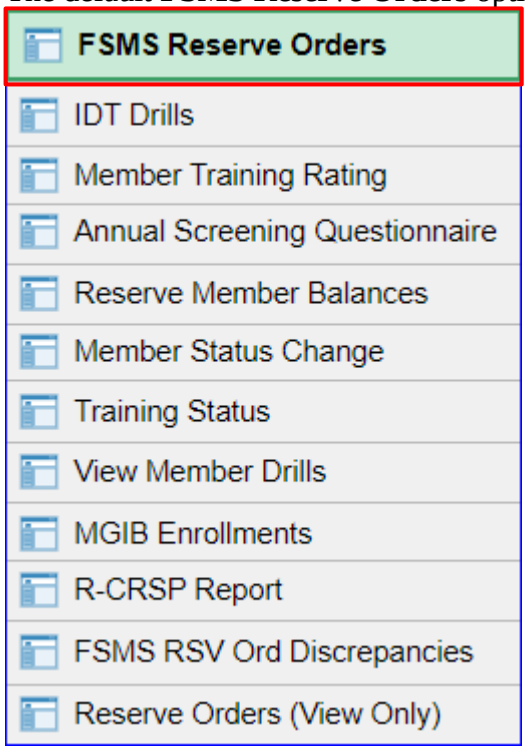
Information

Amending an order is different from editing other data on an order because the fields being amended are pay impacting and require approval. When amending orders that impact authorized funding, SPOs **MUST** contact the order funding authority.

NOTE: Roles which allow the creation, editing and approval of Reserve orders permit the editing of other elements of the Reserve order such as order notes and travel information without using the Amend Order mode.

Procedures

See below.

Step	Action
1	Click on the **Reserve Administration** tile.
2	The default **FSMS Reserve Orders** option will automatically display. 

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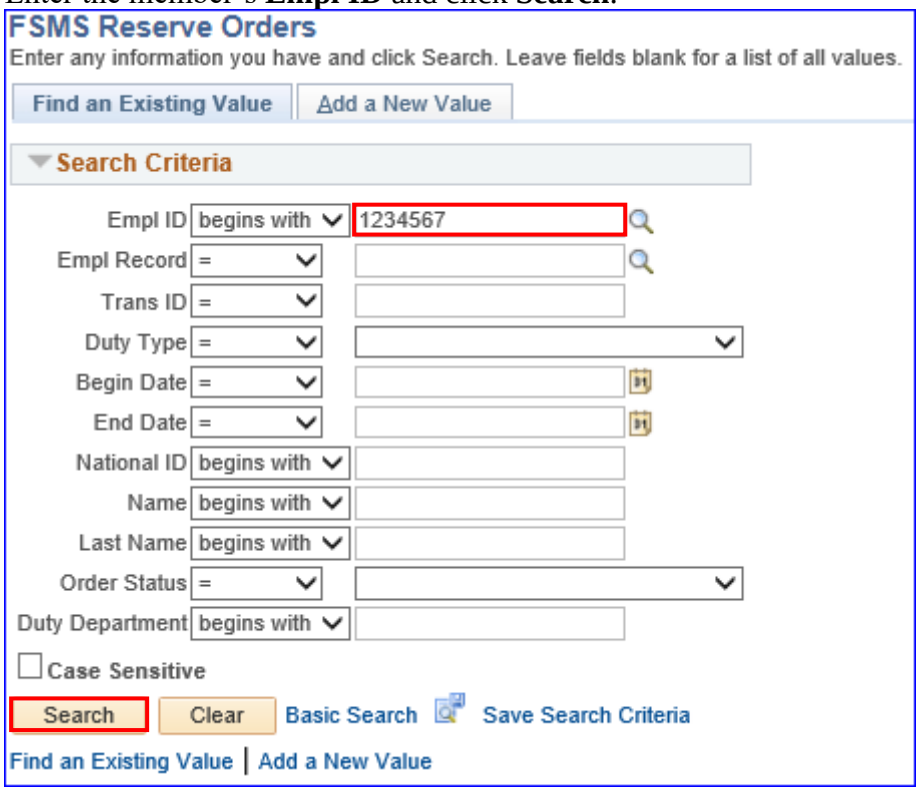
Amend Reserve Active Duty Orders in an En Route Status,
Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click **Search**. 

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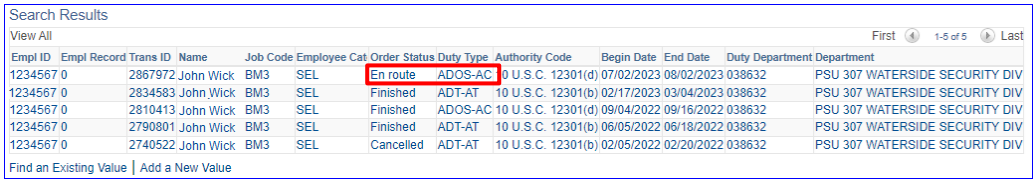
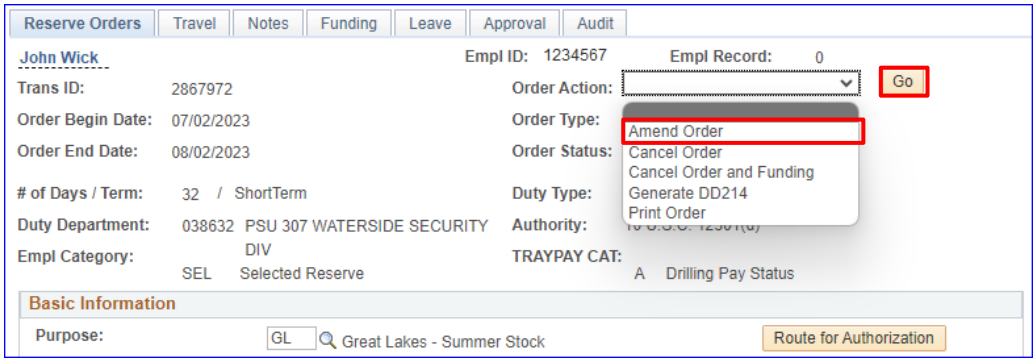
Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures, continued

Step	Action
4	A list of the member's Reserve Active Duty (AD) orders will be displayed. Select the **Order Status** to be amended. 
5	The Reserve Orders tab will display. Using the **Order Action** drop-down, select Amend Order and click **Go**. 

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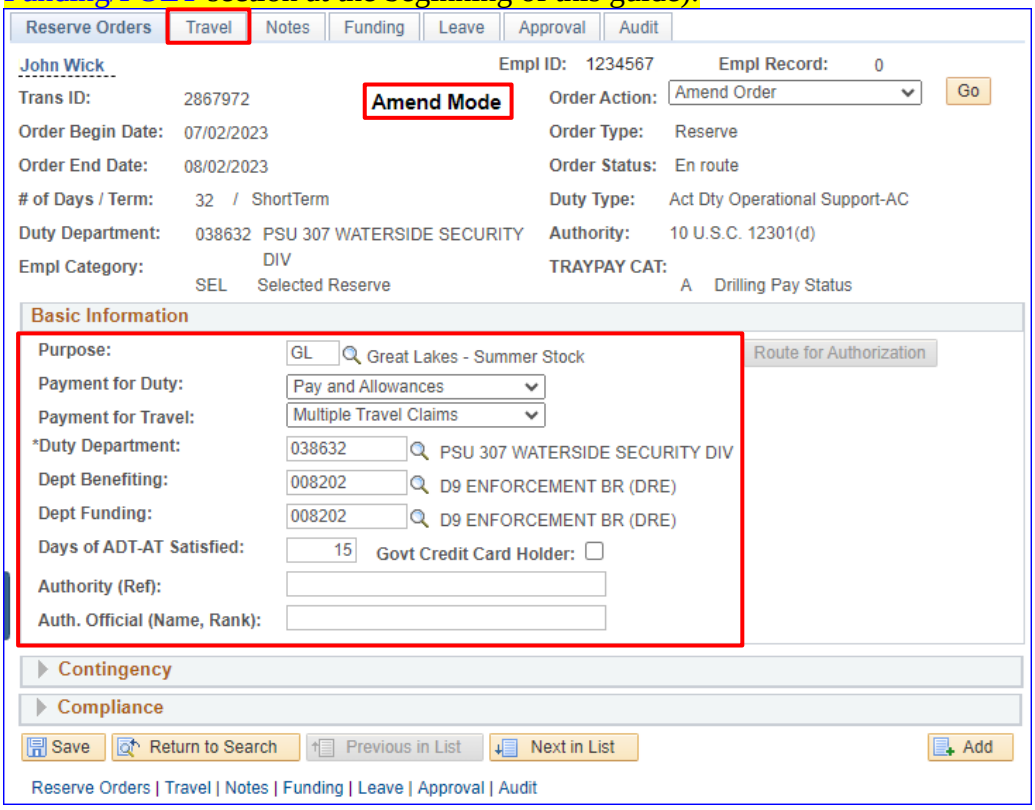
Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures, continued

Step	Action
6	The orders will now be in **Amend Mode** (see Note). The Basic Information fields are editable and may be amended if necessary. Click the **Travel** tab. **NOTE:** Remember, if editing any POET details on the Funding tab – If the funding Cost Total is currently greater than $0.00 but the funding line is no longer needed, **do NOT change it $0.00**. Changing the Cost Total to $0.00 will cancel the Document#. Instead, change the Cost Total to $1.00 (see Changes to Funding/POET section at the beginning of this guide). 

