



Commander
Seventh Coast Guard District

909 SE 1st Ave
Miami, FL 33131
Staff Symbol: dxr
Phone: (305) 415-7070

CGDSEVENINST 1001.1A

OCT 26 2019

SEVENTH DISTRICT INSTRUCTION 1001.1A

Subj: SEVENTH DISTRICT RESERVE PROGRAM MANAGEMENT

- Ref:
- (a) Reserve Component Policy Statement, 2017
 - (b) Reserve Policy Manual, COMDTINST M1001.28 (series)
 - (c) Full-Time Support (FTS) to the Coast Guard Reserve Component, COMDTINST 5320.3 (series)
 - (d) Reserve Force Readiness System (RFRS) Staff Responsibilities, COMDTINST 5320.4 (series)
 - (e) Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series)
 - (f) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
 - (g) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series)
 - (h) The Joint Travel Regulations (JTR), 2019
 - (i) Coast Guard Supplement to the Joint Travel Regulations, COMDTINST M4600.17 (series)

1. PURPOSE. This instruction provides guidance consistent with reference (a) for the support and management of reservists assigned within the geographic area and administratively supported by the Seventh Coast Guard District. This is inclusive of DCMS units, Combatant Command units, and other units with reservists. Deployable Specialized Forces (e.g., Port Security Units) are fully funded and supported by Pacific Area (PAC-13) and therefore not subject to this Instruction.
2. ACTION. All District Seven unit commanders, commanding officers, officers-in-charge, and district staff division chiefs shall comply with the provisions of this instruction. Exceptions may be directed by higher authority, as required. Internet release is authorized.
3. DIRECTIVES AFFECTED. CGDSEVENINST 1001.1 is canceled.

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Internet Release Authorized

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NON-STANDARD DISTRIBUTION:

4. DISCUSSION. Unit commanders shall depend on the advice of their assigned senior reserve officer (SRO), the Full-Time Support (FTS) staff, and the Reserve Silver Badge for guidance and feedback on management of the Reserve program. Optimal management and administration of the Reserve program within District Seven (D7) is guided by references (a) through (i), and requires cohesion among the Reserve leaders to ensure maximum operational readiness. The vigilant management of limited training resources provided through Inactive Duty Training (IDT) and Active Duty for Training – Annual Training (ADT-AT) is for the purpose of improving Reserve operational, administrative, and medical readiness. To achieve these results, each unit will manage their Reserve resources in preparation for mobilization. Management of the Reserve program will be conducted in accordance with reference (b).
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. Responsibilities section was expanded with additional roles of the Reserve Berthing Coordinator, Reserve Berthing Program Participant, and Reserve Member.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any federal, state, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
8. DISTRIBUTION. No paper distribution will be made of this instruction. An electronic version will be located on the following CGD Seven website. Internet: <https://cg.portal.uscg.mil/units/d7/Planningandforcereadiness-dx/DXR-Reserve/SitePages/Home.aspx>.
9. RECORDS MANAGEMENT CONSIDERATIONS. This instruction has been evaluated for potential records management impacts. The development of this instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and

the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

10. DESIRED OUTCOMES AND GOALS. Reservists are expected to attain and maintain qualification levels within their assigned competencies and areas of expertise. Reserve managers support each member's competency training plan by providing adequate guidance, opportunity, and equipment.
- a. Goals: The overall goals for the management of the Reserve program include:
 - (1) Each reservist is individually ready for mobilization, or "Green" in status;
 - (2) Each reservist is trained within their assigned billet competency and holds a current certification or qualification, as required; and
 - (3) All reservists are able to meet mobilization reporting requirements within 48 hours of recall with their families administratively supported.
 - b. Competencies: Each unit will ensure an appropriate billet match for each assigned reservist, aligned with the correct position competency(ies). If a member has few or no assigned competencies, appropriate mobilization competencies shall be identified and assigned consistent with their specialty or rating. In addition, each billet at the unit should have clearly stated competencies and qualifications identified and conveyed to the member filling that billet so the requirements and expectations are aligned with the individual training plan of the member filling that billet. Each command will maintain a proactive Reserve training program to promote training for mobilization. Additionally, members should pursue ICS training for improved response management.
 - c. Reserve Readiness Metrics: D7's goal is to meet and maintain a rating of 95 percent or greater in all readiness categories. Each command should achieve or exceed D7's goal in the Coast Guard Business Intelligence (CGBI) Reserve Readiness Metrics.
 - d. Watch Quarter and Station Bill (WQSB): Each unit will determine WQSB requirements and ensure assigned reserve billets are included in the bill. Each assigned reservist should train for their assigned competency based on their billet and the unit WQSB. ICS competencies and course quotas may be attained concurrently with other required skills as part of a coordinated WQSB to meet contingency response capabilities.
 - e. Family Readiness: It is incumbent upon reserve members to have their family prepared legally, financially, and medically in order to respond expeditiously to an unexpected mobilization. Key to this process is to ensure dependents are registered in the Defense Enrollment Eligibility Reporting System (DEERS). Commands should periodically provide Family Readiness training to ensure these critical functions are completed on the home front and incorporate a Reserve Ombudsman as part of the command Family Readiness program. During mobilization events, D7 will work with commands to provide assistance related to family readiness as needed.

