

## Chapter Overview

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**Introduction** This chapter provides pay and personnel procedures for reserve mobilization. This chapter also provides checklists, guides, and information required to complete the tasks associated with reserve mobilization.

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**Use of This Chapter for Mobilization Planning** The process for mobilizing reservists will be exceptionally smoother if units use this chapter as a guide in training members on mobilization entitlements, and utilize the provided checklists for ensuring necessary paperwork has been completed to make a member medically and legally ready for mobilization.

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**In This Chapter** The following topics are covered in this chapter.

Topic	See Page
The Mobilization Process	11-2
Types of Mobilization	11-4
Mobilization Orders	11-5
Pay Entitlements When Mobilized	11-7
Travel Entitlements When Mobilized	11-16
Other Entitlements When Mobilized	11-20
Mobilization Checklist	11-22
SPO Mobilization Procedures	11-25
Recall of Retired Members	11-30
Travel Claims During Mobilization Status	11-33
Monthly Verification Procedures	11-44
Extension of Mobilization Orders	11-45
The Demobilization Process	<b>11-47</b>
Demobilization Checklist	<b>11-49</b>
Medical Readiness	<b>11-50</b>
SPO Demobilization Procedures	<b>11-51</b>

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## The Mobilization Process

**Introduction**      The mobilization process depends on communication between several participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

**Process**            This table provides an overview of the mobilization process.

Stage	Who Does It	What Happens
1	Headquarters	Authorizes mobilization of reservists via ALCOAST.
2	Units Needing Mobilization Resources	Coordinate mobilization needs with ISC (pf) and operational commanders. Providing clear information on berthing and messing facilities at the Mobilization Site.
3	ISC (pf)	Receives direction from operational command (district or area commander) to supply mobilization resources. Coordinates with units to identify reservists to meet mobilization needs. Issues accounting data for pay, allowances, per diem, and travel <b>via Reserve Orders event in Direct Access</b> ; AND provides information on Berthing and Messing at Mobilization Site to SPO/Field for order preparation.
4	Member's Regularly Assigned Unit	Screens member for mobilization/medical fitness. Ensures member has enough obligated service. Ensures member has up to date vaccinations and physicals. Assists member in making travel arrangements to mobilization site. Sends letter to member's employer notifying of the recall status. Mails member's medical record to the mobilization unit.
5	Member's Regularly Assigned SPO	<b>Finalizes</b> mobilization orders. Coordinates any service obligation paperwork. Coordinates processing of travel advance requests. Forwards SPO PDR to the SPO that will be servicing the member at the mobilization site.
6	Member	Reports for mobilization duty. Completes check-in paperwork. Prepares travel claim. Verifies SGLI for self and spouse. Updates mailing/e-mail address and direct deposit information in Direct Access (if applicable) [if access to the CG intranet is unavailable, requests that SPO input mailing address / direct deposit information].
7	Mobilization Unit	Reports reservist aboard. Ensures reservist and dependent/s are issued ID card/s.
8	SPO For Mobilization Unit	Prepares Direct Access transactions to record the mobilization status and duration.
9	PSC (TVL)	Processes requests for travel advances.

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## The Mobilization Process, Continued

### Process (cont'd)

Stage	Who does it	What Happens
10	SPO / PSC	Maintains reservist pay and leave accounts during mobilization.
11	Member	Submits periodic travel claims (normally monthly) if entitled to per diem while in mobilization status.
12	PSC (TVL)	Processes travel claims.
13	Mobilization Unit & ISC (pf)	Coordinate demobilization in advance with member and SPO.
14	Mobilization Unit	Ensure member is physically qualified for demobilization. Notifies SPO of any uncollected CG Mutual Assistance loan(s) that need to be collected from member's final active duty pay.
15	Member	Notifies SPO of desires concerning disposition of accrued leave (at least 50 days prior to demobilization unless exigent circumstances exist) via a Career Intentions Worksheet.
16	SPO For Mobilization Unit	Inputs Statement of Intent in Direct Access (at least 45 days prior to demobilization unless exigent circumstances exist). Prepares Certificate of Release or Discharge From Active Duty (DD-214) <b>using Direct Access</b> and mails to Mobilization Unit for delivery to member. Verifies member's Personnel Data Information File (PDIF) and inputs any missing competencies earned, awards issued or school completions in Direct Access.
17	Mobilization Unit	Delivers demobilization documents to reservist (DD-214 and instructions for reservist for filing travel claim). Mails member's medical record back to the member's regularly assigned unit.
18	SPO For Mobilization Unit	Verifies the member's leave balances. Prepares Direct Access transactions to record the reservist's release from active duty (RELAD). Forwards SPO PDR back to the SPO for the member's regularly assigned unit.
19	Member	Updates mailing/e-mail address and bank account information in Direct Access, if they are changing (if access to the CG intranet is unavailable, requests that SPO input mailing address / direct deposit information). Submits updated SGLI election forms if SGLI coverage was converted to the maximum level during mobilization, and less than maximum coverage is desired after demobilization.
20	PSC (SES)	Processes final active duty payment to reservist. Collects CG Mutual Assistance debts.

## **Types of Mobilization**

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**Introduction**      Members of the Reserve Component may be mobilized under several different legislative authorities. The legislative authority used has implications on the members' pay and travel entitlements.

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**Legislative Authority**      The legislative authorities under which a member may be mobilized are listed below.

<b>Citation</b>	<b>Enabling Authority</b>	<b>In Response to:</b>	<b>Type &amp; Limitations</b>
14 U.S.C. 712	Secretary of Homeland Defense	Serious natural or manmade disasters, accidents or catastrophes	Involuntary. Not more than 30 days per four-month period or 60 per two year period
10 U.S.C. 12301(a)	Congress	War or National emergency declared by Congress	Involuntary. Duration of war or national emergency plus six months.
10 U.S.C. 12301(d)	Designated Authority	Any Event or request for EAD, ADSW, Retired recall, etc.t	Voluntary. Retain only with member consent
10 U.S.C. 12302	President	National Emergency declared by the President	Involuntary. Not more than 24 consecutive months.
10 U.S.C. 12304	President	SELRES Augmentation for any mission deemed necessary by President	Involuntary. Not more than 270 days.

**Note:** Mobilizations connected with 9/11/2001 have been under the authority of 10 U.S.C. 12302

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## Mobilization Orders

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**Introduction**      The mobilization orders issued by ISC (pf) drive travel and per diem entitlements. Orders issued in conjunction with mobilization shall specifically state that the member is on active duty in support of a contingency operation.

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**Use of Government Or Contracted Berthing and Messing**      It is Coast Guard policy when Reserve Component (RC) members are mobilized, government/contracted berthing and messing shall be provided to the maximum extent possible.

   If government/contracted berthing and messing is not available, the orders shall authorize the appropriate Lodging plus Per Diem rate (lodging, meals, and incidental expenses).

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Duration and Document Type Of Mobilization Orders		
Citation	Type & Limitations	Document Type Recommended
14 U.S.C. 712	Involuntary. Not more than 30 days per four-month period or 60 per two year period	11 – Standard TDY Orders
10 U.S.C. 12301(a)	Involuntary. Duration of war or national emergency plus six months.	13 – Blanket TDY Orders
10 U.S.C. 12301(d)	Voluntary. Retain only with member consent	13 – Blanket TDY Orders
10 U.S.C. 12302	Involuntary. Not more than 24 consecutive months.	13 – Blanket TDY Orders
10 U.S.C. 12304	Involuntary. Not more than 270 days.	13 – Blanket TDY Orders

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**Reemployment Rights Notation Required On All Orders**      ***All mobilization orders*** shall contain the following statement:  
 “If you have any questions regarding your employment/reemployment rights, you may call 1-800-336-4590 (National Committee for Employer Support Of the Guard and Reserve), check online at <http://www.esgr.org> or the CG Legal Fact Sheet about The Soldiers' and Sailors' Civil Relief Act (SSCRA) @ [http://www.uscg.mil/legal/la/topics/sscra/about\\_the\\_sscre.htm](http://www.uscg.mil/legal/la/topics/sscra/about_the_sscre.htm) ”

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**Chapter 11  
RESERVE MOBILIZATION**

## Sample Mobilization Orders

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5131 (Rev. 11-94)		STANDARD TRAVEL ORDER FOR MILITARY PERSONNEL												
1. SSN		2. NAME (Last/Name, First/Name, MI)				3. RATE/RANK		4. CURRENT DUTY STATION						
EMPLOYEE ID		SMITH, JOHN D.				YNC/E7		CG HRSIC						
5. LEAVE ADDRESS (Street / Address, City, State, Zip / Area Code & Phone)						6. TRANSFER AUTHORITY								
444 SE QUINCY ST TOPEKA, KS 66683						COMDT MSG 000000Z MMM 03								
7. TRAVEL AND PAY NECESSARY TO THE EXECUTION HEREOF IS REQUIRED IN THE PUBLIC INTEREST AND IS AUTHORIZED CHARGEABLE AGAINST:														
A C T I V E	D I S T R I B U T I O N	APFN CODE	LM CODE	ALLOT FUND	ALLOT LVL	PROGRAM ELEMENT	POST CENTER	OBJECT CLASS	DOCUMENT IDENTIFICATION NUMBER		ESTIMATED COST	MSC		
									TYPE	FF			NUMBER	SUFFIX
		2 P 103	299	10	0	10	70880	117H	71	03		000	1000.00	P/A
		2 P 103	299	10	0	10	70880	122R	71	03		001	80.00	PIC
		2 P 103	132	30	0	76	70880	2108	14	03		000	1800.00	GTR
2 P 103	132	30	0	76	70880	2108	13	03		000	97.48	TVL		
8. DAYS AUTHORIZED DELAY EN ROUTE BY REGULATIONS OR ENDORSEMENT HEREON (Indicate number of days delay authorized):														
02 TRAVEL TIME      PROCEED TIME      LEAVE (NOVUS)      LEAVE (OFC CONUS)      COMPENSATORY ABSENCE      NON-CHARGEABLE ABSENCE      DATE LINE ADJUSTMENT														
9. PROCEED AND REPORT IN THE ORDER LISTED BELOW:      SCHEDULED DEPARTURE DATE:														
UNIT/STATION/PLACE						NATURE OF DUTY				TIME/DATE REPORTING				
53-54700 CG HRSIC TOPEKA, SHAWNEE, KS 66683						MOBILIZATION				0800 MMM DD YYYY				
08-36240 CG GP NEW ORLEANS						TDY MOBILIZATION				0800 MMM DD YYYY				
METAIRIE, JEFFERSON, LA 70005														
WITH POSSIBLE FURTHER TDY LOCATIONS TO BE DESIGNATED														
10. REMARKS/AUTHORIZATIONS/ADDITIONAL INSTRUCTIONS:														
ORDERS ISSUED UNDER 10 USC 12302 ARE NORMALLY FOR A MINIMUM OF 12 MONTHS AND A MAXIMUM OF 24 MONTHS. SUCH ORDERS MAY BE EXTENDED, UNDER COMDT AUTHORITY, SO LONG AS THE PERIOD OF ACTIVE DUTY DOES NOT EXCEED MORE THAN 24 CONSECUTIVE MONTHS. DATES OF THIS ORDER ARE MMM DD YYYY TO MMM DD YYYY. ORDERED TO ACTIVE DUTY IN SUPPORT OF CONTINGENCY OPERATION _____.														
BERTHING AVAIL / NOT AVAIL IAW JPTR; MESSING AVAIL / NOT AVAIL IAW CG PAY MAN (WILL NEED ENDORSEMENT ON AVAILABILITY OF BERTHING AND MESSING AT TDY SITE)														
AUTH / NOT AUTH BAH W OR W/O DEP N IAW CG PAY MAN & JPTR														
ADDITIONAL SPECIFIC DUTY: SEA DUTY, DIVING, FLIGHT CREW, PHYSICIAN ASSISTANT														
AUTH USE OF GOV OR POV (LOCAL MILEAGE AUTHORIZED) OR GTR.														
MEMBER DOES / DOES NOT HAVE GOVERNMENT CREDIT CARD.														
AUTH DUAL LODGING WHILE TDY IN NEW ORLEANS, LA FROM														
MMM DD YYYY TO MMM DD YYYY FOR CITY, COUNTY, STATE AND ZIP CODE														
ACCOUNTING TO CHANGE EFFECTIVE OCT 1, 2003 UNLESS DEMOBILIZED:														
2/P/104/299/10/0/10/70880/117H/71/04/*****#000 PAY AND ALLOWANCES														
2/P/104/299/10/0/10/70880/122R/71/04/*****#001 PICA														
2/P/104/132/10/0/10/70880/2108/14/04/*****#000 GTR														
2/P/104/132/10/0/10/70880/2108/13/04/*****#000 BLANKET TRAVEL														
*IF YOU HAVE QUESTIONS REGARDING YOUR EMPLOYMENT/REEMPLOYMENT RIGHTS, YOU CAN CALL														
1-800-336-4590 (NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE), CHECK														
ON-LINE @ HTTP://WWW.ESGR.ORG OR ON-LINE FOR THE CG LEGAL FACT SHEET ABOUT THE SOLDIERS' AND														
SEALERS' CIVIL RELIEF ACT (SSCRA) @														
HTTP://WWW.USCG.MIL/LEGAL/LA/TOPICS/SSCRA/ABOUT THE SSCRA.HTM*														
11. Member's Acknowledgment: I have been counseled on the appropriate provisions of the JFTR and Coast Guard Directives regarding my entitlements, and have had all my questions answered. If under PCS orders, I understand I must secure a "Release From Mandatory Assignment to Government Housing" from the Local Housing Authority (LHA) prior to procuring housing in the civilian sector of the area surrounding my new duty assignment. Further, I acknowledge receipt of these orders and understand that I must submit my travel claim for certification and liquidation purposes within 3 working days of either my PCS reporting, ADT greater than 20 weeks, or completion of travel in connection with my separation.														
12a. AUTHORIZING OFFICIAL (Name, Rate/Rank, Signature)				12b. DATE		13a. MEMBER'S SIGNATURE AND PLACE ORDERS RECEIVED				13b. DATE				
MICHAEL SMITH, CAPT, USCG						JOHN D. SMITH				TOPEKA, KS				

