



What's New For You

Reserve Orders



Navy Personnel and Pay (NP2)

October 2020

Online Orders and Order Checklists for Reserve Sailors

BLUF: Reserve Orders have been integrated into the Navy Personnel and Pay (NP2) system. This allows Reserve Sailors to execute a tailored orders checklist and view and print lean orders. In addition, Reserve Sailors with PCS orders can create and submit online travel vouchers. This WNFY provides an introductory overview of these new capabilities.

Capability Summary

The following Reserve Order types have been incorporated into the Navy Personnel and Pay (NP2) system: Active Duty for Operational Support (ADOS), Officer Recall, Mobilization, and Demobilization. Reservists with these orders now have the capability to execute a tailored orders checklist and view and print lean orders. In addition, Reservists with ADOS or Officer Recall PCS orders will have the ability to create a travel voucher, upload receipts, and submit their electronically signed travel voucher to their CPPA for review, approval, and further processing by the Travel Processing Department (TPD). This feature includes command views into checklists for readiness and preparedness determination, as well as metrics.

Key Points

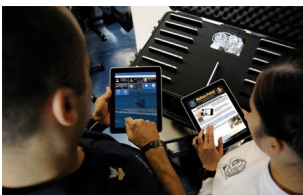
- ✓ Reserve orders may be accessed on mobile devices, tablets, laptops, and desktops.
- ✓ CAC-free access on mobile devices can be established via Okta on MyNavy Portal.
- ✓ **For all reserve order types, availability within NP2 is limited to those originating on or after 25 May 2020.** If NP2 does not have the initial reserve orders available, modifications (including demobilization orders) will not be accessible within NP2.
- ✓ ADT or AT orders are not being received by NP2 at this time. (These order types will be included in future NP2 releases.)

Feature Overview

Reserve Sailors View Orders and Complete Checklists

1. Access

Go to MyNavy Portal (my.navy.mil) and select **Quick Links** on the landing page. On the **Quick Links** menu page, choose **NP2 - MyPCS and more!**



Sailor Self-Service CAC-free

To access Reserve Orders from a mobile device, Sailors must first establish CAC-free access. Steps to perform this action are available at:
<https://my.navy.mil/iCAM/FAQ/index.html#access>

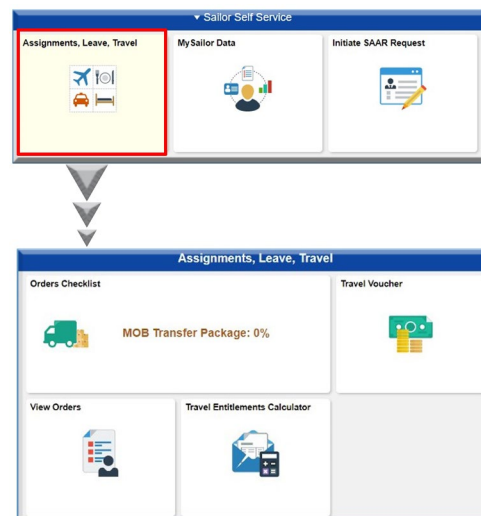


2. Navigation

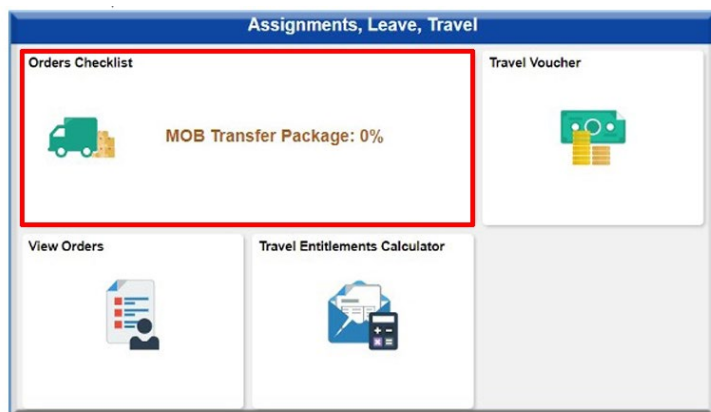
Once logged in to NP2, go to NP2 Sailor Self Service homepage and select Assignments, Leave, Travel tile, which will open a menu of categories to access Reserve Orders and Orders Checklists.

