

**DOCUMENT NAME: Reserve Orders "Payroll"
(TEMAC/SADT Greater Than 139
Days)(Charge To Unit Account)
DAFIS DOCUMENT TYPE: 72**

1. **Description:** Request for payment of pay and allowances.
2. **Primary Forms:** CG-4436 , Reserve Orders
3. **Related Forms:** 7A Personnel Action, Entry to be made by the District Personnel Reporting Unit into PMIS/JUMPS system.
4. **Document Number:** Standard Number - Benefiting unit assigned.

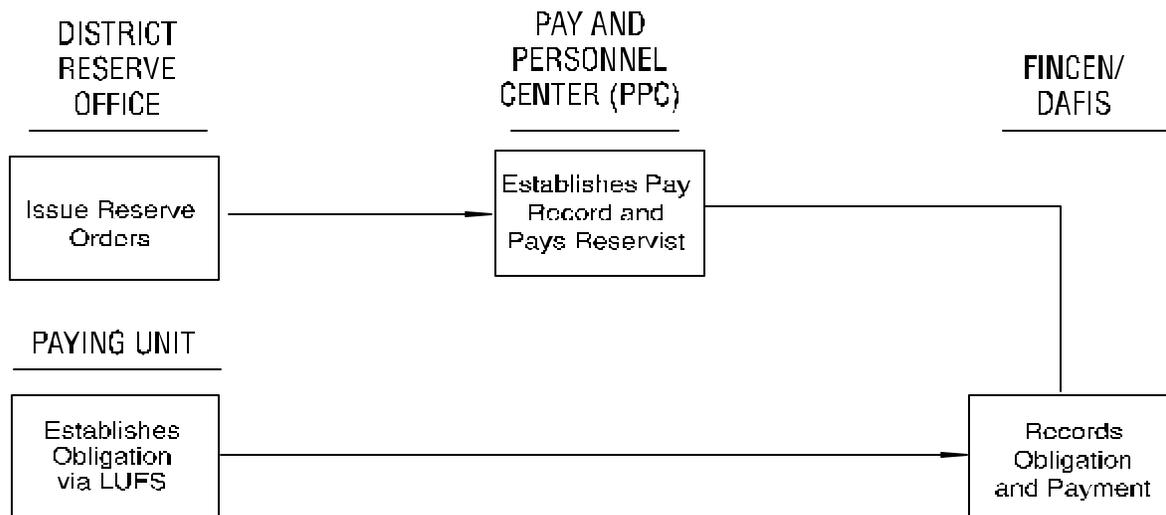
SAMPLE: 7294904FABBAC000

<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	94	90	4	F	AB	BAC	000

5. **Accounting Line:** Multiple lines of accounting are used.
SAMPLE: 2/F/401/136/30/0/AB/12345/117K For Pay Entitlements
6. **FINCEN Critical Processing Requirements:** Ensure member's full name and SSN are on all documentation.
7. **Other Information:**
 - a. For TEMAC orders greater than 139 days, the Program Element of the unit paying for the member's services will be charged.
 - b. The benefiting unit (paying unit) will obligate the orders on its LUFS system and electronically transmit the obligation to FINCEN for entry into DAFIS for obligation.
 - c. All pay entitlements for TEMAC are combined into object code 117J or 117K and SADT are combined into object code 1171 or 1172.
 - d. The Program Element field (positions 9 and 10) of the document number must be the same as the Program Element in the accounting line.
 - e. Coast Guard contributions of FICA (Federal Insurance Contributions Act Tax) are figured on base pay at current IRS rate and must be included in the total obligation.
 - f. The accounting line must be obligated to make JUMPS, DAFIS, and LUFS compatible.

8. LUFS Information:

- a. Standard generic input is made through the Record Spending module.
- b. Obligation will transmit electronically via LUFS, if desired.
- c. If the obligation is transmitted via LUFS, a copy of this document should be sent to FINCEN (SM).

9. Document Flow:**Figure 12H-7 Reserve Orders Payroll (TEMAC/SADT) (Greater Than 139 Days)**

- a. Figure 12H-7 describes the procedure for processing Reserve Orders Payroll (TEMAC/SADT) (Greater Than 139 Days).
- b. Unit request Reservist for TEMAC duty. The District Reserve Office issues a set of reserve orders (CG-4436).
- c. The benefiting unit establishes an obligation via the DRMIS and LUFS.
- d. PPC establishes the pay record and pays the Reservist.
- e. The FINCEN records the obligation and payment in DAFIS.

