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# General Information

## ROWS Overview

The Reserve Order Writing System (ROWS) automates the entire Reserve order writing process from the initial request for orders through the final settlement of those orders and includes the capability to track orders throughout the process. Tracking provides such information as, where the orders request is within the routing process, how long it has been in each step within the routing process, and who completed the action at each step within the routing process.

### Orders Life Cycle

The critical path for orders processing is Request Entry, Fund Approval (if there are entitlements), and Authentication. After the request for orders has been saved and routed, the request is routed to Reservations. It is also routed simultaneously to Security and Reserve Affairs Waivers, if necessary. Once approved in all the affected areas, the request is routed to Fund Approval, then to Authentication. Once the request is authenticated, it becomes an official set of orders. If travel reservations are associated with the orders, they are routed to TMO to book the tickets. Disapproval in any area prior to authentication returns the request back to Request Entry.

ROWS is comprised of the following primary areas:

**Request Entry**

The orders process begins when the user generates a request for individual orders or Mass/Members Traveling Together on orders. ROWS generates an order tracking number which allows users to track all information for that set of orders such as, which routing step the orders are in, any modifications that relate to that set of orders, and any approval/disapproval actions that have been taken against that set of orders.

The user has the option to save the request in a file of "saved" orders or to save and route the request for further processing.

**Reservations**

Based on the request for orders, the Reservations Office updates the requests with the necessary airline and rental car reservations and the estimated travel costs and attaches comments, as appropriate. Any other additional information relating to the member's travel or transportation is addressed at this point. IDT orders are routed here as well as POV not advantageous to the government where the TMO enters the information.

**Security**

If the member requires a certain level of security via the orders request, the request is routed to Security. Security personnel validate that the member possesses the appropriate level of security required by the orders request and select an appropriate Security paragraph. Security can approve or disapprove the request and attach appropriate comments, if applicable.

**Reserve Affairs**

If the member requires a waiver in order to perform the requested duty, the request is routed to Reserve Affairs for approval or disapproval. The types of waivers are:

- The member has over 16 years of total active service.

- The request takes the member's accumulated active duty for the current FY over 179 days.
- The request is for a period in excess of 139 days and per diem is authorized.
- The request is for Permanent Change of Station (PCS) orders.
- The request is for extended annual training.
- The request is for an additional annual training.

The Reserve Affairs office either approves or disapproves the request for orders and attaches comments, as appropriate.

**Fund Approval**

Requests are routed to Fund Approval to ensure funding is available and obtain financial approval for the member to perform the duty. Fund Approvers are identified by the Comptrollers when the funds are suballocated down. After funding is approved, the request is routed to Authentication.

**Authentication**

The authenticating unit has administrative control over the traveler. The Authenticator should have "By Dir" authority.The request is routed to this office for final approval to perform the duty. Once authenticated, the request is an official set of orders.

**Travel Management Office**

If reservations are attached, after the request is authenticated, the orders are routed to the Travel Management Office (TMO). TMO purchases the appropriate type ticket or approves the arrangements made by the Reservation office, i.e., if travel by rental car. TMO enters the final travel arrangements for the orders. If TMO disapproves the orders, they are routed back to Request Entry as a modification request. If the Reservation Amount is increased by the TMO over $250, the TMO can approve the orders, but the orders will be returned to Fund Approval for approval of the increase.

**Final Settlement**

This process allows the member's administrative unit to enter information regarding the orders after the duty is completed and the traveler submits the orders and travel claim for liquidation. It tracks the pay, per diem, and travel reimbursements, as well as any problems that the disbursing office encountered, while trying to settle the travel claim. Discrepancy notices are also tracked for incorrect or incomplete travel settlements. When the user inputs dates that cover a period greater than was authorized on the official set of orders, a system-generated modification request is automatically routed to Request Entry.

**Reconciliation**

This process receives pay and allowance payments data from MCTFS and Travel and Per Diem payments from CERPS. It liquidates the money and calculates variances in ROWS based on the difference between the liquidated amount and the obligated amount. It also allows the comptroller to manually input records that have not posted correctly.

**Comptroller**

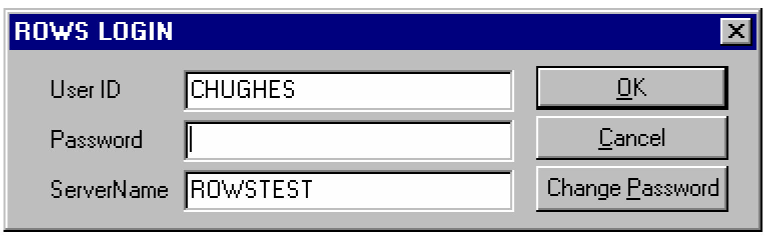
This process allows the Comptroller to input funds and information regarding those funds. Once the funds are input, the Comptroller can allocate money to the funds and select units that are authorized to perform Fund Approval utilizing the given funds.

## *ROWS Login*

This window controls access to ROWS and ensures the integrity of ROWS data. From this window you can start the ROWS application and, when it is expanded, change your password.

### How Do I Get Here?

1. Begin on your **Desktop**. If you are an internet user, you must access the MFR web site. The web site is: http://mfr.usmc.mil. From there, you access the RNET Services section from the homepage. On the next web page, select ROWS. This will access another web page where you will select ROWS. If you have never logged in, you will have to load the CITRIX software as a one-time load to your machine. After that you can access ROWS via the icon.
2. Choose the **ROWS** icon. The **ROWS Login** window opens.

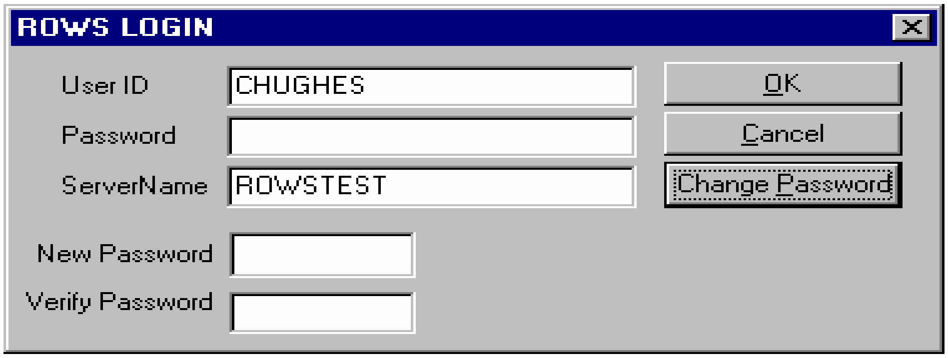



### To Log in to ROWS

1. In the **User ID** box, type your user ID assigned by the System Administrator.
2. In the **Password** box, type your password. If your password has expired or you ID is locked, you must contact the ROWS Help Desk.
3. In the **Server Name** box, type the server name. The default value is the name of the last ROWS server you connected to.
4. Choose **OK**. After a successful login, the **ROWS** frame and the **Broadcast Information** window open.

### To Change Your Password

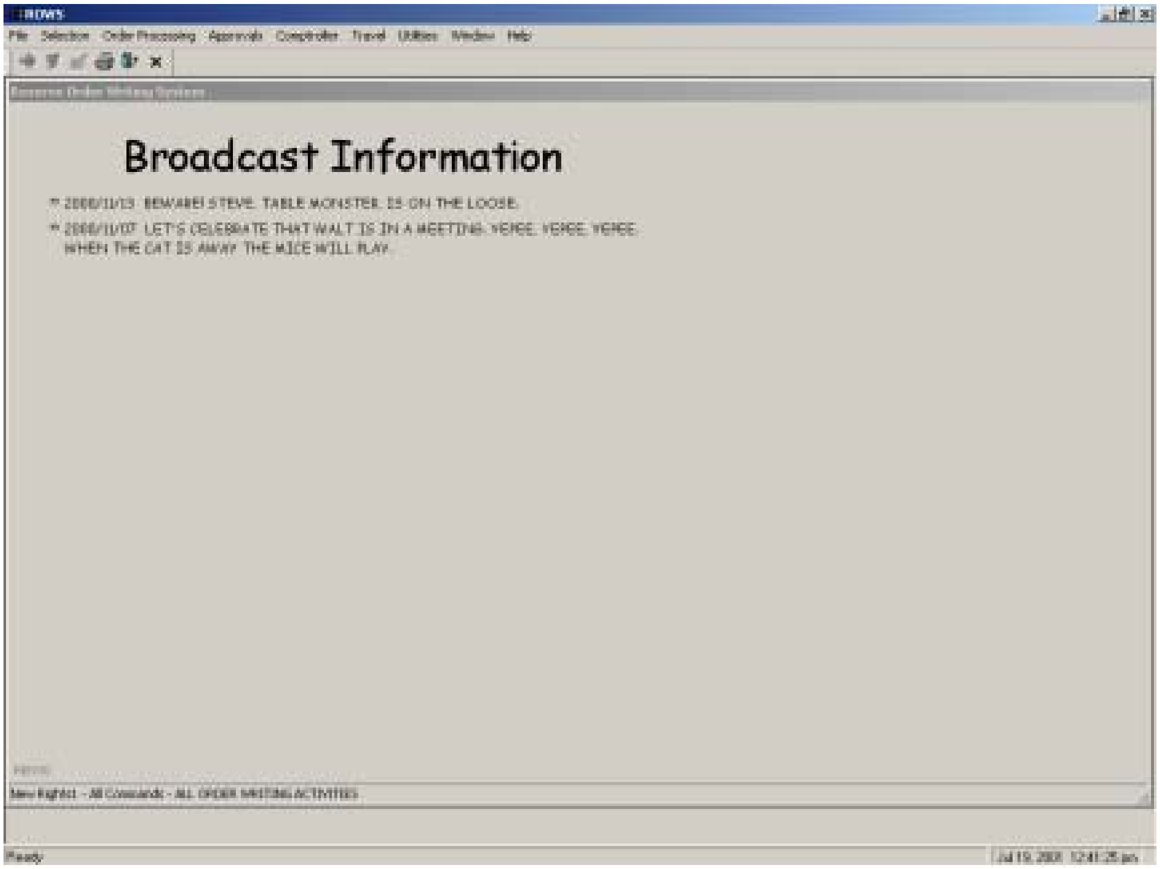
1. Choose **Change Password.** The **ROWS Login** window expands.
2. Complete the steps in the **To Log In to ROWS** section earlier in this topic for the **User ID**, **Password**, and **Server Name** boxes.
3. In the **New Password** box, type a new password. (Passwords must be at least seven characters in length and contain at least one special character and one numeric character).
4. In the **Verify** box, type the new password again.
5. Choose **OK**. After a successful login, the **ROWS** frame and the **Broadcast Information** window will open.




## To Exit this Window

- Choose **Cancel**. You return to the **Desktop**.

## *Broadcast Information*




The **Broadcast Information** window displays dated broadcast messages from the Systems Administrator. You should review these each time you log in. The date is in YYYY/MM/DD format. Messages display in reverse chronological order. This is a non-scrolling window and when the window is full, the oldest message is removed from the bottom of the window. This window does not close.

## *Roles and Admin Authorities*

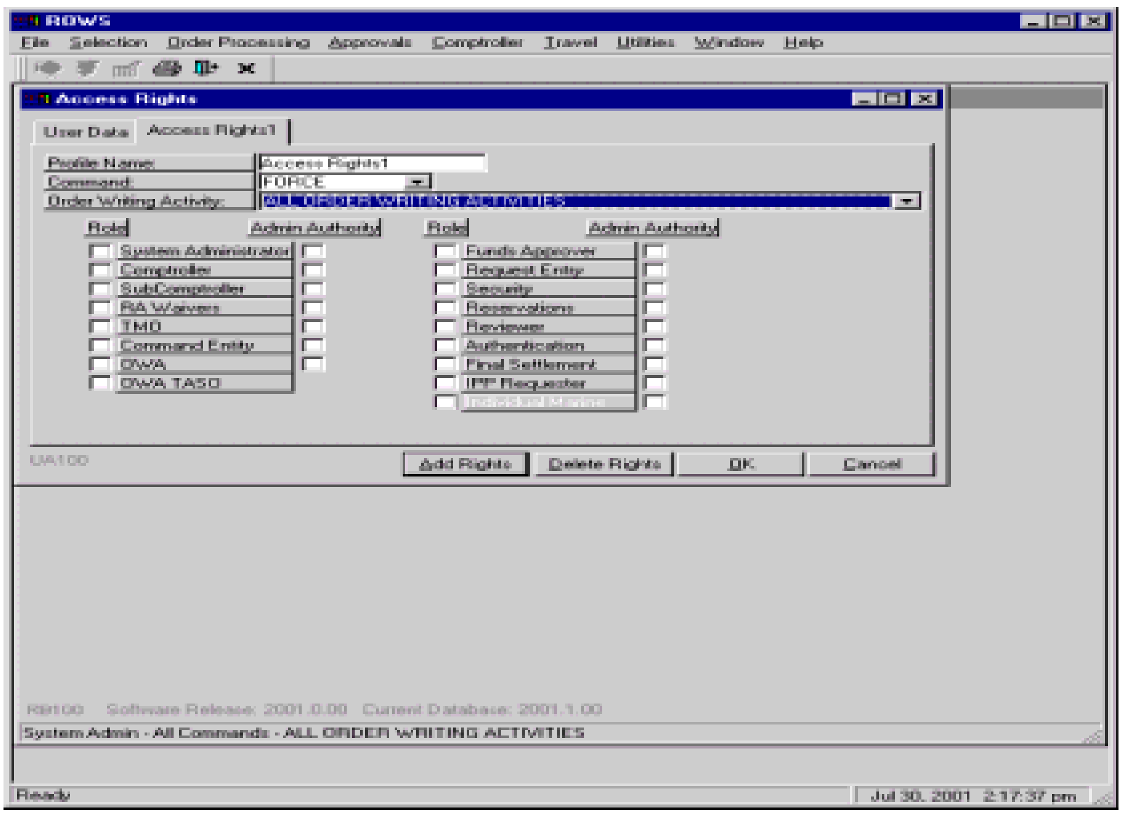
Orders processing requires many checks and balances to ensure the integrity of the orders and trust of public funds, and creates an audit trail of accountability of the process and accounting data. These checks and balances are applied through the use of roles and administrative authority.

Roles are listed on the profile windows in their order of precedence whereby many roles have blanket authority to the roles below or to the right of them on the list.

This topic identifies roles and admin authorities available in ROWS and describes the authority exceptions, if any, and available functionality for each role.

**Roles**

| | |
|---|---|
| **Systems Administrator** | **Funds Approver** |
| **Comptroller** | **Request Entry** |
| **Sub Comptroller** | **Security** |
| **RA Waivers** | **Reservations** |
| **TMO** | **Reviewer** |
| **Command Entity** | **Authentication** |
| **OWA** | **Final Settlement** |
| **OWA TASO** | **IPP Requestor** |
| | **Individual Marine** |




## Authorities

### Admin Authority

The individual assigned this authority for a role is responsible for adding, modifying, and deleting users for the same role within the same command and order writing activity (OWA). Admin authority may be assigned independently of whether or not the individual is assigned the role for which they hold the authority. Admin authority is not required to default the command and OWA from the user that assigned the role.

**Authority within the assigned organization:**

- Must be explicitly granted (the **Admin Authority** check box is marked for the applicable role). Exceptions are noted for the affected roles.
- When granted this authority, the individual may assign additional users to that specific role. This includes assigning the role to himself or herself, i.e., an individual may have admin authority for a role not assigned in his or her profile.
- When granted this authority, the individual may further assign the authority to users for that specific role. Exceptions are noted for the affected roles.

# Roles

## System Administrator

The initial System Administrator is established when the ROWS server is set up. This individual assigns the initial users and additional roles. System Administrators are functional representatives at MCRSC. There are a limited number of these roles.

Authority within the assigned organization:

- **All Commands** and **All Order Writing Activities** are the default organizational values for this role.
- Has default admin authority to assign all roles and authorities to any other user except another System Administrator. (The profile windows do not indicate this authority, but it is available.)
- Can add, modify, and delete all users and assign any combination of roles and authorities to those users.

Access:

- Has access to all functionality within ROWS.

## Comptroller

The individual assigned to this role is responsible for building funds and loading allocations to those funds for Reserve orders. The Comptroller sub-allocates money, and upon building a fund, assigns the units authorized to approve money utilizing the fund. The Comptroller assigns the Sub Comptroller roles and has the ability to associate line item entries to funds.

Authority within the assigned organization:

- Has default admin authority to assign the Comptroller or Sub Comptroller role and authorities to any other user. (The profile windows do not indicate this authority, but it is available.)
- Can add, modify, and delete the Sub Comptroller role for all users and assign any combination of the role and authorities to those users.

Access:

- Has access to the following functionality within ROWS:
  - File menu
  - Selection menu
  - Comptroller menu
  - Utilities menu:
    - User Access (with Admin Authority)
    - Views, Reports: Comptroller
    - Change Profile (If user has multiple profiles)

## Sub Comptroller

The individual assigned to this role, assigned by the Comptroller, is responsible for further sub-allocating money that has been allocated by the Comptroller.

Authority within the assigned organization:

- With admin authority, Sub Comptroller can assign other users the Sub Comptroller role and Admin authority. (The profile windows do not indicate this authority, but it is available.)
- Can add, modify, and delete the Sub Comptroller role for all users and assign any combination of the role and authorities to those users.

Access:

- The individual assigned to this role has the same areas enabled as the Comptroller except:
  - Comptroller: Copy Fund Definitions to New Year

## RA Waivers (Reserve Affairs)

RAM 7 is responsible for granting waivers on members with active service approaching 17 years (current system edits for 16 years), over 179 days of active duty in a fiscal year, and over 139 days of active duty orders requesting per diem, and PCS orders.
Reserve Affairs Coordinator (RAC) is responsible for granting waivers regarding extended annual training and additional annual training.

Authority within the assigned organization:

- Admin Authority is available for this role.
- The Command and OWA must reflect CMC and Reserve Affairs, respectively.

Access:

- Has access to the following functionality within ROWS:
  - File menu
  - Selection menu
    - Approvals: RA Waivers
  - Utilities:
    - User Access (with Admin Authority)
    - Views/Reports: Reserve Affairs
    - Change Profile (if user has multiple profiles)

## Transportation Management Office (TMO)

The individual assigned to this role is responsible for purchasing transportation tickets and ensuring that the actual transportation costs are entered into the system.

Authority within the assigned organization: Admin Authority is available for this role.

Access:

- Has access to the following functionality within ROWS:
  - File menu
  - Selection menu
  - Travel: TMO
  - Utilities: All except:
    - System Administration
    - Views/Reports

## Command Entity

The individual assigned to this role is the commanding officer of major subordinate commands such as to act as the Systems Administrator for their commands.
This role is currently being used by MCRSC only.

Authority within the assigned organization:

- With admin authority Command Entity can assign the OWA and OWA/TASO roles and authorities to any other user. (The profile windows do not indicate this authority, but it is available.)
- Can add, modify, and delete the OWA and OWA/TASO roles for all users and assign any combination of the roles and authorities to those users.

Access:

- Has access to the following functionality within ROWS:
  - File
  - Selection
  - Utilities
    - User Access
    - Views and Reports
    - Change Profile

## Order Writing Authority (OWA)

The individual assigned to this role is responsible for initiating the request for orders process within the OWA.

Authority within the assigned organization:

- With admin authority, OWA can assign the OWA/TASO role and Admin authority to any role and authority. (The profile windows do not indicate this authority, but it is available.)

Access:

- Has access to all functionality within ROWS except:
  - Approvals: RA Waiver
  - Comptroller menu
  - Travel
  - Utilities:
    - Systems Administration
    - Views/Reports
      - Reserve Affairs
  - Comptroller

## OWA/TASO

This role is subordinate to the OWA. The individual assigned to this role is responsible for assigning roles within the OWA.

Authority within the assigned organization:

- With admin authority, OWA TASO can assign any role and admin authority to any other user. (The profile windows do not indicate this authority, but it is available.)

Access:

- Has the same access to the same functionality within ROWS as the OWA except:
    - Approvals: Authenticate/Review: Release TTCs

## Funds Approver

The individual assigned to this role is responsible for approving the funding for orders requests generated out of request entry. The Funds Approver is assigned by the OWA to fill this role. If the fund on the request is not allocated enough money, the Funds Approver is responsible for contacting the Comptroller to have more money allocated to the fund. If the Comptroller will not allocate more money, the Funds Approver must disapprove the orders request. The unit Funds Approver can only to approve funds if the Comptroller assigned the unit as an authorized approver when the fund was built.

Authority within the assigned organization:

- Admin Authority is available for this role.

Access:

- The individual assigned to this role has the following areas enabled:
    - File menu
    - Selection menu
    - Approvals: Fund Approval
    - Utilities: All except Systems Administration
    - Utilities: Views/Reports: Orders Comptroller

## Request Entry

The individual assigned to this role is responsible for entering order requests within ROWS. The operational sponsor or unit that wants a member to perform a particular duty assignment initiates the request.

Authority within the assigned organization:

- Admin Authority is available for this role.

Access:

- Has access to the following functionality within ROWS:
  - File menu
  - Selection menu
  - Order Processing: All except Final Settlement
  - Utilities: All except: Systems Administration
    - Views/Reports All except:
      - Reserve Affairs
      - Final Settlement
      - Comptroller

## Security

The individual assigned to this role is responsible for obtaining or verifying security clearances requested. When the Request Entry requests a security clearance, the orders request is routed to security. The individual can either approve or disapprove the security request.

Authority within the assigned organization:

- Admin Authority is available for this role.

Access:

- Has access to the following functionality within ROWS:
  - File menu
  - Selection menu
  - Approvals: Security
  - Utilities: All except System Administration
  - Utilities-Views/Reports-Orders:
    - Security Clearance by Fiscal Year
    - Inbound Report

## Reservations

The individual assigned to this role is responsible for entering travel costs and information regarding the travel itinerary into the orders request. When travel information is required, the system will route the request to Reservations. This individual will be located at the MARFORRES (New Orleans) or MCRSC (Kansas City).

Authority within the assigned organization:

- Admin Authority is available for this role.

Access:

- Has access to the following functionality within ROWS:
  - File menu
  - Selection menu
  - Travel: Reservations
  - Utilities: All except:
    - System Administration
    - Views/Reports

## Reviewer

The individual assigned to this role is responsible for reviewing requests for completeness and accuracy before forwarding it to the authenticator for final approval. This role is optional.

Authority within the assigned organization:

- Admin Authority is available for this role.

Access:

- Has access to the following functionality within ROWS:
  - File menu
  - Selection menu
  - Approvals:
    - Authenticate/Review: All except Release TTCs

      **Note:** This role only allows the reviewer to approve vice authenticate either the individual or mass requests. It allows view only of the Orders on Hold window.
  - Utilities: All except System Administration
  - Utilities: Views/Reports: All except:
    - Comptroller
    - RA Waiver

## Authentication

The individual assigned to this role is responsible for final approval of the request, which becomes the original set of orders. The Authenticator has administrative responsibility for the member who is to perform the duty outlined in the orders request.

Authority within the assigned organization:

- Admin Authority is available for this role.

Access:

- Has access to the following functionality within ROWS:
  - File menu
  - Selection menu
  - Approval:
    - Authentication
    - IPP Approval
  - Utilities: All except System Administration
  - Utilities: Views/Reports: All except:
    - Reserve Affairs
    - Comptroller

## Final Settlement

The individual assigned to this role is responsible for generating or validating unit diary transactions at the completion of orders, and for processing all liquidations. A unit diary clerk completes any diary transactions and a travel clerk processes any travel documentation necessary to complete the process.

Authority within the assigned organization:

- Admin Authority is available for this role.

Access:

- The individual assigned to this role has the following areas enabled:
  - File menu
  - Selection menu
  - Orders Processing: Final Settlement
  - Utilities: All except Systems Administration
  - Utilities: Views/Reports: Final Settlement

### In Progress Payment (IPP) Requestor

The individual assigned to this role is responsible for submitting requests for in progress payments (IPP). The IPP Requestor is also responsible for tracking and researching IPP requests that have been disapproved, and if required, resubmitting the request for approval.

Authority within the assigned organization:

- Admin Authority is available for this role.

Access:

- An individual assigned to this role, has the following area enabled:
  - File menu
  - Selection menu
  - Order Processing: IPP Request
  - Utilities:
    - User Access
      - Change Profile

**Individual Marine**

This role, although visible, is not available and will be turned on with a future release.

Authority within the assigned organization:

- Admin Authority is not available for this role.

Access:

- An individual assigned to this role, has the following area enabled:
  - To be determined

## *ROWS Help*

The ROWS help facility is designed to assist you as much as possible in learning and using ROWS.

**How Do I Get Here?**

1. Begin on any **ROWS** window.
2. From the **ROWS** frame, choose **Help**. The **Help** menu opens.

ROWS help has the following categories

- Contents
- What's New
- Window Help
- Release Notes
- About

### Contents Topics window for ROWS

The standard Help Topics window for ROWS functions in the same manner as all other application help facilities. It consists of the **Contents**, **Index**, and **Search** tabs. These all open an on-line document of ROWS topics

### What's New

This opens the same document as the Contents option.

### Window Help

Most of the ROWS objects are programmed with the Shift+F1 help access. This allows you to enter Shift+F1 and the ROWS help facility opens to the corresponding help topic.
When the development software does not allow the use of Shift+F1, such as on pop-up windows, the window may contain a **Help** button to provide you the same access to the ROWS help facility.
There are a few exceptions to the Window Help functionality. These exceptions usually result from the fact that a pop-up window is too small on which to place a **Help** button. There will still be a help topic corresponding to the window title. If you click on the Window Help of the drop down, it will open the same document as the Contents and What's New selections above.

### Release Notes

The Release Notes opens up an area which explains the latest changes that have been made to the ROWS programs. It gives the version date and the date it was generated and in in the third column, it explains the specific changes.

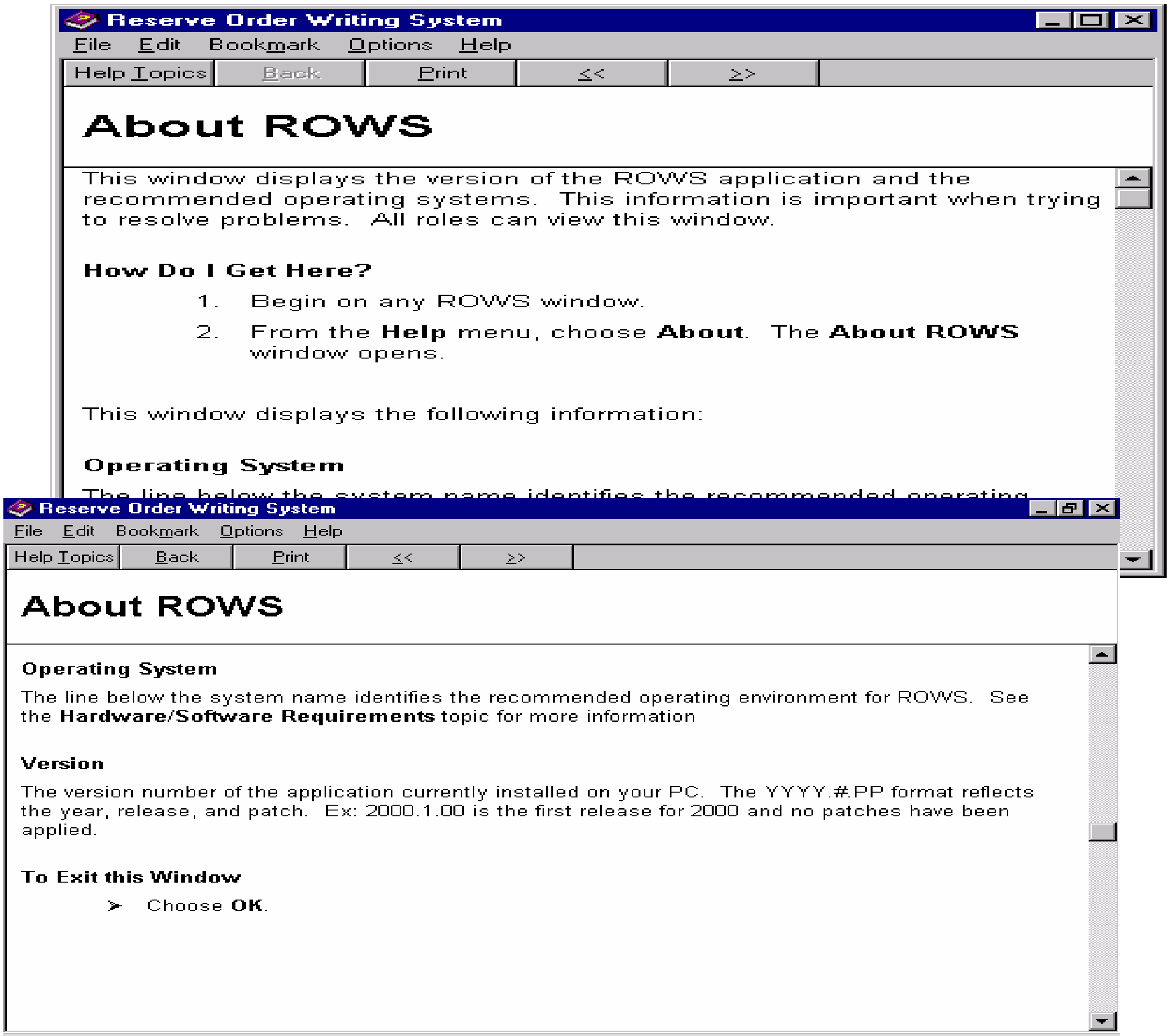
**About**

Clicking on the word "About" will display the current program version of ROWS.

## *Help Format*

The standard format of the **ROWS** help facility consists of the following areas:

- Topic Title
- Purpose
- How Do I Get Here?
- Options Available
- Buttons Option
- Hyperlink To
- See also




**Topic Title**
To assist you in accessing an appropriate help topic, ROWS windows have a corresponding help topic where the topic title matches the window title. Exceptions to this standard are message boxes and the Help Topics window for ROWS.
Topics without a one-to-one relationship to a ROWS window are titled to reflect the functionality or information they describe.

### Purpose

Each topic contains a paragraph to inform you of the purpose of the ROWS window or functionality or information they describe.

### How Do I Get Here?

Each topic contains the steps from the applicable ROWS window or menu subsequent to the ROWS window or function. The steps assume you are logged on to ROWS unless indicated otherwise.

### Options Available

Each topic lists the steps you take to input information, to initiate and complete processes, and access all functionality available to you on the ROWS window.
Where a procedure consists of just one step, an arrow bullet precedes the step. For example:

### Buttons Option

This area explains any available buttons to click and what happens when they are clicked.

### Hyperlink To

This area explains the sections you can go forward to and backward from in this section.

## *Hardware/Software Requirements*

The following identifies the system hardware requirements and the additional software that supports ROWS.

| **Computer Hardware Requirements:** | **Recommended** | **Minimum** |
|---|---|---|
| Processor: | Pentium 400 MHz MHz | Pentium 333 |
| RAM: | 128 Mb | 64 Mb |
| CDROM: | 4x | |
| Hard Disk: | 4 Gb | |
| Backup: | N/A | |
| Mouse: | Recommended | |
| Video: | VGA, 800x600 minimum resolution | |
| Operating System: | Windows 95/Windows 98/Windows 2000/Windows NT 4.0 | |

### Software Included:

The following software is supplied with the installation package, along with instructions to modify the configuration for Microsoft Windows and NT environments.

| | |
|---|---|
| Database: | Oracle 9i |
| Application Support DLLs: | PowerBuilder 8.0 DDDK and DLL files |

## *Troubleshooting*

If problems or errors occur that cannot be solved, do the following:

1. Capture and print a screen shot of the occurrence, if possible.

   **Note:** Oracle failures have print screen capabilities. You can press the **Ctrl+P** keys or by press the **Print Scrn** key.

2. Write down the **Window ID**, if available, e.g., BC121, associated with the problem and a short explanation of how the problem occurred.

3. Report the occurrence to the user(s) listed in the **Technical Assistance** topic.

## *Technical Assistance*

Users are encouraged to contact **MCRSC/MFR ROWS System Administrators** with questions, comments, or recommendations that would assist in improving this software.
The main points of contact for ROWS are **Cindy Thon** and **Harold Smith**. You may reach them by phone or e-mail:

| | |
|---|---|
| Telephone: | **1-800-255-5082 ext: 3460/58 (816) 843-3460/58 DSN: 894-3460/58** |
| E-Mail: | thonck@mfr.usmc.mil |
| | smith@mfr.usmc.mil |

### Tool Bar Buttons

Gold Fish Icon – If selected, will enable User Instant Tracking through the Order Tracking process.

Lightening Rod Icon – If selected, will allow User to View the Order in Letter Form

Pencil and Grid Icon – If selected, will allow User to View Request in Detail

Printer Icon – If selected, the Preview/Print Order window will open to enable User to select order by Tracking number, Control Tracking Number, SSN, Last Name.

Door Icon – If selected, will allow User to exit ROWS immediately.

X Icon – will close current window.

## *Close a Window*

This functionality allows you to close an open ROWS window.

### How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **File** menu, choose **Close.** You return to the previous window.

## *Exit ROWS*

This functionality allows you to exit the ROWS application.

### To Exit the Application

1. From the **File** menu, choose **Exit**.
2. The **ROWS** application closes.

## ***File/Order Tracking***

This window allows you to track orders by tracking number, control tracking number, SSN, or last name. The Comptroller will use the TON/FY option.

### How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **File** menu, choose **Order Tracking**. The **Order Tracking** window opens.
3. After following the steps in the **To Select Orders** section, later in this topic, the **Order Tracking For:** window opens.

### To Select Orders

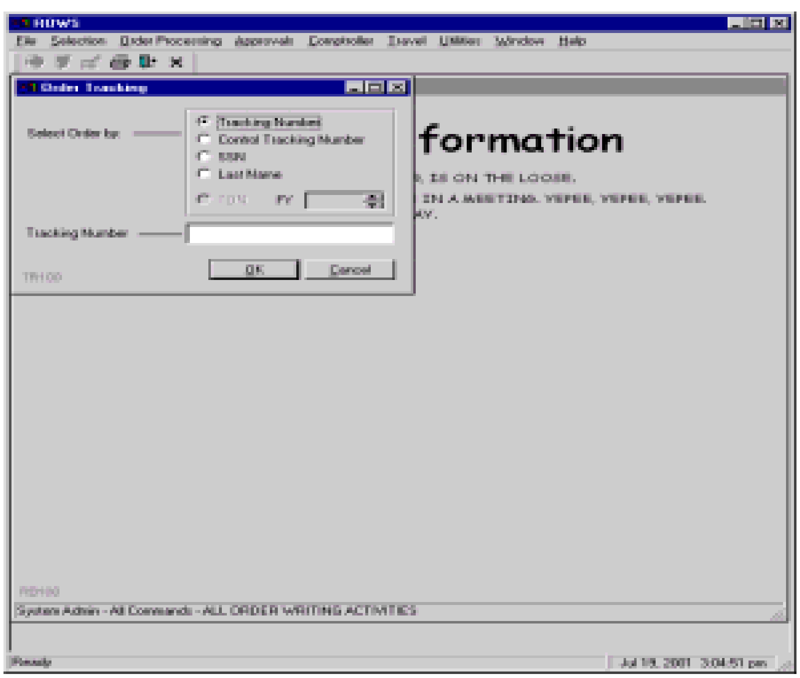
1. In the **Select Order by** area, do one of the following:

   - To view the orders for a specific tracking number, select **Tracking Number**.
   - To view the orders for a specific control tracking number (Mass Orders), select **Control Tracking Number**.

   Enter the Tracking Number for the order you wish to view. ROWS will ask if you want to view a Mass Summary List. If the user clicks 'yes', then ROWS will display the list of Tracking Numbers associated with that Mass Control Tracking Number, with the status of routing for each. The user can then click on a individual tracking numbers that will take him to the orders tracking screen.

2. Choose **OK**. The **Order Tracking For:** window opens (See **Tab Summary**).

   -
   - If you want to view a list of orders for a specific SSN, select **SSN**.
   - If you want to view a list of orders for a specific last name, select **Last Name**.
   - If available, if you want to view the orders for a specific Travel Order Number (TON), select **TON** (For Comptroller's use).



3. In the value box, type the appropriate search value you want.

   **Note:** The box label changes based on your **Select Order by** selection.

4. Choose **OK**. The **Order Tracking For:** window opens.

## Tab Summary

➢ Do any of the following

- If you want to view standard identifying information or travel itinerary, choose the **Order Detail** tab.
- If you want to view the status and the date action was taken, choose the **Routing Status** tab.
- If you want to view a detailed status list with comments, choose the **Tracking History** tab.
- If you want to view orders data for all iterations of the order under current or historical data, choose the **Orders History** tab.
- If you want to view any comments or discrepancies generated within Request Entry and Final Settlement for that order, choose the **Request Comments** tab.

## Order Detail Tab

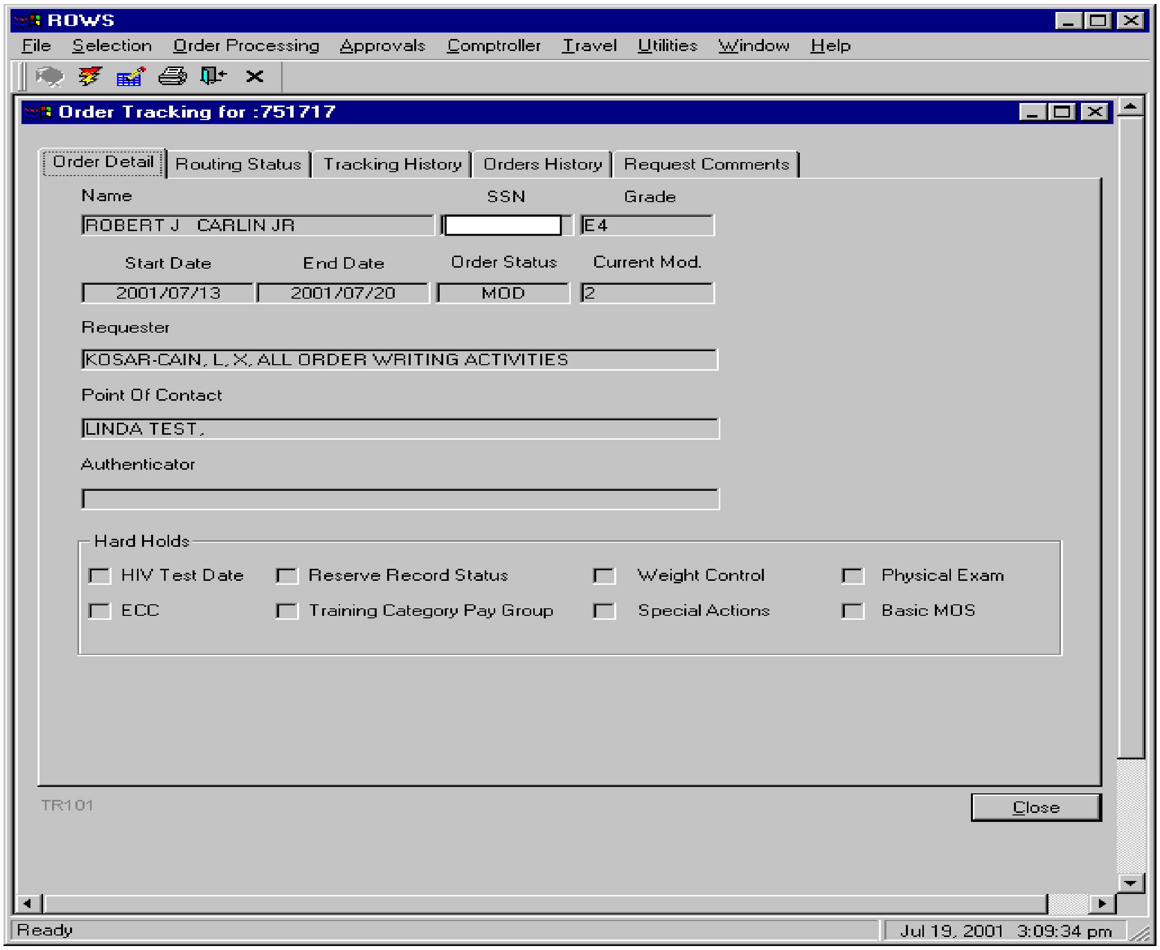
This tab allows you to view standard identifying information, start and end date of orders, the Requestor, point of contact, and Authenticator, and if there are any hard hold against the orders.

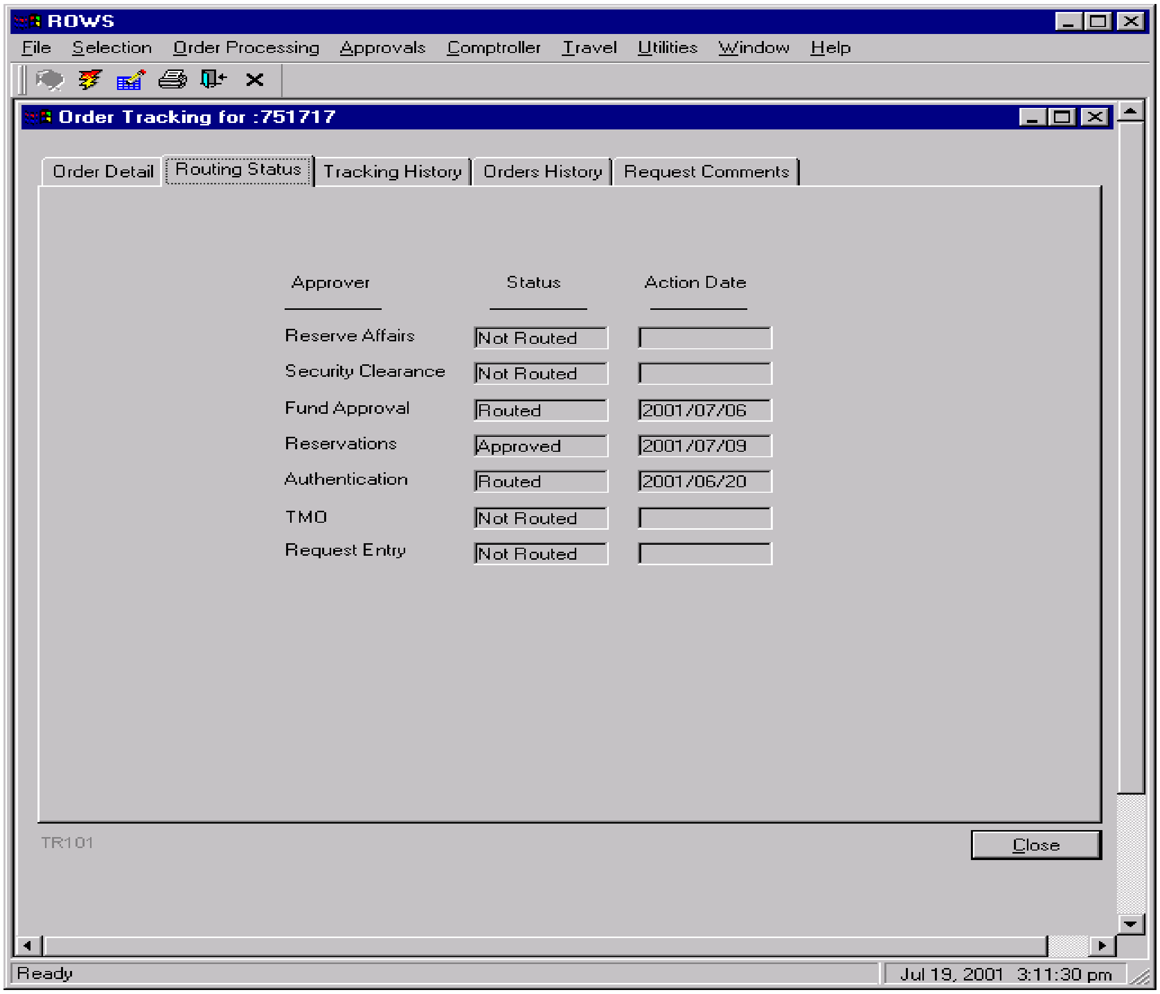
- Member's name
- SSN
- Grade
- Invitational Orders (If available)
- Start Date
- End Date
- Order Status
- Current Modification
- Control Tracking Number (if available)
- Requestor
- Point of Contact
- Authenticator
- Hard Holds
- URL (If any travel itinerary was given in Reservations/TMO)

## Routing Status Tab

This tab allows you to view which areas have seen the orders, its status, and the date action was taken.

- Approver
- Status
- Action Date

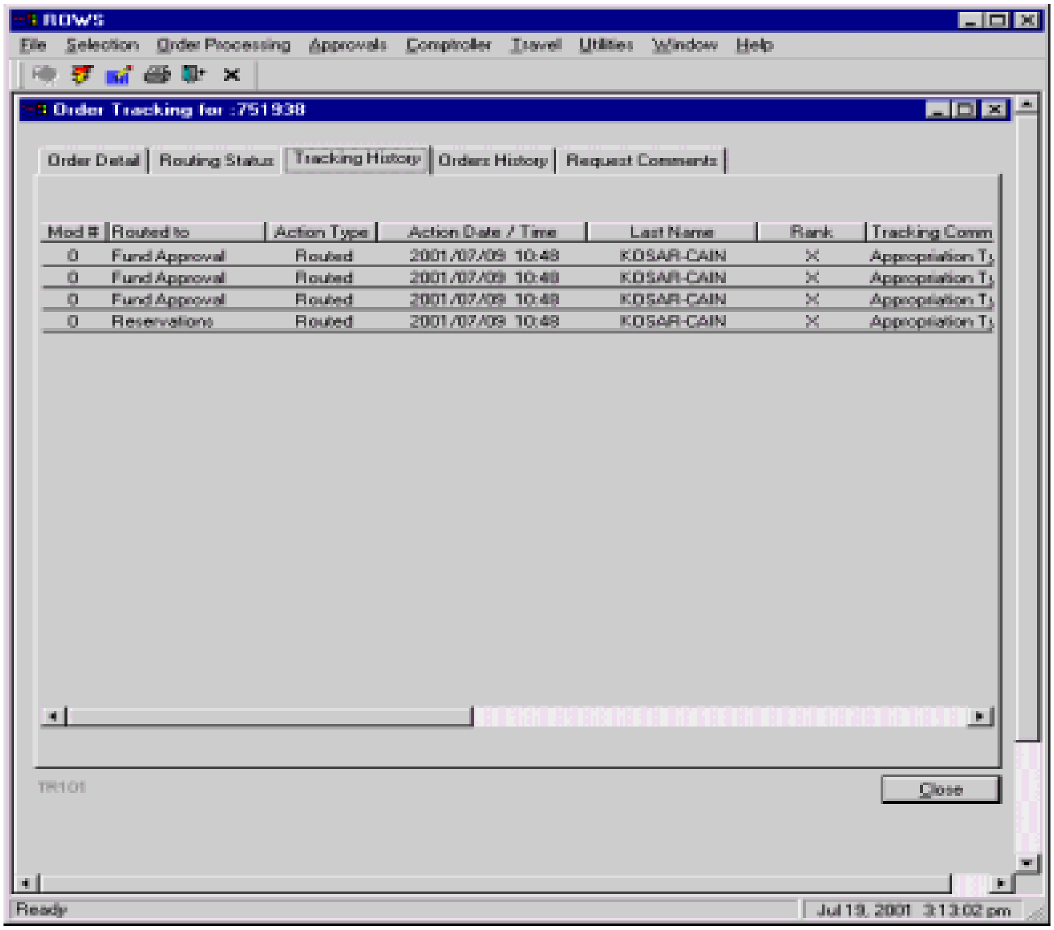

ROWS
File Selection Order Processing Approvals Comptroller Travel Utilities Window Help
Order Tracking for :751717
Order Detail
Routing Status
Tracking History
Orders History
Request Comments
Name
SSN
Grade
ROBERT J CARLIN JR
E4
Start Date
End Date
Order Status
Current Mod.
2001/07/13
2001/07/20
MOD
2
Requester
KOSAR-CAIN, L, X, ALL ORDER WRITING ACTIVITIES
Point Of Contact
LINDA TEST,
Authenticator
Hard Holds
HIV Test Date
Reserve Record Status
Weight Control
Physical Exam
ECC
Training Category Pay Group
Special Actions
Basic MOS
TR101
Close
Ready
Jul 19, 2001 3:09:34 pm




## Tracking History Tab

This tab allows you to view the complete tracking history of an order, the action taken, rank and tracking comments.

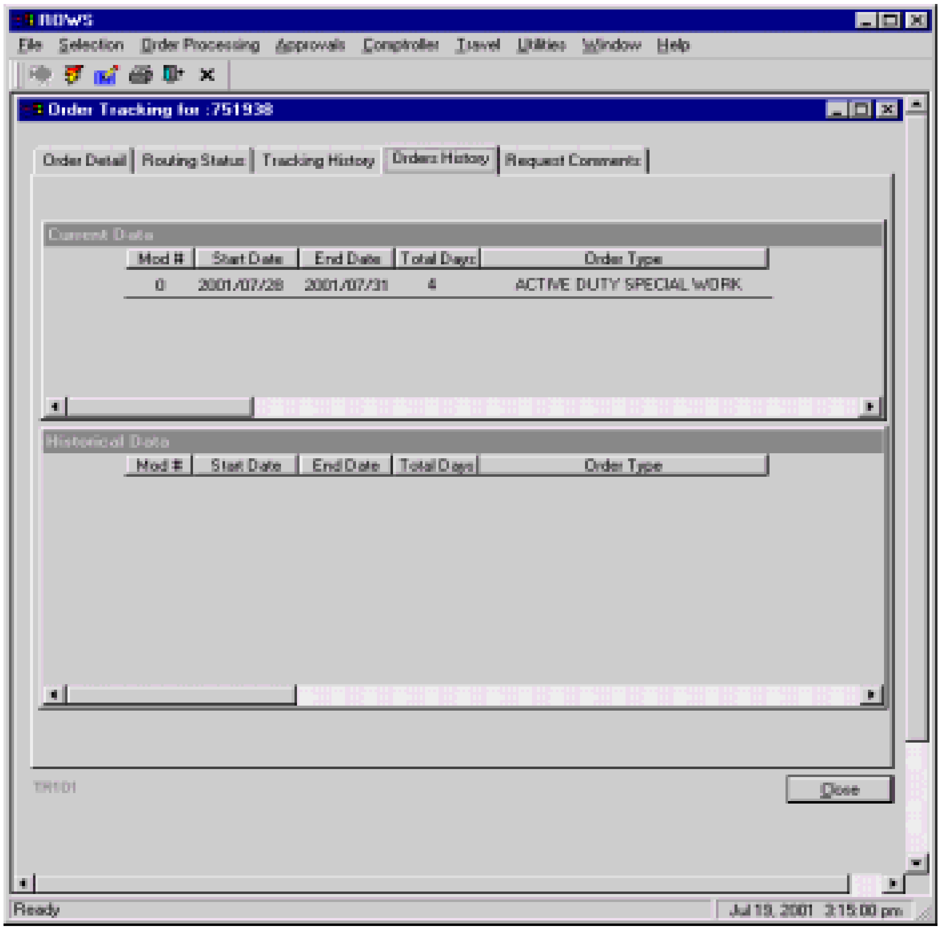
- Modification number
- Routed To
- Action Type
- Action Date and Time
- Last Name
- Rank
- Tracking Comment




## Orders History Tab

This tab allows you to view all requests and orders for that Tracking Number, in a current or historical status.

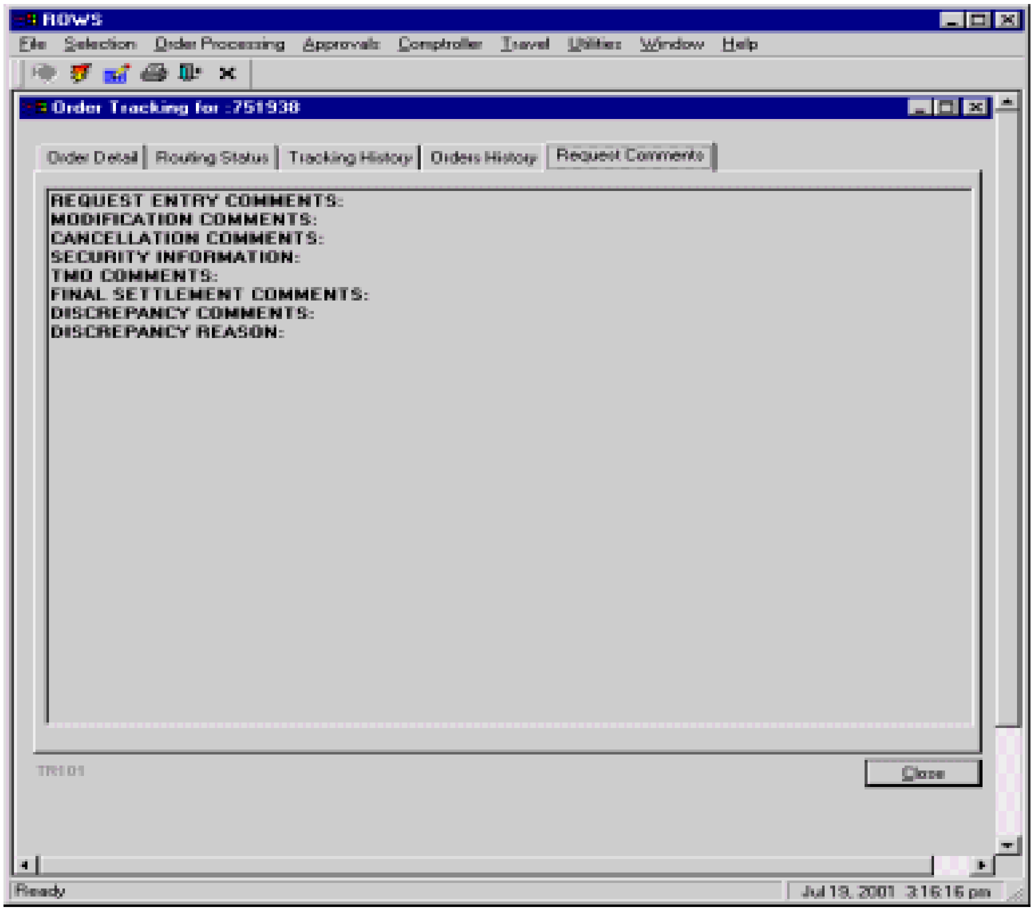
- Modification number
- Start Date
- End Date
- Total Days
- Order Type




## Request Comments Tab

This tab allows you to view any comments generated during the orders process, and final settlement.

- Request Entry Comments
- Modification Comments
- Cancellation Comments
- Security Information
- TMO Comments
- Final Settlement Comments
- Discrepancy Comments
- Discrepancy Reason




### *Print Labels/Orders*

This window allows you to preview and print labels that can be used for folders and mailing labels, and to preview and print orders. The Comptroller has additional options.

## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **File** menu, select **Print,** and then choose **Labels** or **Orders.** The **Preview/Print Labels** or **Preview/Print Orders** window opens, respectively.

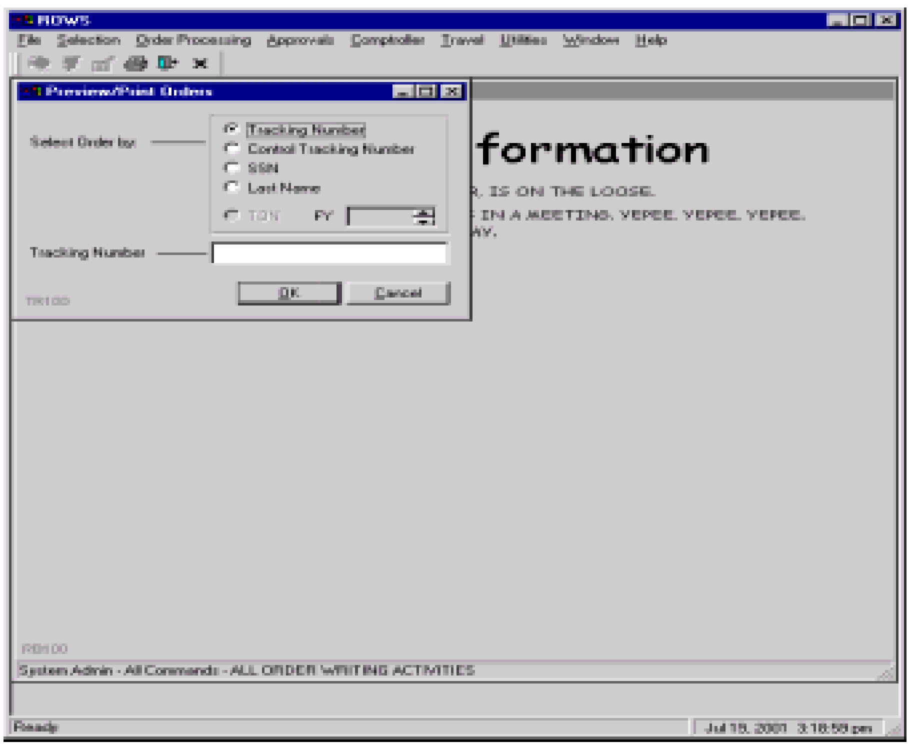
## To Select Orders to Print

1. In the **Select Order by** area, do one of the following:

    - If you want to print labels/orders for a specific tracking number, select **Tracking Number**.
    - If you want to print labels/orders for a specific control tracking number, select **Control Tracking Number**.
    - If you want to view a list of orders for a specific SSN, select **SSN**.
    - If you want to view a list of orders for a specific last name, select **Last Name**.
    - If available, if you want to print labels/orders for a specific TON, select **TON** (Comptroller).

2. In the value box, type the appropriate search value you want to print labels or orders for.
3. Choose **OK**. The appropriate print selection window opens.

    **Note:** The box label changes based on your **Select Order by** selection.




## To Exit this Window

➢ Choose **Cancel**.

### *Printer Setup*

Printer setup is not controlled via ROWS. ROWS will use your default printer. If you experience printer failure and you are an internet ROWS user, contact the MARFORRES G6 Help Desk and tell them you are unable to print from ROWS, as this is a CITRIX issue.

### To Exit this Window

- Choose **Cancel**.

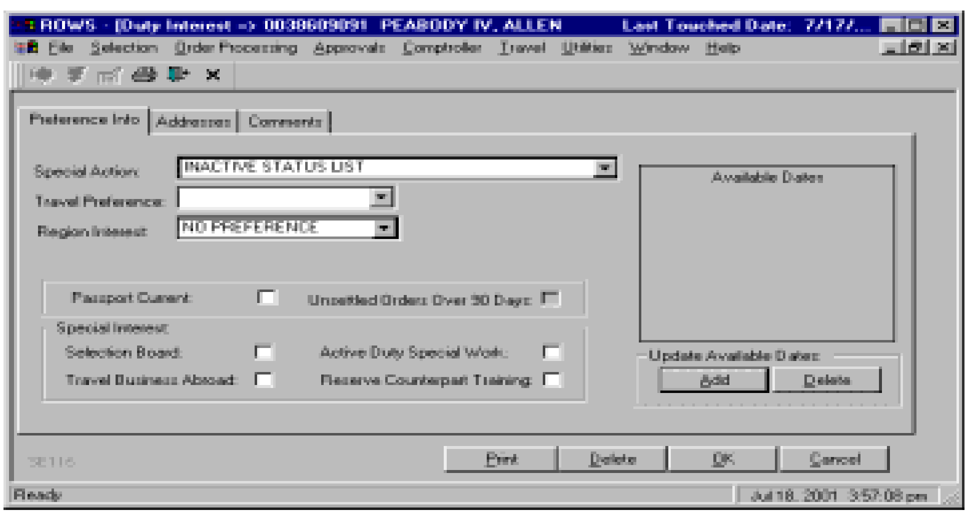
## Selection

### *Duty Interest*

This window allows you to enter the type of duty and location a member prefers and how the member should be contacted.

### How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Selection** menu, choose **Duty Assignment Interest**. The **Enter SSN** window opens.
3. In the **Enter SSN** box, type the member's SSN.
4. Choose **OK**. The **Duty Interest** window opens.



## Tab Summary

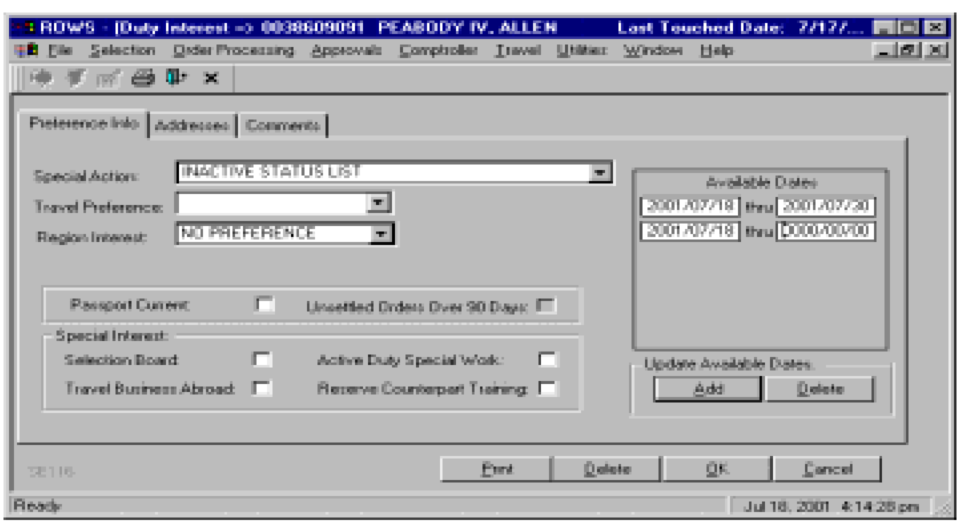
- Do any of the following:
  - To enter preference of duty information, choose the **Preference Info** tab.
  - To enter additional addresses and e-mail information, choose the **Addresses** tab.
  - To enter a comment, choose the **Comments** tab.

## Preference Info Tab

### To Enter Duty Preferences

1. To indicate a situation that would preclude a member from being ordered to duty, in the **Special Action** list, select a situation (This update is done by Special Actions Branch at MCRSC).
2. To indicate how a member would like to travel to an assignment, from the **Travel Preference** list, select the mode of transportation.
3. To indicate where a member would like to serve, from the **Region Interest** list, select a location.
4. To indicate a member's passport is current, choose the **Passport Current** check box.
5. The **Unsettled Orders Over 90 Days** check box is currently unavailable and will be turned on in a future release.
6. If the reservist wants to be considered for a special duty assignment, in the **Special Interest** area, choose the appropriate check boxes.

### To Add Dates Available for Duty



You may enter up to six date ranges that the member will be available for duty.

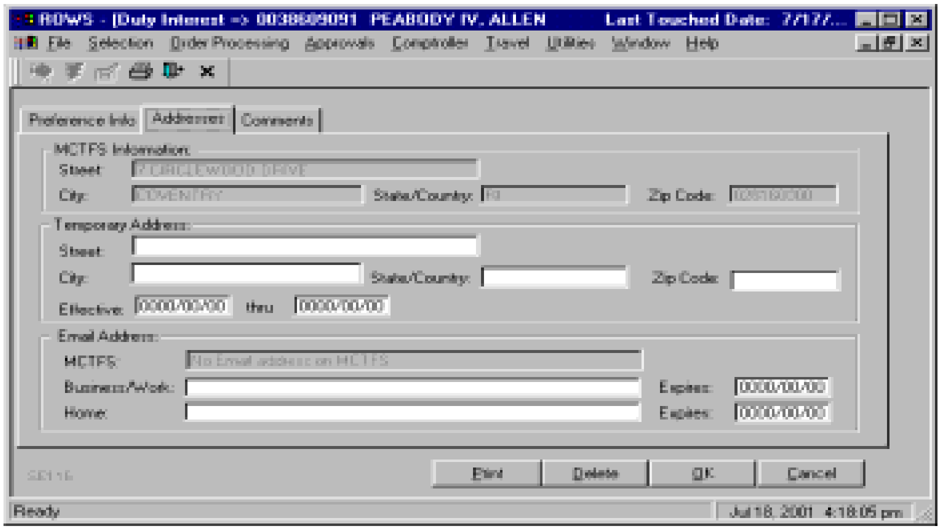
1. In the **Update Available Dates** area, choose **Add**. A date range opens in the **Available Dates** area. The default value for the beginning date is today's date.

2. Type the beginning and the closing date in YYYY/MM/DD format. Another date range opens.

## To Delete Dates Available for Duty

1. Select the date range.
2. Choose **Delete**.

## Addresses Tab




## MCTFS Information

The member's home of record displays from the ROWS database.

## To Enter a Temporary Address

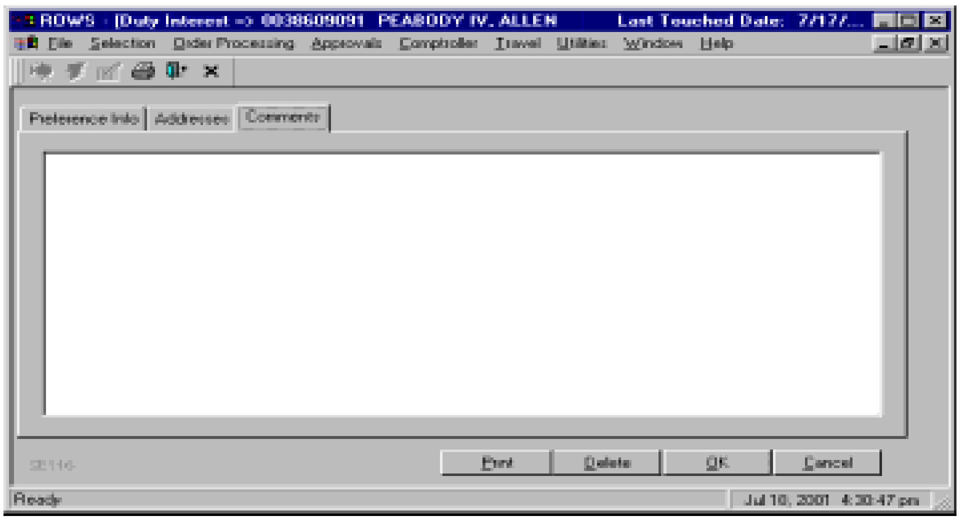
1. If the member wants to be contacted at another address, do the following:
   a) Type the city.
   b) Type the street address.
   c) Type the two-character state or county abbreviation.
   d) Type the zip code.
2. Type the from and to dates the member will be available at the temporary address, in YYYY/MM/DD format.

## To Enter Available E-mail Addresses

The MCTFS does not currently contain e-mail addresses.

1. Type the member's business or work e-mail address.
2. Type the expiration date in YYYY/MM/DD format, if applicable.
3. Type the member's home e-mail address.
4. Type the expiration date in YYYY/MM/DD format, if applicable.

## Comments Tab




Type additional information about the member's duty preferences, up to 100 characters.

## To Print the Record

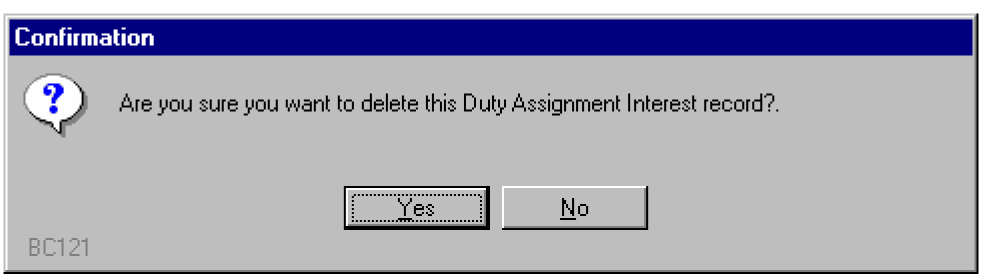
➢ Choose **Print**.

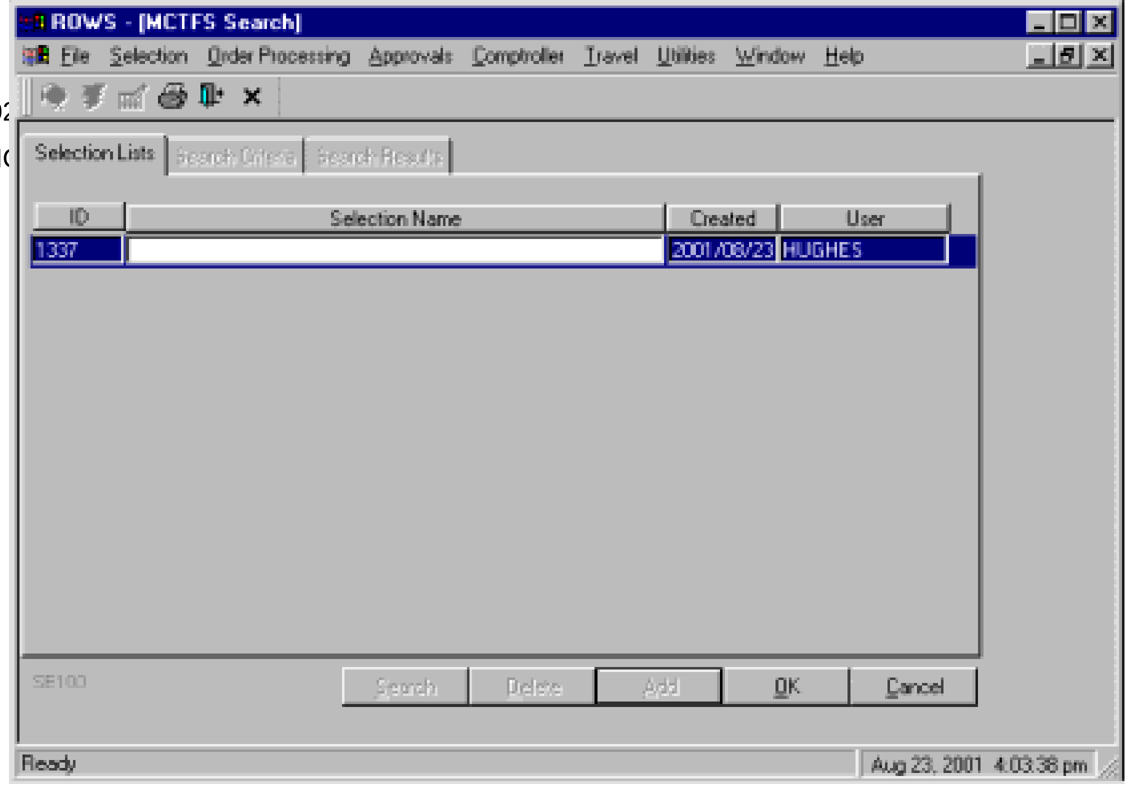
## To Delete the Record

1. Choose **Delete**. A message prompts you to confirm the delete process.

2. Do one of the following:

   - To delete the record, choose **Yes**. You return to the previous window.
   - To cancel the delete process, choose **No**. You return to the previous window.






## To Exit this Window

- Do one of the following:
  - To save all of the changes you have made to the record, choose **OK**. You return to the previous ROWS window.
  - To cancel the changes you have made to the record, choose **Cancel**. You return to the previous window.

## *MCTFS Search*

This window allows you to create, edit, and reuse search profiles to find groups of individuals on the ROWS database. You may view the results online or print them.

## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Selection** menu, select **Selection Lists**, select **Create** or **Maintain**, and

   choose **MCTFS Search**. The **MCTFS Search** window opens and displays the **Selection List** tab.

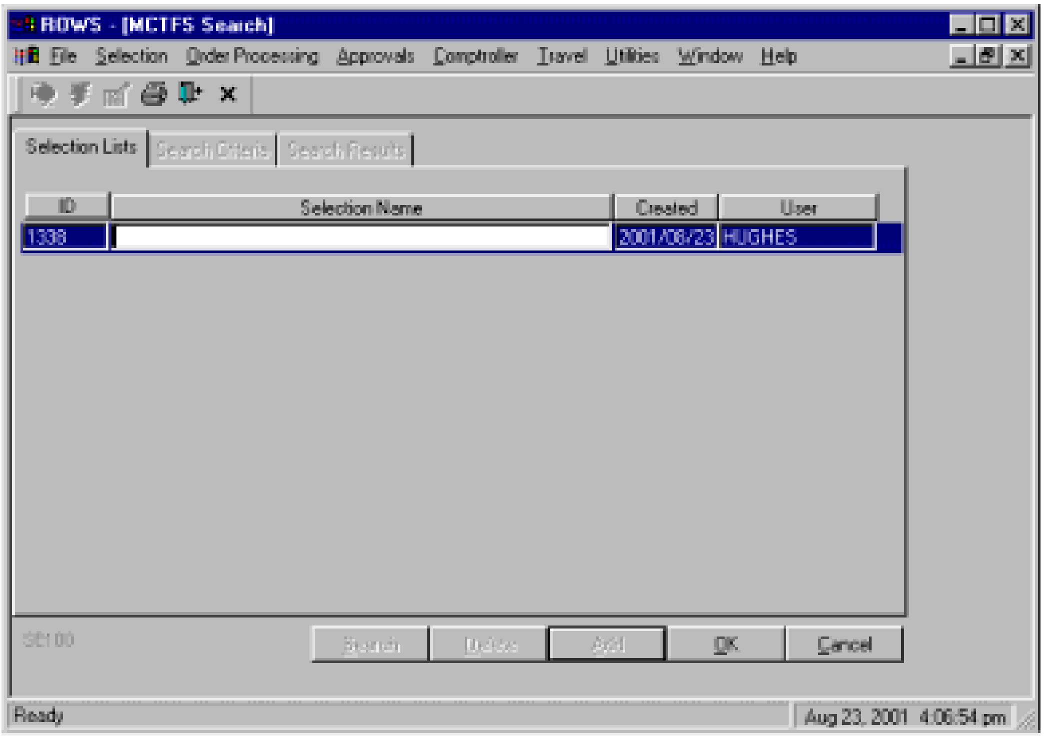
## Selection Lists Tab

This tab contains the following information:

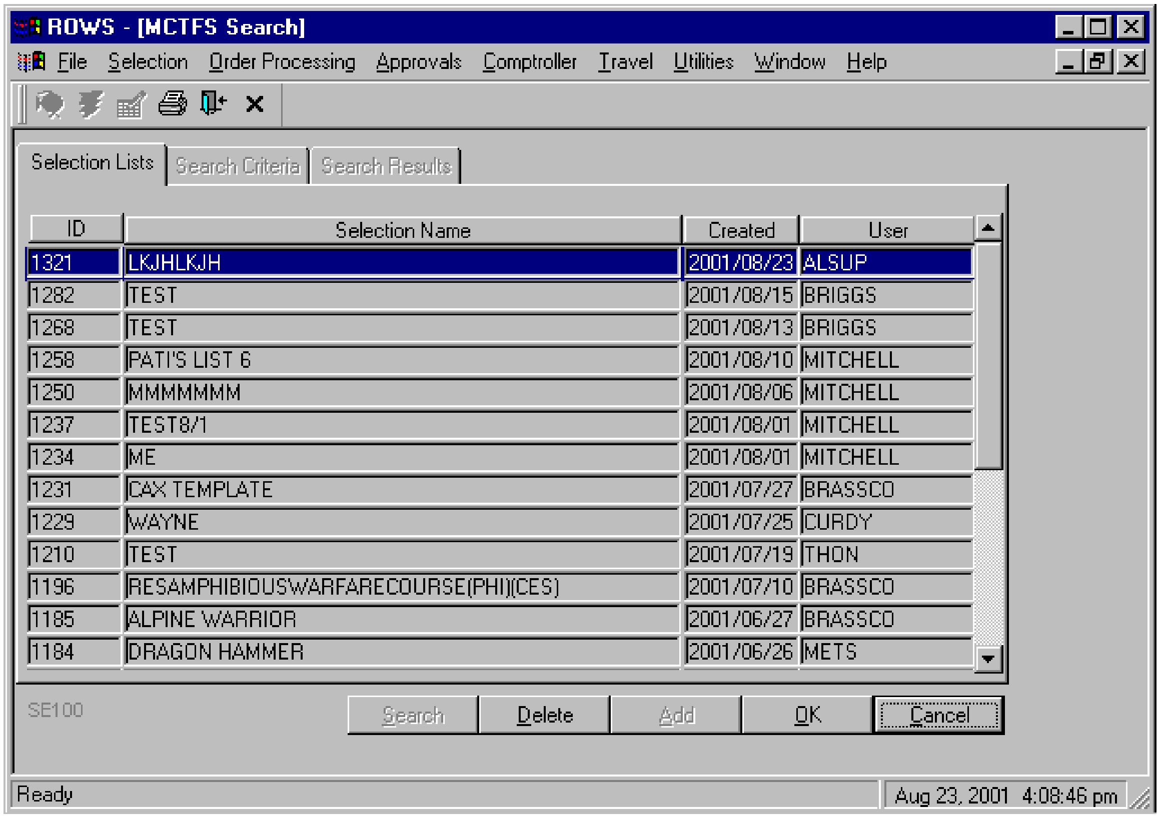
- Identification Number
- Selection Name (User will enter Selection Name.)
- Created Date
- User's last name

**To Create a New Search Profile**

1. Do one of the following:
   - If **Create** selected, type in a name for the search profile (up to 50 characters) In the **Selection Name** box. Be sure and give it a name that will be meaningful.



- If **Maintain** selected, choose the desired search.




2. Choose **OK**. The **Search Criteria** tab opens.
3. Complete the steps in the **Narrow Your Search** section later in this topic.
4. Do one of the following:
   - If you want to begin the search, choose **Search**. The **Search Results** tab opens.
   - Select **Cancel**.

## To Edit a Search Profile

1. Choose the **Selection Lists** tab.
2. Select the search profile you want to edit.
3. Choose **OK**. The **Search Criteria** tab opens.
4. Complete the steps in the **Narrow Your Search** section later in this topic.
5. Do one of the following:
   - If you want to begin the search, choose **Search**. The **Search Results** tab opens.
   - Select **Cancel**.

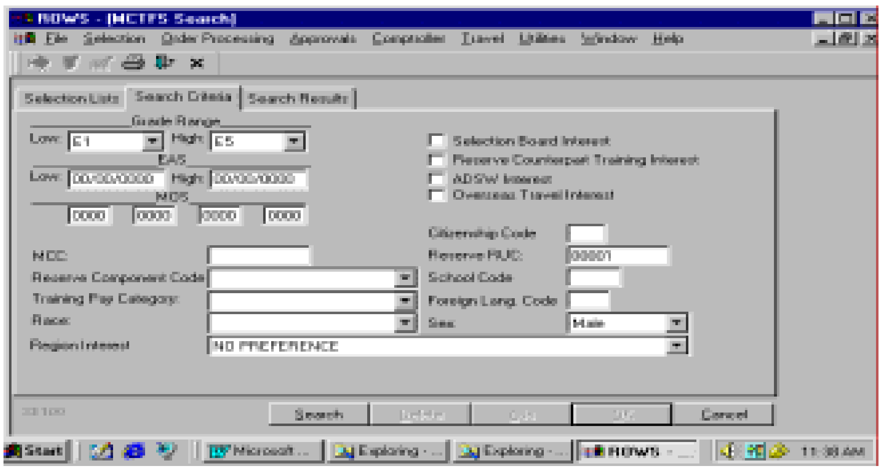
## To Search from an Existing Profile

1. Choose the **Selection Lists** tab.
2. Select the search profile you want to run.
3. Choose **OK**. The **Search Criteria** tab opens.
4. Enter criteria. Choose **Search. Search Results** tab opens.

## To Remove a Search Profile

➢ Select the search profile from the list and choose **Delete**.

## Search Criteria Tab




None of these parameters are required, but the more parameters you select, the more narrow your search becomes. Broader searches take more time.

## To Narrow Your Search

Do any of the following.

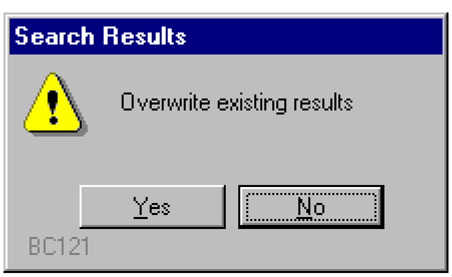
1. If you want to search on the member's grade:
   - Select the **Low** grade in the range.
   - Select the **High** grade in the range.
2. If you want to search on the member's Expiration of Active Service (EAS) date range:
   - Type the **Low** EAS date in DD-MM-YYYY format.
   - Type the **High** EAS date in DD-MM-YYYY format.
3. If you want to search on military occupational specialties, type up to four **MOS** codes.
4. If you want to search for members who want to serve on a selection board, select the **Selection Board Interest** check box.
5. If you want to search for members who want counterpart training, select the **Reserve Counterpart Training Interest** check box.
6. If you want to search for members interested in performing special activities while on

active duty, select the **ADSW Interest** check box.

