



Reserve FTS Information Bulletin

FY18 Reserve Active Duty For Training (ADT) Scheduling Requirements

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SUBJ: FY18 RESERVE ACTIVE DUTY FOR TRAINING (ADT) SCHEDULING REQUIREMENTS

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

B. Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)

1. This message announces key dates reservists and their commands must adhere to when scheduling Active Duty for Training (ADT) in FY18. It also highlights ADT policies and management responsibilities contained in Refs (A) and (B). Duty performed that is not in compliance with this policy is subject to recoupment of funds.

2. After several challenging years for the RT appropriation, COMDT (CG-131) implemented FY17 fiscal policies, guidance and controls that kept spending on track and within established plans. In short, the controls worked, making it feasible to relax the ALL STOP order for FY18 as outlined below.

3. There is no ALL STOP order in place for FY18. Reservists may schedule and complete ADT during all months of FY18 (from 01 OCT 2017 - 30 SEP 2018). Particular attention should be paid to the critical dates and scheduling deadlines in paragraph 8 below. The scheduling deadlines are intended to promote unit-level planning that supports both operational and financial management needs.

4. FY18 Active Duty Training - Other Training Duty (ADT-OTD) policy: COMDT (CG-131) anticipates limited ADT-OTD funding to be available for FY18. However, no SELRES personnel are authorized to perform ADT-OTD until funds have been provided to, and duty is approved by, the District (dxr) funds manager.

5. FY18 Initial Active Duty for Training (IADT) policy: IADT orders for recruit training (e.g., Boot Camp, DEPOT, and "A" school) may be executed at any time during FY18. To ensure the correct generation of accounting data to charge the RT appropriation, IADT orders for SELRES attending recruit training should be created and approved using the RT funding DEPTID 007989.

6. FY18 Active Duty Training - Annual Training (ADT-AT) policy:

A. In FY18, SELRES personnel are authorized 12 days of ADT-AT (exclusive of travel) unless assigned to a PSU, CORIVRON or CORIVGRU. SELRES personnel assigned to a PSU, CORIVRON or CORIVGRU are authorized 15 days of ADT-AT (exclusive of travel).

B. Per chapter 4.B.2 of Ref (A), the ADT-AT requirement is met by the completion of Initial Active Duty Training (IADT), ADT-AT, and by Active Duty Other than for Training (ADOT) (e.g., ADOS, EAD), as long as the duty



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is rating, specialty, or position related training. The duty may be performed through OJT or formal school completion. Reservists who enter the SELRES 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 if funds are available and with District (dxr) or PAC-13 approval.

C. To the extent possible, District (dxr)/DOL-1 RFRS staffs should evaluate early FY18 ADT requests against position competency requirements as well as formal school schedules and available quotas to ensure SELRES members do not utilize their ADT prior to issuance of formal training orders.

D. Per chapter 3.G of Ref (A), District (dxr) staffs may issue ADT-AT (and ADT-OTD) orders in excess of 12/15 days for formal school attendance. However, ADT-AT orders shall not exceed 30 days.

E. New SELRES members who affiliate at any time during FY18 are authorized to perform ADT subject to availability of funds.

F. 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.

G. 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. At times, non-consecutive orders may be needed to accommodate attendance at formal training courses that are less than 12 days duration. When non-consecutive orders are authorized, travel allowances shall be authorized IAW the Joint Travel Regulations. Non-consecutive orders may be approved by the servicing District (dxr) subject to the availability of funds. Prior to approving non-consecutive ADT-AT orders, District (dxr) should carefully consider the service need and identify increased travel costs (in excess of consecutive ADT-AT orders) resulting from the non-consecutive duty.

7. ADT-AT Management Responsibilities:

A. Accurate and timely management of ADT orders is a command responsibility. Reserve Activities User Guides are available at <http://www.dcms.uscg.mil/ppc/pd/da/>. Supervisors of Reserve personnel are highly encouraged to read these helpful materials.

B. ADT orders shall be scheduled IAW established training plans (e.g., Individual Training Plan), in Direct Access, by the deadline in paragraph 8.B below.

C. Per 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 to allow reservists time to provide notification to civilian employers and family members. Supervisors shall notify the appropriate District (dxr) or DOL-1 staff of any change to orders approved for execution to facilitate reallocation of training funds.

D. Supervisors of SELRES personnel shall ensure timely submission of ADT travel claims within three business days of ADT order completion and



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are highly encouraged to allocate time for members to complete travel claims on the last day of the ADT period. Reservists are also highly encouraged to submit their completed travel claims in TPAX prior to departing their units.

E. AFC-90 managers must ensure obligations and expenditures do not exceed FY18 target distributions IAW chapter 5.6 of Ref (B). To comply with chapter 5.6.4 of Ref (B), AFC-90 managers are required to continuously monitor their accounts to ensure obligations for approved ADT (and other active duty orders) are executed as scheduled. Obligations resulting from un-liquidated/un-expended FICA, and unexecuted or cancelled orders, including travel orders, must be de-obligated in the Financial Procurement Desktop (FPD) to prevent accumulation of residual obligations and undelivered orders (UDOs), which are no longer needed for intended purposes and allow for reallocation of training funds.

F. FY18 Travel Guidance: COMDT (CG-131) will continue to monitor Reserve Training travel ceiling and policy limiting discretionary travel as established in DHS and CG travel guidance. Travel is authorized for readiness training, formal schools, and travel associated with scheduled qualification and certification training.

8. FY18 ADT Scheduling Deadlines.

A. 01 OCT 2017: SELRES personnel may request ADT-AT orders in Direct Access.

B. 01 MAY 2018: Deadline for SELRES personnel to request ADT-AT orders in Direct Access. SELRES members who miss the 01 MAY 2018 deadline are at risk for not meeting satisfactory participation standards outlined in chapter 4.B of Ref (A) and cannot schedule ADT without approval from their District (dxr).

C. 01 AUG 2018: Deadline for District (dxr) to approve and obligate funding for ADT-AT orders for the remainder of the fiscal year.

D. 17 AUG 2018: Deadline for District (dxr) to obligate funding for all remaining AFC-90 SELRES management activities.

E. 01 SEP 2018: Office of Reserve Affairs, COMDT (CG-131) begins sweep of unobligated District (dxr) funds.

9. Rescheduling. ADT orders scheduled prior to the 01 MAY 2018 deadline may be rescheduled in Direct Access subject to approval by the District (dxr).

10. AREA/DOL/District (dxr) POCs responsible for managing the administration of this message across their areas of responsibility:

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12. RDML A.S. McKinley, Acting Director of Reserve and Military Personnel, sends.
13. Internet release is authorized.

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