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SUBJ: SEVENTH COAST GUARD DISTRICT FY20 RESERVE MANAGEMENT GUIDANCE
REF:

- A. Reserve Policy Manual, COMDTINST M1001.28 (series)
- B. ALCOAST 291/19: FY20 Reserve Inactive Duty Training (IDT), Readiness Management Period (RMP) Scheduling Requirements and Waiver Process
- C. ALCOAST 292/19: FY20 Reserve Additional Training Period (ATP) Allocations
- D. ALCOAST 293/19: FY20 Reserve Active Duty for Training (ADT) Scheduling Requirements
- E. Seventh District Reserve Program Management, CGDSEVENINST 1001.1 (series)
- F. ALSPO H/15 Active Duty for Training - Annual Training (ADT-AT)
 1. This message provides reserve management guidance to units serviced by D7 (dxr) and will be used to manage reserve resources in FY20.
 2. FY20 reserve funding resources continue to be constrained. It is imperative unit commanders, supervisors, and reserve members adhere to the below business rules and additional guidance outlined in REF (E) to ensure the greatest return on investment with limited training funds.
 3. Hands-on leadership is needed to foster attainment of position and unit-assigned competencies by reserve members. Unit commanders and supervisors should schedule IDT/ADT to align with unit training plans for their assigned reservists. Future planning and early scheduling of all IDT/ADT in Direct Access (DA) for the entire fiscal year is required. This progressive approach will maximize training time for the reserve workforce and strengthen unit readiness and operational capability to meet contingency response demands in the AOR.
 4. Critical dates and scheduling deadlines are intended to promote unit-level planning and support to both operational and financial management needs. FY20 critical dates and deadlines are:
 - A. 01 OCT 2019: Begin scheduling all IDT, RMPs, ATPs, and ADT in DA.
 - B. 31 JAN 2020: Deadline for scheduling all ADT orders in DA for reservists attached to units serviced by D7 (dxr).
 - C. 01 MAY 2020: Deadline for scheduling all paid IDT, RMPs, and ATPs in DA.
 - D. 01 MAY 2020: Deadline for scheduling all berthing for paid IDT, RMPs, and ATPs.
 - E. 31 JUL 2020: Deadline for D7 (dxr) to approve and obligate funding for all ADT orders for the remainder of the fiscal year.

F. 06 AUG 2020: Office of Reserve Resource Management, COMDT (CG-R82), begins sweep of unobligated D7 (dxr) AFC-90 funds.

G. 14 AUG 2020: Deadline for D7 (dxr) to obligate funding for all remaining AFC-90 reserve management activities (IDT berthing).

5. IDT. The following policy applies to paid IDT drills for FY20:

A. Per REFS (B) and (E), no reserve member is authorized to schedule or complete more than 48 IDT drills for pay. No waivers will be granted.

B. Reserve members outside the Reasonable Commuting Distance (RCD) can participate in the D7 Reserve Berthing Program (RBP). Guidance on scheduling and governing policy for those in the D7 RBP are contained in REF (E).

C. Members may, with command approval, 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 2019 to 30 JUN 2020). Members who are outside RCD and part of the D7 RBP must obtain D7 (dxr) approval prior to scheduling and batching IDT drills. Due to limited funding, lodging may not be available for batching. Batching is not permitted in Q4 (01 JUL to 30 SEP 2020). No waivers will be granted.

6. ATPs. The following policy applies to paid ATPs for FY20:

A. Per REF (C), specific ATP guidance will be provided SEPCOR.

B. COMDT (CG-R82) will work with programs (e.g., COMDT (CG-731)) to identify if waivers are needed to support operational requirements. Unauthorized ATPs must be canceled and/or rescheduled as IDT drills (with or without pay).

7. RMPs. The following policy applies to paid RMPs for FY20:

A. Each member is authorized one RMP for pay unless otherwise noted below.

B. Each member who takes the OCT 2019 reserve service-wide exam is authorized one additional RMP for pay unless the member is already scheduled to perform IDT with the assigned unit.

C. As outlined in REF (A), only PSC-RPM can authorize paid RMPs for medical appointments in connection with a Notice of Eligibility.