NOTE: The Orders Checklist and View Orders are tailored to the particular order type assigned to a Reserve Sailor. This feature overview highlights Mobilization Orders.

NOTE: Other order types in this initial NP2 Reserve Orders release (ADOS, Officer Recall, and Demobilization) have unique checklists. However, the access, completion and view orders capability process is similar to the Mobilization Orders process presented here.



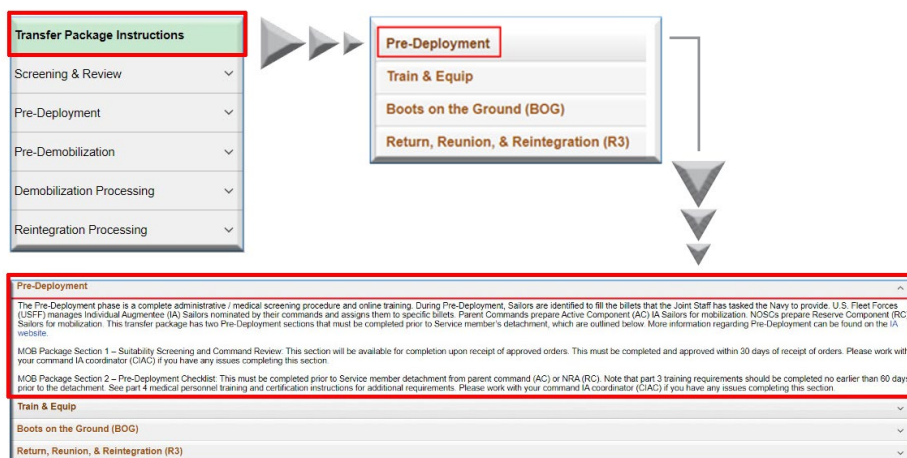
3. Completing the Orders Checklist



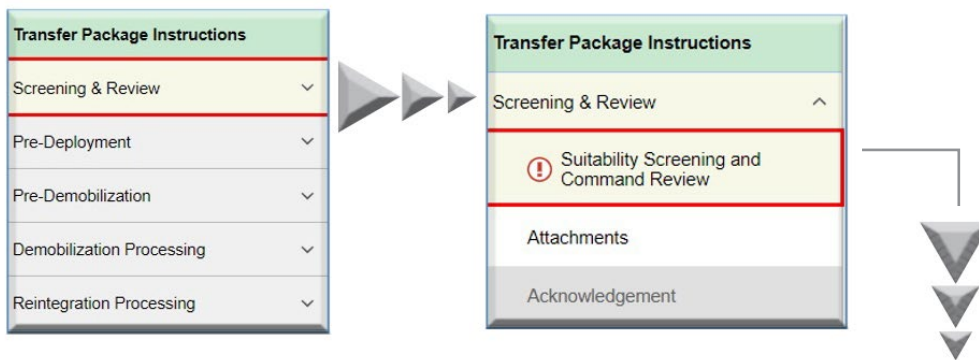
NOTE: For Mobilizations, the orders checklist **MUST** be complete within 60 days of the Reservist being notified of their mobilization.

Step 1: Review Transfer Package Instructions

The Navy IA Sailor Lifecycle consists of four stages: Pre-Deployment, Train & Equip, Boots on the Ground (BOG), and Return, Reunion & Reintegration (R3). Information and instructions for each stage may be viewed by selecting the desired stage. The below example highlights Pre-Deployment Instructions.



