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# Reserve Duty Status and Participation Manual



ON THE COVER: A Coast Guard Port Security Unit 311 boat crew conducts tactical boat crew training during a pre-deployment exercise in the Port of Los Angeles, Calif. The Transportable Port Security Boat is a 32-foot platform offering ballistic protection and more versatility for deployment.

**U.S. Department of  
Homeland Security**  
  
**United States  
Coast Guard**



Commandant  
United States Coast Guard

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COMMANDANT INSTRUCTION MXXXX

Subj: RESERVE DUTY STATUS AND PARTICIPATION MANUAL

- Ref:
- (a) Title 10, United States Code
  - (b) Full-Time Support (FTS) to the Coast Guard Reserve Component, COMDTINST 5320.3 (series)
  - (c) Reserve Force Readiness System (RFRS) Staff Element Responsibilities, COMDTINST 5320.4 (series)
  - (d) Title 14, United States Code
  - (e) Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06
  - (f) Reserve Components Common Personnel Data System (RCCPDS), DoDI 7730.54
  - (g) Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING), DoDI 1235.13
  - (h) Military Separations, COMDTINST M1000.4 (series)
  - (i) Management of the Standby Reserve, DoDI 1235.09
  - (j) Screening the Ready Reserve, DoDD 1200.7
  - (k) Ready Reserve Member Participation Policy, DoDI 1215.13

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- (l) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
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- (n) Service Credit for Non-Regular Retirement, DoDI 1215.07
- (o) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
- (p) DoDI 7000.14-R Financial Management Regulation, Volume 7A Chapter 10
- (q) Title 37, United States Code
- (r) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
- (s) Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series)
- (t) Joint Travel Regulations (JTR)
- (u) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
- (v) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
- (w) Enlistments, Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
- (x) Coast Guard Special Needs Program, COMDTINST 1754.7 (series)
- (y) Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)
- (z) Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series)
- (aa) Accessing the Reserve Components (RC), DoDI 1235.12
- (bb) Military Justice Manual, COMDTINST M5810.1 (series)
- (cc) Coast Guard Supplement to the Joint Travel Regulations (CGS-JTR), COMDTINST M4600.17 (series)
- (dd) Performance, Training and Education Manual, COMDTINST M1500.10 (series)
- (ee) Uniform Regulations, COMDTINST M1020.6 (series)
- (ff) Family Care Plans, DoDI 1342.19
- (gg) DoD Yellow Ribbon Reintegration Program (YRRP), DoDI 1342.28
- (hh) Medals and Awards Manual, COMDTINST M1650.25 (series)
- (ii) Uniformed Services Employment and Reemployment Rights Act (USERRA), Chapter 43 of 38 United States Code
- (jj) Military Civil & Dependent Affairs Manual, COMDTINST M1700.1 (series)
- (kk) Montgomery GI Bill–Selected Reserve Educational Assistance Program, COMDTINST 1001.30 (series)
- (ll) Montgomery GI Bill–Selected Reserve (MGIB-SR), DoDI 1322.17
- (mm) Pregnancy in the Coast Guard, COMDTINST 1000.9 (series)

1. **PURPOSE.** This Manual describes policies and procedures governing the duty statuses, component categories, and the participation standards of the Coast Guard Reserve.
2. **ACTION.** All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized

3. DIRECTIVE(S) AFFECTED. The Reserve Policy Manual, COMDTINST M1001.28 (series) chapters 1, 2, 3, and 4.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. IMPACT ASSESSMENT. None.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management and are categorically excluded under current U.S.C.G. categorical exclusion (CE) # 33 from further environmental analysis, in accordance with Section 2.B.2 and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard CE #33 is appropriate.
  - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Manual, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Manual.
7. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/> and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
8. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create

significant or substantial change to existing records management requirements.

9. FORMS/REPORTS. The forms referenced in this Manual are available in U.S.C.G. Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx> and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
10. REQUESTS FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commandant (CG-5), 2703 Martin Luther King Jr. Ave SE STOP 7721, Washington, DC 20593-7907.

T. C. WIEMERS  
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COMDTINST M????



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## CHAPTER 1. THE COAST GUARD RESERVE.

A. RESERVE COMPONENT OVERVIEW The Coast Guard Reserve is a fundamental component of the Coast Guard where mobilization readiness is the primary mission.

1. Reservists are members of the Coast Guard Reserve force; they are otherwise civilians and may have careers outside the military. The Reserve Component (RC) is comprised of newly accessed officers, enlisted, and prior active duty members who joined the RC voluntarily, or affiliated to complete their remaining military service obligation.
2. The Commandant's Reserve Policy Statement identifies the missions supported by the Coast Guard Reserve and is available at [https://www.rehttps://www.reserve.uscg.mil/resources/serve.uscg.mil/resources/](https://www.reserve.uscg.mil/resources/serve.uscg.mil/resources/).
3. The purpose of the Coast Guard Reserve is outlined in Reference (a), Title 10 U.S.C. §10102. The Commandant will identify the appropriate RC authority based on the nature, scope and expected duration of the emergency, when members of the RC are required for contingencies.
4. Reserve Component Managers (RCM) are Reserve officers on active duty who organize, administer, recruit, instruct, or train members of the RC, in accordance with Reference (a), Title 10 U.S.C. §12310. RCMs are included in the Full-Time Support (FTS) numbers provided for the RC and do not count against the Coast Guard Active Component (AC) end-strength.
5. The Reserve Force Readiness System (RFRS) is resourced by FTS military or civilian personnel funded by Reserve Training (RT), a Program within the Operations and Support (O&S) Appropriation. FTS staffs are the subject matter experts for processes and procedures regarding members of the RC as outlined in Reference (b) Full-Time Support (FTS) to the Coast Guard Reserve Component, COMDTINST 5320.3 (series) and Reference (c) Reserve Force Readiness System (RFRS) Staff Element Responsibilities, COMDTINST 5320.4 (series) for more information. FTS staff shall effectively develop, train, instruct, and administer the RC on a daily basis in the execution of operational missions and readiness, in accordance with Reference (a), Title 10 U.S.C. §12501.

B. MISSION AUTHORITY AND STATUTORY BASIS The Coast Guard draws status and mission authority from Titles 10 and 14 of the United States Code (U.S.C.):

1. Reference (a), Title 10 U.S.C. §10101. Identifies the Coast Guard Reserve as one of the seven Reserve components of the Armed Forces.
2. Reference (a), Title 10 U.S.C. §10102. States the “purpose of each Reserve component is to provide trained units and qualified persons available for active duty in the armed forces, in time of war or national emergency, and at such other times as the national security may require, to fill the

needs of the armed forces whenever more units and persons are needed than are in the Regular components.”

3. Reference (d), Title 14 U.S.C. §309. Describes the Director of the Coast Guard Reserve as the principal advisor to the Commandant on Coast Guard Reserve matters and may have such additional functions as the Commandant may direct.
4. Reference (d), Title 14 U.S.C. §3701. Provides the basic operating authority for the Coast Guard Reserve, under the direction of the Commandant.
5. Reference (d), Title 14 U.S.C. §3704. Specifically confers upon any member of the Coast Guard Reserve serving on active duty or inactive-duty training "the same authority, rights, and privileges in the performance of that duty as a member of the Regular Coast Guard of corresponding grade or rating."

C. RESERVE COMPONENT CATEGORIES (RCC) Members of an RC not counted in AC end-strengths shall be placed in an RCC and a Training/Pay Category (TRAPAY CAT) based on their obligations, in accordance with Reference (e), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06 and Reference (f), Reserve Components Common Personnel Data System (RCCPDS), DoDI 7730.54. There are three RCCs: the Ready Reserve (R), the Standby Reserve (S), and the Retired Reserve (V), as illustrated in Figure 1-1

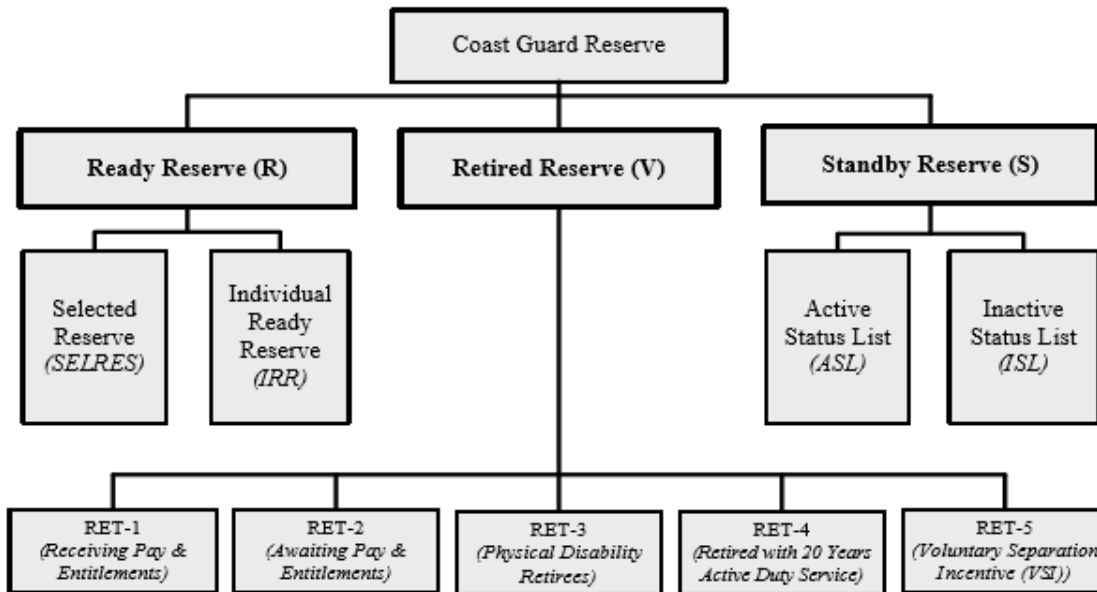


Figure 1-1: Reserve Component Categories

1. Ready Reserve (R). All members of the Ready Reserve are in an active status, and are subject to immediate recall to active duty. The Ready Reserve consists of the following:

- a. **Selected Reserve (SELRES).** Consists of members within the Ready Reserve designated as essential to contingency requirements and have priority over all other Reserve elements.
- (1) These members are assigned to a position on the Personnel Allowance List (PAL) at Coast Guard or selected Joint Service units. SELRES members are required to train for mobilization by participating in Inactive Duty Training (IDT) and Active Duty for Training (ADT) periods for the purpose of Annual Training (AT), in accordance with Reference (a), Title 10 U.S.C. §10147 and Reference (e), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06. Coast Guard SELRES members are generally authorized 48 paid IDT drills and 12 paid ADT days per fiscal year. See Chapter 2, Section C of this Manual for policy regarding inactive duty types. Additional drills or training duty may be authorized by the Office of Reserve Resources, Readiness, and Analysis (CG-R8) based on the needs of the Service and availability of RT funding.
  - (2) All members appointed, enlisted, or transferred into the SELRES must agree to serve for a specified period, and under no circumstances shall that service be for a period of less than one year. The specified period must be agreed to by execution of an enlistment/commission contract outlining SELRES obligation, or an Administrative Remarks, Form CG-3307, entry.
- b. **Individual Ready Reserve (IRR).** Consists of trained members that previously served in the active forces or in the SELRES. The IRR consists of members of the RC who must fulfill their military service obligation, and those who have fulfilled their military service obligation and voluntarily remain in the IRR, in accordance with Reference (a), Title 10 U.S.C. §651.
- (1) IRR members are not required to meet all of the same IDT and ADT requirements as SELRES, in accordance with Chapter 4, Section B of this Manual, and Reference (g), Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING), DoDI 1235.13.
  - (2) All commissioned officers in the IRR must attain 50 retirement points per anniversary year to remain in an active status, in accordance with Reference (a), Title 10 U.S.C. §12642. Additionally, all enlisted IRR members with 20 or more years of qualifying federal service towards retirement are required to attain 50 Reserve retirement points per anniversary year to remain in an active status, in accordance with Reference (g), Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING), DoDI 1235.13. Members who fail to earn the minimum 50 points per anniversary year shall be transferred to the Standby Reserve, Inactive Status List (ISL), the Retired Reserve (if qualified), or discharged in accordance with Reference (h) Military Separations, COMDTINST M1000.4 (series).
  - (3) IRR members, except senior Reserve officers assigned to an Individual Augmentation Duty (IAD) position, are administratively assigned to Commander, Coast Guard Personnel Service Center, Reserve Personnel Management Division (CG PSC-RPM). All IRR administrative matters shall be referred to Commander (CG PSC-RPM).

