

**DOCUMENT NAME: Reserve Orders "Payroll"
Involuntary Active Duty
(Contingency Recall)**

DOCUMENT TYPE: 71

1. **Description:** Covers pay and allowances for reservists involuntarily recalled for active duty without their consent in support of Coast Guard missions under emergency conditions. References (a) and (c) describe statutory authority to recall reservists for involuntary active duty.
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: 71YY27YP100EB000
71YY27YP100EB001
13YY27Y3RA690000

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.

Document Type	FY Funded	Procurement Site Code	FY Contract Originated	Region	Program Element	Document Sequence	Document Suffix
71	YY	27	Y	P	10	0EB	000
71	YY	27	Y	P	10	0EB	001
13	YY	27	Y	3	RA	690	000

5. Accounting Line:

SAMPLE: 2/P/Y01/299/10/0/10/79902/117G	For Officer Pay Entitlements
2/P/Y01/299/10/0/10/79902/1220	For Officer FICA
2/P/Y01/299/10/0/10/79902/117H	For Enlisted Pay Entitlements
2/P/Y01/299/10/0/10/79902/122R	For Enlisted FICA
2/3/Y01/132/30/0/RA/79902/2108	For Emergency Travel

- Note: (1) Cost center 79902 was set up by COMDT (CG-83), the AFC-30 Manager, as the appropriate cost center for most emergencies. Unless otherwise directed by appropriate authority, use this cost center for emergency active duty situations.
(2) YY - Denotes last 2 digits of fiscal year. Y - Denotes last digit of fiscal year.
(3) Ensure a document type 14 is issued if a GTR/GTA is issued.

6. FPD Information:

An obligation will automatically transmit from DIRECT ACCESS when documents for pay and travel are approved by the funding source. The effective date of the pay, FICA, and travel obligation is the date the member departs from home to travel to the duty site.

7. Document Flow:

Reservists request orders in DIRECT ACCESS using the menu option: Home > Self Serve > Employee > Task > Reserve Orders. The member's supervisor approves and routes to the ISC(fp) funding source. The ISC obtains accounting string information from the OE Reimbursable Account Manager. 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.

8. Sample Forms: See Figure 12H-3.**9. PES Report:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
13YY27Y3RA69000 0	051	YY025FC44	79902	2108	0.00	26369.00	0.00	0.00
13YY27Y3RA69000 0	136	YY061FHK0	79902	2108	0.00	26369.00-	0.00	26458.00

Note: (1) YY - Denotes last 2 digits of fiscal year. Y - Denotes last digit of fiscal year.
 (2) Pay and allowances will not appear on Unit PES Report.

10. References:

- a. COMDTINST M1001.28 (series), Reserve Policy Manual
- b. PSCINST M1000.2 (series), Personnel and Pay Procedures Manual
- c. 14 U.S.C. 712 and 10 U.S.C. 12301(a), 12302, and 12304
- d. COMDTINST M3061.1, Manpower Mobilization Support Plan
- e. COMDTINST M7220.29 (series), U. S. Coast Guard Pay Manual
- f. 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				09/15/YYYY
9999999	0	Prudent, Linda A.	SK2	F	Seq: 1005824
000328	CG SFO ATLANTIC CITY	ATLANTIC CITY			NJ
Period of Travel: 10/01/YYYY 09/30/YYYY		Blanket Orders: <input checked="" type="checkbox"/>	Transfer		RSV

For Medical Travel:	Remain Overnight (RON): 0 days at
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Primary Mode of Travel: Car	Govt. Credit Card Holder
Commercial Carrier (Own expense, subj to reimbursement)	
Government Procured Transportation	
<input checked="" type="checkbox"/> Authorized Private Owned Conveyance (POC)	Gov't Advantageous \$0

Direct Access Centrally Scheduled Training:

Report To:	Nature Duty	Duty Type	From	To	Revisit
000328 CG SFO ATLANTIC CITY	Duty	Title 10	10/01/YYYY	09/30/YYYY	
05 30184 ATLANTIC CITY NJ	USA ()	-	Position:		
Per Diem Rate (estimated): ATLANTIC CITY					
Authorized Rental Car: <input type="checkbox"/> Upgrade:	Lodging: \$113	M&IE: \$35			
Quarters: Commercial					
Messing: Commercial Rate	to:				
Auth. Local Travel (taxi, bus, etc.): <input type="checkbox"/>	Actual Expense Authorized Not to Exceed 1 times P				

Accounting:

Travel Order No	Acct String	Agency	Reg	Approp	Lim	Fund	Lvl	Pg	Elm	Cost Ctr	Obj Cl	Estimate
130Y27Y3RA690000	23Y01132300RA799022108	2	3	Y01	132	30	0	RA		79902	2108	\$26,369.00
710Y27YP100EB000	2PY012991001079902117H	2	P	Y01	299	10	0	10		79902	117H	\$42,661.20
710Y27YP100EB001	2PY012991001079902122R	2	P	Y01	299	10	0	10		79902	122R	\$3,263.58

Authorized Absences:	From	To	Absence Type	Days
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Remarks/Comments/Additional Instructions

Orders issued under 10 USC 12302 are normally for a minimum of 12 months and a maximum of 24 months. Such orders may be extended, under COMDT authority, so long as the period of active duty does not exceed more than 24 consecutive months. Dates of this order are OCT/01/YYYY to SEP/30/YYYY. Ordered to Active Duty in support of Contingency Operation 10 U.S.C. 12301 (D). Berthing and messing is not available. BAH authorized with Dependents in accordance with CG Pay Manual & JFTR.

If you have any questions regarding your employment/reemployment rights, you may call 1-800-336-4590 (National Committee for Employer Support of the Guard and Reserve), check online at <http://www.esgr.org> or the CG Legal Fact Sheet about The Soldiers and Sailors Civil Relief Act (SSCRA) @ http://www.uscg.mil/legal/1a/topics/sscra/about_the_sscra.htm

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		Linda A. Prudent	
Official's Signature	Date	Traveler's Signature	Date

Figure 12H-3, Reserve Recall Order