

**DOCUMENT NAME: Reserve Orders "Payroll"  
(ADT Only)  
DAFIS DOCUMENT TYPE: 72**

1. **Description:** Request for payment of pay and allowances.
2. **Primary Forms:** CG-4436 , Reserve Orders
3. **Related Forms:** 7A Personnel Action, use action code R 990. This code is used to process pay and points for Reserve active duty period. Entry to be made by District Personnel Reporting Unit into PMIS/JUMPS system.
4. **Document Number:** Standard Number - District Reserve Office assigned.

SAMPLE FOR: 72942441RCBAT000

<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>
72	94	24	4	1	RC	BAT	

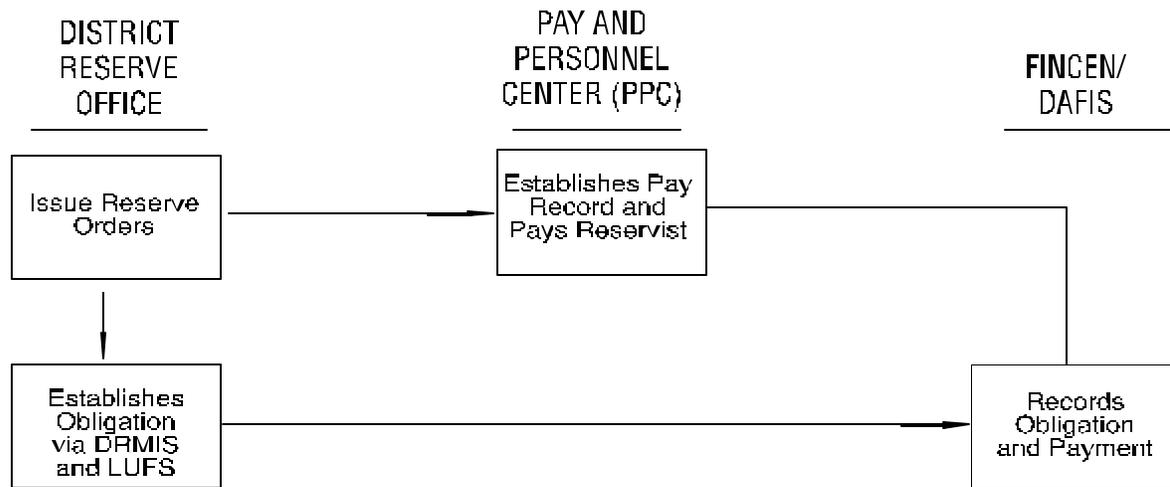
5. **Accounting Line:** If multiple lines are used, a different suffix is required for each line starting with 000.

SAMPLE: 2/P/42/101/90/0/RC/87217/1172 For Pay

6. **FINCEN Critical Processing Requirements:** Ensure member's full name and SSN are on all documentation.
7. **Other Information:**
  - a. For ADT orders, the unit paying for the member services will be charged on its PES.
  - b. The Program Element field (positions 9 and 10) in the document number must be the same as the Program Element in the accounting line.
  - c. The accounting line must be obligated to make JUMPS, DAFIS and LUFIS compatible.
  - d. All pay entitlements (117M, 117P, 1174, 1177, 1155 or 117L, 117N, 1173, 1175, 1155) for ADT are combined into object code 1171 or 1172.
  - e. All pay allowances (122T, 122V, 122X, 122N, 122Q or 122U, 122W, 122Y, 1122P) for ADT are combined into object code 122N or 122P and direct charged to unit funds.
  - f. Coast Guard contributions of FICA are paid by Headquarters Reserve Division.

**8. LUFs Information:**

- a. Standard generic input is made through the Record Spending module.
- b. Obligation will transmit electronically via DRMIS and LUFs, if desired.
- c. If the obligation is transmitted via LUFs, a copy of this document is not required by FINCEN.

**9. Document Flow:****Figure 12H-3 Reserve Orders Payroll (ADT Only)**

- a. Figure 12H-3 describes the procedure for processing Reserve payroll documents.
- b. The District Reserve Office issues a set of Reserve orders (CG-4436).
- c. District Reserve Office establishes an obligation via the District Reserve Management Information System (DRMIS) and LUFs.
- d. Pay and Personnel Center (PPC) establishes pay record and pays the Reservist.
- e. The FINCEN records the obligation and payment in DAFIS.