- (4) Senior Reserve officers assigned to an IAD position from the IRR are in TRAPAY CAT H and shall be administratively assigned to the Force Readiness Branch (dxr) at the closest Coast Guard district in which they reside.
- (a) Senior Reserve officers assigned to an IAD position may voluntarily participate in Reserve training programs without pay (i.e., IDT or ADT) for retirement points only, in accordance with Appendix A, Paragraph B of this Manual.
- (b) These members may also apply to perform Active Duty to be funded through the applicable military appropriations. Readiness Management Periods (RMPs), with or without pay, may also be authorized in accordance with Chapter 2, Section B of this Manual.
- (5) IRR members in TRAPAY CAT H may be assigned to a unit and participate in Reserve training programs without pay (i.e., IDT or ADT) for retirement points only, in accordance with Appendix A, Paragraph B of this Manual, with endorsement from a prospective host command and approval by Commander (CG PSC-RPM). These members may also apply to perform Active Duty to be funded through the applicable military appropriations. Readiness Management Periods (RMPs), with or without pay, may also be authorized in accordance with Chapter 2, Section B of this Manual.
2. Standby Reserve (S). Standby Reserve members are an additional mobilization resource who are liable for involuntary recall to active duty, only as provided in Reference (a), Title 10 U.S.C. §12301 and §12306. Membership in the Standby Reserve shall be limited to those individuals having mobilization potential, in accordance Reference (i) Management of the Standby Reserve, DoDI 1235.09. All Standby Reserve administrative matters shall be referred to Commander (CG PSC-RPM). The Standby Reserve consists of the following categories:
- a. Active Status List (ASL). This list consists of reservists who may be ordered to active duty in time of war or national emergency if it is determined there are not enough qualified members of the Ready Reserve available to meet Service requirements, in accordance with Reference (a), Title 10 U.S.C. §12301(a). ASL members may participate in reserve training activities without pay, may earn retirement points, and are eligible for promotion and advancement. ASL members include:
- (1) Members who have been transferred from the Ready Reserve (SELRES or IRR) because of temporary hardship, or other valid reasons, and who intend to return to the Ready Reserve (SELRES or IRR). At the end of the two years, the member may be transferred back to their original status provided that the reason for transfer to the ASL has been resolved, considered for separation, retired, or be granted a waiver for an additional two-year ASL status period by Commander (CG PSC-RPM). Members with remaining military service obligation may temporarily be placed in the ASL for no longer than two years, but shall be transferred back to the Ready Reserve (SELRES or IRR) at the earliest possible date;

- (2) Key employees who have been reassigned from the Ready Reserve (SELRES or IRR), to ensure the continuity of the Federal Government and to prevent conflicts between emergency manpower needs of civilian activities and the military during mobilization, in accordance with Reference (j), Screening the Ready Reserve, DoDD 1200.7 and Reference (k), Ready Reserve Member Participation Policy, DoDI 1215.13;
  - (3) Theology students for the duration of their civilian ministerial studies at accredited theological or divinity schools, in accordance with Reference (a), Title 10 U.S.C. §12317;
  - (4) Commissioned officers retained in an active status after completing 18 or more, but less than 20 years of service, in accordance with Reference (a), Title 10 U.S.C. §12646; and
  - (5) Members retained for reasons other than those specified in Subparagraphs (1) through (4) above, due to Service needs. These members may be retained on the ASL for no more than two years; the member may be transferred back to their original status, considered for separation, retired, or be granted a waiver for an additional two year ASL status period.
- b. Inactive Status List (ISL). This list consists of reservists who may be ordered to active duty in time of war or national emergency if it is determined there are not enough qualified reservists in an active status available to meet Service requirements, in accordance with Reference (a), Title 10 U.S.C. §12301(a). Members on the ISL may not train for pay or retirement points, are ineligible for promotion or advancement, and do not accrue credit for qualifying years of federal service for retirement, in accordance with Reference (a), Title 10 U.S.C. §12734 and §12735. The ISL includes:
- (1) Volunteers, not required by law or regulation to remain in an active status, who possess requisite skills the Coast Guard may require in a mobilization;
  - (2) Members who were on or eligible to be placed on the ASL, but were instead placed on the ISL in order to prevent an inequity with regard to their pay, promotion or retirement points;
  - (3) Members with at least 20 years of computed service in accordance with Reference (a), Title 10 U.S.C. §12732, who have been determined to have a disability rated at less than 30 percent, and who have elected assignment to the ISL instead of separated for that disability who qualify for a non-regular retirement, in accordance with Reference (a), Title 10 U.S.C. §1209;
  - (4) Members who fail to comply with weight or body fat standards by the end of the probationary period shall be retained in the ISL for up to one year. If the reservist does not come into compliance during the year assigned to the ISL, they shall be processed for separation in accordance with Reference (l), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series);
  - (5) Members who reach 60 years of age or complete 30 total years of service without an approved retirement request, separation, or waiver;

- (6) Members involuntarily recalled to face court martial in accordance with Reference (a), Title 10 U.S.C. §802(d), and who are then given a disciplinary-related discharge and placed on appellate leave pending approval of the court martial sentence; and
  - (7) Members who decline or fail to execute SELRES Permanent Change of Station (PCS) orders in accordance with Reference (m) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
3. Retired Reserve (V). The Retired Reserve consists of reservists who meet qualifying service requirements for retirement within the five categories below. The Retired Reserve categories are identified below.
- a. RET-1 (Retirement with Pay). Reserve members who completed the requisite qualifying years of creditable service, and applied for and are receiving non-regular retired pay at, or after age 60, in accordance with Reference (a), Title 10 U.S.C. Chapter 1223, and members eligible for early retirement in accordance with Reference (n) Service Credit for Non-Regular Retirement, DoDI 1215.07.
  - b. RET-2 (Retirement Awaiting Pay). Reserve members who completed the requisite qualifying years of service for non-regular retired pay, and are not yet 60 years of age or have not applied for non-regular retirement pay, in accordance with Reference (a), Title 10 U.S.C. Chapter 1223.
  - c. RET-3 (Physical Disability). Reserve members retired for physical disability, in accordance with Reference (a), Title 10 U.S.C. Chapter 61. These members completed the requisite years of service creditable for retired pay or are 30 percent or more disabled and otherwise qualified.
  - d. RET-4 (Retired with 20 Years Active Duty Service). Reserve members who completed 20 or more years of active duty service and retired, in accordance with Reference (a), Title 10 U.S.C. §8323, §8327, §8330 and Reference (d), Title 14 U.S.C. §3705.
  - e. RET-5 (Voluntary Separation Incentive (VSI)). Reserve members whose retirement pay is based on retirement for reasons other than age, Service requirements, or physical disabilities, as authorized in accordance with Reference (f), Reserve Components Common Personnel Data System (RCCPDS), DoDI 7730.54 and Reference (a), Title 10 U.S.C. §1175.
4. Retired Reserve Recall and Promotion. Members of the Retired Reserve are ineligible for promotion and are subject to be involuntarily ordered to active duty only if it is determined there are not enough qualified reservists in an active status available to meet Service requirements, in accordance with Reference (a), Title 10 U.S.C. §12301(a) and §12307. They may be recalled to active duty, subject to their own consent, at the discretion of the Secretary of the Department of Homeland Security (DHS), in accordance with Reference (a), Title 10 U.S.C. §12301(d). The Coast Guard Pay and Personnel Center, Retiree & Annuitant Services Branch (CG PPC-RAS) is the point of contact regarding all administrative matters for Retired Reserve members. Commander (CG PSC-RPM) may issue active duty recall orders to members of the Retired Reserve, or may authorize them to perform training duty or earn retirement points. Retired reservists performing active duty remain in a Retired Reserve status.



- D. TRAINING/PAY CATEGORIES (TRAPAY CATS). RCCs and subcategories are divided into TRAPAY CATS, which identify training requirements and pay eligibility. These categories further separate reservists based on participation requirements and types of paid and/or non-paid duty performed. See Appendix A, Training/Pay Categories (TRAPAY CATS).
- E. Authorized Types of Duty. There are multiple types of duty authorized for members in the different TRAPAY CATS, as illustrated in Table 1-1. More detailed information and definitions on TRAPAY CATS can be found in Appendix A.

Types of Duty Authorized	TRAPAY CATS												
	SELRES						IRR				Standby Reserve		
	A	B	C	D	F	M	E	H	J	P	G	N	I
IDT with pay	X	X	X	X									
IDT without pay	X	X	X	X				X			X	X	
Additional Training Period (ATP) with pay	X	X	X	X									
RMP with pay	X	X	X	X			X	X	X	X			
RMP without pay	X	X	X	X			X	X	X	X	X	X	
Funeral Honors Duty (FHD) with pay	X	X		X			X	X					
Initial Active Duty (IADT) with pay					X				X				
ADT-AT with pay	X	X		X			X						
ADT-AT without pay	X	X		X			X	X			X	X	
Active Duty for Training – Other Training Duty (ADT-OTD) with pay	X	X		X			X						
ADT-OTD without pay	X	X		X			X	X			X	X	
Active Duty for Operational Support (ADOS) – (AC or RC) with or without pay	X			X			X	X					
Involuntary Recall with pay						X	X	X					
Medical Hold (MedHold) and Active Duty for Health Care (ADHC) with pay	X	X	X	X	X	X	X	X	X	X	X	X	
Additional Flying and Flight Training Period (AFTP)	X	X	X	X									

TABLE 1-1 TRAPAY CATS

## Chapter 2. **Authorized Types of Duty.**

### A. Inactive Duty.

1. Inactive Duty Overview. Inactive duty is authorized training, or other duty, performed by reservists not on active duty. The primary purpose of inactive duty is to provide individual mobilization and unit readiness training in accordance with Reference (c), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06. Inactive duty is a period of duty, under orders, scheduled and approved for the performance of:
  - (1) Qualification training that must focus on developing the skills, knowledge, and competencies required to mobilize;
  - (2) Augmentation (on-the-job), or formal training, in support of Coast Guard readiness (mission support may be a key element in developing training programs, but training for mobilization must be the paramount consideration);
  - (3) Readiness administration and maintenance (e.g., Reserve Service-Wide Examination (RSWE) participation, Periodic Health Assessment (PHA), dental exams); and
  - (4) Official participation in Funeral Honors Duty (FHD).
  - (5) Inactive duty shall not be performed in designated Imminent Danger Areas in accordance with reference (e) Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06.
  - (6) Reservists are not authorized to perform any form of inactive duty on the same day as any type of active duty or while in a travel status as part of that duty (e.g., a reservist shall not perform IDT on a Sunday and then report for ADT on the same Sunday evening).
  - (7) Reservists who are authorized to conduct training remotely are not authorized a subsistence allowance for periods of IDT, RMP, or ATPs performed at their home, regardless of the duration of those periods.
  - (8) Eligible survivors of reservists may be entitled to a death gratuity in accordance with Reference (a), Title 10 U.S.C. §1475 should the reservist die while performing IDT, in transit to or from their IDT duty station, or staying overnight between successive days of inactive duty.

2. Inactive Duty Types. There are four types of inactive duty performed with pay or without pay as illustrated in Figure 2-1.

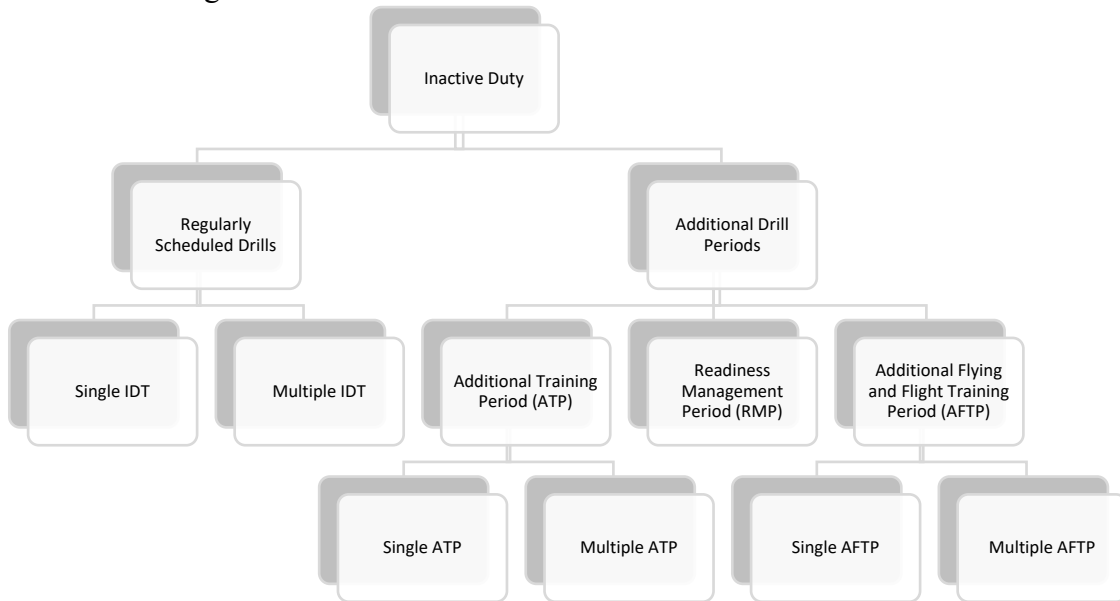


Figure 2-1: Inactive Duty Types

- a. Inactive Duty Training (IDT) Drill. Periods scheduled for the performance of formal training, unit training or augmentation training (four hours minimum for pay; two hours minimum for retirement points only), in accordance with Reference (e), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06.
- (1) IDT drills are performed throughout the fiscal year (typically four drills per month), but may be batched subject to command approval and funds availability. Except as specifically provided by Commandant (CG-R8), the authorized number of paid IDT periods for a member of the SELRES is 48 drills per fiscal year. Unless otherwise specified (e.g., continuing resolution) members may batch up to their quarterly IDT allowance, at command discretion.
  - (2) Loss in Service members' Group Life Insurance (SGLI) coverage may occur when drills are batched, and create gaps greater than 90 days between drills. See Reference (o), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series) for more information.
  - (3) Scheduled IDT drills are approved by the command. The member's supervisor or direct chain of command must be included in the approval process.
    - (a) Non-paid drills may be authorized; the nature of duty to be performed must be equivalent to that for authorized paid drills. There is a limit to the number of retirement points a reservist may earn in an anniversary year through the performance of inactive duty in accordance with Reference (n) Service Credit for Non-Regular Retirement, DoDI 1215.07.

