

**DOCUMENT NAME: Reserve Orders "Payroll"
Involuntary Active Duty
(Contingency Recall)**

DOCUMENT TYPE: 71

1. **Description:** Covers pay and allowances for reservists involuntarily recalled for active duty without their consent in support of Coast Guard missions under emergency conditions. References (a) and (c) describe statutory authority to recall reservists for involuntary active duty.
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: 71YY27YP100EB000
71YY27YP100EB001
13YY27Y3RA690000

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.

Document Type	FY Funded	Procurement Site Code	FY Contract Originated	Region	Program Element	Document Sequence	Document Suffix
71	YY	27	Y	P	10	0EB	000
71	YY	27	Y	P	10	0EB	001
13	YY	27	Y	3	RA	690	000

5. Accounting Line:

SAMPLE: 2/P/Y01/299/10/0/10/79902/117G	For Officer Pay Entitlements
2/P/Y01/299/10/0/10/79902/1220	For Officer FICA
2/P/Y01/299/10/0/10/79902/117H	For Enlisted Pay Entitlements
2/P/Y01/299/10/0/10/79902/122R	For Enlisted FICA
2/3/Y01/132/30/0/RA/79902/2108	For Emergency Travel

- Note: (1) Cost center 79902 was set up by COMDT (CG-83), the AFC-30 Manager, as the appropriate cost center for most emergencies. Unless otherwise directed by appropriate authority, use this cost center for emergency active duty situations.
(2) YY - Denotes last 2 digits of fiscal year. Y - Denotes last digit of fiscal year.
(3) Ensure a document type 14 is issued if a GTR/GTA is issued.