

E-Mail ALSPO C/06

Subj: HOUSING ALLOWANCE CHANGES FOR RESERVE COMPONENT (RC) MEMBERS ON ACTIVE DUTY FOR 31 OR MORE DAYS

- Ref: (a) [COMDT COGARD Washington DC 191354 APR 06/ALCOAST 229/06, CG-1, COMDTNOTE 7220](#)
(b) [Direct-Access Reserve Orders Users Guide](#)

Purpose

This E-Mail ALSPO announces Direct-Access procedures and JUMPS changes to implement the housing allowance entitlements, described in reference (a), for RC members on Active Duty for Training (ADT) for 31 to 139 days, or Active Duty for Other Than Training (ADOT) for 31 to 180 days.

Direct-Access Procedures

This is a **summary** of procedural changes required in connection with the housing allowance entitlements changes for RC members. [Reference \(b\)](#) provides **detailed** procedures for creating, approving and endorsing Reserve Orders.

BAH or OHA entitlements, for new Reserve Orders of 31 to 139 days, created in Direct-Access after 15 May 2006 (with a reporting date after 5 Jan), will be started by the SPO, using the Employee Entitlements module (Compensate Employees > Use > Maintain Entitlements).

- Orders for 31 to 139 days, except Title 10, Involuntary Recall to AD for a Contingency Operation, will continue to be issued as "*Partial Entitlements*". Direct-Access and JUMPS edits have been changed to allow users to enter BAH or OHA entitlements, via the Employee Entitlements module, for these orders.
- Use BAH-RC code "*W – None, entitled to BAH-Location for AD of 31 to 139 days*" on the Partial Entitlements tab of the Reserve Orders to denote entitlement to BAH or OHA. BAH-RC code "*W*" cannot be used on orders of less than 31 days or orders for duty beginning before 6 January 2006.
- Use the Zip Code/Locality Code of the member's principle place of residence on BAH/OHA transactions for ADT orders of 31 to 139 days and ADOT orders of 31 to 180 days.

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Direct-Access Procedures (cont'd)

- Use the Employee Entitlements module (Compensate Employees > Use > Maintain Entitlements) with the appropriate BAH Code to start/stop BAH.

There is no need for SPOs to attempt to apply the new procedures to orders that were entered in the system prior to 16 May. A Direct-Access/JUMPS Special Update process, which is described below, will be run to identify existing orders, apply the correct BAH-RC code and create transactions to pay BAH.

Orders Less Than 31 Days (Non-contingency)

The procedures for orders of 30 days or less active duty have not changed. The labels on the Partial Entitlements tab of the Reserve Orders have been updated to reflect the change from BAH-II to BAH-RC.

Long-Term Orders

There are no changes to the Direct-Access procedures for long-term “*Full Entitlements*” orders (including Title 10 contingency orders). However, SPOs need to be aware of the differences, described in reference (a), in entitlements for Active Duty for Training (ADT) and Active Duty for Other Than Training (ADOT) Orders.

- The threshold for PCS entitlements on ADT orders is 140 days.
- The threshold for PCS entitlements on ADOT orders is 181 days.

RC members on PCS assignments, except for contingency orders, generally receive BAH, and other location-based entitlements, based on the rates for the duty station, not the member’s principle place of residence.

CONUS COLA

CONUS COLA is not payable to RC members on short-term (less than 140 days ADT or less than 181 days ADOT), non-contingency, AD orders.

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Special Update Process

This section describes the changes that will take place in JUMPS and Direct-Access to credit the accounts of RC members who are authorized to draw BAH for active duty of more than 30 consecutive days and began to serve on active duty on or after 6 January 2006.

The JUMPS changes will take place in time to be included in the end-month May compute cycle, which runs on 23 May 2006. The May LESs for eligible members will reflect credit for BAH along with deductions for BAH-RC previously paid for AD of more than 31 days which began after on or after 6 January 2006.

For orders in Direct-Access that meet the following criteria:

- SPO has entered actual duty dates on the *Record/Arrive Depart Info* tab (e.g. Orders are endorsed).
- Partial Entitlements.
- Actual Duty Begin Date is on or after 6 January 2006.
- Duration is 31 or more days.

PSC will:

1. Change the BAH code on the Partial Entitlements tab of the Reserve Orders from “D”, “G”, “H”, “L”, or “T” to “W” to denote the member is entitled to BAH or OHA.

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Special Update Process (cont'd) 2. Close JUMPS Segment 17 (BAH-II With) or 18 (BAH-II W/O) and build JUMPS audit records (P606/P625) that will open and close Segment 34 (BAH With) or 35 (BAH W/O) and insert a BA1 Earnings Code row in DA Employee Entitlements using:

- 6 January 2006 or, for orders that begin after that date, the Actual Duty Begin Date, as the entitlement start date.
- The Actual Duty End Date as the entitlement stop date.
- The Earnings Type Code derived from the type of BAH-RC the member was authorized on the Partial Entitlements tab of the Reserve Orders:

BAH II/ RC Code	BA1 Earnings Code
D or G	BAH-G (Without depns and mbr not assigned govt quarters)
H	BAH-H (Spouse in service; no other depns; Mbr not assigned govt qtrs)
L	BAH-L (With depns; Mbr & depns not assigned govt qtrs)
T	BAH-T (W/depns; payment of child support; mbr not assigned govt qtrs)

- Zip code from the member's home address.

For members entitled to OHA (Principal place of residence is not a BAH payable area):

Due to the need to provide rent data when starting OHA, SPOs must input start/stop OHA transactions for these members (**See SPO Action below**).

SPO Action SPOs must input a start/stop OHA transaction for members who are entitled.

- Procedures can be found in the Direct-Access Online Manual. Select the following links in the Table of Contents: SPO Transactions > Pay Entitlements > [Overseas Housing Allowance](#).
- SPOs can begin entering the start OHA transactions after the Direct-Access conversion is completed (16 May 2006).
- PSC has identified members, who are entitled to OHA and will provide member data directly to the responsible SPOs.

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**SPO Action
(cont'd)**

Per reference (a), SPOs must review the May 2006 LESs of RC members affected by this change and ensure correct housing allowances are reflected. BAH transactions, created by the Special Update process, will be viewable in the Employee Entitlements module. SPOs can submit corrections to these transactions if necessary (e. g. Member's home address zip code was not correct when the member began active duty). The May LESs will show debits for previously paid BAH-RC and credit for BAH. Report any discrepancies to PSC Customer Care.

**PSC Directives
Affected**

The contents of this E-Mail ALSPO have been incorporated into [reference \(b\)](#) and BAH Pay Entitlements portions of the Direct-Access Online Manual.

Chapters 2-C and 2-D of the Personnel and Pay Procedures Manual, PSCINST M1000.2(series) will be revised in the next change to incorporate the housing allowance policy changes for Reserve ADT and ADOT orders.

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/hq/psc/customerservice.shtm> or by e-mail to PSC-CustomerCare@uscg.mil

Released by

Internet release authorized.

/s/

V. M. WEBER

Direct-Access Users Guide – Reserve Orders

Overview

Purpose This guide provides the procedures to issue, approve and endorse Reserve Active Duty Orders. Terms used throughout this guide will include Active Duty for Training (**ADT**), which includes IADT, ADT-AT and ADT-OTD orders, and Active Duty for Other Than Training (**ADOT**), which includes ADSW-AC, ADSW-RC and involuntary recall orders in Direct-Access.

Procedures for Extended Active Duty (**EAD**) orders can be found in the Direct-Access Online Manual at:

http://www.uscg.mil/hq/psc/ps/reserve_orders/ead/ead.htm or
http://cgweb.psc.uscg.mil/direct-Access/reserve_orders/ead/ead.htm.

- References**
- (a) [Personnel and Pay Procedures Manual, PSCINST M1000.2 \(series\)](#)
 - (b) [Coast Guard Manpower Mobilization And Support Plan, COMDTINST M3061.1](#)
 - (c) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
 - (d) [ALCOAST Message 229/06, Housing Allowance Changes for Reserve Component Members on AD for 31 to 139 Days](#)
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In This Guide Follow these steps to complete a Reserve Order. The procedure is broken down into sections for each user role involved in the process.

Role/Task	See Page
Key Points	2
Create Orders (can be completed by Unit, SPO or ISC)	4
• Create and Enter Travel Accounting Data (if needed for travel and/or short-term ADSW-AC)	16
ISC Reserve Orders/Issuer Approver	
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• Approve and Route to SPO	23
Endorse Orders and Create Pay Transactions - SPO	24
• Starting BAH for Contingency Orders and Orders of 31 or more days	28
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Direct-Access Users Guide – Reserve Orders

Key Points

Introduction Keep the following key points in mind when issuing, approving or endorsing Reserve Orders:

Obligated Service This transaction authorizes a new active duty period. In cases where a reserve enlisted member does not have sufficient reserve obligated service to cover the new period of active duty authorized, the member must either voluntarily extend, reenlist, or be involuntarily retained as appropriate, to ensure sufficient obligated service. In cases where a reserve officer does not have sufficient reserve obligated service to cover the new period of active duty authorized, contact CGPC (rpm). It will be necessary for CGPC (rpm) to submit an Officer Personnel Change Form in DA (Home > Develop Workforce > Career Management > Process > Change Exp Loss/AD Term Dt) to update the officer's reserve obligation.

Lump-Sum Leave Entitlement When a reserve member's period of active duty of 30 or more consecutive days ends, they may sell leave earned while on active duty.

Leave earned on active duty served in support of a contingency operation is not subject to the 60-day career limitation for selling accrued leave.

Leave earned on consecutive active duty periods (other than in support of a contingency operation), the total of which is not in excess of 365 days combined, is not subject to the 60-day career limitation for selling accrued leave.

Reservists being released from active duty, without immediate reentry onto active duty within 24-hours, are not allowed to carry a leave balance forward for payment at a later time. The reservist must either use the leave earned during the active duty period or sell it upon release. If the reservist does not use or sell the leave, the leave is lost.

Basic Allowance for Housing (BAH) Policy Change Public Law 109-164 significantly changed BAH entitlements for Reserve Orders effective 6 January 2006. Please refer to [reference \(d\)](#) for policy on BAH entitlements for Reserve Orders.

BAH and Extensions to Orders Reserve Component members called or ordered to active duty for 30 days or less are entitled to Basic Allowance for Housing – Reserve Component (**BAH-RC**), except as provided in Chapter 3.C.10.b of the CG Pay Manual

Continued on next page

Direct-Access Users Guide – Reserve Orders

Key Points, Continued

BAH and Extensions to Orders (cont'd)

If the member receives an order modification or extension of assignment, the prospective (**new**) period of active duty must be 31 days or more for the member to become entitled to BAH. BAH would start on the date of modification.

Do not add periods of active duty previously served to obtain the 31 day requirement.

The requirement that the new period of active duty be 31 or more days in order for the member to be entitled to BAH is illustrated in the following examples.

BAH and Extensions -- Example 1:

Member is currently serving on ADSW orders, which were issued for 30 days beginning on 1 March. On 20 March, the member's orders are amended to end on 30 April.

- Original orders 1 March to 30 March – 30 days = BAH-RC
- Extension 31 March to 30 April. Total AD is now 61 days.

This member would qualify for BAH effective 20 March, the date the orders are amended, because the prospective (**new**) period of active duty is 31 or more days.

To process this amendment in Direct-Access, the user must end the current orders on 19 March (the day prior to the day the amendment was authorized) and issue a new order, for 42 days (20 March to 30 April).

BAH and Extensions -- Example 2:

Member is currently serving on ADSW orders, which were issued for 30 days beginning on 1 March. On 20 March, the member's orders are amended to end on 29 April.

