

Member Initiated Reserve Active Duty Orders Request

Introduction This guide provides the procedures for Reserve members to request Active Duty (AD) Reserve Orders in Direct Access (DA).

IMPORTANT When submitting Order for review and approval, ensure the Approval Type is set to **Recommend Order** and NOT Authorize Order (see Step 10 of this guide).

Review for Overlapping Periods Prior to creating and submitting a request for AD Orders, ensure no prior AD Orders or Inactive Duty for Training (IDT) requests already exist in DA or overlap for the same period as the new request. The [All Duty Report](#) provides a list of all IDT and AD Orders executed during the Fiscal Year (FY).

AD Order Types The following Orders may be requested in DA:

- 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)


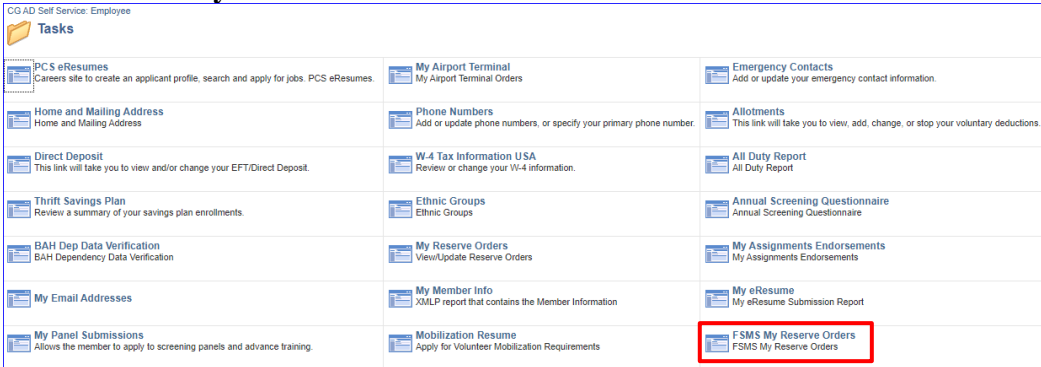
References

- (a) [Reserve Duty Status and Participation Manual, COMDTINST M1001.2 \(series\)](#)
- (b) [Personnel and Pay Procedures Manual \(3PM\), PPCINST M1000.2 \(series\), Chapter 10](#)
- (c) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
- (d) [Active Duty for Operational Support \(ADOS\), COMDTINST 1330.1 \(series\)](#)

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Procedures See below.

Step	Action
<p>1</p>	<p>Select 12 More ... from the Tasks column of the Employee pagelet.</p>  <p>The screenshot shows a window titled "Employee" with a "Tasks" column on the left and a "View" column on the right. The "Tasks" column contains links such as "PCS eResumes", "My Airport Terminal", "Emergency Contacts", "Home and Mailing Address", "Phone Numbers", "Allotments", "Direct Deposit", "W-4 Tax Information USA", and "All Duty Report". The "12 More..." link at the bottom of the "Tasks" column is highlighted with a red box.</p>
<p>2</p>	<p>Select FSMS My Reserve Orders.</p>  <p>The screenshot shows the "CG AD Self Service: Employee" page with a "Tasks" section. It displays a grid of task cards. The "FSMS My Reserve Orders" link is highlighted with a red box. Other visible tasks include "PCS eResumes", "Home and Mailing Address", "Direct Deposit", "Thrift Savings Plan", "BAH Dep Data Verification", "My Email Addresses", "My Panel Submissions", "My Airport Terminal", "Phone Numbers", "W-4 Tax Information USA", "Ethnic Groups", "My Reserve Orders", "My Member Info", "Mobilization Resume", "Emergency Contacts", "Allotments", "All Duty Report", "Annual Screening Questionnaire", "My Assignments Endorsements", and "My eResume".</p>

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Procedures,
continued

Step	Action
3	<p>The FSMS My Reserve Orders page will display. Click Add a New Value.</p> <p>NOTE: It is important to review for any existing or overlapping AD Orders (see Important Information section). You may also click Search and review the Search Results for any existing or overlapping AD Orders.</p> <div data-bbox="327 658 1302 1527" style="border: 1px solid blue; padding: 5px;"> <p>FSMS RSV Orders</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input style="border: 2px solid red;" type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p> Empl ID <input type="text" value="begins with"/> <input type="text" value="1234567"/> Empl Record = <input type="text" value="0"/> Trans ID = <input type="text"/> Duty Type = <input type="text"/> Begin Date = <input type="text"/> <input type="button" value="31"/> End Date = <input type="text"/> <input type="button" value="31"/> National ID <input type="text" value="begins with"/> Name <input type="text" value="begins with"/> Last Name <input type="text" value="begins with"/> Order Status = <input type="text"/> Duty Department <input type="text" value="begins with"/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria </p> </div>

