E-Mail ALSPO D/05

Subj: EXTENDED ACTIVE DUTY

Ref: (a) Coast Guard Personnel Manual, COMDTINST M1000.6(series), Chap 1.b
(b) COMCOGARD PERSCOM 271446Z APR 05/ALCGOFF 046/05
(c) Recall of Enlisted Reservists to Extended Active Duty, COMDTINST 1141.3(series)
(d) E-Mail ALSPO W/04; Direct-Access Release 11 – In Production
(e) OCS Graduation Processing – Quick Reference Guide
(f) Personnel and Pay Procedures Manual, PSCINST M1000.2(series), Chap 5.C

Introduction

This E-Mail ALSPO message promulgates new procedures for issuing and processing Reserve orders for Extended Active Duty (EAD) in Direct-Access (DA).

EAD -- Application / Authorization

References (a) and (b) provide EAD policy guidance for Reserve officers. Reference (c) provides the policy for Reserve enlisted personnel.

Summary of EAD Procedure Changes

There have been several enhancements to the EAD orders process in Direct-Access. Most notably:

- 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. The new procedure combines the PCS and EAD orders into a single EAD authorization.

- It is no longer necessary for the SPO to route EAD orders to PSC Topeka (MAS) or the servicing ISC (pf) for approval (as prescribed in reference (d)) before completing the endorsements. SPO supervisors (CGHRSUP Role Users) now have the ability to set the orders' status to Approved.

Continued on next page

E-Mail ALSPO D/05

Subj: EXTENDED ACTIVE DUTY

The EAD Orders Process

This table shows the process used to authorize and issue EAD orders. This process is broken down into stages identifying what needs to be completed and who is responsible. This process is not used for orders issued to Reserve Officers graduating from OCS. See reference (e) for the OCS graduation process and Academy SPO procedures.

Stage	What Happens	Who Does it
1	Submits application (Note: The application process is covered in references (a), (b) and (c). EAD applications are not submitted via DA)	Member, via chain of command
2	Submits request to PSC (SES) for a Statement of Creditable Service (SOCS) (IAW Ref (f)).	Member's SPO
3	Determines if service need exists and requests epm/opm to authorize contract.	CGPC Assignment Officer • (epm) for Enlisted Pers. • (opm) for Officers
4	1. Enters EAD authorization in DA. 2. Sends message to unit where mbr will be assigned, with COMDT (CG-101), PSC (MAS), CGPC (RPM-2) and the servicing ISC (pf) and the SPOs for both the departing and reporting units as information addressees.	CGPC (epm/opm) AO
5	1. Contacts member and provides information on PCS travel entitlements, advances, HHGs shipments, MGIB participation, etc. 2. Assures medical readiness, schedules physical/dental examinations if necessary. 3. Ensures enlisted members have sufficient obligated service to cover EAD period. Provides member with a Career Intentions Worksheet (CIW) if reenlistment/extension or reextension is needed.	Unit member is departing from or, if unit has limited administrative capability, the SPO.
6	Completes and forwards PCS Departing Worksheet and CIW (if applicable) to SPO.	Member, via departing unit.

Continued on next page

E-Mail ALSPO D/05

Subj: EXTENDED ACTIVE DUTY

The EAD Orders Process (continued)

