

**DOCUMENT NAME: Reserve Orders "Payroll"
Active Duty Special Work in Support
of Reserve Component
ADSW-RC Less than or equal to
180 Days**

DOCUMENT TYPE: 72

1. **Description:** Covers pay and allowances for reservists on ADSW-RC for less than or equal to 180 days only. (Charged to AFC-90)
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: 72YY28Y3RD002000

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 | 28 | Y | 3 | RD | 002 | 000 |
| 72 | YY | 28 | Y | 3 | RD | 002 | 001 |
| 13 | YY | 28 | Y | 3 | RD | 002 | 000 |

5. Accounting Line:

SAMPLE: 2/3/Y2/132/90/0/RD07/*****/1171 For Officer Pay Entitlements
 2/3/Y2/132/90/0/RD07/*****/1220 For Officer FICA Contributions
 2/3/Y2/132/90/0/RD07/*****/2109 For Other Travel-Support
 Programs

- 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 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 duty site.

8. Document Flow:

Reservists request orders in DIRECT ACCESS (Coast Guard Human Resource Management System) 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-8.**10. PES Report:**

| DOCUMENT ID | TRANS CODE | BATCH NUMBER | COST CENTER | OBJ CLASS | COMMIT | UNDELIVERED ORDERS | ACCRUED EXPEND | EXPEND |
|------------------|------------|--------------|-------------|-----------|--------|--------------------|----------------|--------|
| 72YY28Y3RD002000 | 051 | YY025FC44 | ***** | 1171 | 0.00 | 27852.82 | 0.00 | 0.00 |
| 72YY28Y3RD002001 | 051 | YY025FC44 | ***** | 1220 | 0.00 | 2130.74 | 0.00 | 0.00 |
| 13YY28Y3RD002000 | 061 | YY025FC44 | ***** | 2109 | 0.00 | 25715.00 | 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, Reserve Policy Manual.
- b. PSCINST M1000.2A, 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 | | | | 09/08/YYYY |
| 9999999 | 0 | Editor, John C. | BOSN3 | M | Seq: 1475844 |
| 000274 | CG MSO JACKSONVILLE | JACKSONVILLE | | | FL |
| Period of Travel: | 10/01/YYYY | 02/16/YYYY | Blanket Orders: | Transfer | RSV |

| | |
|---------------------|--------------------------------------|
| For Medical Travel: | Remain Overnight (RON): 0 days at |
|---------------------|--------------------------------------|

| | |
|---|--|
| 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) | Not To Exceed \$470 |

Direct Access Centrally Scheduled Training:

| | | | | | |
|--|--|------------|------------|------------|---------|
| Report To: | Nature Duty | Duty Type | From | To | Revisit |
| 000739 CG ISC MIAMI BEACH | Duty | ADSW-RC | 10/01/YYYY | 02/16/YYYY | |
| 32 46900 MIAMI FL | USA () | - | Position: | | |
| Per Diem Rate (estimated): MIAMI | | | | | |
| Authorized Rental Car: <input type="checkbox"/> Upgrade: | Lodging: \$138 | M&IE: \$47 | | | |
| Quarters: Commercial | | | | | |
| Messing: Commercial Rate | to: | | | | |
| Auth. Local Travel (taxi, bus, etc.): <input type="checkbox"/> | <u>Actual Expense Authorized Not to Exceed 1 times P</u> | | | | |

| Accounting: | Travel Order No | Acct String | Agency Reg | Approp | Lim | Fund | LvlPg | Elm | Cost Ctr | Obj Cl | Estimate |
|-------------|------------------|-------------------------|------------|--------|-----|------|-------|-----|----------|------------|-------------|
| | 130Y28Y3RD002000 | 23Y2132900RD07469002109 | 2 | 3 | Y2 | 132 | 90 | 0 | RD07 | 46900 2109 | \$25,715.00 |
| | 720Y28Y3RD002000 | 23Y2132900RD07469001171 | 2 | 3 | Y2 | 132 | 90 | 0 | RD07 | 46900 1171 | \$27,852.82 |
| | 720Y28Y3RD002001 | 23Y2132900RD07469001220 | 2 | 3 | Y2 | 132 | 90 | 0 | RD07 | 46900 1220 | \$2,130.74 |

| Authorized Absences: | From | To | Absence Type | Days |
|----------------------|------|----|--------------|------|
| | | | | |

Remarks/Comments/Additional Instructions

Authority for these orders is given by the Personnel Manual, COMDTINST M1000.6A, Para 4-G-3. Voluntary acceptance of orders subjects you to the UCMJ while engaged in the performance of duty. If you cannot comply (1) contact the issuing authority, (2) write the reason for non-compliance on the orders, and (3) return the order immediately.

Report to the command listed above for 139 consecutive days of Active Duty for Special W Reserve Component (ADSW-RC).

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 | | CWO John Editor | |
| Official's Signature | Date | Traveler's Signature | Date |

Figure 12H-8 Reserve ADSW-RC (Less than or equal to 180 days) Order