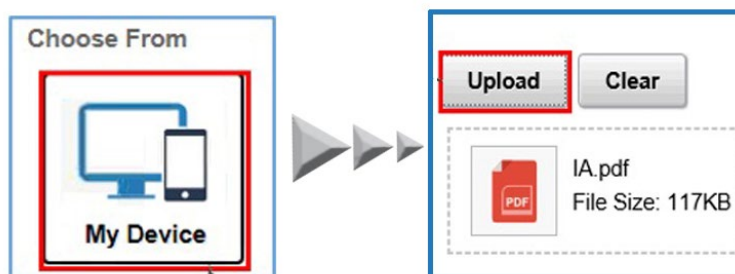
Step 2: Complete Mobilization Package Section 1 – Suitability Screening and Command Review



The screenshot shows the 'Suitability Screening and Command Review' form. The title bar indicates 'Assignments, Leave, Travel' and 'MOB Section 1: 56%'. The form includes a 'Screening & Review' section with a warning icon and a 'Suitability Screening and Command Review' section. The latter contains a checklist of items with 'Yes' and 'No' columns. The items are:

- I've contacted the NRA to have my IMS code updated to RC1.
- Note: IMS codes provide a method to keep a detailed automated accounting of the status of Navy Reservists in both the activation and post activation phases of mobilization reservist identified for recall/mobilization.
- I possess a Government Travel Charge Card.
- I possess a valid state driver's license.
- I am subject to High Year Tenure. The Naval Military Personnel Manual (MILPERSMAN) article regarding High Year Tenure can be found here.
- I have been convicted of any civilian offense(s) (civil or criminal) within the last 24 months (pre-service review included for first-term); been involved in any on-going civil or criminal felony crime of domestic violence by any court; Lautenberg Amendment, Section 922(g)(9) of Title 18, U.S.C.; DoDI 6400.06 Domestic Abuse Involving DoD Military and Civilian Personnel.
- I have been subject to non-judicial punishment (NJP) or court martial in the past 2 years.
- I have been deployed within 6 months prior to the start of this IA assignment.

- Upload any required attachments (Optional)

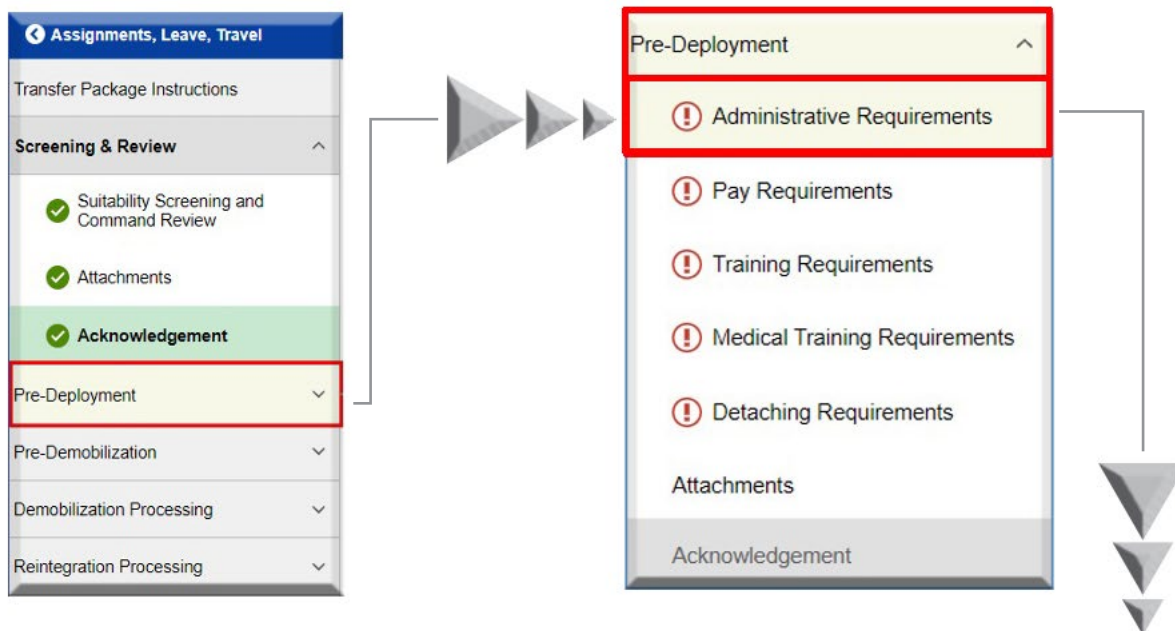


- Acknowledge all information is true and correct.

