

**DOCUMENT NAME: Reserve Orders "Payroll"  
Active Duty Special Work in Support  
of Active Component  
(Includes Voluntary Recalls)  
ADSW-AC Greater Than 180 days**

**DOCUMENT TYPE: 71**

1. **Description:** Covers pay and allowances for reservists on Active Duty Special Work in support of the Active Component (ADSW-AC) greater than 180 days only. (Unit must reimburse the active duty payroll 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: 71YY29YP10BAC000

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.

<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>
71	YY	29	Y	P	10	BAC	000
71	YY	29	Y	P	10	BAC	001
12	YY	29	Y	P	RA	001	000

**5. Accounting Line:**

SAMPLE: 2/P/Y01/299/10/0/10/*****/117J	For Officer Pay Entitlements
2/P/Y01/299/10/0/10/*****/1220	For Officer FICA Contributions
2/P/Y01/299/21/0/RA/78040/2104	For PCS Travel & Household Goods Shipment

- Note: (1) YY - Denotes last 2 digits of fiscal year. Y - Denotes last digit of fiscal year.  
(2) \*\*\*\*\* Use benefiting Unit Cost Center