

E-Mail ALSPO G/08

Subj: PROCEDURES FOR REPORTING ADDITIONAL ACTIVE DUTY FOR RESERVISTS ON AD ORDERS ENDING IN FY08

- Ref:** (a) [Personnel and Pay Procedures Manual, PSCINST M1000.2\(series\)](#)
(b) [COMDT COGARD Washington DC 251626Z JUL 08/ALCOAST 354, CG-13, COMDTNOTE 3061](#)
(c) [Direct-Access, Statement of Intent \(SOI\) Online Help](#)
(d) [Direct-Access, Reserve Orders Information Report Online Help](#)
(e) [Direct-Access Report Additional Active Duty Authorized Procedural Guide](#)
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Introduction This E-Mail ALSPO provides procedures for reporting additional active duty authorized for Reservists whose expected active duty termination date is 30 September 08 or earlier and insufficient information is available to issue new orders.

Discussion Many members, whose orders expire on or before 30 September, may be continuing on Active Duty. However, the information and accounting data required to issue these members new orders might not be available due to the Fiscal-Year (FY) changeover. The following actions are required by ISC (pf/fot)'s and SPO's to ensure the pay and allowances continue for these members without interruption.

Members Not Continuing on Active Duty References (a) (Chapters 3 and 11) and (b) provide procedures for members who will be released from active duty.

Reminder: A Statement of Intent (SOI) transaction must be submitted for any member on active duty approaching their expected active duty termination date. Per Chapter 3 of reference (a), SOIs should be submitted approximately 45 days before the effective date of separation or retention. See reference (c) for SOI data entry procedures.

Identifying Members on Active Duty The Direct-Access Reserve Orders Information Report can be used to obtain reports for reserve orders by unit (Department ID). When setting the report criteria, set the orders status to "Enroute" to limit the report to show only those members who have not been released from active duty and set the entitlements to "Full". See reference (d) for more information.

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Procedure Follow these steps when a member is identified for continuation on Active Duty.

Step	Action	Who Does It	When
1	Submit a Statement of Intent in Direct-Access 1. Select "Recall" from the Career Intentions list. 2. Complete the Retention Date field using the date, which is one day after the member's current Exp. AD Term Date. 3. Enter "3" in the Retention Months Field 4. Select "Approved" from the Approval Status list. 5. Enter "SOI Submitted IAW E-Mail ALSPO G/08" in the comments field. 6. Press "Save". <ul style="list-style-type: none"> • The SOI transaction will continue the member's pay & allowances in JUMPS for three months. • Steps 2 & 3 (below) must be completed at least one update cycle before the end of this three-month period to continue the member's pay & allowances without interruption. 	SPO	NLT 03 Sep 08 (<i>cutoff for mid-month Sep. pay day</i>)
2	Follow the steps in reference (e) to enter and approve the new FY09 orders in Direct-Access. Note: The SPO can <u>enter</u> the orders. However, a user at the ISC must access the system and <u>approve</u> the orders before the SPO can continue with the next step.	ISC (pf/fot)	As soon as information necessary to complete the new orders is available

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Procedure (cont'd)

Step	Action	Who Does It	When
3	<p>Follow the steps in reference (e) to complete the <i>Record/Depart Information</i> and <i>Reserve Leave Disposal</i> tabs of the reserve orders in Direct-Access.</p> <ul style="list-style-type: none"> • This generates the P192 transaction for JUMPS that will set the member's Expected Active Duty Termination Date to match the expiration date of the new orders. • Reservists recalled to active duty in support of a contingency operation are not subject to 60-day career maximum limit on the sale of leave. 	SPO	After ISC (pf/fot) approves new orders.

Family Member Dental Plan (FMDP)

Premiums for the FMDP are paid in advance. If a member was enrolled in the plan in August 2008 and participating in the automatic payroll deduction plan, the premiums deducted from his or her pay in August went toward coverage in September. If the member's expected active duty termination date is September 2008, no deductions will be made from the member's pay in September – members will be converted from automatic payroll deduction to direct billing. These members should receive letters from UCCI (the FMDP Contractor) with instructions for submitting payments to continue coverage for October and November 2008. UCCI will resume automatic payroll deduction in December 2008. Members may contact UCCI at 1-888-622-2256 if they have any questions.

TRICARE Eligibility / Enrollment

TRICARE benefits will also be interrupted until such time as the orders are modified in step 3 and the member and eligible family members are issued new ID cards.

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Questions Questions regarding the content of this E-Mail ALSPO may be directed to
PSC Customer Care at:

 (866) 772-8724/(785) 339-2200
 <http://www.uscg.mil/hr/psc/ceb/>

Released by Internet release authorized.

/s/
M. P. SULLIVAN
Executive Director