- (b) IDT drills performed by a reservist without prior command authorization may not be approved and the reservist will not receive pay from RT for the duty performed. Commands may authorize points only for the duty performed as compensation. Commands that do not approve drills in a timely manner causing a reservist to seek retroactive payment should consider putting the member on ADOS orders for the day the duty was performed using the unit's normal operating funds. The RT manager (CG-R8) will not authorize pay from RT for drills that have not been scheduled in Direct Access prior to deadlines established by CG-R8.
- (4) 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.
- (5) Travel time to and from a regularly scheduled drill or training site, or time at the duty location that is allocated for meal breaks, rest and relaxation, or sleeping, does not count toward the minimum duty requirement for the duty scheduled to be performed.
- (6) IDT drills are not authorized to be performed outside the United States and its territories and possessions unless they are performed in a Temporary Duty (TDY) status, as prescribed in Section G of this Chapter. Under no circumstances shall IDT drills be approved for, or performed in, an area designated in accordance with Reference (p), DoDI 7000.14-R Financial Management Regulation, Volume 7A Chapter 10.
- (7) CG-R8 shall publish annual guidance to include orders submission guidelines.
- (8). Drill types:
- (a) A single drill:
- (i) Equals one period of IDT;
  - (ii) Shall be performed in one calendar day;
  - (iii) May be scheduled by the command for participation in a change of command, parade, or other suitable ceremony (except for FHD), as a substitute for not more than one regularly scheduled IDT drill during any one fiscal year;
  - (iv) Shall be paid at a rate of 1/30th of the monthly basic pay of the pay grade held on the date that the drill is performed, in accordance with Reference (q), Title 37 U.S.C. §206;
  - (v) Shall be four or more hours in duration for paid IDT, or not less than two hours for retirement points only; and
  - (vi) Shall earn one retirement point.
- (b) A multiple IDT drill:
- (i) Equals two periods of IDT;
  - (ii) Shall not exceed two IDT periods in any calendar day;

- (iii) Shall be performed in one calendar day;
- (iv) Shall be paid at a rate that is equivalent to two single IDT drills;
- (v) May accommodate different program codes for reporting purpose of duty;
- (vi) Shall be eight or more hours in duration for paid IDT, or not less than four hours for retirement points only; and
- (vii) Shall earn two retirement points.

(9). Unit commanders and supervisors should schedule IDT in conjunction with unit training plans for their assigned SELRES members well in advance to maximize training time for competency attainment and unit mission requirements.

(10). Supervisors of SELRES members 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 in accordance with Reference (o).

- (a) SELRES members should notify their supervisors of IDT completion before leaving their units.
- (b) IDT that remains in a "scheduled" status past the duty date is subject to cancellation.
- (c) Duty performed that is not in compliance with this policy is subject to recoupment of funds.

b. Additional Training Period (ATP). Periods of additional inactive duty authorized to provide SELRES sufficient time, in addition to scheduled IDT and ADT, to qualify for competencies, and meet training requirements for mobilization. Commandant (CG-R8) will determine the fiscal year allocation of ATPs based on the availability of funds and communicate the allocation to the field. The number of ATPs performed in a fiscal year by any member shall not exceed 36, in accordance with Reference (e), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06. ATPs shall be scheduled and approved in the same manner as IDT, after authorization and allocation by Commandant (CG-R8).

- (1) Use of IDT drills should be maximized prior to scheduling and completing ATPs.
- (2). Batching of ATPs is authorized with command approval once PAC-13/DXR have authorized use of ATPs.
- (3). Travel time to and from the ATP location or training site, or time at the duty location that is allocated for meal breaks, rest and relaxation, or sleeping does not count toward the minimum duty requirement for the duty scheduled to be performed.
- (4). A single ATP drill type:
  - (a) Equals one period of ATP;
  - (b) Shall be performed in one calendar day;

- (c) Shall be paid at a rate of 1/30th of the monthly basic pay of the pay grade held on the date that the drill is performed, in accordance with Reference (q), Title 37 U.S.C. §206;
  - (d) Shall earn one retirement point;
  - (e) May be combined with an IDT drill;
  - (f) Shall be four or more hours in duration; and
- (5) A multiple ATP drill type:
- (a) Equals two periods of ATP;
  - (b) Shall be performed in one calendar day;
  - (c) Shall earn two retirement points; and
- c. Readiness Management Period (RMP). Periods of additional inactive duty authorized in excess of scheduled IDT drills for Ready Reserve (SELRES or IRR) members to accomplish training preparation or unit administration and maintenance functions. RMPs may be performed for pay or without pay.
- (1) RMPs with pay are authorized for the following with indicated approval authority:
- (a) PHAs (command);
  - (b) Dental readiness examinations (command);
  - (c) RSWE (command);
  - (d) Unit all hands training, administration and maintenance functions such as Basic Allowance for Housing (BAH) validation, weigh-ins, emergency data and SGLI verification, and hurricane preparedness, etc. (command);
  - (e) Screenings directed by a Command Drug and Alcohol Representative (CDAR) (Commandant, (CG-R8));
  - (f) Medical appointments required for participation in the Occupational Medical Surveillance and Evaluation Program (OMSEP). (District RFRS, Director of Operational Logistics, Reserve Force Readiness Division (DOL-1), or Pacific Area, Deployable Specialized Forces (PAC-13));
  - (g) RMPs with pay may be authorized for command directed medical screenings necessary for the purpose of evaluating suitability for continued retention in the Coast Guard (e.g., Physical Disability Evaluation System (PDES) evaluations, Formal Physical Evaluation Board (FPEB), Available for Full Duty (AFFD) determinations, physical examinations for the purpose of evaluating an injury or illness reported during Post Deployment Health Reassessment (PDHRA) screening, etc.) (Commander (CG PSC-RPM)); and
  - (h) Medical appointments in conjunction with a Notice of Eligibility (NOE) for the purpose of obtaining command directed monthly physician reports. Members who receive incapacitation

pay in accordance with Reference (r) Coast Guard Medical Manual, COMDTINST M6000.1 (series) are not eligible for an RMP for the same day (Commander (CG PSC-RPM)).

- (2) RMPs without pay are authorized for the following with indicated approval authority:
- (a) Items listed in Paragraphs 3.a. (1) thru (4) above (command);
  - (b) Members completing all the required online mandated training, while not on inactive or active duty, are authorized one unpaid RMP in accordance with Commandant (CG-R8) guidance (command);
  - (c) Nutritionist visits related to the weight program as outlined in Reference (s) Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series). Up to four unpaid RMPs per fiscal year are authorized for members placed on the mandatory weight program to seek the services of a qualified nutritionist (command);
  - (d) PHA for IRR members who have been authorized to perform IDT for retirement points only (i.e., drill for points) by Commander (CG PSC-RPM), (command);
  - (e) Dental readiness examinations for IRR members who have been authorized to perform IDT for retirement points only (i.e., drill for points) by Commander (CG PSC-RPM), (command);
  - (f) PHA for the purpose of determining fitness, for transfer back to the SELRES from the IRR (Commander (CG PSC-RPM));
  - (g) Dental readiness examinations for the purpose of determining fitness for transfer back to the SELRES from the IRR (Commander (CG PSC-RPM));
  - (h) Participation in the RSWE by members assigned to the IRR and ASL (Commander (CG PSC-RPM));
  - (i) Military seminars, symposia, transition or retirement seminars, and similar assemblies (meetings), provided the meeting is designated by the unit commander as being of such military value that the instruction received would enhance professional development, position qualifications or rating qualification, and is at least four-hours duration in accordance with Reference (n), Service Credit for Non-Regular Retirement, DoDI 1215.07 (District RFRS, DOL-1, or PAC-13);
  - (j) Performing administrative functions of reservist's position such as Enlisted Employee Reviews (EERs) or Officer Evaluation Reports (OERs) (District RFRS, DOL-1, or PAC-13);
  - (k) Medical appointments, in conjunction with a NOE, for medical treatment related to an injury, illness, or disease incurred or aggravated in the line of duty. Members who receive incapacitation pay, in accordance with Reference (r) Coast Guard Medical Manual, COMDTINST M6000.1 (series), are not eligible for an RMP for the same day (Commander (CG PSC-RPM)); and
  - (l) Other medical (e.g. retirement), dental, and mental health evaluations (Commander (CG PSC-RPM)). RMP authorization does not include authorization for medical treatment or evaluation; and



- (m) Waiver requests for RMPs for CDAR-directed screenings, OMSEP medical appointments, and command-directed medical screenings, shall be submitted to COMDT (CG-R8).
- (3) RMPs are not authorized for:
- (a) Individual members monitoring unit level readiness compliance;
  - (b) Training for qualifications to meet currency recertification requirements;
  - (c) To attend ceremonies (e.g., change of command, chiefs call to initiation, retirement) unless the member is part of the official party (i.e., honoree, presiding official, master of ceremonies, etc.); or
  - (d) Unit augmentation.
- (4) RMP requirements:
- (a) Only one RMP shall be performed in a calendar day;
  - (b) Reservists are not required to complete authorized IDT periods prior to utilizing RMPs;
  - (c) Is equivalent to a single IDT drill for pay and one retirement point;
  - (d) Must be a minimum of three hours in duration per period, but not exceed 24 hours in one calendar day, not inclusive of travel to and from regular drilling site. If scheduled duties do not meet the minimum three-hour duration, the unit must assign other appropriate tasks (e.g., mandated training, annual screening questionnaire, emergency data validation, weigh-in, etc.) to fulfill the requirement;
  - (e) Except as authorized by this Chapter, RMPs shall not be used for medical care and treatment authorized by the Reserve incapacitation system in Reference (r). Coast Guard Medical Manual, COMDTINST M6000.1 (series) and
  - (f) All RMPs must be approved before the duty is performed.
- (5) RMP Authorization:
- (a) Commandant (CG-R8) will determine the fiscal year allocation of RMPs based on the availability of funds and communicate the allocation to the field. As a form of inactive duty, the total number of RMPs credited for retirement is limited by the inactive duty point caps listed in Reference (n) Service Credit for Non-Regular Retirement, DoDI 1215.07.
  - (b) The number of RMPs performed in a fiscal year by any member shall not exceed 36, in accordance with Reference (e), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06.
  - (c) RMPs performed not in accordance with this policy are subject to cancellation and recoupment of any payment made.
  - (d) Units shall contact the appropriate RFRS staff for guidance in cases where the use of an RMP does not fall clearly within these guidelines.

- d. Funeral Honors Duty (FHD). The rendering of military funeral honors is ceremoniously paying respect and the final demonstration of the country's gratitude to those who, in times of war and peace, have faithfully defended our nation. FHD:
- (1) Includes preparation for, and the actual performance of, FHD at the funeral of a veteran, in accordance with Reference (a), Title 10 U.S.C. §1491;
  - (2) Shall not be utilized in conjunction with multiple IDT or ATP, or Active Duty. However, if a single IDT drill, ATP, or RMP is scheduled for the same day as FHD, the IDT, ATP, or RMP must be completed prior to, or commence after the FHD is performed. The performance of FHD shall not be considered a period of IDT; and
  - (3) May be performed by members of the Ready Reserve (SELRES or IRR) with the consent of the member, in accordance with Reference (a), Title 10 U.S.C. §12503. Reservists who perform authorized FHD shall earn one retirement point not subject to the annual inactive duty point cap, and commensurate pay, if the duty is of two hours or more in duration, in accordance with Reference (u), Coast Guard Pay Manual, COMDTINST M7220.29 (series). Travel allowances may be paid by the Operations and Support (O&S) account if the FHD location is more than 50 miles from the reservist's residence.
- e. Additional Flying and Flight Training Period (AFTP). Periods of additional inactive duty authorized to provide SELRES primary aircrew members sufficient time, in addition to scheduled IDT and ADT, to conduct aircrew training and operational crew qualification training to attain and maintain aircrew flying proficiency and sustain required readiness. Commandant (CG-R8) will determine the fiscal year allocation of AFTPs based on the availability of funds and communicate the allocation to the field. The number of AFTPs performed in a fiscal year by any member shall not exceed 72, in accordance with Reference (e), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06. AFTPs shall be scheduled and approved in the same manner as IDT, after authorization and allocation by Commandant (CG-R8). Travel time to and from the ATP location or training site, or time at the duty location that is allocated for meal breaks, rest and relaxation, or sleeping does not count toward the minimum duty requirement for the duty scheduled to be performed.
- (1) A single AFTP drill type:
    - (a) Equals one period of AFTP;
    - (b) Shall be performed in one calendar day;
    - (c) Shall be paid at a rate of 1/30th of the monthly basic pay of the pay grade held on the date that the drill is performed, in accordance with Reference (q), Title 37 U.S.C. §206;
    - (d) Shall earn one retirement point;
    - (e) May be combined with an IDT drill;
    - (f) Shall be four or more hours in duration; and

- (2) A multiple AFTP drill type:
  - (a) Equals two periods of AFTP;
  - (b) Shall be performed in one calendar day;
  - (3) Shall earn two retirement points; and

3. Inactive Duty Orders.

- a. IDT drills shall be scheduled and approved in Direct Access in advance of reservists reporting for duty. Upon member request, written orders shall be issued as soon as possible before the scheduled duty period or periods to allow the reservist time to provide notification to civilian employers. Laws pertaining to a reservist's employment and reemployment rights, medical and pay entitlements resulting from injury while traveling to and from duty, and Uniform Code of Military Justice (UCMJ) authority require official orders. Approved IDT drill(s) in Direct Access constitute official orders and are also required for meal and berthing authorizations, if applicable. Verbal orders may be issued in time-critical or emergency situations. Verbal orders shall be followed up and reflected in the Direct Access "schedule drill" module as soon as possible.
- b. Written orders for a member's employer shall include the following:
  - (1) Identification of the reservist(s) by name;
  - (2) Dates, beginning and ending times for each date, and type (single IDT drill/multiple IDT drill/ATP/RMP/FHD/AFTP) of each period of duty;
  - (3) Purpose of duty; and
  - (4) Location of where each period of duty is to be performed.

4. Inactive Duty without Pay. Inactive duty is normally performed in a paid status. Inactive duty may be authorized without pay for enhanced training of members or readiness management, and shall not exceed the total annual inactive duty point caps in Reference (n) Service Credit for Non-Regular Retirement, DoDI 1215.07. Inactive duty without pay is not to be used as a form of discipline or punishment, and shall always be voluntary duty. The nature of duty to be performed during non-paid drills must be equivalent to that for authorized paid drills. Inactive duty must not be used to make up unexcused absences from drills that had been scheduled for pay, and is subject to the anniversary year inactive duty point cap for an individual reservist.

