

# Reserve Active Duty Orders

## Overview

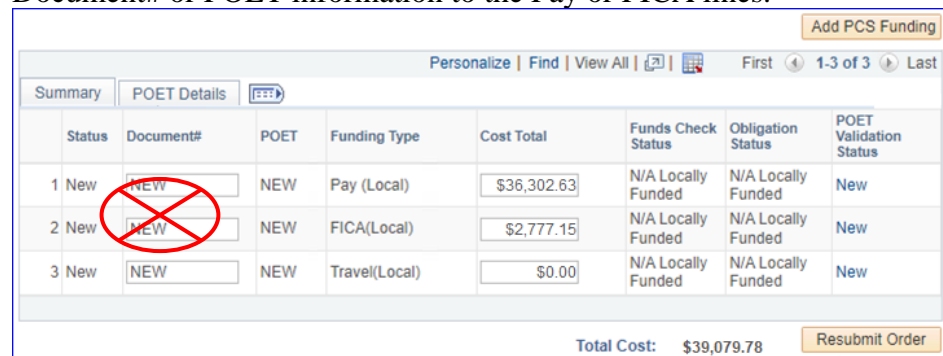
### Introduction

This guide provides the procedures to issue all Reserve Active Duty (AD) Orders. Terms used throughout this guide will include Active Duty for Training (ADT), which includes IADT, ADT-AT and ADT-OTD orders, and Active Duty for Other Than Training (ADOT), which includes ADOS-AC, ADOS-RC, Medical Hold (MEDHOLD), Active Duty Health Care (ADHC), Defense Enrollment Eligibility Reporting System (DEERS) and involuntary recall orders in Direct Access (DA).

Extended Active Duty (EAD) and Medical Hold Orders are authorized by PSC and entered in DA by the P&A and SPO using the Reserve Orders link.

### IMPORTANT

- For **LONG TERM ADOS ORDERS (Non-Contingency)** – The funding tab will populate as shown below. Do **NOT** add any Document# or POET information to the Pay or FICA lines.



Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	POET Validation Status
1 New	NEW	NEW	Pay (Local)	\$36,302.63	N/A Locally Funded	N/A Locally Funded	New
2 New	NEW	NEW	FICA(Local)	\$2,777.15	N/A Locally Funded	N/A Locally Funded	New
3 New	NEW	NEW	Travel(Local)	\$0.00	N/A Locally Funded	N/A Locally Funded	New

Total Cost: \$39,079.78 Resubmit Order

- It is important to note that the approval, beginning, and ending of reserve AD orders directly affects a member's benefits within DEERS via system generated transactions which are triggered by these actions. Timely processing of reserve orders is paramount in preventing issues with benefits.

*Continued on next page*

## Overview, Continued

### References

- (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
- (b) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
- (c) [Personnel & Pay Procedures Manual, PPCINST M1000.2 \(series\)](#)
- (d) [Active Duty for Operational Support \(ADOS\), COMDTINST 1330.1 \(series\)](#)
- (e) [Reserve Duty Status and Participation Manual, COMDTINST M1001.2 \(series\)](#)

### Contents

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<a href="#">Reserve Active Duty Orders Processing Guide</a>	(See Note)

**NOTE:** Click the link above to navigate to the guide for processing Authorized orders to a Ready Status and processing Travel Endorsements.

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## Overview, Continued

### Basic Allowance for Housing (BAH)

Once a member reports for AD, start the correct BAH Qtr Status in Direct Access using the [Starting BAH for Reserve Members](#) user guide.

[ACN 089/19](#) discusses the use of the CG-2025 (BAH/Housing Worksheet) and the CG-2025B (Member-Married-to-Member BAH Worksheet) when mobilizing Reservists.

### Reserve PCS

When processing Reserve PCS Orders in DA, do NOT depart and report a member on the same day (Seq Nbr 1 and Seq Nbr 99 must be different dates). Doing so causes pay issues in DA with two of the more common errors being Career Sea Pay and CGSMR. If a member is transferring to a co-located unit, depart the member on one date and report the member the following day. The Departure date must be the last day of duty at the old PDS, and the Reporting date must be recorded as the “Actual Day of Report”.

**The purpose of the Reserve PCS Order is to ‘move’ the Reserve member from one Dept ID/Position Number to another. Aside from a RELAD, this is the only way a Reserve member may be reassigned to a new Dept ID/Position number.**

For more information on processing a PCS Order, see the PCS Orders user guide: [PCS Orders.pdf \(uscg.mil\)](#).

**NOTE:** Generally, Reserve PCS Orders are simply to reassign a member to a new Dept ID/Position number; therefore, Entitlements, Dependent Travel, and Delay En route are not authorized. Cost Totals on the Funding tab should be left at \$0.00.

### Order Notes for Reserve Orders

A single order note has been created for each type of Reserve Orders. Use the appropriate Order Note based on the type of orders created.

Order Type	Order Note
Active Duty for Training – Annual Training (ADT/AT)	ADT
Active Duty or Training – Other Training Duty (ADT/OTD)	OTD
Title 10	T10
Title 14	T14
Initial Active Duty for Training (IADT)	IAT
Med Hold/Active Duty for Health Care (ADHC)	MH
Short Term ADOS AC/RC	RSO
Short Term Contingency ADOS AC/RC	STC
Long Term ADOS AC/RC	RLT
Long Term Contingency ADOS AC/RC	LTC

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## Overview, Continued

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### Changes to Funding

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, member's orders have 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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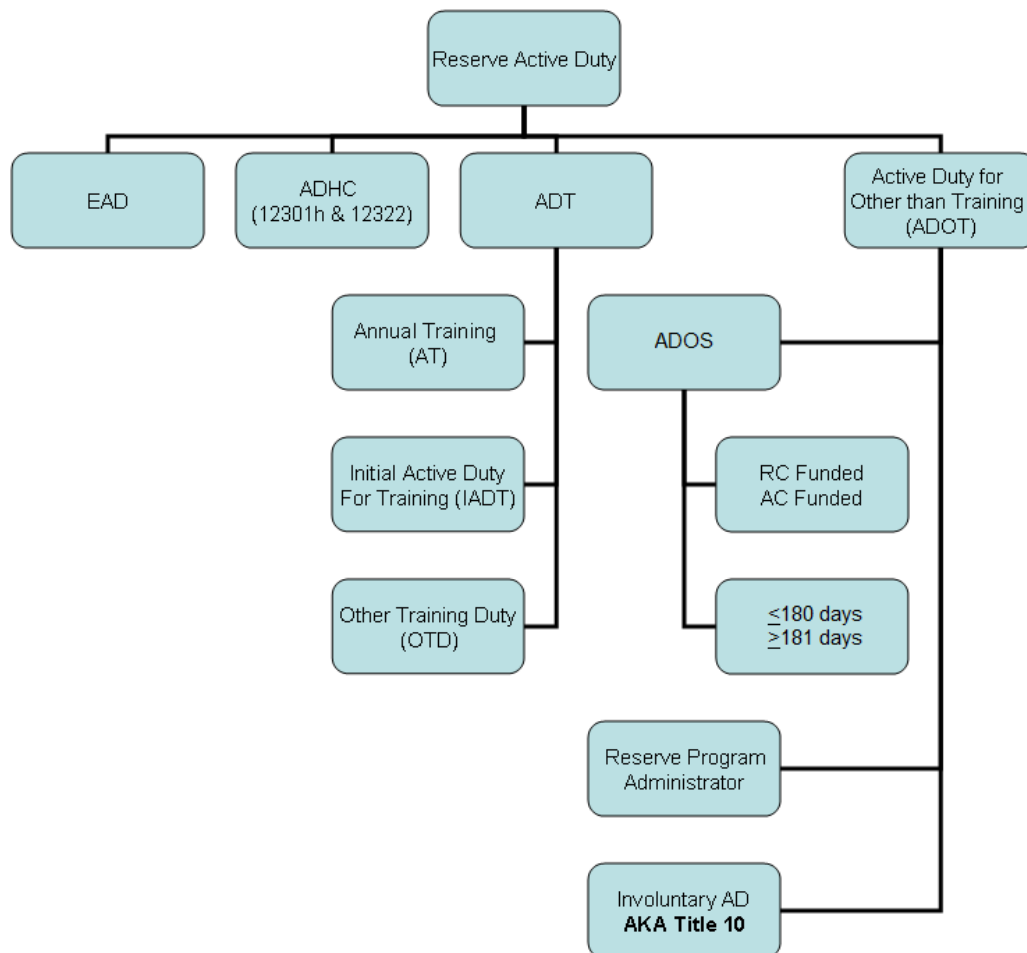
## Key Points

**Introduction** The following Key Points for issuing, approving, or endorsing Reserve AD Orders are outlined below.

**Important**

- SPOs and P&A Shops are responsible for running the Reserve Order Discrepancies Report at least weekly to identify and correct any discrepancies.
- Please see: [Reserve Order Discrepancy Report.pdf](#) for running this report.

**Definitions and Types** This diagram shows the different categories of Reserve Active Duty. Please see reference (a) for a complete explanation of each duty type.



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## Key Points, Continued

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**Obligated Service** This transaction authorizes a new AD period. In cases where a Reserve enlisted member does not have sufficient Reserve obligated service to cover the new period of AD authorized, the member must either voluntarily extend, reenlist, or be involuntarily retained as appropriate, to ensure sufficient obligated service. In cases where a Reserve officer does not have sufficient Reserve obligated service to cover the new period of AD authorized, contact CGPSC (rpm). It will be necessary for CGPSC (rpm) to submit an Officer Personnel Change Form in DA to update the officer's Reserve obligation.