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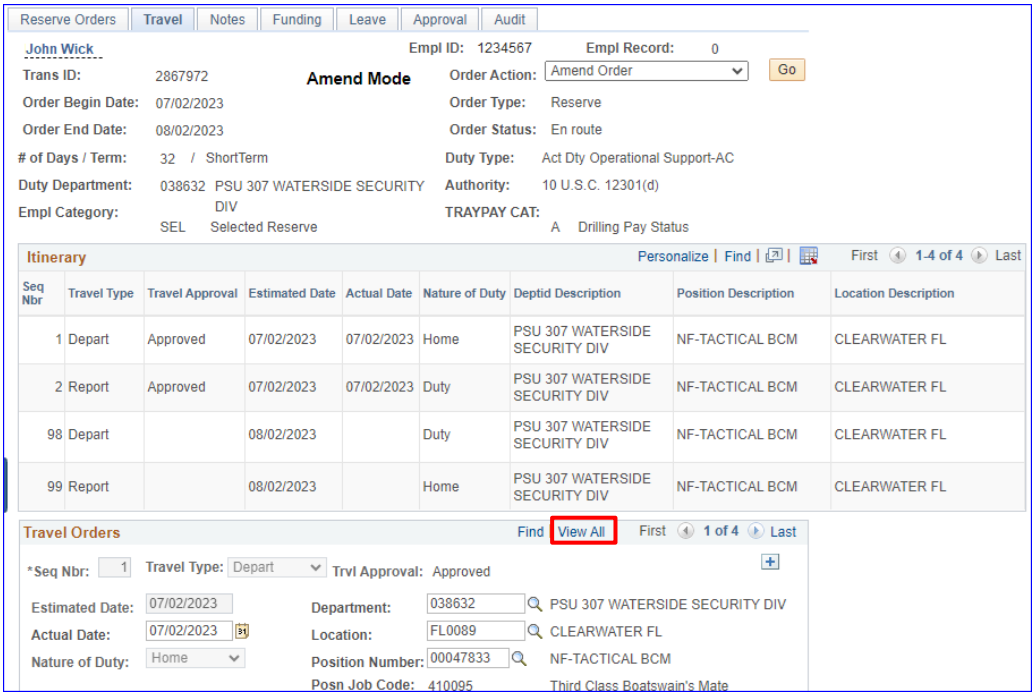
Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures, continued

Step	Action
7	In the Travel Orders section, click **View All** to open all Sequences of the orders.



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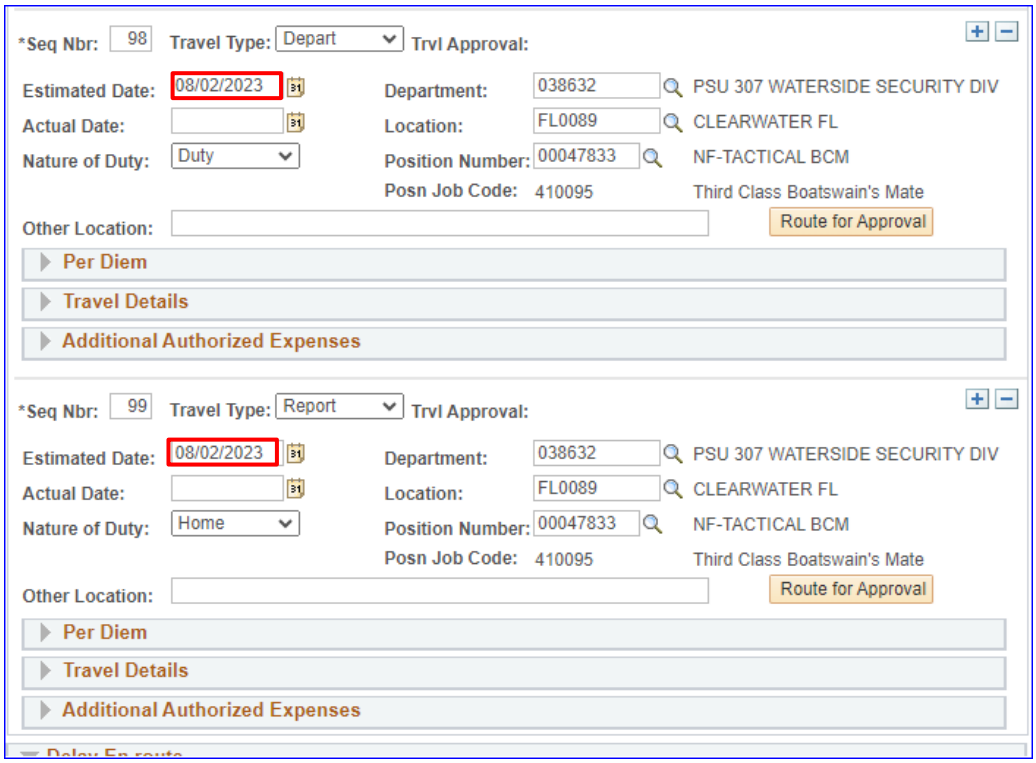
Amend Reserve Active Duty Orders in an En Route Status,
Continued

Procedures,
continued

Step	Action
8	In this scenario, the SPO was notified that the member was departing on July 31st, instead of August 2nd. Update the **Estimated Date** on both the Seq Nbr 98 and Seq Nbr 99 rows. **Remember: Do NOT add or delete rows.** 

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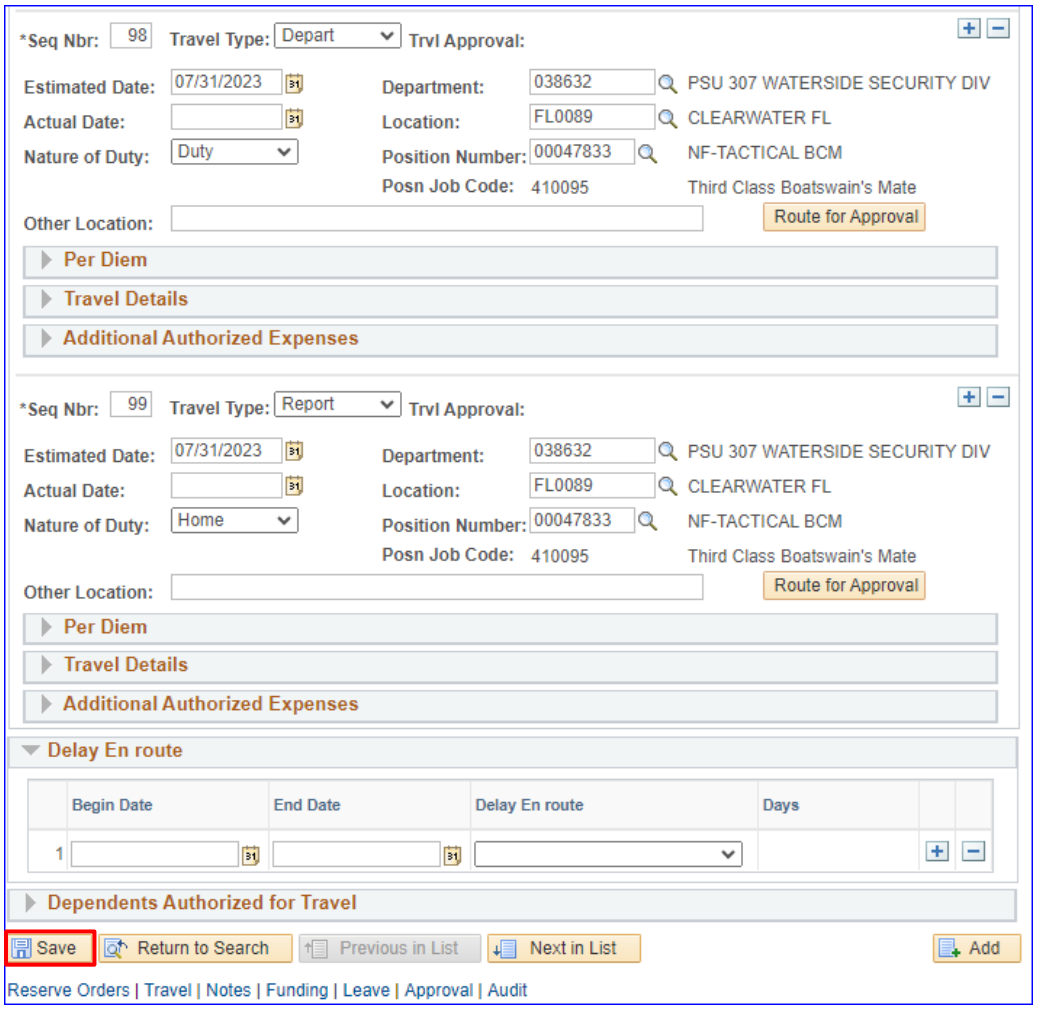
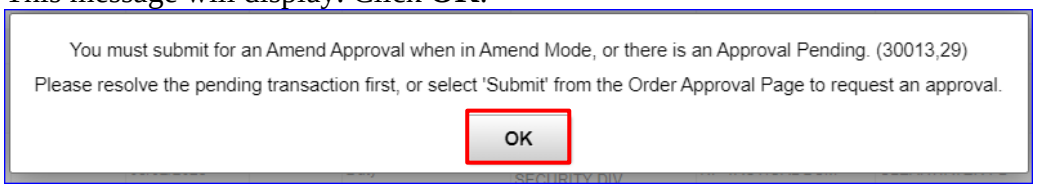
Amend Reserve Active Duty Orders in an En Route Status,
Continued

Procedures,
continued

Step	Action
9	Click **Save**. 
10	This message will display. Click **OK**. 

