

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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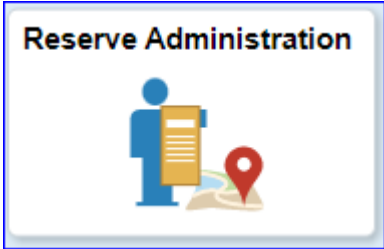
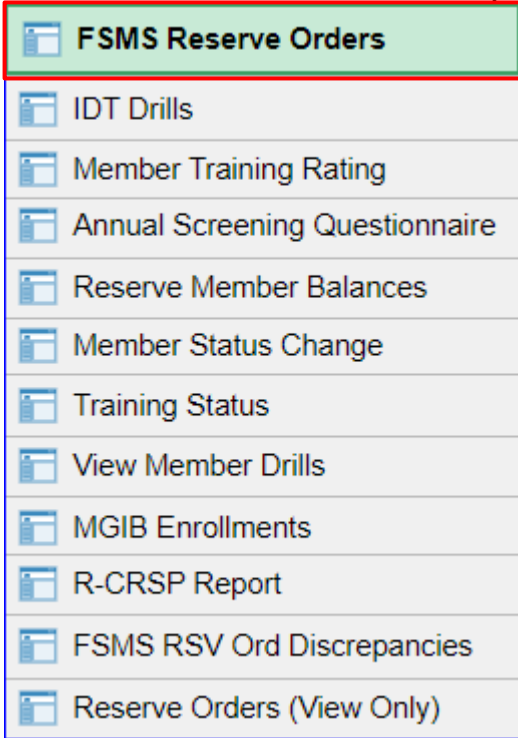
Amend Reserve Active Duty Orders in an En Route Status

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. 

Continued on next page

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

Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Search.</p> <div> <p>FSMS Reserve Orders</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 ▼ 1234567 🔍</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> </div>

Continued on next page

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

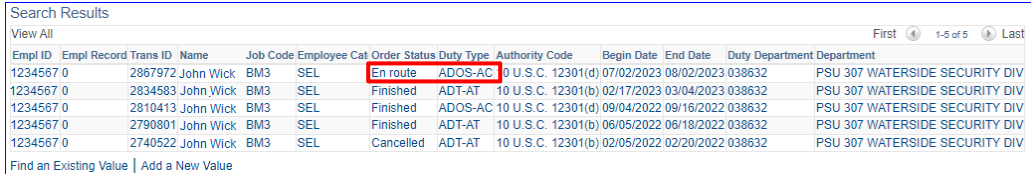
Procedures,
continued

Step

4

Action

A list of the member’s Reserve Active Duty (AD) orders will be displayed. Select the **Order Status** to be amended.



Search Results

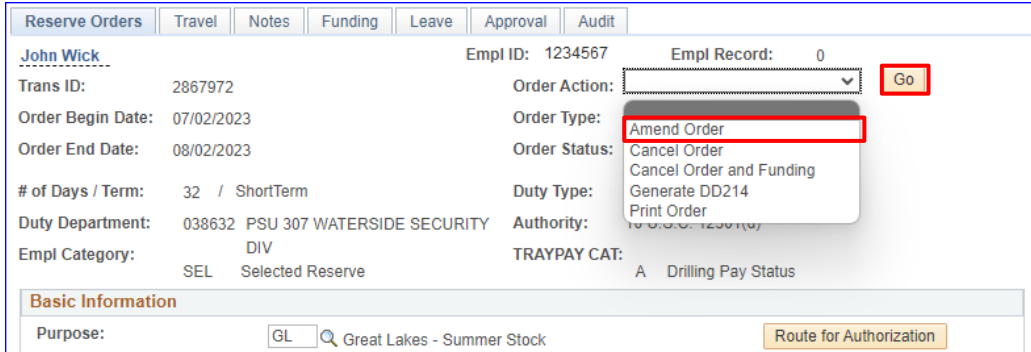
View All

Empl ID	Empl Record	Trans ID	Name	Job Code	Employee Cat	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department
1234567	0	2867972	John Wick	BM3	SEL	En route	ADOS-AC	10 U.S.C. 12301(d)	07/02/2023	08/02/2023	038632	PSU 307 WATERSIDE SECURITY DIV
1234567	0	2834583	John Wick	BM3	SEL	Finished	ADT-AT	10 U.S.C. 12301(b)	02/17/2023	03/04/2023	038632	PSU 307 WATERSIDE SECURITY DIV
1234567	0	2810413	John Wick	BM3	SEL	Finished	ADOS-AC	10 U.S.C. 12301(d)	09/04/2022	09/16/2022	038632	PSU 307 WATERSIDE SECURITY DIV
1234567	0	2790801	John Wick	BM3	SEL	Finished	ADT-AT	10 U.S.C. 12301(b)	06/05/2022	06/18/2022	038632	PSU 307 WATERSIDE SECURITY DIV
1234567	0	2740522	John Wick	BM3	SEL	Cancelled	ADT-AT	10 U.S.C. 12301(b)	02/05/2022	02/20/2022	038632	PSU 307 WATERSIDE SECURITY DIV

Find an Existing Value | Add a New Value

5

The Reserve Orders tab will display. Using the **Order Action** drop-down, select Amend Order and click **Go**.