5. Absences.

- a. Reservists who are unable to perform scheduled inactive duty must inform their supervisors immediately. If IDT berthing was requested, local RFRS staff must be notified immediately. Schedule conflicts shall be worked out between the command and the reservist. If a notification of a scheduled drill conflict occurs within 48 hours of the start of the scheduled drill, the drill may be rescheduled only for:
  - (1) Illness or injury of the reservist;
  - (2) Serious or unusual hardship due to unforeseen emergency;

- (3) Accident or illness of a family member requiring presence or other action by the reservist;
  - (4) Death, or imminent death, of a member of the immediate family; or
  - (5) At command discretion.
- b. If a reservist is absent from a scheduled drill for any other reason than listed above, the absence must be recorded as unexcused in Direct Access and shall not be rescheduled (e.g., if a reservist is authorized 48 paid drills in a fiscal year and is reported as having an unexcused absence for a multiple IDT drill, then the number of authorized paid drills for the year is reduced to 46). Commands may grant an excused absence based on a reservist's prompt notification and submission of adequate justification.
6. Travel While on Inactive Duty. Members are not authorized to receive reimbursement for travel between their place of residence and their normal drill site when under inactive duty orders.
- a. Commands must establish normal drill sites that are validated by District RFRS, DOL-1, or PAC-13. If the normal drill site is different than the unit's location, District RFRS, DOL-1, or PAC-13 must be notified by the member's command and noted along with the member's PAL assignment. This is necessary to provide a legal means of determining eligibility for medical and other allowances when members travel from their homes to the normal drill site, and for determining TDY allowances associated with travel between the normal drill site and the unit.
  - b. Reservists who are ordered to locations other than their normal drill site must be placed on TDY orders and may receive entitlements in accordance with Chapter 3 of Reference (t), Joint Travel Regulations (JTR). TDY orders are normally issued and funded by the member's assigned unit, with the exception of duty such as RMPs performed for RSWE participation or medical readiness, which may be issued and funded by District RFRS or PAC-13 Reserve funds manager. TDY orders shall specify the member's normal drill site. When the member travels directly from home to the TDY station, reimbursement is limited to the lesser entitlement from either the member's home or the normal drill site to the point at which TDY inactive duty is performed.
7. Berthing While on Inactive Duty. Berthing is not an entitlement. Depending on availability of funds, berthing may be provided to members performing IDT, ATP, AFTP, or RMPs. Members drilling for retirement points only (no pay) are not authorized IDT berthing.
- a. Whenever possible, transient government quarters must be used. When transient government quarters are not available or are inadequate, lodging-in-kind near drill sites, including commercial berthing, as designated by District RFRS staff or PAC-13, may be provided in accordance with Reference (q), Title 37 U.S.C. §474(i).
  - b. Reservists who must travel more than 50 miles from their residences to perform inactive duty shall have the same priority for confirming reservations at Coast Guard and Department of Defense (DoD) transient quarters as AC members who are traveling under orders away from their Permanent Duty Station (PDS), in accordance with Reference (a), Title 10 U.S.C. §12604.

- c. Reservists are not entitled to per diem, but when occupying transient government quarters while performing inactive duty may be reimbursed the lodging service charge in accordance with Paragraph 032303 of Reference (t), Joint Travel Regulations (JTR). Members are not reimbursed for commercially procured lodging during IDT periods performed at the drill site and must utilize lodging-in-kind designated by District RFRS, PAC-13, or the member's command.
- d. When using lodging-in-kind, two members must be assigned to each room, except as noted below:
  - (1) Junior enlisted (E-6 and below) members should not share rooms with senior enlisted (E-7 and above) members;
  - (2) Junior officers (O-4 and below) should not share rooms with senior officers (O-5 and above);
  - (3) Officers should not be berthed with enlisted members;
  - (4) Separate berthing must be made available for males and females; and
  - (5) Coast Guard Investigative Service (CGIS) agents shall only be berthed with other CGIS agents.
  - (6) When Commandant (CG-R8) determines circumstances dictate that single berthing is authorized.
  - (7) When double occupancy berthing is not available.
- e. Commands, District RFRS, and PAC-13 shall adhere to the following for authorizing reimbursement for berthing at transient government quarters or for providing lodging-in-kind to reservists on inactive duty orders, except when circumstances due to operational requirements dictate otherwise:
  - (1) Members who must travel more than 50 miles to perform multiple drills, ATPs, AFTPs, or an RMP on consecutive days are authorized berthing between the days of duty;
  - (2) Members who are required to leave home before 0545 to report for duty are authorized berthing the night prior to the scheduled duty period or periods; or
  - (3) Members who cannot depart from duty to arrive home before 2100 may be authorized berthing on the night of the last day of duty.

## B. Active Duty.

### 1. Active Duty Overview

- a. In accordance with Reference (a), Title 10 U.S.C. §101, active duty means "full-time duty in the active military service of the United States. Such terms include full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a Service school by law or by the Secretary of the military department concerned."

- b. Coast Guard reservists who also work for the Coast Guard as civilian employees shall not perform active duty for the same chain of command that evaluates them as a civilian employee or contractor of the Coast Guard in accordance with Reference (v) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) and Reference (w) Enlistments, Evaluations, and Advancements, COMDTINST M1000.2(series).
- c. Combining partial days of work for payment is not authorized (e.g., a reservist cannot be paid for one day of active duty by performing four hours of duty on two consecutive days).
- d. Eligible survivors of reservists who die while performing ADT, or while in transit to or from their ADT duty station, may be entitled to death gratuity in accordance with Reference (a), Title 10 U.S.C. §1475.
- e. Reserve personnel are eligible to receive annual dental Type-II exams and comprehensive physical examinations for accession, retirement, Medical Evaluation Boards (MEB), and confinement reasons, at Coast Guard Medical Treatment Facilities, in accordance with Reference (r), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
- f. A complete physical examination is required within 12 months for involuntary separation or RELAD of 30 days or longer into the Ready Reserves (SELRES or IRR), in accordance with Reference (r), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
- g. Reservists assigned on active duty for 181 days or more who have family members with specialized medical/physical/educational needs are required to enroll in the Special Needs Program, in accordance with Reference (x) Coast Guard Special Needs Program, COMDTINST 1754.7 (series).

2. Reserve Component Active Duty Utilization Authorities. There are four utilization categories of duty, as illustrated in Table 2-1.

Utilization Categories	Legal Authority	Purpose of Duty	Type of Duty	
<b>Training</b>	10 U.S.C. §671	Initial Active Duty for Training (IADT)	Active Duty	Involuntary
	10 U.S.C. §12301(b)	Active Duty for Training - Annual Training (ADT-AT)	Active Duty	Involuntary
	10 U.S.C. §10147	Annual Training (AT)/Drill Requirement	Active/Inactive Duty	Involuntary
	10 U.S.C. §12301(d)	Active Duty for Training- Other Training Duty (ADT-OTD)	Active Duty	Voluntary
<b>Support</b>	10 U.S.C. §12301(d)	Active Duty for Operational Support (ADOS)	Active Duty	Voluntary
	10 U.S.C. §12311	Extended Active Duty (EAD)	Active Duty	Voluntary
	10 U.S.C. §12310	Reserve Component Manager (RCM)	Active Duty	Voluntary
<b>Mobilization</b>	10 U.S.C. §12301(a)	Full Mobilization	Active Duty	Involuntary
	10 U.S.C. §12302	Partial Mobilization	Active Duty	Involuntary
	10 U.S.C. §12304	Presidential Recall	Active Duty	Involuntary
	14 U.S.C. §3713	Domestic Response	Active Duty	Involuntary
<b>Other</b>	10 U.S.C. §12503	Funeral Honors	Inactive Duty	Voluntary
	10 U.S.C. §12301(h)	Medical Hold	Active Duty	Voluntary
	10 U.S.C. §12322	Active Duty for Health Care (ADHC)	Active Duty	Voluntary
	10 U.S.C. §12323	Pending Line of Duty Determination for Sexual Assault	Active Duty	Voluntary
	10 U.S.C. §802(d)	Disciplinary	Active Duty	Involuntary
	10 U.S.C. §10148	Unsatisfactory Participation (Up to 45 Days)	Active Duty	Involuntary
	10 U.S.C. §12301(g)	Captive Status	Active Duty	Involuntary
	10 U.S.C. §12303	Unsatisfactory Participation (Up to 24 Months)	Active Duty	Involuntary

Table 2-1 Reserve Component Active Duty Utilization Authorities

- a. Training. Periods scheduled for reservists to train for mobilization through structured individual and/or unit training, or to provide formal courses of instruction (resident or exportable). Mission support may be a key element in developing training programs, but training for mobilization must be the paramount consideration.

- (1) Initial Active Duty for Training (IADT). Active duty for basic military training and technical skill or rate training (e.g., basic training, DEPOT, A-School). Reservists must complete basic training requirements on initial entry into the military service. A minimum of 84 days of training (to include inactive and active duty orders) shall be completed before reservists are deployable outside the United States and its territories and possessions, in accordance with Reference (a), Title 10 U.S.C. §671.
- (a) The length of IADT varies depending on the member's accession program in accordance with Reference (y), Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).
  - (b) The initial period of IADT required may be divided into two successive annual periods (split IADT) to permit the enlistment of a Reserve member without interrupting any full-time education in which the member is engaged, in accordance with Reference (d), Title 14 U.S.C. §3714.
  - (c) Service members only perform IADT once in a career. Prior service members attending ROCI or DEPOT shall attend accession training on Active Duty for Training Annual Training (ADT-AT) or Active Duty for Training-Other Training Duty (ADT-OTD) orders.
  - (d) Reservists shall earn the IADT competency. This competency is assigned to the member in Direct Access by the local unit and is permanent with no currency required once attained. IADT competency requirements are:
    - (i) Member must complete accession training (i.e., DEPOT, Basic Training or ROCI);
    - (ii) Enlisted members must successfully complete A-school; and
    - (iii) Must complete 84 calendar days of training, in accordance with Reference (a), Title 10 U.S.C. §671.
  - (e) If IADT requirements are not met within the initial enlistment then member must not be recommended for reenlistment.
- (2) Active Duty for Training - Annual Training (ADT-AT). Minimum period of active duty, exclusive of travel time, reservists must perform each fiscal year to satisfy the training and participation requirements associated with their assignments. Commands have discretion in regards to work/rest/liberty schedules. ADT-AT shall not be less than 12 days, for all SELRES. ADT in the form of on-the-job training may support AC operational missions and requirements, but shall not be performed in an Imminent Danger Area, in accordance with Reference (e), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06.
- (a) Unit commanders and supervisors should schedule IDT/ADT in conjunction with unit training plans for their assigned SELRES members well in advance to maximize training time for competency attainment and unit mission requirements
  - (b) Training during ADT shall support acquiring one of the following: billet-assigned competencies, Watch Quarter and Station Bill (WQSB) qualifications or advancement requirements. Only after completing all three of these requirements may SELRES members request ADT for other professional development.



- (c) Commands and supervisors must validate ADT requests against position competency requirements as well as formal school schedules and available quotas in CGR-TMS to ensure SELRES members do not utilize their ADT prior to issuance of formal training orders.
  - (d) ADT-AT/ADT-OTD orders shall not exceed 30 days. Orders that exceed 30 days shall be authorized by COMDT (CG-R82).
  - (e) Non-consecutive active duty is generally only used when the SELRES member 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 in duration.
    - (i) When non-consecutive orders are authorized, travel allowances shall be authorized IAW the Joint Travel Regulations.
    - (ii) Non-consecutive orders may be approved by the servicing District (dxr)/PAC-13 subject to the availability of funds.
    - (iii) Prior to routing non-consecutive ADT-AT orders, the SELRES member must receive approval from their command (Officer-in-Charge or an O5 or above).
    - (iv) 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.
    - (v) Commands 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.
    - (vi) CG-R8 shall publish annual guidance to include orders submission guidelines, OTD allocations, etc.
    - (vii) Duty performed that is not in compliance with this policy is subject to recoupment of funds.
- (3) Active Duty for Training-Other Training Duty (ADT-OTD). Authorized training in addition to IADT or ADT-AT, to include On-the-Job Training (OJT), for members or units. ADT-OTD:
- (a) Provides for specialized skill training, refresher and proficiency training or professional development to attend formal courses of instruction;
  - (b) Must have a clear end-result such as certification, re-certification, qualification, completion of performance qualifications, or graduation from a formal course of instruction. The training must be related to the member's position, specialty or rating;
  - (c) Is not authorized for general unit augmentation without any clear training benefit to the member; and
  - (d) May be performed in a paid or unpaid status.

- b. Support. Active Duty Other than for Training (ADOT) is a category of active duty used for a variety of purposes and authorities (both operational and administrative) to provide Reserve support to either AC or RC missions.
- (1) Active Duty for Operational Support (ADOS). Periods scheduled to provide the necessary skilled manpower resources to temporarily support existing or emerging requirements, in accordance with Reference (a), Title 10 U.S.C. §12301(d). ADOS-AC may be used in support of designated contingency operations as defined in Reference (a), Title 10 U.S.C. §101(a) (13) or traditional operations.
- (a) ADOS without pay may be authorized by the District RFRS, DOL-1, or PAC-13 on a selective basis for military seminars, symposia, and similar assemblies (hereafter referred to as “meetings”), either separately or in connection with professional meetings. ADOS without pay is only authorized under this provision when:
- (i) The instruction received at the meeting would enhance the reservist’s professional development;
  - (ii) The meeting lasts a minimum of 4 hours;
  - (iii) Attendance at the meeting is approved by the chain of command; and
  - (iv) Participation at the meeting is not paid or reimbursed by an organization other than the Coast Guard.
  - (v) No per diem is authorized for approved ADOS without pay.
- (b) ADOS may be performed for periods of up to 12 months. See Reference (z), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series) for more information.
- (2) Extended Active Duty (EAD). EAD is used to provide reserve support for a contracted period to fill personnel shortages in specific pay grades, ratings or specialties, in accordance with Reference (a), Title 10 U.S.C. §12301(d) and §12311. Reservists serving on EAD count towards the Coast Guard AC end-strength. Officers shall compete for promotion in the AC system in accordance with Reference, (u), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series). Enlisted shall compete for advancement in the RC system, in accordance with Reference (w), Enlistments, Evaluations, and Advancements, COMDTINST M1000.2(series).
- (a) EAD contracts are issued by Commander, Personnel Service Center, Enlisted Personnel Management Division (CG PSC-EPM) for enlisted, and Commander, Personnel Service Center, Officer Personnel Management Division (CG PSC-OPM) for officers. EAD contracts are issued for a minimum of 12 months and a maximum of five years.
- (b) EAD pay and allowances are funded through the Allotment Fund Code (AFC)-01 military pay account.
- (3) Reserve Component Manager (RCM) Duty. In accordance with Reference (a), Title 10 U.S.C. §12310, RCM duties are performed by certain Reserve officers to

effectively develop, train, instruct, organize, and administer the RC. RCMs are included in the FTS numbers provided for the RC and do not count against Coast Guard AC end-strength. Permanent and provisional RCMs assigned to FTS billets are funded with AFC-90 from the Reserve Training military pay direct expense account. See Reference (v), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) for more information.

