

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)


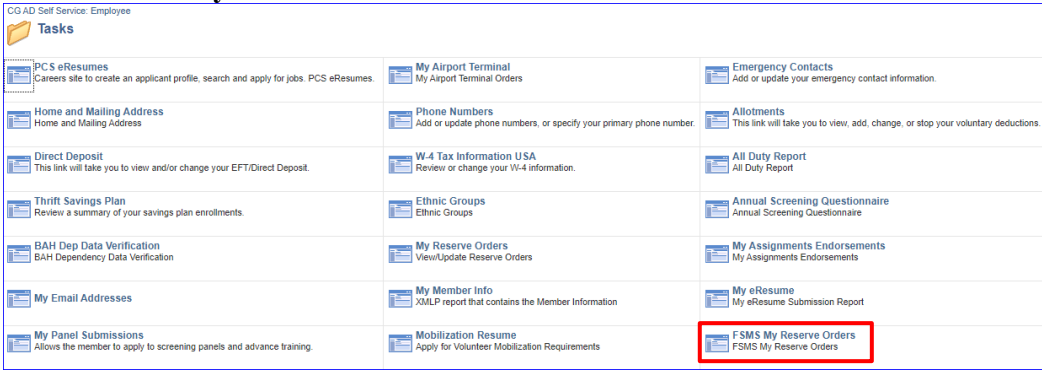
References

- (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
1	<p>Select 12 More ... from the Tasks column of the Employee pagelet.</p>  <p>The screenshot shows a window titled 'Employee' with two columns: 'Tasks' and 'View'. The 'Tasks' column lists various options, with '12 More...' highlighted in a red box. The 'View' column lists options like 'My Profile', 'My Global Email Address', etc.</p>
2	<p>Select FSMS My Reserve Orders.</p>  <p>The screenshot shows a grid of tasks under the heading 'CG AD Self Service: Employee'. The task 'FSMS My Reserve Orders' is highlighted with a red box. Other tasks include PCS eResumes, My Airport Terminal, Emergency Contacts, etc.</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="331 660 1300 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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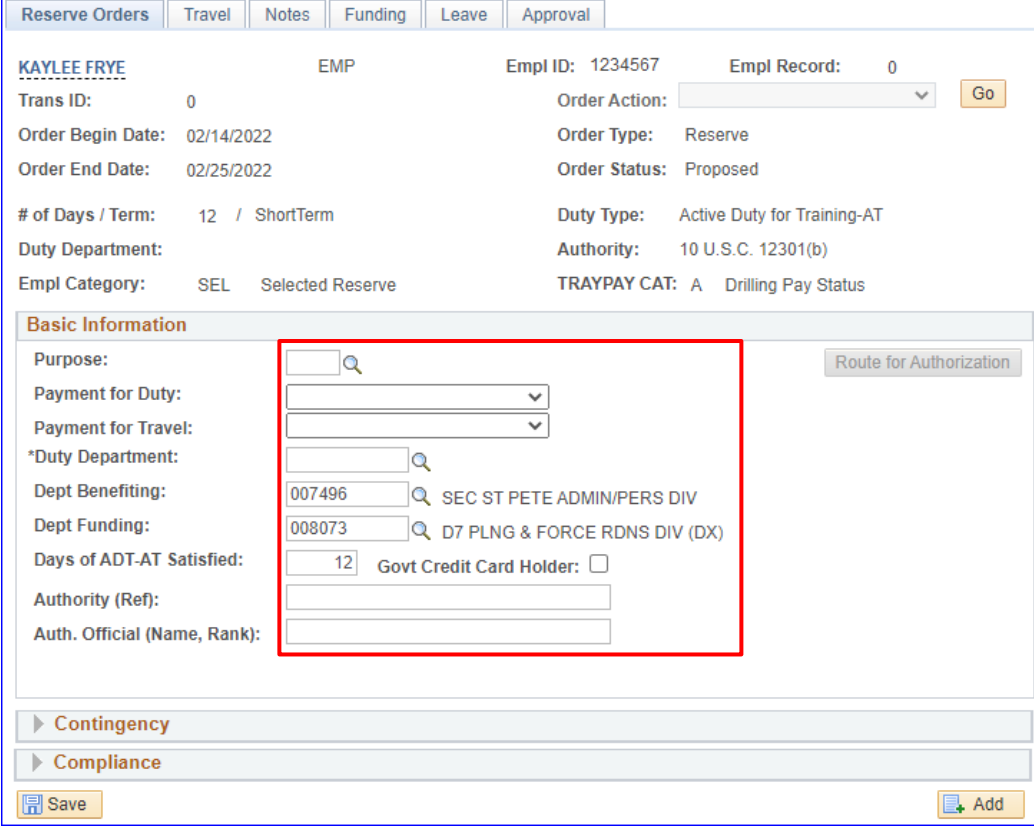
Procedures,
continued

