



Reserve FTS Information Bulletin

FY19 Reserve Inactive Duty Training (IDT) Scheduling Requirements

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TO ALCOAST
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COMDTNOTE 1571

SUBJ: FY19 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 (RMP), and Additional Training Periods (ATP) in FY19. 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. 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 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 IDT 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. IDT Drills. The following policy applies to paid IDT drills for FY19:

A. No SELRES member is authorized to schedule or complete more than 48 IDT drills for pay. No waivers will be authorized. 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.

B. Members should follow local unit/District (dxr)/PAC-13 guidance with regard to IDT lodging.

C. With command approval, SELRES personnel may batch drills and perform in excess of the quarterly allocation of 12 paid IDT drills during Q1, Q2, and Q3 of FY19 (from 01 OCT 2018 to 30 JUN 2019). In addition to command approval, SELRES personnel who require IDT lodging must have approval from their servicing District (dxr)/PAC-13 prior to scheduling and batching IDT drills.

D. During Q4 (01 JUL-30 SEP 2019), 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). Waiver requests shall be submitted IAW Paragraph 10 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 18 to 01 FEB 2019, 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. Waivers to this policy will be considered and waiver requests shall be submitted IAW Paragraph 10 below.

F. Per Chapter 2.B.1.a of REF (A), reservists leaving the service voluntarily (retirement/discharge) or involuntarily (HYT, non-selected for promotion, non-continued, etc.) may only complete the number of drills corresponding to their separation date. Example: CAPT Smith is not selected for continuation and is required to leave active status NLT 30 JUN. The member may complete a maximum of 36 paid IDT drills for the period 01 OCT-30 JUN. CAPT Smith is also subject to the limitations of Paragraph 4.E above.

5. ATPs. The following policy applies to paid ATPs for FY19:

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 starting on 01 OCT 2018 in advance of specific ATP guidance. No ATPs shall be completed or paid prior to the release of FY19 ATP guidance. Personnel should utilize 48 paid IDT drills before utilizing ATPs.

C. SELRES personnel not assigned to PSUs, CORIVGRUs and CORIVRONS are not authorized to schedule or complete ATPs (paid or unpaid). The Office of Reserve Affairs (CG-131) will work with programs (e.g., COMDT (CG-731)) to identify if waivers are needed to support operational requirements. 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 ALCOAST.

6. RMPs. The following policy applies to paid RMPs for FY19:

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 completed that are not in compliance with policy are subject to cancellation and recoupment of payment.

B. Each SELRES member who takes the OCT 2018 Reserve Service-wide Exam (RSWE) is authorized one additional RMP for pay unless the member is already scheduled to perform IDT with the assigned unit.

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 10 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 unless otherwise exempted by this ALCOAST.

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 reservists are highly encouraged to read these helpful materials.



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C. Supervisors of SELRES personnel must ensure IDT drills are validated, placed in a "completed" status in Direct Access, and forwarded to the SPO within two (2) working days of IDT drill completion. Members should notify their supervisors of IDT completion before leaving their units. IDT that remains in a "scheduled" status past the duty date is subject to cancellation.

D. SPOs should process payment vouchers within three (3) working 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)/PAC-13 AFC-90 funds managers shall continuously monitor their IDT lodging accounts, especially when authorizing batching of IDT, and provide funding concerns to the appropriate Area POCs identified in Paragraph 11 below.

G. To strengthen internal controls and oversight of Reserve Training funds, District (dxr)/PAC-13/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, IDT Pay Validation and Closing Entry Procedures, including the Quarterly Inactive Duty Status Report (QIS) validation process, will be directed by COMDT (CG-131) during FY19.

8. FY19 IDT Scheduling Deadlines.

A. 01 OCT 2018: Scheduling commences for FY19 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 2019: Deadline for scheduling all paid IDT drills, RMPs, and ATPs in Direct Access unless otherwise exempted by this message. 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). When required, waivers shall be submitted IAW Paragraph 10 below.

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. Paid IDT drills, RMPs, and ATPs scheduled prior to the 01 MAY 2019 deadline may be rescheduled in DA without a waiver 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 lodging has been authorized or is needed.

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.D 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).



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10. Waivers. IDT scheduling waivers are not required for the following circumstances:

A. SELRES accessions from recruit training (boot camp or DEPOT) or members released from active duty (RELAD) who report to their assigned units after 01 MAY 2019 may schedule and complete IDT drills (not to exceed 4 drills per month for the remainder of FY19) and ATPs (if authorized by Paragraph 5.B) without a waiver.

B. SELRES personnel who cannot schedule IDT before 01 MAY 2019 due to a pending expiration of enlistment (EOE) may schedule and complete IDT drills for the remainder of FY19 without a waiver.

C. SELRES personnel who cannot schedule IDT before 01 MAY 2019 due to Training Pay Category (TRAPAY CAT) issue may schedule and complete IDT drills for the remainder of FY19 without a waiver.

D. RMPs for PHAs can be scheduled after 01 MAY 2019 without a waiver.

E. When required, waiver requests must be submitted using standard CG memo format to COMDT (CG-131) thru the unit Commanding Officer (or CO, MILPERS) or first O6 in the chain of command, the cognizant District (dxr)/PAC-13 (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.

11. 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 Melisa 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.

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

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

14. Internet release is authorized.