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**Lump Sum Leave**

- When a Reserve member's period of AD of 30 or more consecutive days ends, they may sell leave earned while on AD.
- Leave earned on AD served in support of a national defense contingency operation is not subject to the 60-day career limitation for selling accrued leave.
- Leave earned on consecutive AD periods (other than in support of a national defense contingency operation), the total of which is not in excess of 365 days combined, is not subject to the 60-day career limitation for selling accrued leave.

Reservists being released from AD, without immediate re-entry onto AD within 24 hours, are allowed to carry a leave balance forward for use or payment at a later time. See Reference (c).

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**Basic Allowance for Housing (BAH) Policy** Refer to Section 3.G.9 of reference (b), for policy on BAH entitlements for Reserve Component members on AD Orders.

[ACN 089/19](#) discusses the use of the CG-2025 (BAH/Housing Worksheet and the CG-2025B (Member-Married-to-Member BAH Worksheet) when mobilizing Reservists.

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**BAH and Extensions to Orders**

- Reserve members called or ordered to AD for 30 days or less are entitled to Basic Allowance for Housing – Reserve Component (BAH-RC), except as provided in section 3.G.9.a, b, or c, of reference (b).
- If the member receives an order modification or extension of assignment (amendment), and the amount of AD remaining to be served as of the notification date is 31 days or more, the member becomes entitled to BAH. BAH would start on the date of the notification of the modification using the Place Entered Active Duty (PLEAD) as the locality for the amount.
- Do not add periods of AD previously served to obtain the 31 day requirement. Only the number of days AD remaining on the date of the amendment can be counted.

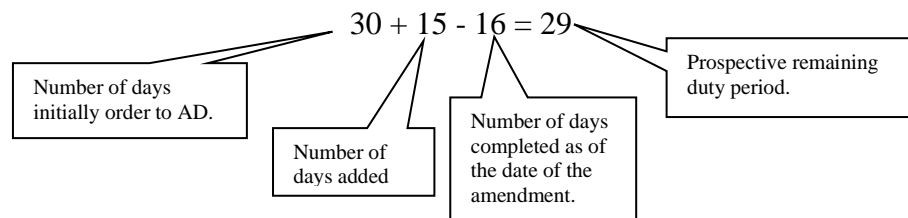
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## Key Points, Continued

### BAH and Extensions – Example 1:

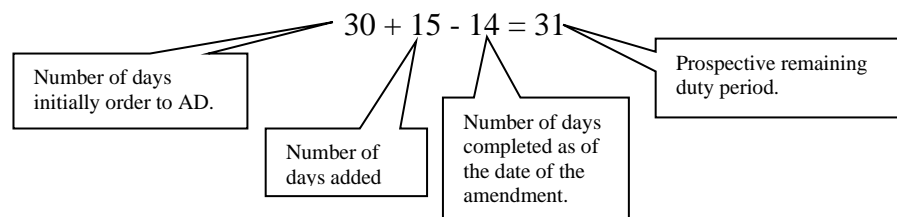
- In this example, a Reserve member is ordered to 30 days ADOS, and on day 16 has duty period increased by 15 days in addition to the initial 30 days for a total period of 45 days. The member would remain entitled to BAH-RC since as of the date of the amendment (day 16 of the initial period of duty), the prospective duration of the amended tour of duty was 29 days.



- This member **would not** qualify for BAH and would continue to receive BAH-RC because the prospective remaining duty period is not 31 or more days.
- To process this amendment, in DA, the user would enter the new end date in the Travel Tab and change the estimated date on the Seq Nbr 98 and 99 rows of the Reserve Orders.

### BAH and Extensions – Example 2:

- In this example, a Reserve member is ordered to 30 days ADOS, and on day 14 has their duty period increased by 15 days in addition to the initial 30 days for a total period of 45 days. The prospective remaining duty period would be 31 days and effective the date of the amendment, the member's BAH entitlement would be locality-based (vice BAH-RC) using the Place Entered Active Duty (PLEAD) as the locality for the amount.



- To process this amendment in DA, the user must end the current orders on the 13<sup>th</sup> day (the day prior to the day the amendment was authorized) and issue a new order for the remaining 31 days.

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## Key Points, Continued

### Direct Access (DA) Order Status

Status	Meaning	Description
<b>Proposed</b>	Initial order creation	Initial order request created by member, command or P&A Office.
<b>Authorized</b>	Authorized by DXR	<ul style="list-style-type: none"> <li>Indicates financial and command authority. POET is established.</li> <li>Order now appears in Airport Terminal.</li> <li>Early Alert Period transaction is automatically sent to DEERS.</li> </ul>
<b>Ready</b>	Travel details approved by PAO	<ul style="list-style-type: none"> <li>Order is ready for member to depart/report for duty, leave approved.</li> </ul>
<b>En Route</b>	Depart/report rows, Seq #1 & 2, approved by PAO All previous orders must be closed out before setting a new set of orders to "En Route" to avoid transaction issues with DEERS.	<ul style="list-style-type: none"> <li>Member has departed home unit. Actual depart date entered, departing pay entitlements established and/or stopped.</li> <li>Will be in an En route status until reported home.</li> <li>A begin transaction is automatically sent to DEERS to begin order benefits.</li> </ul>
<b>Finished</b>	An End Date is entered or when the End Date is adjusted by the PAO and approved.	<ul style="list-style-type: none"> <li>Order execution completed. All actual dates completed and approved. No more changes are allowed to order. Pay entitlements stopped/started.</li> <li>A finished transaction is automatically sent to DEERS to end order benefits</li> </ul>
<b>Cancelled</b>	Cancel approval by PAO or DXR	<ul style="list-style-type: none"> <li>Order cancelled. Pay entitlements cancelled. No more changes to order allowed. POET still active unless cancelled with order action.</li> <li>A cancel transaction is automatically sent to DEERS to cancel the order benefits.</li> </ul>

**NOTE: Orders whose end date have passed, are required to be either Finished or Cancelled.**

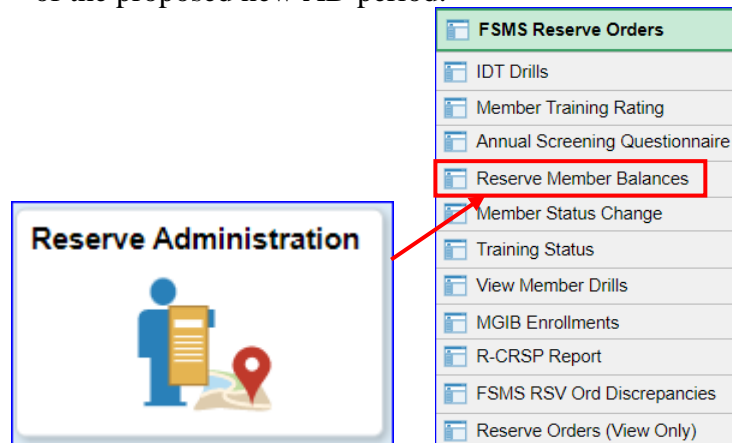


# Verifying Prior Active Duty

**Introduction** This section provides the procedure for estimating the number of years of total combined AD a Reserve member has completed.

- Information**
- Per reference (g), Reservists shall not perform any type of AD (except ADT-AT) if it will result in the member accumulating 14 years or more of combined active service, without waiver authorization. Reservists shall not perform any type of AD (except ADT-AT) if it will result in the member accumulating 16/18 years or more but less than 20 years of combined active service, without waiver authorization.
  - Procedures for submitting waiver requests are contained in Paragraph 10 of reference (g).