Reserve Orders | Travel | Notes | Funding | Leave | Approval | Audit

John Wick Empl ID: 1234567 Empl Record: 0

Trans ID: 2867972 Order Action: **Amend Order** Go

Order Begin Date: 07/02/2023 Order Type: Amend Order

Order End Date: 08/02/2023 Order Status: Cancel Order

of Days / Term: 32 / ShortTerm Duty Type: Cancel Order and Funding

Duty Department: 038632 PSU 307 WATERSIDE SECURITY Authority: Generate DD214

Empl Category: SEL Selected Reserve TRAYPAY CAT: Print Order

A Drilling Pay Status

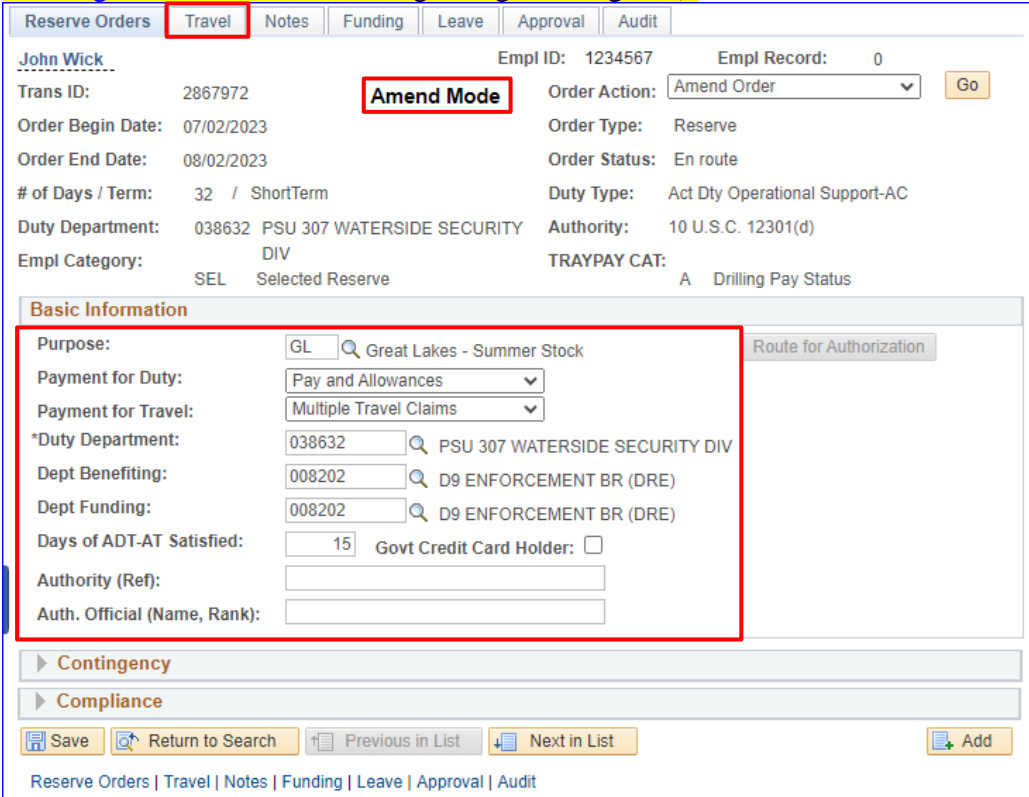
Basic Information

Purpose: GL Great Lakes - Summer Stock Route for Authorization

Continued on next page

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

Procedures,
continued

Step	Action
6	<p>The orders will now be in Amend Mode (see Note).</p> <p>The Basic Information fields are editable and may be amended if necessary. Click the Travel tab.</p> <p>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).</p>  <p>The screenshot shows the 'Amend Mode' interface for a Reserve Order. The 'Travel' tab is selected. The 'Amend Mode' label is highlighted in a red box. The 'Basic Information' section is also highlighted in a red box, showing fields for Purpose, Payment for Duty, Payment for Travel, Duty Department, Dept Benefiting, Dept Funding, Days of ADT-AT Satisfied, Authority (Ref), and Auth. Official (Name, Rank). The 'Order Action' dropdown is set to 'Amend Order'.</p>

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

Procedures,
continued

Step	Action																																													
7	<p>In the Travel Orders section, click View All to open all Sequences of the orders.</p> <div> <div> Reserve Orders Travel Notes Funding Leave Approval Audit </div> <div> John Wick Empl ID: 1234567 Empl Record: 0 </div> <div> Trans ID: 2867972 Amend Mode Order Action: Amend Order Go </div> <div> Order Begin Date: 07/02/2023 Order Type: Reserve </div> <div> Order End Date: 08/02/2023 Order Status: En route </div> <div> # of Days / Term: 32 / ShortTerm Duty Type: Act Dty Operational Support-AC </div> <div> Duty Department: 038632 PSU 307 WATERSIDE SECURITY DIV Authority: 10 U.S.C. 12301(d) </div> <div> Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status </div> </div> <div> Itinerary Personalize Find 1-4 of 4 Last </div> <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>Approved</td><td>07/02/2023</td><td>07/02/2023</td><td>Home</td><td>PSU 307 WATERSIDE SECURITY DIV</td><td>NF-TACTICAL BCM</td><td>CLEARWATER FL</td></tr> <tr> <td>2</td><td>Report</td><td>Approved</td><td>07/02/2023</td><td>07/02/2023</td><td>Duty</td><td>PSU 307 WATERSIDE SECURITY DIV</td><td>NF-TACTICAL BCM</td><td>CLEARWATER FL</td></tr> <tr> <td>98</td><td>Depart</td><td></td><td>08/02/2023</td><td></td><td>Duty</td><td>PSU 307 WATERSIDE SECURITY DIV</td><td>NF-TACTICAL BCM</td><td>CLEARWATER FL</td></tr> <tr> <td>99</td><td>Report</td><td></td><td>08/02/2023</td><td></td><td>Home</td><td>PSU 307 WATERSIDE SECURITY DIV</td><td>NF-TACTICAL BCM</td><td>CLEARWATER FL</td></tr> </tbody> </table> <div> Travel Orders Find View All First 1 of 4 Last </div> <div> *Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved </div> <div> Estimated Date: 07/02/2023 Department: 038632 PSU 307 WATERSIDE SECURITY DIV </div> <div> Actual Date: 07/02/2023 Location: FL0089 CLEARWATER FL </div> <div> Nature of Duty: Home Position Number: 00047833 NF-TACTICAL BCM </div> <div> Posn Job Code: 410095 Third Class Boatswain's Mate </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	07/02/2023	07/02/2023	Home	PSU 307 WATERSIDE SECURITY DIV	NF-TACTICAL BCM	CLEARWATER FL	2	Report	Approved	07/02/2023	07/02/2023	Duty	PSU 307 WATERSIDE SECURITY DIV	NF-TACTICAL BCM	CLEARWATER FL	98	Depart		08/02/2023		Duty	PSU 307 WATERSIDE SECURITY DIV	NF-TACTICAL BCM	CLEARWATER FL	99	Report		08/02/2023		Home	PSU 307 WATERSIDE SECURITY DIV	NF-TACTICAL BCM	CLEARWATER FL
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description																																						
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Amend Reserve Active Duty Orders in an En Route Status, Continued

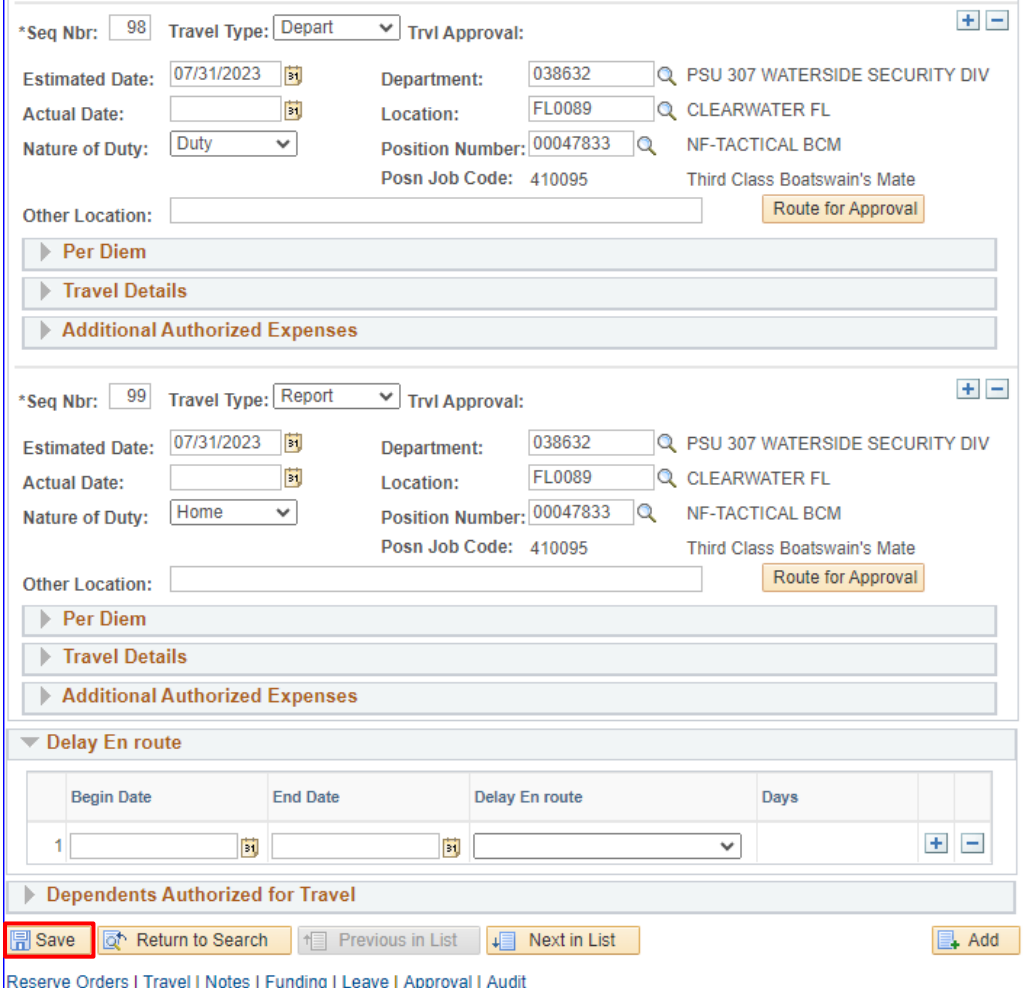
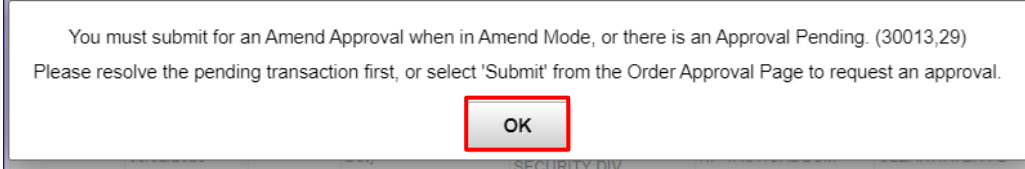
Procedures,
continued