The screenshot shows the 'Acknowledgement' form. It contains the text: 'I certify that all information provided is true and correct to the best of my knowledge.' Below this text is a checked checkbox labeled 'I Agree'. At the bottom of the form is a 'Save' button (highlighted with a red border).

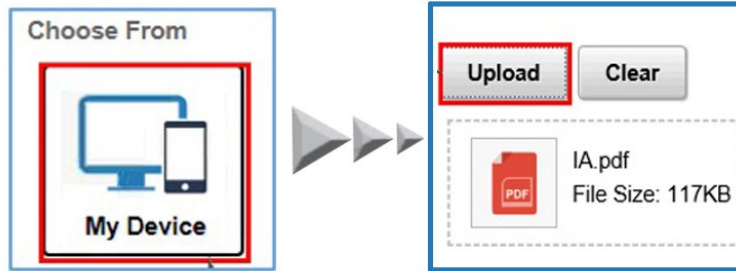
Step 3: Complete Mobilization Package Section 2 – Pre-Deployment Checklist

NOTE: The process for completing checklists for the other MOB Packages (Pre-Demobilization, Demobilization Processing, and Reintegration Processing) is similar to the Section 2 – Pre-Deployment.



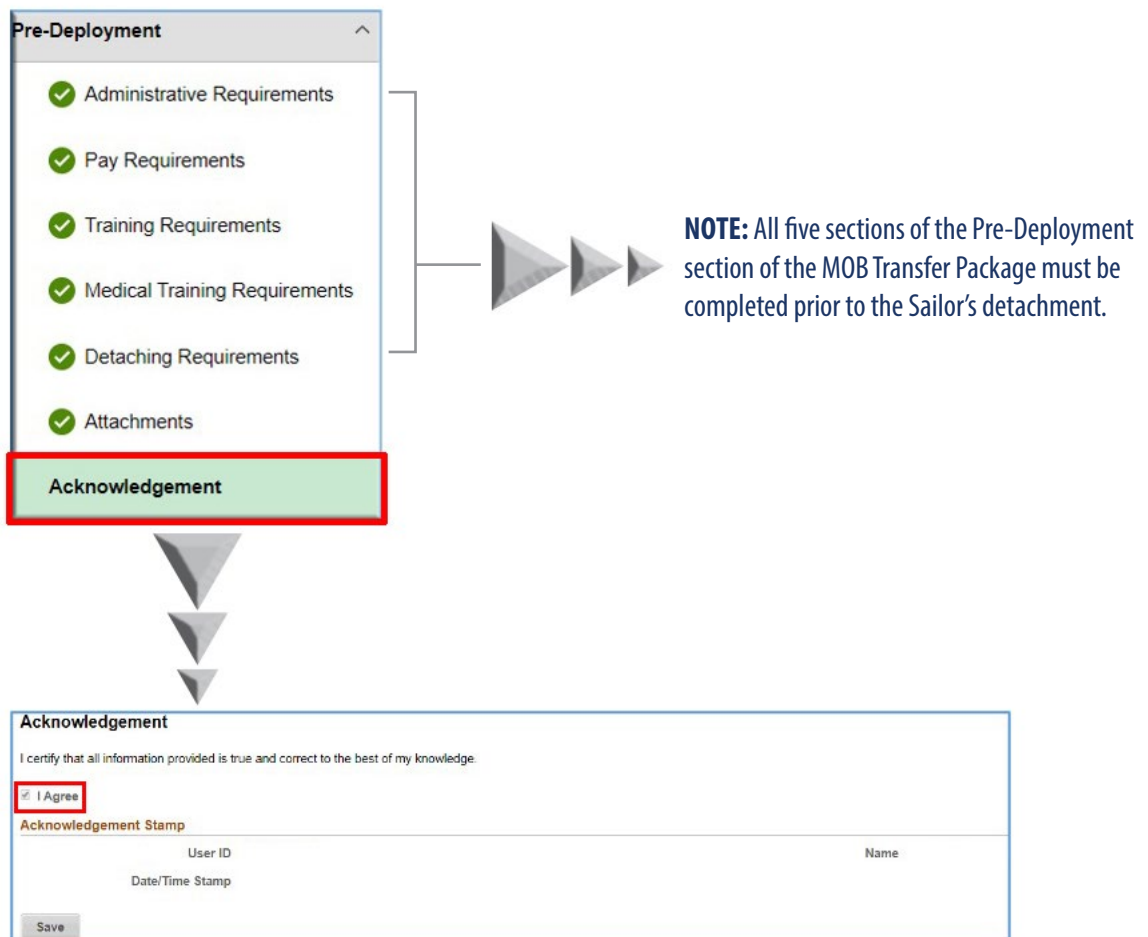
Assignments, Leave, Travel		MOB Section 2: 0%	
Transfer Package Instructions		Administrative Requirements	
Screening & Review		Review the list of tasks below and answer each item using the 'Yes' or 'No' selection boxes. This is the first of five sections in the Mobilization Pre-Deployment checklist that can save your progress at any time. Once all checklist items have been answered for all parts under Section 2 Pre-Deployment, use the Wizard to submit to your Command.	
Pre-Deployment		Yes	No
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input type="checkbox"/> I have verified my RE-DIBIA in NSIPS, confirmed my attachments are current, including marriage certificate, birth/adoption/guardianship certificate(s), child support documentation. If I do not have the ability to verify in NSIPS, then I have a current NAVPERS 10/0602, page 2, and certified copies of those documents, as applicable. <input checked="" type="checkbox"/> <input type="checkbox"/> I have confirmed my SGLI 0280 Servicemembers Group Life Insurance information and is current and accurate. <input checked="" type="checkbox"/> <input type="checkbox"/> I have confirmed Defense Enrollment Eligibility Reporting System (DEERS) enrollment and