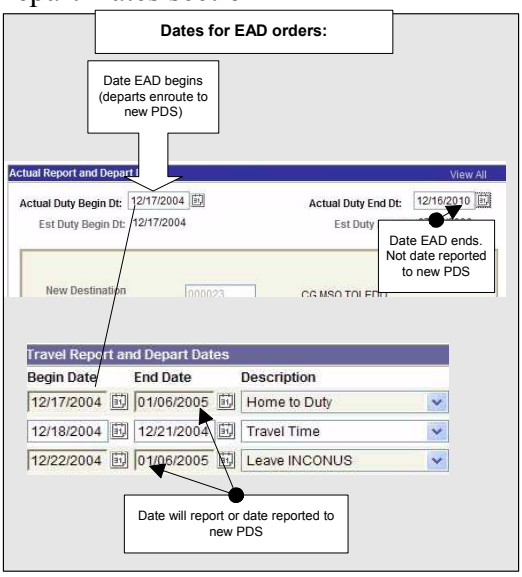
Stage	What Happens	Who Does It
7	**If member is currently on Active Duty**: 1. Short-term of 139 days or less • Sets current Reserve Duty Order **Actual Duty End Date** to the day prior to the EAD begin date. 2. Long-term of 140 days or more. • Submits a Retention Type Statement of Intent (SOI) • Inputs a RELAD transaction effective the day prior to the EAD begin date.	SPO for the departing unit.
8	Utilizing information from the PCS Departing Worksheet, completes the Reserve orders tab of the member's orders in DA and routes to SPO supervisor for approval. Inputs reenlistment/extension/reextension if needed.	SPO for the departing unit.
9	Approves RELAD transaction (if one was required), reviews, EAD begin & end dates travel entitlement information on the Reserve orders in DA and changes status to "Approved". If additional obligated service is necessary, reviews and approves reenlistment, extension or reextension.	Supervisor at the SPO for the departing unit.
10	Prints and forwards approved orders to member, copies to new unit and new SPO.	SPO for the departing unit
11	1. Completes Record Arrive/Depart Info. tab of the member's orders in DA. **Record Arrive/ Depart Info Tab** — **Use** Actual Duty Begin Date — EAD start date Actual Duty End Date — Date EAD ends	SPO for the new PDS

Continued on next page

E-Mail ALSPO D/05

Subj: EXTENDED ACTIVE DUTY

The EAD Orders Process (continued)

Stage	What Happens	Who Does It
11	(Continued from previous page) 2. Enters travel time, proceed time, leave etc., in the Travel Report and Depart Dates section  3. Record delay enroute BAH entitlement in DA (Employee Entitlements) • Members are entitled to BAH (at the rate for their current unit locale) from the date departure on EAD through the day prior to reporting to their new duty station. 4. Records entitlements in DA (BAH, BAS, CSP, SDAP, etc.) as appropriate for the new PDS, effective the date the member reports. • BAH and CONUS COLA entitlements for EAD members are based on the member's new PDS location; if the member is being ordered to EAD from Title 10 orders, it is essential that BAH and CONUS COLA entitlements be changed from the member's residence locale to the duty station locale.	SPO for the new PDS

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E-Mail ALSPO D/05

Subj: EXTENDED ACTIVE DUTY

The EAD Orders Process (continued)

Stage	What Happens	Who Does it
12	Completes MGIB election (if applicable) and forwards form DD-2366 to CGPC	Member (not later than 14 days after EAD begin date).
13	Completes travel claim and forwards to PSC (tvl).	Member, via unit.

DA Procedures Detailed procedures for CGPC Assignment Officers and SPOs can be found in enclosures (1) and (2) to this E-Mail ALSPO.

The enclosures are extracts from the DA Online Manual, which can be accessed at:

http://www.uscg.mil/hq/psc/ps (Internet)
http://cgweb.psc.uscg.mil/ps (Intranet/CGWEB)

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

☎ (866) 772-8724/(785) 339-2200
http://www.uscg.mil/hq/psc/customerservice.htm.
psccustomercare@hrsic.uscg.mil

Released by Internet release authorized.

/s/
M. P. SULLIVAN
Executive Director

Encl: (1) EAD – Assignment Officer Procedure
(2) EAD – SPO Procedure

EAD Orders – Assignment Officer Procedure

Introduction

This section provides special procedures for Assignment Officers to follow when issuing Extended Active Duty (EAD) authorizations/orders.

Discussion

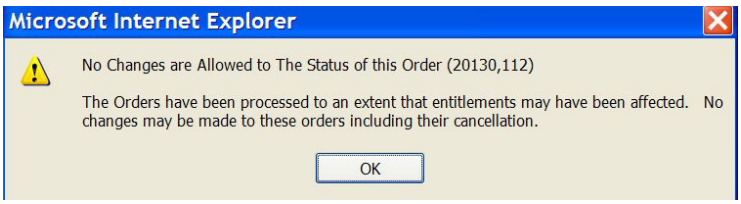
EAD orders in Direct-Access serve two important functions, they:

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 follow the normal *Make Assignment* (Succession Planning) process in Direct-Access.

