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INFO COMDT COGARD WASHINGTON DC//CG-131// COGARD DOL NORFOLK VA//DOL-31// COMLANTAREA COGARD PORTSMOUTH VA//LANT-1// BT UNCLAS SUBJ/ FY19 SEVENTH COAST GUARD DISTRICT (dxr) RESERVE MANAGEMENT GUIDANCE

A. Reserve Policy Manual, COMDTINST M1001.28 (Series)

B. Joint Federal Travel Regulations (JFTR)

C. Coast Guard Supplemental to the Joint Federal Travel Regulations, COMDTINST M4600.17A (Series)

D. ALCOAST 319/18: FY19 Reserve Inactive Duty Training (IDT) Scheduling Requirements

E. ALCOAST 318/18: FY19 Reserve Active Duty for Training (ADT) Scheduling Requirements

F. ALSPO H/15 Active Duty for Training Annual Training (ADT-AT)

G. ALSPO D/16 Reserve Inactive Duty for Training (IDT) Orders Procedures

H. Financial Resource Management Manual (FRMM)

1. This message provides reserve management guidance to units serviced by D7 (dxr) and will be used to manage reserve resources in FY19.

2. FY19 resource allocations will continue to be constrained. It is imperative that we incorporate and adhere to additional rules to ensure the greatest return on investment with limited training funds.

A. Accurate and timely management of Inactive Duty Training (IDT) drills, Additional Training Periods (ATP), Readiness Management Periods (RMP), and Active Duty for Training (ADT) orders, including scheduling, approving, and forwarding to Servicing Personnel Offices (SPO) for pay, is a command responsibility. Therefore, supervisors of SELRES personnel must ensure the timely management, tracking, approval, and cancellation of all ADT and IDT drills as outlined below. Reserve Activities User Guides are available on the PPC portal page at https:

//cg.portal.uscg.mil/units/ppc/RoboHelp/DAGP/index.aspx#t=ReserveSpecificSPO%2FReserve\_Activities\_User\_Guide.aspx, and on the CG website at <http://www.dcms.uscg.mil/ppc/pd/da/>

Supervisors of reserve personnel are highly encouraged to read these helpful materials.

3. Critical Dates:

A. 01 MAY 2019: Deadline for reservists to request FY19 ADT-AT orders in Direct Access (DA).

B. 01 MAY 2019: Deadline for members to schedule authorized FY19 IDT drills, RMPs, and ATPs in DA.

C. 01 AUG 2019: Deadline for D7 (dxr) to approve and obligate funding for ADT-AT orders for the remainder of the fiscal year.

D. 16 AUG 2019: Deadline for D7 (dxr) to obligate funding for all remaining AFC-90 SELRES management activities.

E. 02 SEP 2019: Office of Reserve Affairs, COMDT (CG-131) begins sweep of unobligated D7 (dxr) funds.

F. SELRES members who miss the 01 MAY 2019 deadline are at risk for not meeting satisfactory participation standards outlined in chapter 4.B of Ref (A).

4. 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 competencies, certifications, and readiness. Reservists may schedule and complete ADT during all months of FY19 (from 01 OCT 2018 30 SEP 2019). In FY19, members are authorized 12 days of ADT-AT (exclusive of travel).

A. ADT-AT requirements will be satisfied once a member has completed at least 12 days of active duty orders irrespective of the order type. Reservists after completing 30 days or more of active duty 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 or any other type of active duty. Members must have a preapproved waiver by D7 (dxr) and is subject to the availability of funds.

B. New SELRES members who affiliate at any time during FY19 are authorized to perform ADT subject to availability of funds. SELRES 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 or ADT-OTD, unless required to meet operational requirements.

C. 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. However, non-consecutive orders may be needed to accommodate formal training courses that are less than 12 days duration. When non-consecutive orders are authorized, travel allowances should be authorized IAW the Joint Travel Regulations. Non-consecutive orders must have a preapproved waiver by D7 (dxr) and is subject to the availability of funds.

D. Requests for ADT-AT orders should be drafted in DA from members through supervisors or Senior Enlisted Reserve Advisor (SERA), to be reviewed by Admin Staff. Admin Staff will then forward validated 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. Step-by-step processes can be found in Ref F.

E. Commands shall discourage any ADT-AT orders that fall within Federal, State and Territorial holidays unless there is a direct operational requirement.

F. D7 (dxr) and RFRS staffs shall evaluate early FY19 ADT-AT requests against position competency requirements to ensure SELRES personnel do not utilize 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).

