



# Reserve Action Bulletin



## FY21 Reserve Financial Guidance

### Immediate Action Required!

This Reserve Action Bulletin includes three important messages outlining FY21 Reserve financial guidance including deadlines, waiver procedures, and yearly IDT/ADT/ATP allocations.

#### **ALCOAST 345/20 - FY21 RESERVE ACTIVE DUTY FOR TRAINING (ADT) SCHEDULING REQUIREMENTS:**

[https://cg.portal.uscg.mil/library/generalmessages/General%20Messages/GENMSG2020/ALCOAST/345-20\\_ALCOAST.txt](https://cg.portal.uscg.mil/library/generalmessages/General%20Messages/GENMSG2020/ALCOAST/345-20_ALCOAST.txt)

#### **ALCOAST 343/20 - FY21 RESERVE INACTIVE DUTY TRAINING (IDT), READINESS MANAGEMENT:**

[https://cg.portal.uscg.mil/library/generalmessages/General%20Messages/GENMSG2020/ALCOAST/343-20\\_ALCOAST.txt](https://cg.portal.uscg.mil/library/generalmessages/General%20Messages/GENMSG2020/ALCOAST/343-20_ALCOAST.txt)

#### **ALCOAST 344/20 - FY21 RESERVE ADDITIONAL TRAINING PERIOD (ATP) ALLOCATIONS:**

[https://cg.portal.uscg.mil/library/generalmessages/General%20Messages/GENMSG2020/ALCOAST/344-20\\_ALCOAST.txt](https://cg.portal.uscg.mil/library/generalmessages/General%20Messages/GENMSG2020/ALCOAST/344-20_ALCOAST.txt)

FY20 was a dynamic year and we have multiple lessons learned. A few key points:

- IDT may be batched in Q1-3.
- All IDT/ATP/RMPs must be scheduled (but do not need to be approved) by 01 May. Leaving duty in a scheduled-but-not-approved status enables local member and command flexibility the opportunity to reschedule as operations necessitate without higher authority.
- Members should enter their own drills. Supervisors/SERA are strongly discouraged from entering drills as these drills default to the approved status and cannot be changed without cancellation or a waiver.
- Duty approved and performed must be marked "completed" as soon as possible
- Additional guidance is still pending regarding ATPs for non-PSU / CORIVRON / CORIVGRU units
- We are still working on guidance regarding SELRES Bonuses.

Feedback continues to come in regarding ways to improve the IDT waiver process. We will continue to evaluate methods to speed the process and provide greater transparency to members and units. Thank you for your continued support as we balance operational requirements with fiscal adjudication responsibilities.

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## ALCOAST 343/20: FY21 RESERVE INACTIVE DUTY TRAINING (IDT), READINESS MANAGEMENT PERIOD (RMP) SCHEDULING REQUIREMENTS AND WAIVER PROCESS

R 161023 SEP 20

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

TO ALCOAST

UNCLAS//N01570//

ALCOAST 343/20

COMDTNOTE 1570

SUBJ: FY21 RESERVE INACTIVE DUTY TRAINING (IDT), READINESS MANAGEMENT PERIOD (RMP) SCHEDULING REQUIREMENTS AND WAIVER PROCESS

- A. Reserve Policy Manual, COMDTINST M1001.28 (series)
- B. Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
- C. Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)

1. This message announces key dates, responsibilities and policies for commands and SELRES members when scheduling Inactive Duty Training (IDT) drills, Readiness Management Periods (RMP), and Additional Training Periods (ATP) in FY21. Pay for duty performed not in compliance with this policy and REFs (A) and (B) may be subject to recoupment.

2. SELRES members may schedule and complete IDT during all months of FY21, with particular attention to critical dates and scheduling deadlines in Paragraph 8 below. Reserve training for contingency and mobilization response should be planned well in advance, yet local operations occasionally offer short-notice training opportunities. The first three quarters of the FY (October through June) represent the broadest opportunity for scheduling flexibility. Fiscal demands at the end of the FY reduce flexibility in the fourth quarter, and planning duty should reflect the same.