- The EAD orders process is essentially the same as the active duty PCS process. There is one small **but important** difference – You must change the Action/Reason code on the orders page to "**RSV**".

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

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EAD Orders – Assignment Officer Procedure, Continued

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 member's 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. • It will normally default to "**DPT**" as shown below: Action: Transfer DPT 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: Transfer RSV RSV Duty
5	Enter the date the EAD commences in the **Est. Depart Date** field. Est Depart Dt: 06/01/2005
6	Change the **Est. Report Date** to the date the EAD contract ends. *It will default to 30 days after the depart date*. Est Report Dt: 05/31/2007
7	Set the ***Status** field to "*Apvd Std*" to approve the orders.

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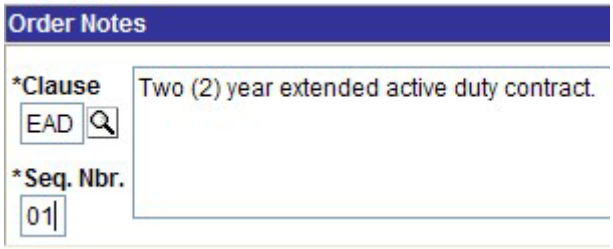
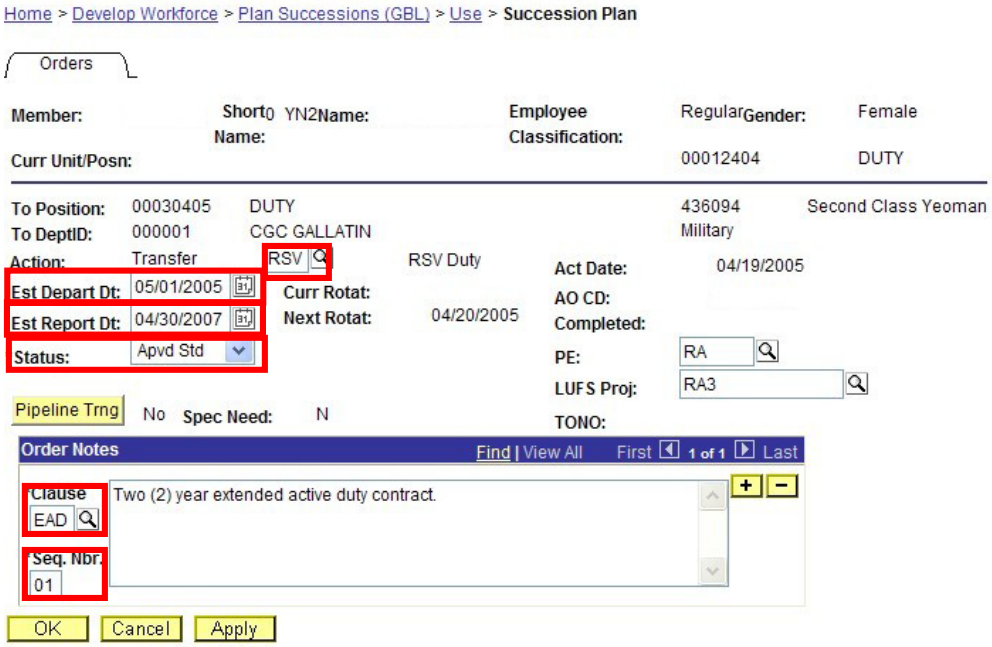
EAD Orders – Assignment Officer Procedure, Continued

Procedure (continued)

Step	Action
8	Add any required 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



EAD – SPO Procedure

Introduction

This section provides the user at the SPO with the procedure for completing Extended Active Duty Orders. This procedure does not apply to EAD orders issued in connection with graduation from OCS. A separate OCS graduation procedure has been provided to the Academy SPO.