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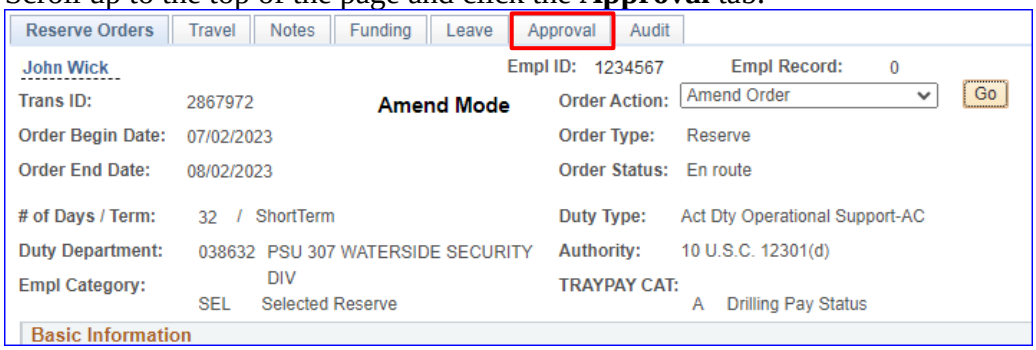
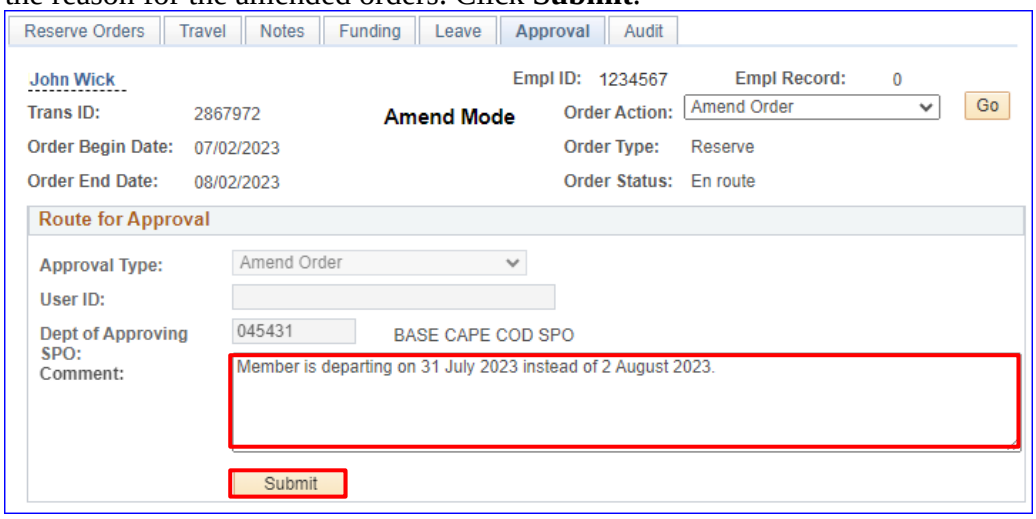
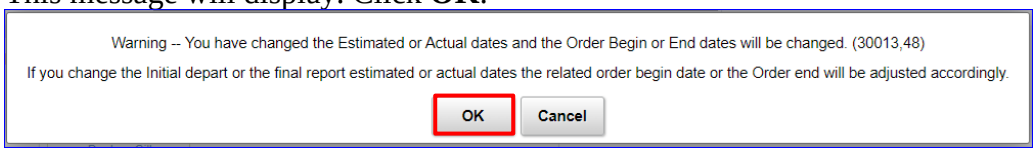
Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures, continued

Step	Action
11	Scroll up to the top of the page and click the **Approval** tab. 
12	The Approval Type will default to Amend Order. Enter **Comments** describing the reason for the amended orders. Click **Submit**. 
13	This message will display. Click **OK**. 

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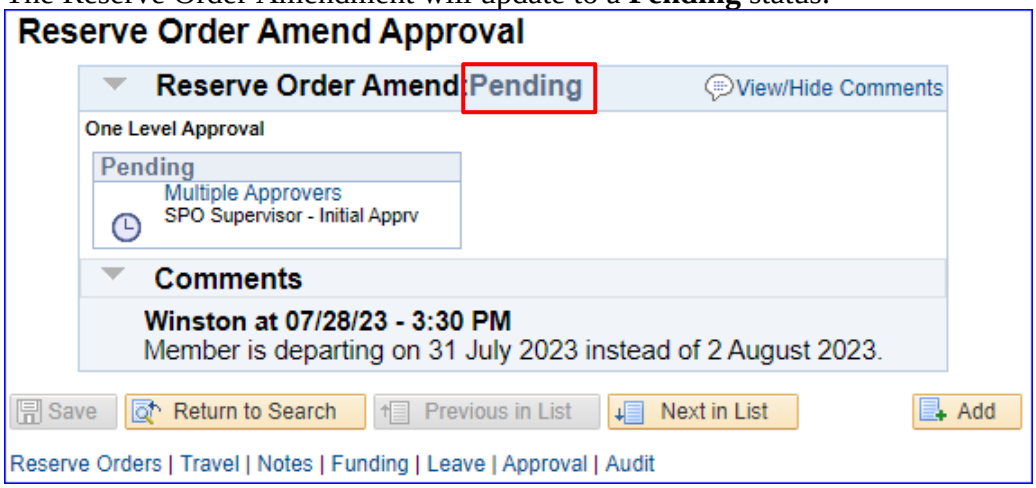
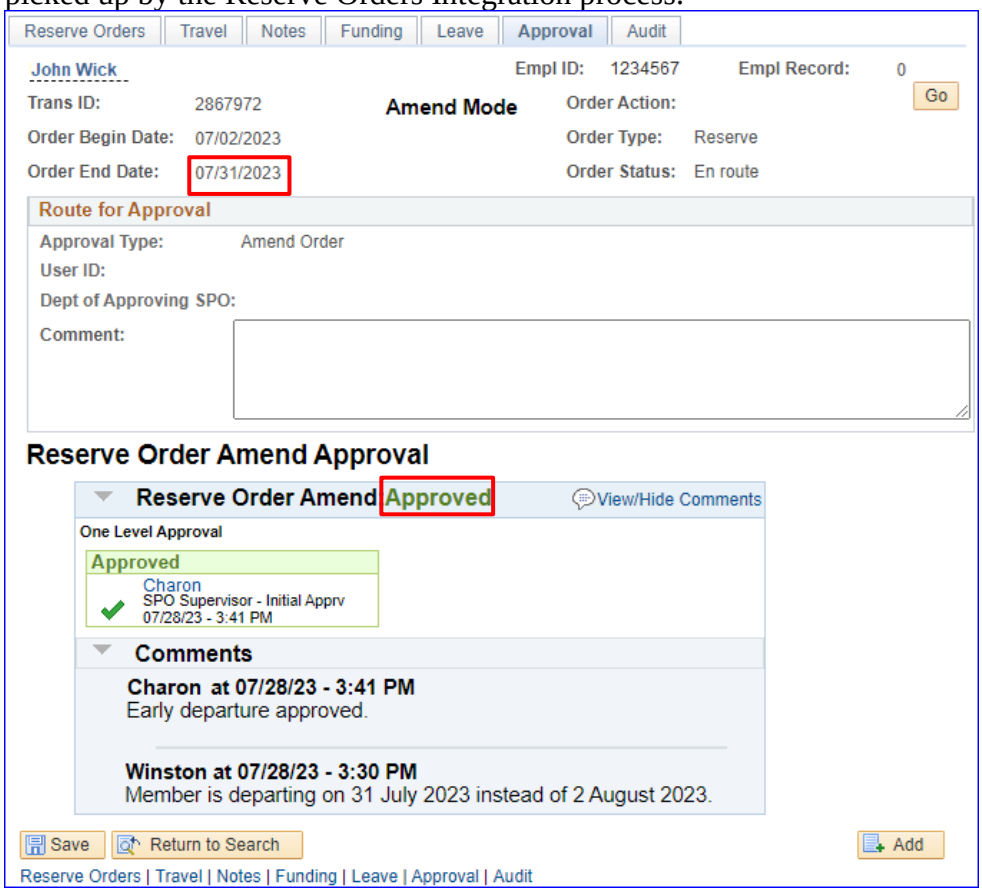
Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures, continued

Step	Action
14	The Reserve Order Amendment will update to a **Pending** status. 
15	Once approved, the **Order End Date** will update, and these orders can now be picked up by the Reserve Orders Integration process. 