PREVIOUS EDITIONS ARE OBSOLETE

## Pay Entitlements When Mobilized

**Introduction** Pay entitlements depend on the legislative authority under which the orders are issued (Title 10 or Title 14, U.S. Code).

**References** (a) PAYMAN  
(b) JFTR

**Summary** This table is a summary of mobilization pay entitlements:

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Basic Pay	Basic Pay	Basic Pay	Figure 2-1, reference (a)
Officer Basic Allowance for Subsistence (BAS)	Officer BAS	Officer BAS	Section 3-A, reference (a)
Enlisted Basic Allowance for Subsistence (BAS)	Ashore unit: <u>Enlisted Regular BAS</u> No government dining facility available	Ashore unit: <u>Enlisted Regular BAS</u> No government dining facility available	Section 3-B-4.b., reference (a)
	<u>Enlisted BAS</u>	<u>Enlisted BAS</u>	
	<u>ENL BAS minus DISCOUNT MEAL RATE (ESM or EUM)</u>	<u>ENL BAS minus DISCOUNT MEAL RATE (ESM or EUM)</u>	Section 3-B-5, reference (a)
	Afloat unit with an established dining facility:	Afloat unit with an established dining facility:	
	<u>ENL BAS minus DISCOUNT MEAL RATE (ESM)</u>	<u>ENL BAS minus DISCOUNT MEAL RATE</u>	Section 3-B-5.b, Reference (a)

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## Pay Entitlements When Mobilized, Continued

### Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Basic Allowance For Housing (BAH)	<p><u>Member with dependents.</u> BAH-I is based upon the principal place of residence from which recalled, <i>unless</i> authorized transportation of household goods, then BAH-I is authorized for duty station location</p> <p><u>Member without dependents.</u> BAH-I is based upon the principal place of residence from which recalled, if the member is ordered to a duty locale where member is unable to occupy their principal residence and was not authorized special storage of household goods.</p> <p><u>Military member married to another military member.</u> See Figure 3-12, reference (a).</p>	BAH-II (since active duty orders are for 139 days or less).	Section 3-C-10, Figure 3-7, Figure 3-8, Figure 3-12, reference (a)
Cost-of-Living Allowance in CONUS (CONUS COLA).	CONUS COLA is payable at the rate prescribed for the location of the member's principal place of residence.	Not payable.	Para U8011, reference (b)

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## Pay Entitlements When Mobilized, Continued

### Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Overseas Housing Allowance (OHA)	OHA is <u>only</u> payable when ordered to active duty from an OUTCONUS residence. The OHA rate payable will be based on the location of the member's primary residence.	No entitlement.	Para U7150-H, reference (b)
Overseas Cost of Living Allowance (OUTCONUS COLA)	OUTCONUS COLA is <u>only</u> payable when ordered to active duty from an OUTCONUS residence. The OUTCONUS COLA rate will be based on the location of the member's primary residence.	OUTCONUS COLA is <u>only</u> payable when ordered to active duty from an OUTCONUS location and there is no per diem entitlement.	Para U7150-H, reference (b)
Family Separation Allowance (FSA)	Member with dependents. FSA- T if assigned in a TDY status OR FSA-S to a ship away from dependents for a continuous period of 31 days or more. NOTES: (1) A member must be away for 30 continuous days without family visits at the onset of the mobilization. (2) After the first 30 days, reasonable visits are permissible provided visits are of a temporary nature not exceeding 30 consecutive days in duration.	No entitlement.	Section 3.G, reference (a)
Family Supplemental Subsistence Allowance (FSSA)	FSSA is payable when the household income is less than 130% of the federal poverty level and the member is normally eligible for food stamps.	FSSA is payable when the household income is less than 130% of the federal poverty level and the member is normally eligible for food stamps.	Section 3-N, reference (a)

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## Pay Entitlements When Mobilized, Continued

### Summary (cont'd)

<b>Pay Entitlement</b>	<b>Title 10 Orders</b>	<b>Title 14 Orders</b>	<b>Reference</b>
Enlisted Uniform Issue	If recalled from the IRR or Retired Reserve, an enlisted member may be entitled to an issuance of uniforms depending on time elapsed since retirement or transfer to IRR. Rules vary consult with G-WTR for guidance.	No entitlement	ALCOAST 418/01
Enlisted Clothing Maintenance Allowance	BMA if receiving RBMA prior to mobilization. SMA if receiving RSMA prior to mobilization.	Continues to receive RBMA or RSMA while on active duty.	Figure 3-26, reference (a)
Civilian Clothing Monetary Allowance	STADCM-A-CIV	STADCM-A-CIV (period is 30 days in duration)	Figure 3-23, Rules 10 & 11, reference (a)
Officer Uniform Allowance	Additional Officer Uniform Allowance is payable if the active duty period is more than 90 days duration, and the officer has not served on another period of active duty of more than 90 days within the past 2 years.	Not payable (since active duty orders are for less than 91 days).	Section 3.K.3, reference (a)
Hardship Duty Pay for Location (HDP-L)	If mobilized to a designated Hardship Duty Location for over 30 consecutive days.	No entitlement.	Figure 4-3, reference (a)
Career Sea Pay (CSEAPAY)	If assigned to a sea pay eligible vessel (or qualifying mobile unit), eligible for CSEAPAY at the Level I rate or the Level-3 rate if operating in-theater.	If assigned to a sea pay eligible vessel (or qualifying mobile unit), eligible for CSEAPAY at the Level I rate or the Level-3 rate if operating in-theater.	Figure 4-6, reference (a) E-Mail ALSPO D/03 for Level-3 entitlement if operating in-theater
Diving Duty Pay	When assigned by orders to diving duty.	When assigned by orders to diving duty.	Figure 4-7, reference (a)
Imminent Danger Pay	When on official duty in a designated imminent danger pay area.	When on official duty in a designated imminent danger pay area.	Figure 4-9, reference (a)
Board Certified Pay for Physician Assistants	Officers designated as physician assistants.	Officers designated as physician assistants.	Section 4-J, reference (a)

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## Pay Entitlements When Mobilized, Continued

### Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Combat Tax Exclusion	If in an active duty status in a designated combat zone.	If in an active duty status in a designated combat zone.	Section 8-G, reference (a)
Special Duty Assignment Pay (SDAP) Enlisted	If ordered to duties which qualify for SDAP.	If ordered to duties which qualify for SDAP.	Section 4-I, reference (a)  COMDTINST 1430.10 (series)
Hazardous Duty Incentive Pay (HDIP)	When under flight orders as a crew member, non-crew member, or technical observer and if minimum flight requirements are met. (Note: Duty must be performed on a military aircraft. Duty as an air marshal on a commercial aircraft is <u>not</u> payable.)	When under flight orders as a crew member, non-crew member, or technical observer and if minimum flight requirements are met. (Note: Duty must be performed on a military aircraft. Duty as an air marshal on a commercial aircraft is <u>not</u> payable.)	Section 5-B, reference (a)
Flight Deck Hazardous Duty Incentive Pay (FDHDIP)	When assigned to duty involving participation in flight operations on the flight deck of a ship and if appropriate orders are issued and minimum evolution requirements are met.	When assigned to duty involving participation in flight operations on the flight deck of a ship and if appropriate orders are issued and minimum evolution requirements are met.	Section 5-C, reference (a)
Leave / Lump Sum Leave Payment	When on active duty for 30 or more consecutive days, members accrue 2.5 days of leave per month.  Upon demobilization, remaining leave balances may be sold, even if the member previously sold 60 days of annual leave during his/her career.	No entitlement (since orders are for less than 31 days).	Article 7.A.11, CG PERSMAN  Section 10-A, reference (a)

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## Pay Entitlements When Mobilized, Continued

### Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Servicemembers' Group Life Insurance (SGLI)	When ordered to active duty for more than 30 days - <i>automatically</i> insures Member SGLI for \$250,000 and Spouse SGLI for \$100,000. If the member does not desire maximum SGLI / Spouse SGLI coverage, <i>must execute a new</i> election for reduced or no coverage.  Also entitled to Child SGLI coverage, \$10,000 per child at no cost.  <b>Note:</b> SGLI Coverage <i>does not</i> revert back to original SELRES designation upon demobilization.	Continues prior level of SGLI / Family SGLI coverage while on active duty for 30 days or less.	Section 6-A, reference (a)
Savings Deposit Program	When assigned to a qualifying combat area is entitled to deposit up to \$10,000 in a Savings Deposit Program earning 10% interest per year, compounded quarterly.	Not applicable.	Section 6-F, reference (a)
Advance Pay / BAH / OHA	When recalled to active duty is <u>not</u> entitled to advance pay or advance BAH / OHA.	Not applicable.	Section 9-D-3, reference (a)
Hazardous Duty Incentive pay for Visit, Board Search and Seizure Boarding Teams (HDIP-VBSS)	When assigned to a designated boarding team billet within a designated combat theatre of operations and a minimum of three boardings are made during a calendar months.	When assigned to a designated boarding team billet within a designated combat theatre of operations and a minimum of three boardings are made during a calendar months.	ALCOAST 353/04

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## Pay Entitlements When Mobilized, Continued

### Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Thrift Savings Plan (TSP)	If called to active duty for a period of more than 30 days, a member of the Ready Reserve may make a new/revised TSP election within 60 days of being called to active duty.	Not applicable.	Section 6-G, reference (a)  TSP Web site @ <a href="http://www.tsp.gov/">http://www.tsp.gov/</a>
TRICARE Dental Program	Reservists enrolled in TRICARE Dental for themselves and/or their families prior to mobilization are automatically converted to the lower active duty rate(s) while in a mobilized status.  Reservists not enrolled in TRICARE Dental prior to mobilization may enroll their family while on active duty. Upon demobilization: (1) the family will be automatically converted to the higher reserve rate; and (2) the reservist has the opportunity to enroll in TRICARE Dental for him/herself.	Member continues prior level of TRICARE Dental Program coverage.	Section 6-C, reference (a)  United Concordia Web Site @ <a href="http://www.ucci.com/">http://www.ucci.com/</a> or United Concordia Customer Service @ 1-800-866-8499

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**Chapter 11  
RESERVE MOBILIZATION**