**10. Sample Forms:** See Figure 12H-4.

**11. PES Report:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
72942441RCBAT000	051	94025FC44	87217	1172	0.00	750.00	0.00	0.00
72942441RCBAT000	136	94035FHK0	87217	1172	0.00	750.00	0.00	750.00

**12. References:**

- a. COMDTINST M1001.27, Reserve Administration and Training Manual (CG).
- b. PPCINST M1000.2, Personnel and Pay Procedures Manual.
- c. PPCINST M5230.1, SDA USER/QUERY MANUAL.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-4436 (Rev. 9-92)		<b>RESERVE ORDER</b>				PMIS TRANSMITTAL #:								
SECTION 1. GENERAL INFORMATION														
ISSUING AUTHORITY: COMMANDER (rst) 5TH CG DISTRICT 431 CRAWFORD STREET PORTSMOUTH, VA 23705 CCGD(rt) PHONE:804/398-6365		RESERVIST: LT J.J. SMITH 999999999 GRADE:03 9022 TREVINO LANE HERNDON, VA 22070 H 703-9999999 B		DAFIS DOC #: 94-2745RCFFK		DATE: 01/07/94								
				RESERVE UNIT 05 - 82351 CGRU CGD5										
<p>Authority for these orders is given by: Para 4 - D - 2 Pers Manual COMDTINST M1000.6</p> <p>Voluntary acceptance of these orders subjects you to the UCMJ while engaged in the performance of the duty. If you cannot comply, (1) contact issuing authority, (2) write reason for noncompliance on orders, (3) return orders immediately. Report to CCGD5 (opcen) for 13 days of Consecutive Active Duty Training (ADT) With Pay and Allowances.</p> <p>Purpose of duty is OTH - AUGMENTATION</p> <p>Report by 2200 hours on 01/24/94. Depart on 02/05/94 unless otherwise instructed by authorized competent authority.</p> <p>Report in Uniform.</p> <p>12 days of this duty satisfy your Annual Training requirement for TRA/PAY CAT RQA for Anniversary Year ending 06/30/94</p> <p>Upon completion of duty, return to the place in which these orders are addressed.</p> <p>Return to inactive duty status upon completion of any active duty herein ordered.</p> <p>1 travel days are authorized and included in the total days of duty specified above.</p> <p>You may travel by Privately Owned Conveyance (POC).</p> <p>Travel days and reimbursement WILL NOT exceed GTR limits unless specified in Remarks.</p>														
IMPORTANT: USE FORM DD 1351-2 TO COMPLETE TRAVEL CLAIM.						ITINERARY								
REMARKS:  AUTHORIZED PARTIAL PER DIEM (MEALS), BOQ CHARGES AND LOCAL TRAVEL. CHECK IN AT NOB FOR BERTHING. PHONE: 804-444-4151. SPOUSE ON ACTIVE DUTY.  Spouse's Name: GWYN						DATE	LOCAL TIME	PLACE						
						19__	G4 Hour Clock	(Home, Office, Base, City, etc)						
							DEP							
							ARR							
							DEP							
							ARR							
Travel and pay necessary to the execution hereof is required in the public interest and is authorized chargeable against														
AGENCY	OBJECT	APPN CODE	LIM CODE	ALLOT FUND CODE	ALLOT LVL END	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT ID		ESTIMATED COST	MISC.		
		6940242							TYPE	FY	NUMBER	SUFFIX		
		2 5 42	105	90	0	RC	87217	1171	72	94	2745RCFFK	000	\$1622.00	P/A
		2 5 42	105	90	0	RC	87217	2100	11	94	2745RCFFK	000	\$ 521.00	T/PD
PRD: <u>05/23/79</u> FED W/EXEMPTION: <u>M/2</u> LBL SOLD SINCE WFEEN: <u>60.0</u> CSEAPAYTIME: <u>06 y 05 m 04 d</u> SEX: <u>M</u> BAQ: <u>H-Spouse in Service: not assigned gov qtrs., FULL W/O</u> SECURITY ACCESS AUTHORIZED: <u>None, BI 09/87</u>														
DISTRIBUTION: opcen, S/R, rsp, PERSRU CGD5				82351,				AUTHENTICATING SIGNATURE (By direction) A. R. CALVERT 01/07/1994						
ENDORSEMENT BY UNIT (CIRCLE APPROPRIATE ANSWER) GOVT. QUARTERS AVAILABLE (YES / NO) GOVT. MESS AVAILABLE (Rations in Kind/SEPRATS) OR GOVT. MESS NOT AVAILABLE (SEPRATS / BAS)				REPORTING HOUR AND DATE				DEPARTING HOUR AND DATE						
								SIGNATURE OF COMMANDING OFFICER (OR BY DIRECTION)						

Figure 12H-4 CG-4436, Reserve Order