3. IDT Drills for pay in FY21:

a. SELRES members are limited to 48 IDT drills for pay. No waivers will be authorized. SELRES members who perform more paid IDT than authorized will be in an overpaid status, drills will be corrected from paid to without pay (points only) and pay recouped.

b. SELRES members should follow local unit/District (dxr)/PAC-13 guidance with regard to IDT lodging.

c. With command approval, SELRES members may batch drills and perform in excess of the quarterly allocation of 12 paid IDT drills during Q1, Q2, and Q3 of FY21 (from 01 OCT 2020 to 30 JUN 2021). In addition to command approval, SELRES members who request IDT lodging must have approval from their servicing District (dxr)/PAC-13 prior to scheduling and batching IDT drills.

d. During Q4 (01 JUL 2021 to 30 SEP 2021), except for SELRES members assigned to Port Security Units (PSU) and Coastal Riverine Forces (CORIVRONs and CORIVGRUs), SELRES members are not authorized to complete more than 12 paid



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IDT drills. Waiver requests must be submitted to COMDT (CG-R82) IAW Paragraph 10 below.

e. Members serving on active duty for a period of 30 consecutive days or more are not eligible to make up drills for that period of active duty, per Chapter 2.B.1.a.(3) of REF (A).

Example: BM2 Smith performs active duty from 17 NOV 2020 to 25 JAN 2021, a total of two months, 8 days. BM2 Smith cannot make up eight (8) IDT drills for the active duty period and authorized paid IDT drill cap will be adjusted to 40 drills.

f. SELRES members leaving the service voluntarily (retirement/discharge) or involuntarily (non-selected for promotion, non-continued, etc.) may only complete the number of drills corresponding to their separation date.

Example: CDR Smith is not selected for retention and required to leave active status NLT 30 JUN. CDR Smith may complete a maximum of 36 paid IDT drills for the period 01 OCT 2020 to 30 JUN 2021 and is subject to the limitations of Paragraph 4.E above.

4. ATPs. The following policy applies to paid ATPs for FY21:

a. Specific ATP guidance will be provided SEPCOR.

b. To support unit-level planning, SELRES members assigned to PSUs, CORIVRONs, and CORIVGRUs are authorized to schedule up to 12 ATPs starting on 01 OCT 2020 in advance of specific ATP guidance. No ATPs will be completed or paid prior to the release of FY21 ATP guidance. SELRES members will utilize all authorized paid IDT drills before utilizing ATPs.

c. SELRES members not assigned to PSUs, CORIVGRUs and CORIVRONs are not authorized to schedule or complete ATPs (paid or unpaid). Waiver processes will be issued SEPCOR.

d. SELRES members serving on active duty for a period of 30 consecutive days or more will not be eligible to make up ATPs for that period of active duty, similar to Paragraph 4.e listed above.

5. RMPs. The following policy applies to paid RMPs for FY21:

a. Each SELRES member is authorized a single RMP for pay, unless otherwise noted below, for the entirety of FY21, IAW Chapter 2.B.3.e.(1) of REF (A). The single RMP for pay may be for any listed within Chapter 2.B.3.a of REF (A). Per Chapter 2.B.3.e.(2) of REF (A), RMPs completed that are not in compliance with policy are subject to cancellation and pay recouped.

b. Each SELRES member who takes the OCT 2020 Reserve Service-wide Exam (RSWE) is authorized one additional RMP for pay unless the SELRES member is already scheduled to perform IDT with the assigned unit.

c. Waiver requests for RMPs for CDAR-directed screenings, OMSEP medical appointments, weight compliance medical appointments, and command-directed medical screenings, as outlined in Chapter 2.B.3.a. (5) - (7) of REF (A), must be submitted to COMDT (CG-R82) IAW Paragraph 10 below.

d. Only PSC-RPM will authorize paid RMPs for medical appointments in connection with a Notice of Eligibility (NOE).



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## 6. IDT, ATP, RMP Management Responsibilities.

