

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.

- 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](#)
 - (e) [E-Mail ALSPO F/06, Procedures for Voluntary Extension of Mobilization Orders Beyond 24 Months](#)
 - (f) [ALCOAST Message 458/06, Changes to Title 14 Reserve Recall Authority](#)
 - (g) [ALCOAST Message 462/06, Coast Guard Reserve Partial Mobilization Entitlements Policy](#)
 - (h) [ALCOAST Message 452/08, FY09 Long Term Active Duty in Support of the Active Component \(ADSW-AC\) Ceiling](#)
 - (i) [JFTR, Chapter 10, Part E, U10428-Reserve Components](#)
 - (j) [ALCOAST Message 381/07, Changes to Reserve Mobilization Policy](#)
 - (k) [ALCOAST Message 390/08, FY 08/09 Transition Guidance for Involuntary Title 10 Demobilized Reservists: Medical](#)
 - (l) [E-Mail ALSPO D/08; Direct Access Reserve Mobilization Orders Changes](#)
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Direct-Access Users Guide – Reserve Orders

Overview, Continued

In This Guide Follow these steps to complete a Reserve Order. The procedure is broken down into sections for each user role (unit, ISC and SPO) involved in the process.

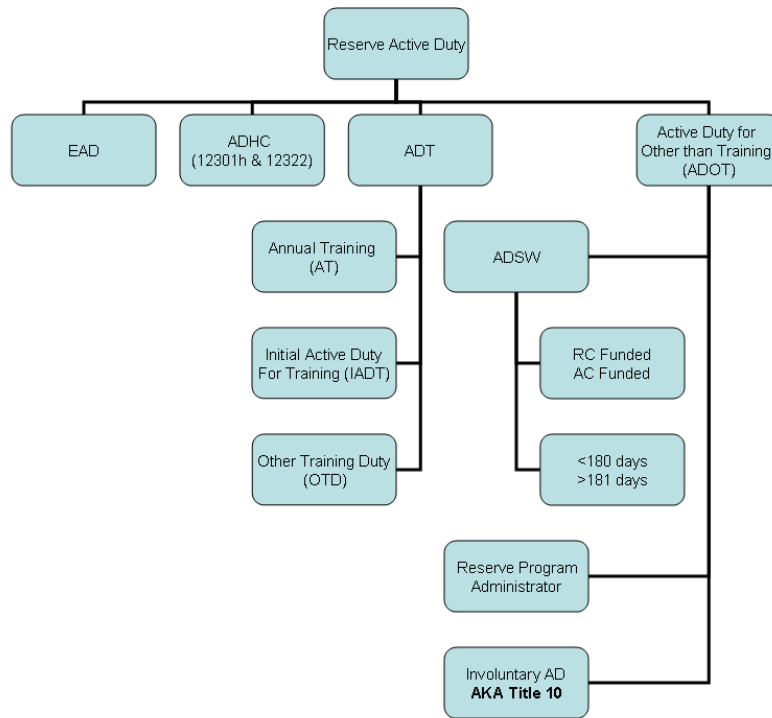
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Key Points

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

Reserve Active Duty Orders Definitions and Type This diagram shows the different categories of reserve active duty. Please see Chapter 3-A of the Reserve Policy Manual, COMDTINST M1001.28(series) for a complete explanation of each duty type.



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.

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Key Points, Continued

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 national defense 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 national defense 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. Per Public Law No: 110-181, RC members without dependents performing IADT are entitled to BAH if they are maintaining a primary residence (See [ALCOAST 178/08](#) or [E-Mail ALSPO B/08](#)).

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.

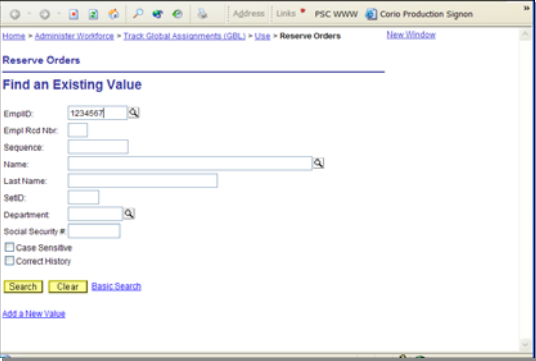
To process this amendment, in Direct-Access, the user would enter the new end date of 29 April in the *Actual Duty End Date* field on the *Record Arrive/Depart Info* tab of the Reserve Orders.

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Create Orders

Procedure Follow these steps to create a new reserve order.

Note: See page 16 for creating IADT orders and page 20 for creating EAD orders.

Step	Action
1	<p>Log into the system and select the following menu items: Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <p>Note: Reserve Orders can also be accessed using the Manage Reserve Member activity guide: Administer Workforce > Track Global Assignments (GBL) > Use > Manage Reserve Member</p> <p>Click the “<i>View/Complete Order Info</i>” link at the bottom of the activity guide page to go to the Reserve Orders Search record.</p>
2	<p>The Reserve Orders Search record will be displayed.</p>  <p>Enter the member’s employee ID number in the EmplID field and click the Search button.</p>

Continued on next page

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Create Orders, Continued

Procedure (continued)

Step	Action																								
3	<p>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 style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Reserve Orders</p> <p style="margin: 0;">Find an Existing Value</p> <p>EmplID: <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Empl Rcd Nbr: <input type="text"/></p> <p>Sequence: <input type="text"/></p> <p>ASGN WorkFlow Status: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>SeID: <input type="text" value="AUSCG"/></p> <p>Department: <input type="text"/> <input type="button" value="Q"/></p> <p>Social Security #: <input type="text"/></p> <p><input type="checkbox"/> Correct History</p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> </p> <p style="text-align: center; color: red; border: 1px dashed red; padding: 2px;">Add a New Value</p> <p>Search Results</p> <p style="font-size: small; margin: 0;">View All First 1-11 of 11</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #000080; color: white;"> <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>Actual Depart Date</th> <th>ASGN WorkFlow Status</th> <th>Short Name</th> <th>Name</th> <th>Employee Classification</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>12345670</td> <td></td> <td>03/19/2007</td> <td>03/20/2007</td> <td>1280785</td> <td>ADT-AT</td> <td>(blank)</td> <td>Ready</td> <td>Y11</td> <td>Smith,Robert A.</td> <td>SELRER</td> <td>CG PSC</td> </tr> </tbody> </table> </div> <p><u>Search Results Fields:</u></p> <p>EmplID Employee ID Number Empl Rcd Nbr..... Record Number Estimated Depart Date..... Order start date Estimated Report Date..... Order end date Sequence System Identifier Coast Guard Duty Type Type of duty (ADT-AT, ADSW-AC, etc.) Actual Depart Date..... Order start date (as endorsed by SPO) ASGN WorkFlow Status:..... See <i>About Orders' Status</i> below Short Name Rate/Rank Name Member's name (Last,First MI) Employee Classification Member's status Description Department the Orders are designated to be performed at</p> <p><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>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 – Long-Term: Orders are complete. A RELAD document will trigger a Finish for orders ADT over 139 days or ADOT over 180 days. Short-Term: Order Status on Short-term orders to will always be 'Finished' when Approved and Actual dates entered. Cancelled – Orders were cancelled, no further action is possible.</p>	EmplID	Empl Rcd Nbr	Estimated Depart Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Actual Depart Date	ASGN WorkFlow Status	Short Name	Name	Employee Classification	Description	12345670		03/19/2007	03/20/2007	1280785	ADT-AT	(blank)	Ready	Y11	Smith,Robert A.	SELRER	CG PSC
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12345670		03/19/2007	03/20/2007	1280785	ADT-AT	(blank)	Ready	Y11	Smith,Robert A.	SELRER	CG PSC														
4	Click the “Add a New Value” link to continue.																								

Continued on next page

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Create Orders, Continued

Procedure (Cont'd)


Step	Action																				
5	<p>The 'Add a New Value' page will display.</p> <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"/> <input type="button" value="Q"/></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> <p>Enter the member's employee ID number in the EmplID field and click the Add button.</p>																				
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 Long Term/Contingency or Short Term option. If the duty is long-term (more than 139 days ADT or more than 180 days ADOT or ADSW-AC for a defense contingency operation) select "Long Term/Contingency". If the duty is short-term (less than 140 days ADT or less than 181) days ADOT, select "Short Term". Title 10 Recall orders will default to "Long/Term Contingency", Title 14 Recall, ADT-AT and ADT-OTD orders will default to "Short Term". The defaults cannot be changed. 5. See Section 4.A.3 of the Reserve Policy Manual for determining the number of Days of ADT-AT requirement satisfied by these orders box. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; font-size: small;">Reserve Specific Info Reserve Orders Record Arrive/Depart Info Reserve Leave Disposal</p> <table style="width: 100%; border: 1px solid black; font-size: x-small;"> <tr> <td>EmplID:</td> <td></td> <td>Empl Rcd Nbr:</td> <td>0</td> </tr> <tr> <td>Dept:</td> <td>000590 CG STA MIAMI BEACH</td> <td>Empl Class:</td> <td>SELRES</td> </tr> <tr> <td>Job Code:</td> <td>474195 PS3</td> <td>Sal Plan/Grade:</td> <td>ENL E4</td> </tr> <tr> <td>Location:</td> <td>FL0071 CG STA MIAMI BEACH</td> <td></td> <td></td> </tr> <tr> <td>Position:</td> <td>00055251 RESERVE UNBUDGETED POSITION</td> <td></td> <td></td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 5px; font-size: x-small;"> <p>Reserve Specific Info SetID: AUSCG</p> <p>Type Of Duty: <input type="text" value="Active Duty Special Work-AC"/> <input type="button" value="v"/></p> <p>Payment for Duty: <input type="text" value="Pay and Allowances"/> <input type="button" value="v"/></p> <p>Payment for Travel: <input type="text" value="Single Travel Claim"/> <input type="button" value="v"/></p> <p>Days of ADT-AT requirement satisfied by these orders: <input type="text" value=""/></p> <div style="float: right; border: 1px solid black; padding: 2px; font-size: x-small;"> <p>Type of Orders</p> <p><input checked="" type="radio"/> Long Term/Contingency</p> <p><input type="radio"/> Short Term</p> </div> <p>Dept. benefiting from this duty: <input type="text" value="000590"/> <input type="button" value="Q"/> CG STA MIAMI BEACH</p> <p>Dept. funding this Order: <input type="text" value="000739"/> <input type="button" value="Q"/> CG ISC MIAMI BEACH</p> <p>LUFS Project Code/Number: <input type="text" value="CGR1"/> <input type="button" value="Q"/></p> </div> </div>	EmplID:		Empl Rcd Nbr:	0	Dept:	000590 CG STA MIAMI BEACH	Empl Class:	SELRES	Job Code:	474195 PS3	Sal Plan/Grade:	ENL E4	Location:	FL0071 CG STA MIAMI BEACH			Position:	00055251 RESERVE UNBUDGETED POSITION		
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Create Orders, Continued

Procedure (continued)

Step	Action
6	<p><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/Voluntary 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 and voluntary mobilization, ADSW-AC orders (issued for members who have completed 24 months of involuntary Title 10 duty and volunteer to remain or return to active duty for the same national defense contingency operation), 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>
7	<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)

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Direct-Access Users Guide – Reserve Orders

Create Orders, Continued

Procedure (continued)



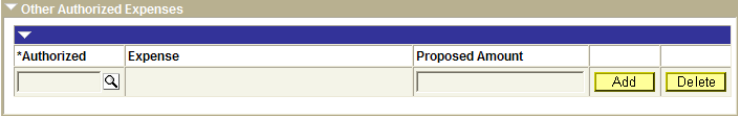
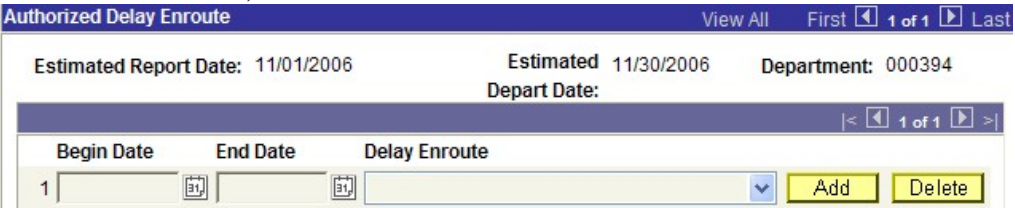
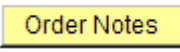

Step	Action								
8	<p>Mark the following checkboxes as applicable:</p> <ol style="list-style-type: none"> 1. Gov't Credit Card Holder 2. Is Travel Authorized for These Orders? 3. Contingency Operation (Required for mobilization orders) (See instructions on page 30 for detail on completing the Contingency/Disaster Data tab). This field will be marked, by the system, for Title 10 and Title 14 orders types. The user must mark the field for voluntary ADSW-AC orders when the duty is in support of a national defense contingency operation. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Basic Information</p> <p>Purpose: Port Safety & Security Duty Payment: Pay/Allow Travel Payment: Mult Claim</p> <p>Order Begin Dt: 10/01/2005 Order End Dt: 09/30/2006 Sequence:</p> <p>Authority (REF): CG STA SAN DIEGO Authorizing Official (Name, Rate/Rank): J.M.SMITH,LCDR,USCG,BYDIR</p> <p>*Order Status: Proposed Type of Duty: Active Duty Special Work-AC</p> <p><input type="checkbox"/> Govt Credit Card Holder <input checked="" type="checkbox"/> Is Travel Authorized for These Orders? <input checked="" type="checkbox"/> Contingency Operation</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Departing Location</p> <p>Department: 000015 CG STA SAN DIEGO City: SAN DIEGO State: CA</p> </div>								
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> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Duty Location: CG STA SAN DIEGO City: SAN DIEGO State: CA</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Nature Duty</th> <th>Per Diem</th> <th>Position Number</th> <th>Cost Sub-Total</th> </tr> </thead> <tbody> <tr> <td>Duty</td> <td style="text-align: center;"><input checked="" type="checkbox"/> Yes</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Nature Duty	Per Diem	Position Number	Cost Sub-Total	Duty	<input checked="" type="checkbox"/> Yes		
Nature Duty	Per Diem	Position Number	Cost Sub-Total						
Duty	<input checked="" type="checkbox"/> Yes								
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> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Quarters: <input type="radio"/> Government Amount, if Any, \$: <input type="checkbox"/> Contracted</p> <p><input checked="" type="radio"/> Commercial</p> <p>Messing: <input checked="" type="radio"/> Commercial Rate (Full Locality Per Diem) <input checked="" type="radio"/> Lodging Rate</p> <p><input type="radio"/> Government Rate (Military Only) <input type="radio"/> Standard</p> <p><input type="radio"/> Mess is Directed for ALL three meals <input type="radio"/> Up to 150% (Actual)</p> <p><input type="radio"/> Proportional Rate <input type="radio"/> Up to 300% (Super Actual)</p> <p><input type="radio"/> Reduced Per Diem Amt of \$: IAW COMDT LTR of </p> <p><input type="radio"/> Reduced Rate (Civilian Only)/RV Reduced Per Diem Amt:</p> <p><input type="radio"/> No Per Diem Authorized (Civilians Only)</p> <p>Lodging Rate: 95 Per Diem M&E Rate: 33</p> <p style="text-align: center;">CONJUS PER DIEM OCONJUS PER DIEM</p> <p>Travel at Duty Site</p> <p><input type="checkbox"/> Rental Car <input type="checkbox"/> Upgrade Authorization Upgrade to: </p> <p><input type="checkbox"/> Local Travel (includes taxi, bus, metro & other public trans)</p> <p style="font-size: small;">NOTE: ADD ANY DEVIATIONS TO THE NOTES SECTION OF THE ORDERS.</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <p>Click the OK button to return to the Reserve Orders tab.</p>								

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Create Orders, Continued

Procedure (continued)

Step	Action																				
11	<p>Complete the Primary Mode of Travel and Primary Mode of Transportation sections</p> 																				
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="Y"/> Descr2: <input type="text"/> <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" style="width: 100%; border-collapse: collapse;"> <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
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P3	PER DIEM FOR FY CROSSOVER																				
R3	RESERVE LODGING (CONTINUITY)																				
S2	SKYCAP																				
Note:	<p>The Authorized Delay Enroute section should be left blank. This information is entered on the Record Arrive/Depart Info tab, by the SPO, and appears here on the Reserve Orders tab, after the orders are endorsed.</p> 																				
13	<p>Scroll to the bottom of the page and click the  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>																				