11. **RESPONSIBILITIES.** Unit commanding officers/officers-in-charge (CO/OICs) have responsibilities to ensure members have access to the resources necessary to achieve and maintain competencies and qualifications. Members are primarily responsible for their career management and readiness. D7, sector, and unit-level Reserve leadership, as per references (c) through (e), will work together to ensure proper readiness training opportunities are made available and that each reservist is prepared for contingency response at all times. Specific responsibilities for Reserve program management within the D7 AOR include:

a. Reserve Force Readiness System/Full-time support staff (RFRS/FTS): RFRS is a Reserve Component (RC) mission support system which optimizes the organization, administration, recruiting, instruction, and training of the Coast Guard Reserve. RFRS/FTS positions are funded by the Reserve appropriation (AFC-90). The primary function of RFRS/FTS is to facilitate and promote individual reservist's mobilization readiness and administration preparation to execute assigned contingency roles through augmentation and training. RFRS/FTS staffs provide CO/OICs resources and expertise to train and employ reservists operationally while maintaining readiness for surge and contingency operations within the normal confines of IDT drills and ADT-AT each fiscal year, in accordance with reference (b).

(1) District Force Readiness Branch (D7 dxr): Serving as the subject matter expert on Reserve management, D7 (dxr) staff consults with Atlantic Area on reserve force support and addresses the District's ability to meet those requirements by developing district level policy and focusing resources on operational mobilization training and readiness. D7 (dxr) performs the following:

- (a) Advises the District Commander on reserve personnel matters for contingency plans based on input from sector contingency planners, and addresses D7's ability to meet those requirements with current capabilities of the reserve workforce.
- (b) Directs policy development and implementation D7-wide on Reserve readiness, training, policy, doctrine, and personnel issues. Identifies reserve workforce requirements with support programs (medical, legal, pay, benefits, work-life, etc.) and resolves issues affecting operational readiness.
- (c) Oversees Reserve program execution across sector FTS staffs to ensure uniformity and consistency of higher level policy implementation and guidance. Identifies resources and capability gaps or conflicts among units; mitigates gaps and mediates conflicts across AOR units and program managers; and notifies Atlantic Area of issues requiring intervention beyond D7 capability to resolve.
- (d) Monitors and coordinates with the D7 SRO and D7 Reserve Command Master Chief on AOR Reserve program management policy changes and implementation.