### a. Scheduling.

(1) IDT drills, ATPs, and RMPs for pay should be scheduled in Direct Access as early as possible, and NLT 01 May 2021 unless otherwise exempted by this ALCOAST. Drills should remain in a scheduled status for the member to reschedule drills without having to request a waiver. All IDT drills, ATPs and RMPs must be scheduled and approved in DA in advance of SELRES members reporting for duty. Upon a SELRES member request, commands will issue written orders as soon as possible before the scheduled duty period(s), if the drill period has not been scheduled and approved in DA, to allow the SELRES member time to provide notification to a civilian employer. Members will not report to duty without an approved drill in DA or official documentation from the command. All applicable berthing requirements must also be met prior to member reporting for duty.

### b. Approving and processing.

(1) SELRES members should notify their supervisors of IDT completion before leaving their units. IDT that remains in a "scheduled" status past the duty date is subject to cancellation.

(2) 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.

(3) SPOs should process payment within three (3) working days of receiving notification that IDT drills have been placed in a "completed" status in Direct Access.

### c. Monitoring and validating.

(1) Accurate and timely management of IDT is a command responsibility. To strengthen internal controls and oversight of Reserve Training funds, District (dxr)/PAC-13/DOL-1 and RFRS staff must complete regular (at least monthly) reviews of IDT, RPM, and ATP drills to ensure drill periods are being requested and executed in a timely manner and IAW this ALCOAST.

(2) District (dxr)/PAC-13 AFC-90 funds managers will continuously monitor their IDT lodging accounts, especially when authorizing batching of IDT, and provide funding concerns to the appropriate Area POCs identified in Paragraph 11 below.

(3) Quarterly Inactive Duty Status reports are available at the following URL: <https://cg.portal.uscg.mil/units/CG-R/Quarterly%20IDT%20Validation/Forms/AllItems.aspx>. District (dxr)/PAC-13/DOL-1 and RFRS staff should filter for their tenant Commands and take appropriate action to ensure timely validation. In addition, IDT Pay Validation and Closing Entry Procedures, including the Quarterly Inactive Duty Status Report (QIS) validation process, will be directed by COMDT (CG-R82) during FY21.

## 7. FY21 IDT Scheduling Deadlines.

a. 01 OCT 2020: Scheduling commences for FY21 IDT drills and RMPs. SELRES members assigned to PSUs, CORIVRONs and CORIVGRUs may schedule up to 12 ATPs IAW Paragraph 5.B above.



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b. 01 MAY 2021: The deadline for scheduling all paid IDT drills, RMPs, and ATPs in Direct Access is on or before 01 May 2021 unless otherwise exempted by this message. When required, waivers must be submitted IAW Paragraph 10 below.

8. Rescheduling requirements. Notification to reschedule must be provided to the applicable Area/DOL (LANT-1/PAC-1/DOL-1) and District (dxr)/PAC-13. This is very important if IDT lodging has been authorized or is requested. Units do not need to request a waiver (IAW paragraph 10, below) to reschedule paid IDT drills, RMPs, and ATPs that are not approved in DA prior to the 01 MAY 2021 deadline if all of the requirements below are met:

a. The rescheduled duty is for the same duty type. Paid IDT drills, RMP, or ATPs are not exchangeable duty types.

b. The total number of paid drills would not exceed 12 in Q4 IAW Paragraph 4.D above. If the number exceeds 12, the unit must request a waiver from COMDT (CG-R82).

9. SELRES members who fail to follow rescheduling requirements risk cancellation of duty or performance of duty without pay (for points only).

10. Waivers. Paid IDT scheduling or re-scheduling of approved drill requests require COMDT (CG-R82) authorization after 01 May 2021. Waivers are encouraged to be submitted as early as possible and not delayed for the purposes of batching. Waivers will be approved in the following circumstances:

a. SELRES member accessions from recruit training (boot camp or DEPOT) or members released from active duty (RELAD) who report to their assigned units after 01 MAY 2021 may schedule and complete IDT drills (not to exceed 4 drills per month for the remainder of FY21) and ATPs (if authorized by Paragraph 5.B) without a waiver.

b. SELRES members who cannot schedule IDT before 01 MAY 2021 due to a pending expiration of enlistment (EOE) may schedule and complete IDT drills for the remainder of FY21. Commands of these members must send notification to COMDT (CG-R82) requesting drill dates be opened in DA.