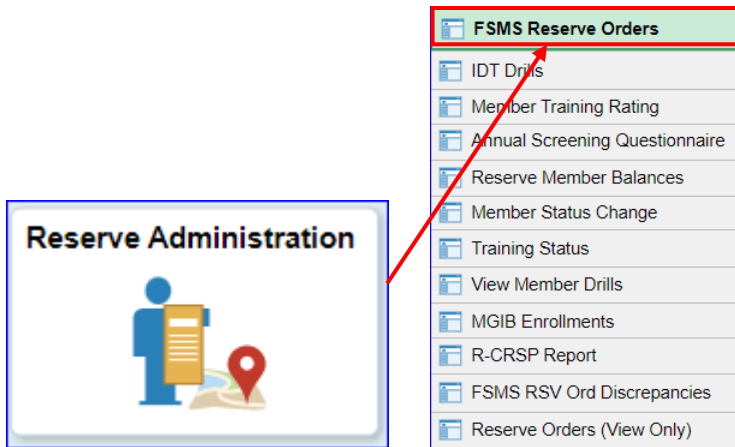
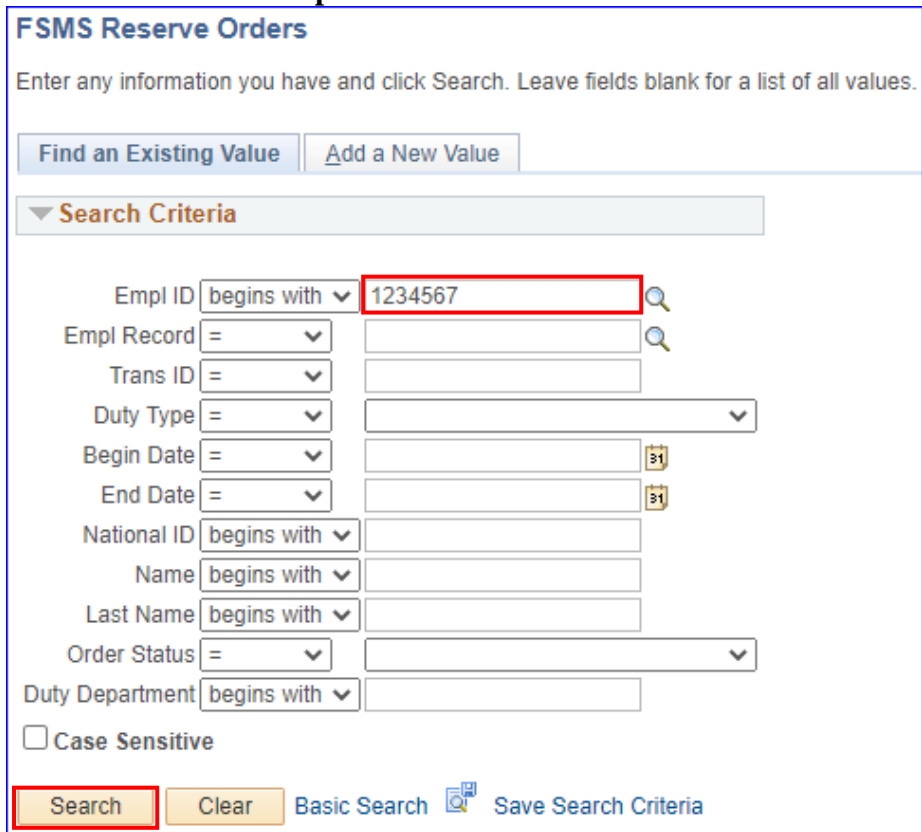
- Procedure**
- Years of combined active service are calculated in accordance with reference (c), by combining all prior AD days, including prior service in an Active component, ADT and ADOT. Affiliation Points and points earned by performing Inactive Duty or by completion of correspondence courses are not used when calculating combined active service.
  - From the **Reserve Administration** Tile, select the **Reserve Member Balance** option (see the [Reserve Member Balance Guide](#)), to access the member's points statement. Add up all previous AD points including any recent AD and the points for the number of days (1 point per day) of the proposed new AD period.



- If the total is equal to or more than 5110 (14 years) the member shall not perform any type of AD (except ADT-AT) without prior waiver authorization. If the total is equal to or more than 6570 (18 years) the member shall not perform any type of AD except ADT-AT without prior waiver authorization.

# Issuing Orders

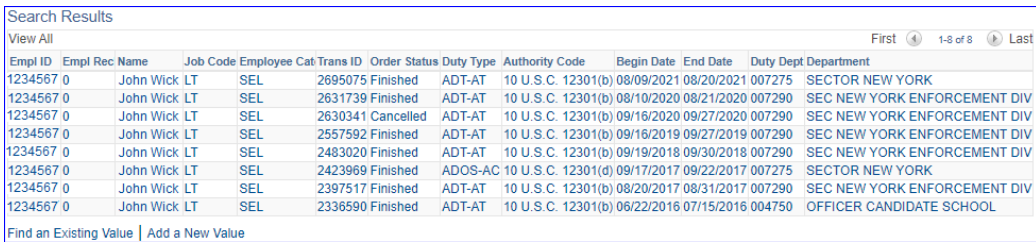
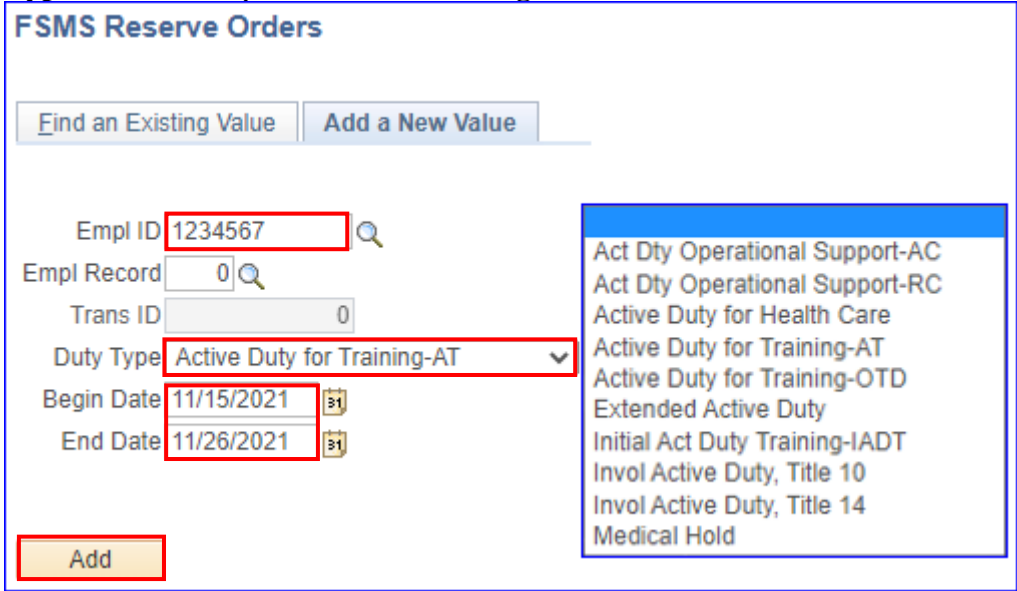
Procedures See below.

Step	Action
1	<p>Prior to creating AD Orders, ensure the orders will not overlap dates with any previously submitted orders or submitted IDTs for the member. To verify if any prior AD orders have been authorized, the default <b>FSMS Reserve Orders</b> option will automatically display after clicking on the <b>Reserve Administration</b> Tile.</p>  <p>The image shows a 'Reserve Administration' tile on the left with an icon of a person holding a clipboard. To its right is a dropdown menu titled 'FSMS Reserve Orders'. The menu items are: IDT Drills, Member Training Rating, Annual Screening Questionnaire, Reserve Member Balances, Member Status Change, Training Status, View Member Drills, MGIB Enrollments, R-CRSP Report, FSMS RSV Ord Discrepancies, and Reserve Orders (View Only). A red arrow points from the 'Reserve Administration' tile to the 'FSMS Reserve Orders' menu.</p>
2	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p>  <p>The image shows the 'FSMS Reserve Orders' search interface. It includes a header 'FSMS Reserve Orders' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section follows, containing various search fields: Empl ID (beginning with '1234567'), Empl Record, Trans ID, Duty Type, Begin Date, End Date, National ID, Name, Last Name, Order Status, and Duty Department. Each field has a dropdown menu for the search criteria. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red box.</p>

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## Issuing Orders, Continued

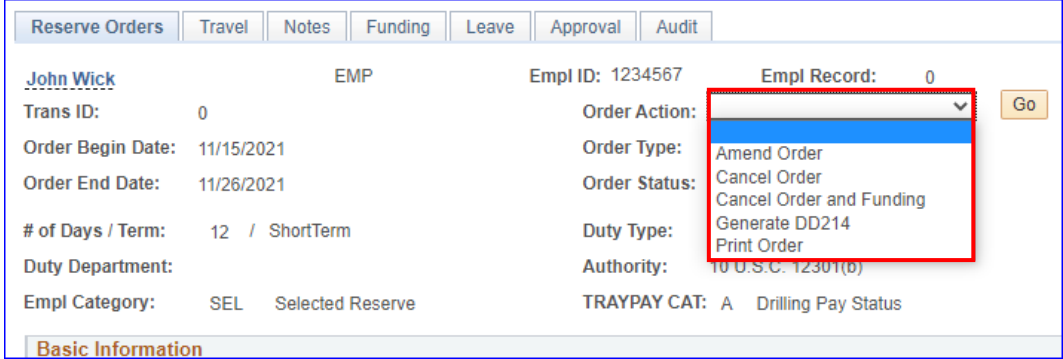
### Procedures, continued

Step	Action
3	<p>All Reserve AD Orders for the member will display. Before you begin, ensure there are no other AD orders or IDT requests that may overlap the new orders other than in a "Cancelled" status. Also ensure all previous orders are set to "Finished" or "Cancelled" prior to setting the new orders to "En Route".</p> <p><b>NOTE:</b> Once a request for AD Orders has been entered and saved, the <b>Duty Type</b>, <b>Begin Date</b> and <b>End Date</b> cannot be edited. If information in those fields is incorrect, the current request must be Cancelled and a new request submitted with the correct information.</p>  <p>The screenshot shows a table with columns: Empl ID, Empl Rec Name, Job Code, Employee Cat, Trans ID, Order Status, Duty Type, Authority Code, Begin Date, End Date, Duty Dept, and Department. It lists several orders for John Wick, including 'Finished' and 'Cancelled' status orders.</p>
4	<p>Click the <b>Add a New Value</b> Tab and enter the order information. Select a <b>Duty Type</b> from the drop-down. Enter the <b>Begin Date</b> and <b>End Date</b>, then click <b>Add</b>.</p>  <p>The screenshot shows the 'FSMS Reserve Orders' form. Fields for 'Empl ID' (1234567), 'Empl Record' (0), 'Trans ID' (0), 'Duty Type' (Active Duty for Training-AT), 'Begin Date' (11/15/2021), and 'End Date' (11/26/2021) are highlighted with red boxes. The 'Add' button is also highlighted. A dropdown menu for 'Duty Type' is open, showing options like 'Act Dty Operational Support-AC', 'Active Duty for Health Care', 'Active Duty for Training-AT', etc.</p>

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## Issuing Orders, Continued

