



1320  
17 Sep 2019

## MEMORANDUM

From: E. J. Matthies, CDR  
CG SECTOR Hampton Roads (sl)

Reply to RFRS E-mail (above)  
Attn of:

To: All Reserve Personnel  
CG SECTOR Hampton Roads

Subj: FY20 PLANNING ORDER FOR SECTOR RESERVE FORCE

Ref: (a) Sector Hampton Roads reserve Force SOP, dated 07 Feb 2019  
(b) FY20 Reserve IDT, RMP Scheduling Requirements, ALCOAST 291/19  
(c) Reserve Policy Manual, COMDTINST M1001.28 (series)  
(d) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)

1. This planning order replaces the IDT ORDERS memo issued in previous fiscal years (FY). Reserve personnel must report for single or multiple drills on the weekends indicated below for FY20, unless otherwise rescheduled in accordance with reference (a). Special attention should be given to the footnotes. All ADT must be coordinated in advance with the member's complete chain of command (including both Active Duty and Reserve personnel).

### RSBT 1 Drill Weekend

26-27	OCT	2019 <sup>1,2,3</sup>
09-10	NOV	2019
07-08	DEC	2019 <sup>4</sup>
11-12	JAN	2020
15-16	FEB	2020
14-15	MAR	2020 <sup>5</sup>
18-19	APR	2020 <sup>6</sup>
09-10	MAY	2020
06-07	JUN	2020 <sup>7</sup>
11-12	JUL	2020
08-09	AUG	2020
12-13	SEP	2020

### Sector Primary Weekend

26-27	OCT	2019 <sup>1,2,3</sup>
16-17	NOV	2019
07-08	DEC	2019 <sup>4</sup>
11-12	JAN	2020
15-16	FEB	2020
21-22	MAR	2020 <sup>5</sup>
18-19	APR	2020 <sup>6</sup>
16-17	MAY	2020
06-07	JUN	2020 <sup>7</sup>
18-19	JUL	2020
15-16	AUG	2020
19-20	SEP	2020

### Footnotes:

- <sup>1</sup> All Hands for Reserve personnel assigned to Sector.
- <sup>2</sup> Mandatory Semi-Annual Weigh-Ins (must be done at Permanent Duty Station).
- <sup>3</sup> All Hands must validate POC info in Direct Access and obtain Supervisor sign off.
- <sup>4</sup> Mandatory Training must be completed by end of drill on 08 Dec.
- <sup>5</sup> All Hands for Reserve personnel assigned to Sector and Sub Units.
- <sup>6</sup> D5 Hurricane/COOP Ex.
- <sup>7</sup> 44<sup>TH</sup> Annual Harborfest.

2. CHANGES. Any update to this memo will be issued via a change notice.

3. REFERENCES. All Reserve personnel are expected to be familiar with references (a) through (d) at a minimum. Supervisors are required to become familiar with these references to provide necessary guidance and coaching of policy and procedures to Reserve personnel and to ensure effective communication between Active Duty, Reserve, and other external staff components.
4. RESERVE INDOC PROGRAM: All newly reporting Reserve personnel will receive Reserve Indoctrination training from the RFRS staff no later than two drill weekends following their initial reporting-in date.
5. ALTERNATE TRAINING DATES. Sector participates and sponsors a number of exercises providing excellent training opportunities for Reserve personnel. With the approval of the Emergency Management and Force Readiness (EMFR) division and the Active Duty and/or Reserve supervisor, Reserve personnel can request to augment the Active Duty component for training (example opportunities noted below).

<u>Event/Meeting/Training</u>	<u>Date(s)</u>
a) Virginia Area Committee Meeting	24 October 2019
b) D05 Mid-Atlantic SAR Seminar	07 November 2019
c) Regional Response Team III Meeting	19 – 21 November 2019
d) 14th Annual Search and Rescue Forum	24 – 28 February 2020
e) Mass Rescue Operation (MRO) Full-Scale	28 February 2020
f) D5 Hurricane/COOP Exercise	21 – 24 April 2020
g) AMSP Functional Exercise	16 June 2020
h) 44th Annual Norfolk Harborfest	4 – 7 June 2020

6. Reserve personnel are directed to contact the Sector RFRS staff for any questions or concerns regarding travel claims and/or Government Travel Charge Card (GTCC) actions (i.e. raising limits).
7. As a reminder, all Reserve personnel are subject to the Uniform Code of Military Justice UCMJ during IDT and ADT-AT periods.
8. Please forward any questions or concerns regarding the contents of this planning memo to: D05-DG-SectorHR-RFRS@uscg.mil.

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Copy: CG SECTOR Hampton Roads (All Hands)  
CG STA Little Creek OIC  
CG STA Milford Haven OIC  
CG STA Portsmouth OIC  
CG STA Cape Charles OIC  
SFO Eastern Shore Supervisor