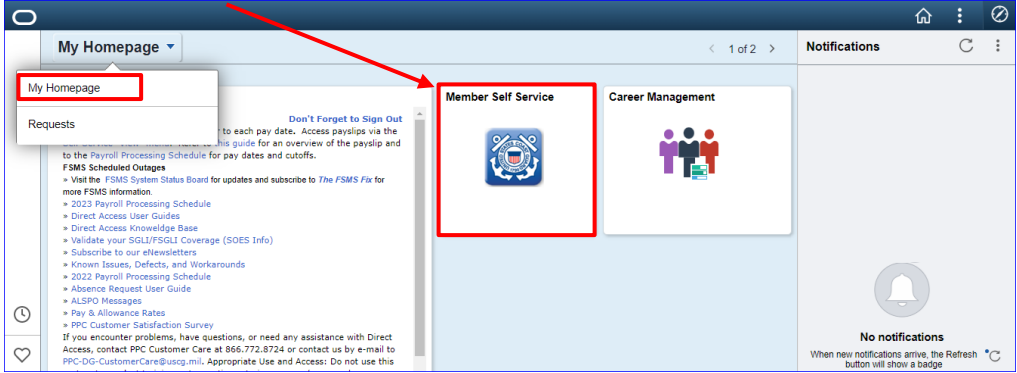
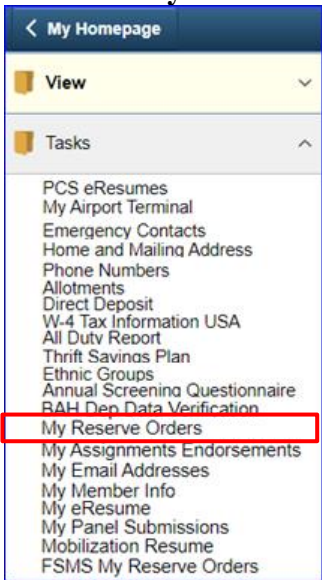


Member Active Duty Reserve Orders – View Only

Introduction This guide provides the procedures for Reserve members to view Pre-FSMS Active Duty Reserve orders in Direct Access (DA).

- References**
- (a) [Reserve Duty Status and Participation Manual, COMDTINST M1001.2](#)
 - (b) [Coast Guard Pay Manual, COMDTINST M7220.29\(series\)](#)
 - (c) [Active Duty for Operational Support \(ADOS\), COMDTINST 1330.1 \(series\)](#)

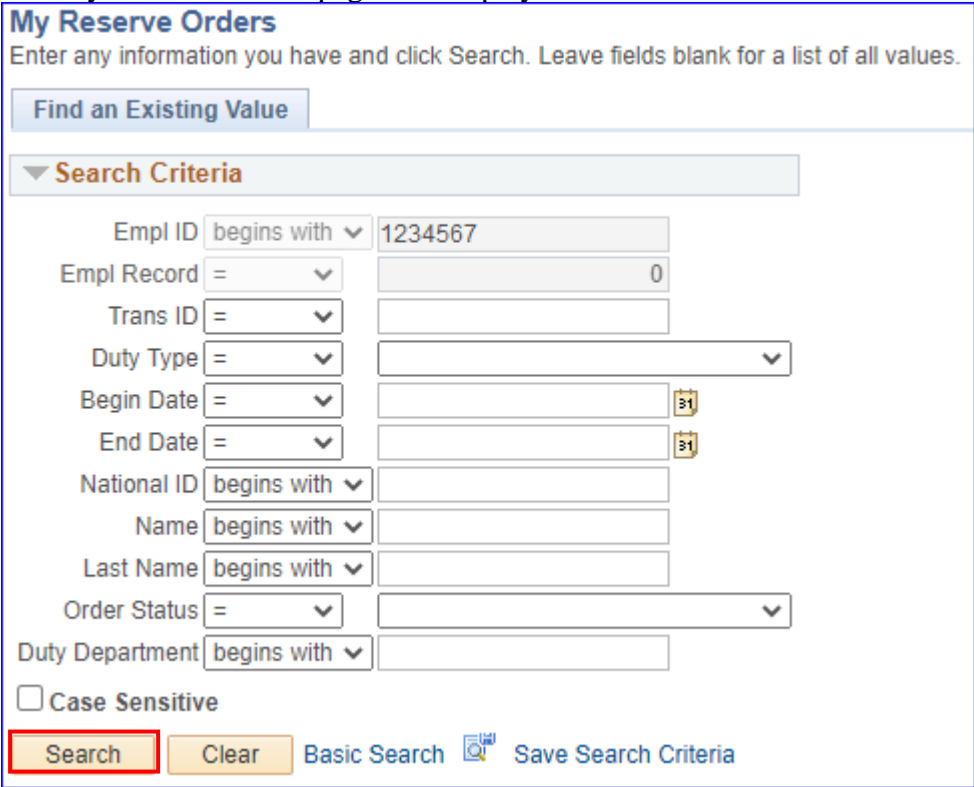
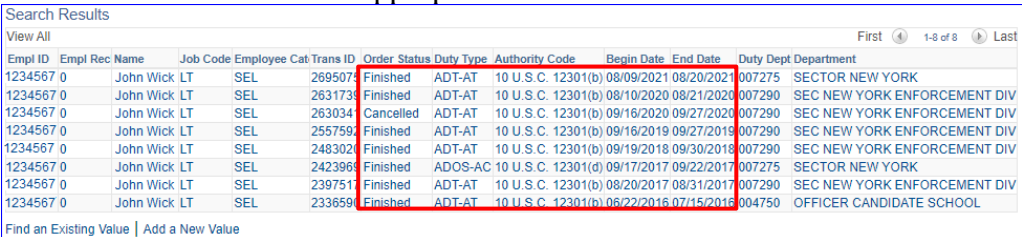
Procedures See below.

