



COMDTINST 5310.3

AUG 14 1995

COMMANDANT INSTRUCTION 5310.3

Subj: MEASURING THE CONTRIBUTION OF RESERVE DUTY

Ref: (a) Policy for Plans to Integrate Reserve and Active Forces, COMDTINST 5310.2
(b) Personnel and Pay Procedures Manual PPCINST M1000.2
(c) Source Data Automation Users Guide PPCINST M5230.1 (series)
(d) Reserve Administration and Training Manual COMDTINST M1001.27A

1. PURPOSE. Reference (a) provides background and guidance for the active/reserve integration. This Instruction addresses one aspect of measurement as discussed in paragraph 5.f. of reference (a). Measuring the contribution of Reserve duty will utilize a two letter code based on operating and support program designations which has been developed and attached as enclosure (1). Effective 1 October 1995, reservists, supervisors of reservists, PERSRUs, districts (at), and Pay and Personnel Center shall begin using these codes.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units shall ensure compliance with the provisions of this instruction.
3. DIRECTIVES AFFECTED. The codes contained herein supersede the mode codes appearing in references (b), (c) and (d). The references will be changed to reflect this Instruction's provisions. The Certification of IDT performed (Drill Card) is discontinued. A locally reproduced form, such as exhibits (1) or (3), or a similar document may be used at the district authorizing official's (i.e., (rs) or (at)) discretion.

COMDTINST 5310.3

4. BACKGROUND. Currently, reserve duty or work performed is measured using 12 double letter codes known as mode codes. The pay system is used to capture this data. Mode codes are recorded on the "Purpose of Duty" line for reserve active duty orders. For Inactive Duty Training (IDT drills), the codes are recorded on the Unit Attendance Record (UAR) Form CG 4457 or its equivalent. Data from these documents is entered into SDA for pay and points. The category "Other Augmentation" accounts for 29.5% of reserve time and is unclear as to what work has actually taken place.
5. DISCUSSION.
 - a. As the mission of the Reserve Component has evolved, the current reporting scheme has not kept pace. There is insufficient detail to let interested parties (e.g., Congress, program managers, resource managers, district and unit commanders, reservists) know what reserve's contributions are or have been. The obvious questions are: are these resources being used wisely or to the best advantage and are they earning their pay? To make more efficient use of resources, reservists throughout the country are being integrated into active commands "under Term Coast Guard."
 - b. A critical measure of effectiveness (MOE) for implementing this concept will be:
 - (1) more effective planning,
 - (2) scheduling, and
 - (3) measurement of duty or work performed by reservists.
 - c. A two letter code based on Program designations has been developed and is shown in enclosure (1). These codes are based on Congressionally recognized operating and support programs as defined in the Planning and Programming Manual COMDTINST M16010.1A updated somewhat to reflect today's practices.
6. PROCEDURES FOR USING THE PROGRAM CODES.
 - a. GENERAL. Program codes are subdivided into three categories: operational, support and contingency. Program codes are used in the same manner as mode codes were used. A reporting period can be a single drill, multiple drill, or a period of active duty. The choice of a reporting period depends on the nature of the duty performed. Duty or work done will usually correspond to assignment (billet). Operational programs include the training specific to that program. Organizational level maintenance on assets/resources assigned for a specific mission should be recorded as support to that mission (e.g., a boat assigned

for the SAR mission having an oil change should be recorded as SR). A major overhaul or other intermediate or depot level project should be recorded as support to Engineering- AE. When more than one code applies to a reporting period, give priority in this order: contingency, operational then support. Support functions in DIRECT support of operational missions (e.g., a storekeeper member of a boarding team or an afloat crew) should be reported as support to the operational program including planning paperwork and computer/data processing. Planning in connection with a surge event or contingency operation should be reported as support to that event or operation. Support function codes should be used when there is not clear operational mission being supported. Next, if necessary, the predominant, or most TIME consuming code should apply. If it is unclear which code to use, use the one which most closely reflects the mission of the unit, sortie or event. Reporting procedures are not intended to imply any limitation on the type of work that may be done during a drill or reporting period. Any work may be scheduled or performed as necessary to meet the needs of the unit. These procedures are then followed to report the work.

b. INACTIVE DUTY TRAINING (IDT)