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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 33.
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 ADT/180 ADOT days (the Long Term/Contingency option was selected in Step 6), the SPO will administer the member’s pay entitlements. See the SPO Procedures section, beginning on page 47 for more information.</p> <p>If Short Term 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: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> 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 short term active duty 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 47 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 long term active duty. See the SPO Procedures section, beginning on page 47 for more information. • A single member on a ADOT period of 31 to 180 days or a ADT period of 31 to 139 days are considered on temporary duty (TDY) for BAH/OHA purposes. They are authorized a housing allowance based on their principal place of residence location zip code at the time called/ordered to active duty, appropriate to their dependency status (i.e. BAH/OHA without dependents, BAH/OHA with dependents based on payment of child support), even if the member is assigned to single-type Government quarters at the site where the active duty is performed. </div>

Continued on next page

Direct-Access Users Guide – Reserve Orders

Create Orders, Continued

Procedure (continued)

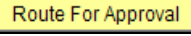






Step	Action
17	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Reserve Specific Info Reserve Orders Partial Entitlements Record Arrive/Depart Info Reserve Leave Disposal </div> <div style="display: flex;"> <div style="width: 30%; padding-right: 10px;"> <p>BAH RC Entitlement Code: <input type="checkbox"/></p> <p>Travel BAS Entitlement: <input type="checkbox"/></p> <p>Duty BAS Entitlement: <input type="checkbox"/></p> </div> <div> <p>Valid BAH RC Entitlement Codes are: D (Without depns; CG owned single quarters) G (Without depns and mbr not assigned govt qtrs) H (Spouse in service; no other depns; Mbr not assigned govt qtrs) L (With depns; Mbr & depns not assigned govt qtrs) P (BAH-Diff for child support; assigned CG/DOD-owned single qtrs) Q (BAH-Diff for child support; mbr assigned CG leased single qtrs) R (BAH-Diff for child support; mbr not assigned govt qtrs) T (W/depns; payment of child support; mbr not assigned govt qtrs) W (None, entitled to BAH-Location for AD of 31 to 139 days)</p> <p>Valid Travel Period BAS Entitlement Codes: O (Officer BAS) E (Enlisted BAS) R (Regular BAS) -- No Galley Avail (Not used after 31DEC04) N (No Entitlements)</p> <p>Valid Duty Period BAS Entitlement Codes: O (Officer BAS) E (Enlisted BAS) R (Regular BAS) -- No Galley Avail (Not used after 31DEC04) M (Enl BAS minus Discount Meal Rate) – Essential Messing Unit N (No Entitlements)</p> </div> </div> </div> <div style="background-color: yellow; border: 1px solid black; padding: 2px; font-size: small; margin-top: 5px;"> For members w/o depnds., use "G" for most ADT/ADOT <31 days, if even in qtrs or shipboard berthing </div>
Continued	<p>BAH RC and BAS will automatically start and stop based on the duty dates. Other entitlements, such as, BAH, OHA, OUTCONUS COLA, Career Sea Pay, and Special Duty Assignment Pay, must be started and stopped, by the SPO, using the Employee Entitlements module (Home > Compensate Employees > Use > Maintain Entitlements). See the SPO Procedures section, beginning on page 47 for more information. SPOs must not record BAH RC or BAS in the Employee Entitlements module for reservists on non-contingency short term active duty. The system will insert the BAH RC and BAS entries AFTER the pay segments are started in JUMPS.</p> <p>Note: Use of BAS code "R" (Regular BAS) was discontinued on 1 Jan 2005. Code "E" should be used anytime an enlisted member is not required to use a government mess (e.g. Not assigned to an Essential Messing Unit) and during travel time.</p>

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> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="font-size: small; margin: 0;">Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <p>Approval Status: <input type="text" value="Pending"/> Approval Recommendation: <input type="text" value=""/></p> <p>Forward To: <input type="text"/> </p> <p>Email Address: <input type="text"/></p> <p>Approval Path: <input type="text" value="Davies, Geoffrey M. 2004-07-28 Pending;"/></p> <p>Comments: <input type="text"/></p> <p style="margin-top: 5px;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 30%;">Field</th> <th style="width: 70%;">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> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> 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> <div style="flex: 1; border: 1px solid black; padding: 5px; margin-left: 5px;"> <p style="margin: 0;">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 style="margin-top: 5px;"><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/></p> </div> </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	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> 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> <div style="flex: 1; border: 1px solid black; padding: 5px; margin-left: 5px;"> <p style="margin: 0;">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 style="margin-top: 5px;"><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/></p> </div> </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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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

Creating IADT Orders

Introduction IADT orders are issued to reservists who enlist under the RP, RK, or RL programs and to reservists coming from civilian status and attending OCS or ROCI.

The IADT orders will place the member in an active pay status (simply submitting the accession transactions alone will not place the member on active duty).

Reserve Member Status Change For OCS or ROCI IADT submit a Reserve Member Status Change transaction on the day the member begins IADT to change the classification to “SELRES” and the Tra/Pay Cat to “F” (IADT). See http://www.uscg.mil/hq/psc/cg1/ps/reservestatus/reserve_status.htm for the procedure.

BAH for Members W/O Dependents RC members without dependents performing IADT are entitled to BAH if they are maintaining a primary residence.

Procedure Follow these steps to create the IADT orders. Data fields, checkboxes and radio buttons not mentioned in this procedure should be left blank or at their default values.

Step	Action
1	Select the following menu items: Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders
2	Click the 'Add a New Value' link, enter the Employee ID number and click the Add button. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="margin: 0;">Reserve Orders</p> <p style="margin: 0;">Add a New Value</p> <p style="margin: 0;">EmplID: <input type="text" value="2000960"/> <input type="button" value="🔍"/></p> <p style="margin: 0;">Empl Rcd Nbr: <input type="text" value="0"/></p> <p style="margin: 0;">Sequence: <input type="text" value="8809569"/></p> <p style="margin: 0;"><input type="button" value="Add"/></p> <p style="margin: 0;">Find an Existing Value</p> </div> <p>The Empl Rcd Nbr is now provided for you and will represent the uniformed employee classification.</p>

Continued on next page

Direct-Access Users Guide – Reserve Orders

Creating IADT Orders, Continued

Procedure (continued)


Step	Action																																															
3	<p>The Reserve Orders page will display, click the Reserve Specific Info tab if it is not already open.</p> <p>Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; border-bottom: 1px solid black;">Reserve Specific Info Reserve Orders Record Arrive/Depart Info Reserve Leave Disposal</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">EmplID:</td> <td style="width: 50%;">Empl Rcd Nbr: 0</td> </tr> <tr> <td>Dept: 006150 RECRUIT BASIC TRAINING</td> <td>Empl Class: SELRES</td> </tr> <tr> <td>Job Code: 415098 SR</td> <td>Sal Plan/Grade: ENL E1A</td> </tr> <tr> <td>Location: NJ0015 CG TRACEN CAPE MAY</td> <td></td> </tr> <tr> <td>Position: 00025052 BASIC RECRUIT</td> <td></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; border-bottom: 1px solid black;">Reserve Specific Info</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Type Of Duty:</td> <td style="width: 40%;">Initial Act Duty Training-IADT</td> <td style="width: 30%;">SetID: AUSCG</td> </tr> <tr> <td>Payment for Duty:</td> <td>Pay and Allowances</td> <td></td> </tr> <tr> <td>Payment for Travel:</td> <td>Single Travel Claim</td> <td></td> </tr> <tr> <td colspan="3">Days of ADT-AT requirement satisfied by these orders:</td> </tr> <tr> <td>Dept. benefiting from this duty:</td> <td>006150 RECRUIT BASIC TRAINING</td> <td></td> </tr> <tr> <td>Dept. funding this Order:</td> <td>003452 COMMANDANT (G-WRP)</td> <td></td> </tr> <tr> <td>LUFS Project Code/Number:</td> <td>CGR1</td> <td></td> </tr> </table> </div> <p>Complete the following data fields.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Field</th> <th>Entry</th> </tr> </thead> <tbody> <tr> <td>Type of Duty</td> <td>Select 'Initial Act Duty Training - IADT' from the drop-down list</td> </tr> <tr> <td>Payment for Duty</td> <td>Select 'Pay and Allowances' from the drop-down list</td> </tr> <tr> <td>Payment for Travel</td> <td>Select 'Single Travel Claim' from the drop-down list</td> </tr> <tr> <td>Type of Orders</td> <td>For IADT in connection with an OCS, RK/RP accession, select the "Long Term" entitlements option, regardless of the actual expected duration of the active duty. RK Phase II, and ROCI, IADT, mark Short Term if duty is less than 140 days.</td> </tr> <tr> <td>Dept Benefiting from this duty</td> <td>Completed by system with Department ID of member's current unit (traces back to the requisition number used in the accession), change. to reflect the Department ID where the member will be assigned for IADT (TRACEN Cape May, Academy, etc.)</td> </tr> <tr> <td>Dept. funding this Order</td> <td>Enter '003452'.</td> </tr> <tr> <td>LUFS Project Code</td> <td>Will be filled in by system, no need to change.</td> </tr> </tbody> </table>	EmplID:	Empl Rcd Nbr: 0	Dept: 006150 RECRUIT BASIC TRAINING	Empl Class: SELRES	Job Code: 415098 SR	Sal Plan/Grade: ENL E1A	Location: NJ0015 CG TRACEN CAPE MAY		Position: 00025052 BASIC RECRUIT		Type Of Duty:	Initial Act Duty Training-IADT	SetID: AUSCG	Payment for Duty:	Pay and Allowances		Payment for Travel:	Single Travel Claim		Days of ADT-AT requirement satisfied by these orders:			Dept. benefiting from this duty:	006150 RECRUIT BASIC TRAINING		Dept. funding this Order:	003452 COMMANDANT (G-WRP)		LUFS Project Code/Number:	CGR1		Field	Entry	Type of Duty	Select ' Initial Act Duty Training - IADT ' from the drop-down list	Payment for Duty	Select 'Pay and Allowances' from the drop-down list	Payment for Travel	Select 'Single Travel Claim' from the drop-down list	Type of Orders	For IADT in connection with an OCS, RK/RP accession, select the "Long Term" entitlements option, regardless of the actual expected duration of the active duty. RK Phase II, and ROCI, IADT, mark Short Term if duty is less than 140 days.	Dept Benefiting from this duty	Completed by system with Department ID of member's current unit (traces back to the requisition number used in the accession), change. to reflect the Department ID where the member will be assigned for IADT (TRACEN Cape May, Academy, etc.)	Dept. funding this Order	Enter '003452'.	LUFS Project Code	Will be filled in by system, no need to change.
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Direct-Access Users Guide – Reserve Orders

Creating IADT Orders, Continued

Procedure (continued)


Step	Action												
4	<p>Click the Reserve Orders tab.</p>  <p>Complete the following data fields.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Field</th> <th>Entry</th> </tr> </thead> <tbody> <tr> <td>Purpose</td> <td>Select 'Structured Training-General' from the drop-down list.</td> </tr> <tr> <td>Order Begin Dt</td> <td>Enter the date the member is scheduled to begin travel to the IADT site. This is normally one day prior to the class convening date unless the member is traveling from O'CONUS and more than 1 day of travel time is authorized. Travel via POC is not authorized on accession orders.</td> </tr> <tr> <td>Order End date</td> <td>Enter the date the member will complete IADT and return home. If these are long-term orders (RK/RP) the date must be more than 139 days from the begin date.</td> </tr> <tr> <td>Authorizing Official</td> <td>Enter the name of the person signing the orders.</td> </tr> <tr> <td>Is Travel Authorized...?</td> <td>Mark this checkbox.</td> </tr> </tbody> </table> <p>⚠ Warning: Do not make any entries in the <i>Authorized Delay</i> area at this time. This information will be entered on the next tab.</p>	Field	Entry	Purpose	Select 'Structured Training-General' from the drop-down list.	Order Begin Dt	Enter the date the member is scheduled to begin travel to the IADT site. This is normally one day prior to the class convening date unless the member is traveling from O'CONUS and more than 1 day of travel time is authorized. Travel via POC is not authorized on accession orders.	Order End date	Enter the date the member will complete IADT and return home. If these are long-term orders (RK/RP) the date must be more than 139 days from the begin date.	Authorizing Official	Enter the name of the person signing the orders.	Is Travel Authorized...?	Mark this checkbox.
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6	<p>Click the Route for Approval button. Click the drop-down menu next to Approval Status and select "Approved". If you do not have access the Approval Status drop-down menu, you must forward the orders to someone with the correct user role. Enter the approver's employee ID in the Forward To block, and their email address in the Email address block and Click OK.</p>												

Continued on next page

Direct-Access Users Guide – Reserve Orders

Creating IADT Orders, Continued

Procedure (continued)

Step	Action										
7	Click the  button.										
8	<p>Click the Record Arrive/Depart Info tab (Note: The remaining steps cannot be completed unless the order's approval status has been set to "Approved" and the order has been saved.)</p> <div style="border: 1px solid black; padding: 5px;"> <p>Actual Report and Depart Dates View All First 1 of 1 Last</p> <p>Actual Duty Begin Dt: <input type="text" value="05/01/2008"/> Actual Duty End Dt: <input type="text" value="09/30/2008"/> Est Duty Begin Dt: 05/01/2008 Est Duty End Dt: 09/30/2008</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>New Destination: <input type="text" value="000450"/> CG PSC Department: <input type="text" value="Duty"/> Nature of Duty: <input type="text" value="Duty"/></p> </div> <p>Travel Report and Depart Dates First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Begin Date</th> <th style="text-align: left;">End Date</th> <th style="text-align: left;">Description</th> <th style="text-align: center;">+</th> <th style="text-align: center;">-</th> </tr> </thead> <tbody> <tr> <td>05/01/2008</td> <td><input type="text" value="05/01/2008"/></td> <td>Home to Duty</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> </div> <ol style="list-style-type: none"> a. Complete the "Actual Duty Begin Dt" field with the date the member enlisted or was appointed (Same as 'Est Duty Begin Dt). b. Complete the "Actual Duty End Dt" field with the date the IADT orders end. Note: For long-term IADT orders, this date is not a <i>'hard'</i> date even though the field is named "Actual Duty End ..", the date you enter here is merely an estimate of when the IADT will end. The Release from Active Duty (RELAD) process will close out the orders and update the field to reflect the real completion of IADT date. c. Complete the "Travel Report and Depart Dates" section by setting the Begin Date and End Date fields to match the Actual Duty Begin Dt/Date of Accession and selection "Home to Duty" from the drop-down menu. d. Home to Duty row is pre-filled when Actual Duty Begin Dt is entered. You can change the End Date, but not the Begin Date. 	Begin Date	End Date	Description	+	-	05/01/2008	<input type="text" value="05/01/2008"/>	Home to Duty	+	-
Begin Date	End Date	Description	+	-							
05/01/2008	<input type="text" value="05/01/2008"/>	Home to Duty	+	-							
8	Click Save to save the endorsement.										

Direct-Access Users Guide – Reserve Orders

Creating EAD Orders – Assignment Officer Procedure

Introduction Extended Active Duty (EAD) orders must be initiated in Direct-Access by a CGPC Assignment Officer.

Reference

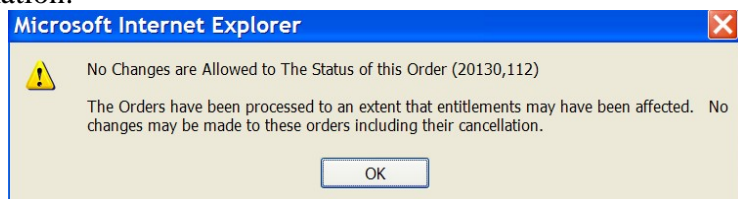
- (a) [Recall of Enlisted Reservists to Extended Active Duty, COMDTINST 1141.3\(series\)](#)
- (b) [Coast Guard Personnel Manual, COMDTINST M1000.6\(series\), Chap 1.b](#)

Discussion EAD orders in Direct-Access serve two important functions, they:

1. Bring the member onto active duty thereby entitling them to pay and allowances.
2. Provide authorization to make a PCS move from the place from which ordered to active duty to the new permanent duty station.

Previously two sets of orders were required to place the member on EAD and make the PCS transfer. First, a PCS order was issued, and then a separate EAD order was issued. This procedure combines the PCS and EAD orders into a single EAD authorization.