Step	Action
8	<p>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.</p> <p>Remember: Do NOT add or delete rows.</p> <div> <div> <div>*Seq Nbr: 98</div> <div>Travel Type: Depart</div> <div>Trvl Approval: + -</div> </div> <div> <div>Estimated Date: 08/02/2023 31</div> <div>Actual Date: 31</div> <div>Nature of Duty: Duty</div> </div> <div> <div>Department: 038632 Q PSU 307 WATERSIDE SECURITY DIV</div> <div>Location: FL0089 Q CLEARWATER FL</div> <div>Position Number: 00047833 Q NF-TACTICAL BCM</div> <div>Posn Job Code: 410095 Third Class Boatswain's Mate</div> </div> <div>Other Location: Route for Approval</div> <div> <div>▶ Per Diem</div> <div>▶ Travel Details</div> <div>▶ Additional Authorized Expenses</div> </div> </div> <div> <div> <div>*Seq Nbr: 99</div> <div>Travel Type: Report</div> <div>Trvl Approval: + -</div> </div> <div> <div>Estimated Date: 08/02/2023 31</div> <div>Actual Date: 31</div> <div>Nature of Duty: Home</div> </div> <div> <div>Department: 038632 Q PSU 307 WATERSIDE SECURITY DIV</div> <div>Location: FL0089 Q CLEARWATER FL</div> <div>Position Number: 00047833 Q NF-TACTICAL BCM</div> <div>Posn Job Code: 410095 Third Class Boatswain's Mate</div> </div> <div>Other Location: Route for Approval</div> <div> <div>▶ Per Diem</div> <div>▶ Travel Details</div> <div>▶ Additional Authorized Expenses</div> </div> </div>

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

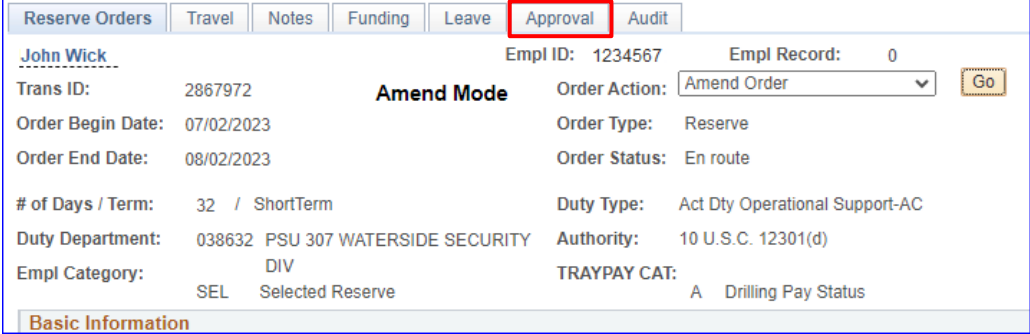
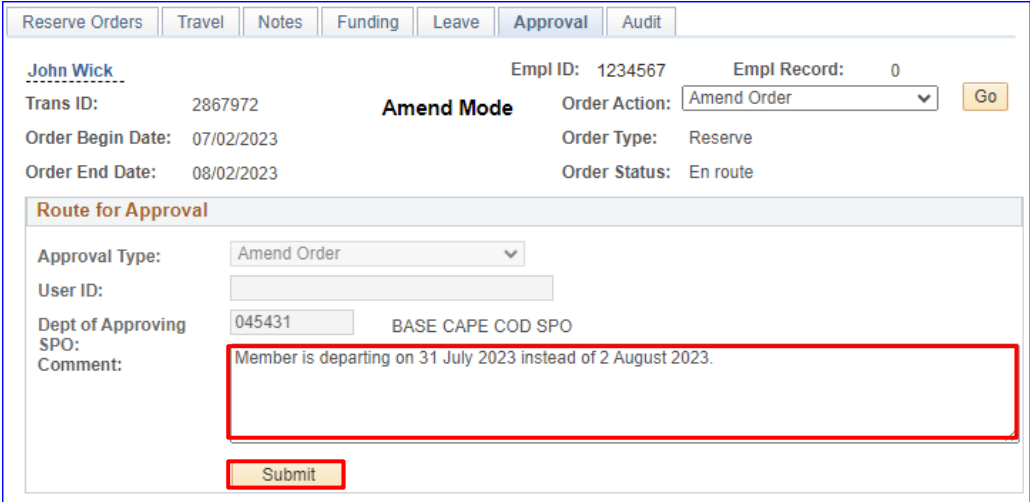
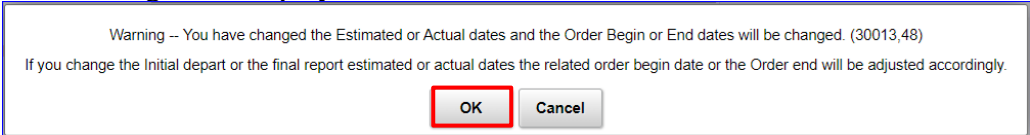
Procedures,
continued

Step	Action
9	<p>Click Save.</p> 
10	<p>This message will display. Click OK.</p> 

Continued on next page

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

Procedures,
continued

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

Continued on next page

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

Procedures,
continued

Step	Action
14	<p>The Reserve Order Amendment will update to a Pending status.</p> <div> <div> <h3>Reserve Order Amend Approval</h3> <div> <div> <div>Reserve Order Amend</div> <div>Pending</div> </div> <div>View/Hide Comments</div> </div> <div> <div>One Level Approval</div> <div> <div>Pending</div> <div>Multiple Approvers</div> <div>SPO Supervisor - Initial Apprv</div> </div> </div> <div> <div>Comments</div> <div> <div>Winston at 07/28/23 - 3:30 PM</div> <div>Member is departing on 31 July 2023 instead of 2 August 2023.</div> </div> </div> <div> <div>Save</div> <div>Return to Search</div> <div>Previous in List</div> <div>Next in List</div> <div>Add</div> </div> <div> Reserve Orders Travel Notes Funding Leave Approval Audit </div> </div> </div>
15	<p>Once approved, the Order End Date will update, and these orders can now be picked up by the Reserve Orders Integration process.</p> <div> <div> <div>Reserve Orders</div> <div>Travel</div> <div>Notes</div> <div>Funding</div> <div>Leave</div> <div>Approval</div> <div>Audit</div> </div> <div> <div>John Wick</div> <div>Empl ID: 1234567</div> <div>Empl Record: 0</div> </div> <div> <div>Trans ID: 2867972</div> <div>Amend Mode</div> <div>Order Action:</div> </div> <div> <div>Order Begin Date: 07/02/2023</div> <div>Order Type: Reserve</div> </div> <div> <div>Order End Date: 07/31/2023</div> <div>Order Status: En route</div> </div> <div> <div>Go</div> </div> <div> <div>Route for Approval</div> <div> <div>Approval Type: Amend Order</div> <div>User ID:</div> <div>Dept of Approving SPO:</div> <div>Comment:</div> </div> </div> <div> <h3>Reserve Order Amend Approval</h3> <div> <div> <div>Reserve Order Amend</div> <div>Approved</div> </div> <div>View/Hide Comments</div> </div> <div> <div>One Level Approval</div> <div> <div>Approved</div> <div>Charon</div> <div>SPO Supervisor - Initial Apprv</div> <div>07/28/23 - 3:41 PM</div> </div> </div> <div> <div>Comments</div> <div> <div>Charon at 07/28/23 - 3:41 PM</div> <div>Early departure approved.</div> </div> <div> <div>Winston at 07/28/23 - 3:30 PM</div> <div>Member is departing on 31 July 2023 instead of 2 August 2023.</div> </div> </div> <div> <div>Save</div> <div>Return to Search</div> <div>Add</div> </div> <div> Reserve Orders Travel Notes Funding Leave Approval Audit </div> </div> </div>