Procedures,  
continued

Step	Action
5	<p>The Reserve Orders page will display with specific order information:</p> <ul style="list-style-type: none"> <li>• <b>Order Action</b> is only used when orders are being amended, cancelled, or to print a copy of the orders when completed.</li> <li>• Order Begin and End Dates</li> <li>• # of Days/Term</li> <li>• Order Type</li> <li>• Order Status</li> <li>• Duty Type</li> <li>• Authority</li> <li>• Empl Category and TRAYPAY CAT</li> </ul> 

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## Issuing Orders, Continued


Procedures,  
continued

Step	Action																																														
6	<p>Complete the <b>Basic Information</b> Section. See explanation of fields below.</p> <div data-bbox="319 470 1372 896"> <p><b>Basic Information</b></p> <p>Purpose: <input type="text" value="AT"/>  STRUCTURED TRAINING - GENERAL <span>Route for Authorization</span></p> <p>Payment for Duty: <input type="text" value="Pay and Allowances"/></p> <p>Payment for Travel: <input type="text" value="No Travel Pay"/></p> <p>*Duty Department: <input type="text" value="007290"/>  SEC NEW YORK ENFORCEMENT DIV</p> <p>Dept Benefiting: <input type="text" value="007289"/>  SEC NEW YORK INCIDENT MGT DIV</p> <p>Dept Funding: <input type="text" value="008144"/>  D1 PLNG &amp; FORCE RDNS DIV (DX)</p> <p>Days of ADT-AT Satisfied: <input type="text" value="12"/> Govt Credit Card Holder: <input type="checkbox"/></p> <p>Authority (Ref): <input type="text"/></p> <p>Auth. Official (Name, Rank): <input type="text" value="Winston, YN1"/></p> </div> <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td><b>Purpose</b></td><td> <p>Click the lookup icon and make a selection. For Medical Hold and AD for Health Care orders, select MED.</p> <div data-bbox="539 1041 922 1572"> <p>Look Up Purpose</p> <p>Purpose of Duty begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a></p> <p>Search Results</p> <p>View 100 First 1-51 of 51 Last</p> <table border="1"> <thead> <tr> <th>Purpose of Duty</th><th>Short Description</th></tr> </thead> <tbody> <tr><td>AB</td><td>Pub Affair</td></tr> <tr><td>AC</td><td>ContinPrep</td></tr> <tr><td>AD</td><td>R &amp; D</td></tr> <tr><td>ADM</td><td>Admin</td></tr> <tr><td>AE</td><td>Eng &amp; Log</td></tr> <tr><td>AF</td><td>F&amp;S, Inven</td></tr> <tr><td>AG</td><td>Op Intel</td></tr> <tr><td>AH</td><td>Civ Rights</td></tr> <tr><td>AI</td><td>Security</td></tr> <tr><td>AK</td><td>Health Svc</td></tr> <tr><td>AL</td><td>Legal Gen</td></tr> <tr><td>AN</td><td>ATON Ops</td></tr> <tr><td>AP</td><td>Personnel</td></tr> <tr><td>AQ</td><td>Acquisitio</td></tr> <tr><td>AS</td><td>SafOccHlth</td></tr> <tr><td>AT</td><td>Trng Gen</td></tr> <tr><td>AUG</td><td>Augment</td></tr> <tr><td>AW</td><td>C3</td></tr> <tr><td>BA</td><td>RestSafely</td></tr> </tbody> </table> </div> </td></tr> <tr> <td><b>Payment for Duty</b></td><td> <p>Click the drop-down and make a selection. 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ADM	Admin																																														
AE	Eng & Log																																														
AF	F&S, Inven																																														
AG	Op Intel																																														
AH	Civ Rights																																														
AI	Security																																														
AK	Health Svc																																														
AL	Legal Gen																																														
AN	ATON Ops																																														
AP	Personnel																																														
AQ	Acquisitio																																														
AS	SafOccHlth																																														
AT	Trng Gen																																														
AUG	Augment																																														
AW	C3																																														
BA	RestSafely																																														
<b>Payment for Duty</b>	<p>Click the drop-down and make a selection. Defaults to Pay and Allowances for ADT-AT orders and cannot be edited.</p> <div data-bbox="539 1668 914 1765"> <p>No Duty Pay (Points Only)</p> <p><b>Pay and Allowances</b></p> </div> <ul style="list-style-type: none"> <li>• <b>No Duty Pay (Points Only)</b> – Used if member is performing AD for retirement points only.</li> <li>• <b>Pay and Allowances</b> – Used if member is performing AD for pay/allowances and retirement points.</li> </ul>																																														

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## Issuing Orders, Continued

Procedures,  
continued

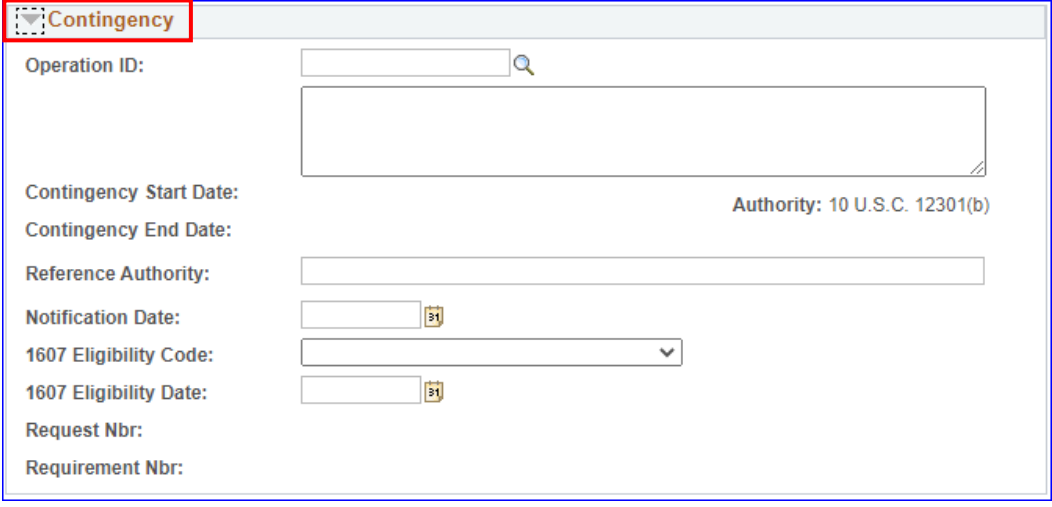
Step	Action	
6 cont.	<b>Field</b>	<b>Description</b>
	<b>Payment for Travel</b>	<p>Click the drop-down and make a selection.</p>  <ul style="list-style-type: none"> <li>• <b>Multiple Travel Claims</b> – Used if member will be on extended orders and authorized to submit multiple claims.</li> <li>• <b>No Travel Pay</b> – Used if travel payment in accordance with JTR is not authorized.</li> <li>• <b>Single Travel Claim</b> – Used if member will be submitting a single claim upon completion of orders.</li> </ul>
	<b>Duty Department</b>	Enter the member's current PDS. <b>Do NOT change for short-term ADOS or Involuntary Orders.</b> Only update for those member's issued long-term ADOS, EAD, or <b>IADT</b> orders.
	<b>Dept Benefitting</b>	Defaults to member's permanent duty assignment but may be changed to the department ID where the duty will be performed.
	<b>Dept Funding</b>	Defaults to the department associated with the Dept Benefitting but may be changed to the actual department providing funding.
	<b>Days of ADT-AT Satisfied</b>	Defaults to the number of days these orders may be used to satisfy the ADT-AT requirement (up to 15).
	<b>Govt Credit Card Holder</b>	Click the check box if the member holds a Govt Credit Card.
	<b>Authority (Ref)</b>	May be left blank or enter the authority announcing the AD.
	<b>Auth. Official (Name, Rank)</b>	Enter the unit member authorized to approve the orders.

*Continued on next page*

## Issuing Orders, Continued

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### Procedures, continued

Step	Action
7	<p>The <b>Contingency</b> section is collapsed for orders not requiring a contingency. If required:</p> <ul style="list-style-type: none"> <li>Click the expansion arrow to open and enter the Contingency data provided by the order issuing authority.</li> <li>Click the lookup icon to search and select a specific contingency.</li> <li>If entering contingency data, you must complete the Reference Authority and Notification Date. This date must be after the end date of any previous orders.</li> </ul> 

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*Continued on next page*

## Issuing Orders, Continued

Procedures,  
continued

Step

8

Action

The **Compliance** section is always collapsed. Click the **expansion arrow** to validate the member is compliant with order eligibility requirements.

Click **Save**.

**NOTE:** Orders cannot be routed for authorization/approval when the member is in a non-compliant status. Once the compliant discrepancy has been corrected, click the **Recalculate** button and orders can then be forwarded for authorization/approval.