7. If you want to search for members whose job requires that they travel abroad, select the **Overseas Travel Interest** check box.
8. If you want to search by monitored command code, type the **MCC**.
9. If you want to search by component, select a valid **Reserve Component Code** from the MMS Codes Manual (MDP10-80.20).
10. If you want to search by training pay, select a **Training Pay Category** from the MMS Codes Manual (MDP10-80.20).
11. If you want to search by ethnicity, select a **Race** code from the MMS Codes Manual (MDP10-80.20).
12. If you want to search by citizenship, type the **Citizenship Code** from the MMS Codes Manual (MDP10-80.20).
13. If you want to search by reporting unit code, type the **Reserve RUC**.
14. If you want to search for members with a specialized skill, type the **School** code from the MMS Codes Manual (MDP10-80.20).
15. If you want to search for members who can speak a specific language, type the **Foreign Language** code from the MMS Codes Manual (MDP10-80.20).
16. If you want to search for members of a specific gender, select a **Sex**.
17. If you want to search for members interested in serving in a specific area, choose the **Region Interest**. No Preference is the default value.

## To Search for Available Members

1. Follow the steps in **To Narrow Your Search**.
2. Choose **Search**. The tab opens.
3. If the search has been changed, a message prompts you to confirm that you want to overwrite the previous results.




Do one of the following:

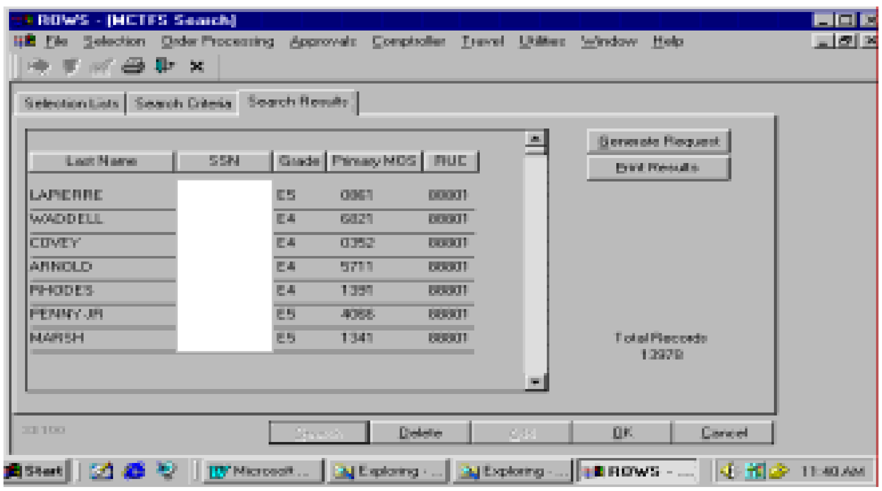
- To proceed with the search, choose **Yes**. The **Search Results** tab opens.
- To cancel the search, choose **No**.

## Search Results Tab

The results include the following data:

- Search profile name (print only)
- Last Name
- Social security Number
- Grade
- Primary military occupational specialty
- Reporting unit code

    - Total records (online only)




## To Remove a Member from the List

- ➢ Select the member’s name from the list and choose **Delete**.

## To Print the List

- ➢ Choose **Print Results**.

## To Exit this Window

- ➢ Do one of the following:
    - To save all of the changes you made to the search profile, choose **OK.** You return to the **Broadcast** window.
    - To cancel the changes you made to the search profile, choose **Cancel**. You return to the **Broadcast** window.

### *Manual Selection List*

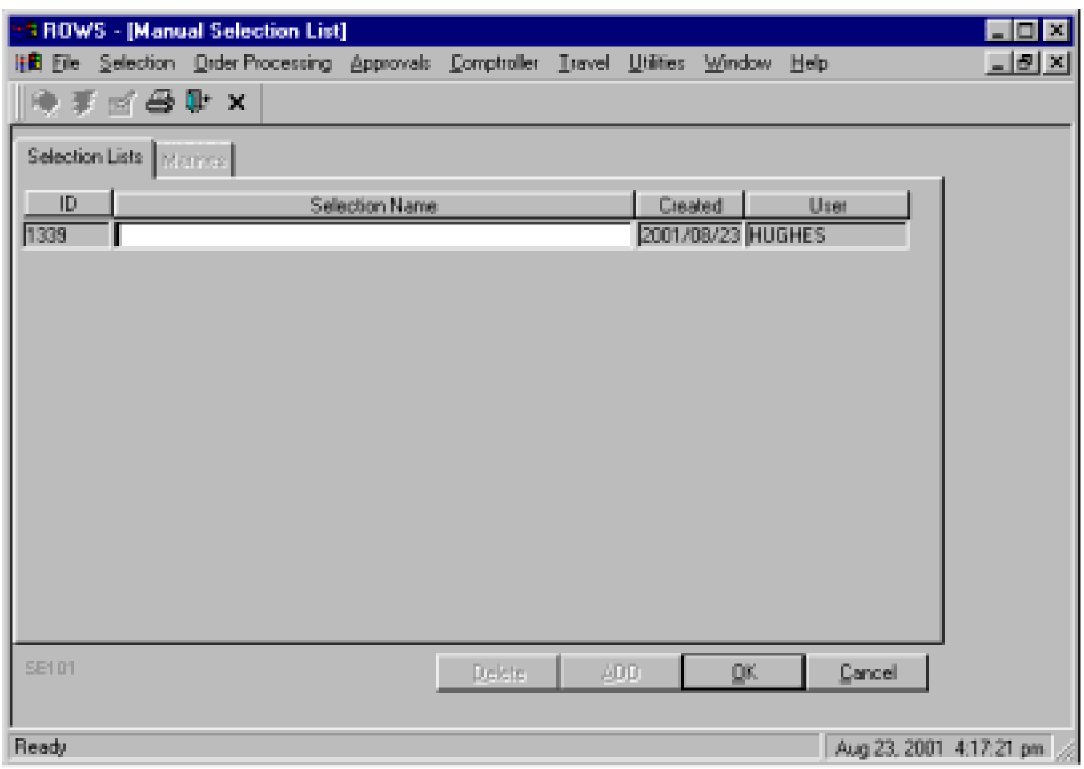
This window allows you to select individual members to generate requests for duty. You can create these custom lists and add or remove members from these lists if you know the social security numbers for the desired members.

## How Do I Get Here?

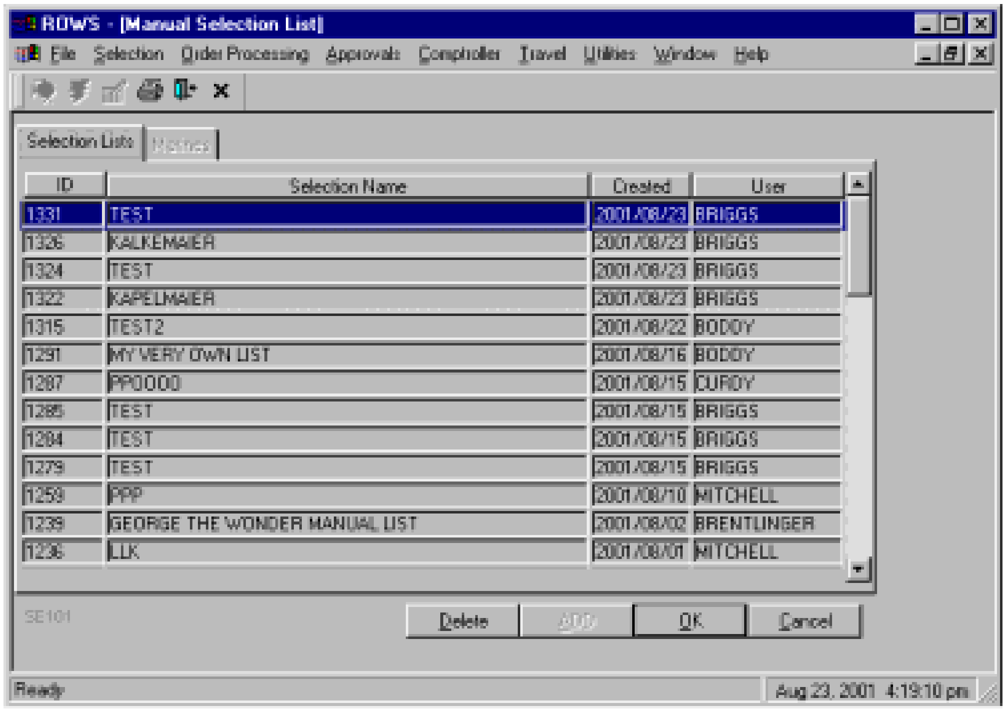
1. Begin on any **ROWS** window.
2. From the **Selection** menu, select **Selection Lists**, select **Create** or **Maintain**, and then choose **Manual List**. The **Manual Selection List** window opens.
3. Choose the **Selection Lists** tab.

## Selection Lists Tab

1. To create a new search or to select a previous search, do one of the following:
   - If you selected **Create**, in the **Selection Name** box, type the name of the search, up to 50 characters.



- If you selected **Maintain**, choose the desired search.




2. Choose **OK.** The **Marines** tab opens.

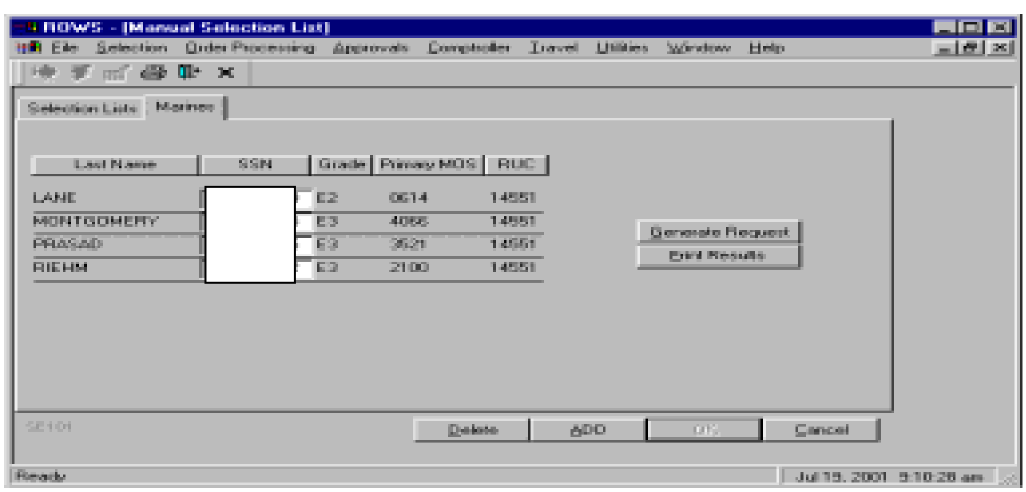
## To Delete a List

➢ Select the list and choose **Delete**.

## Marines Tab

This tab allows you to add members to the list and contains the following information.

- Selection list name (print only)
- Last Name
- Social security number
- Grade
- Primary military occupational specialty
- Reporting unit code
- Total records (online only)



### To Add a Member

1. In the **SSN** box, type the member's Social Security Number.
2. Choose **Tab Key** to automatically populate **MCTFS Data**.
3. Choose **Add** to add another SSN.

### To Remove a Member from the List

➢ Select the member's record and choose **Delete**.

### To Print the List

➢ Choose **Print Results**.

#### To Exit this Window

➢ Do one of the following**:**

- To save all of the changes you made to the search profile, choose **OK**. You return to the Broadcast window.
- To cancel the changes you made to the search profile, choose **Cancel**. You return to the Broadcast window.

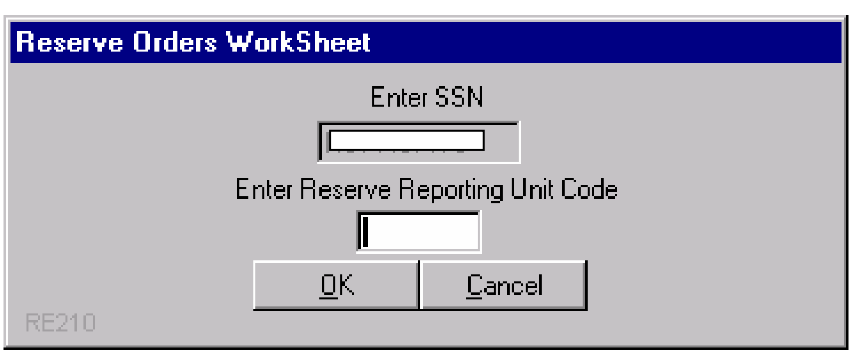
## ***ORDER PROCESSING***

### Reserve Orders Request Worksheet

This multi-tabbed window allows you to view information on a member and input or modify a request for orders. This is the first major window in the orders request process. Use this topic to complete the **Reserve Orders Request Worksheet (Template)**. All windows will be displayed after each tab topic. Some windows will appear as two pictures to ensure that each element is described.

### How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Order Processing** menu, select **Request Entry**, select **New Request**, and then choose **Individual**. The **Enter SSN** window opens.
3. In the **Enter SSN** box, type the member's SSN.
4. Choose **OK.**
5. If Reserve RUC is missing, an Enter Reserve Reporting Unit Code box opens on the **Enter SSN** window (Reserve Orders WorkSheet only). Enter Reserve RUC, and then choose **OK**.



6. The **Reserve Orders Request Worksheet** window opens.

This window displays the following information in the upper right corner of all tabs once the request is saved or on cancelled orders:

- Tracking Number
- Social Security Number
- Name

## Tab Summary

➢ Do any of the following:

- To view basic information on the member, select the **MCTFS** tab.

  **Note:** Enter information in each of following tabs in sequential order. You cannot proceed to the next tab unless you have entered or saved all the required data from the previous tab.

- To indicate reasons for a special assignment, select the **Justification** tab.
- The system defaults to this tab when the orders open. To view or modify the information about when and where the member will be travelling, select the **Travel Period/Gaining Cmd** tab.
- To view or update information about how to contact the member or deliver documents to the member, select the **Address** tab.
- To select funding, lodging requirements, mode of travel, quarters, and messing availability, select the **Travel & Tour** tab.
- To indicate any security clearance the member requires, select the **Security** tab.
- To attach miscellaneous standard paragraphs into the member's orders, select the **Misc Std Paragraphs** tab.
- To attach any customized paragraphs into the member's orders, select the **Non-Std Paragraphs** tab.

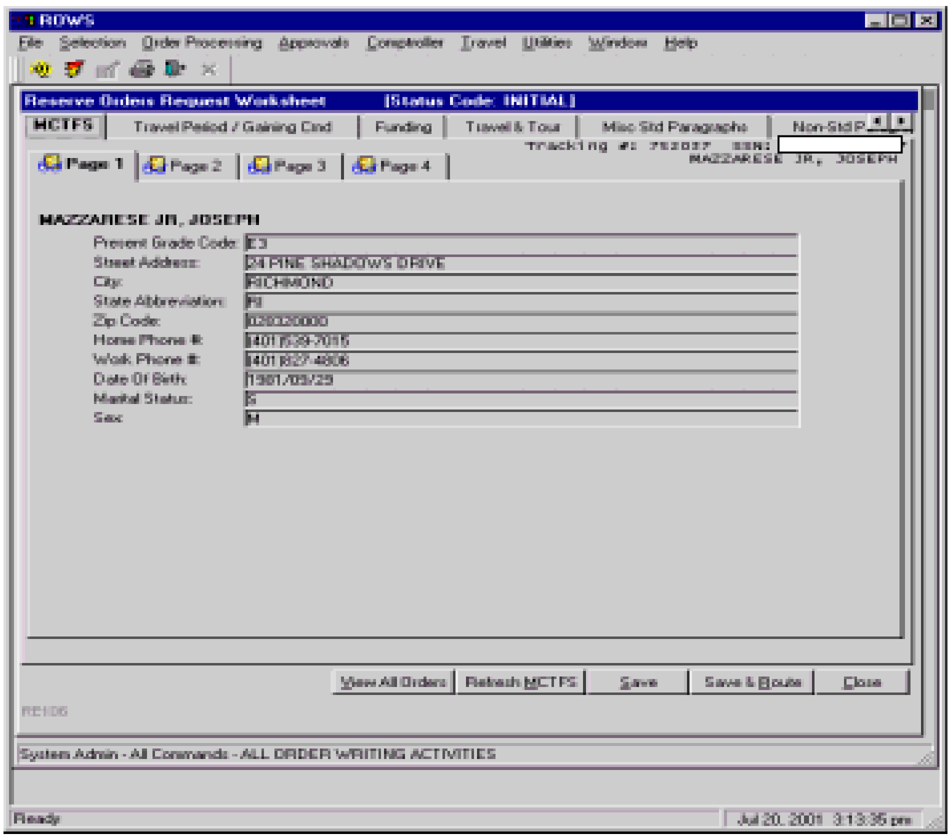
Each Tab will be described on individual pages that follow.

## *MCTFS Tab (Worksheet Only)*

This tab contains four additional tabs that display information about the member from the ROWS database. This information is displayed from the MCTFS master file. It is downloaded to ROWS after each MCTFS cycle. If a set of orders has been written on a Marine, it will not refresh the MCTFS information on that set, unless you click on the "Refresh MCTFS " button.

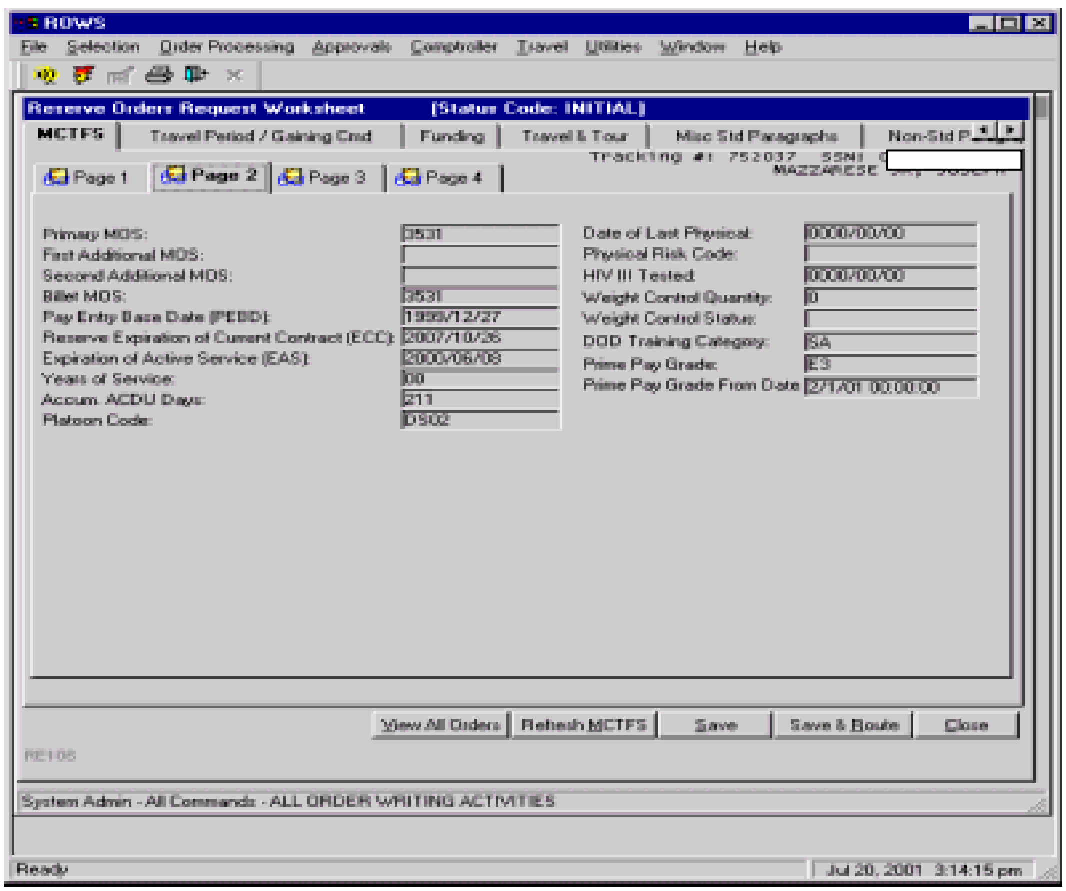
## MCTFS Page 1

- Name
- Present Grade Code
- Street Address
- City
- State Abbreviation
- Zip Code
- Home Phone Number
- Work Phone Number
- Date of Birth
- Marital Status
- Sex



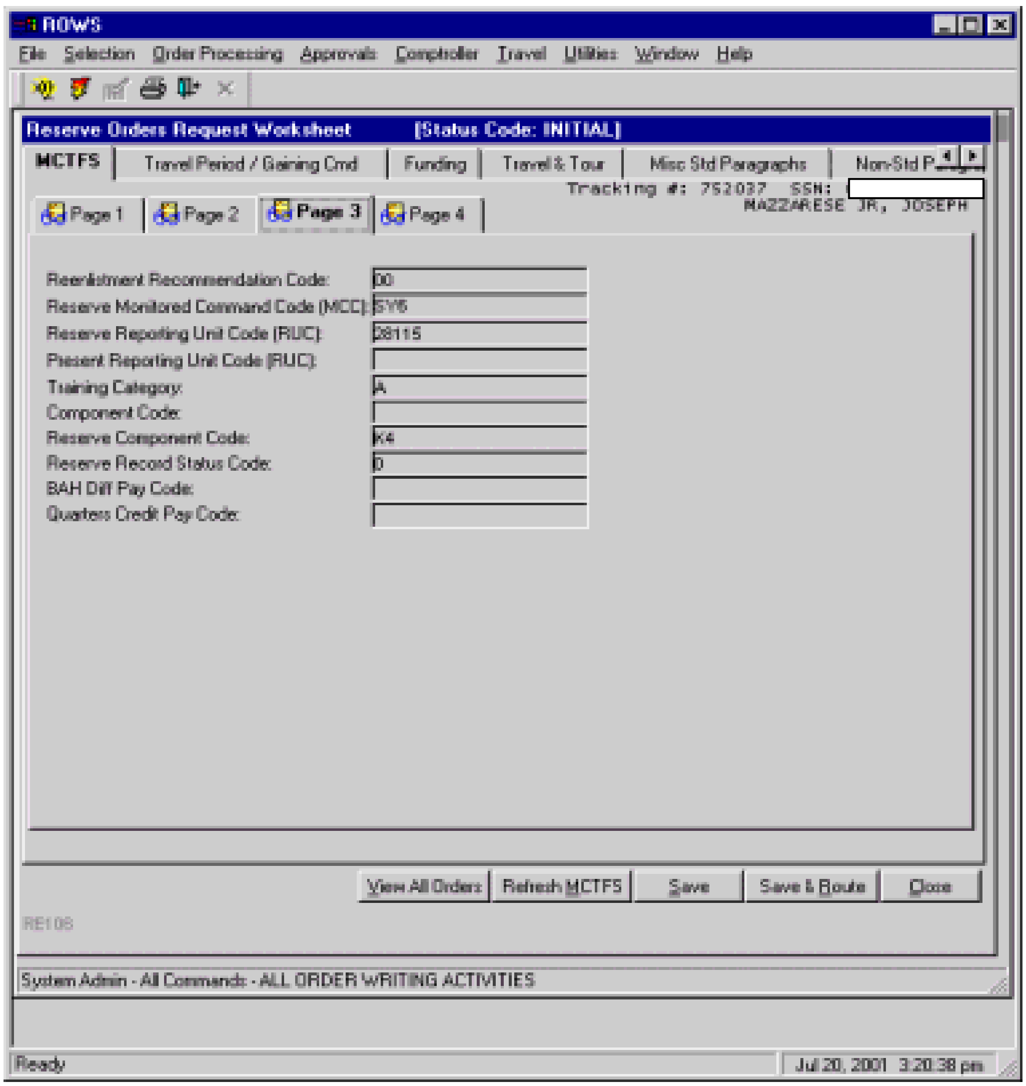
## MCTFS Page 2

- Primary Military Occupational Specialty
- First Additional Military Occupational Specialty
- Second Additional Military Occupational Specialty
- Billet Military Occupational Specialty
- Pay Entry Base Date
- Reserve Expiration of Current Contract
- Expiration of Active Service
- Years of Service
- Accumulated Active Duty Days
- Platoon Code
- Date of Last Physical
- Physical Risk Code
- HIV III Tested
- Weight Control Quantity
- Weight Control Status
- Department of Defense Training Category
- Prime Pay Grade
- Prime Pay Grade From Date



## MCTFS Page 3

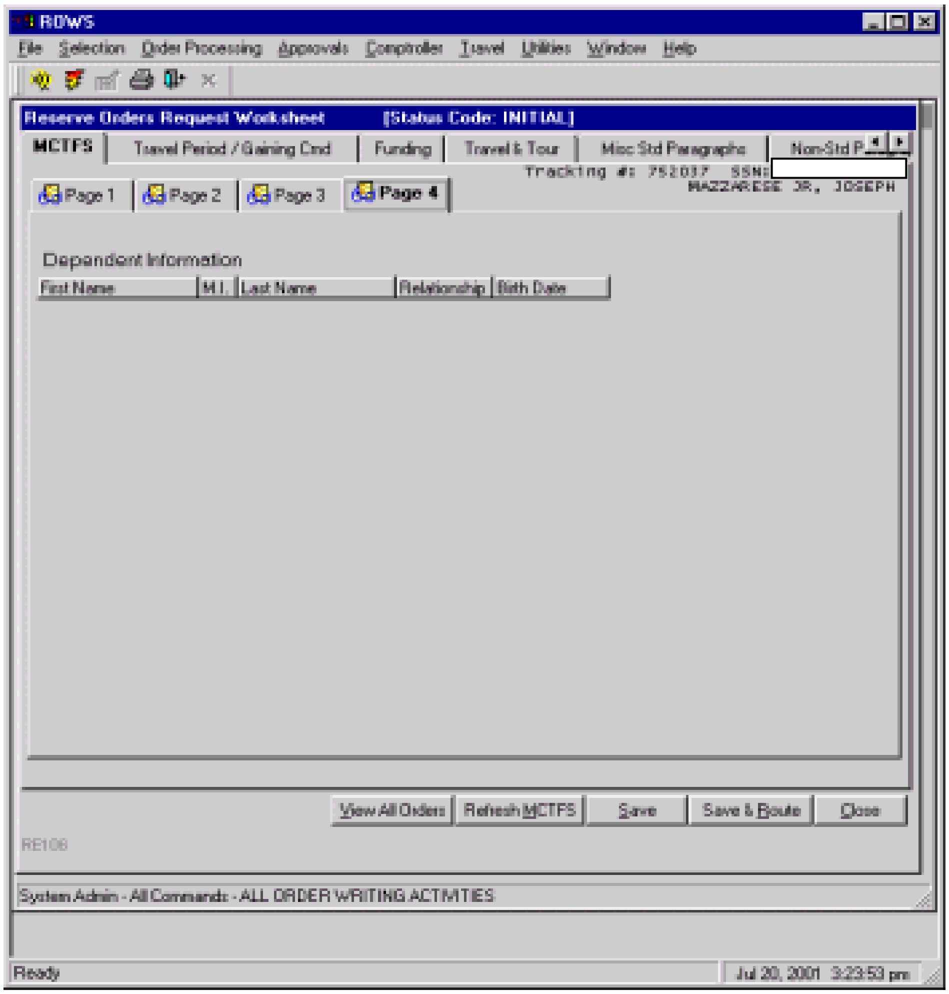
- Reenlistment Recommendation Code
- Reserve Monitored Command Code (MCC)
- Reserve Reporting Unit Code (RUC)
- Present Reporting Unit Code (RUC)
- Training Category (Training Category Pay Group)
- Component Code
- Reserve Component Code
- Reserve Record Status Code
- Basic Allowance for Housing Difference Pay Code
- Quarters Credit Pay Code



## MCTFS Page 4

Dependent Information

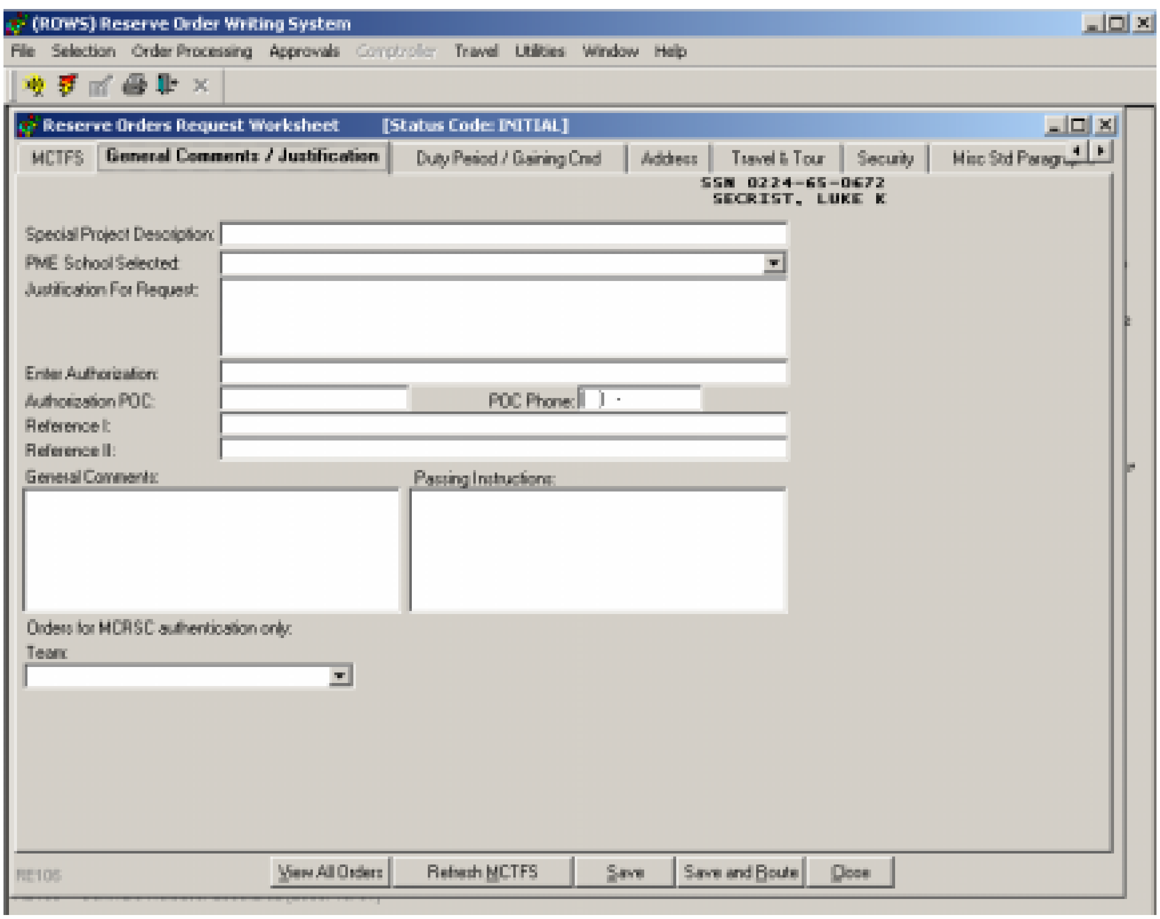
- First Name
- Middle Initial
- Last Name
- Relationship
- Birth Date



## *General Comments/Justification Tab*

This tab allows you to indicate reasons for a special assignment.

1. In the **Special Project Description** box, type the description.
2. In the **PME School Selected** list, select the appropriate school.
3. In the **Justification for Request** box, type an explanation for the request for a special project, confirmation order, or any Reserve Affairs approvals.
4. In the **Enter Authorization** box, type name of the authorizing document.
5. In the **Authorization POC** box, type the name of the point of contact for the authorization.
6. In the **POC Phone** box, type the POC's work phone number in NNN NNN NNNN format.
7. In the **Reference I** box, type the name of the reference if there is a specific document which justifies the orders.
8. General Comments pertains to any unusual circumstance which pertain to these orders, that will be displayed in the tracking comments.
9. Passing Instructions is an area to enter the receiving individual if the orders are being sent as a message, vice a letter.
10. Team is an obsolete field that should be left blank.



**Note:** The default value for the **Reference II** box is the orders tracking number and start and end dates. This information is fixed, and only pertains to Modification and Cancellation screens.

## Travel Period/Gaining Cmd Tab

This tab begins the orders request process.

If the system is down and if the travel orders must be produced before the system is available again, you can enter manual travel order numbers (TON). These numbers are generated outside of ROWS.

1. Under **Were manual orders generated**, do one of the following (Worksheet Only):
   - If no manual orders were generated, select **No**.
   - If manual orders were generated, select **Yes** and, in the **First Travel Order Number (TON)** box, type the 4-character number in Z### format.

   **Note:** If you enter a **manual TON**, **Appropriation Data** tab under the **Travel & Tour** tab contains the manual TON and related appropriation information. This data may be edited.
2. In the **Start Date** box, type the start date of the duty to include any travel days in YYYY/MM/DD format or choose the ellipses (…) icon to add the date from the **Calendar** function.
3. In the **End Date** box, type the end date of the duty to include any travel days at the end of the duty in YYYY/MM/DD format or choose the ellipses (…) icon to add the date from the **Calendar** function.

   If the **Start Date** for a request occurs the next day after the **End Date** of another request, the **Back-to-Back Orders** area becomes available.
4. If available, in the **Back-to-Back Orders** area, do one of the following:
   - If the orders are consecutive, select **Yes**.
   - If they are not, select **No**, and then change the duty dates (unless the duty is for medical or legal hold, Appropriate and Associate).
5. In the **Report No Later Than** area,

   a. In the **Time** box, type the deadline in HH:MM format.

   b. In the **Date** box, type the date which the Marine must report to the appropriate person in YYYY/MM/DD format or choose the ellipses (…) icon to add the date from the **Calendar** function.
6. **Tour Days** and **Fiscal Year** are calculated automatically.
7. Under **Are drills in conjunction with this set of orders**, do one of the following:
   - If drills are in conjunction with this set of orders, select **Yes.**
   - If not, select **No**.

     **Note:** Drill must be after the end date of the orders.

8. If you selected **Yes** in the preceding step,

   c. In the **Drill Start Date** box, type the date the drills start in YYYY/MM/DD format or choose the ellipses (…) icon to add the date from the **Calendar** function.

   d. In the **Drill End Date** box, type the date the drills end in YYYY/MM/DD format or choose the ellipses (…) icon to add the date from the **Calendar** function.

9. If the orders request is for a period greater than 139 days, in the **PCS Move** list, select the option from the drop down list.

10. If the number of **Tour Days** is greater than 30 days, in the **If period of duty is greater than 30 days select Comp Code** list, select the Reserve Active Duty/Component Code that the person will change to for the duty.

11. Under **Duty**,

    e. In the **Type of Active Duty Request** list, select the type.

    f. If you selected **ADSW** or **AT** in the preceding step select the specific type of ADSW or AT duty.

12. Under **Duty**, if the **Type of Active Duty Request** is **Presidential Recall**, in the **Voluntary or involuntary duty** area, do one of the following:

    - If the tour of duty is voluntary, select **Voluntary**.
    - If not, select **Involuntary**.

13. In the **Activity** list, select the activity (i.e., operation, exercise, project), if applicable.

    **Note:** This field is used for tracking purposes only.

14. Under **These Orders Are**, do one of the following:

    - If the orders are non-reporting, select **Non-Reporting**.
    - If the member is to report in at the gaining command, select **Reporting**.

15. Under **Is Duty Site a Marine Corps facility**, select the appropriate answer. If the duty is at a civilian site, such as a hotel, answer “No”. If you answer, “No”, you will not be required to enter an MCC or gaining command RUC.

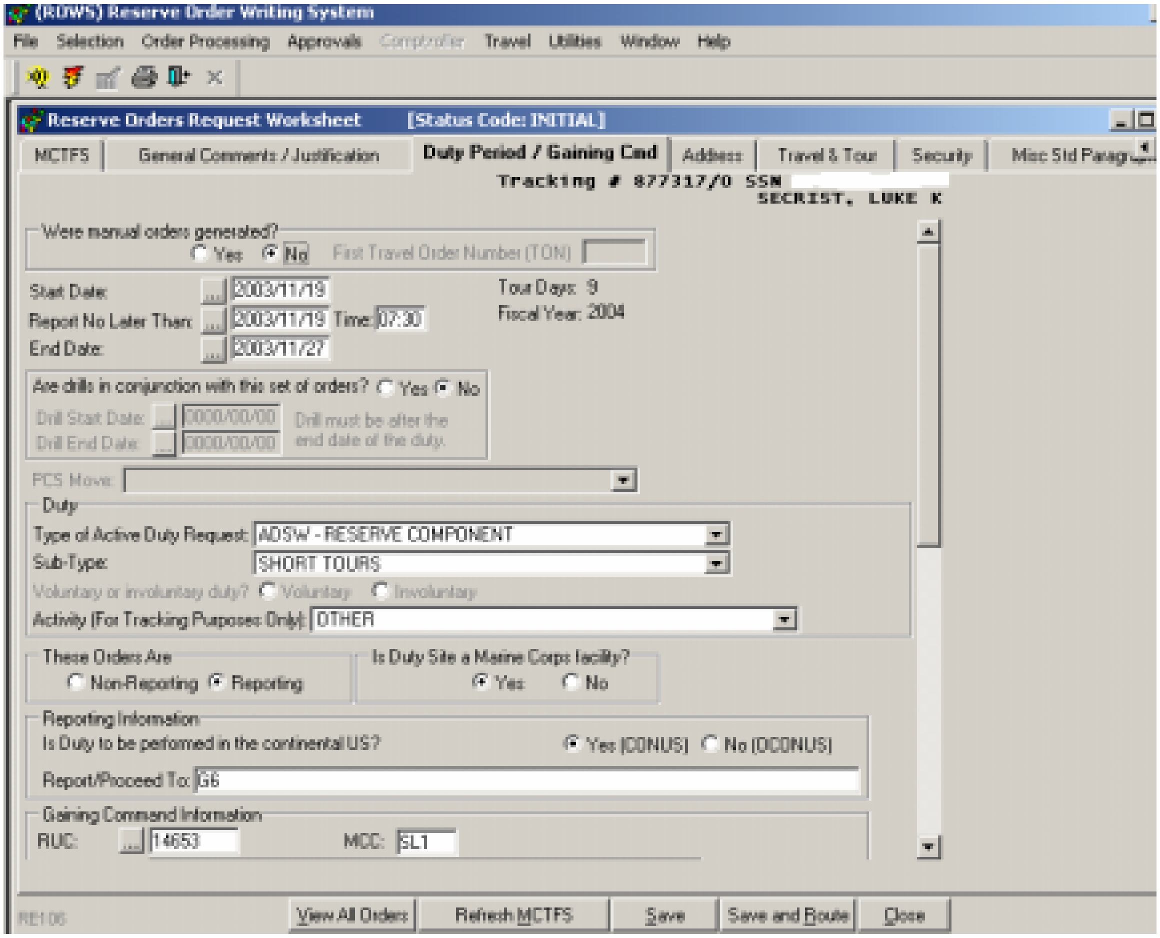
16. If available, under **Duty Involving Flying**, do one of the following:

    - If the member is assigned duty in a flight status, select **Operational (DIFOP)**.
    - If the member is not assigned duty in a flight status, select **Denied (DIFDEN)**.

17. Under **Reporting Information**, answer each of the questions.

18. In the **Report/Proceed To** box, type the name of the person to whom the member will report (i.e., CO, MAC 24, etc.).

19. In the next area, answer each of the General questions. (Most are concerned with OCONUS orders.) They are defaulted to “No”. The question on Reporting to SIA or Theatre is asking where the Marine is to report first to a station of initial assignment, such as Camp Lejeune or directly to the theatre (which is a war zone). Enter neither if it does not apply to these orders.




20. Under **Gaining Command Information**,

a. If available in the **RUC** box, type or select the reporting unit code using the ellipses (…) icon. Some fields in **Gaining Command Information** and **Duty Address Information** are auto-populated from the ROWS database.

b. In the **MCC** box, type the monitored command code.

c. In the **Unit Name** box, type the name.

d. In the **POC** box, type the point of contact name.

e. In the **Phone** box, type the phone number for the assignment location in XXX XXX XXXX format.

f. In the **FAX** box, type the fax number for the assignment location in XXX XXX XXXX format.

g. In the **Email** box, type the e-mail address for the assignment location.

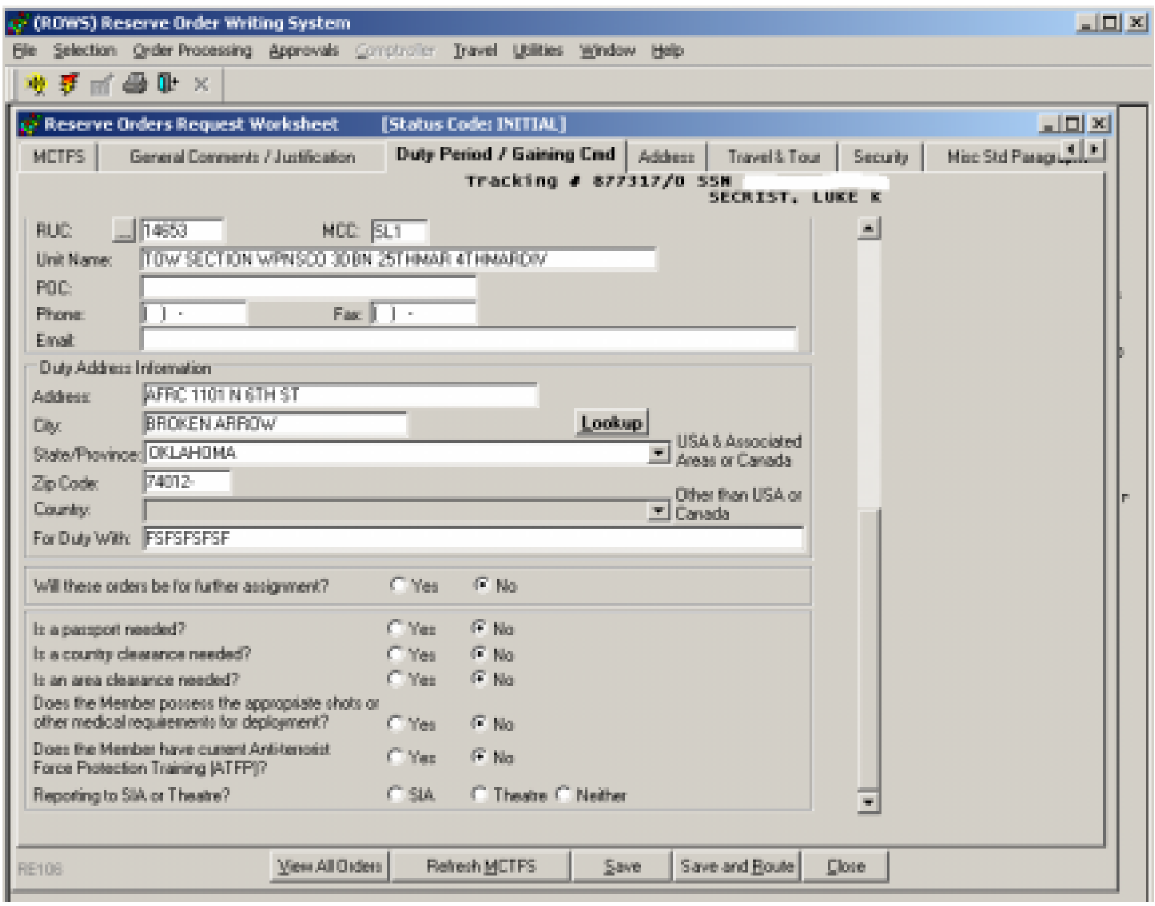
21. Under **Duty Address Information**,

    a. In the **Address** boxes, type the street address, city, state, and zip code where the duty assignment is located.

    b. In the **Country** box, type the name of the country where the duty assignment is located. There is a look-up button, which will bring up a pop-up box to choose a location. This data comes from the Department of Defense (DOD) Table of Distances.

    c. In the **For Duty With** box, type the name of the organization with whom the assignment is to be performed, i.e., G-1, G-2, etc.

22. In the next area, indicate if the orders will be for further assignment. If you select **Yes**, the **Further Assignment** button appears.



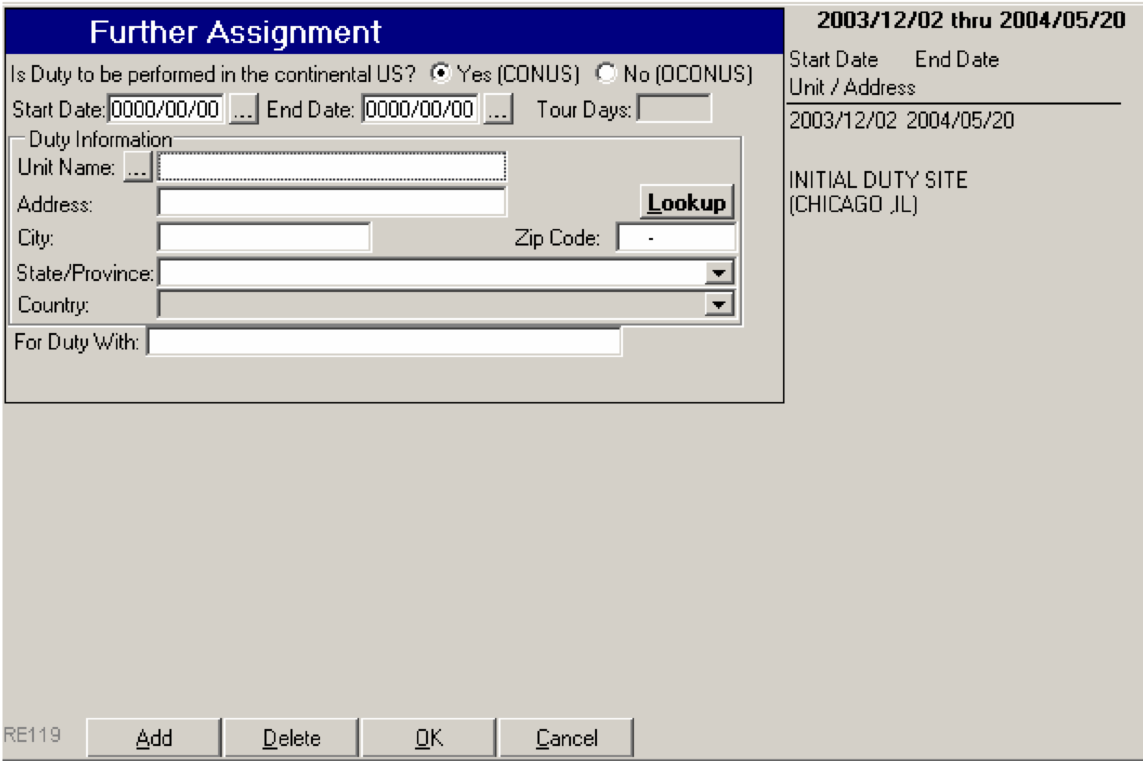
## Further Assignment

If you selected **Yes** in the preceding step, choose **Further Assignment**. The **Further Assignment** window opens.

This window displays the following information:

- CONUS/OCUNUS – Indicates whether the further assignment is in or out of the continental United States.
- Start Date – This should be the day the Marine will report in at the further assignment location.
- End Date – The last day of the further assignment Unit Name - You can use the UC/MCC drop-down list or type the Duty Location Name.
- Tour Days – populated from the Start and End Date.
- Unit Address – This will either be populated from the Unit Name or you can type it in.
- City – Same as Unit Address.
- Zip - Same as Unit Address. There is a look-up button which can be clicked to display a pop-up box for entering the location which must be present on the DOD Table of Distances.
- State - Same as Unit Address
- Country – If OCONUS.
- For Duty With – Type in the organization that the Further Assignment will be performed with.

This screen will display a message asking if the user wants to send the member back to the initial command, if the last FFA ended prior to the end date. A 'yes' answer will automatically enter the information for that FFA.




### *Address Tab*

This tab allows you to view or update information about how to deliver documents to the member. This tab displays the following information:

**Personnel – Permanent Mailing Address**

This information is retrieved from MCTFS file.

- Street Address
- City
- Country/State
- Zip

There is a Change Permanent Address Button, which allows you to enter a new address, which must be resident on the Defense Table of

**Delivery Address**

This information is retrieved from MCTFS file.

- Street Address
- City
- Country/State
- Zip

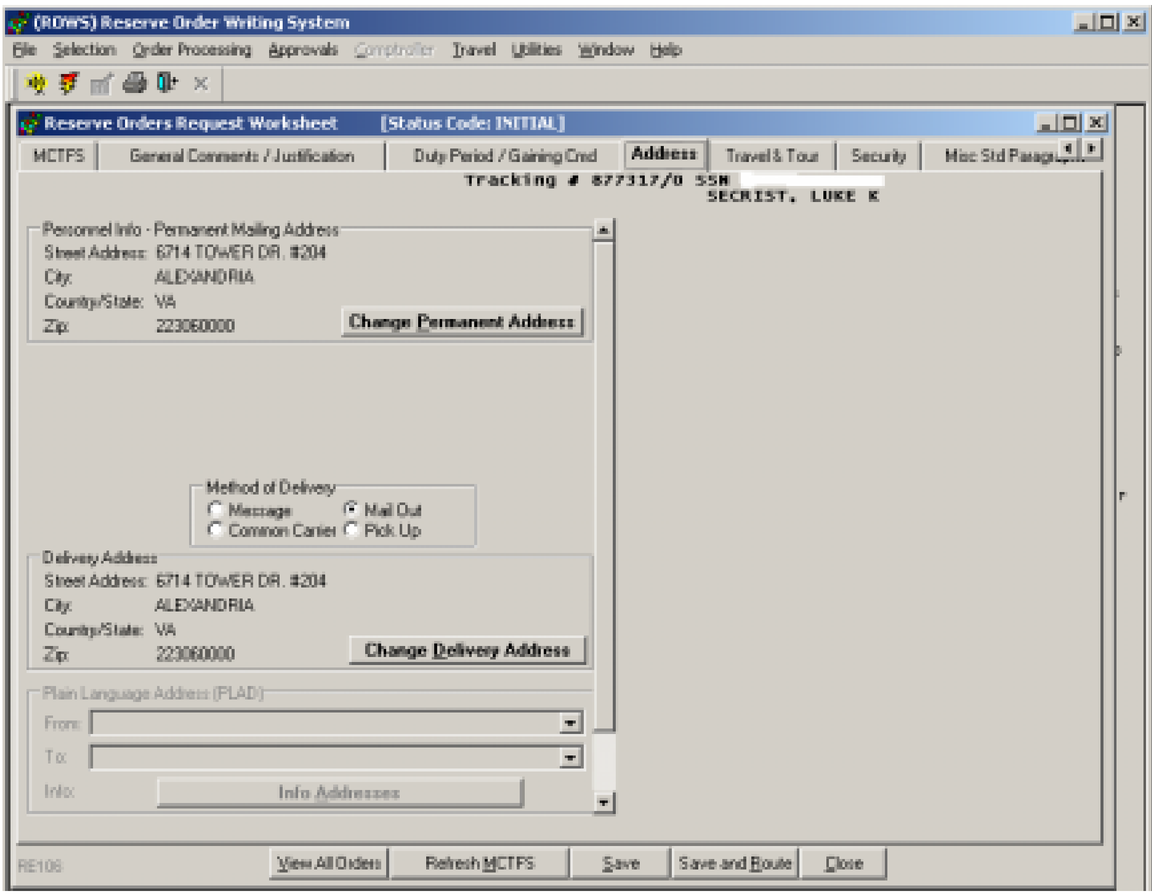
This area allows you to change the address for the Delivery of these orders only, or to request an update to the Marine's permanent mailing address. If you select the option to change his permanent address, the information will be placed on the Units UD/MIPS Advisory Report.

Also, the method of delivery is selected on this page from the following options:

* Message * Mail Out

* Common Carrier * Pick Up

If the message option is selected, the Requestor must input the PLAD address for the Unit sending the message out as well as the PLAD for the unit receiving the message. If Info addresses are needed, those PLAD addresses can be entered here.




## *Travel and Tour Tab*

There are several subtabs under this heading which deal with the selection of entitlements, authorized expenses and funds being utilized.

**Travel**

**1.** This tab shows how many travel legs are involved in the orders. There could be different expenses on each portion of the travel, especially if any further assignments were involved.

2. The Travel Detail will show where that leg of travel is starting from and where it is going to. It also shows the duty dates of the leg and of the entire set of orders. Each leg will display a light

above the Details Button. Green means the information provided is complete means that all the mandatory information was completed, but not all questions were answered. Red means that the Travel Detail Screen has not been completed.

3. Three questions appear that ask:

Does the Marine live within the corporate city limits of this duty site? (No TVL Auth) Yes or No.

Does the Marine live within the local commuting distance of this duty site? Yes or No.

Does the Marine wish to commute vice staying at billeting? Yes or No.

4. Authorized Expenses.

If the member is authorized for per diem, select the **Per Diem** check box.

If the member receives travel expenses, select the **Travel** check box. The **Mode of Travel** area opens.

If the member is authorized for car rental expenses, select the **Rental Car** check box.

Enter the Number of days in the field if applicable and per diem will not be estimated for those days.

5. If available, under **Mode of Travel**, select the applicable mode of transportation.

- In the list for the option you selected, select the actual mode of transportation, which is to the right of the option.

6. If POV was selected as the mode of travel, the system will do a calculation of miles with a cost and if the orders are POV, Not Advantageous to the Government, it will check for the cost of the GTR .

7. There is a question with three options which says:

Is the Traveler authorized to purchase a commercial ticket from the CTO?

The three responses are: No, tickets will be provided by CTO/TMO (this is the default)

Yes, but not to exceed the cost of a GTR

Yes, and receive actual expense reimbursement.

8. The next area provides you an area to inform the reservation clerk of the travelers preferences. You can enter the travel date and the time windows for travel, along with the departure and arrival airports desired. The drop-down list will display the airports nearest the member's departure location. It shows all airports within a 50 mile radius, if one is available. OCONUS will show all airports for that country to choose from. The show all button will display all US airports, the airports nearest the departure location up to 400 miles listed first. If the user selects the Show All button, then is will be mandatory to give a justification as to why the member is not flying from an airport nearest his departure location. The Arrival information works the same as the departure.

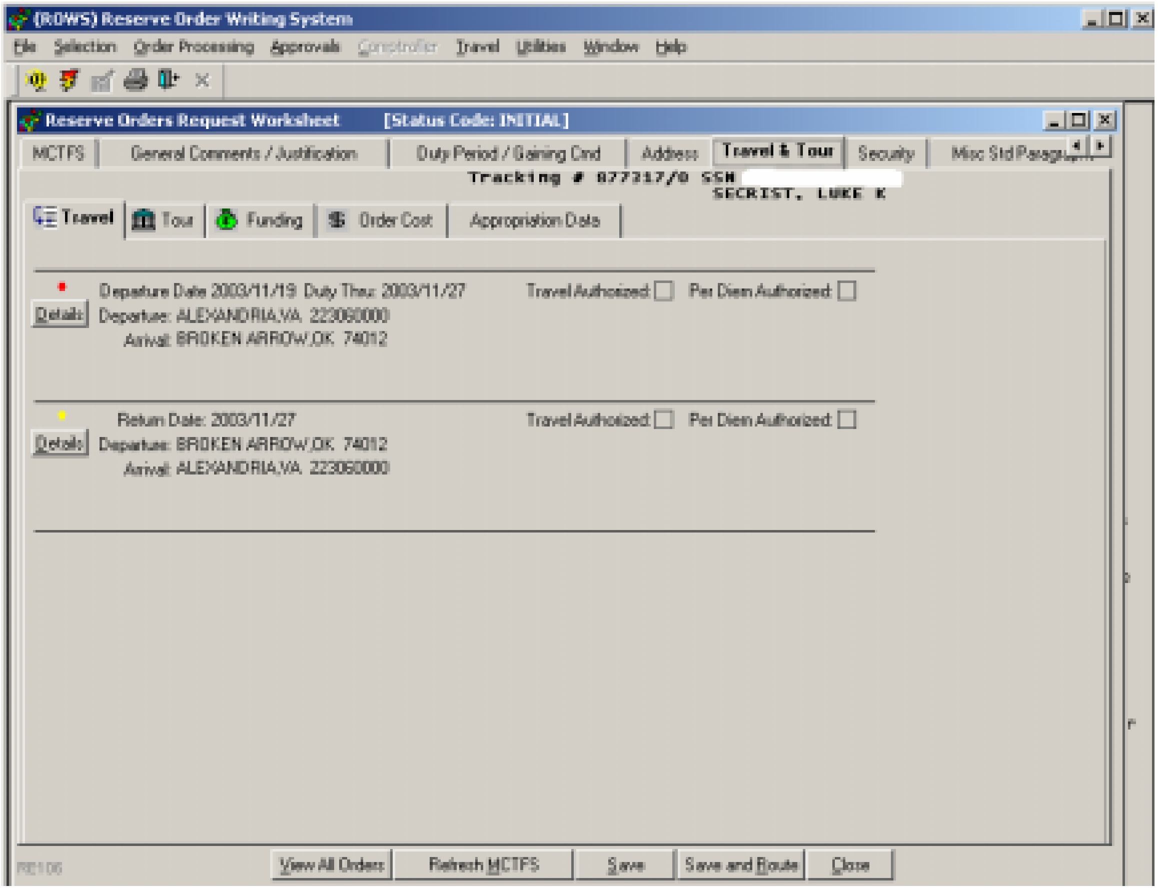
9. If Rental car was authorized, the next area will be lit up so that you can select where the Rental Car will be picked up and returned and what type of rental car they are authorized.

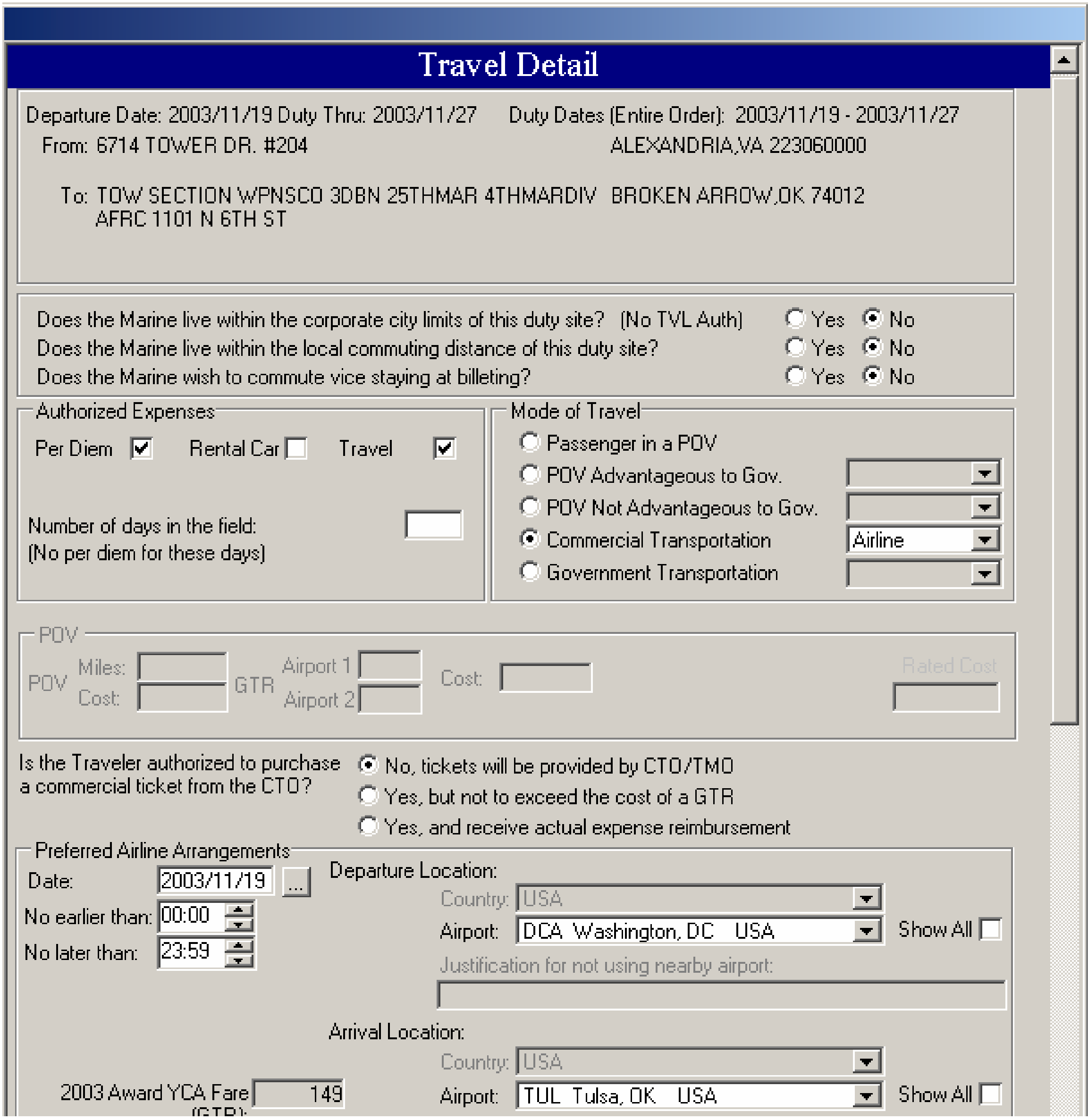
10. There is a free-form area to enter an special instructions or information that the Reservation clerk or the TMO should see.

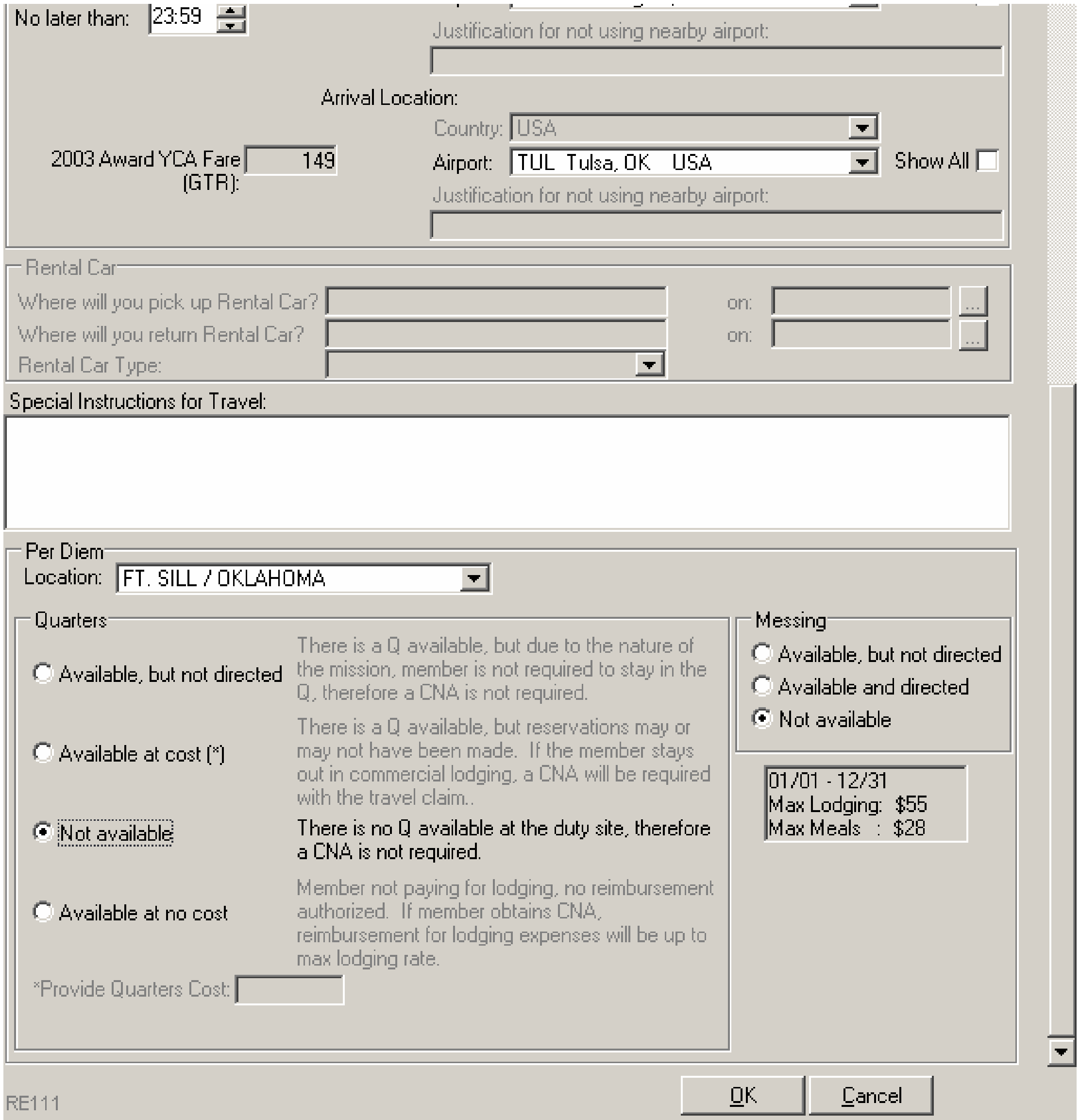
11. There is a drop-down for Per Diem Location based on the travel leg destination.

12. There is an area to select Quarters and Messing entitlements, such as whether Quarters are Available, Available at Cost, Not Available, and Available at No Cost. The Messing choices are: Available, but not directed, Available and directed and Not Available. Depending on the options clicked, the system will go to the Per Diem Table and figure the daily lodging and meal rates.

13. You can then click OK or Cancel to complete the details of the travel for that leg.




Travel Detail
Departure Date: 2003/11/19 Duty Thru: 2003/11/27
Duty Dates (Entire Order): 2003/11/19 - 2003/11/27
From: 6714 TOWER DR. #204
ALEXANDRIA,VA 223060000
To: TOW SECTION WPNSCO 3DBN 25THMAR 4THMARDIV
AFRC 1101 N 6TH ST
BROKEN ARROW,OK 74012
Does the Marine live within the corporate city limits of this duty site? (No TVL Auth)
Does the Marine live within the local commuting distance of this duty site?
Does the Marine wish to commute vice staying at billeting?
Yes
No
Yes
No
Yes
No
Authorized Expenses
Per Diem
Rental Car
Travel
Number of days in the field:
(No per diem for these days)
Mode of Travel
Passenger in a POV
POV Advantageous to Gov.
POV Not Advantageous to Gov.
Commercial Transportation
Airline
Government Transportation
POV
POV
Miles:
Cost:
GTR
Airport 1
Airport 2
Cost:
Rated Cost
Is the Traveler authorized to purchase a commercial ticket from the CTO?
No, tickets will be provided by CTO/TMO
Yes, but not to exceed the cost of a GTR
Yes, and receive actual expense reimbursement
Preferred Airline Arrangements
Date:
2003/11/19
No earlier than:
00:00
No later than:
23:59
Departure Location:
Country:
USA
Airport:
DCA Washington, DC USA
Show All
Justification for not using nearby airport:
Arrival Location:
Country:
USA
2003 Award YCA Fare (GTR):
149
Airport:
TUL Tulsa, OK USA
Show All




## Tour Tab

**Note:** Available options on this tab are based on what you chose in the previous tabs.

1. For the question **Is Variation of Itinerary authorized?,** select **Yes** if the Marine will be traveling from one site to another ( not to be confused with Further Assignment).

2. Under **Is dual lodging authorized?**, select **Yes** if the Marine will be doing some. Variation of Itinerary and needs to have more than one lodging location retained during the dutyperiod.

3. Under **Is In and Around Mileage Authorized?**, select **Yes** if it has been authorized (This pertains to POV Travel)

4. The question **Will the Marine be a passenger in the POC?**, will only be available for POV Travel. If **Yes,** the Marine will not be entitiled to reimbursement for travel.

5. Under **Is Mixed Mode of travel authorized?,** select **Yes** if he will need more than one means of transportation during the duty period such as a plan and bus or POV and plane ticket.

6. For the question **Is the Marine authorized to carry firearms?**, select **Yes** if he can, and a

special paragraph will be placed on the orders.

7. For the question, **Will the Marine be performing duty in a combat zone?**, select **Yes** if he will and a paragraph will be put on the orders, so that the Unit Diary Clerk can run the appropriate diary entries to effect his taxes.

8. In the **Does the Marine have a government travel charge card (GTCC)** area, do one of the following:

- If the member has a government credit card, select **Yes,** if not, select **No**.

9. If you selected **No** in the previous step, in the reason list, select the applicable reason.

10. Under **Is excess baggage authorized**, do one of the following:

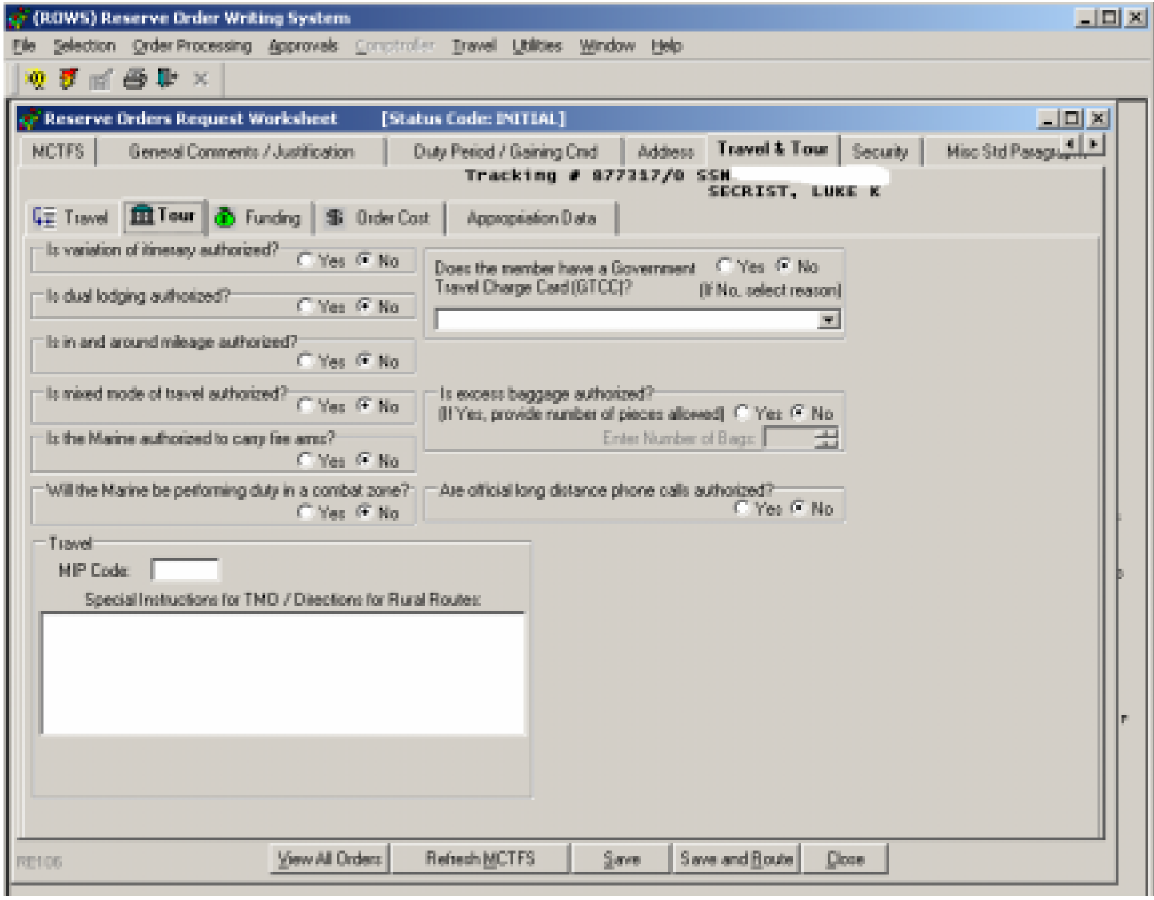
- If it is authorized, select **Yes,** If not, select **No**.

11. If you selected **Yes** in the preceding step, in the **Enter Number of Bags** box, select the number of bags.

12. Under **Are long distance phone calls authorized?**, select **Yes,** if he can be reimbursed for phone calls during the duty period.

13. MIP CODE:- This refers to the Fund Administrator/Work Center code that decribes the unit requesting the travel on the duty sit. It is a 4 character code and is used by the Reservation clerks to identify the requesting information.

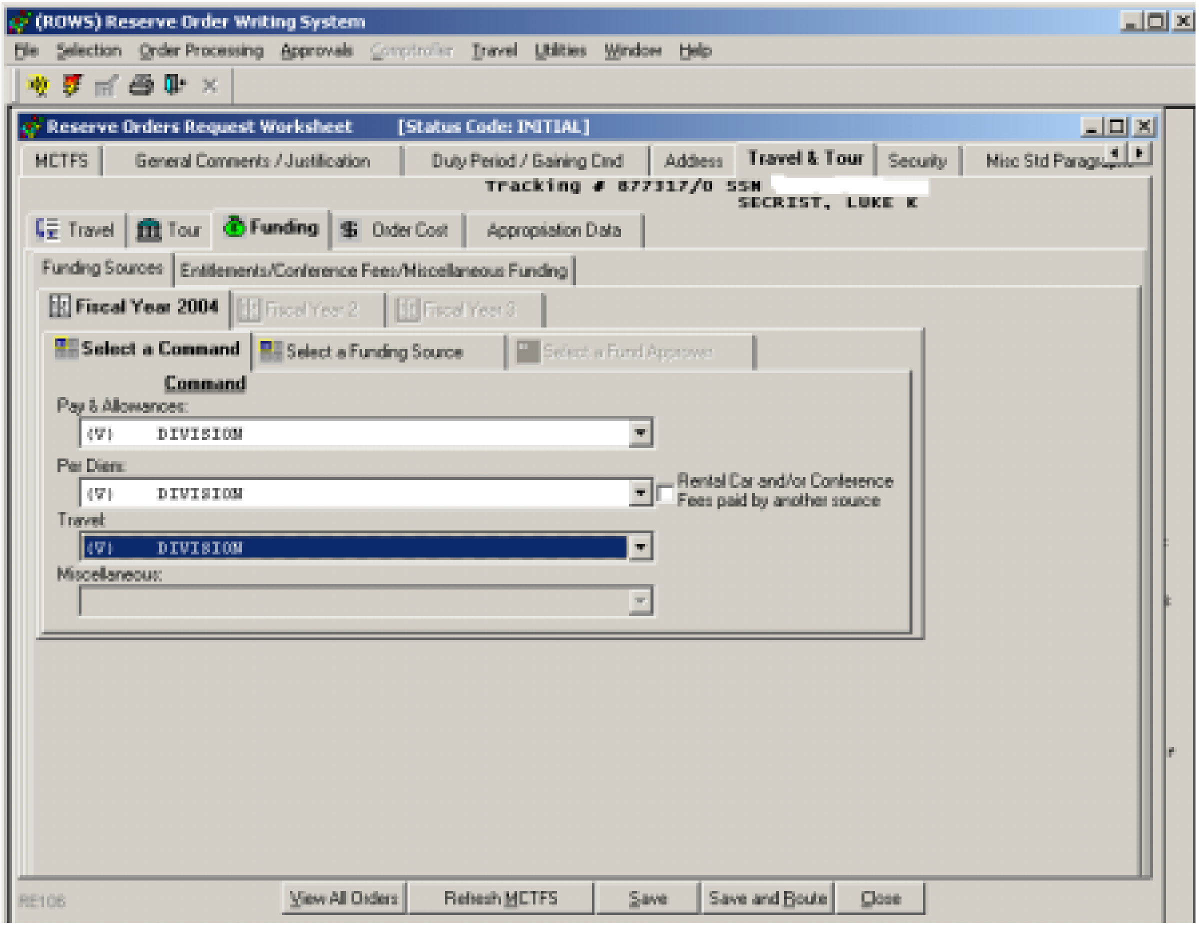
14. **Special Instructions** – This is where the requestor puts in the information needed by the Travel Agency such as, if a reservation has already been made, or if they only need a one-way ticket.



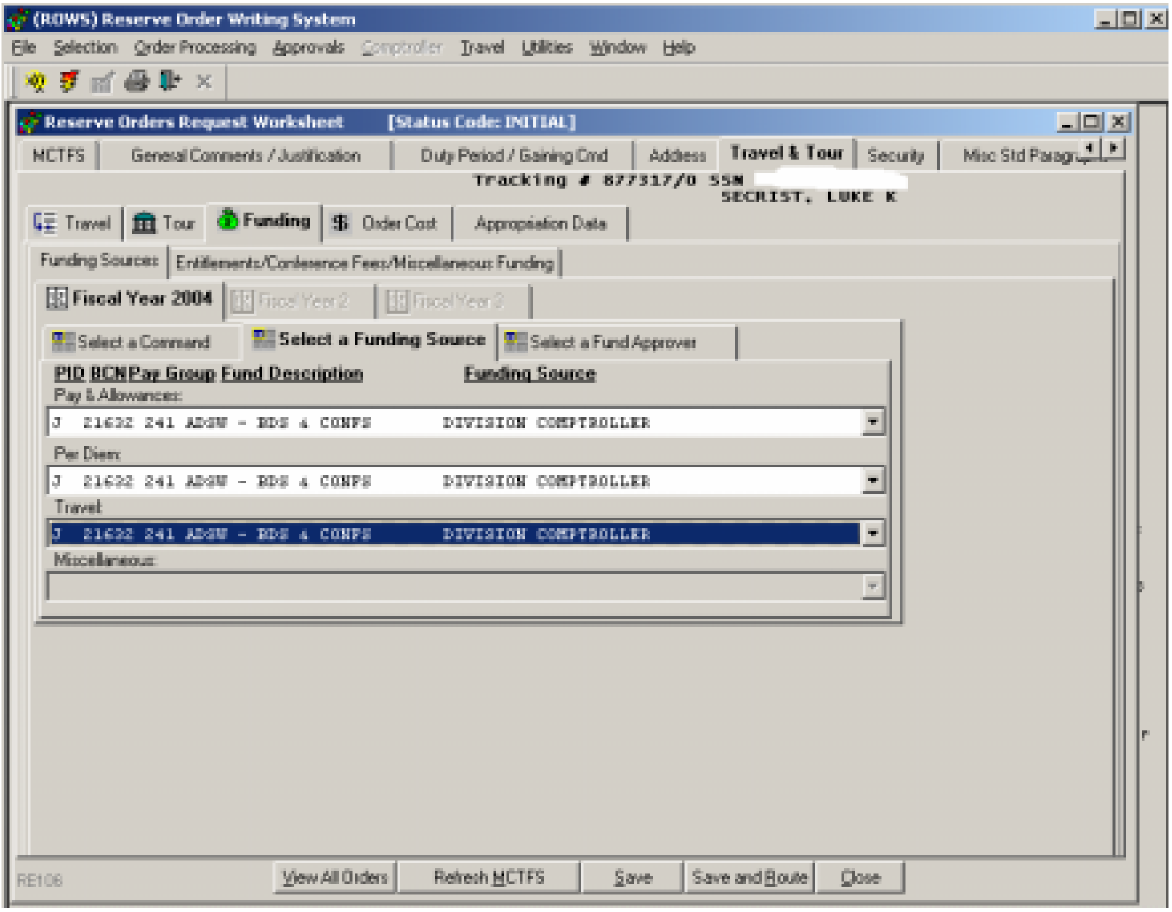

**Funding Tab**

The Funding Tab has three tiers of tabs. The top tier has two tabs, Funding Sources and Entitlements/Conference Fees/Miscellaneous Funding. Under the Funding Sources, there are two tiers. The first tier has the Fiscal Years involved in the duty period. The second tier asks you to Select a Command, a Funding Source and a Fund Approver.