<b>Title 10 Reserve Mobilization Pay and Allowance Matrix</b>											
	Paid To	Eligibility &/or Rate Based Upon							Note(s)		
		All	Some	Pay Grade	Longevity	Dep Status	Unit Type	Duty Locale		Home Locale	Nature of Orders
Entitlement											
Basic Pay	X		X	X							Key Longevity Date is Pay Base Date (LES Block 5)
Basic Allowance for Subsistence	X		X	X		X					<b>Off = \$175.23;Enl = \$254.46; Reg = \$262.50; Disc = \$7.10 day</b>
Basic Allowance for Housing	X		X	X		X		X			Not pd if OHA paid. Special Mbr to Mbr. www.dtic.mil/perdiem/
INCONUS Cost of Living Allowance		X	X	X		X		X			Special mbr to mbr rules. www.dtic.mil/perdiem
Overseas Housing Allowance		X	X	X		X		X			ONLY if Residence OUTCONUS www.dtic.mil/perdiem/
OUTCONUS Cost of Living Allowance		X	X	X		X		X			ONLY if Residence OUTCONUS www.dtic.mil/perdiem/
Family Separation Allowance		X	X	X		X		X			Away from depts TDY or afloat for > 30 Days. <b>\$250 per month</b>
Family Supplemental Subsistence Allow		X	X	X		X					Income qualifies for food stamps. www.dmdc.osd.mil/fssa/
Enlisted Clothing Maintenance Allow	X		X	X		X					<b>BMA&lt;3Yrs = \$19.74M; \$23.24F SMA=&gt;3yrs=\$28.20M; \$33.19F</b>
Enlisted Clothing Issue to IRR/Retired		X	X	X						X	Recalled IRR & retired mbrs are auth issuance on CG-3019(A)
Additional Officer Uniform Allowance		X	X	X							\$200 each acdu > 90 DAYS. Not payable > once within 2 years
Hardship Duty Pay for Location		X						X			\$50-\$150. www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-2/

**Chapter 11**  
**RESERVE MOBILIZATION**

Entitlement	Paid To		Eligibility &/or Rate Based Upon						Note(s)	
	All Some		Pay Grade	Longevity	Dep Status	Unit Type	Duty Locale	Home Locale		Nature of Orders
Entitlement										
Career Sea Pay	X		X	X		X				\$20-\$610. Payable at Level 1 rate only as temp assignment unless operating in-theater, then Level 3 rate
Diving Duty Pay	X		X						X	\$150-\$240. <a href="http://www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-2">www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-2</a>
Imminent Danger Pay	X					X				\$225. Assigned (including TDY) to 1 of 45 qualify areas.
<b>Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure</b>	X					X			X	<b>\$150.00. Minimum of 3 operational boarding in combat theatre.</b>
Board Certified Pay Physician Assts	X			X					X	\$166-416 per month. For PYAs certified by (G-WKH)
Combat Tax Exclusion	X					X				Assigned (including TDY) to 1 of 6 qualifying areas.
Special Duty Assignment Pay	X		X						X	<b>\$75-\$375.</b>
Crew & Non-Crew HDIP Flight Pay	X		X			X			X	\$150-\$250. Crew or non-crew mbr or tech observer military aircraft
Flight Deck Hazardous Duty Pay	X								X	\$150. On ship launching, recovering, refueling aircraft.
Leave Accrual & Lump Sum Leave	X									Earn 2.5 days per month. Can sell leave > 60 days in career.
Service members' Group Life Insurance	X				X					\$250K/\$100K/\$10K automatic coverage unless decline.
Thrift Savings Plan	X								X	60 days to enroll or change election if called to acdu > 30 days
TRICARE Dental Program	X								X	See enrollment rules at <a href="http://www.ucci.com">www.ucci.com</a>
Savings Deposit Program	X						X			\$10,000@10% interest. Only 6 qual'g areas. Must withdraw.

## Travel Entitlements When Mobilized

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**Introduction** Members mobilized on active duty are entitled to temporary duty (TDY) travel entitlements. When not provided with government/ contracted berthing and messing, the member is entitled to lodging plus per diem (meals and incidental expenses, M&IE). Mobilized members are not entitled to permanent change of station (PCS) entitlements.

*Note: It is Coast Guard policy that mobilized members shall be provided Government or contracted berthing and messing to the maximum extent possible.*

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**References**

- (a) JFTR
- (b) Lodging Plus Per Diem rates online at <http://www.dtic.mil/perdiem/pdrates.html>
- (c) ALCOAST 544/02

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**Important Rules, Which Prohibit the Payment of Per Diem**

Payment of per diem is not authorized when the member:

1. Commutes between his/her home and his/her duty station, even if the residence lies outside the local reasonable commuting distance.
2. Is on leave.

**Travel Advances on Blanket orders (13 document type)**

Advances drawn for periods of TDY under blanket orders will only be liquidated against the member's final claim (either at the end of TDY or the end of the Fiscal Year, which ever occurs first). Members should only take one advance during a TDY/Recall period and only annotate the advance (in block 10) on the final TDY claim. This method will eliminate the need for multiple advances during the TDY period, while ensuring adequate funds are available to execute orders. The final claim will serve to liquidate the advance.

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## Travel Entitlements When Mobilized, Continued

**Summary**      The table below summarizes the travel entitlements of mobilized members:

Travel Entitlement	Summary of Entitlement	Entitlement Rate	Reference
Mileage	Authorized reimbursement for one round trip from residence to/from TDY site <u>unless</u> the residence and TDY site are in the same city/town corporate limits.	Current local mileage rate not to exceed the cost of Government-procured transportation.	Ref. (a), U7150
Local Mileage	The Order Issuing Official <u>may</u> authorize local mileage for travel between lodging, duty site and dining facility.	Current local mileage rate.	Ref. (a), U3510
Lodging, Meals, And Incidental Expenses (M&IE)	<p>Only authorized if:</p> <p>(1) <u>not</u> provided government quarters; <u>and</u></p> <p>(2) <u>not</u> assigned to a career sea pay eligible vessel; <u>and</u></p> <p>(3) member does not commute between home and duty station.</p> <p>Notes:</p> <p>(1) If government quarters are not available, by regulation, government messing is considered not available.</p> <p>(2) If mobilized on TDY orders to another location, and required to procure and maintain quarters at both locations, the member may be entitled to dual lodging. The orders must specifically authorize dual lodging and state the location and period of time.</p>	See reference (a) for current lodging, meal, and incidental (M&IE) rates for the location.	Ref. (a), U7150

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## Travel Entitlements When Mobilized, Continued, Continued

**Summary (cont'd)**

Travel Entitlement	Summary of Entitlement	Entitlement Rate	Reference
Lodging, Meals, And Incidental Expenses (M&IE)	<p><b>Notes: (Continued)</b> (3) M&amp;IE is payable for whole days except for the departure and return day, which are payable at 75% of the appropriate M&amp;IE rate.</p>	See reference (a) for current lodging, meal, and incidental (M&IE) rates for the location.	
On Base & Proportional Per Diem	<p>At an INCONUS military installation with quarters and messing (all 3 meals) -- Government Base M&amp;IE.</p> <p>At a location with berthing but only one or two meals are available -- Proportional Per Diem.</p> <p><b>Note:</b> Travel claims for proportional per diem must be submitted manually to PSC (TVL). They cannot be processed through the UTS system.</p>		<p>Ref. (a), Para U4125</p> <p>Ref (a), Para U4125</p>

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## Travel Entitlements When Mobilized, Continued, Continued

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**Special Rules  
When Lodging  
Is Obtained On  
a Monthly  
Basis**

Mobilized members, who obtain lodging on a monthly basis and take short periods of leave, may be reimbursed the monthly lodging charge. However, per reference (b), they are not entitled to meals and incidental expenses (M&IE) on leave days. The monthly lodging reimbursement (including utilities and maintenance) may not exceed the daily lodging per diem for the total days of per diem.

Examples:

- (1) The monthly lodging cost is \$1,200 in a \$50 lodging area. Takes 5 days of leave. The monthly lodging reimbursement will be calculated by dividing the remaining days (25 days) into the monthly lodging cost of \$1,200 to arrive at \$48 per day. Since \$48 is below the maximum daily limit (of \$50), the member would be reimbursed the full monthly \$1,200 lodging cost.
- (2) The monthly lodging cost is \$1,200 in a \$50 lodging area. Takes 10 days of leave. The monthly lodging reimbursement will be calculated by dividing the remaining days (20 days) into the monthly lodging cost of \$1,200 to arrive at \$60 per day. Since \$60 exceeds the maximum daily limit (of \$50), the member would only be reimbursed \$1,000 (\$50 times 20 entitled days).

In both of the above examples, the member is NOT entitled to M&IE on leave days. Leave must be indicated on the travel claim even if monthly calculation for lodging is used.

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## Other Entitlements When Mobilized

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**Introduction** Mobilized members have other entitlements and benefits in addition to pay and travel.

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- References**
- (a) JFTR
  - (b) DOD Instruction 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals available online at:  
<http://www.dtic.mil/whs/directives/corres/pdf/i100013p.pdf>
  - (c) Coast Guard Medical Manual, COMDTINST M6000.1B (series)
  - (d) PAYMAN
  - (e) RPM
  - (f) ALCOAST 307/02
  - (g) ALCOAST 153/03
- 

**Summary** The table below summarizes other entitlements:

Entitlement	Summary	Reference
Transportation	Members recalled under 10 U.S.C. 12302 are entitled special temporary household goods storage, including privately owned vehicles (POVs). Authority must be requested from Commandant (G-WPM-2).  Members without dependents that are authorized special storage of household goods (but no POV) lose entitlement to BAH-I.	Ref. (a), U4470-B and U5466-A.2
Identification Card (ID Card)	Members recalled to active duty for more than 30 days are entitled to an active duty ID card. Members and their eligible dependents are afforded full commissary, exchange, and MWR privileges.	Ref. (b)
Civilian Reemployment	Detailed in the following web sites: <ul style="list-style-type: none"> <li>• <a href="http://www.uscg.mil/hq/reserve/recall/recall.htm">http://www.uscg.mil/hq/reserve/recall/recall.htm</a></li> <li>• <a href="http://www.esgr.org/">http://www.esgr.org/</a></li> </ul>	

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## Other Entitlements When Mobilized, Continued

### Summary (cont'd)

Entitlement	Summary	Reference
Legal Readiness	<p>Members who are a substantial distance from home might consider executing a Power of Attorney to give another individual the right to act on the member's behalf. A Special Deployment Power of Attorney is recommended over a General Power of Attorney.</p> <p>Members should ensure they have an up to date will for distribution of assets and care of dependents in the event of death.</p> <p>Members may want to set up a Living Will or Advanced Health Care Directive to advise the medical profession on the level of life support to be provided in the event the member is terminally ill. These documents can also identify individuals who may make health care decisions for a member, and provide direction to medical professionals about a member's willingness to donate organs.</p>	<p>Consult local Legal Assistance Office, or see the HQ Reserve Web site @ <a href="http://www.uscg.mil/hq/reserve/Recall/Recall.htm">http://www.uscg.mil/hq/reserve/Recall/Recall.htm</a></p>
Medical / Dental	<p>Members recalled for more than 30 days to support a contingency operation are authorized medical and dental benefits while on active duty. Dependents of members on active duty for 31-179 days are entitled to: (a) TRICARE Standard; (b) TRICARE Extra; (c) space-available treatment in military medical treatment and (d) are eligible to apply for enrollment in TRICARE Prime as well.</p> <p>Demobilized members are entitled to transitional health-care benefits based on their total active military service:</p> <ul style="list-style-type: none"> <li>• Members with less than six years of service (and dependents) are eligible for 60 days of medical coverage under the TRICARE Transitional Health Care Demonstration Project.</li> <li>• Members with more than six years active duty are entitled to 120 days of coverage for themselves and their dependents.</li> </ul> <p>Visit this web site for more TRICARE information specific to reserve mobilization: <a href="http://www.tricare.osd.mil/reserve/">http://www.tricare.osd.mil/reserve/</a></p> <p>Members who incur a disability while on active duty shall follow procedures outlined in reference (e).</p>	<p>Reference (c), 12-Q</p> <p>Ref (d)</p> <p>Ref (g), 7-E, Ref (e)</p> <p>Ref (f)</p>

## Mobilization Checklist

**Introduction** This checklist provides a listing of tasks to be completed by the member's unit or units (both the regularly assigned unit and the unit the member is reporting to) required when a reservist is mobilized on active duty.

