Reserve Order Discrepancy Report

Introduction

This guide provides procedures for running the FSMS Reserve Order Discrepancy report in Direct Access (DA). This report identifies All Reserve Orders pending Command, SPO/(PSI) P&A, DXR or PPC action.

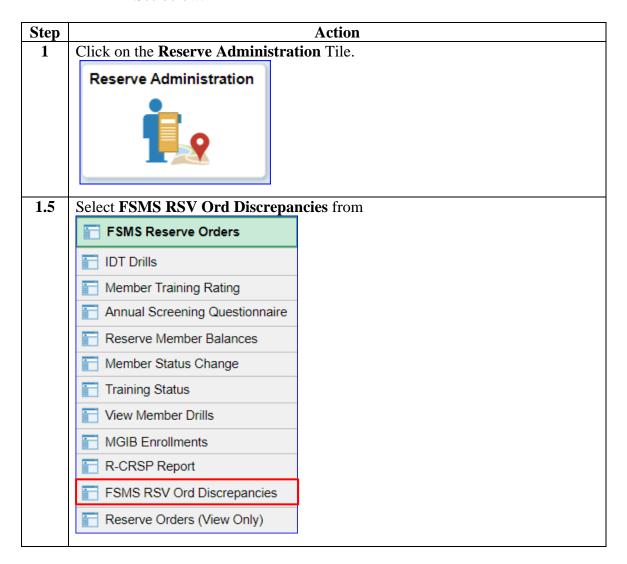
Information

There are many Reserve Orders in DA in various stages of processing. They require actions to be taken to cancel or process the Orders to an En route or Finished status.

Administrative Offices, SPOs, District (dxr), RFRS Staffs, DOL, and PAC-13 should run this report to ensure complete and timely processing of all Reserve Active Duty Orders.

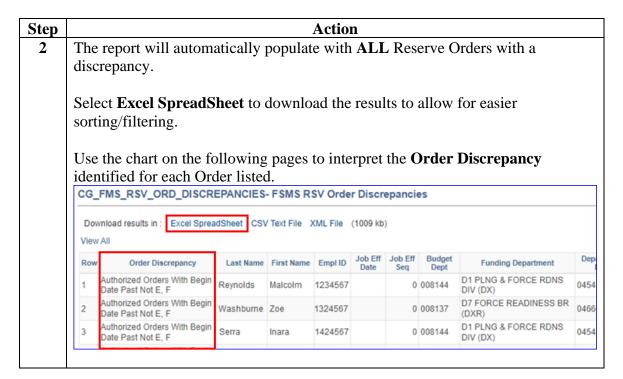
Procedures S

See below.



Procedures,

continued



Continued on next page

Procedures,

continued

Discrepancy	Description
Authorized	Reserve Order is not in an En route or Finished status and the
Orders with	begin date of the Order is past the current date of the report.
Begin Date Past	
Not E, F	SPO/(PSI) P&A action needed either to process to an En route or
	Finished status or cancel the Order.
En route and	Reserve Order is in an En route or Finished status with no Reserve
Finished Orders	Order Begin (ROB) Job Row to begin AD Pay on the Actual Begin
with No ROB Job	Date of the Order (Seq Nbr 1).
Row	
	Contact PPC for action. PPC will create a Customer Service help
	ticket and inform the SPO/(PSI) P&A if any further action is
	required.
En route Order	Reserve Order is in an En route status with an inactive department
with Inactive	ID on the Orders.
Department	
	SPO/(PSI) P&A needs to enter a valid department ID.
En route Order	Reserve Order is in an En route status with an inactive location.
with Inactive	
Location	SPO/(PSI) P&A needs to enter valid location.
En route Order	Reserve Order is in an En route status with an inactive position.
with Inactive	
Position	SPO/(PSI) P&A needs to enter a valid position number.
Finished Order	Reserve Order is in a Finished status, but no Reserve Order End
with No ROE or	(ROE) date or Release from Active Duty (RLD) date Job Row
RLD in Job	built to shut down the member's entitlement to AD Pay on Actual
	End Date.
	Contact DDC if the at Town Orders Consulate acquired DELAD
	Contact PPC if Short Term Orders. Complete required RELAD
Future Dated	event if Long Term Orders. Passarya Orders with a future dated Passarya Order Pagin (POP)
ROB/ROE Row	Reserve Orders with a future dated Reserve Order Begin (ROB) and/or Reserve Order End (ROE) Job Row – Error should never
in Job	occur but was built as a possible condition.
III JUD	occur but was built as a possible condition.
	Contact PPC for action. PPC will create a Customer Service help
	ticket and inform the SPO/(PSI) P&A if any further action is
	required.
Order BeginDt	Order Begin Date does not match the Actual Depart Home Date
Different Than	(Seq Nbr 1) of the Reserve Order.
First OrdTravel	
Actua	Contact PPC for action. PPC will create a Customer Service help
	ticket and inform the SPO/(PSI) P&A if any further action is
	required.
	requirea.