- (1) IDT Pay Procedures. IDT pay procedures are contained in chapter 6 of reference (b) as modified by current SDA applications reflected in reference (c). The IDT orders/report illustrated in exhibit (1) may be used as the source document for the UAR or sent directly to the PERSRU for entry into the pay system after execution. These orders provide an excellent opportunity for active and reserve interface. Orders should be completed at the end of each drill period for the next drill period and given or mailed to the reservist. Executed orders should be turned in at the same time or mailed via the chain of command. At the direction of districts, (rs) or (at), source documents for PERSRU use in entering data into the pay system may take any form convenient to the needs of the user and that meets requirements for accountability. Requirements for proper authorization (orders) and verification that drills were performed remain unchanged. Exhibit (1), for EXAMPLE, is derived from the English District. Exhibit (3) is an EXAMPLE from the Thirteenth District.
- (2) Requirements. Multiple drills will continue to be recorded as M followed by one program code when only one code applies to the entire multiple drill. Multiple drills will be subdivided into singles when more than one code applies to a multiple. For example, on a Saturday morning a reservist undergoes his/her physical exam, then in the afternoon he/she

COMDTINST 5310.3

is underway for an LE patrol. This should be reported as S for single or regular drill and AK for health services and S-LE (single - law enforcement).

- (3) Records. Members should retain a record of drills for pay and point verification.
- c. ACTIVE DUTY TRAINING (ADT). District (at) Reporting Requirements. Sent quarterly consolidated reports, as required in Chapter 17 of reference (d), using Exhibit 2. This form supersedes Enclosure 17-1 of reference (d). Reports are submitted to Commandant (G-RST) and may be E- mailed to FORCE/G-RNO2.
- d. CONTINGENCY AND SURGE OPERATIONS. If the duty is in support of a contingency or surge operation, use contingency codes PROVIDED the situation meets the following definition:
 - (1) Reservists have been placed in a duty status, either voluntarily or involuntarily, using any type of duty (AD, IDT, ADT, SADT, etc.) for an emergency situation -OR-
 - (2) A name has been assigned to the event (e.g., OPSAIL, HARBORFEST) including named exercises (FTXs, CPXs, TTXs) and either AD or IDT is scheduled (different from a normally scheduled drill) to meet a requirement -OR-
 - (3) There is significant public or media interest such as whales in the Sacramento or Delaware Rivers.

Support to a contingency which does not meet one of the above definitions and is in the course of normal duty should be reported under the closest corresponding operational or support Program code.

In contingency situations, active duty orders shall specify in the "Purpose of Duty" space, the name of the contingency, if one has been assigned or "OTH - Contingency Ops Support as appropriate. Insert the contingency code in the Program (Mode) code space.

e. GOAL. The goals of these new Program codes are to gain a better picture of how reservists are supporting the missions of the Coast Guard and to facilitate better planning and resource use at all levels.

/s/
R. M. LARRABEE
CHIEF, OFFICE OF READINESS
AND RESERVE

Encl: (1) Measuring the contribution of Reserve duty w/Exhibits

CODE OPERATIONAL PROGRAM DESCRIPTIONS

- BA Boating Safety Activities. Includes enforcement of Federal boating laws and regulations, Regatta Patrols, boating education and Auxiliary affairs.
- DO Defense Operations. Includes participation in routine operations and exercises, joint duty, duty under a Navy OPCON, weapons training and maintenance other than LE.
- IO Ice Operations. Ice breaking, reporting, organizational level maintenance on Ice Breaking vessels.
- LE Law Enforcement. Including afloat or vehicle patrols, joint ops with other agencies, BWI ops, drug enforcement ops, AMIO, training, LE weapons quals and maintenance. Use this code for offshore patrols not otherwise described or designated.
- ME Environmental Protection. Harbor patrols, afloat or vehicle, for pollution detection; pollution response, investigation, training, MSIS updates, oil transfer or clean up monitoring, and pollution prevention boardings. Sea Partners Activities.
- MI Merchant Vessel Inspection & Documentation. U.S. (Flag State) and Foreign Flag (Port State) Vessel Inspections. Factory visits. Oversight Inspections for delegated functions (e.g., ABS, other class society and third parties).
- MP Marine Licensing, Personnel and Casualty Investigations. All work at an MSO, MSD, or MIO associated with the IO department including investigations into marine casualties and accidents; Merchant Marine licencing and documentation, testing, and MSIS record keeping.
- AN Short Range Aids to Navigation. Buoy tender ops, ANT ops, all AtoN maintenance, servicing and record keeping, organizational level maintenance on AtoN servicing vessels and shore facilities.
- NR Radio Navigation. All work associated with operation of Loran-C, OMEGA, radio beacons, and GPS navigation systems.
- PS Port Safety and Security. Harbor patrols by boat or vehicle, hot work, facility inspections, security/safety zone ops, multiprogram vessel boardings, escorts, SIV ops, Port Operations in general, organizational level maintenance on PWBs. MSIS entries and maintenance.
- SR Search & Rescue. Sorties, watchstanding, standby for SAR, training, organizational level maintenance of SAR resources/assets.
- VT Vessel Traffic Services. All work at a VTS unit.

