

E-Mail ALSPO D/08

Subj: DIRECT ACCESS RESERVE MOBILIZATION ORDERS CHANGES

- Ref: (a) [COMDT COGARD WASHINGTON DC R281950Z APR 06, COMDTNOTE 6010/ALCOAST 251/06](#)
(b) [COMDT COGARD WASHINGTON DC R251809Z JAN 06, COMDTNOTE 1500/ALCOAST 045/06](#)
(c) [COMDT COGARD WASHINGTON DC R081349Z MAY 08, COMDTNOTE 1001/ALCOAST 225/08](#)
(d) [Direct Access Users Guide -- Reserve Orders](#)

Introduction This E-Mail ALSPO message promulgates new procedures for preparing and cancelling reserve mobilization orders.

New data fields have been added for recording a member's eligibility for the Early Identification Program and the Reserve Educational Assistance Program. Other changes, not specific to these benefit programs, are discussed in this message as well.

Effective Date The Direct Access procedural changes are effective 22 May 2008. The effective dates for the Early Identification Program and the Reserve Educational Assistance Program were announced in references (a) and (b). Reference (c) announced additional changes included in the FY 2008 National Defense Authorization Act (NDAA).

Early Identification Program (E-ID) This is a benefit where the member is issued delayed-effective-date active duty orders for more than 30 days in support of a contingency operation and therefore eligible for "early" TRICARE medical and dental benefits beginning on the later of either:

- (a) the date their orders were issued or
- (b) 90 days before they report to active duty.

A delayed-effective-date active duty order for the Coast Guard is any official notification of an upcoming deployment for named contingency operations.

For more E-ID information, see reference (a).

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**Reserve
Educational
Assistance
Program
(REAP)**

REAP (Chapter 1607 of Title 10 U.S.C.) was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after September 11, 2001 either eligible for education benefits or eligible for increased benefits.

For more REAP/Chap. 1607 information, see references (b) and (c).

**Recording
Eligibility for
E-ID**

The eligibility date for E-ID is recorded on the *Contingency/Disaster Data* tab in the Reserve Orders component in Direct Access. The user will enter the date the member was first notified of the recall, regardless of how this is communicated.

Notification Date: 

**Recording
Eligibility for
REAP**

The member's eligibility and eligibility date are automatically recorded on the *Contingency/Disaster Data* tab in the Reserve Orders component in Direct Access. Members who are mobilized from the Ready Reserve are eligible for this benefit. The system automatically determines an initial eligibility based on affiliation (SELRES or IRR) of the member in DA using the Orders Actual Report Date, and the date the Orders are Endorsed. The eligibility date is computed by adding 89 days to the start date of the orders.

Start Date: End Date:

Reference/Authority:

CH 1607
Eligibility Status: Eligible - SELRES

CH 1607
Eligibility Date: 12/29/2007

See enclosure (1) for detailed procedures.

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Cancelling Mobilization Orders

The **Status Reason** and **Status Date** fields appear below the Order Status field when a Reserve Order, tied to a contingency operation is cancelled. The user must select the reason for the cancellation and enter the date the orders were cancelled.

*Order Status:	<input type="text" value="Cancel"/>	Type of Duty:	<input type="text" value="Invol Active Duty, Title 10"/>
Status Reason:	<input type="text" value="Activation Not Needed"/>	Status Date:	<input type="text" value="08/16/2007"/>

See enclosure (2) for detailed procedures.

Additional Reserve Orders Application Changes

The following major changes were also made in this software release:

- SPO users no longer have to enter *Home to Duty* or *Duty to Home* rows when completing endorsements on Reserve Orders. The system will automatically create the rows when necessary.
 - Changed setting of Order Status on Short-term orders to always be 'Finished' when Approved and Actual dates entered.
 - Changed Reserve Order Search List results to make 'Description' field represent the Destination Department. Previously this represented the member's current Department.
 - The Contingency/Disaster Page will automatically display when Duty type is Title 10 or Title 14.
 - Added new Navigation to Reserve Orders Component without going to Activity Guide Page.
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Directives Affected

The contents of this E-Mail ALSPO message have been incorporated into reference (d).

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

 (866) 772-8724/(785) 339-2200
 <http://www.uscg.mil/hq/cg1/psc/ccb/> or by e-mail
to PSC-CustomerCare@uscg.mil

Released by Internet release authorized.

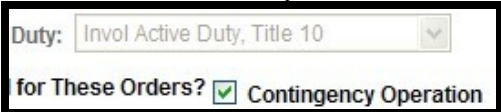
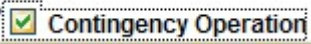

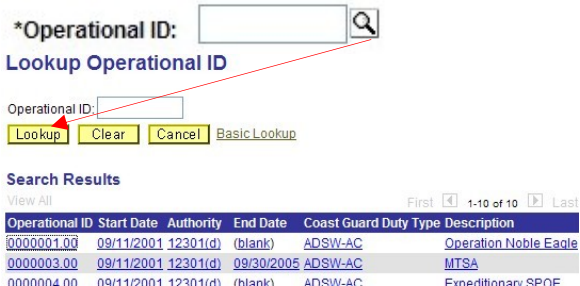

/s/
V. M. WEBER

Encl: (1) Entering Contingency/Disaster Data
(2) Cancelling Reserve Orders

Entering 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"/> <input type="button" value="Basic Lookup"/></p> <p>Search Results</p> <p>View All First 1-10 of 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 SPOF</td> </tr> </tbody> </table> <p>Note: For each operation there will be multiple IDs, including one for ADSW-AC orders and one for Title 10 or Title 14 orders. You must choose an option that matches the duty type of the 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 SPOF
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 SPOF																				
4	<p>Enter the reference for the recall in the Reference/Authority field.</p> <p>Reference/Authority: <input type="text"/></p>																								