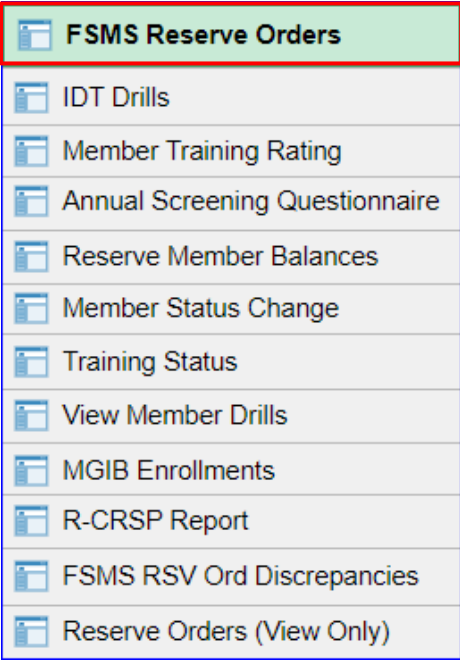
Amend Reserve Active Duty Orders in a Finished Status

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	<p>Click on the Reserve Administration tile.</p> 
2	<p>The default FSMS Reserve Orders option will automatically display.</p> 

Continued on next page

Amend Reserve Active Duty Orders in a Finished Status, Continued

Procedures,
continued

Step

3

Action

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

FSMS Reserve Orders

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Empl ID

begins with ▼

1234567

Empl Record

= ▼

Trans ID

= ▼

Duty Type

= ▼

▼

Begin Date

= ▼

End Date

= ▼

National ID

begins with ▼

Name

begins with ▼

Last Name

begins with ▼

Order Status

= ▼

▼

Duty Department

begins with ▼

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

4

A list of the member's Reserve AD orders will be displayed. Select the **Order Status** to be amended.

Search Results

View All

First 1-3 of 3 Last

Empl ID	Empl Record	Trans ID	Name	Job Code	Employee Cat	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department
1234567 0		2878115	Bowery King MK3	SEL		Finished	ADOS-AC	10 U.S.C. 12301(d)	07/10/2023	07/13/2023	038632	PSU 307 WATERSIDE SECURITY DIV
1234567 0		2837166	Bowery King MK3	SEL		Finished	ADT-AT	10 U.S.C. 12301(b)	02/18/2023	03/04/2023	038632	PSU 307 WATERSIDE SECURITY DIV
1234567 0		2739736	Bowery King MK3	SEL		Finished	TITLE10	10 U.S.C. 12302	11/16/2021	09/29/2022	038632	PSU 307 WATERSIDE SECURITY DIV

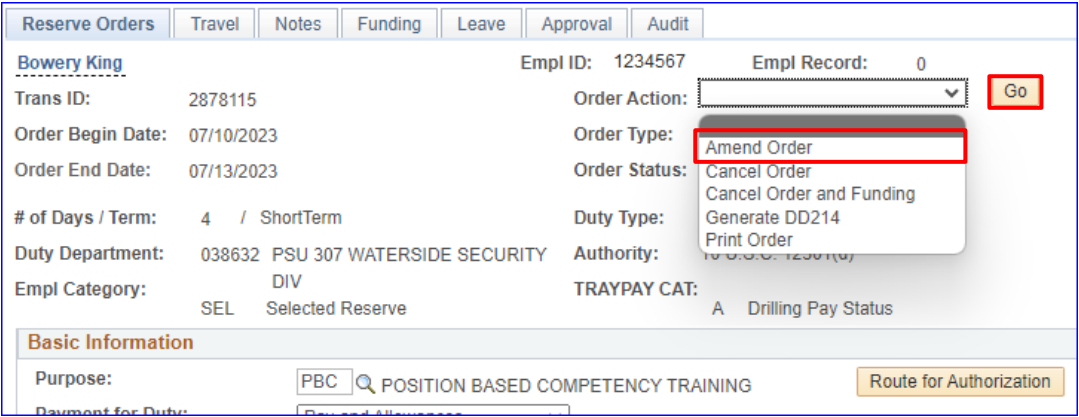
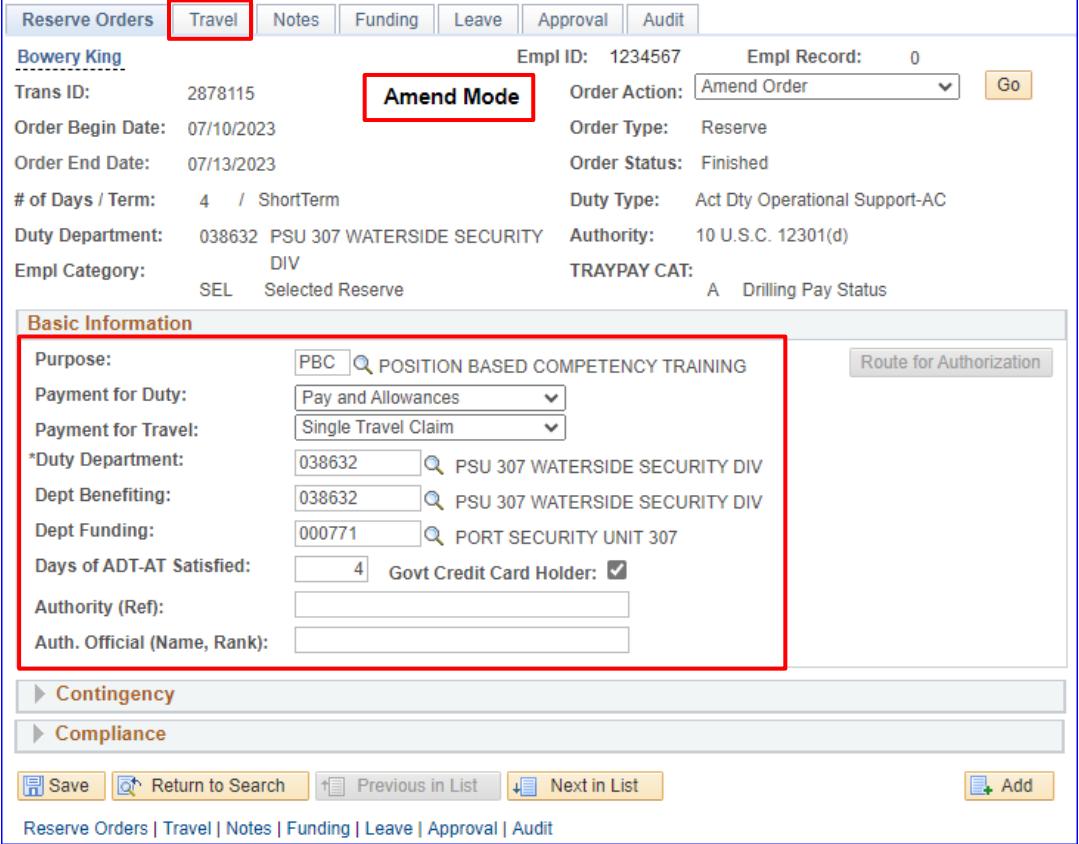
Find an Existing Value

Add a New Value

Continued on next page

Amend Reserve Active Duty Orders in a Finished Status, Continued

Procedures,
continued

Step	Action
5	<p>The Reserve Orders tab will display. Using the Order Action drop-down, select Amend Order and click Go.</p>  <p>The screenshot shows the 'Reserve Orders' tab selected. The 'Order Action' dropdown menu is open, showing options: Amend Order, Cancel Order, Cancel Order and Funding, Generate DD214, and Print Order. The 'Amend Order' option is highlighted. The 'Go' button is visible next to the dropdown.</p>
6	<p>The orders will now be in Amend Mode. The Basic Information fields are editable and may be amended if necessary. Click the Travel tab.</p>  <p>The screenshot shows the 'Travel' tab selected. The 'Amend Mode' label is visible. The 'Basic Information' section is highlighted with a red box, showing fields for Purpose, Payment for Duty, Payment for Travel, *Duty Department, Dept Benefiting, Dept Funding, Days of ADT-AT Satisfied, Authority (Ref), and Auth. Official (Name, Rank). The 'Go' button is visible next to the 'Order Action' dropdown.</p>