identification cards are updated and current for all eligible dependents. <input checked="" type="checkbox"/> <input type="checkbox"/> I have a Government Travel Charge Card or a personal credit card. (If not, process application.) <input checked="" type="checkbox"/> <input type="checkbox"/> I have received training and understand it is my responsibility to maintain contact with home activity APC (NOSC) during deployment with regard to travel card issues, fees, suspension, cancellation, and revocation by the vendor, and I would be subject to adverse credit reporting. Information regarding cardholder responsibilities. <input checked="" type="checkbox"/> <input type="checkbox"/> I have a common access card (CAC) validity (public key infrastructure (PKI) and personal identification number (PIN) for projected length of deployment. <input checked="" type="checkbox"/> <input type="checkbox"/> I have confirmed that my information in NFAAS is correct and current. <input checked="" type="checkbox"/> <input type="checkbox"/> I confirm my CIAIC has provided the IA Family Handbook to and discussed family readiness, including family care plans documentation (NAVPERS 1/40/03 Depar Plan Arrangements). <input checked="" type="checkbox"/> <input type="checkbox"/> I confirm my dependents and I are enrolled in TRICARE up to 100 days prior to report date or when orders received, whichever is later. <input checked="" type="checkbox"/> <input type="checkbox"/> The Command Fitness Leader has retained my PRIMS account and selected "IA Option". <input checked="" type="checkbox"/> <input type="checkbox"/> For orders outside the continental United States, I have completed the Personal Recovery Isolated Personnel Report and the Command PRMS unit manager has 			
Pre-Demobilization			
Demobilization Processing			
Reintegration Processing			

- Upload any required attachments (Optional)

