

Cancel Reserve Active Duty Orders

Overview

Introduction 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
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Cancel Reserve Active Duty Orders

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

Procedures See below.

Step	Action										
1	<p>Select Reserve Orders from the Reserve Administration pagelet.</p>  <p>The screenshot shows a window titled 'Reserve Administration' with a list of menu items:</p> <table border="1"> <tr> <td>IDT Drills</td> <td>Member Training Rating</td> </tr> <tr> <td>Annual Screening Questionnaire</td> <td>Reserve Member Balances</td> </tr> <tr> <td>Member Status Change</td> <td>View Member Drills</td> </tr> <tr> <td>Reserve Orders</td> <td>MGIB Enrollments</td> </tr> <tr> <td>R-CRSP Report</td> <td>RSV order discrepancies</td> </tr> </table>	IDT Drills	Member Training Rating	Annual Screening Questionnaire	Reserve Member Balances	Member Status Change	View Member Drills	Reserve Orders	MGIB Enrollments	R-CRSP Report	RSV order discrepancies
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Cancel Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action																																																																														
2	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="327 526 1152 1339" style="border: 1px solid black; padding: 5px;"> <p>Reserve Orders</p> <p>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>Use Saved Search: <input type="text"/></p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="9876543"/> <input type="button" value="🔍"/></p> <p>Empl Record = <input type="text"/></p> <p>Trans ID = <input type="text"/></p> <p>Duty Type = <input type="text"/></p> <p>Begin Date = <input type="text"/> <input type="button" value="📅"/></p> <p>End Date = <input type="text"/> <input type="button" value="📅"/></p> <p>National ID <input type="text" value="begins with"/></p> <p>Name <input type="text" value="begins with"/></p> <p>Last Name <input type="text" value="begins with"/></p> <p>Order Status = <input type="text"/></p> <p>Duty Department <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="📄"/> Save Search Criteria Delete Saved Search</p> </div>																																																																														
3	<p>A list of the member's Active Duty orders will be displayed. Select the orders to be cancelled.</p> <div data-bbox="327 1451 1399 1608" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All First 1-35 of 35 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <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 style="border: 2px solid red;"> <td>9876543 0</td> <td></td> <td>Kavlee Frye</td> <td>LT</td> <td>SEL</td> <td>2486249</td> <td>Authorized</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>09/16/2018</td> <td>09/28/2018</td> <td>007369</td> <td>SEC MOBILE INSPECTIONS DIV</td> </tr> <tr> <td>9876543 0</td> <td></td> <td>Kavlee Frye</td> <td>LT</td> <td>SEL</td> <td>2405680</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>07/09/2017</td> <td>07/21/2017</td> <td>007369</td> <td>SEC MOBILE INSPECTIONS DIV</td> </tr> <tr> <td>9876543 0</td> <td></td> <td>Kavlee Frye</td> <td>LT</td> <td>SEL</td> <td>2337532</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>07/05/2016</td> <td>07/16/2016</td> <td>007723</td> <td>SEC.NOLA INSPECTIONS DIV</td> </tr> <tr> <td>9876543 0</td> <td></td> <td>Kavlee Frye</td> <td>LT</td> <td>SEL</td> <td>2336485</td> <td>Cancelled</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>07/05/2016</td> <td>07/12/2016</td> <td>007723</td> <td>SEC.NOLA INSPECTIONS DIV</td> </tr> <tr> <td>9876543 0</td> <td></td> <td>Kavlee Frye</td> <td>LT</td> <td>SEL</td> <td>2264866</td> <td>Finished</td> <td>ADT-AT</td> <td>10 U.S.C. 12301(b)</td> <td>04/20/2015</td> <td>05/01/2015</td> <td>007723</td> <td>SEC.NOLA INSPECTIONS DIV</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Name	Job Code	Employee Category	Trans ID	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department	9876543 0		Kavlee Frye	LT	SEL	2486249	Authorized	ADT-AT	10 U.S.C. 12301(b)	09/16/2018	09/28/2018	007369	SEC MOBILE INSPECTIONS DIV	9876543 0		Kavlee Frye	LT	SEL	2405680	Finished	ADT-AT	10 U.S.C. 12301(b)	07/09/2017	07/21/2017	007369	SEC MOBILE INSPECTIONS DIV	9876543 0		Kavlee Frye	LT	SEL	2337532	Finished	ADT-AT	10 U.S.C. 12301(b)	07/05/2016	07/16/2016	007723	SEC.NOLA INSPECTIONS DIV	9876543 0		Kavlee Frye	LT	SEL	2336485	Cancelled	ADT-AT	10 U.S.C. 12301(b)	07/05/2016	07/12/2016	007723	SEC.NOLA INSPECTIONS DIV	9876543 0		Kavlee Frye	LT	SEL	2264866	Finished	ADT-AT	10 U.S.C. 12301(b)	04/20/2015	05/01/2015	007723	SEC.NOLA INSPECTIONS DIV
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Cancel Reserve Active Duty Orders, Continued

