

E-MAIL ALSPO J/09

Subj: DIRECT ACCESS RESERVE ORDERS DUTY TYPE CHANGE AND ACCOUNTING DATA VALIDATION

- Ref: (a) [Uniform Reserve, Training, and Retirement Categories, DODINST 1215.06](#)
(b) [Coast Guard Finance Center Standard Operating Procedures Manual, FINCENSTFINST M7000.1](#)
(c) [Direct Access Reserve Active Duty Orders User Guide](#)

Introduction

This E-Mail ALSPO message announces the change from Active Duty for Special Work to Active Duty for Operational Support reserve orders duty types and the implementation of reserve orders accounting data validation in Direct Access.

Active Duty Operational Support (ADOS)

Per reference (a), the Reserve active duty type “Active Duty for Special Work (ADSW)” has been changed to “Active Duty for Operational Support (ADOS)”.

There is no change to the overarching statutory authority, which remains 10 U.S. Code 12301(d). ADOS is authorized voluntary active duty (AD) for Reserve Component (RC) personnel funded through applicable military/Active Component (AC) or Reserve personnel appropriations (ADOS-AC funded or ADOS-RC funded) to support AC or RC programs, respectively. The purpose of ADOS is to provide the necessary skilled manpower assets to support existing or emerging requirements.

Direct Access Changes for change to ADOS

Effective 1 October 2009 the Active Duty for Special Work-AC and Active Duty for Special Work-RC duty types are no longer available in DA. When creating Reserve Orders, users should select *Act Duty Operational Support-AC* or *Act Duty Operational Support-RC*, as appropriate, from the **Type of Duty** drop-down menu on the Reserve Specific Info tab of the Reserve Orders page (shown below).

Reserve Specific Info | Reserve Orders | Partial Entitlements | Record Arrive/Depart Info | Reserve Leave Disposal

EmplID:		Empl Rcd Nbr:	0
Dept: 000590	CG STA MIAMI BEACH	Empl Class:	SELRES
Job Code: 474195	PS3	Sal Plan/Grade:	ENL E4
Location: FL0071	CG STA MIAMI BEACH		
Position: 00055251	RESERVE UNBUDGETED POSITION		

Reserve Specific Info

Type of Duty: Act Duty Operational Support-AC SetID: AUSCG

Payment for Duty: Act Duty Operational Support-AC
Act Duty Operational Support-RC

Type of Orders
 Long Term/Contingency

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Changes to Existing Reserve Orders

The duty type description for all ADSW-AC (whether for contingency or non-contingency) and ADSW-RC orders in Direct Access have changed to ADOS-AC or ADOS-RC duty type, regardless of the date the record was created. Therefore, the “Coast Guard Duty Type” column in a member’s Reserve Orders history search results will reflect ADOS (AC or RC).

Example member’s order history search results prior to system change:

Search Results

[View All](#)

EmplID	Empl Rcd Nbr	Estimated Report Date	Estimated Depart Date	Sequence	Coast Guard Duty Type	Actual Report Date	Actual Depart Date
96	0	01/06/2006	02/05/2006	1044288	ADSW-RC	01/06/2006	02/05/2006
96	0	04/01/2003	03/31/2004	945040	Title 10	04/01/2003	07/31/2003
96	0	08/12/2002	08/24/2002	945042	ADT-AT	08/12/2002	08/24/2002
96	0	01/07/2001	01/19/2001	945041	ADT-AT	01/07/2001	01/19/2001

Example member’s order history search results after system change:

EmplID	Empl Rcd Nbr	Estimated Report Date	Estimated Depart Date	Sequence	Coast Guard Duty Type	Actual Report Date	Actual Depart Date
96	0	01/06/2006	02/05/2006	1044288	ADOS-RC	01/06/2006	02/05/2006
96	0	04/01/2003	03/31/2004	945040	Title 10	04/01/2003	07/31/2003
96	0	08/12/2002	08/24/2002	945042	ADT-AT	08/12/2002	08/24/2002
96	0	01/07/2001	01/19/2001	945041	ADT-AT	01/07/2001	01/19/2001

Note: The above examples display the short description (ADOS-) in the Coast Guard Duty Type column, other areas of the system may display the long description “Act Duty Operational Support-“.