Encl. (1) to COMDTINST 5310.3

CODE SUPPORT PROGRAM DESCRIPTIONS

- AQ Acquisition - General (Systems, Capital Assets, etc.) Use only when assigned to an acquisition program.
- AB Public and International Affairs. Use when assigned as a public affairs officer/petty officer, parades, boat shows, speaking engagements, and open houses/tours.
- AC Contingency Preparedness. Use when assigned to a task or billet to assist with providing service-wide policy, guidance, and oversight for matters pertaining to readiness and planning for defense and non-defense contingencies.
- AD Research and Development. Use only when assigned to an R & D billet or participating in an R & D project.
- AE Engineering and Logistics. Major logistics projects, support of engineering commands (MLC units), and engineering work at the intermediate and depot level.
- AF Financial Management, Supply and Inventory. Supply activities, travel, budgeting and accounting.
- AH Civil Rights - General. Civil rights and related training or when assigned to a civil rights billet.
- AI Security, CMC, publications. Use for all aspects of security including investigations (SBI, BI, NAC).
- AK Health Services. Physicals and health record maintenance; Corpsman, EMT or paramedic duty; nutrition and food preparation ashore; first aid and CPR training and augmenting a medical unit.
- AL Legal - General. All legal work including UCMJ actions.
- AG Operational Intelligence. Use for intel reporting, training, intel watches, and intel staff assignments.
- AP Personnel Support. Pay, records, ID cards, recruiting, correspondence, promotions, OERs, marks, and worklife.
- AS Safety and Occupational Health. Use for giving or receiving training or when assigned to a billet.
- AT Structured Training - General. Use for training billets (e.g., TO), instructor, correspondence course EOCTs, SWEs, classroom training in rate or military requirements, and all service schools, etc. NOT for training in support of a specific program. Use the program code for program specific training.
- AW Command, Control and Communications. Use for reporting watches at a group/district/area OPC and general command duties. IRM, data processing, and electronics support.

CONTINGENCY AND SURGE OPERATIONS

- A. In lieu of program codes, when the duty is in support of a contingency or surge operation, use the codes listed below PROVIDED the duty meets the definition in paragraph 5.c of this Instruction.

CODE	Description
BC	Boating Safety Contingency. Principally regatta patrols or major boating events where enforcement of boating laws is the primary requirement. e.g., America's Cup
DC	Defense Contingency. Includes only participation in contingency operations and exercises in support of U.S. Forces deployed or deploying OCONUS where no statutory, peacetime mission exists. e.g., Desert Storm
LC	Law Enforcement Contingency. LE contingencies and exercises including patrols, joint operations with other agencies, BWI ops, drug enforcement ops, AMIO or fisheries operations. e.g., Able Vigil, Able Manner.
MC	Environmental Contingency. Pollution response, investigation, contingencies and exercises. e.g., Exxon Valdez.
NC	Aids to Navigation Contingency. An AtoN contingency such as major ice or storm damage requiring locating and/or replacing large numbers of aids. Buoy tender ops, ANT ops, all AtoN maintenance, servicing and record keeping, organizational level maintenance on AtoN servicing vessels. e.g., Mid-West Floods D2
PC	Port Safety and Security Contingency. Harbor patrols, security/safety zone ops, boardings, escorts, SIV ops, organizational level maintenance on PWBs in support of a PSS contingency. A security situation exists when there is reason to believe a threat exists. e.g., US aircraft carrier homecoming, a submarine launching, and a fireworks patrol.
SC	Search & Rescue Contingency. SAR contingencies and exercises, (hurricanes, floods, earthquakes, etc.) Sorties, watchstanding, standby for SAR, training, routine and preventative (organizational level) maintenance of SAR resources/assets in support of a contingency. e.g., Hurricane Andrew Relief efforts.
GL	<u>Great Lakes - Summer Stock</u>
SP	<u>Space Program Support</u>
OC	<u>1996 Olympic Games Support</u>