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1 August 2023

Amend Reserve Active Duty Orders in a Finished Status, Continued

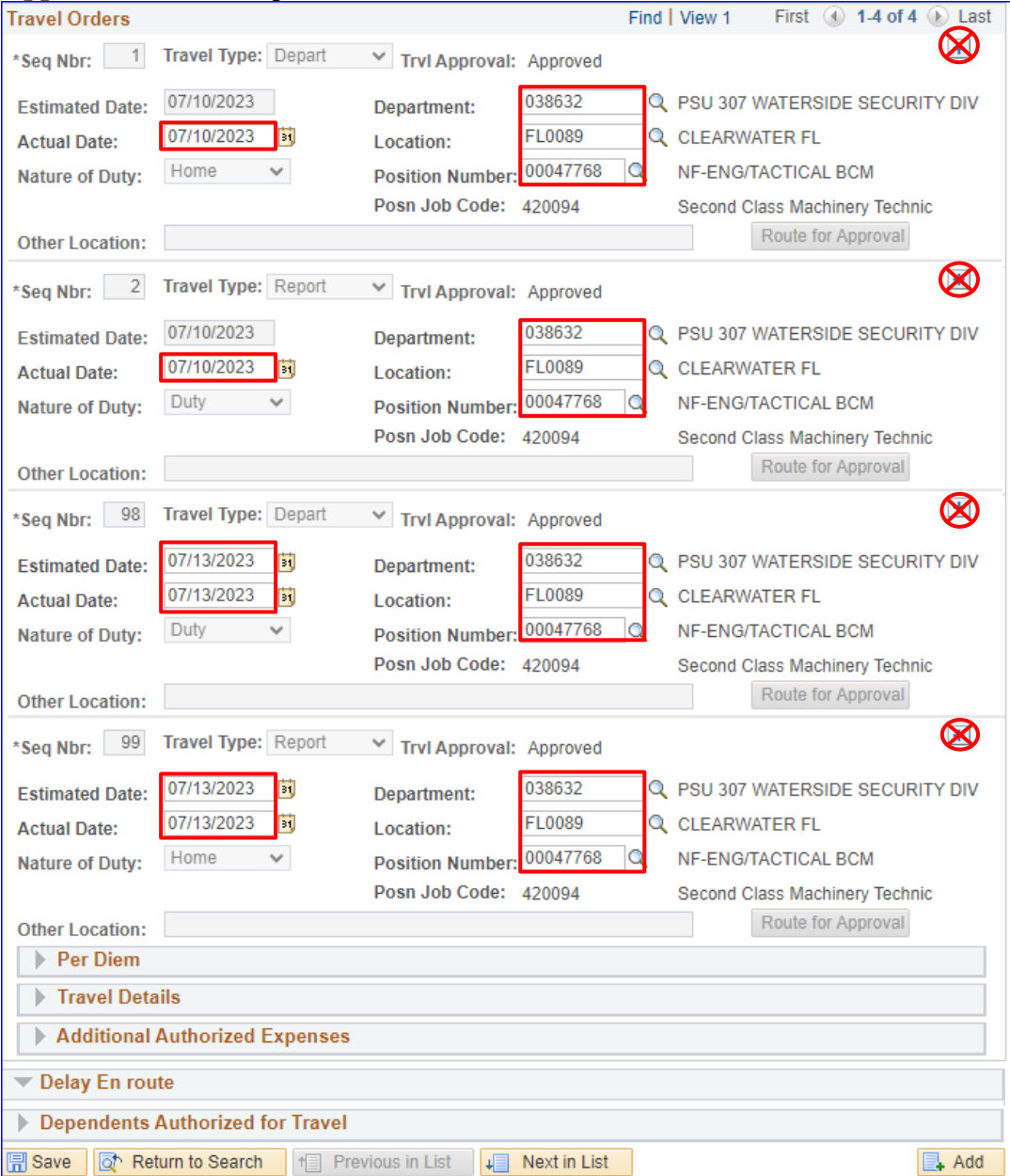
Procedures,
continued

Step	Action																																																							
7	<p>In the Travel Orders section, click View All to open all Sequences of the orders.</p> <div><p>Reserve Orders Travel Notes Funding Leave Approval Audit</p><p><u>Bowery King</u> Empl ID: 1234567 Empl Record: 0</p><p>Trans ID: 2878115 Amend Mode Order Action: Amend Order <input type="button" value="Go"/></p><p>Order Begin Date: 07/10/2023 Order Type: Reserve</p><p>Order End Date: 07/13/2023 Order Status: Finished</p><p># of Days / Term: 4 / ShortTerm Duty Type: Act Dty Operational Support-AC</p><p>Duty Department: 038632 PSU 307 WATERSIDE SECURITY DIV Authority: 10 U.S.C. 12301(d)</p><p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p><table border="1"><thead><tr><th colspan="8">Itinerary</th><th>Personalize Find </th><th>First 1 of 4 Last</th></tr><tr><th>Seq Nbr</th><th>Travel Type</th><th>Travel Approval</th><th>Estimated Date</th><th>Actual Date</th><th>Nature of Duty</th><th>Deptid Description</th><th>Position Description</th><th>Location Description</th></tr></thead><tbody><tr><td>1</td><td>Depart</td><td>Approved</td><td>07/10/2023</td><td>07/10/2023</td><td>Home</td><td>PSU 307 WATERSIDE SECURITY DIV</td><td>NF-ENG/TACTICAL BCM</td><td>CLEARWATER FL</td></tr><tr><td>2</td><td>Report</td><td>Approved</td><td>07/10/2023</td><td>07/10/2023</td><td>Duty</td><td>PSU 307 WATERSIDE SECURITY DIV</td><td>NF-ENG/TACTICAL BCM</td><td>CLEARWATER FL</td></tr><tr><td>98</td><td>Depart</td><td>Approved</td><td>07/13/2023</td><td>07/13/2023</td><td>Duty</td><td>PSU 307 WATERSIDE SECURITY DIV</td><td>NF-ENG/TACTICAL BCM</td><td>CLEARWATER FL</td></tr><tr><td>99</td><td>Report</td><td>Approved</td><td>07/13/2023</td><td>07/13/2023</td><td>Home</td><td>PSU 307 WATERSIDE SECURITY DIV</td><td>NF-ENG/TACTICAL BCM</td><td>CLEARWATER FL</td></tr></tbody></table><p>Travel Orders Find View All First 1 of 4 Last</p><p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p><p>Estimated Date: 07/10/2023 Department: 038632 PSU 307 WATERSIDE SECURITY DIV</p><p>Actual Date: 07/10/2023 Location: FL0089 CLEARWATER FL</p></div>	Itinerary								Personalize Find	First 1 of 4 Last	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	07/10/2023	07/10/2023	Home	PSU 307 WATERSIDE SECURITY DIV	NF-ENG/TACTICAL BCM	CLEARWATER FL	2	Report	Approved	07/10/2023	07/10/2023	Duty	PSU 307 WATERSIDE SECURITY DIV	NF-ENG/TACTICAL BCM	CLEARWATER FL	98	Depart	Approved	07/13/2023	07/13/2023	Duty	PSU 307 WATERSIDE SECURITY DIV	NF-ENG/TACTICAL BCM	CLEARWATER FL	99	Report	Approved	07/13/2023	07/13/2023	Home	PSU 307 WATERSIDE SECURITY DIV	NF-ENG/TACTICAL BCM	CLEARWATER FL
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99	Report	Approved	07/13/2023	07/13/2023	Home	PSU 307 WATERSIDE SECURITY DIV	NF-ENG/TACTICAL BCM	CLEARWATER FL																																																

