

Member Initiated Active Duty Reserve Orders

Introduction This guide provides the procedures for Reserve members to request Active Duty Reserve orders in Direct Access.

The following Orders can be requested in Direct Access:

- Active Duty for Training (ADT)
 - ADT-AT (Annual Training)
 - ADT-OTD (Other Training Duty)
 - Active Duty for Other than Training (ADOT)
 - Active Duty Operational Support Active Component (ADOS-AC)
 - Active Duty Operational Support Reserve Component (ADOS-RC)
-

Important Information Prior to creating and submitting a request for Active Duty orders, it is important to ensure the new orders will not overlap any previously entered Active Duty orders or Inactive Duty for Training (IDT) requests. The [All Duty Report](#) provides a list of all IDT and Active Duty Orders executed during the Fiscal Year.

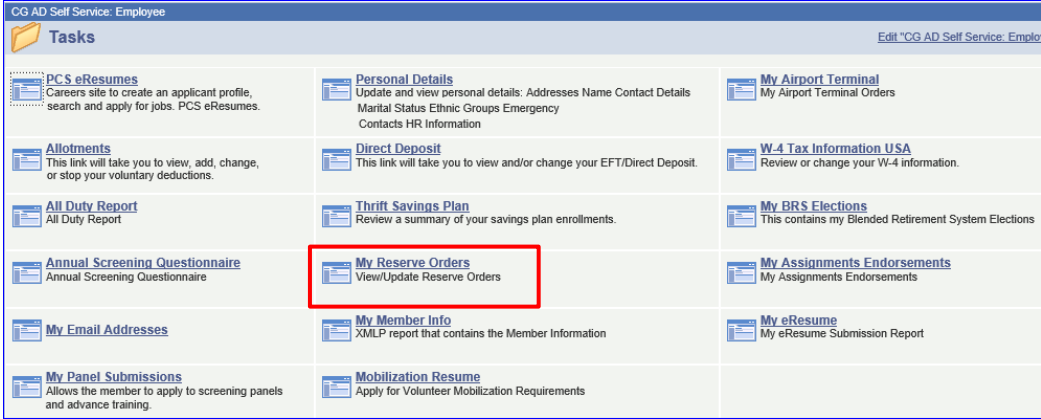

References (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
(b) [Coast Guard Pay Manual, COMDTINST M7220.29\(series\)](#)

Procedures See below.

Step	Action
1	Select the 11 More ... link from the Tasks column of the Employee pagelet. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>The screenshot shows the 'Employee' pagelet with two columns: 'Tasks' and 'View'. The 'Tasks' column contains links for PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, and 11 More... (highlighted with a red box). The 'View' column contains links for My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More...</p> </div>

Member Initiated Active Duty Reserve Orders, Continued

Procedures,
continued

Step	Action
<p>2</p>	<p>Click My Reserve Orders.</p>  <p>The screenshot shows a grid of task links. The link for 'My Reserve Orders' is highlighted with a red rectangular box. The link text is 'My Reserve Orders' with a sub-link 'View/Update Reserve Orders'.</p>
<p>3</p>	<p>The My Reserve Orders page will display. Click Search.</p>  <p>The screenshot shows the 'My Reserve Orders' search interface. It includes a search criteria section with various dropdown menus and text input fields. The 'Search' button at the bottom left is highlighted with a red rectangular box.</p>

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Member Initiated Active Duty Reserve Orders, Continued

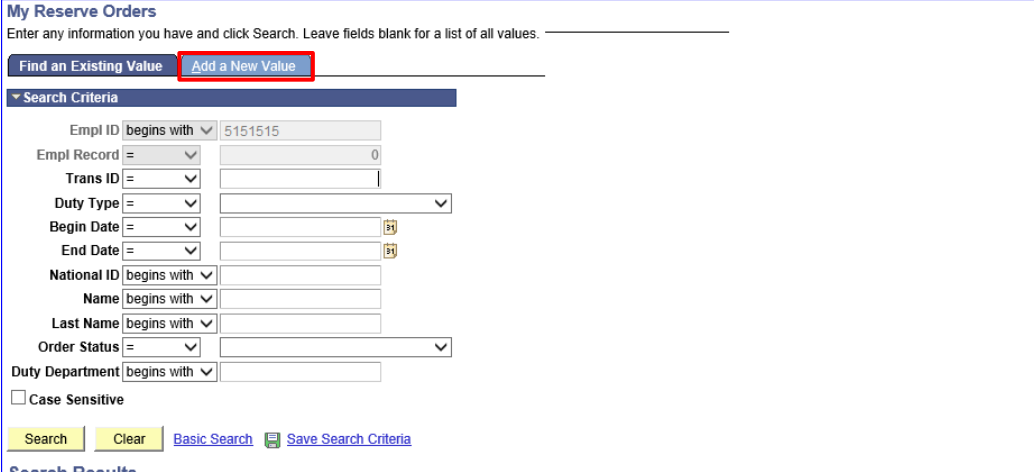
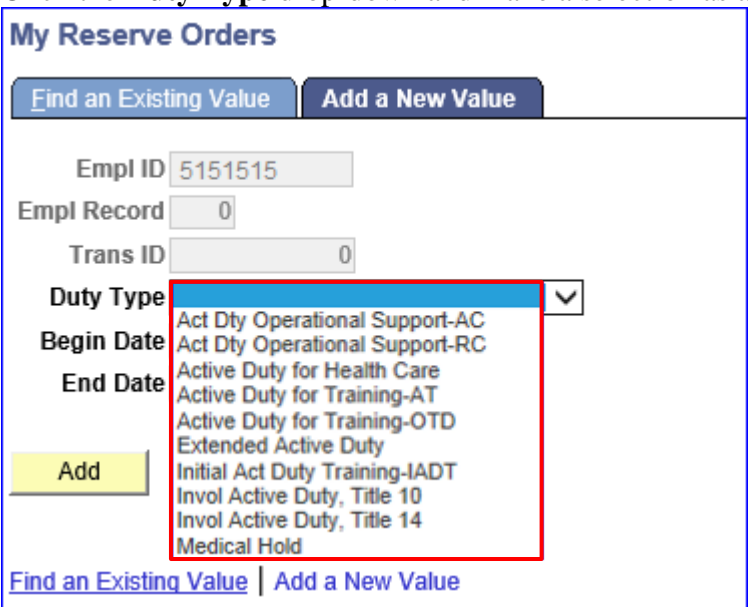
Procedures,
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Step	Action																																																																																																																																							
4	<p>All Reserve Active Duty Orders will be displayed. Ensure any orders already in an “Authorized” or “Finished” status do not overlap the new request for Active Duty orders. There may be several orders with overlapping dates in a “Proposed” status.</p> <p>Note: Once a request for Active Duty Orders has been entered and saved, the Duty Type, Begin Date and End Date cannot be edited. A new request must be submitted if any of these fields require changes.</p> <div data-bbox="343 768 1385 1220" style="border: 1px solid blue; padding: 5px;"> <p>My Reserve Orders Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="5151515"/></p> <p>Empl Record = <input type="text" value="0"/></p> <p>Trans ID = <input type="text"/></p> <p>Duty Type = <input type="text"/></p> <p>Begin Date = <input type="text"/></p> <p>End Date = <input type="text"/></p> <p>National ID begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Order Status = <input type="text"/></p> <p>Duty Department begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div> <div data-bbox="790 1075 1353 1220" style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <table border="1"> <thead> <tr> <th>Order Status</th> <th>Duty Type</th> <th>Authority Code</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> 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Member Initiated Active Duty Reserve Orders, Continued