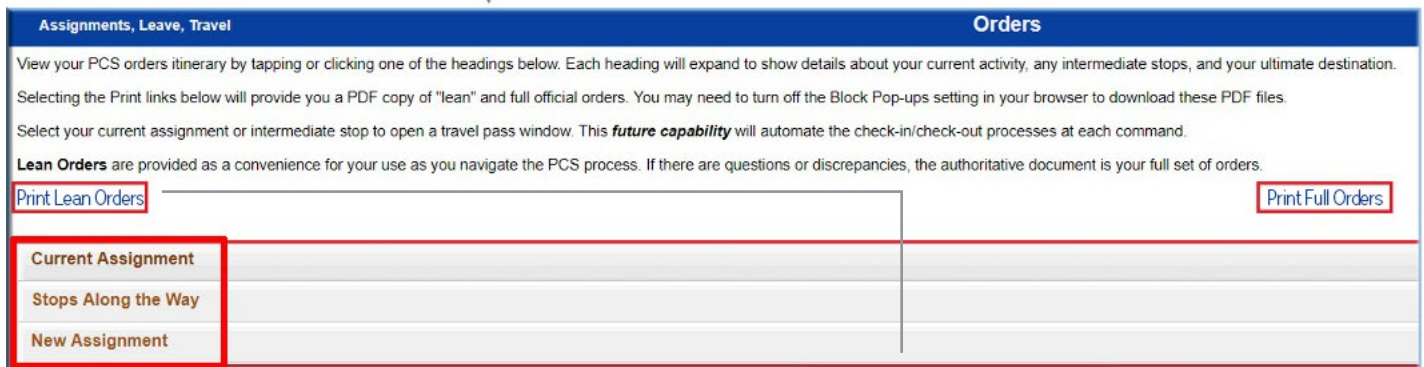
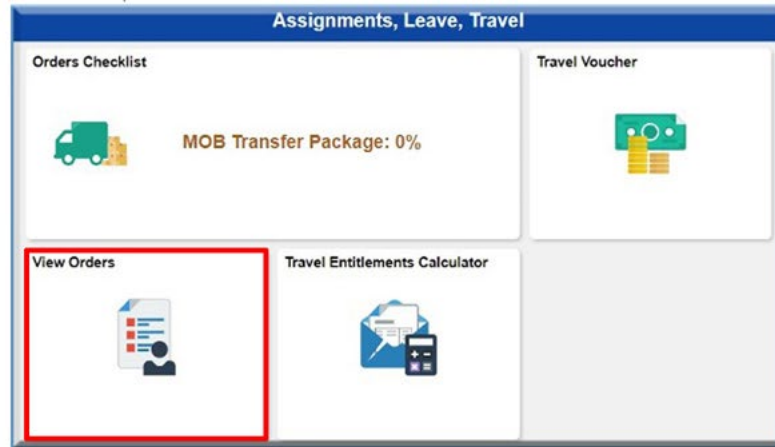


Examples:

- Photocopy of notification from member authorizing personal support to complete this transfer package on their behalf.
 - Provide Acknowledgment of Active Service Recall for Sailors currently or scheduled to receive VA Disability/Retirement Benefits.
 - Screenshot from NSIPS of IMS code update to RC3.
- Acknowledge that all information provided is true and correct.
 - Selecting "I agree" generates an Acknowledgment Stamp (date/time stamp) with Sailor's USER ID and name.



4. View And Print Orders



View expanded data in each of the following orders sections.

NOTE: The information in each field is populated from the Sailor's Orders and is not editable.

- **Current Assignment** - Detaching Command
- **Stops Along the Way** - Intermediate Stops
- **New Assignment** - Gaining Command

