



Reserve FTS Information Bulletin

FY19 Reserve Active Duty for Training (ADT) Scheduling Requirements

R 131647 SEP 18

FM COMDT COGARD WASHINGTON DC//CG-13//

TO ALCOAST

UNCLAS//N01570//

ALCOAST 318/18

COMDTNOTE 1570

SUBJ: FY19 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 ALCOAST announces key dates reservists and their commands must adhere to when scheduling Active Duty for Training (ADT) in FY19. 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. A ready Reserve Component (RC) is key to strengthening national preparedness, resilience, and improves the Coast Guard's relevance and ability to respond. It requires hands-on leadership to create an environment that fosters the attainment of PAL and unit-assigned competencies by reserve members. Unit commanders and supervisors should schedule IDT/ADT in conjunction with unit training plans for their assigned reservists well in advance to maximize training time for competency attainment and unit mission requirements. This level of effort will help ensure the operational capability and readiness of their reserve workforce to meet contingency response requirements.

3. Reservists may schedule and complete ADT during all months of FY19 (from 01 OCT 2018 - 30 SEP 2019). 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. FY19 Active Duty Training - Other Training Duty (ADT-OTD) policy: COMDT (CG-131) anticipates limited ADT-OTD funding to be available for FY19. However, no SELRES personnel are authorized to perform ADT-OTD until funds have been provided to, and duty is approved by, the District (dxr)/PAC-13 AFC-90 funds manager.

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

6. FY19 Active Duty Training - Annual Training (ADT-AT) policy:

A. In FY19, 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 is rating, specialty, or position related training. The duty may be performed through OJT or formal school completion. Reservists who enter the SELRES



Reserve FTS Information Bulletin

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)/PAC-13 approval.

C. Training during ADT shall support acquiring one of the following (in order): billet-assigned competencies, WQSB qualifications or advancement requirements. Only after completing all three of these requirements may members request ADT for other professional development. ADT requests should be validated against position competency requirements as well as formal school schedules and available quotas in CG-TMS 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)/PAC-13 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 and ADT-OTD orders that exceed 30 days shall be authorized by COMDT (CG-131).

E. SELRES personnel (new accessions or personnel RELAD from active duty) who affiliate at any time during FY19 are authorized to perform ADT subject to availability of funds.

F. SELRES personnel who have submitted a Reserve Retirement Transfer Request (Form CG-2055A) or Change in Reserve Component Category (Form CG-1001), or who plan to separate/retire during FY19, are not authorized to perform ADT-AT or ADT-OTD unless duty is necessary to meet operational requirements or demands.

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)/PAC-13 subject to the availability of funds. Prior to approving non-consecutive ADT-AT orders, District (dxr)/PAC-13 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 reservist are highly encouraged to read these helpful materials.

B. ADT orders shall be scheduled 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.

D. Supervisors shall notify the funding District (dxr)/PAC-13 staff of any change to orders in an "authorized" status in Direct Access to facilitate reallocation of training funds.

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



Reserve FTS Information Bulletin

F. AFC-90 funds managers must ensure obligations and expenditures do not exceed FY19 target distributions IAW Chapter 5.6 of REF (B). To comply with Chapter 5.6.4 of REF (B), AFC-90 funds 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.

G. FY19 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. FY19 ADT Scheduling Deadlines.

A. 01 OCT 2018: SELRES personnel may request ADT-AT orders in Direct Access.

B. 01 MAY 2019: Deadline for SELRES personnel to request ADT-AT orders in Direct Access. SELRES personnel who miss the 01 MAY 2019 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)/PAC-13.

C. 01 AUG 2019: Deadline for District (dxr)/PAC-13 to approve and obligate funding for ADT-AT orders for the remainder of the fiscal year.

D. 16 AUG 2019: Deadline for District (dxr)/PAC-13 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 District (dxr)/PAC-13 AFC-90 funds.

9. Rescheduling. ADT orders scheduled prior to the 01 MAY 2019 deadline may be rescheduled in Direct Access subject to approval by the District (dxr)/PAC-13.

10. Area/DOL/District (dxr)/PAC-13 POCs responsible for managing the administration of this ALCOAST across their areas of responsibility:

A. LANT-1: CAPT Rebecca Drew, (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): CDR Melissa Ransom, (617) 223-3475

F. D5 (dxr): CDR Richard Howell, (757) 483-8579

G. D7 (dxr): CDR Tuan Luong, (305) 415-7070

H. D8 (dxr): LCDR Peter Webber, (504) 671-2333

I. D9 (dxr): CDR Scott Toves, (216) 902-6385

J. D11 (dxr): CDR Steve Donley, (510) 437-5352

K. D13 (dxr): CDR Katy Coombs, (206) 220-7164

L. D14 (dxr): LT Luke Maleski, (808) 535-3354

M. D17 (dxr): LT Josue Roman, (907) 463-2102

11. COMDT (CG-1312) Points of Contact: CDR Christa O. Heffelfinger, (202) 475-5456 or Mr. James V. Redd, (202) 475-5435.

12. RDML M. W. Sibley, Acting Director of Reserve and Military Personnel, sends.

13. Internet release is authorized.