# Cancel Reserve Active Duty Orders

## Overview

This guide provides the procedures to cancel Reserve Active Duty Orders in Direct Access.

## Important Information

There are two options for cancelling Reserve Active Duty Orders:

- **Cancel Order** – Cancels the orders but the TONO remains active
- **Cancel Order and TONO** – Cancels the orders and the TONO

Orders that may be cancelled:

- Orders in a **Proposed** status can be cancelled without routing through an approval process
- All other orders can be cancelled and must be routed for approval
- When orders in an **Enroute** status are cancelled, the Pay Group will automatically change to **CG RSV**, which will terminate any AD pay or allowances
- All leave associated with a cancelled order will also be cancelled
- SPOs **MUST** contact the order issuing authority when cancelling any orders
- If the Actual Begin Date needs to be changed and the orders are in an enroute status, the orders must be cancelled and reissued

## Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>See Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel Reserve Active Duty Orders</td>
<td>2</td>
</tr>
<tr>
<td>Approve Cancelled Reserve Active Duty Orders</td>
<td>7</td>
</tr>
</tbody>
</table>
Cancel Reserve Active Duty Orders

Introduction

This section provides the procedures to cancel Reserve Active Duty Orders in Direct Access.

Procedures

See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>Reserve Orders</strong> from the Reserve Administration pagelet.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reserve Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDT Drills</td>
</tr>
<tr>
<td>Annual Screening Questionnaire</td>
</tr>
<tr>
<td>Member Status Change</td>
</tr>
<tr>
<td><strong>Reserve Orders</strong></td>
</tr>
<tr>
<td>R-CRSP Report</td>
</tr>
</tbody>
</table>

Continued on next page
### Cancel Reserve Active Duty Orders, Continued

#### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2    | Enter the member’s **Empl ID** and click **Search**.  

**Reserve Orders**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

- **Empl ID** begins with 9876543
- **Empl Record**
- **Trans ID**
- **Duty Type**
- **Begin Date**
- **End Date**
- **National ID**
- **Name**
- **Last Name**
- **Order Status**
- **Duty Department**

- **Case Sensitive**

[Search][Clear][Basic Search][Save Search Criteria][Delete Saved Search]

| 3 | A list of the member’s Active Duty orders will be displayed. Select the **orders** to be cancelled. |
### Cancel Reserve Active Duty Orders, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4</strong></td>
<td>The selected Reserve Orders will display.</td>
</tr>
</tbody>
</table>

**Basic Information**

- **Purpose:** AT<br>Structured Training - General
- **Payment for Duty:** Pay and Allowances<br>Single Travel Claim
- **Duty Department:** 007369<br>SEC MOBILE INSPECTIONS DIV
- **Dept Benefiting:** 007369<br>SEC MOBILE INSPECTIONS DIV
- **Dept Funding:** 000176<br>D9 PLNG & FORCE RDNS DIV (DX)
- **Days of ADT-AT Satisfied:** 12<br>Govt Credit Card Holder
- **Authority (Ref):**
- **Auth. Official (Name, Rank):**
- **Linked Order (previous):**

**Contingency**

**Compliance**

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Cancel Reserve Active Duty Orders, Continued

Procedures, continued

<table>
<thead>
<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Using the drop-down, select the appropriate <strong>Order Action</strong>. For this example, the orders and the TONO are being cancelled. Click <strong>Go</strong>.</td>
</tr>
</tbody>
</table>

### Basic Information
- **Purpose:** AT \* STRUCTURED TRAINING - GENERAL
- **Payment for Duty:** Pay and Allowances
- **Payment for Travel:** Single Travel Claim
- **Duty Department:** SEC MOBILE INSPECTIONS DIV
- **Dep't Benefitting:** SEC MOBILE INSPECTIONS DIV
- **Dep't Funding:** DI PLUG & FORCE RCS DIV (DX)
- **Days of ADT-AT Satisfied:** 12
- **Authority (Ref):**
- **Auth. Official (Name, Rank):**
- **Linked Order (previous):**

### Approval Tab
- The **Approval** tab will display. Enter the reason for the cancellation in the **Comment** block, then click **Submit**.

### Route for Approval
- **Approval Type:** Cancel Order
- **User ID:** 038878
- **Dept of Approving SPO:** PSU 312 LOGISTICS DEPT
- **Comment:** Comments are recommended when cancelling orders.

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Continued on next page
Cancel Reserve Active Duty Orders, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
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<tr>
<td>7</td>
<td>The Reserve Order will update to a <strong>pending</strong> status and will be routed to the SPO tree for approval.</td>
</tr>
</tbody>
</table>

**Reserve Order Details**

- **Employee:** Kaylee Frye
- **Employee ID:** 2488249
- **Order ID:** 9376543
- **Order Action:** Cancel Order and TONO
- **Order Type:** Reserve
- **Order Status:** Authorized

**Route for Approval**

- **Approval Type:** Cancel Order
- **User ID:**
- **Dept of Approving SPO:** 038878
- **PSU 312 Logistics Dept**

**RSV Order Cancel Approval**

- **Status:** Pending
- **Comments:**
  - Inara Serra at 09/10/18 - 10:54 AM
  - Comments are recommended when cancelling orders.
Approve Cancelled Reserve Active Duty Orders

**Introduction**
This section provides the procedures for a SPO to approve the cancellation of Reserve Active Duty Orders in Direct Access.

**Procedures**
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Requests tab, select <strong>View My Requests (all types)</strong> from the Self Service Requests pagelet.</td>
</tr>
<tr>
<td>2</td>
<td>The View My Action Requests page will display. Select the <strong>Requests I am Approver For</strong> radio button. Leave the <strong>Transaction Name</strong> at All Transactions and the <strong>Transaction Status</strong> at Pending. Click <strong>Populate Grid</strong>.</td>
</tr>
</tbody>
</table>

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Approve Cancelled Reserve Active Duty Orders, Continued

Procedures, continued

<table>
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<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>A list of pending transactions will display. Under Order Approvals, locate the appropriate Reserve Order and click Approve/Deny.</td>
</tr>
<tr>
<td>4</td>
<td>The Reserve Order will display. The SPO Auditor may Approve, Push Back, or Deny the Cancel Order request.</td>
</tr>
</tbody>
</table>

- **Approve** – Sets the status to Approved and the orders are Authorized and ready to be executed.
- **Push Back** – NOT RECOMMENDED: this option limits access to the orders to only the person who submitted the orders for authorization (if they are unavailable when the orders are ‘pushed back’, no one will be able to access the orders in their place). Sets the status to On Hold and returns the orders to the submitter with any comments for editing/resubmission.
- **Deny** – Sets the status to Denied and removes the transaction from all Authorizing Official’s Action Requests to allow for editing/resubmitting by anyone.

**Note**: If denying or pushing back, comments should be provided.