

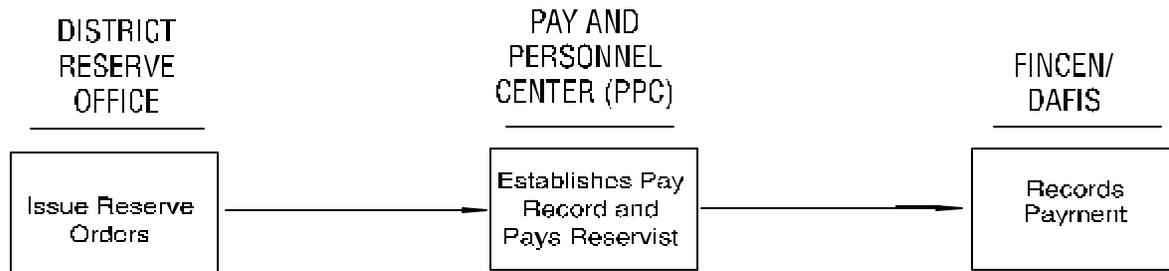
**DOCUMENT NAME: Reserve Orders "Payroll"
(TEMAC/SADT Greater Than 139
Days) (Funds Transfer and Charged
to Military Payroll)
DAFIS DOCUMENT TYPE: 72**

1. **Description:** Request for payment of pay and allowances.
2. **Primary Forms:** CG-4436, Reserve Orders
3. **Related Forms:** 7A Personnel Action, Entry to be made by the District Personnel Reporting Unit into PMIS/JUMPS system.
CG-3200, Financial Transfer Authorization
4. **Document Number:** Standard Number - Benefiting unit assigned.

SAMPLE: 7294904F10BAC000

<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	90	4	F	10	BAC	000

5. **Accounting Line:**
SAMPLE: 2/F/401/299/10/0/10/12345/117K
6. **FINCEN Critical Processing Requirements:** Ensure member's full name and SSN are on all documentation.
7. **Other Information:**
 - a. Coast Guard contributions to FICA (Federal Insurance Contributions Act Tax) are figured on base pay at the prescribed IRS rate.
 - b. Benefiting unit transfers funds to the military payroll account.
8. **LUFS Information:** Not applicable.

9. Document Flow:**Figure 12H-9 Reserve Orders Payroll (TEMAC/SADT)(Greater than 139 Days)**

- a. Figure 12H-9 describes the procedure for processing Reserve Orders for TEMAC/SADT greater than 139 days.
- b. When a unit requests a Reservist for TEMAC duty the District Reserve Office issues a set of Reserve orders (CG-4436).
- c. PPC establishes the pay record and pays the Reservist.
- d. The FINCEN records the payment in DAFIS.

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

11. PES Report: Will not be shown on units PES.

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.
- d. COMDTINST M1330.1, Temporary Active Duty (TEMAC).

DEPARTMENT OF TRANSPORTATION U. S. COAST GUARD CG-4436 (Rev. 9-92)	RESERVE ORDER	PMIS TRANSMITTAL #:																																		
SECTION I. GENERAL INFORMATION																																				
RESERVE AUTHORITY: COMMANDER (RS) 5TH CG DISTRICT 915 2ND AVE PORTSMOUTH, VA 23706 CCGD(Rt) PHONE: 800-225-5997	RESERVIST: 999999999 GRADE: E6 Skl J.J. SMITH 17527 SUNSET PORTSMOUTH, VA 23706	DAFIS DOC #: 94-904FABABA DATE: 01/30/94 RESERVE UNIT 05-82394 CCGD 05 (IRR)																																		
Authority for these orders is given by: Para 4 - D - 2 Pers Manual M1000.6 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 CG Finance Center (SM) for 60 days of CONSECUTIVE TEMPORARY ACTIVE DUTY (TEMAC) with Pay and Allowances. Purpose of duty is OTH - CG Finance Center (SM) Report by 0800 hours on 02/01/94 Depart on 08/20/94 unless otherwise instructed by authorized competent authority. Report in Uniform. 12 days of this duty satisfy your Annual Training requirement for TRA/PAY CAT RJ11 for Anniversary Year ending 11/23/94 Upon completion of duty, return to the place in which these orders are addressed. Return to inactive duty status upon completion of any active duty herein ordered. <input type="checkbox"/> travel days are authorized and included in the total days of duty specified above. You must travel at your own expense, NOT subject to reimbursement.																																				
IMPORTANT: USE FORM DD 1351-2 TO COMPLETE TRAVEL CLAIM.		ITINERARY																																		
REMARKS: PER DIEM NOT AUTHORIZED		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>DATE</th> <th>LOCAL TIME (24 Hour Clock)</th> <th>PLACE (Home, Office, Base, City, etc)</th> </tr> </thead> <tbody> <tr><td>19__</td><td></td><td></td></tr> <tr><td></td><td>DEP</td><td></td></tr> <tr><td></td><td>ARR</td><td></td></tr> <tr><td></td><td>DEP</td><td></td></tr> <tr><td></td><td>ARR</td><td></td></tr> <tr><td></td><td>DEP</td><td></td></tr> <tr><td></td><td>ARR</td><td></td></tr> </tbody> </table>	DATE	LOCAL TIME (24 Hour Clock)	PLACE (Home, Office, Base, City, etc)	19__				DEP			ARR			DEP			ARR			DEP			ARR											
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DISTRIBUTION: 05-82394 PERSRU Finance Center (SM) (OGR)		AUTHENTICATING SIGNATURE (By direction) R. W. TURNER 01/30/94																																		
ENDORSEMENT BY UNIT (CIRCLE APPROPRIATE ANSWER) GOVT. QUARTERS AVAILABLE (YES / NO) GOVT. MESS AVAILABLE (Reasons in Kind/SEPRATS) GOVT. MESS NOT AVAILABLE (SEPRATS / BAS)		REPORTING HOUR AND DATE DEPARTING HOUR AND DATE SIGNATURE OF COMMANDING OFFICER (OR BY DIRECTION)																																		

Figure 12H-10 CG-4436, Reserve Order