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 Extended 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 Ml000.2 (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 of 139 days or less
   - Sets current Reserve Duty Order **Actual Duty End Date** to the day prior to the EAD begin date.
2. Long-term of 140 days or more.
   - Inputs a Retention Type Statement of Intent (SOI).
   - Inputs/approves a RELAD transaction effective the day prior to the EAD begin date.

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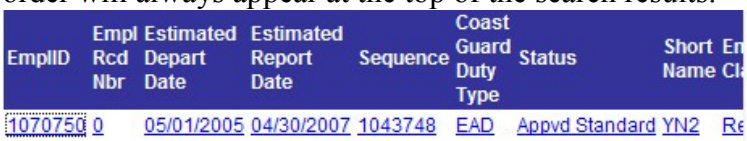
EAD – SPO Procedure, Continued

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	Locate the member's orders on the unit's Airport Terminal, or, by using the following menu items: Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders Enter the member's employee ID number on the Find an Existing Value page and click the search button. Select the orders from the search results. Note that the *Duty Type* will be EAD and the status will be "*Appvd Standard*" indicating this is a new of set orders. The newest order will always appear at the top of the search results.  EmplID: 1070750 · Empl Rcd Nbr: 0 · Estimated Depart Date: 05/01/2005 · Estimated Report Date: 04/30/2007 · Sequence: 1043748 · Coast Guard Duty Type: EAD · Status: Appvd Standard · Short Name: YN2 · Re The Reserve Orders are sorted by *Estimated Depart Date* from latest to oldest, with the latest being first
2	The Reserve Orders Page will display. There are no editable fields on the first tab -- *Reserve Specific Info*. Home > Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders Reserve Specific Info · Reserve Orders · Record Arrive/Depart Info · Reserve Leave Disposal EmplID: · Empl Rcd Nbr: 0 Dept: 000450 CG PSC · Empl Class: Regular Job Code: 436094 YN2 · Sal Plan/Grade: ENL E5 Location: KS0001 CG PSC Position: Reserve Specific Info Type Of Duty: Extended Active Duty · SetID: AUSCG Payment for Duty: Pay and Allowances · Entitlements: Full / Partial Payment for Travel: Single Travel Claim Days of ADT-AT requirement satisfied by these orders: Dept. benefiting from this duty: 000001 CGC GALLATIN Dept. funding this Order: 003452 COMMANDANT (G-WRP) LUFS Project Code/Number: RA3 Save · Return to Search · Previous tab · Next tab Reserve Specific Info | Reserve Orders | Record Arrive/Depart Info | Reserve Leave Disposal
3	Click the Reserve Orders tab.

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EAD – SPO Procedure, Continued

Departing Procedure (continued)

Step	Action
4	Review the *Order Begin Dt* and *Order End Dt* 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). Order Begin Dt: 05/01/2005 Order End Dt: 04/30/2007
5	Locate the *Authorizing Official (Name, Rate/Rank)* field in the **Basic Information** block and enter the name and title of the person who will be signing the orders.
6	Complete the *Mode of Travel*, *Reimbursable Expenses*, and *Orders Notes* 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. **Warning**: Do not make any entries in the *Authorized Delay* area at this time. This information will be entered on the next tab.
7	Route the order for approval, or approve the order, (see next page) and click save.

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EAD – SPO Procedure, Continued

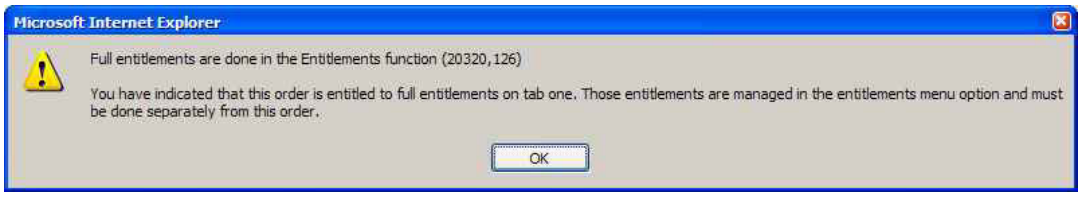
Approving EAD Orders

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

Step	Action
1	Click the Route For Approval button.