Encl. (1) to COMDTINST 5310.3

GENERAL EXAMPLES

Six persons making up one fully qualified crew and one unqualified crew get under way for the morning. The qualified crew is conducting boating safety boardings as their primary mission. They would report their drills as S for single or regular drill and BA for Boating Safety. The unqualified crew is undergoing training in accordance with the Boat Crew Training Manual. They would report their drills as S (single) -SR for Search and Rescue (SAR) because the SAR program establishes the boat crew training requirements.

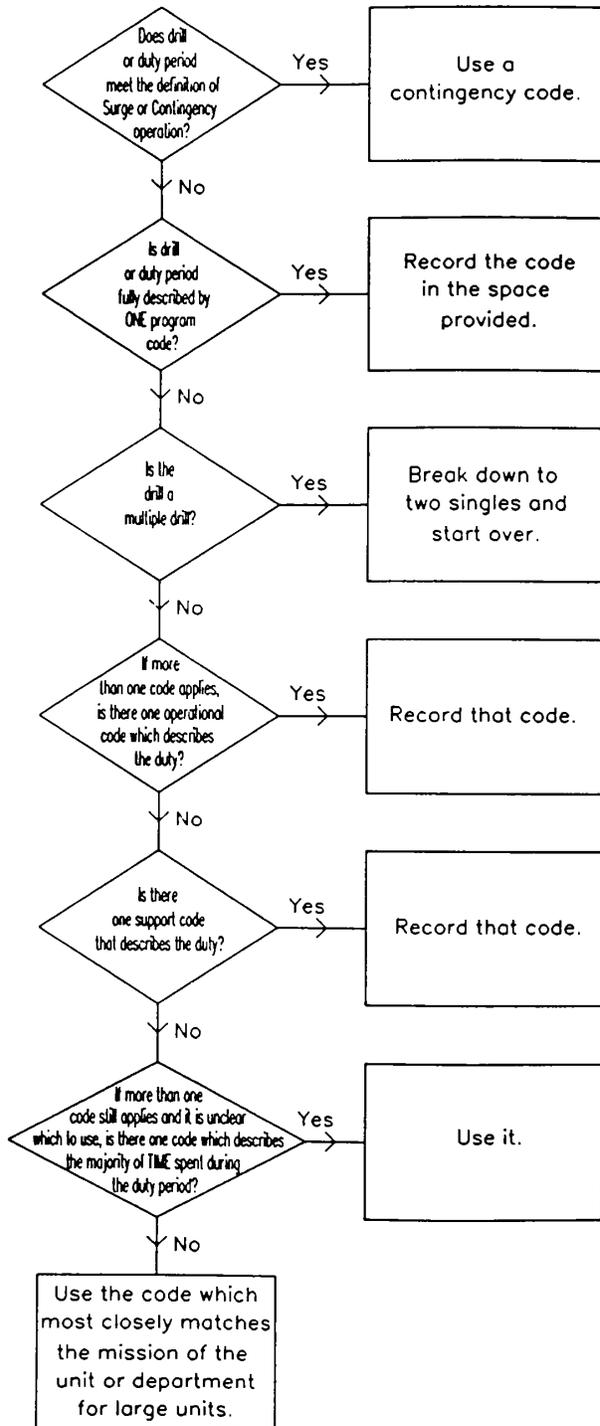
An Electronics Technician assigned to a group ET shop spends the day organizing and doing PM on shop tools and instruments. This drill would be reported as M-AW because there were no mission or programs specific items and electronics is a general support function of IRM, data processing, and Command, Control and Communications. An Electricians Mate doing the same thing at a group would report M-AE. Either one of these persons working on an Ice Breaking tug; however, would report M-IO because they are working in the IO mission.