Correcting Existing PCS Orders This procedure can also be used to correct an existing set of orders. However, corrections must be made before the SPO records the depart/report information. If changes are necessary after the depart/report information is entered by the SPO, the orders must be cancelled and new orders issued. This error will appear if changes are attempted after the SPO has completed the depart/report information:



Procedure After a decision is made to authorize EAD (IAW reference (a), for officers or reference (b), for enlisted members) follow the normal [Make Assignment](#) (Succession Planning) process in Direct-Access.

A step-by-step overview of the process begins on the next page.

Continued on next page

Direct-Access Users Guide – Reserve Orders

Creating EAD Orders – Assignment Officer Procedure,

Continued

**Procedure
(cont'd)**

- The EAD orders process is essentially the same as the active duty PCS process. There are a couple of small **but important** differences – You must change the Action/Reason code on the orders page to “**RSV**” and you must set the report and depart dates to span the entire EAD period.

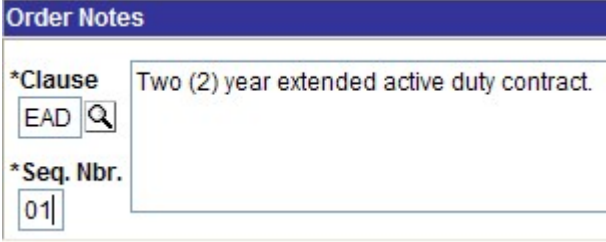
Step	Action
1	Create a Succession Plan for the Position the Reservist is going to fill. Note: If correcting a set of orders, access the original succession plan in lieu of creating a new one.
2	Enter the applicant ID or, for current CG member’s the employee ID number on the Candidates tab. (Note: If the employee ID field is not active (grayed out), click the Initialize button.)
3	Click the Orders button. The orders page will open in a new window.
4	Locate the Action/Reason field. <ul style="list-style-type: none"> It will normally default to “DPT” as shown below: Action: <input type="text" value="Transfer"/> <input type="text" value="DPT"/> <input type="button" value="Q"/> PCS Depart Change the Reason Code to “RSV” for Reserve Active Duty Assignment. You can click the lookup icon to search for and select the code or just enter in the space. When completed the Action / Reason section will look like this: Action: <input type="text" value="Transfer"/> <input type="text" value="RSV"/> <input type="button" value="Q"/> RSV Duty
5	Enter the date the EAD commences in the Est. Depart Date field. Est Depart Dt: <input type="text" value="06/01/2005"/> <input type="button" value="EJ"/>
6	Change the Est. Report Date to the date the EAD contract ends. <i>It will default to 30 days after the depart date.</i> Est Report Dt: <input type="text" value="05/31/2007"/> <input type="button" value="EJ"/>
7	Set the * Status field to “ <i>Apvd Std</i> ” to approve the orders.

Continued on next page

Direct-Access Users Guide – Reserve Orders

Creating EAD Orders – Assignment Officer Procedure, Continued

Procedure (cont'd) (continued)

Step	Action
8	Add any required order notes (Note: Use “EAD” and “DCO” order notes.) and set the print sequence number(s) per existing EAD and PCS procedures. 
9	Click the OK button.
10	You will be returned to the Succession Plan Page. Click Save to create the orders.

Example Completed Succession Plan Orders Page for EAD

[Home](#) > [Develop Workforce](#) > [Plan Successions \(GBL\)](#) > [Use](#) > [Succession Plan](#)

Orders

Member: Short0 YN2Name: Employee Classification: RegularGender: Female
 Name: CGC GALLATIN
 Curr Unit/Posn: 00012404 DUTY

To Position: 00030405 DUTY 436094 Second Class Yeoman
 To DeptID: 000001 CGC GALLATIN Military
 Action: Transfer RSV RSV Duty Act Date: 04/19/2005
 Est Depart Dt: 05/01/2005 Curr Rotat: AO CD:
 Est Report Dt: 04/30/2007 Next Rotat: 04/20/2005 Completed:
 *Status: Apvd Std PE: RA
 LUF S Proj: RA3
 Pipeline Trng No Spec Need: N TONO:

Order Notes Find | View All First 1 of 1 Last
 Clause Two (2) year extended active duty contract
 EAD
 *Seq. Nbr 01
 OK Cancel Apply

Direct-Access Users Guide – Reserve Orders

EAD Orders – SPO Procedures

Introduction This section provides the user at the SPO with the procedure for completing Extended Active Duty Orders.

Discussion Coast Guard Personnel Command will issue the orders following the procedure in Assignment Processing instructions. The orders will be available via the Airport Terminal and the Reserve Orders Menu. Once properly completed and endorsed the orders will:

- Place the reservist on active duty for a specific period.
 - Authorize PCS transfer to the EAD unit.
-

Reference The following references provide additional information about PCS entitlements and regulations.

- [Personnel Manual, COMDTINST M1000.6 \(series\), Chap 4](#)
 - [Joint Federal Travel Regulations, Volume 1](#)
 - [Personnel and Pay Procedures Manual, PSCINST MI000.2 \(series\), Chap 2\)](#)
-

**Members
Currently on
Reserve Active
Duty Orders**

The SPO for the member's current unit must complete the following actions before finalizing EAD orders for a member who is already on another type of Reserve active duty:

1. Short-term
 - Sets current Reserve Duty Order **Actual Duty End Date** to the day prior to the EAD begin date.
 2. Long-term
 - Inputs/approves a RELAD transaction effective the day prior to the EAD begin date.
-

Continued on next page

Direct-Access Users Guide – Reserve Orders

EAD Orders – SPO Procedures, Continued

Departing Procedure The SPO, for the unit the member is departing from, must complete these steps when a member is authorized EAD orders.

Step	Action																									
1	<p>Locate the member’s orders on the unit’s Airport Terminal, or, by using the following menu items:</p> <p>Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <p>Enter the member’s employee ID number on the Find an Existing Value page and click the search button.</p> <p>Select the orders from the search results. Note that the <i>Duty Type</i> will be EAD and the status will be “<i>Appvd Standard</i>” indicating that this is new set orders. The newest orders always appear at the top of the search results.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #000080; color: white;"> <th style="text-align: left;">EmplID</th> <th style="text-align: left;">Empl Rcd Nbr</th> <th style="text-align: left;">Estimated Depart Date</th> <th style="text-align: left;">Estimated Report Date</th> <th style="text-align: left;">Sequence</th> <th style="text-align: left;">Coast Guard Duty Type</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Short Em Name Cl</th> </tr> </thead> <tbody> <tr> <td>1070750</td> <td>0</td> <td>05/01/2005</td> <td>04/30/2007</td> <td>1043748</td> <td>EAD</td> <td>Appvd Standard</td> <td>YN2</td> </tr> </tbody> </table>	EmplID	Empl Rcd Nbr	Estimated Depart Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Em Name Cl	1070750	0	05/01/2005	04/30/2007	1043748	EAD	Appvd Standard	YN2									
EmplID	Empl Rcd Nbr	Estimated Depart Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Em Name Cl																			
1070750	0	05/01/2005	04/30/2007	1043748	EAD	Appvd Standard	YN2																			
2	<p>The Reserve Orders Page will display. There are no editable fields on the first tab -- <i>Reserve Specific Info</i>.</p> <p>Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center; border-bottom: 1px solid #ccc;"> Reserve Specific Info Reserve Orders Record Arrive/Depart Info Reserve Leave Disposal </p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">EmplID:</td> <td style="width: 50%;">Empl Rcd Nbr: 0</td> </tr> <tr> <td>Dept: 000450 CG PSC</td> <td>Empl Class: RET-2</td> </tr> <tr> <td>Job Code: 000095 LCDR</td> <td>Sal Plan/Grade: OFF 04</td> </tr> <tr> <td>Location: KS0001 CG PSC</td> <td></td> </tr> <tr> <td>Position: 00024565 STANDARDS DEVELOPMENT</td> <td></td> </tr> </table> <p style="margin-top: 10px;">Reserve Specific Info</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Type Of Duty:</td> <td>Extended Active Duty</td> <td style="text-align: right;">SetID: AUSCG</td> </tr> <tr> <td>Payment for Duty:</td> <td>Pay and Allowances</td> <td></td> </tr> <tr> <td>Payment for Travel:</td> <td>Single Travel Claim</td> <td></td> </tr> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; width: fit-content;"> <p style="text-align: center; margin: 0;">Type of Orders</p> <p style="margin: 0;"><input checked="" type="radio"/> Long Term/Contingency</p> <p style="margin: 0;"><input type="radio"/> Short Term</p> </div> <p style="margin-top: 10px;">Days of ADT-AT requirement satisfied by these orders:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Dept. benefiting from this duty:</td> <td style="width: 20%;">000748</td> <td style="width: 40%;">COMMANDANT</td> </tr> <tr> <td>Dept. funding this Order:</td> <td>003452</td> <td>COMMANDANT (G-WRP)</td> </tr> </table> <p>LUFS Project Code/Number: CGR1</p> </div>	EmplID:	Empl Rcd Nbr: 0	Dept: 000450 CG PSC	Empl Class: RET-2	Job Code: 000095 LCDR	Sal Plan/Grade: OFF 04	Location: KS0001 CG PSC		Position: 00024565 STANDARDS DEVELOPMENT		Type Of Duty:	Extended Active Duty	SetID: AUSCG	Payment for Duty:	Pay and Allowances		Payment for Travel:	Single Travel Claim		Dept. benefiting from this duty:	000748	COMMANDANT	Dept. funding this Order:	003452	COMMANDANT (G-WRP)
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Dept. benefiting from this duty:	000748	COMMANDANT																								
Dept. funding this Order:	003452	COMMANDANT (G-WRP)																								
3	Click the Reserve Orders tab.																									

Continued on next page

Direct-Access Users Guide – Reserve Orders

EAD Orders – SPO Procedures, Continued

Procedure (cont'd) (continued)

Step	Action
4	<p>Review the <i>Order End Dt</i> and <i>Order End Dt</i> fields in the Basic Information block, these fields must match the dates the member's EAD contract begins and ends. It is permissible for the SPO to change/correct these fields. However, changes which differ from the term of the EAD contract must be approved by CGPC (epm/opm).</p> <p>Order Begin Dt: <input type="text" value="05/01/2005"/> <input type="button" value="B1"/> Order End Dt: <input type="text" value="04/30/2007"/> <input type="button" value="B1"/></p>
5	<p>Locate the <i>Authorizing Official (Name, Rate/Rank)</i> field in the Basic Information block and enter the name and title of the person who will be signing the orders.</p>
6	<p>Complete the <i>Mode of Travel</i>, <i>Reimbursable Expenses</i>, and <i>Orders Notes</i> fields per procedures for an Active Duty PCS transfer. Refer to the PCS Order topic in the Direct-Access Online Manual and the references cited at the beginning of this section for guidance.</p> <p>⚠ Warning: Do not make any entries in the <i>Authorized Delay</i> area at this time. This information will be entered on the next tab.</p>
7	<p>Route the order for approval, or approve the order, (see next page) and click save.</p>

Continued on next page

Direct-Access Users Guide – Reserve Orders

EAD Orders – SPO Procedures, Continued

Approving EAD Orders After the initial travel information is entered, a user with the CGHRSUP role must approve the travel order.

Step	Action						
1	<p>Click the Route For Approval button.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">If you are</th> <th style="text-align: left;">Then</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">The approving official (SPO Supervisor/ CGHRSUP Rule User)</td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> 1. Click the drop-down menu in the Approval status field and select “approved” 2. Click OK. 3. Click Save when returned to the reserve orders page. </td> </tr> <tr> <td style="vertical-align: top;">Not the approving official</td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> 1. Enter the approving official’s employee ID number in the Forward To field. 2. Click OK. 3. Click Save when returned to the reserve orders page. </td> </tr> </tbody> </table> <p>Saving the orders will return several warning and informational messages. Note the reminder that pay entitlements for long-term reserve orders must be administered through the Employee Entitlements module.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Microsoft Internet Explorer</p> <p> Full entitlements are done in the Entitlements function (20320,126)</p> <p>You have indicated that this order is entitled to full entitlements on tab one. Those entitlements are managed in the entitlements menu option and must be done separately from this order.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>	If you are	Then	The approving official (SPO Supervisor/ CGHRSUP Rule User)	<ol style="list-style-type: none"> 1. Click the drop-down menu in the Approval status field and select “approved” 2. Click OK. 3. Click Save when returned to the reserve orders page. 	Not the approving official	<ol style="list-style-type: none"> 1. Enter the approving official’s employee ID number in the Forward To field. 2. Click OK. 3. Click Save when returned to the reserve orders page.
If you are	Then						
The approving official (SPO Supervisor/ CGHRSUP Rule User)	<ol style="list-style-type: none"> 1. Click the drop-down menu in the Approval status field and select “approved” 2. Click OK. 3. Click Save when returned to the reserve orders page. 						
Not the approving official	<ol style="list-style-type: none"> 1. Enter the approving official’s employee ID number in the Forward To field. 2. Click OK. 3. Click Save when returned to the reserve orders page. 						

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Direct-Access Users Guide – Reserve Orders

EAD Orders – SPO Procedures, Continued



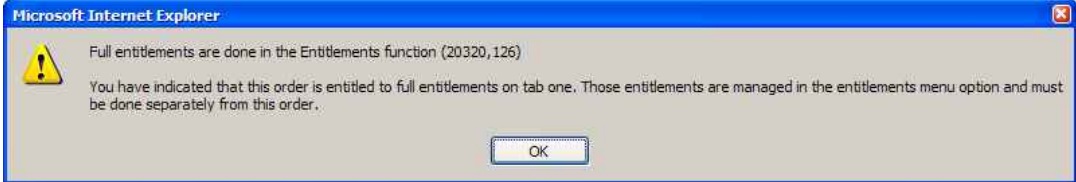
Completing the Record Arrive/Depart Info Tab This section must be completed after the orders have been approved and saved.

Step	Action																		
1	Path to Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders																		
2	Enter the member’s employee ID number on the Find an Existing Value page and click the search button.																		
3	<p>Select the orders from the search results. Note that the <i>Duty Type</i> will read “EAD” and the <i>Status</i> will show ‘Ready for Member to Execute’, indicating the orders have been approved, but the Actual Duty dates (Endorsements) have not yet been completed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a69bd; color: white;"> <th style="text-align: left;">EmplID</th> <th style="text-align: left;">Empl Rcd Nbr</th> <th style="text-align: left;">Estimated Depart Date</th> <th style="text-align: left;">Estimated Report Date</th> <th style="text-align: left;">Sequence</th> <th style="text-align: left;">Coast Guard Duty Type</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Short Em Name</th> <th style="text-align: left;">Em Cla</th> </tr> </thead> <tbody> <tr> <td style="border: 1px dashed black;">0</td> <td>0</td> <td>05/01/2001</td> <td>04/30/2002</td> <td>1043748</td> <td>EAD</td> <td>Ready for Member to Execute</td> <td>YN2</td> <td>Re</td> </tr> </tbody> </table>	EmplID	Empl Rcd Nbr	Estimated Depart Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Em Name	Em Cla	0	0	05/01/2001	04/30/2002	1043748	EAD	Ready for Member to Execute	YN2	Re
EmplID	Empl Rcd Nbr	Estimated Depart Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Em Name	Em Cla											
0	0	05/01/2001	04/30/2002	1043748	EAD	Ready for Member to Execute	YN2	Re											
4	<p>Click on the Record Arrive/Depart Info tab and locate the Actual Report and Depart Dates section.</p> <ol style="list-style-type: none"> Complete the <i>Actual Duty Begin Dt</i> field using the date the member’s EAD contract begins (same as the <i>Est. Duty Begin Dt</i>, which appears below the data entry field). <div style="border: 1px solid #4a69bd; padding: 5px; margin: 10px 0;"> <p style="background-color: #4a69bd; color: white; margin: 0; padding: 2px;">Actual Report and Depart Dates</p> <p>Actual Duty Begin Dt: <input type="text" value="06/01/2005"/> </p> <p style="margin-left: 20px;">Est Duty Begin Dt: 06/01/2005</p> </div> Complete <i>Actual Duty End Dt</i> field using the date the member’s EAD contract ends (same as the <i>Est. Duty End Dt</i>, which appears below the data entry field). <div style="border: 1px solid #4a69bd; padding: 5px; margin: 10px 0;"> <p style="background-color: #4a69bd; color: white; text-align: center; margin: 0; padding: 2px;">View All</p> <p>Actual Duty End Dt: <input type="text" value="05/31/2007"/> </p> <p style="margin-left: 20px;">Est Duty End Dt: 05/31/2007</p> </div> <p>Note: Both the <i>Actual Report</i> and <i>Actual Depart</i> date fields must be completed by the SPO for the unit the member is departing from.</p>																		

Continued on next page

Direct-Access Users Guide – Reserve Orders

EAD Orders – SPO Procedures, Continued

Step	Action
5	<p>Locate the Travel Report and Depart Dates section.</p> <ol style="list-style-type: none"> 1. The first entry must be a “<i>Home to Duty</i>” row. The begin and end dates must span any authorized delay, such as leave, proceed time, and travel time, which will be listed after the Home to Duty row. The Home to Duty row is pre-filled when Actual Duty Begin Dt is entered. You can change the End Date, but not the Begin Date. 2. After entering the End Date in the Home to Duty row, click the add row button (+) and insert additional rows for each type of delay. 
6	<p>When complete click the  Save button. This creates the appropriate endorsement on orders transactions.</p> <p><i>Reminder:</i> Saving the orders will return several warning and informational messages. Note the reminder that pay entitlements for long-term reserve orders must be administered through the Employee Entitlements module.</p> 

Continued on next page

Direct-Access Users Guide – Reserve Orders

EAD Orders – SPO Procedures, Continued

Reporting Procedure

The SPO for the member’s new PDS must complete the following steps after the member reports.