Amend Reserve Active Duty Orders in a Finished Status

Introduction

This section provides the procedures to amend Reserve Active Duty orders that are in a finished status in DA.

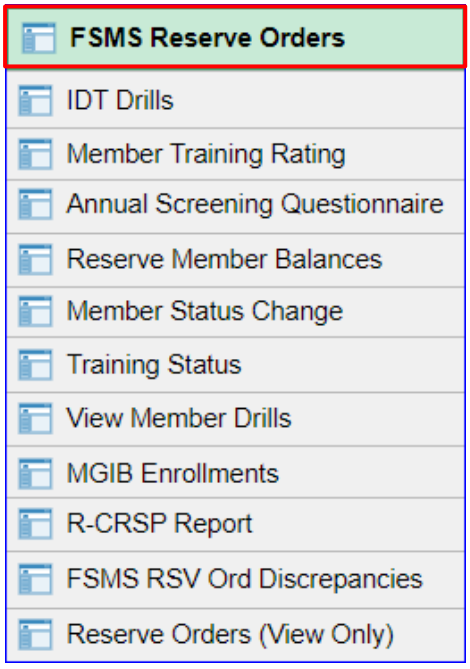
Information

Amending an order is different from editing other data on an order because the fields being amended are pay impacting and require approval. When amending orders that impact authorized funding, SPOs **MUST** contact the order funding authority.

NOTE: Roles which allow the creation, editing and approval of Reserve orders permit the editing of other elements of the Reserve order such as order notes and travel information without using the Amend Order mode.

Procedures

See below.

Step	Action
1	Click on the **Reserve Administration** tile.
2	The default **FSMS Reserve Orders** option will automatically display. 

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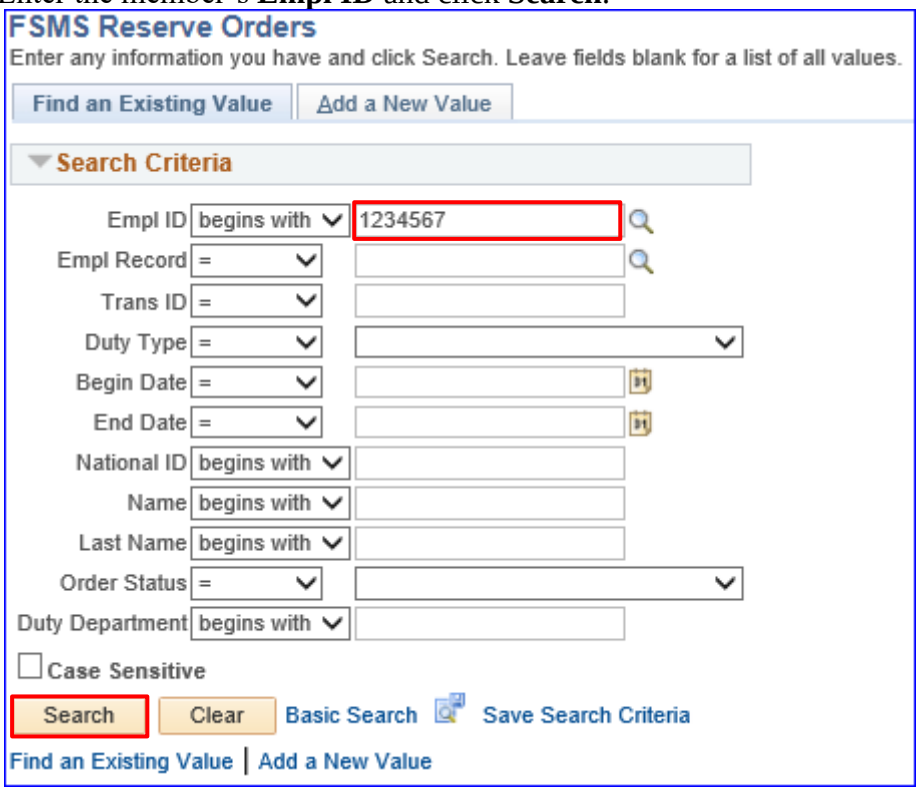
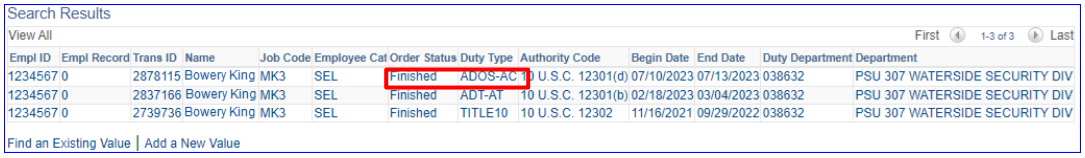
Amend Reserve Active Duty Orders in a Finished Status,
Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click **Search**. 
4	A list of the member's Reserve AD orders will be displayed. Select the **Order Status** to be amended. 

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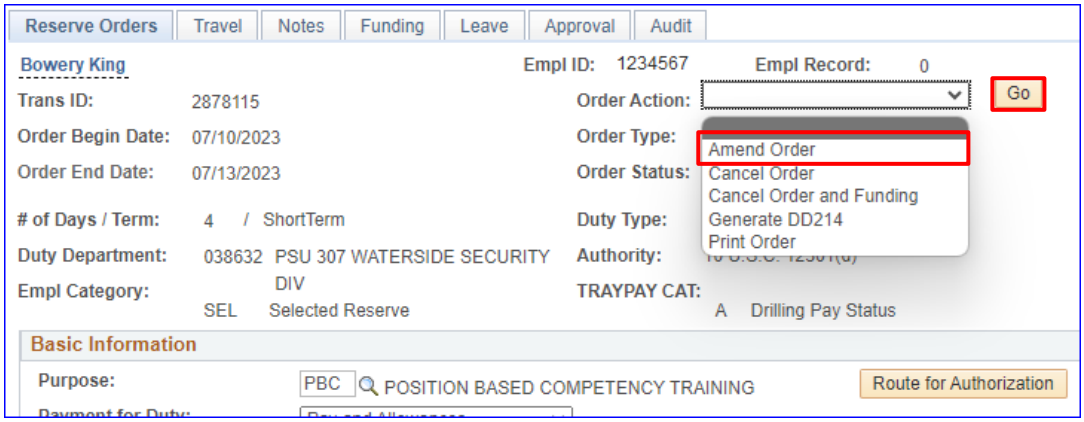
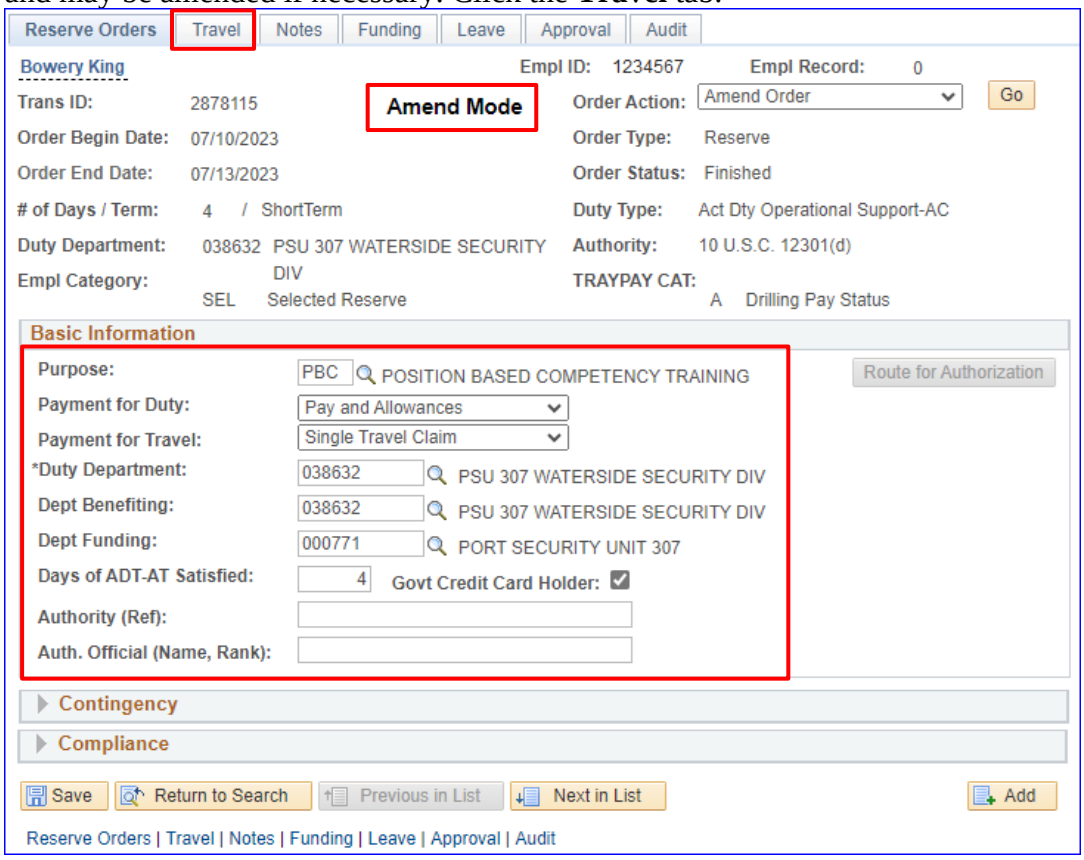
Amend Reserve Active Duty Orders in a Finished Status,
Continued

Procedures,
continued

Step	Action
5	The Reserve Orders tab will display. Using the **Order Action** drop-down, select Amend Order and click **Go**. 
6	The orders will now be in **Amend Mode**. The Basic Information fields are editable and may be amended if necessary. Click the **Travel** tab. 