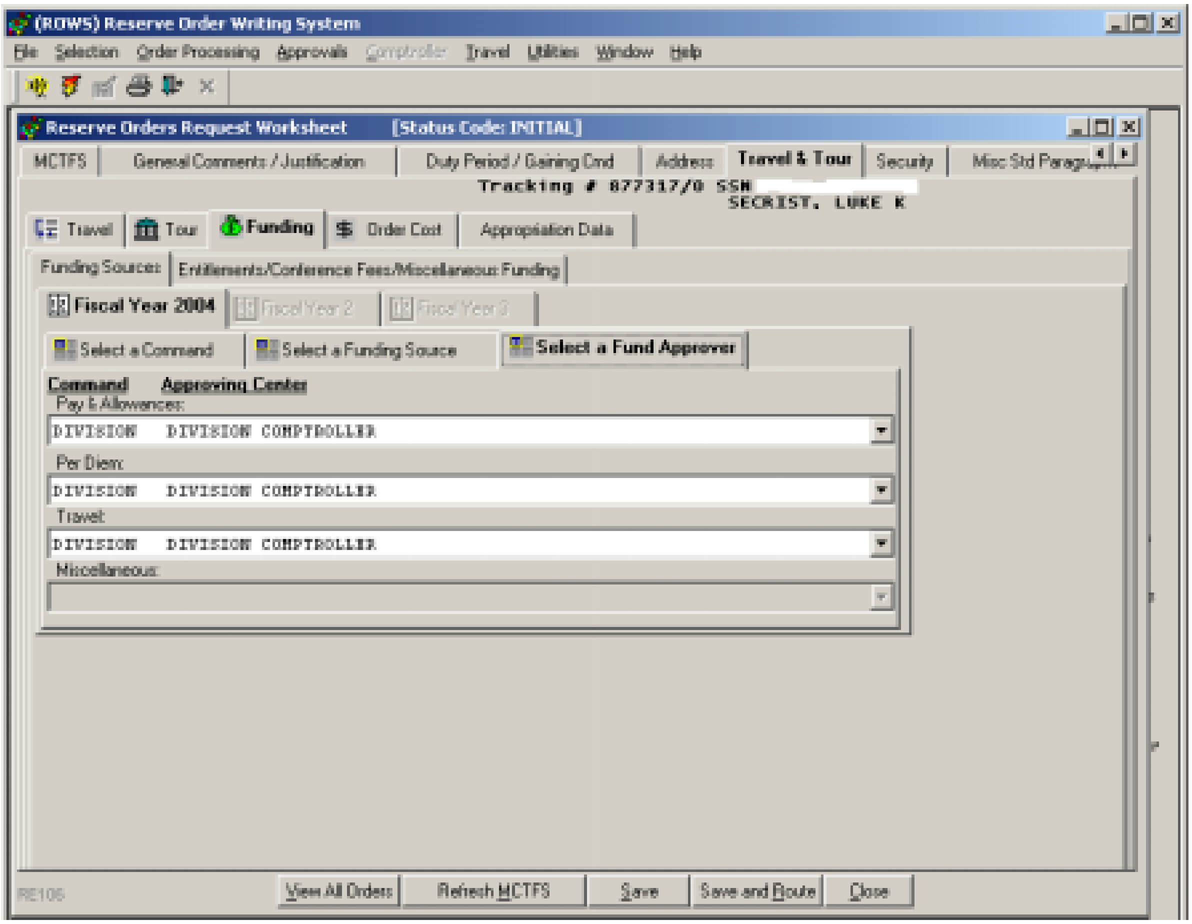
If you choose Funding Sources and a Fiscal Year, you can then select the command that is paying for the duty, This is done from a drop down. There can be a different funding source for each line of appropriation, so you must select a Command for Pay and Allowance, One for Per Diem, One for Travel, and One for Miscellaneous if the rental car or conference fees are being paid by a Command, other than the one paying for the normal Per Diem costs. If another fund is being used, such as Active Duty Money not allocated in ROWS, or another branch of service is paying for a portion, select "OTHER" as the Command. This will force you to enter the appropriation data that the command provided you with on the tab called appropriation. You will not be able to "Save and Route" unless the appropriation is entered.



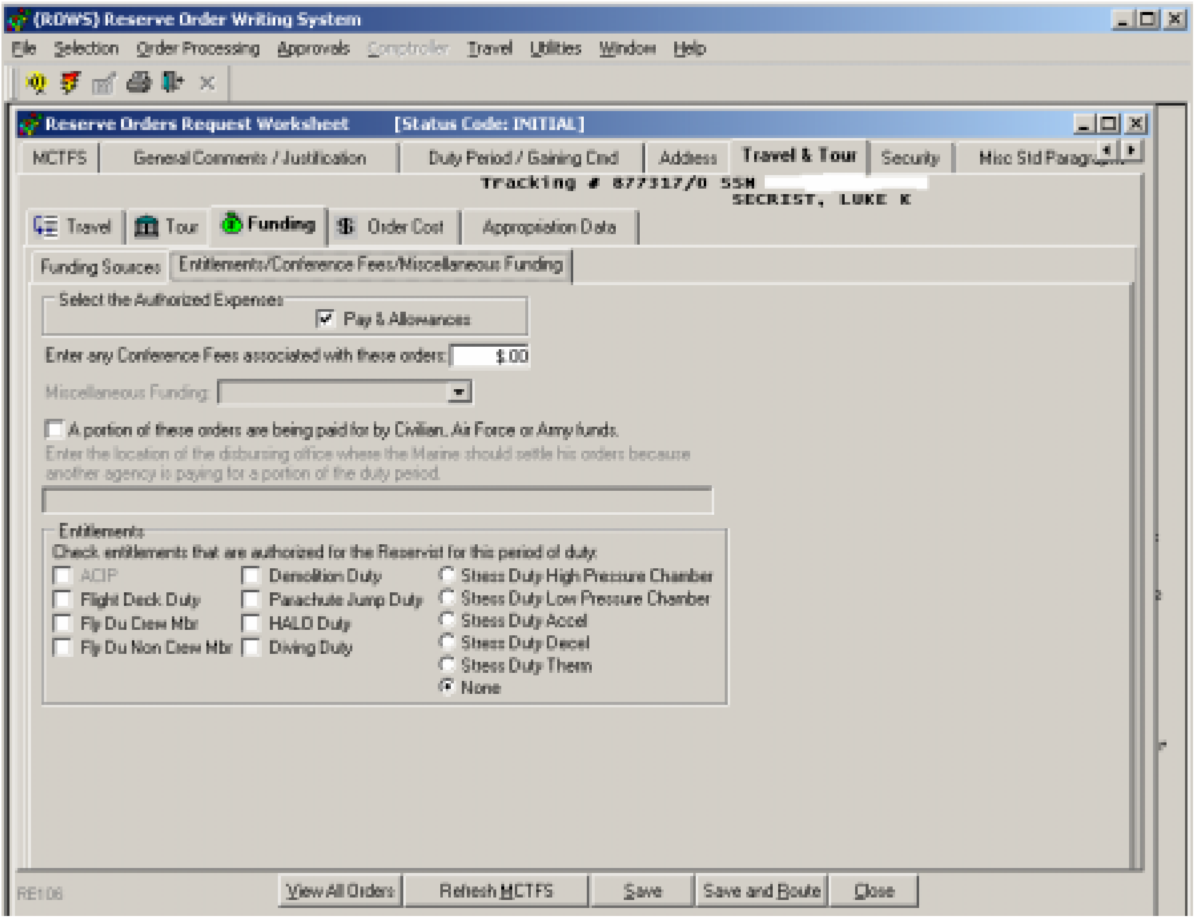

The next drop-down on the Funding Tab is the one for Selecting a Funding Source. You must select the appropriate pid and pay group for each line of appropriation. This drop-down is dependent on what the Comptroller allocates to each duty type and command. If the appropriate code is not seen on the drop-down, you may have the wrong active duty type entered on the Duty Period/Gaining Command Tab.




The Select a Fund Approver tab allows you to pick the correct organization who should approve the money being spent by the orders. If different commands are paying for each line of appropriation, then you will be selecting several fund approvers. These are the persons who will do Fund Approval in ROWS. They are picked by the Comptrollers, who decide which commands can approve which funds.

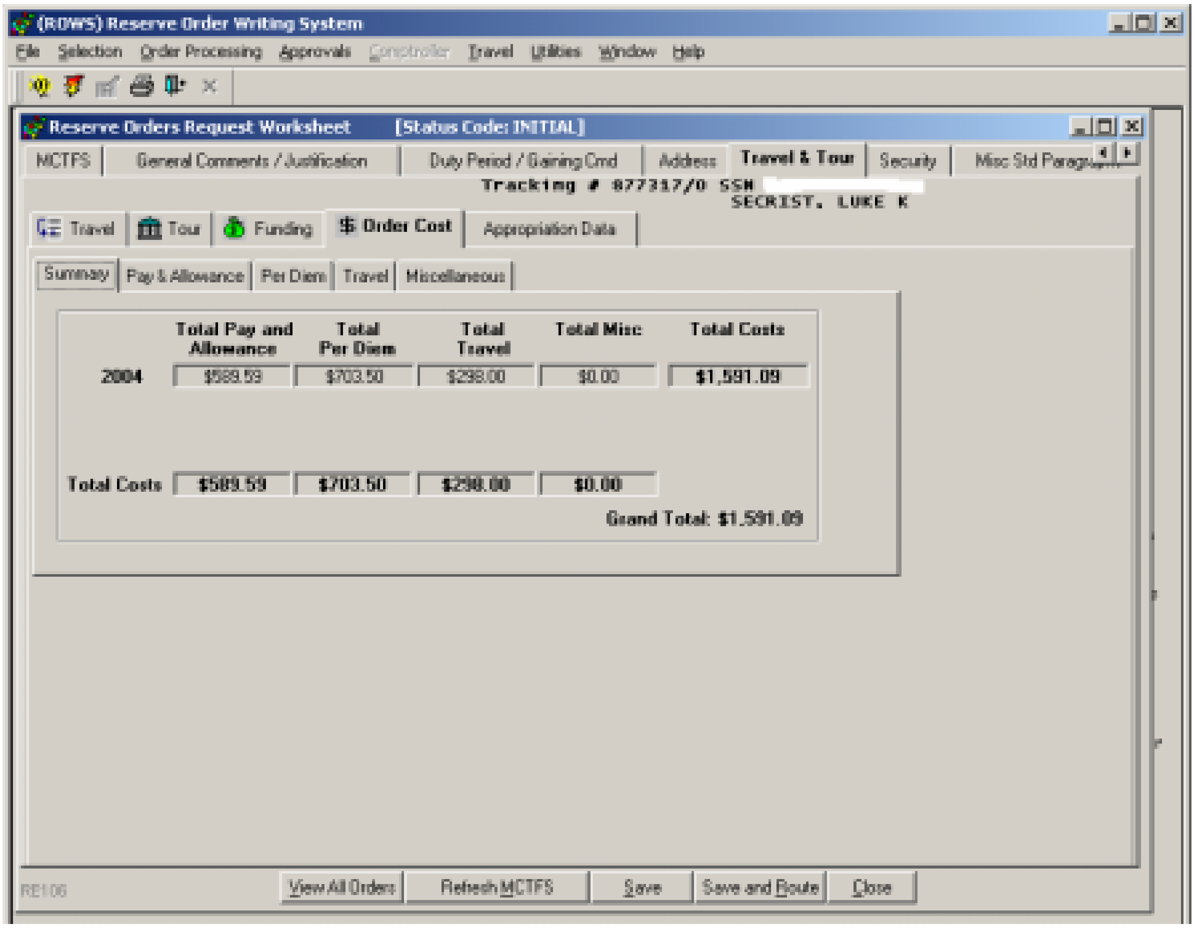



The other Tab under Funding is the Entitlements/Conference Fees/Miscellaneous Funding Tab, which allows you to select which entitlements are authorized with a check in the box. It also has a box to enter any Conference Fees associated with the Orders (in dollar amounts). If miscellaneous funds where chosen on the Funds Tab, there is a drop-down that is highlighted, allowing you to select which items are being paid by a different command. This could be the rental car, the conference fees, or both. There is a box to check if another government agency, other than the Marine Corps, is paying for a portion of the orders. If it is checked, there is an area beneath it to enter the nearest disbursing site where the Marine should take his orders to liquidate. Finally, there is an area on the bottom of the screen, to check any boxes to indicate that the Marine should also rate a specialty pay such as Flight Deck Duty Pay.



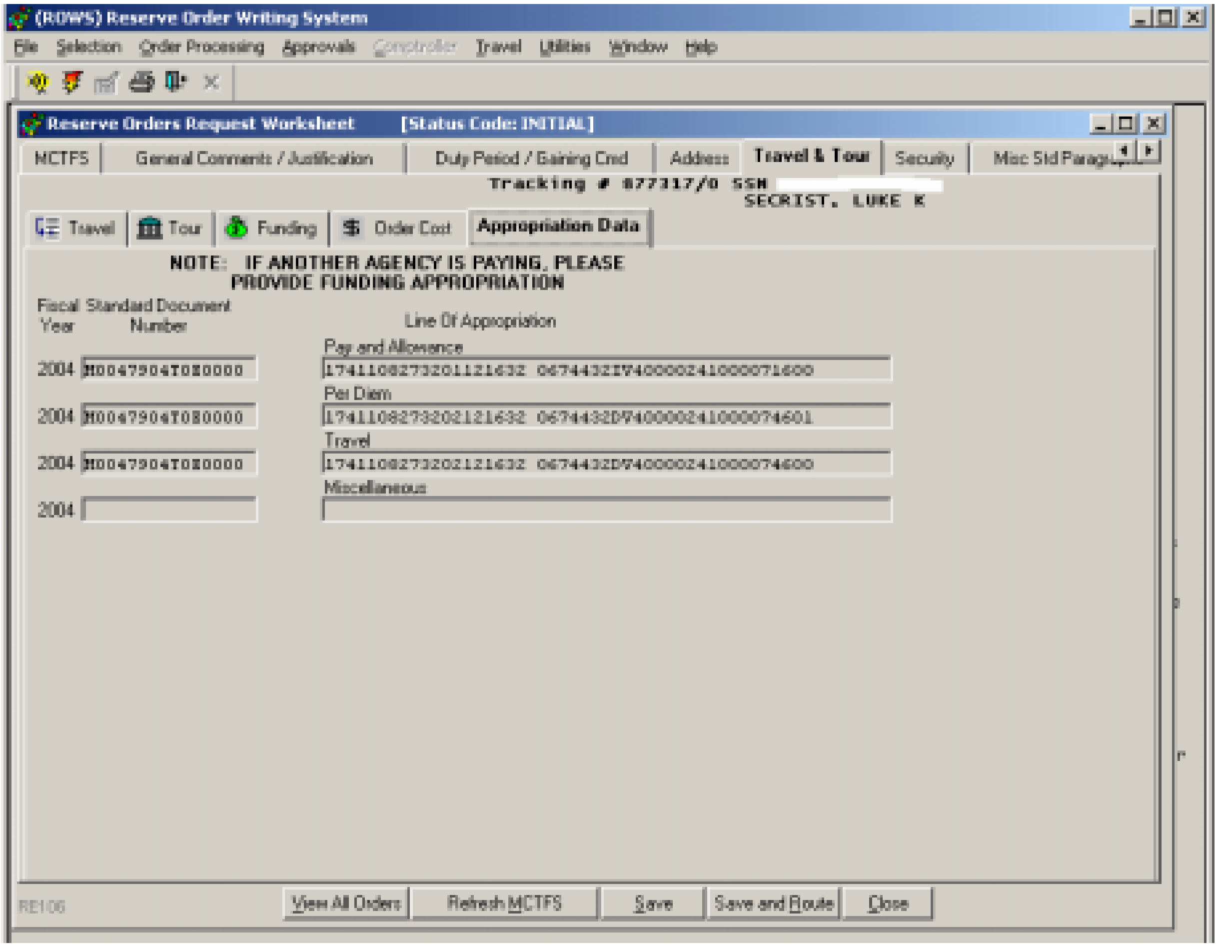

## The Order Cost Tab

This Tab is to view all of the associated costs of the orders. You can view a summary or each type of appropriation, by clicking on that tab. If more than one Fiscal Years is involved, each year will be displayed.




The Appropriation Data Tab

This tab displays either the system generated appropriation and SDN information or the “OTHER” appropriation data. If “OTHER” was chosen as the funding, then appropriation and SDN information must be entered.



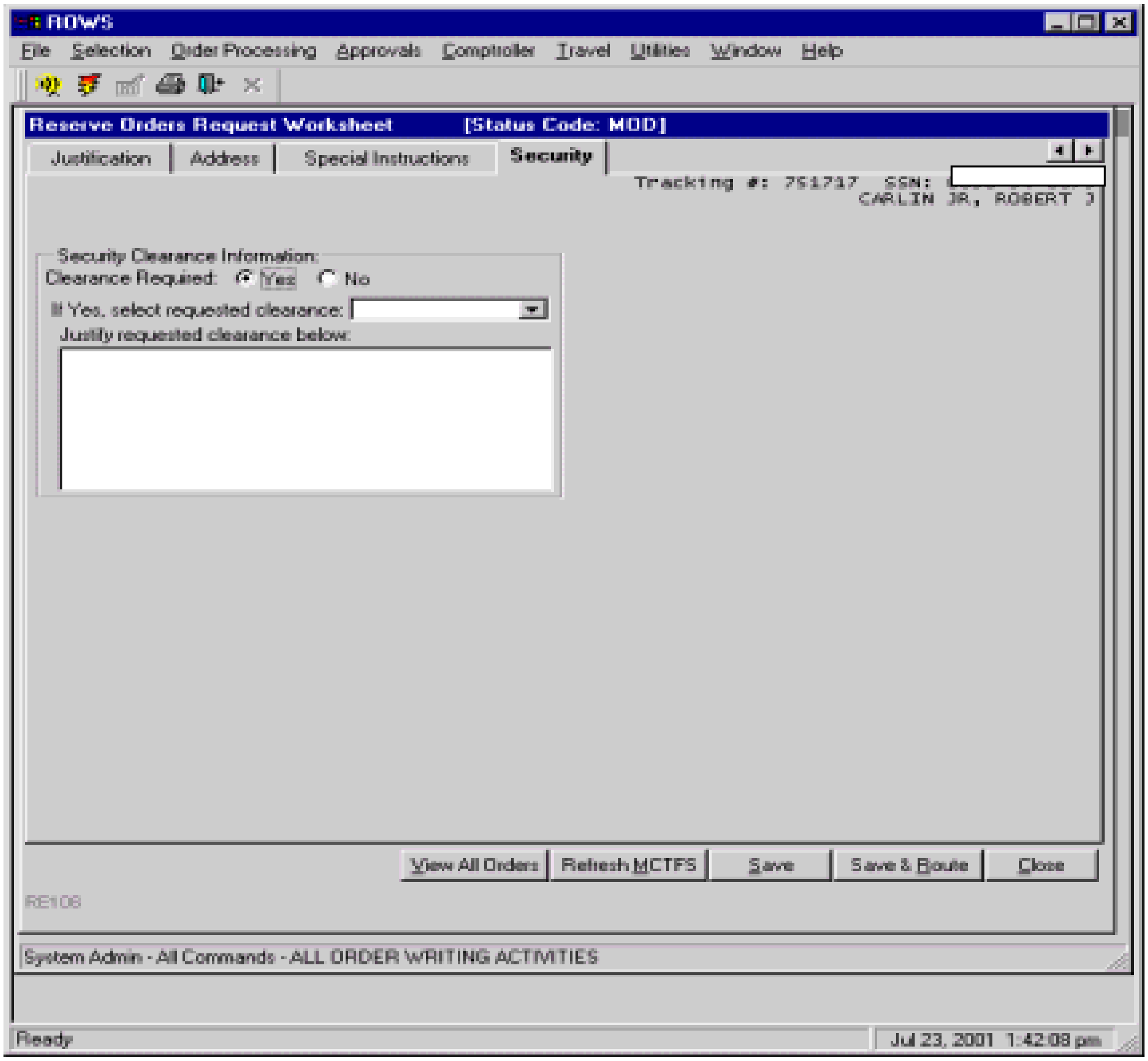

**Security Tab**

1. Under Security Clearance Information, do one of the following:

   * If you want to indicate that a clearance is required, select Yes.
   * If you do not want to indicate clearance is required , select No.

2. If Yes was selected, pick the appropriate security clearance level needed from the drop-down.

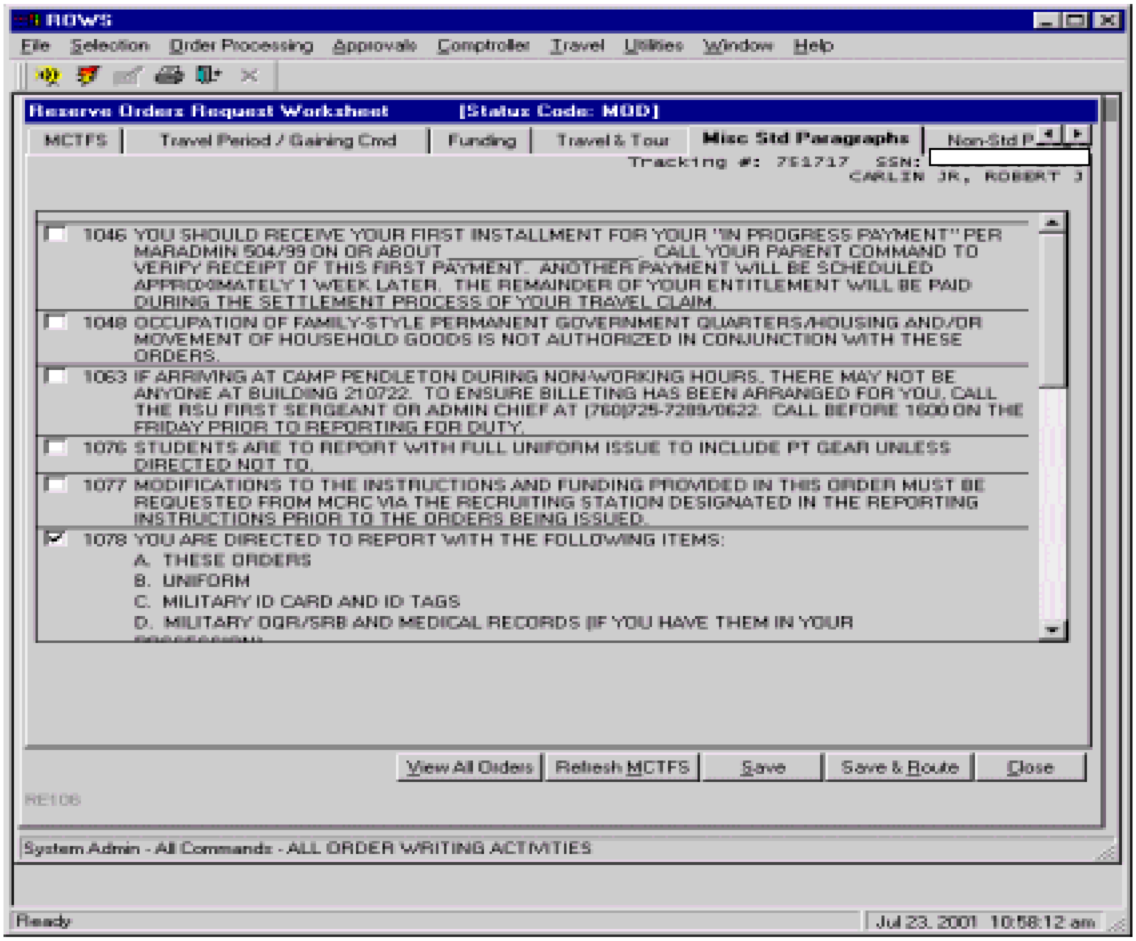
3. If Yes was selected, you must enter a reason in the box provided as to why the clearance is needed for this duty period.




## Misc Std Paragraphs Tab

This tab allows you at add miscellaneous standard paragraphs that can be attached to the member's orders.

Select any paragraphs that apply.




## Non-Std Paragraphs Tab

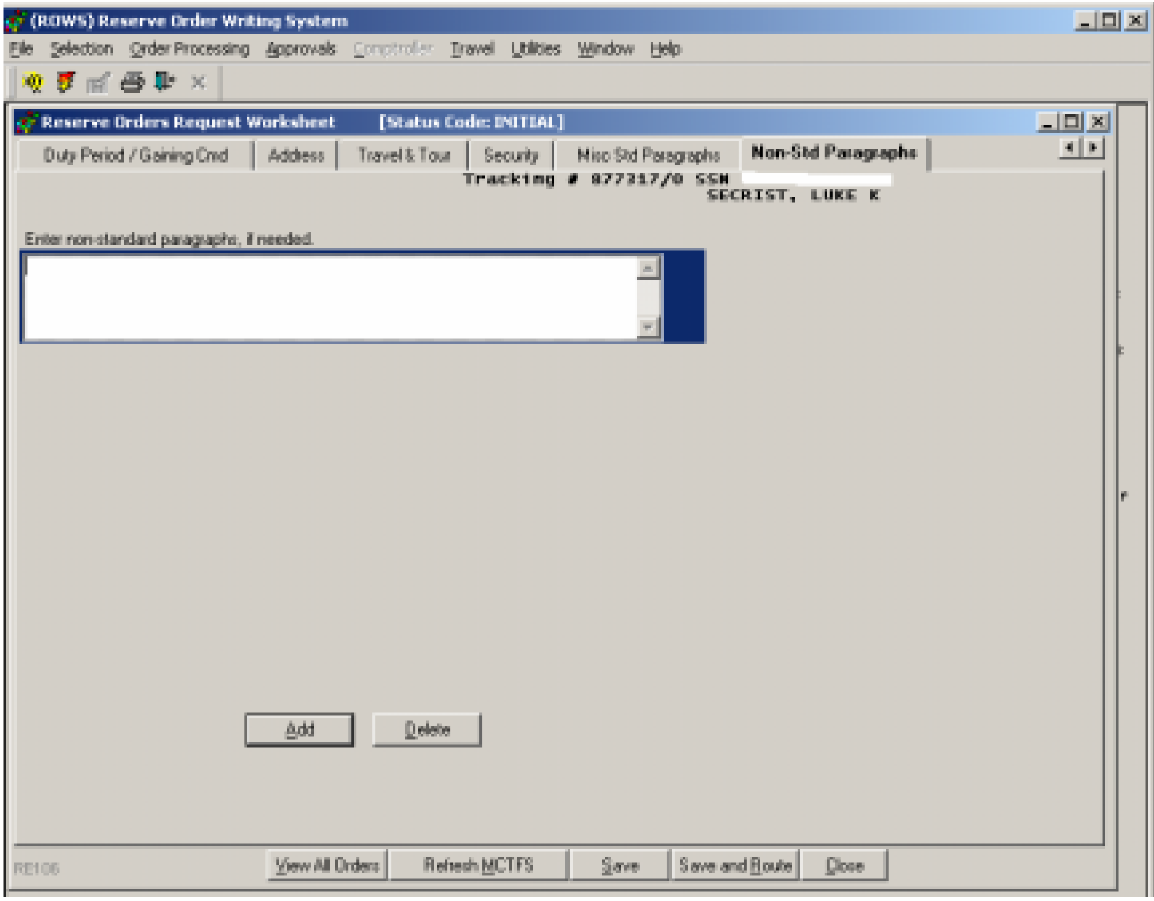
This tab allows you to attach customized paragraphs to the member's orders.

## To Add a Non Standard Paragraph

1. If a blank line is not available, choose **Add**.
2. In the **Enter non-standard paragraphs, if needed** box, type the appropriate text.

## To Remove a Non Standard Paragraph

➢ Select the applicable non-standard paragraph and choose **Delete**. The paragraph is deleted.



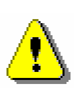

### *Common Buttons for WorkSheet*

## To Display Orders

➢ Choose **View All Orders**. The **Order Tracking Selection** window opens to show all orders in ROWS for this SSN.

## To Refresh the Database

➢ If the Marine's MCTFS information has changed, due to a Unit Diary cycle in MCTFS, you may want to want to update auto-populated fields with new MCTFS data on the ROWS database. If so, choose **Refresh MCTFS**.



**Caution:** If you have modified any data in auto-populated fields, refreshing will overwrite your changes with current ROWS data.

## To Save Your Work

1. Choose **Save**. A message informs you that the data has been saved.
2. Choose **OK**. You return to the **Reserve Orders Request Worksheet** window.

## To Route the Request

1. Choose **Save & Route**. A message informs you of the routing path that the orders will take for approval action.

2. Do one of the following:

- If you want to print the information, choose **Print**.
- If you want to continue, choose **OK**. You return to the **Broadcast** window.
- If you want to cancel the routing process, choose **Cancel**. You return to the **Reserve Orders Request Worksheet** window.

## To Exit this Window

1. Choose **Close**. If you have not saved recent changes, a message prompts you to confirm that you want to close without saving your changes.

2. Do one of the following:

- To close without saving your changes, choose **Yes**. You return to the previous window.
- To return to the orders request to save your changes, choose **No**. You return to the **Reserve Orders Request Worksheet** window.

## *Request for Modification to Orders or Request*

This window allows you to select either an order or a request that requires a modification. The windows will differ depending on where the order is in the process:

1) If an order that has been **AUTHENTICATED** for an individual member, this process will pull the order back into the Request Entry process.

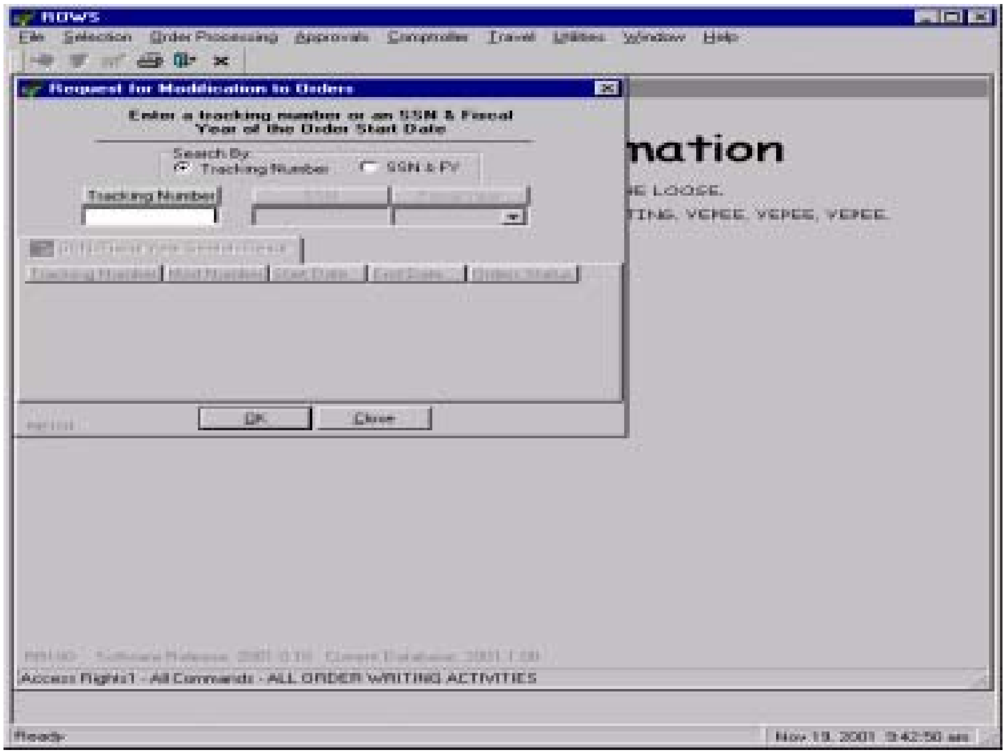
2) If the request that has been **ROUTED** but not authenticated, this process will pull all all routings back and pull the request into the Request Entry process.

## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Order Processing** menu, select **Request Entry**, select **Edit Request or Modify Order**, and then choose **Individual**. The **Request for Modification to Orders** window opens.

The window displays the following information:

- Search Criteria - Search By: Tracking Number or SSN & FY
- Tracking Number
- Modification Number
- Start Date
- End Date
- Order Status




## To Search by Tracking Number

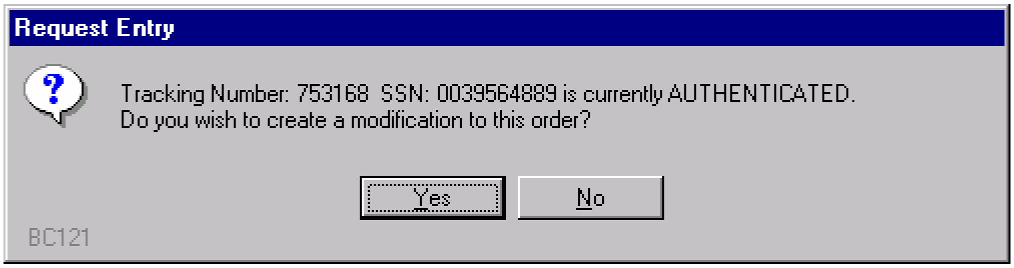
1. Under **Search By,** select **Tracking Number**.
2. In the **Tracking Number** box, type the tracking number.
3. Choose **OK**.
   - The Reserve Orders Request Worksheet will open if the **REQUEST** is being pulled back.
   - The Orders Modification window will open if the **AUTHENTICATED ORDER** is being pulled back.

## To Search by Social Security Number and Fiscal Year

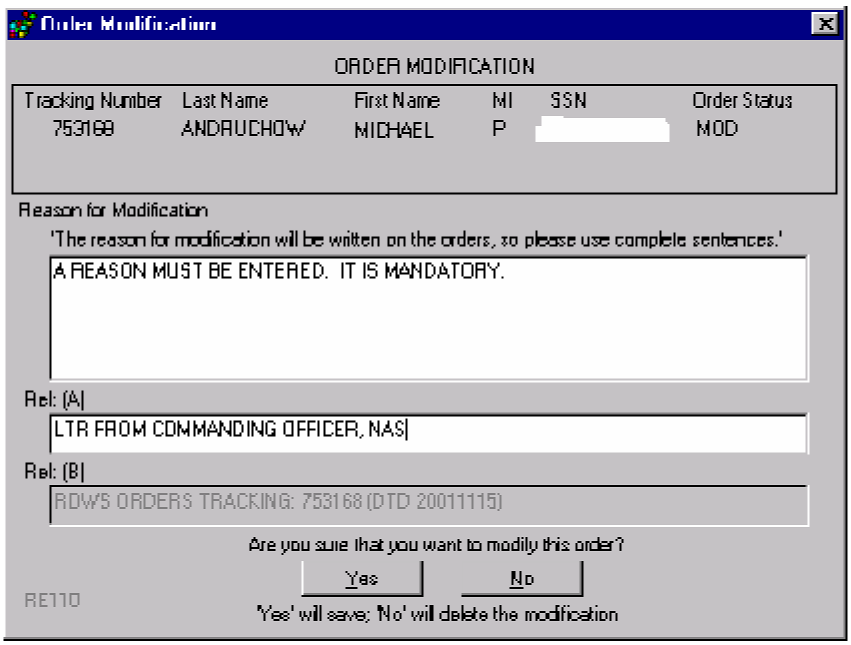
1. Under **Search By**, select **SSN & FY**.
2. In the **SSN** box, type the member's SSN.
3. In the **Fiscal Year** list, select the year.
4. On the **SSN/Fiscal Year Search Result** tab, select the desired record.
5. Choose **OK**.
   - The Reserve Orders Request Worksheet will open if the **REQUEST** is being pulled back.
   - The Orders Modification window will open if the **AUTHENTICATED ORDER** is being pulled back.

## To Modify an Authenticated Order

If you have selected an order that has been authenticated**,** the Request Entry information window will open stating **'Tracking Number: XXXXX SSN XXXXX is currently AUTHENTICATED. Do you wish to create a modification to this order?'**




- Choose **Yes** to open the **Order Modification** window.
- Choose **No** to cancel the modification. The system returns to the Broadcast Window.



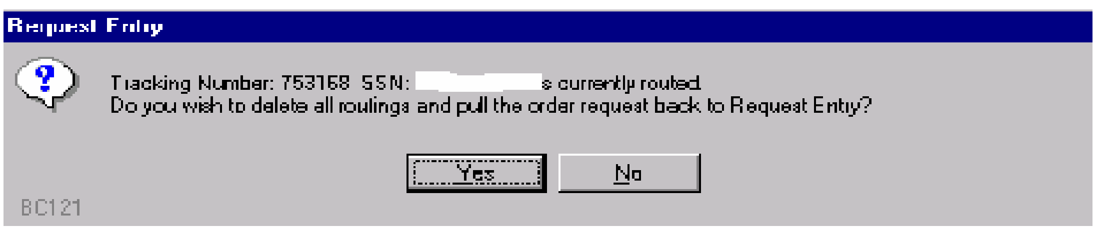

- Once the **Order Modification** window opens, the **Reason** for modification **must** be entered. If the reason is omitted, the following error window will open.
    - Select **OK** to return to **Order Modification** window and enter **Reason for Modification** information.

- **Ref: (A)** is also **mandatory**. If the **Reference** is omitted, the following error window opens.
    - Select **OK** to return to **Order Modification** window and enter a reference in **Ref: (A).** (i.e. per Phone con with, Directed by CO,….)


- After the Reason and Ref: (A) has been entered,
    - Select **YES** to 'Are you sure you want to modify this order?' continue with the modification. The **Reserve Orders Request Worksheet** will open with **Status Code: MOD.**
    - Select NO, to back out of the modification process. The window will close and the application will return to the Broadcast Information window.

## To Edit a Routed Request

If you have selected a request that has been routed**,** the Request Entry information window will open stating **'Tracking Number: XXXXX SSN XXXXX is currently ROUTED. Do you wish to delete all routings and pull the order request back to Request Entry?'**




- Choose **Yes** to delete all routings currently in progress and open the **Reserve Orders Request Worksheet.**
- Choose **No** to cancel the editing of the request. The system returns to the Broadcast Window.

## To Exit this Window

➢ Choose **Close**. You return to the **Broadcast Information** window.

### Order Modification/System Generated Modification Requests

This window allows you to indicate why a change has been made to an order. For system generated modifications, this window displays automatically generated reasons.

This window will only be displayed if the orders have been authenticated or if the members meet the following conditions:

- Orders have been sent to final settlement and the number of days on a set of orders has increased.
- TMO has disapproved the request.

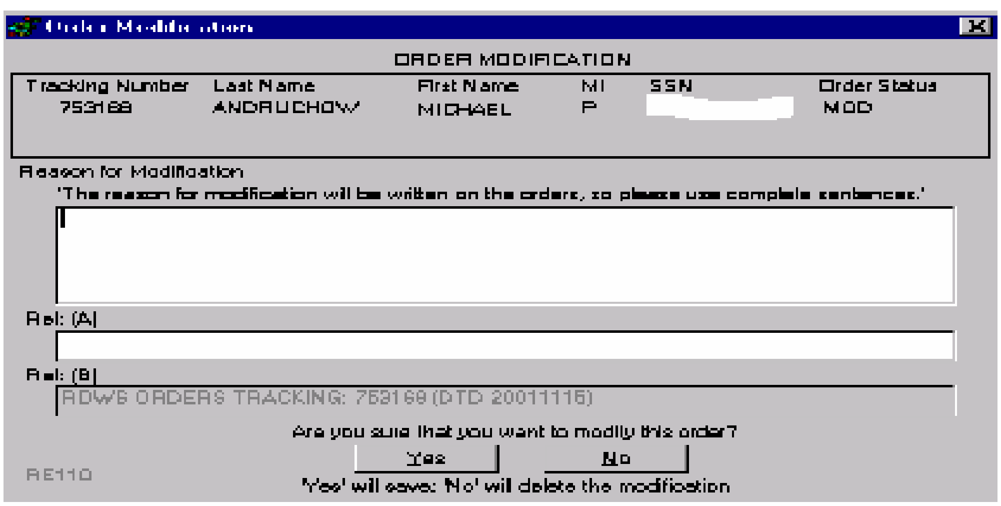
## How Do I Get Here?

➢ Do one of the following:

- From the **All System Generated Modifications** window, choose **OK**. The **Order Modification** window opens.
- From the **Request for Modification to Orders** window, choose **OK**. The **Order Modification** window opens.

This window displays the following information:

- Tracking Number
- Last Name
- First Name
- Middle Initial
- SSN
- Order Status
- Reference B: Tracking Number and Duty Dates



## To Add or Change Reasons for Modification

1. In the **Reason for Modification** box, type the reason. If there is no pre-existing reason, this information is **required.**

2. In the **Ref: (A)** box, type the source of the modification (phone conversation, verbal or written confirmation, etc.). This information is required.

## To Exit this Window

➢ Do one of the following:

- If you want to modify the order, choose **Yes**, the **Reserve Orders Request Worksheet** window opens.
- If you do not want to modify the order, choose **No**. You return to the **Broadcast Information** window.

## *Back-to-Back Orders*

A Back-to-Back set is not an order type but a group of orders for consecutive duty with two or more associated orders. A member can perform consecutive duty as long as the associated orders specify "Consecutive Duty" in the subject line and displays the Back-to-Back paragraph, which includes the orders information of the connecting order.

**(Note: Associate and Appropriate Duty orders can overlap or connect but are not included in the Back-to-Back definition.)**

## Adding to the Back-to-Back set

Any order or request can be added after the ending date of another order in a Back-to-Back set. Requesters cannot add an order before the starting date of another order. The requesters of the associated orders must cancel their order before the new request can be processed. After the new request is processed, the original order can be resubmitted. This also applies to any other associated order within the Back-to-Back set. ROWS will display the name and phone number of both the requester and authenticator for you to contact.

## Modifying or Cancelling an Order within the Back-to-Back Set

Upon authentication of a modification or cancellation that disassociated any consecutive duty orders, a message will be displayed indicating that a change has been generated for the associated order. ROWS automatically routes the associated order to its requester for modification. The reason for modification will automatically be displayed.
The requester must continue with the modification regardless of whether changes are required. By the requester selecting **Save and Route**, the order is modified by removing the “Consecutive Duty from the subject line and removing the Back to Back paragraph.

**Note:** The most commonly required modification would be for travel.

When viewing the print option after the order has been routed for modification, the screen displays the same modification number as the last modification. Upon authentication, ROWS assigns the next sequential modification number.

## Simultaneous Generation of a Back-to-Back Set

ROWS allows for more than one requester to input Back-to-Back requests. The question on the **Gaining Cmd** tab concerning Back-to-Back orders will not appear unless the consecutive request/order is either **Saved and Routed** or **Authenticated**; therefore, if a Back-to-Back set exists prior to **Save and Route**, ROWS will display a message describing the rule: “A day break is required between orders unless the orders are Medical, Legal, or Back-to-Back. The message will also direct the requester back to the **Gaining Cmd** tab to either answer the Back-to-Back question or modify the dates.

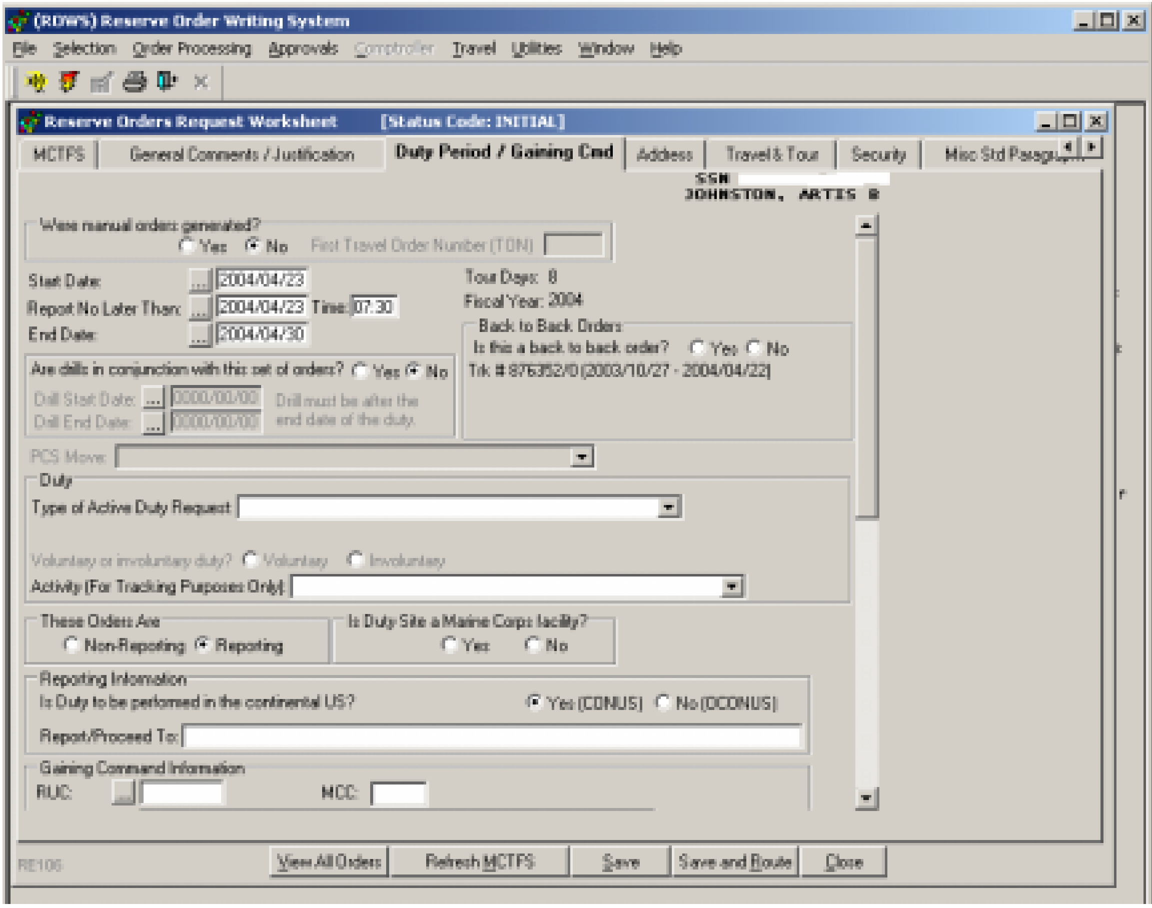
## Authentication of Back-to-Back Orders

If a Back-to-Back set exists prior to authentication, ROWS will not allow the authenticator to authenticate out of sequence (i.e. the first request in the Back-to-Back sequence must be authenticated first).

## *Back to Back Process within Reserve Orders Request Worksheet*

When generating a new request for orders, if the new requests' start date is within one day of the end date of another set of orders for the same member, a pop-up window opens for Back-to-Back Orders, in the **Travel Period/Gaining Command** tab located in the **Reserve Orders Request Worksheet**.

In the **Back-To-Back** window, the statement, 'Is this a back to back order?' will be displayed. The tracking number and duty dates for the order that is prior to the new request will be displayed.



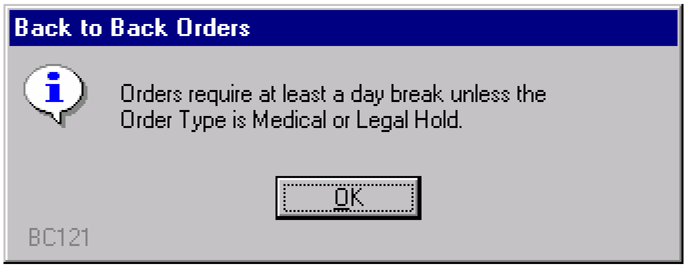

Do One of the Following:

- Choose Yes, if the orders are for Back-To-Back dates. The request entry process will be allowed to continue request process.

or

- Choose No, if the orders are not Back-To-Back orders. An error pop-up box will be displayed stating,
- Orders require at least a day break unless the Order Type is Medical or Legal Hold.

- Select OK to be returned to the request entry process and the dates will have to be changed in order to continue the request entry process.




### *MASS Orders/Templates*

This window allows you to create or rename a template for order processing. Templates are primarily used for mass orders.

## Reserve Orders Request Worksheet (Template*)*

This multi-tabbed window, which is organized like the **Reserve Orders Request Worksheet** window, allows you to specify and save recuring conditions for an orders request in the form of a reusable template. Member-specific and request-specific information is unavailable while creating the template and must be entered when the individual or mass requests are customized.
**Note:** These procedures are written using the **Reserve Orders Request Worksheet** window. The same input procedures apply to the Template window. Any differences are explained where appropriate.

The worksheet window displays the following information in the upper right corner of all tabs:

- Template Identification Number

### Tab Summary

**Note:** For details on completing the prompts for each tab, refer to the **Reserve Orders Request Worksheet** topic.

➢ Do any of the following:

**Note:** Enter information in each of following tabs in sequential order. You cannot proceed to the next tab unless you have entered or saved all the required data from the previous tab.

- If you want to indicate reasons for a special assignment, select the **General** tab.
- If you want to view or modify the information about when and where the members will be traveling, select the **Duty Period** tab.
- If you want to view or update information about how to contact the members or deliver documents to the members, select the **Address** tab.
- If you want to select funding sources, lodging requirements, mode of travel, quarters, and messing availability, select the **Travel** tab.
- If you want to indicate any security clearance the members require, select the **Security** tab.
- If you want to attach miscellaneous standard paragraphs into the members' orders, select the **Misc Std Paragraphs** tab.
- If you want to attach any customized paragraphs into the members' orders, select the **Non-Std Paragraphs** tab.

### To Delete the Template

1. Choose **Delete Template**. A message prompts you to confirm the delete process.
2. Do one of the following:

- To delete the request, choose **Yes**.
- To cancel, choose **No**.

### To Save the Template

1. Choose **Save** Template**.**

**Note:** A message informs you that the changes to the template have been saved.

2. Choose **OK**. You return to the **Reserve Orders Request Worksheet (Template)** window.

### To Exit this Window

➢ Choose **Cancel**. You return to the previous window.

## *Modify Template in User's Order Writing Activity*

This window allows you to select templates for modification or deletion or to print a list of existing templates.

### How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Order Processing** menu, select **Template**, and then choose **Modify**. The **Modify Template in User's Order Writing Activity** window opens.
3. If you want to change the title of the template, in the **Template Description** box, type a new title for the template.
4. Do one of the following:

- If you want to change the template to apply to both officers and enlisted members, select **Both Officer and Enlisted.**
- If you want to change the template to apply to enlisted members, select **Enlisted**.
- If you want to change the template to apply to officers, select **Officer**.

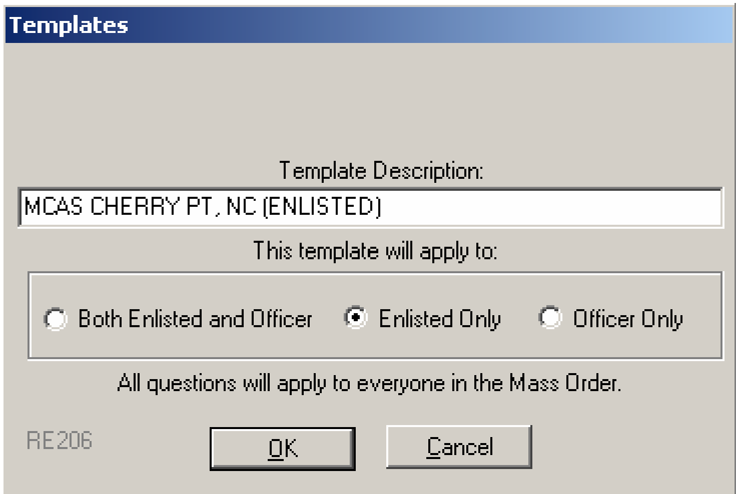
5. Choose **OK**. The **Reserve Orders Request Worksheet (Template)** window opens.

The window displays the following information:

- Order Writing Activity
- Template ID
- Template Description
- Generation Date

## To Modify a Template (See above window)

➢ Select the template you want to modify and choose **OK**. The **Templates** window opens.




### *Copy Template to User's Order Writing Activity*

This window displays a list of the templates owned by other Order Writing Activities (OWA). You cannot modify the other templates, but you copy can copy them to use for your own OWA.

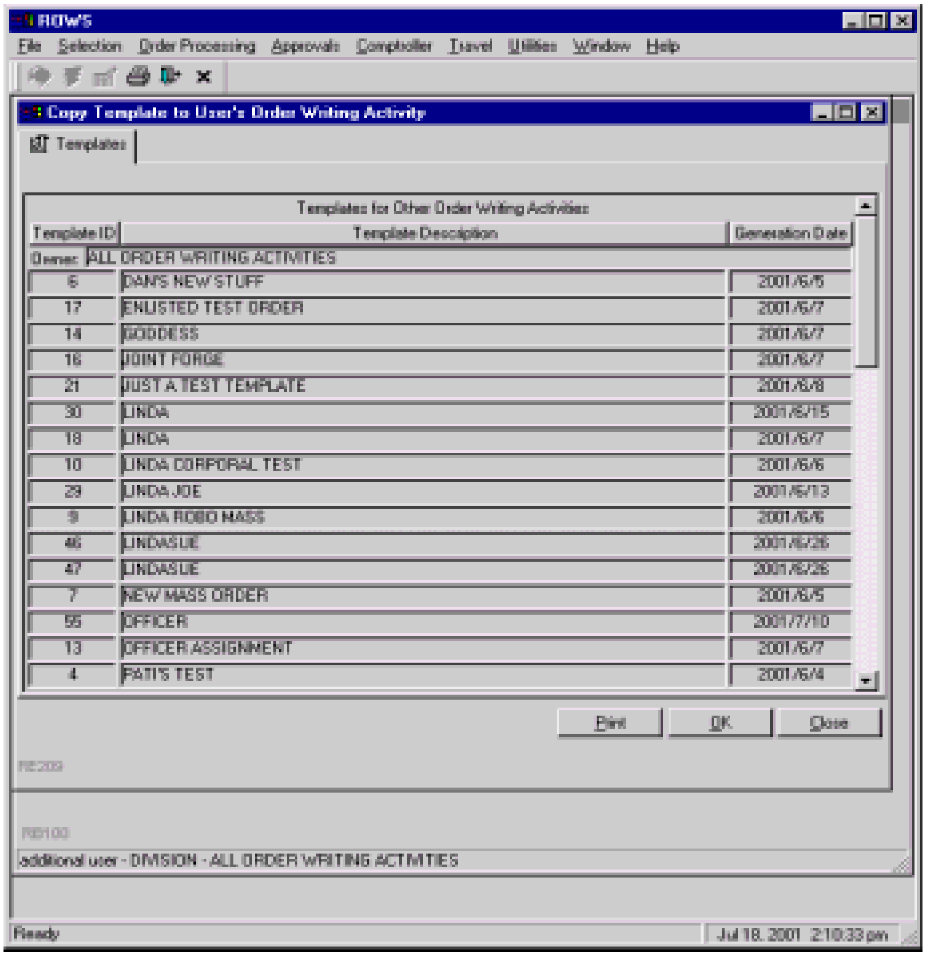
### How Do I Get Here?

1. Begin on any **ROWS** window.

2. From the **Order Processing** menu, select **Template**, and then choose **Copy From Other Order Writing Activity**. The **View All Templates** window opens.

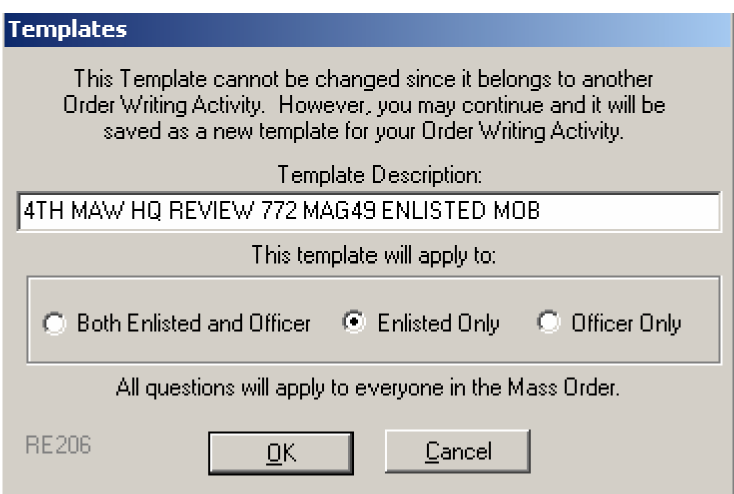
The window displays the following information:

- Owning OWA
- Template ID
- Template Description
- Generation Date




## To Copy a Template from Another Work Center

➢ Select the template you want to copy and choose **OK**. The **Templates** window opens.



## To Print the List of Templates

➢ Choose **Print**.

## To Exit this Window

➢ Choose **Close**. You return to the previous window.

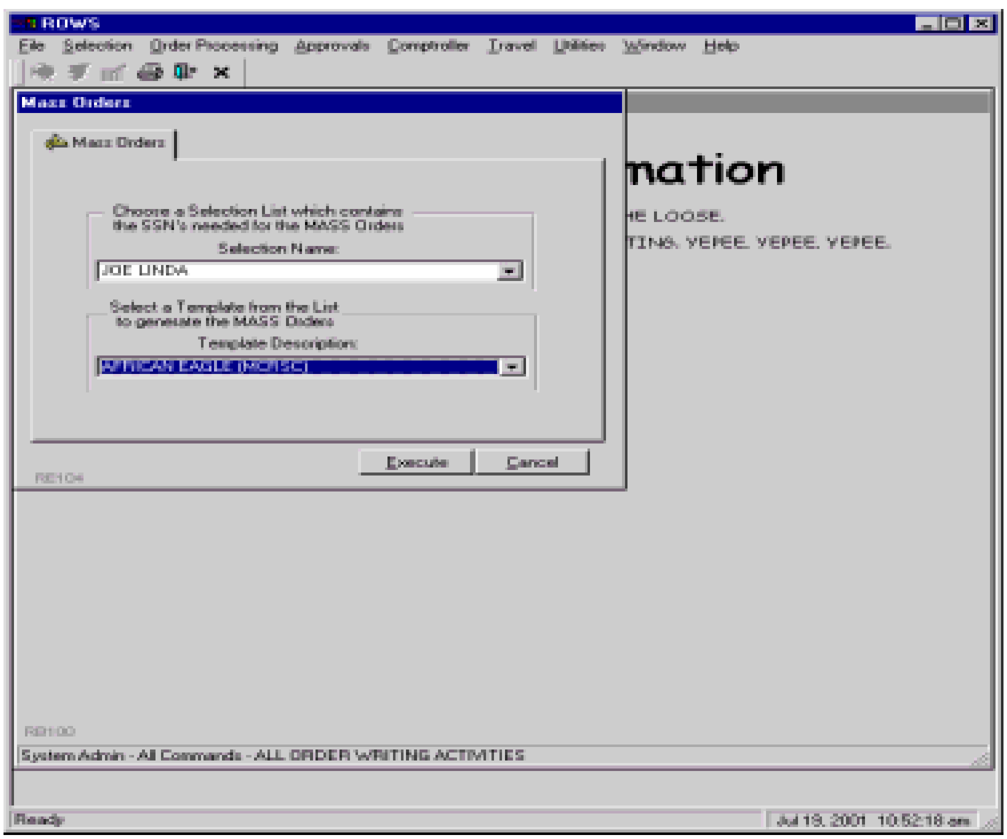
### *Generate Mass*

This window indicates the progress of the mass order process and allows you to cancel the process before it is complete.

## How Do I Get Here?

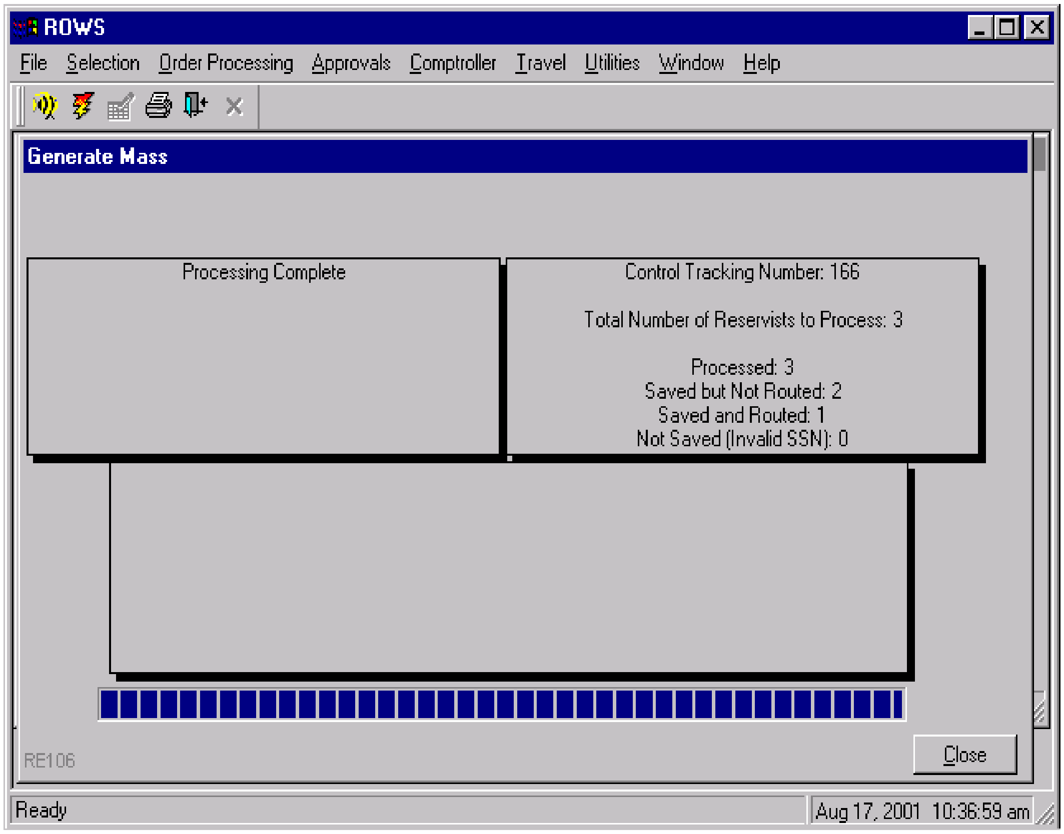
1. Begin on any **ROWS** window.

2. From the **Order Processing** menu, select **Request Entry**, select **New Request**, and then choose **Multiple**. The **Mass Orders** window opens.




3. Choose item from the selection list. Select item from template list.

4. Choose **Execute**. The **Generate Mass** window opens.




The window displays the following information:

Now Processing Record for:

The information in this box is displayed one record at a time.

- Tracking Number
- Social Security Number
- Member Name

Control Tracking

- Control Tracking Number
- Total Number of Reservists to Process
- Number of Members Processed
- Number of Members Saved but Not Routed
- Number of Members Saved and Routed
- Number of Members Not Saved (Invalid SSN)

Last Error

- Type of Error
- Description of Error
- Social Security Number
- Tracking Number

## To Stop Processing

1. If available, choose **Stop Processing**. A message prompts you to confirm that you want to stop processing and to delete all orders produced so far.

2. Do one of the following:

- To stop, choose **Yes**. You return to the **Generate Mass** window.
- To continue, choose **No**. You return to the **Generate Mass** window.

The window displays the following information:

- Processing Cancelled
- Control Tracking Number

## To Exit this Window

➢ Choose **Close**. The **Broadcast Information** window opens.

## Mass Pullback Orders

This window allows you to select and PULLBACK several orders for a control tracking number at once.

**NOTE:** This will disassociate the orders from the Mass OrderControl Tracking Number

## How Do I Get Here?

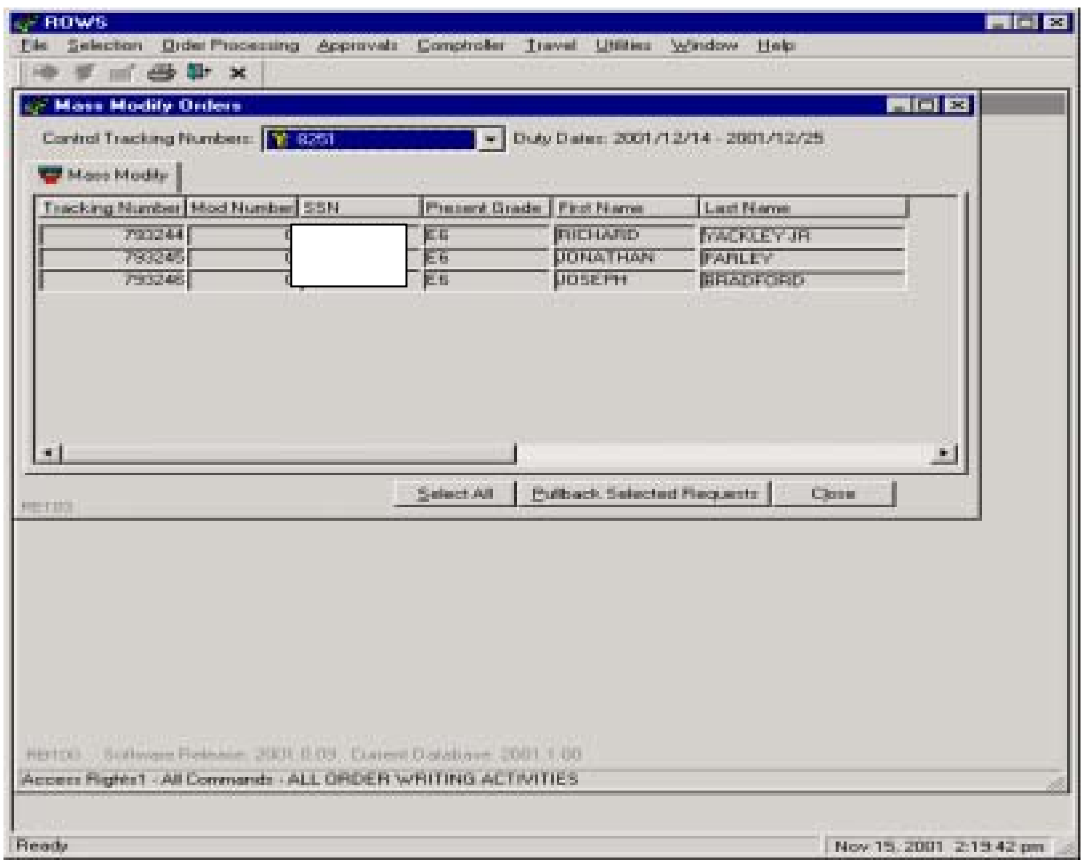
1. Begin on any **ROWS** window.

2. From the **Order Processing** menu, select **Request Entry**, select **Edit Request or Modify Order**, select **Multiple.**

3. The **Mass Pullback Orders** window opens. Select the **Control Tracking Number** from the drop down box. The orders for the selected control tracking number will be displayed.

The window displays the following information for the selected Control Tracking Number:

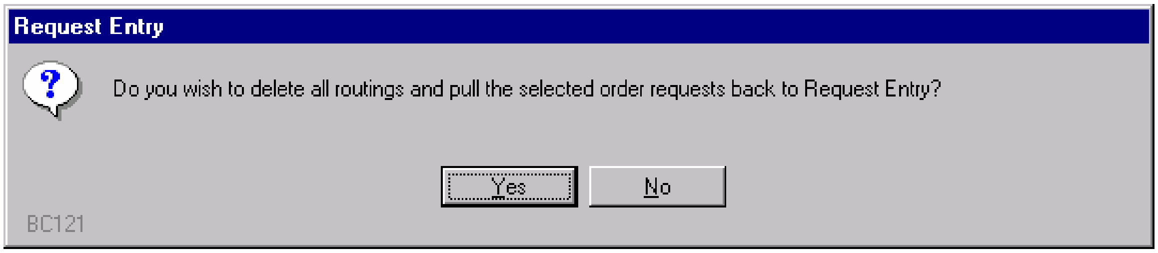
- Tracking Number
- Modification Number
- SSN
- Present Grade
- First Name
- Last Name




## To Select Records to be Pulled Back from Routing

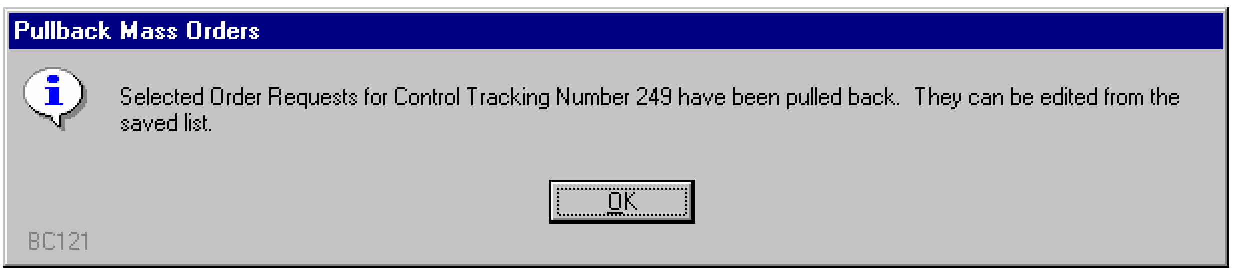
1. Select or highlight record(s) to be pulled back from all routings.
2. Choose **Pullback Selected Requests.**
3. A message window opens and prompts you to confirm the Pullback process.
4. Do one of the following:

- To Pullback records, choose **Yes.**
- To cancel the pullback of the selected records, choose **No.**




5. If yes is selected, another information window opens alerting that requests for the selected records have been pulled back into Request Entry. They can be seen or selected from the Saved Requests menu from Orders Processing.

6. Select **OK** to return to Mass Modify Orders window.

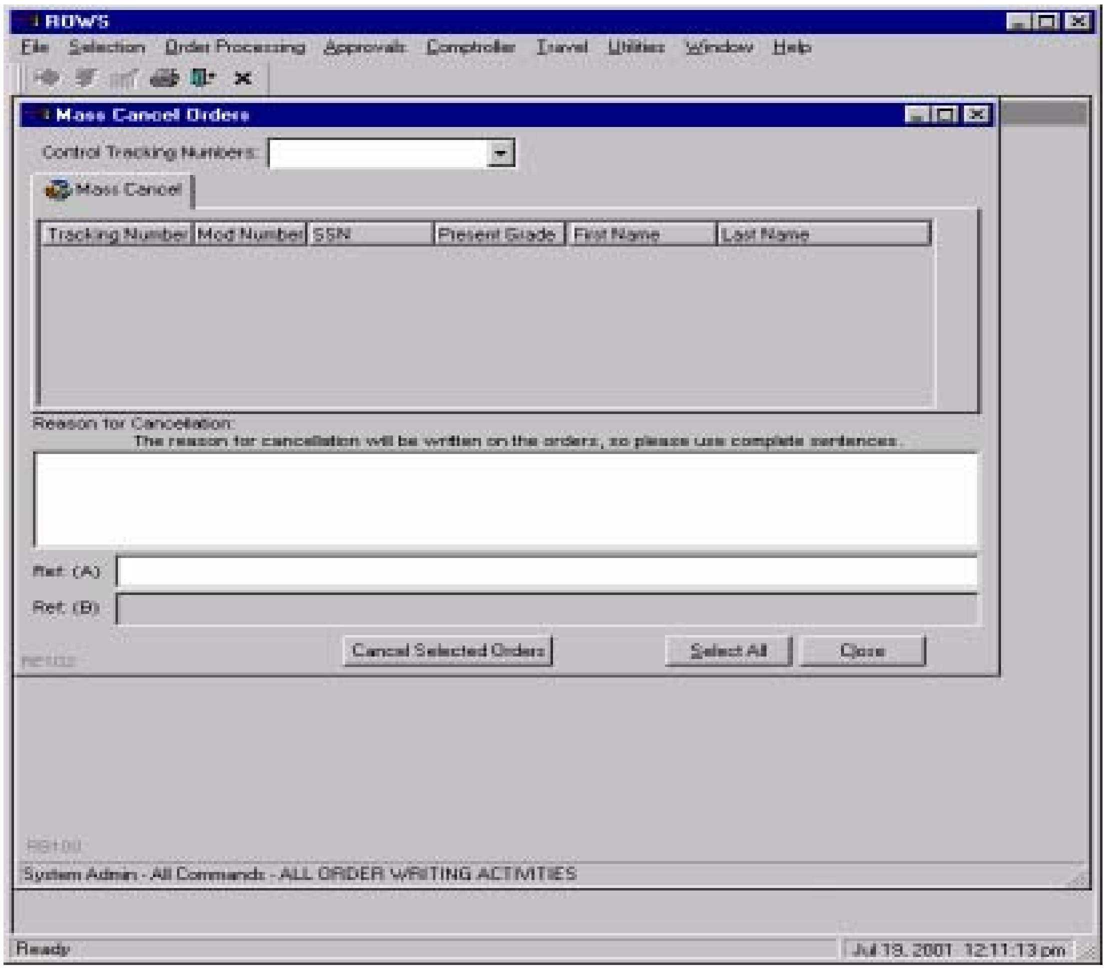


### *Mass Cancel Orders*

This window allows you to select and cancel several orders for a control tracking number at once.

## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Order Processing** menu, select **Request Entry**, select **Cancel Order**, and then choose **Multiple**. The **Mass Cancel Orders** window opens.

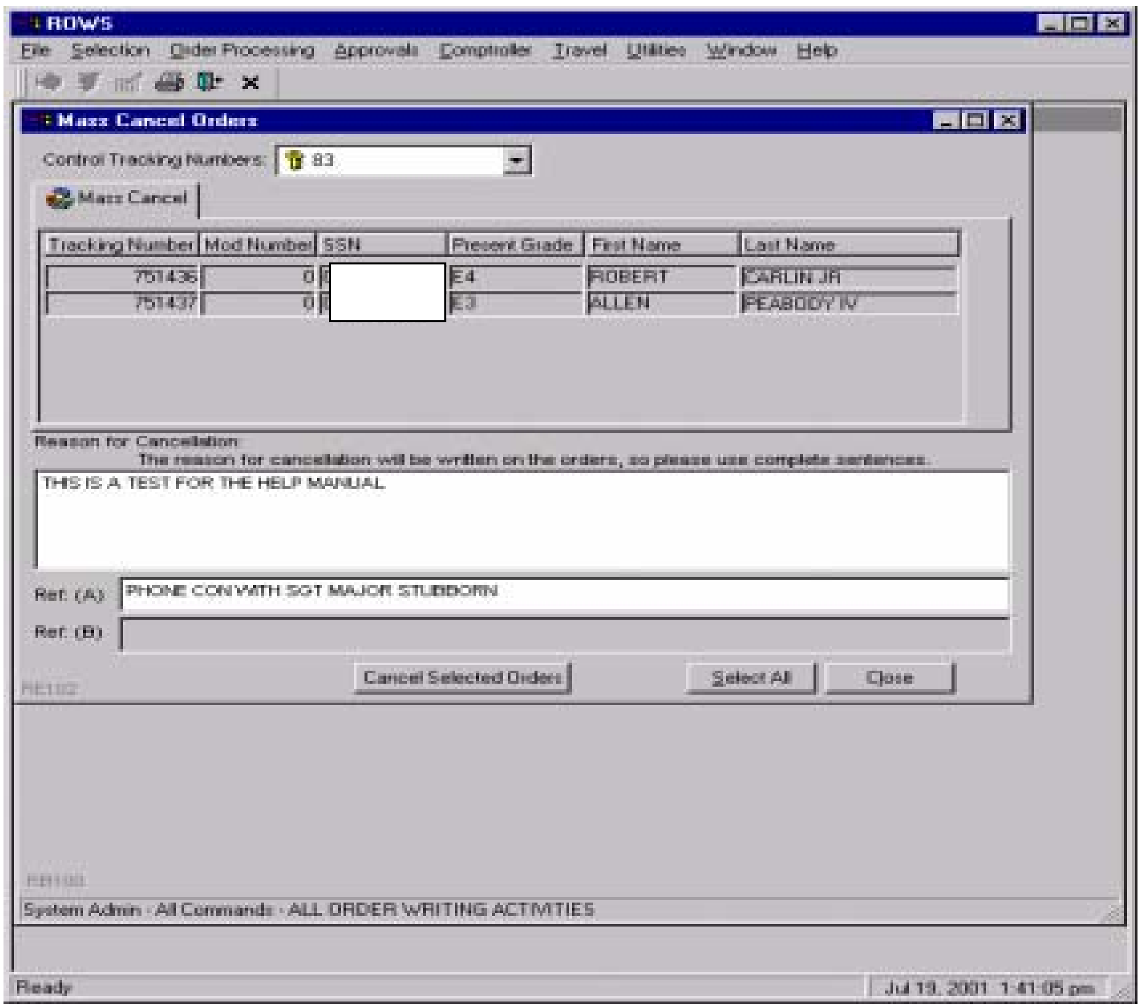


## To Review Orders for Cancellation

➢ In the **Control Tracking Numbers** box, select the desired number.

The **Mass Cancel** tab displays the following information:

- Tracking Number
- Modification Number
- Social Security Number
- Present Grade
- First Name
- Last Name
- Ref: (B)



**To Indicate the Reason for Mass Cancellation (See above window)**

1. In the **Reason for Cancellation** box, type the reason.

2. In the **Ref: (A)** box, type the source of the cancellation (phone conversation, verbal or written confirmation, etc.). This information is required.

## To Cancel Selected Orders (See above window)

1. Select one or more orders to cancel.
2. Choose **Cancel Selected Orders**. A message informs you that the orders have been forwarded to Authentication for cancellation.
3. Choose **OK**. You return to the **Mass Cancel Orders** window.

## To Cancel All Orders (See above window)

1. Select **Select All**.
2. Choose **Cancel Selected Orders**. A message informs you that the orders have been forwarded to Authentication for cancellation.
3. Choose **OK**. You return to the **Mass Cancel Orders** window.

## To Exit this Window

➢ Choose **Close**. You return to the previous window.

### System Generated Modification

This window allows you to view unauthenticated and authenticated system generated modifications and to delete any authenticated records.

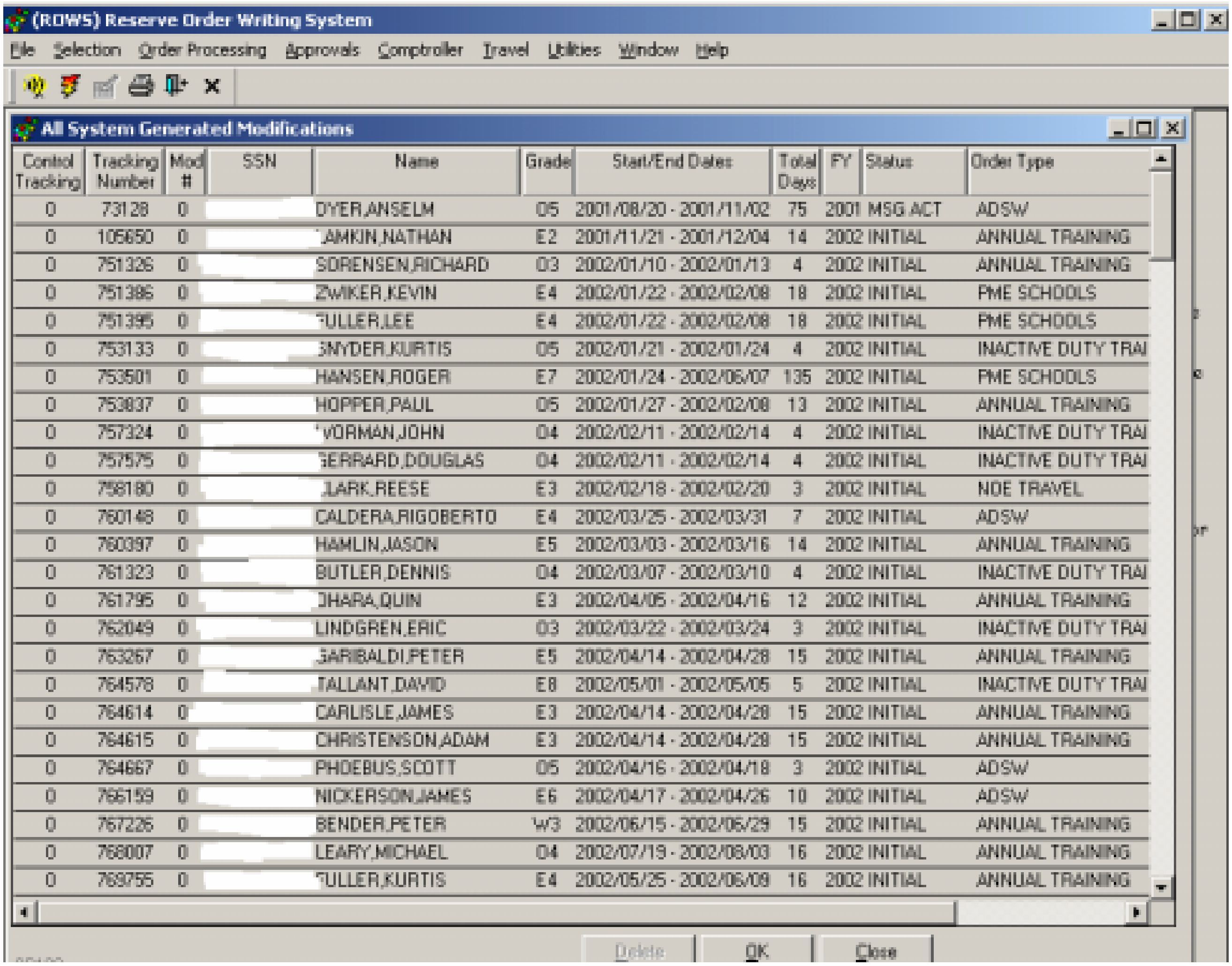
## How Do I Get Here?