### Unit Checklist

Step	Action	Date
1	Send letter to member's employer concerning mobilization status (see sample on page 11-24).	
2	Counsel member to ensure legal documents are up to date (will, power of attorney, and legal support documents). See previous page.	
3	Ensure member has enough obligated service.	
4	Ensure member's dependents have a telephone number for reaching the member during mobilization, as well as the process for contacting the Red Cross in an emergency situation.	
5	Ensure member and his/her dependent/s are issued active duty ID card/s. If the member's mailing address is changing, update address in DEERS through local DEERS site or by calling the DEERS support office (Phone: 1-800-538-9552 except in CA, HI, and AK; for CA 1-800-334-4162; for HI and AK 1-800-527-5602).	
6	Advise member to update mailing/e-mail address and direct deposit information in Direct Access if they are changing. If member does not have access to the CG intranet, supply address and direct deposit information to SPO for data entry into Direct Access.	
7	Advise member that changes in marital or dependency status while in a mobilization status need to be immediately reported to the SPO to avoid potential overpayments/underpayments.	
8	Upon reporting to the mobilization site, ensure member's orders are endorsed to show date member reported, the mobilization unit's subsistence status, the quarters the member will occupy during mobilization, and the member's current dependent status. Ensure endorsed orders are forwarded to SPO.	
9	If the member is assigned outside his/her state of legal residence, and that state does not tax military pay while assigned outside the state (i.e., applies to residents of AZ, CA, CT, ID, MN, MO, MT, NJ, NY, OR, PA, VT, PR), advise the member that he/she may submit a state tax withholding form to claim exemption from state tax withholding.	
10	Ensure member completes travel claim. Administratively review & approve the travel claim and forward to PSC (TVL).	

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**Chapter 11**  
**RESERVE MOBILIZATION**

## Mobilization Checklist, Continued

### Unit Checklist (cont'd)

Step	Action	Date
11	Conduct appropriate security briefing. (i.e. Vehicle/Access Passes and Information/Clearances)	
12	Ensure member has physical exam if he/she has not had a physical within the past 5 years (within past 12 months if over age 50).	
13	Ensure member verifies dependency information on the Direct Access generated BAH/Dependency Data form. Members can update this information by submitting a Dependency Worksheet (CG PSC-2020) to their SPO.	
14	Ensure member verifies beneficiaries on the Designation of Beneficiaries form (CG PSC-2020D). Submit a new form to the SPO if updates are needed.	
15	Ensure member verifies their Emergency Data in Direct Access. SPOs and/or the member can make changes to the emergency data as needed via Direct Access.	
16	Counsel member concerning SGLI benefits during mobilization (as detailed on page 11-12). If member has spouse, have member complete Form SGLV-8286A (Spouse SGLI Election). Ensure member reviews Form SGLV-8286 (Member SGLI Election) to verify that beneficiaries are correct; have member complete new SGLV-8286 if maximum Member SGLI coverage is not desired. Forward updated/new Forms SGLV-8286 and SGLV-8286A to SPO.	
17	Counsel member concerning available Work Life Resources (Employee Assistance Program, Relocation Assistance Program, Transition Assistance Program, Special Needs Program).	
18	Counsel member concerning financial responsibilities. Advise member that if he/she has child support garnishments being deducted from his/her civilian pay, the member needs to make arrangements for payment of such obligations while in a mobilization status; delinquent child support payments will be subject to involuntary collection from the member's military pay under the Treasury Offset Program.	
19	Member affirms that he/she is not in receipt of a claim for disability compensation, pension or retired pay from the DVA. If so, the member is responsible for waiving the amount of compensation he/she has received on days in which they received military pay.	

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## Mobilization Checklist, Continued

### SAMPLE LETTER

#### TO BE SENT TO EMPLOYER OF MOBILIZED RESERVIST

Dear Sir or Madam:

I am writing this letter to thank **the Employer** for its past support of **Member's Full Name's** participation as a valued member of U.S. Coast Guard **Unit – Long Title**. It is only with positive support from our reserve members' families and employers that the United States military services are able to protect the national interests of our country.

At this time I need to advise you that – due to recent events – **member** has been involuntarily called to active duty with our unit under Title **10/14** of the United States Code. As **a Yeoman Second Class** at **unit**, he/she will be deployed either within the United States or overseas as directed by proper authority. The orders are for a period of **###** days.

I am enclosing some information from the Employer Support of the Guard and Reserve (ESGR) that might answer questions that you have concerning your rights and the employee's rights under the law, and provide some resources to answer others. I'd also like you to feel comfortable in contacting me personally, at **Phone Number / E-mail address**, should you still have questions or concerns.

Once again, my personal thanks for the part your organization is playing in helping to keep America strong.

Sincerely,

Commanding Officer

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## SPO Mobilization Procedures

**Introduction** The following checklists provide listings of the transactions to be completed by the servicing SPO when a reservist is mobilized.

**Title 10 Checklist** Utilize this checklist when processing Title 10 mobilizations.

<b>Checklist for Title 10 Mobilizations</b>		
<b>Required / Optional</b>	<b>Transaction / Input</b>	<b>Reference</b>
Required	<p>Reserve Orders in Direct Access.</p> <p>Note: These instructions are not intended to be all inclusive only to address areas which may be of confusion. See the Direct Access Online User Guide for detailed instructions.</p> <p>Be sure the transaction shows the following.</p> <p><u>Order Start Date:</u> This date is the day the member leaves his/her home to <u>travel</u> to the mobilization site.</p> <p>Under the Reserve Specific Info tab:</p> <ul style="list-style-type: none"> <li>• Purpose = Invol Active Duty, Title 10</li> <li>• Payment for Duty = Pay and Allowances</li> <li>• Payment for Travel = Single Travel Claim</li> <li>• Days of ADT-At requirement satisfied by these orders = blank</li> <li>• Select Full Entitlements</li> </ul> <p>Under the Reserve Orders Tab:</p> <ul style="list-style-type: none"> <li>• Purpose = Not required but select approximate entry.</li> <li>• Order Begin Dt and Order End Dt = Dates of mobilization period including any delay enroute.</li> <li>• Select the Contingency Operation option if applicable</li> </ul>	Direct Access Title 10 Mobilization Online User Guide
Required if principal residence is INCONUS	Change BAH. Be sure the transaction shows: Postal Code = zip code of principal place of residence as prescribed on page 11-8 of this chapter.	Direct Access Online Guide for BAH
Required if principal residence is INCONUS	Start CONUS COLA. Be sure the transaction shows: Postal Code = zip code of member's principal place of residence as prescribed on page 11-8 of this chapter.	Direct Access Online Guide for CONUS COLA

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## SPO Mobilization Procedures, Continued

### Title 10 Checklist (cont'd)

Checklist for Title 10 Mobilizations		
Required / Optional	Transaction / Input	Reference
Required if member is enlisted	Start Subsistence Allowance. Be sure the transaction starts the appropriate subsistence prescribed on page 11-7 of this chapter.	Direct Access Online Guide for BAS
Optional	FSA-T or FSA-S. Submit <u>only</u> if a member with dependents meets requirements prescribed on page 11-9 of this chapter.	PAYMAN, 3-G
Optional	Start OHA. Submit <u>only</u> if ordered to active duty from OUTCONUS residence. Be sure the transaction starts OHA based on the location of the primary residence.	Direct Access Online User Guide
Optional	Start OUTCONUS COLA. Submit <u>only</u> if ordered to active duty from OUTCONUS residence.	Direct Access Online User Guide
Optional	Enlisted Uniform Issue for Members Recalled From IRR or Retired Reserve. Fax Form CG-3019 or CG-3019A, with a copy of the mobilization orders, to COMDT (G-WTR) at 202-267-4243.	ALCOAST 418/01
Optional	Additional Reserve Officer Uniform Allowance. Submit <u>only</u> if the officer meets requirements prescribed on page 11-10 of this chapter.	Direct Access Online User Guide
Optional	Start Hardship Duty Pay – Location. Start Career Sea Pay. Start Diving Duty Pay. Start Imminent Danger Pay. Start Combat Tax Exclusion. Start Special Duty Assignment Pay. Start Crew/Non-crew Flight Pay. Start Flight Deck Hazardous Duty Incentive Pay. Start Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure Boarding Teams.  Submit <u>only</u> if member meets the requirements prescribed on pages 11-10 and 11-11 of this chapter.	Direct Access Online User Guide
Optional	Start FSSA (Family Subsistence Supplement Allowance) Submit application to PSC (MAS).	PPPM, 7-B-8
Optional	Board Certified Pay for Physician Assistants. If meets the requirements prescribed on page 11-10 of this chapter, fax copy of orders to PSC (MAS) at 785-339-3760.	PAYMAN, 4.J.2
Optional	Thrift Savings Plan. Fax Form TSP-U-1 and <b>TSP-U-1-C (if appropriate)</b> to PSC (MAS) at 785-339-3760.	PPPM, 8-C
Optional	TRICARE Dental Program. Enrollment changes are made directly through United Concordia, the TRICARE dental contractor.	PPPM, 5-B-4

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## SPO Mobilization Procedures, Continued

### Title 10 Checklist (cont'd)

Checklist for Title 10 Mobilizations		
Required / Optional	Transaction / Input	Reference
Optional	Servicemembers' Group Life Insurance. Members will be insured for the maximum \$250,000 SGLI coverage during mobilization status unless an election for lesser coverage is submitted. If a member does not want maximum SGLI coverage, a Life and AD/D Benefits transaction is required to be submitted to show whether the member desires maximum, reduced, or no SGLI coverage while in a mobilization status. Required for Retired Recall.	PPPM, 5-A-7  Direct Access Guide, SGLI
Optional	Spouse SGLI. Spouses will be insured for the maximum \$100,000 Spouse SGLI coverage during mobilization status unless an election for lesser coverage is submitted. If a member has a spouse, and does <u>not</u> want maximum \$100,000 Spouse SGLI coverage, a Life and AD/D Benefits transaction is required to be submitted to show whether the member desires maximum, reduced, or no Spouse SGLI coverage while in a mobilization status. Required for Retired Recall if has Spouse.	PPPM, 5-A-14  Direct Access Guide, SGLI
Optional	Direct Deposit Account Change. If the member is unable to enter transaction in Direct Access then the SPO will complete it. Required for Retire Recall.	Direct Access Guide, Direct Deposit Change
Optional	Mailing Address Change. If the member is unable to enter the transaction in Direct Access then the SPO will complete it. Required for Retire Recall.	Direct Access Guide, Mailing Address Change
Optional Retired Recall Required	State Tax Change, if the member is assigned to duty outside his/her state of legal residence and requests that state tax withholding be stopped because his/her state does not tax military pay while stationed outside the state.	Direct Access Guide, State Tax Change
Optional	Change in Dependency/Emergency Data if there is a change in dependents or beneficiaries. Required for Retire Recall	Direct Access Guide, Dependency/Emergency Data

## SPO Mobilization Procedures, Continued

**Title 14 Checklist** Utilize this checklist when processing Title 14 mobilizations.

<b>Checklist For Title 14 Mobilizations</b>		
<b>Required / Optional</b>	<b>Transaction / Input</b>	<b>Reference</b>
Required at beginning of mobilization	<p>Reserve Orders in Direct Access.</p> <p>Note: These instructions are not intended to be all inclusive. See the Direct Access Online User Guide for detailed instructions</p> <p>Be sure the transaction shows the following.</p> <p><u>Orders Start Date:</u> This is the date the reservist leaves his/her home to <u>travel to</u> the mobilization site.</p> <p>Under the Reserve Specific Info tab:</p> <ul style="list-style-type: none"> <li>• Purpose = Invol Active Duty, Title 14</li> <li>• Payment for Duty = Pay and Allowances</li> <li>• Payment for Travel = Select either Single or Multiple</li> <li>• Days of ADT-At requirement satisfied by these orders =</li> <li>• Select Partial Entitlements</li> </ul> <p>Under the Reserve Orders Tab:</p> <ul style="list-style-type: none"> <li>• Purpose= Not required. Select entry as desired.</li> <li>• Order Begin Dt and Order End Dt = Dates of mobilization period including any delay enroute.</li> <li>• Select the Contingency Operation option</li> </ul> <p>Under the Partial Entitlements Tab:</p> <ul style="list-style-type: none"> <li>• Select the appropriate entitlements.</li> </ul>	Direct Access Guide, Reserve Orders
Optional	<p>If member is ordered to active duty from an OUTCONUS residence and entitled to OUTCONUS COLA, two transactions shall be submitted:</p> <ul style="list-style-type: none"> <li>• Start OUTCONUS COLA transaction at beginning of active duty period.</li> <li>• Stop OUTCONUS COLA transaction at end of active duty period.</li> </ul>	Direct Access Guide OUTCONUS COLA w/Depns or OUTCONUS COLA with out/Depns