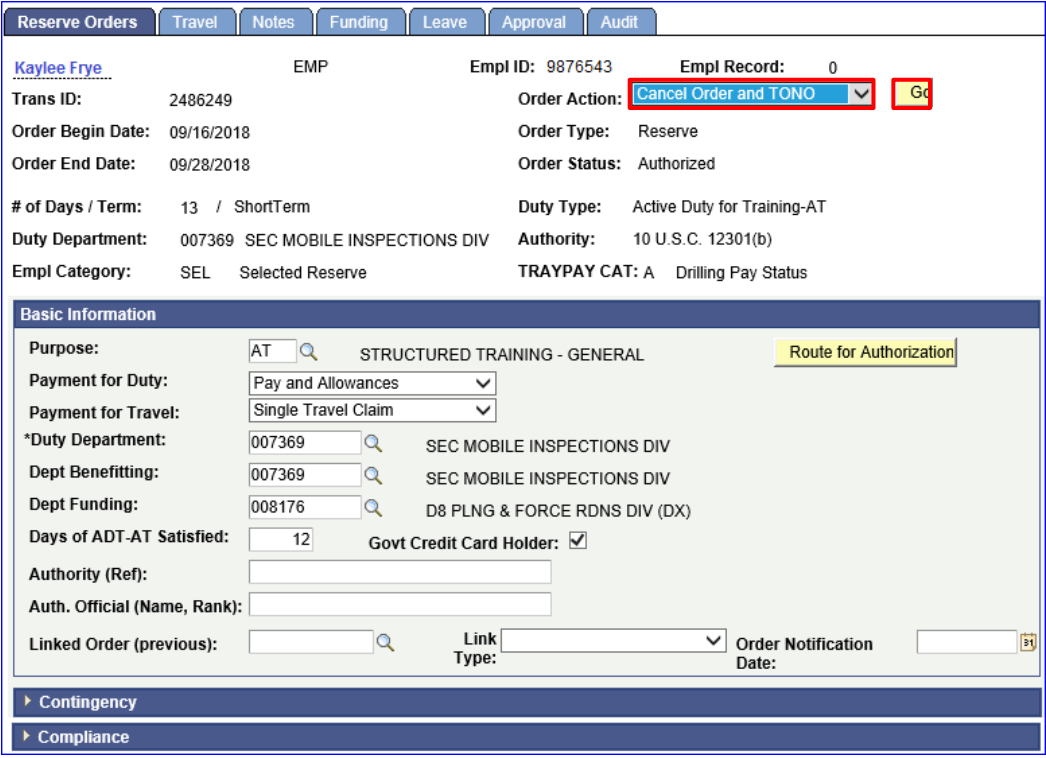
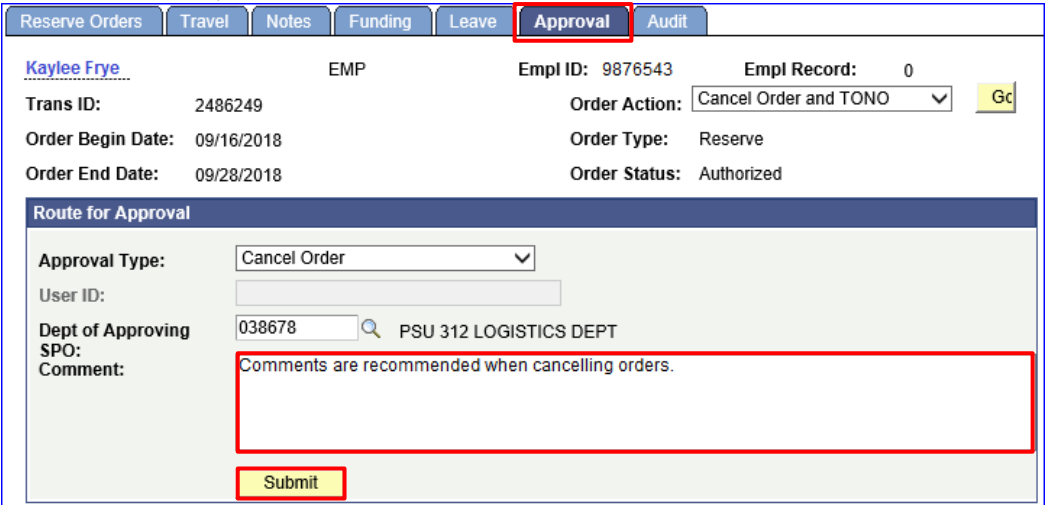
Procedures,
continued