- c. Mobilization. Involuntary active duty is used in support of military operations when the President or Congress determines RC forces are required to augment the AC. Involuntary active duty must meet “dwell” requirements in accordance with Reference (aa) Accessing the Reserve Components (RC), DoDI 1235.12. Members subject to involuntary activation under Reference (a), Title 10 U.S.C. §12301(a), §12302, §12304, and Reference (d), Title 14 U.S.C. §3713 may qualify for pre and post deployment medical coverage in accordance with Reference (r) Coast Guard Medical Manual, COMDTINST M6000.1 (series). Recruits in the RK program during the interphase period are not eligible to be considered for recall to active duty under Reference (a), Title 10, United States Code or Reference (d), Title 14, United States Code, unless all other personnel resources have been exhausted.
- (1) Full Mobilization. Members in all RCCs are subject to involuntary activation under this duty type, in accordance with Reference (a), Title 10 U.S.C. §12301(a). The purpose of full mobilization is for response in time of war or national emergency declared by Congress and authorized by the Secretary concerned. Activation is authorized for the duration of the war or emergency and for six months thereafter.
  - (2) Partial Mobilization. All members of the Ready Reserve (SELRES or IRR) are subject to involuntary activation under this duty type, in accordance with Reference (a), Title 10 U.S.C. §12302. The purpose of a partial mobilization is for response in time of national emergency declared by the President and authorized by the Secretary concerned. Orders are authorized by law for no more than 24 consecutive months.
  - (3) Presidential Recall. All members of the Ready Reserve (SELRES or IRR) are subject to involuntary activation under this duty type, in accordance with Reference (a), Title 10 U.S.C. §12304. Orders are authorized by law for no more than 365 consecutive days.
  - (4) Domestic Response. All members of the Coast Guard Ready Reserve (SELRES or IRR) are subject to involuntary activation under this duty type, in accordance with Reference (d), Title 14 U.S.C. §3713. The purpose of these orders are for the emergency augmentation of the Coast Guard during, or to aid in prevention of, an imminent serious natural or manmade disaster, accident, catastrophe, act of terrorism, or transportation security incident as authorized by the Secretary of DHS. By policy, orders are authorized for not more than 60 days in any four month period and not more than 120 days in any two-year period.
- d. Other.
- (1) Medical Hold (MEDHOLD). Reservists may be voluntarily ordered to or continued on active duty while being treated for or recovering from an injury, illness, or disease incurred, or aggravated, in the Line of Duty (LOD) while on orders of 31 days or more, in accordance with Reference (a), Title 10 U.S.C. §12301(h) and Reference (r) Coast Guard Medical Manual, COMDTINST M6000.1 (series).

- (2) Active Duty for Health Care (ADHC). Reservists may be voluntarily ordered to or continued on active duty while being treated for or recovering from an injury, illness, or disease incurred, or aggravated, in the LOD while on orders of 30 days or less (e.g., IDT or ADT-AT), in accordance with Reference (a), Title 10 U.S.C. §12322. ADHC orders provide active duty benefits and entitlements and are issued for 30 days or more in accordance Reference (r) Coast Guard Medical Manual, COMDTINST M6000.1 (series).
  - (3) Active Duty Pending Line of Duty Determination Required for Response to Sexual Assault. In the case of a reservist who is the alleged victim of sexual assault committed while on active duty, who files an unrestricted report, and who is expected to be released from active duty before an LOD determination is made, shall with the members consent, be retained on active duty in accordance with Reference (a), Title 10 U.S.C. §12323. A member eligible for continuation on active duty under this Section shall be informed as soon as practicable after the alleged assault, of the option to request continuation on active duty.
  - (4) Disciplinary Duty. Members of the Coast Guard Reserve may be involuntarily ordered to active duty with respect to an offense committed against the UCMJ while on active duty or inactive duty training in accordance with Reference (a), Title 10 U.S.C. §802 and §803 for the purpose of investigation under Article 32, trial by court-martial convened under Articles 22-24, or non-judicial punishment under Article 15. A member may be ordered to active duty only by an officer exercising general court-martial jurisdiction, but may not be sentenced to confinement or be required to serve a punishment of any restriction unless approved by the Secretary of DHS or the Commandant, or otherwise delegated, in accordance with Reference (bb), Military Justice Manual, COMDTINST M5810.1 (series). Orders are authorized for the duration of the Article 32 investigation, pretrial processes, trial procedures, and approved punishment. Funding for these orders is coordinated through the Personnel Allowance and Staffing Division, Commandant (CG-833), and Commandant (CG-R82).
  - (5) Failure to Satisfactorily Perform Prescribed Training. Members of the Ready Reserve (SELRES or IRR) who fail to satisfactorily perform scheduled training (IDT and ADT, in accordance with Reference (a), Title 10 U.S.C. §10147) may be involuntarily activated for up to 45 days to perform the required training in accordance with Reference (a), Title 10 U.S.C. §10148 and Chapter 3, Section B of this Manual.
  - (6) Captive Status. A member of a RC may be ordered to active duty without their consent if the Secretary concerned determines the member is in a captive status, in accordance with Reference (a), Title 10 U.S.C. §12301(g).
  - (7) Unsatisfactory Participation. Members of the Ready Reserve (SELRES or IRR), who are not participating satisfactorily, may be ordered to involuntary active duty for up to 24 months in accordance with Reference (a), Title 10 U.S.C. §12303 and Chapter 3, Section B of this Manual.
3. Active Duty Orders. 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

4. provide notification to civilian employers and family members. Laws pertaining to a reservist's employment and reemployment rights, medical and pay entitlements resulting from injury while traveling to and from duty, and UCMJ authority all require official orders. Orders are also required for travel, per diem allowances and advances, if applicable.
  - a. The member or the unit must request voluntary active duty orders through Direct Access. Verbal orders may be issued in time-critical or emergency situations, but orders in writing must follow as soon as possible, in accordance with Paragraph 010206 of Reference (t), Joint Travel Regulations (JTR).
  - b. Orders shall not be retroactively amended to change entitlements for duty already performed unless all facts and circumstances clearly demonstrate some provision previously determined and definitely intended was omitted through error. Retroactive amendments of travel entitlements require documentation concerning original intent, facts and circumstances, in accordance with Paragraph 010206 of Reference (t), Joint Travel Regulations (JTR).
  - c. Reservists participating in a National Military Association (NMA) or other organization in a personal capacity assume responsibility for all expenses including travel, are not authorized official orders, and are not entitled to military compensation including but not limited to pay, retirement points, reimbursement for travel expenses, or the use of government vehicles, unless they meet active duty orders requirements. Commands may authorize an absence or reschedule training to permit a reservists' participation in NMA activities in a personal capacity.
  - d. Normally, active duty orders are performed on consecutive calendar days. However, duty may be performed non-consecutively in one or more day increments.
    - (1) 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 or duty allows its accomplishment in small increments.
    - (2) Non-consecutive orders are performed according to a schedule arranged between the command and reservist; days of duty must be specified in writing before each day of duty starts. If travel allowances are authorized, they shall be in accordance with Reference (t) Joint Travel Regulations (JTR).
5. Active Duty Without Pay. Reservists on active duty without pay are not authorized military compensation, but are still under official orders and subject to the UCMJ. Per paragraph 030303 of reference (t) Joint Travel Regulations, lodging-in-kind or use of government quarters without cost at duty site and subsistence-in-kind may be authorized. Active duty without pay may be authorized under the following conditions:
  - a. Active duty without pay is always voluntary duty;
  - b. Active duty without pay accrues retirement points the same as active duty with pay;
  - c. Per diem is not authorized for reservists who are performing active duty without pay; however, units may separately authorize per diem for reservists performing active duty without pay while they are in a travel status; and

d. Members of the Standby Reserve (ASL only) who voluntarily perform active duty are not entitled to pay or allowances of any type.

6. Short-Term and Long-Term Active Duty.

a. Short-Term Active Duty. Short-term active duty is performed consecutively for 139 days or less, if for ADT-OTD; 180 days or less if for ADOS.

- (1) Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty, in accordance with Reference (m), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
- (2) Members who perform short-term active duty are entitled to receive basic pay, BAH and a Basic Allowance for Subsistence (BAS). Members on short-term active duty may also be entitled to certain special pays and allowances, in accordance with Reference (u), Coast Guard Pay Manual, COMDTINST M7220.29 (series).
- (3) PCS entitlements do not apply when consecutive ADT-OTD is 139 days or less and consecutive ADOS is 180 days or less.
- (4) SELRES assignments while on short-term active duty shall be in accordance with Reference (z), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series).
- (5) Members on short term ADOS that requires them to be in a travel status (e.g. Remain overnight away from their primary residence) are to be authorized TDY allowances per reference (t) Joint Travel Regulations (JTR) Chp.2. Members may not waive as a condition of the assignment, nor shall the ADOS order deprive them of travel allowances authorized by reference (t) the Joint Travel Regulations (JTR).

b. Long-Term Active Duty. Long-term active duty is consecutive active duty for 140 days or more, if ADT-OTD; 181 days or more, if ADOT.

- (1) Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty, in accordance with Reference (m), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
- (2) Members who perform long-term active duty are entitled to receive basic pay, BAH if not assigned government quarters, BAS, and may also be entitled to other special pays and allowances, in accordance with Reference (u), Coast Guard Pay Manual, COMDTINST M7220.29 (series).
- (3) PCS entitlements normally apply to long-term active duty, in accordance with Chapter 5 of Reference (t), Joint Travel Regulations (JTR).
- (4) Reservists attending Class "A" school convening with a scheduled duration of 140 days or more may receive PCS entitlements in accordance with Chapter 5 of Reference (t), Joint Travel Regulations (JTR).

- (a) Scheduled durations do not include intervening holiday periods such as the 16-day holiday period between Christmas and New Year's Day, in accordance with Reference (m), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
  - (b) A reservist is not authorized dependent travel and transportation allowance when ordered to IADT for 180 days or less, in accordance with paragraph 050405 of Reference (t), Joint Travel Regulations (JTR).
7. Travel While on Active Duty Orders. Travel and per diem allowances are authorized for any reservist on active duty who must travel from outside of the local commuting area to the assigned duty station, in accordance with Paragraphs 032301 and 030302 of Reference (t), Joint Travel Regulations (JTR).
- a. There is no travel allowance entitlement for travel between the home and duty station when:
    - (1) Both are in the corporate limits of the same city or town;
    - (2) The member chooses to commute daily between home and the place of active duty even though they would otherwise be entitled to travel and per diem allowances; or
    - (3) The order-issuing official determines both home and duty station is within a Reasonable Commuting Distance (RCD) of each other and the nature of duty involved permits commuting.
      - (1) Reservists commuting under active duty orders are authorized the applicable automobile or motorcycle mileage rate for one round trip between the home and duty station. If additional travel away from the duty station is required during a portion of the active duty period, separately prepared TDY orders must be issued in accordance with Paragraph 032301 of Reference (t), Joint Travel Regulations (JTR).
      - (2) If travel allowance entitlement is authorized, reservists will normally be paid only one round trip per set of orders. In order for a reservist to be paid for multiple trips to the duty site, the additional travel must be authorized by the District RFRS/PAC-13 and the orders must specify the nature of the orders is for "convenience of the government; multiple travel is authorized."
      - (3) Detailed instructions regarding transportation, travel and per diem allowances are outlined in Paragraphs 032301 and 030302 of Reference (t), Joint Travel Regulations (JTR) and Reference (cc) the Coast Guard Supplement to the Joint Travel Regulations (CGS-JTR), COMDTINST M4600.17 (series). Members should consult their Servicing Personnel Office (SPOs), District RFRS, or PAC-13 for specific guidance on travel entitlements.
8. Active Duty Order Issuing Authority. Issuing authority for the different types of active duty varies depending on the type of orders.
- a. Issuing authority is as follows (approval authority for extensions of orders also applies):
    - (1) IADT orders for basic training ("Boot Camp") and non-prior service ROCI are authorized and issued by Coast Guard Recruiting Command (CGRC);
    - (2) IADT orders for Class "A" school training are authorized by Commander (CG PSC-RPM);

- (3) ADT-AT orders for 15 days or less that satisfy a member's AT requirement are authorized and issued by District RFRS or PAC-13;
- (4) ADT-AT or ADT-OTD orders for any length of time required for attending formal schools for rating or qualifications are authorized and issued by District RFRS or PAC-13;
- (5) ADT-OTD up to 30 days for reservists serving in their first fiscal year in the SELRES are authorized and issued by District RFRS or PAC-13;
- (6) ADT-OTD for up to 45 days for training directly related to initial qualification as coxswain, boat crewman, boat engineer, boarding officer or boarding team member are authorized and issued by District RFRS or PAC-13;
- (7) ADT-OTD orders for 16-30 days for any reason other than listed above shall be authorized by Area RFRS staff;
- (8) ADT-OTD orders exceeding 30 days for any reason other than listed in this Section shall be authorized by Commandant (CG-R);
- (9) Mobilization or support duty in support of contingency operations shall be authorized in accordance with Reference (z), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series), after the Commandant has delegated Presidential or Congressional authority to the appropriate operational commander or commanders;
- (10) Mobilization duty in response to a domestic emergency, in accordance with Reference (d), Title 14 U.S.C. §3713, shall be authorized by the Areas, District RFRS, or DOL-1 after the Commandant has delegated Secretarial authority for the recall of reservists. When the appropriate operational commander or commanders require additional personnel resources, they shall submit a Request for Forces (RFF) to Commander, Personnel Service Center, Surge Staffing Section (CG PSC-PSD-SSS), in accordance with annual guidance provided by the Areas.
- (11) ADOS-AC orders of 181 days or more shall be authorized by the long-term ADOS designated cap manager and all non-contingency orders shall be approved by Commander (CG PSC-RPM), contingency orders shall be approved by Commander (CG PSC-PSD-SSS) in accordance with Reference (z), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series);
- (12) ADOS-AC orders of 180 days or less shall be authorized by the funding command and all orders shall be approved by District RFRS, DOL-1, or PAC-13 in accordance with Reference (z), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series);
- (13) ADOS-RC orders for any duration are authorized by Commandant (CG-R) or designated authority in accordance with Reference (z), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series);