c. SELRES members who cannot schedule IDT before 01 MAY 2021 due to Training Pay Category (TRAPAY CAT) issue may schedule and complete IDT drills for the remainder of FY21. Commands of these members must send notification to COMDT (CG-R82) requesting drill dates be opened in DA.

d. RMPs for PHAs can be scheduled after 01 MAY 2021. Commands of these members must send notification to COMDT (CG-R82) requesting drill dates be opened in DA.

e. When required, waiver requests must be submitted using COMDT (CG-R82) IDT/RMP/ADT waiver form, to COMDT (CG-R82), thru the unit Commanding Officer (or CO, MILPERS) or first O6 in the chain of command, the cognizant District (dxr)/PAC-13 (even if assigned to a DOL unit), and Area/DOL (LANT-1, PAC-1, DOL-1) staff. Waivers must be submitted at a minimum of 14 days prior to requested drill convening date. Properly endorsed waivers must be submitted via email to: HQS-SMB-CG-R82-WAIVER. All waivers must be received by COMDT (CG-R82) NLT 15 AUG 2021.

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



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- a. LANT-1: CAPT Dirk Krause, (757) 398-3910.
- b. PAC-1: CAPT Sarah Reed, (510) 437-2738.
- c. DOL-1: CAPT Randy Meador, (757) 628-4849.
- d. PAC-13: CDR Monica Hernandez, (510) 437-3564.
- e. D1 (dxr): CDR Melissa Ransom, (617) 223-3475.
- f. D5 (dxr): CDR Andrew Brennecke, (757) 483-8579.
- g. D7 (dxr): CDR Tuan Luong, (305) 415-7070.
- h. D8 (dxr): LCDR Peter Webber, (504) 671-2333.
- i. D9 (dxr): CDR Scott Toves, (216) 902-6096.
- j. D11 (dxr): CDR Steve Donley, (510) 437-5352.
- k. D13 (dxr): CDR Katy Coombs, (206) 220-7164.
- l. D14 (dxr): LT Luke Maleski, (808) 535-3354.
- m. D17 (dxr): LCDR Terry-Ann Francis, (907) 463-2102.
12. COMDT (CG-R82) Point of Contact: CDR Brandi E. Bruno, (202) 475-5439.
13. RDML T.C. Wiemers, Assistant Commandant of Reserve, sends.
14. Internet release is authorized.



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## **ALCOAST 344/20: FY21 RESERVE ADDITIONAL TRAINING PERIOD (ATP) ALLOCATIONS**

R 161131 SEP 20

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

TO ALCOAST

UNCLAS//N01570//

ALCOAST 344/20

COMDTNOTE 1570

SUBJ: FY21 RESERVE ADDITIONAL TRAINING PERIOD (ATP) ALLOCATIONS

A. COMDT COGARD WASHINGTON DC 161023 SEP 20/ALCOAST 343/20

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

C. Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)

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

1. This ALCOAST announces FY21 Reserve Additional Training Period (ATP)

allocations to amplify guidance from REF (A). Policies and management responsibilities outlined in REFs (A) thru (D), and other Reserve related instructions and manuals, apply.

2. Only Selected Reserve (SELRES) members assigned to Port Security Units (PSU), Naval Coastal Riverine Squadrons (CORIVRON) and Naval Coastal Riverine Groups (CORIVGRU) are authorized to perform ATPs with pay in FY21 (from 01 OCT 20 to 30 SEP 21) without an approved waiver from COMDT (CG-R82).

3. SELRES members not assigned to PSUs, CORIVRONs and CORIVGRU must not schedule ATPs. Supervisors of SELRES members must not approve paid ATPs, in Direct Access (DA) without an authorized ATP allocation as outlined in Paragraph 5.d. below or an approved waiver from COMDT (CG-R82). Waivers must be submitted to POCs as outlined in Paragraph 10 of REF (A). SELRES members and supervisors share equal responsibility to prevent unauthorized ATPs.

4. All ATPs must be scheduled in Direct Access on or before 01 MAY 2021, IAW REF (A). Unauthorized paid ATP usage must be tracked in DA and commands of SELRES members with unauthorized ATPs must be notified. Once a command is notified of or discovers unauthorized ATP usage, the unauthorized ATPs must be cancelled or corrected in DA to reflect IDT. When correcting paid ATPs, commands must use the 'Correcting Paid IDT Drills' Direct Access User Guide and coordinate corrections with their servicing SPO.