- Original orders 1 March to 30 March – 30 days = BAH-RC
- Extension 31 March to 29 April. Total AD is now 60 days.


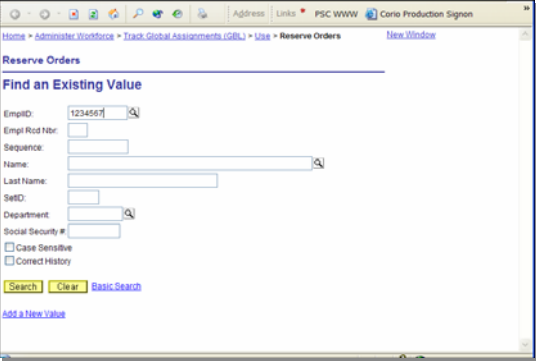
This member would not qualify for BAH and would continue to receive BAH-RC because the prospective (**new**) period of active duty (31 March to 29 April in this example) is not 31 or more days.

To process this amendment, in Direct-Access, the user would enter the new end date of 29 April in the *Actual Duty End Date* field on the *Record Arrive/Depart Info.* tab of the Reserve Orders.

Direct-Access Users Guide – Reserve Orders

Create Orders

Procedure Follow these steps to create the new orders.

Step	Action
1	Log into the system and select the following menu items: Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders
2	<p>The Reserve Orders Activity Guide will display:</p>  <p>Select the “View/Complete Order Info” link.</p>
3	<p>A new window will open with Reserve Orders Search record displayed.</p>  <p>Enter the member’s employee ID number in the EmplID field and click the Search button.</p>

Continued on next page

Direct-Access Users Guide – Reserve Orders

Create Orders, Continued

Procedure (continued)

Step	Action																						
Continued	<p data-bbox="320 483 1394 551">3 Review the search results to ensure a new order has not already been started (if one exists, select it from the search results and skip the next two steps).</p> <div data-bbox="496 584 1257 1041" style="border: 1px solid #ccc; padding: 10px;"> <p>EmpID: <input type="text" value=""/> 🔍</p> <p>Empl Rcd Nbr: <input type="text" value=""/></p> <p>Sequence: <input type="text" value=""/></p> <p>Name: <input type="text" value=""/> 🔍</p> <p>Last Name: <input type="text" value=""/></p> <p>SetID: <input type="text" value=""/></p> <p>Department: <input type="text" value=""/> 🔍</p> <p>Social Security #: <input type="text" value=""/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="checkbox"/> Correct History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search</p> <p>Add a New Value</p> <p>Search Results</p> <p>View All First</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th>EmplID</th> <th>Empl Rcd Nbr</th> <th>Estimated Date</th> <th>Estimated Report Date</th> <th>Sequence</th> <th>Coast Guard Duty Type</th> <th>Status</th> <th>Short Name</th> <th>Employee Classification</th> <th>Employee Name</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>03/13/2005</td> <td>09/30/2005</td> <td>1057673</td> <td>Title 10</td> <td>Enroute to Destination</td> <td>MK1</td> <td>SELRES</td> <td></td> <td></td> <td>000015</td> </tr> </tbody> </table> </div> <p data-bbox="320 1041 1422 1146"><u>About Orders' Status:</u> As Reserve Orders are created and processed the status will change from <u>Proposed</u> to <u>Ready</u> to <u>Enroute</u> and finally <u>Finished</u>.</p> <p data-bbox="320 1189 1422 1406">Proposed – Orders are in a request status. Ready – Orders have been ISC (pf)/COMDT approved and assigned a TONO. Enroute – The Actual Reporting and Departing Dates have been completed. Finished – Orders are complete. A RELAD document will trigger a Finish for orders over 139 days. Cancelled – Orders were cancelled, no further action is possible.</p>	EmplID	Empl Rcd Nbr	Estimated Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Name	Employee Classification	Employee Name	Department	0	03/13/2005	09/30/2005	1057673	Title 10	Enroute to Destination	MK1	SELRES			000015
EmplID	Empl Rcd Nbr	Estimated Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Name	Employee Classification	Employee Name	Department													
0	03/13/2005	09/30/2005	1057673	Title 10	Enroute to Destination	MK1	SELRES			000015													
4	Click the “ Add a new value ” link to continue.																						
5	<p data-bbox="320 1451 823 1480">The add a new value page will display.</p> <div data-bbox="320 1480 603 1704" style="border: 1px solid #ccc; padding: 10px;"> <p>Home > Administer Workforce > Track Global Assignme</p> <p>Reserve Orders</p> <p>Add a New Value</p> <p>EmplID: <input type="text" value="1234567"/> 🔍</p> <p>Empl Rcd Nbr: <input type="text" value="0"/></p> <p>Sequence: <input type="text" value="0"/></p> <p><input type="button" value="Add"/></p> <p>Find an Existing Value</p> </div> <p data-bbox="320 1727 1353 1792">Enter the member’s employee ID number in the EmplID field and click the Add button.</p>																						

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Direct-Access Users Guide – Reserve Orders

Create Orders, Continued

Procedure (Cont'd)


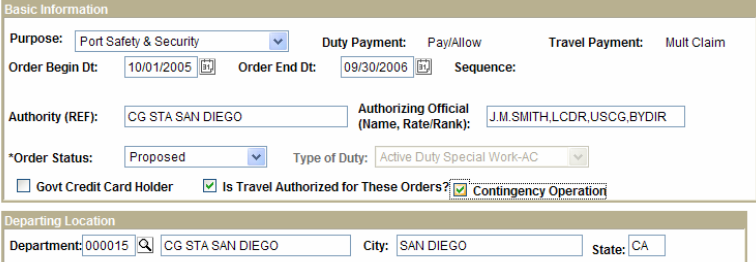
Step	Action																				
6	<p>Complete the Reserve Specific Info tab by selecting the appropriate entries for the:</p> <ol style="list-style-type: none"> 1. Type of Duty (Note: Not all of the options on the drop-down menu are valid for Reserve Orders.), 2. Payment for Duty, 3. Payment for Travel 4. and the Full or Partial Entitlements option. If the duty is long-term, more than 139 days, select “Full”. If the duty is short-term, less than 140 days, select “Partial”. Title 10 Recall orders will default to “Full”, Title 14 Recall, ADT-AT and ADT-OTD orders will default to “Partial”. The defaults cannot be changed. <div data-bbox="432 994 1310 1541" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; font-size: small; font-weight: bold;"> Reserve Specific Info Reserve Orders Record Arrive/Depart Info Reserve Leave Disposal </div> <table style="width: 100%; border-top: 1px solid black; border-bottom: 1px solid black;"> <tr> <td style="width: 20%;">EmplID:</td> <td style="width: 40%;"></td> <td style="width: 20%;">Empl Rcd Nbr:</td> <td style="width: 20%;">0</td> </tr> <tr> <td>Dept:</td> <td>000015 CG STA SAN DIEGO</td> <td>Empl Class:</td> <td>SELRES</td> </tr> <tr> <td>Job Code:</td> <td>420093 MK1</td> <td>Sal Plan/Grade:</td> <td>ENL E6</td> </tr> <tr> <td>Location:</td> <td>CA0001 CG STA SAN DIEGO</td> <td></td> <td></td> </tr> <tr> <td>Position:</td> <td></td> <td></td> <td></td> </tr> </table> <div style="border-top: 1px solid black; padding-top: 5px;"> <p>Reserve Specific Info</p> <p>Type Of Duty: Active Duty Special Work-AC SetID: AUS</p> <p>Payment for Duty: Pay and Allowances</p> <p>Payment for Travel: Multiple Travel Claims</p> <p>Days of ADT-AT requirement satisfied by these orders: <input type="checkbox"/></p> <p>Dept. benefiting from this duty: 000015 CG STA SAN DIEGO</p> <p>Dept. funding this Order: 000639 CG ISC ALAMEDA</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px; width: fit-content;"> <p style="font-size: x-small; margin: 0;">Entitlements</p> <p style="margin: 0;"><input checked="" type="radio"/> Full (> 139 days Active Duty)</p> <p style="margin: 0;"><input type="radio"/> Partial (< 140 days Active Duty)</p> </div> </div> </div>	EmplID:		Empl Rcd Nbr:	0	Dept:	000015 CG STA SAN DIEGO	Empl Class:	SELRES	Job Code:	420093 MK1	Sal Plan/Grade:	ENL E6	Location:	CA0001 CG STA SAN DIEGO			Position:			
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Position:																					

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Direct-Access Users Guide – Reserve Orders

Create Orders, Continued

Procedure (continued)


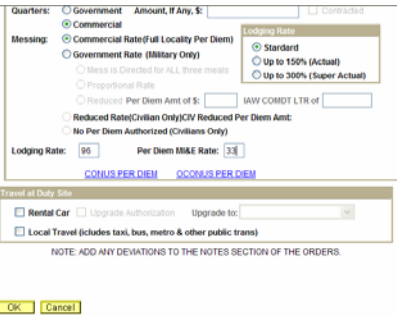

Step	Action
<p style="text-align: center;">Continued</p>	<p>6 <u>Dept. benefiting from this duty:</u> This field defaults to the member’s current reserve duty site. If the member is performing duty at other than the normal drilling unit, and the orders are not Involuntary Mobilization, Title-10, you must enter the Duty Department ID. To look up the Dept ID click the  button.</p> <p>Note: For Involuntary Mobilization, Title-10 orders, the reporting site (“<u>Dept. benefiting from this duty</u>” field) will be the member’s Inactive Duty for Training (IDT) site. Depending on the situation, reporting personnel may be reassigned to a different duty station <u>after going on Active Duty at their IDT site.</u></p> <p><u>Dept. funding this order:</u> This field defaults to the member’s current ISC. For ADSW orders, enter the Department ID for the ISC of the unit funding the order. For contingency orders, enter the appropriate Department ID as directed by the mobilization message.</p>
<p style="text-align: center;">7</p>	<p>Access the Reserve Orders tab (by clicking the tab title or the link at the bottom of the page). Complete the following items in the Basic Information section:</p> <ol style="list-style-type: none"> 1. Purpose field 2. Order Begin Dt field (If any travel time of more than 24 hours is authorized, this is the date member departs home enroute to duty site. Otherwise, it is the date (NLT 2400 Hrs.) the member is scheduled to report for duty). 3. Order End Dt field (Last day of Active Duty under this order, include any authorized travel time of more than 24 hours.). 4. Authority (REF) field (e.g. Cite the message or memo authorizing the AD)
<p style="text-align: center;">8</p>	<p>Mark the following checkboxes as applicable:</p> <ol style="list-style-type: none"> 1. Gov’t Credit Card Holder 2. Is Travel Authorized for These Orders? 3. Contingency Operation (See instructions on page 14 for detail on completing the Contingency tab). 

