



Reserve FTS Information Bulletin

FY18 Reserve Inactive Duty Training (IDT) Scheduling Requirements

R 060700 OCT 17
FM COMDT COGARD WASHINGTON DC//CG-13//
TO ALCOAST
UNCLAS//N01571//
ALCOAST 301/17
COMDTNOTE 1571
SUBJ: FY18 RESERVE INACTIVE DUTY TRAINING (IDT) SCHEDULING REQUIREMENTS

A. Reserve Policy Manual, COMDTINST M1001.28 (series)
B. Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)

1. This message announces key dates reservists and their commands must adhere to when scheduling Inactive Duty Training (IDT) drills, Readiness Management Periods (RMPs), and Additional Training Periods (ATPs) in FY18. It also highlights IDT, RMP, and ATP 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 IDT 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. IDT Drills. The following policy applies to paid IDT drills for FY18:
 - A. No SELRES member is authorized to schedule or complete more than 48 IDT drills for pay. No waivers will be authorized. Any IDT drills completed for pay in excess of the 48 authorized will be changed in Direct Access to reflect "no pay" (points only) and any pay provided to the member will be recouped.
 - B. Members should follow local unit/District (dxr) guidance with regard to IDT berthing.
 - C. With command approval, SELRES personnel may perform in excess of the quarterly allocation of 12 paid IDT drills during Q1, Q2, and Q3 of FY18 (from 01 OCT 2017 to 30 JUN 2018). In addition to command approval, SELRES personnel who require IDT berthing must have approval from their District (dxr) prior to scheduling and "batching" IDT drills.
 - D. During Q4 (01 JUL-30 SEP 2018), except for personnel assigned to Port Security Units (PSU) and Coastal Riverine Forces (CORIVRONS and CORIVGRUs), SELRES personnel are not authorized to complete more than 12 paid IDT drills without an approved waiver from COMDT (CG-131). Waivers shall be submitted IAW paragraph 11 below.



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E. Per chapter 2.B.1.a.(3) of Ref (A), Reservists serving on active duty for a period of 30 days or more shall not be eligible to make up drills for that period of active duty. Example: BM2 Smith performs active duty from 01 DEC 17 to 01 FEB 2018, a total of two months. BM2 Smith cannot make up the eight (8) IDT drills he missed during the active duty period and his authorized paid IDT drill cap shall be adjusted to 40 drills. Direct Access does not adjust a member's paid IDT drill cap. Members who perform more paid IDT than authorized will be in an overpaid status, and pay will be recouped when IDT drills are corrected from paid to without pay (points only) status. When scheduling IDT drills, members and supervisors should pay close attention to not exceed a member's paid IDT drill cap.

5. ATPs. The following policy applies to paid ATPs for FY18:

A. Specific ATP guidance will be provided SEPCOR.

B. To support unit-level planning, SELRES personnel assigned to PSUs, CORIVRONS, and CORIVGRUs are authorized to schedule up to 12 ATPs in advance of specific ATP guidance. 48 paid IDT drills should be completed prior to utilizing ATPs. No ATPs shall be completed or paid prior to the release of FY18 ATP guidance.

C. SELRES personnel not assigned to PSUs, CORIVGRUs and CORIVRONS are not authorized to schedule or complete ATPs (paid or unpaid). No waivers are authorized. As in FY17, 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) IAW this message.

6. RMPs. The following policy applies to paid RMPs for FY18:

A. Per chapter 2.B.3.e.(1) of Ref (A), each SELRES member is authorized one RMP for pay unless otherwise noted below. 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.

B. Each SELRES member who takes the OCT 2017 Reserve Service-wide Exam (RSWE) is authorized one additional RMP for pay.

C. Waiver requests for RMPs for CDAR-directed screenings, OMSEP medical appointments, and command-directed medical screenings, as outlined in chapter 2.B.3.a.(5)-(7) of Ref (A), shall be submitted to COMDT (CG-131) IAW paragraph 11 below.

D. Only PSC-RPM will authorize paid RMPs for medical appointments in connection with a Notice of Eligibility (NOE) as outlined in chapter 2.B.3.a.(8) of Ref (A).

7. IDT, ATP, RMP Management Responsibilities.

A. IDT drills, ATPs, and RMPs for pay shall be scheduled in Direct Access by the deadline in paragraph 8.B below.

B. 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 Reserve personnel are highly encouraged to read these helpful materials.