- (14) EAD orders shall be authorized by Commander (CG PSC-EPM) for enlisted members and Commander (CG PSC-OPM) for officers. Requests for EAD shall be submitted to Commander (CG PSC-EPM), in accordance with Reference (w), Enlistments, Evaluations, and Advancements, COMDTINST M1000.2(series) or via Commander (CG PSC-OPM), in accordance with Reference (v), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series);
- (15) Orders for RCMs shall be authorized by Commander (CG PSC-OPM), in accordance with Reference (v), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series); and
- (16) Active duty orders for medical purposes (ADHC and MEDHOLD) shall be authorized by Commander (CG PSC-RPM), and approved by District RFRS or PAC-13 in accordance with Reference (r) Coast Guard Medical Manual, COMDTINST M6000.1 (series).
- b. Reservists shall not be issued orders to perform active duty unless they are in an AFFD status in accordance with Reference (r) Coast Guard Medical Manual, COMDTINST M6000.1 (series). Consult Commander (CG PSC-RPM) for exceptions or waivers.
- c. Reservists transferred from the SELRES to the Standby Reserve (ISL) due to unsatisfactory performance shall not perform any type of active duty unless Commander (CG PSC-RPM) authorizes orders.
- d. Reservists shall not be denied orders to perform ADT-AT orders, solely due to the lack of current PHA or dental examination, as a means of compelling compliance with participation standards, or for any other reason.
- e. Reservists not in compliance with weight and body fat standards shall not be issued voluntary or involuntary active duty orders, except for ADT-AT, in accordance with Reference (l), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series).
- f. Reservists who have an approved Reserve Retirement Transfer Request, Form CG-2055A, or Change in Reserve Component Category, Form CG-1001, may not be approved to perform ADT-AT or ADT-OTD past the approved effective date of the request, unless Service requirements warrant.
- g. Reservists who have not been retained through High Year Tenure (HYT) may not be approved to perform ADT-AT or ADT-OTD unless Service requirements warrant.
- h. Reservists with Over 16 Years of Cumulative Active Duty Service shall not perform any type of active duty (except ADT-AT) if it will result in the member accumulating between 16 and 20 years of cumulative active duty, unless authorized prior to the commencement of orders by Commander (CG PSC-RPM). Reservists on active duty (except ADT-AT) who accumulate 18 years of cumulative active duty shall not be involuntarily released (other than for physical disability or for cause) from that duty, until they have accrued 20 years of active duty and

- i. become entitled to a regular retirement, in accordance with Reference (a), Title 10 U.S.C. §12686. Reservists with over 15 years of total cumulative active duty service are tracked by Commander (CG PSC-RPM) and are evaluated for continued active duty.
9. Members accumulating over 14 years total active duty. Waiver request packages (including endorsements with comments) must be forwarded, through the chain of command to LANT, PAC, or DOL for consideration.
10. Members accumulating over 16 years of active duty. Waiver request packages (including endorsements with comments) must be forwarded, through the chain of command to Commander (CG-PSC-RPM) for consideration.
11. Members accumulating over 18 years of active duty (sanctuary). Waiver request packages (including endorsements with comments) must be forwarded, through the chain of command and Personnel Allowance and Reimbursement Division (CG-833), to receive written authorization from Commander (CG-PSC-RPM).
12. Cancellation or Early Termination of Orders. Voluntary active duty orders may be canceled before they are executed. The command shall notify the member and the order issuing authority immediately upon cancelation of pending orders.
  - a. Once a reservist commences active duty, that duty is no longer considered voluntary for purposes of termination.
  - b. A reservist who needs to leave active duty before the planned termination date due to unavoidable conflict must obtain command approval. The command shall notify District RFRS, DOL-1, or PAC-13 (short-term orders) or Commander (CG PSC-RPM) and Commander (CG PSC-PSD-SSS) (long-term orders) in the event an amendment, cancellation or termination of orders is required.
  - c. Conditions of early termination of EAD or RCM contracts are detailed in Reference (v), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) or Reference (w), Enlistments, Evaluations, and Advancements, COMDTINST M1000.2(series)
  - d. With sufficient notice, the order issuing authority may terminate active duty orders at any time. Consult District RFRS, DOL-1, PAC-13, Commander (CG PSC-RPM), or Commander (CG PSC-PSD-SSS) before notifying the reservist of the intent to terminate orders.
    - (1) Reasons for termination of orders without the member's consent by the order issuing authority include, but are not limited to:
      - (a) The needs of the Service;
      - (b) Earlier than anticipated completion of mission requirements;
      - (c) Documented failure of the reservist to adequately perform the requirements of the duty for which they were activated (e.g., failure to qualify/maintain qualifications);

- (d) Documented failure to meet required standards or other non-disciplinary conduct problems (e.g., alcohol-related incidents, drug screening failure, failure to meet weight standards, etc.); or
  - (e) Misconduct leading to disciplinary action.
- e. Termination of long-term orders (181 or more in duration), other than EAD, by the order issuing authority, requires the following:
- (1) Notify the reservist and Commander (CG PSC-RPM), in writing, of the intent to terminate active duty orders 60 days in advance, if possible, but no less than 45 days from the intended RELAD date. Medical hold or ADHC orders shall be terminated when the member becomes AFFD;
  - (2) Close coordination between the command, member, employer, servicing administrative office/SPO, and servicing medical staff to adequately determine the amount of time required for demobilization; and
  - (3) Demobilize the reservist in accordance with Reference (o), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series).
- f. Termination of short-term orders (180 days or less in duration), by the order issuing authority requires the following:
- (1) Notify the reservist, in writing, of the intent to terminate active duty orders as soon as the command or orders issuing authority determines the duty is no longer required. Members should anticipate being RELAD within 15 days after notification unless additional processing time is required. Medical hold or ADHC orders shall be terminated when the member becomes AFFD;
  - (2) Provide written justification for early termination of orders 15 days in advance, if possible, of the intended RELAD date to the cognizant RFRS staff, or Commander (CG PSC-RPM) and Commander (CG PSC-PSD-SSS);
  - (3) Close coordination between the command, member, employer, servicing administrative office/SPO, and servicing medical staff to adequately determine the amount of time required for demobilization; and
  - (4) Demobilize the reservist in accordance with Reference (o), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series).
13. Resident Training. Resident training is formal training that requires the student to travel to a specific location for training execution. Reservists may attend on ADT, IADT or IDT orders, but normally ADT orders are used. Resident training should target skills that cannot easily or quickly be obtained through OJT, correspondence courses, or other methods of instruction. Resident training for reservists includes:
- a. Basic training and indoctrination;

- b. Coast Guard Class “A” schools, consisting of minimum essential training designed to provide the basic technical knowledge and skills required for entry level job performance. Class “A” school attendance requires obligated service in accordance with Reference (m), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series), and Reference (dd), Performance, Training and Education Manual, COMDTINST M1500.10 (series);
  - c. Coast Guard Class “C” schools, consisting of short-term training designed to provide advanced/specialized knowledge and skills required by a specific position or related to specific jobs, missions, types of equipment or advanced rates;
  - d. DoD resident training, including Reserve Senior Service Schools, Reserve War & Staff College courses; and
  - e. Other training provided by external organizations such as state enforcement, other federal agencies, private contractors or non-profit agencies.
14. Resident Training Availability. Resident training is dependent on the availability of Reserve training (AFC-90) funds. Factors affecting a reservist's ability to obtain a quota include:
- a. The cost to attend the training (pay and allowances plus travel) and the availability of Reserve training (AFC-90) funds;
  - b. The member's eligibility for the class. Each class has specific eligibility requirements and some classes maintain prerequisites;
  - c. Command approval of the training request;
  - d. Some classes are in high demand and a program manager must prioritize requests to determine who receives available quotas. Units that have recently sent reservists to a particular class fall to a lower priority and quotas may go to another unit that has a greater need to obtain the training;
  - e. Members who have a training requirement documented in their Individual Development Plan (IDP); and
  - f. Schools longer than two weeks require additional time commitment from reservists and require approval by District RFRS or PAC-13 to ensure availability of funds.
15. Course Descriptions and Schedules. Course descriptions and schedules are available on the Education and Training Quota Management Command (ETQC) portal page, <https://cg.portal.uscg.mil/units/forcecom/ETQC/SitePages/Home.aspx>. The unit training officer is the initial point of contact for obtaining training opportunities and course schedules.
- a. Requests for new recruits requiring “A” school attendance must be submitted by CGRC and approved prior to the applicant’s recruit training or DEPOT ship date.
  - b. Requests to change a member’s scheduled Class “A” school convening date must be forwarded via official correspondence to Commander (CG PSC-RPM) via the unit and District RFRS, DOL-1, or PAC-13.

- c. "A" school requests for non-rates without a guaranteed school, or rated members with approval to pursue lateral changes in rating must be forwarded via official correspondence to Commander (CG PSC-RPM) by e-mail via the unit and District RFRS, DOL-1, or PAC-13.
- d. The Electronic Training Request (ETR) module of Direct Access must be used for submitting Class "C" school requests. For other types of courses, unit training officers can advise units or members concerning specific procedures.
- e. ETQC will notify units and members of their selection for Class "C" school training approximately eight weeks before the class starts by issuing "no cost" orders to the member in the unit's Direct Access airport terminal.
- f. Units shall notify members of their selection and the member must submit a request for orders in Direct Access to District RFRS or PAC-13 as soon as they receive the orders from ETQC.

### Chapter 3. **PARTICIPATION STANDARDS**

- A. Participation Standards Overview. The RC requires a workforce that is fully trained, properly equipped, and ready to mobilize on short notice. As a result, reservists must balance operational, administrative, and personal readiness. All Coast Guard members shall be available for unrestricted worldwide mobilization, subject to Reference (a), Title 10 U.S.C. §671.
- B. Participation Standards. Satisfactory participation is defined as the fulfillment of contractual and training requirements. Satisfactory participation must be considered a factor in performance evaluations.
1. SELRES Obligations.
    - a. Complete IADT requirements described in chapter 3, paragraph B.1 of this manual in accordance with Reference (a), Title 10 U.S.C. §671, unless the requirement is already fulfilled by prior military service;
    - b. Report in accordance with orders;
    - c. Perform 90% of scheduled authorized IDT drills with pay per fiscal year; see Chapter 2, Section C of this Manual. Excused absences are not calculated in meeting a member's fiscal year IDT drill requirement;
    - d. Satisfy the AT requirement of not less than 12 days, exclusive of travel time, in accordance with Reference (e), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06;
    - e. Complete training required by enlistment contract or commissioning program;
    - f. Answer official correspondence;
    - g. Complete the annual screening questionnaire and update as changes occur, in accordance with Reference (a), Title 10 U.S.C. §10149;
    - h. Promptly update Direct Access, Coast Guard Electronic Systems, Global Address List (GAL), and notify their responsible SPO via the chain of command of changes to residence, phone number(s), e-mail address, mailing address, marital status, number of dependents, civilian education or employment, or a physical condition or other factors that would immediately affect availability for inactive or active duty;
    - i. Promptly respond to GCPAAS periodic updates in accordance with reference (k), Ready Reserve Member Participation Policy, DODI 1215.13 to validate availability during a contingency;

- j. Maintain Individual Medical Readiness (IMR), in accordance with Reference (r), Coast Guard Medical Manual, COMDTINST M6000.1 (series);
  - k. Maintain compliance with weight and body fat standards, in accordance with Reference (l), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series);
  - l. To be retained in an active status (SELRES, IRR, and ASL), a Reserve commissioned officer must accrue a minimum of 50 retirement points in an anniversary year to remain in an active status, in accordance with Reference (a), Title 10 U.S.C. §12642;
  - m. All members in the Ready Reserve (SELRES or IRR) and ASL who are qualified for a non-regular retirement, except for having reached 60 years of age or are eligible for early retirement, are required to attain 50 points each anniversary year to remain in an active status in accordance with Reference (n) Service Credit for Non-Regular Retirement, DoDI 1215.07;
  - n. Maintain the required sea-bag items, in accordance with Reference (ee), Uniform Regulations, COMDTINST M1020.6 (series);
  - o. Annually verify their BAH, dependency, beneficiaries, SGLI and emergency contacts in accordance with Reference (o), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series);
  - p. Members that are single parents, dual-member couples with dependents, or primarily responsible for dependent family members shall annually validate they have adequate, proper dependent care arrangements and maintain an accurate Family Care Plan in accordance with Reference (ff), Family Care Plans, DoDI 1342.19, and Reference (o), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series); and
  - q. Complete required mandated training courses located in the Coast Guard Learning Portal, <https://elearning.uscg.mil/>.
2. Meeting Annual Training Requirements.
- a. Annual Training (AT). The AT requirement is met by the completion of IADT, ADT-AT, and by ADOT, as long as the duty is rating, specialty, or position related training. The duty may be performed through OJT or formal school completion. District RFRS, DOL-1, or PAC-13 will make the final determination whether the requested training meets the prescribed requirement. The determination concerning whether such duty will meet the AT requirement shall be documented on the reservist's orders. Reservists who enter the SELRES after completing 30 days or more of active duty are not obligated to complete the 12 days 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 RFRS or PAC-13 approval.