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Direct-Access Users Guide – Reserve Orders

Create Orders, Continued

Procedure (continued)


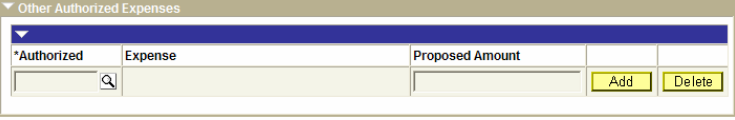

Step	Action
9	<p>Click the Per Diem tab in the Duty section of the orders and click the Yes button to access the Per Diem data entry page.</p> 
10	<p>The Per Diem data entry page will open. Complete the Quarters and Messing, and if applicable, Lodging and Per Diem rates. You may also use this page to authorize a rental car, rental car upgrade, and local travel. See Chapters 2 and 11 of the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series) and the JFTR for more information regarding travel and per diem entitlements.</p>  <p>Click the OK button to return to the Reserve Orders tab.</p>
11	<p>Complete the Primary Mode of Travel and Primary Mode of Transportation sections</p> 

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Direct-Access Users Guide – Reserve Orders

Create Orders, Continued

Procedure (continued)


Step	Action																				
12	<p>Click the lookup  icon in the Other Authorized Expenses section to search for and add authorize reimbursable travel expenses.</p>  <p>Select the appropriate entry from the list.</p> <p>Lookup Authorized</p> <p>Misc Expense Code: <input type="text" value="M"/> Descr2: <input type="text"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View All First 1-8 of 8 Last</p> <table border="1"> <thead> <tr> <th>Misc Expense Code</th> <th>Descr2</th> </tr> </thead> <tbody> <tr><td>C4</td><td>CURRENCY CONVERSION FEE</td></tr> <tr><td>E1</td><td>ENERGY SURCHARGE</td></tr> <tr><td>F1</td><td>FERRY EXP</td></tr> <tr><td>G1</td><td>GOVT CHARGE CARD DELIVERY FEE</td></tr> <tr><td>L2</td><td>LAUNDRY SERVICES</td></tr> <tr><td>L3</td><td>LODGING TAX-CONUS/US TERR ONLY</td></tr> <tr><td>P3</td><td>PER DIEM FOR FY CROSSOVER</td></tr> <tr><td>R3</td><td>RESERVE LODGING (CONTINUITY)</td></tr> <tr><td>S2</td><td>SKYCAP</td></tr> </tbody> </table> <p>Enter the proposed amount. Click the Add button to authorize additional items (repeat search and selection procedure and enter the proposed amount for each entry). See Chapters 2 and 11 of the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series) and the JFTR for more information regarding travel and per diem entitlements.</p>	Misc Expense Code	Descr2	C4	CURRENCY CONVERSION FEE	E1	ENERGY SURCHARGE	F1	FERRY EXP	G1	GOVT CHARGE CARD DELIVERY FEE	L2	LAUNDRY SERVICES	L3	LODGING TAX-CONUS/US TERR ONLY	P3	PER DIEM FOR FY CROSSOVER	R3	RESERVE LODGING (CONTINUITY)	S2	SKYCAP
Misc Expense Code	Descr2																				
C4	CURRENCY CONVERSION FEE																				
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L3	LODGING TAX-CONUS/US TERR ONLY																				
P3	PER DIEM FOR FY CROSSOVER																				
R3	RESERVE LODGING (CONTINUITY)																				
S2	SKYCAP																				
13	<p>Scroll to the bottom of the page and click the <input type="button" value="Order Notes"/> button.</p> <p> Orders issued in conjunction with mobilization shall specifically state that the member is on active duty in support of a contingency operation. See Chapter 11 of the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series) for more information on required entries.</p>																				

Continued on next page

Direct-Access Users Guide – Reserve Orders

Create Orders, Continued

Procedure (continued)

Step	Action
14	<p>Search for and select notes to add to the orders.</p> <ul style="list-style-type: none"> • Order Notes are printed on the physical orders. Click the  button to search for order notes. • All Order Notes are editable. <div data-bbox="316 674 1042 1055" data-label="Form"> </div> <p>There are hundreds of Order Notes. Performing a search using the Description field is the most efficient way to cut the number down. The below screen shows an example of a search performed using RES as a description.</p> <div data-bbox="316 1238 730 1547" data-label="Form"> </div> <p>The Sequence Number is a required field. The number indicates the sequence that the notes will appear on the orders.</p> <p>Click the Print check box if you want the notes to appear on the printed orders.</p> <div data-bbox="316 1767 501 1883" data-label="Form"> </div> <p>Use the Add button to insert additional notes.</p>

Continued on next page

Direct-Access Users Guide – Reserve Orders

Create Orders, Continued

Procedure (continued)

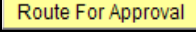
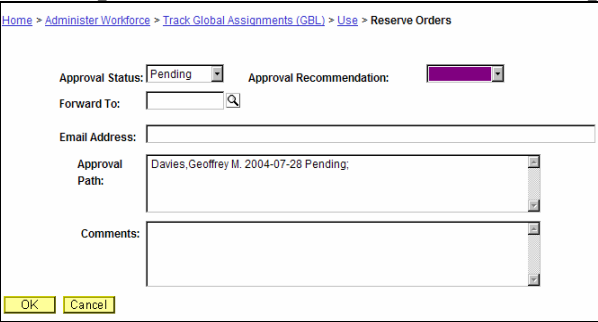














Step	Action
15	Click the OK button to return to the Reserve Orders tab.
16	Create and enter accounting data for travel, Pay & Allowances and FICA for short-term ADSW-AC or PCS for long-term ADSW-AC, if needed. See page 16.
17	<p>If these orders are for a contingency (Involuntary recall to AD or voluntary ADSW-AC recall, Title 10 U.S.C) or are for more than 139 days (the Full entitlements option was selected in Step 6), the SPO will administer the member’s pay entitlements. See the SPO Procedures section, beginning on page 24 for more information.</p> <p>If Partial Entitlements was selected in Step 6, enter the member’s BAH-RC and BAS entitlements on the Partial Entitlements tab.</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> Reserve Specific Info Reserve Orders Partial Entitlements Record Arrive/Depart Info Reserve Leave Disposal </div> <p><i>The Partial Entitlement tab/link will only appear if the Partial Entitlements option was selection on the Reserve Specific Info tab (see Step 6).</i></p> <ul style="list-style-type: none"> • BAS entitlements for reservists on active duty for <u>139 or less days</u> are started using the Partial Entitlements tab on the reserve orders page. • BAH-RC entitlements for reservists on active duty for <u>30 or less days</u> are started using the Partial Entitlements tab on the reserve orders page. • BAH/OHA entitlements for reservists on active duty for <u>31 or more days</u> are started, by the SPO, using the Employee Entitlements module (Home > Compensate Employees > Use > Maintain Entitlements). Enter BAH-RC code “W” on the Partial Entitlements tab to denote entitlement to BAH/OHA. See the SPO Procedures section, beginning on page 24 for more information. • BAS and BAH/OHA are started, by the SPO, using the Employee Entitlements module (Home > Compensate Employees > Use > Maintain Entitlements) for reservists on active duty for <u>140 or more days</u>. See the SPO Procedures section, beginning on page 24 for more information. • Single members on ADT periods of less than 140 days or ADOT periods of 180 days or less are considered on temporary duty (TDY) for BAH/OHA purposes. They are entitled to a housing allowance appropriate to their dependency status <u>even if assigned to or occupying single-type government quarters at the TDY location.</u>

Continued on next page

Direct-Access Users Guide – Reserve Orders

Create Orders, Continued

Procedure (cont'd)

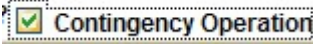
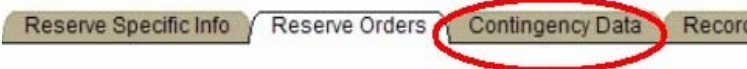
Step	Action														
18	<p>Scroll down to and Click the  button.</p> <p>The request can now be routed to the ISC (pf/fot) for approval.</p>  <table border="1" data-bbox="336 958 1382 1753"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Approval Status</td> <td>The Approval Status field is only active for ISC (pf) personnel.</td> </tr> <tr> <td>Approval Recommendation</td> <td>The Approval Recommendation field is used for Supervisors/Command Users to note their recommendation before forwarding to the ISC (pf).</td> </tr> <tr> <td>Forward To</td> <td>Enter the Employee ID of the ISC (pf/fot) person who will be Working, Reviewing or Approving these orders. You can also click on the  button to look up an Employee ID. <div data-bbox="1007 1182 1305 1435" style="border: 1px solid black; padding: 5px;"> <p>Lookup Forward To</p> <p>Approver EmplID: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Role Name: <input type="text" value="CGRSVISC"/></p> <p>Department: <input type="text" value="002977"/></p> <p>  </p> </div> </td> </tr> <tr> <td>Email Address</td> <td>The e-mail address of the person selected in the “Forward To” block will auto-fill. Enter any additional e-mail address for others to receive notification of pending approval action. Separate multiple entries by a semicolon (;)</td> </tr> <tr> <td>Approval Path</td> <td>This field will show who the orders have been routed to.</td> </tr> <tr> <td>Comments</td> <td>Enter comments if desired. Comments are required if disapproval is recommend.</td> </tr> </tbody> </table> <p>Click the  button.</p>	Field	Description	Approval Status	The Approval Status field is only active for ISC (pf) personnel.	Approval Recommendation	The Approval Recommendation field is used for Supervisors/Command Users to note their recommendation before forwarding to the ISC (pf).	Forward To	Enter the Employee ID of the ISC (pf/fot) person who will be Working, Reviewing or Approving these orders. You can also click on the  button to look up an Employee ID. <div data-bbox="1007 1182 1305 1435" style="border: 1px solid black; padding: 5px;"> <p>Lookup Forward To</p> <p>Approver EmplID: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Role Name: <input type="text" value="CGRSVISC"/></p> <p>Department: <input type="text" value="002977"/></p> <p>  </p> </div>	Email Address	The e-mail address of the person selected in the “Forward To” block will auto-fill. Enter any additional e-mail address for others to receive notification of pending approval action. Separate multiple entries by a semicolon (;)	Approval Path	This field will show who the orders have been routed to.	Comments	Enter comments if desired. Comments are required if disapproval is recommend.
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Email Address	The e-mail address of the person selected in the “Forward To” block will auto-fill. Enter any additional e-mail address for others to receive notification of pending approval action. Separate multiple entries by a semicolon (;)														
Approval Path	This field will show who the orders have been routed to.														
Comments	Enter comments if desired. Comments are required if disapproval is recommend.														
19	Click the  button. The ISC (pf/fot) must review, enter contingency and accounting data and forward to SPO for pay transactions.														

Direct-Access Users Guide – Reserve Orders

Contingency Data

Introduction After an order is entered in the system, a user at the ISC (pf/fot) must review and approve it and enter contingency if applicable, before routing the SPO for creation of pay transactions.