Compliance

Overall Compliance: Compliant

Recalculate

Personalize | Find | View All | [icon] [icon] First 1-11 of 11 Last

Summary

Waiver

[icon]

Rule ID	Description	Compliant	Waiver?
Age60	Age 59 Maximum	Compliant	N
16yADSrv	16 Year maximum AD Service	Not Applicable	N
30yTCS	30 year TCS Officer	Not Applicable	N
30dADT	30 Day ADT-OTD Maximum	Not Applicable	N
Drill	Scheduled Drill Conflicts with Order dates	Compliant	N
30yTIS	30 year TIS Enlisted	Not Applicable	N
ORDOverlap	Overlapping orders	Compliant	N
20yADSrv	20 Years maximum AD Service	Not Applicable	N
TraPayCat	Training Pay Category Check	Compliant	N
Course	Course Completion overlaps with Order dates	Compliant	N
ObligServ	Insufficient Reserve Obligated Service	Compliant	N

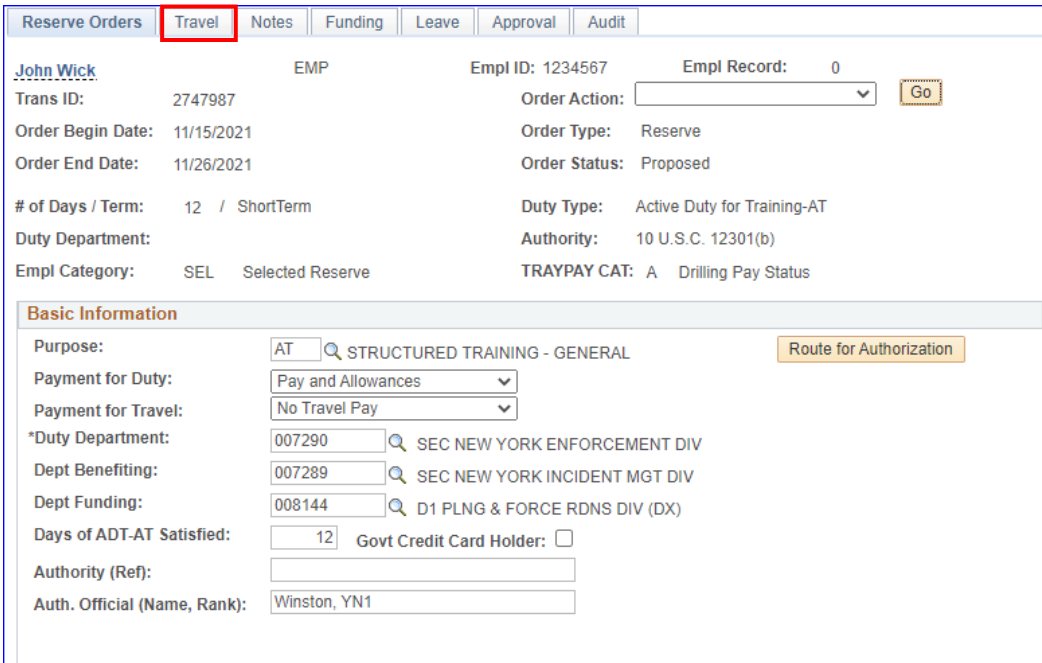
Save

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## Issuing Orders, Continued

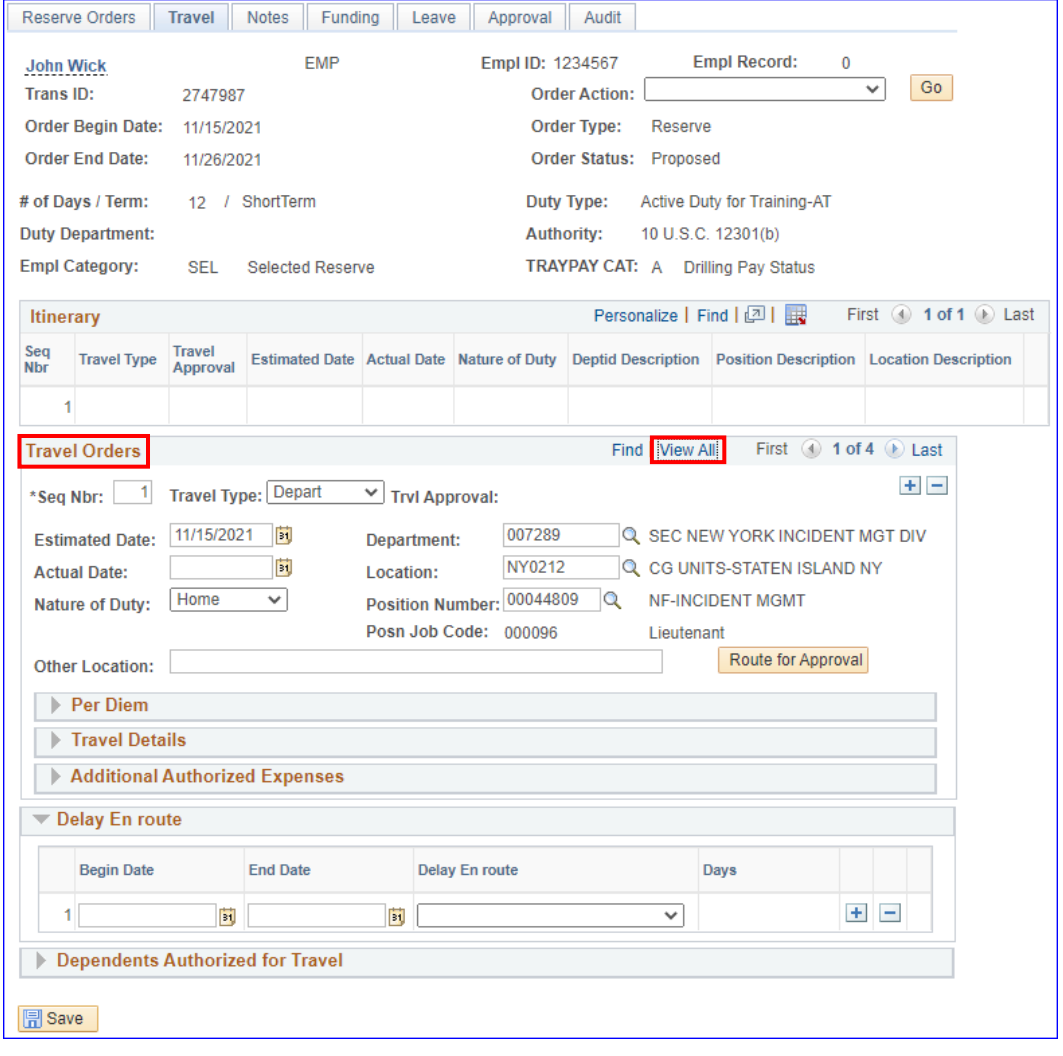
Procedures,  
continued

Step	Action
9	<p>Select the <b>Travel</b> tab.</p>  <p>The screenshot displays the 'Travel' tab interface. At the top, there are tabs for 'Reserve Orders', 'Travel' (highlighted with a red box), 'Notes', 'Funding', 'Leave', 'Approval', and 'Audit'. Below the tabs, the employee information for John Wick (EMP) is shown, including Empl ID: 1234567 and Empl Record: 0. The order details include Trans ID: 2747987, Order Begin Date: 11/15/2021, Order End Date: 11/26/2021, Order Action: (dropdown), Order Type: Reserve, Order Status: Proposed, # of Days / Term: 12 / ShortTerm, Duty Type: Active Duty for Training-AT, Duty Department: 10 U.S.C. 12301(b), Empl Category: SEL Selected Reserve, and TRAYPAY CAT: A Drilling Pay Status. A 'Go' button is located next to the Order Action dropdown. Below this, the 'Basic Information' section contains fields for Purpose (AT), Payment for Duty (Pay and Allowances), Payment for Travel (No Travel Pay), *Duty Department (007290 SEC NEW YORK ENFORCEMENT DIV), Dept Benefiting (007289 SEC NEW YORK INCIDENT MGT DIV), Dept Funding (008144 D1 PLNG &amp; FORCE RDNS DIV (DX)), Days of ADT-AT Satisfied (12), Govt Credit Card Holder (checkbox), Authority (Ref), and Auth. Official (Name, Rank) (Winston, YN1). A 'Route for Authorization' button is also present.</p>

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## Issuing Orders, Continued