10. Sample Forms: See Figure 12H-8.

11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
7294904FABBAC000	051	94025FC44	12345	117K	0.00	750.00	0.00	0.00
7294904FABBAC000	136F	94061FHK0	12345	117K	0.00	750.00-	0.00	750.00

12. References:

- a. COMDTINST M1001.27, Reserve Administration and Training Manual (CG).
- b. PPCINST M1000.2, Personnel and Pay Procedures Manual.
- c. PPCINST M5230.1, SDA USER/QUERY MANUAL.
- d. COMDTINST M1330.1, Temporary Active Duty (TEMAC).

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-4436 (Rev. 9-82)		RESERVE ORDER				PMIS TRANSMITTAL #:								
SECTION 1. GENERAL INFORMATION														
ISSUING AUTHORITY: COMMANDER (RS) 13TH CG DISTRICT 915 2ND AVE SEATTLE, WA 98174 COG:(rt) PHONE: 800-445-5997		RESERVE#: 999999999 GRADE: E6 SKI J.J. SMITH 27527 SUNSET BOTHELL, WA 98012		DATE DOC #: 94-904FABABA RESERVE UNIT 13 - 87400 COGD13 (IRR)		DATE: 01/30/94								
<p>Authority for these orders is given by: Para 4 - D - 2 Pers Manual COMDTINST M1000.6</p> <p>Voluntary acceptance of these orders subjects you to the UCMJ while engaged in the performance of the duty. If you cannot comply, (1) contact issuing authority, (2) write reason for noncompliance on orders, (3) return orders immediately.</p> <p>Report to CG Finance Center (SM) for 200 days of Consecutive Temporary Active Duty (TEMAC) with Pay and Allowances.</p> <p>Purpose of duty is OTH - CG Finance Center (SM)</p> <p>Report by 0800 hours on 02/01/94. Depart on 08/20/94 unless otherwise instructed by authorized competent authority. Report in Uniform.</p> <p>12 days of this duty satisfy your Annual Training requirement for TRA/PAY CAT RJ11 for Anniversary Year ending 11/23/94</p> <p>Upon completion of duty, return to the place in which these orders are addressed.</p> <p>Return to inactive duty status upon completion of any active duty herein ordered.</p> <p>1 travel days are authorized and included in the total days of duty specified above.</p> <p>Subject to reimbursement</p>														
IMPORTANT: USE FORM DD 1351-2 TO COMPLETE TRAVEL CLAIM.						ITINERARY								
REMARKS: PER DIEM NOT AUTHORIZED						DATE	LOCAL TIME	PLACE						
						19__	(24 Hour Clock)	(Home, Office, Base, City, etc)						
							DEP							
							ARR							
							DEP							
							ARR							
Travel and pay necessary to the execution hereof is required in the public interest and is authorized chargeable against:														
AGE	D	AFPN	LIM	ALLOT	ALLOT	PROGRAM	COET	OBJECT	DOCUMENT ID			ESTIMATED	MISC.	
CLASS	TYPE	CODE	CODE	FUND	LVL	ELEMENT	CENTER	CLASS	TYPE	FY	NUMBER	SUFFIX	COST	
				CODE	IND									
2	F	401	136	30	0	AB	12345	117K	72	94	904FABABA	000	\$9274.00	PAY
2	F	401	136	30	0	AB	12345	2100	11	94	904FABABA	000	625.00	TRVL
PRD: 11/24/76 FED W/ EXEMPTION: M/O LSL SOLD SINCE SFEB79: 60.0 CSEAFAYTIME: 00 y 00 m 00 d SEC: F														
BAO: H-Spouse in Service; not assigned gov qtrs..FULL W/O														
SECURITY ACCESS AUTHORIZED: SECRET 91JAN16														
DISTRIBUTION: 87400		PERSRU CG Finance Center (SM) (ORG)			AUTHENTICATING SIGNATURE (By direction) R. W. TURNER 01/30/94									
ENDORSEMENT BY UNIT (CIRCLE APPROPRIATE ANSWER) GOVT. QUARTERS AVAILABLE (YES / NO)				REPORTING HOUR AND DATE										
GOVT. MESS AVAILABLE (Reasons In Kind/SEPRATS) GOVT. MESS NOT AVAILABLE (SEPRATS / BAS)				DEPARTING HOUR AND DATE										
SIGNATURE OF COMMANDING OFFICER (OR BY DIRECTION)														

Figure 12H-8 CG-4436, Reserve Order