Step	Action
4	<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>
5	<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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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="327 548 1364 795"> <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>  <p>The screenshot shows the following details for KAYLEE FRYE (EMP, Empl ID: 1234567, Empl Record: 0):</p> <ul style="list-style-type: none"> Trans ID: 0 Order Begin Date: 02/14/2022 Order End Date: 02/25/2022 # of Days / Term: 12 / ShortTerm Duty Department: 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) TRAYPAY CAT: A Drilling Pay Status <p>The 'Basic Information' section includes:</p> <ul style="list-style-type: none"> Purpose: [Field] Payment for Duty: [Dropdown] Payment for Travel: [Dropdown] *Duty Department: [Field] Dept Benefiting: 007496 SEC ST PETE ADMIN/PERS DIV Dept Funding: 008073 D7 PLNG & FORCE RDNS DIV (DX) Days of ADT-AT Satisfied: 12 Govt Credit Card Holder: <input type="checkbox"/> Authority (Ref): [Field] Auth. Official (Name, Rank): [Field] <p>Buttons: Save, Add, Route for Authorization.</p>	• 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>KAYLEE FRYE 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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Member Initiated Reserve Active Duty Orders Request, Continued

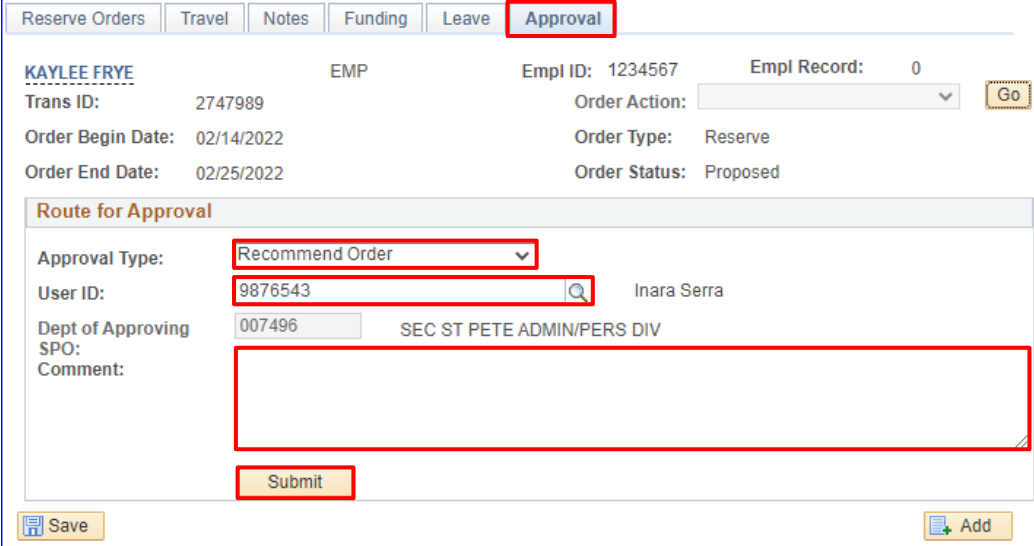
Procedures,
continued

Step	Action
9	<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 a member is in a non-compliant status. The discrepancy MUST be corrected before the Order may be routed for authorization/approval.</p> <div data-bbox="327 768 1364 1597" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows the 'Reserve Orders' system interface for member KAYLEE FRYE (EMP, Empl ID: 1234567, Empl Record: 0). The 'Trans ID' field is highlighted with a red box and contains the value 2747989. The 'Route for Authorization' button is also highlighted with a red box. The interface displays various fields for order details, including Order Begin Date (02/14/2022), Order End Date (02/25/2022), Order Type (Reserve), Order Status (Proposed), and Duty Type (Active Duty for Training-AT). The 'Basic Information' section includes Purpose (AT), Payment for Duty (Pay and Allowances), Payment for Travel (Single Travel Claim), and various department and funding codes. The 'Auth. Official (Name, Rank)' field is populated with Inara Serra, YNC. The interface also includes a 'Save' button and an 'Add' button.</p> </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
11	<p>The request for Orders is now Pending and will be forwarded for approval.</p> <div data-bbox="327 517 1380 1377"> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; border-bottom: 1px solid #ccc;"> Reserve Orders Travel Notes Funding Leave Approval </div> <div style="padding: 5px;"> <p>KAYLEE FRYE EMP Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2747989 Order Action: Go</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 #ccc; padding: 5px; margin-top: 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: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></p> </div> <div style="margin-top: 10px;"> <p>Recommend Order Approval</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Reserve Recommend Order Pending View/Hide Comments </div> <div style="padding: 5px;"> <p>One level Approval</p> <div style="border: 1px solid #ccc; 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> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>▼ Comments</p> <p>Kaylee L. Frye at 01/21/22 - 9:08 AM</p> <p><No Comments></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Add </div> </div> </div> </div>