*Continued on the next page.*

## SPO Mobilization Procedures, Continued

<b>Checklist For Title 14 Mobilizations</b>		
<b>Required / Optional</b>	<b>Transaction / Input</b>	<b>Reference</b>
Optional	<p>If member meets the requirements prescribed on Pages 11-10 and 11-11 of this chapter, the below pay entitlements shall be started at the beginning of the active duty period, and stopped at the end of the active duty period.</p> <ul style="list-style-type: none"> <li>• Career Sea</li> <li>• Diving Duty Pay</li> <li>• Imminent Danger Pay</li> <li>• Combat Tax Exclusion</li> <li>• Special Duty Assignment Pay</li> <li>• Crew/Non-crew Flight Pay</li> <li>• Flight Deck Hazardous Duty Incentive Pay</li> <li>• Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure Boarding Teams</li> </ul>	<p>Direct Access Guide, Entitlements</p> <p>ALSPOs D03 and F/03</p>
Optional	Start FSSA (Family Subsistence Supplement Allowance) Submit application to PSC (MAS).	PPPM, 7-B-8
Optional	Board Certified Pay for Physician Assistants. If member meets the requirements prescribed on page 11-10 of this chapter, fax copy of orders to PSC (MAS) at 785-339-3760.	PAYMAN, 4.J.2,
Optional	Change in Dependency/Emergency Data if the member has a change in dependents or beneficiaries.	Direct Access Guide, Dependency/Emergency Data

## Recall of Retired Members

**Introduction**      During a mobilization, reserve retirees may be called to active duty. This includes both retired with pay (RET-1) and retired awaiting pay at age 60 (RET-2). The process/procedures for mobilizing recalled reserve retirees are described below

**Process**            This is the process for recalling a reserve retiree.

<b>Stage</b>	<b>Who does it</b>	<b>What Happens</b>
1	CG Personnel Command (rpm) / (opm) / (epm)	Issues recall from retirement orders. Coordinates travel needs with the recalled member.
2	Member	Reports for mobilization duty. Prepares travel claim.
3	Unit	Reports member aboard for mobilization. Arranges for member to be issued active duty ID card and Dependent Application. If reaches 60 prior to end of orders submit Age Waiver Request to COMDT (G-WTR-1) as soon as possible.
4	SPO	Prepares Direct Access transactions to record the recall from retirement.
5	PSC (RAS)	If retired with pay (RET-1), stops retired pay. If retired awaiting pay at age 60 (RET-2), prepares transactions to transfer the member out of RET-2 status.
6	Member	Enters mailing address, emergency contact and direct deposit information in Direct Access. (If access to the CG intranet is unavailable, requests that SPO input.)
7	PSC (TVL)	Processes travel claims and requests for travel advances.
8	SPO / PSC (MAS) / (RAS)	Maintains pay and leave accounts during mobilization.
9	Unit	Ensures member is physically qualified for demobilization.
10	Reservist Member	Notifies Unit and SPO of desires concerning disposition of accrued leave (at least 50 days prior to demobilization unless exigent circumstances exist).
11	SPO	Inputs Statement of Intent in Direct Access (at least 45 days prior to demobilization unless exigent circumstances exist).
12	SPO	Prepares Certificate of Release or Discharge from Active Duty (DD-214) and mails to unit.

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## Recall of Retired Members, Continued

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### Process (cont'd)

Stage	Who does it	What Happens
13	Unit	Delivers demobilization documents (DD-214 and instructions to file travel claim). Notifies SPO if uncollected CG Mutual Assistance loan(s) need to be collected from final active duty pay.
14	SPO	Prepares Direct Access transactions to record release from active duty (RELAD). E-mails PSC-RAS and PSC-MAS notifying completion of recall, including effective date of last day of active service.
15	PSC (SES)	Processes final active duty payment. Collects CG Mutual Assistance debts if requested.
16	PSC (RAS)	If retired with pay (RET-1) or reached 60 <sup>th</sup> birthday during mobilization, starts/restarts retired pay. If retired awaiting pay at age 60 (RET-2), prepare transactions to transfer back to RET-2 status.

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## Recall of Retired Members, Continued

**Mobilization Checklist**      The unit shall follow the mobilization checklist on page 11-22 of this chapter.

**SPO Procedures**      The SPO shall prepare the following transactions to record recall of a retired reserve under Title 10:

Checklist For Title 10 Mobilization Of Recalled Retiree		
Required/ Optional	Transaction / Input	Reference
Required	<p>Direct Access Recruit Workforce Transaction:</p> <p>Complete the following transactions in Direct Access the instructions in the Directed Access reference for processing a "Rehire" transaction.</p> <ul style="list-style-type: none"> <li>• Applicant Data Transaction</li> <li>• Identification Data Transaction</li> <li>• Applicant Contract Data Transaction</li> <li>• Complete PCS Departing/Reporting only if there was delay enroute.</li> <li>• Note: The PCS Departing/Reporting transaction is input and processed by the assignment officer. SPOs will need to modify the transaction only if authorized delay was required to report to PCS unit.</li> </ul>	Direct Access Online User Guide
Required	<p>Send an E-Mail to PSC-MAS and PSC-RAS providing:</p> <ul style="list-style-type: none"> <li>• Name, Rank, and SSN of recalled retiree</li> <li>• Effective date and period of recall</li> <li>• TONO under which the recall is being effected</li> <li>• Reference the letter/message from CGPC (rpm)/(opm)/(epm) which authorizes the recall.</li> </ul>	PPPM, Sections 3-A-4 and 3-A-5,
<p>The SPO shall also prepare the transactions prescribed on pages 11-25 thru 11-27 of this chapter, with the following exceptions:</p> <p>(1) The <b>Reserve Orders transaction</b> on page 11-25 shall <u>not</u> be prepared.</p> <p>(2) The last six transactions on page 11-27 are <u>required</u> transactions for a recalled retiree.</p>		
<p>PSC (MAS) / (RAS) will process pay for members recalled from retirement for short-term periods under Title 14.</p>		

## Travel Claims During Mobilization Status

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**Introduction** Members submit travel claims to be reimbursed for travel, lodging, meals, and incidental expenses.

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**Reference** (a) The Travel Claim Quick Reference Guide, available on-line at <http://www.uscg.mil/hq/PSC/>, provides assistance in preparing travel claims.

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**Methods for Submitting Travel Claims** Travel claims may be submitted by 2 methods:

- Unit Travel System (UTS) – the preferred method.
- Hardcopy DD Form 1351-2.

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**Supporting Documentation** Travel claims shall be supported by the documentation listed below:

- Original itemized receipt for lodging expenses
- Original receipts for transportation expenses (airline, rental car, etc.)
- Any original receipts for reimbursable expenses required by the Joint Federal Travel Regulations (JFTR) – Volume 1 – generally, any expense that is \$75.00 or more.

On UTS claims, this documentation shall be provided to the approving official; for manually submitted claims, this documentation shall be sent to PSC (TVL) with DD Form 1351-2.

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**Recording of Leave Taken** Members shall indicate all leave days used on the TDY travel claim. The leave shall be indicated as follows:

- In UTS, on the Itinerary and Exceptions-To-Daily-Expense screens. See sample on pages 11-35 thru 11-37.
- On DD Form 1351-2, in Block 29 (Remarks) on page 2.

Note: (1) Do not start or end a UTS claim in a leave status.

(2) Mobilized reservists are entitled to Per Diem for lodging while on leave.

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*Continued on next page*

**Chapter 11  
RESERVE MOBILIZATION**

**Travel Claims During Mobilization Status, Continued**

**Sample UTS Travel Claim – Leave Taken**

UTS FILE NO. 27472

TRAVEL VOUCHER OR SUBVOUCHER				Read privacy act statement, penalty statement and instructions on back before completing form. Use typewriter ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed continue in Remarks.							
1. PAYMENT REQUIRED BY (X one) <input checked="" type="checkbox"/> Electronic Funds Transfer (EFT) <input type="checkbox"/> Payment By Check Split Disbursement: Amt to Govt. Tvl Charge Card \$				2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input checked="" type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA				FOR D.O. USE ONLY 3. D.O. VOUCHER NUMBER			
4. NAME (Last, First, Middle Initial) (print or type) PERFORMANCE, STELLA R				5. GRADE E6		6. SSN 987-65-4321		SUBVOUCHER NUMBER			
7. ADDRESS a. NUMBER AND STREET 12 ELM STREET			b. CITY TOPEKA		c. STATE KS		d. ZIP CODE 66609		c. PAID BY		
8. DAYTIME TELEPHONE NUMBER & AREA CODE 785-339-2250		9. TRAVEL ORDER NUMBER 130300003374000		10. PREVIOUS GOVERNMENT PAYMENT (ADVANCES) (Do not include ATM Advances)							
11. ORGANIZATION AND STATION 5347400 - CG HUMAN RESOURCES SERVICE & INFORMATION CTR				13. DEPENDENTS ADDRESS ON RECEIPT OF ORDERS (include Zip Code)							
12. DEPENDENTS (X and complete as applicable) <input checked="" type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED				14. Have Household Goods Been Shipped? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)				d. COMPUTATIONS			
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. Date of Birth or Marriage							
15. ITINERARY											
a. DATE	b. PLACE (home, office, base, activity, city and state, city and country, etc.)	c. MEANS OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES						
02											
11/1	DEP SAINT LOUIS ; MISSOURI	PA									
11/1	ARR TOPEKA ; KANSAS;		TD		270						
11/10	DEP TOPEKA ; KANSAS	CA		63.00							
11/10	ARR LAWRENCE ; KANSAS;		LV		0						
11/13	DEP LAWRENCE ; KANSAS	CA		0.00							
11/13	ARR TOPEKA ; KANSAS;		TD		0						
11/30	DEP TOPEKA ; KANSAS	GA		63.00							
11/30	ARR TOPEKA ; KANSAS;		MC		0						
ARR											
DEP											
ARR											
DEP											
ARR											
DEP											
ARR											
						e. SUMMARY OF PAYMENT					
						(1) Per diem					
						(2) Actual Expenses Allowance					
						(3) Mileage					
						(4) Dependent Travel					
						(5) DLA					
						(6) Reimbursable Expenses					
						(7) Total					
						(8) Less Advance					
						(9) Amount Owed					
						(10) Amount Due					
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				DURATION OF TDY TRAVEL							
				12 HOURS OR LESS							
				MORE THAN 12 HOURS BUT 24 HOURS OR LESS							
				MORE THAN 24 HOURS							
18. REIMBURSABLE EXPENSES				19. GOVERNMENT/DEDUCTIBLE MEALS							
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS				
11/1/02	AUTO MILEAGE	360 MI	360 MI								
11/1/02	TOLLS	2.20	2.20								
11/1/02	LAUNDRY SERVICES	60.00	60.00								
11/1/02	PARKING	30.00	30.00								
11/1/02	LODGING TAX-CONUS/US TERR	240.00	240.00								
11/1/02	LODGING/TONO-2-TONO TRANSI	63.00	63.00								
11/1/02	PER DIEM (25% TONO-TO-TON	7.50	7.50								
						(SEE DAILY EXPENSES)					
20.a. CLAIMANT SIGNATURE STELLA R PERFORMANCE				b. DATE 01/06/2003		21.a. APPROVING OFFICER SIGNATURE NOT YET APPROVED				b. DATE	
22. ACCOUNTING CLASSIFICATION 2 3 301 132300 EC 51282 2151											
23. COLLECTION DATA											
24. COMPUTED BY		25. AUDITED BY		26. Travel Order Posted by		27. RECEIVED (Payee Signature and Date or Check No.)			28. AMOUNT PAID		

UTS GENERATED FORM 1351-2, AUG 1997 (EG)