Step	Action
<p>1</p>	<p>Click the Member Self Service Tile from the My Homepage drop-down.</p> 
<p>2</p>	<p>Select the My Reserve Orders option, from the Tasks drop-down.</p> 

Continued on next page

Member Active Duty Reserve Orders – View Only, Continued

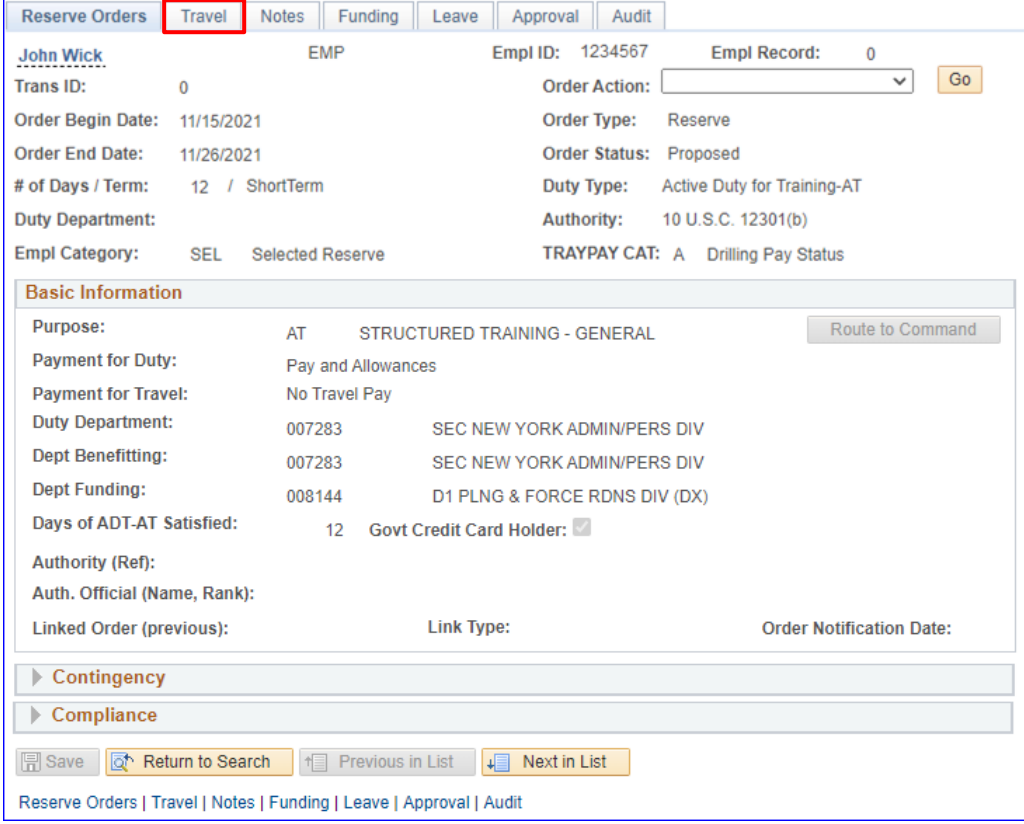
Procedures,
continued

Step	Action																																																																																																			
3	<p>The My Reserve Orders page will display. Click Search.</p> 																																																																																																			
4	<p>All Pre-FSMS Reserve AD Orders will be displayed with either a Finished or Cancelled status. Select the appropriate Order.</p>  <table border="1" data-bbox="341 1417 1366 1653"> <thead> <tr> <th>Empl ID</th> <th>Empl Rec Name</th> <th>Job Code</th> <th>Employee Cat</th> <th>Trans ID</th> <th>Order Status</th> <th>Duty Type</th> <th>Authority Code</th> <th>Begin Date</th> <th>End Date</th> <th>Duty Dept/Department</th> </tr> </thead> <tbody> <tr> <td>1234567 0</td> <td>John Wick LT</td> <td>SEL</td> <td>269507</td> <td>269507</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>08/09/2021</td> <td>08/20/2021</td> <td>007275 SECTOR NEW YORK</td> </tr> <tr> <td>1234567 0</td> <td>John Wick LT</td> <td>SEL</td> <td>263173</td> <td>263173</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>08/10/2020</td> <td>08/21/2020</td> <td>007290 SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567 0</td> <td>John Wick LT</td> <td>SEL</td> <td>263034</td> <td>263034</td> <td>Cancelled</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>09/16/2020</td> <td>09/27/2020</td> <td>007290 SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567 0</td> <td>John Wick LT</td> <td>SEL</td> <td>255759</td> <td>255759</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>09/16/2019</td> <td>09/27/2019</td> <td>007290 SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567 0</td> <td>John Wick LT</td> <td>SEL</td> <td>248302</td> <td>248302</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>09/19/2018</td> <td>09/30/2018</td> <td>007290 SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567 0</td> <td>John Wick LT</td> <td>SEL</td> <td>242398</td> <td>242398</td> <td>Finished</td> <td>ADOS-AC</td> <td>10 U.S.C. 12301(d)</td> <td>09/17/2017</td> <td>09/22/2017</td> <td>007275 SECTOR NEW YORK</td> </tr> <tr> <td>1234567 0</td> <td>John Wick LT</td> <td>SEL</td> <td>239751</td> <td>239751</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>08/20/2017</td> <td>08/31/2017</td> <td>007290 SEC NEW YORK ENFORCEMENT DIV</td> </tr> <tr> <td>1234567 0</td> <td>John Wick LT</td> <td>SEL</td> <td>233659</td> <td>233659</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>08/22/2016</td> <td>07/15/2016</td> <td>004750 OFFICER CANDIDATE SCHOOL</td> </tr> </tbody> </table>	Empl ID	Empl Rec Name	Job Code	Employee Cat	Trans ID	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Dept/Department	1234567 0	John Wick LT	SEL	269507	269507	Finished	ADT-AT	10 U.S.C. 12301(b)	08/09/2021	08/20/2021	007275 SECTOR NEW YORK	1234567 0	John Wick LT	SEL	263173	263173	Finished	ADT-AT	10 U.S.C. 12301(b)	08/10/2020	08/21/2020	007290 SEC NEW YORK ENFORCEMENT DIV	1234567 0	John Wick LT	SEL	263034	263034	Cancelled	ADT-AT	10 U.S.C. 12301(b)	09/16/2020	09/27/2020	007290 SEC NEW YORK ENFORCEMENT DIV	1234567 0	John Wick LT	SEL	255759	255759	Finished	ADT-AT	10 U.S.C. 12301(b)	09/16/2019	09/27/2019	007290 SEC NEW YORK ENFORCEMENT DIV	1234567 0	John Wick LT	SEL	248302	248302	Finished	ADT-AT	10 U.S.C. 12301(b)	09/19/2018	09/30/2018	007290 SEC NEW YORK ENFORCEMENT DIV	1234567 0	John Wick LT	SEL	242398	242398	Finished	ADOS-AC	10 U.S.C. 12301(d)	09/17/2017	09/22/2017	007275 SECTOR NEW YORK	1234567 0	John Wick LT	SEL	239751	239751	Finished	ADT-AT	10 U.S.C. 12301(b)	08/20/2017	08/31/2017	007290 SEC NEW YORK ENFORCEMENT DIV	1234567 0	John Wick LT	SEL	233659	233659	Finished	ADT-AT	10 U.S.C. 12301(b)	08/22/2016	07/15/2016	004750 OFFICER CANDIDATE SCHOOL
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Member Active Duty Reserve Orders – View Only, Continued

