

**DOCUMENT NAME: Reserve Orders "Payroll"
Active Duty Special Work in Support
of Reserve Component
ADSW-RC Greater Than 180 Days**

DOCUMENT TYPE: 71

1. **Description:** Covers pay and allowances for reservists on ADSW-RC for greater than 180 days only
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: 71YY30YP10009000

Note: When multiple lines with the same document number 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.

Document Type	FY Funded	Procurement Site Code	FY Contract Originated	Region	Program Element	Document Sequence	Document Suffix
71	YY	30	Y	P	10	009	000
71	YY	30	Y	P	10	009	001
12	YY	30	Y	P	10	009	000

5. Accounting Line:

SAMPLE: 2/P/Y01/299/10/0/10/*****/1171 For Officer Pay & Allowances
 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. **FINCEN Critical Processing Requirements:** Ensure member's full name and SSN are on all documentation.
7. **Other Information:**
 - a. A notation on the orders must specify whether or not member is filling an RT-funded billet. If so, then the Billet Control Number (BCN) must appear on the orders.
 - b. 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.
 - c. **CG-1312** refunds the military payroll account.

8. FPD Information:

Not applicable

9. 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.

10. Sample Forms: See Figure 12H-6.

11. PES Report: No PES Report generated.

12. References:

- a. COMDTINST M1001.28, Reserve Policy Manual
- b. PSCINST M1000.2A, Personnel and Pay 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					06/23/YYYY
9999999	0	Instructor, Kevin J.	LT	M	Seq: 1473544	
000186	CG BASE DETROIT	DETROIT			MI	
Period of Travel: 10/01/YYYY 09/30/YYYY		Blanket Orders:	Transfer		RSV	

For Medical Travel:	Remain Overnight (RON): 0 days at
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
005771 CG TRACEN YORKTOWN	Duty ADSW-RC 10/01/YYYY 09/30/YYYY
75 63100 YORKTOWN VA	USA () - Position:
Per Diem Rate (estimated): YORKTOWN	
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	Pund	Lvl Pg	Elm	Cost Ctr	Obj Cl	Estimate
120Y30YPRA009000	2PY01299210RA780402104	2	P	Y01	299	21	0 RA	78040	2104	\$16,885.00
710Y30YP10009000	2PY0129910010631001171	2	P	Y01	299	10	0 10	63100	1171	\$76,258.00
710Y30YP10009001	2PY0129910010631001220	2	P	Y01	299	10	0 10	63100	1220	\$5,833.74

Dependents Authorized to Travel				
Name	Relationship	Mil	Birthday	Married
Instructor, Angela M.	Spouse	N		03/13/YYYY

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 CG Base Detroit MI to Yorktown VA. New PERSRU is 75-63100 CG TRACEN Yorktown to fill RT billet. BCN# B347099

A. MBR has less than 15 years of active service.
 B. AUTH TVL VIA 1 POC
 C. AUTH HHG shipment at O-3 W/DEPN rate; DEPN: Angela M. Instructor.
 D. AUTH 1 MO ADV pay to be liquidated over 12-month period.
 E. AUTH ADV TLE W/1 DEPN: 10 DAYS = \$851.60 & DLA at O-3 W/DEPN rate = \$1885.42
 F. AUTH ADV MALT; 771 miles X .17 = \$131.07 & flat per diem (50.00 + 37.50) X 3 days travel = 262.50

Distribution: COMDT(G-WTR-3), Servicing ISC (persru), Parent command, and 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 Daryl Ransom		LT. Kevin Instructor	
Official's Signature	Date	Traveler's Signature	Date

Figure 12H-6, Reserve ADSW-RC (Greater than 180 days) Order