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Accounting data validation

An interface has been established between Direct Access and the Core Accounting System (CAS) to validate manually entered accounting data to ensure document IDs and accounting strings are in compliance with Chapter 12 of reference (b). Manually entered accounting data must pass the validation check before the document ID and accounting line can be attached to the orders.

Document ID numbers and Accounting Data must be entered in the system manually for:

- The pay and allowances (P&A), Federal Insurance Contributions Act (FICA) and travel/per diem for short-term ADOS-AC orders.
- The travel/per diem (and/or PCS) for long-term ADOS-AC orders.
- The travel/per diem for involuntary recall, Title 10 and Title 14 orders.
- The travel/per diem for any other type of order with unit or TQC funded (e.g. AFC 30 or 56 funds versus AFC 90 funds).

See reference (b), Chapter 12, Section C - Travel and Transportation and Section H - Pay Type Transactions for detailed guidance on document IDs and accounting strings for reserve orders. Enclosure (1) provides new procedures for entering accounting data for reserve orders in Direct Access. These procedures are also reflected in reference (c).

PPC Directives Affected

Direct Access online guides (<http://www.uscg.mil/ppc/ps>) and SPO User Manual (<http://www.uscg.mil/ppc/spoman>), Part VII, Chapter 4, Reserve Active Duty Orders (reference (c)) have been reviewed and updated to reflect the new duty type and accounting data validation process. Other PPC directives (e. g. Personnel & Pay Procedures Manual and the JUMPS Inquiry Manual) will include the new duty type in their next change/re-issuance. Training aides, tutorials and other guidance will be updated as part of the normal update and review process (ongoing).

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ACCOUNTING DATA VALIDATION**

Questions

Questions regarding the content of this e-mail ALSPO message may be directed to PPC Customer Care at:



(866) 772-8724/(785) 339-2200



<http://cgweb.ppc.uscg.mil/ccb/> (Online Trouble Ticket/Inquiry Form)



PPC-DG-CustomerCare@uscg.mil (E-Mail)

Released by

Internet release authorized.

/s/

J. D. PHILLIPS, CAPT, USCG
Commanding Officer

Encl: (1) Direct Access Reserve Orders Accounting Data

Direct Access Reserve Orders Accounting Data

Introduction

This section describes the automatic Document ID numbers and Accounting Data generation criteria and provides the procedure for entering Document ID numbers and Accounting Strings in the system for locally funded travel and short-term ADOS-AC orders. The process for transferring funds to the AFC-01 and AFC-20 accounts for reimbursement for long-term ADOS-AC orders is also described in this section.

Obligation of Funds

Document ID numbers and Accounting Data generated by Direct-Access will create obligations in the Coast Guard Financial System. If an order, with system generated Document ID numbers and Accounting Data is cancelled the funds will be de-obligated.

Direct-Access does not create obligations or de-obligations in the financial system for Document ID numbers and Accounting Data entered manually. However, the Document ID numbers and Accounting Data are checked (when the user attempts to save the data entry) against the FINCEN's database to ensure they are valid.

System Generated Accounting

Direct-Access generates Document ID numbers and Accounting Data for Pay & Allowances and FICA for all reserve orders except short-term ADOS-AC. System generated Document ID numbers and Accounting Data will not be visible until the District (dxr) approves AND saves the orders.

Direct-Access generates Documents ID numbers and Accounting Data for Travel & Per Diem for ADT orders.