Procedures,
continued

Step	Action
4	<p>The Reserve Orders tab will display with all the Basic Information. Select the Travel tab.</p> 

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Member Active Duty Reserve Orders – View Only, Continued

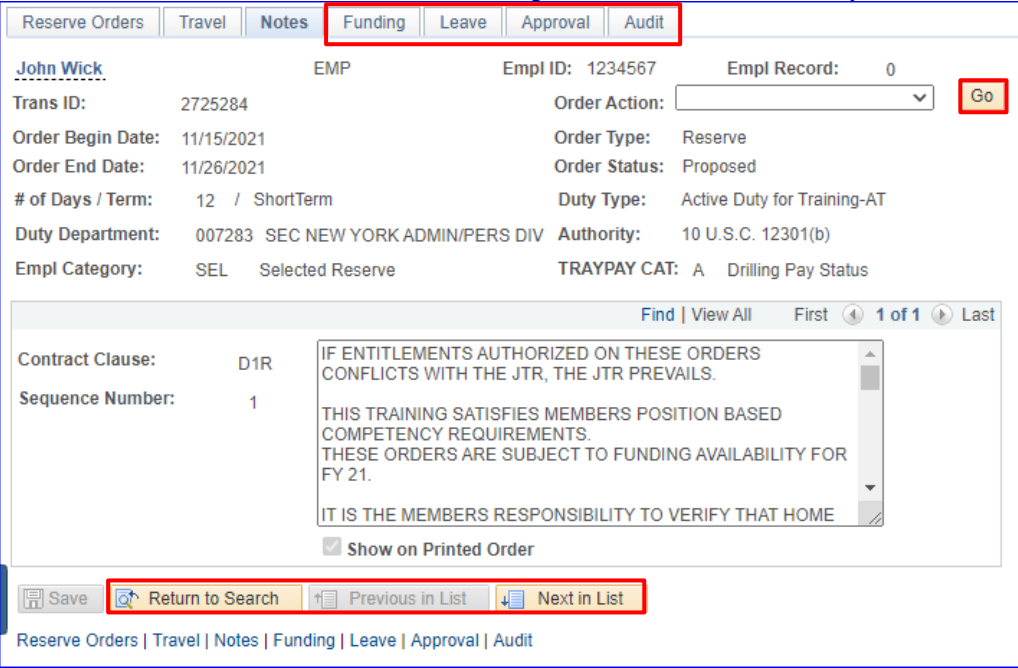
Procedures,
continued

Step	Action																																													
5	<p>Click the View All to view more travel details, or select the Notes tab.</p> <p>The screenshot displays a user interface for managing travel orders. At the top, there are tabs for 'Reserve Orders', 'Travel', 'Notes', 'Funding', 'Leave', 'Approval', and 'Audit'. The 'Notes' tab is highlighted with a red box. Below the tabs, the user's name 'John Wick' and EMP ID '1234567' are shown. A 'Trans ID' of '0' is displayed. The 'Order Action' dropdown menu is set to 'Reserve', and a 'Go' button is next to it. Other details include 'Order Begin Date: 11/15/2021', 'Order End Date: 11/26/2021', '# of Days / Term: 12 / ShortTerm', 'Duty Department: SEL Selected Reserve', and 'Authority: 10 U.S.C. 12301(b)'. The 'TRAYPAY CAT: A Drilling Pay Status' is also visible.</p> <p>The 'Itinerary' section contains a table with the following data:</p> <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>11/15/2021</td> <td>11/15/2021</td> <td>Home</td> <td>SEC NEW YORK ADMIN/PERS DIV</td> <td>F-ADMIN/PERS SUPPORT</td> <td>CG UNITS-STATEN ISLAND NY</td> </tr> <tr> <td>2</td> <td>Report</td> <td>Approved</td> <td>11/15/2021</td> <td>11/15/2021</td> <td>Duty</td> <td>SEC NEW YORK ADMIN/PERS DIV</td> <td>F-ADMIN/PERS SUPPORT</td> <td></td> </tr> <tr> <td>98</td> <td>Depart</td> <td>Approved</td> <td>11/26/2021</td> <td>11/26/2021</td> <td>Duty</td> <td>SEC NEW YORK ADMIN/PERS DIV</td> <td>F-ADMIN/PERS SUPPORT</td> <td></td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>11/26/2021</td> <td>11/26/2021</td> <td>Home</td> <td>SEC NEW YORK ADMIN/PERS DIV</td> <td>F-ADMIN/PERS SUPPORT</td> <td>CG UNITS-STATEN ISLAND NY</td> </tr> </tbody> </table> <p>The 'Travel Orders' section at the bottom shows details for a specific order (Seq Nbr: 1, Travel Type: Depart, Trvl: Approved). The 'View All' button is highlighted with a red box. Other details include 'Estimated Date: 11/15/2021', 'Actual Date: 11/15/2021', 'Nature of Duty: Home', 'Department: 007283', 'Location: NY0212', 'Position Number: 00044660', and 'Posn Job Code: 436093'. A 'Route for Approval' button is also present.