Contingency Data Follow these steps to enter contingency data for mobilization orders (Title 10 & Title 14) or voluntary mobilization orders (ADSW-AC)

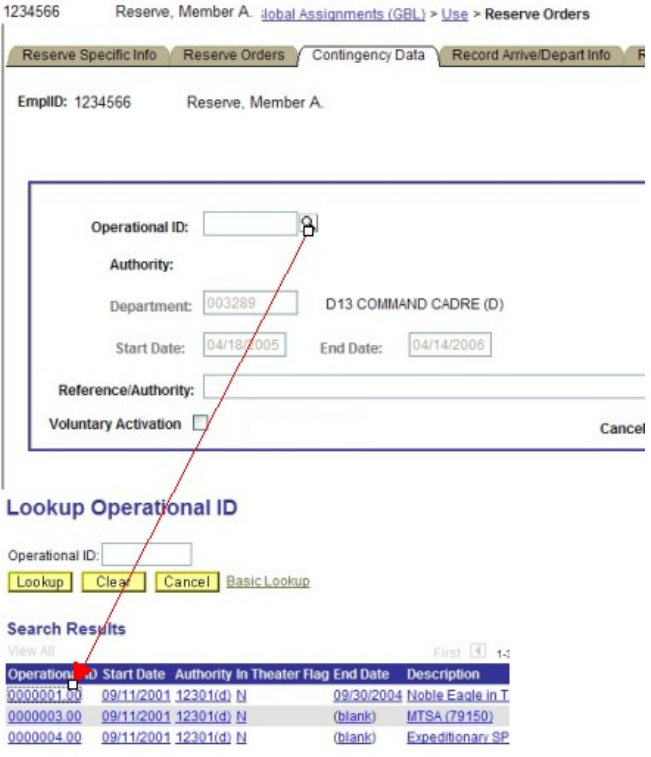
Step	Action
1	<p>Access the reserve order from the link on your Worklist or use the menu items to access the Reserve Orders Activity Guide.</p> <p>Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <p>Select the “View/Complete Order Info” link, enter the member’s employee ID number, and click Search.</p> <p>Select the Pending orders from the search results (first item listed).</p>
2	<p>Click the Contingency Operation checkbox on the Reserve Order tab in the Basic Information section of the page.</p> <p><i>Notice how a new tab appears when you mark the</i></p>  <p><i>checkbox.</i></p> <p><i>Contingency Data Tab Now Appears on Tab Listing</i></p> 
3	<p>Access the Contingency Data tab (by clicking the tab label or using the Contingency Data link at the bottom of the page).</p>
4	<p>Enter the Operational ID number (you can use the lookup icon to search for the ID) and the Reference/Authority block. For ADSW orders, mark the Voluntary Activation checkbox if applicable.</p> <p>Enter the Operational ID number (you can use the lookup icon to search for the ID) and the Reference/Authority block. For ADSW orders, mark the Voluntary Activation checkbox if applicable.</p>

Continued on next page

Direct-Access Users Guide – Reserve Orders

Contingency Data, Continued

Contingency Data (cont'd)

Step	Action																								
4	<p><i>The Contingency Data Tab and Operational ID Lookup Feature</i></p>  <p>1234566 Reserve, Member A. Global Assignments (GBL) > Use > Reserve Orders</p> <p>Reserve Specific Info Reserve Orders Contingency Data Record Arrive/Depart Info F</p> <p>EmplID: 1234566 Reserve, Member A.</p> <p>Operational ID: <input type="text"/> </p> <p>Authority:</p> <p>Department: 003289 D13 COMMAND CADRE (D)</p> <p>Start Date: 04/18/2005 End Date: 04/14/2006</p> <p>Reference/Authority: <input type="text"/></p> <p>Voluntary Activation <input type="checkbox"/> <input type="text"/> Cancel</p> <p>Lookup Operational ID</p> <p>Operational ID: <input type="text"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View All First <input type="text"/> 1-1</p> <table border="1"> <thead> <tr> <th>Operation</th> <th>Start Date</th> <th>Authority</th> <th>In Theater Flag</th> <th>End Date</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0000001.00</td> <td>09/11/2001</td> <td>12301(d)</td> <td>N</td> <td>09/30/2004</td> <td>Noble Eagle in T</td> </tr> <tr> <td>0000003.00</td> <td>09/11/2001</td> <td>12301(d)</td> <td>N</td> <td>(blank)</td> <td>MTSA (79150)</td> </tr> <tr> <td>0000004.00</td> <td>09/11/2001</td> <td>12301(d)</td> <td>N</td> <td>(blank)</td> <td>Expeditionary SP</td> </tr> </tbody> </table>	Operation	Start Date	Authority	In Theater Flag	End Date	Description	0000001.00	09/11/2001	12301(d)	N	09/30/2004	Noble Eagle in T	0000003.00	09/11/2001	12301(d)	N	(blank)	MTSA (79150)	0000004.00	09/11/2001	12301(d)	N	(blank)	Expeditionary SP
Operation	Start Date	Authority	In Theater Flag	End Date	Description																				
0000001.00	09/11/2001	12301(d)	N	09/30/2004	Noble Eagle in T																				
0000003.00	09/11/2001	12301(d)	N	(blank)	MTSA (79150)																				
0000004.00	09/11/2001	12301(d)	N	(blank)	Expeditionary SP																				
5	Return to the Reserve Orders tab and complete the remaining sections of the member's orders.																								

Direct-Access Users Guide – Reserve Orders

Accounting Data

Introduction This section describes the automatic Document ID numbers and Accounting Data generation criteria and provides the procedure for entering Document ID numbers and Accounting Strings in the system for locally funded travel and short-term ADSW-AC orders. The process for transferring funds to the AFC-01 and AFC-20 accounts for reimbursement for long-term ADSW-AC orders is also described in this section.

Obligation of Funds Document ID numbers and Accounting Data generated by Direct-Access will create obligations in the Coast Guard Financial System. If an order, with system generated Document ID numbers and Accounting Data is cancelled the funds will be de-obligated.

Direct-Access does not create obligations or de-obligations in the financial system for Document ID numbers and Accounting Data entered manually.

System Generated Accounting Direct-Access generates Document ID numbers and Accounting Data for Pay & Allowances and FICA for all reserve orders except short-term ADSW-AC. System generated Document ID numbers and Accounting Data will not be visible until the ISC (fot/pf) approves AND saves the orders.

Direct-Access generates Documents ID numbers and Accounting Data for Travel & Per Diem for ADT orders.

Document Types Generated

Purpose	Length of Duty	Document Type	Document Suffix
Pay & Allowances	< 140 days	72	000
	> 140 days	71	000
FICA	< 140 days	72	001
	> 140 days	71	001
Travel/Per Diem	Single payment	11	000
	Multiple payment	13	000
GTR	N/A	14	000

Continued on next page

Direct-Access Users Guide – Reserve Orders

Accounting Data, Continued

Orders Requiring Manual Entry of Accounting Data

Document ID numbers and Accounting Data must be entered in the system manually for:

Short-term ADSW-AC orders (P&A, FICA and travel/per/diem)
Long-term ADSW-AC orders (travel/per diem and PCS)
Involuntary recall, Title 10 and Title 14 order (travel/per diem)

Manual Transfer of Funds for Long-Term ADSW-AC Orders

Per section 3.B.4.b of the [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#), funding for long-term active duty is automatically deducted from the AFC-01 military payroll account and must be reimbursed by the order issuing authority through funds transfer (e.g., funds for long-term ADSW-AC must be reimbursed to the military payroll account from the hiring command's AFC-30 operating expenses; funds for long-term ADT-OTD or ADSW-RC must be reimbursed from the Reserve Training appropriation). Copies of all long-term ADT-OTD or ADSW orders shall be sent to Commandant (CG-1012) when issued.

The system will generate P&A and FICA accounting data and document IDs for long-term ADSW-AC orders. Funds for all ADSW-AC orders -- 140 days or more -- need to be transferred to AFC-01 by using the following accounting line: **2/H/x01/199/30/0/QD** (x = Fiscal Year). Funds should be transferred on a quarterly basis for the duration of the orders.

Contact the AFC-01 funds manager, Commandant (CG-833), [Mr. Mark Jones](#), at (202) 267-2994, for more information on reimbursement and funds transfer authorizations.

Document IDs and Transfer of Funds for PCS Moves

Long-term orders with a PCS move authorized need a Document Type 12 ID number from the AFC-20 funds manager. These funds need to be transferred to **CG-1012** using the accounting line 2/P/x01/199/30/0/ZZ (x = Fiscal Year). The amount will be both the total recurring and nonrecurring AFC-20 cost as reported on the Standard Personnel Costs spreadsheet located on the CG-832 website.

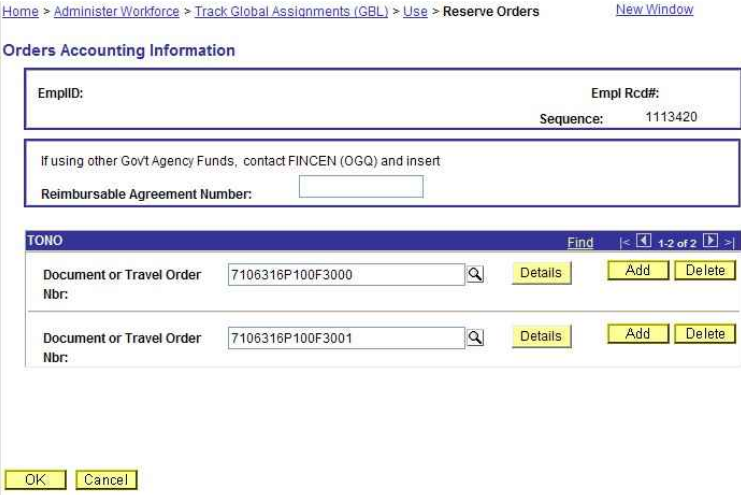
<http://cgweb.comdt.uscg.mil/cg8/cg83/cg832/sct/sr/index.htm>.

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Direct-Access Users Guide – Reserve Orders

Accounting Data, Continued

Procedure Follow these steps to view, update or enter accounting data.

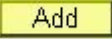




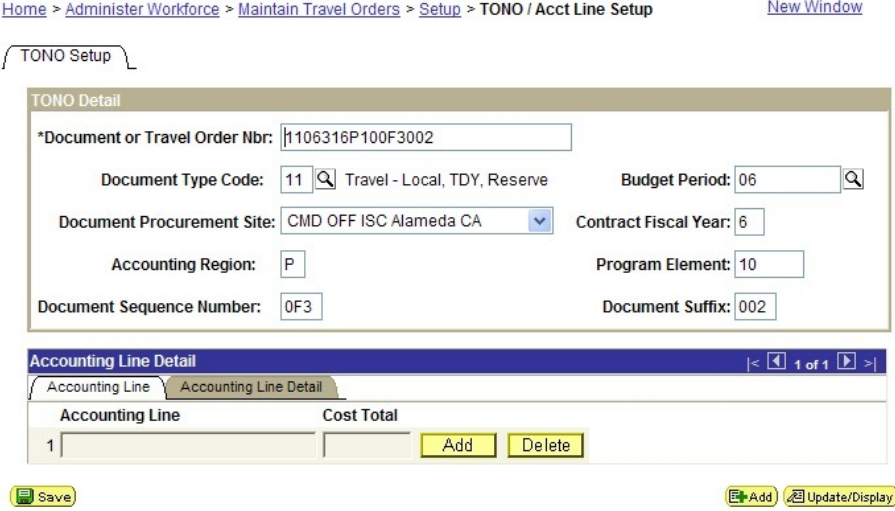






Step	Action
1	<p>Click the TONO Accounting Data button to assign a travel order number and accounting string. The following screen appears.</p>  <p>(Note: The Pay & Allowances and FICA accounting lines, shown in the above example, will not be present if the ISC (pf/fot) user has not yet approved and saved the orders. The system will add these lines for all long-term orders. There is no need to enter P & A or FICA accounting on long-term orders).</p> <p><u>Enter</u> a Reimbursable Agreement Number (RAN) if applicable. This number is issued by the Finance Center when orders are funded by other government agencies. See the Reimbursable Agreement TONO's topic in the Direct-Access Online Manual (http://cgweb.psc.uscg.mil/ps or http://www.uscg.mil/hq/psc/ps) for more information.</p>

Continued on next page

Direct-Access Users Guide – Reserve Orders

Accounting Data, Continued

Procedure (continued)