- (e) Works closely with sector and unit leadership to assist their RFRS staff to execute Reserve management within their AOR along with monitoring readiness metrics and supporting corrective actions through appropriate leadership to correct deficiencies.
 - (f) Manages the D7 AFC-90 budget as directed by CG-R and Atlantic Area. This includes ADT, IDT Berthing, ADOS-RC, non-exempted Readiness Management Periods (RMPs), and Additional Training Periods (ATPs) per reference (b).
 - (g) Authorizes and tracks all involuntary recalls under Title 10 and Title 14 in support of DHS and DoD operations. Validates mobilization actions for Reserve recalls in response to recalls outside the District AOR. Resolves mobilization issues, as necessary.
 - (h) Manages the administration of the Reserve Berthing Program for qualified reservists as per reference (b).
 - (i) Oversees IDT Pay Validation and Closing Entry Procedures on a quarterly basis which includes the Quarterly Inactive Duty Status Report (QIS) validation process.
- (2) Sector Reserve Force Readiness System (RFRS) staff: FTS billets serve as the Reserve program expert at sectors. RFRS work closely with sector SROs and Reserve Command Chief (RCC) to advise sector commanders and coordinate actions to meet mobilization training requirements for reservists at units located within the AOR. The Sector RFRS staff responsibilities include:
- (a) Monitoring and tracking compliance of participation standards, medical exams, dental exams, immunizations, and Annual Screening Questionnaire (ASQ) completion; initiating or recommending required action for reservists failing to meet qualification or participation standards; and assisting other sub-units in doing so.
 - (b) Monitoring participation and evaluating performance of prescribed training requirements to determine compliance of reservists under their command. Noncompliance shall be documented and member counseled in accordance with reference (g). If documentation of administrative or disciplinary actions are required, further guidance can be found in Chapter 4 of reference (b).
 - (c) Monitoring reserve member readiness indicators for sector and non-sector units, assisting all units in enforcing compliance with participation standards, and monitoring ASQ status to determine availability of reserve personnel resources.
 - (d) Monitoring recall status (e.g., Title 10, Title 14) including pending recalls and RELADs and coordinating awareness and communicating with reservists deployed or assigned temporary duty (TDY).

- (e) Reviewing and recommending unit actions for reservists unable or unwilling to mobilize, and providing follow-up actions on transfers to the Inactive Ready Reserve, discharges, and reserve personnel administrative or disciplinary actions.
- (f) Coordinating with sector and unit CO/OICs on Reserve policy, training, personnel, and readiness issues.
- (g) Administering the Reserve Berthing Program and advising units on Reserve administration, personnel, training requirements, and availability of resources.
- (h) Working closely with the unit training officer to verify and validate assigned reservists' training activities to properly capture in the management information system (e.g., Training Management Tool (TMT), DA, Abstract of Operations (AOPS), Asset Logistics Management Information System (ALMIS)).
- (i) Coordinating with D7 on reservists assigned within sector AORs on command concerns, as well as review and provide recommendations on billet reprogramming proposals, requests for transfer or discharge, and other personnel actions.
- (j) Ensuring reservists have realistic Individual Development Plan (IDPs) completed based on assigned contingency requirements. Coordinating with active duty supervisors, SROs, and Senior Enlisted Reserve Advisors (SERA) in the development of sector IDPs.
- (k) Monitoring and approving all ADT-AT orders submitted by reserve members and evaluating all ADT-AT requests against position competency requirements to ensure members do not use their ADT-AT prior to issuance of formal training orders. A description of the proposed duty shall be included in order notes along with an accurate cost estimate for travel if required.
- (l) Verifying and enforcing mandated requirements of reserve orders per reference (b). RFRS staff shall forward ADT-AT or all reserve orders to D7 (dxr) for authorization of AFC-90 Reserve funding.
- (m) Accurately and timely management of IDT drills, ATPs, RMPs, and ADT-AT orders, including scheduling, approval, and forwarding to Servicing Personnel Offices (SPO) for pay. RFRS staff should work with supervisors of reserve personnel and highly encourage review of helpful material (Reserve Activities User Guides) available on the PPC portal page at (<http://www.dcms.uscg.mil/ppc/pd/da/>).
- (n) Validating and taking corrective action (i.e., cancel, approve, complete) all outstanding IDT activity captured on QIS reports provided by D7 (dxr). All outstanding actions must be completed within 15 days of report receipt.