Step	Action
4	<p>The selected Reserve Orders will display.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Reserve Orders Travel Notes Funding Leave Approval Audit </div> <p>Kaylee Frye EMP Empl ID: 9876543 Empl Record: 0</p> <p>Trans ID: 2486249 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 09/16/2018 Order Type: Reserve</p> <p>Order End Date: 09/28/2018 Order Status: Authorized</p> <p># of Days / Term: 13 / ShortTerm Duty Type: Active Duty for Training-AT</p> <p>Duty Department: 007369 SEC MOBILE INSPECTIONS DIV Authority: 10 U.S.C. 12301(b)</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> <div style="border: 1px solid black; padding: 5px; margin-top: 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="Dropdown"/></p> <p>Payment for Travel: <input type="text" value="Single Travel Claim"/> <input type="button" value="Dropdown"/></p> <p>*Duty Department: <input type="text" value="007369"/> <input type="button" value="Search"/> SEC MOBILE INSPECTIONS DIV</p> <p>Dept Benefitting: <input type="text" value="007369"/> <input type="button" value="Search"/> SEC MOBILE INSPECTIONS DIV</p> <p>Dept Funding: <input type="text" value="008176"/> <input type="button" value="Search"/> D8 PLNG & FORCE RDNS DIV (DX)</p> <p>Days of ADT-AT Satisfied: <input type="text" value="12"/> Govt Credit Card Holder: <input checked="" type="checkbox"/></p> <p>Authority (Ref): <input type="text"/></p> <p>Auth. Official (Name, Rank): <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="Dropdown"/> Order Notification Date: <input type="text"/> <input type="button" value="Search"/></p> <p><input type="button" value="Contingency"/></p> <p><input type="button" value="Compliance"/></p> </div> </div>

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Cancel Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action
<p>5</p>	<p>Using the drop-down, select the appropriate Order Action. For this example, the orders and the TONO are being cancelled. Click Go.</p>  <p>The screenshot shows the 'Reserve Orders' tab selected. The user is Kaylee Frye (EMP, Empl ID: 9876543, Empl Record: 0). The order details include: Trans ID: 2486249, Order Begin Date: 09/16/2018, Order End Date: 09/28/2018, # of Days / Term: 13 / ShortTerm, Duty Department: 007369 SEC MOBILE INSPECTIONS DIV, and Empl Category: SEL Selected Reserve. The 'Order Action' dropdown is set to 'Cancel Order and TONO' and the 'Go' button is highlighted. The 'Basic Information' section shows Purpose: AT, STRUCTURED TRAINING - GENERAL, and various other fields.</p>
<p>6</p>	<p>The Approval tab will display. Enter the reason for the cancellation in the Comment block, then click Submit.</p>  <p>The screenshot shows the 'Approval' tab selected. The 'Route for Approval' section is visible, with 'Approval Type' set to 'Cancel Order'. The 'User ID' field is empty. The 'Dept of Approving SPO' is 038678 PSU 312 LOGISTICS DEPT. The 'Comment' field contains the text 'Comments are recommended when cancelling orders.' and the 'Submit' button is highlighted.</p>