*Continued on next page*

**Travel Claims During Mobilization Status, Continued**

**Sample UTS Travel Claim – Leave Taken**

<b>PRIVACY ACT STATEMENT</b>																																																													
<p>AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397.</p> <p>PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.</p> <p>ROUTINE USE(S): To substantiate claims for reimbursement for official travel.</p> <p>DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.</p>																																																													
<b>PENALTY STATEMENT</b>																																																													
<p>There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Section 287 and 1001 and Title 31, Section 3729).</p>																																																													
<b>INSTRUCTIONS</b>																																																													
<p><b>ITEM 1 - PAYMENT</b> Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example: \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, all of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.</p> <p><b>USCG TRAVEL PAYMENT STATUS AND DEBT/OVERPAYMENT COLLECTION</b> - When Industrial Site accounting used - contact the accounting office that funded travel. - For all others - contact the CG Finance Center at 1-800-564-5504 and follow the prompts. For personal assistance and instructions for repayments or rescheduling of travel debts call (757) 523-6940. A Due Process debt notification letter with instructions will be sent to you. - If no payment status is indicated call HRSIC Travel at 1-888-USCG-TVL.</p> <p><b>REQUIRED ATTACHMENTS FOR TRAVEL VOUCHER AUDIT SUBMISSIONS</b> Claims will be audited based on a random sampling plan or because the net entitlement of the travel equaled or exceeded \$2,500.00. Assemble your claim as follows: 1. (Top) Travel Voucher, Continuation Page, and Daily Expense Record, DOD or UTS record. 2. Original of all travel orders and amendments, as applicable. 3. Dependent and/or other family member travel authorizations or claim documentation. 4. Required Receipts: Hotel/motel receipts and any item of expense claimed in the amount of \$75.00 or more. (Ticketless Travel records require a method of purchase statement). When directed, submit the above in an envelope addressed to HRSIC (TVL) marked "Audit".</p>	<p><b>ITEM 15. ITINERARY - SYMBOLS</b> <b>15c. MEANS/MODE OF TRAVEL (Use two letters)</b></p> <table border="0"> <tr> <td>GTR/TKT</td> <td>- T</td> <td>Automobile</td> <td>- A</td> </tr> <tr> <td>Government Transportation</td> <td>- G</td> <td>Motorcycle</td> <td>- M</td> </tr> <tr> <td>Commercial Transportation (Own Expense)</td> <td>- C</td> <td>Bus</td> <td>- B</td> </tr> <tr> <td>Privately Owned</td> <td>- P</td> <td>Plane</td> <td>- P</td> </tr> <tr> <td>Convenience (POC)</td> <td>- P</td> <td>Rail</td> <td>- R</td> </tr> <tr> <td>Alaska Ferry System</td> <td>- AF</td> <td>Vessel</td> <td>- V</td> </tr> <tr> <td>Change Status</td> <td>- CS</td> <td></td> <td></td> </tr> </table> <p><b>15d. REASON FOR STOP</b></p> <table border="0"> <tr> <td>Authorized Delay</td> <td>- AD</td> <td>Change of Home Port</td> <td>- HP</td> </tr> <tr> <td>Awaiting Transportation</td> <td>- AT</td> <td>Leave En Route</td> <td>- LV</td> </tr> <tr> <td>Continuous OS Travel</td> <td>- CT</td> <td>Mission Complete</td> <td>- MC</td> </tr> <tr> <td>Designated Location</td> <td>- DL</td> <td>Pick Up Passengers</td> <td>- PP</td> </tr> <tr> <td>Drop Off Passengers</td> <td>- DP</td> <td>Pick Up Vehicle</td> <td>- PV</td> </tr> <tr> <td>Drop Off Vehicle</td> <td>- DV</td> <td>Sick Leave</td> <td>- SL</td> </tr> <tr> <td>Enroute Stop Over</td> <td>- ES</td> <td>Temporary Duty</td> <td>- TD</td> </tr> <tr> <td>House Hunting</td> <td>- HH</td> <td>Voluntary Return</td> <td>- VR</td> </tr> </table> <p><b>15e. LODGING COST</b> UTS requires the entry of the per-day (daily) cost of Lodging. Place and claim INCONUS lodging taxes in the reimbursable expense section.</p> <p><b>ITEM 19 - DEDUCTIBLE MEALS</b> Use the UTS "Exception" button to enter deductible meals. Meals consumed by a member when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition and deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.</p>	GTR/TKT	- T	Automobile	- A	Government Transportation	- G	Motorcycle	- M	Commercial Transportation (Own Expense)	- C	Bus	- B	Privately Owned	- P	Plane	- P	Convenience (POC)	- P	Rail	- R	Alaska Ferry System	- AF	Vessel	- V	Change Status	- CS			Authorized Delay	- AD	Change of Home Port	- HP	Awaiting Transportation	- AT	Leave En Route	- LV	Continuous OS Travel	- CT	Mission Complete	- MC	Designated Location	- DL	Pick Up Passengers	- PP	Drop Off Passengers	- DP	Pick Up Vehicle	- PV	Drop Off Vehicle	- DV	Sick Leave	- SL	Enroute Stop Over	- ES	Temporary Duty	- TD	House Hunting	- HH	Voluntary Return	- VR
GTR/TKT	- T	Automobile	- A																																																										
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Enroute Stop Over	- ES	Temporary Duty	- TD																																																										
House Hunting	- HH	Voluntary Return	- VR																																																										
<b>29. REMARKS</b>																																																													
<p>EMPLOYEES: INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN ONE-HALF OF PRESCRIBED DAILY WORKING HOURS</p> <hr/> <p>UNIFORMED MEMBERS: INDICATE DATES ON WHICH LEAVE WAS TAKEN</p> <p>Receipts Required: HOTEL RECEIPT(S) FOR TOPEKA ; KANSAS</p>																																																													

UTS GENERATED FORM 1351-2 (BACK), AUG 1997

*Continued on next page*

Chapter 11  
RESERVE MOBILIZATION

Travel Claims During Mobilization Status, Continued

Sample UTS Travel Claim – Leave Taken

TRAVEL VOUCHER OR SUBVOUCHER										PAGE 3 OF 3 PAGES		
(Daily Expenses)												
4. NAME (Last, First, Middle Initial)												
PERFORMANCE, STELLA R												
Date	Day Type	Daily Lodging	Computed Meal Types			Claimed Meal Types			Actual Expenses Claimed			
			Br	Lu	Dn	Br	Lu	Dn	Br	Lu	Dn	Inc
11/01/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/02/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/03/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/04/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/05/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/06/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/07/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/08/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/09/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/10/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/11/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/12/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/13/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/14/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/15/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/16/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/17/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/18/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/19/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/20/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/21/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/22/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/23/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/24/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/25/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/26/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/27/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/28/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/29/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/30/2002	LDP	0.00	CM	CM	CM	CM	CM	CM				

Day Types  
 LDP = Lodging Plus, OB = OnBoard Ship, FD = Field Duty, SD = Sea Duty, LV = Leave, AE = Actual Expense, AELP = Actual Expense/Meals LDP  
 GRP = Group Travel, FLT = Flat Per Diem, RED = Reduced Per Diem, AF = Alaskan Ferry, NP = No Per Diem, SAE = 300% AE, SAELP = 300% AELP

*Continued on next page*

## Travel Claims During Mobilization Status, Continued

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### Liquidation of Advance Funds

Advances are to be claimed for the same travel period as they are received.

Advance funds are recorded on the travel claim in the block entitled "Previous Government Payments/Advances" (Block 9 in UTS; block 10 for manual claims).

ONLY electronic deposit advances (PSC processed), or advances made in the form of traveler's checks are to be reported on the travel claim. **DO NOT** report prior settlement payments or cash advances from credit cards.

If an advance of funds has been requested/processed through UTS for a specific TONO, it is already posted. **DO NOT** place this advance on a UTS settlement as the UTS system automatically applies this to the settlement and deducts from total reimbursable entitlement(s).

---

### Special Procedures For Long-Term Mobilization Status

For members on long-term mobilization orders, who are entitled to per diem, it is beneficial to file a travel claim every 30 days. For a travel claim to be properly processed each 30 days, it is necessary that the orders be designated as Document Type 13 (Blanket TDY Orders) and not Document Type 11 (Standard TDY Orders) and submitted as a new claim each time.

The first travel claim under blanket orders should be filled out normally, except the traveler should request the additional Reserve Continued Lodging and the 25% per diem for the last day of the claim in block 18 (reimbursable expenses). See sample on page 11-39.

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*Continued on next page*

## Travel Claims During Mobilization Status, Continued

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**Special  
Procedures For  
Long-Term  
Mobilization  
Status**

Subsequent claims under blanket orders should be completed as follows:

- On the first line of block 15b, enter: “Continuation of Recall” with the location of the TDY site.
- In block 18, claim reimbursement for the additional 25% per diem for the first and last day of the claim.

Example: Claim was from 4/04/01 through 05/04/01. Reservist would claim reimbursement for the additional 25% per diem for 04/04/01 and 05/04/01.

See sample on page 11-40.

For the last claim filed under the blanket orders, on the first line of block 15b, enter: “Continuation of Recall”. In block 18, request reimbursement for the additional 25% per diem for the first day of this claim. See sample on page 11-41.

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*Continued on next page*

**Chapter 11  
RESERVE MOBILIZATION**

**Travel Claims During Mobilization Status, Continued**

**Sample Travel Claim – (Claim 1) Long Term Mobilization  
Status with split TONOs**

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.							
<b>1. PAYMENT</b> <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$ _____				<b>2. TYPE OF PAYMENT (X as applicable)</b> <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA				<b>3. FOR D.O. USE ONLY</b> a. D.O. VOUCHER NUMBER _____			
<b>4. NAME (Last, First, Middle Initial) (Print or type)</b> SMITH, JOHN D				<b>5. GRADE</b> E7		<b>6. SSN</b> 123456789		<b>b. SUBVOUCHER NUMBER</b> _____			
<b>7. ADDRESS. a. NUMBER AND STREET</b> 444 SE QUINCY ST				<b>b. CITY</b> TOPEKA		<b>c. STATE</b> KS		<b>d. ZIP CODE</b> 66683			
<b>8. DAYTIME TELEPHONE NUMBER &amp; AREA CODE</b> 785-555-1234		<b>9. TRAVEL ORDER NUMBER</b> 1302XXXXXXXXX000		<b>10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES</b> NON ELECTRONIC ADVANCE \$ AMOUNT PLACED HERE _____				<b>c. PAID BY</b> _____			
<b>11. ORGANIZATION AND STATION</b> CG HRSIC				<b>12. DEPENDENT(S) (X and complete as applicable)</b> <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial)    b. RELATIONSHIP    c. DATE OF BIRTH OR MARRIAGE				<b>13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)</b> _____			
<b>14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain in Remarks)				<b>d. COMPUTATIONS</b> _____							
<b>15. ITINERARY</b>											
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES						
1/01	DEP TOPEKA, KS (SHAWNEE)	CP									
1/01	ARR MANHATTAN, NY (COUNTY)		TD	120.00	70						
1/09	DEP BOSTON, MA (COUNTY)	CA									
1/09	ARR MANHATTAN, NY (COUNTY)		MC								
1/14	DEP BOSTON, MA (COUNTY)	CA									
1/14	ARR MANHATTAN, NY (COUNTY)		TD	120.00							
1/31	DEP CONTINUATION OF RECALL	CP									
1/31	ARR CONTINUATION OF RECALL		MC								
ARR											
ARR											
ARR											
ARR											
						<b>e. SUMMARY OF PAYMENT</b>					
						(1) Per Diem					
						(2) Actual Expense Allowance					
						(3) Mileage					
<b>16. POC TRAVEL (X one)</b> <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER						<b>17. DURATION OF TDY TRAVEL</b>					
						(4) Dependent Travel					
						(5) DLA					
						(6) Reimbursable Expenses					
						(7) Total					
						(8) Less Advance					
						(9) Amount Owed					
						(10) Amount Due					
<b>18. REIMBURSABLE EXPENSES</b>						<b>19. GOVERNMENT/DEDUCTIBLE MEALS</b>					
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED			a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS		
1/09/02	25% PERDIEM	11.25	11.25	12 HOURS OR LESS							
1/14/02	25% PERDIEM	11.25	11.25	MORE THAN 12 HOURS BUT 24 HOURS OR LESS							
1/31/02	25% PERDIEM	11.25	11.25	MORE THAN 24 HOURS							
1/31/02	LODGING TAX	396.00	396.00								
1/09-13	DUAL LODGING	600.00	600.00								
1/01/02	AIRFARE	375.00	375.00								
1/01/02	AIRFARE SVC FEE	35.00	35.00								
1/31/02	LAUNDRY (\$2/DAY)	62.00	62.00								
1/31/02	TONO-TONO LODGING	120.00	120.00								
<b>20. a. CLAIMANT SIGNATURE</b>				<b>b. DATE</b>		<b>c. SUPERVISOR SIGNATURE</b>		<b>d. DATE</b>			
<b>21. a. APPROVING OFFICER SIGNATURE</b>				<b>b. DATE</b>							
<b>22. ACCOUNTING CLASSIFICATION</b> This example is a manual claim of Beginning Recall, Mbr TAD is sent TAD under separate tono, dual lodging, and how to show continuation of recall. Mileage is for the trip to airport.											
<b>23. COLLECTION DATA</b>											
<b>24. COMPUTED BY</b>		<b>25. AUDITED BY</b>		<b>26. TRAVEL ORDER POSTED BY</b>		<b>27. RECEIVED (Payee Signature and Date or Check No.)</b>		<b>28. AMOUNT PAID</b>			

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED

Exception to SF 1012 approved by GSA/IRMS 12-91.