Procedures, continued

Discrepancy	Description
Order EndDt	Order End Date does not match the Actual Depart Home Date (Seq
Different Than	Nbr 99) of the Reserve Order.
Last OrdTravel	
Actual D	Contact PPC for action. PPC will create a Customer Service help
	ticket and inform the SPO/(PSI) P&A if any further action is
	required.
Orders In P, A, R,	Reserve Order is in a Proposed, Authorized, or Ready status with
Status with	an Actual date in one or more of the Travel Order Seq 1, 2, 98, or
Actual Dates Not	99 but not submitted for approval to the approving official.
Pendi	
	Technician needs to route Orders for approval. No sequence
	should have an actual date reported until the Order is submitted to
	the PAO for approval (member has performed travel). Orders
	should always be in an En route, Finished, or Ready status pending
	PAO approval when these dates have been populated.
	NOTE: Some entries are being populated by the member.
Orders Routed >	Reserve Orders have been submitted for approval; action by
1 mon to next	approving authority has been pending for over 1 month in any
level. Action	status.
pends	
	Not an error – these are informational only; a useful tracking tool
O J 17/24b	at the District (dxr) level.
Orders With	Orders with approved travel rows without actual dates. This condition should never occur.
Approved Rows with No Actual	condition should never occur.
Dates	Contact DDC for action DDC will greate a Customer Service halp
Dates	Contact PPC for action. PPC will create a Customer Service help ticket and inform the SPO/(PSI) P&A if any further action is
	required.
Orders With	Orders with Actual dates in the future (exceeding system date).
Future Actual	This condition should never occur.
Dates	This condition should he tel occur.
Dutes	Contact PPC for action. PPC will create a Customer Service help
	ticket and inform the SPO/(PSI) P&A if any further action is
	required.
Orders With	Orders contain an Actual date in Sequence 1, 2, 98, or 99 with
Travel Actual	Travel Approval blank.
Dates Not	
Pending /	Contact PPC for action.
Approved	

Procedures, continued

Discrepancy	Description
Overlapping	Orders overlap with another set. This condition should never
Order	occur. PPC reviews each instance of this error closely to
	determine if there is a system issue.
	Contact PPC for action. PPC will create a Customer Service help
	ticket and inform the SPO/(PSI) P&A if any further action is
	required.
Unfinished	Reserve Order is in an Authorized, En route, or Ready status with
Orders With End	an ending date past the current report date which has not been
Date Past	completed to a Finished status.
	SPO/(PSI) P&A action required.
XFR/ROB Job	Job Row created with the Action Reason Transfer/Reserve Order
Rows With No	Begin with no associated Reserve Order with Seq Trvl 1 Actual
Associated Order	date.
	Contact PPC for action.
XFR/ROE Job	Job Row created with the Action Reason Transfer/Reserve Order
Row With No	End with no associated Reserve Order with Seq Trvl 99 Actual
Associated Order	date.
End Dt	
	Contact PPC for action.