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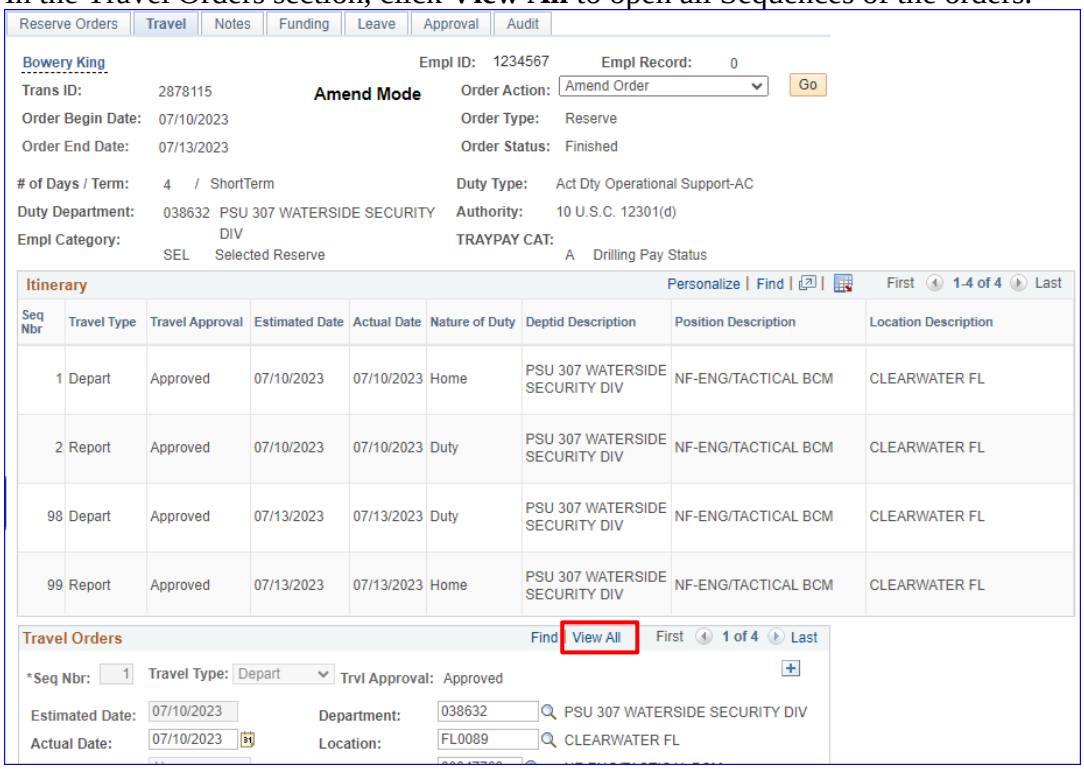
Amend Reserve Active Duty Orders in a Finished Status,
Continued

Procedures,
continued

Step	Action
7	In the Travel Orders section, click **View All** to open all Sequences of the orders.



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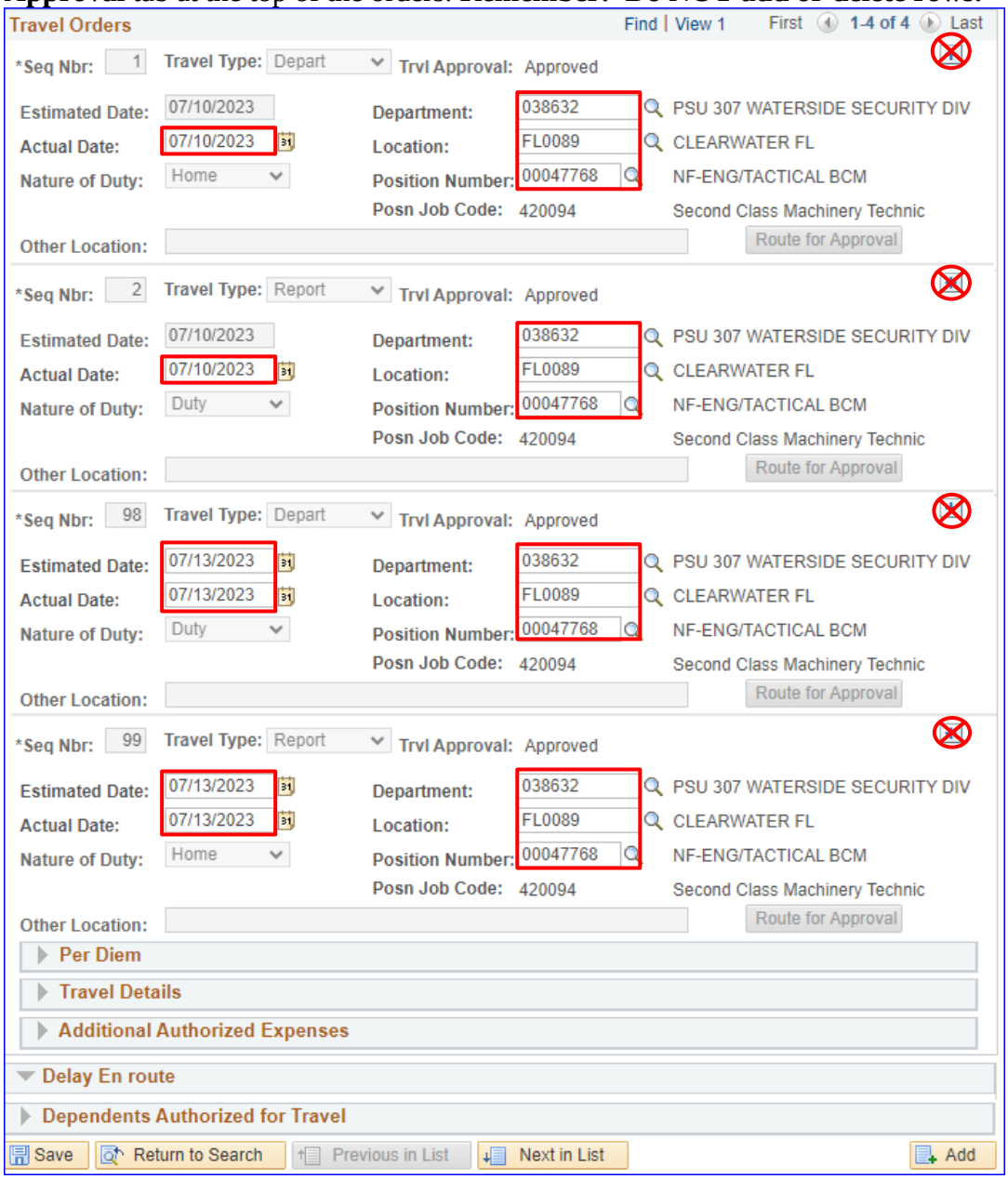
Amend Reserve Active Duty Orders in a Finished Status,
Continued

Procedures,
continued

Step	Action
8	**The highlighted fields may be amended**. Amended orders must be submitted to the SPO Auditor for approval. Once all changes have been made, click the **Approval** tab at the top of the orders. **Remember: Do NOT add or delete rows.** 