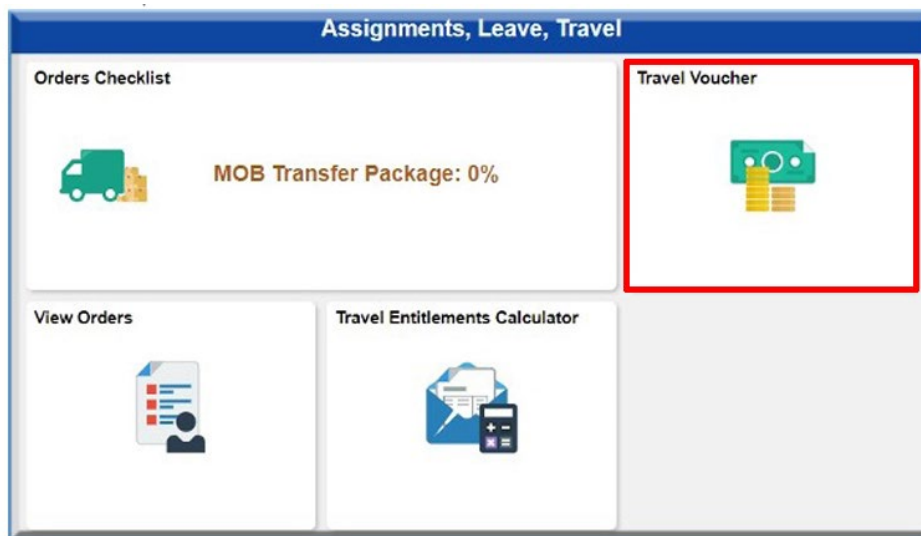
Lean Orders

Lean Orders allow the Sailor to see a summary of order details and requirements to complete prior to executing the orders.

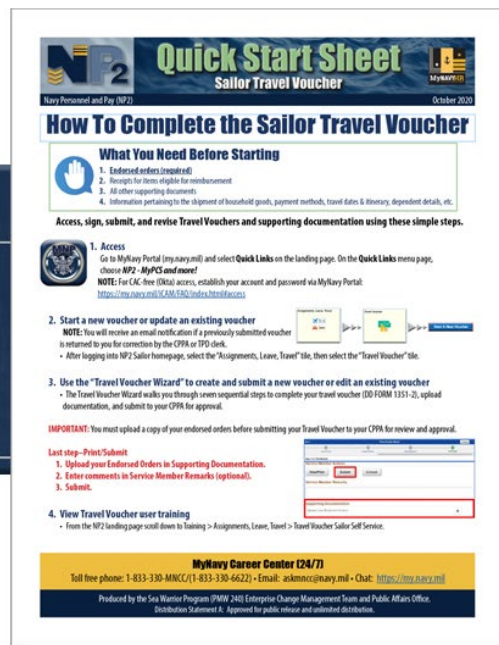
NOTE: If there are any discrepancies between Lean and Full orders, refer to Full Orders as they are the authoritative source for the Sailor.

5. Complete and Submit Travel Voucher (for PCS orders only)

The Travel Voucher capability to complete and submit an online Travel Voucher is only available for Sailors with orders authorizing a PCS move.



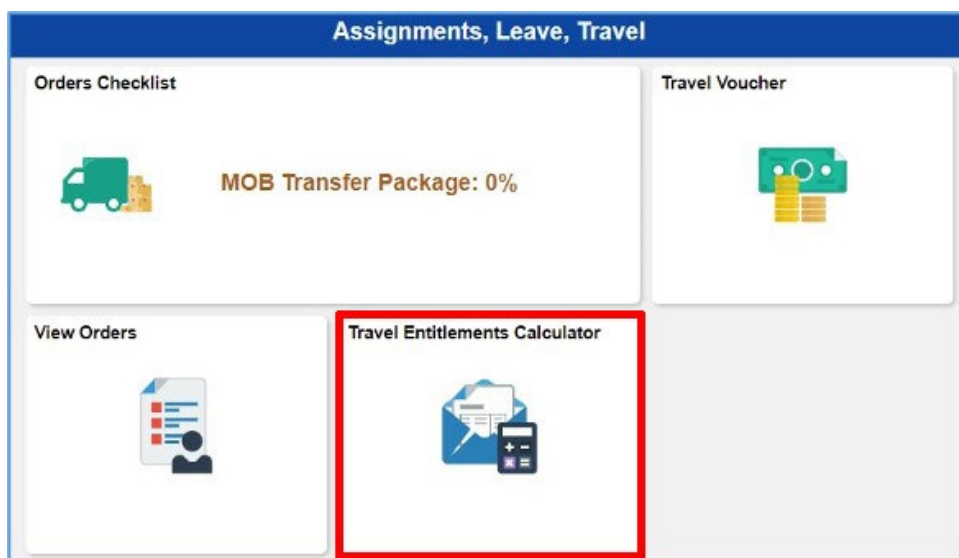
NOTE: Instructions for completing the Travel Voucher are highlighted in the Sailor Travel Voucher Quick Start Sheet located in the News section accessed on the NP2 landing page.