1. Begin on any **ROWS** window.

2. From the **Order Processing** menu, select **Request Views**. Choose **System Generated Modifications**..

This window displays the following information:
System Generated Mods:

- Control Tracking #
- Tracking Number
- Social Security Number
- Name
- Start Date
- End Date
- Total Days
- Order Type




| Control Tracking | Tracking Number | Mod # | SSN | Name | Grade | Start/End Dates | Total Days | FY | Status | Order Type |
|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 73128 | 0 | | DYER,ANSELM | O5 | 2001/08/20 - 2001/11/02 | 75 | 2001 | MSG ACT | ADSW |
| 0 | 105650 | 0 | | AMKIN,NATHAN | E2 | 2001/11/21 - 2001/12/04 | 14 | 2002 | INITIAL | ANNUAL TRAINING |
| 0 | 751326 | 0 | | SORENSEN,RICHARD | O3 | 2002/01/10 - 2002/01/13 | 4 | 2002 | INITIAL | ANNUAL TRAINING |
| 0 | 751386 | 0 | | ZWIKER,KEVIN | E4 | 2002/01/22 - 2002/02/08 | 18 | 2002 | INITIAL | PME SCHOOLS |
| 0 | 751395 | 0 | | ULLER,LEE | E4 | 2002/01/22 - 2002/02/08 | 18 | 2002 | INITIAL | PME SCHOOLS |
| 0 | 753133 | 0 | | SNYDER,KURTIS | O5 | 2002/01/21 - 2002/01/24 | 4 | 2002 | INITIAL | INACTIVE DUTY TRAI |
| 0 | 753501 | 0 | | HANSEN,ROGER | E7 | 2002/01/24 - 2002/06/07 | 135 | 2002 | INITIAL | PME SCHOOLS |
| 0 | 753837 | 0 | | HOPPER,PAUL | O5 | 2002/01/27 - 2002/02/08 | 13 | 2002 | INITIAL | ANNUAL TRAINING |
| 0 | 757324 | 0 | | VORMAN,JOHN | O4 | 2002/02/11 - 2002/02/14 | 4 | 2002 | INITIAL | INACTIVE DUTY TRAI |
| 0 | 757575 | 0 | | GERRARD,DOUGLAS | O4 | 2002/02/11 - 2002/02/14 | 4 | 2002 | INITIAL | INACTIVE DUTY TRAI |
| 0 | 758180 | 0 | | LARK,REESE | E3 | 2002/02/18 - 2002/02/20 | 3 | 2002 | INITIAL | NOE TRAVEL |
| 0 | 760148 | 0 | | CALDERA,RIGOBERTO | E4 | 2002/03/25 - 2002/03/31 | 7 | 2002 | INITIAL | ADSW |
| 0 | 760397 | 0 | | HAMLIN,JASON | E5 | 2002/03/03 - 2002/03/16 | 14 | 2002 | INITIAL | ANNUAL TRAINING |
| 0 | 761323 | 0 | | BUTLER,DENNIS | O4 | 2002/03/07 - 2002/03/10 | 4 | 2002 | INITIAL | INACTIVE DUTY TRAI |
| 0 | 761795 | 0 | | OHARA,QUIN | E3 | 2002/04/05 - 2002/04/16 | 12 | 2002 | INITIAL | ANNUAL TRAINING |
| 0 | 762049 | 0 | | LINDGREN,ERIC | O3 | 2002/03/22 - 2002/03/24 | 3 | 2002 | INITIAL | INACTIVE DUTY TRAI |
| 0 | 763267 | 0 | | GARIBALDI,PETER | E5 | 2002/04/14 - 2002/04/28 | 15 | 2002 | INITIAL | ANNUAL TRAINING |
| 0 | 764578 | 0 | | TALLANT,DAVID | E8 | 2002/05/01 - 2002/05/05 | 5 | 2002 | INITIAL | INACTIVE DUTY TRAI |
| 0 | 764614 | 0 | | CARLISLE,JAMES | E3 | 2002/04/14 - 2002/04/28 | 15 | 2002 | INITIAL | ANNUAL TRAINING |
| 0 | 764615 | 0 | | CHRISTENSON,ADAM | E3 | 2002/04/14 - 2002/04/28 | 15 | 2002 | INITIAL | ANNUAL TRAINING |
| 0 | 764667 | 0 | | PHOEBUS,SCOTT | O5 | 2002/04/16 - 2002/04/18 | 3 | 2002 | INITIAL | ADSW |
| 0 | 766159 | 0 | | NICKERSON,JAMES | E6 | 2002/04/17 - 2002/04/26 | 10 | 2002 | INITIAL | ADSW |
| 0 | 767226 | 0 | | BENDER,PETER | W3 | 2002/06/15 - 2002/06/29 | 15 | 2002 | INITIAL | ANNUAL TRAINING |
| 0 | 768007 | 0 | | LEARY,MICHAEL | O4 | 2002/07/19 - 2002/08/03 | 16 | 2002 | INITIAL | ANNUAL TRAINING |
| 0 | 769755 | 0 | | ULLER,KURTIS | E4 | 2002/05/25 - 2002/06/09 | 16 | 2002 | INITIAL | ANNUAL TRAINING |

**To Delete Orders**

1. From the **Authenticated System Generated Mods** list, select a member.
2. Choose **Delete**. The record is deleted from the list.

## To Exit this Window

➢ Do one of the following:

- To save all actions completed, choose **OK**. You return to the **Broadcast** window.
- If you want to leave the window without saving, choose **Cancel**. You return to the **Broadcast** window.

### *Order Cancellation*

This window allows you to indicate why an individual order must be cancelled and to proceed with the cancellation process. You cannot continue without entering a reason.

### How Do I Get Here?

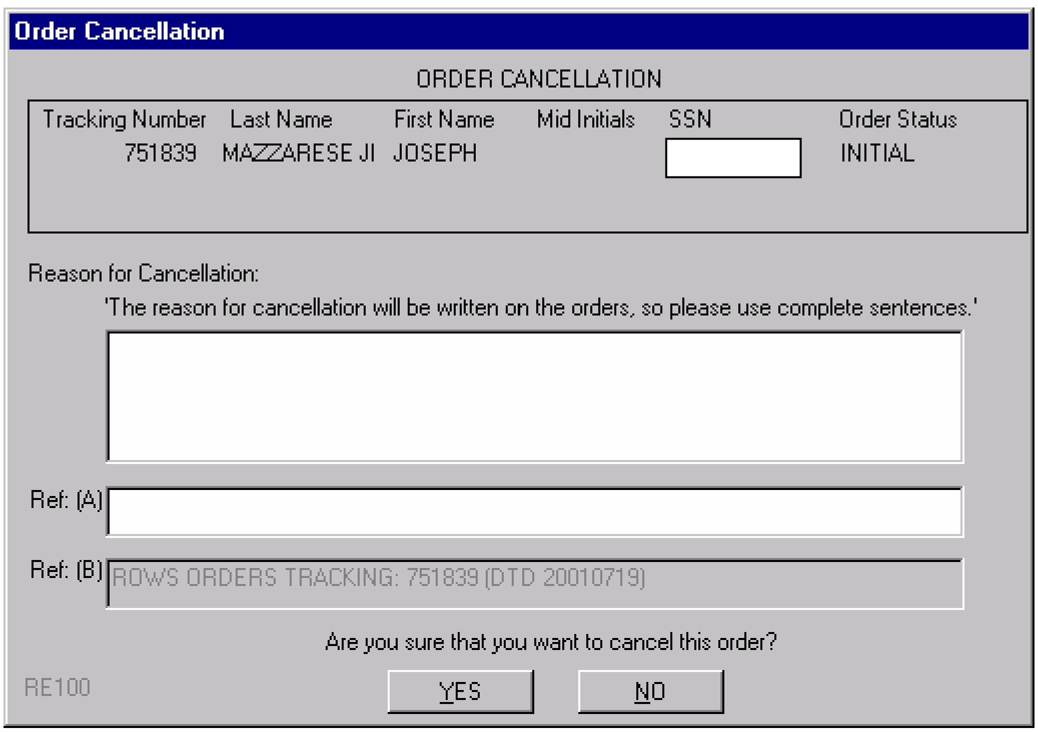
1. Begin on any **ROWS** window.

2. From the **Order Processing** menu, select **Request Entry**, select **Cancel Order**, and then choose **Individual**. The **Request for Cancellation to Orders** window opens.

3. Choose **OK**. The **Order Cancellation** window opens.

The window displays the following information:

- Tracking Number
- Last Name
- First Name
- Middle Initials
- Social Security Number
- Order Status
- Reference B: Tracking Number and Duty Dates

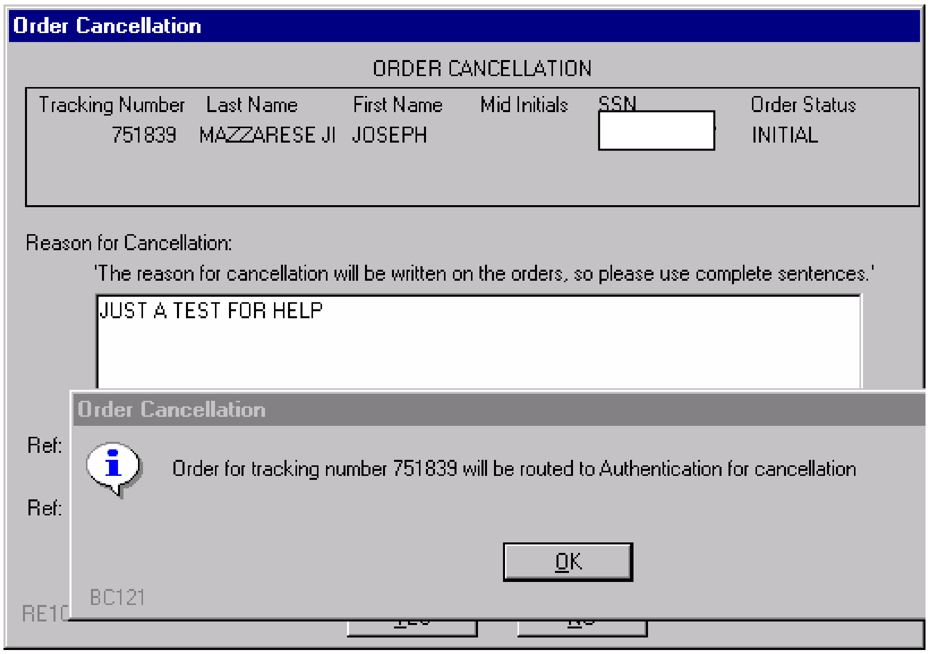


## To Cancel an Order

1. In the **Reason for Cancellation** box, type the reason the orders must be cancelled.

2. If applicable, in the **Ref: (A)** box, type the name of the individual who approved the cancellation or the location of supporting documentation.

3. Choose **Yes**. A message informs you that the order has been forwarded to Authentication for cancellation.




4. Choose **OK**. You return to the **Broadcast Information** window.

5. **NOTE:** Only the Requestor or the Authenticator are permitted to cancel an orders. An information window (displayed below) will be displayed if someone is attempting to cancel a set of orders without the proper authority.

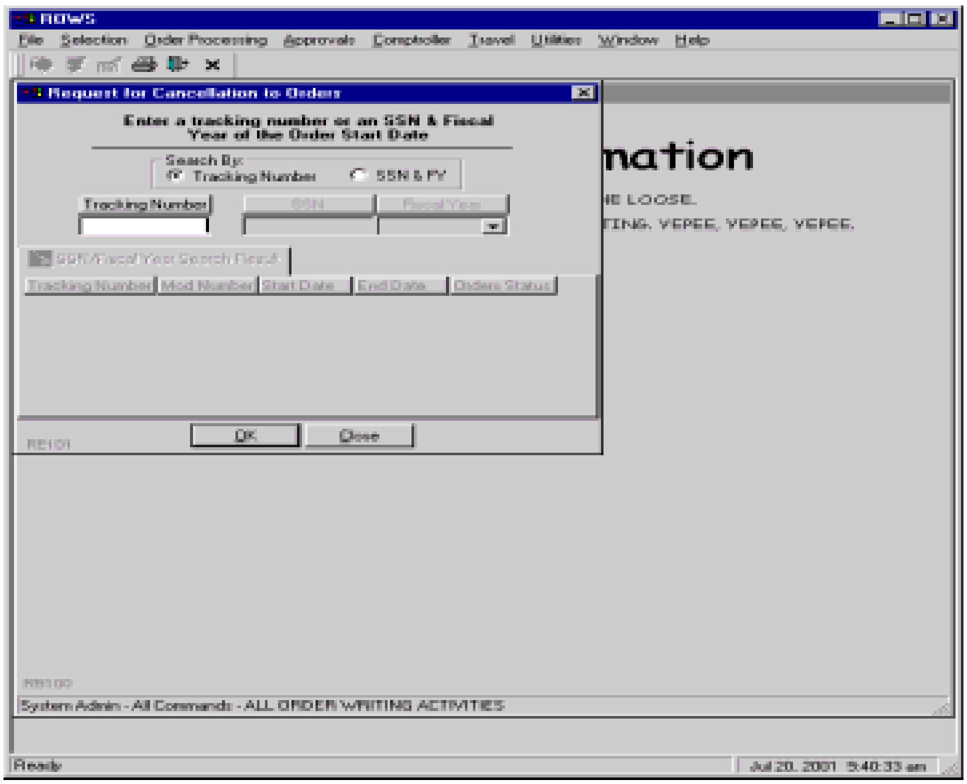

## To Exit this Window

- Choose **No**. You return to the previous **Broadcast Information** window.

## To Search by Tracking Number

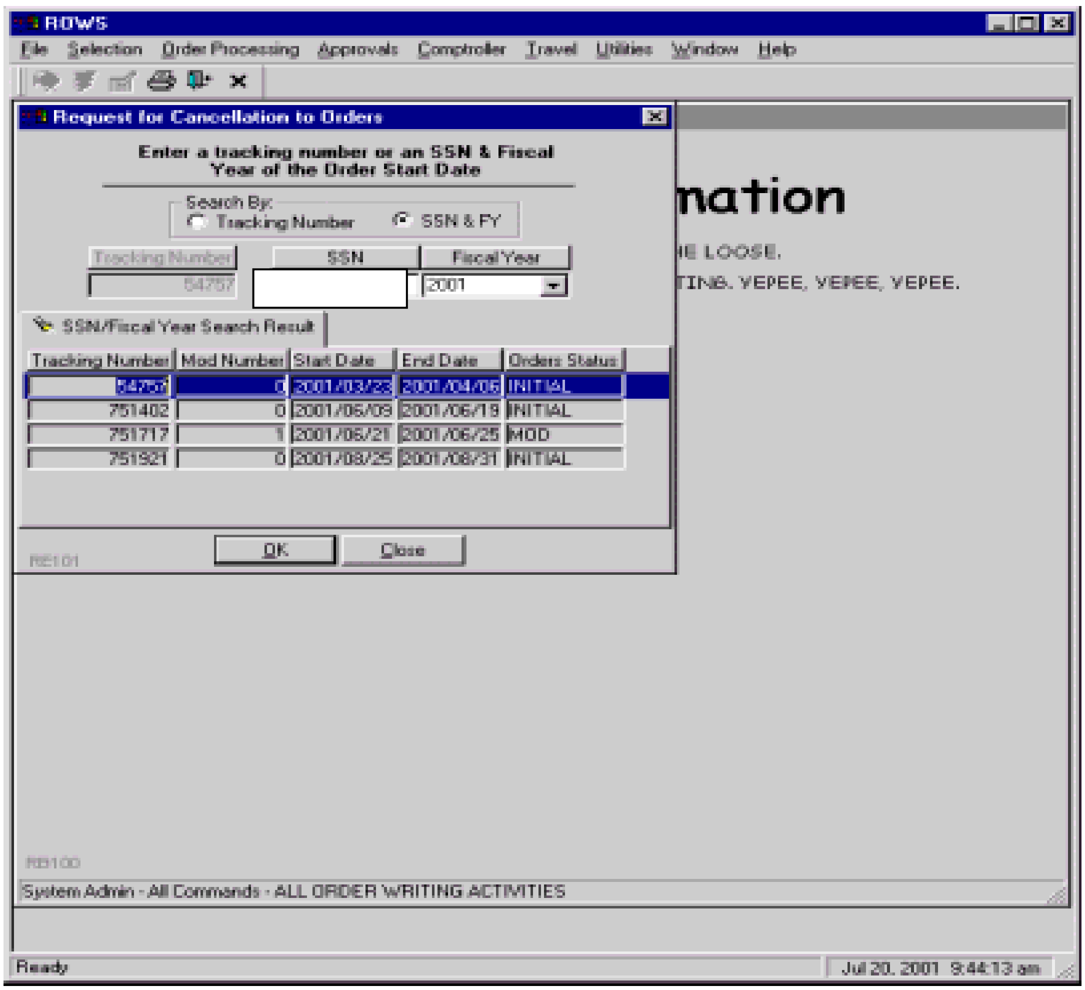
1. Under **Search By**, select **Tracking Number**.
2. In the **Tracking Number** box, type the 5-digit number.
3. Choose **OK**. The **Order Cancellation** window opens.

   (See window at bottom of this topic.)



### To Search by Social Security Number and Fiscal Year

1. Under **Search By**, select **SSN & FY**.
2. In the **SSN** box, type the member's SSN.
3. In the **Fiscal Year** list, select the year.
4. On the **SSN/Fiscal Year Search Result** tab, select the desired record.
5. See page 125 for Cancellation reason page.



### *IPP Request*

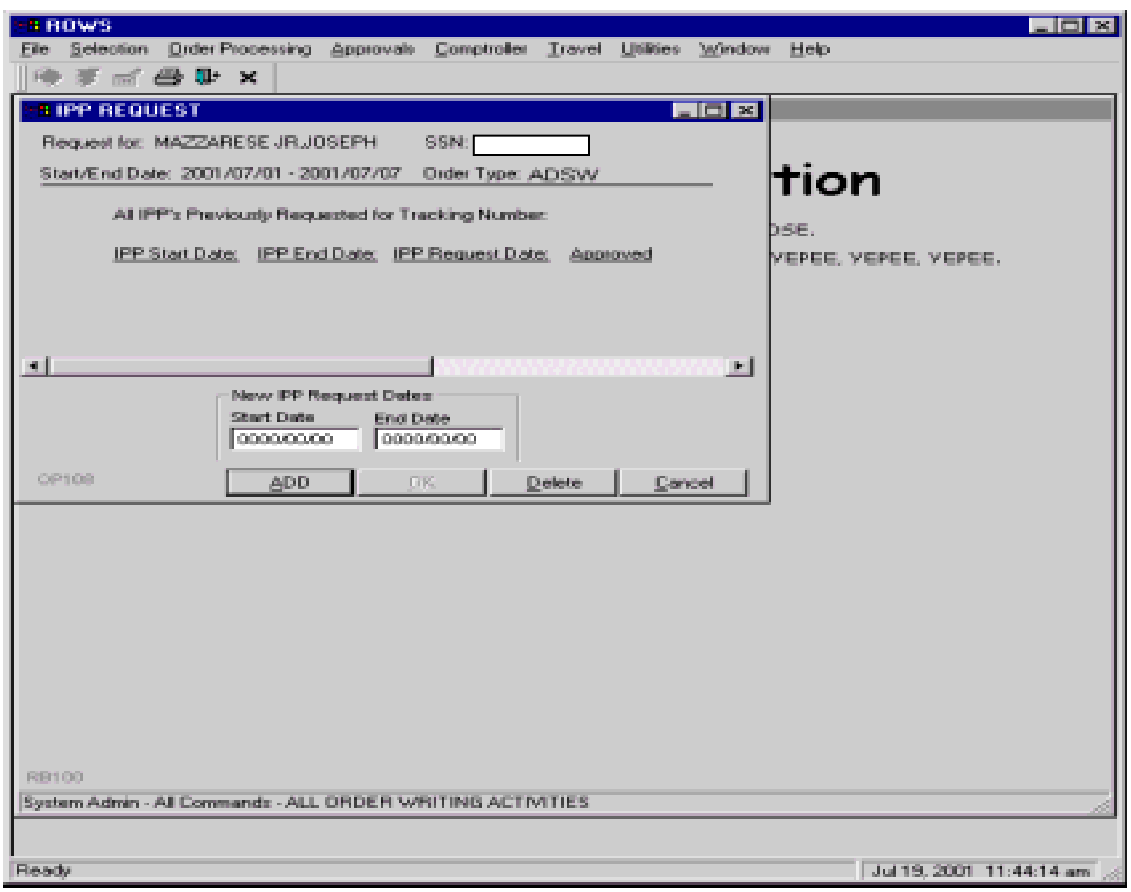
This window enables you to add a request, to delete a request, or to work on any disapproved requests for an In Progress Payment (IPP) for a member whose orders have been authenticated. This process will not create the payment. The payment comes from MCTFS after the Unit Diary Clerk enters the information on UD/MIPS.

## How Do I Get Here?

1. Begin on the **IPP Request Select Order**, the **IPP Request Select Modification**, or **Disapproved IPP** windows.
2. Choose **OK**. The **IPP Request** window opens.

This window contains the following information:

- Member's Name
- Social Security Number
- Orders Start Date
- Orders End Date
- Order Type
- IPP Start Date
- IPP End Date
- IPP Request Date
- Approved



**To Add an IPP Request (see above window)**

1. Under **New IPP Request Dates**,

a. In the **Start Date** box, type the starting IPP date in YYYY/MM/DD format.

b. In the **End Date** box, type the ending IPP date in YYYY/MM/DD format.

**Note:** The date range must fall within the orders start and end dates.

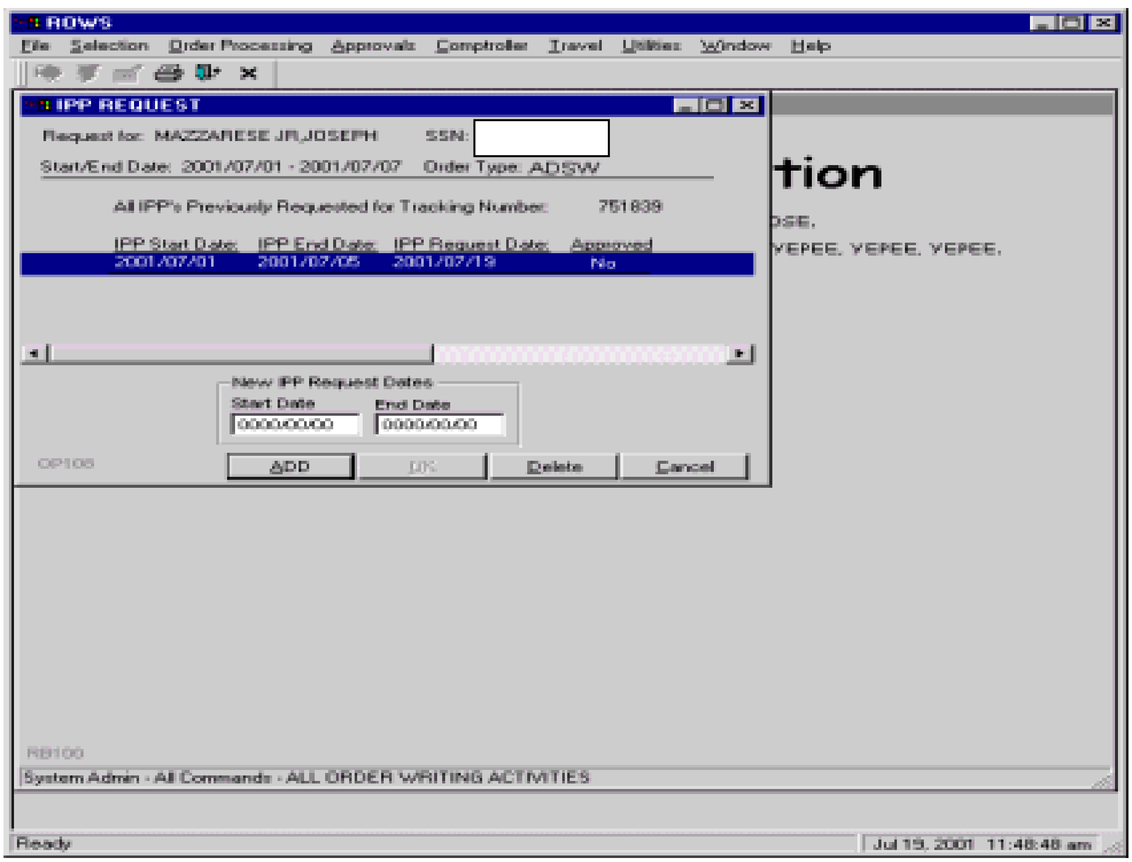
2. Choose **Add**. The new IPP request is displayed in the list with a request date of today and an approved status of **No**.

3. To route to IPP Approver, choose **OK**.

## To Delete an IPP Request

1. In the **All IPP's Previously Requested** list, select an IPP request.
2. Choose **Delete**. A message prompts you to confirm the delete process.
3. Do one of the following:

- To delete the request, choose **Yes**.
- To cancel, choose **No**.



## To Exit this Window

➢ Do one of the following:

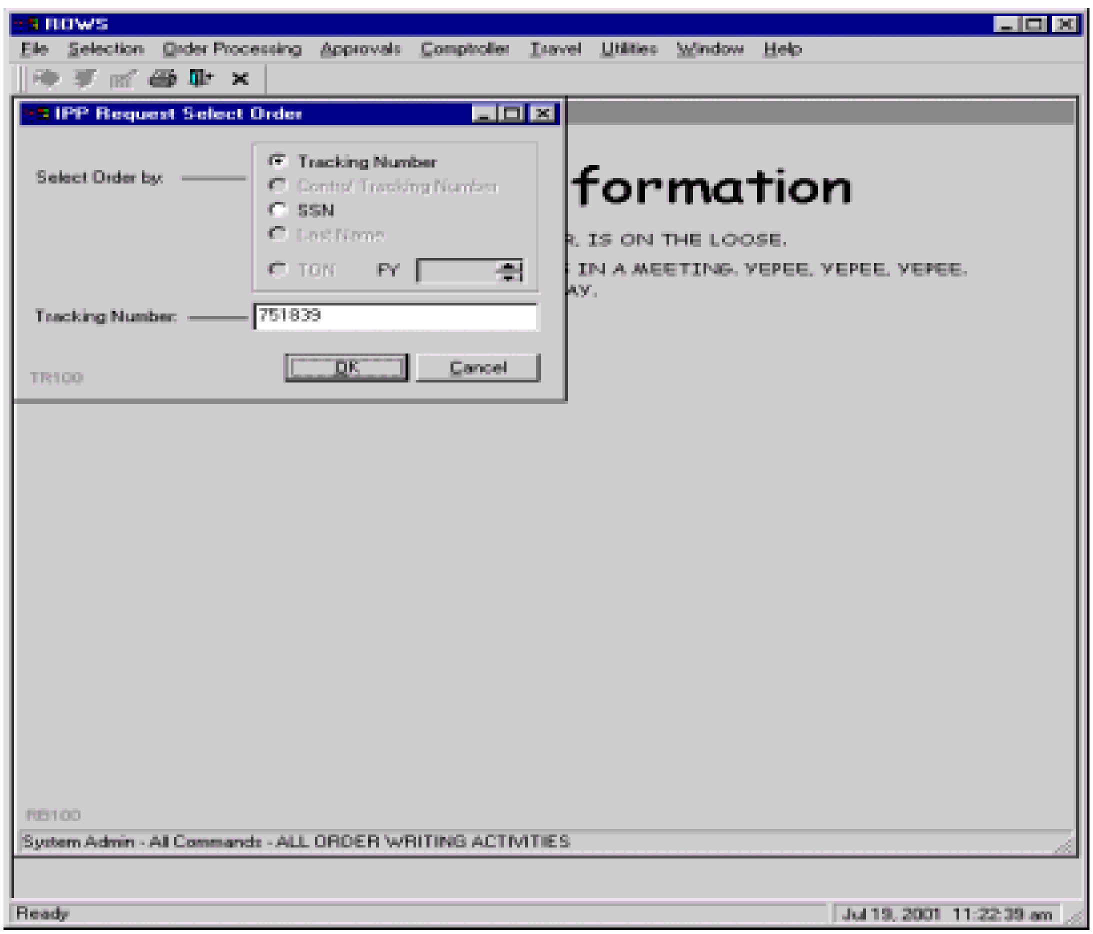
- To save all of the changes you made, choose **OK**. You return to the previous window.
- To cancel the changes you made, choose **Cancel**. You return to the previous window.

## *IPP Request Select Modification*

This window allows you to locate all requests/orders for a member you wish to request an In Progress Payment (IPP) for.

## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Order Processing** menu, select **IPP Request**, and then choose **New**.
3. The **IPP Request Select Order** window opens.
4. Select **SSN** or **Tracking Number**.
5. Choose **OK**. The **IPP Request Select Modification** window opens.
6. Make the modification and save it.



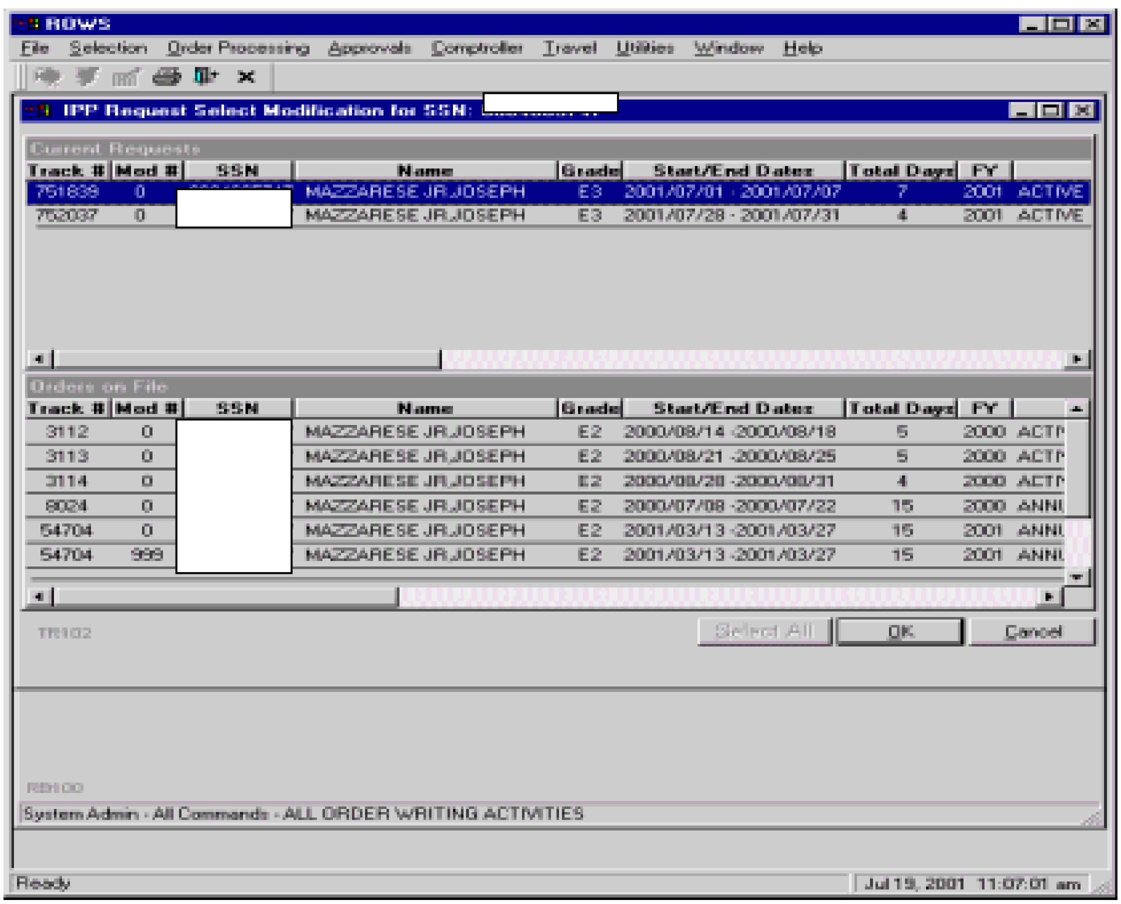
## Current Requests

This section includes information on requests that have not been authenticated.

## Orders on Files

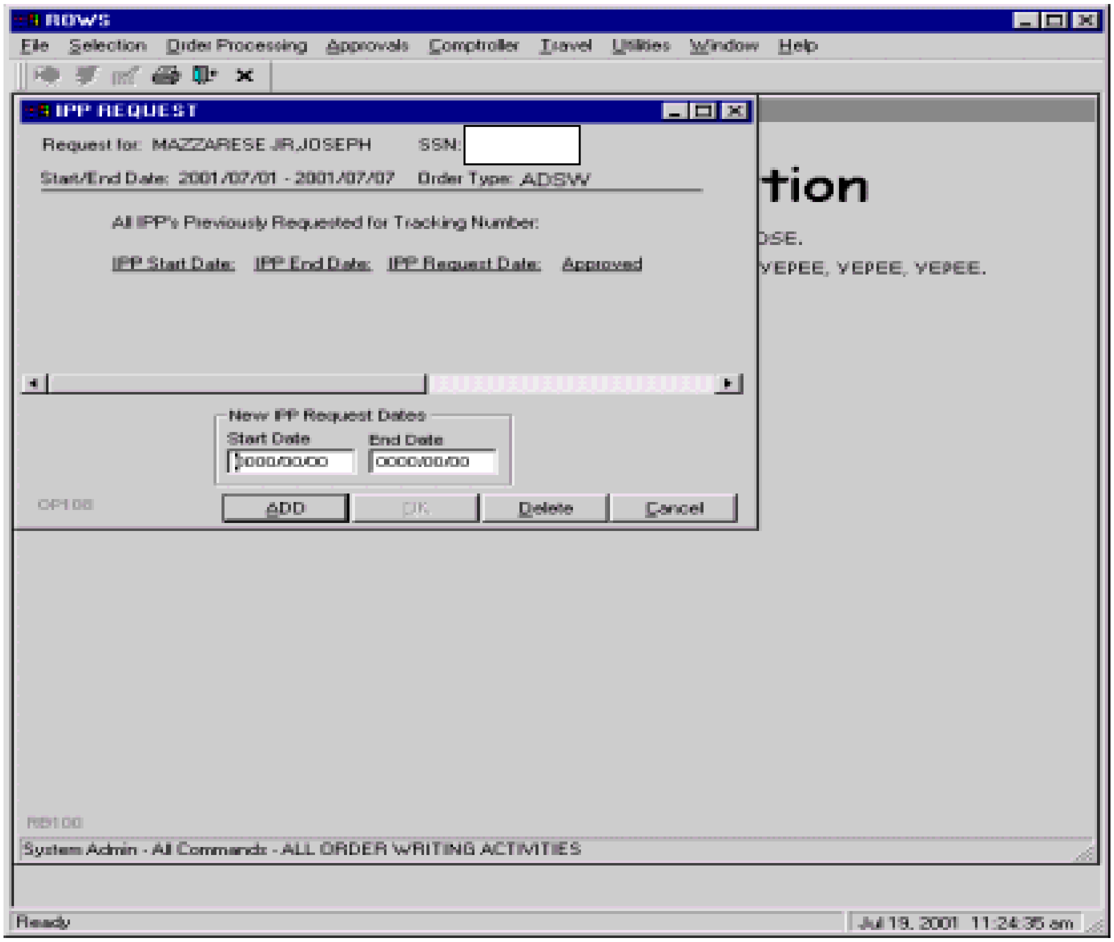
This section includes information on requests that have been authenticated.
Both of these sections contain the following information:

- Tracking Number
- Modification Number
- Social Security Number
- Name
- Grade
- Starting/Ending Dates
- Total Days
- FY
- Order Type
- Status



## To Select a Request

➢ Select the request and choose **OK**. The **IPP Request** window opens.




## To Exit this Window

➢ Choose **Cancel**. You return to the previous window.

## Disapproved IPP

This window allows you to view In Progress Payment (IPP) requests that have been disapproved and to resubmit them for approval or deletion, if applicable.

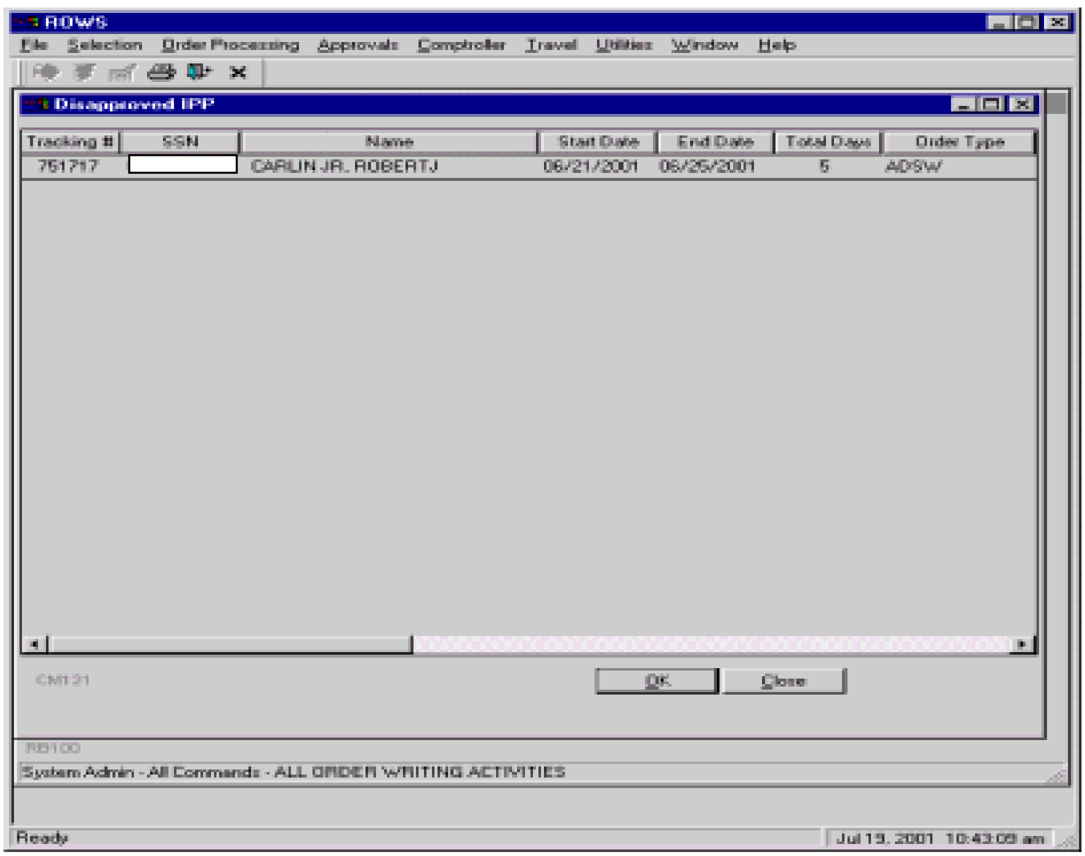
## How Do I Get Here?

1. Begin on any **ROWS** window.

2. From the **Order Processing** menu, select **IPP Request**, and then choose **Disapproved**. The **Disapproved IPP** window opens.

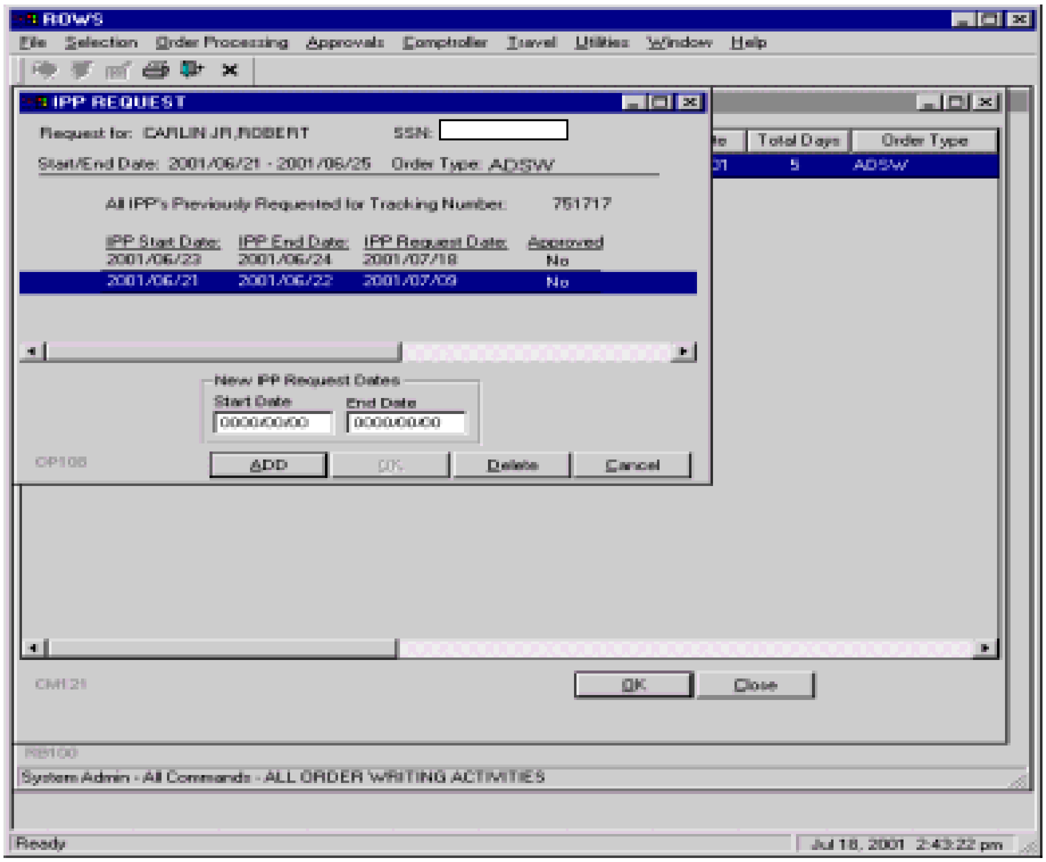
This window contains the following information:

- Tracking Number
- Social Security Number
- Name
- Starting Date
- End Date
- Total Days
- Order Type
- Reason for Disapproval



## To Resubmit a Request

1. Select the request.
2. Choose **OK**. The **IPP Request** window opens.
3. Select the disapproved record in the **All IPPs Previously Requested** list.
4. Choose **Delete**.
5. To input new dates, choose **Add**.
6. To route to the IPP Approver, choose **OK**.




## To Exit this Window

➢ Choose **Close**. You return to the previous window.

## *Saved Requests*

This window allows you to view a list of saved requests and delete requests for individuals or groups. The group orders must have the same control tracking number. Individual orders have a control tracking number of zero. Disapproved requests remain on the list until they are deleted.

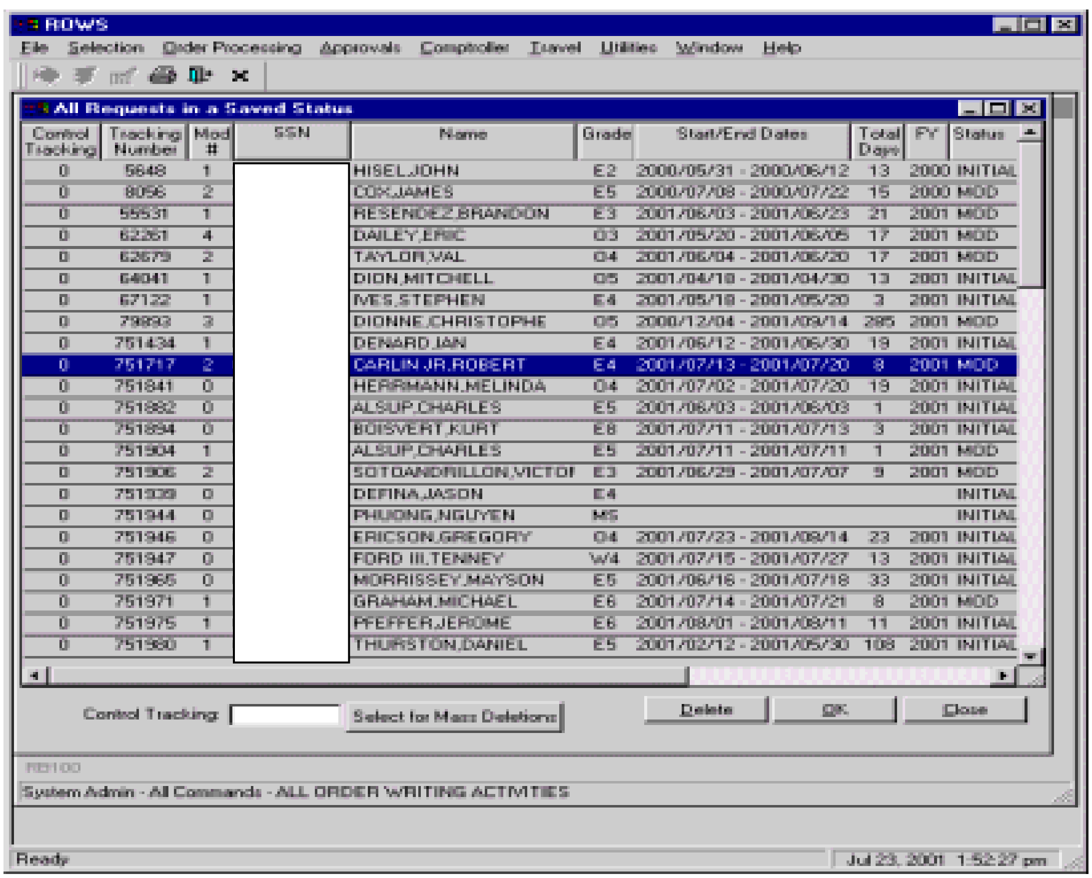
## How Do I Get Here?

1. Begin on any **ROWS** window.

2. From the **Order Processing** menu, select **Request Views**, and then choose **Saved Requests**. The **All Requests In A Saved Status** window opens.

This window displays the following information:

- Control Tracking Number
- Tracking Number
- Modification Number
- Social Security Number
- Name
- Grade
- Start and End Dates
- Total Days
- Fiscal Year
- Status



### To Select a Member

1. In the **All Requests in a Saved Status** list, select a record.

2. Choose **OK**. If there are any hard holds for the selected member, a message informs you of the hard holds. Choose **OK**. The **Reserve Orders Request Worksheet** opens.

## To Delete a Member

1. In the **All Requests in a Saved Status** list, select a member.

2. Choose **Delete**. A message prompts you to confirm the delete process.

3. Do one of the following:

- If you want to delete the selected member, choose **Yes**. You return to the **All Requests In A Saved Status** window.

- If you do not want to delete the member, choose **No**. You return to the **All Requests In A Saved Status** window.

## To Delete a Mass Order

1. In the **Control Tracking Number** box, type the tracking number.

**Note:** The tracking number cannot be zero.

2. Select **Select for Mass Deletions**.

3. Choose **Delete**.

## To Exit this Window

➢ Choose **Close**.

## *All Disapproved Requests*

This window allows you to view disapproved requests/orders and delete requests for individuals and groups. The group of orders have the same control tracking number. Individual orders have a control tracking number of 0. Disapproved requests remain in this list until you delete them.

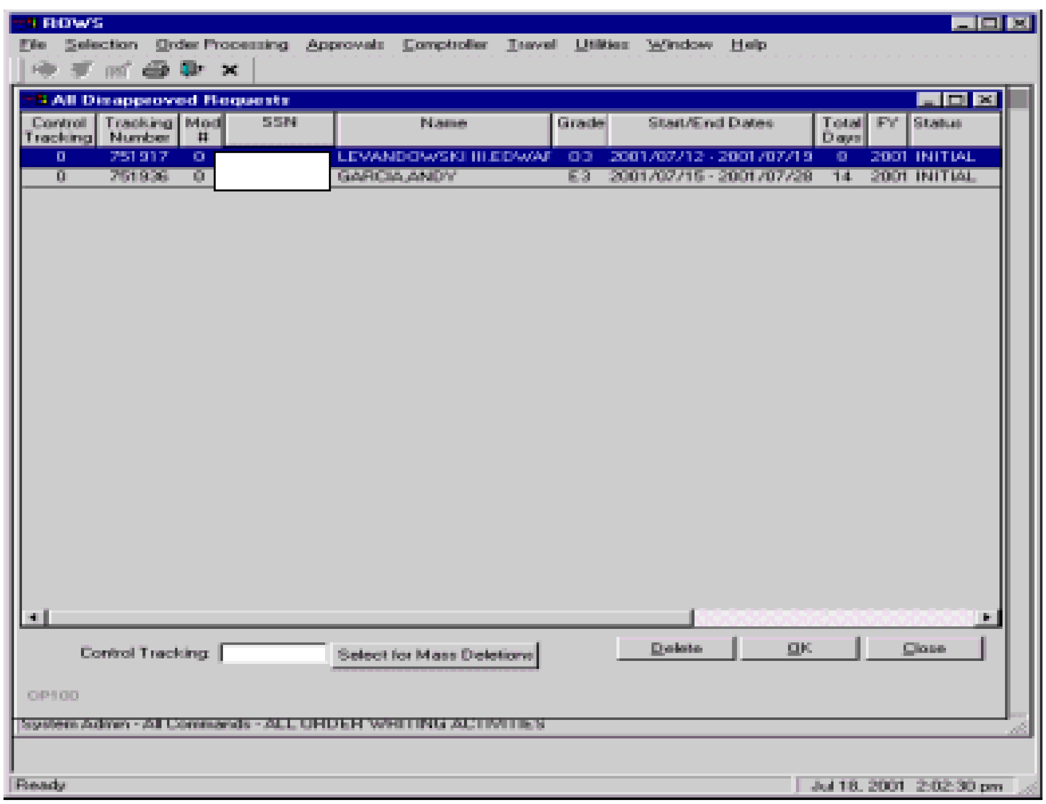
## How Do I Get Here?

1. Begin on any **ROWS** window.

2. From the **Orders Processing** menu, select **Request Views**, and then choose **Disapproved Requests**. The **All Disapproved Requests** window opens.

The window displays the following information:

- Control Tracking Number
- Tracking Number
- Modification Number
- Social Security Number (SSN)
- Name (Last, First, Middle Initial)
- Grade
- Start Date
- End Date
- Total Days
- Fiscal Year
- Status



## To Delete Disapproved Requests

1. Do one of the Following:

- In the **All Disapproved Requests** list, select one or more records.
- In the **Control Tracking** box, type the control tracking number, up to 4-digits and then choose **Select For Mass Deletions**. The records that have the applicable control tracking number are highlighted.

2. Choose **Delete**. A message prompts you to confirm that you want to delete the record(s).
3. Do one of the following:

- If you want to delete the record, choose **Yes**. The record is deleted and the file is updated.
- If you do not want to delete the record, choose **No**. The record is not deleted and you return to the **All Disapproved Requests** window.

## To View the Details of a Request

1. In the **All Disapproved Requests** list, select the applicable record.
2. Choose **OK**. The **Reserve Orders Request Worksheet** window opens.

## To Exit this Window

➢ Choose **Close**. You return to the previous window.

**Mass Orders Error List**

This window displays a list of records that did not process correctly when a mass order was generated or during fund approval or authentication. It allows you to print the list or to delete individual records.

## How Do I Get Here?

1. Begin on any **ROWS** window.

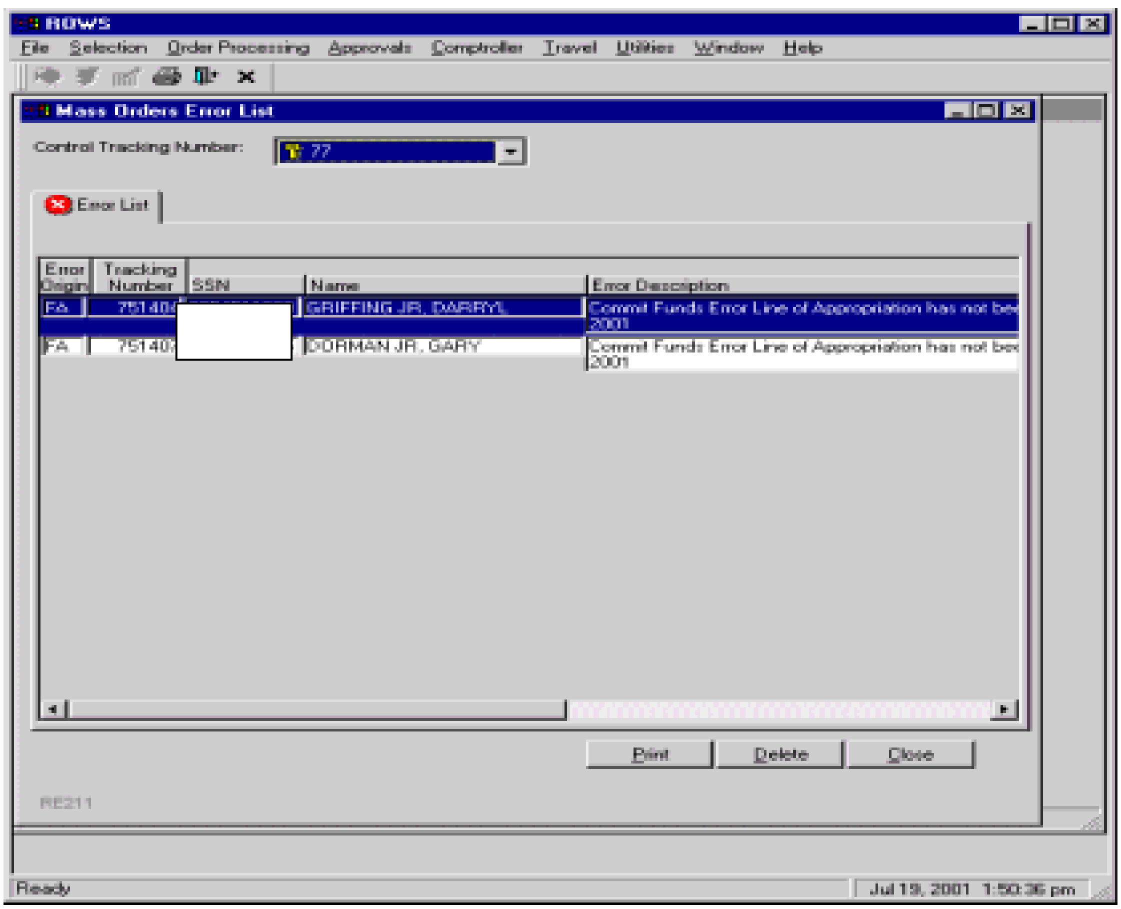
2. From the **Order Processing** menu, choose **Mass Orders Error List**. The **Mass Orders Error List** window opens.

## To View a List of Records that Did Not Process Correctly

➢ In the **Control Tracking Number** list, select the desired tracking number. The **Error List** displays.

The list displays the following information:

- Error Origin – (The example lists FA which means the fund approval failed as there were no funds allocated for that Fiscal Year, for that particular type of active duty and the command selected).
- Tracking Number
- Social Security Number
- Name
- Error Description



To Print a Report of Error Records (See above window)

➢ Choose **Print**.

### To Delete Error Records (See above window)

1. Select one or more records you want to remove.
2. Choose **Delete**. A message prompts you to confirm the delete process.
3. Do one of the following:

- To delete the request, choose **Yes**. You return to the **Mass Orders Error List** window.
- To cancel, choose **No**. You return to the **Mass Orders Error List** window.

### To Exit this Window

➢ Choose **Close**. You return to the previous window.

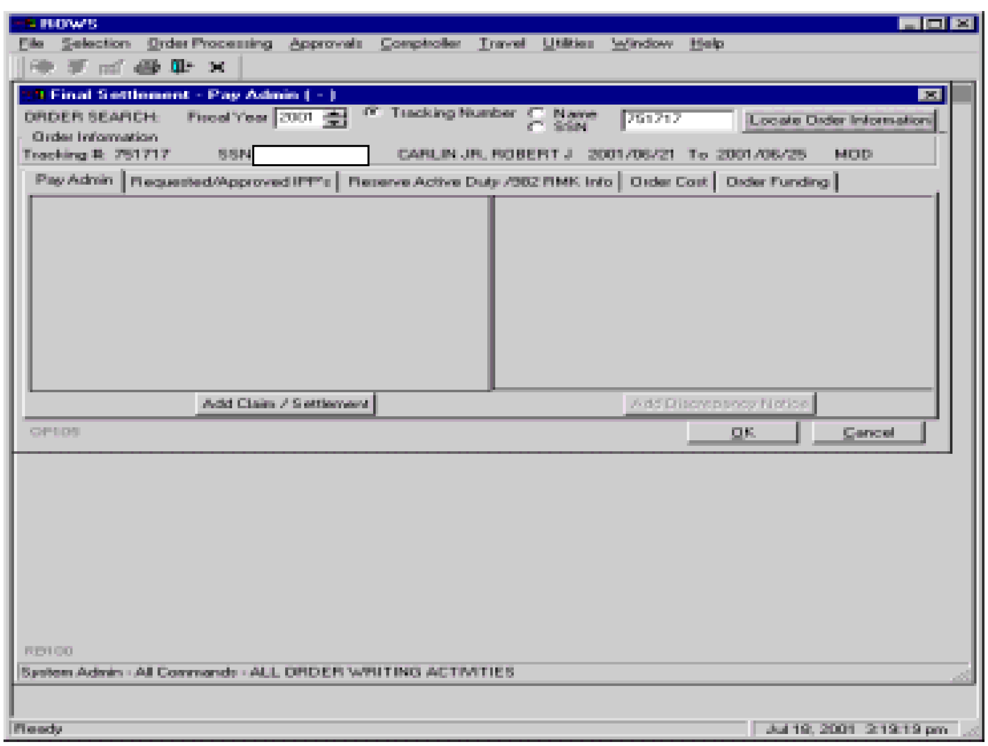
## Final Settlement/Claim

This window allows you to process final settlement and the calculation of funds for a single set of orders.

### How Do I Get Here?

1. Begin on any **ROWS** window.

2. From the **Order Processing** menu, select **Final Settlement**. Choose **Final Settlement/Claims.** The **Final Settlement**(**Pay Admin**) window opens.



## To View a Final Settlement Transaction

1. In the **Fiscal Year** list, select a year**.**

2. Do one of the following:

- If you want to search by tracking number, choose **Tracking Number** and in the value box, type the 5-digit tracking number.
- If you want to search by SSN, choose **SSN** and in the value box, type the 10-character SSN.
- If you want to search by the member's last name, choose Name and in the value box, type the last name, up to 15 characters.

3. Choose **Locate Order**. If you selected tracking number, the orders display.

4. If you selected any of the other options, the **Order Selection** window opens. After selecting the orders you want, you return to this window and the located orders display.

The window displays the following information:

**Located Order**

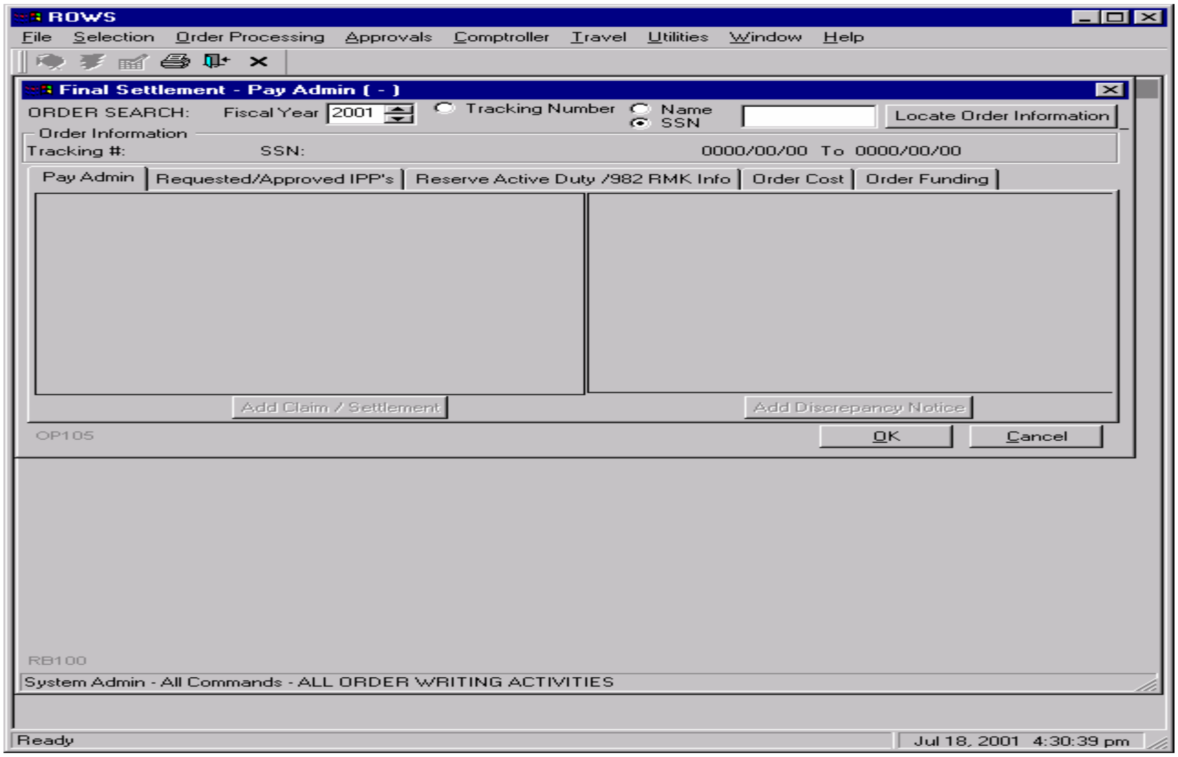
- Tracking Number
- Social Security Number
- Name (Last, First, Middle Initial)
- Start Date
- End Date
- Order Status

## Tab Summary

➢ Do any of the following:

- If you want to view payment information or add claims or discrepancy notices, select the **Pay Admin** tab.
- If you want to view IPP Requested information, select the **Requested/Approved IPPs** tab.
- If you want to view cost information, select the **Order Cost** tab.
- If you want to view funding information, select the **Order Funding** tab.
- If you want to view IPPs Paid information, select the **Reserve Active Duty 982 Rmk Info** tab.

**Note:** If the number of days of active duty is less than the days covered by the original set of orders, the orders of are automatically modified. If the days of active duty are more than the days indicated on the original set of orders, the orders are automatically routed back to Request Entry for modification, under system generated modifications.

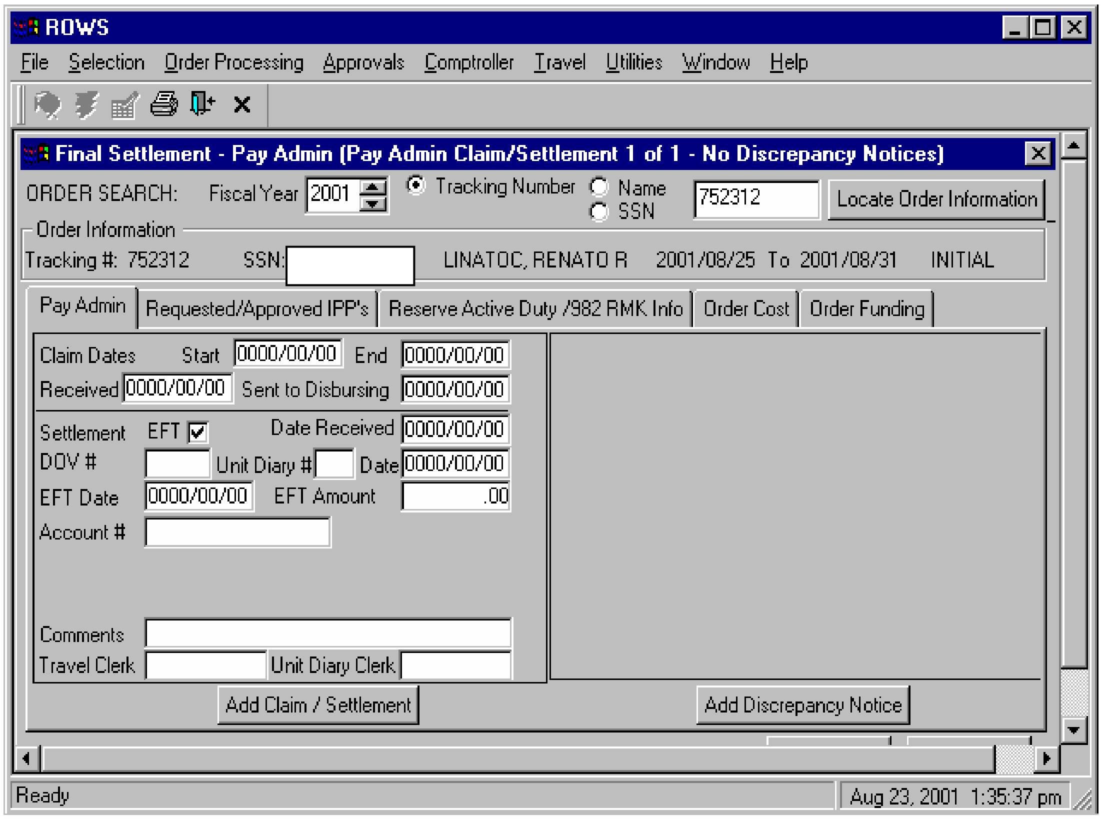



## Pay Admin Tab

This tab allows you to add or view travel claims, input a final settlement, and add discrepancies. You can attach discrepancies to the claim if more information is needed from the unit or the member.

## To Add a Claim

1. Choose the **Add Claim/Settlement** button. A blank claim record appears below any previous records.
2. In the **Start** box, type the date the member started the duty in YYYY/MM/DD format.
3. In the **End** box, type the date the member ended the duty in YYYY/MM/DD format.
4. In the **Received** box, type the date the claim was received in YYYY/MM/DD format.
5. In the **Sent to Disbursing** box, type the date the claim was forwarded to disbursing in YYYY/MM/DD format.




## To Add a Settlement (see window above)

Once the claim has been received back from disbursing:

1. If you want to input settlement information for a previously submitted claim, scroll to the claim you want to update.
2. Do one of the following:

- If the member is to be paid electronically, select the **EFT** check box.
- If the member is to be paid by check, clear the **EFT** check box.

3. In the **Date Received** box, type the date the claim was received from disbursing in YYYY/MM/DD format.
4. In the **DOV #** box, type the DOV number.
5. In the **Unit Dairy #** box, type the unit dairy number.
6. In the **Date** box, type the unit dairy date in YYYY/MM/DD format.
7. In the **EFT Date** box, type the EFT payment date in YYYY/MM/DD format
8. In the **EFT Amount** box, type the EFT payment amount.
9. In the **Account #** box, type the member's account number.
10. If available, do all of the following:

h. In the **Check Date** box, type the date in YYYY/MM/DD format.

i. In the **Check Amount** box, type the amount of the check.

j. In the **Check #** box, type the check number.

k. In the **Mailed to** box, type the name of the recipient

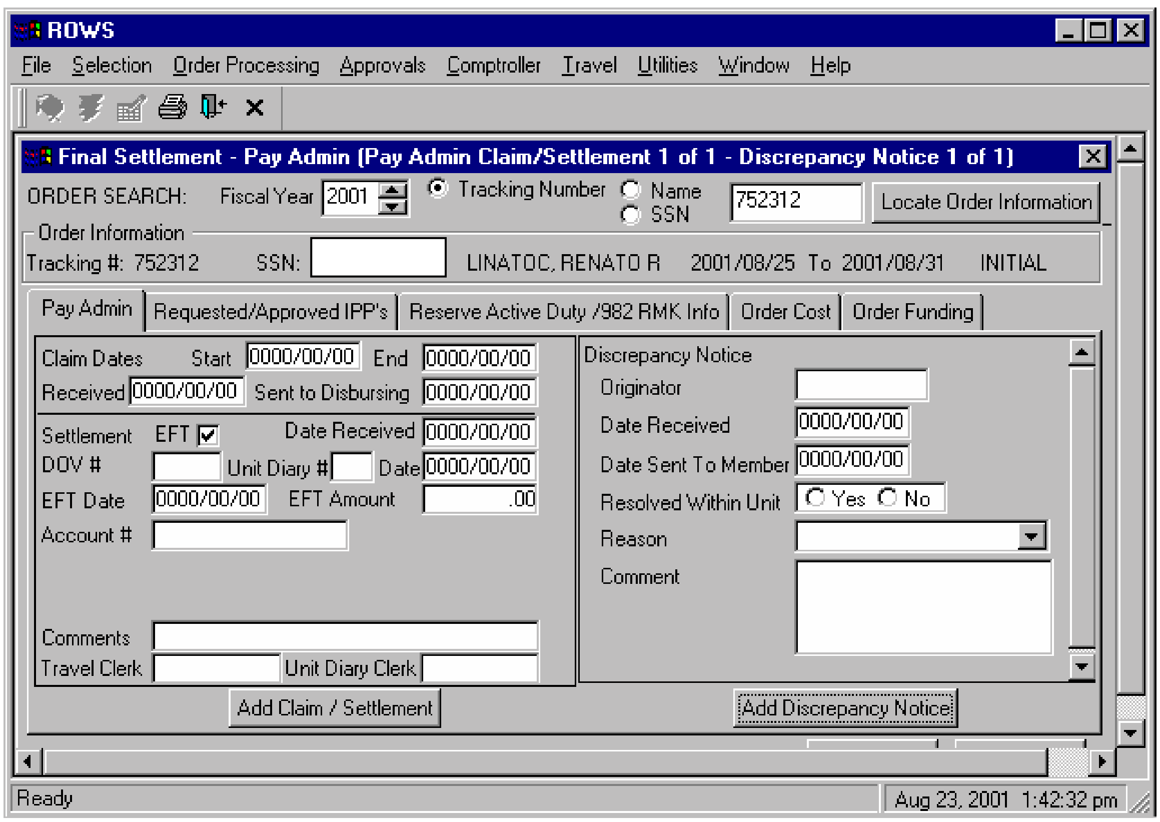
l. In the **Mailed Date** box, type the date the check was mailed in YYYY/MM/DD format.

m. In the **Mailed By** list, select the name of the individual who mailed the check.

11. In the **Comments** box, enter any applicable comments.
12. In the **Travel Clerk** box, type the name of clerk who initiated the order.
13. In the **Unit Diary Clerk** box, type the name of the clerk who initiated the claim.

**To Add a Discrepancy Notice**

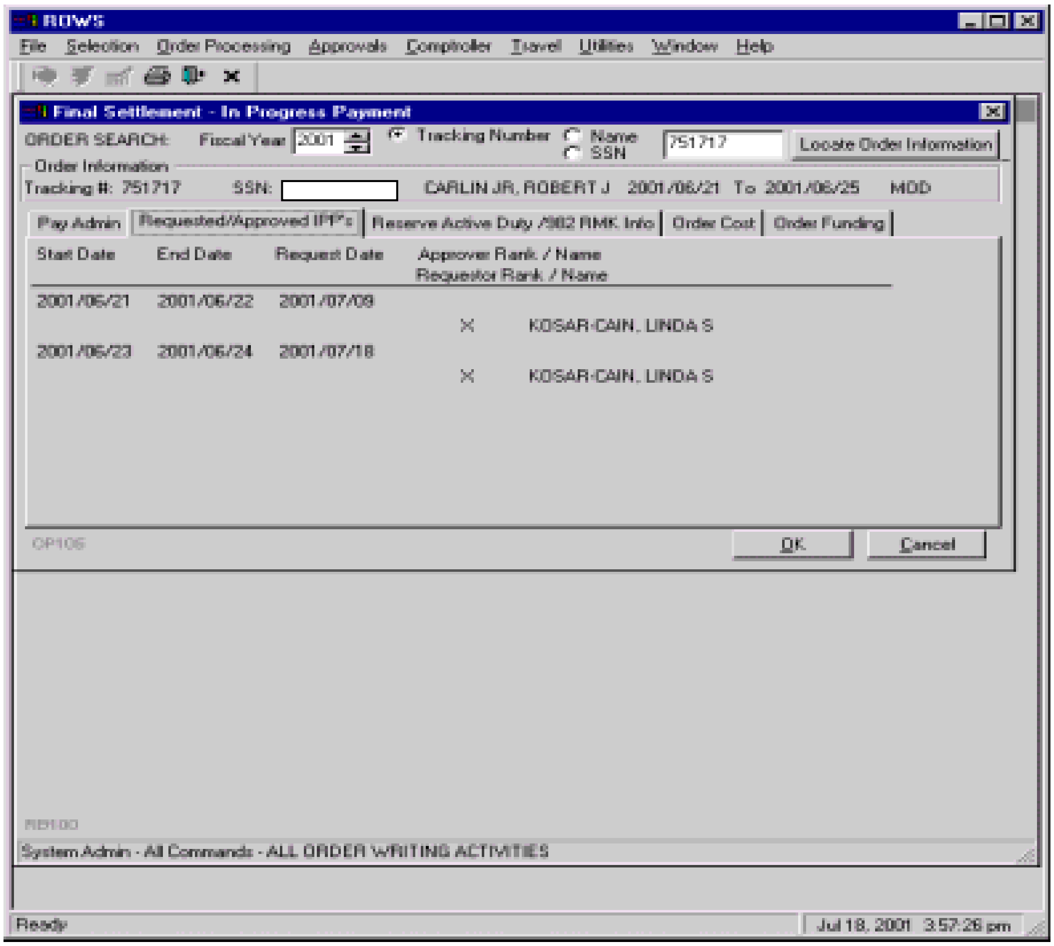
1. **Select the member's orders that you want to add discrepancy information.**
2. Choose **Add Discrepancy Notice**. A blank discrepancy notice appears.
3. In the **Originator** box, type the name of the person who started the claim.
4. In the **Date Received** box, type the date the claim was received in YYYY/MM/DD format.
5. In the **Date Sent To Member** box, type the date in YYYY/MM/DD format that the date claim was sent back to the member.
6. Under **Resolved Within Unit**, do one of the following
   * If the discrepancy was resolved within the unit, select **Yes**. If not, select **No**.
7. In the **Reason** list, select the reason for discrepancy.
8. In the **Comment** box, enter any applicable comments.



## Requested/Approved IPPs Tab

This tab allows you to view IPP requests that have been requested and/or approved. It displays the following information:

- Start Date
- End Date
- Request Date
- Approver Rank and NameRequestor Rank and Name




## Order Cost Tab

This tab allows you to view all costs associated with the member's orders and displays the following information:

<u>Pay and Allowance Costs</u>

- Fiscal Year

- Base Pay
- Special Pay
- Bah Pay
- Total
- Total P&A

Travel Costs

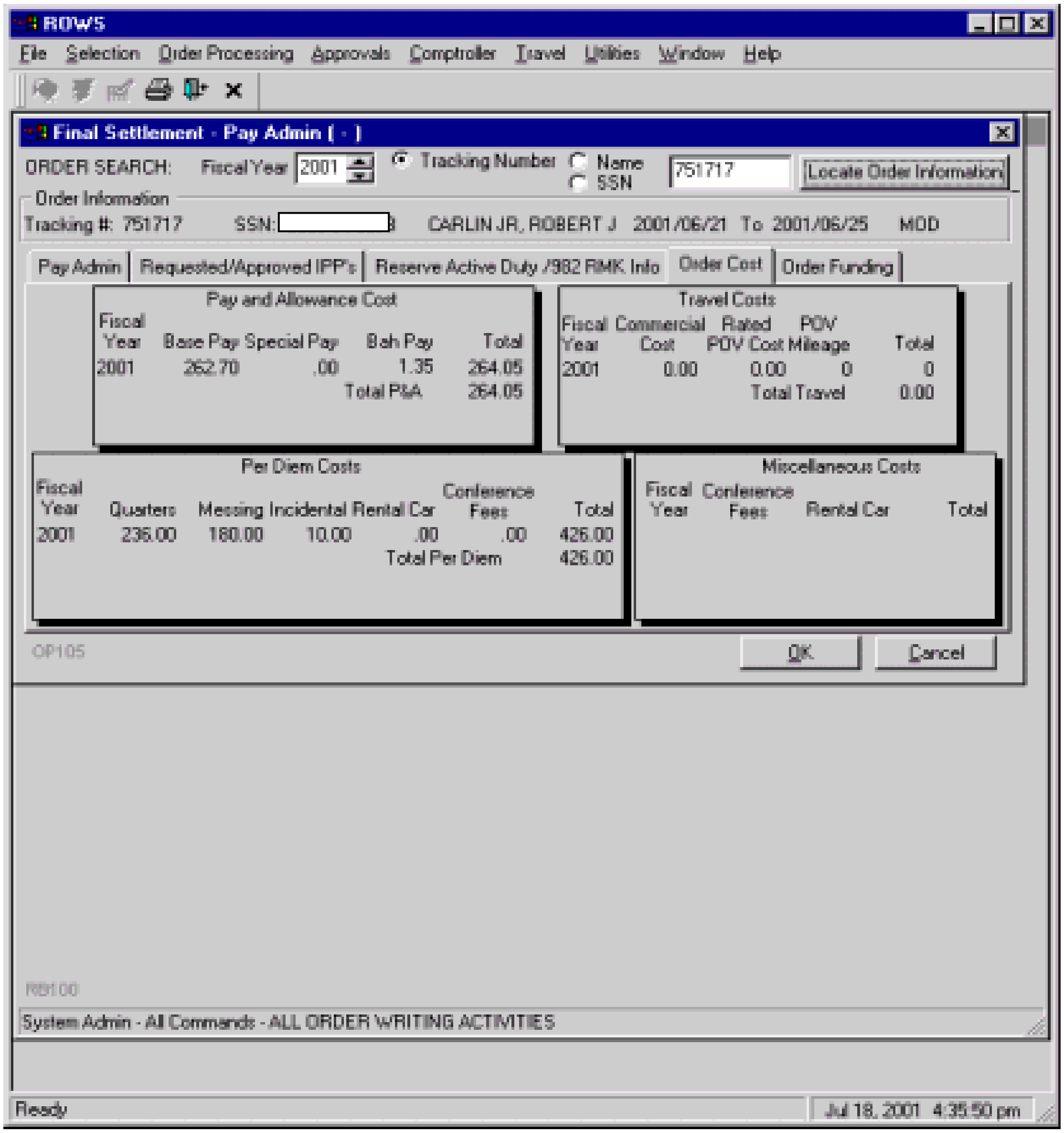
- Fiscal Year
- Air Cost
- POV Cost
- POV Mileage
- Total
- Total Travel

Per Diem Costs

- Fiscal Year
- Quarters Messing
- Incidental
- Rental Car
- Conference Fees
- Total
- Total Per Diem

Miscellaneous Costs

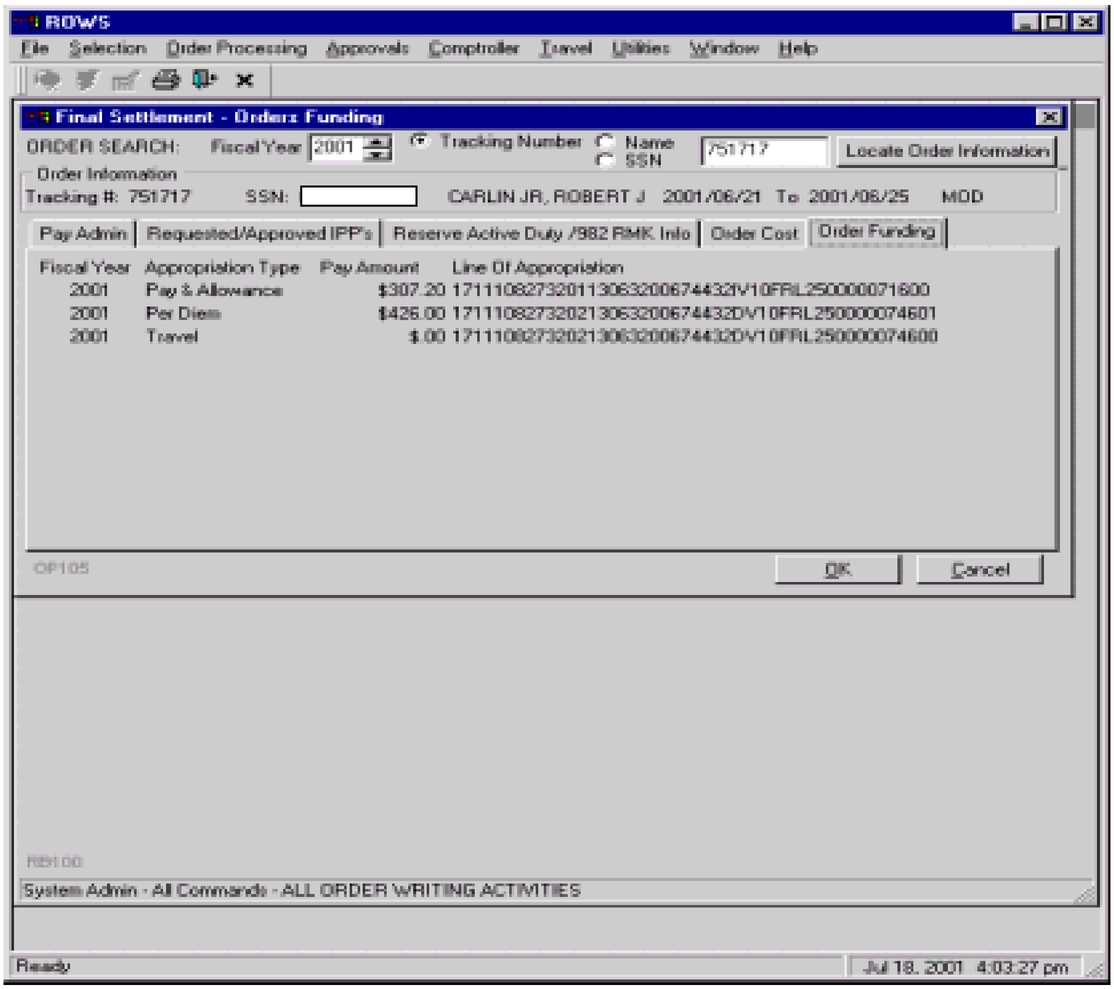
- Fiscal Year
- Conference Fees
- Rental Car
- Total
- Total Miscellaneous


ROWS
File Selection Order Processing Approvals Comptroller Travel Utilities Window Help
Final Settlement - Pay Admin ( - )
ORDER SEARCH: Fiscal Year 2001 Tracking Number Name SSN 751717 Locate Order Information
Order Information
Tracking #: 751717 SSN: CARLIN JR, ROBERT J 2001/06/21 To 2001/06/25 MOD
Pay Admin | Requested/Approved IPP's | Reserve Active Duty /982 RMK Info | Order Cost | Order Funding
Pay and Allowance Cost
Fiscal Year Base Pay Special Pay Bah Pay Total
2001 262.70 .00 1.35 264.05
Total P&A 264.05
Travel Costs
Fiscal Year Commercial Cost Rated POV Cost POV Mileage Total
2001 0.00 0.00 0 0
Total Travel 0.00
Per Diem Costs
Fiscal Year Quarters Messing Incidental Rental Car Conference Fees Total
2001 236.00 180.00 10.00 .00 .00 426.00
Total Per Diem 426.00
Miscellaneous Costs
Fiscal Year Conference Fees Rental Car Total
OP105
OK Cancel
RB100
System Admin - All Commands - ALL ORDER WRITING ACTIVITIES
Ready
Jul 18, 2001 4:35:50 pm

## Order Funding Tab

This tab allows you to view the line of appropriation associated with a set of orders and displays the following information:

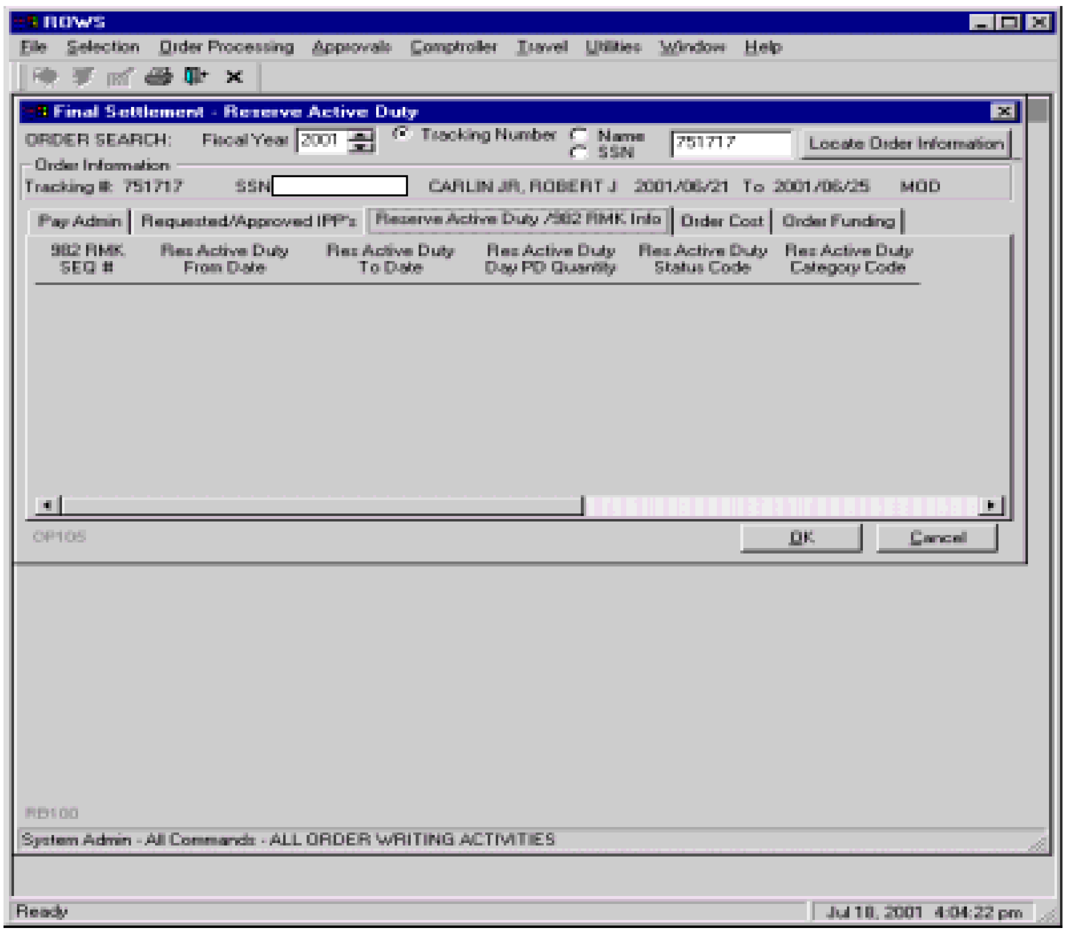
- Fiscal Year
- Appropriation Type
- Pay Amount
- Line of Appropriation



## Reserve Active Duty 982 Rmk Info Tab

This tab allows you to view the MCTFS 982 RMK Information to indicate the days for which the member has been paid. This tab displays the following information:

- 982 Remark Sequence Number
- Reserve Active Duty From Date
- Reserve Active Duty To Date
- Reserve Active Duty Day PD Quantity
- Reserve Active Duty Status Code
- Reserve Active Duty Category Code




## To Exit this Window

➢ Choose **Cancel**.