Harbor patrols which get underway may not have a primary mission; however, some portion of the patrol will usually be spent more on one mission area than another. The primary mission should be used for programs code reporting. If a harbor patrol starts and ends with no one mission dominating, use PS.

A reserve boat crew in Hampton Roads, VA, on its normal weekend duty, participates in the escort of an aircraft carrier from the Naval Base to a shipyard. This duty would be reported as PS because it is routine duty - not called up, not scheduled in advance and not a named event. Escorting a liquefied natural gas carrier would also be PS and is also a routine operation. If the reservist had been called up, scheduled in advance or the escort operation had been given a name, then the contingency code would be appropriate: PC for both.

All services schools are AT.

All food preparation ashore is AK.



Recording
Program
Codes

Example

Reserve Inactive Duty for Training (IDT) Orders																											
From: <input style="width: 90%;" type="text"/>	To: <input style="width: 90%;" type="text"/>																										
(Reservist's Supervisor)	(Reservist's Name and SSN)																										
Subj: MONTHLY RESERVE INACTIVE DUTY FOR TRAINING (IDT) ORDERS																											
<p>1. You are hereby ordered to report to <input style="width: 60%;" type="text"/> (Unit Name and OPFAC) to perform Inactive Duty for Training (IDT) for the period from <input style="width: 20%;" type="text"/> (hour and date) to <input style="width: 20%;" type="text"/> (hour and date) Goal(s) for this period: <input style="width: 60%;" type="text"/></p>																											
<p>2. Your duty is scheduled to meet the needs of this unit. If you are unable to perform duty on the above date (s), contact: <input style="width: 15%;" type="text"/> (Department to contact) at this number: <input style="width: 15%;" type="text"/> (Phone number to call)</p>																											
<p>3. Uniform of the day will be as directed by your supervisor.</p>																											
<p>4. While serving under these orders, you are subject to the Uniform Code of Military Justice (UCMJ)</p>																											
<p>5. Upon completion of these orders, ensure your supervisor verifies the below endorsement, signs where indicated, and returns this form to your admin office who will forward this completed form to the PERSRU. PERSRU will insure drill dates are recorded for effective dates.</p>																											
<input style="width: 80%;" type="text"/> By direction (Supervisor's name)																											
FIRST ENDORSEMENT																											
From: <input style="width: 80%;" type="text"/>	Via:(1) <input style="width: 80%;" type="text"/>																										
(Reservist)	(Supervisor)																										
To: <input style="width: 80%;" type="text"/>	Via:(2) <input style="width: 80%;" type="text"/>																										
(PERSRU)	(Admin Office)																										
<p>1. Performed duty in accordance with the above orders as follows. (Duty Type & Program Codes listed on reverse of this form.)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">From: (time, date)</th> <th style="width: 25%;">To: (time, date)</th> <th style="width: 10%;">TYPE CODE</th> <th style="width: 10%;">PROG CODE</th> <th style="width: 10%;">PROG CODE</th> <th style="width: 10%;">MEAL CODE</th> </tr> </thead> <tbody> <tr> <td><input style="width: 90%;" type="text"/></td> <td><input style="width: 90%;" type="text"/></td> <td><input style="width: 50%;" type="text"/></td> <td><input style="width: 50%;" type="text"/></td> <td><input style="width: 50%;" type="text"/></td> <td><input style="width: 50%;" type="text"/></td> </tr> <tr> <td><input style="width: 90%;" type="text"/></td> <td><input style="width: 90%;" type="text"/></td> <td><input style="width: 50%;" type="text"/></td> <td><input style="width: 50%;" type="text"/></td> <td><input style="width: 50%;" type="text"/></td> <td><input style="width: 50%;" type="text"/></td> </tr> <tr> <td><input style="width: 90%;" type="text"/></td> <td><input style="width: 90%;" type="text"/></td> <td><input style="width: 50%;" type="text"/></td> <td><input style="width: 50%;" type="text"/></td> <td><input style="width: 50%;" type="text"/></td> <td><input style="width: 50%;" type="text"/></td> </tr> </tbody> </table>				From: (time, date)	To: (time, date)	TYPE CODE	PROG CODE	PROG CODE	MEAL CODE	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>									
From: (time, date)	To: (time, date)	TYPE CODE	PROG CODE	PROG CODE	MEAL CODE																						
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>																						
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>																						
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>																						
<p>2. Critique of goal(s): <input style="width: 90%;" type="text"/></p>																											
<input style="width: 80%;" type="text"/> Reservist's printed name and signature																											