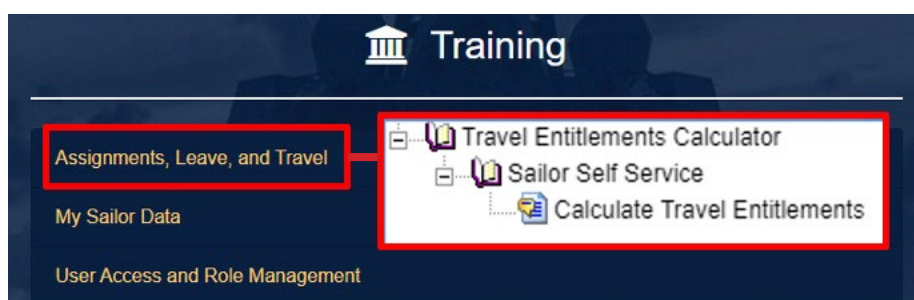
6. Travel Entitlements Calculator (Optional)

The Travel Entitlements Calculator provides Sailors with the ability to estimate their PCS travel entitlements and make informed decisions on various move options. The Entitlements Calculator provides:

- Links to official websites for travel rules and entitlements such as Joint Travel Regulations, Defense Travel Management Office, Dislocation Allowance (DLA) Rate and additional allowance
- Ability to calculate entitlement based on Sailor's paygrade, separation/retirement status and Sailor inputs
- Calculation of Total Travel Days Authorized, Estimated DLA Amount, Flat Per Diem Total, PCS Mileage Total, and Total Entitlement Estimate based on Sailor input.

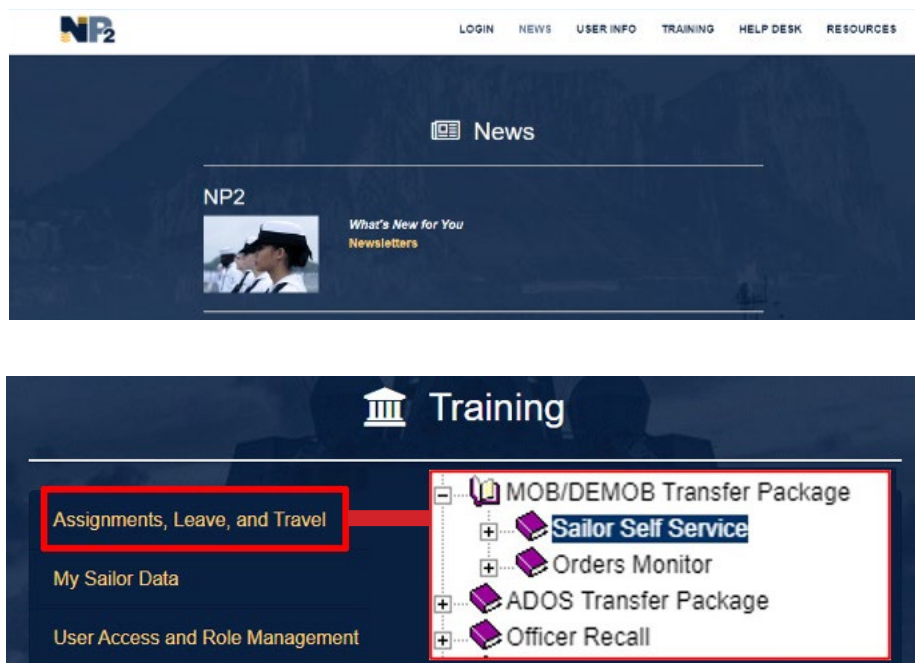


NOTE: Detailed step-by-step instructions for completing actions in the Travel Entitlements Calculator are located in the Travel Entitlements Calculator training aid accessed via the NP2 landing page.



Additional Information and Training

Reserve Sailors and Order Monitors can access NP2 additional information and training aids on the NP2 landing page.



Need Help?

MyNavy Career Center (24/7)

Toll free phone: 1-833-330-MNCC/(1-833-330-6622)

Email: askmncc@navy.mil

Chat: <https://my.navy.mil> (Look for the green chat icon in the lower right corner of any page)