If you are	Then
The approving official (SPO Supervisor/ CGHRSUP Role User)	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	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.

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.



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EAD – SPO Procedure, Continued

Reporting Procedures

The SPO, for the unit the member is reporting to, must complete these steps when a member reports on EAD orders.

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	Select the orders from the search results. Note that the *Duty Type* will read "EAD" and the *Status* will show 'Ready for Member to Execute', indicating the orders have been approved, but the Actual Duty dates (Endorsements) have not yet been completed. EmplID | Empl Rcd Nbr | Estimated Depart Date | Estimated Report Date | Sequence | Coast Guard Duty Type | Status | Short Name | Em Cla 1070750 | 0 | 05/01/2001 | 04/30/2002 | 1043748 | EAD | Ready for Member to Execute | YN2 | Re
4	Click on the Record Arrive/Depart Info tab and locate the Actual Report and Depart Dates section. 1. Complete the *Actual Duty Begin Dt* field using the date the member's EAD contract begins (same as the *Est. Duty Begin Dt*, which appears below the data entry field). Actual Report and Depart Dates Actual Duty Begin Dt: 06/01/2005 Est Duty Begin Dt: 06/01/2005 2. Complete *Actual Duty End Dt* field using the date the member's EAD contract ends (same as the *Est. Duty End Dt*, which appears below the data entry field). View All Actual Duty End Dt: 05/31/2007 Est Duty End Dt: 05/31/2007

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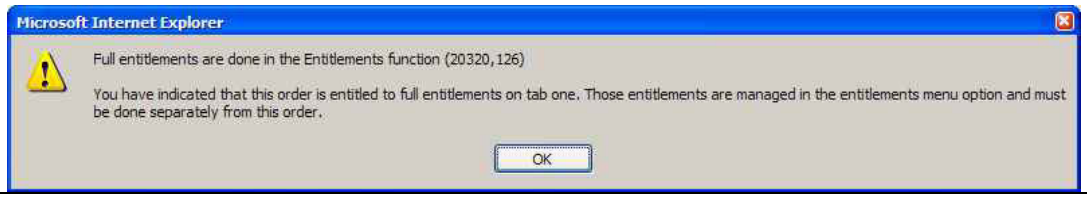
EAD – SPO Procedure, Continued

Step	Action
5	Locate the Travel Report and Depart Dates section. 1. The first entry must be a "*Home to Duty*" 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. 2. After entering the Home to Duty row, click the add row button (+) and insert additional rows for each type of delay.
6	When complete click the Save button. This creates the appropriate endorsement on orders transactions. *Reminder*: 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. 

BAH for Delay Enroute

The SPO for the member's new PDS must record BAH entitlement for the period of delay enroute in Employee Entitlements.

Members are entitled to BAH (at the rate for their current unit locale) from the date departure on EAD through the day prior to reporting to their new duty station.

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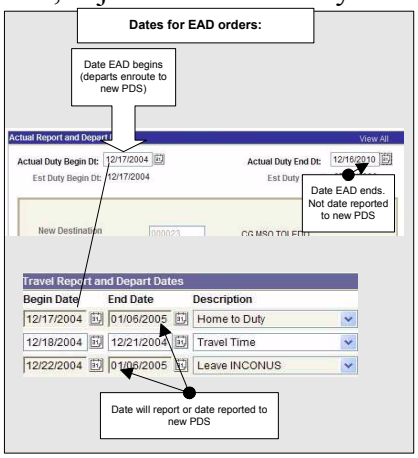
EAD – SPO Procedure, Continued

Corrections to Reporting Date

The SPO for the member's new PDS must complete the following steps if a correction to the member's reporting date is necessary.

Step	Action
1	Record entitlements (BAH, BAS, CSP, SDAP, etc.) as appropriate for the new PDS, effective the date the member reports.
2	If member reported before or after the original planned reporting date, adjust "Home to Duty" and other itinerary dates.