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Amend Reserve Active Duty Orders in a Finished Status, Continued

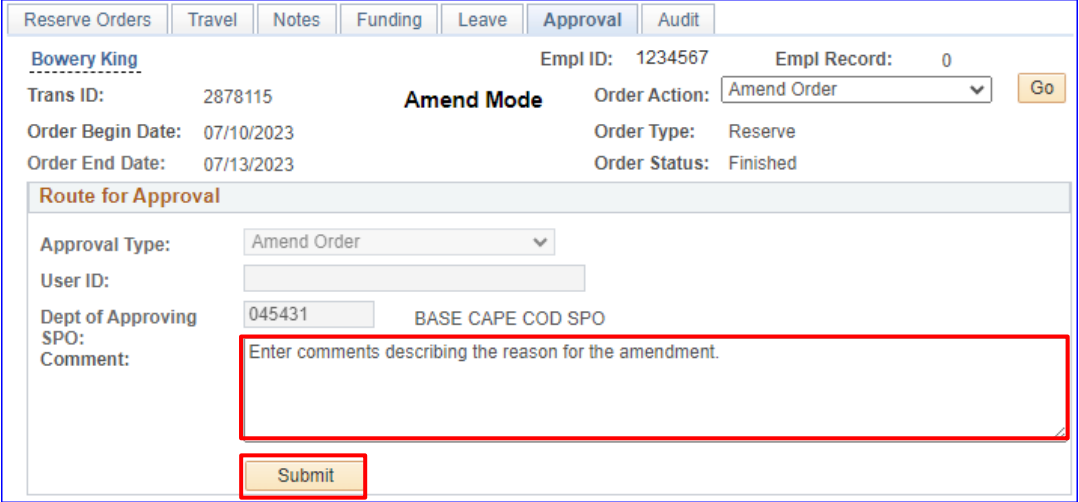

Procedures,
continued

Step	Action
8	<p>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.</p>  <p>The screenshot displays the 'Travel Orders' interface with four orders listed. Each order has several fields highlighted with red boxes to indicate amendable information:</p> <ul style="list-style-type: none"> Order 1: *Seq Nbr: 1, Travel Type: Depart, Trvl Approval: Approved. Highlighted fields: Estimated Date (07/10/2023), Actual Date (07/10/2023), Department (038632), Location (FL0089), and Position Number (00047768). Order 2: *Seq Nbr: 2, Travel Type: Report, Trvl Approval: Approved. Highlighted fields: Estimated Date (07/10/2023), Actual Date (07/10/2023), Department (038632), Location (FL0089), and Position Number (00047768). Order 98: *Seq Nbr: 98, Travel Type: Depart, Trvl Approval: Approved. Highlighted fields: Estimated Date (07/13/2023), Actual Date (07/13/2023), Department (038632), Location (FL0089), and Position Number (00047768). Order 99: *Seq Nbr: 99, Travel Type: Report, Trvl Approval: Approved. Highlighted fields: Estimated Date (07/13/2023), Actual Date (07/13/2023), Department (038632), Location (FL0089), and Position Number (00047768). <p>Each order also shows the 'Nature of Duty' (Home or Duty), 'Posn Job Code' (420094), and a 'Route for Approval' button. The interface includes search, view, and navigation controls at the top and bottom.</p>

Continued on next page

Amend Reserve Active Duty Orders in a Finished Status, Continued

Procedures,
continued

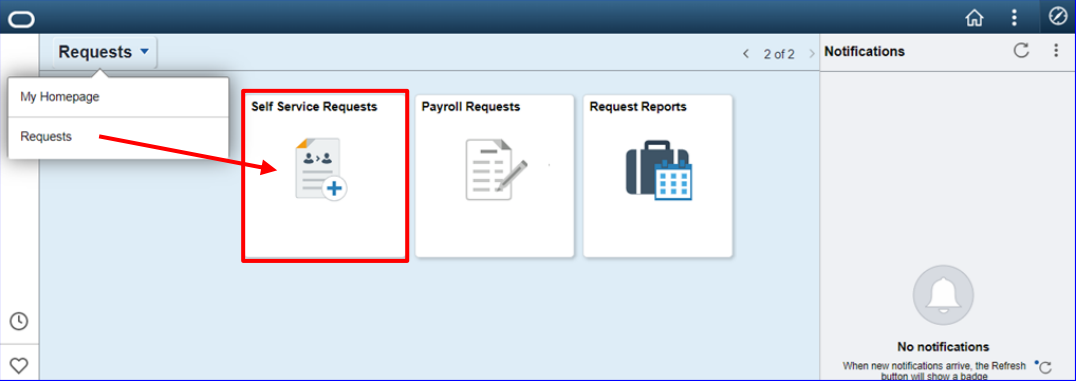
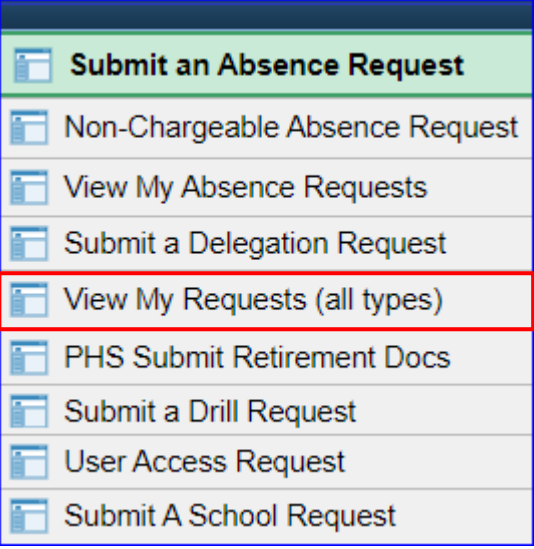
Step	Action
9	<p>The Approval Type will default to Amend Order. Enter Comments describing the reason for the amended orders. Click Submit.</p> 
10	<p>The Reserve Order Amendment will update to a Pending status.</p> <p>NOTE: The amended fields will be saved; however, Job Data will not update until the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

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	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p> 
2	<p>Select the View My Requests (all types) option.</p> 

Continued on next page

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**.

View My Action Requests

Charon

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.

My Submitted Requests

Requests I am Approver For

All Requests

Transaction Name:

Reserve Order Amend

Transaction Status:

Pending

Submission From Date:

31

Submission To Date:

31

Populate Grid

Refresh

4

Locate the appropriate Reserve Order Amend under Order Approvals and click **Approve/Deny**.

