

R 280808 APR 16
 FM COMDT COGARD WASHINGTON DC//CG-13//
 TO ALCOAST
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 ALCOAST 159/16
 COMDTNOTE 7400

SUBJ: COAST GUARD RESERVE INACTIVE DUTY FOR TRAINING (IDT) PAY SUPPORT DOCUMENTATION

- A. U.S. Coast Guard Certifying and Disbursing Manual, COMDTINST M7210.1 (series)
- B. Reserve Policy Manual, COMDTINST M1001.28 (series)
- C. Special Duty Assignment Pay (SDAP), COMDTINST 1430.1 (series)
- D. Coast Guard Pay Manual, COMDTINST M7220.29 (series)
- E. U.S. Code, Title 37, Section 402(e)
- F. COMDT COGARD WASHINGTON DC 161930Z DEC 15/ ALCGFINANCE 058/15
- G. Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)
 1. This message emphasizes existing policy and implements new procedures to validate and support certain aspects of IDT pay transactions for reserve members and reserve supervisors. It also provides a baseline for future policy necessary to better manage the eligibility for IDT berthing for reservists residing outside of the reasonable commuting distance (RCD) of their assigned duty locations.
 2. In the context of IDT pay for reserve members, Direct Access (DA) is the Coast Guard's official system of record and satisfies all requirements of REF (A). It tracks and stores the member's drill request, supervisor's approval, and completion of drill. DA is the official source for documentation that Servicing Personnel Offices (SPOs) and Payment Approving Officials (PAOs) will use for approving IDT pay and any applicable entitlements.
 3. IDT drills shall be scheduled and approved in DA in advance of reservists reporting for duty. Upon member request, written orders shall be issued as soon as possible before the scheduled duty period or periods to allow the reservist time to provide notification to a civilian employer. The times reflected in the DA IDT drill request must align as much as possible to the actual duty hours expected of the reservist and include all meal breaks. In all cases where single drills or Readiness Management Periods (RMPs) are requested, the period of duty must reflect a minimum of four hours for single drills or three hours for RMPs; exclusive of travel time to and from the regularly scheduled drill site, rest, recreation, or meal periods. In all cases where multiple drills are requested, the period of duty must reflect a minimum of eight hours; exclusive of travel time to and from the regularly scheduled drill site, rest, recreation, or meal periods. For example: enlisted reservists scheduled to perform one multiple drill not requiring members to remain overnight at an IDT site within RCD of their residence would be scheduled for a drill that is eight and one-half hours duration, the additional half-hour represents the noon meal break (the duration would be longer if the meal break were for more than one-half hour). The duration of the drill should be increased by a like amount of time for any scheduled rest or recreation breaks of more than 15 minutes. Reserve supervisors are responsible for verifying accurate drill times and meal eligibility are reflected in DA upon approval as outlined in paragraph 5 of this ALCOAST and ensuring all other requirements of REFs (A) and (B) have been met. SPOs/PAOs will ensure the drill times recorded in DA meet the requirements of REF (B). For all IDT drills requesting Special Duty Assignment Pay (SDAP) and/or Foreign Language Proficiency Pay (FLPP), the reserve member must have a current endorsement by the Command on file as outlined in REFs (C) and (D). SPOs/PAOs will ensure a member's record has on file the required designation letter and that it is current.
 4. In accordance with REF (E), enlisted members of Reserve Components may receive rations-in-kind (RIK), part thereof, or a cash allowance in lieu of a government provided meal when the member's paid IDT drill totals at least eight hours in a calendar day. The minimum eight hours of duty is exclusive of travel time to and from the regularly scheduled drill site as well as any time allocated for meals, rest and relaxation, or sleeping in accordance with chapter 2.B.1.b of REF (B). The Coast Guard cash allowance in lieu of RIK is the IDT Subsistence Allowance, which is based on Coast Guard Standard Meal Rate (CGSMR) prices established in REF (F) and successor ALCGFINANCE messages, for meals provided by Coast Guard Dining Facilities. IDT Subsistence Allowance is payable in pro-rated amounts equal to CGSMR prices for eligible meals (breakfast, lunch, or supper) as authorized in paragraph 5.F. of this ALCOAST.
 5. IDT Meal Policy.
 - A. RIK for IDT is not authorized.
 - B. Reserve members, regardless of their duty status, with or without pay, must pay for all government-provided meals they consume.
 - C. Reserve members are not authorized an IDT Subsistence Allowance for periods of travel to and from their drill site or whenever entitled to a meal per diem allowance in an IDT travel status.
 - D. Officers are not authorized IDT Subsistence Allowance.
 - E. Reserve members who perform a single IDT drill are not authorized RIK or an IDT Subsistence Allowance.
 - F. Meal eligibility for a reserve enlisted member who performs multiple paid IDT drills is as follows:
 - (1) Reserve member not authorized lodging:
 - (a) Reserve member arriving same day, not staying overnight:
authorized lunch, or
 - (b) Reserve member works past 1800:
authorized lunch and supper

- (2) Reserve member authorized lodging:
 - (a) Reserve member arriving night before for one paid multiple IDT drill the next day:
authorized breakfast and lunch, or
 - (b) Reserve member arriving on day of 1st drill for two paid multiple IDT drills and staying overnight between drills:
1st Day - authorized lunch and supper, and
2nd Day - authorized breakfast and lunch
 - (c) Reserve member arriving night before for two paid multiple IDT drills:
1st Day - authorized all meals, and
2nd Day - authorized breakfast and lunch
6. District (DXR), DOL-1, and PAC-13 staffs shall ensure up-to-date rosters of personnel scheduled to receive IDT berthing are readily available to reserve supervisors upon request to validate the receipt of the breakfast and supper meals for those enlisted members who are eligible.
7. Future policy and procedures will be developed to provide increased visibility of member eligibility for participation in the IDT berthing program. This process will be aligned with the annual administrative validation process and include:
 - A. Validation of the residence for all members of the Selected Reserve;
 - B. Implementation of a standard Administrative Remarks, Form CG-3307 entry or other form to be developed to document whether the member resides inside or outside of the RCD of their assigned duty location and the associated meals and berthing authorizations that may result; and
 - C. Establishment of random testing of Personnel Data Records as part of the Office of Reserve Affairs, COMDT (CG-131) Internal Control program to ensure adequate documentation exists to support all aspects of IDT pay transactions.
8. This policy will be incorporated into the next issuance of REFs (B), (D), and (G), which will be released within the next year.
9. COMDT (CG-131) POCs: CDR Alexander Foos, 202-475-5430, Alexander.C.Foos@uscg.mil and LCDR Tuan Luong, 202-475-5446, Tuan.L.Luong@uscg.mil.
10. Released by RADM Kurt B. Hinrichs, Director of Reserve and Military Personnel.
11. Internet release is authorized.