

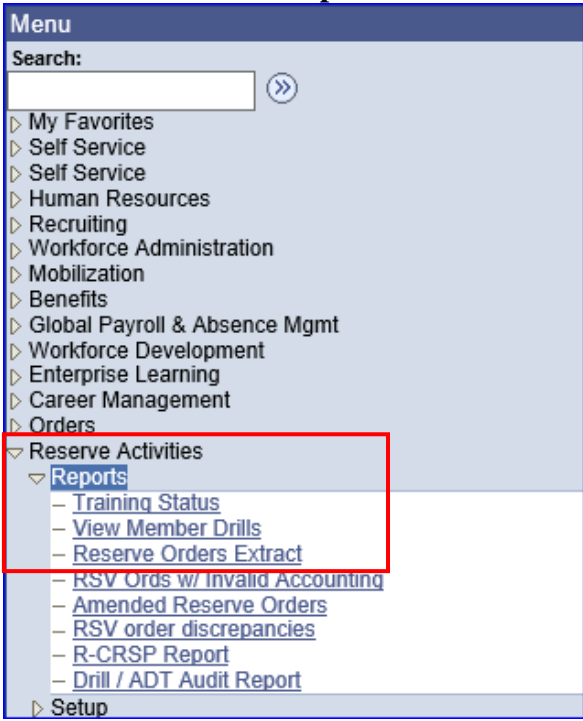
# Reserve Orders Extract Report

**Introduction** This guide provides the procedures for running the Reserve Orders Extract report in Direct Access (DA).

**Information** This report identifies the status of all upcoming Reserve Orders within a DXR. It is recommended that Units/SPOs run this report at least once a week to see which orders require action. The following user roles have access to this report:

- CGHRS
- CGHRSUP
- CGHRSVW
- CGRSVISC
- CGRSVMGR
- CGSSCMD
- Payroll Accounting Technician/Manager

**Procedures** See below.

Step	Action
1	<p>Under the Menu located on the My Page tab, select the following options:  <b>Reserve Activities &gt; Reports &gt; Reserve Orders Extract</b></p>  <p>The screenshot shows a web menu with a search bar and a list of categories. The 'Orders' category is expanded to show 'Reserve Activities'. Under 'Reserve Activities', the 'Reports' sub-menu is expanded, and 'Reserve Orders Extract' is highlighted with a red box. Other items in the 'Reports' sub-menu include Training Status, View Member Drills, RSV Ords w/ Invalid Accounting, Amended Reserve Orders, RSV order discrepancies, R-CRSP Report, and Drill / ADT Audit Report.</p>

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## Reserve Orders Extract Report, Continued

