

**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.

7. 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.

8. 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. 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.

9. Sample Forms: See Figure 12H-7.**10. PES Report:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
72YY31Y6AB123000	051	YY025FC44	*****	117K	0.00	10043.44	0.00	0.00
72YY31Y6AB123001	051	YY025FC44	*****	122R	0.00	768.32	0.00	0.00
11YY31Y6AB123000	061	YY025FC44	*****	2100	0.00	50.00	0.00	0.00

NOTE: (1) YY - Denotes first 2 digits of fiscal year. Y - Denotes last digit of fiscal year.
 (2) ***** Use Benefiting Unit Cost Center

11. References:

- a. COMDTINST M1001.28 (Series), Reserve Policy Manual.
- b. PSCINST M1000.2 (Series), 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				06/30/YYYY
9999999	0	Friday, Ernesto G.	YN3	M	Seq: 1473588
004518	CG ESD SAN PEDRO		SAN PEDRO		CA
Period of Travel: 10/01/YYYY 01/22/YYYY		Blanket Orders:	Transfer		RSV

For Medical Travel:	Remain Overnight (RON): 0 days at
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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
000702 CG GP LOS ANGELES/LB	Duty	ADSW-AC	06/01/YYYY	09/27/YYYY	
11 36263 SAN PEDRO CA	USA ()	-	Position:		
Per Diem Rate (estimated): SAN PEDRO					
Authorized Rental Car: <input type="checkbox"/> Upgrade:	Lodging:	\$99	M&IE:	\$46	
Quarters:	to:				
Messing:					
Auth. Local Travel (taxi, bus, etc.): <input type="checkbox"/>					

Accounting:	Travel Order No	Acct String	Agency Reg	Approp	Lim	Pund	Lvl	Pg	Elm	Cost Ctr	Obj Cl	Estimate
	11YY31Y6AB12300026Y01133300AB362632100		2	6	Y01	133	30	0	AB	36263	2100	\$50.00
	72YY31Y6AB12300126Y01133300AB36263117K		2	6	Y01	133	30	0	AB	36263	117K	\$10,043.44
	72YY31Y6AB12300026Y01133300AB36263122R		2	6	Y01	133	30	0	AB	36263	122R	\$768.32

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 this duty. If you cannot comply, (1) contact the issuing authority, (2) write the reason for non-compliance on the orders, and (3) return the orders immediately

Report to the command listed above for 119 days of ADSW-AC for special work (ADSW-AC) with pay and allowances.

Distribution: Servicing ISC (persru)
ISC (pf)
Parent command
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 Darryl Ransom		YN3 Ernesto G. Friday	
Official's Signature	Date	Traveler's Signature	Date

Figure 12H-7, Reserve ADSW-AC (Less than or equal to 180 days) Order