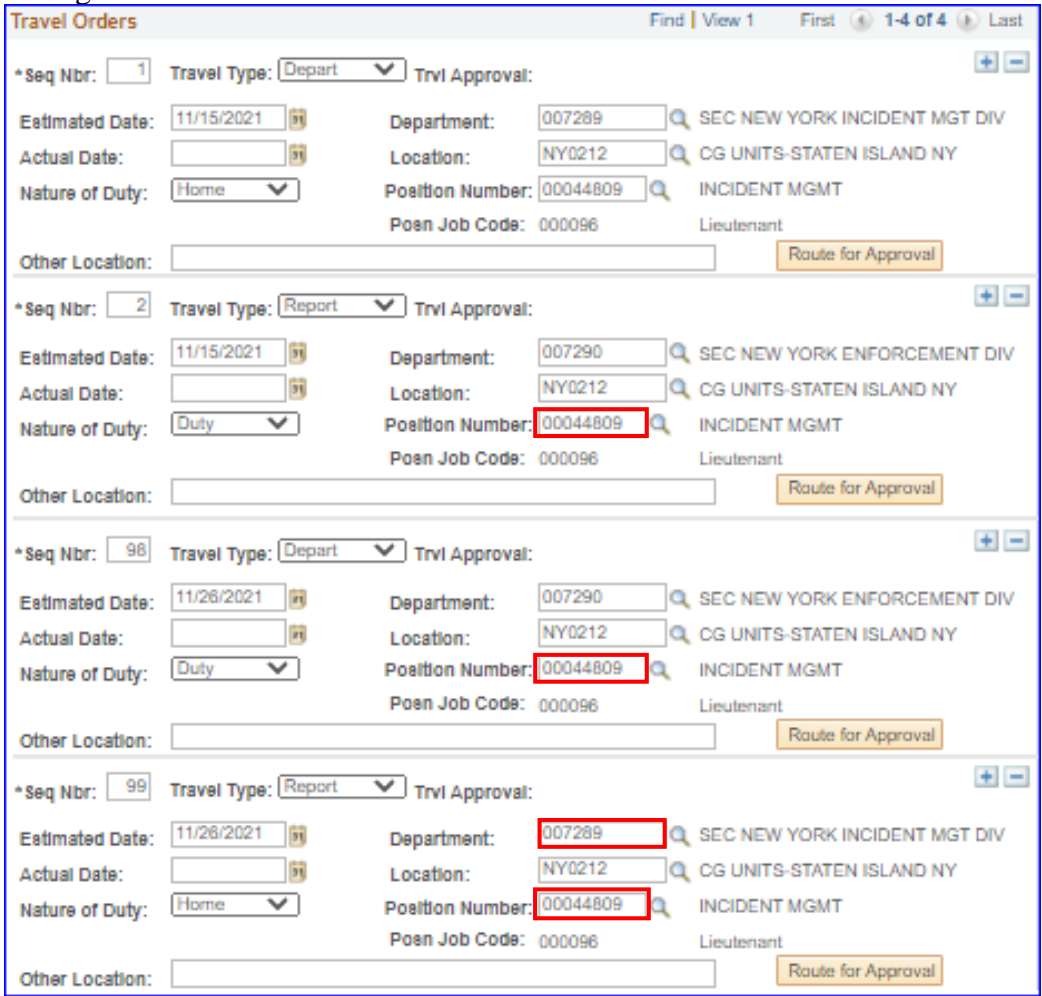
Procedures,  
continued

Step	Action
10	<p>Scroll down to the Travel Orders section and click <b>View All</b> to view all the travel rows.</p> <p>There are separate endorsements required for each leg of the orders. The Travel orders section will be completed by the P&amp;A when the member reports for duty (Seq Nbr 1 and 2).</p> <p><b>NOTE: DO NOT ADD OR DELETE ROWS. THESE ORDERS ARE NOT AND SHOULD NOT BE USED IN PLACE OF TDY ORDERS.</b> DA is not currently designed to understand sequence numbers other than 1, 2, 98 and 99. Adding/inserting rows can cause a delay or not accurately pay a member and may require manual intervention by PPC and/or programmers to correct the system.</p> 

*Continued on next page*

## Issuing Orders, Continued

Procedures,  
continued

Step	Action
11	<p>If performing Long Term (LT) AD:</p> <ul style="list-style-type: none"> <li>• <b>Seq Nbr 2 and 98</b> - Enter the <b>Position Number</b> the member will be performing the duty.</li> <li>• <b>Seq Nbr 99</b> – Enter the <b>Position Number</b> the member will be returning to after completion of the LT AD. In some cases the member may not be returning to the same position prior to the issuance of the orders. Contact CG-R for determination.</li> </ul> <p><b>NOTE:</b> This does <b>NOT</b> apply to Contingency INVOL T10 Orders.</p> <p>If performing Short Term AD.</p> <ul style="list-style-type: none"> <li>• The <b>Department</b> will default to unit identified on the Reserve Orders tab.</li> <li>• The <b>Position Numbers</b> will default to the members permanent duty assignment.</li> </ul>  <p>The screenshot displays the 'Travel Orders' interface with four entries. Each entry includes fields for Seq Nbr, Travel Type, Trvl Approval, Estimated Date, Actual Date, Nature of Duty, Department, Location, Position Number, and Posn Job Code. The Position Number 00044809 is consistently highlighted in red across all entries. The interface also shows a 'Route for Approval' button for each entry.</p>

*Continued on next page*

# Issuing Orders, Continued

Procedures,  
continued

Step	Action						
12	<p>Each endorsement will have several sections. <b>Per Diem, Travel Details and Additional Authorized Expenses</b> sections – If required, click the arrows to expand the sections and enter the applicable data.</p> <div> <div> <b>Travel Orders</b> Find   View 1 First 1-4 of 4 Last           </div> <div>             *Seq Nbr: 1 Travel Type: Depart Trvl Approval:           </div> <div>             Estimated Date: 11/15/2021 Department: 007289 SEC NEW YORK INCIDENT MGT DIV              Actual Date: Location: NY0212 CG UNITS-STATEN ISLAND NY              Nature of Duty: Home Position Number: 00044809 INCIDENT MGMT              Posn Job Code: 000096 Lieutenant           </div> <div>             Other Location: <input type="text"/> <input type="button" value="Route for Approval"/> </div> <div> <input type="button" value="▶ Per Diem"/>  <input type="button" value="▶ Travel Details"/>  <input type="button" value="▶ Additional Authorized Expenses"/> </div> </div> <div> <div> <b>Per Diem</b> </div> <div>             Current Messing Entitlement <input type="text"/> </div> <div> <b>Messing and Quarters</b> </div> <div>             Messing: <input type="text"/> CIV Reduced Per Diem Amt: <input type="text"/>              Govt Rate: <input type="text"/> Govt Reduced Per Diem Amt: <input type="text"/>              Lodging Rate Factor: <input type="text"/> Actual Expense Amount: <input type="text"/>              Lodging Rate: <input type="text"/> IAW CMTD LTR of: <input type="text"/>              Per Diem MIE Rate: <input type="text"/>              Per Diem City: <input type="text"/>              Per Diem Quarters: <input type="text"/> Amount: <input type="text"/> <input type="checkbox"/> Contracted           </div> <div> <b>Travel at TDY Site</b> </div> <div> <input type="checkbox"/> Rental Car <input type="checkbox"/> Upgrade Authorization Upgrade to Size: <input type="text"/>  <input type="checkbox"/> Local Travel (Includes taxi, bus, metro &amp; oth Public Trans)           </div> </div> <div> <div> <b>Travel Details</b> </div> <div> <input type="checkbox"/> Combat Zone  <input type="checkbox"/> Commercial Carrier (own expense subject to reimbursement) <input type="checkbox"/> Gov't Owned Conveyance  <input type="checkbox"/> Gov't Transportation Account (GTA) <input type="checkbox"/> Privately Owned Conveyance (POC)              Mode of Transportation: <input type="text"/> POC Type: <input type="text"/> \$: <input type="text"/>              RON Days: <input type="text"/> RON Locality: <input type="text"/>              Medical Travel: <input type="text"/> Medical Escort: <input type="text"/> </div> </div> <div> <div> <b>Additional Authorized Expenses</b> </div> <div> <table border="1"> <thead> <tr> <th>Addl Exp Code</th> <th>Expense</th> <th>Proposed Amount</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div> </div>	Addl Exp Code	Expense	Proposed Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>
Addl Exp Code	Expense	Proposed Amount					
<input type="text"/>	<input type="text"/>	<input type="text"/>					

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## Issuing Orders, Continued