Step	Action												
1	Record entitlements (BAH, BAS, CSP, SDAP, etc.) as appropriate for the new PDS, effective the date the member reports.												
2	<p>If member reported early, adjust “Home to Duty” and other itinerary dates.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; margin: 0;">Dates for EAD orders:</p> <div style="margin: 5px 0;"> <p style="margin: 0;">Date EAD begins (departs enroute to new PDS)</p> </div> <div style="margin: 5px 0;"> <p style="margin: 0;">Date will report or date reported to new PDS</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0;"> <thead> <tr> <th style="text-align: left;">Begin Date</th> <th style="text-align: left;">End Date</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>12/17/2004</td> <td>01/06/2005</td> <td>Home to Duty</td> </tr> <tr> <td>12/18/2004</td> <td>12/21/2004</td> <td>Travel Time</td> </tr> <tr> <td>12/22/2004</td> <td>01/06/2005</td> <td>Leave INCONUS</td> </tr> </tbody> </table> </div> </div> <p>Home to Duty row is pre-filled when Actual Duty Begin Dt is entered. You can change the End Date, but not the Begin Date.</p>	Begin Date	End Date	Description	12/17/2004	01/06/2005	Home to Duty	12/18/2004	12/21/2004	Travel Time	12/22/2004	01/06/2005	Leave INCONUS
Begin Date	End Date	Description											
12/17/2004	01/06/2005	Home to Duty											
12/18/2004	12/21/2004	Travel Time											
12/22/2004	01/06/2005	Leave INCONUS											

Direct-Access Users Guide – Reserve Orders

Contingency/Disaster Data

Introduction This section provides the procedure for entering Contingency/Disaster Data.

Contingency / Disaster Data Follow these steps to enter contingency/disaster data for mobilization orders (Title 10) or voluntary mobilization orders (ADSW-AC) and Title 14 orders. Contingency/Disaster Data must be entered before the orders are approved. Changes cannot be made once an order is approved.

Step	Action																								
1	<p>For voluntary mobilization ADSW-AC orders, click the Contingency Operation checkbox on the Reserve Order tab in the Basic Information section of the page (this field will automatically be marked for all Title 10 and Title 14 orders).</p>  <p><i>Notice how a new tab appears when you mark the  checkbox. Contingency/Disaster Data Tab Now Appears on Tab Listing</i></p> 																								
2	<p>Access the Contingency/Disaster Data tab (by clicking the tab label or using the Contingency/Disaster Data link at the bottom of the page).</p>																								
3	<p>Enter the Operational ID number (you can use the lookup icon to search for the ID)</p>  <p>Search Results</p> <table border="1"> <thead> <tr> <th>Operational ID</th> <th>Start Date</th> <th>Authority</th> <th>End Date</th> <th>Coast Guard Duty Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0000001.00</td> <td>09/11/2001</td> <td>12301(d)</td> <td>(blank)</td> <td>ADSW-AC</td> <td>Operation Noble Eagle</td> </tr> <tr> <td>0000003.00</td> <td>09/11/2001</td> <td>12301(d)</td> <td>09/30/2005</td> <td>ADSW-AC</td> <td>MTSA</td> </tr> <tr> <td>0000004.00</td> <td>09/11/2001</td> <td>12301(d)</td> <td>(blank)</td> <td>ADSW-AC</td> <td>Expeditionary SPOE</td> </tr> </tbody> </table> <p>Note: For each operation there are normally two IDs, one for ADSW-AC orders and one for Title 10 or Title 14 orders. Be sure to select the ID for the type of orders you are issuing. For example, if you select ADSW-AC orders for Duty Type on the first page, then you must select either ADSW-AC (EXPEDITIONARY SPOE (12301(d) or OIF/OEF MED HOLD (12301(h)) Operational ID.</p> <ul style="list-style-type: none"> Per ALCOAST 390/08, reserve members retained on Active Duty for medical reasons shall have their current orders end i.e. 12301(d) or 12302, and placed on 12301(h) orders. If you select an ID for a Defense Contingency Operation (Title 10 or ADSW-AC) additional fields will appear on the contingency data tab to record the member's Chapter 1607 eligibility (see next page). 	Operational ID	Start Date	Authority	End Date	Coast Guard Duty Type	Description	0000001.00	09/11/2001	12301(d)	(blank)	ADSW-AC	Operation Noble Eagle	0000003.00	09/11/2001	12301(d)	09/30/2005	ADSW-AC	MTSA	0000004.00	09/11/2001	12301(d)	(blank)	ADSW-AC	Expeditionary SPOE
Operational ID	Start Date	Authority	End Date	Coast Guard Duty Type	Description																				
0000001.00	09/11/2001	12301(d)	(blank)	ADSW-AC	Operation Noble Eagle																				
0000003.00	09/11/2001	12301(d)	09/30/2005	ADSW-AC	MTSA																				
0000004.00	09/11/2001	12301(d)	(blank)	ADSW-AC	Expeditionary SPOE																				

Continued on next page

Direct-Access Users Guide – Reserve Orders

Contingency/Disaster Data, Continued

Procedure (cont'd) (continued)


Step	Action
4	Enter the reference for the recall in the Reference/Authority field. Reference/Authority: <input style="width: 200px;" type="text"/>
5	Enter the date the member was notified of this recall, regardless of what method was used. Cannot be after the start date. Notification Date: <input style="width: 100px;" type="text"/>
	Note: For Title-10/ADSW-AC contingency orders, this field establishes the member's eligibility date for the "E-ID" program, which provides TRICARE medical and dental benefits up to 90 days before an eligible member reports for duty.
	<p><i>Contingency/Disaster Data tab for a Title-10/ADSW-AC recall order, showing Operational ID, Reference/Authority and Notification Date fields completed.</i></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>*Operational ID: <input type="text" value="0000001.00"/> Operation Noble Eagle</p> <p>Authority: 10 U.S.C. 12301(a)</p> <p>Department: <input type="text" value="000512"/> CG LANTAREA</p> <p>Start Date: <input type="text" value="10/01/2007"/> End Date: <input type="text" value="09/30/2008"/></p> <p>Reference/Authority: <input type="text" value="COMLANT AREA MSG P161200ZAUG07"/></p> <p>CH 1607 Eligibility Status: <input type="text"/> CH 1607 Eligibility Date: <input type="text"/></p> <p style="text-align: center;">Notification Date: <input type="text" value="08/16/2007"/> </p> </div> <p>Note: The CH 1607 Eligibility Status and CH 1607 Eligibility Date fields will auto-populate, after the orders are approved, endorsed, and saved, based on the member's reserve affiliation (SELRES, IRR, etc.) and the actual reporting date (the Eligibility Date field is set to the date 89 days after the reporting date) at the time the data entry is made. These fields establish the member's eligibility for the Reserve Educational Assistance Program (REAP, Chapter 1607 of Title 10 U.S.C.).</p> <p><i>Contingency/Disaster Data tab for a Title-14 recall order, showing Operational ID, Reference/Authority and Notification Date fields completed.</i></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>*Operational ID: <input type="text" value="0000012.00"/> Operation Noble Eagle</p> <p>Authority: 10 U.S.C. 12302</p> <p>Department: <input type="text" value="007221"/> SECTOR HONOLULU</p> <p>Start Date: <input type="text" value="08/02/2004"/> End Date: <input type="text" value="08/27/2004"/></p> <p>Reference/Authority: <input type="text" value="COMLANT AREA MSG P161200ZAUG07"/></p> <p>CH 1607 Eligibility Status: Eligible - SELRES CH 1607 Eligibility Date: 10/30/2004</p> <p style="text-align: center;">Notification Date: <input type="text" value="08/02/2004"/> </p> </div>

Continued on next page

Direct-Access Users Guide – Reserve Orders

Contingency/Disaster Data, Continued

Procedure (cont'd) (continued)

Step	Action
	<p>The Notification Date field is always editable when the Orders have been Endorsed, except when the Orders have been Cancelled.</p> <p>The Department, Start Date and End Date fields auto-populate based on the information entered on the Reserve Orders tab. The Start Date and End Date fields will automatically update if different dates are entered on the Record Arrive/Depart Information tab or, for long-term orders, a separation transaction is entered and approved with an effective date different from the End Date.</p> <p style="text-align: center;"> Start Date: <input type="text" value="10/01/2007"/> End Date: <input type="text" value="07/30/2008"/> </p> <p style="text-align: center;"> Reference/Authority: <input type="text" value="CGLANTAREA MSR P011201AUG07"/> </p> <p style="text-align: center;"> CH 1607 Eligibility Status: Eligible - SELRES CH 1607 Eligibility Date: 12/29/2007 </p>
6	<p>Return to the Reserve Orders tab and complete the remaining sections of the member's orders.</p> <p>Note: Information from the Contingency/Data tab does not appear on the printed orders. Be sure to enter the operation information in the Order Notes (Remarks) per Chapter 11 of the Personnel and Pay Procedures Manual.</p>

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	Type	Document Type	Document Suffix
Pay & Allowances	Short Term	72	000
	Long Term	71	000
FICA	Short Term	72	001
	Long Term	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. Units are directed to use the Standard Personnel Cost (SPC) worksheet to determine the costs. The SPC worksheet is located on CG Central and at <http://cgweb.comdt.uscg.mil/cg8/cg83/cg832/sct/sr/index.htm>.

The system will generate P&A and FICA accounting data and document IDs for long-term ADSW-AC orders. Funds for all long term ADSW-AC orders 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. Funds are due no later than one month after recalling a reservist to long term ADSW-AC.

Contact the AFC-01 funds manager, Commandant (CG-833) 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>.

Continued on next page

Direct-Access Users Guide – Reserve Orders

Accounting Data, Continued

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



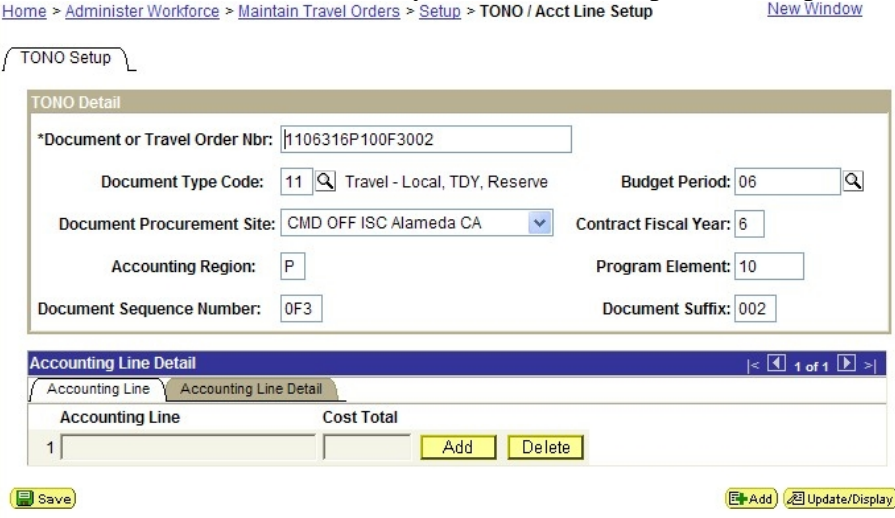
Step	Action
1	<p>Click the TONO Accounting Data button to assign a travel order number and accounting string. The following screen appears.</p>  <p>(Note: The Pay & Allowances and FICA accounting lines, shown in the above example, will not be present if the ISC (pf/fot) user has not yet approved and 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 on page 35 for more information.</p>

Continued on next page

Direct-Access Users Guide – Reserve Orders

Accounting Data, Continued

Procedure (continued)

Step	Action
2	Click the Add button to insert a new blank row.
3	Click the Details button. The following setup screen appears. 
4	Click the Add a New Value link.
5	The following screen appears. 
6	Enter the Document ID Number (TONO) and click the Add button.
7	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. 

Continued on next page

Direct-Access Users Guide – Reserve Orders

Accounting Data, Continued

Procedure (continued)

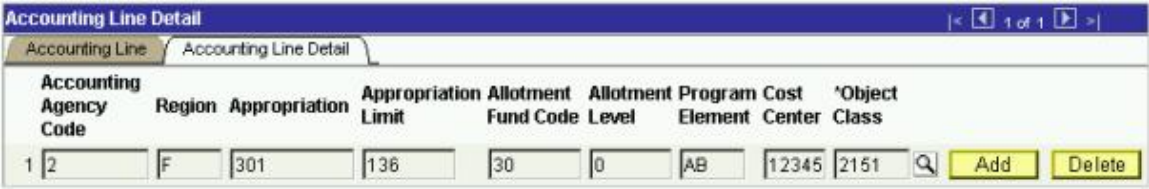


Step	Action
7	(cont'd from previous page). Complete the fields as described below.
Field	Description
Document Type Code	For TDY, the first two digits of the TONO will normally be 11 (Member Procured Travel) or 14 if traveling on a GTA funded ticket. If Blanket Order was checked for multiple trips, the 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 for P&A and 001 for FICA.

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. Be sure to select the correct Object Class codes and to associate the Object Class codes for P&A with the “000” document ID suffix and the Object Class Codes for FICA with the “0001” document ID suffix.</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

Reimbursable Agreement TONOs

Introduction This section provides the procedure for entering TONOs and accounting data for Reserve Orders, which are funded by a Reimbursable Agreement.

Definition By definition, a Reimbursement is an amount collected and credited to an appropriation for items and services furnished, usually on an occasional basis. An interagency agreement provides budget authority to the performing agency in addition to that provided by its own appropriation. In simple terms, this means that the Coast Guard's budget authority is increased to cover the obligations incurred by these additional services.

Purpose The Coast Guard uses reimbursable agreements to provide services to other agencies. For example, Coast Guard reservists may be ordered to duty to support the Federal Emergency Management Agency (FEMA) for hurricane, oil or hazardous chemical responses. Another example would be Coast Guard support to the Selective Service System (SSS).

Usage The reimbursable program is a group of AFC-80, 88 and 94 accounts used to establish receivables to collect money from OGA's, commercial vendors, etc. for these services provided by the Coast Guard. **Use of the correct reimbursable account is critical to the Coast Guard's ability to properly account for these reimbursable costs.**

In addition to using specific accounting information, the FINCEN assigns a Reimbursable Agreement Number (RAN) to each approved reimbursable agreement.

Additional information regarding reimbursable accounts can be found in [Chapter 9 of the FINCEN SOP](#). In addition, [Chapter 12 of the FINCEN SOP](#) contains information regarding ADSW-AC document numbers (TONOS) to be used for reimbursable Reserve Orders.

Process Typically, the TONO, accounting string and Reimbursable Agreement Number (RAN) to be used for these ADSW-AC orders will be issued via message.

Standard ADSW-AC orders are prepared using the TONO, accounting string and RAN provided for the orders in this message.

