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

- Upload any required attachments (Optional)

- Acknowledge all information is true and correct.
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.
• 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.

NOTE: All five sections of the Pre-Deployment section of the MOB Transfer Package must be completed prior to the Sailor’s detachment.
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)