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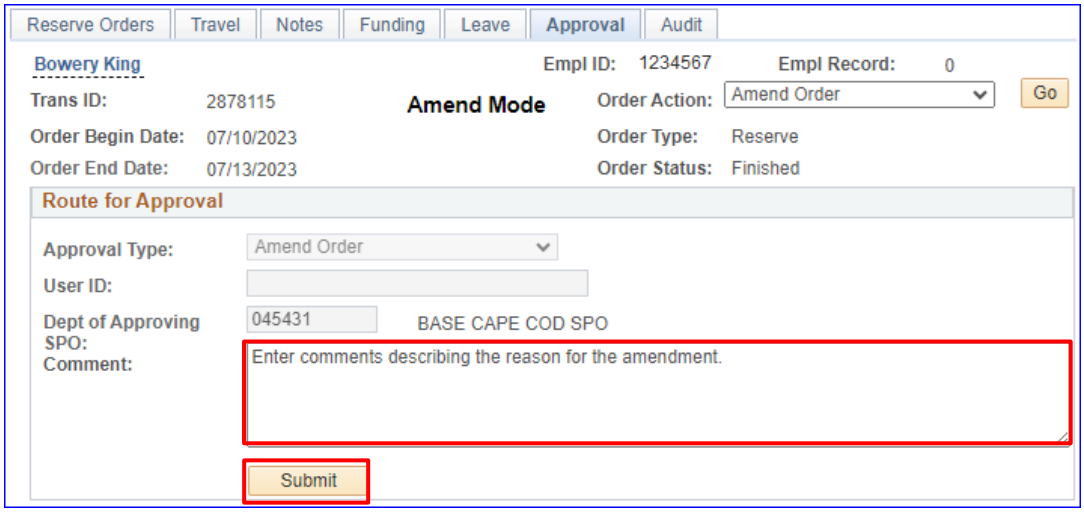
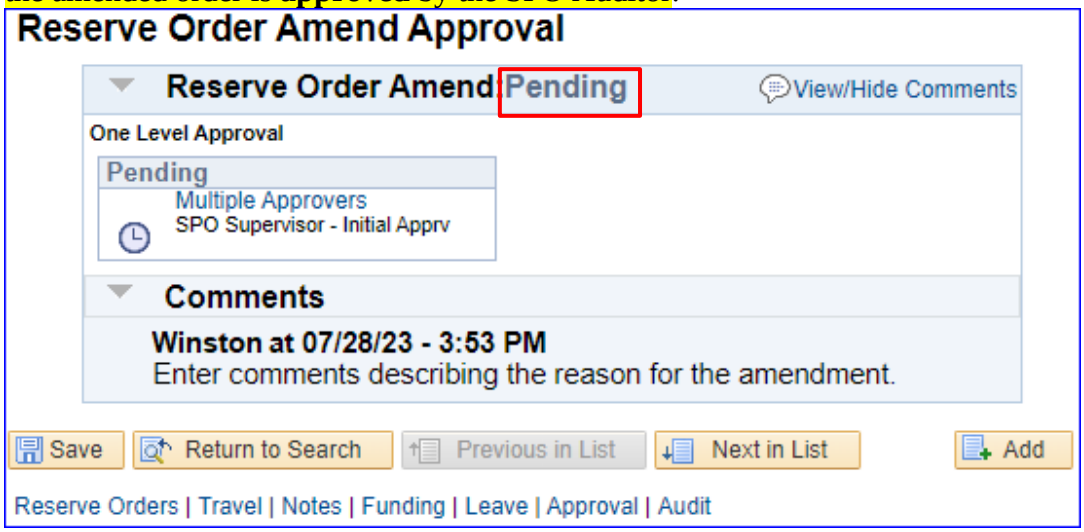
Amend Reserve Active Duty Orders in a Finished Status,
Continued

Procedures,
continued

Step	Action
9	The Approval Type will default to Amend Order. Enter **Comments** describing the reason for the amended orders. Click **Submit**. 
10	The Reserve Order Amendment will update to a **Pending** status. **NOTE:** The amended fields will be saved; however, Job Data will not update until the amended order is **approved** by the SPO Auditor. 

Approving Amended Reserve Active Duty Orders

Introduction

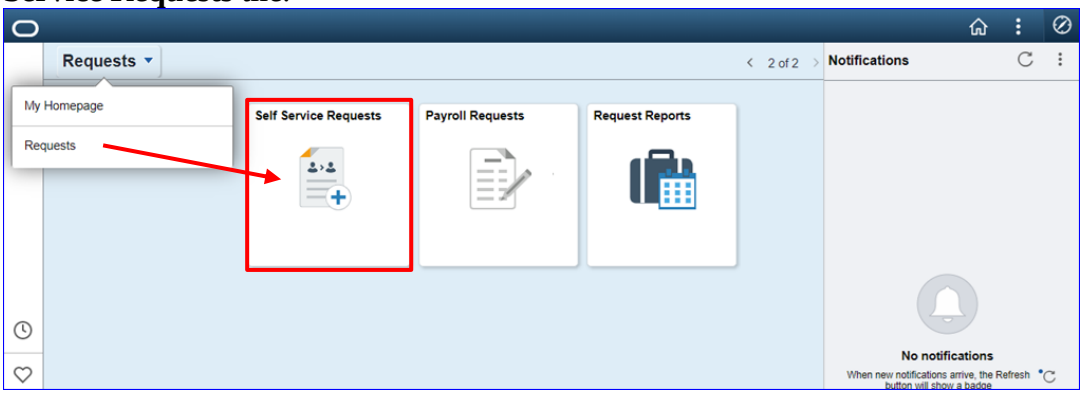
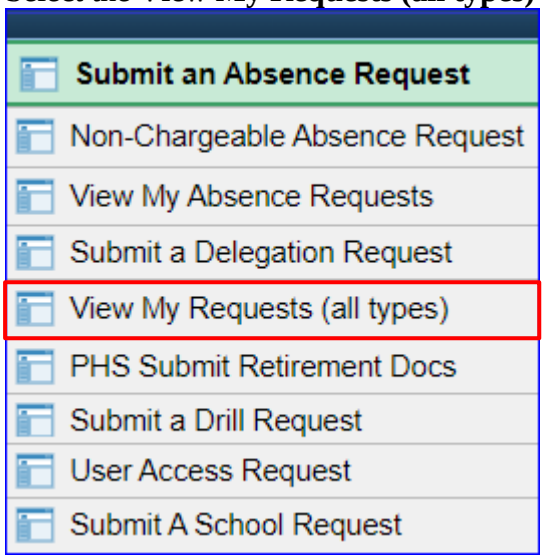
This section provides the procedures to approve amended Reserve Active Duty orders in Direct Access (DA).

Job Data & Pay Groups

It is important to review the Job Data rows after approving the amended Reserve AD orders to ensure the orders processed in the correct Pay Group. If the Pay Group is not correct (see the Job Data section of this guide), the SPO **MUST** submit a PPC Customer Care ticket to have the Job Data row and Pay Group corrected so the member will receive payment for the AD period.

Procedures

See below.

Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Self Service Requests** tile. 
2	Select the **View My Requests (all types)** option. 

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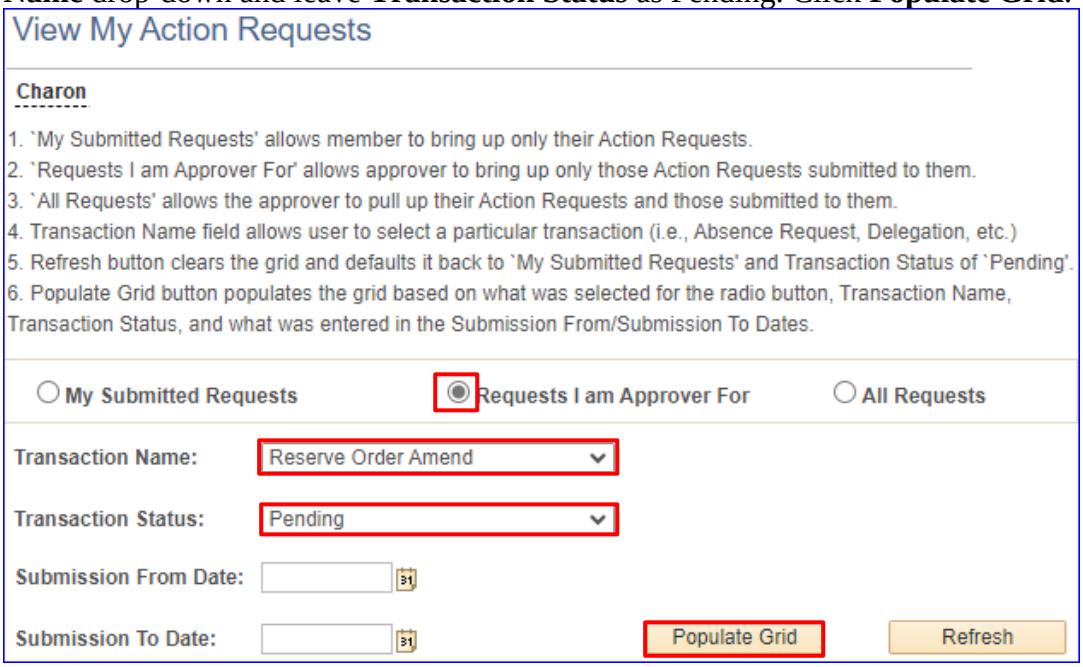
Approving Amended Reserve Active Duty Orders, Continued

Procedures, continued

Step	Action
3	The View My Action Requests page will display. Select the **Requests I am Approver For** radio button. Select Reserve Order Amend from the **Transaction Name** drop-down and leave **Transaction Status** as Pending. Click **Populate Grid**. 
4	Locate the appropriate Reserve Order Amend under Order Approvals and click **Approve/Deny**.