# Approvals

This window recurs throughout the orders approval process and provides consistent functionality across several phases in the process. This topic describes the common functionality and identifies the phases that use this window.

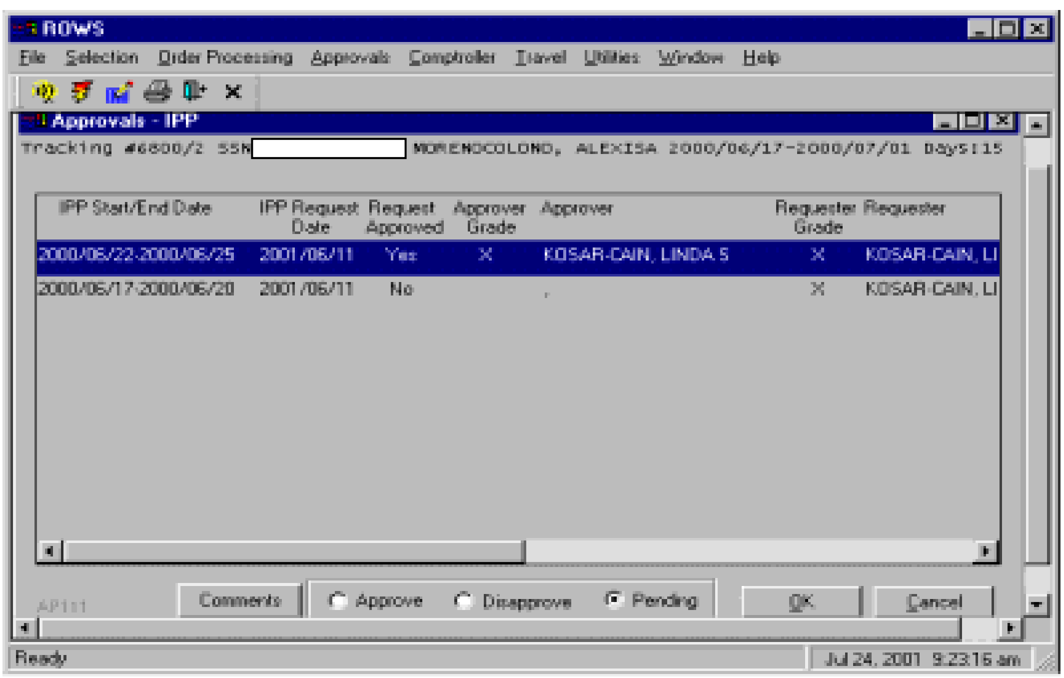
## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Approvals** menu, make any selection so that a window with a list of reservations comes up.
3. Select a reservation.
4. Choose **OK**. The **Approvals** window opens and displays the appropriate detail tabs.

The **Approvals** window consists of several main sections:

- Window Title
- Input Area
- Comments (button or box)
- Status Changes
- Command Buttons

When you have finished the form, you can add comments, approve, disapprove, or put the orders in a pending status.



Window Title

The title indicates the phase in the approvals process you are in. The label in the window title bar indicates you are modifying a request for orders and the modification number. It displays the following information about the orders you are modifying:

- Tracking Number
- Member's SSN
- Member's Name
- Order's Start and End Dates
- Number of Days

Input Area

This area displays phase-specific input and view-only tabs or fields that allow you to approve and modify the request. modifications. Some fields are required, and some are optional.

**Note:** For details on completing the prompts for each phase, see the applicable approvals detail topic.

Comments

This area is used to add or review comments. Comments may indicate why status changes have been made. All disapprovals require a comment.

Status Changes

This area is used to change the status of the orders request. Orders can be approved, disapproved, or held for further action.

Command Buttons

The following buttons appear in the lower right-hand corner of each of the **Approvals** windows:

- **OK**
- **Cancel**

Each of the window topics explains the specific actions that occur when you choose one of these buttons relevant to the phase. If a command button is dimmed, it is unavailable to you, either for this window or until certain field(s) have been input.

## To Change a Status

➢ Do one of the following:

- To concur with the orders, choose **Approve, Authenticate, or Release**, as applicable.
- To reject the orders, choose **Disapprove**. You must provide comments when you disapprove a request for orders.
- To keep orders in your queue to address later, choose **Pending**.

## *Authenticate/Review*

This window allows you to authenticate or review the orders request, depending on your role. Once authenticated, the request is an official set of orders.

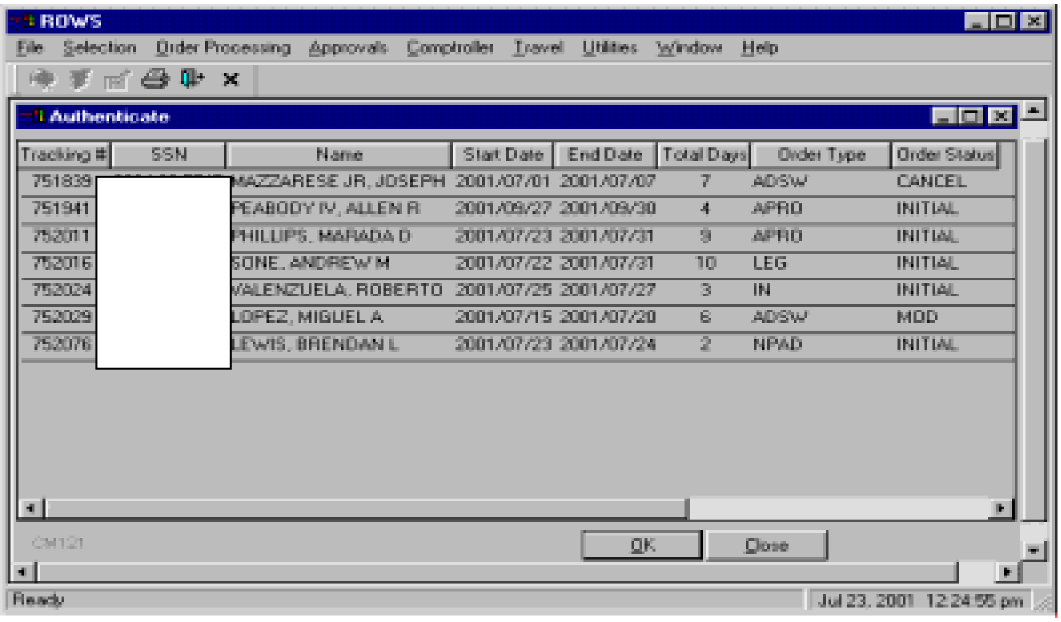
## How Do I Get Here?

1. Begin on any **ROWS** window.

2. From the **Approvals** menu, select **Authentication/Reviewer**, then choose **Authenticate/Review**. The **Authenticate** window opens.

This window displays the following information:

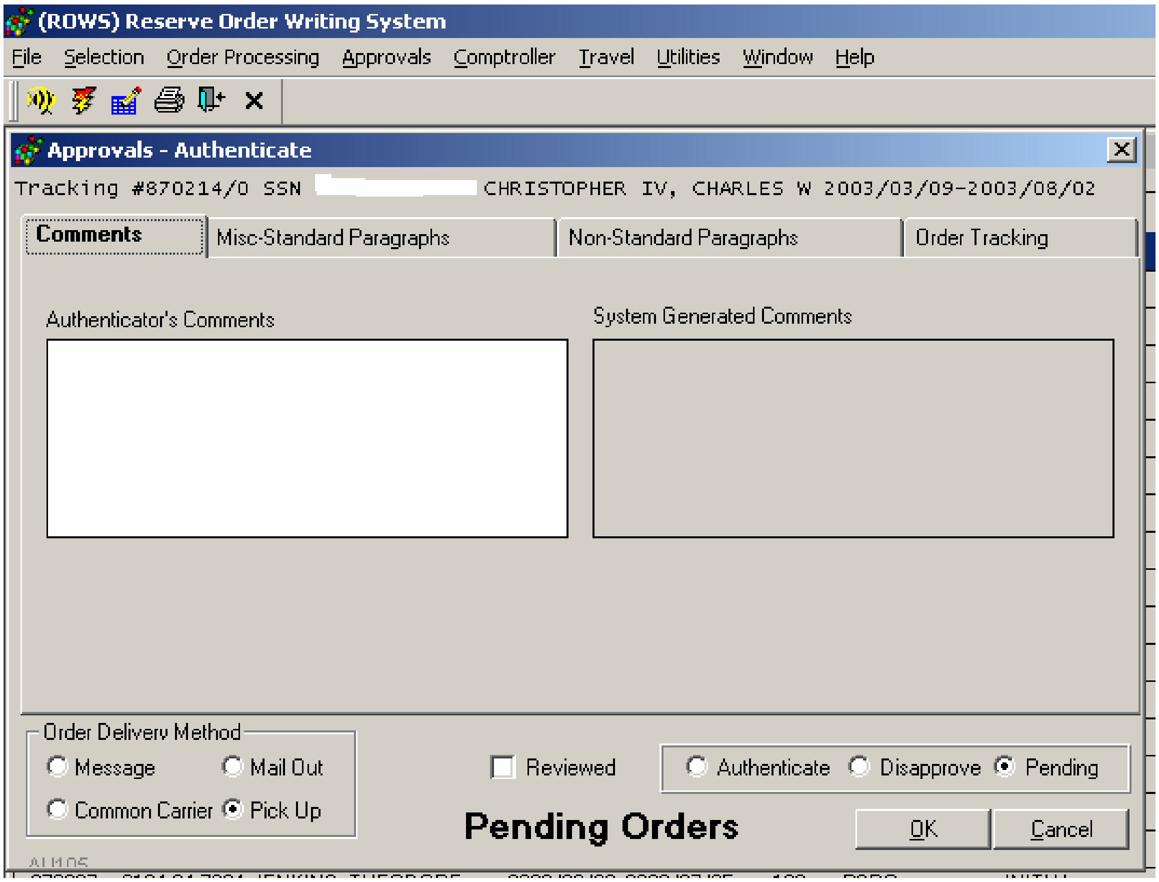
- Tracking Number
- Social Security Number
- Name
- Start Date
- End Date
- Total Days
- Order Type
- Order Status



## To Select a Record to Authenticate

1. Select a record from the list.

2. Choose **OK**. The **Approvals-Authenticate** window opens and displays the **Authenticate Detail** tabs.




## To Exit this Window

➢ Choose **Close**.

## Approvals-Authenticate Detail

This window allows you to specify a method of orders delivery, change order status, add standard or non-standard paragraphs to orders, and track orders.

## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From **Approvals** menu, select **Authentication/Reviewer**.
3. Select **Authenticate/Review**. The Authenticate window opens.
4. Select a reservation.
5. Choose **OK**. The **Approvals-Authenticate** window opens and displays the **Authenticate Details** information.

## Tab Summary

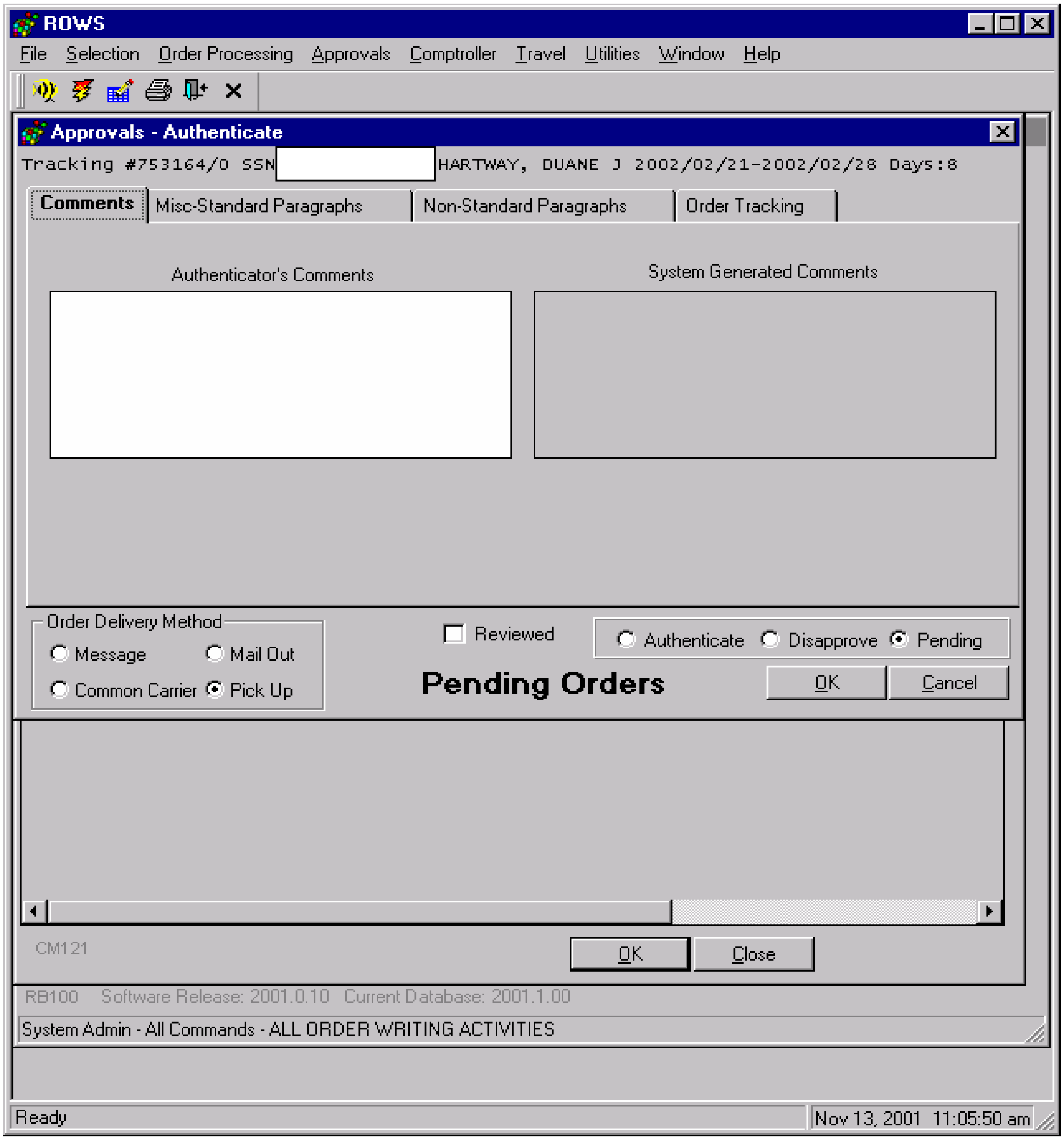
➢ Do any of the following:

- If you want to attach a comment to the orders, select the **Comments** tab.
- If you want to select one or more miscellaneous standard paragraphs, select the **Misc-Standard Paragraphs** tab.
- If you want to enter one or more non-standard paragraphs, select the **Non-Standard Paragraphs** tab.
- If you want to view the tracking status on a member's orders, select the **Order Tracking** tab.

Comments Tab (See previous window.)

## To Attach A Comment

➢ In the comments box, type the pertinent comments.



**To Select an Order Delivery Method**

➢ Under **Order Delivery Method**, select one of the following:

- To deliver orders by naval message or similar means, select **Message**.
- To indicate that orders are to be sent via Federal Express, Airborne, or other delivery service, select **Common Carrier**.
- To indicate that orders are to be sent via the U.S. Postal Service, select **Mail Out**.
- To indicate that orders are to be sent via a pre-designated pick-up location, select **Pick Up**.

## To Mark the Orders as Reviewed Within the Reviewer Role

➢ When you, as the Reviewer, have completed your review of the orders, select the **Reviewed** check box.

## To Change the Status of Orders

1. Do one of the following:

- To approve the orders for authentication, select **Authenticate**.
- To disapprove the orders for authentication, select **Disapprove**.
- To place the orders on hold, select **Pending**.

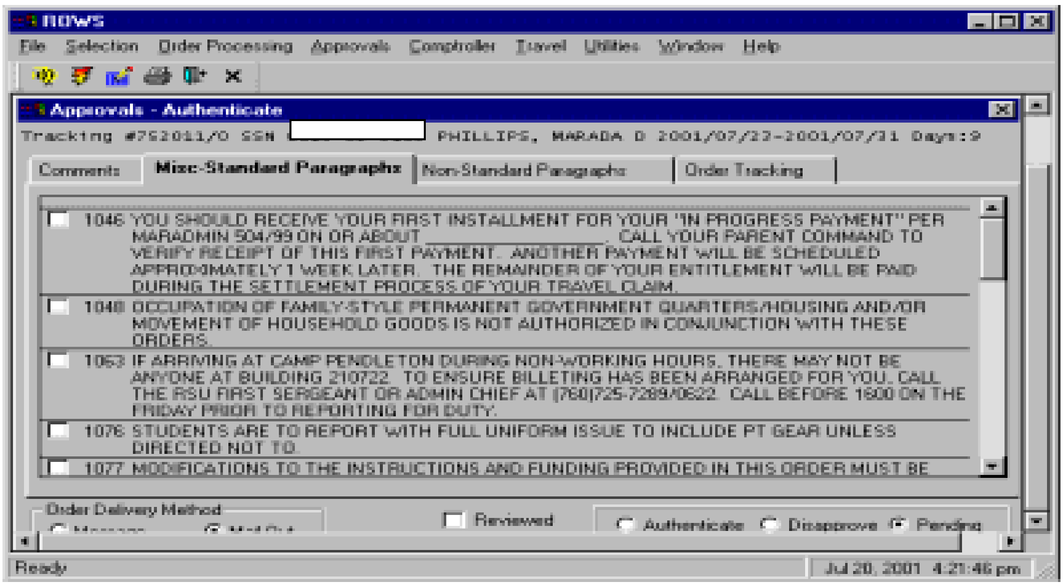
The selected status displays at the bottom of the window in bold face type.

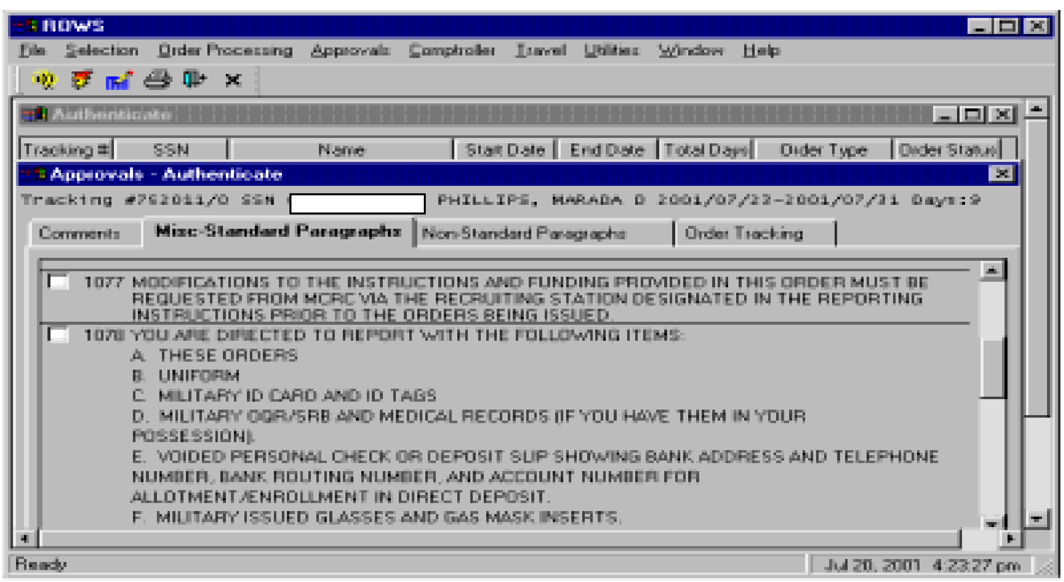
2. Choose **OK**. You return to the **Authenticate** window.

## Misc-Standard ParagraphsTab

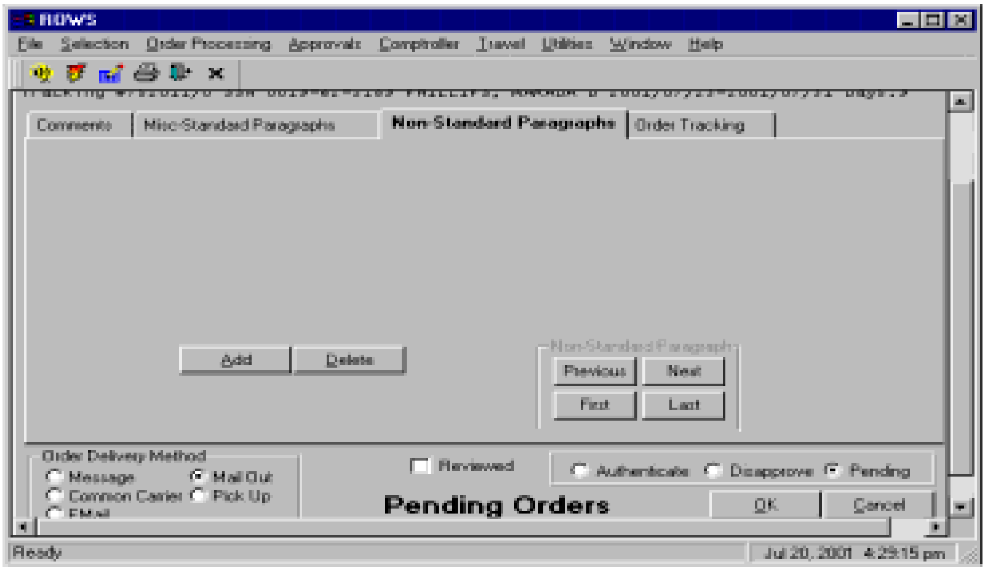
### **To Attach a Standard Paragraph**

- In the list, select or deselect all of the applicable paragraph check boxes that apply.



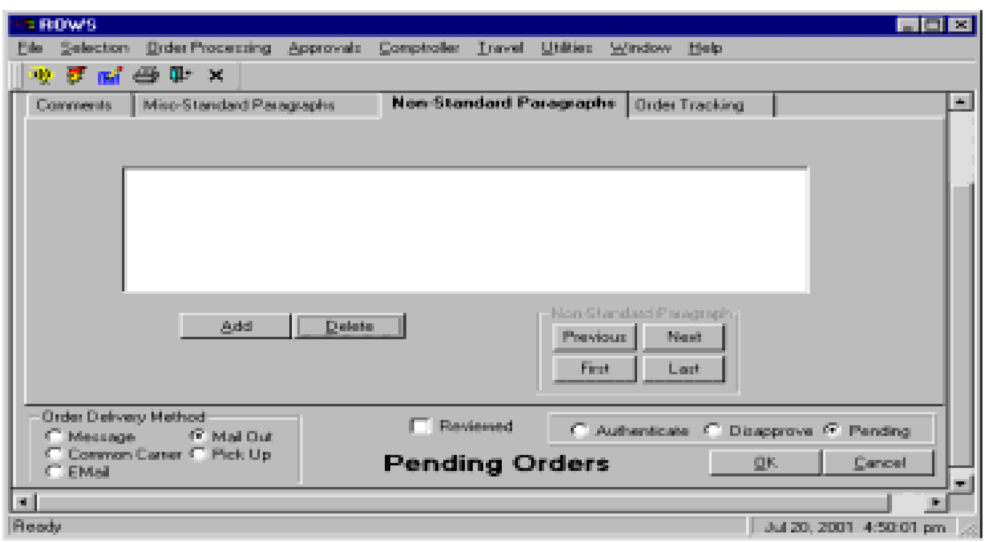



## Non-Standard Paragraphs Tab




## To Attach a Non-Standard Paragraph

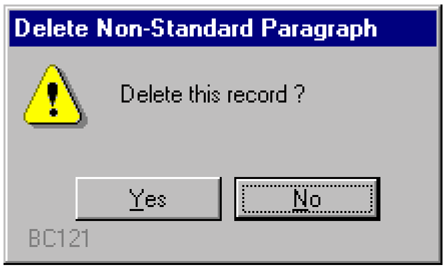
1. Choose **Add**. A blank text box opens.
2. Type the appropriate text.



## To Delete a Non-Standard Paragraph

1. Choose **Delete**. A message prompts you to confirm the delete process.
2. Do one of the following:

- To delete the paragraph, choose **Yes**.
- To cancel, choose **No**.




## To Locate a Specific Non-Standard Paragraph

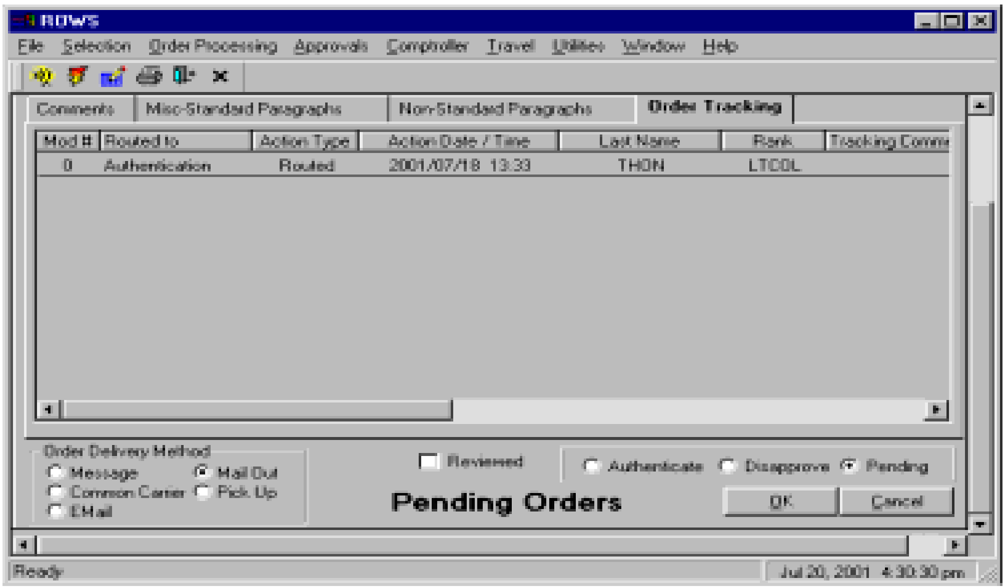
➢ Under **Non-Standard Paragraph,**

- If you want to find a previous paragraph, choose **Previous**.
- If you want to locate the first paragraph written, choose **First**.
- If you want to locate the next paragraph, choose **Next**.
- If you want to locate the last paragraph, choose **Last**.

## Order Tracking Tab

This window displays the following information:

- Modification Number
- Routed to
- Action Type
- Action Date/Time
- Last Name of person who last touched the record
- Rank
- Tracking Comment




## To Exit this Window

➢ Do one of the following:

- If you want to save your work, choose **OK.** You return to the **Authenticate** window.
- If you do not want to save your work, choose **Cancel**. You return to the **Authenticate** window.

### *Mass Authenticate*

This window allows you to select a set of orders for mass authentication.

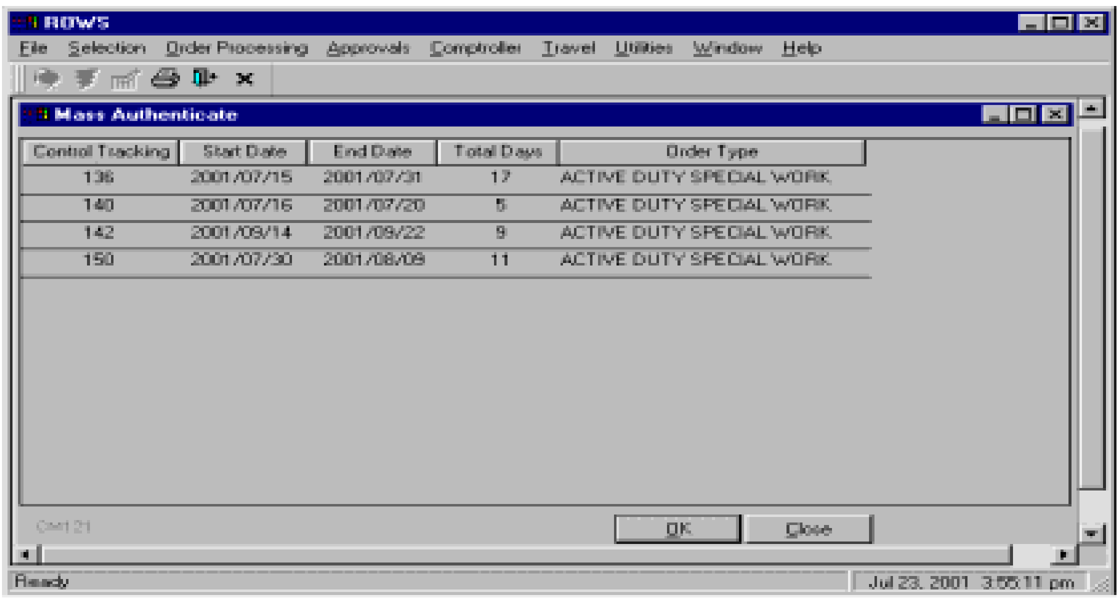
## How Do I Get Here?

1. Begin on any **ROWS** window.

2. From the **Approvals** menu, select **Authentication/Reviewer** and choose **Mass Authenticate**. The **Mass Authenticate** window opens.

This window displays the following information:

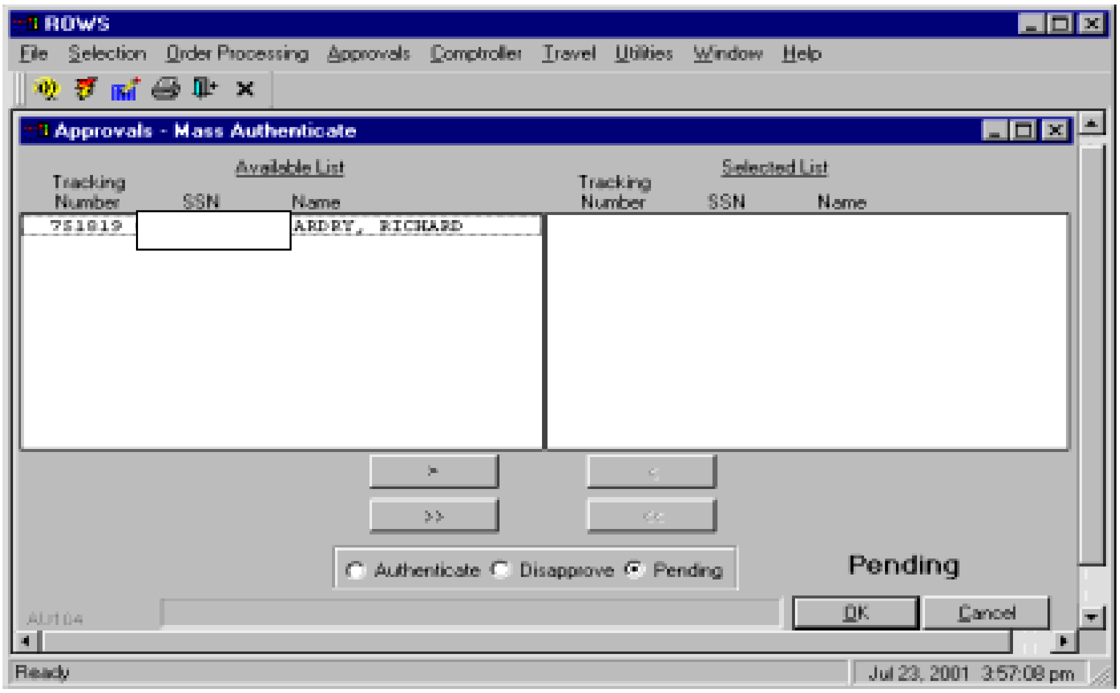
- Control Tracking Number
- Start Date
- End Date
- Total Days
- Order Type



## To Select a Set of Orders for Authentication

1. Select the desired set from the list.

2. Choose **OK**. The **Approvals-Mass Authenticate** window opens and displays the **Mass Authenticate Detail** information.




## To Exit this Window

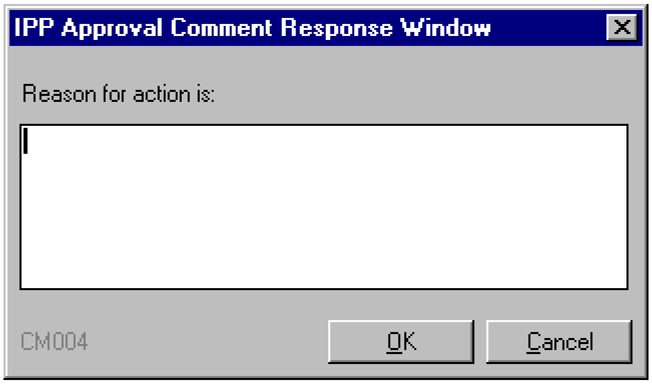
➢ Choose **Close**. You return to the previous window.

## To Attach Comments

1. Do one of the following, as applicable:

- Choose **Comments**. The **Comments** box opens.
- Choose the **Comments** tab.
- In the available comments box, …

2. Type the appropriate comments.




**See also:**

**Authenticate/Review**
**Authenticate Detail**
**In Progress Payment**
**Mass Authenticate**
**Mass Authenticate Detail**
**Orders on Hold**
**Orders on Hold Detail**
**Reserve Affairs Waivers**
**Security Detail**
**Travel Cancellations**
**Travel Cancellations Detail**
**Travel Reservations**
**Travel Reservations Detail**

## Mass Authenticate Detail

This window allows you to specify if orders for individual members in a group should be set for authentication, disapproval, or pending status.

## How Do I Get Here?

1. Begin on any **ROWS** window.

2. From the **Approvals** menu, select Authentication/Reviewer and choose **Mass Authenticate**. The **Mass Authenticate** window opens.

3. Select the desired set from the list.

4. Choose **OK**. The **Approvals-Mass Authenticate** window opens and displays the **Mass Authenticate Detail** information.

This window displays the following information:

Available List

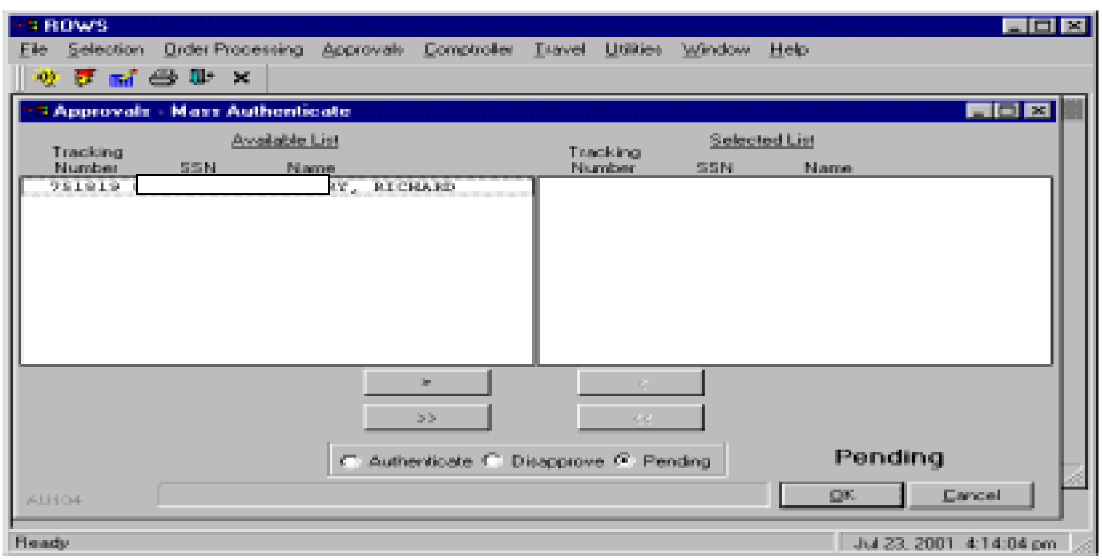
Members in this list can be selected for approval, disapproval, or pending status.

- Tracking Number
- SSN
- Name

Selected List

Members in this list have been selected for approval, disapproval, or pending status.

- Tracking Number
- SSN
- Name




## To Move a Member from One List to Another

1. Select the desired member.

2. Select the single arrow button.

**To Move All Members from One List to Another**

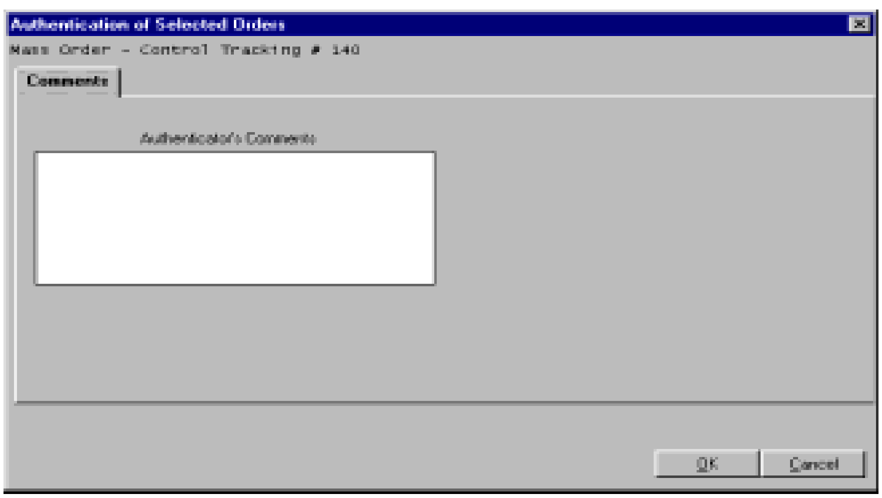
- Select the double arrow button.

## To Approve Selected Orders for Authentication

1. Select **Authenticate**.
2. Choose **OK**. A message prompts you to confirm the authentication process.


3. Do one of the following:

- To authenticate, choose **OK**. The **Authentication of Selected Orders** window opens.




- To cancel, choose **Cancel**. You return to the **Approvals-Mass Authenticate** window.

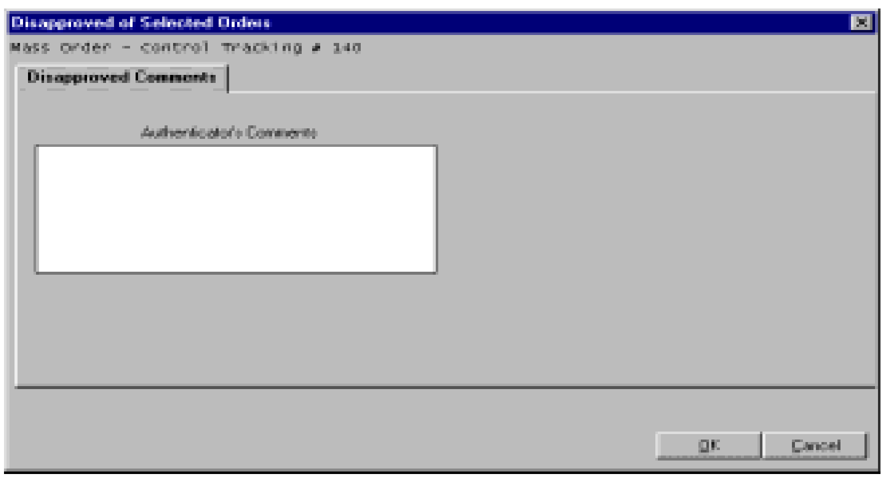
## To Disapprove Selected Orders

1. Select **Disapprove**.
2. Choose **OK**. A message prompts you to confirm the disapproval process.


3. Do one of the following:

- To proceed, choose **OK**. The **Disapproval of Selected Orders** window opens.

- To cancel, choose **Cancel**. You return to the **Approvals-Mass Authenticate** window.




## To Place Selected Orders in Pending Status

1. Select **Pending**.
2. Choose **OK**. You return to the **Mass Authenticate** window.

## To Exit this Window

- Choose **Cancel**. You return to the **Mass Authenticate** window.

### *Reserve Affairs Waivers*

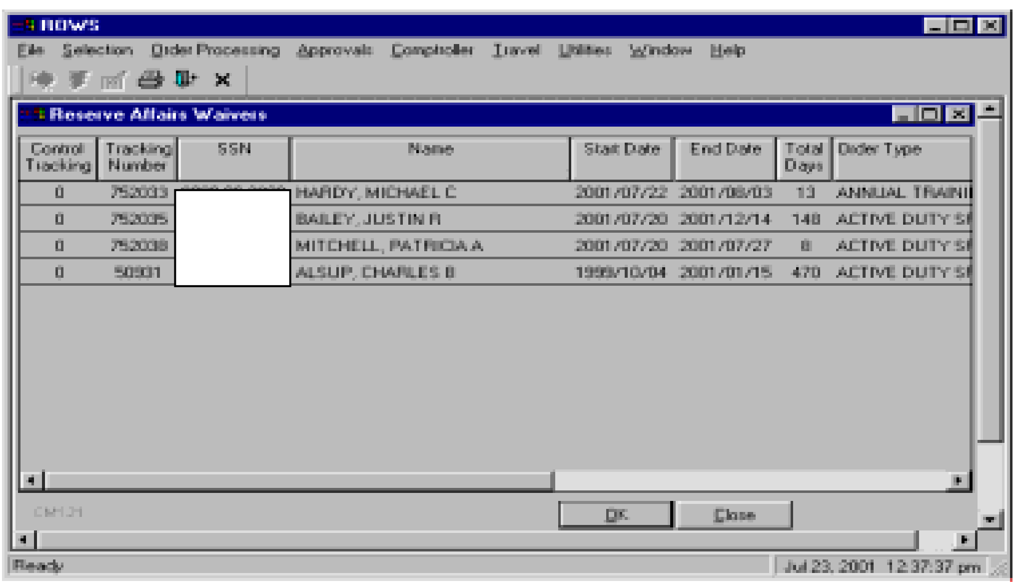
This window allows you to grant waivers for members with PCS orders and with active service approaching 17 years, over 179 days of active duty in a fiscal year, and over 139 days of active duty orders requesting per diem. Reserve Affairs is also responsible for granting waivers regarding extended and additional annual training. This role can only be assigned to users at Headquarters, Marine Corps.

## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Approvals** menu, choose **RA Waiver**. The **Reserve Affairs Waivers** window opens.

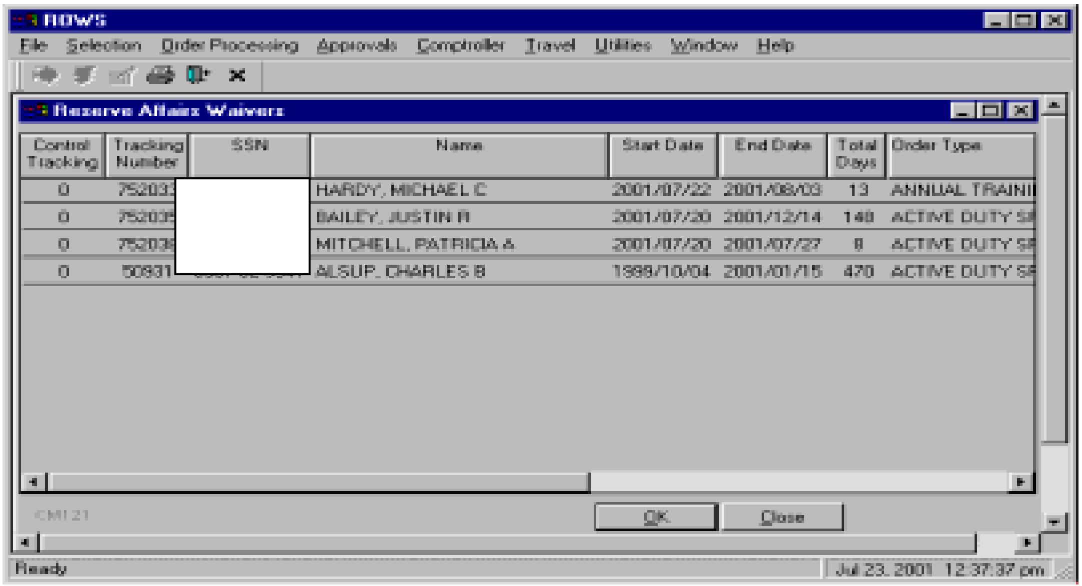
This window displays the following information:

- Control Tracking Number
- Tracking Number
- Social Security Number
- Name
- Start Date
- End Date
- Total Days
- Order Type



**To Make A Selection**

1. Select a member from the **Reserve Affairs Waivers** list.
2. Choose **OK**. The **Approve/Disapprove Waivers** window opens.




## To Exit this Window

➢ Choose **Close**.

## *Approve-Disapprove Waivers*

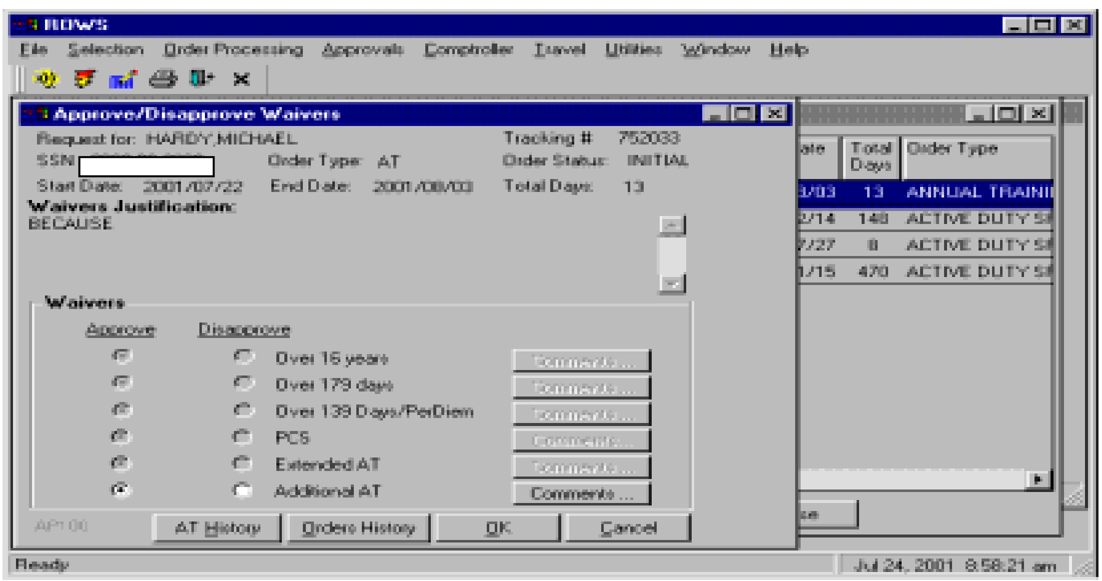
This window allows you to approve or disapprove waivers and include necessary comments. Only RA Waiver users have access to this window.

## How Do I Get Here?

1. Begin on any **ROWS** window
2. From the **Approvals** menu, select **RA Waiver**.  The **Reserve Affairs Waivers** window opens.
3. Select a reservation.
4. Choose **OK**. The **Approve/Disapprove Waivers** window opens.

This window displays the following information:

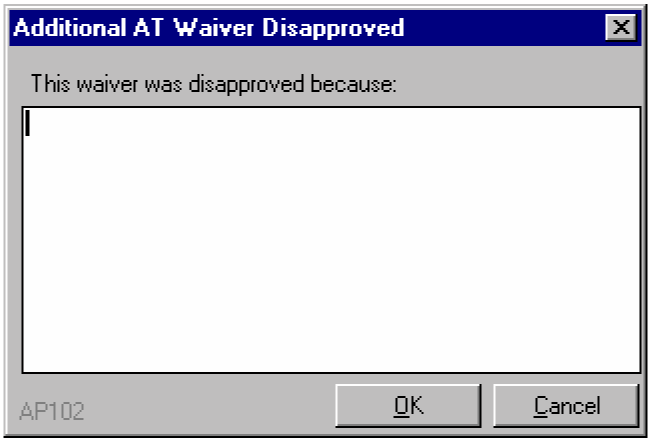
- Request for
- Tracking Number
- Social Security Number
- Order Type
- Order Status
- Start Date
- End Date
- Total Days
- Waivers Justification



## To Approve or Disapprove a Waiver

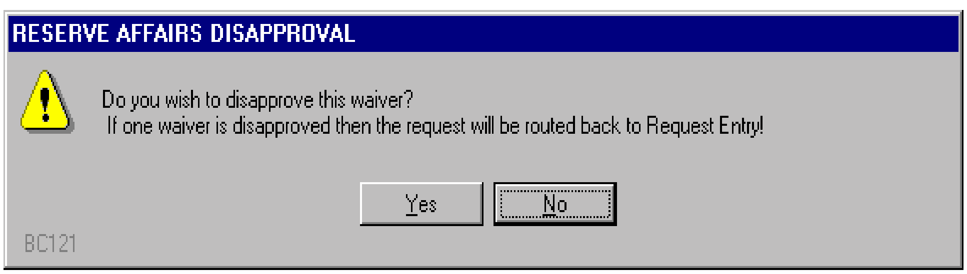
1. Do one of the following:

    - If you want to approve a waiver, select **Approve**. Choose **OK**. **Reserve Affairs Waiver** window comes up.
    - If you want to disapprove a waiver, select **Disapprove**. A comments box opens. See the **Enter Comments** topic for more information.



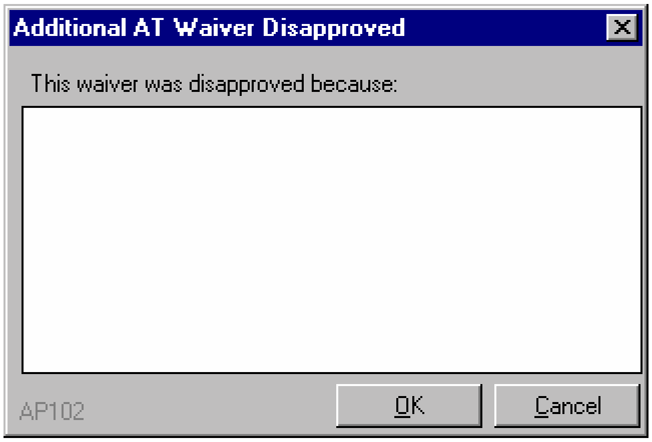

**Note:** If more than one approval is required, a disapproval for one will disapprove all.

Choose **OK**. **Reserve Affairs Disapproval** window comes up.



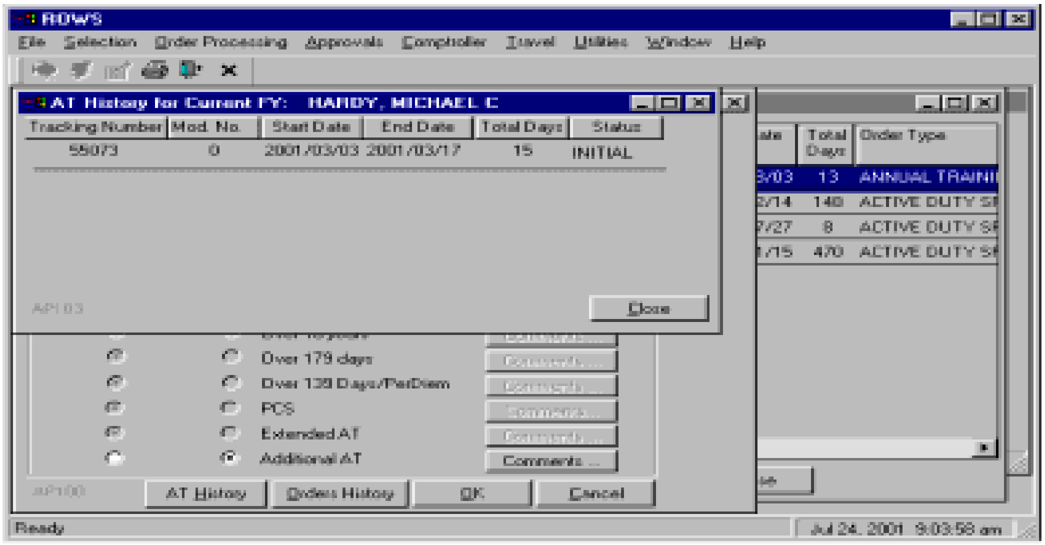
## To Attach Comments to a Waiver

1. Choose **Comments** for the applicable waiver. A comments box opens. See the **Enter Comments** topic for more information.
2. Choose **OK**. You return to the **Approve/Disapprove Waivers** window.



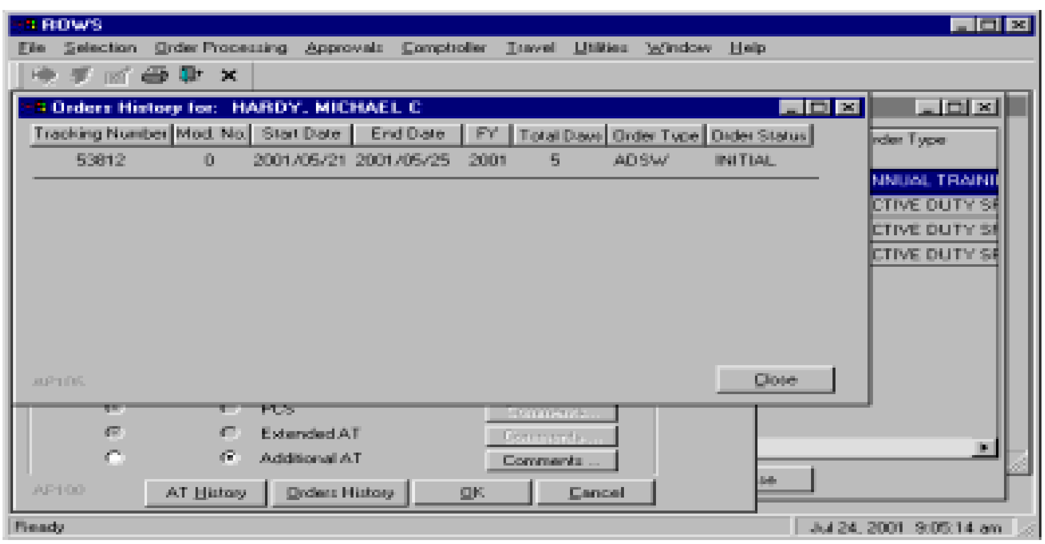
### To View the Annual Training History

➢ Choose **AT History**. The **AT History for Current FY** window opens.




## To View Orders History

➢ Choose **Orders History**. The **Orders History for** window opens.




## To Exit this Window

➢ Choose **Cancel**.

## Fund Approval Selection List

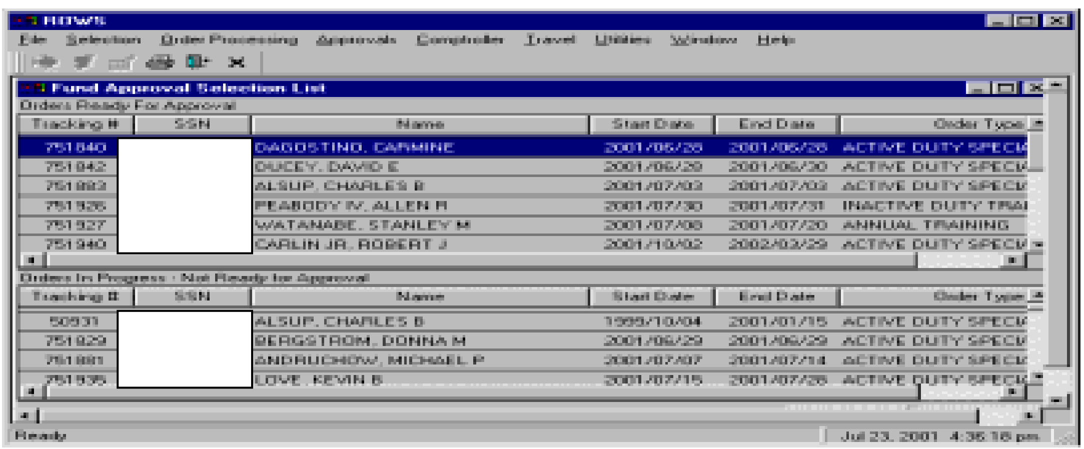
This window lists members whose orders are ready for approval of funds. Orders in progress but not ready for approval are listed in the bottom half of the window with the same information being displayed. They are awaiting action in the routing process, and are view only.

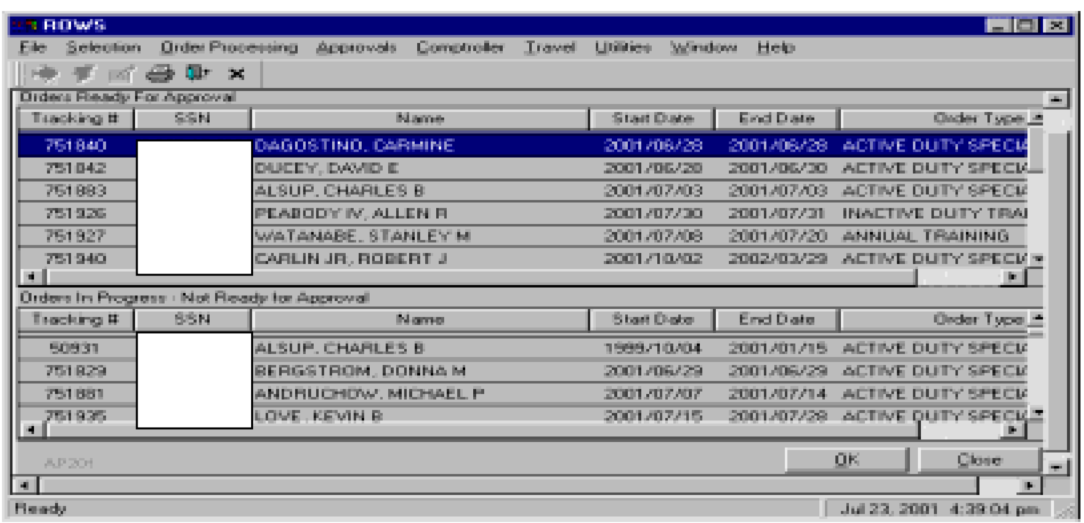
## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Approvals** menu, select **Fund Approval**, then choose **Individual**. The **Fund Approval Selection List** window opens.

This window displays the following information:

- Tracking Number
- Social Security Number
- Name
- Start Date
- End Date
- Order Type



## Approvals-Fund Approval

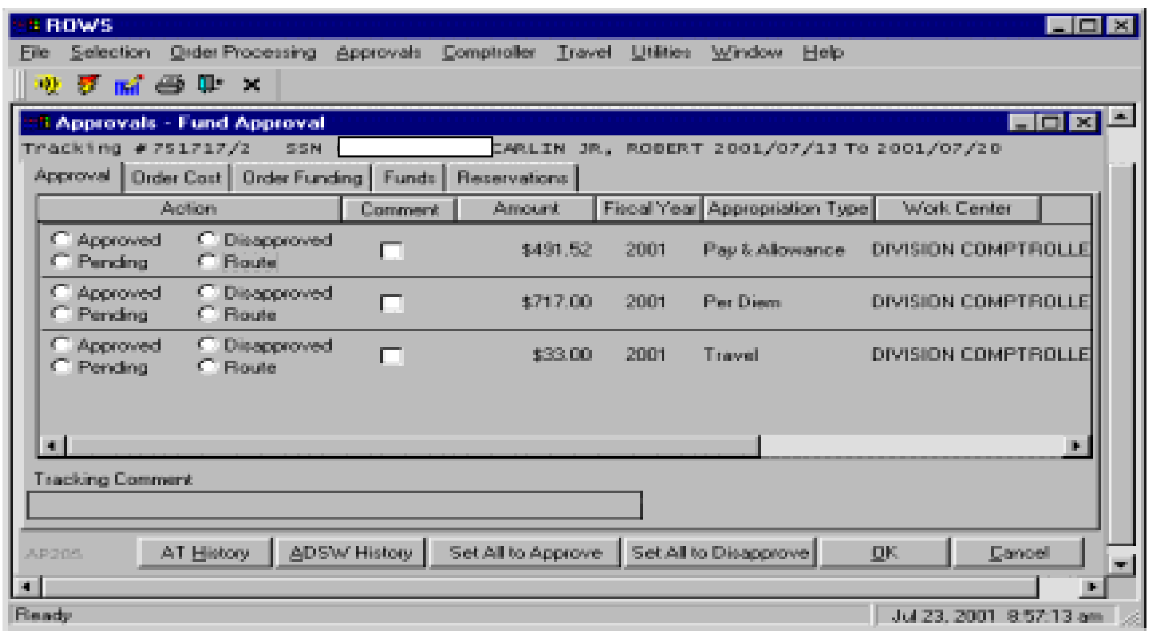
This window allows you to approve funds, change the status, and add comments for orders awaiting approval of funds.

## How Do I Get Here?

1. Begin on any **Rows** window.
2. From **Approvals** menu, select **Fund Approval.**
3. Select **Individual**. The **Fund Approval Selection List** window opens.
4. Select a reservation.
5. Choose **OK**. The **Approvals-Fund Approval** window opens.

This window displays the following information:

- Tracking Number
- Social Security Number
- Name
- Start Date
- End Date



## Tab Summary

- Do any of the following:

- If you want to change the status, add comments, or route to another work center, choose the **Approval** tab.
- If you want to view pay and allowance, per diem, committed travel, or miscellaneous costs, choose the **Order Cost** tab.
- If you want to view a summary of category costs, choose the **Order Funding** tab.
- If you want to view fund allocations, choose the **Funds** tab.
- If you want to view reservations, choose the **Reservations** tab.

## Approval Tab (See the previous window.)

This window allows you to change the status of a selected member’s orders, add comments, and view information regarding the approval process.

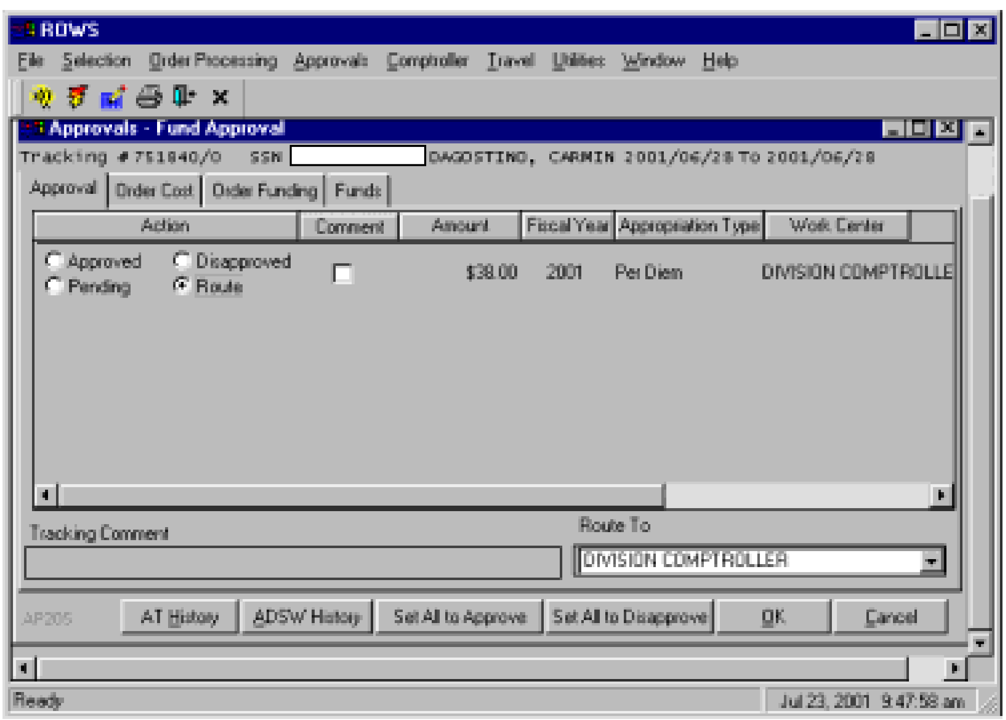
This tab displays the following information:

- Action
- Comment
- Amount
- Fiscal Year
- Appropriation Type
- Work Center

**To Change the Status**

1. In the **Action** column, do one of the following for each fund request:
   - If you want to approve the funding, choose **Approved**.
   - If you want to disapprove the funding, choose **Disapproved**. A disapproved comments box opens. (See **Enter Comments** topic.)


   - If you want to put the funding on hold, choose **Pending**.
   - If you want to route orders to another section, choose **Route**. The **Route To** list appears.
2. If you selected the **Route** action, in the **Route To** list, select or type the name of the destination.



**To Change the Status for All Fund Requests**

- Do one of the following:
  - If you want to approve all the fund requests for these orders, choose **Set All to Approve**.
  - If you want to disapprove all the fund requests for these orders, choose **Set all to Disapprove**.

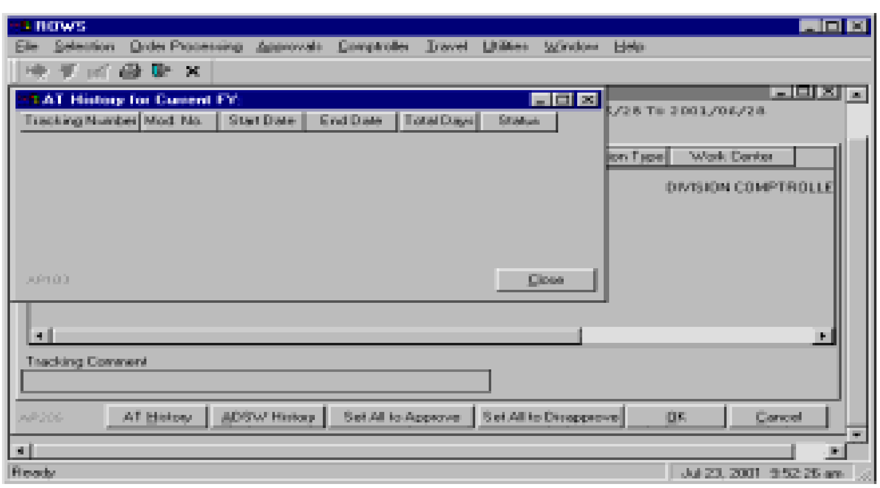
## To Add Comments to an Action

- For each fund request, select the **Comment** check box. The appropriate comment window opens. See the **Enter Comments** topic for more information.

  **Note:** Comments typed in the comments boxes show up in the **Tracking Comment** box, located in Request Entry, when you choose **OK**.

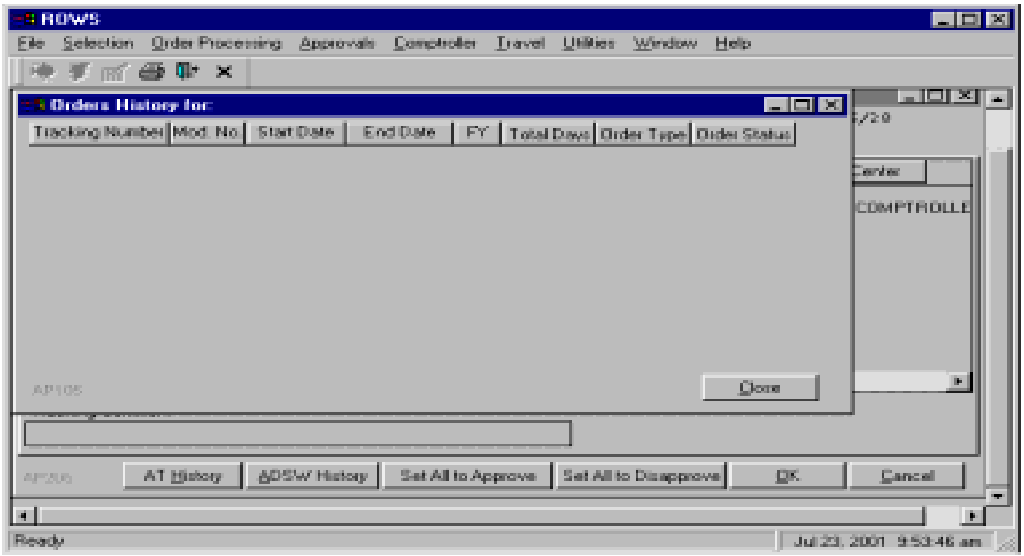

## To View Active Duty Annual Training

- Choose **AT History**. The **AT History for Current FY** window opens.



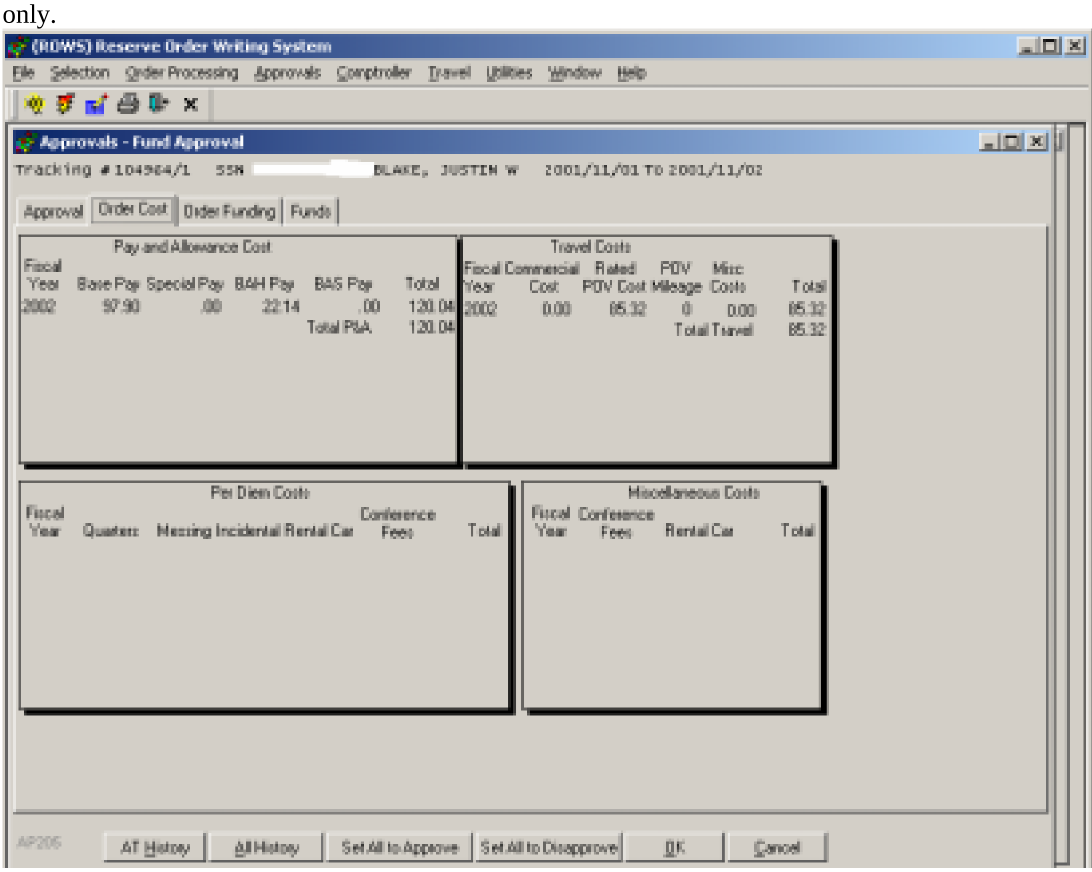
## To View Active Duty Special Work

- Choose **ADSW History**. The **Orders History for** window opens.




## Order Cost Tab

This tab allows you to view the costs associated with orders for the selected member. This window is view only.



Pay and Allowance Cost area

- **Fiscal Year:** The fiscal year in which the funds will be expended, in YYYY format.
- **Base Pay:** The member's basic pay for the period covered by the orders in the fiscal year.
- **Special Pay:** Cost of conference fees, tolls, etc.
- **Basic Allowance for Housing Pay:** Allowance for quarters for the period covered by the orders in the fiscal year.
- **Basic Allowance for Subsistence Pay:** Allowance for subsistence for the period covered by the orders in the fiscal year.
- **Total:** Total of pay and allowances for the period covered by the orders in the fiscal year.
- **Total P&A:** The total estimated pay and allowances cost for these orders.

Per Diem Costs area

- **Fiscal Year:** The fiscal year in which the funds will be expended, in YYYY format.
- **Quarters:** The daily cost of a hotel or motel room or Government Quarters for the fiscal year.
- **Messing:** The daily cost of meals for the fiscal year.
- **Incidental:** The daily cost of other expenses such as, tolls, gas, and other expenses that may be incurred for the fiscal year.
- **Rental Car:** The daily cost of renting a car for the fiscal year.
- **Conference Fees:** The reported registration cost of attending a conference.
- **Total:** The total daily costs for the fiscal year.
- **Total Per Diem:** The total estimated per diem cost for these orders.

Committed Travel Costs area

- **Fiscal Year:** The fiscal year in which the member is expected to travel, in YYYY format.
- **Commercial Cost:** The cost of commercial transportation.
- **Rated POV Cost:** The estimated mileage allowance if the member drives a personal vehicle to and from the destination.
- **POV Mileage:** The estimated miles the member would drive to and from the destination.
- **Total:** The estimated cost for the member's travel to his destination which is the lesser amount of the POV or commercial estimated costs.
- **Total Travel:** The total committed travel costs of these orders.

Miscellaneous Costs area

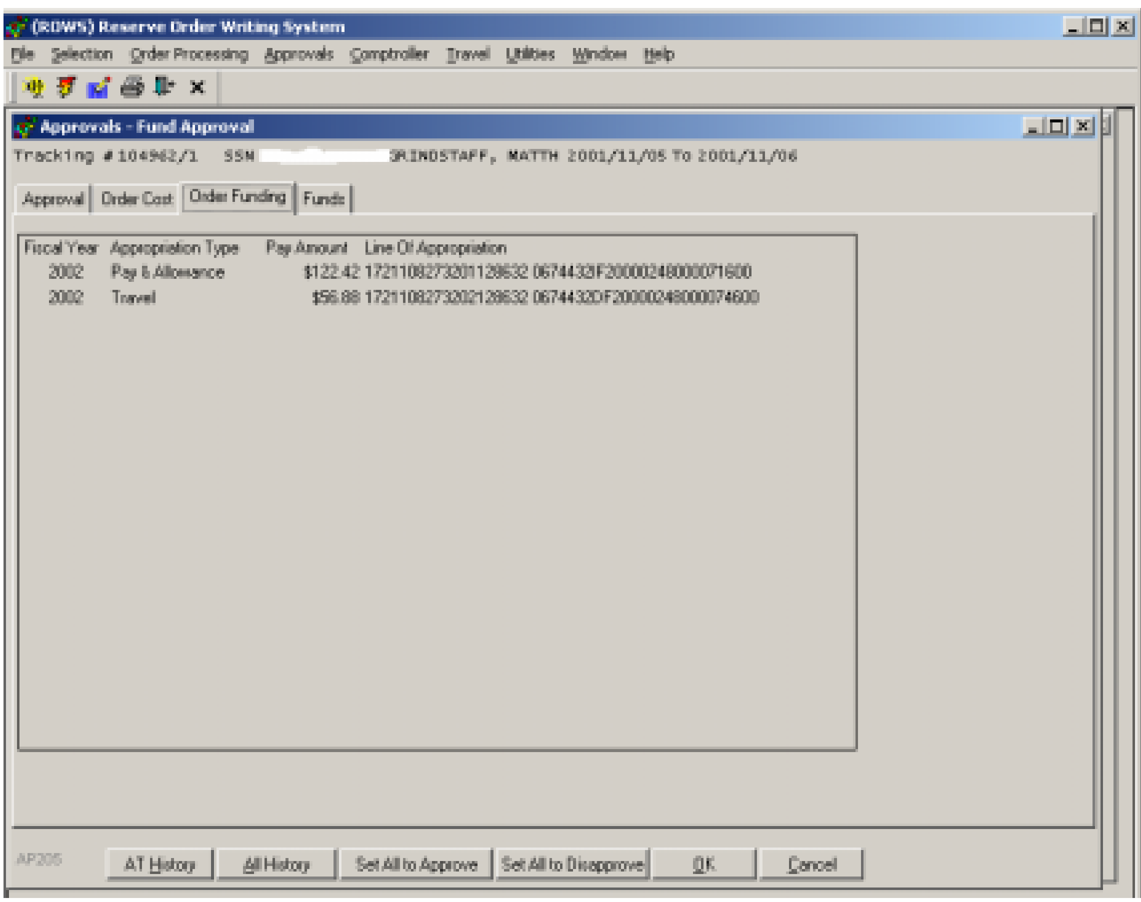
- **Fiscal Year:** The fiscal year in which the member is expected to travel, in YYYY format.
- **Conference Fees:** The reported registration cost to attend a conference.
- **Rental Car:** The cost of renting a car for the period covered by the orders in the fiscal year.
- **Total:** The total cost of miscellaneous costs for the period covered by the orders in the fiscal year.
- **Total Misc:** The total miscellaneous costs of these orders.