Continued on next page

Direct-Access Users Guide – Reserve Orders

Reimbursable Agreement TONOs, Continued

**Procedure/
Example**

Follow these steps to enter the accounting data and TONO for a Reserve Order funded by Reimbursable Agreement. The scenario for this example is:

- During Hurricane Wilma the National Pollution Funds Center (NPFC) requested an ESF-10 qualified reservist to support FEMA in managing the North Carolina Emergency Operations Center (EOC).
- The following information was provided via message regarding the appropriate accounting string, document control number (TONO) and Reimbursable Agreement Number to be used in connection with these orders:
 1. CAS ACCOUNTING STRING:
2/H/501/872/80/0/D05CA1/71105/XXXX, where XXXX is the object class.
 2. DOCUMENT CONTROL NUMBER:
DD/05/27/5/H/X5/YYY, where YYY is the unit sequence number from the unit’s TONO log.
 3. RAN FOR THIS CASE IS D05CA1.

Remembering that regular ADSW-AC orders are to be issued, and using the information provided above, the RAN, TONOs and accounting data are entered as follows when preparing the reserve orders:



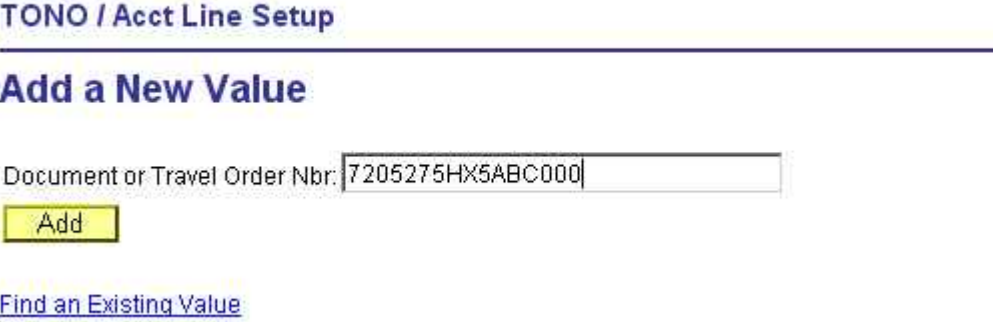
Step	Action										
1	<p>From the Reserve Orders page click the TONO Accounting Data button to assign a travel order number and accounting string. The following screen appears:</p> <p>Enter the Reimbursable Agreement Number (RAN):</p> <p>Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <p>Orders Accounting Information</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">EmplID:</td> <td style="width: 50%; border-bottom: 1px solid black;">Empl Rcd#:</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; text-align: right;">Sequence:</td> </tr> </table> </div> <p style="font-size: small;">If using other Gov't Agency Funds, contact FINCEN (OGQ) and insert</p> <p>Reimbursable Agreement Number: <input style="width: 100px;" type="text" value="D05CA1"/></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="background-color: #4a7ebb; color: white; padding: 2px;">TONO</td> <td style="text-align: right; padding: 2px;">Find</td> </tr> <tr> <td style="padding: 2px;">Document or Travel Order Nbr:</td> <td style="border-bottom: 1px solid black; width: 150px;"></td> <td style="text-align: right; padding: 2px;"> <input type="button" value="Details"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> </td> </tr> </table> </div> <p style="text-align: left; margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>	EmplID:	Empl Rcd#:	Sequence:		TONO		Find	Document or Travel Order Nbr:		<input type="button" value="Details"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>
EmplID:	Empl Rcd#:										
Sequence:											
TONO		Find									
Document or Travel Order Nbr:		<input type="button" value="Details"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>									

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Direct-Access Users Guide – Reserve Orders

Reimbursable Agreement TONOs, Continued

Procedure / Example (cont'd)

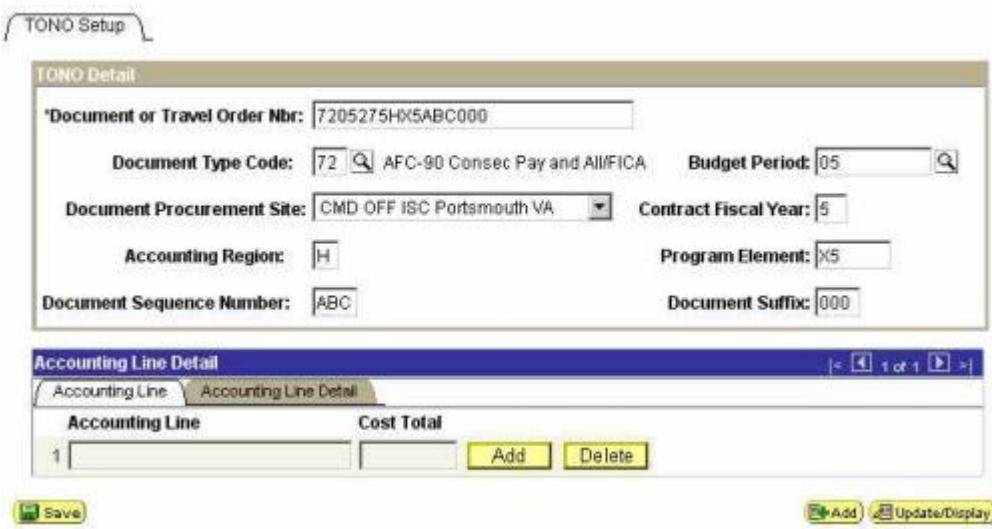
Step	Action
2	Click the Add button to insert a new blank row.
3	Click the Details button. The following setup screen appears. 
4	Click the Add a New Value link.
5	The following screen appears. 
6	Enter the Document ID Number (TONO) and click the Add button. Home > Administer Workforce > Maintain Travel Orders > Setup > TONO / Acct Line Setup 

Continued on next page

Direct-Access Users Guide – Reserve Orders

Reimbursable Agreement TONOs, Continued

Procedure / Example (continued)

Step	Action
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>Home > Administer Workforce > Maintain Travel Orders > Setup > TONO / Acct Line Setup New Window</p>  <p>Complete the fields as described below.</p>

Field	Description
Document Type Code	For pay and allowances and FICA code 72 is used. For travel , 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 2003, will be “03”.
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 2003, will be “3”.

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Direct-Access Users Guide – Reserve Orders

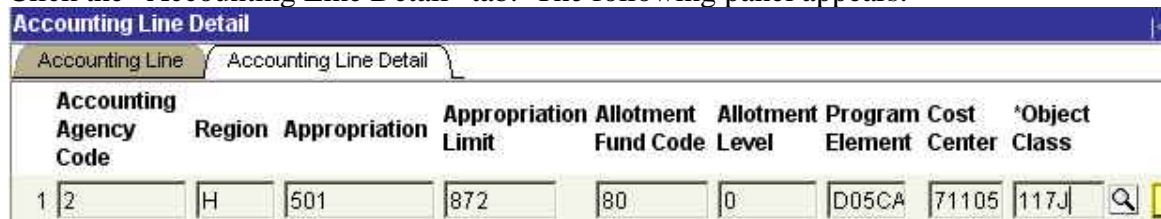
Reimbursable Agreement TONOs, Continued

Procedure / Example (continued)

Step	Action
Program Element	<p>A two or six-character alphanumeric field representing the ATU of the unit and, in some cases 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	<p>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.</p>
Document Suffix	<p>Last three digits of the TONO – normally 000 unless the same TONO is charged to multiple accounting strings.</p>

8 Now we need to complete the accounting line detail.
 CAS ACCOUNTING STRING: 2/H/501/872/80/0/D05CA1/71105/XXXX, where XXXX is the object class.
 For this “72” document for pay & allowances, the proper object class code is 117J for Officer Pay & Allowances (ADSW-AC).

Click the “Accounting Line Detail” tab. The following panel appears.



Note: Be sure to enter the full six-characters in the Program Element field for Reimbursable Account Number orders.



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.

Continued on next page

Direct-Access Users Guide – Reserve Orders

Reimbursable Agreement TONOs, Continued

Procedure / Example (continued)


Step	Action
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/Act 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>
12	<p>Click the OK button. You will be returned to the Reserve Orders tab.</p> <p>Repeat this procedure to create TONOs for FICA and travel using the appropriate document numbers and object class codes.</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 them to the TDY 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 Add button to assign additional TONO's if applicable. Click the 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	<div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> <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> </div> <div style="width: 30%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: blue; font-weight: bold;">Lookup Forward To</p> <p>Approver EmplID: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Role Name: CGHRS <input type="text"/></p> <p>Department: 002977 <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> </p> </div> </div>
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.

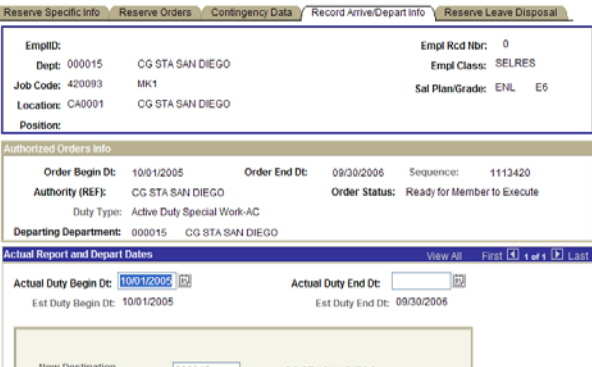


Step	Action
1	<p>Access the reserve order from the link on your Worklist or use the menu items to access the Reserve Orders Activity Guide.</p> <p>Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <p>Select the “View/Complete Order Info” link, enter the member’s employee 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/Disaster 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>Short Term</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 style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <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 <i>Long Term</i>/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>A single member on a ADOT period of 31 to 180 days or a ADT period of 31 to 139 days are considered on temporary duty (TDY) for BAH/OHA purposes. They are</p>

Continued on next page

Direct-Access Users Guide – Reserve Orders

SPO Procedures, Continued

Procedure / Example (continued)

Step	Action
3	authorized a housing allowance based on their principal place of residence location zip code at the time called/ordered to active duty, appropriate to their dependency status (i.e. BAH/OHA without dependents, BAH/OHA with dependents based on payment of child support), even if the member is assigned to single-type Government quarters at the site where the active duty is performed.
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 38 for more information.</p> 
7	<p>Scroll down to the Travel Report and Depart Dates section. If you are endorsing a Short Term order the system will enter a “<i>Home to Duty</i>” row and a “<i>Duty to Home</i>” row, based on the Actual Duty Begin Date and the Actual Duty End Date. No changes are necessary.</p> <p style="text-align: center;">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 Short Term orders.</p>  <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> <p>If you are endorsing a Long Term/Contingency order, go to step 7a (following page).</p>

Continued on next page

Direct-Access Users Guide – Reserve Orders

SPO Procedures, Continued

Procedure / Example (continued)


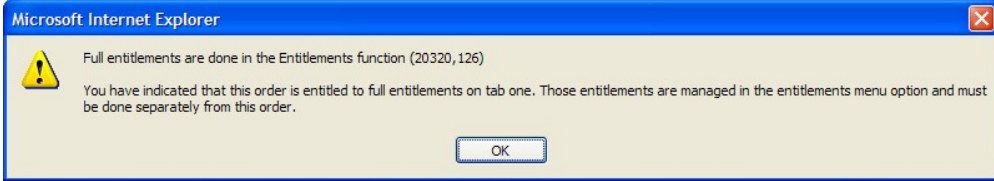
Step	Action															
7a	<p>Travel Report and Depart Dates-Long Term/Contingency Order</p> <p>On a long term order, the Travel Report and Depart Dates section is used to record delay in reporting only. The Release from Active Duty (RELAD) transaction will capture any delay between departing the unit an ending active duty (Leave, Travel Time, etc.).</p> <ol style="list-style-type: none"> 1. The system will enter a “<i>Home to Duty</i>” row based on the Actual Duty Begin and Actual Duty End date fields. If there was no delay in reporting, no changes should be necessary. 2. If a delay in reporting of more than 24 hours from the duty begin date was authorized, insert an additional row, by clicking the + button, to describe the purpose of the delay in reporting. <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Actual Report and Depart Dates View All</p> <p>Actual Duty Begin Dt: <input type="text" value="10/01/2007"/> <input type="button" value="📅"/> Actual Duty End Dt: <input type="text" value="07/30/2008"/> <input type="button" value="📅"/></p> <p>Est Duty Begin Dt: 10/01/2007 Est Duty End Dt: 07/30/2008</p> <hr/> <p>New Destination Department: <input type="text" value="000652"/> CG ISC ST LOUIS</p> <p>Nature of Duty: <input type="text" value="Duty"/> <input type="button" value="v"/></p> </div> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Travel Report and Depart Dates First ◀ 1-2 of 2 ▶ Last</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Begin Date</th> <th style="text-align: left;">End Date</th> <th style="text-align: left;">Description</th> <th style="text-align: center;">+</th> <th style="text-align: center;">-</th> </tr> </thead> <tbody> <tr> <td>10/01/2007 <input type="button" value="📅"/></td> <td>10/02/2007 <input type="button" value="📅"/></td> <td>Home to Duty</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> <tr> <td>10/01/2007 <input type="button" value="📅"/></td> <td>10/02/2007 <input type="button" value="📅"/></td> <td>Travel Time <input type="button" value="v"/></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> </div> <p><i>In this example, the member was authorized 1-day of travel time.</i></p>	Begin Date	End Date	Description	+	-	10/01/2007 <input type="button" value="📅"/>	10/02/2007 <input type="button" value="📅"/>	Home to Duty	+	-	10/01/2007 <input type="button" value="📅"/>	10/02/2007 <input type="button" value="📅"/>	Travel Time <input type="button" value="v"/>	+	-
Begin Date	End Date	Description	+	-												
10/01/2007 <input type="button" value="📅"/>	10/02/2007 <input type="button" value="📅"/>	Home to Duty	+	-												
10/01/2007 <input type="button" value="📅"/>	10/02/2007 <input type="button" value="📅"/>	Travel Time <input type="button" value="v"/>	+	-												

Continued on next page

Direct-Access Users Guide – Reserve Orders

SPO Procedures, Continued

Procedure / Example (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>If this is a short term order for more than 30 days AD or a Long Term/Contingency order, path to the Compensate Employees > Use > Employee Entitlements menu item and start the member's BAH (See page 51) 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 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 long term/contingency orders (any duration). Go to page 55 for information on OHA entitlement.

Single Members

Single members on ADOT periods of less than 181 days or ADT periods of less than 140 days are considered on temporary duty (TDY) for BAH/OHA purposes

They are entitled to a housing allowance appropriate to their dependency status and principle place of residence even if assigned to or occupying single-type government quarters at the site where they are performing active duty. They are entitled to BAH without dependents at the Reserve Competent (RC) rate for orders of 30 days or less or to BAH without dependents for orders of 31 or more days.

In accordance with Public Law 110-181, this policy now includes members on initial accession training – IADT, (OCS, Basic Training or Class “A” School).

Approval Required

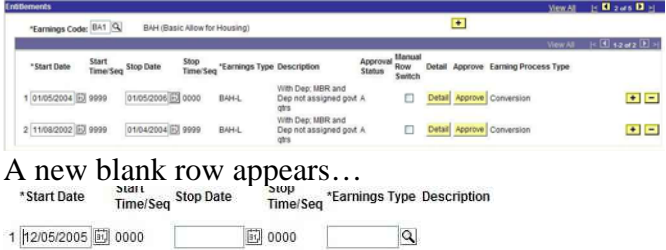


Transactions to start Basic Allowance for Housing require approval by a user with the CGHRSUP role (SPO Supervisor). Click the “Approve” button and enter the CGHRSUP role user’s Employee ID number to route pending transaction for approval. If you are a CGHRSUP role user, you do not need to route the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

Continued on next page

Direct-Access Users Guide – Reserve Orders

Starting BAH or Other Housing/Location Entitlements, Continued

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	<p>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>  <p>A new blank row appears...</p>
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 ADT or 31 to 180 days ADOT, 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 for members on long-term active duty. Do not enter an estimated stop date.</p> <p>If you are entering BAH for a Reserve Component member on short-term active duty for 31 to 139 days ADT or 31 to 180 days ADOT, use the same date as the member’s orders end date for the BAH stop date.</p>
5	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 41 of this guide for a listing of codes and descriptions.
6	Description is filled by the system after the user selects an Earnings Type code. Ensure the proper entitlement is shown.