Procedures,  
continued

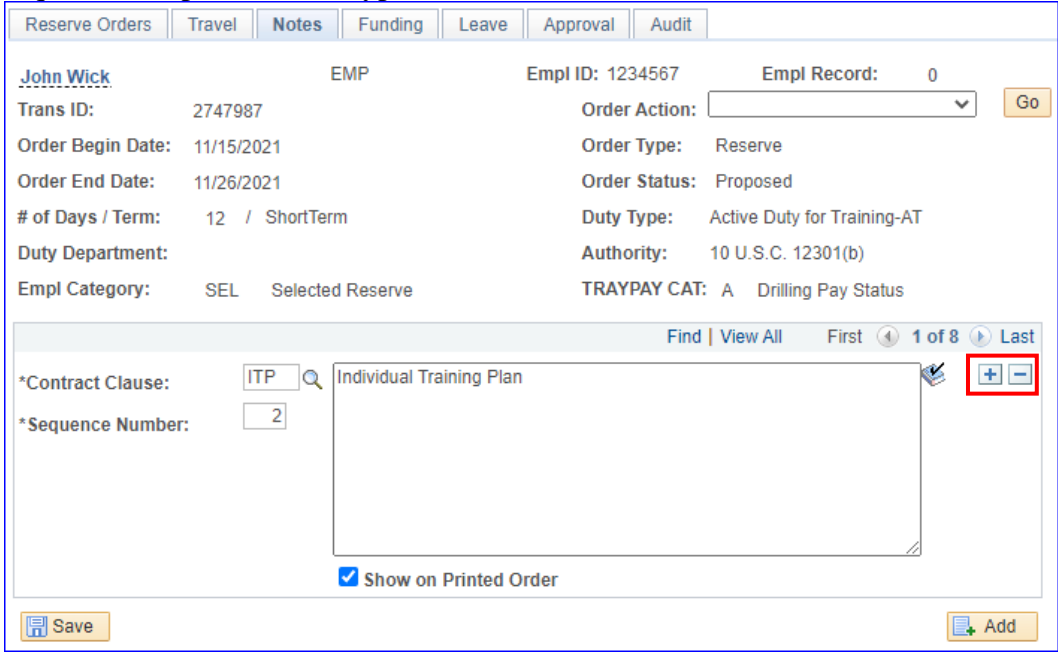
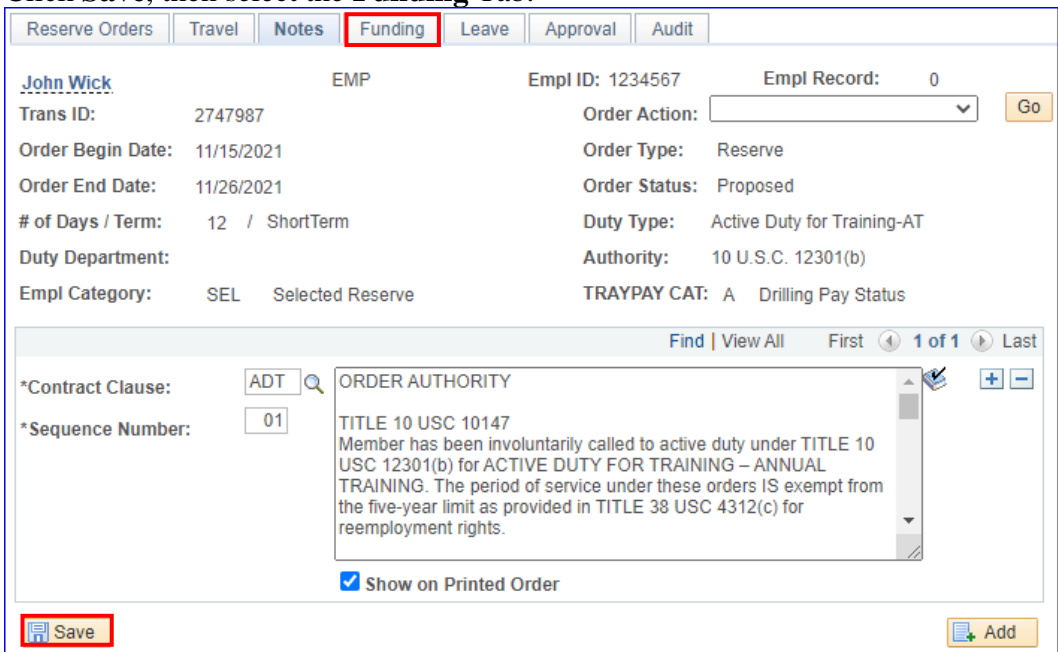
Step	Action																																								
13	<p><b>Delay En route</b> and <b>Dependents Authorized for Travel</b> sections – Click the arrow to expand the section and complete if applicable.</p> <div> <div> <b>Delay En route</b> <table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>1 <input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> </tr> </tbody> </table> </div> <div> <b>Dependents Authorized for Travel</b> <table border="1"> <thead> <tr> <th>Auth for Travel</th> <th>Dep/Benef</th> <th>Name</th> <th>Relation</th> <th>Marital Status</th> <th>Marital Status Date</th> <th>Student</th> <th>Date of Birth</th> </tr> </thead> <tbody> <tr> <td>1 <input type="checkbox"/></td> <td>01 <input type="text" value=""/></td> <td>Helen Wick</td> <td>Spouse</td> <td>Married</td> <td>10/13/2014</td> <td>N</td> <td>04/28/1971</td> </tr> <tr> <td>2 <input type="checkbox"/></td> <td>02 <input type="text" value=""/></td> <td>Daisy</td> <td>Beagle</td> <td>Single</td> <td></td> <td>N</td> <td>10/13/2014</td> </tr> <tr> <td>3 <input type="checkbox"/></td> <td>03 <input type="text" value=""/></td> <td>Boy</td> <td>Pitbull</td> <td>Single</td> <td></td> <td>N</td> <td>10/13/2014</td> </tr> </tbody> </table> </div> </div>	Begin Date	End Date	Delay En route	Days	1 <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth	1 <input type="checkbox"/>	01 <input type="text" value=""/>	Helen Wick	Spouse	Married	10/13/2014	N	04/28/1971	2 <input type="checkbox"/>	02 <input type="text" value=""/>	Daisy	Beagle	Single		N	10/13/2014	3 <input type="checkbox"/>	03 <input type="text" value=""/>	Boy	Pitbull	Single		N	10/13/2014
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3 <input type="checkbox"/>	03 <input type="text" value=""/>	Boy	Pitbull	Single		N	10/13/2014																																		

14	Select the <b>Notes</b> tab.
<div> <div>Reserve Orders</div> <div>Travel</div> <div><b>Notes</b></div> <div>Funding</div> <div>Leave</div> <div>Approval</div> <div>Audit</div> </div>	
<div> <div> <u>John Wick</u> EMP           Empl ID: 1234567           Empl Record: 0         </div> <div> Trans ID: 2747987 Order Action: <input type="text" value=""/> <input type="button" value="Go"/> </div> <div> Order Begin Date: 11/15/2021 Order Type: Reserve </div> <div> Order End Date: 11/26/2021 Order Status: Proposed </div> <div> # of Days / Term: 12 / ShortTerm Duty Type: Active Duty for Training-AT </div> <div> Duty Department: Authority: 10 U.S.C. 12301(b) </div> <div> Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status </div> </div>	

*Continued on next page*

## Issuing Orders, Continued

Procedures,  
continued

Step	Action
15	<p>See the <a href="#">Overview for Order Notes</a> for Reserve Orders. Click the <b>minus (-)</b> button to delete all of the current notes and then click the <b>plus (+)</b> button to add the required note per the order type.</p> 
16	<p>Click <b>Save</b>, then select the <b>Funding</b> Tab.</p> 

*Continued on next page*

## Issuing Orders, Continued

Procedures,  
continued

Step	Action																																																								
17	<p>Only members with CGRSVISC role can enter or edit the Funding tab. The <b>Summary</b> and <b>POET Details</b> will auto populate for all Reserve Orders (see Warning below), except for Short Term ADOS-AC, when orders are authorized by District (DXR/DOL-1/PAC-13). Commands shall forward Short Term ADOS funding data via the Order Notes to the District (DXR/DOL-1/PAC-13) for manual entry into DA, using the <a href="#">DXR – Reserve Orders Authorization</a> user guide. Select the <b>Reserve Orders</b> tab.</p> <p><b>IMPORTANT:</b> For Long-Term ADOS Orders (Non-Contingency), do <b>NOT</b> add any Document# or POET information to the Pay and FICA lines (see the <b>IMPORTANT</b> note at the beginning of this guide).</p> <p><b>WARNING:</b> If any funding lines on the Order are greater than \$0.00 and that funding line is no longer needed, do <b>NOT</b> change it \$0.00. Changing the Cost Total to \$0.00 will cancel the Document#. Instead, change the Cost Total to \$1.00 (see the <b>Changes to Funding</b> section at the beginning of this guide).</p> <table border="1"> <thead> <tr> <th>Status</th><th>Document#</th><th>POET</th><th>Funding Type</th><th>Cost Total</th><th>Funds Check Status</th><th>Obligation Status</th></tr> </thead> <tbody> <tr> <td>1 New</td><td>70Z0RSV220024866</td><td>UCGIOH0CGR37040RESPS11700922RVHQRWXX</td><td>Pay</td><td>\$3,816.48</td><td>New</td><td>New</td></tr> <tr> <td>2 New</td><td>70Z0RSV220024866</td><td>UCGIOH0CGR37040RESPS12201722RVHQRWXX</td><td>FICA</td><td>\$291.96</td><td>New</td><td>New</td></tr> <tr> <td>3 New</td><td>70Z0RSV220024867</td><td>UCGIOH0CGR37040RESPS21002622RVHQRWXX</td><td>Pay</td><td>\$3,816.48</td><td>New</td><td>New</td></tr> <tr> <td>4 New</td><td>0000000</td><td>37040RESPS</td><td>FICA</td><td>\$291.96</td><td>New</td><td>New</td></tr> <tr> <td>5 New</td><td>0000000</td><td>37040RESPS</td><td>Pay</td><td>\$3,816.48</td><td>New</td><td>New</td></tr> <tr> <td>6 New</td><td>0000000</td><td>37040RESPS</td><td>FICA</td><td>\$291.96</td><td>New</td><td>New</td></tr> <tr> <td>7 New</td><td>0000000</td><td>37040RESPS</td><td>Travel</td><td>\$0.00</td><td>New</td><td>New</td></tr> </tbody> </table> <p>Total Cost: \$12,325.32</p>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	70Z0RSV220024866	UCGIOH0CGR37040RESPS11700922RVHQRWXX	Pay	\$3,816.48	New	New	2 New	70Z0RSV220024866	UCGIOH0CGR37040RESPS12201722RVHQRWXX	FICA	\$291.96	New	New	3 New	70Z0RSV220024867	UCGIOH0CGR37040RESPS21002622RVHQRWXX	Pay	\$3,816.48	New	New	4 New	0000000	37040RESPS	FICA	\$291.96	New	New	5 New	0000000	37040RESPS	Pay	\$3,816.48	New	New	6 New	0000000	37040RESPS	FICA	\$291.96	New	New	7 New	0000000	37040RESPS	Travel	\$0.00	New	New
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## Issuing Orders, Continued