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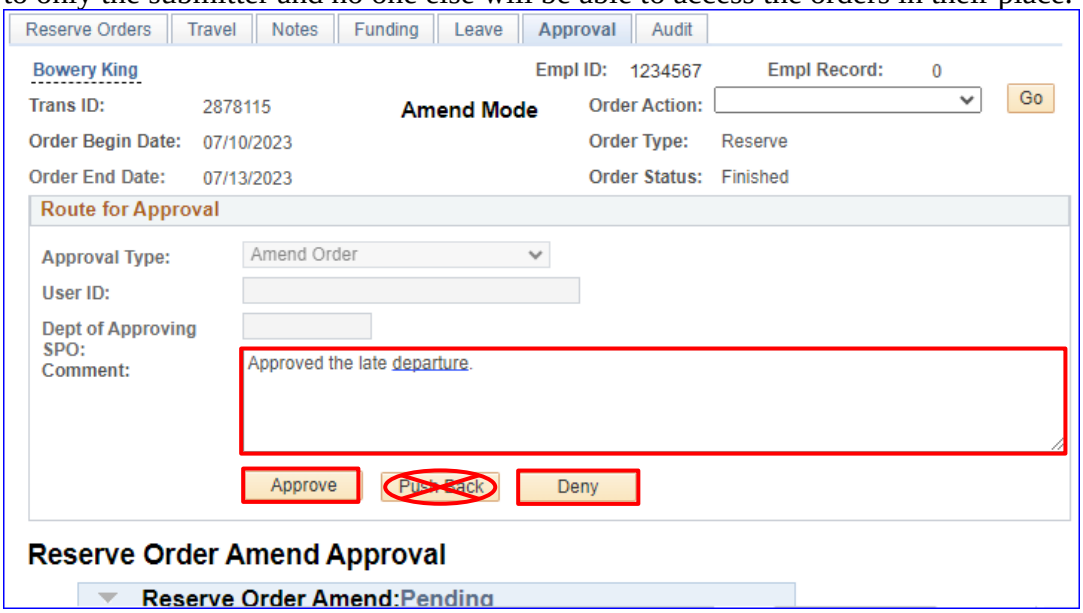
Approving Amended Reserve Active Duty Orders, Continued

Procedures, continued

Step	Action
5	Review each tab of the Amended Reserve orders to ensure all information is correct. Select the **Approval** tab.
6	Enter **Comments** as appropriate and select **Approve** or **Deny**. **NOTE:** Push Back is **NOT** recommended. This option limits access to the orders to only the submitter and no one else will be able to access the orders in their place. 

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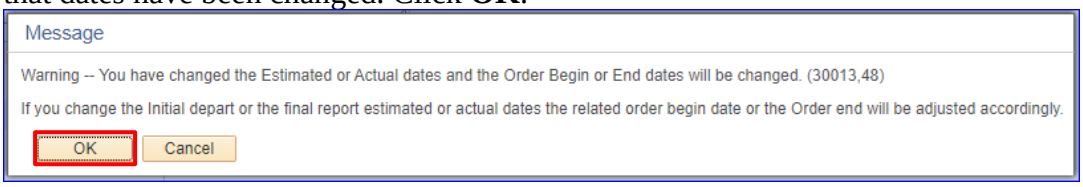
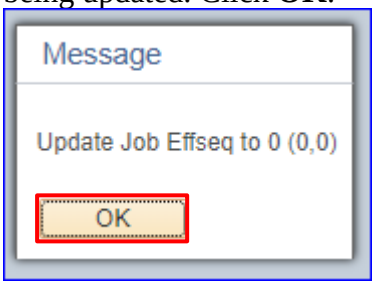
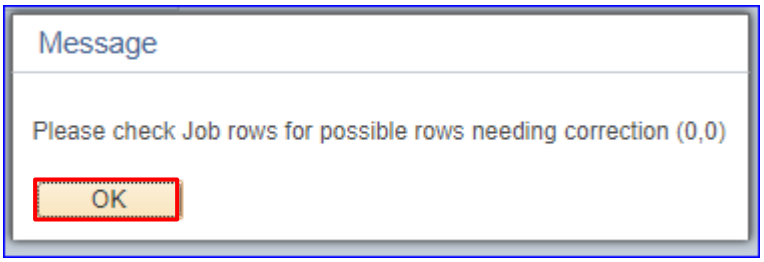
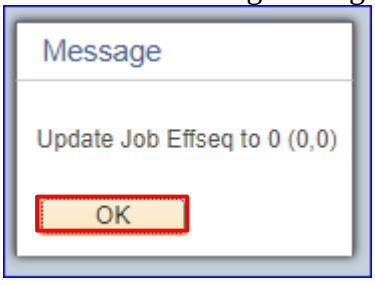
Approving Amended Reserve Active Duty Orders, Continued

Procedures, continued

Step	Action
7	If Approve was selected, a warning message will display notifying the approver that dates have been changed. Click **OK**. 
8	A second warning message will display, indicating the Job sequence in Job Data is being updated. Click **OK**. 
9	A third warning message will display notifying the approver they should review the Job Data rows for the amended Reserve orders to ensure they processed correctly. Click **OK**. 
10	The second warning message will display again. Click **OK**. 

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Approving Amended Reserve Active Duty Orders, Continued

Procedures, continued

Step	Action
11	The amended Reserve orders are now in an **Approved** status. It is recommended to review Job Data rows to ensure the amended orders processed are in the correct Pay Group.

Job Data

Introduction

This section discusses Job Data rows and Pay Groups and provides the procedures to view and verify the Job Data rows and Pay Groups in DA.

Job Data Rows & Pay Groups

After approving the amended orders, SPOs **MUST** review the Payroll tab for the **Reserve Order Begin** Job Data row to ensure it reflects the member is in the USCG (USCG Active Duty) Pay Group and the Use Pay Group Eligibility checkbox is **not** checked (see Example 1).
If the Pay Group indicates **USCG RSV** for the Reserve Order Begin Job Data row and/or the Use Pay Group Eligibility **is** checked (see Example 2), SPOs **MUST** submit a PPC Customer Care ticket for manual adjustment.

NOTE: The Use Pay Group Eligibility checkbox will be checked when the member's default Pay Group is displayed. For instance:

- AD members – are assigned to the **USCG** (Active Duty) Pay Group. Because USCG is the default Pay Group for all AD members, the **Use Pay Group Eligibility checkbox will be checked** for any transactions processed using this assigned Pay Group.

- Reserve members – are assigned to the **USCG RSV** Pay Group. Because USCG RSV is the default Pay Group for all Reserve members, the **Use Pay Group Eligibility checkbox will be checked** for all transactions processed using this assigned Pay Group.

When a Reservist is ordered to AD, the **AD orders are processed under the USCG** (Active Duty) **Pay Group**. Because the USCG Pay Group is **not** the Reservist's default Pay Group, the Use Pay Group Eligibility checkbox should **not** be checked.

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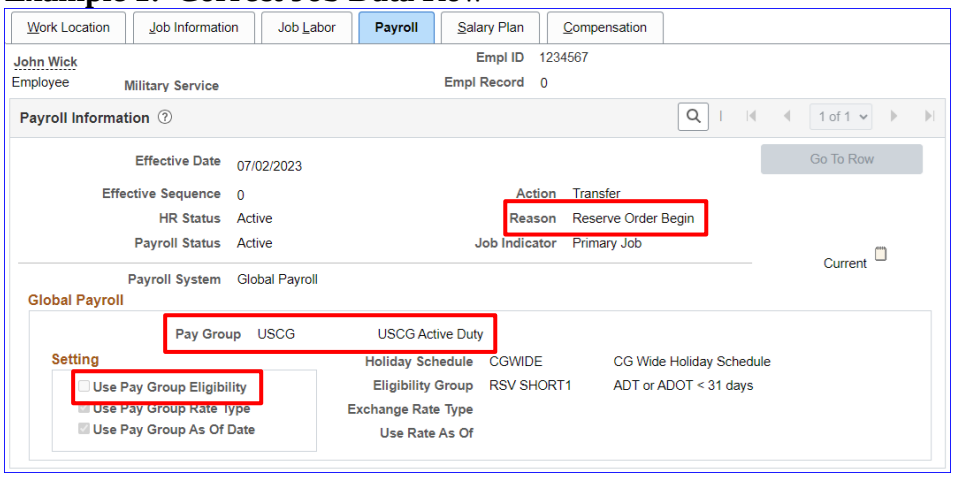
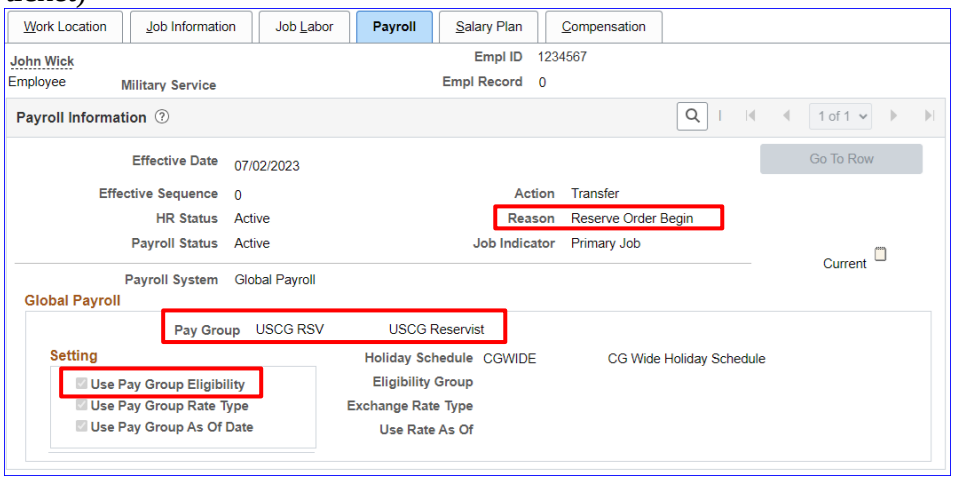
Job Data, Continued

Job Data Rows & Pay Groups, continued

Example 1: Correct Job Data Row



Example 2: Incorrect Job Data Row (submit a PPC Customer Care ticket)



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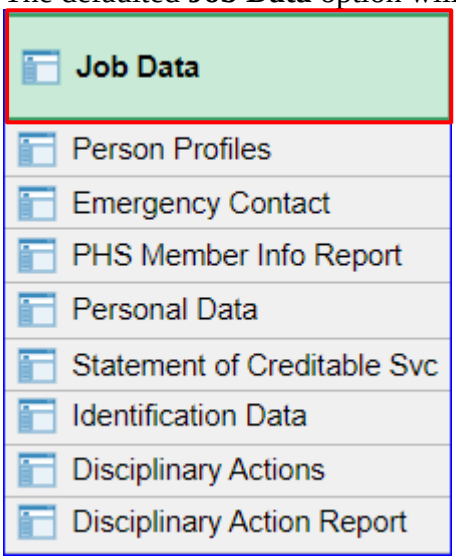
Job Data, Continued

Procedures See below.