Step	Action						
2	Click the  button to insert a new blank row.						
3	<p>Click the  button. The following setup screen appears.</p>  <p>The screenshot shows the 'TONO / Acct Line Setup' page with the 'Find an Existing Value' section. It includes a 'Search By:' dropdown menu set to 'Document or Travel Order Nbr', an input field for the number, and 'Search' and 'Advanced Search' buttons. A link for 'Add a New Value' is also visible.</p>						
4	Click the Add a New Value link.						
5	<p>The following screen appears.</p>  <p>The screenshot shows the 'TONO / Acct Line Setup' page with the 'Add a New Value' section. It features an input field for 'Document or Travel Order Nbr:' and an 'Add' button. A link for 'Find an Existing Value' is also present.</p>						
6	Enter the Document ID Number (TONO) and click the  button.						
7	<p>The TONO/Acct Line setup screen appears. Some fields will be filled in based on the Document ID Number (TONO) you entered in the previous step.</p>  <p>The screenshot shows the 'TONO Setup' screen. It includes a breadcrumb trail: 'Home > Administer Workforce > Maintain Travel Orders > Setup > TONO / Acct Line Setup'. The 'TONO Detail' section contains several fields: '*Document or Travel Order Nbr:' (1106316P100F3002), 'Document Type Code:' (11), 'Budget Period:' (06), 'Document Procurement Site:' (CMD OFF ISC Alameda CA), 'Contract Fiscal Year:' (6), 'Accounting Region:' (P), 'Program Element:' (10), 'Document Sequence Number:' (0F3), and 'Document Suffix:' (002). Below this is the 'Accounting Line Detail' section with a table:</p> <table border="1" data-bbox="316 1832 1177 1892"> <thead> <tr> <th>Accounting Line</th> <th>Cost Total</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td> </td> </tr> </tbody> </table> <p>At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.</p>	Accounting Line	Cost Total		1		 
Accounting Line	Cost Total						
1		 					

Continued on next page

Direct-Access Users Guide – Reserve Orders

Accounting Data, Continued

Procedure (continued)

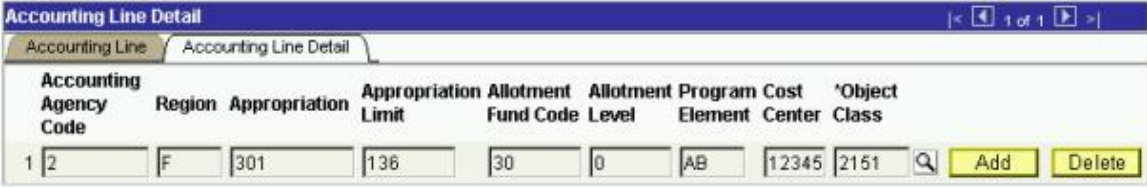


Step	Action
7	(cont'd from previous page). Complete the fields as described below.
Field	Description
Document Type Code	For TDY, the first two digits of the TONO will normally be 11 (Member Procured Travel) or 14 if traveling on a GTA funded ticket. If Blanket Order was checked for multiple trips, the first two digits of the TONO will normally be 13 (this includes multiple medical trips performed under one TONO).
Budget Period	The last two digits of the fiscal year charged to the TONO. A fiscal year runs from 1 October through 30 September. For example, TDY funded in FY 2006, will be "06".
Document Procurement Site	The name of the Procurement Site is displayed.
Contract Fiscal Year	The last digit of the fiscal year to be charged against. For example, TDY funded in FY 2006, will be "6".
Program Element	<p>A two, four or six character alphanumeric field representing the ATU of the unit or the Reimbursable Agreement Number (RAN). In some cases (e. g. Orders issued under a RAN) up to 6 characters may be used. <u>Click</u> the link below to review Chapter 4 paragraph 2 of the FINCEN SOP.</p> <p>http://www.fincen.uscg.mil/sop.htm</p> <p>Those units that have several Program Elements (PE) or other than the normal 2-digit PE should use a master 2-digit PE assigned by their Budget Office for document numbering purposes</p>
Document Sequence Number	The document sequence number for each FY should be sequential beginning with 001 through 999. If exhausted, alphanumeric combinations A01 through A99 through Y01 - Y99 are used. Each sequence number must be unique.
Document Suffix	Last three digits of the TONO – normally 000 unless the same TONO is charged to multiple accounting strings.

Continued on next page

Direct-Access Users Guide – Reserve Orders

Accounting Data, Continued

Procedure (continued)

Step	Action
8	<p>Click the “Accounting Line Detail” tab. The following panel appears.</p>  <p>Enter the accounting string in the appropriate fields. Use the magnifying glass to view and select from a list of available object class codes. Refer to Appendix “B” of the FINCEN SOP (http://www.fincen.uscg.mil/sop.htm) for guidance in completing this section.</p>
9	<p>Click the Accounting Line tab. The following panel appears.</p>  <p>The accounting line is pre-filled from the previous screen. Enter the total cost chargeable to the accounting line. If applicable, click the Add button to enter additional accounting strings chargeable to the TONO. If necessary, use the Delete button to remove accounting rows.</p>
10	<p>Click the Save button when finished then click the X (in the top right-hand corner of the browser window) to close the TONO/Acct Line Setup window.</p>
11	<p>Return to the Orders Accounting Information window.</p>  <p>Enter the Document ID number you created in step 6.</p>

Continued on next page

Direct-Access Users Guide – Reserve Orders

Accounting Data, Continued

Procedure (continued)


Step	Action
12	<p>Click the <input type="button" value="OK"/> button. You will be returned to the Reserve Orders tab.</p> <p>Note: If more than one TONO/Actg string will be assigned to the Travel Orders (i.e. crossing fiscal years), click the details button and repeat this procedure. After all the TONO's and associated accounting strings have been created, you are ready to add them to the order. Type the first TONO in the "Document ID Nbr or TONO" field or use the magnifying glass to search and select the TONO you created. Click the <input type="button" value="Add"/> button to assign additional TONO's if applicable. Click the <input type="button" value="OK"/> button when finished.</p>

Direct-Access Users Guide – Reserve Orders

ISC Approval and Routing

Introduction This section provides the procedure for the user at the ISC (pf/fot) to approve/disapprove the orders request and route to the SPO for creation of pay transactions or back to the unit for modification of the request.

Procedure Follow these steps to route the orders request.


Step	Action	
1	Click the Route for Approval button.	
2	Complete the Routing/Approval page as described below	
Field	Description	
Approval Status	The Approval Status field is only active for ISC (pf) personnel. When the orders are ready to be approved ISC (pf) personnel will select approved from the drop down list. To disapprove a request, select “denied” and route the order back to the unit (by entering the Employee ID of the unit POC in the “Forward to” block). Use the “Pending” status if more information is needed.	
Approval Recommendation	The Approval Recommendation field is used for Supervisors/Command Users to note their recommendation before forwarding to the ISC (pf).	
Forward To	<p>For “Approved” orders: Enter the Employee ID of the person at the SPO who will be Working these orders. You can also click on the  button to look up an Employee ID. Enter CGHRSUP or CGHRS in the Role Name field to locate SPO users.</p> <p>For “Disapproved” orders: Enter the Employee ID of the unit POC.</p> <p>For “Pending” orders: Leave blank, or route back to the unit for more information by entering the POC’s Employee ID number.</p>	<p>Lookup Forward To</p> <p>Approver EmplID: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Role Name: CGHRS</p> <p>Department: <input type="text" value="002977"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/></p>
Email Address	The e-mail address of the person selected in the “Forward To” block will auto-fill. Enter any additional e-mail addresses for people to receive notification of approval action. Separate multiple entries by a semicolon (;)	
Approval Path	This field will show ID’s of anyone the orders have been routed to.	
Comments	Enter comments if desired. Comments are required if the request is disapproved.	
4	Click OK.	
5	The approval window will close and you will be returned to the reserve orders page. Click Save to update the orders status.	

Direct-Access Users Guide – Reserve Orders

SPO Procedures

Introduction This section provides the procedure for the user at the Servicing Personnel Office (SPO) to access and endorse a reserve order and administer subsistence and housing entitlements.

Procedure Follow these steps to access and endorse the reserve order.

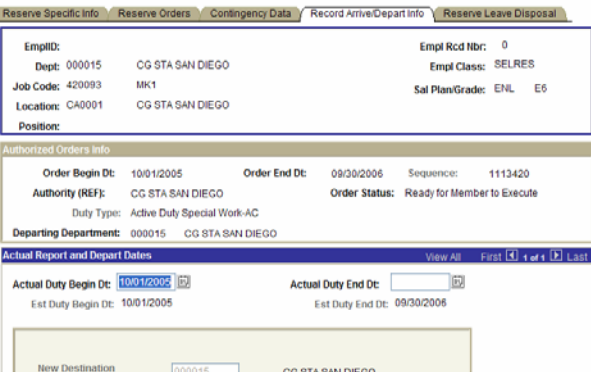

Step	Action
1	<p>Access the reserve order from the link on your Worklist or use the menu items to access the Reserve Orders Activity Guide.</p> <p>Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <p>Select the “View/Complete Order Info” link, enter the member’s employee ID number, and click Search.</p> <p>Select the Ready orders from the search results (first item listed).</p>
2	<p>The Reserve Orders will open. Review the data on the first two tabs (<i>Reserve Specific Info</i> and <i>Reserve Orders</i>) and, if applicable the <i>Contingency Data</i> tab to ensure all fields are completed correctly. Refer to the procedures for completing the order, which begin on Page 4 for guidance.</p>
3	<p>For <i>Partial Entitlements</i> orders, verify/enter the member’s BAH-RC and BAS entitlements by clicking the Partial Entitlements tab. For orders more than 30 days duration the BAH-RC code “W” (none) must be used. Reserve Component members on short-term AD for more than 30 days are entitled to BAH, which must be started using the Compensate Employees > Use > Employee Entitlements menu item after the <i>Record Arrive/Depart Info</i> tab is completed and the orders are saved.</p> <div data-bbox="304 1330 1305 1514" style="border: 1px solid black; padding: 5px;"> <p>Microsoft Internet Explorer</p>  <p>Reserve Orders for more than 30 days require that BAH RC Entitlement be W. (20320,177)</p> <p>These orders are for Active Duty greater than 30 days. Member is entitled to BAH. Please go back to Partial Entitlements tab and change BAH RC Entitlement to W-None.</p> <p style="text-align: center;">OK</p> </div> <p><i>Error message generated when a BAH-RC code other than “W” is entered on the Partial Entitlements tab of any for more than 30 days.</i></p> <p>For Full Entitlements/contingency orders, pay entitlements are started using the Compensate Employees > Use > Employee Entitlements menu item after the <i>Record Arrive/Depart Info</i> tab is completed and the orders are saved.</p> <p>Single members on ADT periods of less than 140 days or ADOT periods of 180 days or less are considered on temporary duty (TDY) for BAH/OHA purposes. They are entitled to a housing allowance appropriate to their dependency status <u>even if assigned to or occupying single-type government quarters at the TDY location.</u></p>

Continued on next page

Direct-Access Users Guide – Reserve Orders

SPO Procedures, Continued

Procedure (continued)

































































Step	Action
4	<p>Click the Record Arrive/Depart Info tab.</p> 
5	Enter the Actual Duty Begin Date (must be the same as the <i>Est. Duty Begin Dt</i>).
6	<p>Enter the Actual Duty End Date. Initially, use the same date as the <i>Est. Duty End Dt</i>. This field may be changed to record amendments or extensions. See Amend Duty Dates on page 37 for more information.</p> 
7	Scroll down to the Travel Report and Depart Dates section. If you are endorsing a Partial Entitlements order go to step 7a (below). If you are endorsing a Full Entitlements order, go to step 7b (following page).
7a	<p>Travel Report and Depart Dates-Partial Entitlements Order</p> <ol style="list-style-type: none"> 1. Enter a “Home to Duty” row. If there is no delay in reporting (travel-time of more than 24 hours from home to the unit for example), use the same date as you used in Step 5 above for the Actual Duty Begin Date for both Begin Date and End Date of the Home to Duty row. If a delay in reporting is authorized, the Home to Duty Begin Date should be the same as the Actual Duty Begin Date and the Home to Duty End Date should be the date the member reported for duty. <p>Note: There are several options listed in the Description field for the type of row (Travel Time, Proceed Time, etc.), only the Home to Duty and Duty Home options are valid for Partial Entitlement orders.</p>