Procedures,
continued

Step	Action																																																																		
5	<p>Select the Add A New Value tab.</p>  <p>My Reserve Orders Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with 5151515 Empl Record = 0 Trans ID = Duty Type = Begin Date = End Date = National ID begins with Name begins with Last Name begins with Order Status = Duty Department begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-16 of 16 Last</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Job Code</th> <th>Employee Category</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 Department</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>River Tamm</td> <td>YN2</td> <td>SEL</td> <td>2504344</td> <td>Authorized</td> <td>ADOS-AC</td> <td>10 U.S.C. 12301(d)</td> <td>08/06/2018</td> <td>09/05/2018</td> <td>007510</td> <td>SECTOR BUFFALO</td> </tr> <tr> <td>River Tamm</td> <td>YN2</td> <td>SEL</td> <td>2329784</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>06/27/2016</td> <td>07/08/2016</td> <td>007519</td> <td>SEC BUFFALO ADMIN/PERS DIV</td> </tr> <tr> <td>River Tamm</td> <td>YN2</td> <td>SEL</td> <td>2270751</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>06/15/2015</td> <td>06/26/2015</td> <td>007519</td> <td>SEC BUFFALO ADMIN/PERS DIV</td> </tr> <tr> <td>River Tamm</td> <td>YN2</td> <td>SEL</td> <td>2114735</td> <td>Finished</td> <td>ADOS-AC</td> <td>10 U.S.C. 12301(d)</td> <td>07/27/2014</td> <td>07/31/2014</td> <td>007519</td> <td>SEC BUFFALO ADMIN/PERS DIV</td> </tr> <tr> <td>River Tamm</td> <td>YN2</td> <td>SEL</td> <td>2087420</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>06/16/2014</td> <td>06/27/2014</td> <td>007519</td> <td>SEC BUFFALO ADMIN/PERS DIV</td> </tr> </tbody> </table>	Name	Job Code	Employee Category	Trans ID	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department	River Tamm	YN2	SEL	2504344	Authorized	ADOS-AC	10 U.S.C. 12301(d)	08/06/2018	09/05/2018	007510	SECTOR BUFFALO	River Tamm	YN2	SEL	2329784	Finished	ADT-AT	10 U.S.C. 12301(b)	06/27/2016	07/08/2016	007519	SEC BUFFALO ADMIN/PERS DIV	River Tamm	YN2	SEL	2270751	Finished	ADT-AT	10 U.S.C. 12301(b)	06/15/2015	06/26/2015	007519	SEC BUFFALO ADMIN/PERS DIV	River Tamm	YN2	SEL	2114735	Finished	ADOS-AC	10 U.S.C. 12301(d)	07/27/2014	07/31/2014	007519	SEC BUFFALO ADMIN/PERS DIV	River Tamm	YN2	SEL	2087420	Finished	ADT-AT	10 U.S.C. 12301(b)	06/16/2014	06/27/2014	007519	SEC BUFFALO ADMIN/PERS DIV
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6	<p>Click the Duty Type drop-down and make a selection as appropriate.</p>  <p>My Reserve Orders</p> <p>Find an Existing Value Add a New Value</p> <p>Empl ID 5151515 Empl Record 0 Trans ID 0 Duty Type Begin Date End Date</p> <p>Add</p> <p>Find an Existing Value Add a New Value</p> <p>Act Dty Operational Support-AC Act Dty Operational Support-RC Active Duty for Health Care Active Duty for Training-AT Active Duty for Training-OTD Extended Active Duty Initial Act Duty Training-IADT Invol Active Duty, Title 10 Invol Active Duty, Title 14 Medical Hold</p>																																																																		