Document Types Generated

Purpose	Type	Document Type	Document Suffix
Pay & Allowances	Short Term	72	000
	Long Term	71	000
FICA	Short Term	72	001
	Long Term	71	001
Travel/Per Diem	Single payment	11	000
	Multiple payment	13	000
GTR	N/A	14	000

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Direct Access Reserve Orders Accounting Data, Continued

Orders Requiring Manual Entry of Accounting Data

Document ID numbers and Accounting Data must be entered in the system manually for:

The P&A, FICA and travel/per diem for short-term ADOS-AC orders.
The travel/per diem or PCS for long-term ADOS-AC orders.
The travel/per diem for involuntary recall, Title 10 and Title 14 orders.
The travel/per diem for any other type of order with unit or TQC funded (e.g. AFC 30 or 56 funds versus AFC 90 funds).

Manual Transfer of Funds for Long-Term ADOS-AC Orders

Per section 3.B.4.b of the [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#), funding for long-term active duty is automatically deducted from the AFC-01 military payroll account and must be reimbursed by the order issuing authority through funds transfer (e.g., funds for long-term ADOS-AC must be reimbursed to the military payroll account from the hiring command's AFC-30 operating expenses; funds for long-term ADT-OTD or ADOS-RC must be reimbursed from the Reserve Training appropriation). Copies of all long-term ADT-OTD or ADOS orders shall be sent to Commandant (CG-1012) when issued. Units are directed to use the Standard Personnel Cost (SPC) worksheet to determine the costs. The SPC worksheet is located on CG Central and at <http://cgweb.comdt.uscg.mil/cg8/cg83/cg832/sct/sr/index.htm>.

The system will generate P&A and FICA accounting data and document IDs for long-term ADOS-AC orders. Funds for all long term ADOS-AC orders need to be transferred to AFC-01 by using the following accounting line: **2/H/x01/199/30/0/QD** (x = Fiscal Year). Funds should be transferred on a quarterly basis for the duration of the orders. Funds are due no later than one month after recalling a reservist to long term ADOS-AC.

Contact the AFC-01 funds manager, Commandant (CG-833) at (202) 267-2994, for more information on reimbursement and funds transfer authorizations.

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Direct Access Reserve Orders Accounting Data, Continued

Document IDs and Transfer of Funds for PCS Moves

Long-term orders with a PCS move authorized need a Document Type 12 ID number from the AFC-20 funds manager. These funds need to be transferred to **CG-1012** using the accounting line 2/P/x01/199/30/0/ZZ (x = Fiscal Year). The amount will be both the total recurring and nonrecurring AFC-20 cost as reported on the Standard Personnel Costs spreadsheet located on the CG-832 website.

<http://cgweb.comdt.uscg.mil/cg8/cg83/cg832/sct/sr/index.htm>.

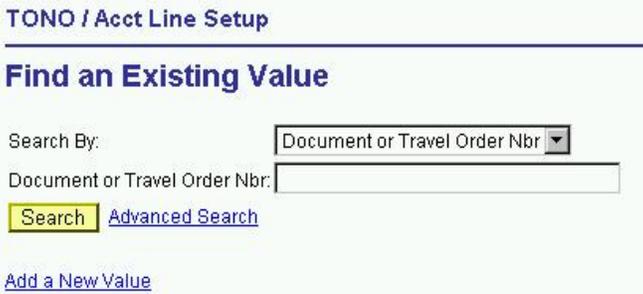
Procedure Follow these steps to view, update or enter accounting data.

Step	Action
1	<p>Click the TONO Accounting Data button to assign a travel order number and accounting string. The following screen appears.</p>  <p>(Note: The Pay & Allowances and FICA accounting lines, shown in the above example, will not be present if the District (dxr) user has not yet approved and saved the orders. The system will add these lines for all long-term orders. There is no need to enter P & A or FICA accounting on long-term orders).</p> <p>Enter a Reimbursable Agreement Number (RAN) if applicable. This number is issued by the Finance Center when orders are funded by other government agencies.</p>

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Direct Access Reserve Orders Accounting Data, Continued