Continued on next page

Direct-Access Users Guide – Reserve Orders

SPO Procedures, Continued

Procedure (continued)


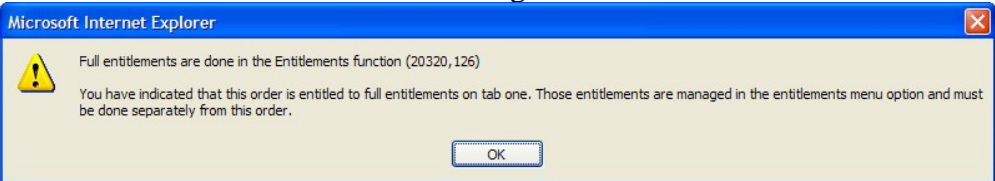

Step	Action															
7a	<p>2. Click the Add a New Row button  and enter a “<i>Duty to Home Row</i>”. If no delay is authorized (travel time of more than 24 hours from the unit to home for example), use the same date as you used in Step 6 above for the Actual Duty End date for both the Duty to Home Begin and End dates. If travel time (or other delay) is authorized, use the date the member departed the unit for the Duty to Home Begin date and the Actual Duty End date for the Home to Duty End Date.</p> <div data-bbox="405 734 1235 913" style="border: 1px solid black; padding: 5px;"> <p>Travel Report and Depart Dates First</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Begin Date</th> <th style="width: 20%;">End Date</th> <th style="width: 40%;">Description</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>12/01/2005 </td> <td>12/02/2005 </td> <td>Home to Duty</td> <td></td> <td> </td> </tr> <tr> <td>12/30/2005 </td> <td>12/31/2005 </td> <td>Duty to Home</td> <td></td> <td> </td> </tr> </tbody> </table> <p><i>In this example, the Travel Report and Depart Dates section shows the member was authorized a 1-day delay in reporting for duty and was authorized to depart the unit 1-day prior to the active duty end date.</i></p> </div>	Begin Date	End Date	Description			12/01/2005 	12/02/2005 	Home to Duty		 	12/30/2005 	12/31/2005 	Duty to Home		 
Begin Date	End Date	Description														
12/01/2005 	12/02/2005 	Home to Duty		 												
12/30/2005 	12/31/2005 	Duty to Home		 												
7b	<p>Travel Report and Depart Dates-Full Entitlements Order</p> <p>On a Full Entitlements order, the Travel Report and Depart Dates section is used to record delay in reporting only. The Release from Active Duty (RELAD) transaction will capture any delay between departing the unit an ending active duty (Leave, Travel Time, etc.).</p> <ol style="list-style-type: none"> 1. Enter a “<i>Home to Duty</i>” row. If there is no delay in reporting, use the same date as you used in Step 5 above for the Actual Duty Begin Date for both Begin Date and End Date of the Home to Duty row. If a delay in reporting is authorized, the Home to Duty Begin Date should be the same as the Actual Duty Begin Date and the Home to Duty End Date should be the date the member reported for duty. 2. If a delay in reporting authorized, insert an additional row, by clicking the  button, to describe the purpose of the delay in reporting. <div data-bbox="497 1536 1059 1868" style="border: 1px solid black; padding: 5px;"> <p>Actual Report and Depart Dates View All</p> <p>Actual Duty Begin Dt: 01/01/2006  Actual Duty End Dt: 06/30/2006 </p> <p>Est Duty Begin Dt: 01/01/2006 Est Duty End Dt: 06/30/2006</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>New Destination Department: 000001 CGC GALLATIN</p> <p>Nature of Duty: Duty</p> </div> <p>Travel Report and Depart Dates First 1-2 of 2 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Begin Date</th> <th style="width: 20%;">End Date</th> <th style="width: 40%;">Description</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>01/01/2006 </td> <td>01/02/2006 </td> <td>Home to Duty</td> <td></td> <td> </td> </tr> <tr> <td>01/01/2006 </td> <td>01/02/2006 </td> <td>Travel Time</td> <td></td> <td> </td> </tr> </tbody> </table> <p><i>In this example, the member was authorized 1-day of travel time.</i></p> </div>	Begin Date	End Date	Description			01/01/2006 	01/02/2006 	Home to Duty		 	01/01/2006 	01/02/2006 	Travel Time		 
Begin Date	End Date	Description														
01/01/2006 	01/02/2006 	Home to Duty		 												
01/01/2006 	01/02/2006 	Travel Time		 												

Continued on next page

Direct-Access Users Guide – Reserve Orders

SPO Procedures, Continued

Procedure (continued)

Step	Action																									
8	Click the Save button.																									
9	<p>You may encounter this warning/informational message when saving reserve orders if the member does not have an e-mail address on file:</p>  <p>Click OK to dismiss the warning. You can use the E-Mail Printable Order button to e-mail yourself or the unit a copy of the orders for printing.</p> <p>You will encounter this reminder message on all Full Entitlements orders:</p> 																									
10	<p>Confirm that the orders saved correctly and the status has updated.</p> <ol style="list-style-type: none"> 1. Click the Return to Search button. 2. Click the Clear button 3. Enter the member's employee ID number and click Search 4. The Search Results should show that the member's orders have changed to "Ready..." (if start date has not passed) or "Enroute to Destination" if the start date has passed.  <table border="1" data-bbox="312 1442 1082 1547"> <thead> <tr> <th>EmplID</th> <th>Empl Rcd Nbr</th> <th>Estimated Depart Date</th> <th>Estimated Report Date</th> <th>Sequence</th> <th>Coast Guard Duty Type</th> <th>Status</th> <th>Short Name</th> <th>Employee Classification</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>10/01/2005</td> <td>09/30/2006</td> <td>1113420</td> <td>ADSW-AC</td> <td>Ready for Member to Execute</td> <td>MK1</td> <td>SELRES</td> </tr> <tr> <td>0</td> <td>03/13/2005</td> <td>09/30/2005</td> <td>1057673</td> <td>Title 10</td> <td>Finished with Orders Execution</td> <td>MK1</td> <td>SELRES</td> </tr> </tbody> </table>	EmplID	Empl Rcd Nbr	Estimated Depart Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Name	Employee Classification	0	10/01/2005	09/30/2006	1113420	ADSW-AC	Ready for Member to Execute	MK1	SELRES	0	03/13/2005	09/30/2005	1057673	Title 10	Finished with Orders Execution	MK1	SELRES
EmplID	Empl Rcd Nbr	Estimated Depart Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Name	Employee Classification																		
0	10/01/2005	09/30/2006	1113420	ADSW-AC	Ready for Member to Execute	MK1	SELRES																			
0	03/13/2005	09/30/2005	1057673	Title 10	Finished with Orders Execution	MK1	SELRES																			
11	<p>If this is a Partial Entitlements order for more than 30 days AD or a Full Entitlements/Contingency order, path to the Compensate Employees > Use > Employee Entitlements menu item and start the member's BAH (See page 28) and other entitlements as applicable (refer to the Pay Manual for policy guidance and the Direct-Access online manual (SPO Transactions > Pay Entitlements) for procedural guidance.)</p> <p>Note: BAS for all short-term/partial entitlements orders is administered on the Reserve Orders Partial Entitlements tab even if the orders are for more than 30 days and BAH is authorized.</p>																									

Direct-Access Users Guide – Reserve Orders

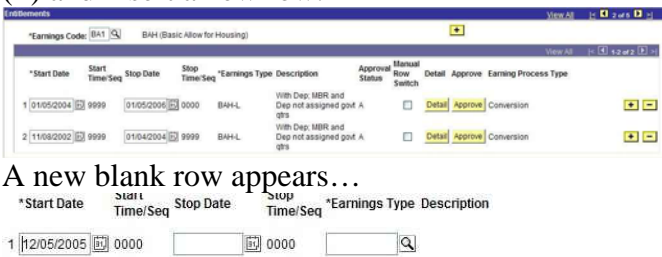
Starting BAH or Other Housing/Location Entitlements

Introduction This section provides the procedure for starting a BAH entitlement for Reservists on active duty for 31 or more days or on contingency orders. Go to page 32 for information on OHA entitlement.

Single Members Single members on ADT periods of less than 140 days or ADOT periods of 180 days or less are considered on temporary duty (TDY) for BAH/OHA purposes. They are entitled to a housing allowance appropriate to their dependency status even if assigned to or occupying single-type government quarters at the TDY location.

Approval Required Transactions to start Basic Allowance for Housing require approval by a user with the CGHRSUP role (SPO Supervisor). Click the “Approve” button and enter the CGHRSUP role user’s Employee ID number to route pending transaction for approval. If you are a CGHRSUP role user, you do not need to route the transaction for approval. The transaction will automatically be approved when you press the save button.

BAH Data Entry Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member’s entitlements detail page. Then, follow these steps to enter a new BAH entitlement.



Step	Action
1	Review the member’s entitlement summary page to determine if a row of the entitlement earnings type (BA1, BA2 or BA3) that you will be starting exists.
2	After determining the earnings type code and closing any open BAH entitlement rows, navigate to the entitlements detail page for the earnings code you want to start. Click the add new row icon (+) and insert a new row.  <p>A new blank row appears...</p>

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Direct-Access Users Guide – Reserve Orders

Starting BAH or Other Housing/Location Entitlements, Continued

BAH Data Entry Procedure (continued)



Step	Action
3	<p>Enter the Start Date. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format.</p> <p>If you are entering BAH for a Reserve Component member on active duty for 31 to 139 days, use the same date as the member's orders begin date for the BAH start date.</p>
4	<p>The Stop Date must be left blank to pay continuous Basic Allowance for Housing. Do not enter an estimated stop date.</p> <p>If you are entering BAH for a Reserve Component member on active duty for 31 to 139 days, use the same date as the member's orders end date for the BAH stop date.</p>
5	<p>Enter the Earnings Type if known or use the  to search and select from a listing of available earning types. See the BAH Code Table on page 40 of this guide for a listing of codes and descriptions.</p>
6	<p>Description is filled by the system after the user selects an Earnings Type code. Ensure the proper entitlement is shown.</p>

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Direct-Access Users Guide – Reserve Orders

Starting BAH or Other Housing/Location Entitlements, Continued

BAH Data Entry Procedure (continued)


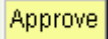

Step	Action
7	<p>Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving by a CGHRSUP role user. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.</p>
8	<p>Manual Row Switch (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
9	<p>Click the  button to bring up the Supporting Data screen below:</p>  <p>The screenshot shows a 'Supporting Data' form with the following fields: BA1, 01/06/2006, BAH-T, Postal Code: 66683, Inadequate Quarters Amount: 0.00, and checkboxes for 'Dependent Flag' (checked) and 'Spouse In Service'. A pop-up window titled 'For assignments to Inadequate Qtrs' is displayed, containing the text: 'The rental amount shall be the lesser of: (a) the fair rental value of the inadequate quarters, or (b) 75% of BAH Type II at the dependents rate. For members with a spouse in service who jointly occupy inadequate government quarter, the rental charge will be collected at a rate of 50% from each member. Ensure the correct amount is entered.' There are 'OK' and 'Cancel' buttons at the bottom of the pop-up.</p>
10	<p>Enter the zip code for BAH in the Postal Code field for earning types BAH-L, BAH-G, BAH-H, BAH-T. Do not enter an FPO or APO zip code.</p> <p><i>Note:</i> If zip code 00000 is used with BAHDR (BAH-DIFF “R”), then BAH-In Transit will be paid in addition to the BAH-DIFF (transactions with start dates before 31 Dec 05 only)</p> <p>The Dependent Flag and Spouse In Service check boxes will be pre-filled (if applicable). A check mark indicates the member has dependents and/or a spouse in service.</p>