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Direct-Access Users Guide – Reserve Orders

Starting BAH or Other Housing/Location Entitlements, Continued

BAH Data Entry Procedure (continued)

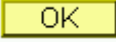
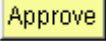
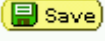
Step	Action
7	Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving by a CGHRSUP role user. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.
8	Manual Row Switch (CGHRSUP role users 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.
9	<p>Click the Detail button to bring up the Supporting Data screen below:</p>  <p>The screenshot shows the 'Supporting Data' screen for a BAH-T transaction. At the top, it displays 'BA1 01/06/2006 BAH-T'. Below this are several input fields: 'Postal Code' with the value '56683', 'Inadequate Quarters Amount' with the value '0.00', and two checkboxes: 'Dependent Flag' (checked) and 'Spouse In Service' (unchecked). A yellow 'Detail' button is highlighted. A pop-up box titled 'For assignments to inadequate Qtrs' contains the following 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.' At the bottom of the screen are 'OK' and 'Cancel' buttons.</p>
10	<p>Enter the zip code, for short-term and contingency orders this is usually the zip for the member’s principle place of residence – the place from which ordered to active duty, 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 style="text-align: center;"><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
10	<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 zip code if orders are: <ul style="list-style-type: none"> (a) Active Duty for Training (ADT/IADT) 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 national defense contingency (Title 10 U.S.C, recall to AD). • Pay BAH based on the duty station location zip code 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). • A single member on a ADOT period of 31 to 180 days or a ADT period of 31 to 139 days are considered on temporary duty (TDY) for BAH/OHA purposes. They are authorized a housing allowance based on their principal place of residence location zip code at the time called/ordered to active duty, appropriate to their dependency status (i.e. BAH/OHA without dependents, BAH/OHA with dependents based on payment of child support), even if the member is assigned to single-type Government quarters at the site where the active duty is performed. <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 181 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/cg1//psc/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

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://www.uscg.mil/hq/psc/ps) (<http://www.uscg.mil/hq/psc/ps>), in the SPO Transactions > Pay Entitlements > COLA topic.

Continued on next page

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>), 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 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:

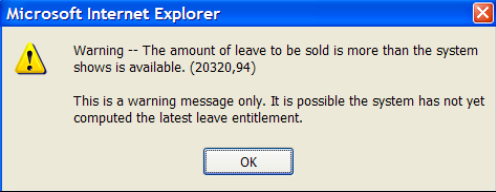
Step	Action
1	Click the Record/Leave Disposal tab or use the link at the bottom of the page.
2	<p>Enter the effective date, which must equal the last day of the current active duty period (e.g. The Actual Duty End Date field on the <i>Record Arrive/Depart Info.</i> tab). If the member will not be selling 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 national defense contingency operation is not subject to the 60-day career limitation for selling accrued leave. Leave earned on consecutive active duty periods (<i>other than in support of a contingency operation</i>), 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> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Days Carried Over: 00010.500 Balance of saved leave: 0.0 Cumulative Leave Sold: 25.5 Leave as of End of Month: 07/21</p> <p style="text-align: center;">Lump Sum Leave View All First 1 of 1 Last</p> <p>Effective Date: <input type="text" value="09/30/2005"/></p> <p>Days Unused Leave to Sell: <input type="text" value="25.0"/> <input type="checkbox"/> Do Not Dispose of Leave</p> <p>Days Leave to Carry Forward: <input type="text" value="10.5"/> Total Days Unused Leave Disposed: 25.0</p> </div> <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 “Short Term” 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 140 days (ADT) or less than 181 days (ADOT)	Change the order end date. Member will continue entitlement to BAH-RC
		more than 139 days (ADT) or more than 180 days (ADOT)	End current order on date of amendment and issue a new Short Term order. The system will not allow you to extend a short term ADT order beyond 139 days or a short term ADOT order beyond 180 days.
	31 or more days	less than 140 days (ADT) or less than 181 days (ADOT)	End current order on date of amendment and issue a new Short Term order with BAH-RC code “W”. The member is now entitled to BAH because the new period of active duty, from the date of the amendment, is more than 30 days.
31 or more days but less than 140 days (ADT) or less than 181 days (ADOT)	any number of days	less than 140 days (ADT) or less than 181 days (ADOT)	Change the order end date and the stop date of the member’s BAH or OHA.
		more than 139 days (ADT) or more than 180 days (ADOT)	End current order on date of amendment and issue a new Short Term order for more than 30 days. The system will not allow you to extend a Short Term order beyond 139 ADT days or 180 ADOT 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 (ADT) or 181 or more days (ADOT)	any number of days	N/A	Change the order end date.


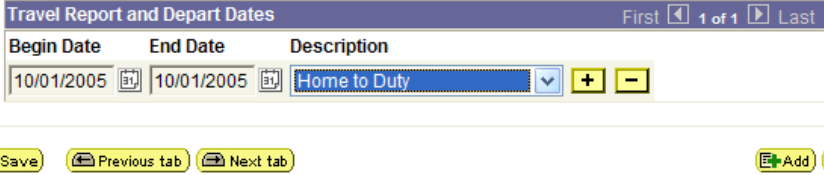
Continued on next page

Direct-Access Users Guide – Reserve Orders

Amend Duty Dates, Continued

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

Change below Navigation.

Step	Action
1	Use the menu items to access the Reserve Orders Activity Guide. Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders
2	Follow common routine for searching defined elsewhere. Click the <i>Record Arrive/Depart Info</i> tab.
3	Enter the amended <i>Actual Duty Begin</i> or <i>Actual Duty End</i> date. 
4	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.  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.
5	Click the Save button.
6	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.

Continued on next page

Direct-Access Users Guide – Reserve Orders

Amend Duty Dates, Continued

Procedure (continued)

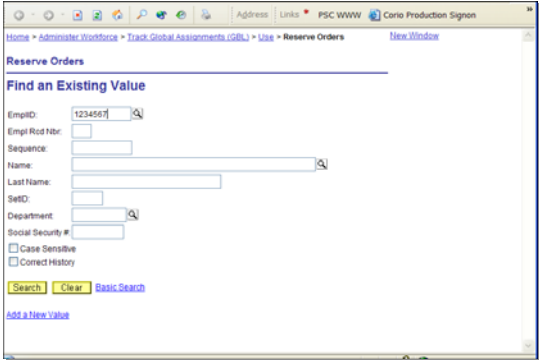
Step	Action		
6	If the original orders are	and the	then
	Short Term for 30 days or less	actual duty begin date has changed	delete the corresponding entitlement rows that were entered in connection with the order (e. g. SDAP, Career Sea Pay) and reenter them using the new actual duty begin date for the 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.
	Short Term 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).
	Long Term / Contingency	actual duty 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 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.

Cancelling Orders

Introduction This section provides the procedure for cancelling a reserve order.

Before you begin Reserve orders may be cancelled by the SPO or ISC(pf/fot) user.

Procedure Follow these steps to cancel a reserve order.

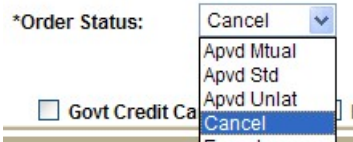
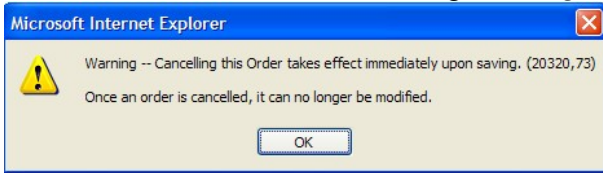
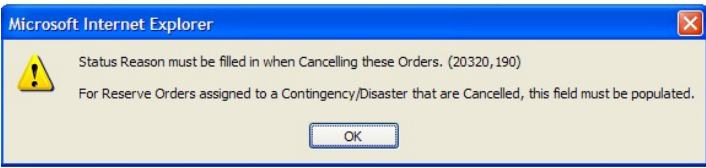
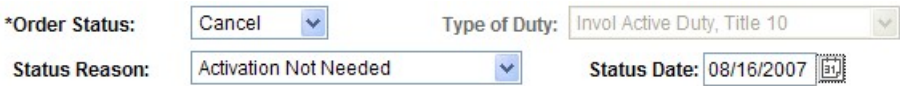
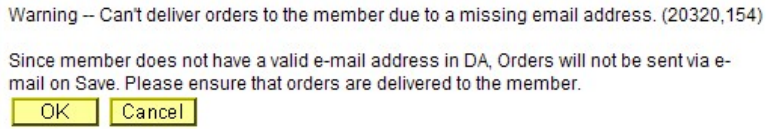
Step	Action
1	Log into the system and select the following menu items: Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders
2	The Reserve Orders Search record will be displayed.  Enter the member's employee ID number in the EmplID field and click the Search button.

Continued on next page

Direct-Access Users Guide – Reserve Orders

Cancelling Orders, Continued

Procedure (continued)

Step	Action
3	Review the search results and select the order you want to cancel.
4	Access the Reserve Orders tab (by clicking the tab title or the link at the bottom of the page).
5	<p>Change the Order Status field to Cancel.</p>  <p style="text-align: center;">*Order Status: Cancel Apvd Mtual Apvd Std Apvd Unlat Cancel</p>
6	<p>Click 'Save' to finalize the cancellation. The following <i>warning</i> message will appear:</p>  <p>Click OK to continue.</p> <p>The following error message will appear if this is an order for a Contingency Operation:</p>  <p>The Status Reason and Status Date fields appear below the Order Status field. Select the reason for the cancellation from the drop-down list and enter the date the orders were cancelled. This information is needed to manage the member's E-ID benefit.</p>  <p>(There are two (2) choices. The one above lets member retain the Benefit. The other choice does not. Contact COMDT CG-1313 if you have any questions.)</p> <p>Click 'Save' again, the following warning message <i>may</i> appear:</p>  <p>Click OK to continue.</p>
7	Review the member's Pay Entitlements (Compensate Employees > Maintain Entitlements > Use > Employee Entitlements) and delete any transactions (BAH, BAS, CONUS COLA, etc.) that were submitted in connection with this reserve order.

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.

Continued on next page

Direct-Access Users Guide – Reserve Orders

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

BAH for Single Members on Short-Term Active Duty of more than 30 days

A single member on a ADOT period of 31 to 180 days or a ADT period of 31 to 139 days is considered on temporary duty (TDY) for BAH/OHA purposes. They are authorized a housing allowance based on their principal place of residence location zip code at the time called/ordered to active duty, appropriate to their dependency status (i.e. BAH/OHA without dependents, BAH/OHA with dependents based on payment of child support), even if the member is assigned to single-type Government quarters at the site where the active duty is performed.

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

Continued on next page

Direct-Access Users Guide – Reserve Orders

Example Entitlements Entries, Continued

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

*Earnings Code: BAH (Basic Allow for Housing) +

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	
1	<input type="text" value="01/01/2006"/>	<input type="text" value="2578"/>	<input type="text" value="05/31/2006"/>	0000	BAH-L	With Dep; MBR and Dep not assigned gov't A qtrs		<input type="checkbox"/>	<input type="button" value="Detail"/>	<input type="button" value="Approve"/>

BAH is started the date the member departed home enroute to the unit (Actual Duty Begin Date).

*Earnings Code: Career Sea Pay

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	App Status
1	<input type="text" value="01/02/2006"/>	<input type="text" value="2579"/>	<input type="text" value="05/31/2006"/>	0000	CSPAY	Career Sea Pay

Member is assigned to a CSP eligible vessel for this ADSW-AC period. Sea pay started the date the member reported for duty

*Earnings Code: Subsistence

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Earning Proces:
1	<input type="text" value="01/02/2006"/>	<input type="text" value="2582"/>	<input type="text" value="05/31/2006"/>	0000	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>
2	<input type="text" value="01/01/2006"/>	<input type="text" value="2580"/>	<input type="text" value="01/01/2006"/>	2581	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>

Enlisted BAS is started the date the member departed home enroute to the unit (Actual Duty Begin Date).

BAS-Discout Meal Rate is started on the date the member reported for duty. Enlisted BAS is stopped the day before.

Stop dates are required on entitlements entries for short term orders only

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.

Supporting Data

1090796 BA1 01/01/2006 BAH-L

Postal Code:

Inadequate Quarters Amount:

Dependent Flag
 Spouse In Service

For assignments to Inadequate Quarters
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 dependent's rate. For members with a spouse in service who jointly occupy inadequate government quarters, the rental charge will be collected at a rate of 50% from each member. Ensure the correct amount is entered.

Direct-Access Users Guide – Reserve Orders

Summary of Orders Types

Introduction

This table lists the reserve orders types and shows how the duration of each type of duty relates to the funding, PCS/TDY entitlements, BAH entitlement, INCONUS COLA (ICC)/OUTCONUS COLA (OCC) entitlement and the type of transaction sent to JUMPS.

Duty	Cat.	Contingency?	Duration	Fund	Is Considered...	JUMPS	Entitlements		
							BAH	ICC	OCC
ADSW-AC	ADOT	No	0-30 Days	AFC 30/TONO	Short Term/TDY	R990	BAH-RC	No	No
ADSW-AC	ADOT	No	31-180 Days	AFC 30/TONO	Short Term/TDY	R990	BAH HOME	No	Yes
ADSW-AC	ADOT	No	181 Days +	AFC 01	Long Term/ PCS/ HHG	8C	BAH PDS	Yes	Yes
ADSW-AC	ADOT	Yes	Any	AFC 01	Contingency/ TDY	8C	BAH HOME	Yes	Yes
ADSW-RC	ADOT	No	0-30 Days	AFC 90	Short Term/ TDY	R990	BAH-RC	No	No
ADSW-RC	ADOT	No	31-180 Days	AFC 90	Short Term/ TDY	R990	BAH HOME	No	Yes
ADSW-RC	ADOT	No	181 Days +	AFC 01	Long Term/PCS/HHG	8C	BAH PDS	Yes	Yes
ADHC	ADOT	No	31-180 Days	AFC 01	Short Term/ TDY	R990	BAH HOME	No	Yes
ADHC	ADOT	No	181 Days +	AFC 01	Long Term/PCS/ HHG	8C	BAH PDS	Yes	Yes
ADT-AT	ADT	No	0-30 Days	AFC 90	Short Term/TDY	R990	BAH-RC	No	No
ADT-AT	ADT	No	31-139 Days	AFC 90	Short Term/TDY	R990	BAH HOME	No	Yes
ADT-AT	ADT	No	140 Days +	AFC 01	Long Term/PCS/ HHG	8C	BAH PDS	Yes	Yes
ADT-OTD	ADT	No	0-30 Days	AFC 90	Short Term/ TDY	R990	BAH-RC	No	No
ADT-OTD	ADT	No	31-139 Days	AFC 90	Short Term/ TDY	R990	BAH HOME	No	Yes
ADT-OTD	ADT	No	140 Days +	AFC 01	Long Term/ PCS/ HHG	8C	BAH PDS	Yes	Yes
EAD	ADOT	No	1 years +	AFC 01	Long Term/PCS/ HHG	8C	BAH PDS	Yes	Yes
IADT	ADT	No	0-30 Days	AFC 01	Short Term/ TDY	R990	BAH-RC	No	No
IADT	ADT	No	31-139 Days	AFC 01	Short Term/ TDY	R990	BAH HOME	No	Yes
IADT	ADT	No	140 Days+	AFC 01	Long Term/PCS/ HHG	8C	BAH PDS	Yes	Yes
Title 10	ADOT	Yes	Any	AFC 01	Contingency/ TDY	8C	BAH HOME	Yes	Yes
Title 14	ADOT	No	0-30	AFC 01	Short Term/ TDY	R990	BAH-RC	No	No
Title 14	ADOT	No	31-60	AFC 01	Short Term/ TDY	R990	BAH HOME	No	Yes

Report Additional Active Duty Authorized (P192)

Purpose

This procedure is used to record that a **new set of orders** has been issued extending the active duty period of a reserve member who is currently on long-term active duty (Greater than 139 days ADT or 180 days ADOT). This procedure will only be used when there is no break in service.

Reference

- [Personnel and Pay Procedures Manual, PSCINST M1000.2 \(series\)](#) Chapter 3-C and Chapter 11
 - [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#), Chapter 3-F.
-

Policies and Procedures

Information you need to know about this procedure:

- **Statement of Intent:** The Report Additional Active Duty Authorized transaction a must be preceded by the submission of Recall – Type Statement of Intent transaction (SOI). The SOI should be submitted at least one JUMPS compute cycle prior to the member’s current Expected Active Duty Termination Date.
- **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.

Note: Do this first for both enlisted members and officers prior to completing the report additional active duty transaction.

- **Total Leave to be Sold: When** a reserve member’s period of active duty (30 days or greater) ends, they have the option of selling leave earned while on active duty. Leave earned on active duty for more than 30 but less than 366 days is not subject to the 60-day career limitation for selling accrued leave.