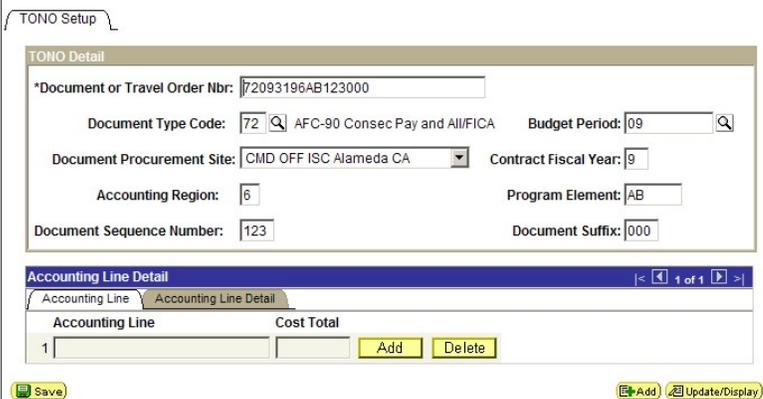
Procedure (continued)

Step	Action																																
2	Click the Add button to insert a new blank row.																																
3	<p>Click the Details button. The following setup screen appears.</p>  <p>The screenshot shows a web interface titled "TONO / Acct Line Setup". Below the title is a section "Find an Existing Value". It includes a "Search By:" dropdown menu set to "Document or Travel Order Nbr", a text input field for "Document or Travel Order Nbr:", a yellow "Search" button, and a blue "Advanced Search" link. At the bottom of the section is a blue "Add a New Value" link.</p>																																
4	Click the Add a New Value link.																																
5	<p>The following screen appears.</p>  <p>The screenshot shows a web interface titled "TONO / Acct Line Setup". Below the title is a section "Add a New Value". It includes a text input field for "Document or Travel Order Nbr:" and a yellow "Add" button. At the bottom of the section is a blue "Find an Existing Value" link.</p>																																
6	<p>Enter the Document ID Number (TONO) and click the Add button.</p> <p>Sample: 72YY31Y6AB123000</p> <p>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 <u>same as the first two digits</u> of the Program Element in the accounting line as shown below.</p> <table border="1" data-bbox="284 1556 1382 1755"> <thead> <tr> <th>Document Type</th> <th>FY Funded</th> <th>Procurement Site Code</th> <th>FY Contract Originated</th> <th>Region</th> <th>Program Element</th> <th>Document Sequence</th> <th>Suffix</th> </tr> </thead> <tbody> <tr> <td>72</td> <td>YY</td> <td>31</td> <td>Y</td> <td>6</td> <td>AB</td> <td>123</td> <td>000</td> </tr> <tr> <td>72</td> <td>YY</td> <td>31</td> <td>Y</td> <td>6</td> <td>AB</td> <td>123</td> <td>001</td> </tr> <tr> <td>11</td> <td>YY</td> <td>31</td> <td>Y</td> <td>6</td> <td>AB</td> <td>123</td> <td>000</td> </tr> </tbody> </table> <p>YY - Denotes last 2 digits of fiscal year. Y - Denotes last digit of fiscal year.</p>	Document Type	FY Funded	Procurement Site Code	FY Contract Originated	Region	Program Element	Document Sequence	Suffix	72	YY	31	Y	6	AB	123	000	72	YY	31	Y	6	AB	123	001	11	YY	31	Y	6	AB	123	000
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11	YY	31	Y	6	AB	123	000																										

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Direct Access Reserve Orders Accounting Data, Continued

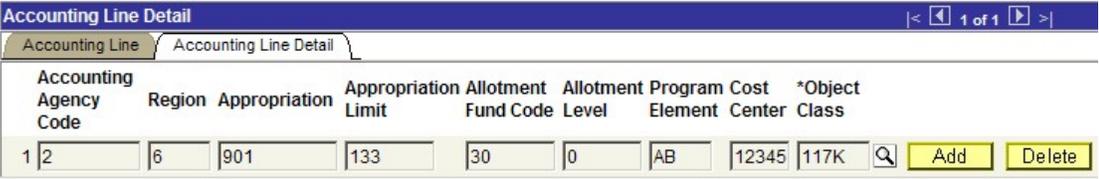
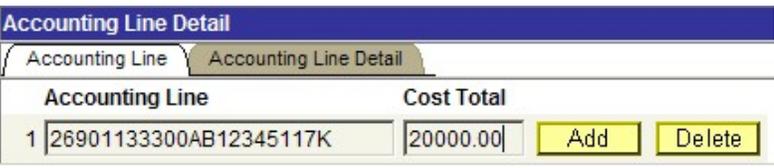
Procedure (continued)