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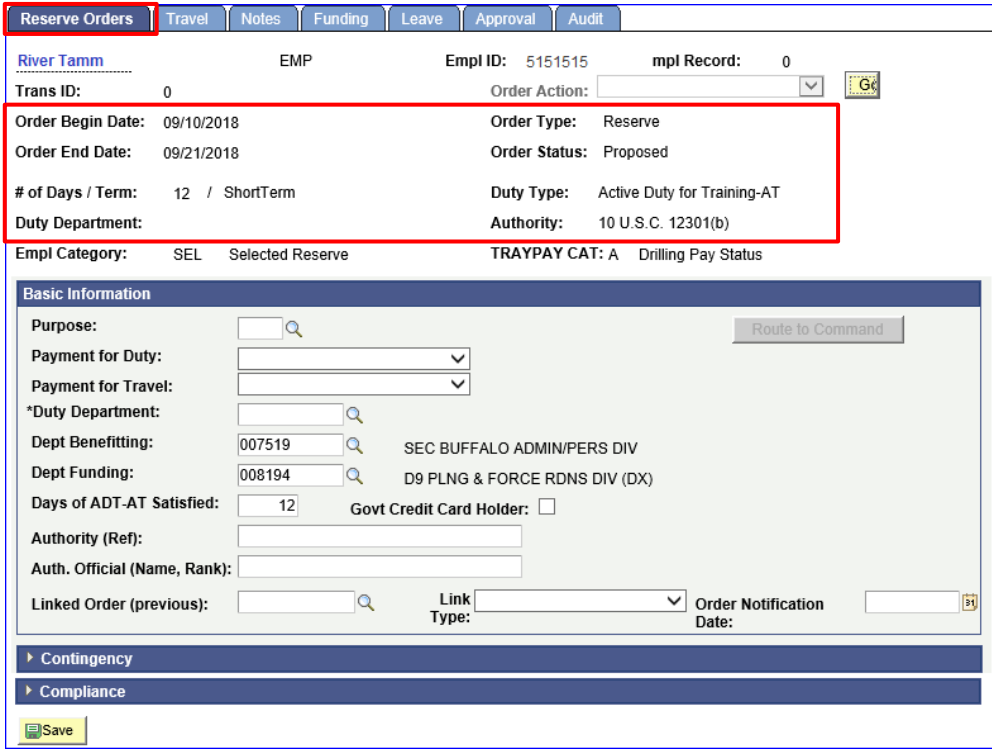
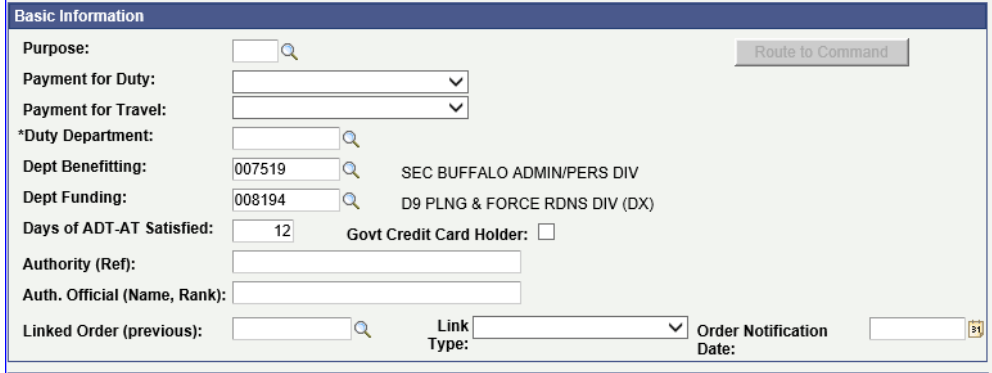
Procedures,
continued

Step	Action
7	<p data-bbox="339 495 979 524">Enter the Begin Date and End Date. Click Add.</p> <div data-bbox="339 524 1115 1032" style="border: 1px solid blue; padding: 5px;"><p data-bbox="355 533 625 562">My Reserve Orders</p><p data-bbox="355 600 890 629"><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p><p data-bbox="419 667 700 696">Empl ID <input type="text" value="5151515"/></p><p data-bbox="363 712 580 741">Empl Record <input type="text" value="0"/></p><p data-bbox="416 757 700 786">Trans ID <input type="text" value="0"/></p><p data-bbox="395 801 932 831">Duty Type <input type="text" value="Active Duty for Training-AT"/> ▼</p><p data-bbox="384 846 695 875">Begin Date <input type="text" value="09/10/2018"/> <input type="button" value="⌄"/></p><p data-bbox="405 891 695 920">End Date <input type="text" value="09/21/2018"/> <input type="button" value="⌄"/></p><p data-bbox="355 958 496 987"><input type="button" value="Add"/></p></div>

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Member Initiated Active Duty Reserve Orders, Continued

Procedures,
continued

Step	Action
<p>8</p>	<p>The Reserve Orders page will display with the specific order information:</p> <ul style="list-style-type: none"> • Order Begin Date • Order End Date • # of Days/Term • Duty Department • Order Type • Order Status • Duty Type • Authority  <p>The screenshot shows the 'Reserve Orders' page for 'River Tamm'. The 'Order Action' dropdown is set to 'Go'. The highlighted red box contains the following information:</p> <ul style="list-style-type: none"> Order Begin Date: 09/10/2018 Order End Date: 09/21/2018 # of Days / Term: 12 / ShortTerm Duty Department: (blank) Order Type: Reserve Order Status: Proposed Duty Type: Active Duty for Training-AT Authority: 10 U.S.C. 12301(b) <p>Other visible information includes: Empl ID: 5151515, mpl Record: 0, Trans ID: 0, and Empl Category: SEL Selected Reserve. The 'Basic Information' section contains various dropdowns and text fields for Purpose, Payment for Duty, Payment for Travel, *Duty Department, Dept Benefitting (007519), Dept Funding (008194), Days of ADT-AT Satisfied (12), Authority (Ref), Auth. Official (Name, Rank), and Linked Order (previous).</p>
<p>9</p>	<p>Complete the Basic Information section: (see Steps 10-11 for a description of each of the fields).</p>  <p>The screenshot shows the 'Basic Information' section of the Reserve Orders page. It contains the following fields:</p> <ul style="list-style-type: none"> Purpose: (text field) Payment for Duty: (dropdown menu) Payment for Travel: (dropdown menu) *Duty Department: (text field) Dept Benefitting: 007519 (text field) Dept Funding: 008194 (text field) Days of ADT-AT Satisfied: 12 (text field) Authority (Ref): (text field) Auth. Official (Name, Rank): (text field) Linked Order (previous): (text field) Link Type: (dropdown menu) Order Notification Date: (text field)