Continued on next page

Report Additional Active Duty Authorized (P192), Continued

Policies and Procedures (cont'd)

- **Active duty Pay:** The member will experience interrupted active duty pay if the current Expected Active Duty Termination Date is reached prior to the submission of this transaction, unless a SOI (statement of intent) has been previously submitted at least one JUMPS compute cycle prior to the member's current Expected Active Duty Termination Date.
-

Limitations

This procedure cannot be used when the member's current orders are:

1. EAD.
2. ADSW (AC/RC) and the new orders are Title 10.
3. For duty at a location (department ID number) different from that of the new orders.

Submit a Release From Active Duty (RELAD), followed by new reserve orders if any of the above conditions apply.

Follow the procedures in the [RELAD Procedural Guide](#) to complete the RELAD transaction. Here's a summary of what the SPO will need to do to complete the RELAD. Steps 3 & 4 are often overlooked. The Orders link will not be available until you complete them and you cannot save the RELAD without accessing and saving the orders.

1. Start a new separation.
 2. Put Type, Date and SPD/Reason codes in.
 3. **Go to Reserve Status tab. Click plus sign for new row. Date it the day after the RELAD date.**
 4. **Go back to separation tab and click save.**
 5. Click OK a few times to dismiss all the messages.
 6. Click the orders link.
 7. Enter the department ID number for the department ID where the member will be going to on the orders destination section.
 8. Save the orders (click OK again a few times to dismiss all the warning messages)
 9. Go back to the separation, click the route/approval tab.
 10. Route to approver or select "Approved" if you are the approver.
 11. Save.
 12. Complete the new reserve orders.
 13. Restart pay entitlements (Home > Compensate Employees > Use > Pay Entitlements), as applicable for the member's new orders (BAH, COLA, BAS, etc.). It will be necessary to enter stop dates (equal to the RELAD date) in order to insert new entitlement rows effective the date the new orders start.
-

Procedure


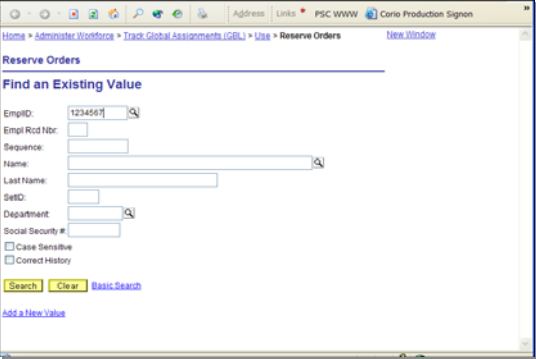
Introduction

Follow these steps to complete a Report Additional Active Duty Authorized (P192) transaction when a reserve member, who is on active duty, is issued new orders for additional active duty. The procedure is broken down into sections for each user role involved in the process.

Role	See Page
Create Orders (can be completed by Unit, SPO or ISC)	4
<ul style="list-style-type: none">• Create and Enter Travel Accounting Data (if needed for travel)	14
ISC Reserve Orders/Issuer Approver	
<ul style="list-style-type: none">• Enter Contingency Data• Approve and Route to SPO	11 19
Create Pay Transactions - SPO Data Entry Technician	20

Create Orders

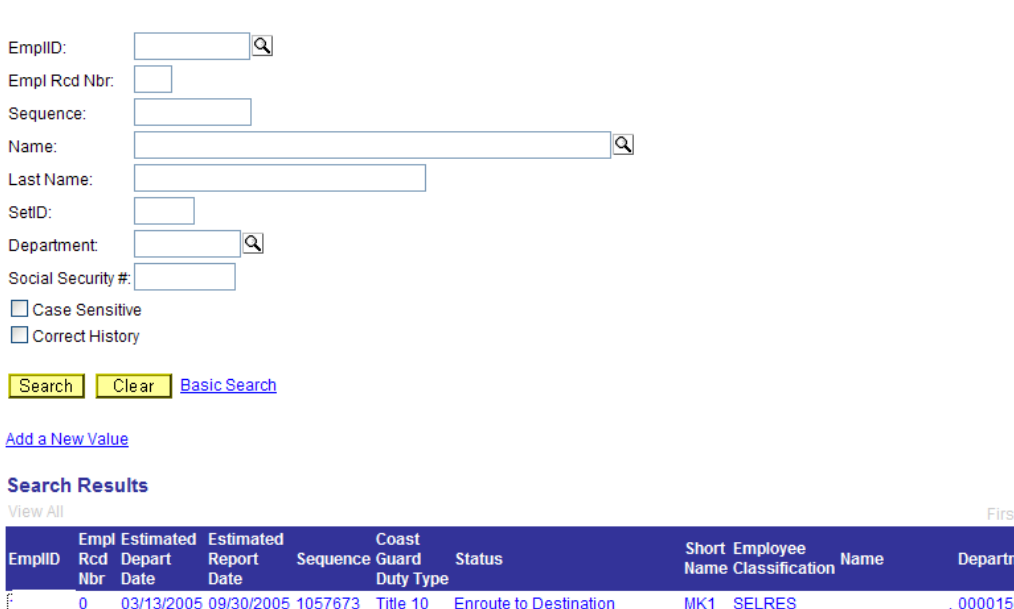
Procedure Follow these steps to create the new orders.

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 and click the Search button.</p>

Continued on next page

Create Orders, Continued

Procedure (continued)

Step	Action																						
3	<p>Review the search results to ensure the:</p> <ul style="list-style-type: none"> • member currently has a orders in an “Enroute to Destination” status. • duty type of the current orders are compatible with this procedure (e. g. Not EAD). • end date (the Estimated Report Date column) for the current orders are exactly one day prior to the begin date of the new orders. • department ID number on the current orders is exactly the same as the department ID that will be used on the new orders.  <p>EmpID: <input type="text"/> <input type="button" value="Q"/></p> <p>Empl Rcd Nbr: <input type="text"/></p> <p>Sequence: <input type="text"/></p> <p>Name: <input type="text"/> <input type="button" value="Q"/></p> <p>Last Name: <input type="text"/></p> <p>SetID: <input type="text"/></p> <p>Department: <input type="text"/> <input type="button" value="Q"/></p> <p>Social Security #: <input type="text"/></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"> <thead> <tr> <th>EmpID</th> <th>Empl Rcd Nbr</th> <th>Estimated Report Date</th> <th>Estimated Report Date</th> <th>Sequence</th> <th>Coast Guard Duty Type</th> <th>Status</th> <th>Short Employee Name</th> <th>Employee Classification</th> <th>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>	EmpID	Empl Rcd Nbr	Estimated Report Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Employee Name	Employee Classification	Name	Department	0	03/13/2005	09/30/2005	1057673	Title 10	Enroute to Destination	MK1	SELRES			.000015
EmpID	Empl Rcd Nbr	Estimated Report Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Employee Name	Employee Classification	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.																						

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Create Orders, Continued

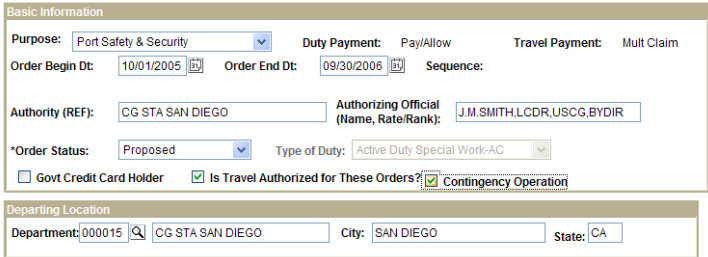

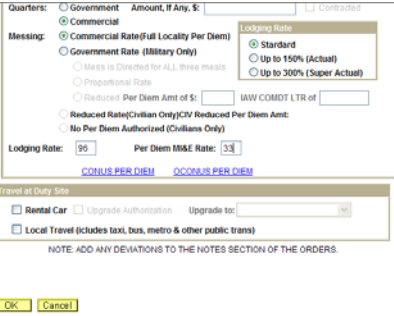

Procedure (continued)

Step	Action
5	<p>The add a new value page will display.</p> <p>Home > Administer Workforce > Track Global Assignme</p> <p>Reserve Orders</p> <hr/> <p>Add a New Value</p> <p>EmplID: <input type="text" value="1234567"/> <input type="button" value="Q"/></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> <p>Enter the member's employee ID number and click the Add button.</p>
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, 2. Payment for Duty, 3. Payment for Travel 4. and the Entitlements (Full) options.
7	<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, 3. Order End Dt field and the 4. Authority (REF) field.

Continued on next page

Create Orders, Continued

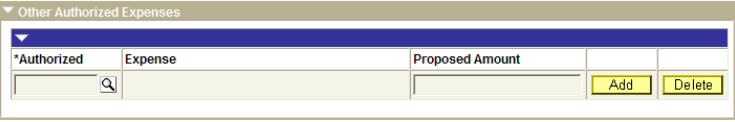
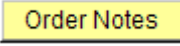

Procedure (continued)

Step	Action
7	<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 (Note: Automatically selected when the Duty Type is Title 10) 
8	<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> 
9	<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>
10	<p>Complete the Primary Mode of Travel and Primary Mode of Transportation sections</p> 

Continued on next page

Create Orders, Continued


Procedure (continued)

Step	Action																				
<p>11</p>	<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="Y"/></p> <p>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 1-9 of 9 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 authorized 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
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S2	SKYCAP																				
<p>12</p>	<p>Scroll to the bottom of the page and click the  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>																				

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Create Orders, Continued

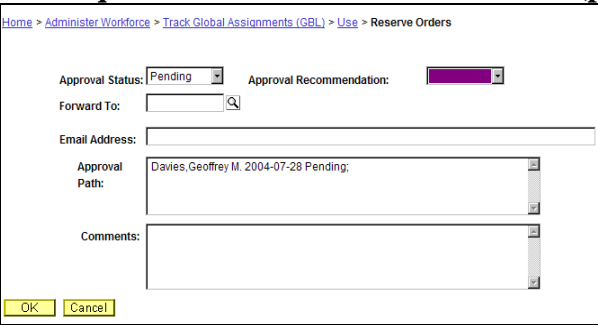



Procedure (continued)

Step	Action										
13	<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="316 667 1042 1048" style="border: 1px solid black; padding: 5px;"> <p>Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders</p> <p>Order Notes</p> <p>EmpID: Jennifer Empl Rcd Sequence: 1473836 Nbr:</p> <p>Order Notes < 1 of 1 ></p> <p>*Order *Sequence Number: Add Delete</p> <p>Note <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Print <input checked="" type="checkbox"/></p> <p>OK Cancel</p> </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 1232 730 1541" style="border: 1px solid black; padding: 5px;"> <p>Contract Clause: <input type="text"/></p> <p>Description: res</p> <p>Lookup Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View All First 1-4 of 4 Last</p> <table border="1"> <thead> <tr> <th>Contract Clause</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>TAD</td> <td>RESERVE ATTEND TRNG</td> </tr> <tr> <td>LE6</td> <td>RESERVED</td> </tr> <tr> <td>D39</td> <td>RESV MATHEWS BATTERY HOUSTON</td> </tr> <tr> <td>RES</td> <td>reserve notes</td> </tr> </tbody> </table> </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 1765 502 1877" style="border: 1px solid black; padding: 5px;"> <p>*Sequence Number:</p> <p><input type="checkbox"/></p> <p>Print <input checked="" type="checkbox"/></p> </div> <p>Use the Add button to insert additional notes.</p>	Contract Clause	Description	TAD	RESERVE ATTEND TRNG	LE6	RESERVED	D39	RESV MATHEWS BATTERY HOUSTON	RES	reserve notes
Contract Clause	Description										
TAD	RESERVE ATTEND TRNG										
LE6	RESERVED										
D39	RESV MATHEWS BATTERY HOUSTON										
RES	reserve notes										

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Create Orders, Continued


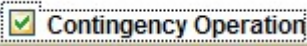
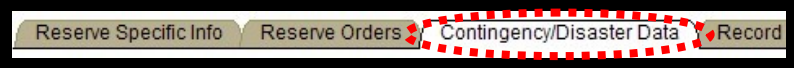
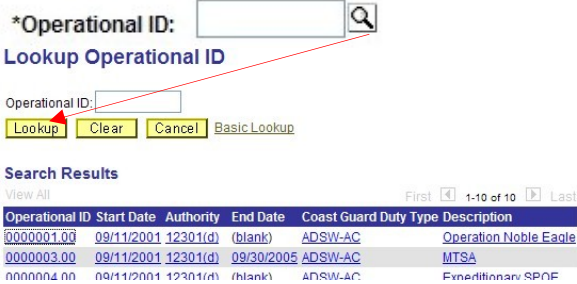


Procedure (continued)

Step	Action														
14	Click the OK button to return to the Reserve Orders tab.														
15	Create and enter accounting data for travel in needed. See page 14.														
16	<p>Scroll down to and Click the Route For Approval button.</p> <p>The request can now be routed to the ISC (pf/fot) for approval.</p>  <table border="1" data-bbox="336 1025 1385 1760"> <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. When the orders are ready to be approved ISC (pf) personnel will select approved from the drop down list.</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 1328 1305 1579" style="border: 1px solid black; padding: 5px;"> <p>Lookup Forward To</p> <p>Approver EmpID: <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>Lookup Clear Cancel</p> </div> </td> </tr> <tr> <td>Email Address</td> <td>Enter an e-mail address for the person to receive notification of pending approval action.</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.</td> </tr> </tbody> </table> <p>Click the OK button.</p>	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.	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 1328 1305 1579" style="border: 1px solid black; padding: 5px;"> <p>Lookup Forward To</p> <p>Approver EmpID: <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>Lookup Clear Cancel</p> </div>	Email Address	Enter an e-mail address for the person to receive notification of pending approval action.	Approval Path	This field will show who the orders have been routed to.	Comments	Enter comments if desired.
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Email Address	Enter an e-mail address for the person to receive notification of pending approval action.														
Approval Path	This field will show who the orders have been routed to.														
Comments	Enter comments if desired.														
17	Click the Save button. The ISC (pf/fot) must review, enter contingency and accounting data and forward to SPO for pay transactions.														

Contingency/Disaster Data

Introduction This section provides the procedure for entering Contingency/Disaster Data.



Contingency / Disaster Data Follow these steps to enter contingency/disaster data for mobilization orders (Title 10) or voluntary mobilization orders (ADSW-AC) and Title 14 orders. Contingency/Disaster Data must be entered before the orders are approved. Changes cannot be made once an order is approved.