Personalize | Find | View All | 1 of 1 | First | Last

Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny

Order Approvals

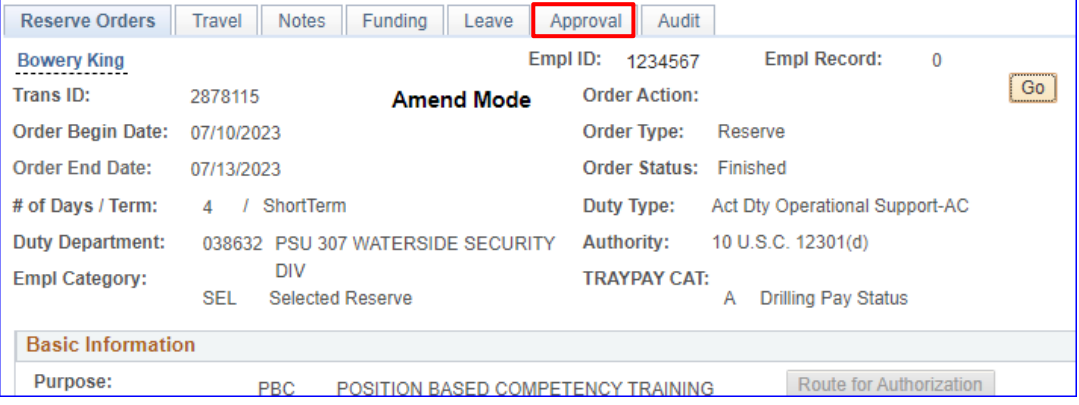
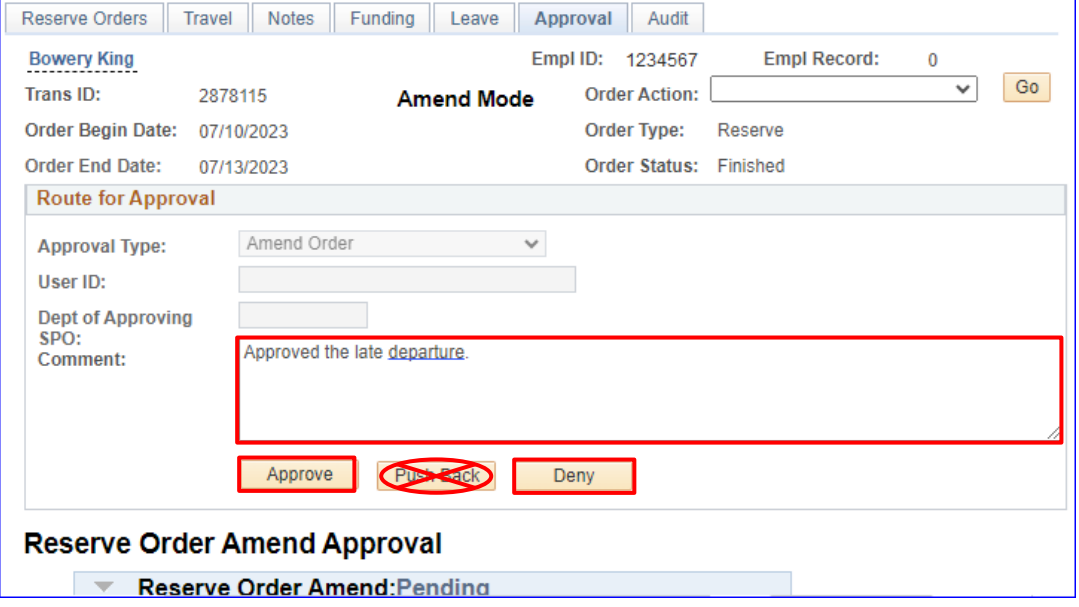
Personalize | Find | View All | 1-20 of 31 | First | Last

Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Order Begin Date	Approve/Deny
Reserve Order Amend	Pending	Bowery King	1234567	Winston	Charon	07/28/2023	07/10/23	Approve/Deny
Reserve Order Amend	Pending	John Wick	1234567	Winston	Charon	07/27/2023	07/10/23	Approve/Deny

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Approving Amended Reserve Active Duty Orders, Continued

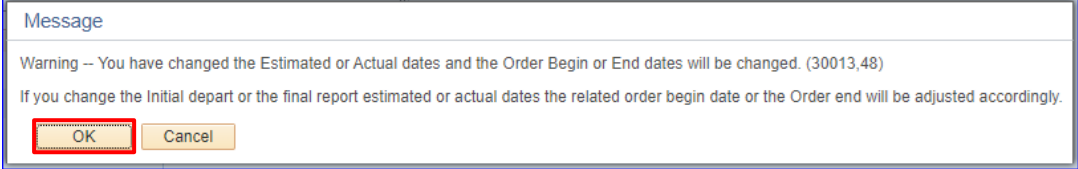
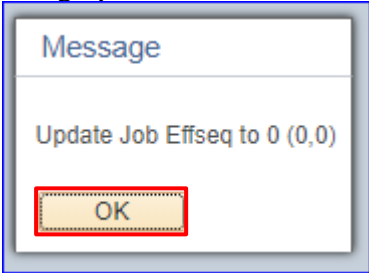
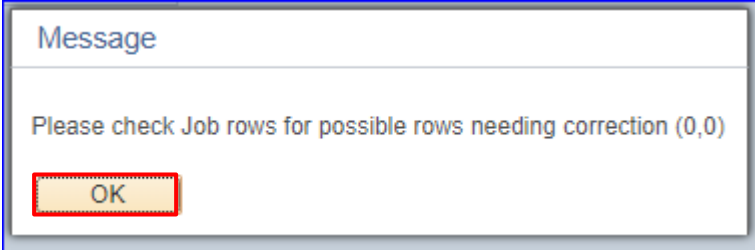
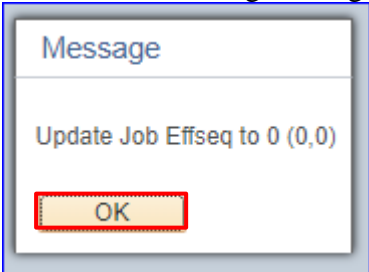
Procedures,
continued

Step	Action
5	<p>Review each tab of the Amended Reserve orders to ensure all information is correct. Select the Approval tab.</p> 
6	<p>Enter Comments as appropriate and select Approve or Deny.</p> <p>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.</p> 

Continued on next page

Approving Amended Reserve Active Duty Orders, Continued

Procedures, continued

Step	Action
7	<p>If Approve was selected, a warning message will display notifying the approver that dates have been changed. Click OK.</p> 
8	<p>A second warning message will display, indicating the Job sequence in Job Data is being updated. Click OK.</p> 
9	<p>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.</p> 
10	<p>The second warning message will display again. Click OK.</p> 

Continued on next page

Approving Amended Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action
11	<p>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.</p> <div data-bbox="323 539 1385 1196"> <h3>Reserve Order Amend Approval</h3> <div> <div> Reserve Order Amend Approved View/Hide Comments </div> <div> One Level Approval <div> Approved Charon SPO Supervisor - Initial Apprv 07/28/23 - 4:02 PM </div> <div> Comments Charon at 07/28/23 - 4:02 PM Approved the late departure. Winston at 07/28/23 - 3:53 PM Enter comments describing the reason for the amendment. </div> <div> Save Return to Search Add </div> <div> Reserve Orders Travel Notes Funding Leave Approval Audit </div> </div> </div> </div>

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.

Continued on next page

Job Data, Continued

Job Data Rows & Pay Groups, continued

Example 1: Correct Job Data Row

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
John Wick Employee		Military Service		Empl ID 1234567 Empl Record 0	
Payroll Information ? 1 of 1					
Effective Date	07/02/2023	Action Transfer		Go To Row	
Effective Sequence	0	Reason Reserve Order Begin			
HR Status	Active	Job Indicator Primary Job		Current <input type="checkbox"/>	
Payroll Status	Active				
Payroll System Global Payroll					
Global Payroll					
Setting		Pay Group USCG	USCG Active Duty		
<input type="checkbox"/> Use Pay Group Eligibility		Holiday Schedule	CGWIDE	CG Wide Holiday Schedule	
<input type="checkbox"/> Use Pay Group Rate Type		Eligibility Group	RSV SHORT1	ADT or ADOT < 31 days	
<input checked="" type="checkbox"/> Use Pay Group As Of Date		Exchange Rate Type	Use Rate As Of		


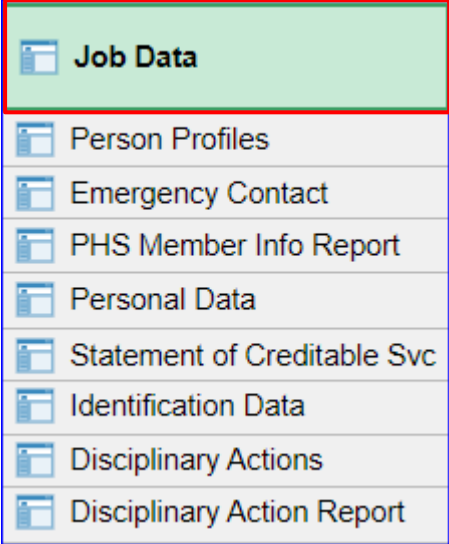
Example 2: Incorrect Job Data Row (submit a PPC Customer Care ticket)

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
John Wick Employee		Military Service		Empl ID 1234567 Empl Record 0	
Payroll Information ? 1 of 1					
Effective Date	07/02/2023	Action Transfer		Go To Row	
Effective Sequence	0	Reason Reserve Order Begin			
HR Status	Active	Job Indicator Primary Job		Current <input type="checkbox"/>	
Payroll Status	Active				
Payroll System Global Payroll					
Global Payroll					
Setting		Pay Group USCG RSV	USCG Reservist		
<input checked="" type="checkbox"/> Use Pay Group Eligibility		Holiday Schedule	CGWIDE	CG Wide Holiday Schedule	
<input type="checkbox"/> Use Pay Group Rate Type		Eligibility Group			
<input type="checkbox"/> Use Pay Group As Of Date		Exchange Rate Type	Use Rate As Of		

Continued on next page


Job Data, Continued

Procedures See below.