## Order Funding Tab

This tab displays an itemized summary of costs by appropriation type of all funds approved for these orders.

This tab displays the following information:

- **Fiscal Year:** The fiscal year in which the member is expected to travel, in YYYY format.
- **Appropriation Type:** The specific category of appropriation, e. g., travel, per diem, etc.
- **Pay Amount:** The total paid for that category.
- **Line Of Appropriation:** Designates the cost center that will be charged for the expense.

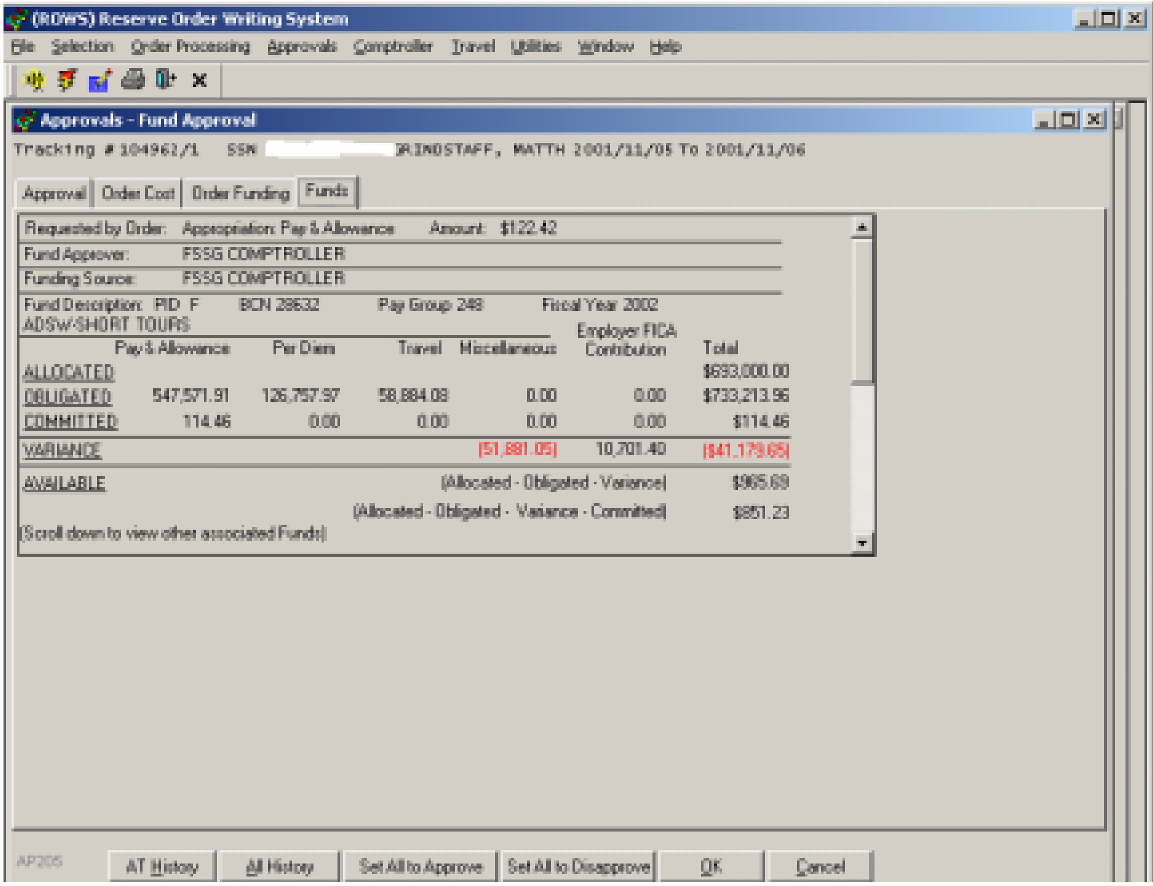


## Funds Tab

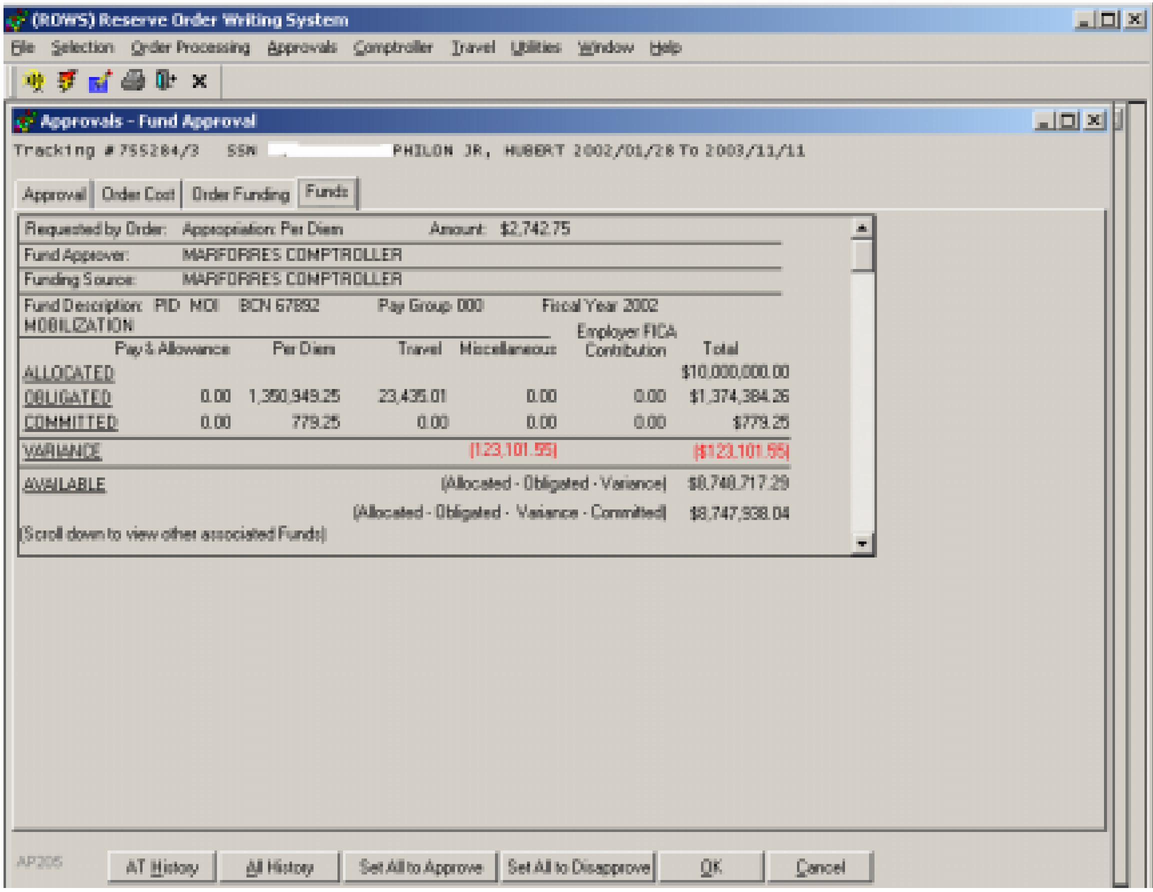
This tab contains separate records for each appropriation type with committed funds for the selected orders (per diem, travel, etc.). Each record lists the amounts committed to the type and their impact on available funds. You can access the records using the scroll bar on the right side of the window.
This window displays the following information:

- **Requested by Order:** The appropriation type description for the funds.
- **Amount:** The dollar amount of the appropriation requested by the order.
- **PID (Program Identification):** Identification of a specific program.
- **BCN (Bureau Control Number):** The identification number for the funding source.
- **Pay Group:** Identifies officer or enlisted.
- **Fiscal Year:** The fiscal year in which the funds will be obligated, in YYYY format.
- **Fund Description:** Short, narrative description of funds.

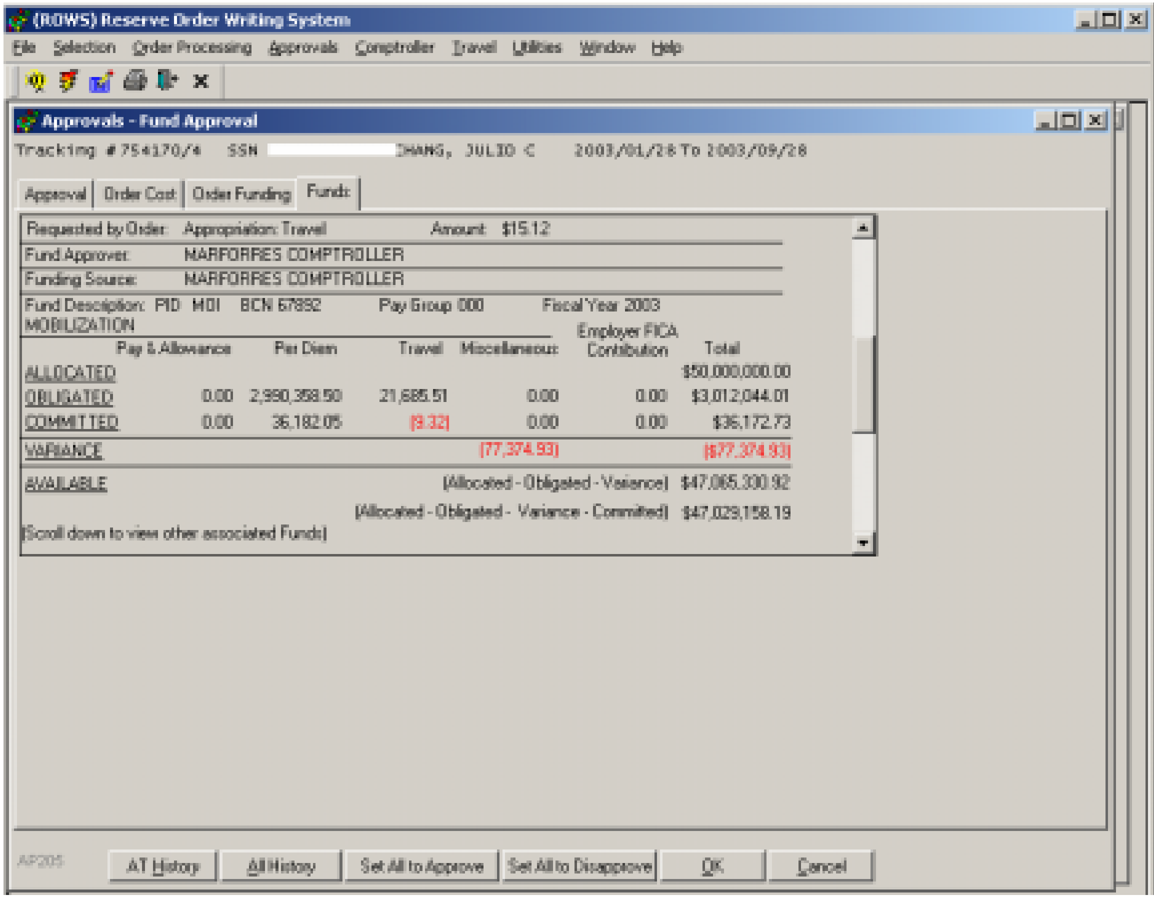
## Appropriation: Pay & Allowance



## Appropriation: Per Diem



## Appropriation: Travel



Funds Impact area

Below are various fields for each type of appropriation.

- Fiscal Year – From 1 October of one year to 30 September of the following year.
- Allocated Total – This is the total of 1st quarter allocated amount plus 2nd quarter allocated amount, plus 3rd quarter allocated amount, plus 4th quarter allocated amount.
- Obligated Pay and Allowance – The total amount already obligated for Pay & Allowances for a certain fund.
- Obligated Per Diem – The total amount already obligated for Per Diem for a certain fund.
- Obligated Travel – the total amount already obligated for Travel for a certain fund.
- Obligated Miscellaneous – The total amount already obligated for Miscellaneous for a certain fund.
- Obligated Employer FICA Contribution – The total amount obligated for FICA, which should be 7.62% of the reconciled/liquidated Pay & Allowances.
- Obligated Total – This is the total of Obligated Pay & Allowances plus Obligated Per Diem plus Obligated Travel plus Obligated Miscellaneous plus Obligated Employer FICA Contribution.
- Committed Pay and Allowances – This is the total amount of Pay & Allowances for all orders that are Saved and Routed, but not yet Authenticated against this fund.
- Committed Per Diem – This is the total amount of Per Diem for all orders that are Saved and Routed, but not yet Authenticated against this fund.
- Committed Travel – This is the total amount of Travel for all orders that are Saved and Routed, but not yet authenticated against this fund.
- Committed Miscellaneous – This is the total amount of Miscellaneous for all orders that are Saved and Routed, but not yet authenticated against this fund.
- Committed Employer FICA Contribution – Should always be zero.
- Committed Total – This is the sum of Committed Pay & Allowance plus Committed Per
- Variance – This is the difference between the Obligated amount and the Liquidated/Recon amount.
- Available funds (Allocated-Obligated-Variance) – This is the amount of funds available to spend.  This is the Total Allocated minus the Total Obligated minus the Variance.
- Available funds (Allocated-Obligated-Variance-Committed) – This is the amount of funds available to spend.  This is the Total Allocated minus the Total Obligated minus the Variance minus the Total Committed.

### *In Progress Payment*

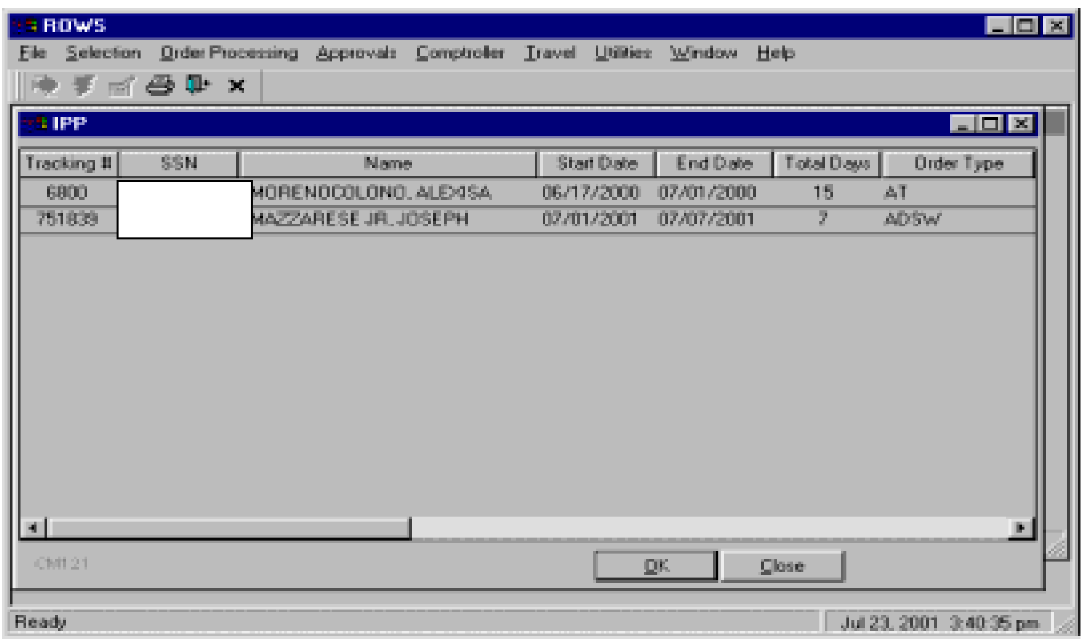
This window allows you to view a list of members whose orders have been authenticated and are now in the IPP request process.

## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Approvals** menu, choose **IPP Approval**. The **IPP** window opens.

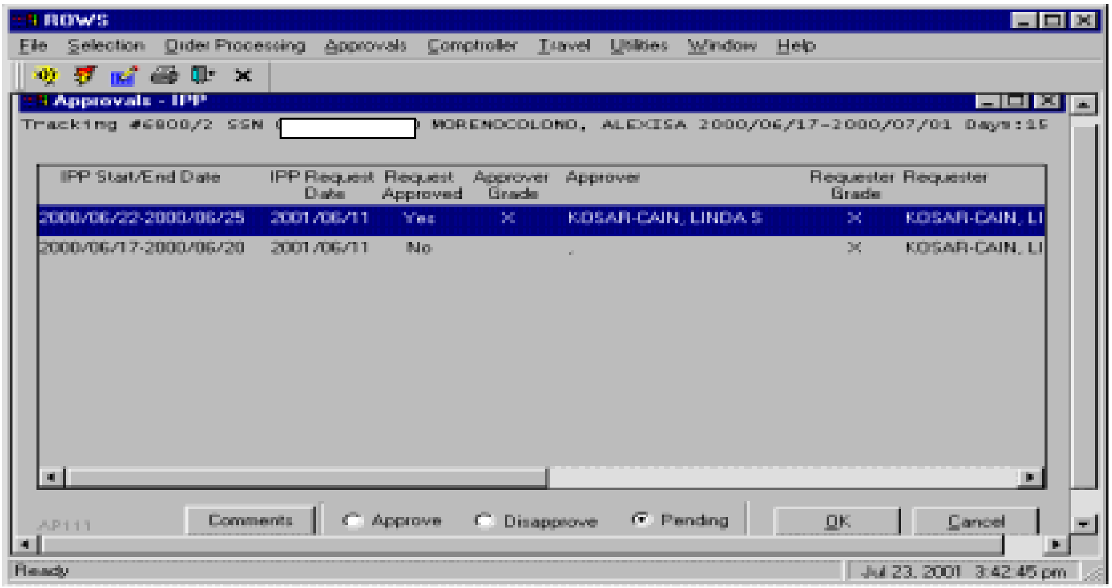
This window displays the following information:

- Tracking Number
- Social Security Number
- Name
- Start Date
- End Date
- Total Days
- Order Type



## To Select a Member

1. Select a member from the **IPP** list.
2. Choose **OK**. The **Approvals-IPP** window opens and displays the **IPP Detail**.




## To Exit this Window

- Choose **Close**.

## IPP Detail

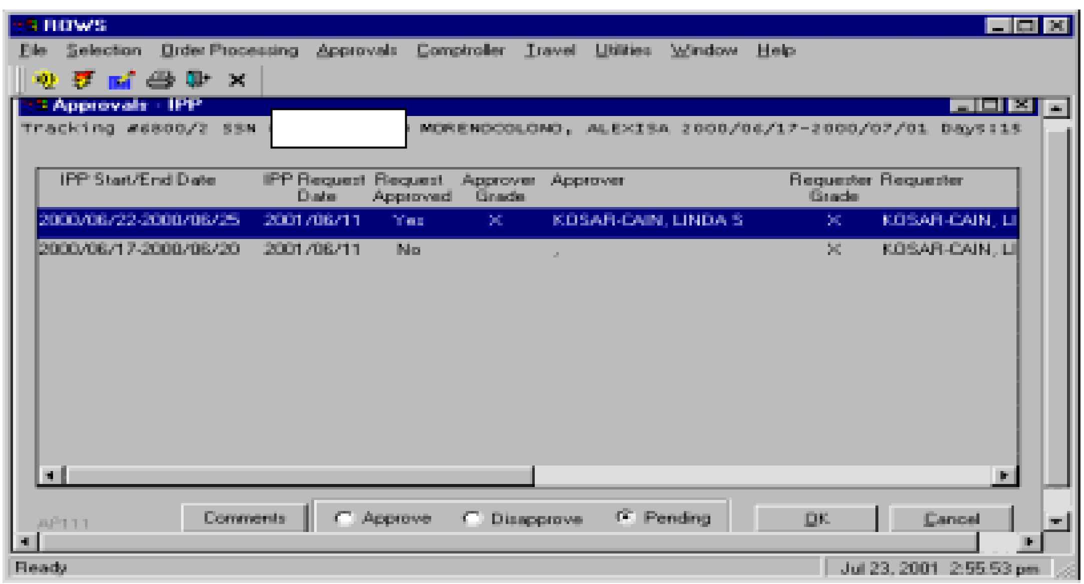
This window allows you to change the status and attach comments to an In Progress Payment (IPP) approval transaction.

## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Approvals** menu, select **IPP Approval**.  The **IPP** window opens.
3. Select a reservation.
4. Choose **OK**. The **Approvals-IPP** window opens and displays the **IPP Detail** tabs.

This window displays the following information:

- IPP Start Date
- IPP End Date
- IPP Request Date
- Request Approved
- Approver Grade
- Approver
- Requestor Grade
- Requester

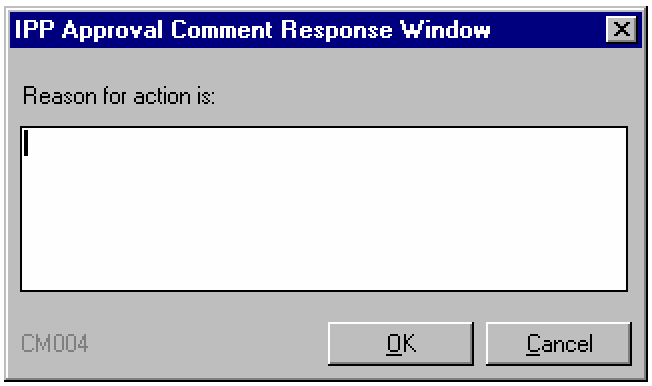


## To Change the Status

1. Do one of the following:
    - To release orders in a hold status, select **Approve**.
    - To disapprove orders, select **Disapprove**.
    - To place orders in a pending status, select **Pending**.
2. Choose **OK**. You return to the **IPP** window.

## To Attach Comments

➢ Choose **Comments**. A comments window opens. See the **Enter Comments** topic for more information.




## To Exit this Window

➢ Choose **Cancel**. You return to the **IPP** window.

### *Orders On Hold*

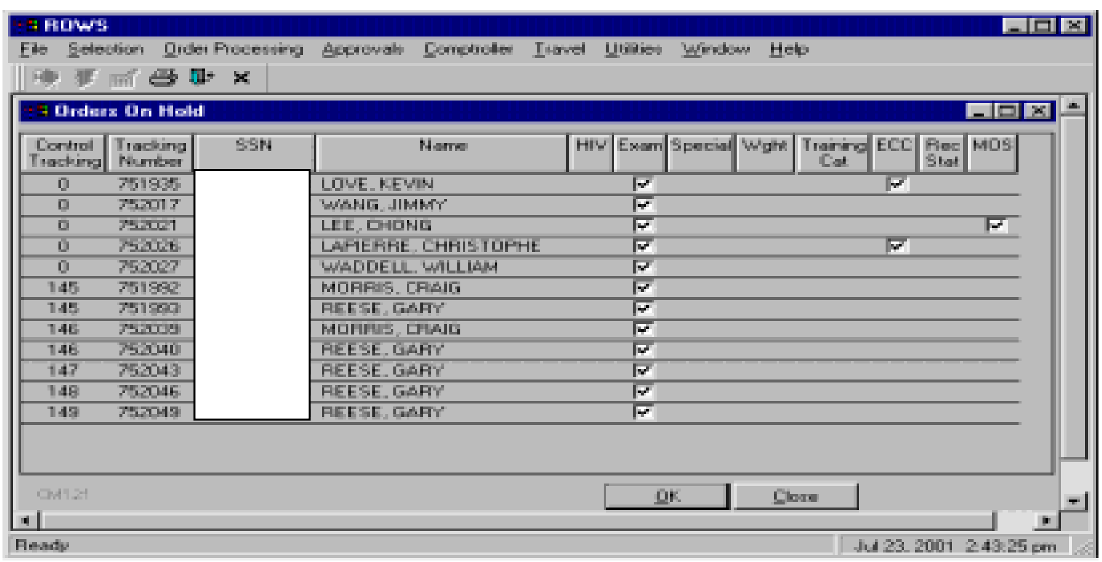
This window lists members whose orders are pending with hard holds. The authenticator role is needed to do this function.

### How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Approvals** menu, select **Authentication/Reviewer**, then choose **Orders On Hold**. The **Orders On Hold** window opens.

This window displays the following information from the Marine's MCTFS record:

- Control Tracking Number
- Tracking Number
- Social Security Number
- Name
- HIV – Human Immune Virus Test Date
- Exam – Physical Exam Date
- Special - Special Action Code
- Weight – Weight Control Status
- Training Category Pay Group
- Expiration of Current Contract
- Record Status – Reserve Record Status Code
- Military Occupational Specialty



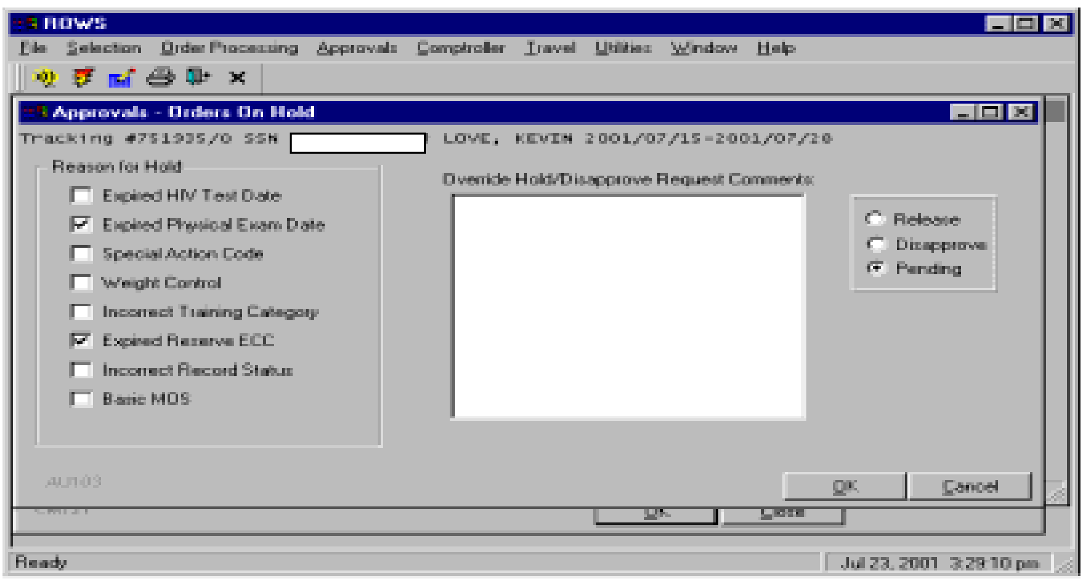
## Orders On Hold Detail

This window allows you to release requests that have been placed on hard hold, disapproved, or placed in a pending status. It is mandatory that comments be made for Release and Disapprove. Check boxes in the **Reason For Hold** group are display only and indicate the reasons a member's orders are on hard hold.

**Note:** If you release orders with multiple hard holds, all hard holds will be released.

## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Approvals** menu, select Authentication/Reviewer, then choose **Orders On Hold**. The **Orders On Hold** window opens.
3. Select a reservation.
4. Choose **OK**. The **Approvals-Orders on Hold** window opens and displays the **Orders On Hold Detail** tabs.




## To Change the Status

1. To make changes to orders, do one of the following:
   - To release orders in a hold status, select **Release**.
   - To disapprove orders, select **Disapprove**.
   - To place orders in a pending status, select **Pending**.
2. If you want to attach comments to the orders, complete the steps in the **To Add Comments** section later in this topic.
3. Choose **OK**. You return to the **Orders On Hold** window.

## To Attach Comments

1. In the **Override Hold/Disapprove Request Comments** box, type your comments.
2. Choose **OK**. You return to the **Orders On Hold** window.

## To Exit this Window

➢ Choose **Cancel**.

## *Security*

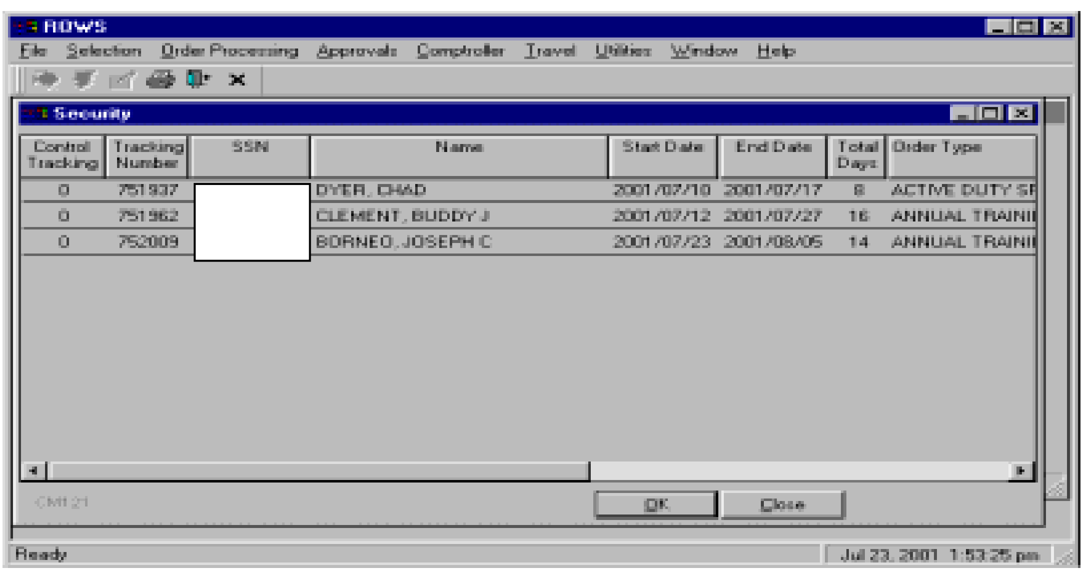
This window allows you to compare the level of security a member possesses with that of the level of security required by the orders. Security has the authority to approve or disapprove a request for orders.

## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Approvals** menu, choose **Security**. The **Security** window opens.

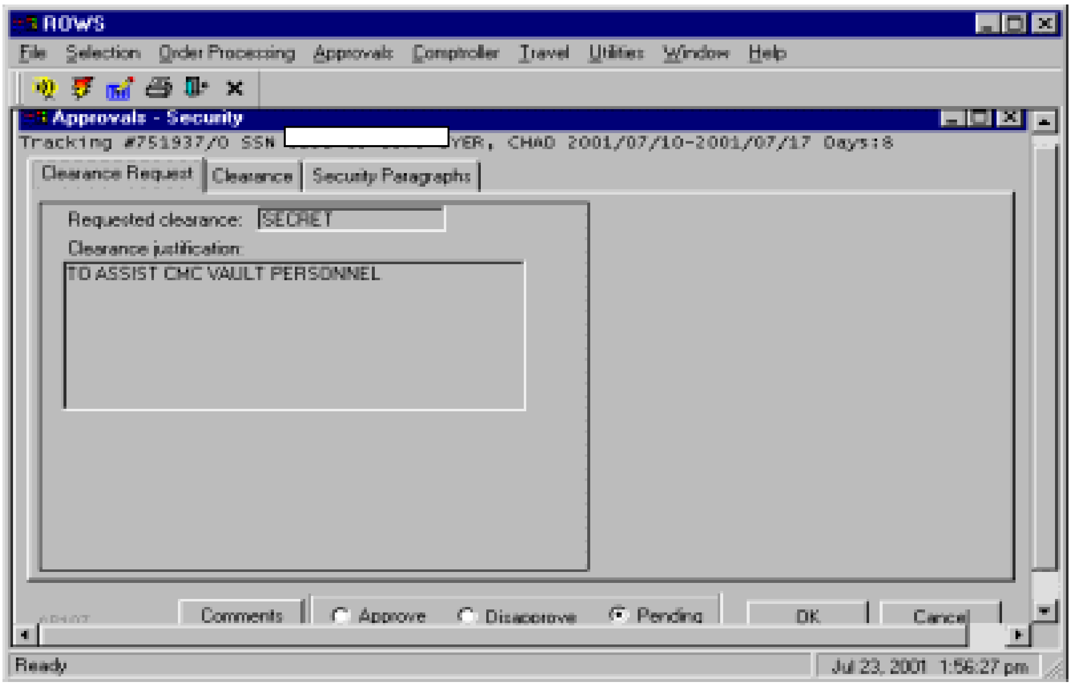
This window displays the following information:

- Control Tracking Number
- Tracking Number
- Social Security Number
- Name
- Start Date
- End Date
- Total Days
- Order Type



## To Make A Selection

1. Select a member from the **Security** list.
2. Choose **OK**. The **Approvals-Security** window opens and displays the **Security Detail** tabs.




## To Exit this Window

- Choose **Close**.

## Security Detail

This window allows you to view the clearance requirements in the orders request, and after verification, document the level of security held in the order.

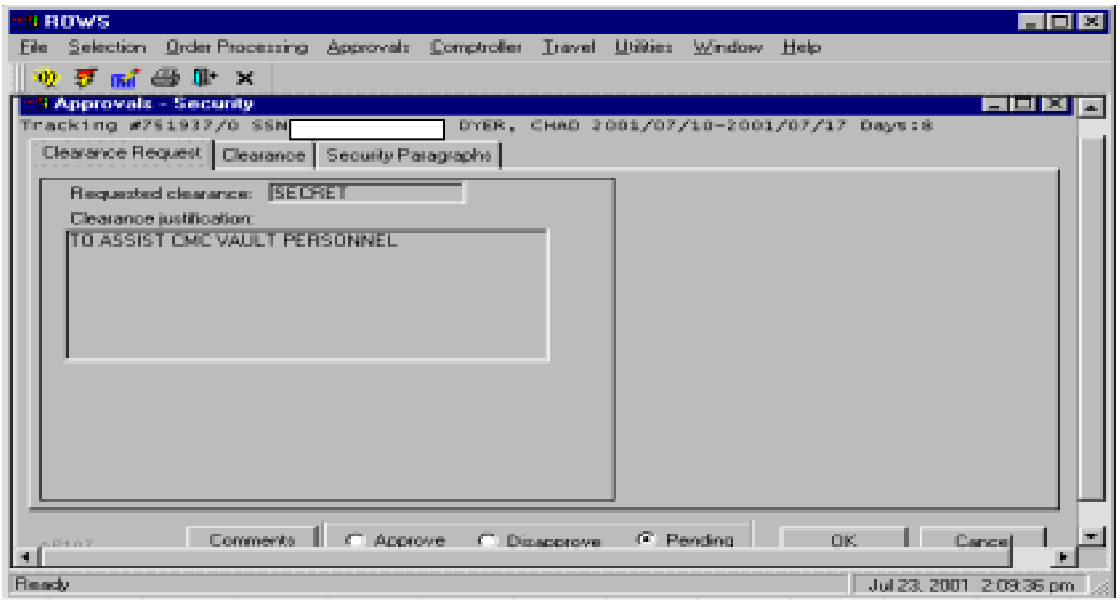
### How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Approvals** menu, choose **Security**. The **Security** window opens.
3. Select reservation.
4. Choose **OK**. The **Approvals-Security** window opens and displays the **Security Detail** tabs.

### Tab Summary

➢ Do any of the following:

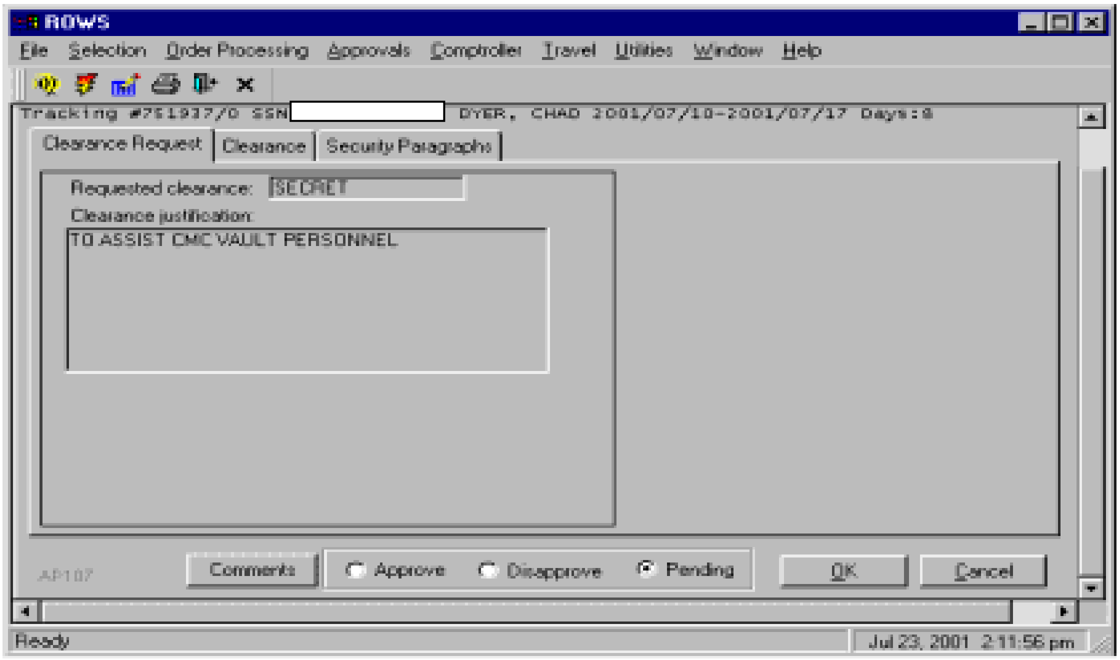
- If you want to view information about the security request, select the **Clearance Request** tab.
- If you want to document a security clearance investigation information on a member, select the **Clearance** tab.
- If you want to add a security paragraph, select the **Security Paragraphs** tab.



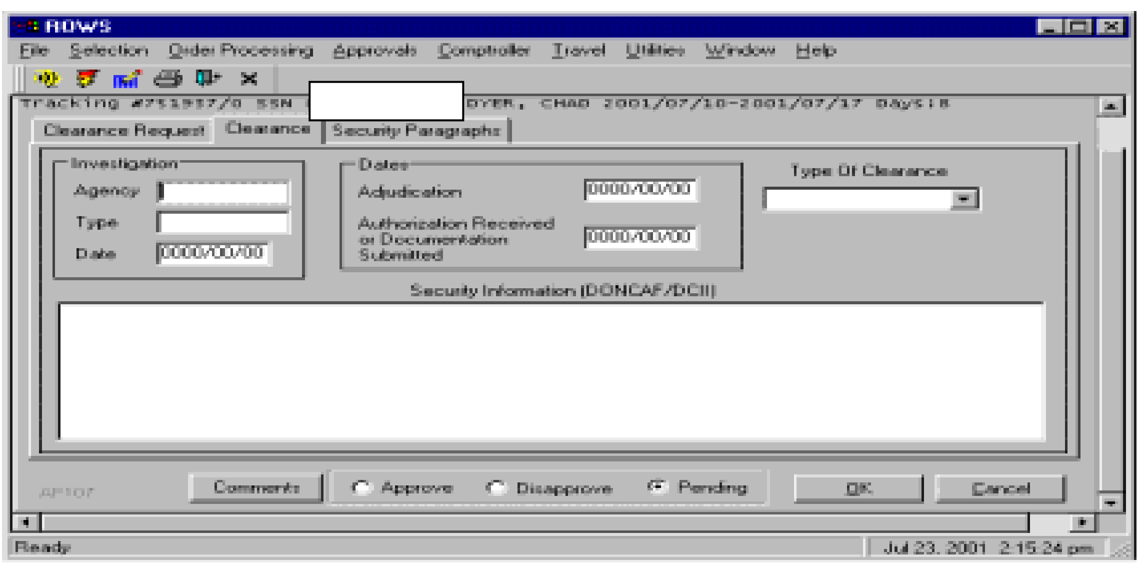
## Clearance Request Tab

This tab displays the following information:

- Requested Clearance
- Clearance Justification




## Clearance Tab



## To Document an Investigation

1. Under Investigation,
   a. In the **Agency** box, type the name of the agency that did the investigation.
   b. In the **Type** box, enter the type of investigation performed.
   c. In the **Date** box, type the date the investigation was accomplished in YYYY/MM/DD format.
2. Under **Dates,**
   a. In the **Adjudication** box, type the date in YYYY/MM/DD format that the Department of the Navy Central Adjudication Facility (DONCAF) adjudicated the security clearance.
   b. In the **Authorization Received or Documentation Submitted** box, type the date the adjudication was received or submitted from DONCAF/DC II in YYYY/MM/DD format.
3. In the **Type Of Clearance** list, select the type of clearance to be granted.
4. If applicable, in the **Security Information (DONCAF/DCII)** box, type comments regarding security matters.

## Security Paragraphs Tab


### To Attach a Security Paragraph

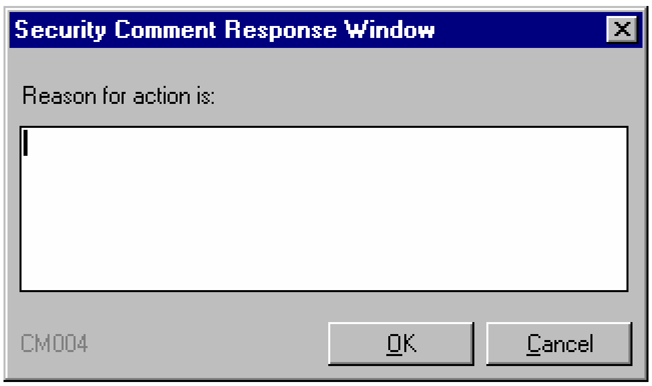
- From the list, choose the applicable paragraph (mandatory tab).

## To Change the Status

1. To make changes to orders, do one of the following:
    - To release orders in a hold status, select **Approve**.
    - To disapprove orders, select **Disapprove**.
    - To place orders in a pending status, select **Pending**.
2. Choose **OK**. You return to the previous window.

## To Attach Comments

➢ Choose **Comments**. A comments window opens. See the **Enter Comments** topic for more information.




## To Exit this Window

➢ Do one of the following:

- If you want to save your work, choose **OK.** You return to the **Security** window.
- If you do not want to save your work, choose **Cancel**. You return to the **Security** window.

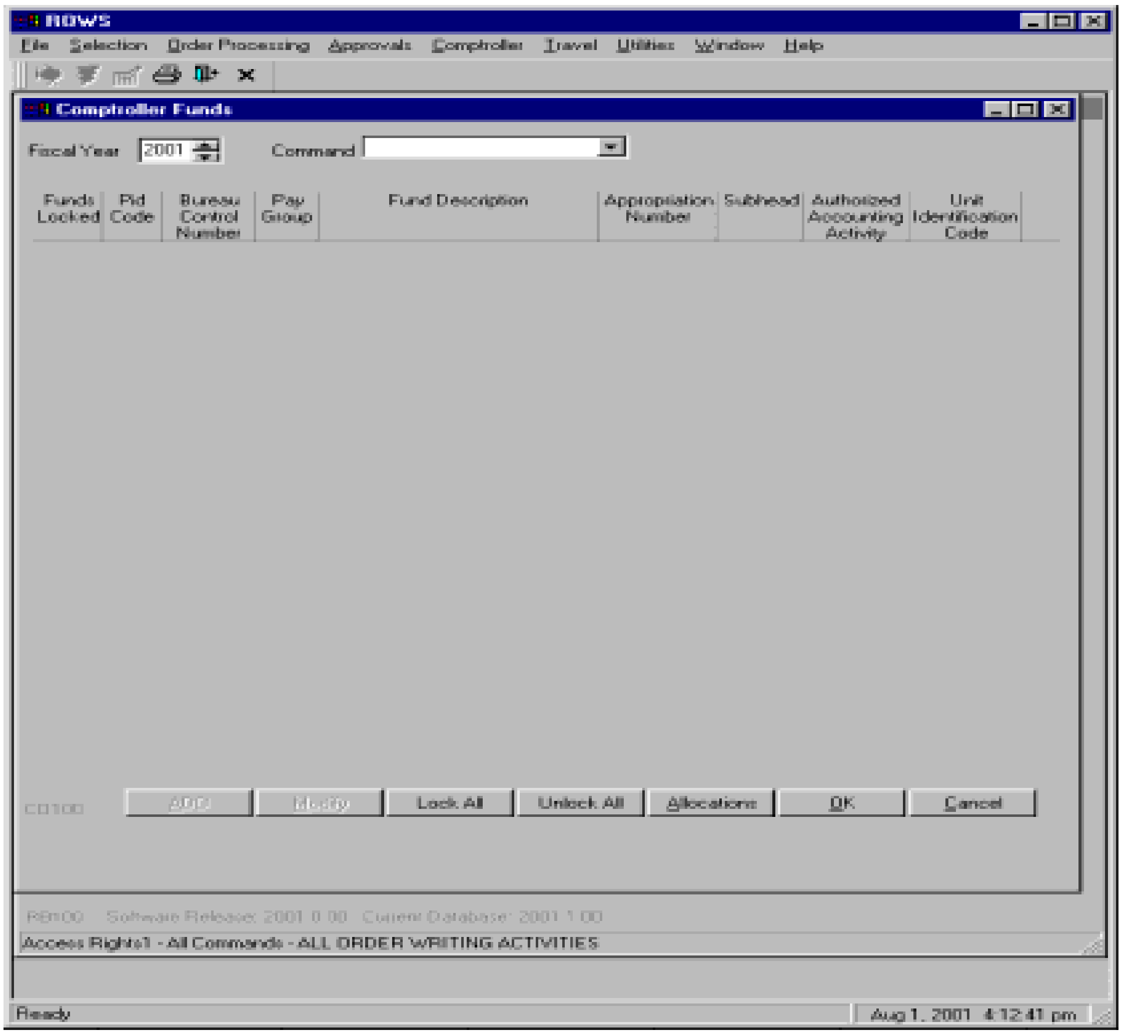
# Comptroller

## *Comptroller Funds*

This window allows you to add, modify, and lock allocated comptroller funds. Only the Comptroller and Sub Comptroller have access to this window.

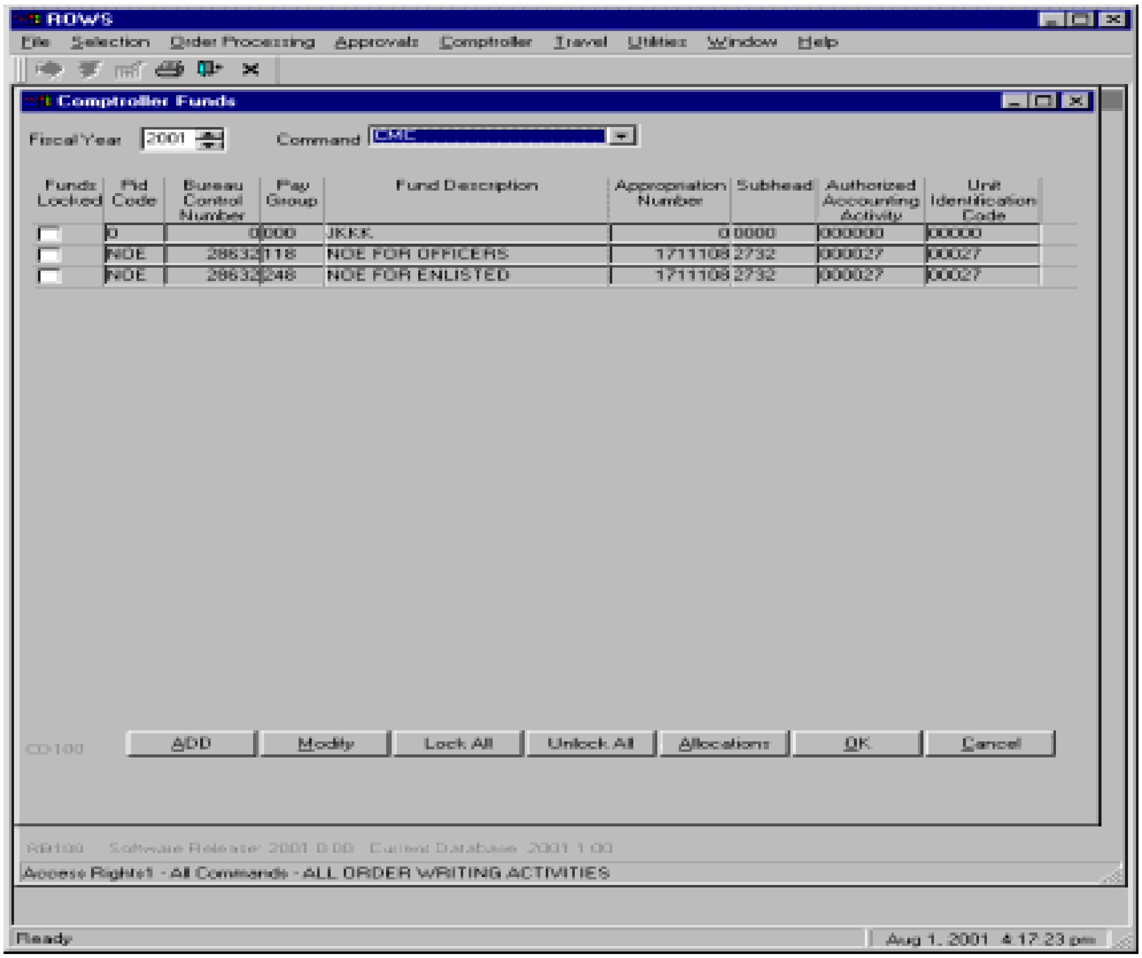
### How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Comptroller** menu, choose **Allocations**. The **Comptroller Funds** window opens.



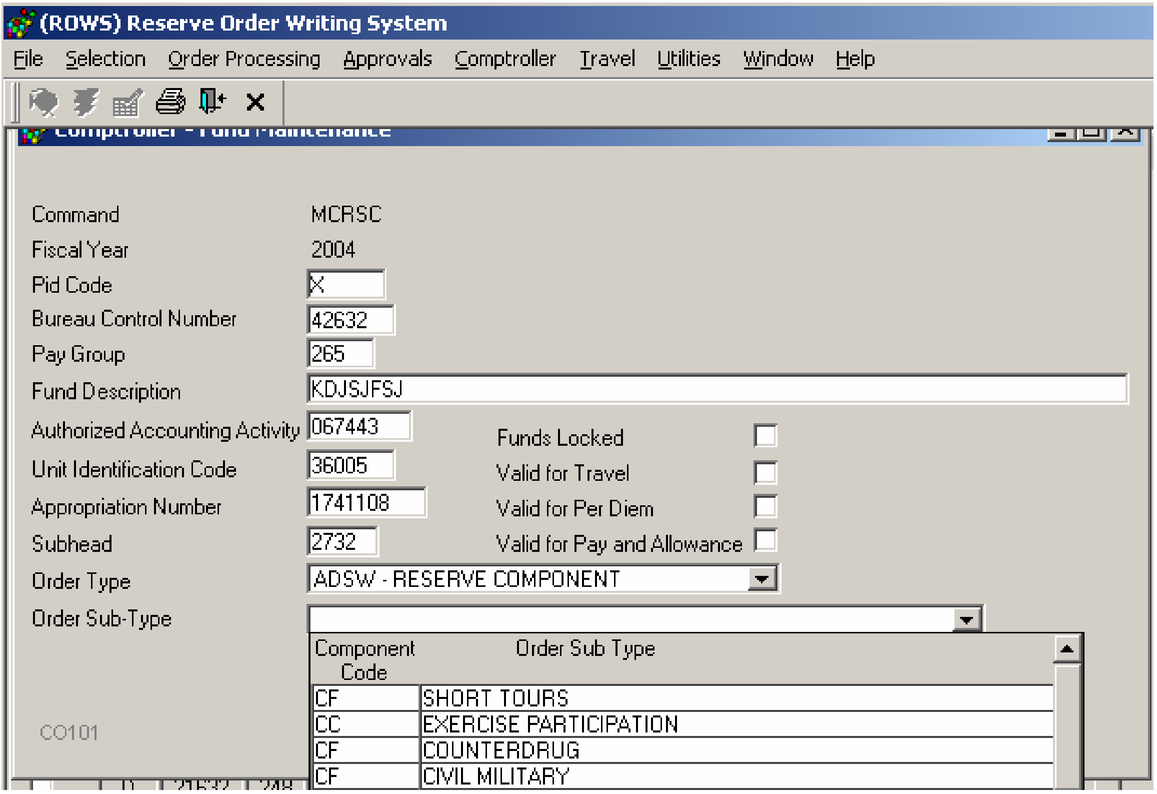
## To View a Fund List

1. In the **Fiscal Year** box, select a year.
2. In the **Command** list, select a command.  A list of funds displays for the year and command you selected.



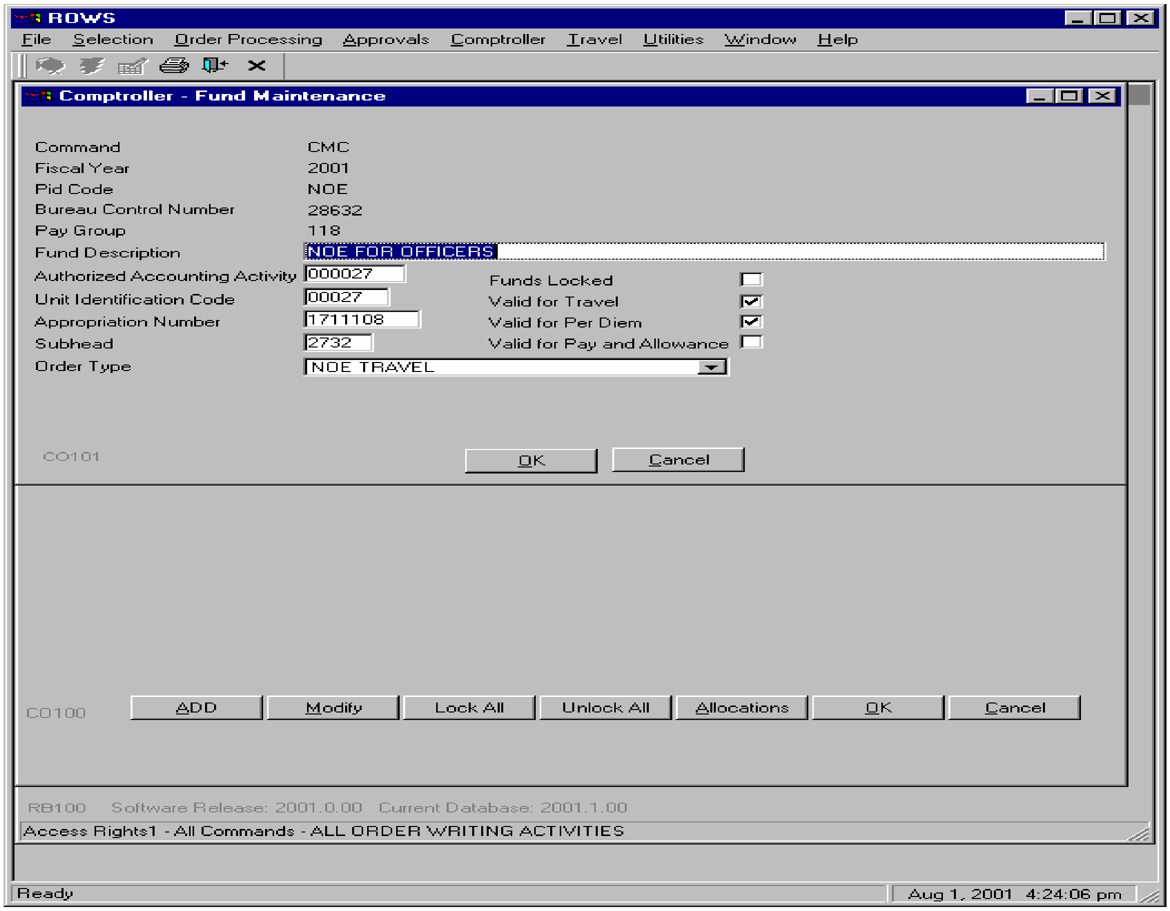
## To Add a Fund

- Choose **Add**, the **Comptroller-Fund Maintenance** window opens.



## To Modify a Fund

1. From the **Comptroller Funds** list, select a record.
2. Do one of the following:
   - If you want to lock the fund, select the **Funds Locked** check box. If you lock the fund, you cannot modify the fund amount or where the fund is allocated.
   - If you want to unlock the fund, clear the **Funds Locked** check box.
3. Choose **Modify**. The **Comptroller-Fund Maintenance** window opens.



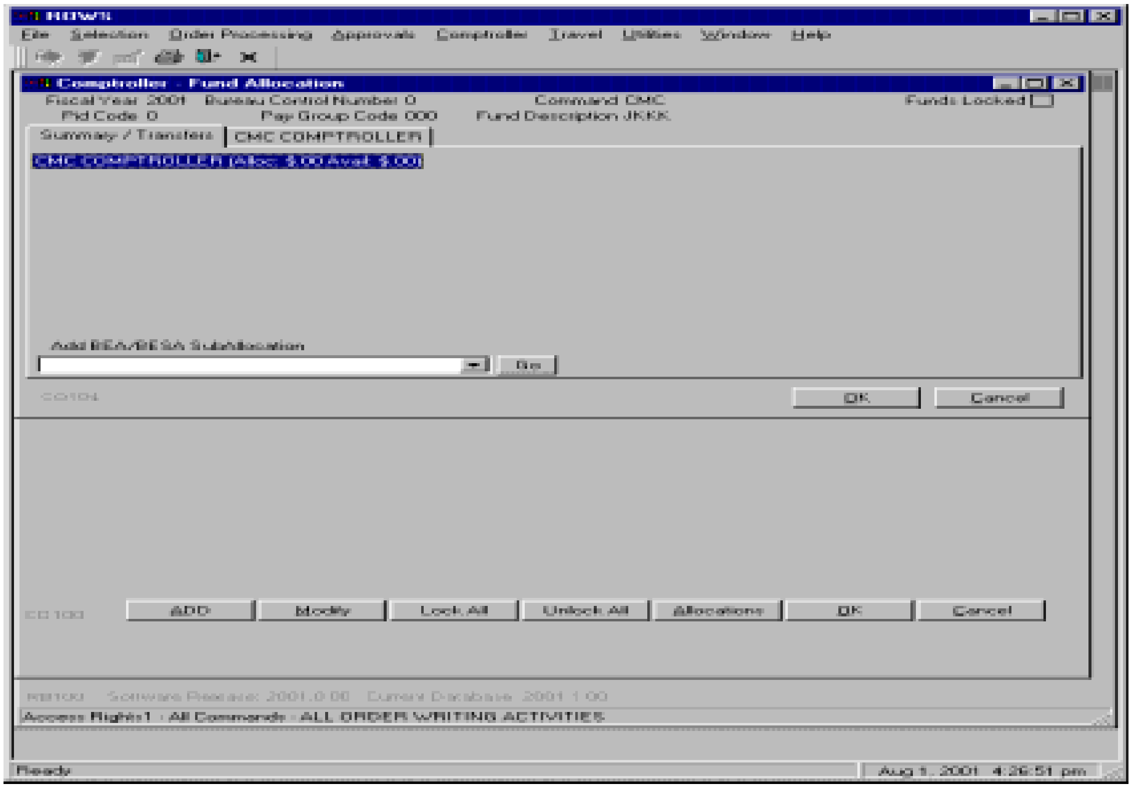

## To Lock or Unlock Funds

➢ Do any of the following:

- If you want to lock all of the funds for all records, choose **Lock All**. If you lock the funds, you cannot modify the fund amounts or where the funds are allocated.
- If you want to unlock all of the funds for all records, choose **Unlock All**.
- If you want to lock a fund, select a record, and then select the **Funds Locked** check box
- If you want to unlock a fund, select a record, and then clear the **Funds Locked** check box.

## To Allocate Funds

1. From the **Comptroller Funds** list, select a record.
2. Choose **Allocations**. The Comptroller-**Comptroller-Fund Allocation** window opens.




## To Exit this Window

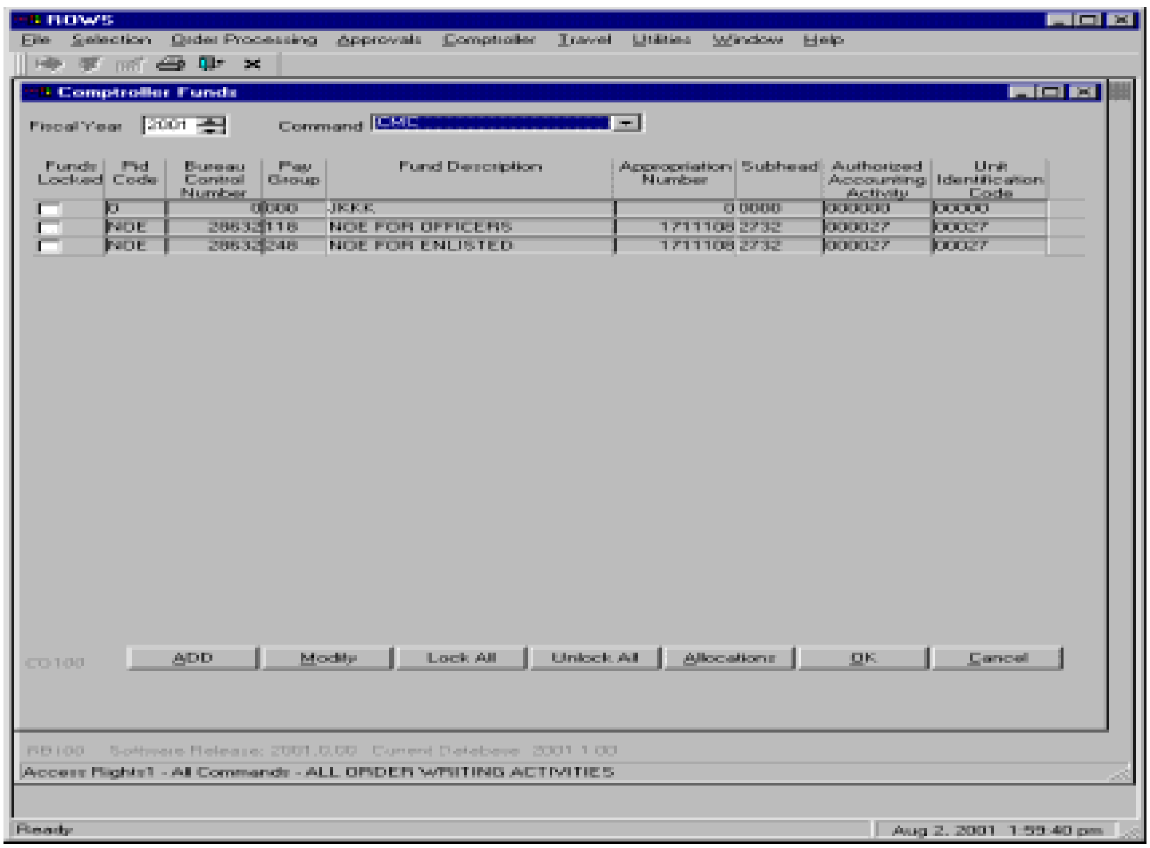
- Do one of the following:
  - If you want to update your changes, choose **OK**. You return to the previous window.
  - If you do not want to update your changes, choose **Cancel**. You return to the previous window.

### *Fund Maintenance*

This window allows you to add or modify comptroller funds for a specific command for a specific fiscal year. When modifying a fund, you cannot change the program identification (PID) code, bureau control number, or pay group.

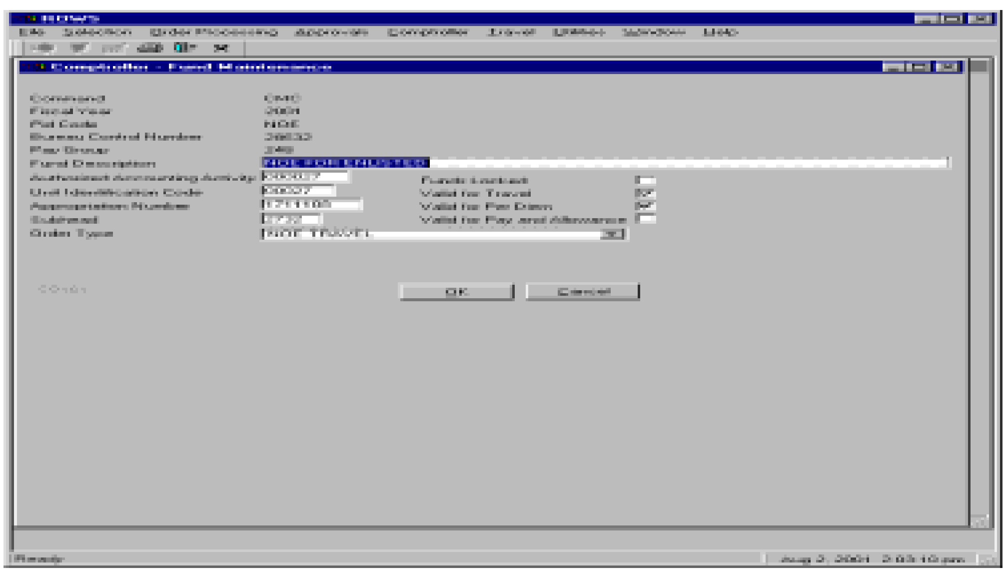
## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Comptroller** menu, choose **Allocations**. The **Comptroller Funds** window opens.
3. In the **Fiscal Year** list, select a year**.**
4. In the **Command** list, select a command. A list of funds displays for the year and command you selected.
5. Choose **Add** or select a record and choose **Modify.** The **Comptroller-Fund Maintenance** window opens.



## To Add or Modify a Fund

1. In the **Pid Code** box, type the 1-character PID code.
2. In the **Bureau Control Number** box, type the 5-digit bureau control number.
3. In the **Pay Group** box, type the 3-digit pay group number.
4. In the **Fund Description** box, type or modify the fund description, up to 48 characters.
5. In the **Authorized Accounting Activity** box, type or modify the 6-digit authorized accounting activity number.
6. In the **Unit Identification Code** box, type or modify the 5-digit unit identification code.
7. In the **Appropriation Number** box, type or modify the 7-digit appropriation number.
8. In the **Subhead** box, type or modify the 4-digit subhead number.
9. In the **Order Type** list, select an order type.
10. If you do not want the funds to be modified, select the **Funds Locked** check box.
11. If the funds may be used for travel, select the **Valid for Travel** check box.
12. If the funds may be used for daily expenses, select the **Valid for Per Diem** check box.
13. If the funds may be used for pay and allowances, select the **Valid for Pay and Allowances** check box.
14. Choose **OK**. You return to the previous window.



## To Exit this Window

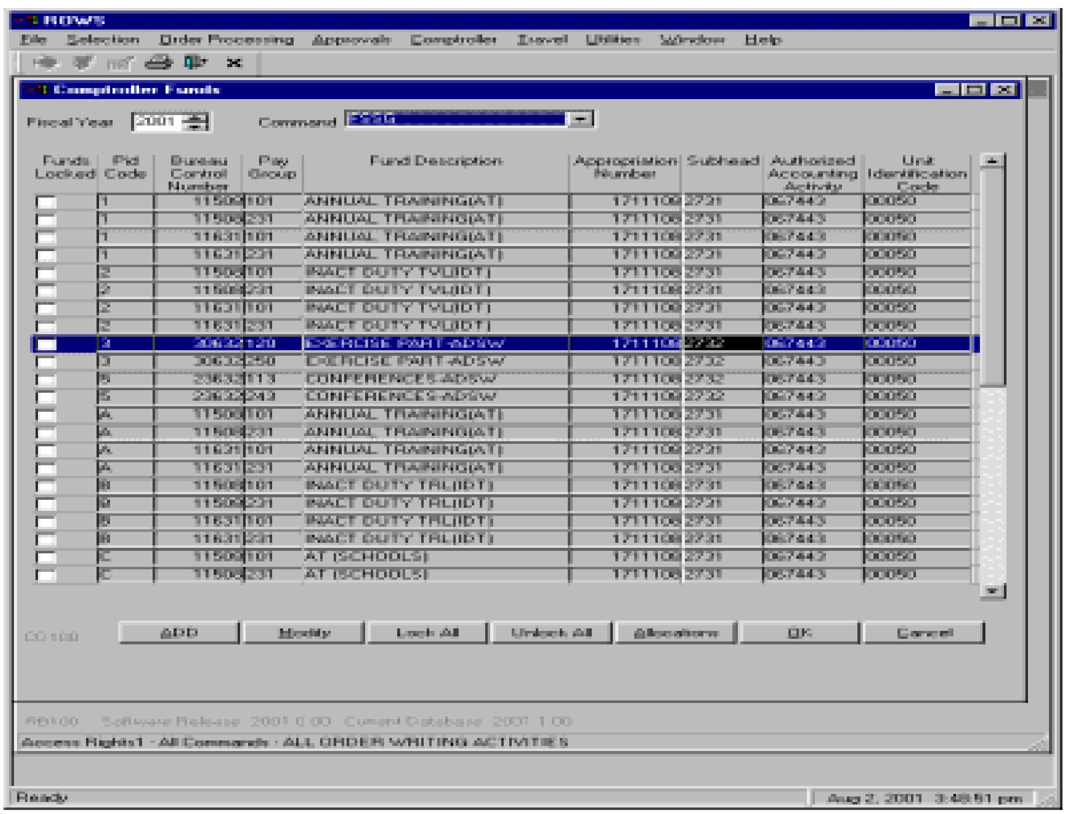
- Choose **Cancel**. You return to the previous window.

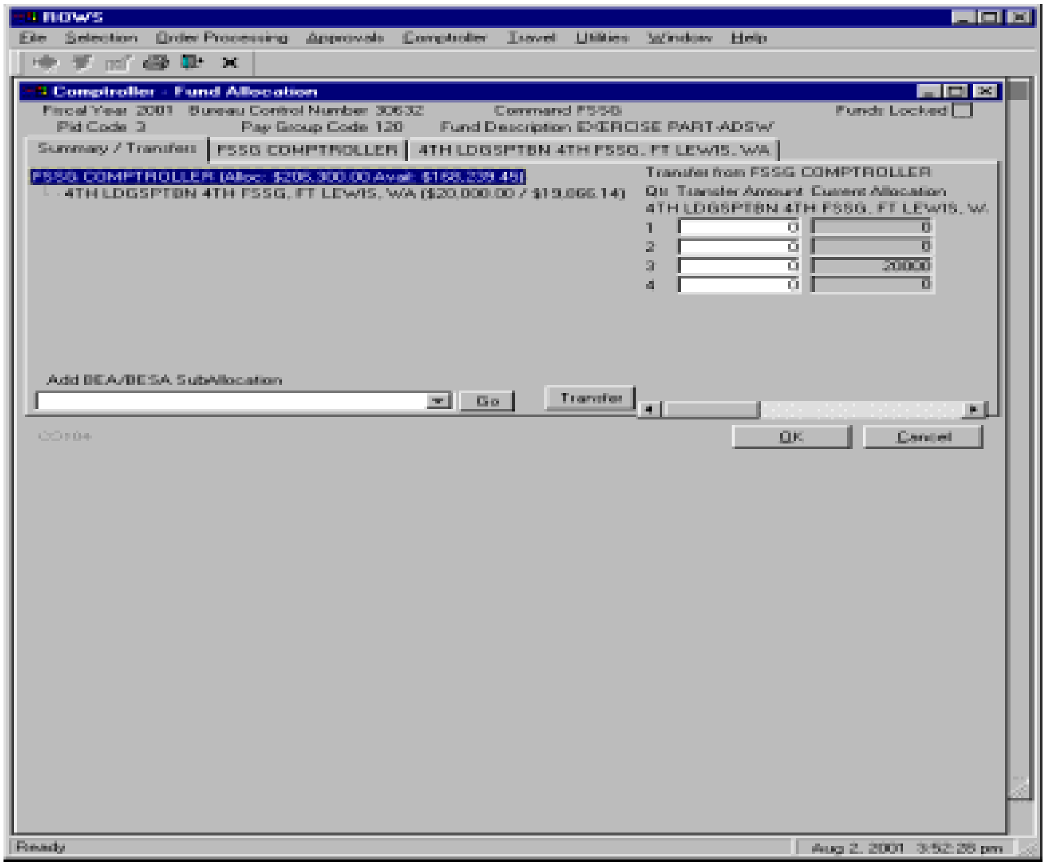
## *Fund Allocation*

This window allows you to make further allocations of comptroller funds and displays the information. Only a System Administrator, Comptroller and SubComptroller have access to this window.

## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Comptroller** menu, choose **Allocations**. The **Comptroller Funds** window opens.
3. In the **Fiscal Year** list, select a year**.**
4. In the **Command** list, select a command. A list of funds displays for the year and command you selected.
5. Choose **Allocations**. The **Comptroller-Fund Allocation** window opens






## Tab Summary

- To enter new units or suballocations, choose the **Summary/Transfers** tab.
- To enter additional suballocations, choose the **COMPTROLLER** tab.
- To view unit allocations, choose the **Unit** tab.

Basic fund information which identifies the fund displays at the top of the window. The **Funds Locked** field also indicates whether or not the funds are locked for this fund. In addition to the **Summary/Transfers** tab, the window contains a tab for the comptroller and each budget execution activity (BEA) or budget execution sub-activity (BESA) you sub allocate funds to.

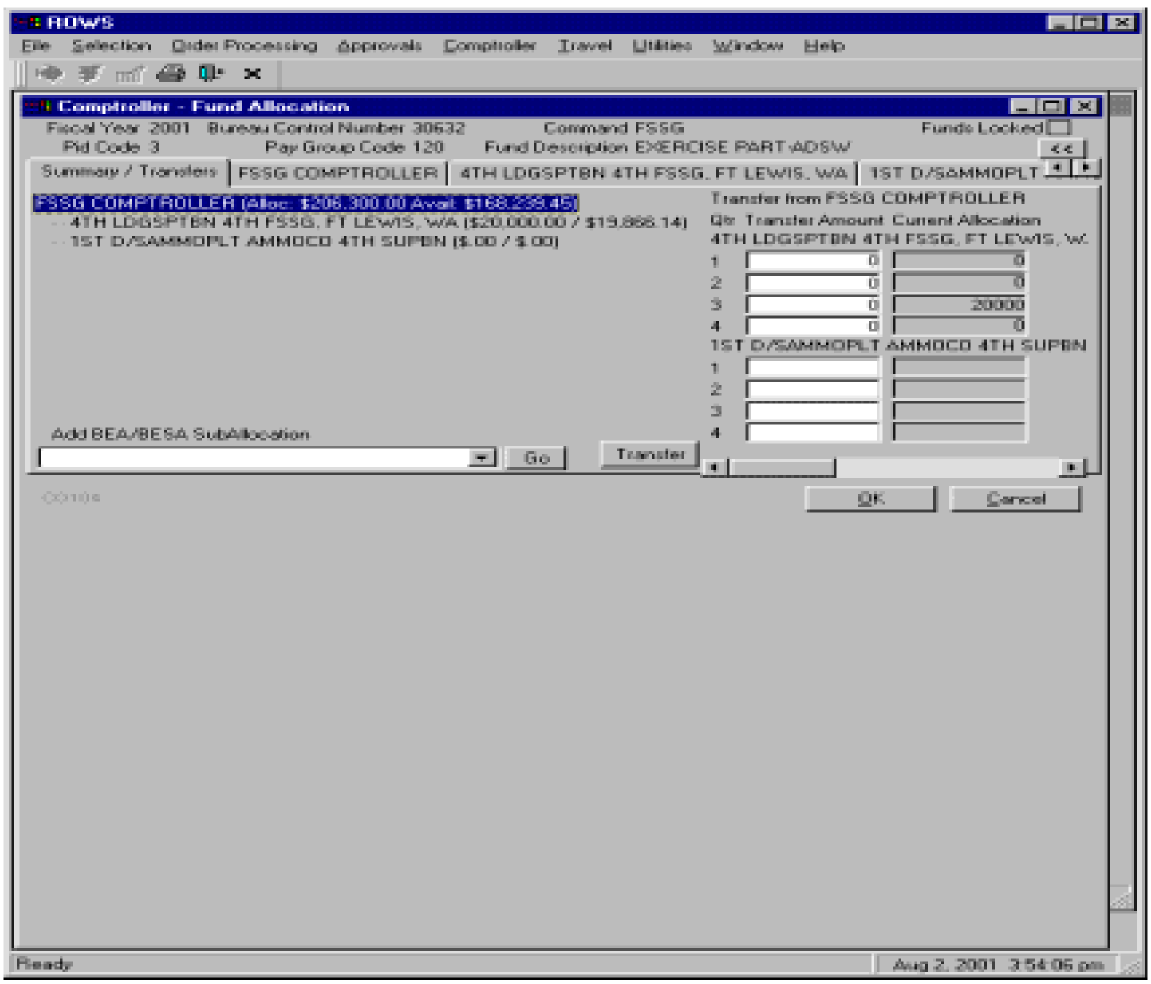
Summary/Transfers Tab (See previous window.)

This tab allows you to enter BEA and BESA suballocations and displays a summary of current allocations and available fund balances.  It contains the following information:

- (Selected work center) COMPTROLLER and its allocated and available amounts
- Units receiving a suballocation and the allocated and available amounts
- List of allocations from the (selected work center) COMPTROLLER per quarter for each unit.

## To Add or Search for a Unit

1. In the **SubAllocation** list, select a unit.
2. Choose **Go**.  A **Transfer Amount** box becomes available for each quarter for the selected unit.  If applicable, current allocations display for each quarter.



**To Suballocate Funds (See previous window.)**

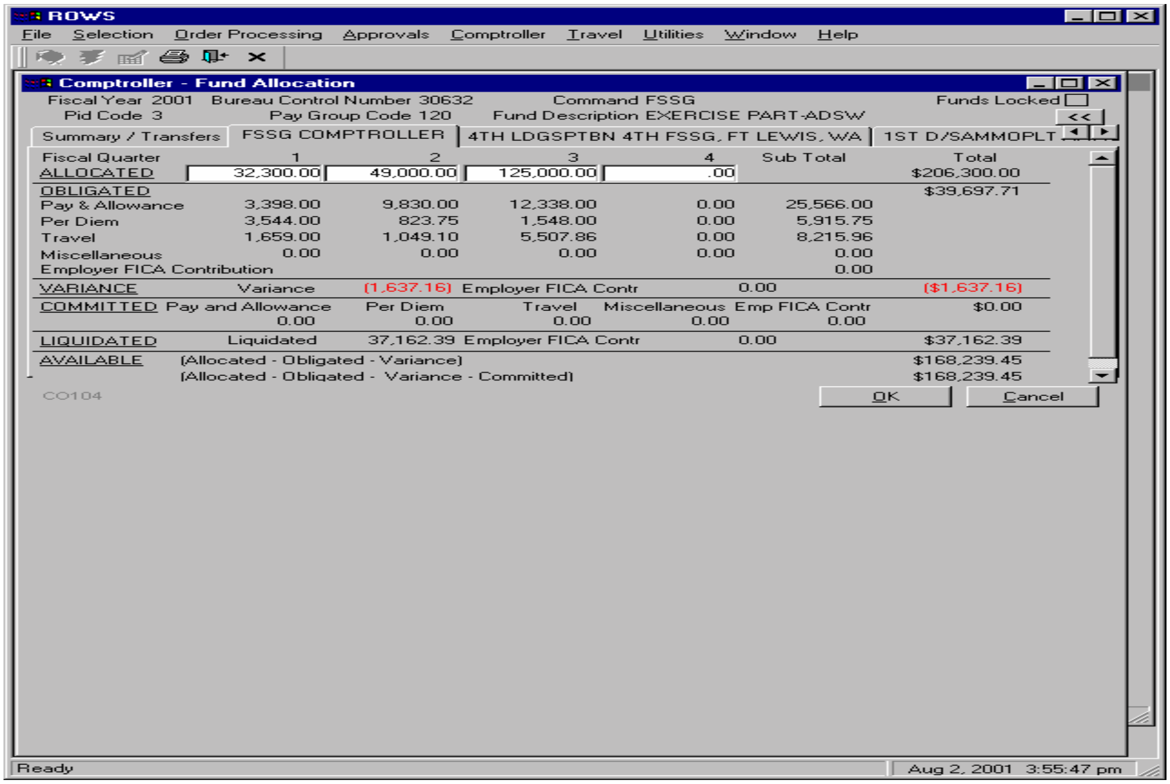
1. Using the **To Add or Search for a Unit** section earlier in this topic, go to the applicable unit.
2. If available, in the **Transfer Amount** box for the appropriate quarter, type the amount of additional funds, in DDDDD.cc format, you want to add to the corresponding **Current Allocation** amount.
3. Choose **Transfer**. The **Current Allocation** amounts increase by the **Transfer Amount** and the **Transfer Amount** changes to 0.