5. FY21 ATP Allocations.

a. PSUs, CORIVRONs and CORIVGRUs commands may allocate ATPs to assigned SELRES members as needed to meet unit training requirements. Individual members must be initially assigned no more than 12 ATPs in FY21. After training plans are adjudicated by local commands, and with PAC-13 approval, unused ATPs may be reallocated to members within the same command who have used their 12 ATPs and need additional training periods to complete remaining training requirements.

Each PSU, CORIVRON, and CORIVGRU must not exceed the following amount of ATPs:



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- (1) PSUs: 1,680
- (2) CORIVRONs: 100
- (3) CORIVGRUs: 100

b. Boat force ATP allocation will be provided SEPCOR. COMDT (CG-731), in conjunction with COMDT (CG-R82), must work with field units to determine ATPs needed to ensure SELRES members are able to gain and maintain required qualifications and certifications.

c. All authorized IDT drills must be utilized prior to scheduling and completing ATPs.

d. Batching of ATPs is authorized with Command approval.

6. ATPs must be scheduled to be performed after all authorized IDT drills.

ATPs requested after 01 May 2021 require a waiver from COMDT (CG-R82).

7. Area/DOL/District POCs listed in REF (A) are responsible for managing the administration of this message across their areas of responsibility. The following POCs are responsible for managing execution of ATP allocations for their units:

a. PAC-13: CDR Monica Hernandez, (510) 437-3564.

b. PSU 301: LCDR Logan Huffman, (508) 968-6766.

c. PSU 305: LT Jessica Snyder, (757) 878-5922 (ext. 228).

d. PSU 307: LCDR Donnie Brzuska, (727) 212-7163.

e. PSU 308: LCDR James McKnight, (228) 466-1035 (ext. 203).

f. PSU 309: LT Jeff Hiatt, (419) 635-4462.

g. PSU 311: LCDR Todd Smith, (310) 521-4270.

h. PSU 312: LT Josue Roman, (650) 808-2805.

i. PSU 313: LCDR Jarod Ross, (425) 304-5857.

j. CORIVRONs/CORIVGRUs: PAC-13, Ms. Kristy Camacho (510) 437-3470.

8. COMDT (CG-R82) Point of Contact: CDR Brandi E. Bruno, (202) 475-5439.

9. RDML T.C. Wiemers, Assistant Commandant for Reserve, sends.

10. Internet release is authorized.





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## **ALCOAST 345/20: FY21 RESERVE ACTIVE DUTY FOR TRAINING (ADT) SCHEDULING REQUIREMENTS**

R 161140 SEP 20

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

TO ALCOAST

UNCLAS//N01570//

ALCOAST 345/20

COMDTNOTE 1570

SUBJ: FY21 RESERVE ACTIVE DUTY FOR TRAINING (ADT) SCHEDULING REQUIREMENTS

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

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

1. This ALCOAST announces key deadlines Selected Reserves (SELRES) members and commands must adhere to when scheduling Active Duty for Training (ADT) in FY21.

Duty must be performed IAW REFs (A) and (B), along with related Reserve Instructions and Manuals, or may be subject to recoupment.

2. A ready Reserve Component (RC) is key to strengthening national preparedness, resilience, and maintaining the Coast Guard's relevance and ability to respond to contingencies. It requires leadership to create an environment that enables reservists' competency attainment. Commands and supervisors should forecast unit training plans and link them to ADT schedules well in advance to maximize SELRES training opportunities and resulting competency attainment.

3. SELRES members may complete ADT throughout FY21 (from 01 OCT 2020 to 30 SEP 2021) if the requested ADT has been approved and scheduled in Direct Access (DA) by the established deadline below. Particular attention should be paid to the critical dates and scheduling deadlines in Paragraph 8 below to ensure requested orders are funded. The scheduling deadlines are intended to promote unit-level planning that supports both operational and financial management needs.