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Member Initiated Active Duty Reserve Orders, Continued

Procedures,
continued

Step	Action																																																																																																							
10	Field	Description																																																																																																						
	Purpose	<p>Using the lookup icon, select the Purpose of Duty for the orders.</p> <table border="1" data-bbox="568 640 1370 1016"> <tr><td>AB</td><td>Pub Affair</td><td>AW</td><td>C3</td><td>MED</td><td>Medical</td></tr> <tr><td>AC</td><td>ContlnPrep</td><td>BA</td><td>BoatSafety</td><td>MI</td><td>VsInspDoc</td></tr> <tr><td>AD</td><td>R & D</td><td>BC</td><td>BoatContln</td><td>NC</td><td>ATONContln</td></tr> <tr><td>ADM</td><td>Admin</td><td>CS</td><td>ContlnSupp</td><td>NR</td><td>Radio Nav</td></tr> <tr><td>AE</td><td>Eng & Log</td><td>DC</td><td>Def Contln</td><td>NUT</td><td>Weight/Nut</td></tr> <tr><td>AF</td><td>F&S_Inven</td><td>DN</td><td>Dental</td><td>OC</td><td>Olympics</td></tr> <tr><td>AG</td><td>Op Intel</td><td>DO</td><td>DefenseOps</td><td>OMP</td><td>OMSEP</td></tr> <tr><td>AH</td><td>Civ Rights</td><td>DR</td><td>DisastResp</td><td>PBC</td><td>Pos_Comp</td></tr> <tr><td>AI</td><td>Security</td><td>GL</td><td>SummerStoc</td><td>PC</td><td>PS Contlng</td></tr> <tr><td>AK</td><td>Health Svc</td><td>GMT</td><td>GMT</td><td>PHA</td><td>PHA</td></tr> <tr><td>AL</td><td>Legal Gen</td><td>IO</td><td>Ice Ops</td><td>PS</td><td>PS Ops</td></tr> <tr><td>AN</td><td>ATON Ops</td><td>ITP</td><td>ITP</td><td>SC</td><td>SAR Contlg</td></tr> <tr><td>AP</td><td>Personnel</td><td>LC</td><td>LE Contlng</td><td>SP</td><td>Space Pgm</td></tr> <tr><td>AQ</td><td>Acquisitio</td><td>LE</td><td>LE Ops</td><td>SR</td><td>SAR Ops</td></tr> <tr><td>AS</td><td>SafOccHlth</td><td>LS</td><td>LogisSupp</td><td>SIUP</td><td>(blank)</td></tr> <tr><td>AT</td><td>Trng Gen</td><td>MC</td><td>MFP Contln</td><td>SWE</td><td>RSWE</td></tr> <tr><td>AUG</td><td>Augment</td><td>ME</td><td>MFP Ops</td><td>VT</td><td>VTS</td></tr> </table>	AB	Pub Affair	AW	C3	MED	Medical	AC	ContlnPrep	BA	BoatSafety	MI	VsInspDoc	AD	R & D	BC	BoatContln	NC	ATONContln	ADM	Admin	CS	ContlnSupp	NR	Radio Nav	AE	Eng & Log	DC	Def Contln	NUT	Weight/Nut	AF	F&S_Inven	DN	Dental	OC	Olympics	AG	Op Intel	DO	DefenseOps	OMP	OMSEP	AH	Civ Rights	DR	DisastResp	PBC	Pos_Comp	AI	Security	GL	SummerStoc	PC	PS Contlng	AK	Health Svc	GMT	GMT	PHA	PHA	AL	Legal Gen	IO	Ice Ops	PS	PS Ops	AN	ATON Ops	ITP	ITP	SC	SAR Contlg	AP	Personnel	LC	LE Contlng	SP	Space Pgm	AQ	Acquisitio	LE	LE Ops	SR	SAR Ops	AS	SafOccHlth	LS	LogisSupp	SIUP	(blank)	AT	Trng Gen	MC	MFP Contln	SWE	RSWE	AUG	Augment	ME	MFP Ops	VT	VTS
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	Payment for Duty	<p>Using the drop-down, select the payment type. (Note: ADT-AT defaults to Pay and Allowance and cannot be edited.)</p> <table border="1" data-bbox="568 1128 904 1211"> <tr><td>No Duty Pay (Points Only)</td></tr> <tr><td>Pay and Allowances</td></tr> </table> <ul style="list-style-type: none"> • No Duty Pay (Points Only) – used if member is performing active duty for retirement points only. • Pay and Allowances – used if member is performing active duty for pay/allowances. 	No Duty Pay (Points Only)	Pay and Allowances																																																																																																				
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	Payment for Travel	<p>Using the drop-down, select the appropriate payment for travel.</p> <table border="1" data-bbox="568 1476 904 1581"> <tr><td>Multiple Travel Claims</td></tr> <tr><td>No Travel Pay</td></tr> <tr><td>Single Travel Claim</td></tr> </table> <ul style="list-style-type: none"> • Multiple Travel Claims – used if member will be on extended orders and authorized to submit multiple travel claims. • No Travel Pay – used if a travel payment is not authorized in accordance with the JTR. • Single Travel Claim – used if member will be submitting a single travel claim upon completion of orders. 	Multiple Travel Claims	No Travel Pay	Single Travel Claim																																																																																																			
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Member Initiated Active Duty Reserve Orders, Continued