Step	Action
1	<p>Click on the Core HR Tile.</p> 
2	<p>The defaulted Job Data option will automatically display.</p> 

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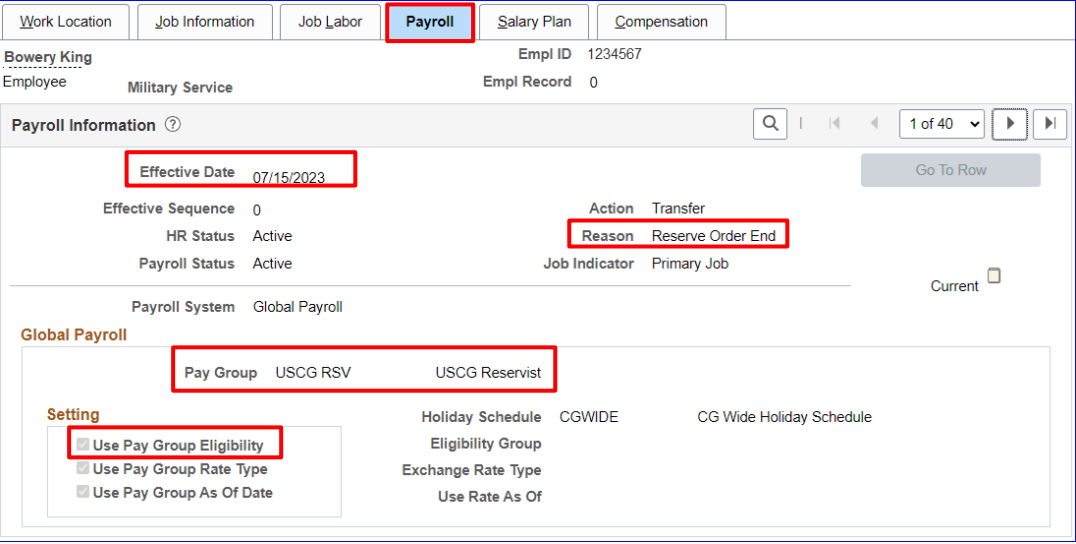
Job Data, ContinuedProcedures,
continued

Step	Action
3	<p data-bbox="316 439 1321 506">Enter the member's Empl ID, select the Include History checkbox, and click Search.</p> <div data-bbox="323 506 1182 1473"> <p data-bbox="331 506 443 533">Job Data</p> <p data-bbox="331 539 1086 562">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="331 568 932 629"> Find an Existing Value Keyword Search </div> <p data-bbox="331 651 549 678">▼ Search Criteria</p> <div data-bbox="331 689 1169 1339"> <div data-bbox="544 696 1169 741"> Empl ID begins with ▼ 1234567 </div> <div data-bbox="480 757 1169 801"> Empl Record = ▼ </div> <div data-bbox="568 824 1169 869"> Name begins with ▼ </div> <div data-bbox="509 891 1169 936"> Last Name begins with ▼ </div> <div data-bbox="413 958 1169 1003"> Second Last Name begins with ▼ </div> <div data-bbox="323 1025 1169 1070"> Alternate Character Name begins with ▼ </div> <div data-bbox="480 1093 1169 1137"> Middle Name begins with ▼ </div> <div data-bbox="469 1160 1169 1205"> Business Unit begins with ▼ </div> <div data-bbox="416 1227 1169 1272"> Department Set ID begins with ▼ Q </div> <div data-bbox="496 1294 1169 1339"> Department begins with ▼ Q </div> </div> <div data-bbox="323 1361 1015 1395"> <input checked="" data-bbox="323 1361 352 1395" type="checkbox"/> Include History <input data-bbox="568 1361 596 1395" type="checkbox"/> Correct History <input data-bbox="807 1361 836 1395" type="checkbox"/> Case Sensitive </div> <div data-bbox="323 1417 1075 1462"> Search Clear <a data-bbox="624 1417 775 1451">Basic Search  <a data-bbox="839 1417 1075 1451">Save Search Criteria </div> </div>

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Job Data, Continued

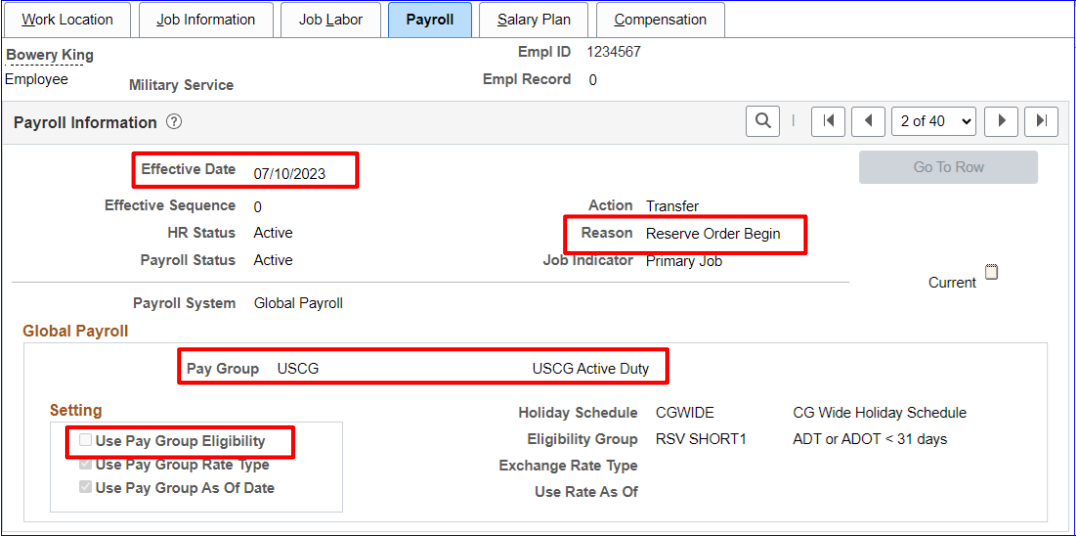
Procedures, continued

Step	Action
4	<p>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.</p> <p>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.</p>  <p>The screenshot displays the 'Payroll Information' page for Bowery King, Employee ID 1234567. The 'Payroll' tab is selected. The 'Effective Date' is 07/15/2023. The 'Reason' is Reserve Order End. The 'Pay Group' is USCG RSV. The 'Use Pay Group Eligibility' checkbox is checked. Other fields include Effective Sequence (0), HR Status (Active), Payroll Status (Active), Action (Transfer), Job Indicator (Primary Job), and Payroll System (Global Payroll). The 'Global Payroll' section shows settings for Holiday Schedule (CGWIDE), Eligibility Group (CG Wide Holiday Schedule), Exchange Rate Type (Use Rate As Of), and Use Pay Group As Of Date.</p>

Continued on next page

Job Data, Continued

Procedures, continued

Step	Action
5	<p>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.</p> <p>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.</p>  <p>The screenshot displays the 'Payroll Information' section for an employee named Bowery King with ID 1234567. The 'Payroll' tab is selected. Key fields include: Effective Date (07/10/2023), HR Status (Active), Payroll Status (Active), Action (Transfer), Reason (Reserve Order Begin), Pay Group (USCG), and USC Active Duty. The 'Use Pay Group Eligibility' checkbox is highlighted with a red box, indicating it should be unchecked.</p>