G. Travel is authorized for readiness training, formal schools, and travel associated with scheduled qualification and certification training. Members are reminded that all official travel must be arranged through a Government Contracted Travel Management Center (e.g. ADTRAV). See: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service>

-Center-PSC/BOPS/PSC-BOPS-R/GOVTrvl/ADTRAV/ for more information. Rental cars may be authorized with a preapproved 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.

H. While on ADT-AT orders, liberty should be carefully balanced with training requirements to maximize training time, enhance proficiency, and meet readiness requirements.

I. Travel claims must be submitted on the last day of duty via Web TPAX or NLT 3 working days after completion of orders. Failure to complete travel claims in a timely fashion will cause future benefits to be suspended until travel claims are completed.

J. D7 (dxr) must be immediately notified of any cancellation or changes to ADT-AT orders. Units are prohibited from amending or cancelling reserve orders already approved by D7 (dxr) without proper authorization.

K. IAW chapter 3.C of Ref (A), active duty orders shall be generated in writing, in advance of reservists reporting for duty. Orders should be issued at least 30 days before the scheduled duty. No reservist shall report for any type of duty without being in receipt of orders. Units may be liable for the cost of improperly executed orders. D7 (dxr) will not issue ADT-AT orders to any member reporting for duty without having received proper authorization to conduct ADT-AT.

L. ADT-AT travel related expenses must be minimized to the maximum extent possible. To help constrain ADT-AT related costs, unit commanders should direct use of government lodging and messing IAW U2570-A Ref C when submitting reserve orders to D7 (dxr) for approval.

5. IDT drills:

A. FY19. Reservists may schedule and complete IDT during all months of FY19 (from 01 OCT 2018 30 SEP 2019). All annual IDT drills shall be scheduled and approved in DA by 01 May 2019. Annual IDT drill dates shall be provided in writing to reserve members IAW Chapter 2 of Ref A. No SELRES member is authorized to schedule or perform greater than 48 IDT drills for pay. No waivers will be authorized.

B. To ensure appropriate oversight of RT funds in FY19, D7 (dxr) in conjunction with CG-131 will be implementing IDT Pay Validation and Closing Entry Procedures, which includes the Quarterly Inactive Duty Status Report (QIS) validation process: No later than 10 days after the end of the quarter, CG-131 will prepare the QIS report and forward it to Area/DOL staffs to commence the field validation process. D7 (dxr)/DOL-1 staffs will review the QIS contents and send the report to base/unit-level RFRS staffs with guidance to validate and take corrective action on all outstanding IDT activity for their units. Upon receipt of the QIS Report, Bases/Units have 15 days to work with D7 (dxr)/DOL-1, local Servicing Personnel Offices (SPO) and Unit Administration (Admin) offices to verify, validate and correct all IDT activity within their AOR. Commands below the D7 (dxr)/Base level will identify IDT duty validations and/or corrections that cannot be completed by the Unit or Servicing Personnel Office (SPO) before returning the QIS report to D7 (dxr) or DOL-1. D7 (dxr) will forward the validated QIS reports to their Area (LANT-1/PAC-1) representative with noted validations and/or corrections that need to be addressed by Commandant (CG-131). Each Area will consolidate the QIS reports and return them to Commandant (CG-131). DOL-1 will provide consolidated base QIS reports directly to Commandant (CG-131).

C. IDT batching is authorized for all SELRES not on Active Duty orders. With command approval, SELRES personnel may perform in excess of the quarterly allocation of 12 paid IDT drills during Q1, Q2, and Q3 of FY19 (from 01 OCT 2017 to 30 JUN 2019). In addition to command approval, SELRES personnel requiring IDT berthing must have a preapproved waiver by D7 (dxr). During Q4 (01 JUL-30 SEP 2019), SELRES personnel are not authorized to complete more than 12 paid IDT drills without an approved waiver from CG-131. Waivers shall be submitted IAW paragraph 12 below.

D. 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 48 hour notice or fails to report for duty will be marked unexcused in DA unless the absence is for one of the reasons specified in Ref A Para. 2.E.1.

E. Members that serve on Active Duty orders of 30 days or more in fiscal year are not authorized to make-up IDT drills that would have been available during the period of Active Duty.

F. Accurate and timely management of IDT is a command responsibility. Per chapter 12.B of Ref (B), reservists, supervisors, commands and SPOs must ensure timely management, tracking, approval, and cancellation of IDT drills, ATPs and RMPs. Reserve Activities User Guides are available at <http://www.dcms.uscg.mil/ppc/pd/da/>. Supervisors of reservists are highly encouraged to read these helpful materials.