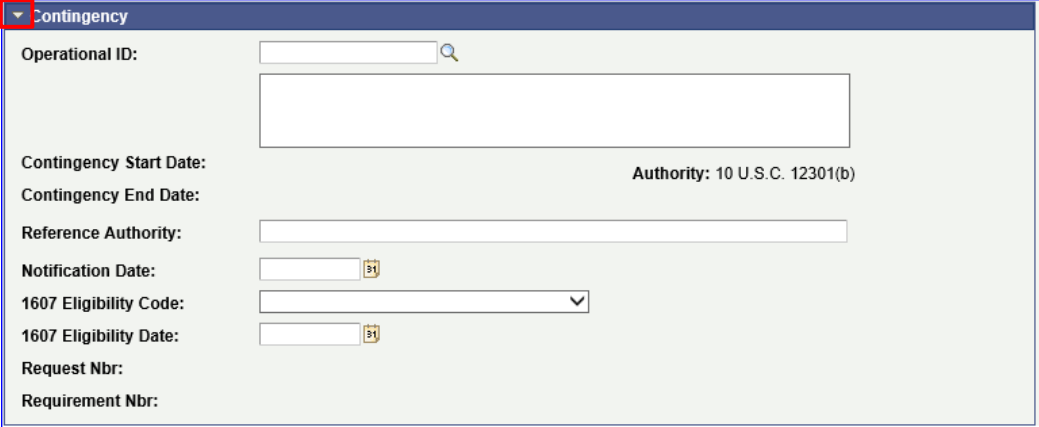
Procedures,
continued

Step	Action	
11	Field	Description
	*Duty Department	Enter the department ID where the duty will be performed. If the department ID number is unknown, use the lookup icon.
	Dept Benefitting	Defaults to the member's permanent duty assignment, but may be changed if necessary.
	Dept Funding	Defaults to the department associated with the Department Benefitting, but may be changed if necessary.
	Days of ADT-AT Satisfied	Defaults to the number of days these orders may be used to satisfy the ADT-AT requirement (up to 15).
	Gov't Credit Card Holder	Check this box if the member is a government charge card holder.
	Authority (Ref)	May be left blank or enter the authority announcing the active duty.
	Auth. Official (Name, Rank)	Enter the unit member that is authorized to approve the orders (this may be left blank).
	Linked Order (previous)	Usually left blank: if used, click the lookup icon and select the applicable previous orders.
	Link Type	Usually left blank: generally used in conjunction with the Linked Order field and when requested orders are to be performed for: <ul style="list-style-type: none"> • Back-to-Back • Medical Hold • Release from Active Duty orders
	Order Notification Date	Leave blank.

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Member Initiated Active Duty Reserve Orders, Continued

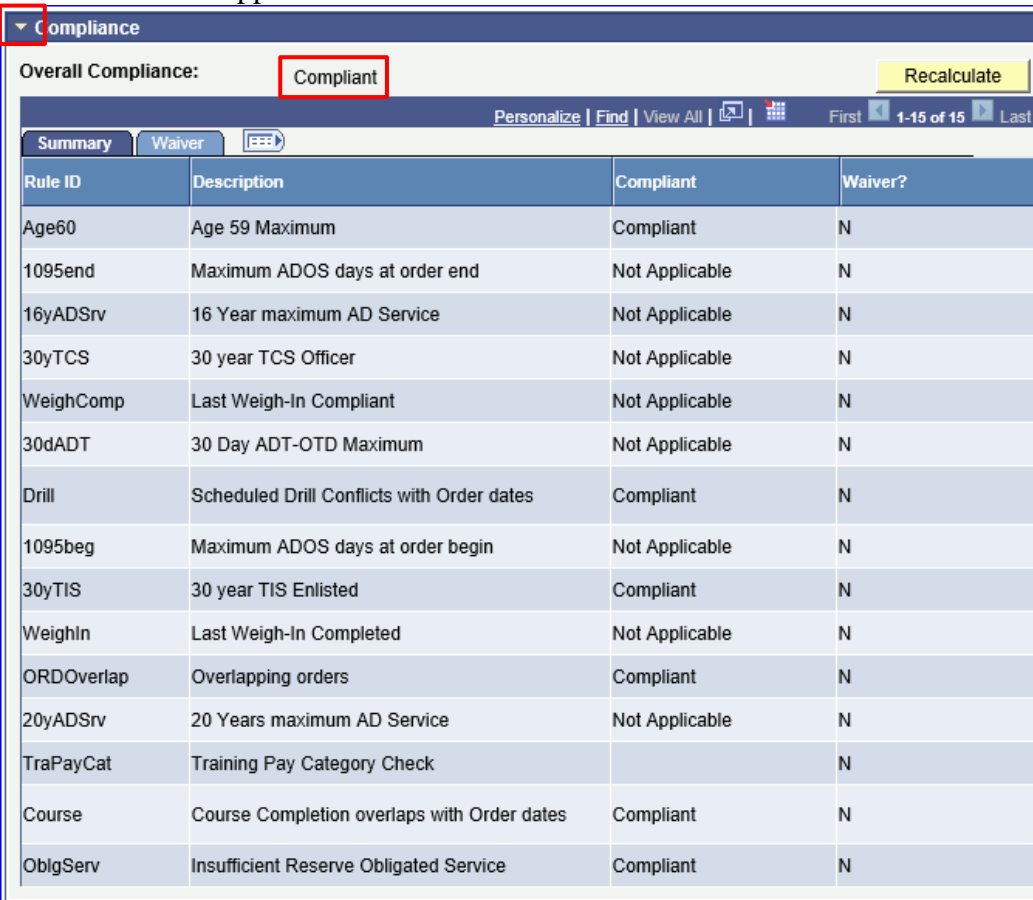
Procedures,
continued

Step	Action
12	<p>The Contingency section is collapsed for orders not requiring a contingency. If the orders are in response to a contingency, click the expansion arrow and enter the contingency data provided by the issuing authority.</p> 