- b. Inactive Duty for Training (IDT) Drills. IDT drills shall be performed in accordance with Chapter 2, Section C of this Manual. Resumption of IDT drills after a period of ADOT should be as follows:
- (1) Members who have been on any form of active duty for 31 days or more and who are RELAD to the SELRES must resume IDT drills upon RELAD, except as provided in Paragraph 3 below. Reservists serving on active duty for a full calendar month shall not make up drills for that month. Exceptions are based on urgent training requirements and availability of funds as approved by Commandant (CG-R8).
  - (2) Members who remain assigned to a SELRES position while serving on short-term active duty orders of 180 days or less, are required to resume IDT drills upon RELAD. See Chapter 3, Section C of this Manual for policy regarding short-term and long-term active duty.
  - (3) Members who serve more than three months of involuntary active duty under Title 10 may participate in, but are not required to resume IDT drills in the first 60 calendar days after RELAD. Such reservists must resume IDT drills within 90 days of their RELAD. The only exception to this policy is Yellow Ribbon post-deployment events which are required, in accordance with Reference (gg) DoD Yellow Ribbon Reintegration Program (YRRP), DoDI 1342.28.
3. Waiver of Active Duty for Training - Annual Training (AT). Commanding officers and officers-in-charge are authorized to waive the AT requirements. The waiver only excuses completion of the AT for participation standards. It does not waive, replace, or count for points required for a qualifying year of service for retirement.
- a. Sufficient cause may include:
- (1) Reservists who request transfer to the Retired Reserve and are within one year of retirement;
  - (2) Reservists experiencing temporary physical disability of less than six months documented by a Medical Officer (i.e., Uniformed Services Physician, Physician Assistant, Nurse Practitioner);
  - (3) A well-documented temporary family or personal hardship;
  - (4) Reservists who submitted a request for ADT-AT prior to the published submission deadlines in a year with limited ADT-AT funding. Commandant (CG-R8) shall designate years with limited ADT-AT funding via message traffic; or
  - (5) Reservists who reside outside of the United States and its territories with an approved assignment waiver in accordance with Chapter 5, Section R of this Manual.



- (2) Requests for waiver of the ADT-AT requirement shall be submitted via memorandum from the member to their commanding officer or officer-in-charge. The commanding officer or officer-in-charge must consider the member's proficiency and ability to rapidly become an effective resource to the Coast Guard. A waiver of the ADT-AT requirement should not be considered a negative factor when evaluating a reservist's performance.
    - (1) ADT-AT waivers for a member shall not be granted for two consecutive years without the approval of District RFRS, DOL-1, or PAC-13.
    - (2) If the request is approved, the commanding officer or officer-in-charge must then provide a copy of the request and approval to District RFRS, DOL-1, or PAC-13.
    - (3) Enlisted members are to be counseled that they must still meet the requirements for the Coast Guard Reserve Good Conduct Medal, in accordance with Reference (hh) Medals and Awards Manual, COMDTINST M1650.25 (series).
    - (4) Reservists who have an approved ADT-AT waiver must still meet the 50 point minimum for a qualifying year of service for retirement during their anniversary year.
    - (5) Approved ADT-AT waivers shall be documented in accordance with Reference (o), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series).
  - (3) Civilian employment conflict is not considered sufficient cause for waiver of the ADT-AT requirement. Employers are required to provide reservists with military leaves of absence for the periods necessary to perform military duty in accordance with Reference (ii) Uniformed Services Employment and Reemployment Rights Act (USERRA), Chapter 43 of 38 U.S.C. Employers have the right to receive advanced notice of their employees' upcoming military duty, which is why early scheduling and issuance of orders for required IDT drills and ADT-AT is important.
4. Travel or Change of Residence. Travel or change of residence does not relieve reservists of their statutory and contractual military service obligation, participation standards, or exempt them from mobilization.
- a. Within the United States. Reservists who permanently change their residence or reside beyond RCD of their assigned unit may request to be assigned a position closer to their new residence, in accordance with Reference (m) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
  - b. Outside the United States and its Territories and Possessions. Members must comply with Reference (m), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series) and Reference (jj) Military Civil and Dependent Affairs, COMDTINST M1700.1 (series) for travel outside the United States and its territories and possessions.

- (1) Permission to leave the United States for travel is not required, unless the reservist is on active duty orders. However, SELRES and drilling IRR members who plan to travel outside the United States for periods of 31 days or more are required to notify their units in writing. The notification shall include:
    - (a) Type of travel;
    - (b) Dates;
    - (c) Countries to be visited;
    - (d) Force Protection Condition/Terrorist Threat/Criminal Level;
    - (e) Department of State Travel Warning/Restrictions;
    - (f) Country/Theater clearance message;
    - (g) Antiterrorism/Force Protection Level 1 training completed; and
    - (h) Emergency Contact Information.
  - (2) Reservists with a statutory or contractual obligation shall include the following statement in the notification, "I understand travel outside the United States does not relieve me of the obligation to maintain satisfactory participation in accordance with the Reserve Duty Status and Participation Manual, COMDTINST MXXXX.XX (series)."
  - (3) Reservists are not authorized to perform IDT or ADT-AT outside the United States and its territories and possessions unless they are in a TDY status. Under no circumstances shall the IDT be performed in an Imminent Danger Area.
5. IRR Satisfactory Participation. IRR members are obligated to:
- a. Answer official correspondence;
  - b. Complete the Annual Screening Questionnaire in accordance with Reference (a), Title 10 U.S.C. §10149;
  - c. Promptly advise Commander (CG PSC-RPM) (or the SPO, via the chain of command, for drilling IRR members assigned to a unit), of changes of residence, phone number, email address, mailing address or other contact information, marital status, number of dependents, civilian education or employment, and any physical condition or other factor that would affect the member's immediate availability for active duty military service;
  - d. Meet the minimum training requirements for individual military service obligation or contractual agreement;

- e. Maintain the required seabag items, in accordance with Reference (dd), Uniform Regulations, COMDTINST M1020.6 (series);
  - f. Officers in the IRR must attain 50 points per anniversary year to remain in an active status, in accordance with Reference (a), Title 10 U.S.C. §12642;
  - g. Enlisted IRR members with 20 or more years of qualifying federal service towards a non-regular retirement are required to attain 50 Reserve retirement points per anniversary year to remain in an active status, in accordance with Reference (g), Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING), DoDI 1235.13;
  - h. IRR members are not required to conduct semi-annual weigh-ins or submit a Personal Fitness Plan, Form CG-6049. IRR members shall be required to demonstrate compliance with weight standards prior to reenlistment, promotion/advancement, acceptance of SELRES PCS orders, or executing active duty orders;
  - i. Actively participating (drilling for points only) IRR members, and senior Reserve officers assigned to an IAD position, shall meet weight standards, IMR, general military training, and all other applicable administrative requirements as detailed in Section B.1 of this Chapter; and
  - j. IRR and Standby Reserve (ASL and ISL) members are not required to complete a PHA unless actively participating (drilling for points only), or pending a SELRES assignment.
6. Standby Reserve (ASL or ISL) Satisfactory Participation. Standby Reserve members are obligated to:
- a. Answer all official correspondence;
  - b. Promptly advise Commander (CG PSC-RPM) of changes of address, personnel identification data, physical condition, dependency status, military qualifications, civilian occupational skills, availability for service and other information as required;
  - c. Maintain the required seabag items, in accordance with Reference (ee), Uniform Regulations, COMDTINST M1020.6 (series) for a period of four years; and
  - d. Commissioned officers in the ASL must attain 50 points per anniversary year to remain in an active status, in accordance with Reference (a), Title 10 U.S.C. §12642.
- C. Unsatisfactory Participation. Unsatisfactory participation is the failure to comply with any contractual obligations or program requirements. Participation is also considered unsatisfactory when members of the SELRES acquire nine or more unexcused absences from scheduled inactive duty

training periods within a 12-month period, in accordance with Reference (k), Ready Reserve Member Participation Policy, DoDI 1215.13.

1. Counseling and Disciplinary Action. Commands shall monitor member participation and evaluate performance of prescribed training requirements to determine compliance. Commands shall document all counseling as prescribed in Enclosure (6) of Reference (o), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series). Counseling for unexcused absences shall start with the first absence.

a. The record of counseling shall include:

(1) Absences (number of occurrences, dates, and reasons);

(2) Performance and quality of work;

(3) A statement that counseling has been provided, with the member's acknowledgement. When efforts to counsel the member in person are unsuccessful, the remarks shall be mailed to the member's most recent mailing address listed in Direct Access; use certified mail, return receipt requested;

(4) Dates of next scheduled drill(s) with requirement for member to report; and

(5) Proposed command action should a member fail to report.

b. Commands shall document all administrative or disciplinary actions, in accordance with Reference (bb), Military Justice Manual, COMDTINST M5810.1 (series), Discipline and Conduct, COMDTINST M1600.2 (series), and Reference (h), Military Separations, COMDTINST M1000.4 (series). Documentation shall include:

(1) Reason for disciplinary action (number of occurrences, dates, and reasons);

(2) Enlisted advancement progress, proficiency, conduct, UCMJ action(s), performance, and quality of work;

(3) Statement of counseling provided;

(4) Member statement, or notation that member does not desire to make a statement; and

(5) Action taken.

2. Compliance Measures.

a. Reservists Who Have Not Fulfilled Their Statutory Military Service Obligation. Reservists whose participation has been unsatisfactory may be processed as follows:

- (1) Members of the Ready Reserve (SELRES or IRR) who are not participating satisfactorily, have not fulfilled their statutory Reserve obligation, and have not served on active duty for a total of 24 months, may be involuntarily ordered to active duty, in accordance with Reference (a), Title 10 U.S.C. §12303. Such individuals may be required to serve on active duty until their total service on active duty equals 24 months. If the enlistment or other period of military service would expire before the full required duration of the orders, the enlistment or period of military service may be extended until the full requirement is completed. To achieve fair treatment among members who are being considered for active duty under this Section, appropriate consideration must be given to family responsibilities and employment necessary to maintain the national health, safety, or interest. Requests for active duty, in accordance with Reference (a), Title 10 U.S.C. §12303, shall be submitted via Commander (CG PSC-RPM) to Commandant (CG-R) for approval and funding;
- (2) Members of the Ready Reserve (SELRES or IRR), who fail in any year to perform satisfactorily the training duty prescribed, may be ordered to active duty for training, without their consent, for not more than 45 days, in accordance with Reference (a), Title 10 U.S.C. §10148. Orders under this Section shall be submitted through District RFRS, DOL-1, or PAC-13 for members of the SELRES, or Commander (CG-PSC-RPM) for members of the IRR to Commandant (CG-R) for approval and funding. Upon completion of active duty, the member may be returned to their SELRES assignment or transferred to the IRR;
- (3) Reservists whose orders to involuntary active duty result in extreme community or personal hardship, shall report for duty but may, at their request, be transferred to the ASL, or may be discharged in accordance with Chapter 8 of this Manual. Reservists involuntarily ordered to active duty may request and be authorized a delay in reporting;
- (4) If a reservist fails to participate satisfactorily before completing the initial six-year obligation incurred to qualify for education benefits (Post 9/11 GI Bill, Reserve Educational Assistance Program or Montgomery GI Bill for the SELRES (MGIB-SR)), and received educational benefits, such entitlements shall be suspended. The Coast Guard may involuntarily order the member to active duty for up to two-years, or for the period of obligated service remaining, whichever is less, and recoup funds from the member in accordance with Reference (kk) Montgomery GI Bill–Selected Reserve Educational Assistance Program, COMDTINST 1001.30 (series) and Reference (ll) Montgomery GI Bill–Selected Reserve (MGIB-SR), DoDI 1322.17;
- (5) Commissioned officers in an active status, with at least five years of service, whose participation has been unsatisfactory, must be reviewed for discharge by a board of officers convened by Commander (CG PSC-RPM), in accordance with Reference (a), Title 10 U.S.C. §12681 and 12683;
- (6) When SELRES members are ordered to active duty or transferred to the IRR because of

unsatisfactory participation, copies of their orders shall be furnished through personal contact by a member of the command or by official correspondence. In either case, a written receipt must be obtained. When such efforts are unsuccessful, those orders shall be mailed to the member's most recent mailing address in Direct Access; use certified mail, return receipt requested. Reservists ordered to active duty who fail to report shall be separated for misconduct, in accordance with Reference (h) Military Separations, COMDTINST M1000.4 (series);

(7) Transferred to, or retained, in the IRR for the balance of their military service obligation, if they have no remaining SELRES obligation, when the member still possesses the potential for useful military service;

(8) Enlisted members may be discharged for unsatisfactory participation, in accordance with Reference (h) Military Separations, COMDTINST M1000.4 (series). Unless the member requests a hearing before an Administrative Separation Board, the discharge process shall not require convening a board when:

(a) Member has been recommended for discharge under honorable conditions by the appropriate commanding officer or officer-in-charge; and

(b) Member does not possess the potential for useful military service if mobilized; and

(9) All separations shall be processed in accordance with Reference (o), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series), and Chapter 8 of this Manual.

b. Reservists Who Have Fulfilled Their Statutory Military Service Obligation. Reservists whose participation has been unsatisfactory may be processed as follows:

(1) A member of the Ready Reserve (SELRES or IRR) who fails in any year to perform satisfactorily the training duty prescribed may be ordered without their consent to active duty for not more than 45 days. If the failure occurs during the last year of required membership in the Ready Reserve (SELRES or IRR), membership is extended until the reservist performs the additional active duty for training, but not for more than six months in accordance with Reference (a), Title 10 U.S.C. §10148. Command requests to recall reservist to active duty to meet satisfactory training requirements, in accordance with Reference (a), Title 10 U.S.C. §10148, are submitted through District RFRS, DOL-1, or PAC-13 for members of the SELRES, or Commander (CG PSC-RPM) for members of the IRR to Commandant (CG-R) for approval and funding;

(a) Upon completion of active duty, the member may be returned to their SELRES assignment or transferred to the IRR, ISL, Retired Reserve, or discharged if at the end of their enlistment; and