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Cancel Reserve Active Duty Orders, Continued

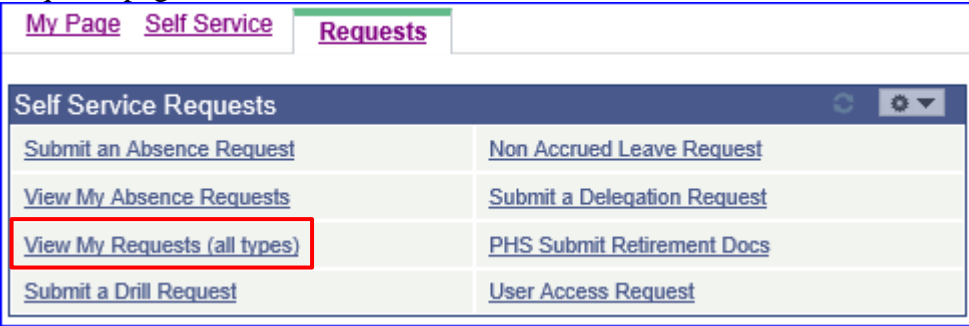
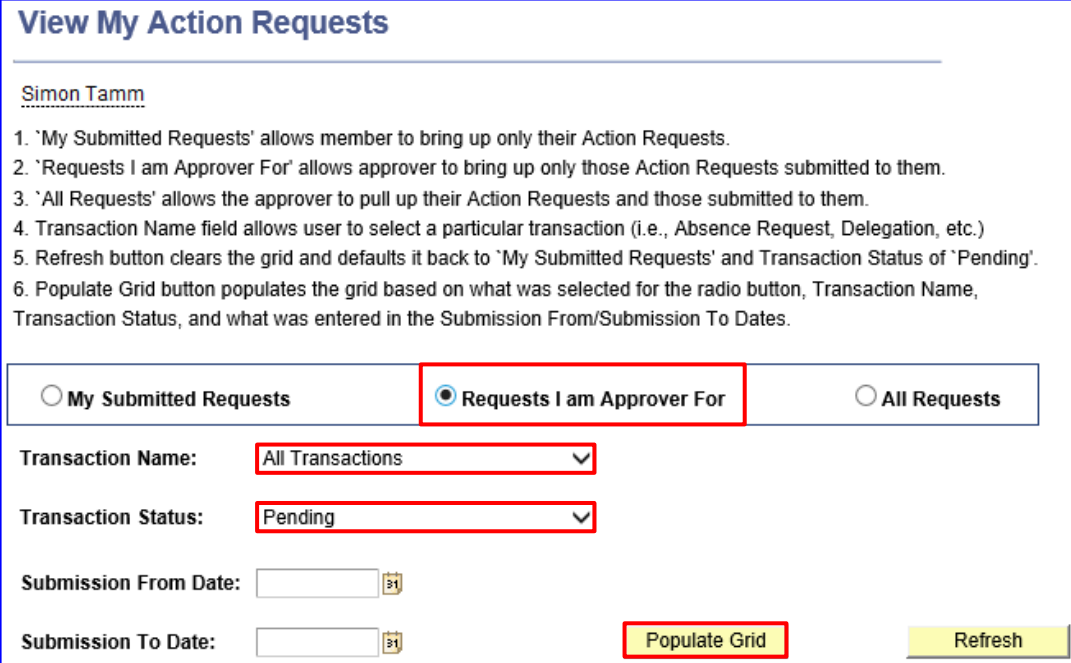
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7	<p>The Reserve Order will update to a pending status and will be routed to the SPO tree for approval.</p> <div data-bbox="327 562 1391 1355" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Reserve Orders</th> <th style="text-align: left;">Travel</th> <th style="text-align: left;">Notes</th> <th style="text-align: left;">Funding</th> <th style="text-align: left;">Leave</th> <th style="text-align: left;">Approval</th> <th style="text-align: left;">Audit</th> </tr> </thead> <tbody> <tr> <td colspan="7"><u>Kaylee Frye</u> EMP Empl ID: 9876543 Empl Record: 0</td> </tr> <tr> <td>Trans ID: 2486249</td> <td colspan="5">Order Action: Cancel Order and TONO</td> <td style="text-align: right;">Gc</td> </tr> <tr> <td>Order Begin Date: 09/16/2018</td> <td colspan="5">Order Type: Reserve</td> <td></td> </tr> <tr> <td>Order End Date: 09/28/2018</td> <td colspan="5">Order Status: Authorized</td> <td></td> </tr> <tr> <td colspan="7">Route for Approval</td> </tr> <tr> <td colspan="7">Approval Type: Cancel Order</td> </tr> <tr> <td colspan="7">User ID:</td> </tr> <tr> <td colspan="3">Dept of Approving SPO: 038678</td> <td colspan="4">PSU 312 LOGISTICS DEPT</td> </tr> <tr> <td colspan="7">Comment:</td> </tr> <tr> <td colspan="7">RSV Order Cancel Approval</td> </tr> <tr> <td colspan="7"> <div style="border: 1px solid gray; padding: 5px;"> ▼ RSV Order Cance: Pending View/Hide Comments </div> </td> </tr> <tr> <td colspan="7">One Approver Level</td> </tr> <tr> <td colspan="7"> <div style="border: 1px solid gray; padding: 5px;"> Pending Multiple Approvers SPO Supervisor </div> </td> </tr> <tr> <td colspan="7">▼ Comments</td> </tr> <tr> <td colspan="7"> Inara Serra at 09/10/18 - 10:54 AM Comments are recommended when cancelling orders. </td> </tr> </tbody> </table> </div>	