Continued on next page

**Chapter 11  
RESERVE MOBILIZATION**

**Travel Claims During Mobilization Status, Continued**

**Sample Travel Claim – (Claim 2) Long Term Mobilization  
Status with split TONOs**

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$ _____		2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA		3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER			
4. NAME (Last, First, Middle Initial) (Print or type) SMITH, JOHN D		5. GRADE E7	6. SSN 123456789			c. PAID BY	
7. ADDRESS. a. NUMBER AND STREET 444 SE QUINCY ST		b. CITY TOPEKA	c. STATE KS	d. ZIP CODE 66683			
8. DAYTIME TELEPHONE NUMBER & AREA CODE 785-555-1234	9. TRAVEL ORDER NUMBER 1102XXXXXXXXX000	10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES NON ELECTRONIC ADVANCE \$ AMOUNT PLACED HERE					
11. ORGANIZATION AND STATION CG HRSIC		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)					
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain in Remarks)				d. COMPUTATIONS	
15. ITINERARY							
a. DATE 2002	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES		
1/10	DEP MANHATTAN, NY (COUNTY)	CA					
1/10	ARR BOSTON, MA (COUNTY) - TAD		TD	159.00			
1/13	DEP WITHIN TAD UNDER SEP TONO	CA					
1/13	ARR MANHATTAN, NY (COUNTY) -		MC				
	DEP CONT UNDER SEP TONO						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER						17. DURATION OF TDY TRAVEL (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due	
18. REIMBURSABLE EXPENSES							
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED				
1/10/02	25% PERDIEM	12.50	12.50	12 HOURS OR LESS			
1/13/02	25% PERDIEM	12.50	12.50	MORE THAN 12 HOURS BUT 24 HOURS OR LESS			
1/13/02	LODGING TAX	69.96	69.96	X MORE THAN 24 HOURS			
1/13/02	TONO-TONO LODGING	159.00	159.00				
1/13/02	RENTAL CAR	227.59	227.59				
1/13/02	RENTAL FUEL	27.00	27.00				
19. GOVERNMENT/DEDUCTIBLE MEALS							
a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS				
20.a. CLAIMANT SIGNATURE		b. DATE	c. SUPERVISOR SIGNATURE		d. DATE		
21.a. APPROVING OFFICER SIGNATURE		b. DATE					
22. ACCOUNTING CLASSIFICATION This is an example of a manual claim for the second TAD taken while in a TAD status under a separate Tono.							
23. COLLECTION DATA							
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)	28. AMOUNT PAID			

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1  
MAY BE USED UNTIL SUPPLY IS EXHAUSTED

Exception to SF 1012 approved by GSA/IRMS 12-91.

Continued on next page

**Chapter 11  
RESERVE MOBILIZATION**

**Travel Claims During Mobilization Status, Continued**

**Sample Travel Claim – (Claim 3) Long Term Mobilization  
Status with split TONOs**

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$ _____		2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA		3. FOR D.O. USE ONLY			
4. NAME (Last, First, Middle Initial) (Print or type) SMITH, JOHN D		5. GRADE E7		6. SSN 123456789		a. D.O. VOUCHER NUMBER	
7. ADDRESS. a. NUMBER AND STREET 444 SE QUINCY ST		b. CITY TOPEKA		c. STATE KS		d. ZIP CODE 66683	
8. DAYTIME TELEPHONE NUMBER & AREA CODE 785-555-1234		9. TRAVEL ORDER NUMBER 1302XXXXXXXXX000		10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES NON ELECTRONIC ADVANCE \$ AMOUNT PLACED HERE			
11. ORGANIZATION AND STATION CG HRSIC				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)			
12. DEPENDENT(S) (X and complete as applicable)				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)    Yes    No (Explain in Remarks)			
ACCOMPANIED    UNACCOMPANIED				d. COMPUTATIONS			
a. NAME (Last, First, Middle Initial)				b. RELATIONSHIP			
c. DATE OF BIRTH OR MARRIAGE							
15. ITINERARY							
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES		
2/01	DEP CONTINUATION OF RECALL	CP					
2/01	ARR MANHATTAN, NY (COUNTY)		TD	120.00			
2/10	DEP	CP					
2/10	ARR TOPEKA, KS (SHAWNEE)		LV				
2/18	DEP	CP					
2/18	ARR MANHATTAN, NY (COUNTY)		TD	120.00			
2/28	DEP	CP					
2/28	ARR TOPEKA, KS (SHAWNEE) END		MC				
	DEP OF RECALL						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TDY TRAVEL		e. SUMMARY OF PAYMENT	
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS		(1) Per Diem	
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	MORE THAN 12 HOURS BUT 24 HOURS OR LESS		(2) Actual Expense Allowance	
2/01/02	25% PERDIEM	11.25	11.25	MORE THAN 24 HOURS		(3) Mileage	
2/10/02	LODGING	120.00	120.00			(4) Dependent Travel	
2/28/02	LODGING TAX	250.80	250.80			(5) DLA	
2/28/02	AIRFARE	275.00	275.00			(6) Reimbursable Expenses	
2/28/02	AIRFARE SVC FEE	35.00	35.00			(7) Total	
2/28/02	LAUNDRY (\$2*21 DAYS)	42.00	42.00			(8) Less Advance	
						(9) Amount Owed	
						(10) Amount Due	
				19. GOVERNMENT/DEDUCTIBLE MEALS			
		a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS		
20.a. CLAIMANT SIGNATURE		b. DATE	c. SUPERVISOR SIGNATURE		d. DATE		
21.a. APPROVING OFFICER SIGNATURE				b. DATE			
22. ACCOUNTING CLASSIFICATION Manual claim example showing cont of recall, how to annotate LV within claim, and end of recall. Mbr must show last day of work as 1st day of leave to be paid per diem for work day.							
23. COLLECTION DATA							
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)			28. AMOUNT PAID	

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED

Exception to SF 1012 approved by GSA/IRMS 12-91.

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## Travel Claims During Mobilization Status, Continued

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**Special  
Procedures for  
Overlapping  
TDY Periods**

Mobilized members on temporary duty (TDY) may be issued a second set of TDY orders to another location. This results in overlapping TDY periods involving multiple TONO(s) and requires special procedures. Members with overlapping travel TONO's need to submit multiple travel claims.

Example:

A member has TDY orders for period 1/1/02 to 2/28/02 in New York City. The member has commercial lodging and messing.

The member is sent TDY to Boston from 1/10/02 to 1/13/02. The member is required to procure commercial lodging in Boston and maintain the lodging in New York City.

Upon completion of the Boston TDY period, the member returns to New York to complete the original TDY period.

This member will need to submit *3 separate travel claims* as detailed on the next page.

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*Continued on next page*

## Travel Claims During Mobilization Status, Continued

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**Special  
Procedures for  
Overlapping  
TDY (cont'd)**

First Claim. The first claim will be submitted to cover the period 1/1/02 to 1/9/02. The claim should be submitted as Mission Complete (MC). The member needs to claim the additional 25 percent of M&IE for 1/9/02 as a Reimbursable item (under the Reimbursable Expenses Column in UTS, or in Block 18 of DD Form 1351).

Second Claim. The second claim will cover the TDY period to Boston and return trip to New York City. With the exception of the Reimbursable Expenses Block in UTS, or Block 18 of DD Form 1351-2, this claim will be submitted as any other claim. In the Reimbursable Expenses Block in UTS, or Block 18 of DD Form 1351-2, the member needs to claim the additional 25 percent M&IE for the first and last days of travel, in this case 1/10/02 and 1/13/02.

Third Claim. The third claim will be submitted for the period of TDY upon return to New York. The member will need to claim the additional 25 percent per diem for 1/14/02 in the Reimbursable Expenses Block in UTS, or Block 18 of DD Form 1351-2. In addition, if the member is required to procure or maintain quarters at both locations, the member could be entitled to dual lodging. In this case, the member needs to claim the lodging costs for maintaining the New York quarters during the Boston TDY period as dual lodging in the Reimbursable Expenses Block in UTS, or Block 18 of DD Form 1351-2. The member's TDY orders to New York will have to be amended to authorize dual lodging. The amendment to authorize dual lodging must be location and date specific.

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## Monthly Verification Procedures

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**Introduction** Mobilized members are required to review and validate their monthly Leave and Earnings Statement (LES). Units are required to validate a roster of mobilized members each month.

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**Validation of LES's** Members have the responsibility to review their LES each month and report any discrepancies via the chain of command. The member must report any instance where:

- The LES shows a pay entitlement to which the member is not entitled (under pages 11-7 through 11-15 of this chapter).
- The member continues to be paid pay and allowances after being released from active duty.

Members who are overpaid pay and allowances will be required to repay such overpayments, plus interest. Any overpayments will be collected in lump sum from a member's final separation pay, and from future ADT or IDT earnings to which the member is entitled after release from active duty.

**Unit Verification of Mobilized Reservists** Units shall maintain a monthly roster of recalled members to ensure those members are timely removed from a mobilization status and not overpaid.

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## Extension of Mobilization Orders

**Introduction** A mobilized member's orders may be extended by the ISC (pf).

**Procedure** If a member's orders are extended, the ISC (pf) shall notify the member and the servicing SPO.

The SPO or ISC (pf) shall amend and sign the member's original hard copy orders to reflect the new expected Order End Date. A copy must be provided to the member to facilitate employer notification. The member's command should issue the employer notification letter (from Step 1 of the Checklist for Mobilization) when a member's orders are extended or new orders are issued.

The Servicing SPO shall record the extension in Direct Access as follows:

If	Submit	Reference
Reservist is extended under Involuntary Title 10 orders	Modify the member's current Reserve Orders in Direct Access to reflect the new expected Order End Date. Note: This process is used only if amending the end date of the original orders and there is no change in the member's status.	Direct Access Guide
Reservist is extended under Voluntary Title 10 orders	Modify the member's current Reserve Orders in Direct Access to reflect the new expected Order End Date. Note: This process is used only if amending the end date of the original orders and there is no change in the member's status. If the status changes, e.g. Title 10 to EAD a new set of orders must be created.	Direct Access Online User Guide ALPERSRU P/03
Reservist is released from Title 10 orders and <u>immediately</u> placed, under a different set of orders, on further active duty for a period of 140 days or greater	Process a new set of Reserve Orders in Direct Access to record the new reserve period.  The new orders must have an effective date of the day after release from Title 10 orders.  Change BAH transaction. If the member will not be assigned government quarters, be sure the transaction shows a BAH Postal Code of the member's duty station locale ( <u>not</u> the postal code of the member's principal place of residence).  Change INCONUS COLA transaction. Be sure the transaction shows a Postal Code of the member's duty station locale ( <u>not</u> the postal code of the member's principal place of residence).	Direct Access Guide  ALPERSRU P/03  Direct Access Guide, BAH    Direct Access Guide, COLA

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## Extension of Mobilization Orders, Continued

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If	Submit	Reference
Reservist is released from Title 10 orders and <u>immediately</u> placed on active duty under a different set of orders for a period of less than 140 days	<p>Follow the Demobilization release from active duty procedures on page 11-50.</p> <p>Process a new set of Reserve Orders in Direct Access to record the new reserve period.</p> <p>The new orders must have an effective date of the day after release from Title 10 orders</p> <p><b>Note:</b> Since the new set of orders is for less than 140 days, the member will be entitled to BAH-II during these orders. The reservist continues to earn leave while on such further active duty, even if the follow-on active duty period is for less than 30 days. This is because the reservist has remained on consecutive active duty.</p>	Direct Access Guide

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## The Demobilization Process

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**Introduction**      The demobilization process depends on communication between several participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

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**Reference:**      (a) ALCOAST 349/04

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**Release Site**      Per, Chapter 6.C.1(a) of CG Manpower Mobilization Support Plan, COMDTINST M3061.1, recalled reservists shall be RELAD at the same site at which they were initially ordered to report. Exceptions may be granted on a '**case-by-case**' basis. ISC (pf)s shall be the approving level for these exceptions as requested by units.

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**Process**      This table describes the process.