Continued on next page

Entering Contingency/Disaster Data, Continued


Contingency / Disaster Data (continued)

Step	Action
5	<p>Enter the date the member was notified of this recall. Cannot be after the start date.</p> <p style="text-align: right;">Notification Date: <input type="text" value=""/> </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>
	<p style="text-align: center;"><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: 10px; margin: 10px auto; width: 80%;"> <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: CH 1607 Eligibility Date:</p> <p style="text-align: center;">Notification Date: <input type="text" value="08/16/2007"/> </p> </div> <p>Note: The <i>CH 1607 Eligibility Status</i> and <i>CH 1607 Eligibility Date</i> fields will auto-populate, after the orders are approved, Endorsed, 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) 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>

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Entering Contingency/Disaster Data, Continued

Contingency / Disaster Data (continued)

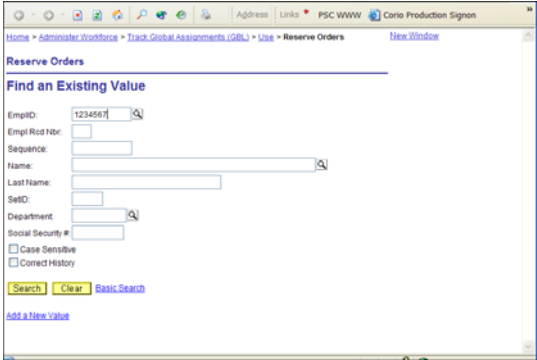
Step	Action
	<p data-bbox="479 493 1209 598" style="text-align: center;"><i>Contingency/Disaster Data tab for a Title-14 recall order, showing Operational ID, Reference/Authority and Notification Date fields completed.</i></p> <div data-bbox="289 604 1421 1081" style="border: 1px solid black; padding: 10px;"> <p data-bbox="373 651 917 682">*Operational ID: <input type="text" value="0000007.00"/> Hurricane Katrina</p> <p data-bbox="406 714 706 745">Authority: 14 U.S.C. 712</p> <p data-bbox="406 777 917 808">Department: <input type="text" value="000652"/> CG ISC ST LOUIS</p> <p data-bbox="414 840 990 871">Start Date: <input type="text" value="08/16/2007"/> End Date: <input type="text" value="09/30/2007"/></p> <p data-bbox="332 903 1323 934">Reference/Authority: <input type="text" value="CCGDEIGHT MSR P071200ZAUG07"/></p> <p data-bbox="625 1029 933 1060" style="text-align: center;">Notification Date: <input type="text" value="08/08/2007"/></p> </div> <p data-bbox="284 1123 1396 1312">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 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> <div data-bbox="341 1344 1323 1522" style="margin-top: 20px;"> <p data-bbox="430 1344 998 1375">Start Date: <input type="text" value="10/01/2007"/> End Date: <input type="text" value="07/30/2008"/></p> <p data-bbox="341 1407 1323 1438">Reference/Authority: <input type="text" value="CGLANTAREA MSR P011201AUG07"/></p> <p data-bbox="373 1459 747 1522">CH 1607 Eligibility Status: Eligible - SELRES</p> <p data-bbox="1063 1459 1356 1522">CH 1607 Eligibility Date: 12/29/2007</p> </div>
6	<p data-bbox="284 1564 1396 1638">Return to the Reserve Orders tab and complete the remaining sections of the member's orders.</p> <p data-bbox="284 1669 1356 1785">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>

Cancelling Reserve 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.

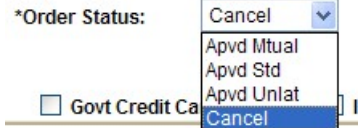
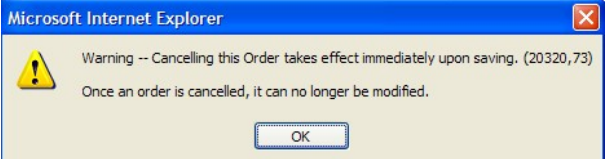

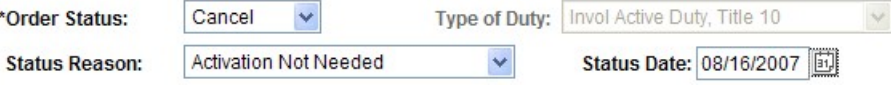
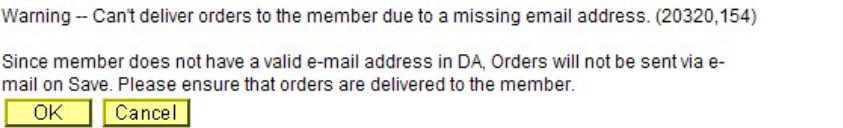
Procedure Follow these steps to cancel a reserve order.

Step	Action
1	<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>

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Cancelling Reserve 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	Change the Order Status field to Cancel . 
6	Click 'Save' to finalize the cancellation. The following <i>warning</i> message will appear:  <p>Click OK to continue.</p> <p>The following error message will appear if this order is 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 entitlement, and if applicable, update the member's Chapter 1607 eligibility.</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.) submitted in connection with this reserve order.