Example

Program Codes			
Operational Program Codes		Support Program Codes	
Code	Program Descriptions	Code	Program Descriptions
BA	Boating Safety Activities	AQ	Acquisition – General
DO	Defense Operations	AB	Public and International Affairs
IO	Ice Operations	AC	Contingency Preparedness
LE	Law Enforcement	AE	Engineering and Logistics
ME	Environmental Protection	AF	Financial Management, Supply and Inventory
MI	Merchant Vessel Inspection and Documentation	AI	Security, CMC, publications
MP	Marine Licensing, Personnel and Casualty Investigations	AK	Health Services – General
AN	Short Range Aids to Navigation	AL	Legal – General
NR	Radio Navigation	AG	Operational Intelligence
PS	Port Safety and Security	AP	Personnel Administration
SR	Search and Rescue	AS	Safety and Occupational Health
VT	Vessel Traffic Services	AT	Structured Training – General
		AW	Command, Control and Communications/OPCEN watches
Contingency and Surge Operations Codes			
Code	Program Descriptions	Code	Program Descriptions
BC	Boating Safety Contingency	PC	Port Safety/Security Contingency
DC	Defense Contingency	SC	Search and Rescue Contingency
LC	Law Enforcement Contingency	GL	Summer Stock – Great Lakes
MC	Environmental Contingency	SP	Space Program Support
NC	Aids to Navigation Contingency	OC	1996 Olympics Support
Duty Type Codes		Meal Codes	
A	Appropriate Duty	A	Breakfast only
D	Multiple Drill w/o pay	B	Lunch only
E	Regular Drill w/o pay	C	Supper only
F	Regular Drill w/entitlements but w/o pay	D	Breakfast and lunch
M	Multiple Drill	E	Lunch and Supper
N	Appropriate Duty w/o pay	N	Not entitled to meals (SEPRATS)
P	Unexcused absence for Regular Drill		
Q	Unexcused absence for Multiple Drill		
S	Regular single drill		
T	Excused absence – Training		
X	Excused absence – other		

From: Commander, _____ Coast Guard District (at)
 To: Commandant (G-RST)

Subj: Report of Active Duty Activities for ____ quarter FY ____

Code	Program	Days
BA	Boating Safety Activities.	_____
DO	Defense Operations.	_____
IO	Ice Operations.	_____
LE	Law Enforcement.	_____
ME	Environmental Protection.	_____
MI	Merchant Vessel Inspection & Documentation.	_____
MP	Licensing, Personnel and Investigations.	_____
AN	Short Range Aids to Navigation.	_____
NR	Radio Navigation.	_____
PS	Port Safety and Security.	_____
SR	Search & Rescue.	_____
VT	Vessel Traffic Services.	_____
AQ	Acquisition - General.	_____
AB	Public and International Affairs.	_____
AC	Contingency Preparedness	_____
AE	Engineering and Logistics.	_____
AF	Financial Management, Supply and Inventory.	_____
AH	Civil Rights - General.	_____
AI	Security, CMC, publications.	_____
AK	Health Services - General.	_____
AL	Legal - General.	_____
AG	Operational Intelligence.	_____
AP	Personnel Administration.	_____
AS	Safety and Occupational Health.	_____
AT	Structured Training - General.	_____
AW	Command, Control and Comms/OPCEN watches.	_____
BC	Boating Safety Contingency	_____
DC	DefenSe Contingency	_____
LC	Law Enforcement Contingency.	_____
MC	Environmental Contingency.	_____
NC	Aids to Navigation Contingency.	_____
PC	Port Safety/Security Contingency.	_____
SC	Search and Rescue Contingency.	_____
GL	Great Lakes - Summer Stock.	_____
SP	Space Program Support.	_____
OC	1996 Olympic Games Support	_____

EXAMPLE IDT REPORT
ELECTRONIC UNIT ATTENDANCE RECORD
PROCEDURES & INSTRUCTIONS

These instructions are designed to help you correctly fill out & send your electronic Unit Attendance Record to D13(apru-res). There are basically two parts to completing this process. Filling out the log in document designer & using E-Mail to send the log to PERSRU.