Procedures,  
continued

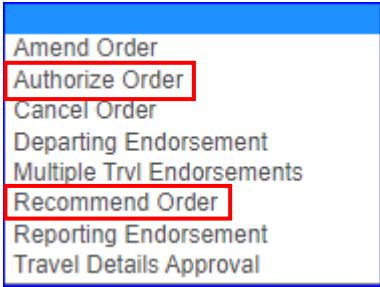
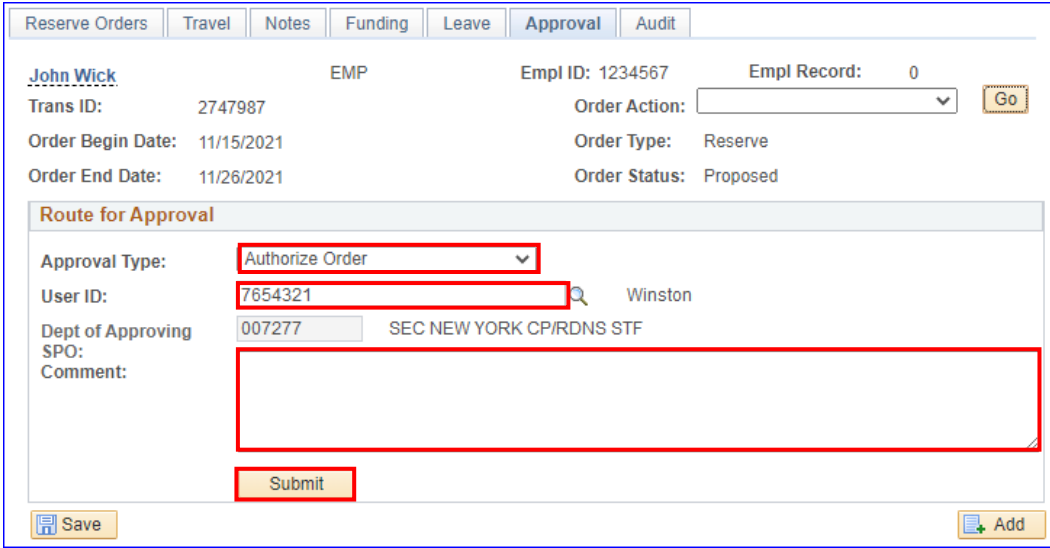
Step	Action
18	<p>Click the <b>Save</b> button. Click the <b>Route for Authorization</b> button.</p> <div> <div> Reserve Orders Travel Notes Funding Leave Approval Audit </div> <div> <p><u>John Wick</u> EMP Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2747987 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 11/15/2021 Order Type: Reserve</p> <p>Order End Date: 11/26/2021 Order Status: Proposed</p> <p># of Days / Term: 12 / ShortTerm Duty Type: Active Duty for Training-AT</p> <p>Duty Department: Authority: 10 U.S.C. 12301(b)</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> <div> <p><b>Basic Information</b></p> <p>Purpose: <input type="text" value="AT"/> <input type="button" value="SEARCH"/> STRUCTURED TRAINING - GENERAL <input type="button" value="Route for Authorization"/></p> <p>Payment for Duty: <input type="text" value="Pay and Allowances"/> <input type="button" value="v"/></p> <p>Payment for Travel: <input type="text" value="No Travel Pay"/> <input type="button" value="v"/></p> <p>*Duty Department: <input type="text" value="007290"/> <input type="button" value="SEARCH"/> SEC NEW YORK ENFORCEMENT DIV</p> <p>Dept Benefiting: <input type="text" value="007289"/> <input type="button" value="SEARCH"/> SEC NEW YORK INCIDENT MGT DIV</p> <p>Dept Funding: <input type="text" value="008144"/> <input type="button" value="SEARCH"/> D1 PLNG &amp; FORCE RDNS DIV (DX)</p> <p>Days of ADT-AT Satisfied: <input type="text" value="12"/> Govt Credit Card Holder: <input type="checkbox"/></p> <p>Authority (Ref): <input type="text"/></p> <p>Auth. Official (Name, Rank): <input type="text" value="Winston, YN1"/></p> </div> <div> <p>Contingency</p> <p>Compliance</p> </div> <div> <input type="button" value="Save"/> <input type="button" value="Add"/> </div> </div> </div>

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## Issuing Orders, Continued

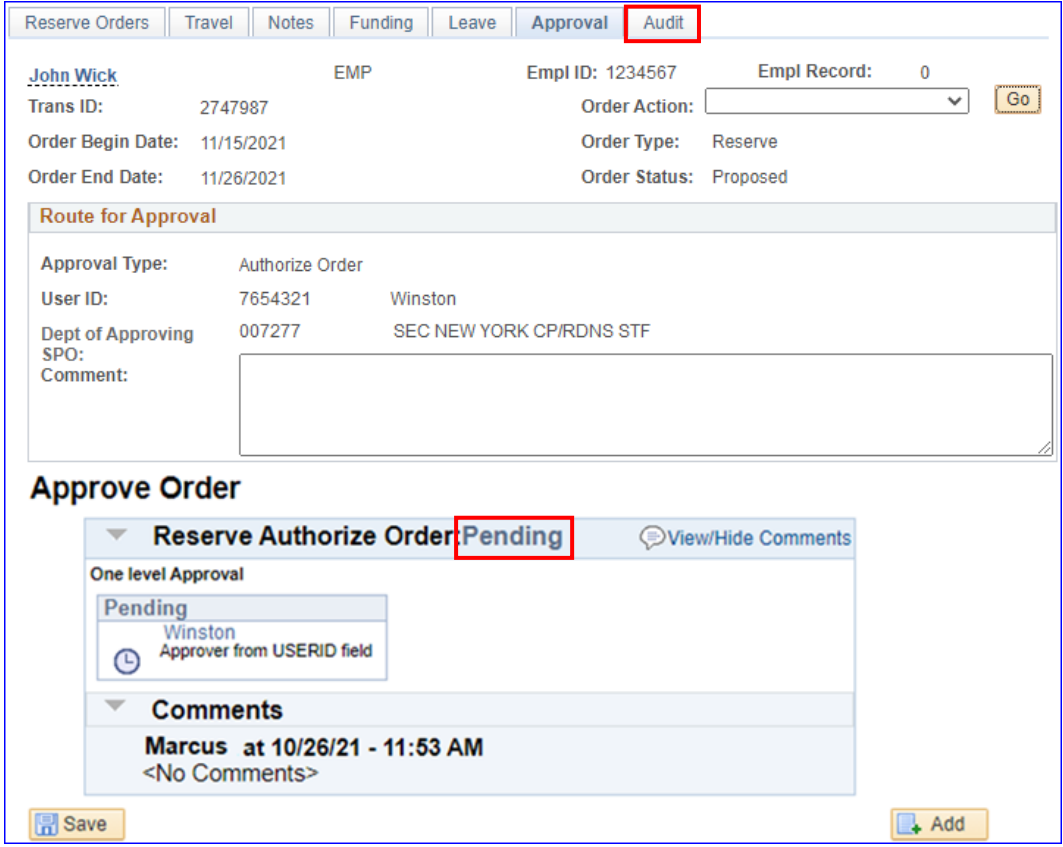
Procedures,  
continued

Step	Action
19	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Approval Type:</b> Will default to <b>Authorize Order</b>. If forwarding to the District (DXR) for authorization, leave the approval type as Authorize Order. If forwarding to anyone other than District (DXR), change the Approval Type to <b>Recommend Order</b>.</li> </ul>  <ul style="list-style-type: none"> <li>• <b>User ID:</b> Enter the Empl ID of the Orders approver. Hit tab to populate the name.</li> <li>• <b>Comments:</b> Enter any comments.</li> </ul> <p>Click the <b>Submit</b> button.</p> 

*Continued on next page*

## Issuing Orders, Continued

Procedures,  
continued

Step	Action
20	<p>The Approval tab will now display the Reserve Orders as <b>Pending</b>. Select the <b>Audit</b> tab.</p>  <p>The screenshot shows a web application interface. At the top, there are tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The 'Audit' tab is highlighted with a red box. Below the tabs, there is a header section for 'John Wick' (EMP 1234567) with fields for Trans ID (2747987), Order Action (a dropdown menu), and a 'Go' button. Below this, there are fields for Order Begin Date (11/15/2021), Order End Date (11/26/2021), Order Type (Reserve), and Order Status (Proposed). A section titled 'Route for Approval' contains fields for Approval Type (Authorize Order), User ID (7654321 Winston), Dept of Approving (007277 SEC NEW YORK CP/RDNS STF), SPO, and a Comment field. Below this is a section titled 'Approve Order' which includes a dropdown menu for 'Reserve Authorize Order' with 'Pending' selected (highlighted with a red box), a 'View/Hide Comments' link, and a 'Comments' section showing a comment from Marcus at 10/26/21 - 11:53 AM. At the bottom, there are 'Save' and 'Add' buttons.</p>

*Continued on next page*

## Issuing Orders, Continued

Procedures,  
continued

Step

21

Action

The Audit page will display with two fields:

- **Approval History** – An audit trail of who has approved the orders in sequence.
- **Order History** - Displays who created or made any edits to the orders.

Orders are now complete and pending Authorization.

Click **Save**.

Reserve Orders	Travel	Notes	Funding	Leave	Approval	Audit
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John Wick

EMP

Empl ID: 1234567

Empl Record: 0

Trans ID: 2747987

Order Action:

Go

Order Begin Date: 11/15/2021

Order Type: Reserve

Order End Date: 11/26/2021

Order Status: Proposed

# of Days / Term: 12 / ShortTerm

Duty Type: Active Duty for Training-AT

Duty Department:

Authority: 10 U.S.C. 12301(b)

Empl Category: SEL Selected Reserve

TRAYPAY CAT: A Drilling Pay Status

Approval History

Personalize | Find | View All |  First 1-2 of 2 Last

User ID	Name	Datetime Modified	Approval Status	Approval Type	Travel Seq Nbr	Comments
1 1111111	MARCUS	10/26/2021 11:53:02AM	Pending	Authorize Order		
2 1111111	MARCUS	10/26/2021 11:53:02AM	Pending	Authorize Order		MARCUS: No Comments

Order History

Personalize | Find |  First 1-4 of 4 Last

Summary	Order Header	Order Travel	Order Funding	Details	
User ID	Name	Datetime Modified	Action	Audit Record Name	
1 1111111	MARCUS	10/26/2021 11:52:59AM	Change	CG_ORDER_TRAVEL	
2 1111111	MARCUS	10/26/2021 11:25:54AM	Add	CG_ORDER_HDR	
3 1111111	MARCUS	10/26/2021 11:25:54AM	Add	CG_ORDER_TRAVEL	
4 1111111	MARCUS	10/26/2021 11:25:54AM	Add	CG_ORDER_TRAVEL	

Save

Add