

**DOCUMENT NAME: Reserve Orders "Payroll"
ADT-OTD (Other Training Duty)**

DOCUMENT TYPE: 72

1. **Description:** Covers pay and allowances for reservists on Other Training Duty (ADT-OTD) in addition to annual training requirement.
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: **72YY24Y3RWB02000**

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 must be 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
72	YY	24	Y	3	RW	B02	000
72	YY	24	Y	3	RW	B02	001
11	YY	24	Y	3	RW	B02	000

5. Accounting Line:

SAMPLE: 2/3/Y2/132/90/0/**RW01**/*****/1171 For Officer Pay & Allowances
 2/3/Y2/132/90/0/**RW01**/*****/1220 For Officer FICA Contributions
 2/3/Y2/132/90/0/**RW01**/*****/2150 For Officer Training Travel

- Note: (1) YY - Denotes first 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(pf) 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-10.**10. PES Report:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
72YY24Y3RWB02000	051	YY025FC44	*****	1172	0.00	3606.84	0.00	0.00
72YY24Y3RWB02001	051	YY025FC44	*****	1220	0.00	275.92	0.00	0.00
11YY24Y3RWB02000	061	YY025FC44	*****	2150	0.00	150.00	0.00	0.00
72YY24Y3RWB02000	136	YY035FHK0	*****	1172	0.00	3606.84-	0.00	3606.84
72YY24Y3RWB02001	136	YY035FHK0	*****	1220	0.00	275.92-	0.00	275.94
11YY24Y3RWB02000	136	YY035FHK0	*****	2150	0.00	150.00-	0.00	126.99

Note: (1) YY - Denotes last 2 digits of fiscal year. Y - Denotes last digit of fiscal year.
 (2) ***** Denotes benefiting unit.

11. References:

- COMDTINST M1001.28 (Series), Reserve Policy Manual
- PSCICINST M1000.2 (Series), Personnel and Pay Procedures Manual
- COMDTINST M7220.29 (Series), U. S. Coast Guard Pay Manual
- 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				07/09/YYYY
9999999	0	Student, John F.	BOSN3	M	Seq: 1473651
000014	CG GP WOODS HOLE	WOODS HOLE			MA
Period of Travel: 08/01/YYYY 08/19/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)	Gov't Advantageous \$0

Direct Access Centrally Scheduled Training:

Report To:	Nature Duty	Duty Type	From	To	Revisit
003354 CG ACADEMY	Duty	ADT-OTD	08/01/YYYY	08/19/YYYY	
60 60100 NEW LONDON CT	USA ()	-	Position:		
Per Diem Rate (estimated): NEW LONDON					
Authorized Rental Car: <input type="checkbox"/> Upgrade:	Lodging: \$55.00		M&IE: \$31.00		
Quarters: Gov					
Messing: Government Rate Messing Directed to:					
Auth. Local Travel (taxi, bus, etc.): <input type="checkbox"/>					

Travel order No	Acct String	Agency	Reg	Approp	Lia	Fund	Lvl	Pg	Elm	Cost	Ctr	Obj	Cl	Estimate
11YY24Y3RWB02000	23Y2132900RW01362152150	2	3	Y2	132	90	0	RW01	36215	2150				\$150.00
72YY24Y3RWB02000	23Y2132900RW01362151171	2	3	Y2	132	90	0	RW01	36215	1171				\$3,606.84
72YY24Y3RWB02001	23Y2132900RW01362151220	2	3	Y2	132	90	0	RW01	36215	1220				\$275.92

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 subject 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 above for 19 days of consecutive active duty for training-other training duty (ADT-OTD), Chief Warrant Officer Indoctrination Course at New London CT.

Distribution: Servicing 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 F. Student	
Official's Signature	Date	Traveler's Signature	Date

Figure 12H-10, Reserve ADT-OTD Orders