## Comptroller Tab

This tab allows you to make additional BEA/BESA suballocations and displays allocated funds, by quarter, for the year. A recap of **Liquidated and Available Funds** containing the following information displays:

- Fiscal Quarter
- Amount Allocated by quarter
- Sub Totals
- Totals
- Obligated Pay and Allowances by quarter
- Obligated Per Diem by quarter
- Obligated Travel by quarter
- Obligated Miscellaneous by quarter
- Employer FICA Contributions subtotal
- Totals
- Variance
- Employer FICA Contributions
- Variance
- Totals
- Committed Pay and Allowances
- Committed Per Diem
- Committed Travel
- Committed Miscellaneous Employer
- FICA Contributions
- Totals
- Available funds (Allocated-Obligated-Variance)
- Available funds (Allocated-Obligated-Variance-Committed)

- Liquidated Amount
- Liquidated Employer FICA Contributions
- Totals

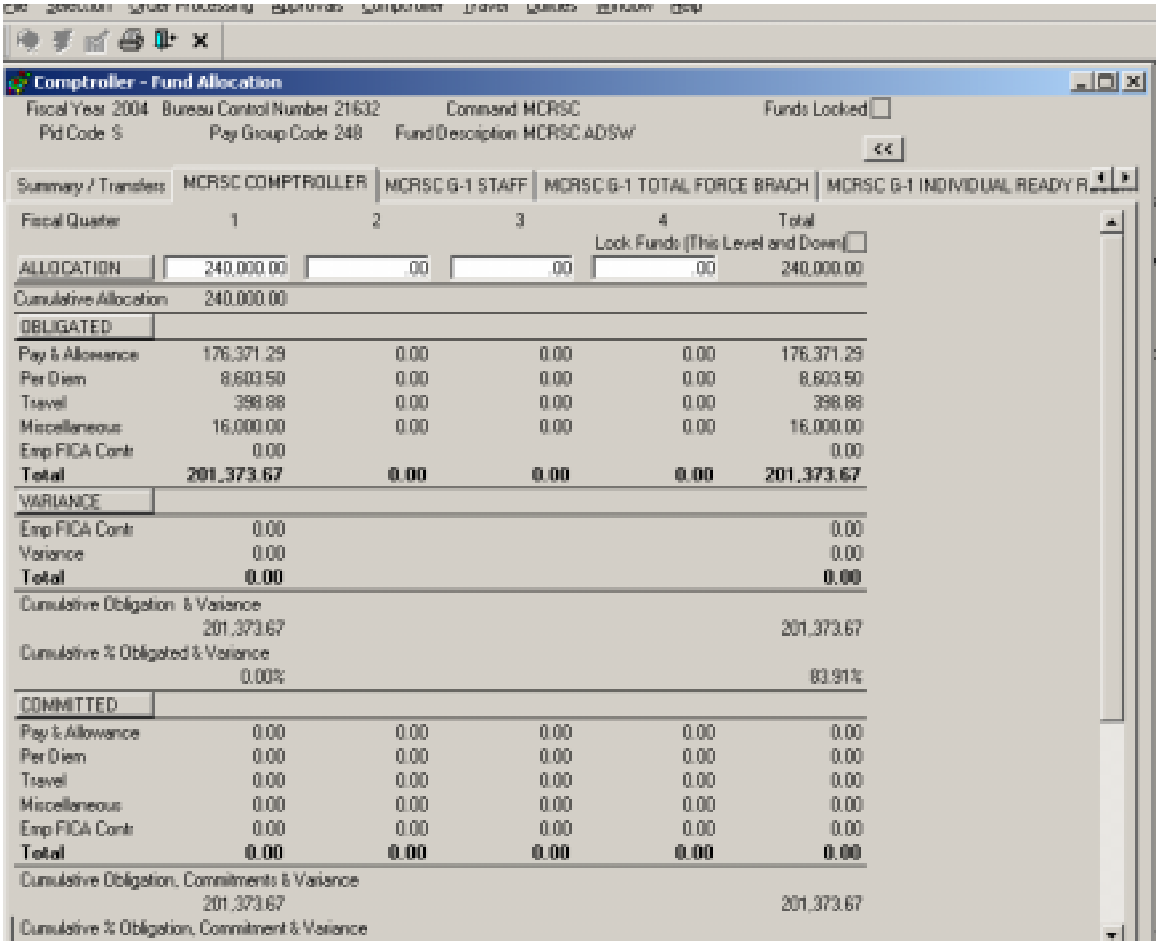


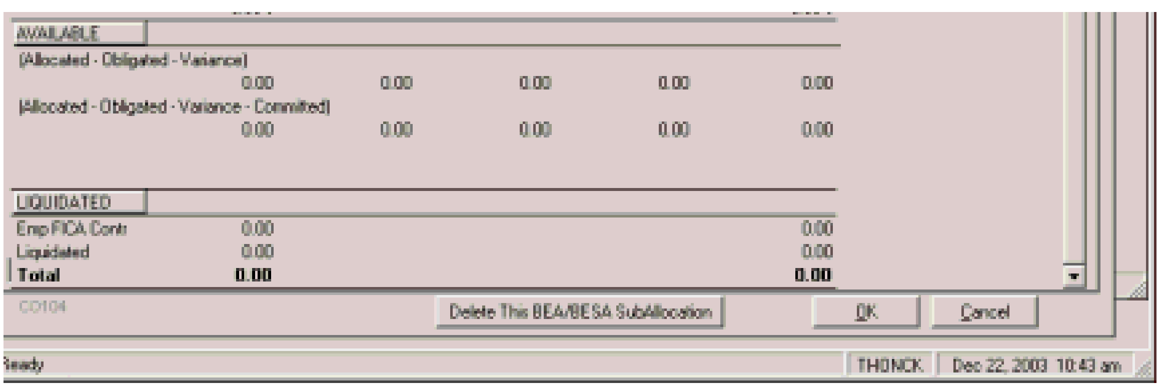

## To Allocate Comptroller Funds

1. In the applicable **Fiscal Quarter ALLOCATED** box, type the allocated amount in DDDDD.cc format.
2. Choose **OK**. Your changes are updated and you return to the previous window.

## Unit Tab

This tab displays the same allocation information, by unit, which displays on the **COMPTROLLER** tab. The tab label reflects the unit names.


Comptroller - Fund Allocation
Fiscal Year 2004 Bureau Control Number 21632 Command MCRSC Funds Locked
Pid Code S Pay Group Code 248 Fund Description MCRSC ADSW
Summary / Transfers | MCRSC COMPTROLLER | MCRSC G-1 STAFF | MCRSC G-1 TOTAL FORCE BRACH | MCRSC G-1 INDIVIDUAL READY R
Fiscal Quarter 1 2 3 4 Total
Lock Funds (This Level and Down)
ALLOCATION 240,000.00 .00 .00 .00 240,000.00
Cumulative Allocation 240,000.00
OBLIGATED
Pay & Allowance 176,371.29 0.00 0.00 0.00 176,371.29
Per Diem 8,603.50 0.00 0.00 0.00 8,603.50
Travel 398.88 0.00 0.00 0.00 398.88
Miscellaneous 16,000.00 0.00 0.00 0.00 16,000.00
Emp FICA Contr 0.00 0.00
Total 201,373.67 0.00 0.00 0.00 201,373.67
VARIANCE
Emp FICA Contr 0.00 0.00
Variance 0.00 0.00
Total 0.00 0.00
Cumulative Obligation & Variance
201,373.67 201,373.67
Cumulative % Obligated & Variance
0.00% 83.91%
COMMITTED
Pay & Allowance 0.00 0.00 0.00 0.00 0.00
Per Diem 0.00 0.00 0.00 0.00 0.00
Travel 0.00 0.00 0.00 0.00 0.00
Miscellaneous 0.00 0.00 0.00 0.00 0.00
Emp FICA Contr 0.00 0.00 0.00 0.00 0.00
Total 0.00 0.00 0.00 0.00 0.00
Cumulative Obligation, Commitments & Variance
201,373.67 201,373.67
Cumulative % Obligation, Commitment & Variance


AVAILABLE
(Allocated - Obligated - Variance)
0.00 0.00 0.00 0.00 0.00
(Allocated - Obligated - Variance - Committed)
0.00 0.00 0.00 0.00 0.00
LIQUIDATED
Emp FICA Contr 0.00 0.00
Liquidated 0.00 0.00
Total 0.00 0.00
CO104
Delete This BEA/BESA SubAllocation
OK
Cancel
Ready
THONCK
Dec 22, 2003 10:43 am

### *Authorize for Fund Approval*

This window allows you to designate or delete the authorization of fund administrators to approve funds.

## How Do I Get Here?

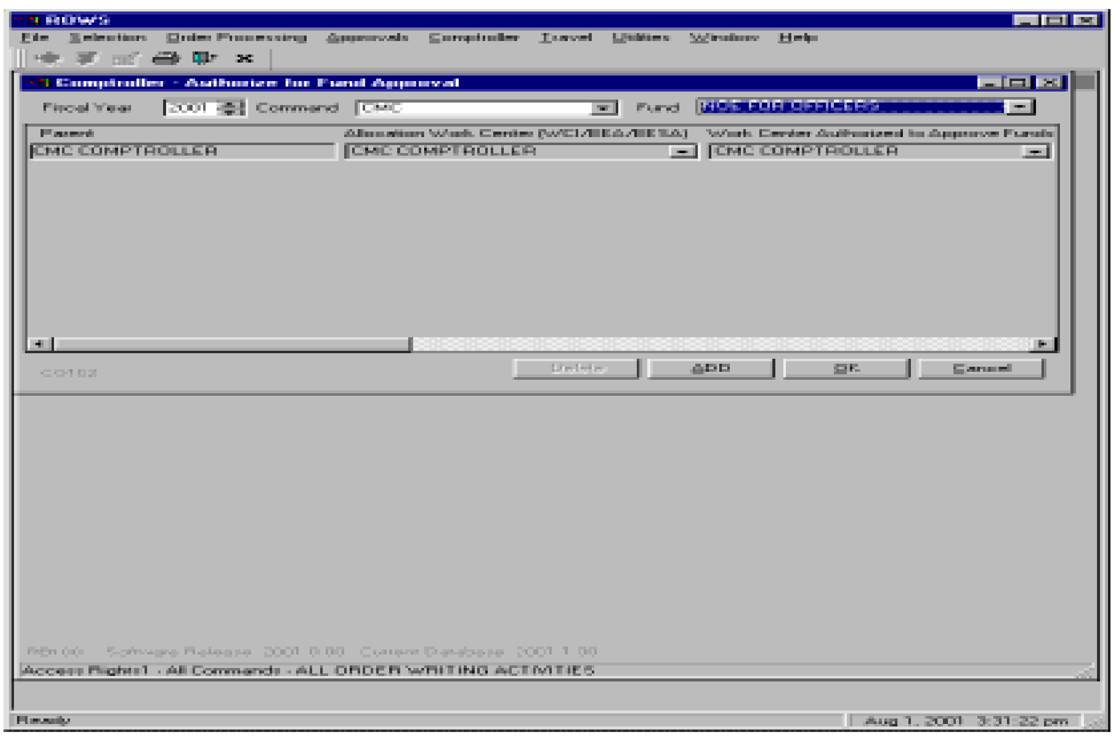
1. Begin on any **ROWS** window.
2. From the **Comptroller** menu, choose **Fund Work Center Authorization**. The **Comptroller-Authorize for Fund Approval** window opens.

## To Review a Fund Work Center Authorization

1. In the **Fiscal Year** list, select a year**.**
2. In the **Command** list, select a command.
3. In the **Fund** list, select the fund you want to work with.

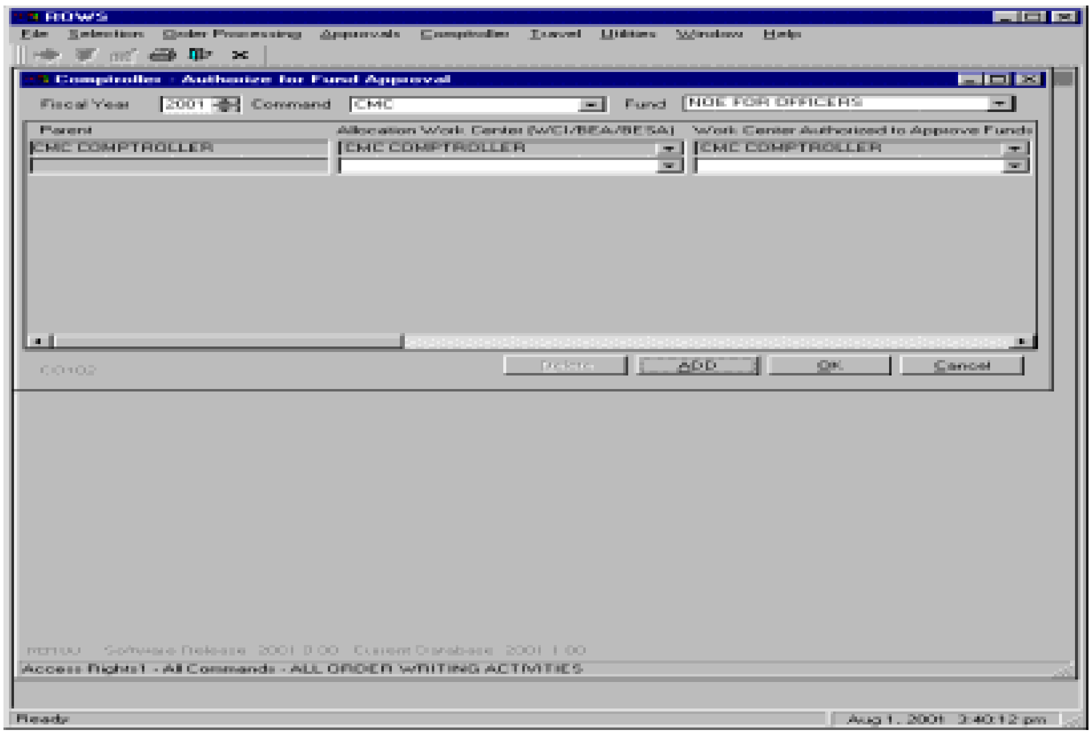
The window displays the following information:

- Parent Comptroller
- Allocation Work Center
- Work Center Authorized to Approve Funds



## To Add a Fund Administrator Authorization

1. Choose **Add**. A blank line displays for additional fund entries.
2. In the **Allocation Work Center** list, select a work center. The parent column is auto-populated.
3. In the **Work Center Authorized to Approve Funds** list, select a work center.




## To Delete a Fund Administrator Authorization

1. In the authorization list, select a record.
2. Choose **Delete**. The record is deleted.

## To Exit this Window

➢ Do one of the following:

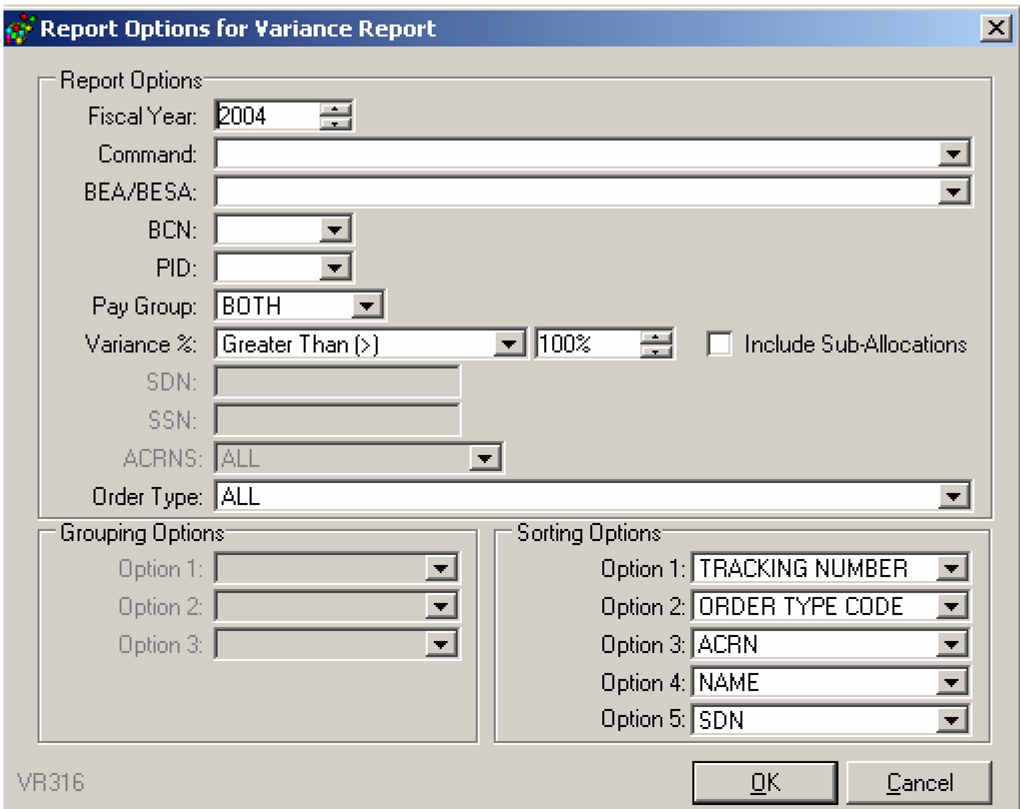
- If you want to update your changes, choose **OK**. Your changes are updated and you return to the previous window.
- If you do not want to update your changes, choose **Cancel**. You return to the previous window.

## *Fiancial Reports*

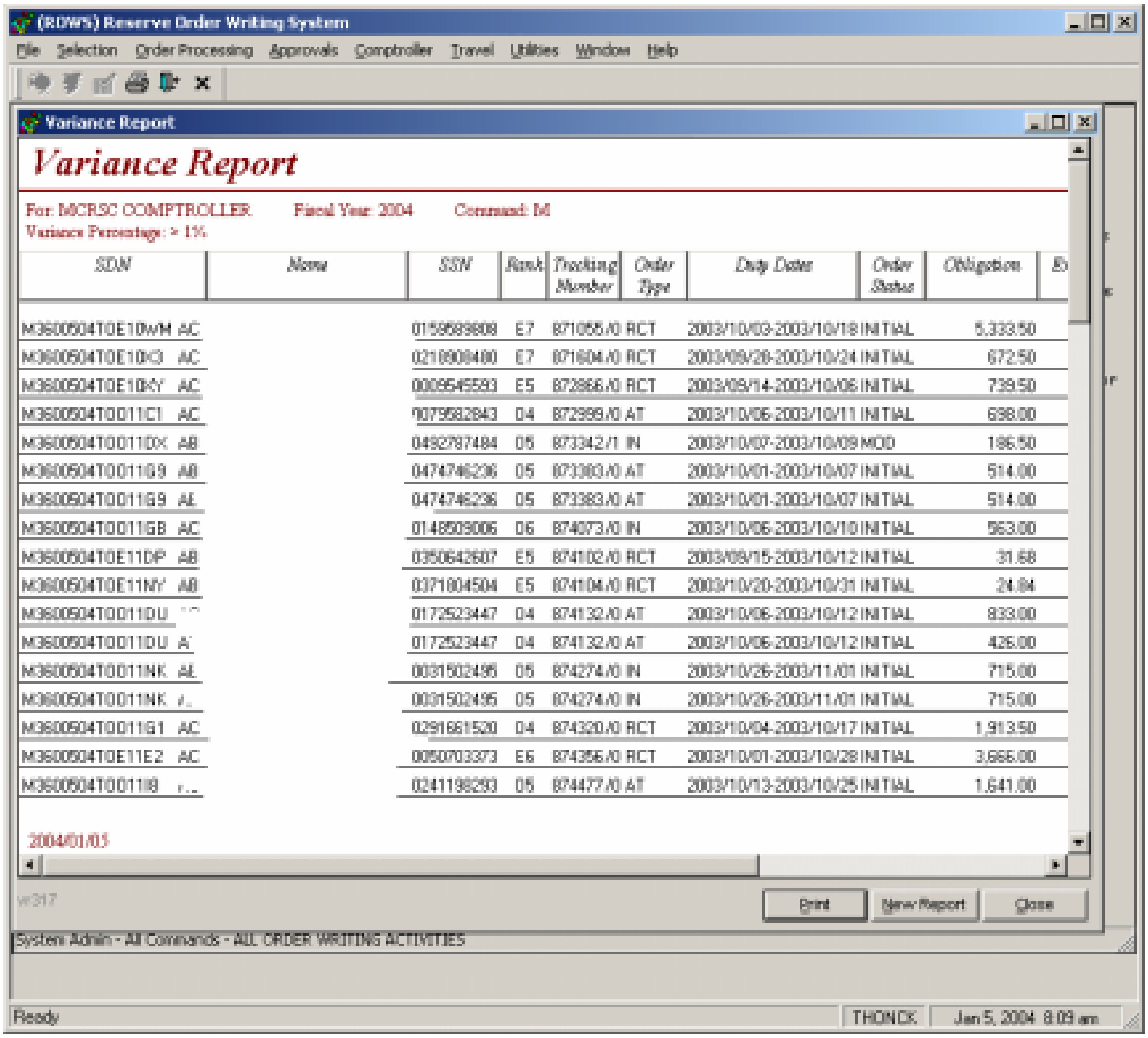
This tab contains three report drop downs. They are the Variance Report, the Cancellation Report, and the Manual/Confirmation Orders Report.

### *Variance Report*

The Variance Report displays the following screen, where the Comptroller can input the desired criteria used to produce the report.



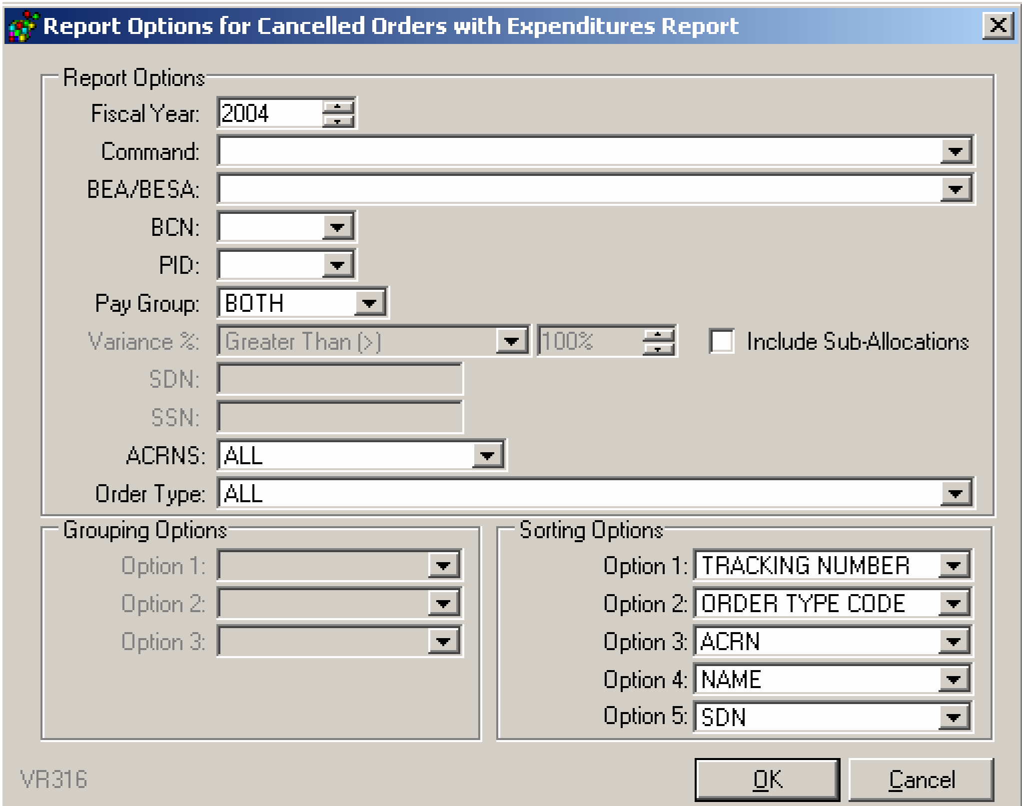

Once the selections are made and the OK button is clicked, the following report is displayed:



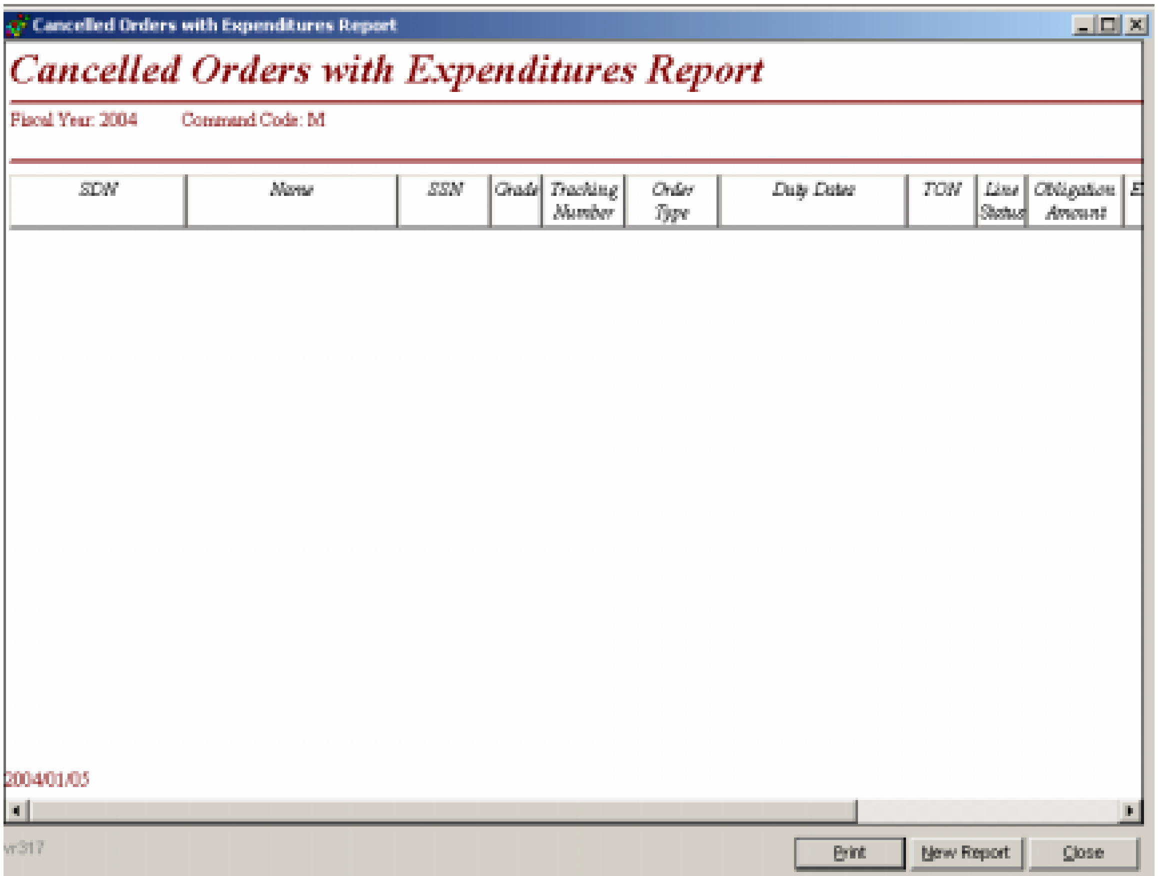

This report will show the Comptroller all records in the system whose obligation was different than the liquidation that has posted from the official Marine Corps Audit System.

### *Cancellation Report*

The next report is the Cancellation Report. It also allows the Comptroller to choose the Command and other variable criteria to be used to create the report.

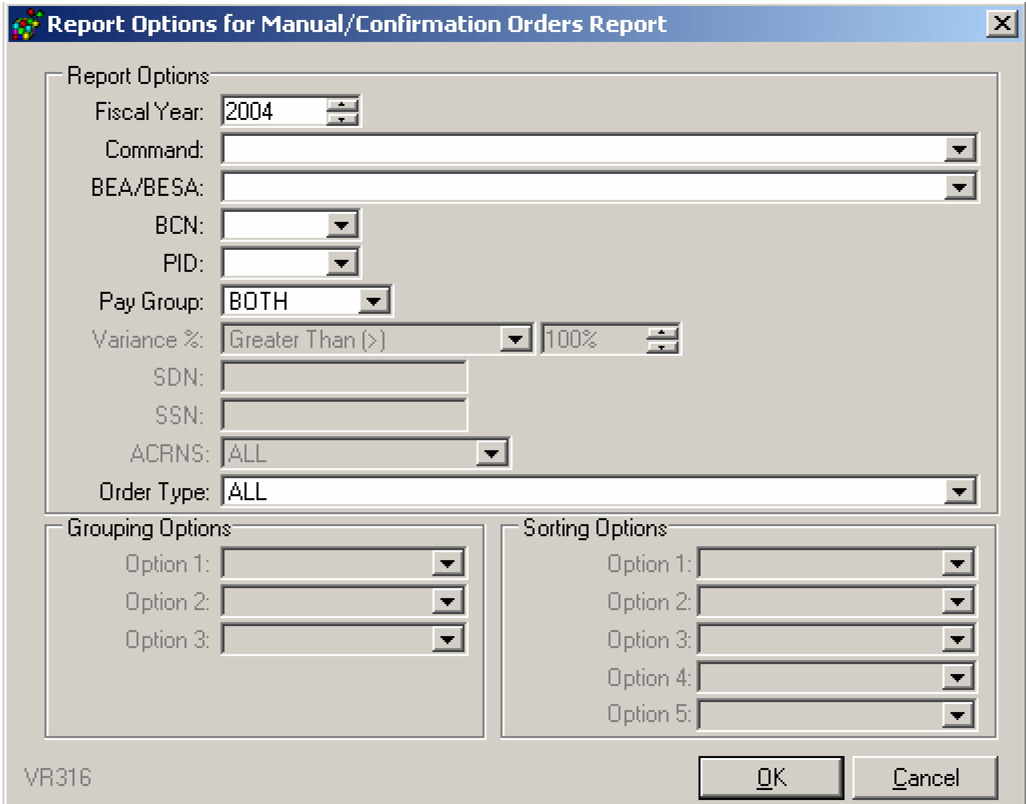



When the criteria is entered and OK is clicked, the following report is displayed:

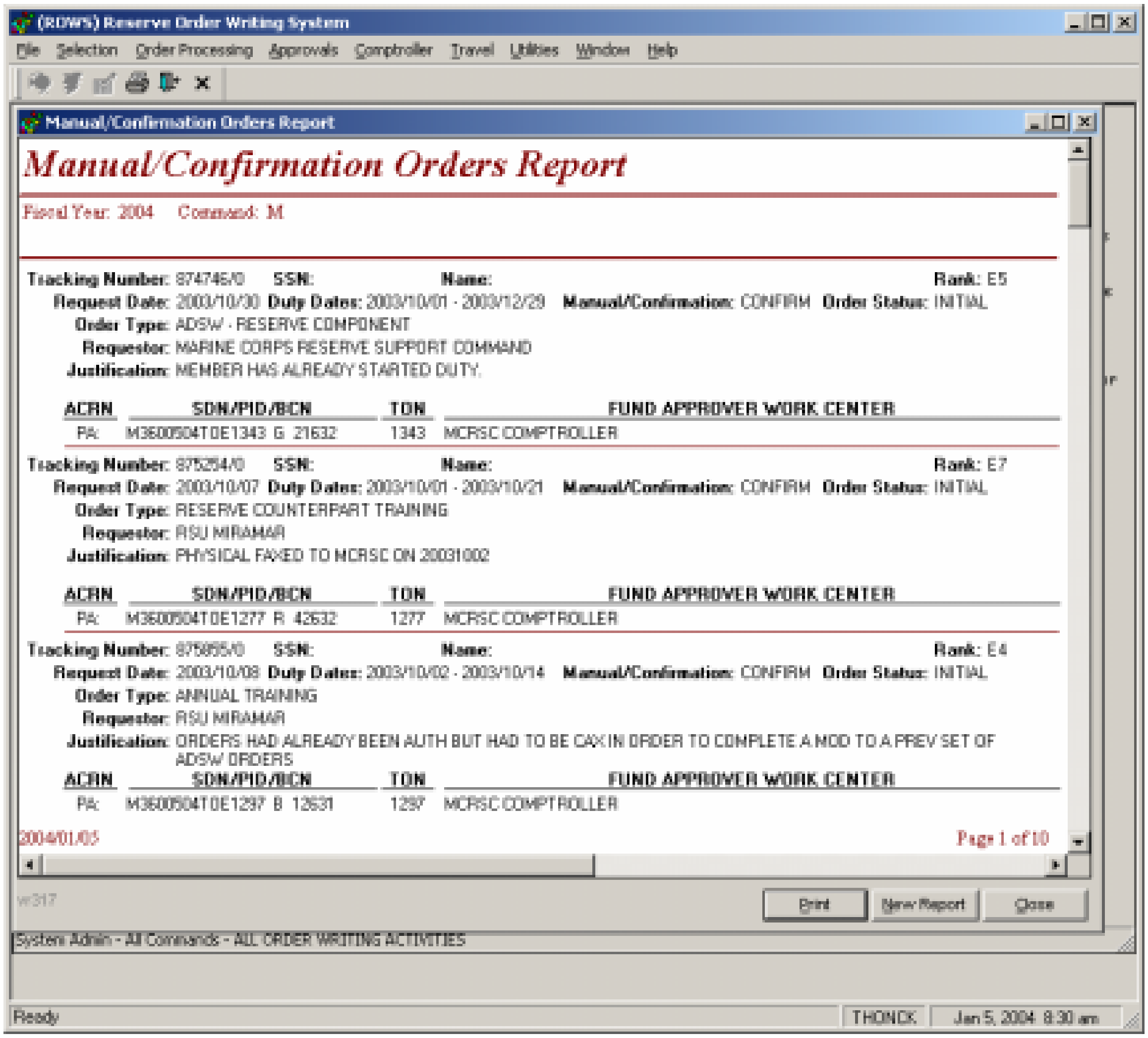



### *Manual/Confirmation Orders Report*

The final report under the Financial tab drop down is the Manual Confirmation Orders Report. The first screen allows the Comptroller to enter the variable criteria to be used to create the report which shows orders that had either been done manually before being reentered into ROWS and the orders which were created after the Start Date has passed, making them Confirmation Orders.




As soon as the criteria is entered and the OK button is clicked, the following report is displayed:

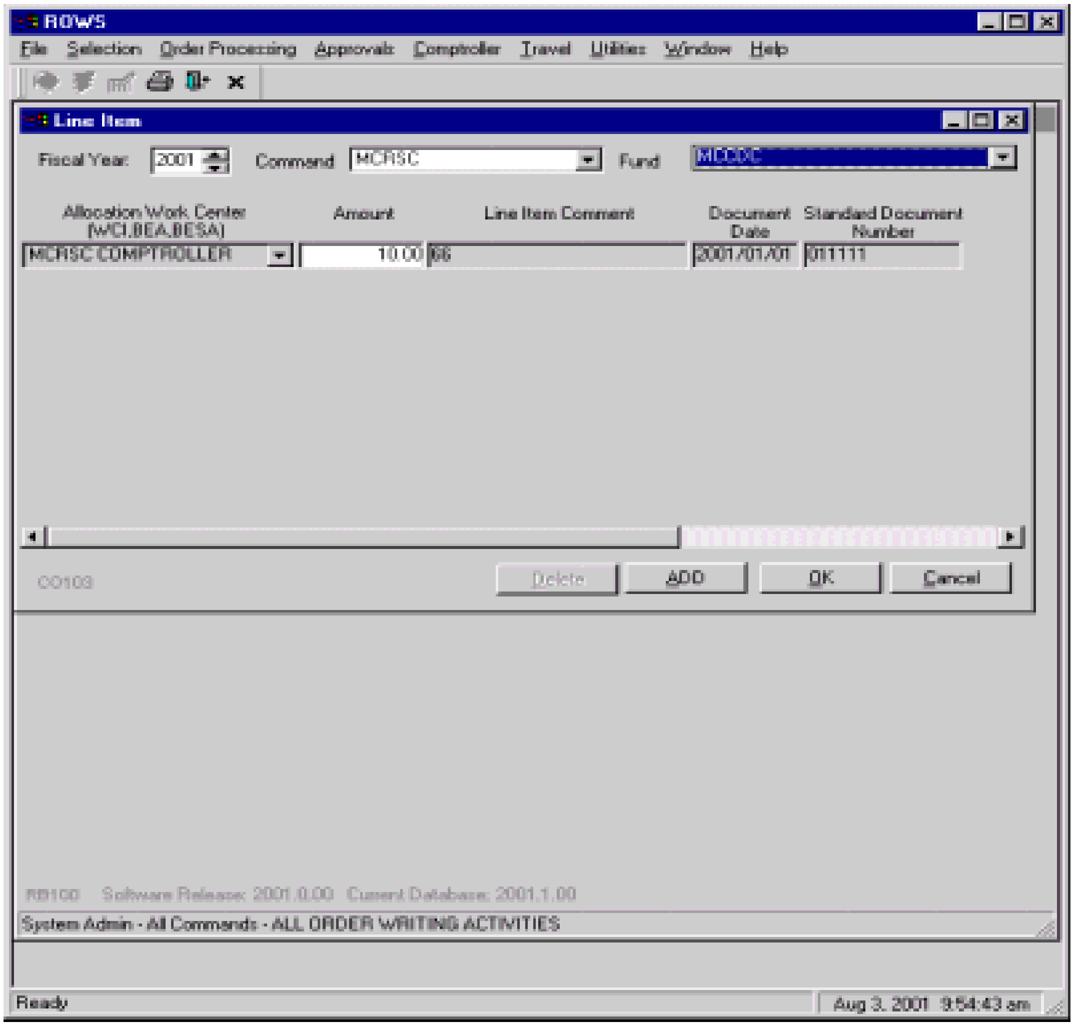



## *Line Item*

This window allows you to add, change or delete a line item.

### How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Comptroller** menu, choose **Line Item**.  The **Line Item** window opens.




**To View a List of Line Items**

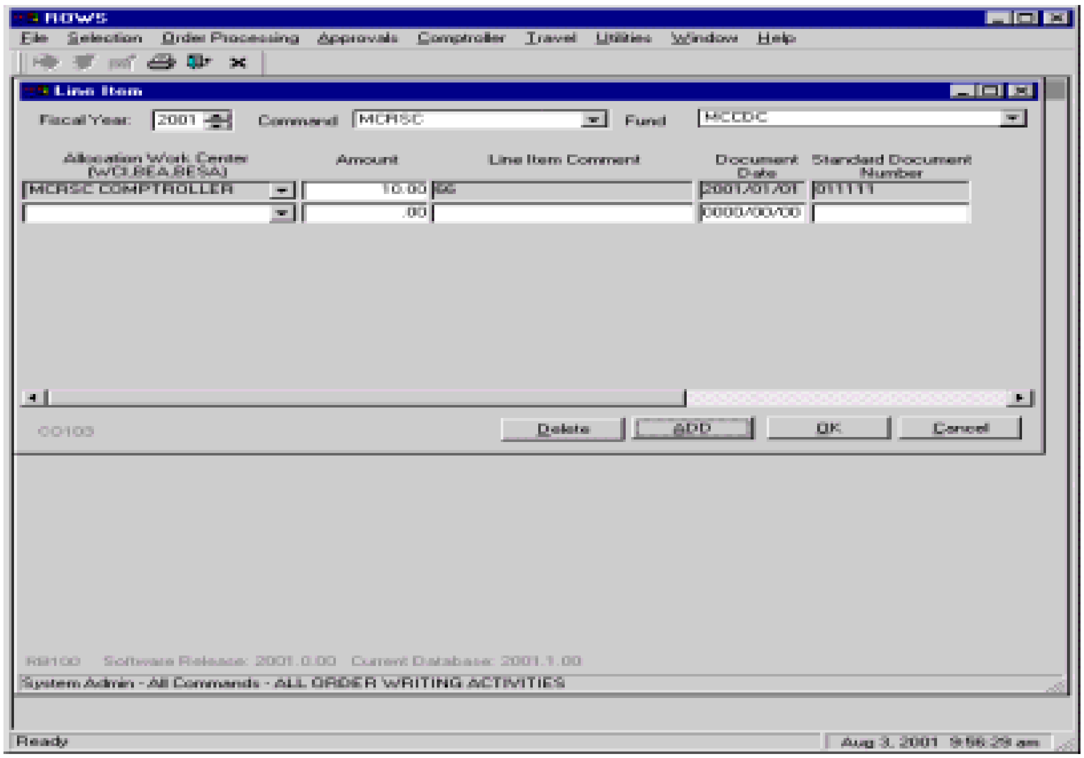
1. In the **Fiscal Year** list, select a year.
2. In the **Command** list, select a command.
3. In the **Fund** list, select the fund you want to work with. Existing line items display.

The window displays the following information:

- Allocation Work Center
- Allocated Amount
- Line Item Comment
- Document Date
- Standard Document Number

**To Add a Line Item**

1. Choose **Add**. A blank line displays for additional fund entries.
2. In the **Allocation Work Center** list, select a work center.
3. In the **Amount** box, type the adjustment in DDDDDDDDDD.cc format.
4. In the **Line Item Comment** box, type a comment, up to 100 characters.
5. In the **Document Date** box, type the effective date of the supporting document in YYYY/MM/DD format.
6. In the **Standard Document Number** box, type the standard document number, up to 15 digits.




### To Change a Line Item

1. In the **Line Item** list, select a record.
2. In the **Amount** box, type the adjustment in DDDDDDDDDD.cc format.

### To Delete a Line Item

1. In the **Line Item** list, select the fund you want to delete.
2. Choose **Delete**.

### To Exit this Window

- Do one of the following:

- If you want to update your changes, choose **OK**. Your changes are updated and you return to the previous window.

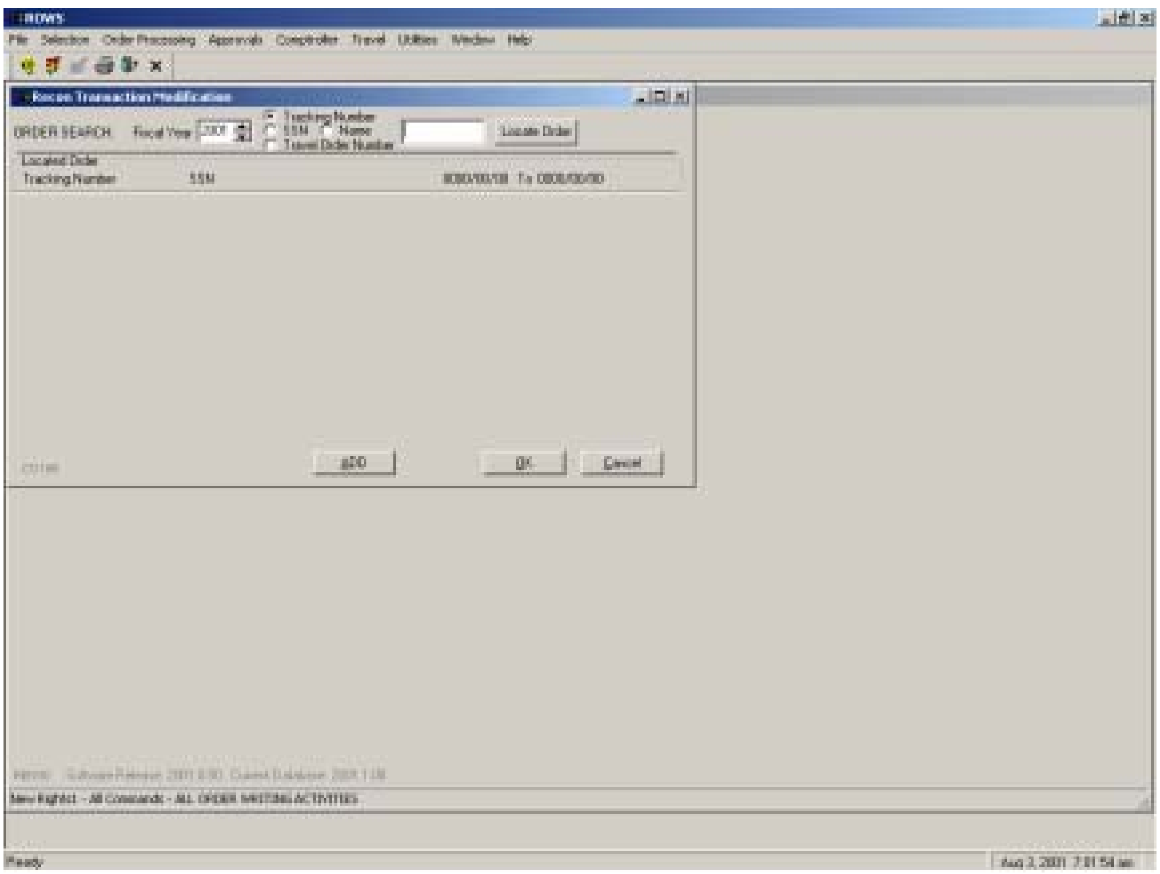
- If you do not want to update your changes, choose **Cancel**.  You return to the previous window.

## *Recon Transaction Modification*

This window allows you to add transaction records to Reconciliation (Recon) Review and to search for a selected record by tracking number, SSN, name, or travel order number.

### How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Comptroller** menu, select **Recon**, then choose **Modify/View Recon**.  The **Recon Transaction Modification** window opens.




The window displays the following information:

**<u>Located Order</u>**

- Tracking Number
- Social Security Number
- Name (Last, First, Middle Initial)
- Start Date
- End Date

**Pay Information**

- Travel Order Number
- Fiscal Year
- Appropriation Type
- Obligated Amount
- Obligated Employer Contribution
- Fund
- Work Center

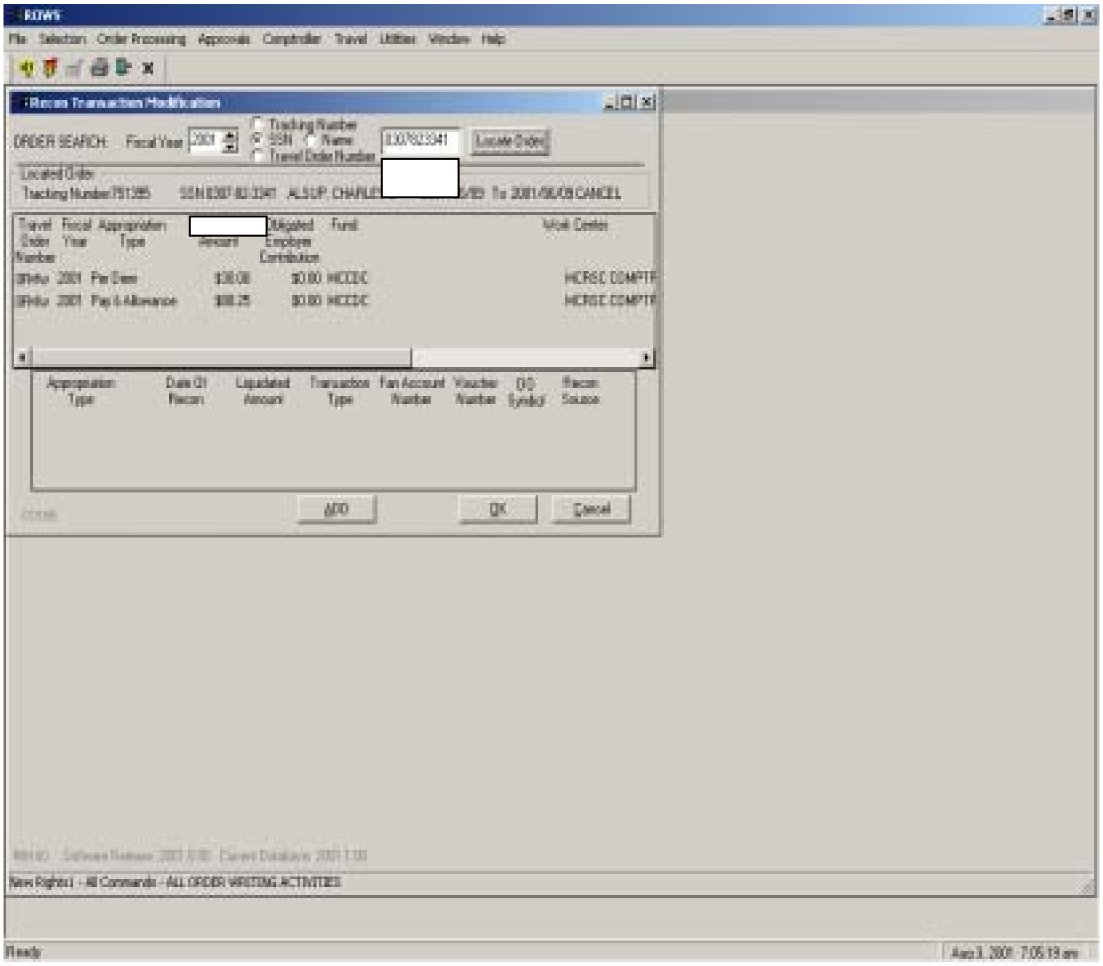
**Reconciliation Transactions**

- Appropriation Type
- Date of Recon
- Liquidated Amount
- Transaction Type
- Functional Accounting Number
- Voucher Number
- DO Symbol
- Recon Source

**To View a Recon Transaction**

1. In the **Fiscal Year** list, select a year**.**
2. Do one of the following:
    - If you want to search by tracking number, choose **Tracking Number** and in the value box, type the 8-digit tracking number.
    - If you want to search by SSN, choose **SSN** and in the value box, type the 10-character SSN.
    - If you want to search by the member's last name, choose **Name** and in the value box, type the last name, up to 15 characters.
    - If you want to search by travel order number, choose **Travel Order Number**, and in the value box, type the 4-character travel order number.
3. Choose **Locate Order**. If you selected tracking number, the orders display.

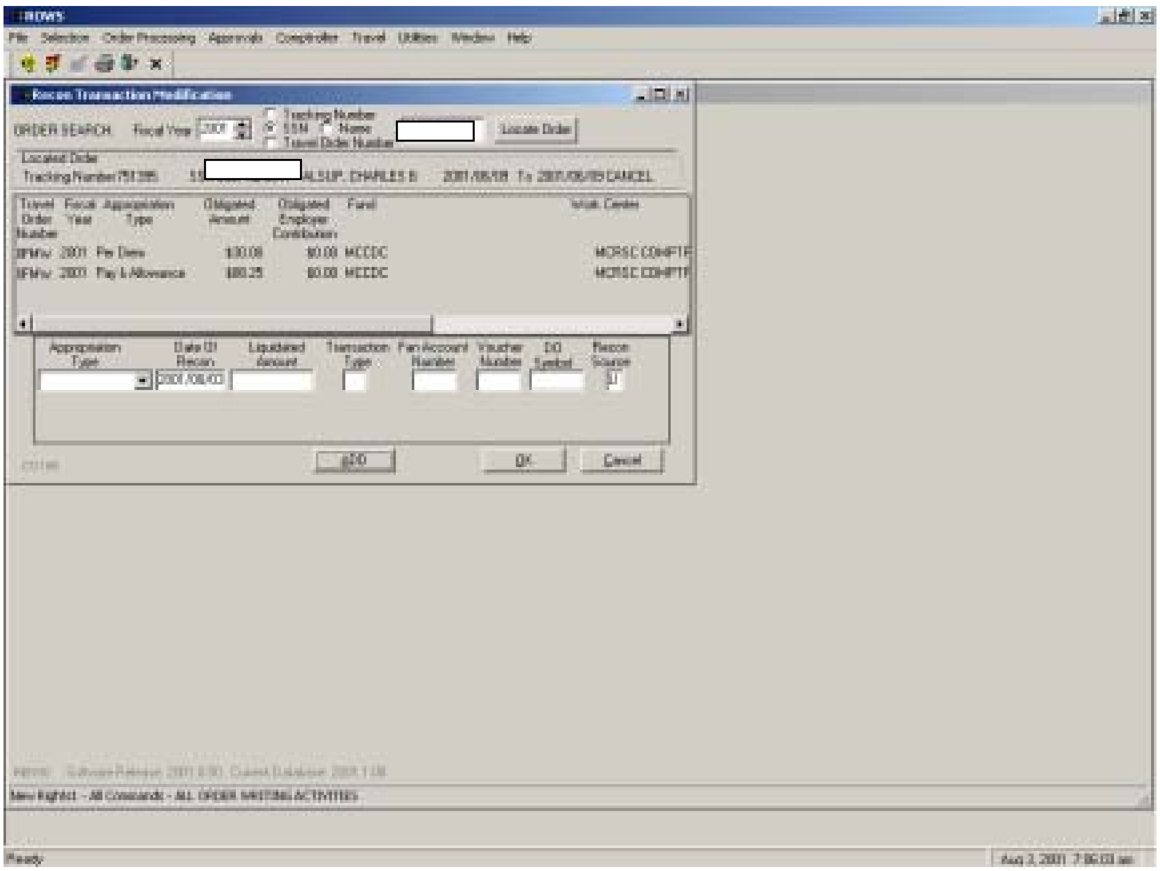
4. If you selected any of the other options, the **Order Selection** window opens. After selecting the orders you want, you return to this window and the orders display.




**To Add Records to Recon View**

1. Choose **ADD**. A blank line displays for additional fund entries.
2. In the **Appropriation Type** list, select an appropriation type.
3. In the **Date of Recon** box, type the effective date of the supporting document in YYYY/MM/DD format.

4. In the **Liquidated Amount** box, type the adjustment in DDDDDDDD.cc format.
5. In the **Transaction Type** box, type 1K or 2D, whichever is applicable.
6. In the **Fan Account Number** box, type the 5-digit FAN.
7. In the **Voucher Number** box, type the 5-character voucher number.
8. In the **DO Symbol** box, type the 5-character DO Symbol.



## *Copy Funds to New Year*

This window allows you to copy fund definitions from one fiscal year to another year farther into the future.

### How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Comptroller** menu, choose **Copy Fund Definitions to New Year**. The **Copy Funds to New Year** window opens.

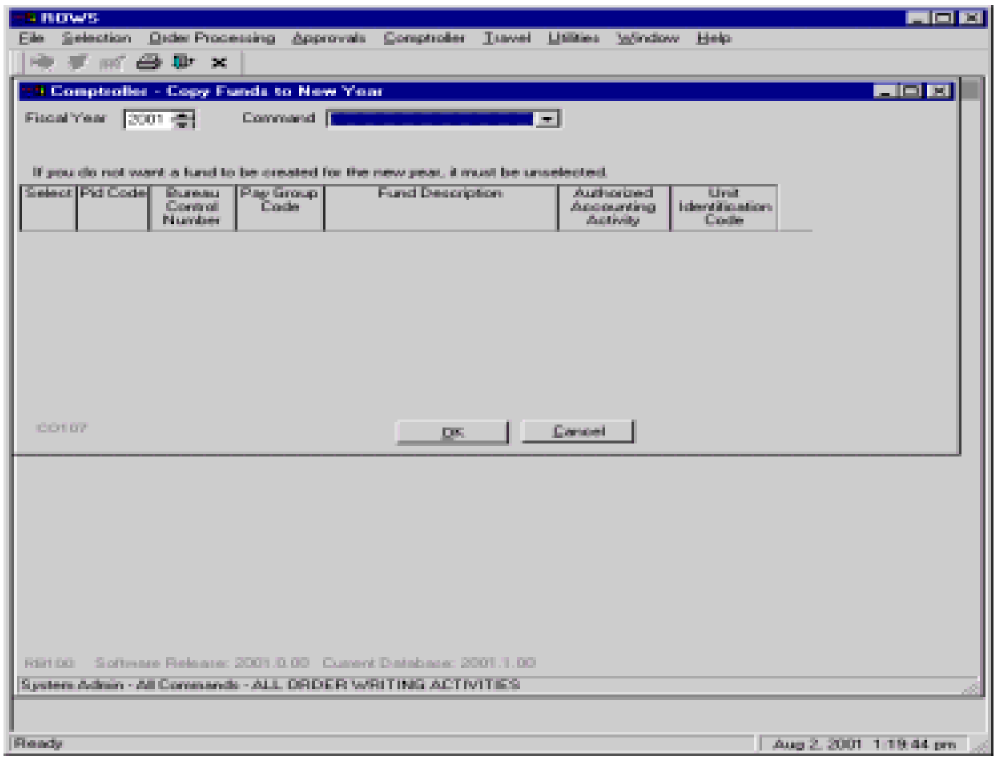
### To Select the Coming Year

1. In the **Fiscal Year** list, select the desired year.

2. In the **Command** list, select the desired command option.

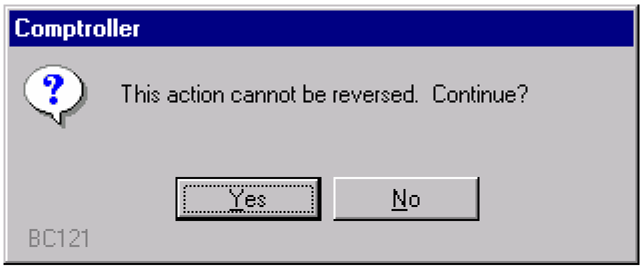
This window displays the following information:

- Command
- Creating fund for [Copy] year from [Source] year
- Project Identification Code
- Bureau Control Number
- Pay Group Code
- Fund Description
- Authorized Accounting Activity
- Unit Identification Code



**To Copy All Fund Definitions to the Coming Year**

1. Choose **OK**. A message prompts you to confirm the copy process. The copying cannot be reversed.
2. Do one of the following:
   - To copy the definitions, choose **Yes**. You return to the previous window.
   - To cancel, choose **No**. You return to the **Copy Funds to New Year** window.




**To Copy Selected Fund Definitions to the Coming Year**

1. Deselect one or more definitions you do not want to copy.
2. Choose **OK**. A message prompts you to confirm the copy process. The copying cannot be reversed.
3. Do one of the following:
   - To copy the definitions, choose **Yes**. You return to the previous window.
   - To cancel, choose **No**. You return to the **Copy Funds to New Year** window.

**To Exit this Window**

- **Choose** Cancel**. You return to the previous window.**

**To Exit this Window**

➢ Do one of the following:

- If you want to update your changes, choose **OK**.  The record is updated and you return to the previous window.
- If you do not want to update your changes, choose **Cancel**.  You return to the previous window.

# TRAVEL

## Reservations

This window lists members whose request for orders have been routed to the Reservations Office. You can make reservations for commercial transportation and/or rental car.

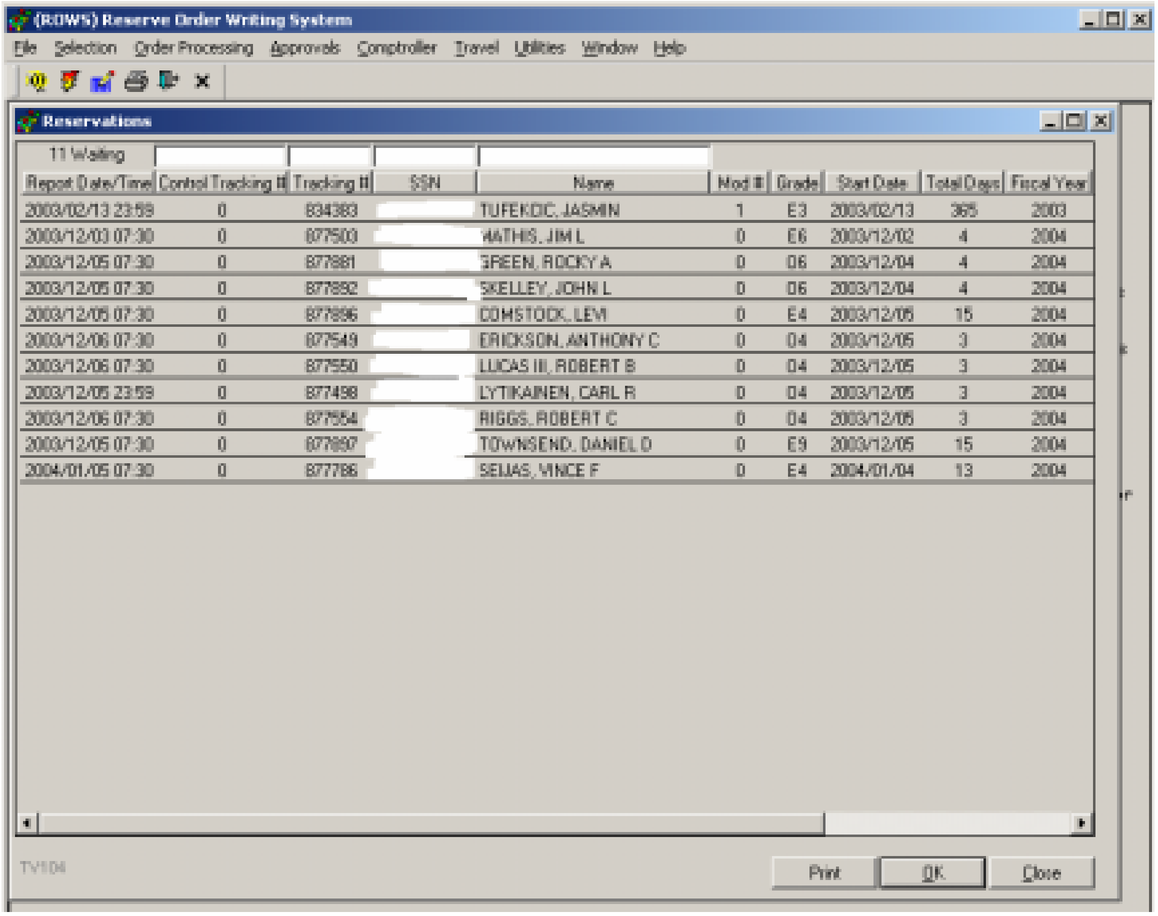
## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Travel** menu, choose **Reservations**. The **Reservations** window opens.

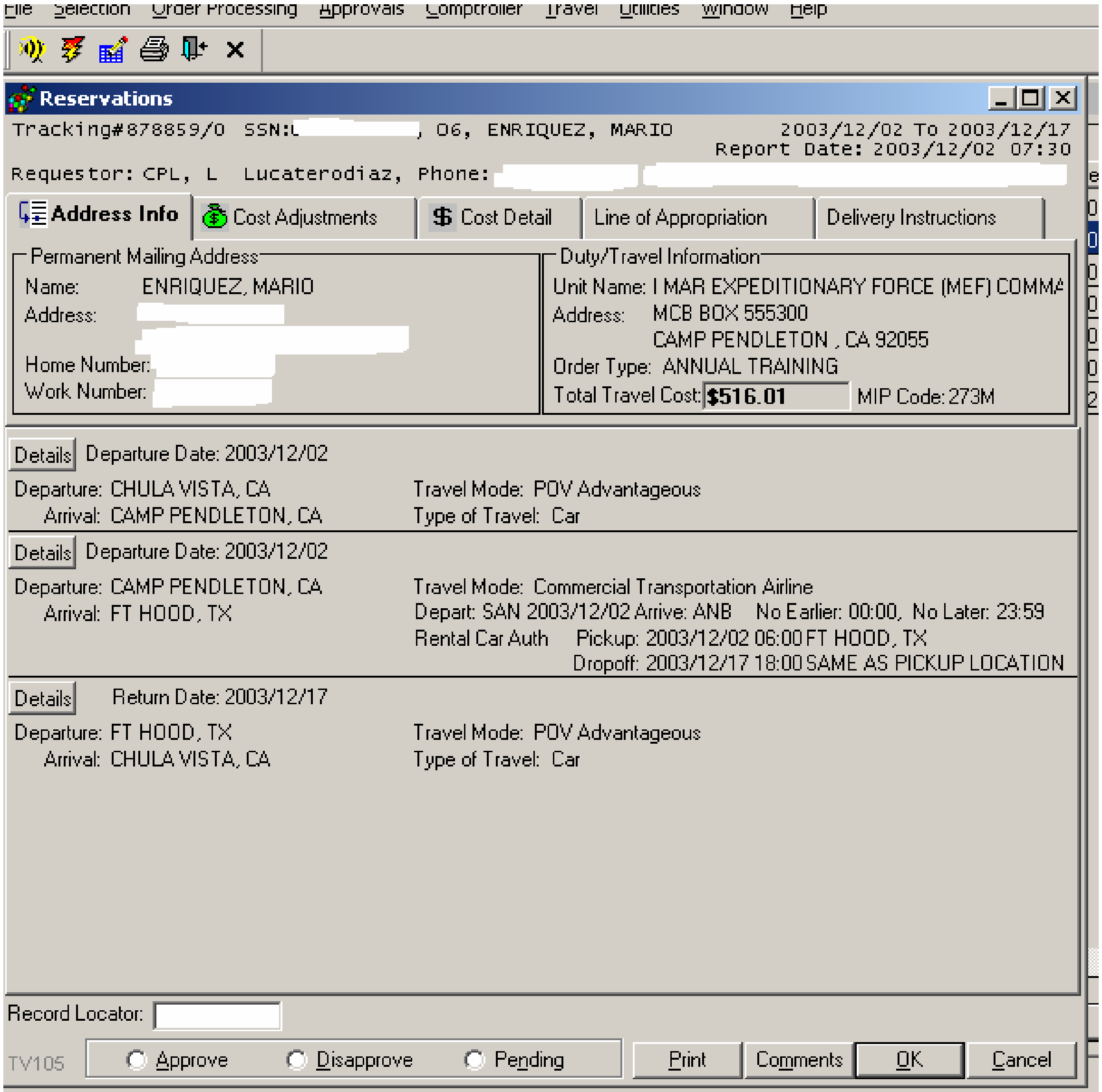
This window displays the following information:

- Reporting Date/Time
- Control Tracking Number
- Tracking Number
- SSN
- Name
- Grade
- Start Date
- Total Days
- Fiscal Year
- Status
- Order Type

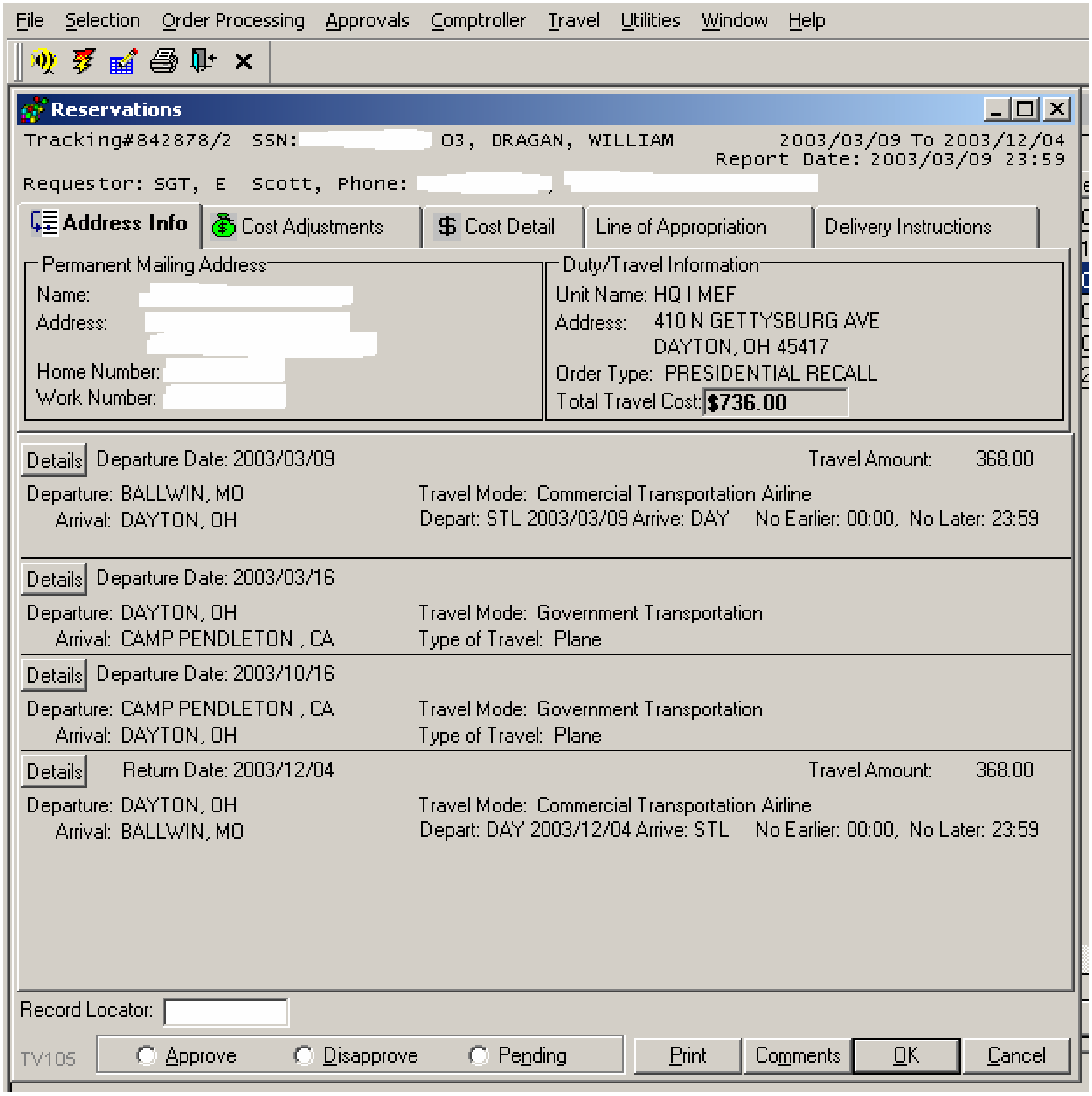
The Reservations clerk can then click on the record to be updated and Detail Record will be displayed.



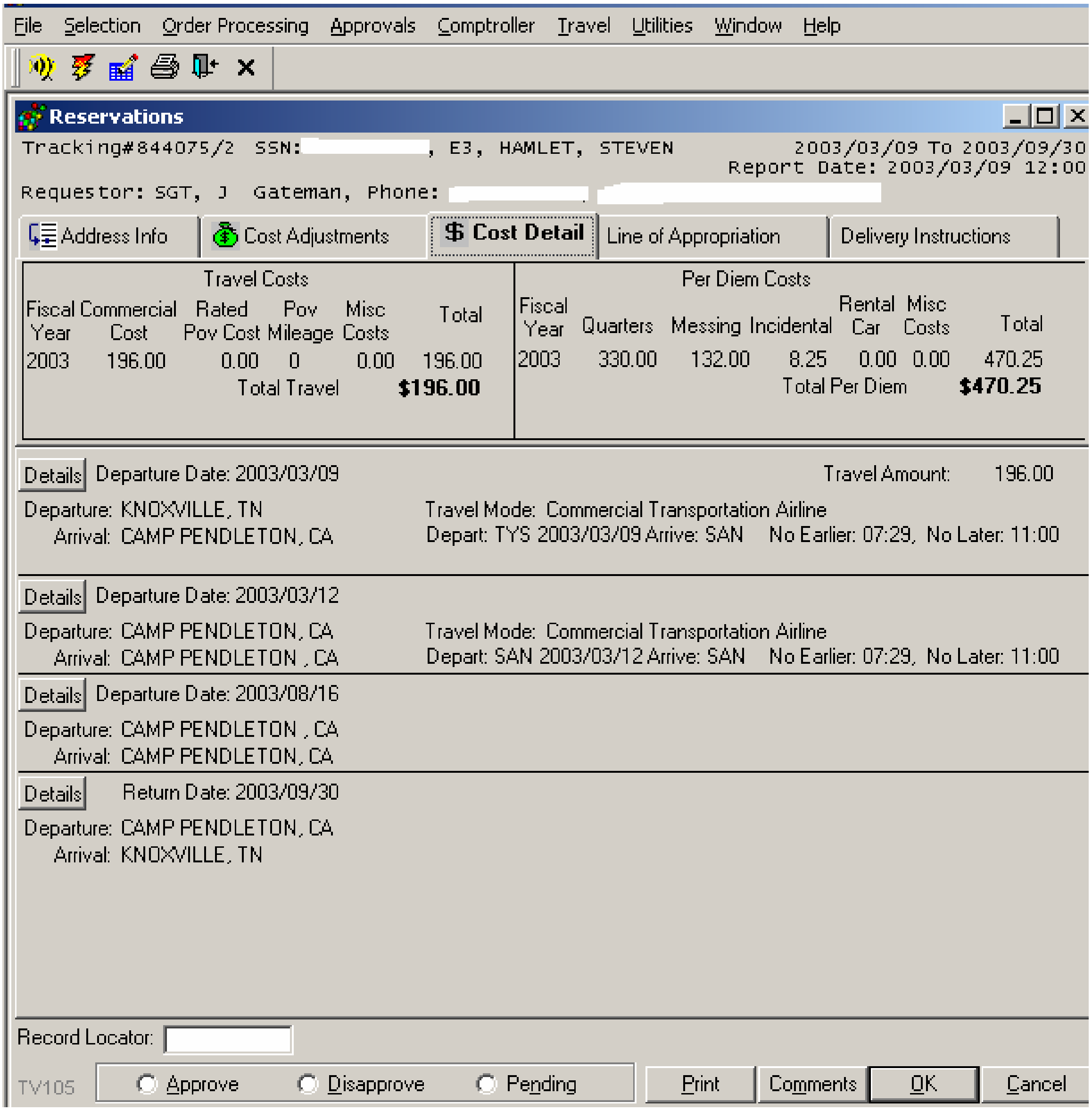

The next screen displays the tabular information regarding the reservations which need to be made such as commercial airline tickets, GTR costs for POV Not Advantageous, IDT Orders, and Rental Cars.  There are five tabs available, the first one is the Address Info which just shows the summary information of who the traveler is, where he is going and all of the legs of travel detail which must be viewed.



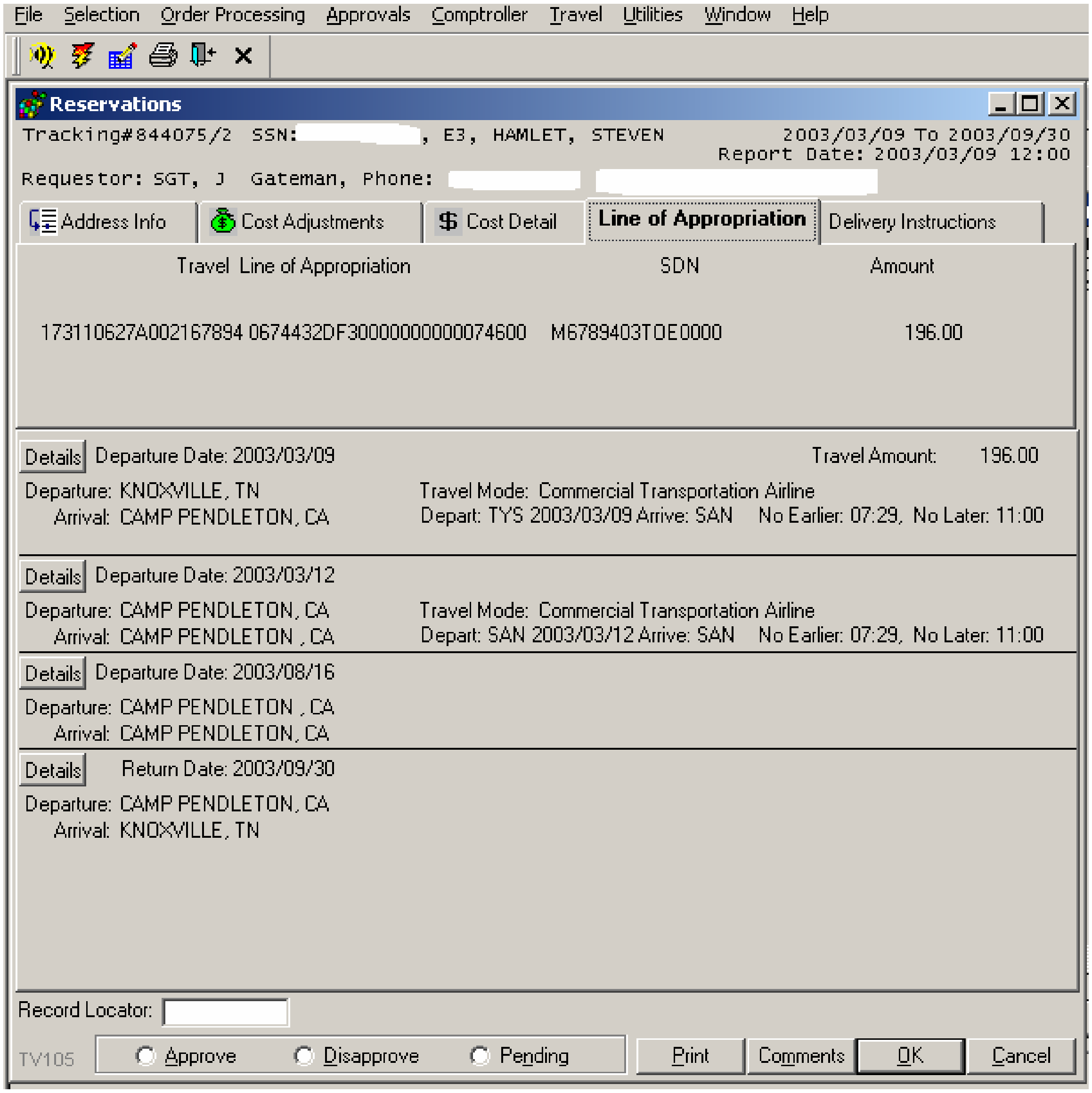

The next tab is the cost adjustments tab. The screen allows the reservation clerk to adjust the rental car rate or the commercial airline ticket cost.



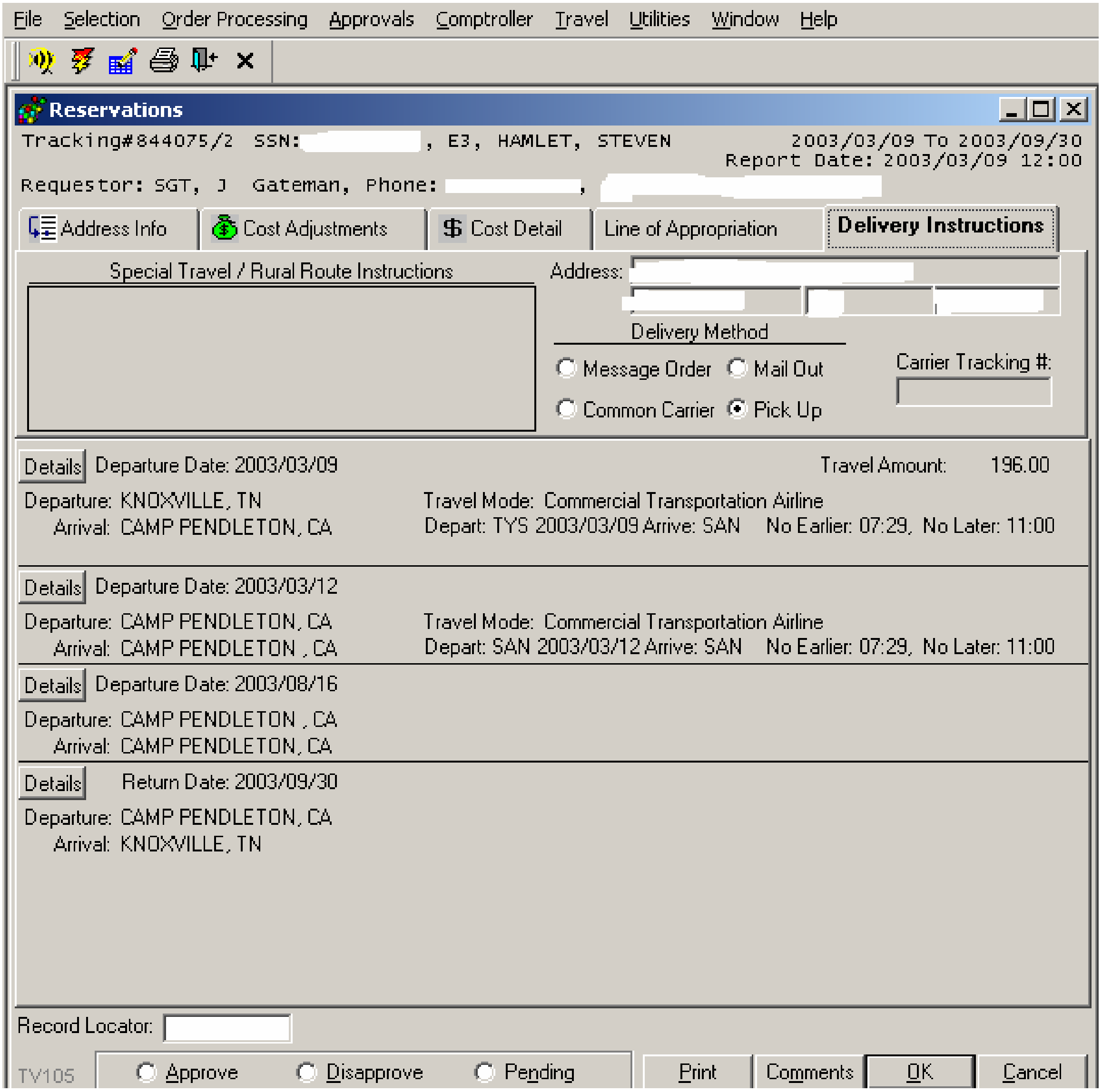

If the reservations clerk clicks on one of the Details buttons, the following screen will appear with the information on times, airports, special instructions for the TMO.