8. IDT, ATP, and RMP management responsibilities.

A. IDT, ATPs, and RMPs for pay shall be scheduled in DA by the 01 MAY 2020 deadline, or a waiver is required.

B. Waiver requests must be submitted using COMDT (CG-R82) provided IDT/RMP/ATP waiver form, to COMDT (CG-R82), through the unit Commanding Officer (or CO, MILPERS) or first O6 in the chain of command, D7 (dxr), and Area/DOL (LANT-1, DOL-1) staff. Waivers shall be submitted at a minimum of 14 days prior to the requested drill convening date. Properly endorsed waivers shall be submitted via email to: D07-DG-DISTRICTSTAFF-DXR@USCG.MIL. All waivers must be received by COMDT (CG-R82) no later than 15 AUG 2020 for processing.

C. All IDT, ATPs, and RMPs shall be scheduled and approved in DA in advance of member reporting for duty. D7 (dxr) AFC-90 funds manager will continuously monitor IDT lodging accounts, especially when authorizing IDT batching.

D. D7 (dxr) and RFRS staffs will complete monthly reviews of IDT, ATP, and RMP drills to ensure drill periods are being requested in a timely manner. Weekly Inactive Duty Status reports are available at the following URL: <https://cg.portal.uscg.mil/communities/reserve>. Managers must select "Tools for RPA and FTS" at the webpage to locate the reports. In addition, IDT Pay Validation and Closing Entry Procedures, including the Quarterly Inactive Duty Status Report validation process, will be directed by COMDT (CG-R82) during FY20.

9. IDT Berthing:

A. IDT berthing will be administered in accordance with Ref (E). Members desiring to participate in the D7 RBP must have their address verified by the unit's Reserve Berthing Coordinator (RBC). Distances to establish RCD will be based the Defense Table of Official Distance. Members drilling for points will not be authorized IDT berthing.

B. To conserve training funds, members will be double-berthed to the greatest extent possible. It is D7 (dxr) practice that same gender, enlisted members (E2-E9) may be berthed together, Senior Enlisted-junior officers, including Chief Warrant Officers (E7-O3), may be berthed together, and officers (W2-O6) may be berthed together.

C. To adjust for local peak seasonality, members must request berthing for approved scheduled drills through the D7 berthing portal at <https://cg.portal.uscg.mil/units/d7/Planningandforcereadiness-dx/DXR-Reserve/SitePages/Home.aspx> 60 days in advance prior to reporting for duty. Additional guidance regarding the D7 RBP can be found in REF (E).

D. Commands ordering a reservist to an alternate drilling location may be responsible for providing AFC-30 funded travel orders (TDY) at D7 (dxr) discretion.

E. The goal will be for D7 (dxr) to provide berthing locations and confirmation numbers 15 days in advance of scheduled drill dates. All confirmation information will be posted on the D7 berthing portal site.

F. Berthing requests past the 01 MAY 2020 final deadline will require an approved waiver from D7 (dxr).

10. ADT. The following policy applies to ADT for FY20:

A. Reservists may schedule and complete ADT during all months of FY20. Unit commanders, supervisors, and members shall adhere to the critical dates and scheduling deadlines in paragraph 4 above to ensure requested orders are funded.

B. Members are authorized 12 days of ADT (exclusive of an authorized travel day for those outside of a RCD). In instances when a formal school exceeds 12 days, members, through their chain of command, and RFRS staff will request a waiver, as per REF (E). Orders that exceed 30 days shall only be authorized by COMDT (CG-R82).

C. Non-consecutive orders may be needed to accommodate formal training courses that are less than 12 days duration. Non-consecutive orders must have a preapproved waiver by D7 (dxr) and is subject to the availability of funds.

D. Additional guidance for members entering the Select Reserve after completing 30 days or more of active duty or those members who plan to separate/retire during FY20 can be found in REFS (D) and (E).

11. Active Duty Training - Other Training Duty (ADT-OTD). The following policy applies to ADT-OTD for FY20:

A. Limited ADT-OTD funding will be available for FY20. No member is authorized to perform ADT-OTD until funds have been provided to, and duty is approved by, the D7 (dxr) AFC-90 funds manager. Priorities for ADT-OTD will be C-school quotas and structured training that leads to the completion of a billet-assigned competency.