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Member Initiated Reserve Active Duty Orders Request, Continued

Procedures,
continued

Step	Action
<p>4</p>	<p>Using the Duty Type drop-down, select the appropriate duty type.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="border: 1px solid blue; padding: 10px; width: 45%;"> <p>FSMS RSV Orders</p> <p>Find an Existing Value Add a New Value</p> <p>Empl ID <input type="text" value="1234567"/></p> <p>Empl Record <input type="text" value="0"/></p> <p>Trans ID <input type="text" value="0"/></p> <p>Duty Type <input style="border: 2px solid red;" type="text" value="▼"/></p> <p>Begin Date <input type="text" value=""/> <input type="button" value="31"/></p> <p>End Date <input type="text" value=""/> <input type="button" value="31"/></p> <p><input type="button" value="Add"/></p> </div> <div style="border: 2px solid red; padding: 10px; width: 50%; background-color: #e0e0e0;"> <p>Act Dty Operational Support-AC</p> <p>Act Dty Operational Support-RC</p> <p>Active Duty for Health Care</p> <p>Active Duty for Training-AT</p> <p>Active Duty for Training-OTD</p> <p>Extended Active Duty</p> <p>Initial Act Duty Training-IADT</p> <p>Invol Active Duty, Title 10</p> <p>Invol Active Duty, Title 14</p> <p>Medical Hold</p> </div> </div>
<p>5</p>	<p>Enter a Begin Date and End Date for the Order, then click Add.</p> <div style="border: 1px solid blue; padding: 10px; width: 45%;"> <p>FSMS RSV Orders</p> <p>Find an Existing Value Add a New Value</p> <p>Empl ID <input type="text" value="1234567"/></p> <p>Empl Record <input type="text" value="0"/></p> <p>Trans ID <input type="text" value="0"/></p> <p>Duty Type <input type="text" value="Active Duty for Training-AT"/> ▼</p> <p>Begin Date <input style="border: 2px solid red;" type="text" value="02/14/2022"/> <input type="button" value="31"/></p> <p>End Date <input style="border: 2px solid red;" type="text" value="02/25/2022"/> <input type="button" value="31"/></p> <p><input style="border: 2px solid red;" type="button" value="Add"/></p> </div>

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Member Initiated Reserve Active Duty Orders Request, Continued

Procedures,
continued

Step	Action												
6	<p>The Reserve Orders page will pre-populate with the following information based on the member's status and information entered in Steps 4 & 5:</p> <table border="1" data-bbox="328 551 1364 790"> <tr> <td>• Trans ID</td> <td>• Order Type</td> </tr> <tr> <td>• Order Begin Date</td> <td>• Order Status</td> </tr> <tr> <td>• Order End Date</td> <td>• Duty Type</td> </tr> <tr> <td>• # of Days / Term</td> <td>• Authority</td> </tr> <tr> <td>• Duty Department</td> <td>• TRAYPAY CAT</td> </tr> <tr> <td>• Empl Category</td> <td></td> </tr> </table> <p>Complete the Basic Information section (refer to Step 7 for a description of each of the fields).</p> <div data-bbox="328 902 1364 1727" style="border: 1px solid blue; padding: 5px;"> <p>Reserve Orders Travel Notes Funding Leave Approval</p> <p><u>KAYLEE FRYE</u> EMP Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 0 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 02/14/2022 Order Type: Reserve</p> <p>Order End Date: 02/25/2022 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> <hr/> <p>Basic Information</p> <p>Purpose: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Route for Authorization"/></p> <p>Payment for Duty: <input type="text"/></p> <p>Payment for Travel: <input type="text"/></p> <p>*Duty Department: <input type="text"/> <input type="button" value="Search"/></p> <p>Dept Benefiting: 007496 <input type="button" value="Search"/> SEC ST PETE ADMIN/PERS DIV</p> <p>Dept Funding: 008073 <input type="button" value="Search"/> D7 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): <input type="text"/></p> <hr/> <p>▶ Contingency</p> <p>▶ Compliance</p> <p><input type="button" value="Save"/> <input type="button" value="Add"/></p> </div>	• Trans ID	• Order Type	• Order Begin Date	• Order Status	• Order End Date	• Duty Type	• # of Days / Term	• Authority	• Duty Department	• TRAYPAY CAT	• Empl Category	
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Continued

