

**DOCUMENT NAME: Reserve Orders "Payroll"
Active Duty Special Work in Support
of Active Component
(Includes Voluntary Recalls)
ADSW-AC Less than or equal to
180 Days**

DOCUMENT TYPE: 72

1. **Description:** Covers pay and allowances for reservists on ADSW-AC for less than or equal to 180 days only. (Charged to Unit 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: **72YY31Y6AB123000**

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 usually is 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>
72	YY	31	Y	6	AB	123	000
72	YY	31	Y	6	AB	123	001
11	YY	31	Y	6	AB	123	000

5. Accounting Line:

SAMPLE: 2/6/Y01/133/30/0/**AB**/*****/117K For Enlisted Pay Entitlements
2/6/Y01/133/30/0/**AB**/*****/122R For Enlisted FICA Contributions
2/6/Y01/133/30/0/**AB**/*****/2100 For Operational Travel

- Note: (1) YY - Denotes last 2 digits of fiscal year. Y - Denotes last digit of fiscal year.
(2) **** Use Benefiting Unit Cost Center
(3) Ensure a document type 14 is issued if a GTR/GTA is issued.

6. Other Information:

- a. Orders must include document numbers and accounting lines for pay, allowances, FICA, and travel. See Section C, Page 12C-7 for 11 type travel document numbering.
- 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.