4. FY21 Active Duty Training – Other Training Duty (ADT-OTD) policy: COMDT (CG-R82) anticipates limited ADT-OTD funding to be available for FY21. No SELRES member is authorized to perform ADT-OTD until funds have been provided to, and duty is authorized by the District (dxr)/PAC-13 AFC-90 funds manager. ADT-OTD must be prioritized for “C” School quotas and structured training that leads to the completion of a billet-assigned competency.

5. FY21 Initial Active Duty for Training (IADT) policy: IADT orders for recruit training (Boot Camp, DEPOT, and "A" school) may be entered, processed, and executed at any time during FY21. To ensure the correct generation of accounting data to charge the Reserve Training (RT) appropriation, IADT orders for SELRES members attending recruit training should be created and approved using the "RT" funding DEPTID 007989.

6. FY21 Active Duty Training - Annual Training (ADT-AT) policy:

a. In FY21, SELRES members are authorized 12 days of ADT-AT (exclusive of travel) unless assigned to a PSU, Naval Coastal Riverine Squadrons (CORIVRON) and Naval



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Coastal Riverine Groups (CORIVGRU). SELRES members assigned to a PSU, CORIVRON or CORIVGRU are authorized 15 days of ADT-AT (exclusive of travel).

b. Per Chapter 4.B.2 of REF (A), the ADT-AT requirement is met by the completion of Initial Active Duty Training (IADT), ADT-AT, and by Active Duty Other than for Training (ADOT)(e.g., Active Duty for Operational Support (ADOS), Extended Active Duty (EAD)), as long as the duty is rating, specialty, or position related training. The duty may be performed through on-the-job training (OJT) or formal school completion. Members who enter the SELRES after completing 30 days or more of active duty are not obligated to, nor prohibited from, completing the 12 days ADT-AT requirement within the same fiscal year, or any other type of active duty, if funds are available and with District (dxr)/PAC-13 approval.

c. Priority must be given to billet-assigned competencies and advancement requirements, then Watch Quarter and Station Bill (WQSB) qualifications. Only after completing all three of these requirements may SELRES members request ADT for other professional development. Commands and supervisors must validate ADT requests against position competency requirements as well as formal school schedules and available quotas in CG-TMS to ensure SELRES members do not utilize their ADT prior to issuance of formal training orders.

d. Per Chapter 3.G of REF (A), District (dxr)/PAC-13 staff may issue ADT-AT (and ADT-OTD) orders in excess of 12/15 days for formal school attendance. However, ADT-AT/ATD-OTD orders will not exceed 30 days. Orders that exceed 30 days must be authorized by COMDT (CG-R82) subject to availability of funds.

e. SELRES members (new accessions or members who RELAD from active duty and complete DD Form 368) who affiliate at any time during FY21 are authorized to perform ADT subject to availability of funds.

f. SELRES members who have submitted a Reserve Retirement Transfer Request (Form CG-2055A), or Change in Reserve Component Category (Form CG-1001), or who plan to separate/retire during FY21, are not authorized to perform ADT-AT or ADT-OTD unless duty is necessary to meet operational requirements or demands. This requirement must be validated by a Commanding Officer, Officer-in-Charge or an O5 or above in the SELRES member's chain of command, and is subject to funds availability and District (dxr)/PAC-13 approval.

g. Non-consecutive ADT-AT 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. When non-consecutive orders are authorized, travel allowances must be authorized IAW the Joint Travel Regulations. Non-consecutive orders may be approved by the servicing District (dxr)/PAC-13 subject to the availability of funds. Prior to approving non-consecutive ADT-AT orders, the SELRES member must receive approval from their command (Commanding Officer, Officer-in-Charge or an O5 or above). District (dxr)/PAC-13 should carefully consider the service need and identify increased travel costs (in excess of consecutive ADT-AT orders) resulting from



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the non-consecutive duty.