The next tab is called the Line of Appropriation which displays all monies that were used by the Tracking Number.

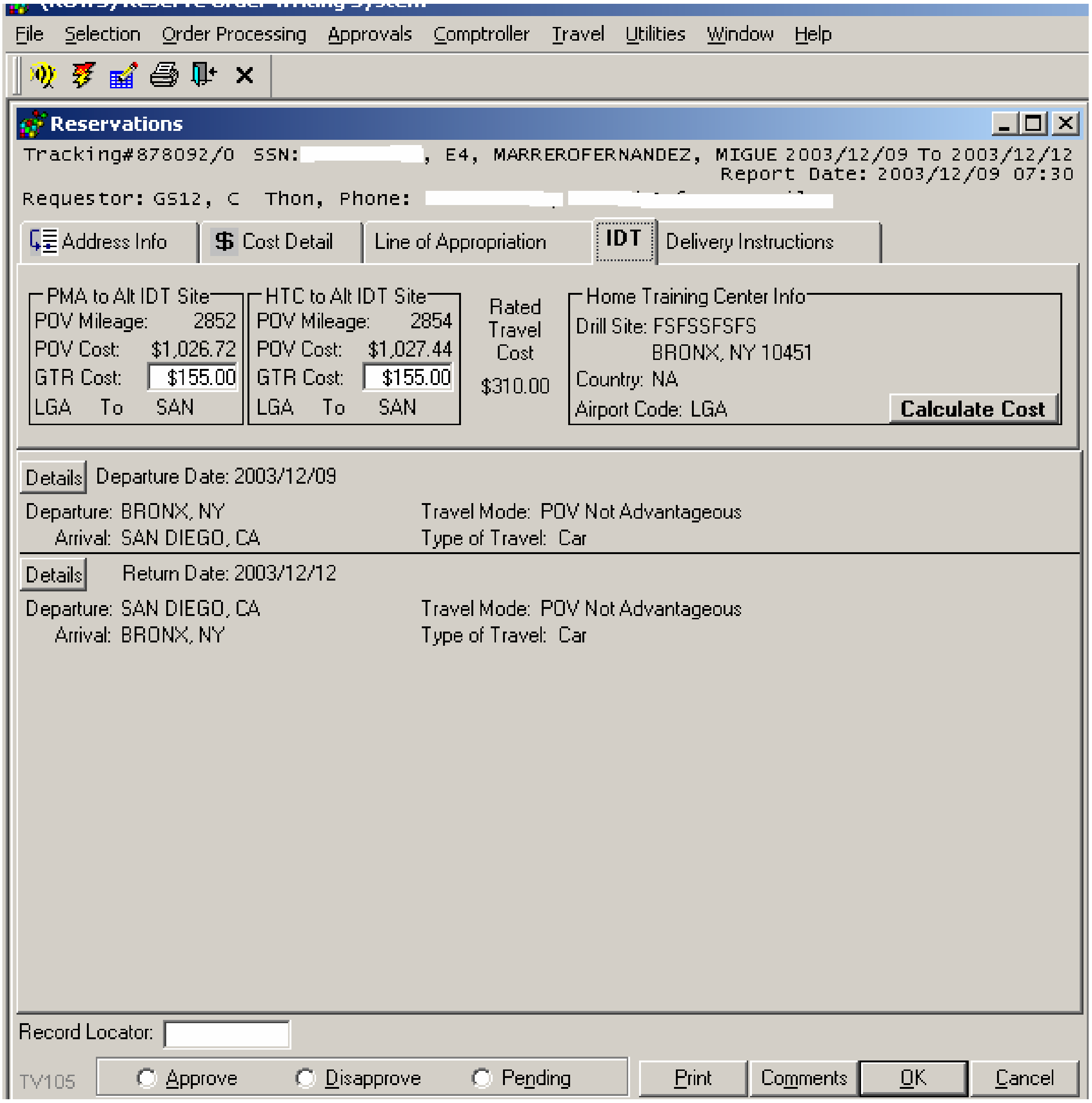



The final tab is called Delivery Instructions. It provides a place for the Reservation clerk to see any special delivery information.




## To View information for a Member with POV NOT Advantageous to Gov or IDT orders

If the member is traveling POV, not advantageous to the government, the Request Entry process will figure the cost of a GTR and place that in the record. Then when the record is routed to Reservations, the Reservation Clerk can see that amount and override it. The following screen is what is displayed in Reservations.


File Selection Order Processing Approvals Comptroller Travel Utilities Window Help
Reservations
Tracking#878092/0 SSN: , E4, MARREROFERNANDEZ, MIGUE 2003/12/09 To 2003/12/12
Report Date: 2003/12/09 07:30
Requestor: GS12, C Thon, Phone:
Address Info
Cost Detail
Line of Appropriation
IDT
Delivery Instructions
PMA to Alt IDT Site
POV Mileage: 2852
POV Cost: $1,026.72
GTR Cost: $155.00
LGA To SAN
HTC to Alt IDT Site
POV Mileage: 2854
POV Cost: $1,027.44
GTR Cost: $155.00
LGA To SAN
Rated Travel Cost
$310.00
Home Training Center Info
Drill Site: FSFSSFSFS
BRONX, NY 10451
Country: NA
Airport Code: LGA
Calculate Cost
Details
Departure Date: 2003/12/09
Departure: BRONX, NY
Arrival: SAN DIEGO, CA
Travel Mode: POV Not Advantageous
Type of Travel: Car
Details
Return Date: 2003/12/12
Departure: SAN DIEGO, CA
Arrival: BRONX, NY
Travel Mode: POV Not Advantageous
Type of Travel: Car
Record Locator:
TV105
Approve
Disapprove
Pending
Print
Comments
OK
Cancel

## To Attach Comments

➢ Choose **Comments**. A comments window opens. See the **Enter Comments** topic for more information.

## To Change the Status

1. Do one of the following:
   - To approve the reservation, select **Approve**.
   - To deny the reservation, select **Disapprove**. A comments window opens and informs you the reservation has been disapproved. Follow the steps in the **Enter Comments** topic.
   - If you are unable to complete the reservation process, select **Pending**.
2. Choose **OK**. You return to either the **Reservations** or **Transportation Management Office (TMO)** window.

## To Print Reservation Information

➢ Choose **Print**.

## To Exit this Window

➢ Choose **Cancel**. You return to the previous window.

## *Transportation Management Office*

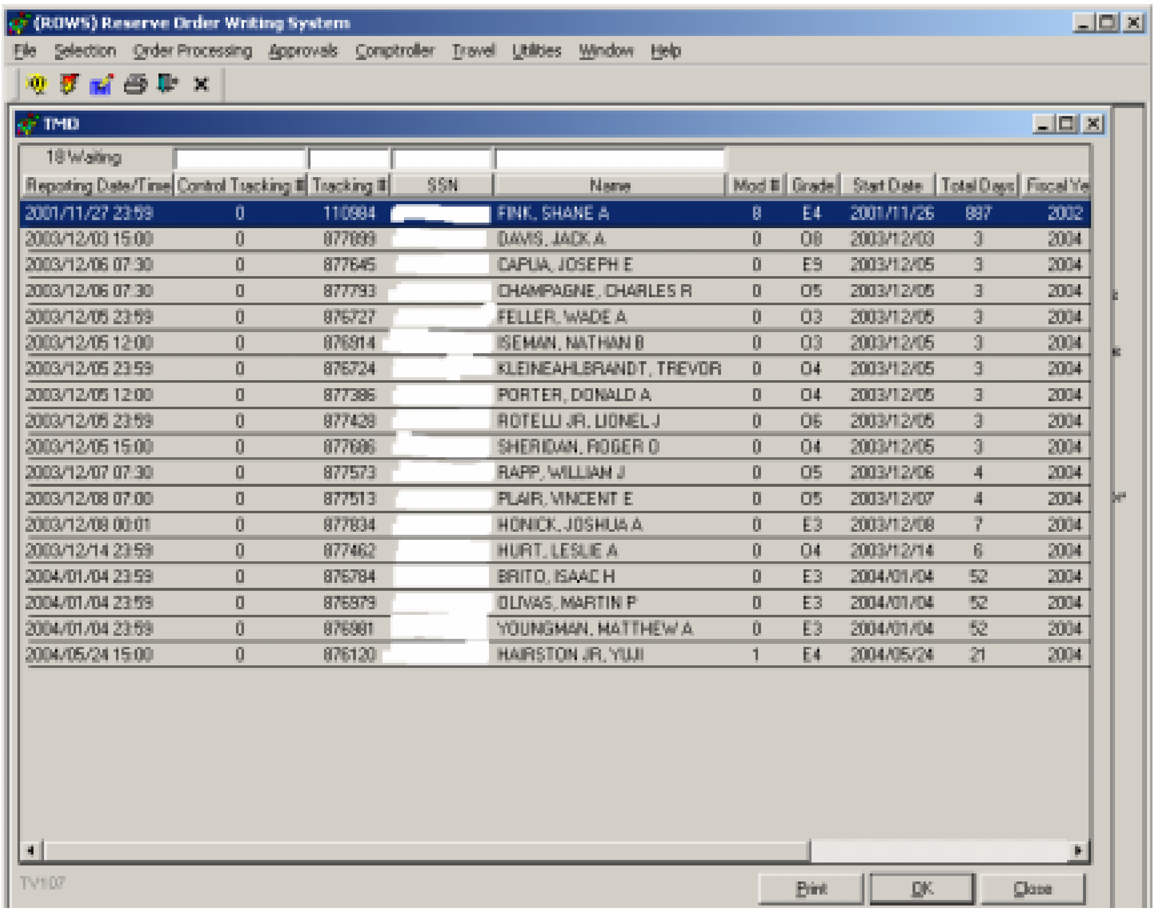
This window lists members whose request for orders have been authenticated and routed to the Transportation Management Office (TMO) for the issuance of tickets. This window also allows you to change a member's reservation, if required, after it has been made.

## How Do I Get Here?

3. Begin on any **ROWS** window.
4. From the **Travel** menu, choose **TMO**. The **Transportation Management Office (TMO)** window opens.

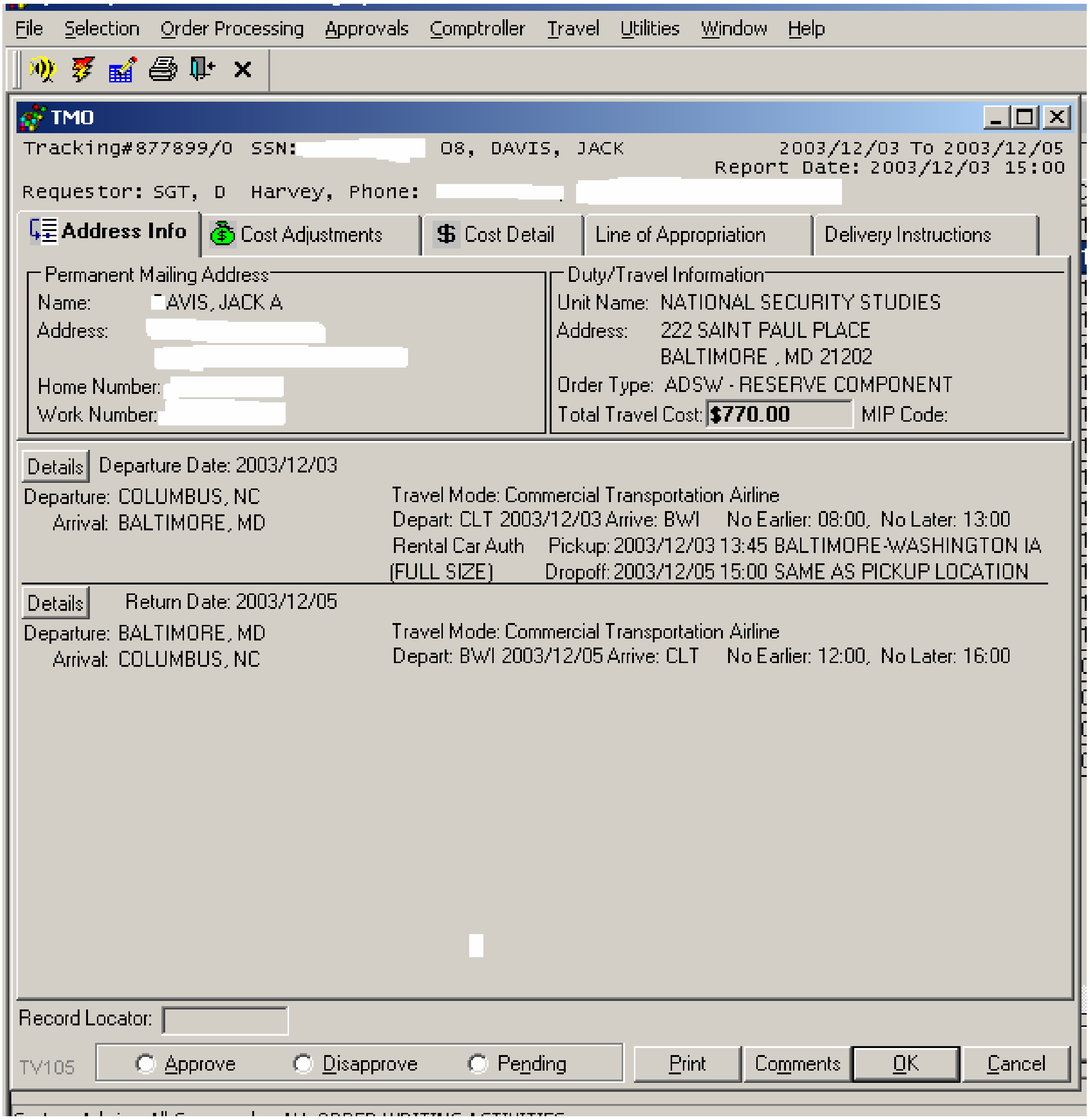
This window displays the following information:

- Rporting Date/Time
- Control Tracking Number
- Tracking Number
- SSN
- Name
- Grade
- Start Date
- Total Days
- Fiscal Year
- Status
- Order Type




## To Select a Member

1. Select a member from the list.
2. Choose **OK**. The **Approvals** window opens and displays the **Travel Reservations Detail** tab.




The TMO can adjust any costs to the travel, approve or disapprove the ticket, or place the record in a pending status. The tabs are the same as on the Reservations Menu.

## To Exit this Window

- Choose **Close**. You return to the previous window.

## *Travel Cancellations*

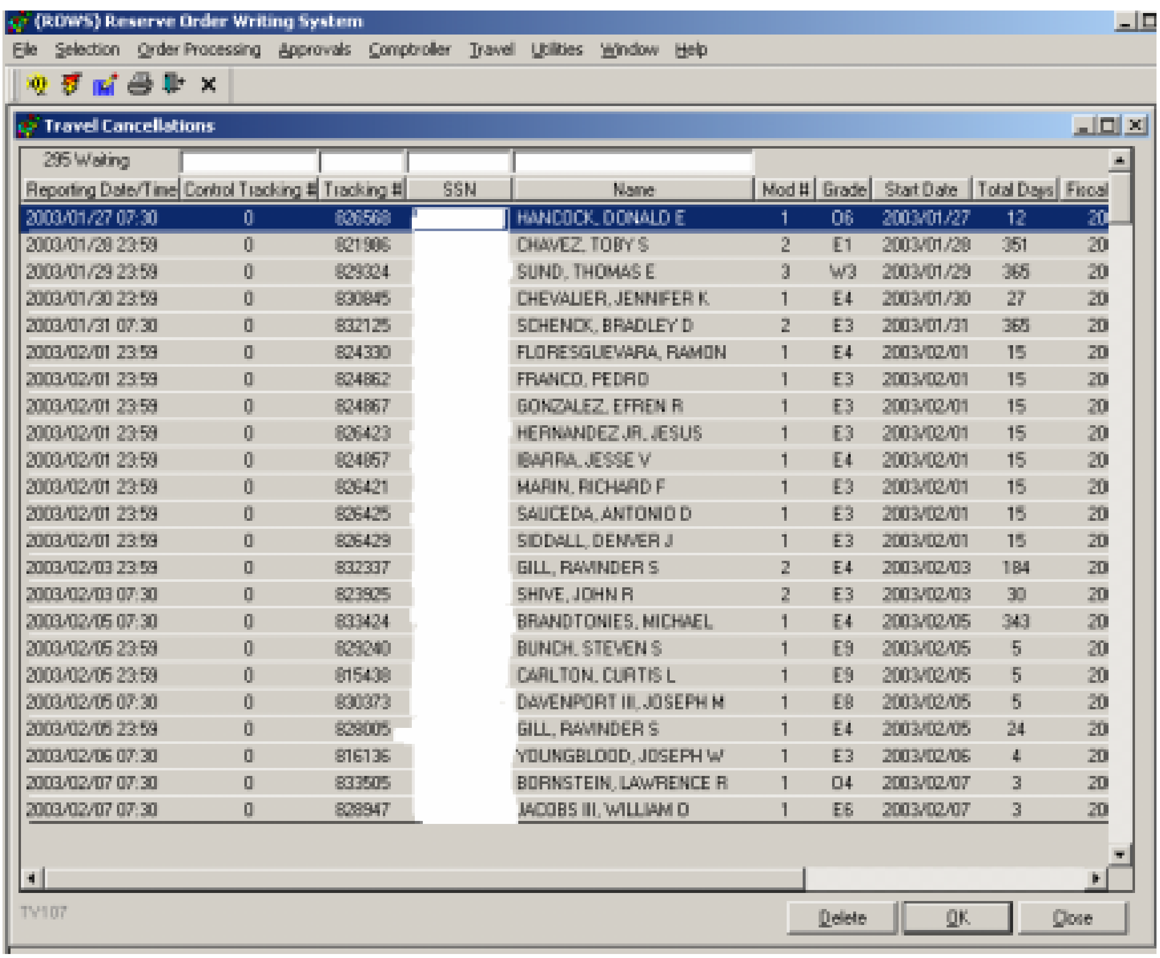
This window displays a list of travel orders that have been cancelled. It also allows you to delete a record or to select it for further review.

## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Travel** menu, choose **Travel Cancellations**. The **Travel Cancellations** window opens.

This window displays the following information:

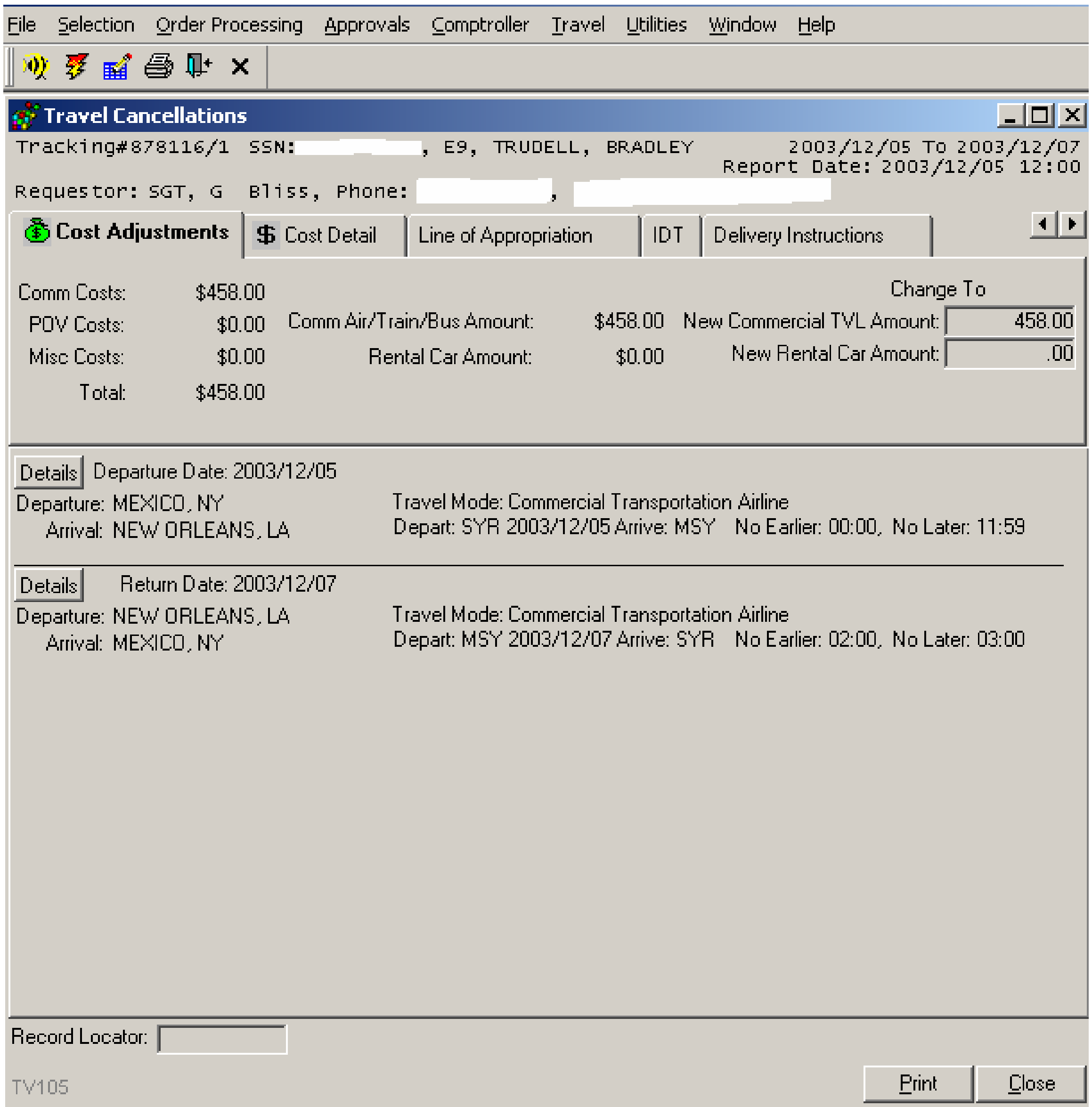
- Control Tracking Number
- Tracking Number
- Social Security Number
- Name
- Start Date
- End Date
- Total Days
- Order Type




| Reporting Date/Time | Control Tracking # | Tracking # | SSN | Name | Mod # | Grade | Start Date | Total Days | Fiscal |
|---|---|---|---|---|---|---|---|---|---|
| 2003/01/27 07:30 | 0 | 826568 | | HANCOCK, DONALD E | 1 | O6 | 2003/01/27 | 12 | 20 |
| 2003/01/28 23:59 | 0 | 821906 | | CHAVEZ, TOBY S | 2 | E1 | 2003/01/28 | 351 | 20 |
| 2003/01/29 23:59 | 0 | 829324 | | SUND, THOMAS E | 3 | W3 | 2003/01/29 | 365 | 20 |
| 2003/01/30 23:59 | 0 | 830845 | | CHEVALIER, JENNIFER K | 1 | E4 | 2003/01/30 | 27 | 20 |
| 2003/01/31 07:30 | 0 | 832125 | | SCHENCK, BRADLEY D | 2 | E3 | 2003/01/31 | 365 | 20 |
| 2003/02/01 23:59 | 0 | 824330 | | FLORESGUEVARA, RAMON | 1 | E4 | 2003/02/01 | 15 | 20 |
| 2003/02/01 23:59 | 0 | 824862 | | FRANCO, PEDRO | 1 | E3 | 2003/02/01 | 15 | 20 |
| 2003/02/01 23:59 | 0 | 824867 | | GONZALEZ, EFREN R | 1 | E3 | 2003/02/01 | 15 | 20 |
| 2003/02/01 23:59 | 0 | 826423 | | HERNANDEZ JR, JESUS | 1 | E3 | 2003/02/01 | 15 | 20 |
| 2003/02/01 23:59 | 0 | 824857 | | IBARRA, JESSE V | 1 | E4 | 2003/02/01 | 15 | 20 |
| 2003/02/01 23:59 | 0 | 826421 | | MARIN, RICHARD F | 1 | E3 | 2003/02/01 | 15 | 20 |
| 2003/02/01 23:59 | 0 | 826425 | | SAUCEDA, ANTONIO D | 1 | E3 | 2003/02/01 | 15 | 20 |
| 2003/02/01 23:59 | 0 | 826429 | | SIDDALL, DENVER J | 1 | E3 | 2003/02/01 | 15 | 20 |
| 2003/02/03 23:59 | 0 | 832337 | | GILL, RAVINDER S | 2 | E4 | 2003/02/03 | 184 | 20 |
| 2003/02/03 07:30 | 0 | 823925 | | SHIVE, JOHN R | 2 | E3 | 2003/02/03 | 30 | 20 |
| 2003/02/05 07:30 | 0 | 833424 | | BRANDTONIES, MICHAEL | 1 | E4 | 2003/02/05 | 343 | 20 |
| 2003/02/05 23:59 | 0 | 829240 | | BUNCH, STEVEN S | 1 | E9 | 2003/02/05 | 5 | 20 |
| 2003/02/05 23:59 | 0 | 815438 | | CARLTON, CURTIS L | 1 | E9 | 2003/02/05 | 5 | 20 |
| 2003/02/05 07:30 | 0 | 830373 | | DAVENPORT III, JOSEPH M | 1 | E8 | 2003/02/05 | 5 | 20 |
| 2003/02/05 23:59 | 0 | 828005 | | GILL, RAVINDER S | 1 | E4 | 2003/02/05 | 24 | 20 |
| 2003/02/06 07:30 | 0 | 816136 | | YOUNGBLOOD, JOSEPH W | 1 | E3 | 2003/02/06 | 4 | 20 |
| 2003/02/07 07:30 | 0 | 833505 | | BORNSTEIN, LAWRENCE R | 1 | O4 | 2003/02/07 | 3 | 20 |
| 2003/02/07 07:30 | 0 | 828947 | | JACOBS III, WILLIAM O | 1 | E6 | 2003/02/07 | 3 | 20 |

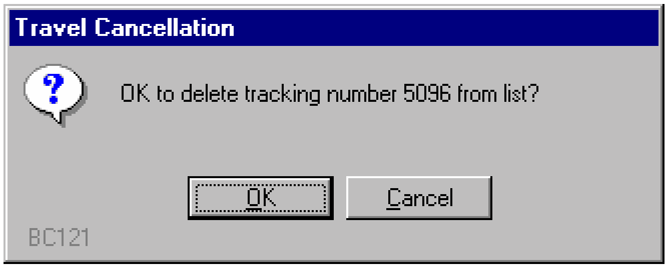
## To View a Cancelled Order

- Select the desired record and choose **OK**. The **Approvals-Travel Cancellations** window opens and displays the **Travel Cancellations Details** tabs.



## To Delete a Cancelled Order

1. Select the desired record.
2. Choose **Delete**. A message prompts you to confirm the deletion process.
5. Do one of the following:
   - To delete the order, choose **OK**. You return to the **Travel Cancellations** window.
   - To cancel, choose **Cancel**. You return to the **Travel Cancellations** window.




## To Exit this Window

➢ Choose **Close**. You return to the previous window.

# UTILITIES

## *Access Rights*

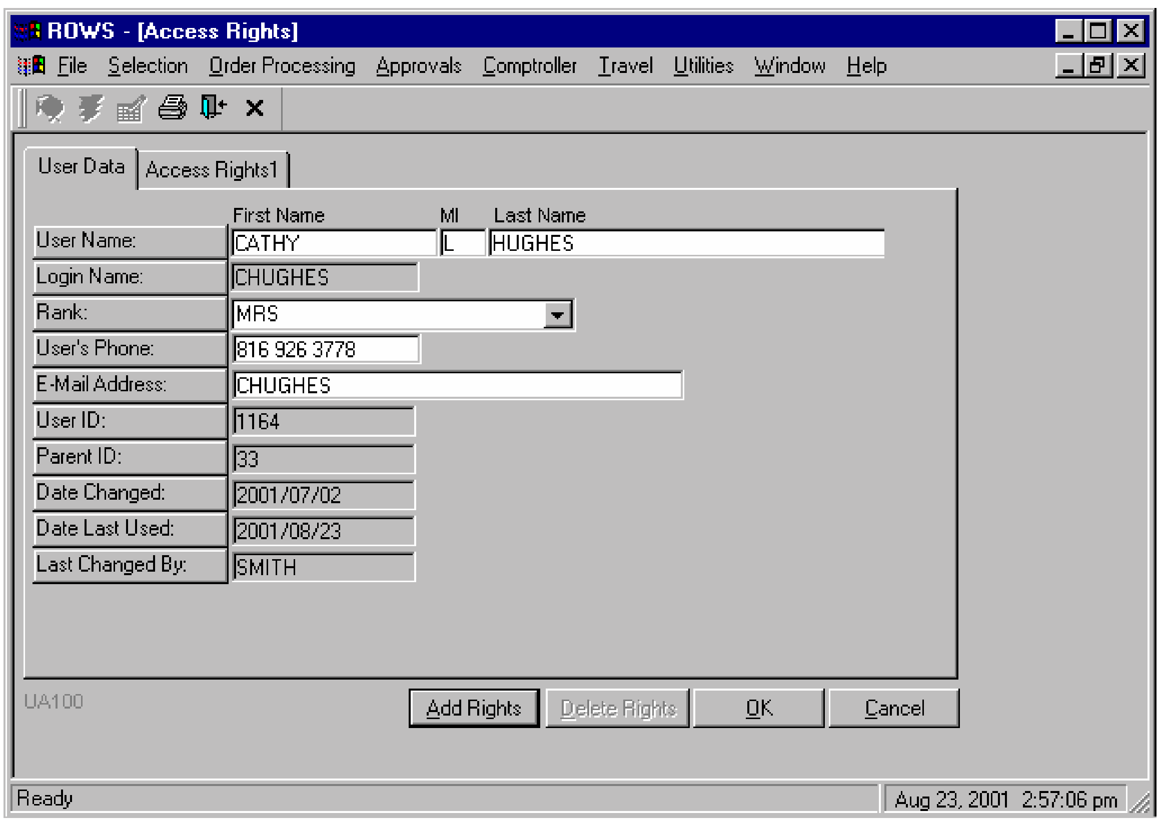
This window allows you to create user profiles. Only users with admin authority can access this window.

**How Do I Get Here?**

1. Begin on any **ROWS** window.
2. From the **Utilities** menu, select **User Access**.
3. Choose **Add User**. The **Access Rights** window opens.

OR

1. Begin on any **ROWS** window.
2. From the **Utilities** menu, select **User Access**.
3. Choose **Maintain Users**. The **User Access List** window opens.
4. Highlight the record you want.
5. Choose **Modify**. The **Access Rights** window opens.



## Tab Summary

➢ Do any of the following:

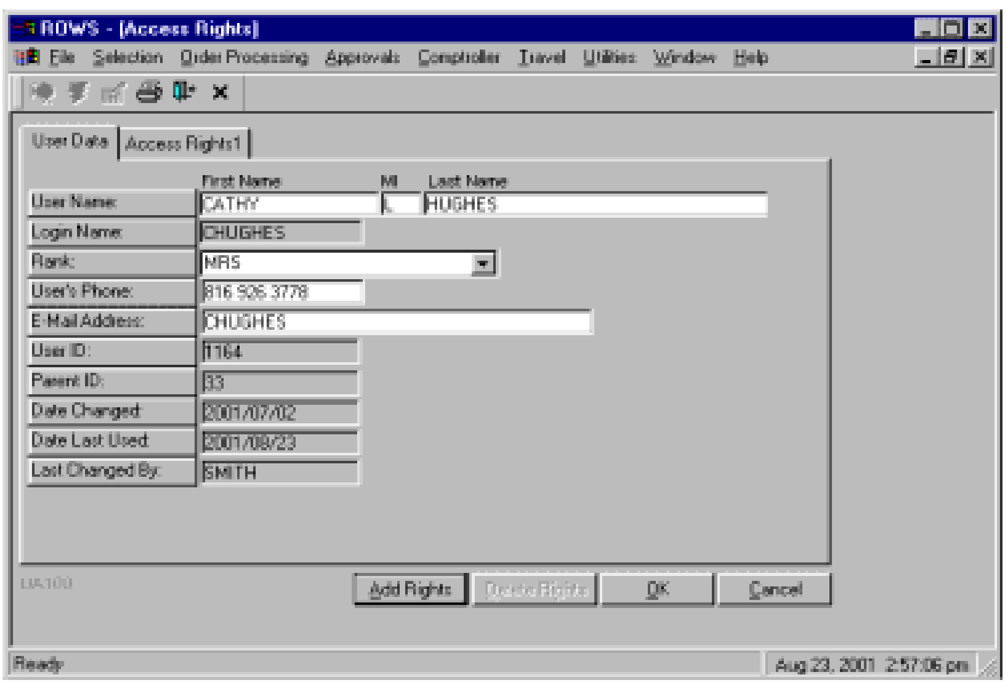
- If you want to add a user or modify user data or profiles, choose the **User Data** tab.
- If you want to maintain user or change the rights a user has for a specific work center, choose the **Modify** tab.

**Note:** Create a different tab for each work center.

## User Data Tab

### To Add or Edit User Data

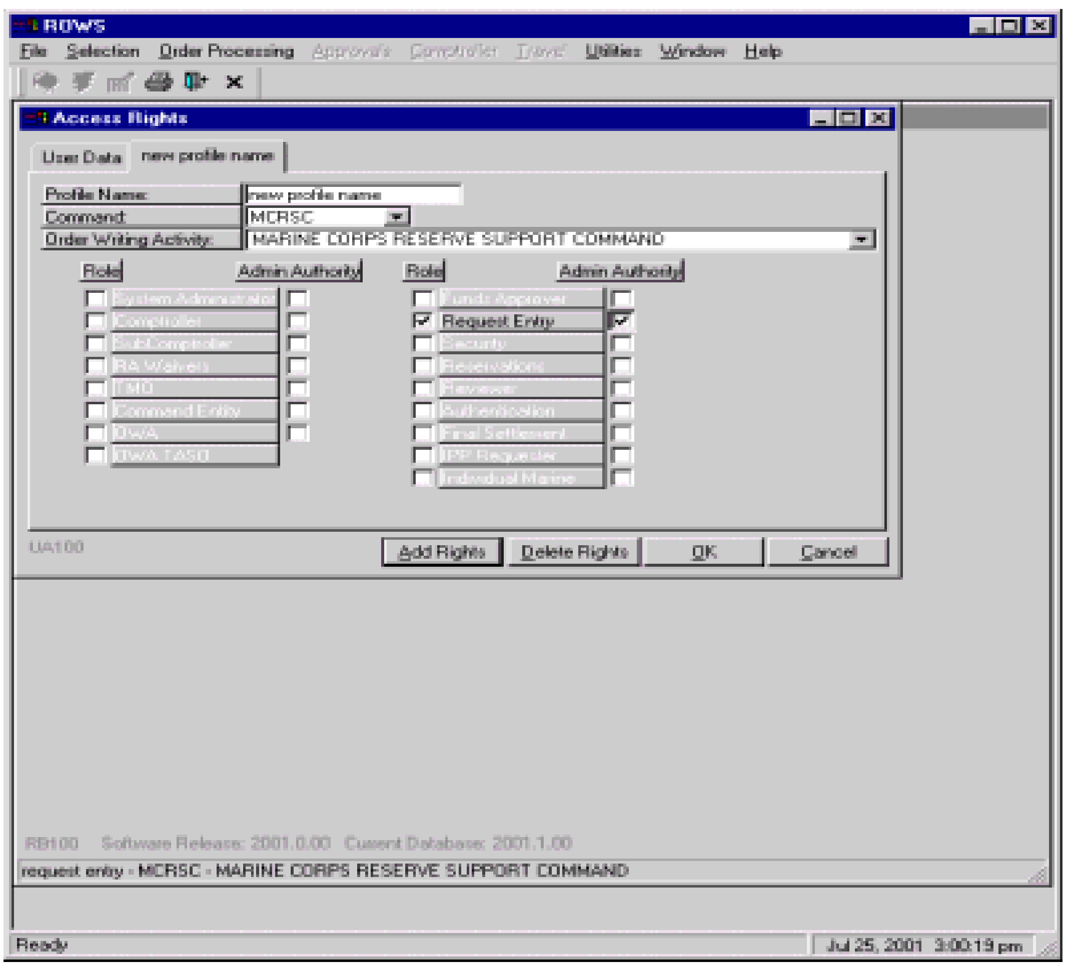
1. In the **User Name** boxes, type the user's first name, middle initial, and last name. The name, rank, and phone number you enter here will appear of the orders, if this person is an order writer or authenticator.
2. In the **Login Name** box, type a user ID. This is a unique field and is required to have a minimum of seven bytes and must include a number and a special character.
3. From the **Rank** list, select the user's rank, grade, or title.
4. In the **User's Phone** box, type the user's telephone number in XXX XXX XXXX format, dashes or spaces not required.
5. In the **E-Mail Address** box, type the user's e-mail address.
6. Choose **OK** to complete the process.



## Access Rights Tab

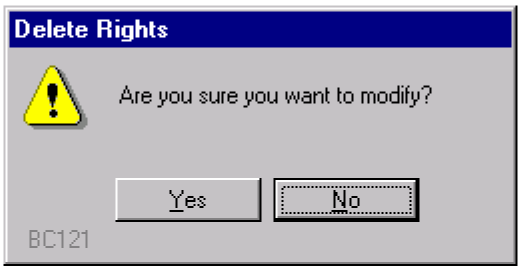
### To Add Rights for the User at a Work Center

1. Choose **Add Rights**. A new **Access Rights #** tab opens. The **#** is the number of active tabs that have been created for the user. The name is a place holder.
2. In the **Profile Name** box, type the name for this access rights tab. The tab label changes to reflect the profile name.
3. In the **Command** list, select the type of command.
4. In the **Order Writing Activity** list, select the type of authority.
5. Select the **Role** check boxes for the roles you want to assign to the user.
6. If you want the user to have the authority to assign roles to other people, select **Admin Authority** for each role.
7. Select **OK** to save rights.



**To Delete a Rights Tab**

1. Select the rights tab you want to delete.
2. Choose **Delete Rights**. A message prompts you to confirm you want to delete the tab.
4. Do one of the following:
    - If you want to delete the rights tab, choose **Yes**.
    - If you do not want to delete the rights tab, choose **No**.




**To Exit this Window**

➢ Do one of the following:

- To save any changes you made to the record, choose **OK**. You return to the previous window.
- To cancel any changes you made to the record, choose **Cancel**. You return to the previous window.

**See Also:**

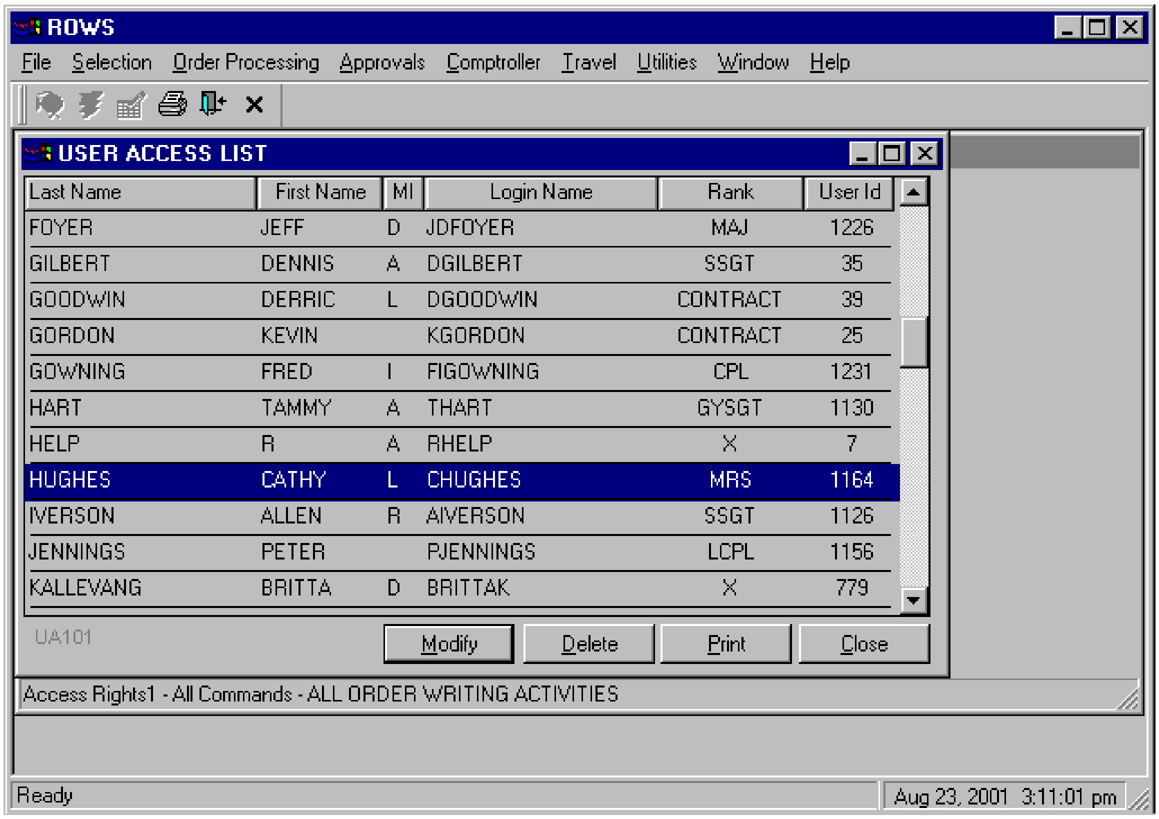
**Roles and Authority**

## *User Access List*

This window allows you to modify, review, or delete user accounts from ROWS.

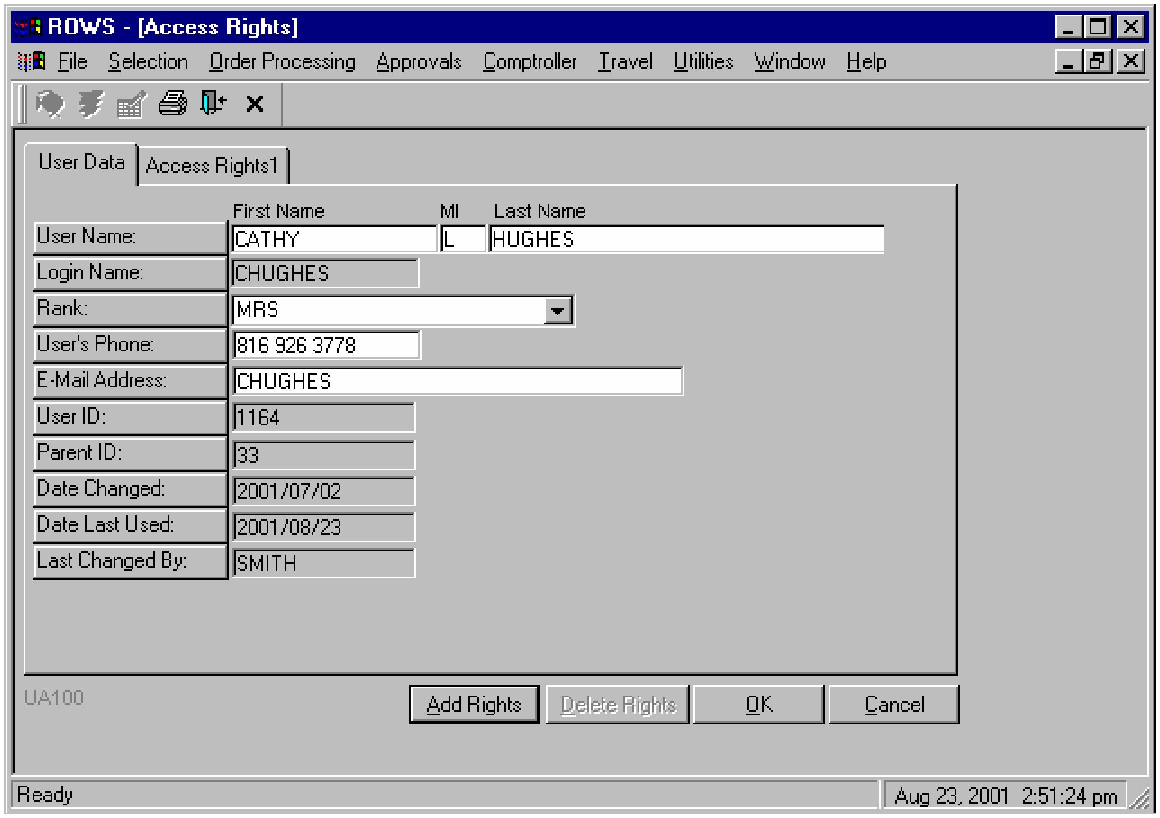
## How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Utilities** menu, select **User Access**, and then choose **Maintain Users**. The **User Access List** window opens.



## To Modify an Account

1. Select a user account from the User Access List.
2. Choose **Modify**. The **Access Rights** window for that individual will open. See the **Access Rights** topic for more information.



## To Delete an Account

1. Select the user account from the **User Access Lis**t window.
2. Choose **Delete**. A message prompts you to confirm you want to delete the account.
3. Do one of the following:
   - If you want to delete the account, choose **Yes**.
   - If you do not want to delete the account, choose **No**.


### To Print the Account List

➢ Choose **Print**.

### To Exit this Window

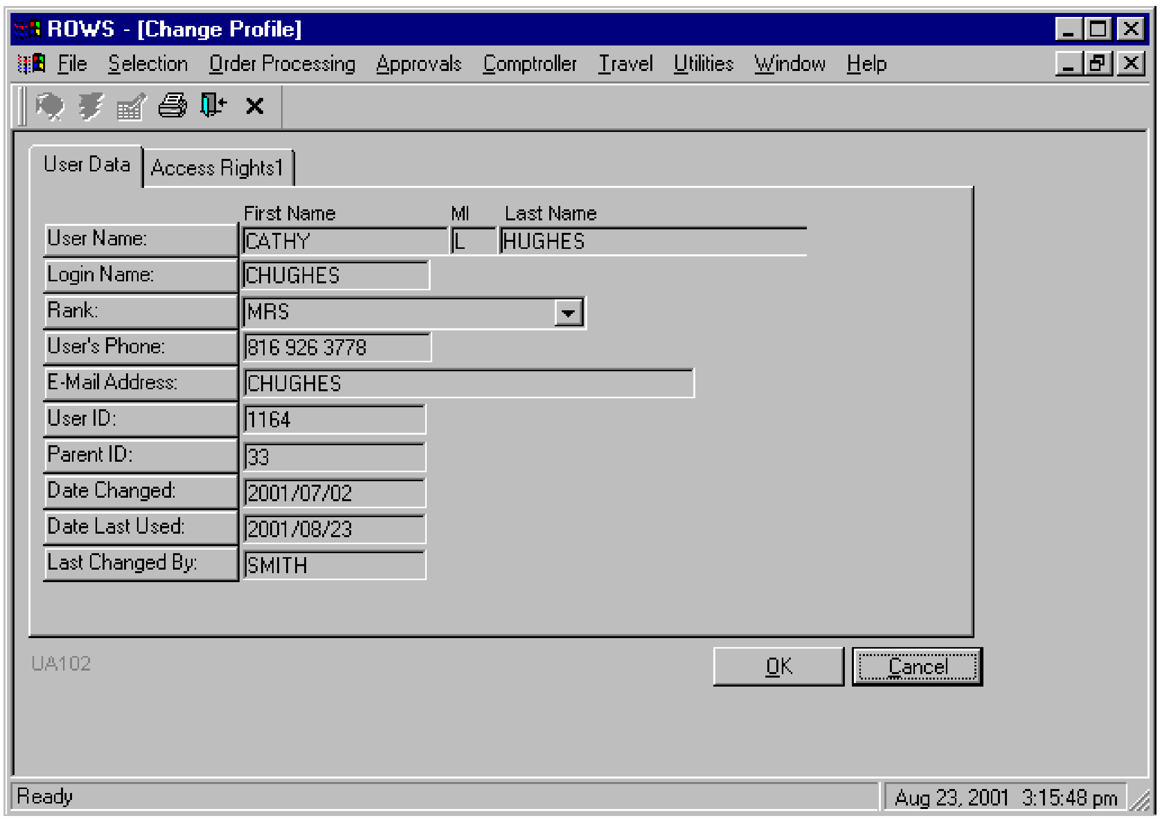
➢ Choose **Close**. You return to the previous window.

### *Change Profile*

This window allows you to view your user profile information and to switch between profiles in order to work on a different work center. The user profile information is not editable from this window. Contact your OWA TASO if you have questions or concerns about your user profile.

### How Do I Get Here?

1. Begin on any **ROWS** window.
2. From the **Utilities** menu, choose **Change Profile**. The **Change Profile** window opens.



## Tab Summary

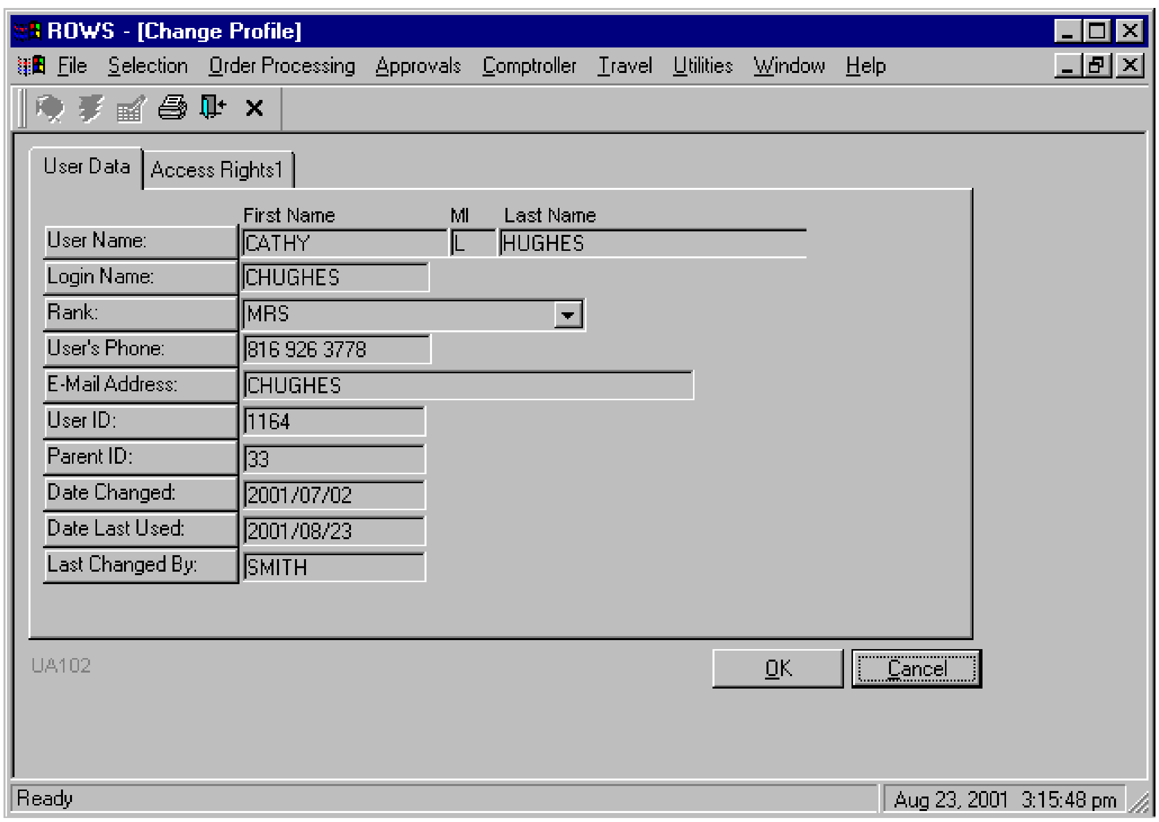
➢ Do any of the following:

- If you want to view your user data, choose the **User Data** tab.
- If you want to select a different access rights tab for the work center, choose a **Profile Name** tab.

## User Data Tab

This window displays the following information:

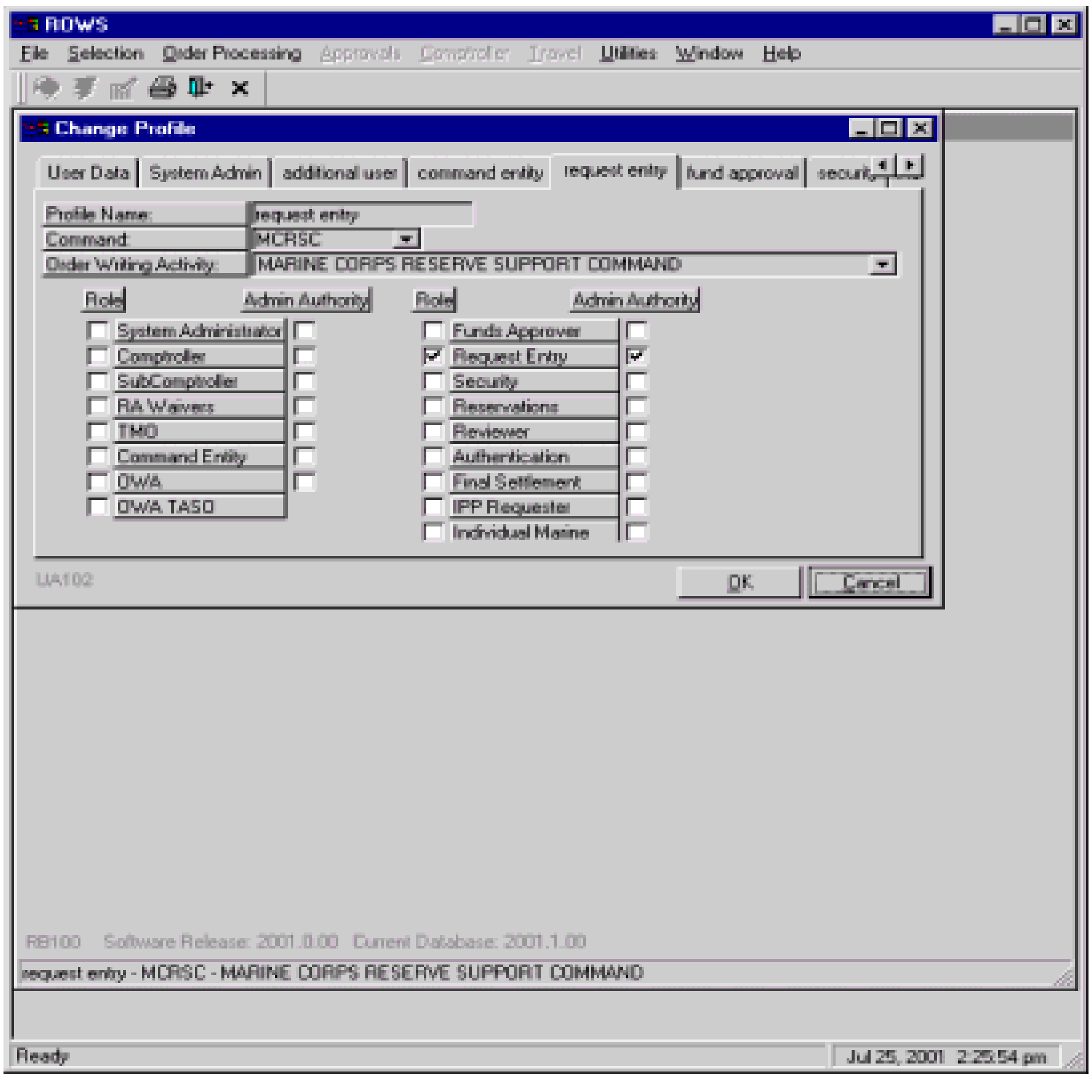
- User name (first name, middle initial, last name)
- Login name
- Rank
- User's phone
- E-mail address
- User ID number
- Parent ID number
- Date changed
- Date last used
- Last changed by user's last name



## Profile Name Tab

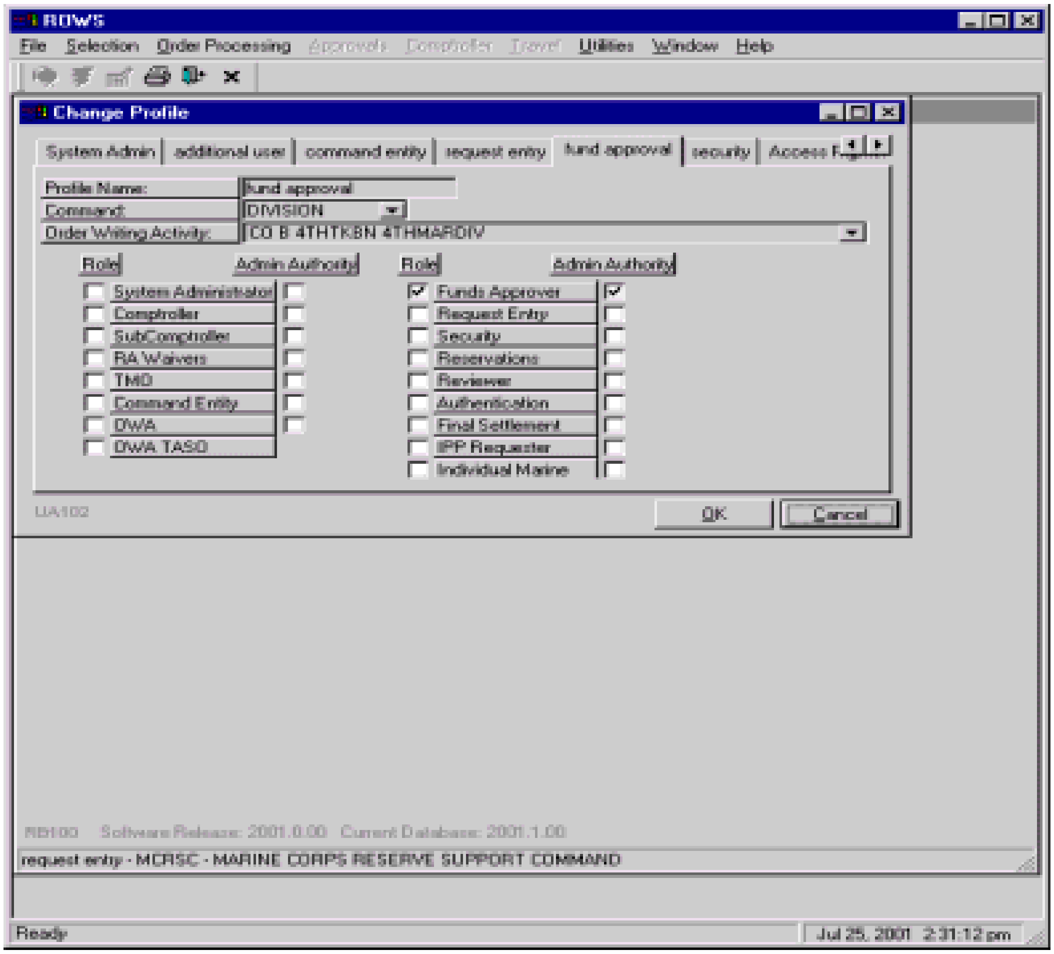
This tab allows you to view the command, OWA, roles, and admin authority assigned to you for the selected profile. The information on this tab is **not** editable from this window. There can be one or many profile tabs per individual.

- Profile Name
- Command
- Order Writing Activity
- Assigned roles
- Assigned admin authority



## To Select a Different Access Rights Tab

1. Select the profile name tab you want
2. Choose **OK**. You return to the previous window under the new profile that was selected.




## To Exit This Window

➢ Choose **Cancel**. You return to the previous window, under the profile you have chosen.

**See Also:**

**Roles and Authorities**
**Technical Assistance**
**User Access List**

**Views/Reports**

There are five categories available under the Views/Reports tab under Utilities. They are

- Tables
- Orders

- Reserve Affairs
- Final Settlement
- Comptroller

Each category has reports available for viewing. The user's profile will determine which reports will be available.

## Views and Reports

### Tables

This category lists all of the ROWS information which is tablized to support the application. When you select a table, it will display the information on the screen and print it. The tables available for viewing are:

**Command** – A list of the major commands that all units fall under organizationally in the USMCR.
Work Center – A list of individual work locations where ROWS users work or an administrative group.
**Work Center RUC** – The five character code identifying a Reporting Unit Code in MCTFS.
**Activity** – A special activity or mission that a set of orders is supporting.
Special Action Code – An administrative code entered by the MCRSC Special Actions section to depict a status of an IRR, IMA, or MTU member, which may or may not preclude him from performing Reserve Active Duty.
**Pay Tables** – The MCTFS Tables which are used to compute a Marine's Pay and Allowances.
Country – A listing of countries with a continent and country code to describe them.
**Zipcode** – A listing of all locations with their county and zipcode.
**FAA Airports** – A listing of airports globally, along with their airport code.
**CONUS Per Diem** – The Per Diem rates for continental United States locations for lodging and messing.
**OCONUS Per Diem** – The Per Diem rates for out of continent United States locations for lodging and messing.
**PLAD** – A table of Plain Language Addresses used in message traffic to identify the to or from command,
along with info commands.
**Rates** – The rates of reimbursement for Personal Owned Vehicles.
**Standard Paragraph** – A table of paragraphs which are placed on a set of orders telling the Marine about his duty.
**PME Schools** – A list of Professional Development Schools.

### Orders

The Orders category provides a list of available reports containing statistical and other information on the orders. The reports available are:

**Orders by Authenticator's Work Center** – This is a report to display records that a particular work center has authenticate ,allowing you to select the fiscal year and activity, if desired. They are sorted in Tracking Number sequence.
**Orders Summary by Authenticator's Work Center** – This report is a summary of the orders that have been done by a particular work center. It gives the number of initial, modification and cancellations for officers and for enlisted. They are grouped by order type and contain totals.
**Orders by Requestor's Work Center -** This report contains information on orders that were requested by a particular work center. They are sorted by tracking number.
**Orders by Activity** – This report contains information on orders that were requested by a particular work center by the activity they support.
**Orders Status Report** – This report will show all of the iterations for orders that were requested by a particular work center, sorted by tracking number.

**Inbound Report** – This report has information about Marines that are scheduled to arrive for duty at a particular command. It is sorted by the Authentication Date.
**Orders on Hold** – This report displays the orders that are currently in a "ON HOLD" status for a particular authenticator and fiscal year.
**Disapproved Requests** – The report is showing all disapproved orders by Command, Work Center, Activity (if desired) and fiscal year.
**Mass Order List** – This listing will show all of the Mass Orders that were successful for a particular Command, Work Center, and fiscal year.
**Mass Order Error List** – This listing shows the Control Number created by Mass Orders and any records which failed to either generate or authenticate, along with an error description.
**Orders by Submission date** – This report provides a list of all tracking numbers for a particular fiscal year and command, sorted by the generation date.
**Transfer to Active Duty** – This report shows the Marines who have gone over 30 days of active duty by fiscal year, command and work center.
**PID Report** – This report shows all of the types of active duty for a command and fiscal year, along with a description of what they are for.
**PWST Summary** – This listing shows all Marines with a Platoon of "PWST" and their orders by fiscal year, command and work center.
**Security Clearance by Fiscal Year** – This report shows the orders requiring Security Clearances for a particular fiscal year.
**Lead Time < 7 Days List** – This report shows the orders that had less than 7 days when generated before the start date. It is by fiscal year, Command, and Work Center.

**Reserve Affairs** – These reports are used by RAM-7 for statistical reports.

**RA Waiver Report** - This report shows all the orders that needed an RA Waiver for a fiscal year and a Command.
**Over 139 Days/Per Diem** – This report shows the orders that were over 139 days in length where Per Diem was authorized. It is sorted by fiscal year and Command.
**Over 16 YRS** – This report shows the orders that needed an RA Waiver as the Marine had over 16 years of active duty.
**Over 179 Days by FY** – The report shows the orders that needed an RA Waiver as the tour days would add up to over 179 days for that fiscal year.
**Tracking Per Diem** – This report shows the percentages spent on Per Diem for a particular location and fiscal year as compared to all per diem for that fiscal year.
Tracking CONUS/OCONUS -

**Final Settlement** – These reports are for liquidation results.

**30 Day Letters -** This report shows all the orders that have not been submitted for final settlement, when the duty end date is 30 days past. Click on a particular record to see the letter which is produced and can be updated and printed.
**60 Day Letters -** This report shows all the orders that have not been submitted for final settlement, when the duty end date is 60 days past. Click on a particular record to see the letter which is produced and can be updated and printed.
**Fiscal Audit -** This report shows when the orders were settled and any discrepancies for a final audit of the orders to determine whether the Marine was given all entitlements.
**Pay Admin Settlements** - This report shows the final settlement details for all orders for a particular fiscal year, Command and Work Center.
**Pay Admin Checks** - This report shows the details for checks on all orders for a particular fiscal year, Command and Work Center.
**Pay Admin Discrepancies** - This report shows all the discrepancies that occurred during the final settlement of orders that needed an RA Waiver for a fiscal year and a Command.

**Comptroller** – These reports are for use by persons with a Comptroller profile.

**Financial Report** – Obligations by Report Period **-** This report the user to pick a command, BEA/BESA, fiscal year, active duty type, activity code, and PID type. It lets you select the grouping and sorts ad choose either a detailed report or a summary report.
**Financial Report** – Obligations by Command YTD **-** This report shows all the obligation information for orders by fiscal year and command.
**Allocations Report -** This report shows all the monies allocated to each PID type for a Command and fiscal year.
**Execution of Funds Report** - This report shows all the allocations,obligation, variances, and liquidations by quarter for a fiscal year, Command, BEA/BESA, BCN, PID, Pay Group, and Order Type.
**Funds Report** - This report shows all expenditure for a Tracking Number, allowing the user to select by fiscal year, Command, BEA/BESA, BCN, PID, SDN, SSN and Order Type.
**Liq/Unliq/Cancel/Partial Document Report -** This report allows the user to choose a category: liquidated, unliquidated, cancellations or partial liquidations and then by Order Type, fiscal year, Command, work center, BCN, PID code, RUC, date range and pay group.

## GLOSSARY

### Definitions

#### Active Duty Special Work (ADSW)

A short tour of active duty intended to provide Selected Marine Corps Reserve (SMCR), Individual Mobilization Augmentee (IMA), or Individual Ready Reserve (IRR) personnel augmentation for specific short-term requirements or emergent necessities above and beyond normal day-to-day duties and operations in support of either the active component or the reserve component paid for by the respective component.

#### Administrative Authority

The ability to add, modify, and delete users for the authority role within the same command and order writing authority. Admin authority may be assigned independently of whether or not the individual is assigned the role for which they hold the authority.

#### Annual Training (AT)

The period of annual active duty for training or annual field training which a member of the Ready Reserve is required to perform each year in an active duty status to satisfy annual training requirements as defined by the Department of Defense and Service Regulations. When a member is ordered to annual training duty, the order should specify which training category the member is performing.

#### Appropriate Duty

A form of inactive duty training (IDT) without pay, for attendance at special functions or to perform certain tasks.

#### Associate Duty

A form of IDT, without pay, performed with an active or Reserve component unit on an affiliated basis.

**Authentication**

The process of final approval of a request. Once a request has been authenticated, the request then becomes an original set of orders.

**Authenticator**

The individual that has administrative responsibility for the member who is to perform the duty outlined in the orders request.

**Authorized Accounting Activity**

The identification of the activity authorized to perform accounting functions.

**Automated Assignment System (AAS)**

MCASC Legacy system used to initiate and authenticate orders.

**Available Funds**

Funds that have been loaded to the ROWS system by the comptroller but have not been obligated.

**Broadcast Information Window**

Information messages generated by the Systems Administrator that appear when logging into ROWS.

**Bureau Control Number (BCN)**

An allotment authorization number consisting of five digits composed of a three digit allotment number prefixed by a two digit budget project number as a descriptor.

**Centralized Expenditures/Reimbursement Processing System (CERPS)**

Department of Defense system that reports money spent (expenditures/reimbursement) to the Department of the Treasury.

**Command Entity**

Commanding officer of major subordinate commands that will assign Order Writing Activity (OWA) for their commands.

**Committed Funds**

Funds that haven't been authenticated but have been committed (i.e. the request for orders has been generated but not authenticated.)

**Component Code (Comp Code)**

A two-character code which indicates what component of the Marine Corps or other branches of the Armed Forces an individual is in (i.e., USMC, USMCR).

**Comptroller**

Responsible for building funds and loading allocations to those funds for Reserve orders. The Comptroller sub-allocates money, and upon building a fund, assigns units authorized to approve money utilizing those funds.

**Defense Finance and Accounting Service-Kansas City (DFAS-KC)**

The Kansas City Center provides finance and accounting, disbursing, and reporting services for the U.S. Marine Corps and certain other Defense and non-Defense government agencies. The Center also provides accounting and financial systems design and development in support of the U.S. Marine Corps.

**Desktop**

The background of your screen, on which windows, icons, and dialog boxes appear.

**Disbursing Officer Voucher (DOV)**

DD Form 1351

**Disbursing Station Symbol Number (DSSN)**

Code that denotes the Disbursing Office that is reporting a pay transaction.

**Discrepancy Notices**

Notices that are sent to members that indicate potential problems associated with their Final Settlement Claim.

**(DONCAF/DCII)**

The investigating agencies for the Department of the Navy responsible for performing security checks and granting security clearances.

**Duty Involving Flying - Denied (DIFDN)**

A duty assignment where the aeronautically designated personnel (ADP) are not permitted flight activity nor OPFLY time accrual.

**Duty Involving Flying - Operational (DIFOP)**

Duty in a flying status involving operational flight. For a reserve officer, this is an assignment to an operational flying billet or an assignment to duty in training for an aeronautical designation. OPFLY is accrued duromg this type of assignment.

**Electronic Funds Transfer (EFT)**

Transfer of funds by electronic means for direct payment to an account at a financial institution.

**End Date**

The date the duty ends, including any travel days at the end of that duty.

**Expiration of Active Service (EAS)**

The expiration date of the active service period.

**Extended Active Duty - (EAD)**

Active duty performed by a member of a reserve component, normally in access of 30 days.

**Federal Insurance Contributions Act (FICA)**

Federal Withholding Tax withheld from an individuals pay check.

### Final Settlement

This role is responsible for generating or validating unit diary transactions at the completion of duty, and for processing all liquidations.

### Fiscal Year (FY)

4 byte fiscal year (i.e. 2001). A 12-month period from 1 October to 30 September.

### Force Service Support Group (FSSG)

A major subordinate command in the Marine Corps responsible for services and support.

### Functional Account Number (FAN)

Identifies the type of monies being appropriated for per diem, travel, or pay and allowances and whether the line of appropriation is for officer or enlisted. If the four preceding digits of the RPMC Cost Code are zeros, the last five digits of the RPMC Cost Code is the functional account number. The RPMC funds use from 7000 to 8000.

### Fund Description

The descriptive text name of the project or exercise.

### Fund Approver

This role is responsible for approving the funds for orders requests generated from Request Entry.
The Fund Approver is assigned by the OWA.

### Government Transportation Request (GTR)

Commercial ticket for government travel.

### Government Travel Charge Card (GTCC)

A government issued VISA charge card to be utilized by government personnel for travel purposes.

### Inactive Duty Training (IDT)

Duty or training performed by Reservists not on active duty, annual training, or active duty training.

### Individual Mobilization Augmentee (IMA)

An IMA Marine is a member of the SMCR, but is not a member of an SMCR unit. IMA Marines are attached to active duty units. The IMA program provides a source of trained and qualified individuals to fill a time sensitive portion of the Active Component wartime structure. IMA Marines participate in a minimum of twelve (12) days of Annual Training (AT) plus the required number of Inactive Duty Training (IDT) periods (0-48) for the billet. These reservists are in paid billets. Membership in an IMA is also subject to manpower requirements.

### Initial Active Duty Training - (IADT)

The period of active duty training when recruit training, Marine Combat Training, and initial skill training are accomplished incrementally or continuously.  IADT is required for all initial enlisted accessions.

### In Progress Payments (IPP)

A payment request by the unit that the marine has reported to or is performing the duty, this type of payment can only be requested once the marine has arrived at the duty site.  Authentication site is responsible for requesting payment via unit diary.

### IPP Requestor

A role responsible for submitting requests for In Progress Payments (IPP) for members whose orders requests have been authenticated. The IPP Requestor is also responsible for tracking and researching IPP requests that have been disapproved, and if required, resubmitting the request for approval.

### Itinerary URL

If available, the Internet address where the member can obtain information relevant to flight reservation..

### Line of Appropriation

A line of accounting to indicate what pay group, command, and estimated costs for travel, per diem, or pay and allowances that pertains to a particular set of orders.

### Liquidated Amount

The amount which is the final settlement on a set of orders.

### Manual Travel Order Number

A number manually assigned to a request ONLY in the situation where the system is down and a set of orders must be produced prior to the system coming back up.

### Marine Corps Forces Reserve (MARFORRES) or (MFR)

A major Marine Corps command, located in New Orleans, Louisiana. It is the Headquarters command for all Marine Reservists and Reserve units located throughout the United States and provides policy, guidance, direction and support for Marine Reservists throughout the United States.

### Marine Corps Reserve Support Command (MCRSC)

A major subordinate command (MSC) of MARFORRES. MCRSC's primary mission is to improve the mobilization readiness of the Reserve Component by providing Pre-trained Individual Manpower (PIM) resources upon mobilization. MCRSC maintains the service records of the PIM (IMA's Standby Reservists, and IRR) and administers the IMA/MTU program.

### Marine Corps Total Force System (MCTFS)

A personnel and pay system, jointly owned by the Marine Corps and DFAS-KC. MCTFS is a mainframe-based application holding all personnel and pay data on every Marine including; assignment and promotion history, performance evaluations, as well as payroll information such as; taxes, and information concerning residency, dependants, allowances, allotments, and many other kinds of information relating to personnel and payroll issues.

### Monitored Command Code (MCC)

Code used to identify a command, unit, activity, or an individual billet to which assignment of personnel is controlled by HQMC.

### Montgomery GI Bill-Reserve (MGIB-R)

The Montgomery Government Issued Bill, basic education funding for reserves.

### New Technology (NT)

One of several Windows environments (See also: ‘Windows (NT)’).

### Notice of Eligibility (NOE)

A document authorizing medical or dental care to reservists incurring an aggravating injury or illness, or contracting a disease in the line of duty.

### Obligated Amount

Funds associated with an order that has been authenticated.

### Order Tracking Number

A system generated number assigned to a request as it is being saved. This number is used for tracking requests and orders throughout the ROWS system.

### Order Writing Activity (OWA)

The role responsible for initiating the request for orders process.

### Order Writing Activity-Terminal Area Security Office (OWA-TASO)

The role responsible for assigning roles within the work center. This role is subordinate to Order Writing Activity.

### Pay Group Code

Code that designates the pay group authorized by a project, officer-enlisted codes for funds allocation. 1 in the first byte denotes officer. 2 in first byte denotes enlisted.

### Permanent Change of Station (PCS)

Any orders in excess of 139 days without per diem.

### Permanent Mailing Address (PMA)

The members home address that is contained on the MCTFS file.

### Plain Language Address Description (PLAD)

An address used to identify units on naval messages, to include office codes.

### Point of Contact (POC)

Name of person/office to contact regarding a request.

### Privately Owned Conveyance (POC)

Method of personal transportation to and from the duty site. Synonym privately owned vehicle (POV).

### Privately Owned Vehicle (POV)

A vehicle owned by an individual which a member can be authorized to use to travel to a duty site.

### Professional Military Education (PME)

Required, progressive education for Marines.

### Profile Window

User profile window. A user may have multiple profiles/roles within the ROWS system.

### Program Identification (PID)

Identification of a specific program. Identifies the project type which tells what the pay group is and who is project manager

### Rated POV Cost

The estimated cost the member is authorized for travel from place ordered to active duty, to the place where the duty will be performed.

### Report No Later Than Date

Date which the member must report to the appropriate person/duty station.

### Request Entry

A role responsible for entering order requests into ROWS. The operational sponsor or unit representative that can initiate a request for a Marine.

### Reservations

The office that makes the travel arrangements for airline, bus, or train based on a request for orders. This role is responsible for entering travels costs and information regarding the travel itinerary into the orders request.

### Reserve Affairs Coordinator (RAC)

The area responsible for granting waivers regarding extended annual training and additional annual training.

### Reserve Affairs Office (RA-Office)

The office that has the authority to approve or disapprove a request for orders.

### Reserve Counterpart Training - (RCT)

A program designed to give IRR members opportunities to enhance military skills by training with their active component counterparts. Provides mobilization readiness training for IRR's preassigned to W-series T/O's.

### Reserve Affairs Waivers (RA-Waivers)

Waivers for members with active service approaching 17 years (the current system edits for over 16 years), over 179 days of active duty in a fiscal year, and over 139 days of active duty orders requesting per diem and PCS orders.

### Reserve Order Writing System (ROWS)

An application developed to write, modify, and cancel orders for the Marine Corps Reserve.

### Reserve Personnel Marine Corps (RPMC)

A funding source associated with the costs of maintaining all Reserve Forces material and personnel.

### Reviewer

An optional role that is responsible for reviewing request for completeness and accuracy before forwarding the request to the authenticator for final approval.

### Roles

Various functions within ROWS responsible for creating orders, setting up funds, authenticating orders (i.e. Systems Administrator, Comptroller, Sub-Comptroller, RA Waivers, Transportation Management Office, Command Entity, OWA, OWA/TASO, Funds Approval, Request Entry, Security, Reservations, Reviewer, Authentication, and Final Settlement).

### Rows Login

The login window for the ROWS signon.

### Scheduled Airline Traffic Office (SATO)

Located at MARFORRES and MCRSC.  SATO is the official travel office for ROWS.

### Search Profile

A description of a group of members that can be created, edited, and reused to find members on the ROWS database. Used in Selection List.

### Security

This role is responsible for verifying requested security clearances.

### Selected Marine Corps Reserve (SMCR)

The SMCR consists of three elements: SMCR units, Individual Mobilization Augmentees (IMA) and the Active Reserve (AR). Marines of the SMCR participate in a minimum of forty-eight (48) paid periods of Inactive Duty Training (normally 1 weekend per month) and a minimum of fourteen days (exclusive of travel time) of Annual Training per year with their units. Membership in an SMCR unit is subject to manpower requirements.

### Source Document Number (SDN)

A number that identifies the specific line of appropriation.

### Start Date

The date duty started, including any travel days.

### Sub Comptroller

A role for an individual who is responsible for further sub-allocating money that has been allocated by the Comptroller. The Sub Comptroller is assigned by the Comptroller.

### SUBHEAD

Identifies the Marine Corps and budget activities under the military personnel, Marine Crops Appropriation.

### System Administrator

The individual who monitors the system to ensure proper functioning.

### Total Force/Reserve Order Request Management Application (TF/RORMA)

A LOTUS Notes application used to enter training requests for ADSW on Reserve Marines.

### Transportation Management Office (TMO)

This role is responsible for purchasing transportation tickets and ensuring that the actual transportation costs are entered into the ROWS system.

### Line of Appropriation

A line of accounting that indicates what pay group, command and an estimated cost for per diem, travel, or pay and allowances that pertains to a particular set of orders.

### Travel Order Number (TON)

This is a unique number given to each set of orders to track them for financial purpose. The number is systems generated upon authentication of a request.

### Type Transaction Code (TTC)

The code that denotes the type of transaction being reported for a specific, reportable, unit diary entry.

### User Profile

The command, OWA, roles, and authority assigned to a ROWS user.

### Windows (NT)

One of several windows based, personal computer operating system environments (See also: ‘NT’).

### Work Center

A specific area within a command.