Procedures,
continued

Step	Action	
7	Field	Description
	Purpose	Using the Lookup, select the Purpose of Duty or reason for the Order.
	Payment for Duty	Using the drop-down, select the payment type: <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.
	Payment for Travel	Using the drop-down, select the appropriate payment for travel: <ul style="list-style-type: none"> • Multiple Travel Claims – used if member will be on extended orders and authorized to submit multiple travel claims. • Single Travel Claim – used if member will be submitting a single travel claim upon completion of orders. • No Travel Pay – used if a travel payment is not authorized IAW the JTR.
	*Duty Department	For Short-term Orders (short-term ADOS or Involuntary Orders), enter the Department ID of the member’s current permanent duty station (PDS). For Long-term Orders (long-term ADOS or EAD Orders), enter the Department ID where Duty will be performed.
	Dept Benefitting	Defaults to the member’s PDS. Enter the Department ID where the Duty will be performed (if different than PDS).
	Dept Funding	Default to the department associated with the Dept Benefitting but may be changed to the actual department providing funding.
	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 days).
	Gov’t Credit Card Holder	Check the box if the member holds a Government Travel Credit Card.
	Authority (Ref)	May be left blank or enter the authority announcing the AD.
	Auth. Official (Name, Rank)	Enter the unit member authorized to approve the Orders.

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Member Initiated Reserve Active Duty Orders Request, Continued

Procedures,
continued

Step	Action
8	<p>Upon completion of the Basic Information section, click Save.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Reserve Orders Travel Notes Funding Leave Approval </div> <div style="margin-bottom: 5px;"> <p><u>KAYLEE FRYE</u> EMP Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 0 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 02/14/2022 Order Type: Reserve</p> <p>Order End Date: 02/25/2022 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 gray; 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 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="Single Travel Claim"/> <input type="button" value="v"/></p> <p>*Duty Department: <input type="text" value="007496"/> <input type="button" value="SEARCH"/> SEC ST PETE ADMIN/PERS DIV</p> <p>Dept Benefiting: <input type="text" value="007496"/> <input type="button" value="SEARCH"/> SEC ST PETE ADMIN/PERS DIV</p> <p>Dept Funding: <input type="text" value="008073"/> <input type="button" value="SEARCH"/> D7 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): <input type="text" value="Inara Serra, YNC"/></p> </div> <div style="margin-bottom: 5px;"> <p><input type="button" value="Contingency"/></p> <p><input type="button" value="Compliance"/></p> </div> <div style="display: flex; justify-content: space-between;"> <input type="button" value="Save"/> <input type="button" value="Add"/> </div> </div>

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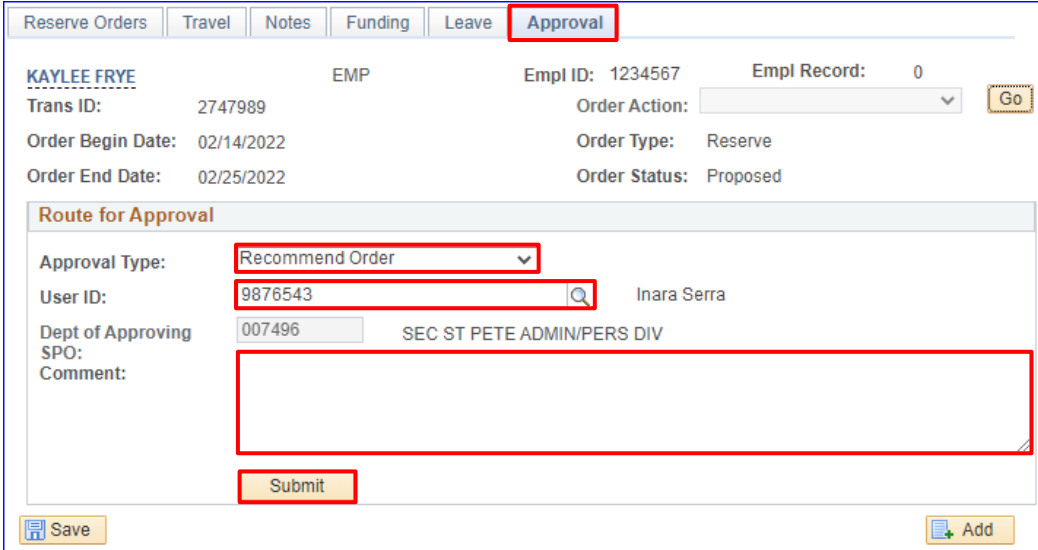
Procedures,
continued