Procedures,  
continued

Step	Action																																																								
2	<p>The report parameters will display. Enter a date range in the <b>Begin Date not less than</b> and <b>End Date not greater than</b> fields. Enter the <b>Budget Department</b> (DXR's Dept ID). Click <b>View Results</b>.</p> <div data-bbox="331 600 1337 1205" style="border: 1px solid blue; padding: 5px;"> <p><b>CG_RSV_ORDERS_EXTRACT - Reserve Orders Information</b></p> <p>Empl ID <input type="text"/></p> <p>Order Status <input type="text"/></p> <p>Duty Type <input type="text"/></p> <p>Begin Date not less than <input type="text" value="05/01/2018"/></p> <p>End Date not greater than <input type="text" value="07/31/2018"/></p> <p>Duty Department <input type="text"/></p> <p>Budget Department <input type="text" value="008176"/></p> <p>Contingency ID <input type="text"/></p> <p>Term of Orders <input type="text"/></p> <p>Funding Department <input type="text"/></p> <p>Name <input type="text"/></p> <p><b>View Results</b></p> </div>																																																								
3	<p>The results will display. Select <b>Excel SpreadSheet</b> to download the results to allow for easier sorting/filtering.</p> <div data-bbox="331 1317 1385 1514" style="border: 1px solid blue; padding: 5px;"> <p>Download results in : <a href="#">Excel SpreadSheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (1026 kb)</p> <p><a href="#">View All</a></p> <table border="1" data-bbox="339 1406 1377 1503"> <thead> <tr> <th>Trans ID</th> <th>Grade</th> <th>Job Title</th> <th>Name</th> <th>Empl ID</th> <th>Empl Record</th> <th>Order Status</th> <th>Order Begin Date</th> <th>Order End Date</th> <th>Alternat ID</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Trans ID	Grade	Job Title	Name	Empl ID	Empl Record	Order Status	Order Begin Date	Order End Date	Alternat ID																																														
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4	<p>Sort/Filter the results as needed. The <b>Order Status</b> will identify what action needs to be taken. Using the chart in Step 5, <b>research</b> each order to determine what action is required.</p> <div data-bbox="331 1664 1385 1888" style="border: 1px solid blue; padding: 5px;"> <table border="1" data-bbox="331 1664 1385 1888"> <thead> <tr> <th>Grade</th> <th>Job Title</th> <th>Name</th> <th>Empl ID</th> <th>Order Status</th> <th>Order Begin Date</th> <th>Order End Date</th> <th>Last Approval Request</th> </tr> </thead> <tbody> <tr> <td>E6</td> <td>BM1</td> <td>Jones, Jessica J.</td> <td>1000000</td> <td>Finished</td> <td>5/29/2018</td> <td>6/9/2018</td> <td>RSV Multiple Trvl Endorsements</td> </tr> <tr> <td>O4</td> <td>LCDR</td> <td>Prince, Diana</td> <td>0000002</td> <td>Proposed</td> <td>7/15/2018</td> <td>7/27/2018</td> <td>Recommend Order</td> </tr> <tr> <td>E4</td> <td>BM3</td> <td>Murdock, Matthew M.</td> <td>3000000</td> <td>Ready</td> <td>7/16/2018</td> <td>7/27/2018</td> <td>Reserve Travel Details</td> </tr> <tr> <td>E6</td> <td>BM1</td> <td>Wilson, Wade W.</td> <td>7000000</td> <td>Cancelled</td> <td>7/8/2018</td> <td>7/20/2018</td> <td>RSV Order Cancel</td> </tr> <tr> <td>E4</td> <td>BM3</td> <td>Rand, Daniel T.</td> <td>4000000</td> <td>Authorized</td> <td>7/16/2018</td> <td>7/27/2018</td> <td>Reserve Authorize Order</td> </tr> <tr> <td>E6</td> <td>MST1</td> <td>Allen, Bartholomew H.</td> <td>0000004</td> <td>En route</td> <td>6/24/2018</td> <td>7/6/2018</td> <td>RSV Multiple Trvl Endorsements</td> </tr> </tbody> </table> </div>	Grade	Job Title	Name	Empl ID	Order Status	Order Begin Date	Order End Date	Last Approval Request	E6	BM1	Jones, Jessica J.	1000000	Finished	5/29/2018	6/9/2018	RSV Multiple Trvl Endorsements	O4	LCDR	Prince, Diana	0000002	Proposed	7/15/2018	7/27/2018	Recommend Order	E4	BM3	Murdock, Matthew M.	3000000	Ready	7/16/2018	7/27/2018	Reserve Travel Details	E6	BM1	Wilson, Wade W.	7000000	Cancelled	7/8/2018	7/20/2018	RSV Order Cancel	E4	BM3	Rand, Daniel T.	4000000	Authorized	7/16/2018	7/27/2018	Reserve Authorize Order	E6	MST1	Allen, Bartholomew H.	0000004	En route	6/24/2018	7/6/2018	RSV Multiple Trvl Endorsements
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## Reserve Orders Extract Report, Continued

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Procedures,  
continued

Step	Action	
5	<b>Status</b>	<b>Meaning</b>
	<b>Proposed</b>	Initial order request created by member, command or SPO.
	<b>Authorized</b>	Authorized by DXR. Indicates financial and command authority. Order now appears in airport terminal.
	<b>Ready</b>	Travel details approved by SPO supervisor. Order is ready for member to depart. Funding established, leave approved.
	<b>En route</b>	Member has Departed home/Reported for duty (sequence 1 & 2 approved by SPO supervisor). Actual depart date entered, departing pay entitlements established and/or stopped. Will be in En route status until reported home.
	<b>Finished</b>	Stops automatically upon end date or when the end date is adjusted by the SPO and approved (sequence 98 & 99). Order execution completed. All actual dates completed and approved. No more changes allowed to the order. Pay entitlements stopped/started.
	<b>Cancelled</b>	Cancel approval by SPO supervisor or DXR. Pay entitlements cancelled. No more changes to order allowed. TONO still active unless cancelled with order action.

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