- (3) Senior Reserve Officer (SRO): The central role of the SRO, either at the District or sector, is to maximize the sustainability and readiness of the Reserve Force. Per reference (d), reserve officers assigned as SROs are expected to train for readiness positions while serving as a command subject matter expert on Reserve issues and as the leading advocate for assigned reserve personnel. Sector SROs will:
- (a) Work closely with the sector RFRS staff to advise sector commanders on reserve matters to ensure their reservists are ready to respond to all contingencies.
 - (b) Work with FTS and RCC/SERA on policy implementation and feedback.
 - (c) Provide D7 (dxr), sector Reserve management leaders, and RFRS staff a Reserve Strategic Plan to assist in driving current missions and foster sector training plans for assigned reservists.
 - (d) Ensure their assigned sector is ready to meet all contingencies and provide guidance to the unit commander to maintain the Reserve force in a high readiness status.
 - (e) Provide monthly written reports of sector training, performance, and employment of assigned reservists to senior Reserve management leaders.
 - (f) Prepare to serve as an Incident Commander (Type 3) during a contingency response within their sector's AOR, fulfill local WQSB assignments as needed, and mentor assigned reserve junior officers under their purview.
- (4) District Reserve Command Master Chief (RCMC) Gold Badge: The RCMC reports directly to the district commander, works across the chain of command, and advises the district commander on all matters affecting the reserve enlisted workforce. In addition to the duties and guidance provided in reference (e), the RCMC:
- (a) Works closely with the Chief of Staff, the active duty CMC, D7 (dxr), and the D7 SRO to address matters affecting the reserve enlisted workforce district-wide.
 - (b) Trains and prepares to serve as a deployed CMC during a contingency response.
- (5) Sector Reserve Command Chief (RCC) Silver Badge. The Sector RCC Silver Badge is screened, selected, and assigned per reference (e). In addition to mandated duties, the RCC:
- (a) Reports directly to the sector commander, and works across the chain of command to advise the sector commander on all matters affecting the reserve enlisted workforce.

- (b) Coordinates with the active duty Sector Command Chief, SRO, sector deputy, and the Sector RFRS staff on tracking and enforcement of readiness compliance, and prepares to serve as a deployed Command Chief during a contingency response.
- (6) Senior Enlisted Reserve Adviser (SERA): The assigned SERA at the staff or unit will train for readiness mobilization while advising unit leadership on Reserve issues. SERAs will ensure the assigned members are meeting the mission of readiness for all contingencies. The SERA fills this advisory role when no Silver Badge is assigned to the unit. In addition to the duties outlined in reference (d), SERAs will:
- (a) Work closely with the Sector SRO and RFRS staff on policy implementation and feedback.
 - (b) Provide feedback and advice on the effectiveness of Reserve management programs and metrics improvement measures.
 - (c) Provide periodic written reports to senior Reserve management leaders as requested.
- (7) Reserve Berthing Coordinator (RBC): RBCs are located at sectors and bases within D7 and work directly for the District Seven Reserve Berthing Manager (D7 RBM) to administer the berthing program. RBCs will assist with IDT berthing matters within their corresponding AOR, in addition to the general duties and guidance provided. RBCs shall:
- (a) Ensure members are eligible to participate in the Reserve Berthing Program as outlined in reference (b). Verification of participants (i.e., reasonable commuting distance) will be completed annually (November) and sent to D7 RBM.
 - (b) Not approve IDT berthing requests until member has properly entered drill requests into DA and supervisors/SERAs have marked the drill "Approved". Members performing IDT for points only (i.e., non-pay IDT) are not authorized berthing. Members with approved drills, and who subsequently cancel them, will not be authorized berthing for the canceled drills.
 - (c) Pair members to the greatest extent possible. It is Coast Guard policy that same gender, enlisted members (E2-E9) may be berthed together; senior enlisted, junior officers, and Chief Warrant Officers (E7-O3) may be berthed together; and officers (W2-O6) may be berthed together.
 - (d) Send the list of approved members to D7 RBM within the first week of the current month for approved scheduled drills of the subsequent month (e.g., request berthing within first week of January for approved drills in February) to formalize the purchase request of rooms. Failure to meet specified timeline will risk not being approved for lodging.