Continued on next page

Direct-Access Users Guide – Reserve Orders

Starting BAH or Other Housing/Location Entitlements, Continued

BAH Data Entry Procedure (continued)

Step	Action
<p>10</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Continued</p>	<p>For Reserve Component (RC) members on Active Duty:</p> <ul style="list-style-type: none"> • Pay BAH based on the RC member’s principal place of residence location if orders are: <ul style="list-style-type: none"> (a) Active Duty for Training (ADT) and of a duration of 31 to 139 days; or (b) Active Duty for Other Than Training (ADOT) and of a duration of 31 to 180 days or (c) For a contingency (Title 10 U.S.C, recall to AD). • Pay BAH based on the duty station location if orders are for ADT periods of 140 days or more, or ADOT periods of more than 180 days and extended per diem has not been authorized by COMDT (CG-1222). • Single members on ADT periods of less than 140 days or ADOT periods of 180 days or less are considered on temporary duty (TDY) for BAH/OHA purposes. They are entitled to a housing allowance appropriate to their dependency status <u>even if assigned to or occupying single-type government quarters at the TDY location.</u> <p>RC members who change their principal place of residence for any reason other than official PCS orders following acceptance of ADT or ADOT orders will continue to receive the locality-based BAH rate initially authorized.</p>
11	Click the  button when finished.
12	 Route for approval. Transactions to start BAH must be approved by a user with the CGHRSUP (SPO Supervisor) role. Click the Approve button and enter the CGHRSUP role user’s Employee ID number to route the transaction to the SPO Supervisor for approval. If you are a CGHRSUP role user, the transaction status will automatically be set to approved when you press the save button. You do not need to enter you employee ID number or access or route for approval.
13	Click the  button (located at the bottom left of the screen) to approve the entry.

Continued on next page

Direct-Access Users Guide – Reserve Orders

Starting BAH or Other Housing/Location Entitlements, Continued

Housing Allowances for Reserve Component Members Residing OCONUS (Except Alaska and Hawaii)

Reserve Component members on active duty whose principal place of residence is OCONUS (except Alaska and Hawaii) where BAH is not payable are entitled to BAH-RC or OHA as described below:

For active duty periods (including ADT) of 30 days or less –BAH-RC accrues if otherwise entitled. However, if ordered to active duty for 30 days or less for SECDEF-designated contingency operations, OHA will accrue if otherwise entitled.

For ADT periods, more than 30 days but of less than 140 days or ADOT periods of more than 30 days but less than 180 days - Overseas Housing Allowance (OHA) accrues for the location from which ordered to active duty, if otherwise entitled.

For periods of 140 days or more ADT or more than 180 days ADOT (except where extended per diem is authorized or active duty for SECDEF-designated contingency operations) - Permanent Change of Station (PCS) entitlements are authorized and BAH or OHA (as appropriate) is payable for the place to which the member is ordered if otherwise entitled. In these cases, BAH may be authorized for other than place to which ordered per Sections 3-C-7 and 3-C-8 of [Coast Guard Pay Manual, COMDTINST M7220.29a](#).

Procedures for entering OHA entitlements can be found in the [Direct-Access Online Manual](#) (<http://www.uscg.mil/hq/psc/ps> or <http://cgweb.psc.uscg.mil/ps>), in the SPO Transactions > Pay Entitlements > OHA topic.

OUTCONUS COLA

A Reserve Component member, called or ordered to active duty/ ADT from an OCONUS residence, is authorized O'COLA as described in the following paragraphs. Note that there is no command-sponsorship requirement in order to receive the with-dependents rate; however, the member and dependents must reside permanently in the area concerned at the time called or ordered to active duty.

1. A member called or ordered to active duty from an OCONUS location **for 31 or more days** is authorized O'COLA for the location from which called or ordered to active duty, beginning on the first day of active duty. This rate continues for the tour duration except as noted below:

a. If called to ADT **for 140 or more days** the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for COLA for the PDS location begins on the day the member reports at that location.

Continued on next page

Direct-Access Users Guide – Reserve Orders

Starting BAH or Other Housing/Location Entitlements, Continued

**OUTCONUS
COLA (cont'd)**

A member called or ordered to ADT from an INCONUS location to an OUTCONUS duty station for **140 or more days** at one location is authorized COLA in the same manner as a member already on active duty.

b. If called to Active-Duty-for-Other-Than-Training for **more than 180 days**, except as provided in subparagraph c (below), the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for O'COLA for the PDS location begins on the day the member reports at that location. A member called or ordered to active-duty-for-other-than-training from a CONUS location to an OUTCONUS duty station for more than 180 days at one location is authorized O'COLA in the same manner as a member already on active duty.

c. If called or ordered to Active-Duty-for-Other-Than-Training for more than 180 days **at one location away from the member's OCONUS principal place of residence** (at the time called or ordered to active duty), and the member is not authorized HHG transportation, that member is considered:

- i. Assigned to duty at that residence, and
- ii. Paid O'COLA for that location.

- 2. A member called or ordered to active duty from an OCONUS location **for less than 31 days** is authorized O'COLA:
 - If the call or order to active duty is in support of a contingency operation;
or
 - Whenever there is no per diem authority.

In this case the member is authorized O'COLA at the rate prescribed for the member's principal residence location at the time called or ordered to active duty.

Procedures for entering COLA entitlements can be found in the [Direct-Access Online Manual](#) (<http://cgweb.psc.uscg.mil/ps> or <http://www.uscg.mil/hq/psc/ps>), in the SPO Transactions > Pay Entitlements > COLA topic.

Continued on next page

Direct-Access Users Guide – Reserve Orders

Starting BAH or Other Housing/Location Entitlements, Continued

- CONUS COLA
1. A Reserve Component member called or ordered to ADT for 140 days or more at one location is authorized CONUS COLA for the location from which called or ordered to active duty beginning on the first day of active duty. That rate stops the day prior to the member entering a PCS travel time status. Effective the date the member reports to the duty location prescribed in the active duty order, CONUS COLA re-starts at the rate applicable to that duty locale.
 2. Except when HHG transportation is authorized, a Reserve Component member called or ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized CONUS COLA at the rate prescribed for the principal place of residence at the time called or ordered to active duty. HHG transportation under TDY orders in accordance with JFTR, Chapter 4, Part H, does not affect this authorization.
 3. A Reserve Component member called or ordered to ADT for less than 140 days, or ADOT for less than 181 days, is not entitled to CONUS COLA unless the call or order to active duty is in support of a contingency operation, in which case CONUS COLA is paid at the rate for the member's principal residence location.

Procedures for entering COLA entitlements can be found in the [Direct-Access Online Manual](http://www.uscg.mil/hq/psc/ps) (<http://www.uscg.mil/hq/psc/ps> or <http://cgweb.psc.uscg.mil/ps>), in the SPO Transactions > Pay Entitlements > COLA topic. SPOs must enter a start CONUS COLA transaction for any eligible member, even if the monthly CONUS COLA amount for a member's PDS or principal place of residence is \$00.00.

Direct-Access Users Guide – Reserve Orders

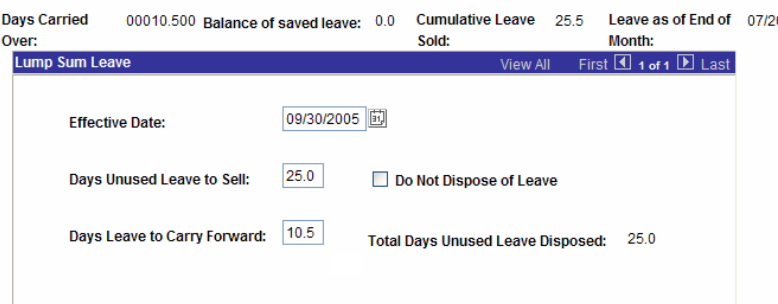
Disposal of Leave

Introduction This section provides the procedure for recording lump sum leave entitlements.

Disposal of Leave For orders with duration of 30 or more days, the member is entitled to leave accrual. If these are short-term orders (less than 140 days) or back-to-back long-term orders and no RELAD is required, then accrued leave can be sold using the Record/Leave Disposal tab on the member’s orders.

Note: A reservist who is not continuing on active duty **MUST** use or sell all accrued leave – the reservist may not carry the leave forward for use/sale during a later active duty period.

Follow these steps to record the sale of leave:

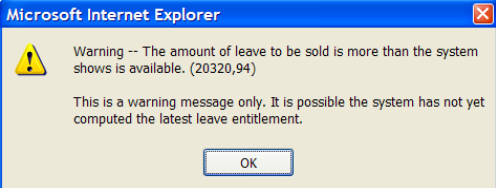
Step	Action
1	Click the Record/Leave Disposal tab or use the link at the bottom of the page.
2	<p>Enter the current date for the effective date field. If the member will not be selling any leave mark the Do Not Dispose of Leave Checkbox.</p> <p>If the member will be selling leave, enter the number of days to be sold in the Days Unused Leave to Sell box and enter the balance to carry forward (if any) in the Days Leave to Carry Forward box.</p> <p>Note: Leave earned on active duty served in support of a contingency operation is not subject to the 60-day career limitation for selling accrued leave. Leave earned on consecutive active duty periods (other than in support of a contingency operation), the total of which is not in excess of 365 days combined, is not subject to the 60-day career limitation for selling accrued leave.</p>  <p>Days Carried 00010.500 Balance of saved leave: 0.0 Cumulative Leave 25.5 Leave as of End of 07/21 Over: Sold: Month:</p> <p>Lump Sum Leave View All First 1 of 1 Last</p> <p>Effective Date: 09/30/2005</p> <p>Days Unused Leave to Sell: 25.0 <input type="checkbox"/> Do Not Dispose of Leave</p> <p>Days Leave to Carry Forward: 10.5 Total Days Unused Leave Disposed: 25.0</p> <p>Be sure to compute leave earned and taken up to the ending date of the last set of orders. The leave balance shown on the orders page will not include leave earned for the current month and any leave taken in the current month.</p>

Continued on next page

Direct-Access Users Guide – Reserve Orders

Disposal of Leave, Continued

Disposal of Leave (Cont'd)

Step	Action
3	<p>Click the Save button.</p> <p>Note: You may encounter this warning message when entering leave to be sold or when saving. It is a <i>warning</i>, not an error. Click OK to dismiss it.</p> 
4	<p>You may encounter this warning/informational message when saving reserve orders if the member does not have an e-mail address on file:</p> <p>Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders New Window</p> <p>Warning -- Can't deliver orders to the member due to a missing email address. (20320,154)</p> <p>Since member does not have a valid e-mail address in DA, Orders will not be sent via e-mail on Save. Please ensure that orders are delivered to the member.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>Click OK to dismiss the warning. You can use the E-Mail Printable Order button to e-mail yourself or the unit a copy of the orders for printing.</p>

Direct-Access Users Guide – Reserve Orders

Amend Duty Dates

Introduction This section provides the procedure for the user at the Servicing Personnel Office (SPO) for amending a reserve order to report changes in the Actual Duty Begin or Actual Duty End date fields.

When a New Order May be Necessary Occasionally, when attempting to extend a member’s order, it may be necessary to issue a new order. There are system limits on the duration of “Partial Entitlements” orders.