Step	Action
1	Click on the **Core HR** Tile.
2	The defaulted **Job Data** option will automatically display. 

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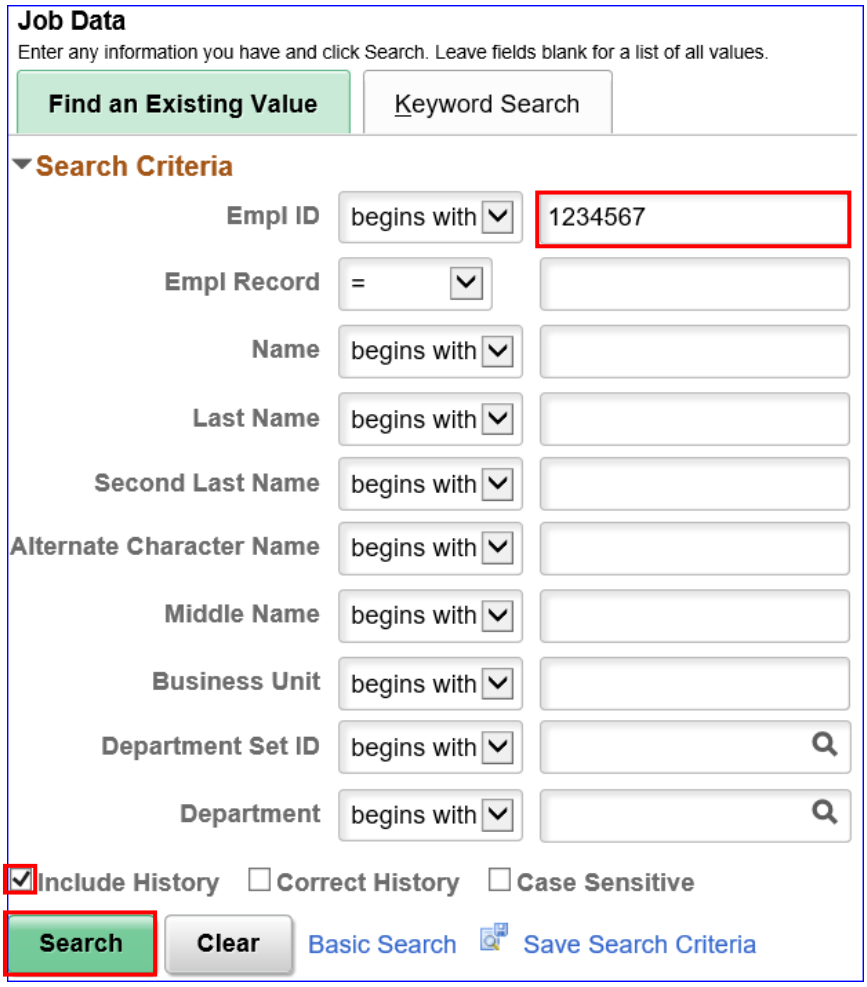
Job Data, Continued

Procedures, continued

Step	Action
3	Enter the member's **Empl ID**, select the **Include History** checkbox, and click **Search**. 

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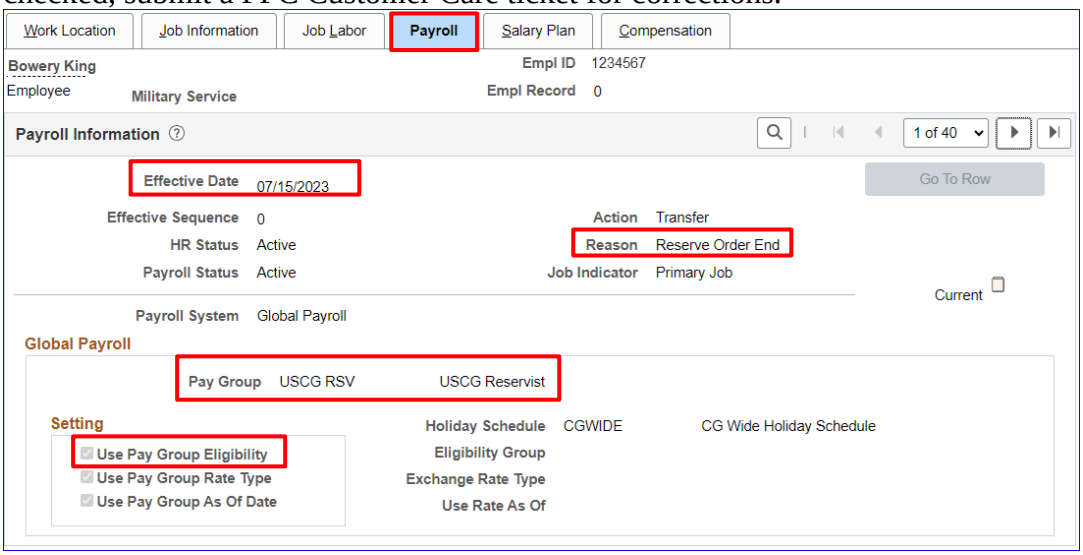
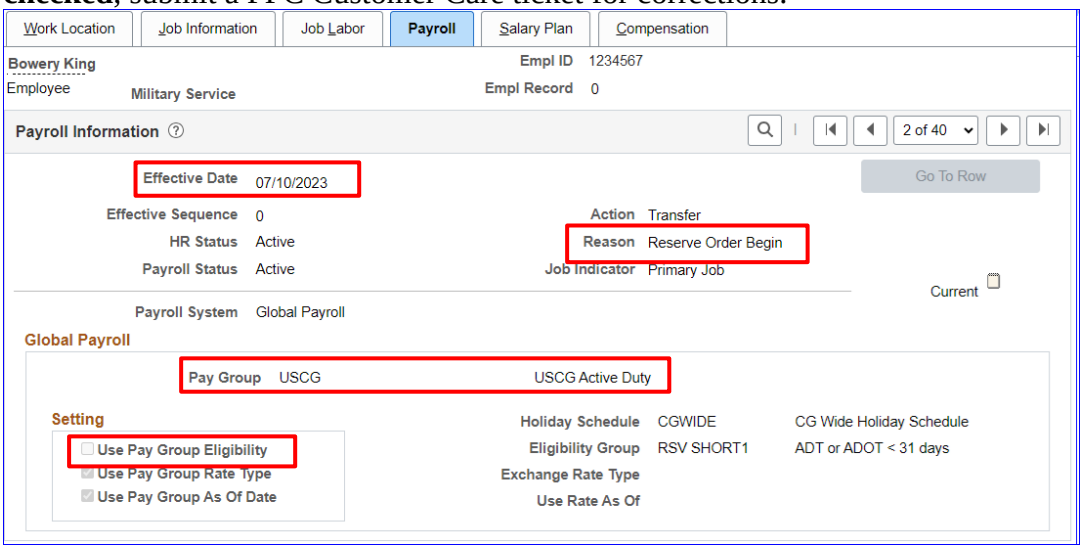
Job Data, Continued

Procedures, continued

Step	Action
4	After selecting the **Payroll** tab. Locate the Job Data row for the **Reserve Order End**. Ensure the **Effective Date** updated per the amended orders, the **Pay Group** reflects USCG RSV, and the **Use Pay Group Eligibility** checkbox is checked. **NOTE:** If the Reserve Order End Job Data row does **not** reflect the correct Effective Date, Pay Group, and/or the Use Pay Group Eligibility checkbox is **not** checked, submit a PPC Customer Care ticket for corrections. 

Continued on next page

Job Data, Continued

Procedures, continued

Step	Action
5	Scroll to the **Reserve Order Begin** Job Data row and verify the **Effective Date** matches the amended orders, the Pay Group reflects **USCG** (Active Duty), and the **Use Pay Group Eligibility** checkbox is **not** checked. **NOTE:** If the pay group for the Reserve Order Begin does **not** reflect the correct Effective Date, Pay Group, and/or the Use Pay Group Eligibility checkbox is **checked**, submit a PPC Customer Care ticket for corrections.