## 7. ADT-AT Management Responsibilities:

a. Accurate and timely management of ADT orders is a Command and District (dxr)/PAC-13 responsibility. Reserve Activities User Guides are available at <http://www.dcms.uscg.mil/ppc/pd/da/>. Senior Reserve Officers (SROs), Senior Enlisted Reserve Advisors (SERAs), and supervisors of SELRES members are highly encouraged to read these helpful materials.

b. ADT orders will be scheduled in Direct Access by 01 May 2021.

c. Active duty orders must be generated in writing, in advance of SELRES members reporting for duty IAW Chapter 3.C of REF (A). Orders should be issued at least 30 days before the scheduled duty to allow SELRES members time to provide notification to civilian employers and family members.

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

e. Supervisors of SELRES members must ensure submission of ADT travel claims within three business days of ADT order completion. Allocating time for SELRES members to complete travel claims on the last day of the ADT period is highly encouraged. SELRES members are also encouraged to submit completed travel claims in TPAX prior to departing their units.

f. AFC-90 funds managers must ensure obligations and expenditures do not exceed FY21 distributions IAW Chapter 5.6 of REF (B). To comply with Chapter 5.6.4 of REF (B), AFC-90 funds managers must continuously monitor their accounts to ensure obligations for approved ADT (and other active duty orders) are executed as scheduled by the deadlines established in Paragraph 8 below. Obligations resulting from un-liquidated/un-expended FICA tax, and unexecuted or cancelled orders, including travel orders, must be de-obligated in the Financial Procurement Desktop (FPD), at least monthly to prevent accumulation of residual obligations and undelivered orders (UDOs), and allow for reallocation of training funds.

g. It is a violation of the Antideficiency Act (ADA), outlined in REF (B), for Area/DOL/District funds managers to obligate or exceed funds over the amount allotted to them. As such, any obligations to exceed the amount allotted to the Area/DOL/District funds managers requires prior, written approval from COMDT (CG-R82).

h. FY21 Travel Guidance: COMDT (CG-R82) must continue to monitor Reserve Training travel ceiling and policy limiting discretionary travel as established in DHS and CG travel guidance. Travel is authorized for readiness training, formal schools, and travel associated with scheduled qualification and certification training.

## 8. FY21 ADT Scheduling Deadlines:

a. 01 OCT 2020: SELRES members may request ADT-AT orders in Direct Access. District (dxr)/PAC-13 staff may begin to execute once FY21 funds have been allocated from COMDT (CG-R82).

b. 01 MAY 2021: Deadline for SELRES members to request ADT-AT orders in Direct Access. SELRES members who miss the 01 MAY 2020 deadline risk not



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meeting satisfactory participation standards outlined in Chapter 4.B of REF (A) and may only schedule ADT with approval from their District (dxr)/PAC-13, that must only be approved if funding is available.

c. 30 JUL 2021: Deadline for District (dxr)/PAC-13 to approve and obligate funding for ADT-AT orders for the remainder of the fiscal year.

District (dxr)/PAC-13 staff may require earlier timelines. Deadline for District (dxr)/PAC-13 to obligate funding for all remaining AFC-90 SELRES management activities (IDT berthing and ADOS-RC).

d. 09 AUG 2021: Office of Reserve Resource Management, COMDT (CG-R82) will begin to sweep and re-obligate any unobligated District (dxr)/PAC-13 AFC-90 funds.

9. Rescheduling: ADT orders scheduled prior to the 01 MAY 2021 deadline may be rescheduled in Direct Access subject to approval by the District (dxr)/PAC-13, and must only be approved if funding is available.

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

a. LANT-1: CAPT Dirk Krause, (757) 398-3910.

b. PAC-1: CAPT Sarah Reed, (510) 437-2738.

c. DOL-1: CAPT Randy Meador, (757) 628-4849.

d. PAC-13: CDR Monica Hernandez, (510) 437-3564.

e. D1 (dxr): CDR Melissa Ransom, (617) 223-3475.

f. D5 (dxr): CDR Andrew Brennecke, (757) 483-8579.

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

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

i. D9 (dxr): CDR Scott Toves, (216) 902-6096.

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

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

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

m. D17 (dxr): LCDR Terry-Ann Francis, (907) 463-2102.

11. COMDT (CG-R82) Point of Contact: CDR Brandi E. Bruno, (202) 475-5439.

12. RDML T.C. Wiemers, Assistant Commandant for Reserve, sends.

13. Internet release is authorized.