Reserve Orders	Travel	Notes	Funding	Leave	Approval	Audit	<u>Kaylee Frye</u> EMP Empl ID: 9876543 Empl Record: 0							Trans ID: 2486249	Order Action: Cancel Order and TONO					Gc	Order Begin Date: 09/16/2018	Order Type: Reserve						Order End Date: 09/28/2018	Order Status: Authorized						Route for Approval							Approval Type: Cancel Order							User ID:							Dept of Approving SPO: 038678			PSU 312 LOGISTICS DEPT				Comment:							RSV Order Cancel Approval							<div style="border: 1px solid gray; padding: 5px;"> ▼ RSV Order Cance: Pending View/Hide Comments </div>							One Approver Level							<div style="border: 1px solid gray; padding: 5px;"> Pending Multiple Approvers SPO Supervisor </div>							▼ Comments							Inara Serra at 09/10/18 - 10:54 AM Comments are recommended when cancelling orders.						
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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.

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

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Approve Cancelled Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action																
3	<p>A list of pending transactions will display. Under Order Approvals, locate the appropriate Reserve Order and click Approve/Deny.</p>  <table border="1" data-bbox="316 562 1394 651"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>RSV Order Cancel</td> <td>Pending</td> <td>Kaylee Frye</td> <td>9876543</td> <td>Inara Serra</td> <td>Simon Tamm</td> <td>09/10/2018</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	RSV Order Cancel	Pending	Kaylee Frye	9876543	Inara Serra	Simon Tamm	09/10/2018	Approve/Deny
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4	<p>The Reserve Order will display. The SPO Auditor may Approve, Push Back, or Deny the Cancel Order request.</p> <ul style="list-style-type: none"> • 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. <p>Note: If denying or pushing back, comments should be provided.</p> 