Step	Action																								
1	<p>For voluntary mobilization ADSW-AC orders, click the Contingency Operation checkbox on the Reserve Order tab in the Basic Information section of the page (this field will automatically be marked for all Title 10 and Title 14 orders).</p>  <p><i>Notice how a new tab appears when you mark the  checkbox. Contingency/Disaster Data Tab Now Appears on Tab Listing</i></p> 																								
2	<p>Access the Contingency/Disaster Data tab (by clicking the tab label or using the Contingency/Disaster Data link at the bottom of the page).</p>																								
3	<p>Enter the Operational ID number (you can use the lookup icon to search for the ID)</p>  <p>*Operational ID: <input type="text"/> </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="button" value="1"/> 1-10 of 10 <input type="button" value="10"/> Last</p> <table border="1"> <thead> <tr> <th>Operational ID</th> <th>Start Date</th> <th>Authority</th> <th>End Date</th> <th>Coast Guard Duty Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0000001.00</td> <td>09/11/2001</td> <td>12301(d)</td> <td>(blank)</td> <td>ADSW-AC</td> <td>Operation Noble Eagle</td> </tr> <tr> <td>0000003.00</td> <td>09/11/2001</td> <td>12301(d)</td> <td>09/30/2005</td> <td>ADSW-AC</td> <td>MTSA</td> </tr> <tr> <td>0000004.00</td> <td>09/11/2001</td> <td>12301(d)</td> <td>(blank)</td> <td>ADSW-AC</td> <td>Expeditionary SPOE</td> </tr> </tbody> </table> <p>Note: For each operation there are normally two IDs, one for ADSW-AC orders and one for Title 10 or Title 14 orders. Be sure to select the ID for the type of orders you are issuing. If you select an ID for a Defense Contingency Operation (Title 10 or ADSW-AC) additional fields will appear on the contingency data tab to record the member's Chapter 1607 eligibility (see next page).</p>	Operational ID	Start Date	Authority	End Date	Coast Guard Duty Type	Description	0000001.00	09/11/2001	12301(d)	(blank)	ADSW-AC	Operation Noble Eagle	0000003.00	09/11/2001	12301(d)	09/30/2005	ADSW-AC	MTSA	0000004.00	09/11/2001	12301(d)	(blank)	ADSW-AC	Expeditionary SPOE
Operational ID	Start Date	Authority	End Date	Coast Guard Duty Type	Description																				
0000001.00	09/11/2001	12301(d)	(blank)	ADSW-AC	Operation Noble Eagle																				
0000003.00	09/11/2001	12301(d)	09/30/2005	ADSW-AC	MTSA																				
0000004.00	09/11/2001	12301(d)	(blank)	ADSW-AC	Expeditionary SPOE																				
4	<p>Enter the reference for the recall in the Reference/Authority field.</p> <p>Reference/Authority: <input type="text"/></p>																								
5	<p>Enter the date the member was notified of this recall. Cannot be after the start date.</p> <p>Notification Date: <input type="text"/> </p> <p>Note: For Title-10/ADSW-AC contingency orders, this field establishes the member's eligibility date for the "E-ID" program, which provides TRICARE medical and dental benefits up to 90 days before an eligible member reports for duty.</p>																								

Continued on next page

Contingency/Disaster Data, Continued

Procedure (continued)

Step	Action
	<p data-bbox="347 477 1362 546"><i>Contingency/Disaster Data tab for a Title-10/ADSW-AC recall order, showing Operational ID, Reference/Authority and Notification Date fields completed.</i></p> <div data-bbox="448 551 1257 882" style="border: 1px solid black; padding: 5px;"> <p>*Operational ID: <input type="text" value="0000001.00"/> Operation Noble Eagle</p> <p>Authority: 10 U.S.C. 12301(a)</p> <p>Department: <input type="text" value="000512"/> CG LANTAREA</p> <p>Start Date: <input type="text" value="10/01/2007"/> End Date: <input type="text" value="09/30/2008"/></p> <p>Reference/Authority: <input type="text" value="COMLANT AREA MSG P161200ZAUG07"/></p> <p>CH 1607 Eligibility Status: <input type="text"/> CH 1607 Eligibility Date: <input type="text"/></p> <p>Notification Date: <input type="text" value="08/16/2007"/> </p> </div> <p data-bbox="284 891 1406 1106">Note: The <i>CH 1607 Eligibility Status</i> and <i>CH 1607 Eligibility Date</i> fields will auto-populate, after the orders are approved and saved, based on the member's reserve affiliation (SELRES, IRR, etc.) and the estimated reporting date (the Eligibility Date field is set to the date 89 days after the reporting date). These fields establish the member's eligibility for the Reserve Educational Assistance Program (REAP, Chapter 1607 of Title 10 U.S.C.).</p> <p data-bbox="312 1149 1394 1218"><i>Contingency/Disaster Data tab for a Title-14 recall order, showing Operational ID, Reference/Authority and Notification Date fields completed.</i></p> <div data-bbox="491 1223 1220 1525" style="border: 1px solid black; padding: 5px;"> <p>*Operational ID: <input type="text" value="0000007.00"/> Hurricane Katrina</p> <p>Authority: 14 U.S.C. 712</p> <p>Department: <input type="text" value="000652"/> CG ISC ST LOUIS</p> <p>Start Date: <input type="text" value="08/16/2007"/> End Date: <input type="text" value="09/30/2007"/></p> <p>Reference/Authority: <input type="text" value="CCGDEIGHT MSR P071200ZAUG07"/></p> <p>Notification Date: <input type="text" value="08/08/2007"/></p> </div> <p data-bbox="284 1534 1406 1709">The <i>Department</i>, <i>Start Date</i> and <i>End Date</i> fields auto-populate based on the information entered on the Reserve Orders tab. The <i>Start Date</i> and <i>End Date</i> fields will automatically update if different dates are entered on the Record Arrive/Depart Information tab or, for long-term orders, a separation transaction is entered and approved with an effective date different from the End Date.</p> <p data-bbox="496 1715 986 1742">Start Date: <input type="text" value="10/01/2007"/> End Date: <input type="text" value="07/30/2008"/></p> <p data-bbox="419 1771 1267 1798">Reference/Authority: <input type="text" value="CGLANTAREA MSR P011201AUG07"/></p> <p data-bbox="443 1809 1299 1865">CH 1607 Eligibility Status: Eligible - SELRES CH 1607 Eligibility Date: 12/29/2007</p>

Continued on next page

Contingency/Disaster Data, Continued

Procedure (continued)

Step	Action
6	Return to the Reserve Orders tab and complete the remaining sections of the member's orders. Note: Information from the Contingency/Data tab does not appear on the printed orders. Be sure to enter the operation information in the Order Notes (Remarks) per Chapter 11 of the Personnel and Pay Procedures Manual.


Accounting Data

Accounting Data

Travel accounting data and a document ID number will have to be entered in the system for all long-term orders for member’s performing AD outside the local commuting area of their home. The **TONO Accounting Data** button is used to assign travel order numbers and accounting strings for funding purposes. Units may elect to route proposed Reserve orders to the person designated to assign and enter this information prior to approval.

Procedure



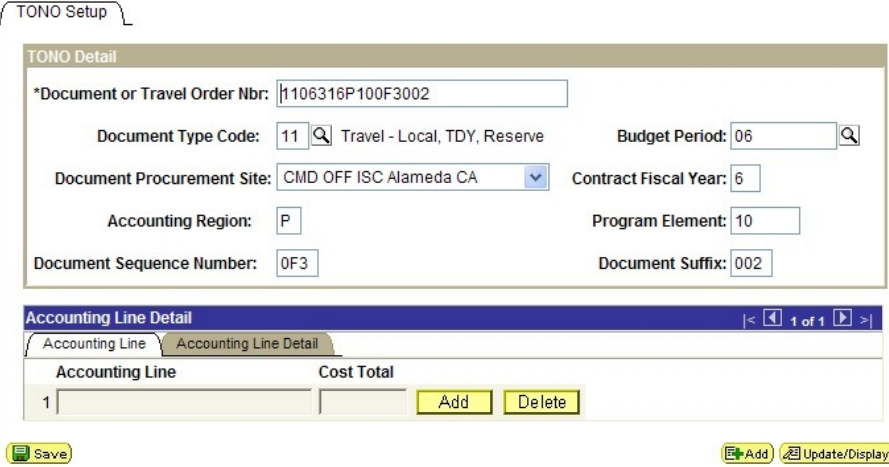
Follow these steps to view, update or enter accounting data.

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. They 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, only travel accounting needs to be entered).</p> <p><u>Enter</u> a Reimbursable Agreement Number if applicable. This number is issued by the Finance Center when orders are funded by other government agencies.</p>

Continued on next page

Accounting Data, Continued

Procedure (continued)

Step	Action						
2	Click the Add button to insert a new blank row.						
3	<p>Click the Details button. The following setup screen appears.</p>  <p>TONO / Acct Line Setup</p> <p>Find an Existing Value</p> <p>Search By: <input type="text" value="Document or Travel Order Nbr"/> ▼</p> <p>Document or Travel Order Nbr: <input type="text"/></p> <p>Search Advanced Search</p> <p>Add a New Value</p>						
4	Click the Add a New Value link.						
5	<p>The following screen appears.</p>  <p>TONO / Acct Line Setup</p> <p>Add a New Value</p> <p>Document or Travel Order Nbr: <input type="text"/></p> <p>Add</p> <p>Find an Existing Value</p>						
6	Enter the Document ID Number (TONO) and click the Add 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>Home > Administer Workforce > Maintain Travel Orders > Setup > TONO / Acct Line Setup New Window</p>  <p>TONO Setup</p> <p>TONO Detail</p> <p>*Document or Travel Order Nbr: <input type="text" value="1106316P100F3002"/></p> <p>Document Type Code: <input type="text" value="11"/> Travel - Local, TDY, Reserve Budget Period: <input type="text" value="06"/></p> <p>Document Procurement Site: <input type="text" value="CMD OFF ISC Alameda CA"/> Contract Fiscal Year: <input type="text" value="6"/></p> <p>Accounting Region: <input type="text" value="P"/> Program Element: <input type="text" value="10"/></p> <p>Document Sequence Number: <input type="text" value="0F3"/> Document Suffix: <input type="text" value="002"/></p> <p>Accounting Line Detail < 1 of 1 ></p> <table border="1"> <thead> <tr> <th>Accounting Line</th> <th>Cost Total</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Add Delete</td> </tr> </tbody> </table> <p>Save Add Update/Display</p>	Accounting Line	Cost Total		1		Add Delete
Accounting Line	Cost Total						
1		Add Delete					

Continued on next page

Accounting Data, Continued

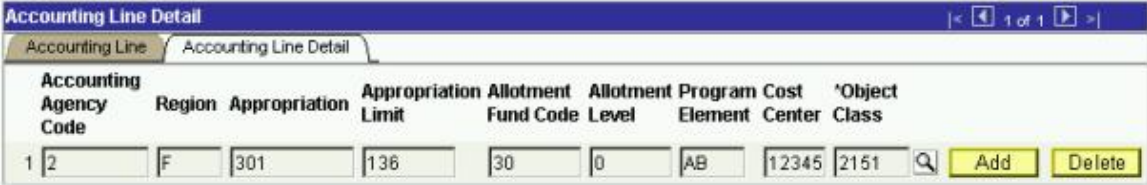


Procedure (continued)

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 2008, will be "08".
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 2008, will be "8".
Program Element	<p>A two-digit alphanumeric field representing the ATU of the unit. In some cases 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

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.uscq.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

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 them to the TDY 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>

ISC Approval and Routing

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

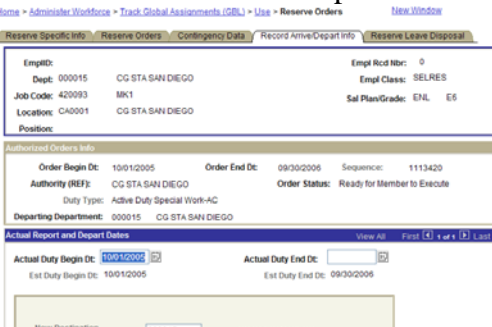

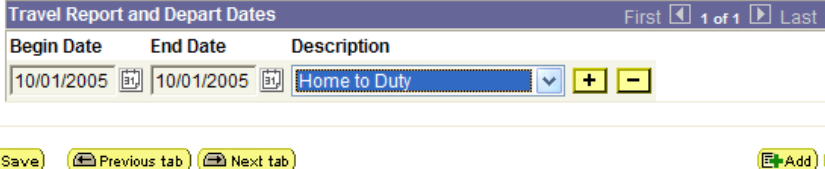
Procedure Follow these steps to approve and route the orders request.

Step	Action
1	Click the Route for Approval button.
2	Completing 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.
Approval Recommendation	The Approval Recommendation field is used for Supervisors/Command Users to note their recommendation before forwarding to the ISC (pf).
Forward To	<div style="display: flex;"> <div style="flex: 1;"> <p>Enter the Employee ID of the SPO person 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> </div> <div style="flex: 1; border: 1px solid black; padding: 5px;"> <p>Lookup Forward To</p> <p>Approver EmpID: <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> </div> </div>
Email Address	Enter an e-mail address for the person to receive notification of pending approval action.
Approval Path	This field will show ID's of the persons the orders have been routed to.
Comments	Enter comments if desired.
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.

SPO Procedures

Introduction This section provides the procedure for the user at the Servicing Personnel Office to access and endorse a reserve order for back-to-back active duty and create a JUMPS, P192, Report Additional Active Duty Authorized transaction.

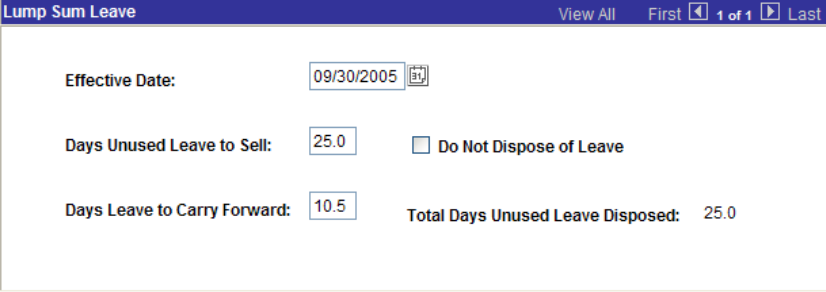
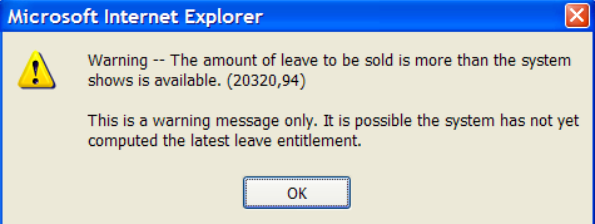
Procedure Follow these steps to access and endorse the reserve order.

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.</p>  <p>The screenshot shows the 'Reserve Orders' page with the following details: Employee Info: EmpID: 000015, Dept: CG STA SAN DIEGO, Job Code: 420993, Location: CA0001, Position: CG STA SAN DIEGO, Emp Rcd Nbr: 0, Emp Class: SELRES, Sal Plan/Grade: EAL E6. Authorized Orders Info: Order Begin Dt: 10/01/2005, Order End Dt: 09/30/2005, Sequence: 1113420, Authority (REF): CG STA SAN DIEGO, Order Status: Ready for Member to Execute, Duty Type: Active Duty Special Work-AC, Departing Department: 000015 CG STA SAN DIEGO. Actual Report and Depart Dates: Actual Duty Begin Dt: 10/01/2005, Actual Duty End Dt: 09/30/2005, Est Duty Begin Dt: 10/01/2005, Est Duty End Dt: 09/30/2005.</p>						
3	<p>Enter the Actual Duty Begin Date (must be the same as the Est. Duty Begin Dt and must be the day after the end date of the last set of orders).</p>						
4	<p>Enter the Actual Duty End dt.</p>  <p>The screenshot shows the 'Actual Report and Depart Dates' section with input fields for 'Actual Duty Begin Dt' (10/01/2005) and 'Actual Duty End Dt' (09/30/2005).</p>						
5	<p>Scroll down to the Travel Report and Depart Dates section and enter a “Home to Duty” row (required even though these are back-to-back orders). Use the same date as you used in Step 3 above for the Actual Duty Begin Date for both begin and end date of the Home to Duty row.</p>  <p>The screenshot shows the 'Travel Report and Depart Dates' section with a table containing one row: <table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>10/01/2005</td> <td>10/01/2005</td> <td>Home to Duty</td> </tr> </tbody> </table> </p> <p>Note: The Home to Duty row should be created automatically after you enter the duty dates in steps 3 and 4 above.</p>	Begin Date	End Date	Description	10/01/2005	10/01/2005	Home to Duty
Begin Date	End Date	Description					
10/01/2005	10/01/2005	Home to Duty					

Continued on next page

SPO Procedures, Continued

Procedure (continued)

Step	Action
6	Click the Record/Leave Disposal tab or use the link at the bottom of the page.
7	<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 Day 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: Reservists on active duty for more than 30 and less than 366 days are not subject to 60-day career maximum limit on the sale of 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>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>
8	<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 warning, not an error. Click OK to dismiss it.</p> 

Continued on next page

SPO Procedures, Continued

Procedure (continued)

Step	Action												
<p>9</p>	<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 (GRL) > List > 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>												
<p>10</p>	<p>The JUMPS Action Generator Archive Inquiry, which is accessible by users with the CGHRSUP role (SPO Supervisors), will show that a P192 transaction has been generated.</p> <p>Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > JAG Au</p> <p>JAG Audit Table Inquiry</p> <p>EmpID: <input type="text"/></p> <p>Audit Tbl: <input type="text" value="Rsv Ord-Full Entl-Back/fo/Back"/> <input type="button" value="REFRESH"/></p> <p>Common Fields Detail Fields Garbage Fields</p> <table border="1"> <thead> <tr> <th>Action Rsn</th> <th>Description</th> <th>Code</th> <th>A/C/D</th> <th>Eff Date</th> <th>Tr</th> </tr> </thead> <tbody> <tr> <td>1 DTA</td> <td>112 P192 Additnl AD Carry Leave</td> <td>P192</td> <td>A</td> <td></td> <td>10.</td> </tr> </tbody> </table> <p>Note: The Archive Inquiry will not display the transaction entry until the following day.</p>	Action Rsn	Description	Code	A/C/D	Eff Date	Tr	1 DTA	112 P192 Additnl AD Carry Leave	P192	A		10.
Action Rsn	Description	Code	A/C/D	Eff Date	Tr								
1 DTA	112 P192 Additnl AD Carry Leave	P192	A		10.								