Continued on next page

Member Initiated Active Duty Reserve Orders, Continued

Procedures,
continued

Step	Action																																																																												
13	<p>The Compliance section is collapsed at all times. Click the expansion arrow to validate the member is in compliance with order eligibility requirements.</p> <p>Note: Orders cannot be routed for authorization/approval if member is in a non-compliant status. The discrepancy must be corrected before orders can be routed for authorization/approval.</p>  <table border="1" data-bbox="343 705 1380 1601"> <thead> <tr> <th colspan="4" data-bbox="343 705 1380 750">Compliance</th> </tr> <tr> <td colspan="2" data-bbox="343 750 614 795">Overall Compliance:</td> <td data-bbox="614 750 1220 795">Compliant</td> <td data-bbox="1220 750 1380 795">Recalculate</td> </tr> <tr> <th data-bbox="343 795 534 840">Summary</th> <th data-bbox="534 795 662 840">Waiver</th> <th colspan="2"></th> </tr> <tr> <th data-bbox="343 840 534 862">Rule ID</th> <th data-bbox="534 840 949 862">Description</th> <th data-bbox="949 840 1189 862">Compliant</th> <th data-bbox="1189 840 1380 862">Waiver?</th> </tr> </thead> <tbody> <tr> <td data-bbox="343 862 534 884">Age60</td> <td data-bbox="534 862 949 884">Age 59 Maximum</td> <td data-bbox="949 862 1189 884">Compliant</td> <td data-bbox="1189 862 1380 884">N</td> </tr> <tr> <td data-bbox="343 884 534 907">1095end</td> <td data-bbox="534 884 949 907">Maximum ADOS days at order end</td> <td data-bbox="949 884 1189 907">Not Applicable</td> <td data-bbox="1189 884 1380 907">N</td> </tr> <tr> <td data-bbox="343 907 534 929">16yADSRv</td> <td data-bbox="534 907 949 929">16 Year maximum AD Service</td> <td data-bbox="949 907 1189 929">Not Applicable</td> <td data-bbox="1189 907 1380 929">N</td> </tr> <tr> <td data-bbox="343 929 534 952">30yTCS</td> <td data-bbox="534 929 949 952">30 year TCS Officer</td> <td data-bbox="949 929 1189 952">Not Applicable</td> <td data-bbox="1189 929 1380 952">N</td> </tr> <tr> <td data-bbox="343 952 534 974">WeighComp</td> <td data-bbox="534 952 949 974">Last Weigh-In Compliant</td> <td data-bbox="949 952 1189 974">Not Applicable</td> <td data-bbox="1189 952 1380 974">N</td> </tr> <tr> <td data-bbox="343 974 534 996">30dADT</td> <td data-bbox="534 974 949 996">30 Day ADT-OTD Maximum</td> <td data-bbox="949 974 1189 996">Not Applicable</td> <td data-bbox="1189 974 1380 996">N</td> </tr> <tr> <td data-bbox="343 996 534 1019">Drill</td> <td data-bbox="534 996 949 1019">Scheduled Drill Conflicts with Order dates</td> <td data-bbox="949 996 1189 1019">Compliant</td> <td data-bbox="1189 996 1380 1019">N</td> </tr> <tr> <td data-bbox="343 1019 534 1041">1095beg</td> <td data-bbox="534 1019 949 1041">Maximum ADOS days at order begin</td> <td data-bbox="949 1019 1189 1041">Not Applicable</td> <td data-bbox="1189 1019 1380 1041">N</td> </tr> <tr> <td data-bbox="343 1041 534 1064">30yTIS</td> <td data-bbox="534 1041 949 1064">30 year TIS Enlisted</td> <td data-bbox="949 1041 1189 1064">Compliant</td> <td data-bbox="1189 1041 1380 1064">N</td> </tr> <tr> <td data-bbox="343 1064 534 1086">WeighIn</td> <td data-bbox="534 1064 949 1086">Last Weigh-In Completed</td> <td data-bbox="949 1064 1189 1086">Not Applicable</td> <td data-bbox="1189 1064 1380 1086">N</td> </tr> <tr> <td data-bbox="343 1086 534 1108">ORDOverlap</td> <td data-bbox="534 1086 949 1108">Overlapping orders</td> <td data-bbox="949 1086 1189 1108">Compliant</td> <td data-bbox="1189 1086 1380 1108">N</td> </tr> <tr> <td data-bbox="343 1108 534 1131">20yADSRv</td> <td data-bbox="534 1108 949 1131">20 Years maximum AD Service</td> <td data-bbox="949 1108 1189 1131">Not Applicable</td> <td data-bbox="1189 1108 1380 1131">N</td> </tr> <tr> <td data-bbox="343 1131 534 1153">TraPayCat</td> <td data-bbox="534 1131 949 1153">Training Pay Category Check</td> <td data-bbox="949 1131 1189 1153"></td> <td data-bbox="1189 1131 1380 1153">N</td> </tr> <tr> <td data-bbox="343 1153 534 1176">Course</td> <td data-bbox="534 1153 949 1176">Course Completion overlaps with Order dates</td> <td data-bbox="949 1153 1189 1176">Compliant</td> <td data-bbox="1189 1153 1380 1176">N</td> </tr> <tr> <td data-bbox="343 1176 534 1198">ObligServ</td> <td data-bbox="534 1176 949 1198">Insufficient Reserve Obligated Service</td> <td data-bbox="949 1176 1189 1198">Compliant</td> <td data-bbox="1189 1176 1380 1198">N</td> </tr> </tbody> </table>	Compliance				Overall Compliance:		Compliant	Recalculate	Summary	Waiver			Rule ID	Description	Compliant	Waiver?	Age60	Age 59 Maximum	Compliant	N	1095end	Maximum ADOS days at order end	Not Applicable	N	16yADSRv	16 Year maximum AD Service	Not Applicable	N	30yTCS	30 year TCS Officer	Not Applicable	N	WeighComp	Last Weigh-In Compliant	Not Applicable	N	30dADT	30 Day ADT-OTD Maximum	Not Applicable	N	Drill	Scheduled Drill Conflicts with Order dates	Compliant	N	1095beg	Maximum ADOS days at order begin	Not Applicable	N	30yTIS	30 year TIS Enlisted	Compliant	N	WeighIn	Last Weigh-In Completed	Not Applicable	N	ORDOverlap	Overlapping orders	Compliant	N	20yADSRv	20 Years maximum AD Service	Not Applicable	N	TraPayCat	Training Pay Category Check		N	Course	Course Completion overlaps with Order dates	Compliant	N	ObligServ	Insufficient Reserve Obligated Service	Compliant	N
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Member Initiated Active Duty Reserve Orders, Continued