Part I - Filling in the log using Document Designer.

These instructions will help you fill-in, save & print the UAR.

Procedure

Information

- | | |
|---|--|
| 1. Log into Document Designer. | If you don't know how, contact a co-worker or your system manager. |
| 2. Press [L] then [GO]. | This lists the documents in your directory. |
| 3. Select the document for your division. | Example: mso.ps.uar |
| 4. Mark the file name with the [MARK] key then press [C] to copy the file. | This will take you to the [Copy from document prompt]. |
| 5. Press [Return] and rename your document by adding today's date. | Example:
mso.ps.uar.01Apr95 |
| 6. [Mark] the newly named document in your directory i.e. mso.ps.uar.01Apr95 and press press [O] to open the document. Then press [GO] to bring it up. | |
| ** REMINDER ** Keep your original department document, i.e., (mso.ps.uar) as your master document. Always copy the master to a date file before using. | |
| **YOU MAY WANT TO SKIP STEPS 7 THROUGH 9 IF YOUR UAR IS LONG.** | |
| **YOU MAY WANT TO USE STEP 10 IN PLACE OF 7 THROUGH 9.** | |
| 7. Press [Code F2] | This will invoke the Process Document menu. |
| 8. Press [F] | Same as above. |

9. Press [F] again

This will cause Document Designer to start a series of automatic actions using a forms processing feature called Form Fill.

Press [GO] to move from block to block on the form.

Carefully read & follow the prompts at the bottom of the screen.

Relax, if you make a mistake you can always go back and correct it manually.

Also, you can press [CANCEL] anytime & fill in the form manually.

Once you are finished filling in the form go to STEP 10.

10. Fill in the drill entries and mode codes.

One drill is considered one single drill. If the member does a Multiple drill, 2 drill entries are required. Mode codes are at the bottom of each page of your Unit Attendance Record.

11. Review your document. Correct as necessary.

You can save a lot of grief by ensuring the information is correct.

12. Print, sign & file a copy for your records.

Hint: Press [SHIFT-F4] then [GO] to print.

13. Save & Close your document.

Hint: Press [Code-S] to save. Then press [Code-C] to close the document.

NOTE: The form and personal data pre-entered is protected. To make additions, changes, deletions, etc., you must type [CODE-SHIFT-D], then [F4], then [CODE-E] and [GO] to unprotect the data. You may now make your desired entries.

To re-protect the document, type [CODE-SHIFT-D], then [F4], then [E] and [GO].

Part II - Using E-Mail to send
the log.

This part will help you
send an E-Mail to RMSA
with the Electronic Unit
Attendance Sheet

Procedure

Information

- | | |
|--|---|
| 14. Press [ACTION-GO] | This will display the
Context Manager Menu. |
| 15. Load E-Mail | Highlight E-Mail using
your right/left and up/
down arrow keys and press
[GO]. |
| 16. Press CREATE [F7] | This will display the
Message Window. |
| 17. At the " To: " line type
<i>RMSACommand</i> | No spaces. It doesn't
matter if it's all upper
or lower case. |
| 18. At the " Attach " line type
the name of the file you
created in Document Designer.
(EX. mso.ps.01Apr95) | If you don't remember the
name: press attach [F2],
Dir Scan [F2], default
[F1]. Scroll up or down
until you locate the file
you created in Document
Designer.

If you want to ensure this
is the file, mark & open
it, review, then close it.

If it is; mark & copy it
to the attach line or
manually type the file
name. |
| 19. At the " Subject " line, type
<i>UAR for MSO Puget Sound</i> | Put your unit name and
<i>Section</i> |
| 20. Type any notes you want to add
under the " Subject " line. | Explain unusual items,
etc. |
| 21. Press SEND [F6] | This will display the send
menu. |
| 22. Press RETURN & Press [R] | This will select a return
receipt. |

Encl. (1) to COMDTINST 5310.3

23. Press [GO]

This will send the message assuming the address is correct.

24. Decide if you want to file a copy of your E-Mail in a folder.

Hint: This is a really good idea.

If you do, type the name of a folder & press [GO].

If you don't - Press CANCEL & [GO] to discard.

FINAL NOTE: D13(apru-res) will send you an E-Mail acknowledging receipt of your Unit Attendance Record (if you use return receipt).