When	Who does it	What Happens
Member is identified for demobilization	Mobilization Unit	Coordinates demobilization and transfer to unit from which the member was initially ordered to report (RELAD Unit) with ISC (pf) and SPO. <ul style="list-style-type: none"> <li>• Ensures member is physically qualified for demobilization.</li> <li>• Notifies SPO if the member has uncollected CG Mutual Assistance loan(s) that need to be collected from final active duty pay. Coordinates repayment plan with CGMA headquarters if lump-sum deduction from member's final pay is not appropriate.</li> </ul>
	Member	Completes Career Intentions Worksheet (CG PSC-2045) to denote desires concerning disposition of accrued leave. Forwards to Mobilization Unit Servicing SPO.
	Mobilization Unit (or servicing SPO if unit has limited administrative capabilities)	Records in Direct Access any medals/awards/competencies earned by the member while in a mobilization status.

*Continued on next page*

## The Demobilization Process, Continued

### Process (cont'd)

<b>When</b>	<b>Who Does it</b>	<b>What Happens</b>
Upon receipt of Career Intentions Worksheet from member	SPO For Mobilization Unit	Inputs Statement of Intent in Direct Access at least 45 days prior to Demobilization or member's scheduled departure date on terminal leave.  <b>Note:</b> Use Career Intentions Reason -- 'SELRES Deactivation'.
Member transfers to RELAD Unit		Forwards SPO PDR back to the SPO of the member's regularly assigned unit RELAD Unit.
At least 30 days prior to demobilization	Member	Updates mailing/e-mail address (and bank account information if changing) in Direct Access. (If access to the internet is unavailable, unit or SPO will input mailing address/direct deposit information.)
At least 15 days prior to demobilization	SPO for RELAD Unit	Prepares, Personnel Data Information File (PDIF) and Certificate of Release or Discharge from Active Duty (DD-214) and mails to unit for delivery to member.
Upon Receipt from SPO	Member, with assistance of Unit	Verifies information on PDIF (competencies, awards, etc.), and DD-214, notifies SPO of any discrepancies.
Date of release from active duty	RELAD Unit	Delivers the Certificate of Release or Discharge From Active Duty (DD-214) and instructions for filing the final travel claim to the member. Mails member's medical record back to member's regularly assigned unit.
Date of release from active duty or Date of departure on terminal leave	SPO for RELAD Unit	Transmits separation transactions as prescribed on pages 11-49 and 11-50.
Date of release from active duty	PSC (SES)	If SPO submits SOI as prescribed in this section, then JUMPS will automatically pay the member their final active duty pay on the payday following their demobilization date. If not, then PSC (SES) will have to manually calculate and process the final active duty payment.

## Demobilization Checklist

**Introduction** This checklist provides a job aid to assist the unit in completing the necessary tasks required for separating a mobilized reservist from active duty. It should be used along with the Checklist for Separations and the Checklist for RELAD in section 3-B of this manual.

**Checklist** Action when releasing a reservist from active duty:

Step	Action	Date
1	Ensure member is physically qualified for release from active duty. A physical examination is required if one has not been done within the past 12 months. If one has been done within 12 months, a Health Screening Assessment (DD Form 2697) is required. Ensure all medical problems are documented in the member's health record, and that a line of duty determination is made if there is a medical problem. Ensure compliance with the Post-Deployment Health Assessment Program IAW ALCOAST 245/03	
2	Ensure member has notified SPO of desires concerning disposition of accrued leave via completion of a Career Intentions Worksheet (CG PSC-2045).	
3	Verify that member (and dependents) have the appropriate (reserve versus active duty) military ID card.	
4	Counsel member concerning transitional health-care benefits – see page 11-21 of this chapter. Ensure transitional health-care benefits are recorded in the DEERS database.	
5	Counsel member concerning civilian reemployment rights – see page 11-20 of this chapter.	
6	Counsel member that, if SGLI and/or Family SGLI coverage were automatically increased to the maximum upon mobilization, and the member does not desire continued maximum coverage after demobilization, the member must submit a new SGLV-8286 / 8286A to elect reduced Member / Spouse SGLI coverage. Forward completed SGLV form(s) to SPO for Direct Access data entry.	
7	Ensure that any medals/awards, competencies and school completions earned by the member are recorded in Direct Access.	
8	If the member's mailing address is changing, update address in DEERS through local DEERS site or by calling the DEERS support office (Phone: 1-800-538-9552 except in CA, HI, and AK; for CA 1-800-334-4162; for HI and AK 1-800-527-5602)	
9	Advise member to update mailing address and direct deposit information in Direct Access if they are changing. If member does not have access to the system, supply address and direct deposit information to SPO for data entry.	
10	Ensure member has instructions for filing final travel claim.	
11	Ensure member does not have pending UCMJ action.	
12	Conduct appropriate security debriefing. (i.e. Vehicle / Access Passes)	
13	Ensure that SPO is notified if member has uncollected CG Mutual Assistance loan(s) that need to be collected from final active duty pay.	
14	Ensure supporting CDA/ESO provide all Reservists being RELAD with copy of CG Education Quick Reference Guide ( <a href="http://www.uscg.mil/d7/d7dcm/matrix.htm">http://www.uscg.mil/d7/d7dcm/matrix.htm</a> )	
15	Deliver DD-214 to member.	

## Medical Readiness

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<b>Introduction</b>	<p>There are two situations that may arise near the conclusion of a member's mobilization status:</p> <ol style="list-style-type: none"><li>1. A member may be physically fit for military duty, but require further medical evaluation or treatment prior to release from active duty.</li><li>2. A member may be found not physically qualified for separation or retention and not physically qualified for military duty.</li></ol>
<b>Reference</b>	<p>(a) RPM (b) ALCOAST 245/03</p>
<b>Post-Deployment Health Assessment</b>	<p>Per reference (b), all reservists called to active duty for 30 days or longer in support of any CG operation will have Post-Deployment Health Assessment (PDHA) accomplished at the time of redeployment/RELAD. Directed requirements contained in the PDHA program include:</p> <ol style="list-style-type: none"><li>A. Completion of the four-page, revised DD form 2796 Post-Deployment Questionnaire.</li><li>B. A face-to-face health assessment with a trained health care provider.</li><li>C. A blood sample from all redeploying personnel.</li><li>D. A quality assurance program to ensure compliance.</li></ol>
<b>Process</b>	<p>A member on active duty orders of 31 days or more who incurs or aggravates an injury, illness or disease in the line of duty shall not be released from active duty without his or her consent. He or she shall be extended on active duty pending resolution of a medical condition or pending completion of the physical evaluation board process.</p> <p>Members who consent to be retained on active duty shall be continued under their original Title 10 orders. If the member's Title 10 orders are due to expire, the SPO shall extend such orders by adjusting the Reserve Orders, Order End Date in Direct Access.</p> <p>Members who do <u>not</u> consent to be retained on active duty shall be issued a Notice of Eligibility (NOE) for medical benefits upon release from active duty, and if eligible, shall be entitled to incapacitation pay as outlined in the Reserve Policy Manual.</p>

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## SPO Demobilization Procedures

**Introduction** The below checklist is provided as a job aid to assist the SPO in completing the necessary transactions to release a member from active duty. It should be used along with the Checklist for Separations and the Checklist for RELAD in section 3-B of this manual.

**Checklist** Transactions required to release a mobilized member (including a recalled retiree) are listed below.

**Note:** Only the last transaction (DD-214) is required for a member who was mobilized under 14 U.S.C. 712.

Step	Action/Transaction	Reference
1	<p>Statement of Intent (SOI) transaction shall be submitted in Direct Access 45 days prior to demobilization or member's departure on terminal leave. Use Career Intentions Reason—'SELRES Deactivation'</p> <p>Be sure that the SOI disposes of all leave earned during mobilization and shows any leave being sold.</p> <p>Note: Leave sold by a member that was mobilized under 10 U.S.C.12302 is not subject to the 60 day career maximum.</p> <p>If notification of demobilization is received late, and is within 20 days of the member's release date, <u>in addition to submitting an electronic SOI</u>, an E-Mail SOI will ALSO need to be submitted as prescribed in Exhibit 3-B-1, PPPM.</p> <p>If member's intentions change within 15 days of the sep/DEMOB date notify PSC (SES) via email.</p>	<p>Direct Access Guide, SOI</p> <p>ALPERSRU P/03 and AD/02</p> <p>ALCOAST 349/04</p>
2	<p><u>Family Separation Allowance</u> stop transaction.</p> <p>If the reservist is departing on terminal leave in conjunction with RELAD, and the reservist is being paid FSA-T or FSA-S, the FSA entitlement ends on the date the reservist arrives home with his/her family. An FSA stop transaction must be submitted in Direct Access to shut down FSA-T / FSA-S.</p>	<p>PAYMAN, figure 3-22</p>

*Continued on next page*

## SPO Demobilization Procedures, Continued

Step	Action/Transaction	Reference
2	<p><b><u>Direct Access Separation transaction</u></b></p> <p><b><u>Separation tab</u></b> be sure the transaction shows:</p> <ul style="list-style-type: none"> <li>• Separation Program Designator (SPD) = LBK (completion of required active service)</li> <li>• Termination Date = Last day of active duty</li> <li>• Reenlistment Eligibility = RE1</li> <li>• Reason = 62 (due to fulfillment of active service obligation)</li> </ul> <p><b>Notes:</b> The Departure Date is updated when terminal leave dates are entered in the Orders section of the separation transaction. If a reservist is authorized travel time under section 2.K.3 PAYMAN, the travel time needs to be entered as Nonchargeable Absence.</p> <p><b><u>Reserve status tab</u></b></p> <ul style="list-style-type: none"> <li>• Employee Classification = Select class member was assigned to before being mobilized.</li> <li>• Reserve Training/Pay Code = Select the code member was assigned to before being mobilized.</li> </ul> <p><b>Note:</b> If member will be assigned to the IRR, ISL, or other non-pay status use pay code "H").</p> <ul style="list-style-type: none"> <li>• Reserve Classification = Enter the appropriate classification.</li> <li>• TRAY-PAY-CAT Effdt = Enter the day after the termination date.</li> <li>• Classification Effdt= This is the date the member originally entered the Coast guard. Do not modify unless it is blank.</li> </ul> <p><b><u>Orders link</u></b></p> <p>In the itinerary section the Department must reflect the ID of the following:</p> <ul style="list-style-type: none"> <li>• SELRES – us the department to which the member will be assigned as a drilling member.</li> <li>• RET1 – 003333 with an E-mail to PSC-RAS</li> <li>• RET2 – 003333 and e-mail to PSC-RAS</li> <li>• IRR, ISL – 002817</li> <li>• Discharge – 003333</li> <li>• If Travel Time is authorized, it must be listed as "Non-Chargeable Absence – NA" and noted in the comments section. The system will not allow Travel-Time on a RELAD travel order. However, Travel Time is authorized for Reservists who are demobilizing.</li> </ul> <p><b>Reminder:</b> Members with a remaining SELRES drill obligation may not be assigned to the IRR or ISL.</p>	<p>Direct Access On line User Guide and ALPERSRU W/02</p> <p>PAYMAN, 2.K.3</p>

*Continued on next page*

## SPO Demobilization Procedures, Continued

Step	Action/Transaction	Reference
3	<p><u>Certification of Release or Discharge From Active Duty (DD Form 214)</u>. A DD-214 shall be issued to all members upon completion of a period of mobilization. (However, if a member is being <u>immediately</u> ordered to further active duty upon demobilization, the DD-214 shall <u>not</u> be issued until the end of that additional active duty, i.e., when the member is <u>separated</u>.)</p> <p>Block 18 (Remarks) of the DD Form 214 shall be annotated to include the following information:</p> <ul style="list-style-type: none"> <li>• That the member was recalled under Title 10 and participated in a contingency operation and the title (s) of operations the member participated in (e.g. "Operation Enduring Freedom")</li> <li>• The member's duty location (s) while on active duty</li> <li>• The dates, if any, of service in a designated imminent danger pay area</li> <li>• All medals/awards received by the member while on active duty</li> <li>• Total cumulative career active duty service for retirement</li> </ul> <p><b>Note:</b> If the member has 18 or more years of active duty, contact CGPC (rpm) prior to separating the member.</p>	DD 214 Manual
4	<p><u>Member Competencies</u>. Input any competencies, awards or school completions earned by the member in Direct Access.</p>	Chapter 4-C PPPM
5	<p><u>SGLI and Family Member SGLI Elections</u>: The member may wish to decrease or elect no SGLI coverage upon RELAD, ensure new elections are entered in Direct Access.</p>	SGLV Form 8286 and/or 8286A

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