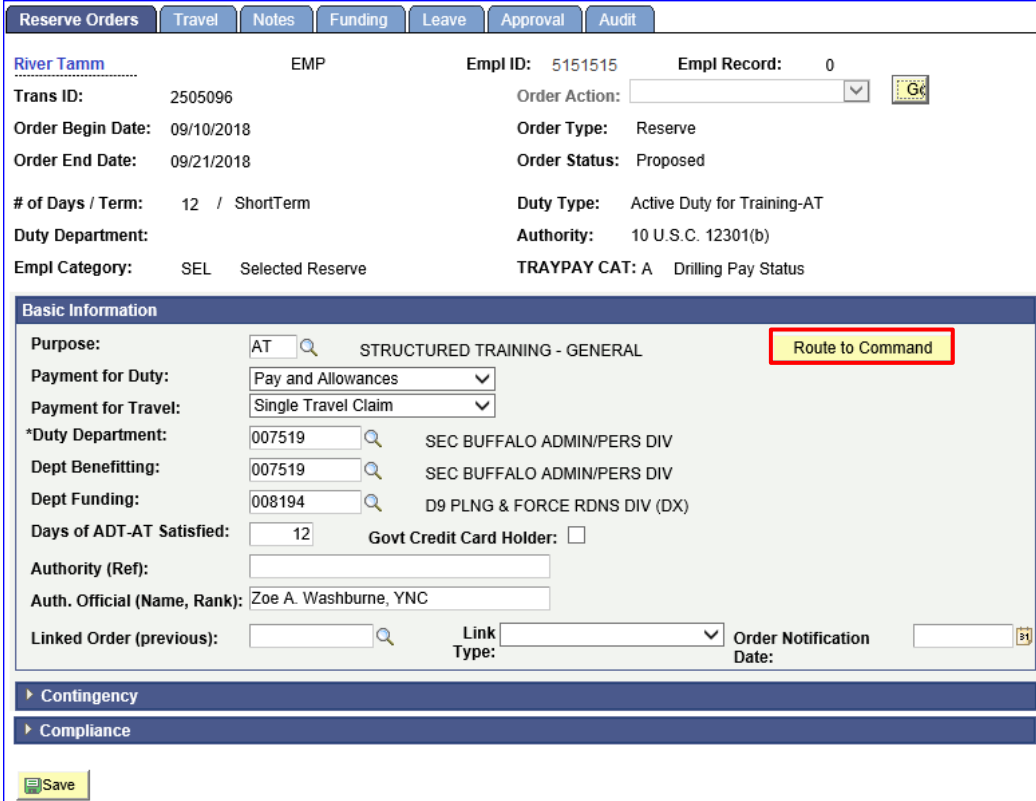
Procedures,
continued

Step	Action
<p>14</p>	<p>When the Basic Information section has been completed and overall compliance has been determined, click Save.</p> <div data-bbox="343 562 1385 1368" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Reserve Orders Travel Notes Funding Leave Approval Audit </div> <div style="margin-bottom: 5px;"> <p>River Tamm EMP Empl ID: 5151515 Empl Record: 0</p> <p>Trans ID: 2505096 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 09/10/2018 Order Type: Reserve</p> <p>Order End Date: 09/21/2018 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> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Basic Information</p> <p>Purpose: <input type="text" value="AT"/> <input type="button" value="Search"/> STRUCTURED TRAINING - GENERAL <input type="button" value="Route to Command"/></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="Single Travel Claim"/> <input type="button" value="v"/></p> <p>*Duty Department: <input type="text" value="007519"/> <input type="button" value="Search"/> SEC BUFFALO ADMIN/PERS DIV</p> <p>Dept Benefitting: <input type="text" value="007519"/> <input type="button" value="Search"/> SEC BUFFALO ADMIN/PERS DIV</p> <p>Dept Funding: <input type="text" value="008194"/> <input type="button" value="Search"/> D9 PLNG & 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): Zoe A. Washburne, YNC <input type="text"/></p> <p>Linked Order (previous): <input type="text"/> <input type="button" value="Search"/> Link Type: <input type="text"/> <input type="button" value="v"/> Order Notification Date: <input type="text"/> <input type="button" value="BT"/></p> </div> <div style="margin-bottom: 5px;"> <p>▶ Contingency</p> <p>▶ Compliance</p> </div> <div style="text-align: right;"> <input type="button" value="Save"/> </div> </div>

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Member Initiated Active Duty Reserve Orders, Continued

