


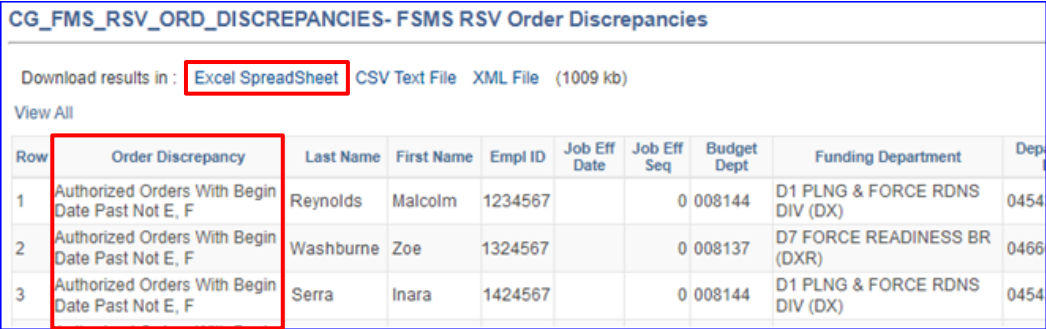
Reserve Order Discrepancy Report

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 See below.

Step	Action																																								
1	<p>Select FSMS RSV Ord Discrepancies from the Reserve Administration pagelet.</p>  <p>The screenshot shows a window titled "Reserve Administration" with a table of links. The link "FSMS RSV Ord Discrepancies" is highlighted with a red rectangular box.</p>																																								
2	<p>The report will automatically populate with ALL Reserve Orders with a discrepancy.</p> <p>Select Excel SpreadSheet to download the results to allow for easier sorting/filtering.</p> <p>Use the chart on the following pages to interpret the Order Discrepancy identified for each Order listed.</p>  <p>The screenshot shows a report titled "CG_FMS_RSV_ORD_DISCREPANCIES- FSMS RSV Order Discrepancies". It has download options: "Excel SpreadSheet" (highlighted with a red box), "CSV Text File", and "XML File (1009 kb)". Below is a table with columns: Row, Order Discrepancy (highlighted with a red box), Last Name, First Name, Empl ID, Job Eff Date, Job Eff Seq, Budget Dept, Funding Department, and Dep. The first three rows of data are visible.</p> <table border="1" data-bbox="320 1742 1366 1935"> <thead> <tr> <th>Row</th> <th>Order Discrepancy</th> <th>Last Name</th> <th>First Name</th> <th>Empl ID</th> <th>Job Eff Date</th> <th>Job Eff Seq</th> <th>Budget Dept</th> <th>Funding Department</th> <th>Dep</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Authorized Orders With Begin Date Past Not E, F</td> <td>Reynolds</td> <td>Malcolm</td> <td>1234567</td> <td></td> <td>0</td> <td>008144</td> <td>D1 PLNG & FORCE RDNS DIV (DX)</td> <td>0454</td> </tr> <tr> <td>2</td> <td>Authorized Orders With Begin Date Past Not E, F</td> <td>Washburne</td> <td>Zoe</td> <td>1324567</td> <td></td> <td>0</td> <td>008137</td> <td>D7 FORCE READINESS BR (DXR)</td> <td>0466</td> </tr> <tr> <td>3</td> <td>Authorized Orders With Begin Date Past Not E, F</td> <td>Serra</td> <td>Inara</td> <td>1424567</td> <td></td> <td>0</td> <td>008144</td> <td>D1 PLNG & FORCE RDNS DIV (DX)</td> <td>0454</td> </tr> </tbody> </table>	Row	Order Discrepancy	Last Name	First Name	Empl ID	Job Eff Date	Job Eff Seq	Budget Dept	Funding Department	Dep	1	Authorized Orders With Begin Date Past Not E, F	Reynolds	Malcolm	1234567		0	008144	D1 PLNG & FORCE RDNS DIV (DX)	0454	2	Authorized Orders With Begin Date Past Not E, F	Washburne	Zoe	1324567		0	008137	D7 FORCE READINESS BR (DXR)	0466	3	Authorized Orders With Begin Date Past Not E, F	Serra	Inara	1424567		0	008144	D1 PLNG & FORCE RDNS DIV (DX)	0454
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Reserve Order Discrepancy Report, Continued

Procedures,
continued

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

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Reserve Order Discrepancy Report, Continued

Procedures,
continued

Discrepancy	Description
Order EndDt Different Than Last OrdTravel Actual D	<p>Order End Date does not match the Actual Depart Home Date (Seq Nbr 99) of the Reserve Order.</p> <p>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.</p>
Orders In P, A, R, Status with Actual Dates Not Pendi	<p>Reserve Order is in a Proposed, Authorized, or Ready status with an Actual date in one or more of the Travel Order Seq 1, 2, 98, or 99 but not submitted for approval to the approving official.</p> <p>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.</p> <p>NOTE: Some entries are being populated by the member.</p>
Orders Routed > 1 mon to next level. Action pends	<p>Reserve Orders have been submitted for approval; action by approving authority has been pending for over 1 month in any status.</p> <p>Not an error – these are informational only; a useful tracking tool at the District (dxr) level.</p>
Orders With Approved Rows with No Actual Dates	<p>Orders with approved travel rows without actual dates. This condition should never occur.</p> <p>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.</p>
Orders With Future Actual Dates	<p>Orders with Actual dates in the future (exceeding system date). This condition should never occur.</p> <p>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.</p>
Orders With Travel Actual Dates Not Pending / Approved	<p>Orders contain an Actual date in Sequence 1, 2, 98, or 99 with Travel Approval blank.</p> <p>Contact PPC for action.</p>

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Reserve Order Discrepancy Report, Continued

Procedures,
continued

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