

**DOCUMENT NAME: Reserve Orders "Payroll"
Active Duty Special Work in Support
of Reserve Component
ADSW-RC Less than or equal to
180 Days**

DOCUMENT TYPE: 72

1. **Description:** Covers pay and allowances for reservists on ADSW-RC for less than or equal to 180 days only. (Charged to AFC-90)
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: 72YY28Y3RD002000

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.

<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	YY	28	Y	3	RD	002	000
72	YY	28	Y	3	RD	002	001
13	YY	28	Y	3	RD	002	000

5. Accounting Line:

SAMPLE: 2/3/Y2/132/90/0/RD07/*****/1171 For Officer Pay Entitlements
 2/3/Y2/132/90/0/RD07/*****/1220 For Officer FICA Contributions
 2/3/Y2/132/90/0/RD07/*****/2109 For Other Travel-Support
 Programs

Note: (1) YY - Denotes last 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 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 duty site.

8. Document Flow:

Reservists request orders in DIRECT ACCESS (Coast Guard Human Resource Management System) using the menu option: Home > Self Serve > Employee > Task > Reserve Orders. The member's supervisor approves and routes to the ISC(fp) 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-8.**10. PES Report:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
72YY28Y3RD002000	051	YY025FC44	*****	1171	0.00	27852.82	0.00	0.00
72YY28Y3RD002001	051	YY025FC44	*****	1220	0.00	2130.74	0.00	0.00
13YY28Y3RD002000	061	YY025FC44	*****	2109	0.00	25715.00	0.00	0/00

NOTE: (1) YY - Denotes first 2 digits of fiscal year. Y - Denotes last digit of fiscal year.
 (2) ***** Use Benefiting Unit Cost Center

11. References:

- a. COMDTINST M1001.28, Reserve Policy Manual.
- b. PSCINST M1000.2A, 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>