12. Initial Active Duty for Training (IADT). The following policy applies to IADT for FY20:

A. IADT orders for recruit training (Boot Camp, Direct Entry Petty Officer, and "A" school) may be executed at any time during FY20. IADT orders for members attending recruit training should be created and approved using the Reserve training funding DEPTID 007989.

13. ADT management responsibilities:

A. Accurate and timely management of ADT orders requires close coordination between the member, supervisor, unit admin, RFRS staff, D7 (dxr), and Servicing Personnel Office (SPO).

B. Starting in FY20, D7 (dxr) will deploy a new **Orders Management Tool (OMT)** to strengthen communication with the noted key process owners engaged with the orders process. The OMT will be located on the CG Portal at

<https://cg.portal.uscg.mil/units/d7/Planningandforcereadiness-dx/DXR-Reserve/SitePages/Home.aspx>.

C. Members must have their ADT scheduled in DA no later than 31 JAN 2020. D7 (dxr) will use the order extract file from DA as source data to load into the OMT.

D. As per REFS (A), (D), and (E) active duty orders shall be generated in writing 30 days in advance of member reporting for the scheduled duty.

E. Timelines and key trigger windows for the member, supervisor, unit, and the SPO in completing all necessary tasks to properly submit and receive payment for ADT duty are captured in REF (F). D7 (dxr) integrated RFRS staff into these critical steps as part of the OMT and made enhancements to the orders process as follows:

(1) At the beginning of each month, D7 (dxr) will update the OMT with DA data.

(2) At the beginning of each month, RFRS staff will review, confirm, and coordinate with unit admin for orders issuance.

(3) 60 days prior to the start of any ADT orders, unit admin personnel will complete order notes, verify compliance, route the ADT orders request to D7 (dxr), and update the OMT order record status.

(4) 45 days prior to the start date of ADT orders, D7 (dxr) will "Authorize" the ADT orders and update the OMT order record status.

(5) SPO will have three days upon notification of authorized ADT orders by D7 (dxr) to verify order completeness, place them in a "Ready" status, sign, and upload order to OMT.

(6) 30 days prior to ADT start date, unit admin personnel will download original orders (in accordance with REF (A)) from the OMT and issue member ADT orders.

F. Supervisors shall notify D7 (dxr) of any change to orders in an "Authorized" status in DA to facilitate reallocation of training funds.

G. In accordance with REFS (D) and (E), members will submit timely travel claims after completion of ADT.

H. D7 (dxr) AFC-90 funds manager will monitor accounts to ensure obligations for approved ADT are executed as scheduled by the deadlines established in paragraph 4. Monthly de-obligations of un-liquidated/un-expended Federal Insurance Contributions Act, and unexecuted or cancelled orders, including travel orders, will be completed to allow for reallocation of training funds.

I. In accordance with REF (E), all ADT associated waivers will be in memo format, properly endorsed, and submitted via email to: D07-DG-DISTRICTSTAFF-DXR@USCG.MIL.

14. D7 (dxr) Points of Contact:

A. Branch Chief: CDR Tuan Luong, 305-415-7070

B. Readiness and Training Manager: Ms. Rosalia Rodriguez, 305-415-7076

C. AFC-90 Funds Manager: Mr. Kevin McGee, 305-415-7074

D. Reserves Forces Program Assistant: Ms. Ta'Nisha Cage, 305-415-7073

E. PAL Manager: LT Tracy Mitchell, 305-415-7022

F. Berthing Manager: SK1 Graeme Christie, 305-415-7103

G. Reserve Orders: YN2 Marianne Merino, 305-415-6858

H. RBCs:

(1) CGDSEVEN: SK3 Aaron Harris, 305-415-6792

(2) Sector St. Petersburg: SK3 Mercedes Derr, 727-824-7629

(3) Sector Jacksonville: YNC Caeszar Patenio, 904-714-7527

- (4) Sector Charleston: SK2 Ryan Brinkerhoff, 843-740-7065
- (5) Sector Miami: YN1 Sean Glosson, 305-535-4576
- (6) Sector San Juan: YN2 Rafael Ramos, 787-729-5389
- (7) Base Miami Beach, CGIS, and SOUTHCOM: D07-SMB-BASEMIAMIBEACH-UPH@USCG.MIL, Berthing Manager, 305-415-7103
15. Internet release authorized.
16. RDML Eric C. Jones, District Seven Commander, sends.