Step	Action
<p>9</p>	<p>Upon saving, a Trans ID will populate, and the Route for Authorization button will unlock.</p> <p>Click Route for Authorization.</p> <p>NOTE: Orders will NOT route for authorization/approval if you are in a non-compliant status. The discrepancy MUST be corrected before the Order may be routed for authorization/approval.</p> <div data-bbox="325 768 1367 1597" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Reserve Orders Travel Notes Funding Leave Approval </div> <div style="margin-bottom: 5px;"> KAYLEE FRYE EMP Empl ID: 1234567 Empl Record: 0 </div> <div style="margin-bottom: 5px;"> Trans ID: 2747989 Order Action: ▼ Go </div> <div style="margin-bottom: 5px;"> Order Begin Date: 02/14/2022 Order Type: Reserve </div> <div style="margin-bottom: 5px;"> Order End Date: 02/25/2022 Order Status: Proposed </div> <div style="margin-bottom: 5px;"> # of Days / Term: 12 / ShortTerm Duty Type: Active Duty for Training-AT </div> <div style="margin-bottom: 5px;"> Duty Department: Authority: 10 U.S.C. 12301(b) </div> <div style="margin-bottom: 5px;"> Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Basic Information</p> Purpose: AT SEARCH STRUCTURED TRAINING - GENERAL Route for Authorization </div> <div style="margin-bottom: 5px;"> Payment for Duty: Pay and Allowances ▼ </div> <div style="margin-bottom: 5px;"> Payment for Travel: Single Travel Claim ▼ </div> <div style="margin-bottom: 5px;"> *Duty Department: 007496 SEARCH SEC ST PETE ADMIN/PERS DIV </div> <div style="margin-bottom: 5px;"> Dept Benefiting: 007496 SEARCH SEC ST PETE ADMIN/PERS DIV </div> <div style="margin-bottom: 5px;"> Dept Funding: 008073 SEARCH D7 PLNG & FORCE RDNS DIV (DX) </div> <div style="margin-bottom: 5px;"> Days of ADT-AT Satisfied: 12 Govt Credit Card Holder: <input type="checkbox"/> </div> <div style="margin-bottom: 5px;"> Authority (Ref): </div> <div style="margin-bottom: 5px;"> Auth. Official (Name, Rank): Inara Serra, YNC </div> <div style="margin-bottom: 5px;"> ▶ Contingency </div> <div style="margin-bottom: 5px;"> ▶ Compliance </div> <div style="display: flex; justify-content: space-between;"> Save Add </div> </div>

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Procedures,
continued

Step	Action
<p>10</p>	<p>The Approval tab will display.</p> <ul style="list-style-type: none"> • Approval Type – May default to Authorize Order. Using the drop-down, select Recommend Order. • User ID – Enter the Employee ID or use the Lookup to locate the command representative authorized to approve the Order. • Comment – Enter any comments for the Approver. <p>Click Submit.</p> 

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Member Initiated Reserve Active Duty Orders Request, Continued

Procedures,
continued

Step	Action
<p>11</p>	<p>The request for Orders is now Pending and will be forwarded for approval.</p> <p>NOTE: On the first and last day of your orders it is recommended that you contact your Yeoman to ensure your orders are set to a "En Route" status at the beginning of your orders and a "Finished" status at the end of your orders in Direct Access to avoid any issues or delays with your DEERS benefits.</p> <div data-bbox="327 696 1369 1545" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Reserve Orders Travel Notes Funding Leave Approval </div> <div style="margin-bottom: 5px;"> <p><u>KAYLEE FRYE</u> EMP Empl ID: 1234567 Empl Record: 0 Go</p> <p>Trans ID: 2747989 Order Action:</p> <p>Order Begin Date: 02/14/2022 Order Type: Reserve</p> <p>Order End Date: 02/25/2022 Order Status: Proposed</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Route for Approval</p> <p>Approval Type: Recommend Order</p> <p>User ID: 9876543 Inara Serra</p> <p>Dept of Approving SPO: 007496 SEC ST PETE ADMIN/PERS DIV</p> <p>Comment: <input style="width: 100%; height: 30px;" type="text"/></p> </div> <div style="margin-bottom: 5px;"> <p>Recommend Order Approval</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>▼ Reserve Recommend Order Pending View/Hide Comments</p> <p>One level Approval</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p style="background-color: #e0e0e0; padding: 2px;">Pending</p> <p style="font-size: small;">Inara Serra Approver from USERID field</p> </div> <p>▼ Comments</p> <p style="font-weight: bold; font-size: small;">Kaylee L. Frye at 01/21/22 - 9:08 AM</p> <p style="font-size: x-small;"><No Comments></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Add </div> </div> </div>