- (e) Review and ensure all requests for reservation modifications (e.g., date changes, cancellations) or late requests are formally made and routed through member's supervisor and sector RFRS staff.
 - (f) Forward all modifications of berthing and/or late requests to D7 RBM for final disposition. Late requests will not be accepted without a compelling operational requirement or unforeseen circumstance.
- (8) Reserve Berthing Program Participants: Berthing is not an entitlement. Depending on availability of funds, berthing may be provided to members performing IDT, ATP, or RMPs. Members drilling for retirement points only (non-pay) are not authorized IDT berthing. Reserve members who meet eligible criteria, as outlined in reference (b), may participate in the Reserve Berthing Program.
- (a) Participants will request berthing for scheduled and approved drills through the D7 (dxr) berthing portal 60 days in advance prior to reporting for duty; the D7 (dxr) berthing portal site, (<https://cg.portal.uscg.mil/units/d7/Planningandforcereadiness-dx/DXR-Reserve/SitePages/Home.aspx>). Failure to meet specified timelines will risk not being approved for lodging. Members with approved drills, and subsequently cancel them, will not be authorized berthing for the canceled drills.
 - (b) D7 (dxr) will provide berthing locations and confirmation numbers 15 days in advance of scheduled drill dates. All confirmation information will be posted on the D7 (dxr) berthing portal site; (<https://cg.portal.uscg.mil/units/d7/Planningandforcereadiness-dx/DXR-Reserve/SitePages/Home.aspx>).
 - (c) Any berthing changes for excused absences must be forwarded to D7 (dxr) via member's command and sector RFRS staff. Late requests will not be accepted without a compelling operational requirement or unforeseen circumstance.
 - (d) Members may be required to provide a credit card by the lodging provider at check-in to cover incidental expenses (e.g., parking, room service, etc.). Failure to provide such a guarantee may result in the lodging location rescinding the reservation. As a reminder, members are prohibited from using their personal Government Travel Charge Cards (GTCC) to cover incidental expenses at IDT berthing locations.
 - (e) Members are not authorized to make any changes to existing confirmed reservations. If there is a discrepancy with an established reservation, it must be handled by the member's RBC and D7 RBM. Costs associated with unauthorized changes/modifications will be the responsibility of the member.
 - (f) All members using IDT lodging are to provide signed copies of the invoice to their RBC upon check-out, or within three business days. Failure to comply

with invoice procedures will result in member's suspension within the berthing program.

(g) Member's participation within the Reserve Berthing Program can be suspended at any time if the above guidelines are not adhered to.

(9) Reserve Member: The Coast Guard requires a reserve workforce that is fully trained, properly equipped, and ready to mobilize on short notice. As a result, reservists must balance operational, administrative, and personal readiness. The guidance below will ensure all Coast Guard reservists are available for unrestricted worldwide mobilization.

(a) Coast Guard reservists are responsible for ensuring they are fit for full duty. CO/OICs are responsible for facilitating the medical and dental services of all Coast Guard members assigned to their unit.

1. Individual Medical Readiness (IMR) provides CO/OICs the ability to monitor the medical readiness status of their personnel, ensuring a healthy and fit military workforce medically ready to deploy. IMR is the extent to which a reservist is free from health-related conditions that could limit their ability to fully participate in Coast Guard operations in accordance with reference (f).

2. Six elements of IMR as defined in reference (f) include:

a. PHA;

b. Dental Readiness;

c. Immunizations;

d. Medical Readiness Laboratory Studies (e.g., blood type, HIV);

e. Individual Medical Equipment (IME) (e.g., Ballistic Protection Optical Inserts, Protective Mask Inserts, Medical Warning Tags); and

f. Deployment Limiting Conditions (DLC).

3. Reservists are authorized one RMP with pay for IMR-related visits as per reference (b) each fiscal year. Waiver requests for RMPs for CDAR-directed screenings, OMSEP medical appointments, and command-directed medical screenings, as outlined in Chapter 2.B.3.a. (5)-(7) of reference (b), shall be submitted to COMDT (CG-R82) through D7 (dxr) and Atlantic Area.

(b) Each reservist is responsible for notifying their chain of command, as soon as practical, of changes in their medical or dental readiness caused by an injury, illness, or disease regardless if the change occurred while in a duty status. Notification should always be made even if injury, illness, or disease is not

severe enough to warrant medical attention. If in doubt, contact the chain of command.