- (b) Reservists ordered to active duty who fail to report shall be separated for misconduct, in accordance with Reference (h) Military Separations, COMDTINST M1000.4 (series);
  - (2) Transferred to the IRR or the ISL for the balance of their current enlistment if they still possess the potential for useful military service if mobilized;
  - (3) Discharged, in accordance with Chapter 8 of this Manual, if the member has no further potential for useful military service;
  - (4) Reservists whose orders to involuntary active duty that may result in extreme community or personal hardship, shall report for duty but may, at their request, be transferred to the Standby Reserve (ASL or ISL), the Retired Reserve, or may be discharged, in accordance with Chapter 8 of this Manual. Any request for a delay or transfer for hardship shall be well documented. Reservists involuntarily ordered to active duty may request and be authorized a delay in reporting;
  - (5) Commissioned officers in an active status, with at least 5 years of service, whose participation has been unsatisfactory, must be reviewed for discharge by a board of officers convened by Commander (CG PSC-RPM), in accordance with Reference (a), Title 10 U.S.C. §12681 and §12683;
  - (6) When SELRES members are ordered to active duty or transferred to the ISL because of unsatisfactory participation, copies of their orders shall be furnished through personal contact by a member of the command or by official correspondence. When such efforts are unsuccessful, those orders shall be mailed to the member's most recent mailing address in Direct Access; use certified mail, return receipt requested; and
  - (7) All separations shall be processed in accordance with Reference (o), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series), and Chapter 8 of this Manual.
3. Failure to Undergo Physical and Dental Examination. Members who fail to maintain required IMR, PHA, or dental examinations shall be notified by their command to schedule an examination within 30 days. If the member does not submit the required documentation proving completion, the command shall counsel and document, in accordance with this Chapter, and prescribed in Enclosure (6) of Reference (o), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series).
4. Annual Screening Questionnaire. All members of the Ready Reserve (SELRES or IRR) shall be regularly screened to ensure their availability and fitness for duty, in accordance with Reference (a), Title 10 U.S.C. §10149. The annual screening questionnaire shall be completed annually at a minimum and as often as the reservist's information or recall availability changes. Reservists serving on EAD contracts and long-term ADOS orders (181 days or more) not in support of designated contingency operations as defined in Reference (a), Title 10 U.S.C. §101(a) (13), are exempt from

completing the annual screening questionnaire; however, they shall complete the annual screening questionnaire once they are released from active duty.

- a. The annual screening questionnaire is used as a tool to manage a Ready Reserve force composed of members who:
  - (1) Possess the military qualifications required in the various ranks, ratings, and specialties;
  - (2) Are available immediately for active duty during a mobilization or as otherwise required by law;
  - (3) Meet military service standards of mental, moral, professional, and physical fitness; and
  - (4) The ASQ must not be utilized as a tool to select people for mobilization solely on the basis of their civilian skills.
- b. SELRES members shall complete the annual screening questionnaire annually between 1 August and 31 October, or immediately upon a change in status.
- c. IRR members shall complete the annual screening questionnaire annually in accordance with directions provided by Commander (CG PSC-RPM).
- d. Reservists who are pregnant or post-partum shall indicate unavailability for involuntary mobilization in the annual screening questionnaire, in accordance with Reference (mm), Pregnancy in the Coast Guard, COMDTINST 1000.9 (series).
- e. SELRES who are transferred to the Standby Reserve (ASL and ISL) are not required to complete the annual screening questionnaire.
- f. Ready Reservists (SELRES and IRR) who fail to complete the annual screening questionnaire shall be designated an “unsatisfactory participant” and the command shall document such counseling in accordance with this Chapter.
- g. Failure to Earn Minimum Required Retirement Points. Officers in the Ready Reserve (SELRES or IRR), ASL, and enlisted IRR members with 20 or more years of qualifying federal service towards retirement, who fail to earn a minimum of 50 points per anniversary year for a qualifying year toward non-regular retirement, shall be processed by Commander (CG PSC-RPM) for transfer to the ISL, Retired Reserve (upon member request), or discharged. Waiver requests shall be forwarded via official correspondence to Commander (CG PSC-RPM).
- h. Employment by a Foreign Government. This requirement applies to all reservists, regardless of status (Ready Reserve, Standby Reserve, or Retired Reserve). Guidance and procedures for securing permission for employment by a foreign government in any capacity shall be in accordance with, Reference (jj) Military Civil & Dependent Affairs Manual, COMDTINST M1700.1 (series).



5. Waiver of Benefits. Per Reference (u) Coast Guard Pay Manual, COMDTINST M7220.29 (series), SELRES members in receipt of VA disability compensation (VADC) or retired/retainer pay for prior military service are required to waive either the compensation or the military pay and allowances for active or inactive duty.

## Chapter 4. RETIREMENT CATEGORIES

Retirement Categories. The five categories of the Retired Reserve, as described in Chapter 1 of this Manual, are detailed below.

- A. Retirement with Pay (RET-1). Includes reservists who complete at least 20 years of satisfactory federal service and have reached age 60, or who qualify for early retirement as prescribed below, are eligible for transfer to RET-1 status upon request. Reservists shall apply for RET-1 at least 90 days in advance of their requested retirement date via a Reserve Retirement Transfer Request, Form CG-2055A, and route to Commanding Officer (CG PPCRAS) through Commander (CG PSC-RPM). When transferred to RET-1, reservists receive a blue United States Uniformed Services Identification Card, DD Form 2S (RESRET) and are eligible for the same benefits available to active duty retirees.
1. A member of the Ready Reserve (SELRES and IRR) who performs active duty under Reference (a), Title 10 U.S.C. §12301(a), §12301(d), §12302, §12304 (after January 28, 2008) or Reference (d), Title 14 U.S.C. §3713 (after December 31, 2011) shall have their eligibility age for receipt of retired pay reduced below 60 years of age, but not less than 50 years of age, in accordance with Reference (a), Title 10 U.S.C. §12731 and Reference (n), Service Credit for Non-Regular Retirement, DoDI 1215.07.
    - a. Eligibility age shall be reduced by three months for each aggregate of 90 days on which the member performs active duty or performs such active service in any one fiscal year between January 28, 2008 and September 30, 2014.
    - b. Eligibility age shall be reduced by three months for each aggregate of 90 days on which the member performs active duty or performs such active service in any one or two consecutive fiscal years after September 30, 2014.
    - c. Active duty performed in accordance with Reference (a), Title 10 U.S.C. §12301(h) shall be treated as a continuation of the original call or order to active duty or active service for the purpose of reducing the eligibility age for a non-regular retirement in accordance with this Section.
    - d. Active duty for training (IADT, ADT-AT, and ADT-OTD), and EAD for members serving as RCMs are non-qualifying early retirement active duty periods.
    - e. Requests for early retirement shall be made in the same year of the assumed retirement date. Requests submitted more than a year before the assumed retirement date may not be processed.
  2. A member ordered to active duty (ADOS or EAD) shall receive credit for all days served, regardless of the nature of the duties performed (e.g., whether performing training or operational support duties), in accordance with Reference (a), Title 10 U.S.C. §12301(d).

3. Eligible reservists must apply for retired pay to Commanding Officer (CG PPC-RAS).
    - a. Members who are within six-months of their 60th birthday shall receive a Coast Guard Retired Pay Account Worksheet, Form CG-4700, from Commanding Officer (CG PPC-RAS) and are not required to submit a Reserve Retirement Transfer Request, Form CG2055A.
    - b. Those in a retired status who apply later than their eligibility date may receive pay retroactive to the day they were eligible, up to six years. There shall be no retroactive pay entitlement for those reservists who choose to remain in an active status once they have become early retirement eligible.
  4. Eligibility for health care benefits remains at age 60.
  5. Reserve Component Survivor Benefit Plan (RCSBP) election shall be made upon eligibility of retired pay. RCSBP rates have been changed to reflect coverage before age 60.
- B. Retirement Awaiting Pay (RET-2). Includes reservists who have completed the required qualifying years of service for non-regular retired pay, and who are not yet 60 years of age, or have not applied for non-regular retirement pay, in accordance with Reference (a), Title 10 U.S.C. Chapter 1223. Reservists shall apply for RET-2 at least 90 days in advance of their requested retirement date via a Reserve Retirement Transfer Request, Form CG-2055A and route to Commanding Officer (CG PPC-RAS) through Commander (CG PSC-RPM). Upon attainment of RET-2 status, members are entitled to unlimited commissary, exchange, and Morale, Well-Being and Recreation (MWR) benefits. Unless recalled to active duty, RET-2 reservists are not entitled to earn pay and allowances, retirement points, receive military legal assistance, or medical and dental care. Reservists in RET-2 receive a red United States Uniformed Services Identification Card, DD Form 2S (RESRET).
- C. Retirement for Physical Disability (RET-3). Includes reservists who are retired for physical disability in accordance with Reference (a), Title 10 U.S.C. Chapter 61; who have 20 years of service creditable for retired pay according to Section 12733 or who are more than 30 percent disabled.
- D. Retirement for RC Members with 20 Years of Active Duty Service (RET-4). Includes reservists who have completed 20 or more years of active duty service and retire with a regular retirement, in accordance with Reference (a), Title 10 U.S.C. Chapter 841 and Reference (d), Title 14 U.S.C. §3705.
- E. Voluntary Separation Incentive (VSI) (RET-5). Includes reservists who are receiving retired pay for reasons other than age, Service requirement, or physical disability. This category is restricted to those who are retired under special conditions as determined by the Assistant Secretary of Defense (ASD) Reserve Affairs (RA) in accordance with Reference (f), Reserve Components Common Personnel Data System (RCCPDS), DoDI 7730.54 and Reference (a), Title 10 U.S.C. §1175.

*APPENDIX A. TRAINING/PAY CATEGORIES (TRAPAY CATS)*

A. SELRES TRAPAY CATS. There are six TRAPAY CATS for the SELRES, as illustrated in Table A-1.

TRAPAY CAT	Comprised of:
A	Drilling unit reservists, required to perform annually authorized IDT drills and not less than 12 ADT days per fiscal year.
B	Drilling enlisted reservists awaiting second part of split IADT required to perform an average of 4 drills per month during inter-phase period (e.g., eight-month inter-phase period = requirement to perform 32 drills). Second phase of IADT satisfies annual training requirement for fiscal year. See Chapter 3, Section B of this Manual for policy regarding active duty types.
C	Prior-service enlisted members awaiting an indoctrination program (e.g., DEPOT, Class "A" school) who are authorized by Commander (CG PSC-RPM) to perform IDT or RMPs.
D	Coast Guard Reserve flag officers, Selective Service System, or Emergency Preparedness Liaison Officers (EPLOs). Annually authorized IDT drills vary from 0-48; and minimum of 12 days per fiscal year are required to satisfy the annual training requirement.
F	Enlisted reservists currently on IADT (includes the second part of split IADT).
M	Reservists currently mobilized, but expected to return to previous status upon demobilization.

*Table A-1: SELRES TRAPAY CATS*

1. TRAPAY CAT A. This category is comprised of drilling reservists, who participate in training activities on a part-time basis. Except as otherwise specifically provided, these reservists are required to participate in 90% of authorized scheduled drills or training periods and perform not less than 12 days for annual training (exclusive of travel time) each fiscal year.
2. TRAPAY CATS B, C, and F. See Table A-1 of this Section.
3. TRAPAY CAT D. This category is comprised of trained reservists assigned to specific PAL positions, or positions outside the Service that must be filled to support mobilization (pre and/or post mobilization) requirements, contingency operations, or other specialized or technical requirements. Except as otherwise specifically provided, these reservists are required to participate in 90% of authorized scheduled drills or training periods and perform not less than 12 days for annual training (exclusive of travel time) each fiscal year.
4. TRAPAY CAT M. This category includes SELRES involuntarily recalled for contingencies or disaster response, as well as MEDHOLD. See Reference (r) Coast Guard Medical Manual,

COMDTINST M6000.1 (series) for policy regarding authorization to receive health care and active duty for health care.

(8) IRR TRAPAY CATS. There are four TRAPAY CATS for the IRR, as illustrated in Table A-2:

TRAPAY CAT	Comprised of:
E	Reservists without access to drilling units who have some period of their military service obligation or other contractual obligation remaining; not required to drill, but may be required to perform ADT-AT, up to 30 days per fiscal year.
H	Reservists with no requirement to drill who may voluntarily participate in training without pay.
J	SRDC candidates prior to graduation from ROCI who were not enlisted Coast Guard reservists prior to selection.
P	Enlisted reservists awaiting IADT who are not authorized to perform IDT (includes all non-prior service members and most prior-service).

*Table A-2: IRR TRAPAY CATS*

1. TRAPAY CATS E and H. These categories are for IRR members who are not required to meet the same annual training and IDT training requirements as SELRES members. Required training (involuntary) for IRR reservists shall not exceed 30 days per fiscal year, in accordance with Reference (a), 10 U.S.C. §10147. Members may voluntarily participate in additional training for retirement points, with or without pay, if approved by Commander (CG PSCRPM).
2. TRAPAY CATS J and P. See Table A-2 of this Section.

(9) Pipeline Training Categories. There are five TRAPAY CATS (B, C, F, J, and P) intended for “pipeline” training for Reserve enlisted members who have not yet performed or completed their IADT. IADT shall be performed for a period of not less than 84 days and specifically includes basic training and Class “A” school. For members that are not required to attend Class "A" school, a combination of indoctrination training and other documented training may fulfill the 84 days IADT requirement.

1. ” Reservists in the pipeline training may be mobilized for CONUS missions, based on the guidelines of their RCCs; however, they shall not be mobilized for OCONUS deployment until IADT has been completed, even if they are assigned in deployable units, such as PSUs.

(10) All members of the Ready Reserve shall receive training commensurate with their intended mobilization assignments and must complete all IADT requirements before assignment on land outside the United States and its territories and possessions, in accordance with Reference (a), 10 U.S.C. §671. Standby Reserve TRAPAY CATS. There are three TRAPAY CATS for the Standby Reserve, as illustrated in Table A-3.

TRAPAY CAT	Comprised of:
G	Designated key employees in the ASL, Standby Reserve.
N	All others in the ASL, Standby Reserve.
I	ISL, Standby Reserve.

Table A-3: STANDBY RESERVE TRAPAY CATS