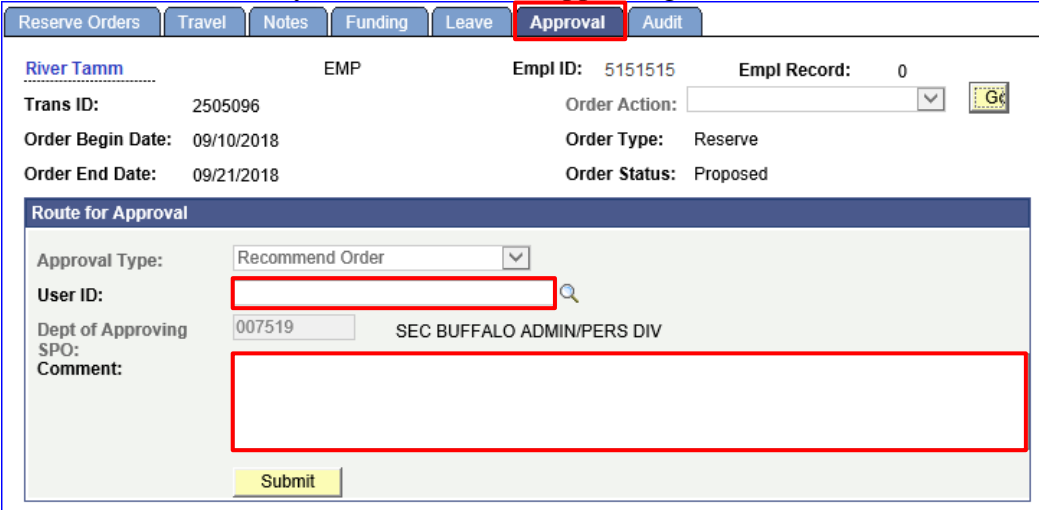
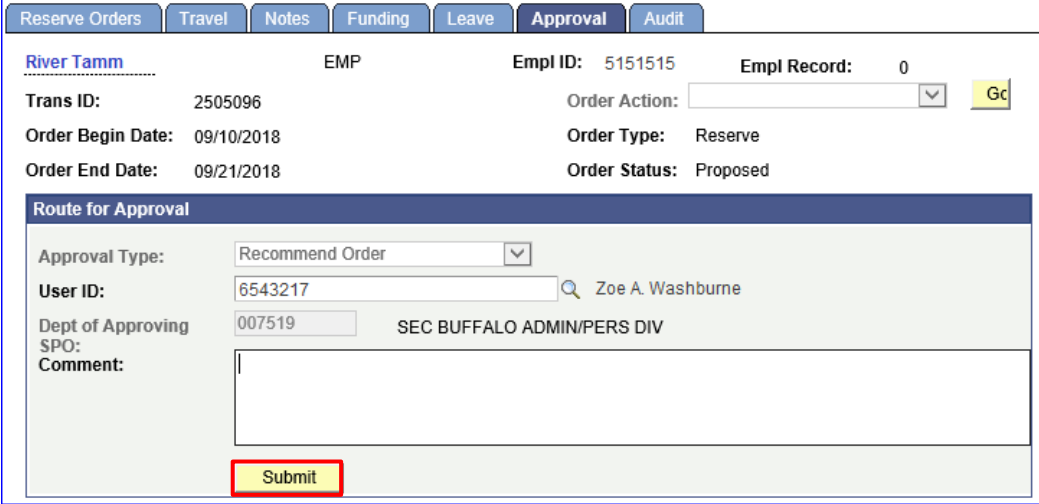
Procedures,
continued

Step	Action
15	<p>The Route to Command button will now be activated. Click the Route to Command button.</p>  <p>The screenshot shows a web application interface for managing reserve orders. At the top, there are tabs for 'Reserve Orders', 'Travel', 'Notes', 'Funding', 'Leave', 'Approval', and 'Audit'. Below the tabs, the user 'River Tamm' is logged in as an EMP with Empl ID: 5151515 and Empl Record: 0. The order details include: Trans ID: 2505096, Order Begin Date: 09/10/2018, Order End Date: 09/21/2018, # of Days / Term: 12 / ShortTerm, Duty Department: 10 U.S.C. 12301(b), and Empl Category: SEL Selected Reserve. The 'Basic Information' section contains various fields for purpose, payment, and department, with a 'Route to Command' button highlighted in a red box. Other sections include 'Contingency', 'Compliance', and a 'Save' button.</p>

Continued on next page

Member Initiated Active Duty Reserve Orders, Continued

Procedures,
continued

Step	Action
<p>16</p>	<p>This will take you to the Approval tab. Enter:</p> <ul style="list-style-type: none"> • User ID – enter the Emplid for the command representative authorized to approve the request. Press the tab key to populate the approving official’s name. If the Approver’s Emplid is unknown, use the lookup icon to locate the approving official. • Comment – enter any comments for the approving official. 
<p>17</p>	<p>Click Submit.</p> 

Continued on next page

Member Initiated Active Duty Reserve Orders, Continued

Procedures,
continued

Step	Action
18	<p>The Reserve Orders request will be forwarded to the command for approval and will display a pending status.</p> <div data-bbox="343 562 1385 1355" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Reserve Orders Travel Notes Funding Leave Approval Audit </div> <p>River Tamm EMP Empl ID: 5151515 Empl Record: 0</p> <p>Trans ID: 2505096 Order Action: Gc</p> <p>Order Begin Date: 09/10/2018 Order Type: Reserve</p> <p>Order End Date: 09/21/2018 Order Status: Proposed</p> <div style="background-color: #4a7ebb; color: white; padding: 2px; margin-top: 5px;">Route for Approval</div> <div style="background-color: #f0f0f0; padding: 5px; margin-top: 5px;"> <p>Approval Type: Recommend Order</p> <p>User ID: 6543217 Zoe A. Washburne</p> <p>Dept of Approving SPO: 007519 SEC BUFFALO ADMIN/PERS DIV</p> <p>Comment: <input style="width: 100%; height: 20px;" type="text"/></p> </div> <div style="margin-top: 10px;"> <h3>Recommend Order Approval</h3> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Recommend Order: Pending View/Hide Comments </div> <p>One Approval Level</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="background-color: #e0e0e0; padding: 2px;">Pending</p> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="font-size: small;"> <p>Zoe A. Washburne</p> <p>Approver from USERID field</p> </div> </div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Comments</p> <p>River Tamm at 08/08/18 - 8:54 AM</p> <p><No Comments></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Add </div> </div>