Step	Action
7	<p>The TONO/Acct Line setup screen appears. Some fields will be filled in based on the Document ID Number (TONO) you entered in the previous step.</p> <p>Home > Administer Workforce > Maintain Travel Orders > Setup > TONO / Acct Line Setup New Window</p>  <p>Complete the fields as described below.</p>
Field	Description
Document Type Code	For TDY, the first two digits of the TONO will normally be 11 (Member Procured Travel) or 14 if traveling on a GTA funded ticket. If Blanket Order was checked for multiple trips, the first two digits of the TONO will normally be 13 (this includes multiple medical trips performed under one TONO).
Budget Period	The last two digits of the fiscal year charged to the TONO. A fiscal year runs from 1 October through 30 September. For example, TDY funded in FY 2009, will be "09".
Document Procurement Site	The name of the Procurement Site is displayed.
Contract Fiscal Year	The last digit of the fiscal year to be charged against. For example, TDY funded in FY 2009, will be "9".
Program Element	<p>A two, four or six character alphanumeric field representing the ATU of the unit or the Reimbursable Agreement Number (RAN). In some cases (e. g. Orders issued under a RAN) up to 6 characters may be used. Click the link below to review Chapter 4 paragraph 2 of the FINCEN SOP. (http://www.fincen.uscg.mil/sop.htm)</p> <p>Those units that have several Program Elements (PE) or other than the normal 2-digit PE should use a master 2-digit PE assigned by their Budget Office for document numbering purposes</p>
Document Sequence Number	The document sequence number for each FY should be sequential beginning with 001 through 999. If exhausted, alphanumeric combinations A01 through A99 through Y01 - Y99 are used. Each sequence number must be unique.
Document Suffix	Please use "000" for P&A and "001" for FICA.

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Direct Access Reserve Orders Accounting Data, Continued

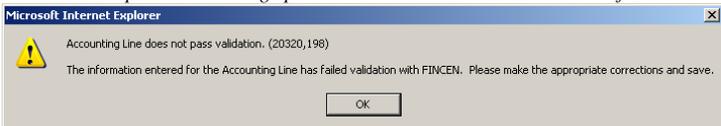
Procedure (continued)

Step	Action
8	<p>Click the “Accounting Line Detail” tab.</p>  <p>Enter the accounting string in the appropriate fields. Use the magnifying glass to view and select from a list of available object class codes. Refer to Appendix “B” of the FINCEN SOP (http://www.fincen.uscg.mil/sop.htm) for guidance in completing this section. Be sure to select the correct Object Class codes and to associate the Object Class codes for P&A with the “000” document ID suffix and the Object Class Codes for FICA with the “001” document ID suffix.</p> <p>Samples: 2/6/Y01/133/30/0/AB/*****/117K For Enlisted Pay Entitlements 2/6/Y01/133/30/0/AB/*****/122R For Enlisted FICA Contributions 2/6/Y01/133/30/0/AB/*****/2100 For Operational Travel</p> <p>Note: (1) 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.</p>
9	<p>Click the Accounting Line tab.</p>  <p>The accounting line is pre-filled from the previous screen. Enter the total cost chargeable to the accounting line. DO NOT click the Add button to enter additional accounting strings chargeable to the TONO. If necessary, use the Delete button to remove accounting rows.</p>

Continued on next page

Direct Access Reserve Orders Accounting Data, Continued

Procedure (continued)