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C. Supervisors of SELRES personnel, in concert with local RFRS staff, must ensure all IDT drills are validated and forwarded to the SPO within five (5) business days of IDT drill completion for payment approval. IDT that remains in a "scheduled" status past the duty date is subject to cancellation.

D. SPOs should process payment vouchers within three (3) business days of receiving notification that IDT drills have been completed.

E. Per chapter 2.A.C of Ref (A), all IDT drills, ATPs and RMPs shall be scheduled and approved in DA in advance of reservists reporting for duty. Upon member request, commands shall issue written orders as soon as possible before the scheduled duty period(s) to allow the reservist time to provide notification to a civilian employer.

F. District (dxr) AFC-90 account managers shall continuously monitor their IDT berthing accounts, especially when authorizing batching of IDT, and provide funding concerns to the appropriate Area POCs identified in paragraph 12 below.

G. To strengthen internal controls and oversight of Reserve Training funds, District (dxr)/DOL-1 and RFRS staffs must complete regular (at least monthly) reviews of IDT drills to ensure drill periods are being executed 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, COMDT (CG-131) has implemented IDT Pay Validation and Closing Entry Procedures, including the Quarterly Inactive Duty Status Report (QIS) validation process, which will be distributed to Area/DOL, District (dxr) staffs via SEPCOR.

8. FY18 IDT Scheduling Deadlines.

A. 01 OCT 2017: Scheduling commences for FY18 IDT drills and RMPs. SELRES personnel assigned to PSUs, CORIVRONS and CORIVGRUs may schedule up to 12 ATPs IAW paragraph 5.B above.

B. 01 MAY 2018: Deadline for scheduling all paid IDT drills, RMPs, and ATPs 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 IDT drills, RMPs, or ATPs without an approved waiver from COMDT (CG-131) unless otherwise exempted by this message. Waivers shall be submitted IAW paragraph 11 below.

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. Paid IDT drills, RMPs, and ATPs scheduled prior to the 01 MAY 2018 deadline may be rescheduled in DA if all of the guidelines below are met.

A. Notification to reschedule must be provided to the applicable Area/DOL (LANT-1/PAC-1/DOL-1) and District(dxr)/PAC-13. This is very important if IDT berthing has been authorized or is needed.



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- B. The paid IDT drills, RMP, or ATPs cannot be rescheduled as a different type of duty.
- C. The total number of paid drills cannot exceed 12 in Q4 IAW paragraph 4.C above without an approved waiver.
- D. Members who fail to follow rescheduling guidelines risk cancellation of duty or performance of duty without pay (for points only).
10. New SELRES accessions (from recruit training or active duty RELAD), who report to their assigned units after 01 MAY 2018, may schedule and complete IDT drills (not to exceed 4 drills per month for the remainder of FY18) and ATPs (if authorized by paragraph 5.B) without a waiver.
11. 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, the cognizant District (dxr) (even if assigned to a DOL unit), and Area/DOL (LANT-1, PAC-1, DOL-1) staff. Properly endorsed waivers shall be submitted via email to:
HQS-SMB-CG-1312-Waivers.
12. AREA/DOL/District (dxr) POCs responsible for managing the administration of this message across their areas of responsibility:
- A. LANT-1: CAPT Kirby Sniffen, (757) 398-3910.
 - B. PAC-1: CAPT Philip Prather, (510) 437-2738.
 - C. DOL-1: CAPT Lisa Schulz, (757) 628-4849.
 - D. PAC-13: CDR Monique Roebuck, (510) 437-3012.
 - E. D1 (dxr): LCDR David Uhl, (617) 223-3475.
 - F. D5 (dxr): CDR Richard Howell, (757) 483-8579.
 - G. D7 (dxr): CDR Tuan Luong, (305) 415-7070.
 - H. D8 (dxr): CDR Cheryl Honeycutt, (504) 671-2333.
 - I. D9 (dxr): LCDR James McCown, (216) 902-6385.
 - J. D11 (dxr): LCDR Greg Reilly, (510) 437-5352.
 - K. D13 (dxr): CDR Katy Coombs, (206) 220-7164.
 - L. D14 (dxr): LCDR Luke Maleski, (808) 535-3354.
 - M. D17 (dxr): LT Josue Roman, (907) 463-2102.
13. COMDT (CG-1312) Points of Contact: CDR Christa O. Heffelfinger, (202) 475-5456 or Mr. James V. Redd, (202) 475-5435.
14. RDML A.S. McKinley, Acting Director of Reserve and Military Personnel, sends.
15. Internet release is authorized.

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