- (c) Reservists are assigned to a position on the Personnel Allowance List (PAL) at Coast Guard or selected joint service units. Members are required to participate in IDT and ADT-AT periods for the purpose of AT to train for mobilization. Reservists supported by D7 are authorized 48 paid IDT drills and 12 paid ADT-AT days (exclusive of travel) per fiscal year.
- (d) Reservists who fail to comply with contractual obligations, program requirements, or acquire unexcused absences of nine or more scheduled IDT periods within a 12-month period, are considered having unsatisfactory participation standards, as per reference (b).
- (e) The AT requirement is met by the completion of Initial Active Duty for Training (IADT), or ADT-AT, as long as the duty is rating, specialty, or position-related training. The duty may be performed through OJT or formal school completion.
- (f) ADT-AT: The purpose of ADT-AT is to provide individual and/or unit readiness training for mobilization. ADT-AT will include structured training to meet required competencies and/or certifications. D7 (dxr) will make the final determination whether the requested training meets the prescribed requirements. The determination concerning whether such duty will meet the AT requirements shall be documented on the reservist's orders.
 1. Training during ADT-AT shall support acquiring one of the following (in order of priority): billet-assigned competencies, WQSB qualifications, or advancement requirements. Only after completing all three of these priorities may a reservist request ADT-AT for other professional development. Commands and supervisors must validate ADT-AT requests against position competency requirements, as well as formal school schedules and available quotas in CG-TMS, to ensure members do not use their ADT-AT prior to issuance of formal training orders.
 2. Requests for ADT-AT orders should be drafted in DA from members through supervisors or SERA, to be reviewed by sector admin staff. Upon completion of order notes, verification of compliance, and IDT scheduling conflicts, admin staff will then forward orders to D7 (dxr) for approval. Once D7 (dxr) has approved orders for funding, D7 (dxr) will then forward those orders to the Servicing Personnel Office (SPO) for processing. Tracking of all ADT-AT requests can be found D7 (dxr) portal page; (<https://cg.portal.uscg.mil/units/d7/Planningandforcereadiness-dx/DXR-Reserve/SitePages/Home.aspx>). Coordination of delivery for original signed orders is through member's admin staff.
 3. The member and his/her command (RFRS/SRO/SERA) must immediately notify D7 (dxr) of any cancellation or changes to ADT-AT orders. Units are

prohibited from amending or cancelling reserve orders already approved by D7 (dxr) without prior authorization.

4. All ADT-AT will include structured training to meet competencies, certifications, and readiness. Requirements will be satisfied once a member has completed at least 12 days of active duty orders, regardless of the order type. After completing 30 days or more of active duty, reservists are not obligated to complete the 12 days ADT-AT requirement within the same fiscal year. However, they are not prohibited from performing ADT-AT; such members must have a pre-approved waiver by D7 (dxr) prior to submitting an orders request in DA and approval is subject to the availability of funds.
5. New reservists who affiliate at any time during the fiscal year are authorized to perform ADT-AT, subject to availability of funds. Members who have submitted a Reserve Retirement Transfer Request (Form CG-2055A) or Change in Reserve Component Category (Form CG-1001) are not authorized to perform ADT-AT, unless required to meet operational requirements.
6. Members should plan to conduct their training requirements within 12 consecutive days (exclusive of an authorized travel day for those outside of a Reasonable Commuting Distance). Non-consecutive active duty is generally only used when the reservist lives close to the duty location (to minimize travel costs) and when the command determines the nature of the training allows its accomplishment in small increments. Members may also require non-consecutive orders to accommodate formal training courses that are less than 12 days in duration.
7. Members must submit requests for non-consecutive orders in memo form through their command to D7 (dxr); approval is subject to the availability of funds. In instances when non-consecutive orders are authorized, travel allowances should be authorized in accordance with references (h) and (i).
8. Commands shall discourage members performing any ADT-AT orders that fall within federal, state, and territorial holidays unless there is a direct operational requirement. While on ADT-AT orders, liberty should be carefully balanced with training requirements to maximize training time, enhance proficiency, and meet readiness requirements.
9. Member's travel-related expenses must be minimized to the maximum extent possible. To help constrain ADT-AT costs, unit commanders should direct use of government lodging and messing in accordance with section U2570-A of reference (i) when submitting reserve orders to D7 (dxr) for approval.
10. Members must submit a travel claim on the last day of duty via Web TPAX or no later than three working days after completion of orders. Failure to

complete travel claims in a timely fashion may cause suspension of member's GTCC until travel claims are completed.