Step	Action								
<p>10</p>	<p>Click the  button. The accounting data will be validated against the FINCEN's database. The "Processing" message will appear in the upper, right-hand corner of the window during the validation process.</p> <table border="1" data-bbox="285 592 1370 814"> <thead> <tr> <th data-bbox="285 592 743 625">If</th> <th data-bbox="743 592 1370 625">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="285 625 743 814"> Validation is unsuccessful due to invalid document ID/accounting string {Error Message: Accounting Line does not pass validation./The information entered for the Accounting Line has failed validation with FINCEN. Please make the appropriate corrections and save.} </td> <td data-bbox="743 625 1370 814"> Review the data entry for accuracy. If all items match the document ID/accounting string provided by the funding authority, contact the issuer to resolve discrepancies per the FINCEN SOP. </td> </tr> </tbody> </table> <p style="text-align: center;"><i>Example error message presented when validation is unsuccessful:</i></p>  <table border="1" data-bbox="285 961 1370 1226"> <tbody> <tr> <td data-bbox="285 961 743 1226"> Validation is unsuccessful due to database connection error (e.g. FINCEN database not available) {Error Message: Critical error during Accounting Line validation. / The program encountered a critical error while validating the accounting line with FINCEN. Please contact PPC Customer Care at (866) 772-8724 or (785) 339-2200, or email PPC-DG-CustomerCare@uscg.mil to report this error.} </td> <td data-bbox="743 961 1370 1226"> Click OK to acknowledge the error message and click save again. You may need to wait a few minutes for the connection to be reestablished. If the connection remains unavailable notify PPC Customer Care. </td> </tr> </tbody> </table> <table border="1" data-bbox="285 1226 1370 1360"> <tbody> <tr> <td data-bbox="285 1226 743 1360"> Validation is successful (The "Saved" message will appear in the upper, right-hand corner of the window.) </td> <td data-bbox="743 1226 1370 1360"> Click the  (in the top right-hand corner of the browser window) to close the TONO/Acct Line Setup window and continue with the next step in this procedure. </td> </tr> </tbody> </table>	If	Then	Validation is unsuccessful due to invalid document ID/accounting string {Error Message: Accounting Line does not pass validation./The information entered for the Accounting Line has failed validation with FINCEN. Please make the appropriate corrections and save.}	Review the data entry for accuracy. If all items match the document ID/accounting string provided by the funding authority, contact the issuer to resolve discrepancies per the FINCEN SOP.	Validation is unsuccessful due to database connection error (e.g. FINCEN database not available) {Error Message: Critical error during Accounting Line validation. / The program encountered a critical error while validating the accounting line with FINCEN. Please contact PPC Customer Care at (866) 772-8724 or (785) 339-2200, or email PPC-DG-CustomerCare@uscg.mil to report this error.}	Click OK to acknowledge the error message and click save again. You may need to wait a few minutes for the connection to be reestablished. If the connection remains unavailable notify PPC Customer Care.	Validation is successful (The "Saved" message will appear in the upper, right-hand corner of the window.)	Click the  (in the top right-hand corner of the browser window) to close the TONO/Acct Line Setup window and continue with the next step in this procedure.
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<p>11</p>	<p>Return to the Orders Accounting Information window.</p>  <p>Enter the Document ID number you created in step 6.</p>								

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Direct Access Reserve Orders Accounting Data, Continued

Procedure (continued)

Step	Action
12	<p>Click the <input type="button" value="OK"/> button. You will be returned to the Reserve Orders tab.</p> <p>Note: If more than one TONO/Actg string will be assigned to the Travel Orders (i.e. crossing fiscal years), click the details button and repeat this procedure. After all the TONO's and associated accounting strings have been created, you are ready to add them to the order. Type the first TONO in the "Document ID Nbr or TONO" field or use the magnifying glass to search and select the TONO you created. Click the <input type="button" value="Add"/> button to assign additional TONO's if applicable. Click the <input type="button" value="OK"/> button when finished.</p>