6. IDT Berthing:

A. IDT berthing will be IAW Ref A. Members desiring to participate in the IDT berthing program must have their address verified by the Units Reserve Berthing Coordinator (RBC). Distances to establish Reasonable Commuting Distances will be based the Defense Table of Official Distance. Due to the unreliability of transient berthing, military facilities and other transient berthing facilities may no longer be an option for reservists on IDT and commercial berthing will be provided. Reservists will be double-berthed to the greatest extent possible. Members drilling for points will not be authorized IDT berthing. 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.

B. 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-Reserves/SitePages/Home.aspx> 60 days in advance prior to reporting for duty. RBCs will send to D7(dxr) the list of approved members within the first week of the current month for approved scheduled drills of the subsequent month (e.g., request berthing within first week of JAN for approved drills in FEB) to formalize the purchase request of rooms. Failure to meet specified timeline will risk not being approved for commercial berthing. Any berthing changes for excused absences will be at the RFRS discretion and must be forwarded to D7 (dxr) via members command and/or Sector RFRS staff. Members will not be authorized berthing for canceled drills. Late requests will not be accepted without a compelling operational requirement or unforeseen circumstance.

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

D. 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.

E. RBCs will not approve IDT berthing requests until member has properly entered drill requests into DA and Supervisors/SERAs have marked the drill approved as outlined in Ref G.

F. Commands shall discourage any IDT drills that fall within Federal, State and Territorial holidays unless the duty is in direct support of an operational requirement.

G. Members may be required to provide a credit card by the lodging provider at check-in to cover incidental expenses. 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 to cover incidental expenses at IDT berthing locations.

H. All members using IDT berthing at commercial facilities are to provide signed copies of the invoice to the RBC upon check-out, or within three business days. Failure to comply with invoice procedures will result in members suspension within the berthing program.

I. Final deadline for requesting IDT berthing for FY19 is the first week in JUL 2019 for scheduled and approved drills in AUG, SEPT and OCT 2019.

7. RMP: One paid RMP will be authorized in FY19. Per chapter 2.B.3.e.(2) of Ref (A), RMPs performed not in accordance with policy are subject to cancellation and recoupment of any payment made.

A. Each member who takes the OCT 2018 Reserve Service-wide Exam (RSWE) is authorized one additional RMP for pay.

8. ADT-OTD: Contingent upon availability of funds. ADT-OTD policy will be provided via SEPCOR.

9. Additional Training Periods (ATP): Contingent upon availability of funds. ATP policy will be provided via SEPCOR. As in FY18, 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).

10. Alternate Drill locations:

A. All members shall drill at their assigned duty stations unless there is an approved alternate drill site memo on file with D7 (dxr). Alternate drill sites must be based on service needs and available training capacity. Reasonable commuting distance alone is not justification for an alternate drill site.

11. FY19 Initial Active Duty Training (IADT) policy: To ensure the correct generation of accounting data to charge the RT appropriation, IADT orders should be created and approved using the RT funding DEPTID 007989 for SELRES attending recruit training (Boot Camp, DEPOT and A Schools) executed at any time during FY19.

12. Waivers: Members must submit waivers using standard CG memo format to COMDT (CG-131) thru the unit Commanding Officer or first O6 in the chain of command, D7 (dxr) (even if assigned to a DOL unit), and Area/DOL (LANT-1, DOL-1) staff. Properly endorsed waivers shall be submitted via email to: D07-DG-DISTRICTSTAFF-DXR.

13. 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. PAL Manager: LT Tracy Rainey 305-415-7072 E. Berthing Manager: SK1 Graeme Christie 305-415-7103

F. Reserve Orders: YN2 Christopher Ortiz 305-415-6858

G. RBCs:

a. CGDSEVEN: SK3 Blake Donahue 305-415-7073

b. Sector St. Petersburg: SK3 Mercedes Esquibel-Danner 727-824-7629

c. Sector Jacksonville: YN1 Caeszar Patenio 904-714-7527

d. Sector Charleston: SK2 Marcel Perez-Miranda 843-740-7065

e. Sector Miami: YN1 Loren Johnson 305-535-4576

f. Sector San Juan: YN2 Rafael Ramos 787-729-5364

g. Base Miami Beach, CGIS, and SOUTHCOM: D07-SMB-BASEMIAMIBEACH-UPH, Berthing Manager 305-415-7103 14.

Internet release authorized.

15. RADM Peter J. Brown, Seventh District Commander, sends.

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