

**DOCUMENT NAME: Reserve Orders "Payroll"
Active Duty Special Work in Support
of Active Component
(Includes Voluntary Recalls)
ADSW-AC Greater Than 180 days**

DOCUMENT TYPE: 71

1. **Description:** Covers pay and allowances for reservists on Active Duty Special Work in support of the Active Component (ADSW-AC) greater than 180 days only. (Unit must reimburse the active duty payroll account.)
2. **Primary Forms:** (1) Direct Access Standard Travel Order
3. **Related Forms:** (1) Unit Travel System (UTS) electronic filing process
(2) DD-1351-2, Travel Voucher or Sub-Voucher
4. **Document Number:** Standard Number – generated by DIRECT ACCESS

SAMPLE: 71YY29YP10BAC000

Note: When multiple lines with the same document numbers are used, a different suffix is required for each document number, starting with 000. The Program Element field (positions 9 and 10) in the document number must be the same as the first two digits of the Program Element in the accounting line as shown below.

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
71	YY	29	Y	P	10	BAC	000
71	YY	29	Y	P	10	BAC	001
12	YY	29	Y	P	RA	001	000

5. Accounting Line:

SAMPLE: 2/P/Y01/299/10/0/10/*****/117J	For Officer Pay Entitlements
2/P/Y01/299/10/0/10/*****/1220	For Officer FICA Contributions
2/P/Y01/299/21/0/RA/78040/2104	For PCS Travel & Household Goods Shipment

- Note: (1) YY - Denotes last 2 digits of fiscal year. Y - Denotes last digit of fiscal year.
(2) ***** Use benefiting Unit Cost Center

6. Other Information:

- a. FICA (Federal Insurance Contributions Act) is paid by the funding source and figured on base pay at the prescribed IRS rate. Use object code 1220 or 122R.
- b. The benefiting unit must transfer funds using a 09 type document to AFC-01 military payroll account and the AFC-21 account for travel and household goods by CIFP/FTA.

7. FPD Information:

Not applicable.

8. Document Flow:

Reservists request orders in DIRECT ACCESS (Coast Guard Human Resource Management System) using the menu option: Home > Self Serve > Employee > Task > Reserve Orders. The member's supervisor approves and routes to the ISC(pf) funding source. When the ISC approves the orders, the accounting line and TONO are built and the obligation is created in DIRECT ACCESS. DIRECT ACCESS will transmit the obligation to FPD. The orders data will remain in DIRECT ACCESS until the day the duty commences. When the member reports for duty, the member's unit enters arrival date/time, which prepares the transaction for JUMPS. Another DIRECT ACCESS process generates a JUMPS Action Generator (JAG) that transmits the transactions with accounting data to JUMPS for payment. The expenditure is transmitted to FINCEN for entry into the accounting system. The travel line is expended through UTS via the reservist's travel claim.

9. Sample Forms: See Figure 12H-5.**10. PES Report:** Unit PES report will show a decrease to Available Planned Amount with a "09" type CIFP/FTA document.

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	AVAIL PLANNED AMT	COMMIT	UNDELIVERED ORDERS	EXPEND
09YYOE3300001002	756	YY025fc44			58922.05-	0.00	0.00	0.00

Note: (1) YY - Denotes last 2 digits of fiscal year.

11. References:

- a. COMDTINST M1001.28 (series), Reserve Policy Manual
- b. PSCINST M100.2(series), Personnel Pay and Procedures Manual
- c. COMDTINST M7220.29 (series), U. S. Coast Guard Pay Manual
- d. DIRECT ACCESS online help at <http://cgweb.uscg.mil/g-w/psc>

Department of Homeland Security U.S. Coast Guard Direct Access	STANDARD TRAVEL ORDER				09/02/YYYY
	9999999	0	Block Kay R.	F&S2	F Seq: 1475831
	000696	HDCU 208	CG AUGMENTATION TEAM	GULFPORT	MS
Period of Travel:	10/01/YYYY	09/30/YYYY	Blanket Orders:	Transfer	RSV

For Medical Travel:	Remain Overnight (RON): 0 days at
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Primary Mode of Travel: Car	Govt. Credit Card Holder <input checked="" type="checkbox"/>
Commercial Carrier (Own expense, subj to reimbursement)	
Government Procured Transportation	
<input checked="" type="checkbox"/> Authorized Private Owned Conveyance (POC)	\$0

Direct Access Centrally Scheduled Training:

Report To:	Nature Duty	Duty Type	From	To	Revisit
000506 CG ISC NOLA	Duty	ADSW-AC	10/01/YYYY	09/30/YYYY	
32 47710 NEW ORLEANS	LA	USA ()	-	Position:	
Per Diem Rate (estimated):	NEW ORLEANS				
Authorized Rental Car:	<input type="checkbox"/> Upgrade:	Lodging:	M&IE:		
Quarters:					
Messing:	to:				
Auth. Local Travel (taxi, bus, etc.):	<input type="checkbox"/>				

Travel Order No	Acct String	Agency Reg	Approp	Lia	Fund	Lvl	Pg	Elm	Cost Ctr	Obj Cl	Estimate
120Y29YPRA001000	2PY01299210RA780402104	2	P Y01	299	21	0	FA	78040	2104		\$1,616.63
710Y29YP10BAC000	2PY012991001047710117J	2	P Y01	299	10	0	10	47710	117J		\$55,606.53
710Y29YP10BAC001	2PY0129910010477101220	2	P Y01	299	10	0	10	47710	122R		\$3,315.52

Remarks/Comments/Additional Instructions

Authority for these orders is given by Personnel Manual COMDTINST M1000.6A, Para 4-G-3. Voluntary acceptance of these orders subjects you to the UCMJ while engaged in the performance of duty. If you cannot comply, (1) contact the issuing authority, (2) write reason for non-compliance on orders, (3) return orders immediately.

- This order constitutes a PCS move from Gulfport MS to New Orleans LA for 1 year.
- A. MBR has less than 15 years of active service
 - B. AUTH HHG shipment at W2/WO DEPN rate
 - C. AUTH 1 MO advance pay to be liquated over 6-month period
 - D. AUTH DLA at W-2 W/O DEPN rate= 1,554.78
 - E. AUTH MALT: 79 miles x .15 = \$11.85
 - F. AUTH advance flat rate per diem: 50.00 X 1 day travel + \$50.00

Distribution: Servicing ISC (PRU)
Parent Command
Receiving Command

Except as noted orders are authorized and directed. Proceed and report to the places and in the order listed. Deviations should not be made without prior written or verbal orders from proper authority.			
CWO Darryl Ransom		CWO Kay Block	
Official's Signature	Date	Traveler's Signature	Date

Figure 12H-5, Reserve ADSW-AC (Greater than 180 days) Order