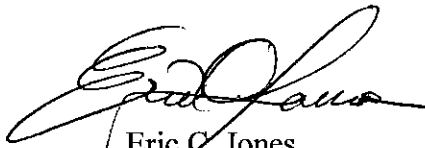
11. Members desiring not to perform annual ADT-AT may submit a waiver request via memorandum from the member to their CO/OIC with a copy to D7 (dxr). The CO/OIC must consider the member's proficiency and ability to rapidly become an effective resource to the Coast Guard. Subsequent requests not to perform ADT-AT can only be approved by D7 (dxr).
- (g) Active Duty Training – Other Training Duty (ADT-OTD): COMDT (CG-R82) normally anticipates limited ADT-OTD funding to be available for any fiscal year. However, no reservist is authorized to perform ADT-OTD until funds have been provided to, and duty is approved by, D7 (dxr) AFC-90 funds manager. Priorities for ADT-OTD will be "C" School quotas and structured training leading to the completion of a billet-assigned competency.
- (h) IDT: No reservist is authorized to schedule or complete more than 48 IDT drills for pay. No waivers will be authorized. Members who perform more paid IDT than authorized will be in an overpaid status, and pay will be recouped when IDT drills are corrected in Direct Access from paid to without pay (points only) status.
1. All members shall drill at their assigned duty stations unless there is an approved alternate drill site (ADS) memo on file with D7 (dxr). ADS must be based on service needs and available training capacity. Reasonable Commuting Distance alone is not justification for an ADS.
 2. Once the drill schedule is approved, members will not be allowed to reschedule drills without supervisor approval. Members changing a scheduled drill with less than a 48-hour notice or failing to report for duty will be marked unexcused in DA unless the absence is for one of the reasons specified in chapter 2.E.1. of reference (b).
 3. With command approval, reservists may batch drills and perform in excess of the quarterly allocation of 12 paid IDT drills during Q1, Q2, and Q3 of FY20 (from 01 Oct to 30 Jun). In addition to command approval, members who require IDT lodging must have approval from D7 (dxr) prior to scheduling and batching IDT drills.
 4. Reservists are not authorized to complete more than 12 paid IDT drills without an approved waiver from COMDT (CG-R82) during Q4 (from 01 Jul to 30 Sep).
 5. Per chapter 2.B.1.a.(3) of reference (b), reservists serving on active duty for a period of 30 days or more shall not be eligible to make up drills for that period of active duty. (Example: BM2 Smith performs active duty from 01 Dec 19 to 01 Feb 2020, a total of two months. BM2 Smith cannot make up the eight (8) IDT drills missed during the active duty period. BM2 Smith's authorized paid IDT drill cap shall be adjusted to 40 drills.)

promotion, non-continued, etc.) may only complete the number of drills corresponding to their separation date. (Example: CAPT Smith is not selected for continuation and is required to leave active status NLT 30 Jun. CAPT Smith may complete a maximum of 36 paid IDT drills for the period 01 Oct-30 Jun. CAPT Smith is also subject to the limitations of Paragraph 6.a.(9)(h)3. above.)

- (i) Additional Training Periods (ATP): ATPs are contingent upon availability of funds. Boat Force ATP policy is normally provided SEPCOR. COMDT (CG-731), in conjunction with COMDT (CG-R82), will work with D7 (dxr) and field units to determine ATPs needed to ensure members are able to gain and maintain both required qualifications and certifications. ATP usage will be monitored, and commands will be notified of members scheduling/completing unauthorized ATPs. Unauthorized ATPs must be canceled and/or rescheduled as IDT drills (with or without pay).
- (j) Travel Information: In accordance with references (h) and (i), travel is authorized for readiness training, formal schools, and travel associated with scheduled qualifications and certification training.
 - 1. Members must arrange all official travel through a Government Contracted Travel Management Center (e.g., ADTRAV).
 - 2. Rental cars may be authorized with a pre-approved waiver by D7 (dxr). Members through reserve support element (RFRS staff, admin, etc.) shall provide D7 (dxr) with a cost benefit analysis demonstrating a rental car is more advantageous to the government.
- (k) Waivers: Members must submit waivers using standard CG memo format to COMDT (CG-R82) through the unit commanding officer or first O6 in the chain of command, CGD7 (dxr), and Atlantic Area (LANT-1) staff. Properly endorsed waivers shall be submitted via email to: D07-DG-DISTRICTSTAFF-DXR@USCG.MIL.

12. FORMS/REPORTS. None.

13. REQUEST FOR CHANGES. The point of contact for this instruction is the D7 Force Readiness Branch Chief (dxr). Inquiries can be submitted via email to: D07-DG-DISTRICTSTAFF-DXR@USCG.MIL.


Eric C. Jones
Commander, Seventh Coast Guard District