

**DOCUMENT NAME: Reserve Orders "Payroll"  
ADSW-AC Reimbursable by  
Other Agencies**

**DOCUMENT TYPE: 72**

1. **Description:** Covers pay and allowances for reservists performing Active Duty Special Work (ADSW-AC) as per reimbursable agreement with other government agencies, individuals, firms, or corporations that could be by law credited to the Operating Expense of the Coast Guard.
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
  - (3) DD-448, Military Interdepartmental Purchase Request (MIPR)
  - (4) CG-3089, Memorandum of Understanding (MOU)
4. **Document Number:** Standard Number – generated by DIRECT ACCESS

SAMPLE: **72YY31Y6AB001000**

Note: When multiple lines with the same document numbers 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	Contract Region	Program Element	Document Sequence	Document Suffix
<b>72</b>	YY	31	Y	6	<b>AB</b>	001	000
<b>72</b>	YY	31	Y	6	<b>AB</b>	001	001
<b>11</b>	YY	31	Y	6	<b>AB</b>	001	000

5. **Accounting Line:** Multiple lines of accounting are used.

SAMPLE: 2/6/Y01/833/80/0/**AB/77950**/117J For Officer Pay & Allowances  
 2/6/Y01/833/80/0/**AB/77950**/1220 For Officer FICA Contributions  
 2/6/Y01/833/80/0/**AB/77950**/2100 For Operational Travel

- Note: (1) Do **NOT** use benefiting unit cost centers. Cost center 77950 is used for OE reimbursable transactions.  
 (2) YY - Denotes last 2 digits of fiscal year. Y - Denotes last digit of fiscal year.

**6. FINCEN Critical Processing Requirements:**

The OE fund manager will establish a reimbursable agreement with the other agency wanting to hire a reservist. A Memorandum of Understanding (MOU) or a DD-448, Military Interdepartmental Purchase Request (MIPR) will be signed by both parties and forwarded to FINCEN (OGR). FINCEN will establish a reimbursable account and assign a reimbursable agreement number (RAN). Orders written against this account will be charged to and reimbursed by the other agency.

**Ensure Reimbursable Agreement Number (RAN) is on the orders.** RAN must be obtained from FINCEN (OGR).

**7. Other Information:**

FICA (Federal Insurance Contributions Act) is figured on base pay at the prescribed IRS rate. Use object code 1220 or 122R.

**8. 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.

**9. 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.

**10. Sample Forms:** See Figure 12H-11.

**11. PES Report:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
72YY31Y6AB001000	051	YY025FC44	77950	117J	0.00	7408.05	0.00	0.00
72YY31Y6AB001001	051	YY025FC44	77950	1220	0.00	566.72	0.00	0.00
11YY31Y6AB001000	051	YY025FC44	77950	2100	0.00	500.00	0.00	0.00
72YY31Y6AB001000	136	YY035FHK0	77950	117J	0.00	7408.05-	0.00	7408.05
72YY31Y6AB001001	136	YY035FHK0	77950	1220	0.00	566.72-	0.00	566.75
11YY31Y6AB001000	136	YY035FHK0	77950	2100	0.00	500.00-	0.00	496.88

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

**12. References:**

- a. COMDTINST M1001.28 (Series), Reserve Policy Manual
- a. 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	<b>STANDARD TRAVEL ORDER</b>						06/28/YYYY
9999999	0	Ranger, Lawrence H.	LCDR	M	Seq: 1473572		
000527	CG MSO SAN FRANCISCO	ALAMEDA			CA		
Period of Travel: 06/01/YYYY 06/30/YYYY		Blanket Orders:	Transfer		RSV		

For Medical Travel:	Remain Overnight (RON): 0 days at
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Primary Mode of Travel:	Govt. Credit Card Holder <input checked="" type="checkbox"/>	Funded by other agency (RAN): Y5026 (Note* Assigned by FINCEN)
X Commercial Carrier (Own expense, subj to reimbursement)		
Government Procured Transportation		
Authorized Private Owned Conveyance (POC)		\$0

Direct Access Centrally Scheduled Training:

Report To:	Nature Duty	Duty Type	From	To	Revisit
000759 US TRANSCOM	Duty	ADSW-AC	06/01/YYYY	06/30/YYYY	
08 87149 SCOTT AFB IL	USA ( )	-	Position:		
Per Diem Rate (estimated):	SCOTT AFB				
Authorized Rental Car:	Upgrade:	Lodging:	\$55.00	M&IE:	\$31.00
Quarters:	Gov				
Messing:	Commercial Rate				
Auth. Local Travel (taxi, bus, etc.):	<input checked="" type="checkbox"/> Actual Expense Authorized Not to Exceed 1 times <input type="checkbox"/> P				

Accounting:

Travel Order No	Acct String	Agency	Reg	Approp	Lia	Fund	Lvl	Pg	Elm	Cost Ctr	Obj	Cl	Estimate
11YY31Y6AB001000	26Y01833800AB779502100	2	6	Y01	833	80	0	AB	77950	2100			\$500.00
72YY31Y6AB001000	26Y01833800AB77950117J	2	6	Y01	833	80	0	AB	77950	117J			\$7,408.05
72YY31Y6AB001001	26Y01833800AB779501220	2	6	Y01	833	80	0	AB	77950	1220			\$566.72

Authorized Absences:

From	To	Absence Type	Days
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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 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 30 days of consecutive active duty for special work (ADSW-AC), anti-terrorism/force protection duty.

12 days ADSW-AC to satisfy AT requirement for FY0Y must be completed by 09/30/YY Government quarters available at cost to member. Messing not available.

Distribution: Servicing ISC (persru), (pf)  
Parent Command  
Receiving Command  
Funding Agency

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		LCDR Lawrence Ranger	
Official's Signature	Date	Traveler's Signature	Date

Figure 12H-11, Reimbursable ADSW-AC Reserve Order