</p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	11/15/2021	11/15/2021	Home	SEC NEW YORK ADMIN/PERS DIV	F-ADMIN/PERS SUPPORT	CG UNITS-STATEN ISLAND NY	2	Report	Approved	11/15/2021	11/15/2021	Duty	SEC NEW YORK ADMIN/PERS DIV	F-ADMIN/PERS SUPPORT		98	Depart	Approved	11/26/2021	11/26/2021	Duty	SEC NEW YORK ADMIN/PERS DIV	F-ADMIN/PERS SUPPORT		99	Report	Approved	11/26/2021	11/26/2021	Home	SEC NEW YORK ADMIN/PERS DIV	F-ADMIN/PERS SUPPORT	CG UNITS-STATEN ISLAND NY
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Member Active Duty Reserve Orders – View Only, Continued

Procedures,
continued

Step	Action
6	<p>Select any of the remaining tabs to view more details.</p> <ul style="list-style-type: none"> • Go – No longer available for use. • Return to Search – Click to return to the main search page. • Next in List – Use this to scroll to the next set of orders in your list. • Previous in List – Use this to view the previous set of orders in your list.  <p>The screenshot shows a web application interface for Reserve Orders. At the top, there are tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The 'Funding' tab is highlighted. Below the tabs, the user's name 'John Wick' is displayed along with EMP status and Empl ID: 1234567. The Empl Record count is 0. A 'Go' button is highlighted in red. The main area displays order details for Trans ID: 2725284, Order Begin Date: 11/15/2021, Order End Date: 11/26/2021, # of Days / Term: 12 / ShortTerm, Duty Department: 007283 SEC NEW YORK ADMIN/PERS DIV, Empl Category: SEL Selected Reserve, Order Action: (dropdown), Order Type: Reserve, Order Status: Proposed, Duty Type: Active Duty for Training-AT, Authority: 10 U.S.C. 12301(b), and TRAYPAY CAT: A Drilling Pay Status. A 'Find View All' section shows 'Contract Clause: D1R' and 'Sequence Number: 1' with a text area containing: 'IF ENTITLEMENTS AUTHORIZED ON THESE ORDERS CONFLICTS WITH THE JTR, THE JTR PREVAILS. THIS TRAINING SATISFIES MEMBERS POSITION BASED COMPETENCY REQUIREMENTS. THESE ORDERS ARE SUBJECT TO FUNDING AVAILABILITY FOR FY 21. IT IS THE MEMBERS RESPONSIBILITY TO VERIFY THAT HOME'. A 'Show on Printed Order' checkbox is checked. At the bottom, there are buttons for Save, Return to Search (highlighted in red), Previous in List, and Next in List. A breadcrumb trail at the bottom reads: Reserve Orders Travel Notes Funding Leave Approval Audit.</p>