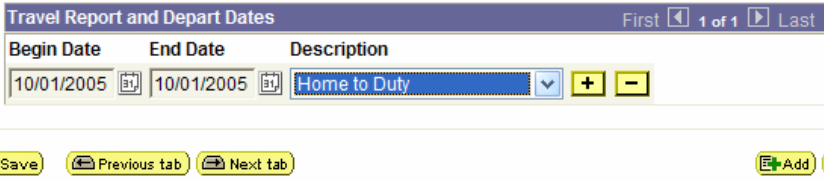
If original order was for	and amendment is for	and new total duration of order is	then
30 or less days	30 or less days	less than 139 days	Change the order end date. Member will continue entitlement to BAH-RC
		more than 139 days	End current order on date of amendment and issue a new Partial Entitlements order. The system will not allow you to extend a partial entitlements order beyond 139 days.
31 or more days but less than 139 days	any number of days	less than 139 days	Change the order end date and the stop date of the member’s BAH or OHA.
		more than 139 days	End current order on date of amendment and issue a new Partial Entitlements order for more than 30 days. The system will not allow you to extend a Partial Entitlements order beyond 139 days. The new order must be issued for more than 30 days for the member to remain entitled to BAH or OHA.
140 or more days	any number of days	N/A	Change the order end date.

Continued on next page

Direct-Access Users Guide – Reserve Orders

Amend Duty Dates, Continued

Procedure Follow these steps to access and amend the reserve order.

Step	Action
1	<p>Use the menu items to access the Reserve Orders Activity Guide.</p> <p>Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <p>Select the “View/Complete Order Info” link, enter the member’s employee ID number, and click Search.</p> <p>Select the Enroute orders from the search results (first item listed).</p>
2	<p>Click the <i>Record Arrive/Depart Info</i> tab.</p>
3	<p>Enter the amended <i>Actual Duty Begin</i> or <i>Actual Duty End</i> date.</p> 
4	<p>Scroll down to the Travel Report and Depart Dates section and locate the “<i>Home to Duty</i>” row. Use the same date as you used in the step above for the Actual Duty Begin Date for both begin and end date of the Home to Duty row.</p>  <p>Repeat for any other rows, like Travel Time, that originally had the same begin date. For Partial Entitlements orders, change the dates on the “<i>Duty to Home</i>” row to reflect the amended Actual Duty End date.</p>
5	<p>Click the Save button.</p>
6	<p>Path to the Compensate Employees > Use > Employee Entitlements menu item and review the member’s entitlements. Use the table on the following page as guide to aid in determining if any action is necessary to synchronize the member’s pay entitlements with the amended orders.</p>

Continued on next page

Direct-Access Users Guide – Reserve Orders

Amend Duty Dates, Continued

Procedure (continued)

Step	Action		
6	If the original orders are	and the	then
	Partial Entitlements for 30 days or less	actual duty begin date has changed	delete the corresponding entitlement rows that were entered in connection with the order (e. g. SDAP, Career Sea Pay) and reenter them using the new actual duty begin date for the entitlement start date and the actual duty end date for the stop date. Note: BAS and BAH-RC for all short-term/partial entitlements orders, 30 days or less in duration, are administered on the Reserve Orders Partial Entitlements tab.
		actual duty end date has changed	change the corresponding stop dates on any entitlements entered in connection with the order (e. g. SDAP, Career Sea Pay). Note: BAS and BAH-RC for all short-term/partial entitlements orders, 30 days or less in duration, are administered on the Reserve Orders Partial Entitlements tab.
	Partial Entitlements order for more than 30 days AD	actual duty begin date has changed	delete the corresponding BAH or OHA entitlement row and any other entitlement rows that were entered in connection with the order (e. g. SDAP, Career Sea Pay) and reenter them using the new actual duty begin date for the entitlement start date and the actual duty end date for the stop date.
		actual duty end date has changed	change the corresponding stop dates on the BAH or OHA row and on any other entitlements entered in connection with the order (e. g. SDAP, Career Sea Pay).
	Full Entitlements (Including Title 10, Contingency order)	actual duty date begin date has changed	delete the corresponding BAH or OHA , BAS and other entitlement rows that were entered in connection with the order and reenter them using the new actual duty begin date for the entitlement start date. Leave the stop date(s) blank. The entitlements will auto-stop when the member is released from active duty.
		actual duty date end date has changed	review the member's entitlements to ensure no stop dates are present in any entitlements that were started in connection with the order. Stop dates should be left blank as the entitlements will auto-stop when the member is released from active duty.

Direct-Access Users Guide – Reserve Orders

Direct-Access BAH Earnings Codes and Earnings Type Codes

Code Table Direct-Access uses combinations of *Earnings Codes* and *Earnings Type Codes* for **BAH entitlements**. Refer to this table to determine how the codes relate to the entitlement.

Entitlement	Direct-Access Codes		
	Earnings Code	Earnings Type	Description/Use When
None	BA1	BAH-A	With dep; MBR &/or dep assigned adeq CG-owned qtrs (barracks or shipboard berthing)
None	BA1	BAH-B	With dep; MBR &/or dep assigned adeq CG-leased qtrs
None	BA1	BAH-C	With dep; MBR &/or dep assigned adeq DOD owned qtrs (barracks or shipboard berthing)
Partial BAH	BA1	BAH-D	Without depns or spouse in service & no other depns, assigned CG-owned sgl qtrs
None	BA1	BAH-E	Without Deps or spouse in service & no other depns; assigned leased/family qtrs Note: Includes Leased housing and gov't (DOD or CG) owned Family quarters that have been converted to UPH.
Partial BAH	BA1	BAH-F	Without Depns or spouse in service & no other depns; assigned DOD-owned single qtrs (barracks or shipboard berthing)
BAH w/o	BA1	BAH-G	Without Depns; mbr not assigned govt quarters
BAH w/o	BA1	BAH-H	Spouse in service & no other Depns; Mbr not assigned qtrs
BAH-II With, less deduction for inadequate quarters rental charge	BA1	BAH-I	With Dep; MBR assigned inadeq CG owned qtrs; check pay for rent
BAH-II With, less deduction for inadequate quarters rental charge	BA1	BAH-K	With Dep; MBR assigned inadeq DOD owned family qtrs; check pay for rent
BAH With	BA1	BAH-L	With Dep; MBR and Dep not assigned govt qtrs
BAH With	BA1	BAH-T	With Dep; based on payment of child support; mbr not assigned govt qtrs
BAH-DIFF	BA3	BAHDP	BAH-Diff for child support on or after 5 Dec 1991; assigned CG/DOD-owned single qtrs (barracks or shipboard berthing)
BAH-DIFF	BA3	BAHDQ	BAH-Diff for child support on or after 5 Dec 1991; mbr assigned CG leased single qtrs
BAH w/o or BAH-II if zip code 00000 is used + BAH-DIFF	BA3	BAHDR	BAH-Diff for child support on or after 5 Dec 1991; mbr not assigned govt qtrs. Note: Replaced with code "T" effective 31 Dec 05.

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Direct-Access BAH Earnings Codes and Earnings Type Codes, Continued

Code Table (continued)

Entitlement	Earnings Code	Earnings Type	Description/Use When
BAH-II W/O	BA2	BAH-G	BAH-II- Without depns and mbr not assigned govt quarters
BAH-II W/O	BA2	BAH-H	BAH-II - Spouse in service; no other depns; Mbr not assigned govt qtrs
BAH- II With	BA2	BAH-L	BAH-II - With depns; Mbr & depns not assigned govt qtrs
BAH- II With	BA2	BAH-T	BAH-II - With depns; based on payment of child support; mbr not assigned govt qtrs

Direct-Access Users Guide – Reserve Orders

Example Entitlements Entries

Purpose The purpose of this section is to illustrate how the various date fields on Reserve Orders relate to a member’s active duty time, travel time and pay entitlements.

Scenario An enlisted member is selected for 151 days ADSW-AC, for a deployment aboard USCGC GALLATIN. The member resides in Topeka, KS and will travel, by commercial airline, to meet GALLATIN in Rota, Spain. The member must report by 2 January 2006. Due to commercial flight schedules, the member must fly to New York City and remain overnight before catching a flight to Spain on 2 January.

Screen 1: *The Record Arrive/Depart Information tab of the member’s ADSW-AC orders.*

1 Jan 2006 is the **Actual Duty Begin** date. This is the date the member began travel enroute to the duty station

2 Jan 2006 is the date the **member reported for duty**. The “Home to Duty” row spans any delay between the Actual Duty Begin Date and the date the member reports to the unit. If there was no delay in reporting the Begin Date and End Date of the Home to Duty row would both be 01/01/2006 and the Travel Time row wouldn’t be needed.

The Travel Time row is entered to explain the *purpose* for the delay in reporting.

Actual Report and Depart Dates View All

Actual Duty Begin Dt: 01/01/2006 Actual Duty End Dt: 05/31/2006
Est Duty Begin Dt: 01/01/2006 Est Duty End Dt: 05/31/2006

New Destination Department: 000001 CGC GALLATIN
Nature of Duty: Duty

Travel Report and Depart Dates First 1-2 of 2 Last

Begin Date	End Date	Description		
01/01/2006	01/02/2006	Home to Duty	+	-
01/01/2006	01/02/2006	Travel Time	+	-

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Example Entitlements Entries, Continued

Screen 2: The entries in Entitlements to record pay actions associated with this order.

The screenshot displays three rows of entitlements in a table format. Each row has a header section with fields for Earnings Code and Description, and a table below with columns for Start Date, Start Time/Seq, Stop Date, Stop Time/Seq, Earnings Type, Description, Approval Status, Manual Row Switch, and Earning Process.

Row 1: BAH (Basic Allow for Housing)
 *Earnings Code: BA1
 Description: BAH (Basic Allow for Housing)
 Table Row 1: Start Date: 01/01/2006, Start Time/Seq: 2578, Stop Date: (blank), Stop Time/Seq: 0000, Earnings Type: BAH-L, Description: With Dep; MBR and Dep not assigned govt A, Approval Status: A, Manual Row Switch: (checkbox), Earning Process: Detail, Approve

Row 2: CSPAY (Career Sea Pay)
 *Earnings Code: CSP
 Description: Career Sea Pay
 Table Row 1: Start Date: 01/02/2006, Start Time/Seq: 2579, Stop Date: (blank), Stop Time/Seq: 0000, Earnings Type: CSPAY, Description: Career Sea Pay, Approval Status: A, Manual Row Switch: (checkbox), Earning Process: Detail, Approve

Row 3: BAS (Subsistence)
 *Earnings Code: BAS
 Description: Subsistence
 Table Row 1: Start Date: 01/02/2006, Start Time/Seq: 2582, Stop Date: (blank), Stop Time/Seq: 0000, Earnings Type: BASDMR, Description: Discount Meal Rate (DMR), Approval Status: A, Manual Row Switch: (checkbox), Earning Process: Detail, Approve
 Table Row 2: Start Date: 01/01/2006, Start Time/Seq: 2580, Stop Date: 01/01/2006, Stop Time/Seq: 2581, Earnings Type: ENLBAS, Description: Enlisted BAS, Approval Status: A, Manual Row Switch: (checkbox), Earning Process: Detail, Approve

Annotations:

- BAH:** BAH is started the date the member departed home enroute to the unit (Actual Duty Begin Date).
- Stop dates:** Stop dates are left blank. The RELAD will shut down entitlements on long-term orders.
- CSPAY:** Member is assigned to a CSP eligible vessel for this ADSW-AC period. Sea pay started the date the member reported for duty.
- Supporting Data:** Because this is an ADOT order for less than 181 days, we started BAH using the Zip code for the member's principal place of residence. (Includes fields for Postal Code, Inadequate Quarters Amount, and checkboxes for Dependent Flag and Spouse in Service.)